

**MINUTES**  
**ADMINISTRATION & FINANCE COMMITTEE OF THE WHOLE**  
**BUDGET MEETING #2**  
**MONDAY, JANUARY 11, 2016**  
**6:30 P.M.**  
**SPENCERVILLE MUNICIPAL OFFICE**

**PRESENT:**

Mayor Patrick Sayeau  
Deputy Mayor Peggy Taylor  
Councillor Barrett  
Councillor Morrell  
Councillor Smail  
Dave Robertson – Non-voting Advisory Member  
Jack Bradley – Non-voting Advisory Member

**STAFF:**

Debra McKinstry, CAO/Clerk  
Melanie Stubbs, Treasurer  
Emily Farrell, Library CEO  
Randy Hopkins, Chief Building Official/ By-law Enforcement Officer (arrived at 6:35pm)  
Mike Spencer, Manager of Parks, Recreation & Facilities  
Sheena Earl, Deputy Clerk

1. Call to Order – Chair, Mayor Sayeau

Mayor Sayeau called the meeting to order at 6:30pm. Members discussed a proposed amendment to the agenda to include a Mayor's Report.

**Moved** by: P. Taylor seconded by: K. Smail that the agenda be amended with the addition of a Mayor's Report prior to the Closed Session.

Carried

2. Disclosure of Pecuniary Interest & the General Nature Thereof

Councillor Smail noted interest in item 3.) Support Cardinal Youth Centre Healthy Kids Application as she is a member of the Board for this organization. She said that she planned to speak to the matter but that she would refrain from voting.

3. Support Cardinal Youth Centre Healthy Kids Application (Councillor Smail)

Members discussed details of the Youth Centre's proposed application submission including eligibility requirements. Staff was directed to investigate whether the Township

could provide adequate insurance coverage should the Youth Centre be unable to meet the grant's requirements in this regard.

**Moved** by: M. Barrett seconded by: G. Morrell that Committee of the Whole supports the Cardinal Youth Centre's application to the Healthy Kids Community Challenge Leeds Grenville.

Carried

Councillor Smail did not vote on the matter.

It is expected that a copy of the application will be provided to members once complete.

#### 4. Sample Municipal Tax Information Item

An information item showing implications of phased in assessment and tax rate increases or decreases on an average home was briefly reviewed.

#### 5. Reserve Fund Transfer

Members discussed the required resolutions to move funds into and out of reserve fund accounts as per the Township's Reserve and Reserve Funds policy.

#### 6. Recreation

The draft Recreation budget including proposed capital spending was reviewed in detail by members. The following outstanding issues were raised during discussions:

- Hiring of Recreation Program Coordinator – staff to develop job description, suggested salary range & clear deliverables
- Exploration of grants available for hiring summer students
- Availability of life expectancy testing on sand filters to be explored
- Contribution to Recreation reserve to be further discussed as one is not currently budgeted

#### 7. Library

The Public Library Board's request for a significant increase to the Township library grant was discussed in detail including a review of Township library spending compared to neighbouring municipalities. Clarification was provided with respect to the items covered in the Township budget and non-capital costs which are incurred by the library directly.

The potential of phasing in the requested increase was discussed. Members reviewed other grant sources with the CEO and Board representative.

8. Building

The draft building budget was reviewed and included discussions with respect to fees and permits for the Giant Tiger development.

9. By-law Enforcement

Staff discussed the 2015 change to contracting out this work to handling it internally and the heavy workload that is expected to continue. A proposal to hire a summer student to assist with proactive enforcement was discussed and a formal outline of duties and salary is to be developed for consideration.

Agenda items 10-13 were not covered at this meeting as time did not permit.

Mayor Sayeau discussed a number of items briefly as follows:

- Giant Tiger development progressing well – Site Plan Control Agreement expected February 1<sup>st</sup>
- Travel Centre financing agreement with UCLG to come forward to Council
- Seniors designation at the Maples still on the table at Counties Council – will be discussed further at Joint Services in February
- Mayor to attend the Chamber of Marine Commerce Luncheon in Toronto on Thursday

14. Closed Session

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IN CAMERA MEETING  
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**Moved** by: P. Taylor seconded by: M. Barrett that Committee of the Whole proceeds into closed session at 9:30pm in order to address a matter pertaining to personal matters about an identifiable individual, specifically, succession planning.

Carried

Committee recessed for a few moments to clear the chambers.

Members discussed the succession plan proposed in the Clerk's department.

**Moved** by: G. Morrell seconded by: M. Barrett that the closed session of Committee of the Whole adjourn and the open session does now resume at 9:55 pm.


Carried

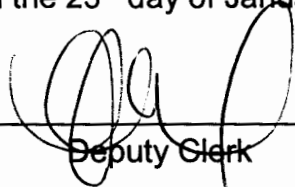
Staff was directed to move forward with the succession plan as discussed and to begin recruitment for Deputy Clerk.

**Moved** by: P. Taylor seconded by: K. Smail that the Administration & Finance Committee of the Whole Budget Meeting #3 adjourns at 9:56pm.

Carried

These minutes were approved in open Council on the 25<sup>th</sup> day of January, 2016.

  
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Mayor

  
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Deputy Clerk