

**MINUTES**  
**COMMITTEE OF THE WHOLE – ADMINISTRATION & FINANCE**  
**BUDGET MEETING #2**  
**TUESDAY, JANUARY 17, 2017**  
**6:30 PM**  
**SPENCERVILLE MUNICIPAL OFFICE**

Present: Mayor Pat Sayeau, Chair  
Deputy Mayor Peggy Taylor  
Councillor Michael Barrett  
Councillor Gerry Morrell  
Councillor Karie Smail  
Dave Robertson, Advisory Member  
Jack Bradley, Advisory Member

Staff: Deb McKinstry, CAO/Clerk  
Melanie Stubbs, Treasurer  
Randy Hopkins, Chief Building Official  
Rebecca Williams, Deputy Clerk

1. Call to Order

Mayor Sayeau called the meeting to order at 6:30 pm.

2. Approval of Agenda

**Moved** by: K. Smail seconded by: G. Morrell that the agenda be approved as presented.

Carried

3. Disclosure of Pecuniary Interest & General Nature Thereof – None

4. Discussion Items – None

5. Action/Information Items

a) Reserve & Reserve Fund Update

It was noted that County Council reviewed the operational budget earlier today, which highlighted a possible levy increase of 6.27%, resulting in a tax rate increase of 4.8%. County Council may adjust the capital to bring the increase down to between 1-2%.

Committee reviewed the reserve and reserve fund report, noting that the proposed transfers into the departmental reserves are a total of \$329,950.00, with the proposed transfers into reserve funds totaling \$368,838.03, for a

combined total of \$698,788.03 being budgeted to transfer. Members briefly discussed the Cardinal Wastewater budget deficit and the Cardinal Hydro budget line transferring \$71,730.00 out to cover the costs of the Cardinal Baby Pool rehabilitation project in 2016.

Committee discussed the current budget and reserve funds, noting that the reserve and reserve funds policy must be followed by staff to prepare reports, however Council can decide to change the policy if desired. Members asked for clarification with respect to the Industrial Park Investment: HISA Account and the Industrial Park Land reserve funds. It was noted that from the \$2,753,027.40 that was transferred out of the Industrial Park Land reserve in 2016, \$2,000,000 was transferred into the HISA account, with a portion of the remaining covering the costs for the Class EA, construction costs for Newport Drive, and the payment to the Town of Prescott with respect to the agreement for potable water.

Members highlighted the 2017 earmarked reserve and reserve fund budget, noting that many reserves, such as line items; Fire Department-Buildings, Building Department, and Public Works, are very low when compared to the upper limit that is outlined in the reserve and reserve fund policy. Committee briefly discussed the need to contribute \$6000 per budget year for the Election Reserve.

b) Budget Review:

i) Economic Development

Committee reviewed the Economic Development draft budget, noting that there is approximately \$3,200,000 in total remaining from the sale of property for the Giant Tiger development. It was noted that the St. Lawrence Corridor Economic Development Commission may not be organized until half way through the year, which may result in less of a financial impact for 2017.

Committee discussed the proposed changes to the CIP Projects and CIP Grants budget lines, noting that staff is suggesting that the CIP Projects 2017 budget be increased to \$40,000 in order to address the additional budget requests from the Community Development Committee, including the Riverside Park Project near the Spencerville Mill and the Corner Park project on Dundas Street and Lewis Street in Cardinal. The budget line item for CIP Programs is proposed to be lowered to \$35,000 as it has not been fully subscribed in the past. It was noted that there is \$60,000 unspent funding from 2016 which will be brought forward to 2017.

ii) Policing, Conservation Authority & Cemetery

Committee reviewed the Policing, Conservation Authority and Cemetery draft budget, noting that the Police Protection Fees have increased by \$28,785.00

from 2016. It was noted that the increase in the Conservation Authority budget line is due to the extra levy for the forest cover study.

iii) Protective Services

Committee reviewed the Protective Services draft budget and asked for clarification with respect to the Animal Control WSIB and Miscellaneous budget lines. It was noted that the Township received only one Livestock Recovery claim in 2016.

iv) Building

Committee reviewed the Building draft budget and noted the increase to the Salaries budget line, which reflects a redistribution of the Chief Building Official's salary from Bylaw Enforcement due to the increase in time spent on Building Department matters. It was noted that staff will be proposing an increase to the building permit fees as the residential fees have not increased since the early 2000's. Staff noted that a public consultation meeting would be required to increase the building fees. Members discussed the Chief Building Officials breakdown of hours, building activity and areas of responsibility.

Committee briefly discussed various industrial and business developments in the Township and if there will be any substantial building fees associated with the developments. Members discussed the Development Course Fees, noting the various courses that the Chief Building Official has taken in 2016. Members enquired about the recent 2017 amendments to the Building Code and how that will affect development.

v) By-law

Members asked for clarification with respect to the Salaries expenses budget line, noting that the 2017 budget is to cover a smaller portion of the Chief Building Officials salary and the \$20,400 is for the By-law Enforcement Officers contract fee. Staff requested that the Development Course Fee budget line be increased to \$1000 for 2017 to cover a by-law enforcement course. It was the consensus of Committee to increase the Development Course Fee budget line to \$1000.

6. Councillor Inquiries/Notices of Motion

Committee reviewed the Township assessment information that was provided for background details and discussed the possible changes to the County imposed tax ratios.

Councillor Morrell noted a letter from the Waterfront Regeneration Trust in the Correspondence package dated January 16, 2017 as well as that the UCLG

passed a motion to create a Paved Road Shoulders Strategy, which may lead to improvements along the waterfront trail. It was noted that if the Paved Shoulders Strategy moves forward and the UCLG paves County Rd 2 from Johnstown to Blair Rd, the UCLG may ask the Township to contribute 50% of the costs to pave the shoulders.

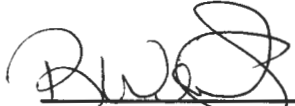
7. Mayor's Report – None
8. Question Period – None
9. Closed Session – None
10. Adjournment

**Moved** by: P. Taylor seconded by: M. Barrett that Committee does now adjourn at 7:55 pm.

Carried

These minutes were approved in open Council this 23<sup>rd</sup> day of January, 2017.

  
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Chair

  
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Deputy Clerk