

MINUTES
COMMITTEE OF THE WHOLE – ADMINISTRATION & FINANCE
MONDAY, FEBRUARY 1, 2016
6:30 PM
SPENCERVILLE MUNICIPAL OFFICE

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

Staff: Debra McKinstry, CAO/Clerk
Dave Grant, Director of Operations
Melanie Stubbs, Treasurer
Randy Hopkins, Chief Building Official/By-law Enforcement Officer
Sheena Earl, Committee Secretary

1. Call to Order

Mayor Sayeau called the meeting to order at 6:30pm. He noted that the draft Site Plan Control Application for the Giant Tiger Industrial Park development had been received by staff.

2. Approval of Agenda

Moved by: P. Taylor seconded by: G. Morrell that the agenda be approved as amended with the addition of item 7h) Engineering Design Work for Giant Tiger Boulevard and Newport Drive Extension.

Carried

3. Disclosure of Pecuniary Interest – None

4. Business Arising from Previous Administration & Finance Committee Minutes (if any)

An update with respect to the Spencerville Stampede's funding partnership request was requested. Budget priorities as discussed at the December meeting were briefly reviewed.

5. Delegations & Presentations

- a) Sarah Gore, J.L. Richards – Proposal for Engineering Services – Class EA for Water Treatment Plant

Ms. Gore provided an overview of the Class Environmental Assessment process including phases involved, a cost estimate for performing the work with respect to water distribution solutions in the Industrial Park and area and the public consultation embedded in the process. Questions were raised with respect to the determination and exploration of alternative solutions to the current system of water distribution and whether costs associated with each alternative would be identified.

Ms. Gore noted that should a Class Environmental Assessment be prepared with respect to water treatment and distribution options, the report would serve as a living document for up to ten years which would allow the municipality additional time to plan for the future water needs.

Members discussed the anticipated timeline of the project and whether direction should be provided in order to engage J.L. Richards to begin at least phase one of the assessment. Funding sources for the assessment were discussed briefly. It was the consensus of members that J.L. Richards be engaged to prepare this assessment.

6. Discussion Items

a) Expand Local Calling Area (Mr. Jack Bradley)

Members reviewed a draft letter and resolution prepared by Mr. Bradley and Mayor Sayeau with respect to the request to extend local calling within the municipality. Councillor Smail identified her interest in working with Mayor Sayeau and Mr. Bradley on this project.

Moved by: K. Smail seconded by: P. Taylor that Committee recommend that Council consider the draft letter and resolution with respect to a request that Bell Canada consider the extension of the local calling area within the Township.

Carried

b) Motion RE 1% Tax Rate Decrease

Additional information and wording of draft motions were provided for consideration. Members discussed the 2016 budget development process to date and whether a decrease in tax rate was supported.

Moved by: P. Taylor seconded by: P. Sayeau that Whereas the United Counties of Leeds & Grenville, by way of Resolution dated January 21, 2016 have recommended that staff amend the UCLG budget to include, amongst other items, that a reduction be incorporated equal to a reduction of 1% (one percent) to the tax rate for 2016, and;

Whereas the MPAC assessments for the Township of Edwardsburgh/Cardinal will amount to an increase in revenue estimated to be \$39,829 in tax revenue

from new assessment in addition to \$158,276 from phase-in for assessment increases, as reported by our Treasurer which total \$198,105, and;
 Whereas our Treasurer has indicated that, at present calculations, a 1% tax rate increase is equal to approximately \$45,421, and;
 Whereas the total increase in tax income is greater than the value of a 1% increase in the tax rate;
 Therefore Committee of the Whole recommends that staff amend the 2016 Budget Draft #2 of the 2016 Budget as presented on January 25, 2016 to provide for a 1% decrease in the tax rate.

Moved by: M. Barrett seconded by: K. Smail that the motion be tabled to the next Committee meeting.

Deputy Mayor Taylor requested a recorded vote:

| | | |
|---------------------|-----|-----|
| Councillor Barrett | Yea | |
| Councillor Morrell | Yea | |
| Councillor Smail | Yea | |
| Deputy Mayor Taylor | | Nay |
| Mayor Sayeau | | Nay |

Carried

7. Action/Information Items

a) Fourth Quarter Report – Building Department

The statistical report as prepared and provided by the Chief Building Official was reviewed by Committee. An increase in permit fee revenue over 2014 was noted and some questions were raised with respect to the permitting process and associated property assessment.

b) Fourth Quarter Report – By-law Department

The statistical report as prepared and presented by the By-law Enforcement Officer was reviewed by Committee. Staff explained that efforts are being made to improve by-law enforcement tracking methods.

c) Investment Policy

Moved by: K. Smail seconded by: M. Barrett that Committee recommend that Council adopt the updated Investment Policy.

Members reviewed changes made from suggestions offered at a previous meeting. Diversification requirements and insurance for errors, omissions and fraud was discussed.

Carried

d) Port Property Reassessment

Staff was asked to speak to the impact of the assessment changes. It was noted that these changes have not been accounted for in the draft budget as they had only very recently been received. Property classifications of some port leases and impact on respective bills was discussed briefly.

e) Tax Sale – Dundas Street

Moved by: P. Taylor seconded by: M. Barrett that Committee recommend that Council authorize the Treasurer to proceed with vesting the property roll # 0701 702 005 03700 0000 at 2093-2095 Dundas Street S., Cardinal in the Township's name.

It was noted that there may be some private interest in this property if the price was less than the tax sale amount. Staff requested that they be provided with additional time to determine best use for this property as it is located within the village center and is near municipally-maintained areas.

Carried

f) LED Streetlight Financing

Moved by: P. Taylor seconded by: G. Morrell that Committee recommend that Council rescind by-law 2015-23 and directs staff to transfer \$205,764.22 from the Public Works Reserve in 2015 to finance the LED project and to transfer the 2015 budgeted value of \$26,000 into the Public Works Reserve. Further, an annual budgeted transfer to the Public Works Reserve be included in the amount of \$26,000.00 in 2016 and \$38,441.06 in 2017 to 2019 and \$38,441.04 in 2020. Committee recommends that Council also direct staff to amend the reserve and reserve fund policy to include the reserve amount related to the repayment of the streetlight project funding.

Carried

g) Investment Schedule – Port GIC

Moved by: K. Smail seconded by: P. Taylor that Committee recommend that Council authorize the Treasurer to re-invest the \$2,131,155.95 with the One Investment Program through LAS with a portion of the funds placed in a HISA and the balance placed in a One Bond Portfolio based on the future cash flow requirements of the Port.

It was clarified that once cash flow requirements were more clearly determined, the Bond amount would be determined and that it could be less than the amount invested in the HISA.

Carried

h) Engineering Design Work for Giant Tiger Boulevard and Newport Drive Extension

Staff apologized for the late addition to the agenda and spoke to the time limitations associated with this road project in order to meet the needs of the developer. It was noted that a Schedule B Class Environmental Assessment would be required and that J.L. Richards, the Township's Engineer of Record, had estimated this process to cost \$88,000.

The necessity of a service road for construction was briefly discussed.

Moved by: G. Morrell seconded by: K. Smail that Committee recommends approval of the expenditure.

Carried

8. Councillor Inquiries/Notices of Motion

Moved by: K. Smail seconded by: M. Barrett that Committee recommend that Council engage J.L. Richards in the preparation of a Schedule 'C' Class Environmental Assessment with respect to water treatment for the Industrial Park and surrounding area at an upset limit of \$98,600.

Carried

Positive comments received from a resident were provided by Councillor Smail.

Attention was drawn to the correspondence package of February 1st which included an update of information requested from the Library CEO at a previous budget meeting.

9. Mayor's Report

Mayor Sayeau reported/inquired with respect to the following items:

- Port Governance RFP status
- Deloitte Risk Assessment presentation scope reviewed
- Infrastructure renewal project on County Road 2 in association with letter received from G52 in the correspondence package of February 1st.
- January Joint Wastewater Board of Management meeting reviewed briefly; the May meeting is to be held at the Wastewater Treatment Plant with a tour of the facility to precede the meeting.

10. Question Period

A question was raised with respect to the potential impact of water treatment and distribution alternatives in Johnstown and area.

11. Closed Session – None

12. Adjournment

Moved by: K. Smail seconded by: P. Taylor that Committee does now adjourn at 9:02pm.

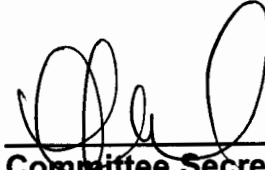
Carried

These minutes were approved in open Council this 25th day of February, 2016.

Chair

A handwritten signature in black ink, appearing to read "P. Taylor", written over a horizontal line.

Committee Secretary

A handwritten signature in black ink, appearing to read "K. Smail", written over a horizontal line.