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**MINUTES  
ADMINISTRATION & FINANCE COMMITTEE OF THE WHOLE  
BUDGET MEETING  
TUESDAY, JANUARY 9, 2018  
6:30 PM  
SPENCERVILLE MUNICIPAL OFFICE**

**Present:** Mayor Sayeau, Chair  
Deputy Mayor Taylor  
Councillor Barrett  
Councillor Morrell  
Councillor Smail  
Jack Bradley, Advisory Member  
Dave Robertson, Advisory Member

**Staff:** Debra McKinstry, CAO/Clerk  
Melanie Stubbs, Treasurer  
Dave Grant, Director of Operations  
Mike Spencer, Manager of Parks, Recreation & Facilities  
Alexine Marier, CEO Edwardsburgh Cardinal Public Libraries

1. Call to Order

Mayor Sayeau called the meeting to order at 6:30 pm. He welcomed CEO Marier and Library Board member Tim East to the meeting.

2. Approval of Agenda

**Moved** by: J. Bradley seconded by: M. Barrett that the agenda be approved as presented.

Carried

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

4. Discussion Items – None

5. Action/Information Items

a) 2018 Library Budget

Committee discussed the draft Library budget, noting that the request for grant was up 16.23% from 2017's budget request. It was noted that the increase in minimum wage would have an impact on Library operations. The consensus of Committee was to defer decision until further details were available on the request for funding.

## b) 2018 Township Budget

Committee discussed the draft budget including the recommended 1.88% tax rate increase. It was noted that the draft budget did not include funding for a proposed dock project in Cardinal. Committee discussed finalization of 2017 totals for expenditures and revenues and the impact of assessment phase-in for some residents.

Staff advised that the school board tax rate had been announced as a decrease of 5%. Committee reviewed the six-year tax rate analysis and noted that the Township tax rate shows an overall decrease.

There was a discussion of some specific changes to the 2018 budget, including the impact of a full year with a full-time Fire Chief, and the need for building repairs at the two stations. Detail was provided with respect to the major and overall increases in operational spending: salary increases from COLA and minimum wage, asset management policy development project cost, increased costs for IT services, and the Library ask which has been included in the draft Township budget.

Committee discussed trends in tax rate changes in area municipalities and noted that 0.5% of the proposed increase was due to the planned decrease in Port funding for the arena. The impact of a potential assessment increase from Giant Tiger has not been factored in to the 2018 revenues, but staff is anticipating higher assessment based on MPAC's commitment to clearing the backlog of outstanding building permits. Committee also discussed the potential for taxation appeals, particularly in the Industrial and Commercial sectors.

Committee discussed the impact of taxation on residents and noted that many good services are provided for the dollars billed.

Consensus was to request the following from staff:

- Add the dock project - \$20,000, offset by an expected \$10,000 grant from SNC
- Review the library request with the Chief Librarian to ensure it is reasonable to increase by 16%
- Review the budget again in detail with a view to reducing the tax rate increase to 1.47% from 1.88%
- Provide a reserve fund report.

It was agreed that the next budget discussion would be held as part of the regular Administration & Finance Committee of the Whole meeting on February 12, 2018.

## 6. Councillor Inquiries/Notices of Motion – None

7. Mayor's Report

Mayor Sayeau mentioned the Benson School Ad Hoc Committee meeting schedule as well as the upcoming Brockville Mayor's Breakfast.

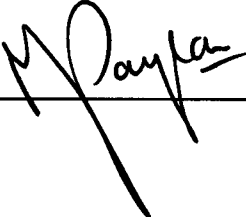
8. Question Period – None

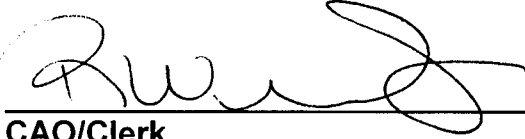
9. Closed Session – None

10. Adjournment

**Moved** by: G. Morrell seconded by: M. Barrett that Committee does now adjourn at 7:52 pm.

These minutes were approved in open Council this 22<sup>nd</sup> day of January, 2018.

  
Chair

  
For CAO/Clerk