

MINUTES
COMMITTEE OF THE WHOLE – ADMINISTRATION & FINANCE
MONDAY, FEBRUARY 12, 2018
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, Advisory Member
Dave Robertson, Advisory Member

Staff: Dave Grant, Director of Operations, Acting CAO/Clerk
Melanie Stubbs, Treasurer
Randy Hopkins, Chief Building Official (left at 7:58pm)
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: M. Barrett seconded by: K. Smail that the agenda be approved as presented.

Carried

3. Disclosure of Pecuniary Interest & General Nature Thereof

Councillor Morrell declared an interest in item 5a) Bluegrass Festival Request, due to his involvement with the festival.

4. Business Arising from Previous Administration & Finance Committee Minutes – None

5. Delegations and Presentations

a) Alexine Marier – E/C Public Library

Ms. Marier provided Committee with an overview of events and statistics from the libraries in 2017. Mr. Marier noted that the library board has implemented the 2017-2020 strategic plan and has expanded the online presence. Ms. Marier outlined the 2017 statistics, noting that there has been a slight decrease in

circulation and visits to the library, partly due to the school closure, however the number of library card holders has increased in 2017. Ms. Marier noted that the library's focus for 2018 is digital literacy and continuing with the various programs offered at the Cardinal and Spencerville libraries.

Committee commented on the minimum wage increase and how it will affect the library budget over the next few years. There was a brief discussion with respect to the school outreach program at Spencerville Centennial 67 Public School.

b) Bluegrass Festival – Community Grants & Donations Request

Councillor Morrell did not participate in the discussion.

Mr. Porter and Mr. Wallace gave a presentation to Committee outlining the Bluegrass Festival's event and why the festival group is requesting additional support from the Township through the Community Grants & Donations application process. Mr. Wallace highlighted that the Festival is in its fifth year, with new bands and festival attendees coming in each year. It was noted that the festival rents the Drummond Building, where breakfast, lunch and dinner is served throughout the event.

Mr. Wallace highlighted the cost to rent the Drummond Building each year, costs to bring in headliner bands, and costs to advertise and promote the festival. Mr. Wallace requested on behalf of the Bluegrass Festival that they be considered for a grant of \$5000 plus in-kind through the 2018 Community Grants & Donations.

Committee thanked Mr. Wallace for the presentation and noted that the Community Grants & Donations would be discussed at a future Committee meeting.

6. Discussion Items

a) AMO – 1% Increase to HST – Local Share

Committee watched a short video clip presented by Matt Wilson, Senior Policy Advisor for AMO, highlighting the action plan proposal to increase the HST by 1% and how the money could be collected and redistributed at the municipalities to help improve infrastructure.

Committee discussed the potential HST increase of 1% and if the province would take a portion of the money before distributing it to the municipalities. Committee debated if the provincial government would in turn download more services and costs to the municipalities if they were give the 1% to support infrastructure and services. Members suggested that the motion voted on during the meeting to reconfirm their position.

Moved by: K. Smail seconded by: P. Taylor

WHEREAS Ontarians identify infrastructure and transit as the biggest problems facing their municipal government and Ontarians already pay the highest property taxes in the country;

AND WHEREAS municipalities have limited authority to make changes that are needed to reduce the cost of delivering municipal services and financing infrastructure projects;

AND WHEREAS a ten-year projection (2016-2025) of municipal expenditures against inflationary property tax and user fee increases shows there to be an unfunded average annual need of \$4.9 billion to fix local infrastructure and provide for municipal operating needs;

AND WHEREAS this gap calculation presumes all existing and multi-year planned federal and provincial transfers to municipal governments will be fulfilled;

AND WHEREAS each municipal government in Ontario faces unique issues, fiscal health is a challenge shared by all municipal governments, regardless of size;

AND WHEREAS diversifying municipal revenues strengthens municipal long-term infrastructure planning and financing and would reduce the vulnerability of municipal governments to any federal or provincial changes and their own respective fiscal health;

AND WHEREAS a 1% increase to the provincial portion of the HST, adjusted for low income rebates, would result in about \$2.5 billion in new revenue would be distributed equitably to help every municipal government in Ontario fund their infrastructure and services with greater predictability;

NOW THEREFORE BE IT RESOLVED that Council supports the Association of Municipalities of Ontario in its efforts to secure this new source of revenue to help fund critical municipal services like roads, bridges, transit, clean water and other services.

Deputy Mayor Taylor requested a recorded vote.

Councillor Barrett	Nay
Councillor Morrell	Nay
Councillor Smail	Nay
Mr. Bradley	Nay
Mr. Robertson	Nay
Deputy Mayor Taylor	Nay
Mayor Sayeau	Nay

Defeated

b) Natural Gas Grant Program – Mayor Sayeau

Committee reviewed the draft resolution for council.

Moved by: M. Barrett seconded by: J. Bradley that Committee recommends that Council consider the following resolution:

WHEREAS the Province of Ontario established and funded the Natural Gas Grant Program as a means of stimulating the extensions/expansion of natural gas services in Ontario; and

WHEREAS the Township of Edwardsburgh Cardinal worked diligently with our natural gas franchise partner, Union Gas, to identify our joint project (County Road 2 infill and Spencerville extension) and file our application for funding under the Natural Gas Grant Program; and

WHEREAS our joint application has not been successful under the program which was heavily oversubscribed to \$500 Million with only \$100 Million available;

THEREFORE BE IT RESOLVED THAT the Township of Edwardsburgh Cardinal urges the Minister of Infrastructure, Honourable Bob Chiarelli, to continue the Ontario Natural Gas Grant Program with additional funding under the next Provincial Budget.

FURTHER THAT this resolution be forwarded to the Premier of Ontario, Hon. Bob Chiarelli, Minister of Infrastructure, MPP Steve Clark, and Union Gas.

Carried

c) County Wide Fire Services – Mayor Sayeau

Committee briefly discussed the resolution to direct the UCLG CAO Mr. Brown to prepare a report to provide options on a study of fire services in Leeds and Grenville. It was noted that Mr. Brown will be meeting with the Fire Chiefs across the counties to discuss and gather feedback about a county wide fire service.

7. Action/Information Items

a) 4th Quarter Building Report

Committee reviewed the building report.

b) 4th Quarter By-law Report

The Chief Building Official provided Committee with a brief overview of the report and highlighted the clean yards statistics.

c) 4th Quarter Treasury Report & Reserve Update

Committee reviewed the Treasury Report and Reserve Update. Members asked for clarification with respect to the increase in accounts payable at the end of 2017 compared to 2016. The Treasurer explained that the increase was due to Public Works hold backs and an increase in accrued liabilities. There was a brief discussion with respect to dividends received by the Township from Rideau St. Lawrence Hydro as a result of the sale of the Cardinal Hydro.

Committee reviewed the capital projects report and noted that there is an under expenditure in public works when comparing the 2017 budget to the 2017 year to date actuals. Members asked for clarification with respect to the Township's over/under expenditures and how they affect the 2018 budget.

d) 4th Quarter Budget Variance Report

Committee reviewed the budget variance report and noted that the Canteen incurred a deficit due to reduced sales as a result of wet weather conditions that delayed the opening of the legion park canteen. There was a brief discussion with respect to the \$100,000 deficit in the curbside waste and recycling and what can potentially be done in the future to offset the current curbside waste deficit.

Moved by: M. Barrett seconded by: K. Smail that Committee reviews and receives items 7a) 7b) 7c) and 7d).

Carried

e) 2017 Council/Committee Statement of Remuneration & Expenses

Committee reviewed the 2017 statement of remuneration and expenses. This statement will be posted on township website.

f) 2018 Budget

Committee reviewed the 2018 budget and noted that staff were able to find an additional \$32,000 of savings to reduce the tax rate increase from 1.88% to 1.43% tax rate increase for 2018. It was noted that the Township has been notified that it will receive \$42,000 from OMAFRA, which has been included in the 2018 budget under the economic development Township projects. Members debated if an additional report to outline the expenditures from 2017 capital projects is needed to better understand the proposed 2018 budget.

It was noted that County Council is still reviewing the UCLG budget to determine if there will be a 2% county wide tax increase. There was a brief discussion with respect to specific line item expenses, including a new truck for the public works department and curbside waste and recycling collections. Committee debated if another budget discussion meeting was required, with the majority of Committee Members reaching the consensus that an additional meeting would not be required.

Moved by: K. Smail seconded by: G. Morrell that Committee recommends that Council approve the draft 2018 budget with a 1.43% tax rate increase for the municipal portion.

Carried

g) Investment of Industrial Park Land Sales

Moved by: P. Taylor seconded by: K. Smail that Committee recommends that Council direct staff to transfer the net proceeds from the sale of land in the Industrial Park, allocating \$59,282.37 to the Industrial Park Land Reserve Fund and \$19,760.79 to the Industrial Park Wastewater Reserve Fund.

Carried

h) Transfers to-from Reserves & Reserve Funds

Moved by: K. Smail seconded by: J. Bradley that Committee recommends that Council approves transfers to reserves and transfers from reserve funds as described below:

Reserve	Starting Reserve/ Reserve Fund Amount	Transfer In Amount	Transfer From Amount	Balance of Reserve/Reserve Fund
Policing Reserve	\$118,715.00	\$10,000.00		\$128,715.00
Recreation Reserve	\$60,987.39	\$15,000.00		\$75,987.39
Industrial Park Land Reserve Fund	\$1,130,182.84		(\$687,878.43)	\$442,304.41

Carried

i) Credit Card Policy Amendment

Committee discussed why the Library CEO needs a credit card and why the Township must add the Library CEO onto the Township's credit card policy in order to attain a credit card. It was noted that the Library Board is a separate entity but it joined in the Township banking agreement with RBC during 2017. Staff noted that the charges on the CEO's credit card will be paid directly from the Library's bank account and should not affect the Township.

Moved by: M. Barrett seconded by: G. Morrell that Committee recommends that Council that an amendment to Schedule A of By-law 2013-62 be made to add the CEO Librarian with a spending limit of \$2,000.

Carried

j) 2018 Cost of Living Increase

Moved by: M. Barrett seconded by: K. Smail that Committee recommends that Council approves a cost of living increase for all full-time, non-union staff of 1.49% retroactive to January 1, 2018 as per the personnel policy by-law.

Carried

k) Municipal Insurance

Moved by: K. Smail seconded by: G. Morrell that Committee recommends that Council extend the Insurance Broker of Record appointment until June 30, 2020.

Carried

l) Commercial Banking Proposal

Committee reviewed the banking proposal and asked for clarification with respect to the cost of uploading cheques. There was a brief discussion with respect to administrative procedures regarding the cheque depositing and retention period. Members commented on security and fraud risks, specifically associated with a single employee depositing Township money.

Moved by: D. Robertson seconded by: K. Smail that Committee recommends that Council adopts a by-law to authorize the Mayor and Treasurer to execute the Banking Services Agreement for a three-year period with the Royal Bank of Canada.

Carried

8. Councillor Inquiries/Notices of Motion

Councillor Barrett confirmed that the Committee of the Whole PW/ES&F is scheduled for Tuesday February 20, 2018 due to Family Day.

Councillor Morrell requested that the Committee of the Whole PW/ES&F in April be rescheduled for April 17. There was consensus from Committee to reschedule the Committee of the Whole PW/ES&F for April 17.

Councillor Smail requested that the Community Development Committee meeting scheduled for Easter Monday, April 2, be moved to April 3. There was consensus from Committee to reschedule the Community Development Committee for April 3.

Mayor Sayeau reported that he received a call from a resident on Glen Smail Road wishing to send his/her compliments to the Public Works Department on their snow plowing efforts.

9. Mayor's Report

Mayor Sayeau reported the following:

- Augusta Township Mayor's Breakfast taking place on March 2.
- Royal Canada Legion, Cardinal Branch #105 will be celebrating the Ladies Auxiliary 40th Anniversary on February 17.

10. Question Period

Questions/comments were raised with respect to the following item(s):

- Who sets the School Board tax rate ?

11. Closed Session

Moved by: M. Barrett seconded by: J. Bradley that Committee moves into closed session at 9:13pm in order to address a matter pertaining to:

- Proposed or pending acquisition or disposition of land for municipal or local board purposes; Specifically: Industrial Land and Minutes of Closed Session dated November 13, 2017
- Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; Specifically: Prescott WWTP Arbitration

Carried

Committee recessed for 5 minutes to clear the chambers.

Moved by: J. Bradley seconded by: P. Taylor that the closed meeting does now adjourn and the open meeting of Committee does now resume at 9:36pm.

Carried

Moved by: M. Barrett seconded by: P. Taylor that Committee approves the minutes of closed session date November 13, 2017.

Carried

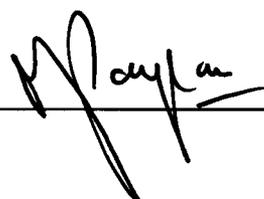
Mayor Sayeau reported that Committee directed staff to proceed with filing costs associated with the Prescott WWTP under the advice of legal counsel and that Committee was briefed on a potential sale of land.

12. Adjournment

Moved by: J. Bradley seconded by: G. Morrell that Committee does now adjourn at 9:39 p.m.

Carried

These minutes were approved in open Council this 26th day of February, 2018.



 Chair



 Deputy Clerk