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MINUTES
COMMITTEE OF THE WHOLE – ADMINISTRATION & FINANCE
MONDAY, SEPTEMBER 10, 2018
6:30 PM
SPENCERVILLE MUNICIPAL OFFICE

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

Regrets: Councillor Karie Smail

Staff: Debra McKinstry, CAO/Clerk
Melanie Stubbs, Treasurer
Dave Grant, Director of Operations
Rebecca Williams, Deputy Clerk

1. Call to Order

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

2. Approval of Agenda

Moved by: G. Morrell seconded by: M. Barrett that the agenda be approved as presented.

Carried

3. Disclosure of Pecuniary Interest & General Nature Thereof

Deputy Mayor Taylor noted that she is involved with the Cardinal Legion, which has no direct pecuniary interest in the Spencerville Legion, however she wanted to make the public aware of the affiliation.

4. Business Arising from Previous Committee Minutes - None

5. Delegations and Presentations

a) Chuck Larter – Spencerville Legion Lottery Licence

Mr. Larter, President of the Spencerville Legion explained the concept of Catch the Ace lottery game and highlighted that nobody can determine the full prize value of catch the ace week by week, especially if the ace is drawn early in the

year. Mr. Larter requested that the Legion not have to pay full 3% of total prize value licence fee due to the Legion never knowing when the ace may be drawn, which could result in a lower prize and not as much earnings. Mr. Larter noted that the Legion would need to purchase insurance in case the earnings didn't cover the expenses, in addition to the licence fee of 3%.

Mr. Larter provided an example of a municipality that divides the charge on a weekly or monthly basis, so the Legion does not have to pay the full 3% up front. Mr. Larter suggested another option that the Legion pay the full 3% for the licence and have the Township refund the portion in accordance with the final winning prize amount.

Committee thanked Mr. Larter for the information and noted that the item will be discussed later in the agenda.

6. Discussion Items

a) Plaque for Giant Tiger – Mayor Sayeau

Mayor Sayeau outlined the design for a carved wooden wall plaque and reasons why he would like to produce the commemorative plaque for Giant Tiger. It was noted that there would be one large and 5 duplicate small plaques, along with paperweights to be given to the owners and senior directors. It was noted that it is an unbudgeted item, however there are funds available in the overall Economic Development budget to cover the costs of the project.

Members noted that Giant Tiger does not plan to hold an official opening, however there will be a press gathering in the future, which would be an ideal time to present the plaque. Committee reviewed the design and highlighted the revenues to come as a result of Giant Tiger, specifically the increase in tax revenue. Members suggested that the Giant Tiger wording be bolder and larger, with the new Township logo incorporated. There was consensus from Committee to move forward with the project and for the funds to be drawn from the Economic Development budget.

7. Action/Information Items

a) Dewit Farm – Repeal By-law 1979-1703

Committee reviewed the report and raised concerns about repealing the by-law due to the lack of information with respect to the discharge of the lien registered against the property. Members commented on the need for a legal opinion and to confirm if the lien was paid before Council would repeal the by-law. Members confirmed that by repealing the by-law it would not retroactively void the original lien on the property.

It was noted that the request came to staff through the Township lawyer. Members requested that staff clarify with the Township lawyer that the lien has been discharged for the Council meeting.

Moved by: M. Barrett seconded by: D. Robertson that Committee recommends that Council repeal by-law 1979-1703.

Carried

b) Spencerville Legion Lottery Licence

Committee reviewed the staff report and noted that the catch the ace game has become a very popular game for organizations to host. Members noted that the earnings depend greatly on the organization's marketing and number of tickets sold. Members commented on how the total prize maximum is calculated, noting that the municipality can issue a lottery license for a maximum of \$50,000 in prize value under AGCO regulations. Any lottery with a prize value above \$50,000 must be licensed by the province.

Committee discussed the administrative functions required to administer lottery licences and the time it takes for staff to continually monitor the licences. It was noted that staff must review each report for discrepancies and monitor how the earnings are being spent. It was noted that with the current 3% being charged it still doesn't fully cover the costs to administer lottery licencing.

Members highlighted that if the Township grants an exemption to one organization with respect to the percentage charged, there is a likelihood that other organizations will be making similar requests. Members noted that the fee structure should be the same for all organizations, not established by exception.

Members discussed if Council should direct staff to review the fees in the future and determine what additional administrative work would be required to implement a weekly fee collection instead of the full 3%. It was noted that the organizations can purchase insurance at a reasonable cost to cover the fee and any prize money given out if the organization does not earn enough to cover all of the costs. Committee highlighted that organizations, including the Legions, are able to apply to the annual Community Grants and Donations program, and also noted that the Legions receive tax relief.

Moved by: P. Taylor seconded by: J. Bradley that Committee recommends to Council that the Township continue to charge upfront the maximum 3% of the prize money fee as set by AGCO.

Carried

c) Removal of Easement – Giant Tiger & Purplefarms

Members confirmed that the Township and Giant Tiger no longer require the easement.

Moved by: D. Robertson seconded by: G. Morrell that Committee recommends that Council adopt a by-law to release the easement that is no longer required.
Carried

d) Joint Compliance Audit Committee Appointment

Moved by: M. Barrett seconded by: D. Robertson that Committee recommends that Council appoint the following members to the Compliance Audit Committee for the term of December 1, 2018 to November 14, 2022: Rob Bickerton, Mel Campbell, Charles Kellington, Bill Pakesman, and Glenn Mackey. And adopt the attached terms of reference.

Carried

e) Use of Corporate Resources for Election Purposes Policy Amendment

There was a brief discussion with respect to the new policy requirements under the Municipal Elections Act. Members enquired if organization had to pay for the hall rentals in the past. It was noted that the policy and rental requirement is in line with surrounding municipalities. Staff highlighted that the rental fee ensures that the Township is at arm's length from the use of the facilities, so it doesn't conflict with the policy requirements.

Moved by: G. Morrell seconded by: J. Bradley that Committee recommends that Council amends the Use of Corporate Resources for Election Purposes Policy as attached.

Carried

f) OnServe IT Managed Services Renewal

Moved by: M. Barrett seconded by: P. Taylor that Committee recommends to Council that the Township renew the IT Managed Services Agreement with OnServe for two years effective November 1, 2018.

Carried

8. Councillor Inquiries/Notices of Motion

Mayor Sayeau requested staff to look into billing water/wastewater options for unsold lots in the Flett subdivision, specifically to bill the vacant lots for water/wastewater regardless of the development of a dwelling or other building in an effort to deter speculators.

9. Mayor's Report

Mayor Sayeau reported on the following:

- Giant Tiger looking to hire additional employees for the Johnstown centre
- 730 Truck Stop location sold to a numbered company. Taxes owing on the property are to be released by the receiver.
- Informed that there is a conditional sale of the Prescott Machine & Welding property.
- Attending the Bioindustrial Innovation Canada conference in Sarnia. Discussed potential development and funding for the Dupont/Invista site
- House fire in Cardinal on Adelaide St.

10. Question Period – None

11. Closed Session – None

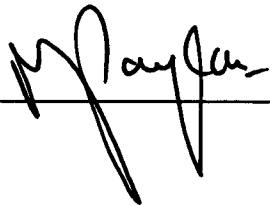
12. Adjournment

Moved by: P. Taylor seconded by: J. Bradley that Committee does now adjourn at 7:43 p.m.

Carried

These minutes were approved in open Council this 24th day of September, 2018.

Chair



Deputy Clerk

