

MINUTES
COMMITTEE OF THE WHOLE - ADMINISTRATION & FINANCE
MONDAY, MAY 13, 2019
6:30 PM
SPENCERVILLE MUNICIPAL OFFICE

Present: Mayor Sayeau, Chair
Deputy Mayor Deschamps
Councillor Cameron
Councillor Dillabough
Councillor Hunter
Jack Bradley, Advisory Member (left at 9:22pm)
Dave Robertson, Advisory Member (left at 9:22pm)

Staff: Debra McKinstry, CAO/Clerk
Dave Grant, Director of Operations
Melanie Stubbs, Treasurer (left at 9:22pm)
Kevin Lalonde, 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: J. Hunter seconded by: H. Cameron that the agenda be approved as presented.

Carried

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

4. Business Arising from Previous Committee of the Whole

Members enquired if there was any further update with respect to Giant Tiger assessment appeal. It was noted that staff haven't received a date from MPAC and will provide Council with updates when available. It was noted that the appeal process could take anywhere from 50 to 62 weeks.

5. Delegations and Presentations

a) Rideau St. Lawrence – John Walsh & Don Gibson

Mayor Sayeau introduced Mr. Walsh and Mr. Gibson and provided a brief background summary with respect to the Township's 11.92% share in the

company and how the Township receives dividends and interest as a result of the ownership.

Mr. Walsh was present to outline the history, structure, billing system, current focus and projects, provincial priorities, and the approximate value of the Township's annual dividends. There was a brief discussion with respect to changes from Bill 112 banning door to door sales of energy. It was confirmed that some customers are still locked into the contracts from the door to door sales, however the overall number will decline.

Mr. Walsh provided an overview of the current provincial government's plan to reduce electricity bills by 12% by finding efficiencies in the system. It was noted that in addition to a 12% reduction, the conservation programs have been reduced and some cancelled completely. Mr. Walsh noted that Rideau St. Lawrence's current focus is the renewal of the advanced metering infrastructure system for electricity meters for all of the services areas. Members confirmed that each meter would be reverified during the project.

Committee thanked Mr. Walsh and Mr. Gibson for the presentation.

b) Insurance Claim Process – Lawrence McMullen & Todd Gagnon, BFL

Mr. McMullen and Mr. Gagnon with BFL provided Committee with an overview of the recent slip and fall insurance claim against the Township, specifically with respect to the review process, why the claim was not defended by the insurer and the insurance payment. Mr. Gagnon noted that BFL has been the insurance broker for the Township for the past 13 years and highlighted that the Township has a good track record of less than 1 claim a year.

Mr. Gagnon provided an overview of how the claim may evolve over the process and why it was economically appropriate for the insurance company to settle the claim rather than go to trial. It was noted that the total payout for the claim was \$20,000, while it may have cost upwards of \$60-70,000 for the insurance company to fight the claim.

Mr. Gagnon noted that the Township works to mitigate possible risks and confirmed that the Township's track record is good in comparison to others. Members confirmed that the Township's insurance deductible is comparable to other municipalities of similar size. Members enquired if there are any other claims against the Township currently outstanding. It was noted that there is currently one minor claim being reviewed.

Committee thanked Mr. McMullen and Mr. Gagnon for the presentation.

6. Discussion Items

a) 2019 Grants & Donations – Late Request Spencerville Scout Group

Members noted that the Scout group forgot to submit the 2019 community grant application and have requested use of the upstairs hall in the Township office.

Moved by: S. Dillabough seconded by: J. Hunter that Committee recommends that Council accommodate the late request from the Spencerville Scout Group for the in-kind donation use of the upstairs hall in the Township office.

Carried

b) MMAH Modernization Funding – Investing in Small & Rural Municipalities

Mayor Sayeau provided Committee with a summarized list of ideas from the County Council Mayors on how they believe the modernization money could be used to improve service delivery and improve efficiencies. Members confirmed that the Ministry office will not provide specific examples of how the money could be used. It was noted that the provincial Finance Minister appears to be suggesting that municipalities look for 4-8% overall savings.

Committee was provided an update with respect to the meeting of the local Mayors and Deputy Mayors from the Township of Augusta, Township of Edwardsburgh Cardinal and Town of Prescott, specifically with respect to discussing possible uses for the modernization funds. It was noted that various ideas were discussed, however the Town of Prescott is still interested in using the money to assist with the construction of a new arena. Members highlighted that the funding should be used to make the municipalities more efficient, which may be through collaboration with neighbouring municipalities. Members stressed that municipalities will not be able to find efficiencies by providing the same services at multiple locations throughout the South Grenville area.

There was a brief discussion with respect to the Prescott arena funding, specifically Edwardsburgh Cardinal contribution. It was noted that during the discussion between the Mayors and Deputy Mayors the Town of Prescott would not likely be seeking a financial contribution to the capital project from Edwardsburgh Cardinal, however a possible servicing contribution and support from Council for grant applications may be sought.

Members suggested that the Township complete an internal review to see if any efficiencies and improvements can be found. Members noted that the Township can expect further downloading of costs from the provincial government in 2020, due to cuts such as library, conservation authority and health unit funding. Members requested the CAO review the meeting schedule to determine a date for the Committee to further discuss the MMAH Modernization Funding.

c) South Nation Conservation – Letter of Support Request

Committee reviewed the request and noted that the provincial government cut 50% of the SNC funding for the natural hazard programs, student jobs, and the tree planting program. Members suggested that a paragraph be added to highlight the importance of the flood forecast updates SNC provides to the municipality. Members commented on the possibility that many other organizations will look to municipalities for letters of support and potentially a financial contribution in the future as a result of provincial cut backs. There was consensus from Committee to direct staff to prepare the letters with an additional paragraph to address the flood forecasting notifications.

7. Action/Information Items

a) 1st Quarter By-law Report

Committee reviewed the report and asked for clarification with respect to specific reporting terms, such as Part 1 and awaiting survey. It was noted that a Part 1 is a ticket issued under the Provincial Offences Act and “awaiting survey” means that the neighbours are waiting for a survey to be completed to determine the property lines.

Committee discussed the ongoing by-law enforcement hours and how much revenue is being generated as a result of ticketing. There was a brief discussion with respect to the length of time it takes for a ticket to be paid at the office versus through the provincial offence’s office in conjunction with the UCLG to remit payments. Members suggested that the report could include a revenue report to better understand the percentage of fines being paid.

b) 1st Quarter Building Report

Committee reviewed the report and confirmed that there has not been any stop work orders issues for the quarter. It was noted that there have been a number of calls with respect to new residential builds, but only 1 application so far.

c) 1st Third Budget Variance Report

Committee reviewed the budget variance report, specifically the 2019 budget to actual for the following expenses: truck repairs, fuel, winter control, and vehicle repairs. There was a brief discussion with respect to the use of the winter control reserve and noted that if an item exceeds budget then a report will be brought forward to Council to discuss whether the item would be offset by the reserve. Staff clarified that only the non-rebatable portion of the HST is included in the capital projects report.

Committee discussed taxation revenue, specifically with respect to why the actual amount has almost met budget by the end of the 1st third. It was noted that each year the first tax bill collects the levies for all of the authorities and then

throughout the year the Township remits the appropriate levy amounts to the UCLG and school board. It was noted that the increased taxation revenue can also be contributed to the 500-600 residential properties on the pre-authorized payment schedule.

d) Charitable Receipts for Vehicles Donated to Fire Department

Committee reviewed the action item and confirmed that there will be a sufficient storage for the vehicles. It was noted that the Township currently has an arrangement with a local scrapyard to store the vehicles for the Fire Department and then once the fire training is completed the business gets the scrap metal.

There was a brief discussion with respect to the \$500 charitable receipt issued to the vehicle owner, specifically how the receipt is issued and why \$500 should be given. It was noted that the Township is authorized to issue charitable receipts and through a best practice review, staff determined that a \$500 charitable receipt may be an incentive to have the derelict vehicle removed. As well, that is the amount the Canada Revenue Agency will accept.

Moved by: J. Bradley seconded by: T. Deschamps that Committee recommends that Council endorse the issuance of a charitable receipt to Township residents in the amount of \$500 for derelict cars donated to the Edwardsburgh Cardinal Fire Department for training purposes.

Carried

e) 2019 Tax Rate

Moved by: H. Cameron seconded by: J. Bradley that Committee recommends that Council approve the 2019 tax rates and direct staff to draft a by-law.

Carried

f) CRA Ruling – Council Expenses Deduction

Committee reviewed the report and noted that Council members are able to submit mileage expenses under the Township expense by-law. Members noted that office expenses are an allowance deduction and can be claimed on Council member taxes. Members requested that the 2017 expenses by-law be reviewed before the 2020 budget begins.

g) Election Compliance Report – Financial Statements

Committee reviewed the report and confirmed that the candidates who are in default of the Municipal Elections Act received the required notifications from the Clerk's Department.

Moved by: T. Deschamps seconded by: H. Cameron that Committee recommends that the amount of \$1,100.00 be transferred from the Nomination Deposits account (01-2405) to the Election Reserve account (01-3513).

Carried

h) IT Progress Report

Committee reviewed the IT report and discussed whether some of the MMAH Modernization fund may be used to upgrade and modernize Township computers/IT to find efficiencies and protect vulnerable areas. Committee requested that staff prepare the report to modernize the Township IT system by upgrading all equipment currently highlighted in yellow and also updating the protection system.

i) Investing in Canada Infrastructure Program Application – Rooney Road

Committee reviewed the application and suggested adding that upgrading Rooney Road could potentially make County Road 2 safer during emergency detours where some of the traffic could be diverted to Rooney Road. There was a brief discussion with respect to whether Rooney Road could be included as part of the bicycle trail network. It was noted that the bicycle network is currently established along the waterfront trail on County Road 2, however the application does address an increase in safety for cyclists if Rooney Road were to be upgraded.

j) Workplace Violence & Harassment Policy

Moved by: T. Deschamps seconded by: S. Dillabough that Committee recommends that Council adopt the Workplace Violence & Harassment Policy by By-law as presented.

Carried

8. Inquiries/Notices of Motion

Mr. Robertson noted that the UCLG eliminated the passing lines along County Road 2.

9. Mayor's Report

Mayor Sayeau reported on the following:

- Attending the Top-Up event at the Brockville General Hospital on May 17 and will be speaking to Minister Clark and Minister MacNaughton about the ICIP Rooney Road application
- Joined by Councillor Cameron and Port GM Mr. Dalley to lobby application to the National Trade Corridor Fund in Ottawa on May 14
- Meeting with BBL Energy

- Attended the Fire Protection seminar on May 11. Suggested that the current Fire Department by-law and mutual aid agreements be revisited.
- Deputy Mayor Deschamps suggested that the fire education videos be shared through the Township social media

10. Question Period – None

11. Closed Session

Moved by: H. Cameron seconded by: S. Dillabough that Committee of the Whole proceeds into closed session at 9:22 pm in order to address a matter pertaining to:

1. Personal matter about an identifiable individual, including municipal or local board employees; Specifically: By-law Enforcement
2. Acquisition or disposition of land by the municipality or local board, specifically industrial land and closed session minutes dated April 8, 2019.

Carried

Committee recessed for five minutes to clear the chamber.

Moved by: T. Deschamps seconded by: J. Hunter that the closed meeting does now adjourn and the open meeting of Committee of the Whole does now resume at 9:55 pm.

Carried

Committee reviewed the minutes of the April 8, 2019 and discussed an ongoing by-law investigation.

Moved by: H. Cameron seconded by: J. Hunter that Committee of the Whole approves the minutes of the closed session dated April 8, 2019.

Carried

12. Adjournment

Moved by: S. Dillabough seconded by: H. Cameron that Committee does now adjourn at 9:58 pm.

Carried

These minutes were approved in open Council this 27th day of May, 2019.

Chair



Deputy Clerk

