

**MINUTES
COMMITTEE OF THE WHOLE - ADMINISTRATION & FINANCE
MONDAY, FEBRUARY 11, 2019
6:30 PM
SPENCERVILLE MUNICIPAL OFFICE**

Present: Mayor Sayeau, Chair
Deputy Mayor Deschamps
Councillor Cameron
Councillor Dillabough
Councillor Hunter
Dave Robertson, Advisory Member

Regrets: Jack Bradley, Advisory Member

Staff: Dave Grant, Director of Operations, Acting CAO
Melanie Stubbs, Treasurer
Rebecca Williams, Deputy Clerk
Randy Hopkins, Chief Building Official (left at 7:38pm)

1. Call to Order

Mayor Sayeau called the meeting to order at 6:30 pm and noted that there was a new business scroll presentation to Team Truck & Equipment Repairs. Mayor Sayeau noted that the Director of Operations will also be the Acting CAO until mid-March.

2. Approval of Agenda

Moved by: H. Cameron seconded by: S. Dillabough 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 – Administration & Finance Meeting (if any) – None

5. Delegations and Presentations

a) BFL Canada

Mr. McMullen and Mr. Hancock provided Committee with an overview of the general insurance provided to the Township by BFL Canada. Mr. McMullen noted that BFL also represents the Port of Johnstown and 4H Canada. It was noted the

BFL specializes in municipal insurance services and is one of the largest municipal insurance brokers in Canada. Mr. McMullen outlined the valued services provided by BFL, including risk control, risk management, and claims management.

Mr. Hancock outlined the Township's summary of proposed coverages, limits, deductibles, and premiums. Mr. Hancock provided examples of how BFL assists the Township, specifically; slip and fall claims, car/truck accidents, and fire truck damages. There was a general discussion with respect to if BFL includes a business interruption/profit loss insurance. It was noted that business interruption insurance is included and would cover the loss of profit, for example if one of the arenas were to close down for a number of weeks due to repair issues.

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

6. Discussion Items – None

7. Action/Information Items

a) 4th Quarter Building Report

Committee reviewed the report and asked for clarification with respect to the permit fees for various demolition projects and why the price may fluctuate. It was noted that it's a standard \$95 for demolition, however the total fluctuates per month depending on the number of projects. There was a general discussion with respect to agricultural projects and the cost for permits. Members debated if the permit fee for agricultural projects is too high compared to residential. It was noted that the Chief Building Official can charge based on per square foot or per 1000 depending on work involved and possible number of inspections required. Members noted that while farms may recoup the costs of the permit fee if the business is profitable, residential builds do not have that option.

Members enquired if the MPAC assessment directly correlates to the project value. Staff confirmed that the MPAC assessment does not correlate with the project value. There was a brief discussion with respect to the "other" projects, specifically what is classified as "other". It was noted that the renovations that took place at the South Edwardsburgh Public School in Johnstown was considered as an "other" project, since it doesn't fit within the criteria of commercial or industrial.

b) 4th Quarter By-law Report

Committee reviewed the report and asked for clarification with respect to the total of 251 files in 2018. It was noted that a single file may result in more than one issue that can span over multiple months, for instance one file may include both a clean yard's issue and animal complaint, or a pool concern with an inquire with

respect to another municipal bylaw. There was a general discussion with respect to parking infractions and why the Township is currently seeking jurisdiction from the UCLG to enforce parking restrictions along County Roads.

c) 4th Quarter Treasury with Reserve & Reserve Funds Report

Staff summarized the 4th Quarter report and clarified that the accounts receivables may still have additional items to be included based on items such as ice rental fees and water arrears still needing to be paid. It was noted that the 730 Truck Stop arrears are included within the accounts receivable line item. Members noted that the taxes receivable has decreased due to staff working with property owners and sending out notices to achieve better compliance with payments.

Committee reviewed the long-term debt report and noted that an item later in the agenda will address the low lift station. Members highlighted that as a result of the Township investment in reserve funds, the interest earned from the reserve funds in 2018 was \$91,380.84.

d) 4th Quarter Budget Variance Report

Committee reviewed the report and highlighted that the taxation revenue has increase by \$248,974.43 in 2018. It was noted that in accordance with the tax rate bylaw any surplus/deficit from the Township operations is transfers to/from reserves for capital expenditures, which resulted in the \$248,974 being a surplus of \$181,349, after transfers were complete to cover the cost of operating expenses. There was a brief discussion with respect to Members requesting additional details on the budget variance reports. Members noted that by reviewing the information item and attached report, members are able to identify where the expenses affected the budget.

e) Committee/Council Remuneration Report

Committee reviewed the remuneration report.

f) Status of Tax Arrears

Committee reviewed the current tax arrears information and discussed the process of how properties go into tax arrears and what steps can be taken with Township staff to resolve the issue before a property is registered with RealTax. It was noted that some property owners in tax arrears enter into a payment schedule agreement with the Township Treasurer in order to pay off the tax arrears and keep the property from begin registered with RealTax.

Members noted that Township staff send out reminder notices with set payment deadlines in September and January of each year. It was noted that if a property

is registered and advertised for sale, the owner of the property can pay the full arrears off up to the day of the sale which will cancel the tax sale.

g) Loan Payout - Greenfield

Moved by: J. Hunter seconded by: H. Cameron that Committee recommends that Council direct the Treasurer to pay out the principal amount of \$61,933.34 to RBC for the Low Lift Station and continue to bill Greenfield Ethanol the current monthly payments until May 2019.

Carried

h) Extension Agreement - Afzalada

Committee reviewed the request and enquired if the property owner requesting an extension agreement was a resident or landlord. It was noted that the property owner is the landlord. Staff noted that they are not able to confirm if the property is currently tenanted. Committee debated if an extension agreement should be given to a property owner that has made a business out of renting the property to tenants. Members enquired if the Township requests a credit rating report. It was noted that credit rating reports are not requested. Members noted that even though the Municipal Act allows Councils to enact extension agreements, Council is not obligated to grant an extension..

Moved by: S. Dillabough seconded by: H. Cameron that Committee directs staff to prepare a bylaw for Council consideration for an extension agreement with Homayun Mohammad Afzalada for roll # 0701-702-005-54600-0000.

Defeated

i) Council Staff Relations Policy Bylaw

Committee reviewed the policy and noted a typographical error.

Moved by: J. Hunter seconded by: H. Cameron that Committee recommends that Council adopt the Council Staff Relations Policy as attached.

Carried

j) Land Bank Sale of Properties

Committee reviewed the proposed list of land bank properties for sale and debated if the Township should continue to show an expression interest in the lands to remain on the Infrastructure Ontario information mailing list. Members noted that the report does not indicate market value for each piece of land, however Infrastructure Ontario will only sell the lands for market value.

Members reviewed the maps and enquired if the holding cost was related to the Township property tax. It was noted that staff reached out to the Ministry for

clarification on the holding costs but have not receive an answer. Members suggested that the Township should not show an expression of interest, as it may hold up the process of placing the lands out to public interest.

Moved by: T. Deschamps seconded by: H. Cameron that the municipality does not express interest in acquiring any of the parcels.

Carried

8. Inquiries/Notices of Motion

Deputy Mayor Deschamps noted that he reviewed the youtube video from the January 14 Committee of the Whole meeting with respect to the report for “no parking signage” on County Rd 21. Deputy Mayor Deschamps noted he will be more aware of his actions and body language during meetings and suggested that other members of Committee should review the video as well.

9. Mayor’s Report

Mayor Sayeau reported on the following:

- Thanked Deputy Mayor Deschamps for attending MP Barrett’s swearing in ceremony
- Provided an updated with respect to County Council budget
- Noted that the decision from the ERT will be discussed at County Council on February 21
- Greenfield is organizing an Earth Day clean up in Johnstown and has asked for Township and other Johnstown business support
- Noted that a community safety plan is required and that the Leeds Grenville Lanark Health Unit has offered to create a plan to encompass all of the UCLG

10. Question Period

Questions/comments were raised with respect to the following:

- Land bank sale of properties and how it can affect current land leases

11. Closed Session – None

12. Adjournment

Moved by: D. Robertson seconded by: J. Hunter that Committee does now adjourn at 8:42 pm.

Carried

These minutes were approved in open Council this 25th day of February, 2019.

Chair 

Deputy Clerk 