

MINUTES
COMMITTEE OF THE WHOLE - ADMINISTRATION & FINANCE
BUDGET MEETING #1
MONDAY, JANUARY 7, 2019
6:30 PM
SPENCERVILLE MUNICIPAL OFFICE

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

Staff: Debra McKinstry, CAO/Clerk
Dave Grant, Director of Operations
Melanie Stubbs, Treasurer
Brian Moore, Fire Chief
Rebecca Williams, Deputy Clerk
Randy Hopkins, Chief Building Official
Wendy Van Keulen, Community Development Coordinator

1. Call to Order

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

2. Approval of Agenda

Moved by: J. Bradley seconded by: H. Cameron that the agenda be approved as presented.

Carried

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

4. Delegations and Presentations – None

5. Discussion Items

a) Retail Cannabis

Members noted that applications are due on January 9 for the public to submit retail applications to the AGCO. Members suggested that Committee briefly discuss the subject to make their intentions clear for those thinking of applying. Committee briefly debated if the Township should opt in for retail cannabis. There

was consensus from Committee to have a resolution prepared for Council to opt in for retail cannabis.

6. Action/Information Items

a) Severance Application B-126-18 & b-127-18 (Bessette)

Members asked for and received clarification with respect to the sketch provided.

Moved by: H. Cameron seconded by: S. Dillabough that Committee recommends that Council recommend in favour of severance applications B-126-18 and B-127-18 (Bessette), conditional upon the following:

1. Amendment to the comprehensive zoning bylaw to recognize the deficiencies in lot size, frontage and side yard setback.
2. Completion of an engineering study demonstrating the feasibility of continued on-site servicing for both parcels.

Carried

b) Site Plan Control Amendment – Distant Shores

Moved by: J. Hunter seconded by: H. Cameron that Committee recommends that Council amend the existing Site Plan Control Agreement as requested, conditional upon proof of release of the hydro easement being received from the applicant.

Carried

c) Town of Kearney Resolution of Support Request – Voters' List for Municipal Election

Moved by: J. Bradley seconded by: S. Dillabough that Committee recommends that Council support the Town of Kearney resolution respecting updating the voters' list for municipal elections.

Carried

d) Election Accessibility Report

Committee reviewed the report and discussed the voter turnout, specifically with respect to paper ballot voting. It was noted that paper ballot made up 34.7% of the votes for the 2018 election in the Township. It was noted that there are approximately 900 paper ballots cast for the election and there is no indication of a decreased interest in using paper ballots within the Township. Members highlighted that average voter turnout rate across the province was 37.66% while the Township was able to achieve a 53.1% voter turnout rate.

Members briefly discussed the functionality of the candidate module offered by Intelivote, specifically when used on mobile and tablet devices. There was a brief

discussion with respect to the cost of running the election and if there is any cost savings identified between electronic and paper balloting. It was noted that there was some cost savings for the electronic voting system through a county wide Clerk's group joining together to receive better pricing.

e) Cheque Signing Authority

Moved by: H. Cameron seconded by: T. Deschamps that Committee recommends that Council authorizes all signing officers to sign the banking form and authorizes the Mayor and Treasurer to execute the Banking Services Agreement with Royal Bank of Canada.

Carried

f) 2019 Cost of Living Increase

Moved by: J. Hunter seconded by: H. Cameron that Committee recommends that Council approves a cost of living increase for all full-time, non-union staff of 2.29% retroactive to January 1, 2019 as per the Personnel Policy, by-law 2015-22.

Carried

g) 2018 WIP Report

Committee reviewed the report and asked for clarification with respect to where the money being carried forward for each project would be placed in 2019. Staff explained the carry over strategy for each project and where the money would be placed, specifically if it were to remain in reserve, transferred into a reserve or placed into a carry forward account to be included in the 2019 budget.

There was a discussion regarding the Community Improvement Plan Program Grants, specifically if the \$23,500.00 being carried forward into the 2019 budget would be in addition to the \$30,000.00 usually budgeted for that line item. It was noted that the \$23,500.00 would be part of the \$30,000.00, so there would only be \$6,500.00 needed to make up the \$30,000.00 for the 2019 budget.

Moved by: D. Robertson seconded by: H. Cameron that Committee recommends that Council direct the Treasurer to carry forward the funds for the WIP projects as identified in this report in order that the WIP projects continue to be funded in 2019.

Carried

h) 2019 Budget

Committee reviewed and discussed the draft budget, specifically noting that there is a projected deficit of over \$1.7 million. It was noted that the overall taxation revenue increased, largely as a result of additional assessment from commercial

growth in 2018. Members discussed whether a portion of the revenue should be directed back to the tax payer for a reduction to their taxes.

Committee reviewed the Township revenues and operating expenses and commented on the increase of 6.67% in proposed expenditures. There was a brief discussion with respect to grants and grants-in-lieu, specifically that the Township has not received any confirmation from the Provincial government in terms of expected grant money. It was noted that the OMPF has been reduced and is rumoured to focus on the north and rural areas for funding. Members commented on the earlier idea of being presented with a budget that has 0% increase to the tax rate. Members suggested that staff be directed to review the operating expenses to get it in line with the 2018 budget. There was consensus from Committee to consider a 2 to 2.5% increase to the operating expenses for the 2019 budget. Members noted that in 2018 there was a large draw from the Township reserves to fund some of the major projects, such as the Walker St Rehabilitation project. There was consensus from Committee to direct staff to review the operating expenses to be closer in line with the 2018 budget.

Committee debated if there should be an increase to the cost of garbage bags, and if so by how much per bag. Members discussed the proposal to have the curbside waste collection be full cost recovery by 2020, which would result in a 50 cent per bag increase in 2019. Staff highlighted the curbside waste collection analysis which notes the additional cost based on each tax payer's assessment. It was noted that by including the additional cost through taxes, tax payers are being subsidizing the service for others who may be putting out more garbage.

Members debated other methods of working towards a cost recovery solution, such as charging more per bag for different areas of the Township or making the first bag free and then charging a higher fee for each additional bag. Members noted the issue of tracking the location and number of bags in each driveway per week, noting that it would require additional labour hours from staff or the waste collection company.

Members noted their concerns that if the cost per bag is too high then residents may find other ways to illegally dispose of the waste. Committee did not reach consensus with respect to if the bags should be increase by 25 or 50 cents. There was a brief discussion with respect to municipalities in Quebec banning organic waste from the regular waste collection, and instead the organic waste is sent through a digester and converted into energy/fuel sources.

There was consensus from Committee to not move forward with a reduction in taxes, but to attempt to remain at a 0% increase, which would still save taxpayers money in the long run.

Committee discussed possible future budget meeting dates and tentatively agreed to the following:

- January 21 from 1p.m. to 5p.m.
- February 4 from 1p.m. to 5p.m.

Consensus was reached with respect to the following:

- Consider a 2 to 2.5% increase to the operating expenses for the 2019 budget
- Review the operating expenses to be closer in line with the 2018 budget
- Not to move forward with a reduction in taxes

7. Inquiries/Notices of Motion – None

8. Mayor's Report

Mayor Sayeau reported on the following:

- Dave Annable is preparing a tradeshow to be held at the Leo Boivin Centre in Prescott on March 8-9. Suggested that the Township may want to be involved with the tradeshow and opt out of holding the Business Showcase & Expo in June due to the events being only months apart

9. Question Period – None


10. Closed Session – None

11. Adjournment

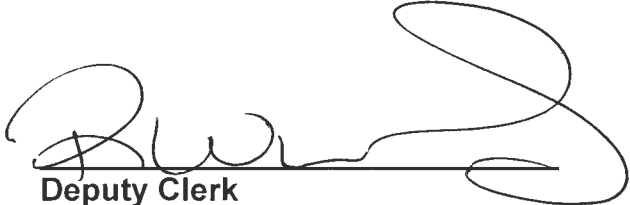
Moved by: J. Bradley seconded by: S. Dillabough that Committee does now adjourn at 8:36 pm.

Carried

These minutes were approved in open Council this 21st day of January, 2019.



Chair



Deputy Clerk