

**MINUTES
COMMITTEE OF THE WHOLE
ADMINISTRATION & FINANCE
MONDAY, DECEMBER 2, 2019
SPENCERVILLE MUNICIPAL OFFICE
6:30 PM**

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

Staff: Dave Grant, CAO
Rebecca Williams, Deputy Clerk
Melanie Stubbs, Treasurer
Gord Shaw, Director of Operations
Mike Spencer, Manager of Parks, Recreation & Facilities

1. Call to Order

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

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 – None

5. Delegations and Presentations

a) Pre-Budget Presentation – Treasurer

The Treasurer presented the 2020 pre-budget presentation to Committee and summarized the following: how the property tax is calculated, explained the breakdown of how various departments are supported by taxation and the average monthly cost, analysis of total residential tax rate versus the Township rates from 2005-2019, cost of services encompassed within municipal taxation, 2020 phased-in assessment broken down per tax class, potential impacts to the

2020 budget, operational and capital priorities outlined by Committee, analysis of capital expenditures, reserve and reserve fund balances, long-term debt schedule, and draft budget summary.

There was a general discussion with respect to what the Committee may want included within the draft budget document, specifically increasing bylaw enforcement and include user pay heaters in the Spencerville arena. Members enquired if the vehicle/equipment maintenance schedule will be increased. It was noted that staff are unsure if increasing the maintenance schedule will result in any additional savings, however if older vehicles were replaced then the maintenance costs may decrease.

Members requested that the canteens be broken out into separate items. Committee debated if Council should direct staff to increase the profit margins at the canteens. It was noted that the canteens are a service provided to the users of the facilities and not necessarily there to make a profit.

Committee discussed the idea of installing pay per use heaters at the Spencerville arena, specifically with respect to energy efficiency and if the cost to run the heaters is covered by what the users pay. It was noted that a report was provided to Committee in 2017 which outlined the revenue generated by the pay per use heaters in the Cardinal arena. Members contemplated how the Township may make up the difference in decreased revenue from 2019 that will not be available in 2020.

6. Discussion Items

a) Edwardsburgh Land Bank – Mayor Sayeau

The item was reviewed and it was noted that the motion will be placed on the December 9 Council agenda. An additional four parcels of land were identified and added to the draft motion to address possible road widening requirements. It was noted that the meeting with Mr. Plexman, representative for the Ministry of Infrastructure, was delayed and the Township has requested another in person meeting. Members highlighted the infrastructure challenges the Township will have to address in Appendix “B” of the request for submission. It was suggested that funds be allocated to hire an engineer to review and prepare answers for Appendix “B”.

7. Action/Information Items

a) 3rd Quarter Building Review

Committee received and reviewed the information.

b) Meadowlands North Subdivision Extension

Moved by: J. Hunter seconded by: J. Bradley that Committee recommends that Council recommend in favour of a 3-year extension on the Draft Plan of Subdivision for Meadowlands North (Lockwood).

Carried

c) 2019 Year in Review

Committee received and reviewed the report and noted that SERA also completed a clean-up day in the spring.

d) Unopened Road Allowance – Byers Rd

Committee reviewed the report and discussed if the current agreement is too protective of the Township and restrictive to the licensee(s) wanting to update the unopened road allowance. Members debated if the agreement put too much liability on the licensee who only wants to update part of the road allowance to gain better access to farm fields. Members highlighted that other businesses and people entered into the agreement without any objection to the liability clauses. It was noted that the staff's position is that no work on the road allowance can take place until the agreement is signed by both parties.

Members enquired if the licensee's lawyer provided a letter to the Township explaining the concerns. It was noted that only a letter from the licensee was received which noted that their lawyer suggested that it wasn't in their best interest to sign the agreement. Members enquired if the licensee has already made updates to the road allowance. It was confirmed that staff was unaware if updates have been made. Members suggested that the Township lawyer and licensee lawyer could discuss the agreement and suggest alternative options.

Members suggested that the agreement should specify a certain location/expanse of road allowance that the licensee would be liable for rather than the whole road allowance. It was noted that Schedule "B" of the agreement currently requires a detailed location and description of the portion of the road allowance being updated. It was noted that the intention of the bylaw is to protect the Township because people update the road allowance and then to the unknown person, it may appear to be a regular road as they do not post "enter at own risk" signage on all Township unopened road allowances.

There was consensus from Committee to support staff's position and if the Township receives additional opposition then Council will need to discuss the matter in detail.

e) Appoint Municipal Auditor

Members commented on if the Township should prepare a request for proposal for an external auditor in 2020 or if the Township should remain with the currently appointed auditor.

Moved by: S. Dillabough seconded by: H. Cameron that Committee recommends that Council:

1. Appoints MNP LLP for the period January 1, 2020 to December 31, 2021; and
2. Directs staff to issue a Request for Proposal for an external auditor in 2020.

Carried

f) Minutes of Settlement – Giant Tiger

Moved by: J. Bradley seconded by: T. Deschamps that Committee recommends that Council accept the minutes of settlement for roll #0701-701-020-09916-0000 and process a tax refund to the owners.

Carried

g) Shared Services – EC/Augusta/Prescott – Building & Bylaw

Committee reviewed the report and enquired if the Building department is able to keep up with applications or if they are also being handled by the Township planner and other neighbouring CBO's. It was noted that the Township has not required assistance from the planner, however assistance has been sought from neighbouring CBO's. It was noted that due to a shared services agreement not being achieved at this stage, the Township will need to begin the recruitment process for a full-time permanent CBO.

Members confirmed that discussion at the CAO and staff level will continue to work towards a common e-permitting system, bylaws and maintain cross-appointment of staff members. There was a general discussion with respect to a South Grenville shared services model and the possible future timeframe to organize such an agreement. Members noted that Council should be cognizant that the service delivery report may suggest different model suggestions which could impact the Township and the potential for a shared services model.

h) Request to Endorse Extended ATV Use on County Rd 44

Moved by: T. Deschamps seconded by: S. Dillabough that Committee recommends that Council direct staff to inform the UCLG of no objections from the municipality for the extension of 1.45km on County Rd 44.

Carried

i) Pay Scale for Summer Students

Committee reviewed the report and discussed the increases to the wages for summer student position with the Parks and Recreation department, specifically

with respect to if the increase is comparable to neighbouring municipalities. It was noted that other neighbouring municipalities also provide incremental wage increases to the students in order to be more competitive. Members confirmed that staff will monitor and track the number of returning students and neighbouring municipality wages.

Moved by: T. Deschamps seconded by: H. Cameron that Committee recommends that Council adopt the new wages for the above referenced summer student positions with the increases reflected in the 2020 budget.

Carried

j) 2019 Investing in Canada Infrastructure Program: Green Stream

Moved by: J. Hunter seconded by: H. Cameron that Committee recommends that Council:

1. Endorse the County Rd 2 Water & Sewer Rehabilitation as the selected project eligible for the 2019 ICIP funding; and
2. Direct staff to prepare and submit an application under the 2019 intake prior to the January 22nd, 2020 deadline.

Carried

8. Inquiries/Notices of Motion

Mayor Sayeau noted that the Edwardsburgh Land Bank draft motion addressed under item 6a) will be brought forward as a resolution at the December 9 Council meeting.

Councillor Hunter enquired about the Waterfront Improvement subcommittee public meeting, specifically with respect to why Committee or Council hasn't received an update about the subcommittee's work and designs before the scheduled meeting on December 16. It was noted that the subcommittee wanted to hold the meeting in December before budget discussions began and due to the short turnaround time, they are unsure if the consultant will have the concept idea and designs ready in time to present to Committee or Council.

9. Mayor's Report

Mayor Sayeau reported the following:

- Noted that the Waterfront Improvement Public Information session will be held on December 16 at the Cardinal Legion
- Port of Johnstown Christmas luncheon will be held on December 20
- Chamber of Commerce luncheon will on December 4

10. Question Period – None

11. Closed Session

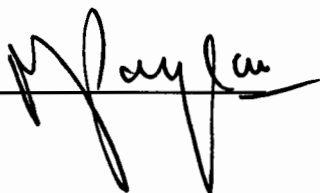
12. Adjournment

Moved by: T. Deschamps seconded by: S. Dillabough that Committee does now adjourn at 8:14 pm.

Carried

These minutes were approved in open Council this 9th day of December, 2019.

Chair



Deputy Clerk

