

**MINUTES  
COMMITTEE OF THE WHOLE  
ADMINISTRATION & FINANCE  
MONDAY, JANUARY 13, 2020  
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  
Debra McKinstry, Clerk (left at 9:38pm)  
Rebecca Williams, Deputy Clerk  
Melanie Stubbs, Treasurer (left at 9:38pm)  
Gord Shaw, Director of Operations (left at 9:38pm)  
Brian Moore, Fire Chief (left at 9:38pm)

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: J. Hunter 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 – **None**

6. Discussion Items

a) Draft Service Delivery Review Committee Priorities

Committee noted that a main priority expressed by the **Committee Members** was the better utilization and updating of IT. Members commented **on the** idea to use some of the modernization funds hire a contract IT professional **to assist** staff in

the transition period. Members requested staff to prepare a report, once the SDR report is finalized, to include what recommendations staff may be able to address, including estimated costs and if additional assistance may be required. It was noted that a report will be prepared for the February Committee meeting.

7. Action/Information Items

a) 4<sup>th</sup> Quarter Bylaw Report

Committee reviewed the report and asked for clarification with respect to the correlation between the number of parking tickets and the monthly activity log. It was noted that the parking ticket activity does not appear in the monthly activity log as the log only outlines open/closed investigations. There was a brief discussion with respect to the format of the logs and how they are prepared each month. It was noted that staff are working to update information in the Citywide software in order to export a report for the 1<sup>st</sup> Quarter 2020 report.

There was a general discussion with respect to the number of parking tickets issued and how the revenue is tracked, specifically the number of tickets paid at the Township office versus those sent to Provincial Offences.

Members highlighted that the Committee should determine what information they want to see from the Bylaw report and provide direction to staff so that they are better informed to prepare the next report. Committee debated about how much detail should be produced for the quarterly report, noting that there are internal staff controls and overview to ensure that realistic targets are being achieved in a timely manner.

b) Group Benefit Marketing Survey Report

Committee reviewed the report and discussed possible reasons why the quote received from Great West Life had increased. Members confirmed that the Township broker negotiated the proposed increase with Great West Life from the original 15% down to 8.63%. There was a brief discussion with respect to the other quotes received and if there was an impact to employees. It was noted that the proposed benefit package from Sun Life is very similar to Great West Life and that it would save the Township and Port \$122,245.44 annually.

**Moved** by: S. Dillabough seconded by: T. Deschamps that Committee recommends that Council approve the change from Great West Life to Sun Life as the Township's Group Benefit Plan provider.

Carried

c) Munisoft Security System Application

**Moved** by: J. Hunter seconded by: T. Deschamps that Committee recommends that Council authorize the purchase of the security system application from Munisoft and designate the Treasurer as the security administrator.

Carried

d) 2020 Cost of Living Increase

Committee reviewed the report and inquired if the increase will impact future union negotiations. It was noted that the collective agreement outlines specific increased and that the agreement ends December 2020.

**Moved** by: T. Deschamps seconded by: H. Cameron that Committee recommends that Council approves a cost of living increase for all full-time, non-union staff, as per Bylaw 2015-22, and Council Members as per Bylaw 2019-63, of 1.89% retroactive to January 1, 2020.

Carried

e) 2019 WIP Report

Committee discussed the WIP report, specifically with respect to the amount to be carried forward and how the outstanding successful grant funds of \$15,534 may affect the amount available for 2020 CIP grants. It was noted that Committee may adjust the 2020 budgeted amount to increase or decrease the amount of available CIP funds.

Members asked for clarification with respect to why drawings for the fire station would need to be drafted before the study is completed. It was noted that the study would include the draft drawings/designs to provide Council with various options, including; the option to renovate the current building or build a new fire station. It was noted that Council would be provided the options so they could make an informed decision on the future of the Cardinal fire station.

**Moved** by: H. Cameron seconded by: S. Dillabough that Committee recommends that Council direct the Treasurer to carry forward the funds for the WIP projects, as identified in the report, in order that the WIP projects continue to be funded in 2020.

Carried

f) Council Response to Auditors

Committee reviewed the auditor's package and members noted that it is Council's responsibility for the financial position of the Township and therefore it is important to understand the administrative processes to prevent, detect, and avoid fraudulent activities.

**Moved** by: J. Hunter seconded by: H. Cameron that Committee recommends that Council authorizes the Mayor to prepare and sign the response letter to the auditors as a requirement of the annual audit.

Carried

g) Cellphone Policy

Committee reviewed the policy and enquired if Council would be able to receive the \$30.00 per month cellphone allowance to compensate for the use of personal cellphones for Township business, in lieu of the Township issuing a corporate cellphone. Committee debated if the expense could be claimed under the current Council expense reimbursement policy and whether clauses could be added to the policy to allow Members to receive the \$30.00 per month allowance. It was noted that the Council expense policy also addresses \$1000 available per Councillor to purchase an electronic device.

**Moved** by: J. Hunter seconded by: D. Robertson that Committee recommends that Council adopt the cellphone policy, as attached.

Defeated

Members highlighted concerns with the Council expense policy, specifically that the policy is silent with respect to Councillor cellphone expenses being reimbursed or issued an allowance. Members suggested that the Council expense reimbursement policy should be reviewed at a future meeting to consider the addition of a \$30.00 per month cellphone allowance for Members of Council.

**Moved** by: J. Hunter seconded by: H. Cameron that Committee reconsiders the motion to recommend that Council adopt the cellphone policy.

Carried

**Moved** by: J. Hunter seconded by: D. Robertson that Committee recommends that Council adopt the cellphone policy, as attached.

Carried

**Moved** by: T. Deschamps seconded by: H. Cameron that Committee recommends that the Council Expense Reimbursement Policy be reviewed to include additional clause(s) to address the \$30.00 per month cellphone allowance as discussed.

Carried

h) Addition of Clerk's Position to By-law 2015-22

**Moved** by: J. Hunter seconded by: H. Cameron that Committee recommends that Council amend Schedule B of Personnel Policy Bylaw 2015-22, as amended by Bylaw 2016-83, to reflect the organization's current job classifications.



Committee recessed for a 5 minute break at 8:20p.m.

i) 2020 Draft Capital Budget

Staff provided Committee with a summary of the draft capital budget and briefly discussed the following areas:

- Comparison between the 2019 budget and draft 2020, specifically with respect to total capital projects, grant funding received, difference in total capital funding and difference in taxation supported funding.
- Administration capital:
  - The Townhall stone fence and the need for construction drawings for upstairs Township hall was reviewed.
- Fire Department capital:
  - Discussed the need for Cardinal fire station drawings and cost estimated.
  - Sought clarification with respect to Fire Department vehicle reserve. It was noted that \$36,131.95 would be the balance after the \$70,000 was transferred from the reserve.
- Storm Water Management:
  - Discussed possible flooding issues being mitigated through additional drainage around the Cardinal arena and the location of the drains in Johnstown
- Recreation:
  - Members enquired if the Township would be able to use the old backup dehumidifier for the Cardinal arena, rather than purchasing new equipment. Additionally, Members enquired about the age of the Cardinal pool filtration system. It was noted that staff will follow-up with the Manager of Parks, Recreation & Facilities once he has returned from vacation.
- Public Works
  - It was noted that certain elements on the Ventnor bridge are not repairable and must be replaced, while the Reilly St retaining wall suffered damages due to the recent flooding. It was noted that the retaining wall wood structure will be replaced with concrete.
  - There was a general discussion with respect to the Latimer Rd joint gravel to surface treatment project with North Grenville, specifically speaking to the following: portion of Latimer Rd to be completed, location of work, collaboration with North Grenville, previous experience when tendering projects with the UCLG – specifically contract administration, and affects of heavy farm equipment traffic on the road.
  - Confirmed location and municipal jurisdiction of Safford Rd.
- General Comments & Discussion

- Members confirmed if the government grants and gas tax funding are all guaranteed amounts. It was noted that not all of the funds are guaranteed, and that the line items include OCIF funding.
- There was a discussion with respect to if the unit cost per kilometer of road, as noted in the 2016 Road Management Plan, is accurate. It was noted that the Township has budgeted projects based approximately on the cost break down from the Road Management Plan, and it has resulted in the overall project costs being in line with the budgeted amount.
- Members requested that Committee review the current revenues at the beginning of the next budget meeting before continuing to review the capital budget.
- Committee set the next two budget meetings:
  - January 27 from 2-5pm
  - February 6 from 5-8pm

8. Inquiries/Notices of Motion – None

9. Mayor's Report

Mayor Sayeau reported the following:

- Highlighted high water levels and flooding concerns along the St. Lawrence River
- Provided an update with respect to EOWC delegations at the ROMA conference
- Provided an update with respect to the Township's delegation at the ROMA conference, specifically Fire Department calls on 400 series highways
- Noted that he will be following up with respect to the OEB natural gas expansion letter at the ROMA conference
- Will be making a presentation to the SBCC and Town of Prescott Council with respect to the Ontario Job Site Challenge
- Meeting scheduled with Mr. Plexman while at the ROMA conference to discuss the Edwardsburgh Land Bank
- Working with an engineer to prepare a report with respect to hydro demand in the Industrial Park
- Da-Lee project update
- UCLG Planning Committee recommended that the UCLG County Council approve the Township's Official Plan

10. Question Period

The following questions/comments were raised:

- Windmill project cargo at Port of Johnstown

11. Closed Session

**Moved** by: J. Hunter seconded by: T. Deschamps that Committee of the Whole proceeds into closed session at 9:38 p.m. in order to address a matter pertaining to:

- Personal matter about an identifiable individual, including municipal or local board employees; Specifically: Building Department and Minutes of Closed Session dated November 11, 2019

Carried

Committee recessed for five minutes to clear the chamber.

**Moved** by: J. Hunter seconded by: T. Deschamps that the closed session does now adjourn and the open meeting of Committee of the Whole does now resume at 10:16 p.m.

Carried

**Moved** by: H. Cameron seconded by: S. Dillabough that Committee of the Whole approves the minutes of closed session dated November 11, 2019.

Carried

Mayor Sayeau Reported that Committee reviewed the closed session minutes and provided direction to the CAO with respect to the CBO position.

12. Adjournment

**Moved** by: S. Dillabough seconded by: H. Cameron that Committee does now adjourn at 10:18 pm.

Carried

These minutes were approved in open Council this 27 day of January, 2020.

Chair 

Deputy Clerk 