



**“SPECIAL” COMMITTEE OF THE WHOLE  
MINUTES**

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**Tuesday, November 14<sup>th</sup>, 2017**

**5:30 p.m.**

**Tay Valley Municipal Office – 217 Harper Road, Perth, Ontario  
Council Chambers**

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**ATTENDANCE:**

**Members Present:** Chair, Councillor Fred Dobbie  
Reeve Keith Kerr  
Deputy Reeve Brian Campbell  
Councillor Jennifer Dickson  
Councillor Judy Farrell  
Councillor RoxAnne Darling  
Councillor Greg Hallam  
Councillor Mark Burnham

**Staff Present:** Larry Donaldson, Chief Administrative Officer  
Amanda Mabo, Clerk  
Angela Millar, Treasurer

**Regrets:** None.

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**1. CALL TO ORDER**

The meeting was called to order at 5:30 p.m.  
A quorum was present.

**2. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

None.

### 3. DELEGATIONS & PRESENTATIONS

i) **2018 Operating Budget Presentation and Discussion – Beginning at Transfers to Reserves.**

Angela Millar, Treasurer.

The Treasurer reviewed the Power Point presentation that was attached to the agenda.

The Treasurer reviewed unbudgeted impacts from 2017 that will affect year-end – *attached, page 4.*

The Committee discussed the remainder of the Operating Budget.

The Committee agreed to remove the Municipal Office Building Maintenance for \$9,000.

The Committee requested that the Chief Administrative Officer provide a summary of what each position does (job description).

The Committee approved the Requests to Outside Agencies.

ii) **2018 Capital Budget Presentation and Discussion.**

Angela Millar, Treasurer.

The Treasurer gave a Power Point presentation – *attached, page 5.*

The Committee discussed the Capital Budget.

The Committee recessed at 6:57 p.m. to allow the 7:00 p.m. Council Meeting to occur.  
The Committee returned to session at 7:38 p.m.

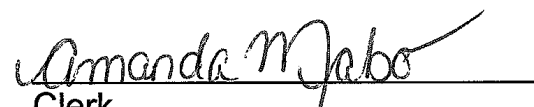
The Committee continued discussions of the Capital Budget.

The Committee discussed adding an additional 1% to the levy to place into reserves, which would equate to a 4.22% total levy increase for 2018. This proposal will be presented at the Public Meeting to obtain feedback.

### 4. ADJOURNMENT

The Committee adjourned at 8:44 p.m.

  
Chairperson

  
Clerk

# **DELEGATIONS & PRESENTATIONS**

**Contingency Reserve Commitments for 2017:**

As per budget: annual from Contingency to offset tax increase	25,000	
Deputy Clerk - six month approved February 21st	27,000	* to come from any operational surplus and if none, then from Contingency Reserve
Deputy Clerk - extension approved August 8th until Dec. 31	18,000	
MOE Requirements	6,250	
MOE Requirements	12,505	
Insurance Consultant RFP (approved up to \$10,000)	2,686	actual cost was \$2,686
<b>Sub-Total of approved expenses:</b>	<b>91,441</b>	

**Further Commitments:**

OMB Hearing Expenses	25,510	* to come from any operational surplus and if none, then from Contingency Reserve
Legal Expenses - on-going	50,000	actual amount unknown at this time
Planning Department Contracted Services - Estimated to December 31	26,000	estimated based on 4 days per week presently (only for applications, no policy work)
Building Department Contracted Services - estimated to December 31st	36,722	
Flood Damage - if Municipal Disaster Recovery Application not approved	131,640	this is only the portion that the MDRA program would cover if approved. Decision is not expected until March 2018.
<b>Potential Further Commitments Sub-Total</b>	<b>269,872</b>	

<b>Potential Estimated Amount from Contingency Reserve</b>	<b>361,313</b>	*this estimated total only includes \$50,000 for legal expenses that are on-going
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# **2018 BUDGET**

November 14<sup>th</sup>, 2017



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## **Agenda**

- Continue the Operating Budget Review
- 2018 Capital Replacements
- Reserves and Reserve Funds Review
- Summarize the 2018 Draft Budget
- Prepare for the Public Meeting



## TRANSFERS TO RESERVES

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Included in this draft budget:

- \$50,000 to the Fire Reserve
- \$50,000 to the Infrastructure Reserve



## TRANSFERS TO RESERVES

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STRATEGIC PLAN VISIONS FOR THE FUTURE:

*"We have stable tax rates and debt ratios and are able to fund our desired programs and infrastructure"*

*"Our roads, bridges, trails buildings, landfills and communications systems are efficient and well-maintained"*



## SUMMARY

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Items that are outstanding:

- Assessment Roll will be delivered to the Township early December;
- OMPF allocation notice to be received late November;
- CPP (Canada Pension Plan ) rates, YMPE amount;
- Municipal Insurance renewal rates;
- Conservation Authorities to finalize their budgets.



## FOR CONSIDERATION:

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Items included in draft budget:

- Additional Staff to meet legislative requirements @ \$61,275;
- Municipal Office Building Maintenance @ \$9,000
- Fire Reserve @ \$50,000;
- Infrastructure Reserve @ \$50,000;
- Contributions to Outside Agencies.

2018 Draft Budget = overall levy increase of

**\$178,603 or 3.39%**



## FOR CONSIDERATION:

2018 Draft Budget = overall levy increase of

\$178,603 or 3.39% consists of:

Transfers to Reserves \$100,000 or 1.90%

OPP Increase \$ 26,502 or 0.50%

Net Operational Increase \$ 52,101 or 0.99%



## FOR CONSIDERATION:

### Requests for 2018 Budget Consideration from Outside Agencies

	2017	2018	2018
BUDGET - Governance - Community Relations	\$ 21,250	\$ 20,250	\$ 20,250
	APPROVED	AMOUNTS REQUESTED	APPROVED
<b>TOTAL REQUESTS</b>	<b>\$ 20,700</b>	<b>\$ 18,800</b>	<b>\$ 4,500</b>
The Table Community Food Centre	3,500	3,500	
Big Brothers Big Sisters	3,000	3,000	
Municipal Drug Strategy Network Days	200	200	
Rideau Ferry Yacht Club - "International Vintage Race Boat Regatta"		-	
Youth Activity Committee (YAK)	6,000	6,000	
Fallbrook Assoc. - (Plus portable toilet @\$250 and staff time to clean up ball field after event)	1500	600	
Lanark County Situation Table	1,000	-	
Lanark County Community Justice Program	1,000	1,000	
GWM Hospital	4,000	4,000	4000
Donation in Lieu of Christmas Cards	500	500	500
<b>**Remaining Funds for Additional Awards</b>	<b>\$550</b>	<b>\$1,450</b>	<b>\$15,750</b>



## FOR CONSIDERATION:

	2017	2018	2018
<b>BUDGET - Tourism - Grants &amp; Contributions</b>	<b>\$ 1,250</b>	<b>\$ 1,250</b>	<b>\$ 1,250</b>
	APPROVED	AMOUNTS REQUESTED	APPROVED
<b>TOTAL REQUESTS</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Perth & District Chamber of Commerce (2017 Membership portion budget allocation see "memberships" - actual request was \$1,500 including membership)	1000	1,000	1000
Rideau Heritage Route Tourism	0	-	
<b>Remaining Funds for Additional Awards</b>	<b>\$250</b>	<b>\$250</b>	<b>\$250</b>



## 2018 Capital Replacements Overview

- Capital Expenses/Infrastructure Renewals and Special Programs are primarily funded by reserves and/or grants.
- 2018 Capital Replacements / Projects were selected from the 10 Year Capital Plan



## Mandated & Committed Projects

■ Long Term Financial Plan & AMP	\$ 25,000
■ Source Water	\$ 10,000
■ Official Plan	\$ 10,000
■ EODP Feasibility Study	\$ 15,000

**Total 2018 Projects      \$60,000**



## Health & Safety – Environmental Projects

■ COA Requirements	\$ 40,000
■ Fencing – McVeigh Pit	\$ 5,500

**Total 2017 Projects      \$ 45,500**

*Special Contingency Reserve*



## Roads

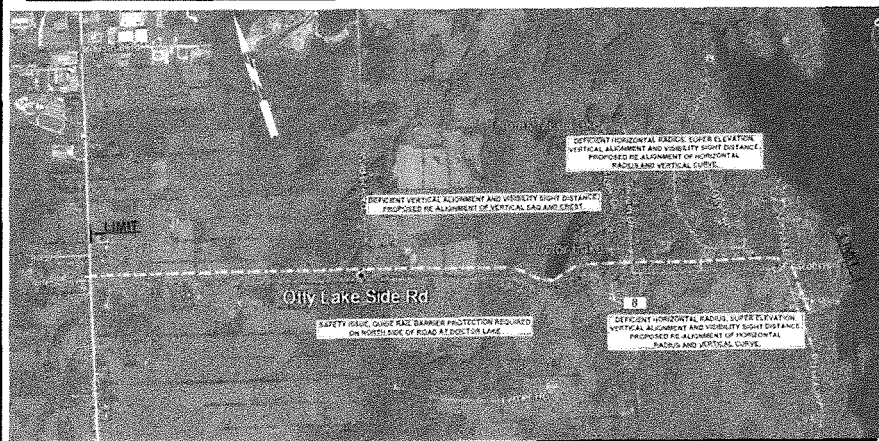


■ Otty Lake Side Road	\$ 2,847,660
■ Christie Lake North Shore	\$167,260
■ Deficiencies Elimination Program	\$ 60,000
Road Construction Reserve	\$ 138,003
Other Municipality Contribution	\$ 142,383
OCIF-Formula Based Grant	\$ 100,000
OCIF Top -Up Funding	\$2,562,894
Municipal Disaster Relief Funding	\$ 131,640

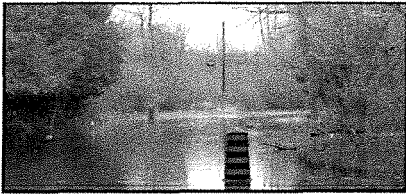


Tay Valley Township

## Roads – Otty Lake Side Road



## Roads – Christie Lake North Shore Road



## Roads

- Sommerville Drive
- Armstrong Line, Cameron Side Road, Ferrier, Menzie Munro, Powers, Stanley, Hannah and Brooke Valley Road projects

*From the Roads Construction Reserve*



## Bridges

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- Menzies Munro Side Road Bridge \$ 18,000



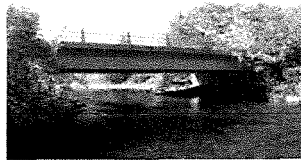
- Noonan's Side Road Bridge \$110,000



## Bridges Continued

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- Glen Tay Road Bridge \$202,000



- Upper Scotch Line \$178,000



## Bridges

### Repairs:

- |                              |          |
|------------------------------|----------|
| ➤ Guardrail Replacement      | \$50,000 |
| ➤ Bridge Repair and Analysis | \$50,000 |

**Total 2017 Projects      \$608,000**

*From the Bridge Construction Reserve*



## Equipment

- Replace the 1995  
Champion Grader



*From the Road  
Equipment Reserve*



## Equipment

➤ Tandem Trucks - **\$470,000** (\$235,000 each)

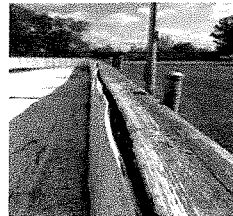
- Replace 2000 Sterling Tandem
- Replace 2001 Sterling Tandem

*From the Road Equipment Reserve*



## Recreation

- Land Transfer (Survey & Legal)      \$ 7,500
- Outdoor Rink Repairs      \$20,000



*From the Cash In Lieu  
of Parkland Reserve*



## Recreation Continued

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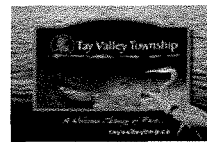
- Recreation Master Plan \$ 10,000

*From the Recreation Reserve*



## Minor Capital

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### Other:

- Burgess Hall – furnace replacement \$ 7,500  
*From the Burgess Hall / Garage Reserve*

- Council Computers \$10,000  
*From the Office Equipment Reserve*





## Reserves and Reserve Funds

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➤ Total Estimated Balance at Dec. 31, 2017	<b>\$4,442,334</b>
➤ PLUS: Draft Contributions to Reserves in 2018	<b>\$960,742</b>
➤ LESS: Draft Anticipated Expenses for 2018	<b>- <u>\$2,323,123</u></b>
➤ Total Estimated Balance at Dec. 31, 2018	<b>\$3,079,953</b>



## FOR CONSIDERATION:

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# Questions???

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