



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

Tuesday, November 1st, 2016

5:30 p.m.

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

ATTENDANCE:

Members Present: Chair, Councillor Mark Burnham
Reeve Keith Kerr
Deputy Reeve Brian Campbell
Councillor Jennifer Dickson
Councillor Fred Dobbie
Councillor Judy Farrell
Councillor Greg Hallam
Councillor RoxAnne Darling (arrived at 5.33 p.m.)

Staff Present: Larry Donaldson, Chief Administrative Officer
Janie Laidlaw, Acting Clerk
Noelle Reeve, Planner
Angela Millar, Treasurer
Stephen Keeley, Public Works Manager

Regrets: None.

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) **2017 Preliminary Budget Presentation.**
Angela Millar, Treasurer.

The Treasurer gave a PowerPoint presentation – *attached, page 4.*

The Committee discussed the preliminary budget.

- ii) **2017 Operating Budget Presentation and Discussion.**
Angela Millar, Treasurer.

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

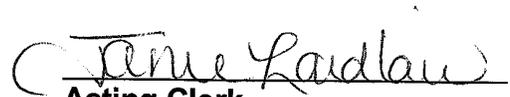
The Committee discussed the operating budget.

Items for consideration will be discussed further next week.

4. ADJOURNMENT

The Committee adjourned at 6:46 p.m.


Chairperson


Acting Clerk

DELEGATIONS & PRESENTATIONS

2017 OPERATING BUDGET

November 1st, 2016



Introduction

- The 2017 Draft Budget proposes that the Township provide the same level of services and operations as were provided in 2016.
- Proposed Levy Increase of \$256,502 or 5.12%
 - OPP Billing Increase = \$192,186 or 3.84%
 - Operational Increase = \$64,316 or 1.29%



Introduction Continued

- Many of our outside agencies are currently working on the development of their Budgets and estimates have been included in this draft for Council's consideration and information.



Corporate Wide Impacts

➤ Salaries & Benefits	\$64,575
➤ Heat	(\$665)
➤ Hydro	\$1,415
➤ Fuel	(\$2,780)
➤ Insurance	\$5,142
➤ Legal	(\$2,500)



Governance

includes Council, Elections, Community Relations, Volunteer Appreciation, 200th Anniversary Committee, Events & Promotions Coordinator (Ontario Trillium Fund Ontario 150 if awarded)

		Governance				
REVENUES		2016	2016 YTD	2017	BUDGET CHANGES	
		BUDGET	Sept. 30/16	BUDGET	\$	%
	Fees & Service Charges					
	Grants	36600	36,600	62,600	26,000	100.00%
	Transfers from Own Funds	1,500	-	1,500	-	0.00%
		38,100	36,600	64,100	26,000	68.24%
EXPENSES						
	Wages & Benefits	126,450	96,018	128,750	2,300	1.82%
	Training, Conferences & Travel Expenses	26,000	14,856	26,000	0	0.00%
	Materials & Supplies	5,000	1,389	5,000	0	0.00%
	Community Relations	21,250	15,767	21,250	0	0.00%
	Appreciation Dinners	1,000	-	1,000	0	0.00%
	Election Expenses	1500	1,343	1,500	0	0.00%
	Strategic Plan	1000	-	1,000	0	100.00%
	200th Anniversary Celebrations	2000	16,629		-2,000	100.00%
	Events & Promotions Coord. (Grant)	36600	28,006	50,000	13,400	100.00%
		220,800	174,008	234,500	13,700	6.20%

CORPORATE FINANCE

		CORPORATE FINANCE				
REVENUES		2016	2016 YTD	2017	BUDGET CHANGES	
		BUDGET	Sept. 30/16	BUDGET	\$	%
	Taxation	4,944,909	4,966,310	5,199,411	254,502	5.15%
	Payments-in-Lieu of Taxes	60,200	60,340	62,200	2,000	3.32%
	Tax Levy	5,005,109	5,026,650	5,261,611	256,502	5.12%
	OMPF	679,300	534,300	712,400	33,100	4.87%
	Conditional Grants	61,215	35,551	52,000	(8,615)	-14.07%
	Federal Gas Tax	169,380	84,688	169,380	-	0.00%
	Investment Income	79,000	54,748	79,000	-	0.00%
	Tax Penalties	105,000	110,413	120,000	15,000	14.29%
	Contingency - Tax Mitigation	25,000	-	25,000	-	0.00%
		6,124,004	5,846,350	6,419,991	295,987	4.83%
EXPENSES						
	Long Term Debt	63,100	39,675	63,100	-	0.00%
		63,100	39,675	63,100	-	0.00%

CORPORATE ADMINISTRATION

includes CAO, Clerk, Finance, Computer Services, Township Office, General Administration

		CORPORATE ADMINISTRATION				
		2016	2016 YTD	2017	BUDGET CHANGES	
REVENUES		BUDGET	Sept. 30/16	BUDGET	\$	%
	Fees & Service Charges	5,500	4,880	5,500	-	0.00%
	Other	8,500	10,225	8,750	250	2.94%
		14,000	15,105	14,250	250	1.79%
EXPENSES						
	Wages & Benefits	547,000	388,589	566,675	19,675	3.60%
	Training, Conferences & Travel	17,000	7,529	17,000	-	0.00%
	Materials & Supplies	113,900	72,953	111,150	(2,750)	-2.41%
	Contracted Services	70,068	41,508	71,800	1,732	2.47%
	Computer Services	40,200	27,628	40,200	-	0.00%
	Utilities	10,850	6,363	11,300	450	4.15%
	Other				-	
		799,018	544,570	818,125	19,107	2.39%

PROTECTION TO PERSONS & PROPERTY

includes Fire, Police, Building Inspection, Conservation Authorities, Emergency Measures, Animal Control, Livestock Losses, Septic Inspections + Re-inspections, Civic Addressing, Source Water and Risk Management

		PROTECTION TO PERSONS & PROPERTY				
		2016	2016	2017	BUDGET CHANGES	
REVENUES		BUDGET	Sept. 30/16	BUDGET	\$	%
	Fees & Service Charges	5,000	2,968	5,000	-	0.00%
	Provincial Offences Act (POA)	80,000	29,668	80,000	(20,000)	-25.00%
	OPP Ride Program Grant	6,000	6,513	6,000	-	0.00%
	OPP Service Charges	5,000	4,065	5,000	-	0.00%
	Livestock Losses Grant	12,000	3,498	12,000	-	0.00%
	Source Water	10,000	-	10,000	-	100.00%
	Building / Septic Permits / Septic Comments	109,000	100,811	115,000	6,000	5.50%
		227,000	147,523	213,000	(14,000)	-6.17%
EXPENSES						
	Wages & Benefits	90,000	56,576	95,750	5,750	6.39%
	Materials & Supplies	24,450	13,474	24,200	(250)	-1.02%
	Contracted Services	1,559,571	975,753	1,761,736	202,165	12.96%
	Rent (ABC Hall)	1,200	1,200	1,200	-	0.00%
	Other (Transfer)		491,860			
		1,675,221	1,538,863	1,882,886	207,665	12.40%

TRANSPORATION SERVICES PUBLIC WORKS OVERHEAD

	PUBLIC WORKS OVERHEAD				
	2016	2016 YTD	2017	BUDGET CHANGES	
	BUDGET	Sept. 30/16	BUDGET	\$	%
REVENUES					
Fees & Service Charges	15,300	5,514	15,300	-	0%
EXPENSES					
Wages & Benefits	397,050	271,265	362,100	(34,950)	-9%
Materials & Supplies	199,330	97,846	194,595	(4,735)	-2%
Contracted Services	132,140	114,093	130,625	(1,515)	-1.15%
Utilities	21,515	11,297	20,380	(1,135)	-5.28%
	750,035	494,501	707,700	(42,335)	-5.64%

TRANSPORATION SERVICES ROADWAYS (Bridges & Culverts, Roadside Maintenance, Hardtop & Loosetop Maintenance and Traffic Control Devices)

	ROADWAYS				
	2016	2016 YTD	2017	BUDGET CHANGES	
	BUDGET	Sept. 30/16	BUDGET	\$	%
REVENUES					
Fees & Service Charges					
EXPENSES					
Wages & Benefits	130,400	118,193	130,400	-	0.00%
Materials & Supplies	430,000	419,092	431,500	1,500	0.35%
Contracted Services	47,900	37,479	44,000	(3,900)	-8.14%
	608,300	574,764	605,900	(2,400)	-0.39%

TRANSPORATION SERVICES WINTER CONTROL

		WINTER CONTROL				
		2016	2016 YTD	2017	BUDGET CHANGES	
REVENUES		BUDGET	Sept. 30/16	BUDGET	\$	%
	Fees & Service Charges					
EXPENSES						
	Wages & Benefits	70,000	34,903	70,000	-	
	Materials & Supplies	159,100	128,117	159,100	-	
		229,100	163,020	229,100	-	0.00%

TRANSPORATION SERVICES STREET LIGHTING

		STREET LIGHTING				
		2016	2016 YTD	2017	BUDGET CHANGES	
REVENUES		BUDGET	Sept. 30/16	BUDGET	\$	%
	Fees & Service Charges					
EXPENSES						
	Contracted Services	1,500	1,894	1,500	-	0.00%
	Utilities	5,000	2,073	3,200	(1,800)	-36.00%
		6,500	3,967	4,700	(1,800)	-27.69%

ENVIRONMENTAL SERVICES WASTE DISPOSAL

		WASTE DISPOSAL				
		2016	2016 YTD	2017	BUDGET CHANGES	
REVENUES		BUDGET	Sept. 30/16	BUDGET	\$	%
	Fees & Service Charges	64,750	59,650	64,750	-	0.00%
	Grants					
	Other					
		64,750	59,650	64,750	-	0.00%
EXPENSES						
	Wages & Benefits	220,600	166,595	286,000	65,400	29.65%
	Materials & Supplies & Other	25,550	21,914	31,350	5,800	22.70%
	Contracted Services	216,300	184,847	216,400	100	0.05%
	Utilities	5,040	3,020	5,280	240	4.76%
	Property Taxes	4,600	438	4,600	-	0.00%
	Future Sites Closure Costs	25,000	-	25,000	-	0.00%
		497,090	376,814	568,630	71,540	14.39%

ENVIRONMENTAL SERVICES RECYCLING

		RECYCLING				
		2016	2016 YTD	2017	BUDGET CHANGES	
REVENUES		BUDGET	Sept. 30/16	BUDGET	\$	%
	Fees & Service Charges	25,200	9,895	25,200	-	0.00%
	Grants	77,000	11,368	50,000	(27,000)	-35.06%
	Other					
		102,200	21,263	75,200	(27,000)	-26.42%
EXPENSES						
	Wages & Benefits	-	-	-	-	-
	Materials & Supplies & Other	500	-	500	-	0.00%
	Contracted Services	187,500	133,673	187,500	-	0.00%
		188,000	133,673	188,000	-	0.00%

RECREATION & CULTURAL SERVICES

Programs include Program Administration; Soccer, Hockey, Karate and Intergenerational Choir

		RECREATION PROGRAMS				
		2016	2016 YTD	2017	BUDGET CHANGES	
		BUDGET	Sept. 30/16	BUDGET	\$	%
REVENUES	Program / Rental Fees	26,500	24,871	26,500	-	0.00%
	HRDC Grant					
		26,500	24,871	26,500	-	0.00%
EXPENSES	Wages & Benefits				-	
	Materials & Supplies	26,750	15,521	27,025	275	1.03%
	Contracted Services	6,800	3,152	6,800	-	0.00%
	Utilities				-	
	Rent (Maberly Fairgrounds)				-	
			33,550	18,673	33,825	275

RECREATION & CULTURAL SERVICES

Recreation Facilities including Maberly and Glen Tay Outdoor Rinks; Maberly and Burgess Halls; Ball fields and Parks

		RECREATION FACILITIES				
		2016	2016 YTD	2017	BUDGET CHANGES	
		BUDGET	Sept. 30/16	BUDGET	\$	%
REVENUES	Program / Rental Fees	2,500	3,260	2,500	-	0.00%
	HRDC Grant	2,600	2,640	2,600	-	0.00%
			5,100	5,900	5,100	-
EXPENSES	Wages & Benefits	21,400	17,721	22,000	600	2.80%
	Materials & Supplies	15,000	7,290	18,500	3,500	23.33%
	Contracted Services	14,000	8,111	14,000	-	0.00%
	Utilities	11,975	6,253	12,470	495	4.13%
	Rent (Maberly Fairgrounds)	1,200	1,200	1,200	-	0.00%
			63,575	40,575	68,170	4,595

RECREATION & CULTURAL SERVICES

Shared Agreements / Donations

	SHARED AGREEMENTS & DONATIONS				
	2016	2016 YTD	2017	BUDGET CHANGES	
	BUDGET	Sept. 30/16	BUDGET	\$	%
REVENUES	-	-	-	-	-
EXPENSES					
Perth Recreation Facilities Agreement	186,450	93,201	188,265	1,815	0.97%
Lanark Community Centre	4,000	3,981	4,100	100	2.50%
Perth Library	158,000	154,919	159,600	1,600	1.01%
Lanark Library	2,970	-	3,060	90	3.03%
Social Agency Support	500	-	500	-	100.00%
	351,920	252,101	355,525	3,605	1.02%

PLANNING & DEVELOPMENT

Land Use Planning & Zoning

	LAND USE PLANNING AND ZONING				
	2016	2016 YTD	2017	BUDGET CHANGES	
	BUDGET	Sept. 30/16	BUDGET	\$	%
REVENUES					
Fees & Service Charges	49,250	35,364	49,250	-	0.00%
EXPENSES					
Wages & Benefits	166,200	116,088	172,000	5,800	3.49%
Materials & Supplies	18,600	7,399	18,600	-	0.00%
Contracted Services	39,500	23,629	39,500	-	0.00%
	224,300	147,116	230,100	5,800	2.59%

PLANNING & DEVELOPMENT

Agricultural Programs & Services

	AGRICULTURAL PROGRAMS & SERVICES				
	2016	2016 YTD	2017	BUDGET CHANGES	
	BUDGET	Sept. 30/16	BUDGET	\$	%
REVENUES					
Fees & Service Charges					
Taxation - Tile Drainage	12,100	12,079	12,100	-	0.00%
EXPENSES					
Debenture Payments (Tile Drainage)	12,100	12,079	12,100	-	0.00%
Contracted Services	5,500	13,404	5,500	-	0.00%
	17,600	25,483	17,600	-	0.00%

PLANNING & DEVELOPMENT

OTHER PLANNING (Economic & Tourism Development, Road Closure Applications, Septic Comment Applications, Misc. Road Activities and Subdivision Development)

	OTHER PLANNING				
	2016	2016 YTD	2017	BUDGET CHANGES	
	BUDGET	Sept. 30/16	BUDGET	\$	%
REVENUES					
EXPENSES					
Materials & Supplies	2,550	2,334	2,550	-	0.00%
Contracted Services	30,000	28,569	30,000	-	0.00%
Grants & Contributions	2,250	1,000	2,250	-	0.00%
	34,800	31,903	34,800	-	0.00%

SUMMARY

Items that are outstanding:

- Assessment Roll will be delivered to the Township between November 29th and December 9th.
- OMPF allocation notice to be received late November;
- CPP (Canada Pension Plan) rates;
- Employee Benefits renewal rates;
- Municipal Insurance renewal rates;
- Outside agencies to finalize their budgets



FOR CONSIDERATION:

Items not included in draft budget:

- Requests from Outside Agencies possible increases @ \$4,000;
- Website Enhancements @ \$6,400 (capital);
- Maberly Rink maintenance @ \$1,200;
- Canada 150 Celebrations @ \$2,000.

If these items were added to the 2017 Budget =
overall levy increase of \$263,702 or 5.27%



NEXT STEPS

November 8th:

- 2017 Capital Budget
- 10 Year Capital Replacement Schedule
- Reserves / Reserve Funds



QUESTIONS???

