



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

Tuesday, November 7th, 2017

5:30 p.m.

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

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.

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 Preliminary Budget Presentation.**
Angela Millar, Treasurer.

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

The Committee discussed the preliminary budget.

- ii) **2018 Operating Budget Presentation and Discussion.**
Angela Millar, Treasurer.

The Treasurer gave a PowerPoint presentation – *attached, page 6.*

Based on the proposed budget, the Treasurer is anticipating a \$23 increase over 2017 for those with a \$200,000 assessment.

The Committee discussed the operating budget.

The Committee requested the Chief Administrative Officer bring back information on the pilot transportation project that was put on hold by Council earlier in the year.

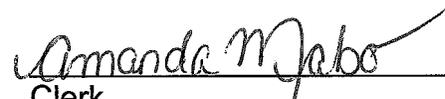
The presentation and discussion ended at transfers to reserves and will begin there at the next budget meeting.

4. ADJOURNMENT

The Committee adjourned at 7:10 p.m.



Chairperson



Clerk

DELEGATIONS & PRESENTATIONS

2018 OPERATING BUDGET

November 7th, 2017



Introduction

Strategic Plan 2017 – 2021:

Mission Statement

To deliver local, rural services for the benefit of all taxpayers in a way that is sustainable and brings value to residents of the municipality.

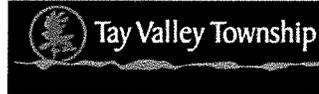


Introduction

Strategic Plan 2017 – 2021:

Our Vision for the Future:

Financial Sustainability: We have stable tax rates and debt ratios and are able to fund our desired programs and infrastructure.



Introduction

- The 2018 Draft Budget proposes that the Township provide the same level of services and operations as were provided in 2017 with a few items added for Council's consideration.
- Proposed Levy Increase of \$178,603 or 3.39%
 - OPP Billing Increase = \$26,502 or 0.50%
 - Operational Increase = \$152,101 or 2.88%



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	\$38,000
➤ Heat	(\$1,700)
➤ Hydro	(\$680)
➤ Insurance	\$3,945
➤ Legal	(\$7,500)



Governance

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

		GOVERNANCE			
		2017	2017 YTD	2018	BUDGET
		BUDGET	Sept. 30/17	BUDGET	CHANGES
		\$			
REVENUES					
	Grants	36,600	-	-	(36,600)
	Transfers from Own Funds	1,500	-	22,000	20,500
		38,100	0	22,000	(16,100)
EXPENSES					
	Wages & Benefits	128,750	99,560	131,850	3,100
	Training, Conferences & Travel Expenses	26,000	12,079	26,000	0
	Other Contracted Services	-	-	2,850	2,850
	Materials & Supplies	5,000	2,387	4,000	-1,000
	Community Relations	26,250	23,944	32,750	6,500
	Appreciation Dinners	1,000	-	6,000	5,000
	Election Expenses	1,500	2,035	35,000	33,500
	Strategic Plan	1,000	-	-	-1,000
	Canada 150 Celebrations	2,000	2,642	-	-2,000
	00th Anniversary & Legacy Cottage Signs	-	13,911	-	-
	Events & Promotions Coord. (Grant)	50,000	-	-	-50,000
		241,500	156,558	238,450	-3,050

CORPORATE FINANCE

		CORPORATE FINANCE			
		2017	2017 YTD	2018	BUDGET
		BUDGET	Sept. 30/17	BUDGET	CHANGES
		\$			
REVENUES					
	Taxation	5,212,561	5,211,943	5,212,561	-
	Payments-in-Lieu of Taxes	62,200	65,664	65,600	3,400
	Tax Levy	5,274,761	5,277,607	5,278,161	3,400
	OMPF	712,400	542,700	723,600	11,200
	Conditional Grants	52,600	50,000	2,946,917	2,894,317
	Federal Gas Tax	169,380	87,687	177,442	8,062
	Investment Income	79,000	54,596	79,000	-
	Tax Penalties	120,000	104,818	120,000	-
	Contingency - Tax Mitigation	25,000	-	25,000	-
		6,433,141	6,117,408	9,350,120	2,916,979
EXPENSES					
	Long Term Debt	63,100	31,509	63,100	-
		63,100	31,509	63,100	-

CORPORATE ADMINISTRATION

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

		CORPORATE ADMINISTRATION			
		2017	2017 YTD	2018	BUDGET
		BUDGET	Sept. 30/17	BUDGET	CHANGES
		\$			
REVENUES					
	Fees & Service Charges	5,500	4,880	6,000	500
	Other	8,750	10,225	15,250	6,500
		14,250	15,105	21,250	7,000
EXPENSES					
	Wages & Benefits	572,625	459,104	640,000	67,375
	Training, Conferences & Travel	17,000	8,254	17,000	-
	Materials & Supplies	111,150	72,884	121,000	9,850
	Contracted Services	71,800	47,109	69,000	(2,800)
	Computer Services	40,200	19,364	45,200	5,000
	Utilities	11,300	6,255	10,200	(1,100)
	Other				-
		824,075	612,970	902,400	78,325

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			
		2017	2017	2018	BUDGET
		BUDGET	Sept. 30/17	BUDGET	CHANGES
		\$			
REVENUES					
	Fees & Service Charges	5,000	2,859	4,900	(100)
	Provincial Offences Act (POA)	60,000	50	60,000	-
	OPP Ride Program Grant	6,000	6,627	6,000	-
	OPP Service Charges	5,000	5,613	5,000	-
	Livestock Losses Grant	12,000	1,250	12,000	-
	Building / Septic Permits / Septic Comments	120,000	114,157	125,000	5,000
		208,000	130,556	212,900	4,900
EXPENSES					
	Wages & Benefits	95,750	62,091	97,000	1,250
	Materials & Supplies	24,200	41,961	21,600	(2,600)
	Contracted Services	1,761,736	916,834	1,796,597	34,861
	Rent (ABC Hall)	1,200	1,200	1,200	-
	Other (Transfer)				-
		1,882,886	1,022,086	1,916,397	33,511

TRANSPORATION SERVICES PUBLIC WORKS OVERHEAD

	PUBLIC WORKS OVERHEAD			
	2017 BUDGET	2017 YTD Sept. 30/17	2018 BUDGET	BUDGET CHANGES \$
REVENUES				
Fees & Service Charges	15,300	5,733	15,300	-
EXPENSES				
Wages & Benefits	362,100	217,755	371,850	9,750
Materials & Supplies	194,595	102,224	180,450	(14,145)
Contracted Services	130,625	135,819	132,020	1,395
Utilities	20,380	12,530	19,000	(1,380)
	707,700	468,328	703,320	(4,380)

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

	ROADWAYS			
	2017 BUDGET	2017 YTD Sept. 30/17	2018 BUDGET	BUDGET CHANGES \$
REVENUES				
Fees & Service Charges				
EXPENSES				
Wages & Benefits	130,400	114,343	135,900	5,500
Materials & Supplies	431,500	403,319	435,500	4,000
Contracted Services	44,000	37,046	43,000	(1,000)
Utilities				
	605,900	554,708	614,400	8,500

TRANSPORATION SERVICES WINTER CONTROL

	WINTER CONTROL			BUDGET
	2017 BUDGET	2017 YTD Sept. 30/16	2018 BUDGET	CHANGES \$
REVENUES				
Fees & Service Charges				
EXPENSES				
Wages & Benefits	70,000	41,771	68,500	(1,500)
Materials & Supplies	159,100	198,790	163,100	4,000
Contracted Services				-
Utilities				
	229,100	240,561	231,600	2,500

TRANSPORATION SERVICES STREET LIGHTING

	STREET LIGHTING			BUDGET
	2017 BUDGET	2017 YTD Sept. 30/17	2018 BUDGET	CHANGES \$
REVENUES				
Fees & Service Charges				
EXPENSES				
Wages & Benefits				
Materials & Supplies				
Contracted Services	1,500	2,702	1,500	-
Utilities	3,200	1,587	3,000	(200)
	4,700	4,289	4,500	(200)

ENVIRONMENTAL SERVICES WASTE DISPOSAL

		WASTE DISPOSAL			
		2017 BUDGET	2017 YTD Sept. 30/17	2018 BUDGET	BUDGET CHANGES \$
REVENUES					
	Fees & Service Charges	64,750	53,384	70,000	5,250
	Grants				
	Other				
		64,750	53,384	70,000	5,250
EXPENSES					
	Wages & Benefits	286,000	197,090	288,800	2,800
	Materials & Supplies & Other	31,350	13,971	21,200	(10,150)
	Contracted Services	216,400	156,607	201,100	(15,300)
	Utilities	5,280	2,957	4,580	(700)
	Property Taxes	4,600	7,072	4,600	-
	Future Sites Closure Costs	25,000	-	25,000	-
		568,630	377,697	545,280	(23,350)

ENVIRONMENTAL SERVICES RECYCLING

		RECYCLING			
		2017 BUDGET	2017 YTD Sept. 30/17	2018 BUDGET	BUDGET CHANGES \$
REVENUES					
	Fees & Service Charges	25,200	11,896	20,000	(5,200)
	Grants	50,000	25,027	93,000	43,000
	Other				
		75,200	36,923	113,000	37,800
EXPENSES					
	Wages & Benefits	-	-	-	-
	Materials & Supplies & Other	500	-	500	-
	Contracted Services	187,500	130,837	198,000	10,500
	Utilities				
	Property Taxes				
	Future Sites Closure Costs				
		188,000	130,837	198,500	10,500

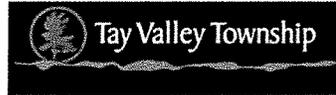
RECREATION & CULTURAL SERVICES STRATEGIC PLAN

Strengths and Successes:

“Great recreation programs”

Vision for the future:

“Our recreation and cultural programs continue to flourish for young and old alike.”



RECREATION & CULTURAL SERVICES

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

	RECREATION PROGRAMS			
	2017 BUDGET	2017 YTD Sept. 30/17	2018 BUDGET	BUDGET CHANGES \$
REVENUES				
Program Fees	26,500	22,547	28,000	1,500
Recreation Fund Raising Reserve			1,250	1,250
	26,500	22,547	29,250	2,750
EXPENSES				
Materials & Supplies	27,025	21,400	31,850	4,825
Contracted Services	6,800	3,860	7,100	300
				-
	33,825	25,260	38,950	5,125

RECREATION & CULTURAL SERVICES

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

	RECREATION FACILITIES			
	2017 BUDGET	2017 YTD Sept. 30/17	2018 BUDGET	BUDGET CHANGES \$
REVENUES				
Program Fees	2,500	3,260	2,500	-
Recreation Fund Raising Reserve	2,600	2,640	-	(2,600)
	5,100	5,900	2,500	(2,600)
EXPENSES				
	22,000	18,949	25,750	3,750
Materials & Supplies	18,500	3,254	15,000	(3,500)
Contracted Services	15,200	8,428	21,200	6,000
Utilities	12,470	6,094	12,470	-
Rent (Maberly Fairgrounds)	1,200	1,200	1,200	-
	69,370	37,925	75,620	6,250

RECREATION & CULTURAL SERVICES

Shared Agreements / Donations

	SHARED AGREEMENTS & DONATIONS			
	2017 BUDGET	2017 YTD Sept. 30/17	2018 BUDGET	BUDGET CHANGES \$
REVENUES				
	-	-	-	-
EXPENSES				
Perth Recreation Facilities Agreement	188,265	94,133	190,147	1,882
Lanark Community Centre	4,100	-	4,200	100
Perth Library	159,600	158,054	162,300	2,700
Lanark Library	3,060	3,027	3,100	40
Social Agency Support	500	-	500	-
	355,525	255,214	360,247	4,722

PLANNING & DEVELOPMENT

Land Use Planning & Zoning

		LAND USE PLANNING AND ZONING			
		2017	2017 YTD	2018	BUDGET
REVENUES		BUDGET	Sept. 30/17	BUDGET	CHANGES
					\$
	Fees & Service Charges	44,250	45,155	50,400	6,150
EXPENSES					
	Wages & Benefits	172,000	126,629	174,500	2,500
	Materials & Supplies	18,600	6,324	16,200	(2,400)
	Contracted Services	39,500	47,306	32,500	(7,000)
	Grants & Contributions				
		230,100	180,259	223,200	(6,900)

PLANNING & DEVELOPMENT

Agricultural Programs & Services

		AGRICULTURAL PROGRAMS & SERVICES			
		2017	2017 YTD	2018	BUDGET
EXPENSES		BUDGET	Sept. 30/17	BUDGET	CHANGES
					\$
	Materials & Supplies				
	Contracted Services	5,500	3,613	5,500	-
	Grants & Contributions				
		5,500	3,613	5,500	-

PLANNING & DEVELOPMENT

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

	OTHER PLANNING			
	2017	2017 YTD	2018	BUDGET
	BUDGET	Sept. 30/17	BUDGET	CHANGES
	\$			
EXPENSES				
Materials & Supplies	1,550	676	1,550	-
Contracted Services	31,000	15,804	31,000	-
Grants & Contributions	1,250	1,000	1,250	-
	33,800	17,480	33,800	-

TRANSFERS TO RESERVES

Included in this draft budget:

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



TRANSFERS TO RESERVES

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

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:

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

OPP Increase \$ 26,502

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
		AMOUNTS	
	APPROVED	REQUESTED	APPROVED
TOTAL REQUESTS	\$ 20,700	\$ 18,800	\$ 4,500
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)	1,500	600	
Lanark County Situation Table	1,000	-	
Lanark County Community Justice Program	1,000	1,000	
GWM Hospital	4,000	4,000	4,000
Donation in Lieu of Christmas Cards	500	500	500
**Remaining Funds for Additional Awards	\$550	\$1,450	\$15,750

FOR CONSIDERATION:

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



NEXT STEPS

November 14th:

- 2018 Capital Budget
- Reserves / Reserve Funds
- Contributions to Outside Agencies



QUESTIONS???

