

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

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**Tuesday, November 5<sup>th</sup>, 2019**

**5:30 p.m.**

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

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**ATTENDANCE:**

**Members Present:** Chair, Councillor Beverley Phillips  
Reeve Brian Campbell  
Deputy Reeve Barrie Crampton  
Councillor RoxAnne Darling  
Councillor Fred Dobbie  
Councillor Rob Rainer  
Councillor Gene Richardson  
Councillor Mick Wicklum

**Staff Present:** Larry Donaldson, Chief Administrative Officer  
Amanda Mabo, Clerk  
Ashley Liznick, Treasurer  
Richard Bennett, Acting Treasurer  
Noelle Reeve, Planner  
Sean Ervin, Public Works Technologist

**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/OR CONFLICT OF INTEREST  
AND GENERAL NATURE THEREOF**

None at this time.

**3. DELEGATIONS AND PRESENTATIONS**

**i) 2020 Preliminary Budget Summary Presentation.**

The Treasurer and Acting Treasurer gave a PowerPoint Presentation –  
*attached, page 5.*

ii) **2020 Operating Budget Presentation and Discussion.**

The Treasurer and Acting Treasurer gave a PowerPoint presentation – *attached, page 9.*

The Committee discussed the new initiatives/expenses for Council's consideration.

The Glen Tay Outdoor Ice Rink was inspected today and due to health and safety reasons will be closed until further notice. The goal would be to bring options to next week's budget meeting for Council's consideration. Depending on the direction, it may have an impact on the levy.

Hospital Donation

- dates were provided to the hospital CEO today to schedule a public meeting in Tay Valley
- have not received the amount the hospital would like in 2020
- all municipalities should get together with the hospital to determine how to move forward
- Council directed the amount of \$67,944 be included in the budget as a transfer to the contingency reserve until the joint meeting and public meeting occur
- Council directed that as part of the 2020 Public Budget Meeting, that the public meeting for the hospital be held on the same night

Lanark County Community Justice Program

- request was for \$2,000 and was reduced to \$1,000

LAWS

- request was for \$1,400 and was reduced to \$200, the same amount as 2019

Increase in Gravel

- include \$12,500 increase in budget

Maple Lane – Upgrade an Unassumed Road

- defer discussion on this item until after the discussion on Road Access Agreements

Doran Road – Upgrade Gravel Road to Surface Treated Road

- defer discussion on this item at this time

iii) **2020 Fee Review.**

The Treasurer and Acting Treasurer gave a PowerPoint Presentation – *attached, page 16.*

The Committee discussed the recommended fee changes.

Legal File Search (per property)

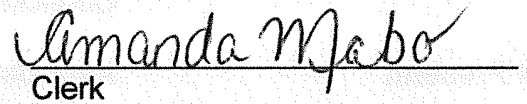
- will be discussed again to determine if there should be any charge at all

#### 4. **ADJOURNMENT**

The Operating Budget will be discussed again at next week's meeting after the discussion on capital.

The Committee adjourned at 7:16 p.m.

  
Chairperson

  
Clerk

# **DELEGATIONS & PRESENTATIONS**

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# **2020 DRAFT BUDGET - OPERATING**

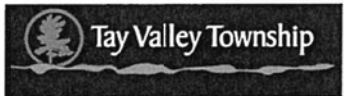
November 5, 2019



## **Agenda**

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- Welcome, Schedule and Introduction
- Review Assessment Information
- Review Draft Budget Impacts on the Levy,  
Expenditures and Revenues
- Reserve & Reserve Funds Review
- Draft Budget Impacts on Levy
- Items for Council's Consideration
- Proposed Fee Amendments



## Budget Schedule

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- November 5<sup>th</sup> – Operating Budget Review (COW)
- November 12<sup>th</sup> – Capital Budget Review (COW)
- November 19<sup>th</sup> – Public Budget Meeting
- December 10<sup>th</sup> – Adoption of Budget



## Introduction

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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.*



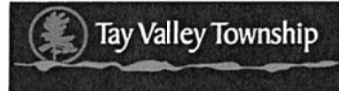
## Introduction

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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.*



## 2020 Estimated Total Taxable Assessment

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- 2020 Assessment    \$1,283,826,585
- 2019 Assessment    \$1,253,125,022
- Increase            **\$30,701,563 or 2.45%**
  - Increase Due to Phase-In = 2.20%
  - Increase Due to Growth    = 0.25%



## 2020 Estimated Total Taxable Assessment

2020 Assessments \$1,283,826,585 x 2019 Tax Rates

Extra Dollars Raised      **\$136,998**



## Introduction

- The 2020 Draft Budget proposes that the Township provide the same level of services and operations as were provided in 2019 with a few items that have not been included, but provided on a separate list, for Council's consideration.
- Proposed Levy Increase is \$180,434 or 3.23%
  - Operational Increase      = \$71,699 or 1.28%
  - Reserve/Capital Increase= \$108,735 or 1.94%



## Introduction Continued

- The Fire Board approved their 2020 budget last night and our contribution will need to be increased from the number in this draft.
- The Perth Library have approved their 2020 budget and confirmed the number in this draft.
- RVCA and MVCA budgets have not yet been received – we have included an estimated 2% increase in both.



## Draft Budget Impacts

Operational Expense Increases		% Impact on Levy
Salaries & Benefits - all departments, including Council, based on Collective Agreement increase, and benefit changes	55,444	0.95
Other Contracted Services - Integrity Commissioner, Retainer Fee for Closed Meeting Investigator, Corporate Legal Fees, By-Law Enforcement (Corporate Legal Budget increased by \$50,000)	50,202	0.90
Conservation Authorities (MVCA, RVCA) - estimated increases of 2%	856	0.02
Supplies & Materials	2,300	0.04
Memberships	400	0.01
Insurance	450	0.01
Public Works Contracted Services - Weather monitoring notifications are no longer free since changing insurance companies. This increase is software to continue providing the same service.	4,600	0.08



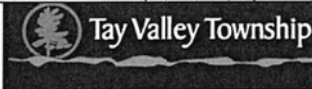
## Draft Budget Impacts Continued

		% Impact on Levy
<b>Operational Expense Increases</b>		
Vehicle & Equipment Costs	6,575	0.12
Bridge Inspections - required to be completed every 2 years	10,000	0.18
Roadside Maintenance	450	0.01
Loosestop Maintenance	2,500	0.04
Winter Control - increase based on trending actual cost	15,500	0.28
Streetlighting	500	0.01
Waste Disposal - monitoring closed sites every 2 years	3,900	0.07
Recreation Cost-Sharing Agreements - Perth & LH	5,850	0.10
Perth Library - based on Library draft budget	4,365	0.08
<b>Total</b>	<b>163,893</b>	<b>2.93</b>



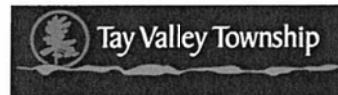
## Draft Budget Impacts Continued

		% Impact on Levy
<b>Operational Expense Decreases</b>		
Fire - This includes a reduction of \$87,700 in the amount of contribution to the Fire Reserve controlled by the Fire Board and an increase in wages, benefits and other expenses.	(45,894)	(0.82)
Advertising	(200)	(0.00)
Hydro	(2,000)	(0.04)
Telephone	(1,500)	(0.03)
Miscellaneous	(2,000)	(0.04)
Building Repairs & Maintenance	(1,000)	(0.02)
OPP Costing - from OPP Annual Billing Statement	(16,900)	(0.30)
Bridges & Culverts	(4,000)	(0.07)
Hardtop Maintenance - road improvements are starting to reduce annual maintenance costs	(13,750)	(0.25)
Traffic Control Devices	(1,000)	(0.02)
Recycling - new contracts have greatly reduced trucking costs	(21,100)	(0.38)
<b>Total</b>	<b>(109,344)</b>	<b>(1.96)</b>



## Draft Budget Impacts Continued

		% Impact on Levy
<u>Operational Revenue Increases</u>		
OMPF Grant	(4,800)	(0.09)
Fees & Service Charges increased	(550)	(0.01)
Total	(5,350)	
<u>Operational Revenue Decreases</u>		
Changes in Other Revenues	22,500	0.40
Total	22,500	0.40
Total Operational Change	71,699	



## TRANSFERS TO RESERVES

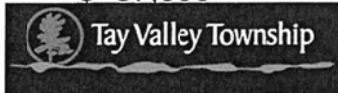
Additional allocations included in this draft budget:

- \$25,500 to the Bridge Construction Reserve
- \$92,500 to the Road Construction Reserve
- \$18,200 to the Road Equipment Reserve
- \$25,000 to the Recreation Capital Reserve

Reduction in allocations included in this draft budget:

- \$73,300 to the Contingency Reserve

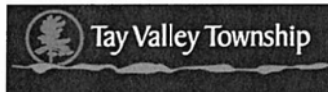
■ Total Increase \$ 87,900



## Reserves and Reserve Funds

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➤ Total Estimated Balance at Dec. 31, 2019	<b>\$4,060,852</b>
➤ PLUS: Draft Contributions to Reserves in 2020	<b>\$1,109,355</b>
➤ LESS: Draft Anticipated Expenses for 2020	<b><u>- \$1,330,250</u></b>
➤ Total Estimated Balance at Dec. 31, 2020	<b>\$3,839,957</b>



## Deferred Revenues

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➤ Total Estimated Balance at Dec. 31, 20189	<b>\$ 333,495</b>
➤ PLUS: Draft Contributions to Reserves in 2020	<b>\$ 52,000</b>
➤ LESS: Draft Anticipated Expenses for 2020	<b><u>- \$ 136,250</u></b>
➤ Total Estimated Balance at Dec. 31, 2020	<b>\$ 249,245</b>



## DEBT

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- **Municipal Office / Garage**

- \$46,700/year and expires 2035

- **South Sherbrooke Fire Station**

- \$16,400 /year and expires 2026



## DRAFT BUDGET IMPACTS ON LEVY

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2020 Draft Budget = overall levy increase of

**\$180,434 or 3.23% consists of:**

Operational Increase	\$ 71,699 or 1.28%
Reserves/Capital Increase	\$108,735 or 1.94%



## Impact on Residential Taxes

➤ Based on \$300,000 Residential Assessment:

➤ (Township portion of tax bill only)

■ 2019 Taxes	\$ 1,305.38
■ 2020 Taxes	<u>\$ 1,315.28</u>
■ Increase	\$ 9.90
■ Proposed Residential Tax Rate Increase of 0.75%	



## Levy History

### TAY VALLEY TOWNSHIP LEVY HISTORY

	LEVY	CHANGE	
		\$	%
2006	3,073,000	171,000	5.89%
2007	3,279,000	206,000	6.70%
2008	3,437,000	158,000	4.82%
2009	3,659,000	222,000	6.46%
2010	3,790,000	131,000	3.58%
2011	4,006,000	216,000	5.70%
2012	4,237,000	231,000	5.77%
2013	4,369,000	132,000	3.12%
2014	4,447,700	78,700	1.80%
2015*	4,738,655	290,955	6.54%
2016**	5,005,109	266,454	5.62%
2017***	5,274,761	269,652	5.39%
2018****	5,406,203	131,442	2.49%
2019	5,591,758	185,555	3.43%
2020	5,772,192	180,434	3.23%



## FOR CONSIDERATION:

➤ Request from LAWS increase of	\$ 1,200
➤ Request from Lanark Community Justice Program	\$ 2,000
➤ Request from P&SFD Hospital (amount paid in 2019)	\$ 67,944
➤ Increase in Gravel purchase for 2020	\$ 15,000
➤ Upgrading Un-Assumed Road – Maple Lane	\$ 23,800
➤ Convert Gravel Road to Surface Treatment	
➤ - Doran Road	\$156,000



## FOR CONSIDERATION CONTINUED

TAY VALLEY TOWNSHIP		
Requests for 2020 Budget Consideration from Outside Agencies		
	2019	2020
BUDGET - Governance - Community Relations (1-01-21-103-00-276)	\$15,950	\$15,950
	APPROVED	AMOUNTS REQUESTED
TOTAL REQUESTS	81,944	85,144
The Table Community Food Centre	3,500	3,500
Big Brothers Big Sisters	3,500	3,500
Youth Activity Committee (YAC)	6,000	6,000
Lanark County Community Justice Program		2,000
Perth & Smiths Falls District Hospital	67,944	67,944
LAWS	200	1,400
Perth & District Sports Hall of Fame	300	300
Donation in Lieu of Christmas Cards	500	500
**Remaining Funds for Additional Awards	(\$65,994)	(\$69,194)

	2019	2019
BUDGET - Tourism - Grants & Contributions (1-08-81-362-00-276)	\$1,250	\$1,250
	APPROVED	AMOUNTS REQUESTED
TOTAL REQUESTS	1,000	1,000
Perth & District Chamber of Commerce (2020 Membership portion budget allocation see "memberships" - actual request was \$1,500 including memberships)	1,000	1,000
Remaining Funds for Additional Awards	\$250	\$250

\*\*Remaining Funds for Additional Awards throughout the year and/or deferred contributions  
Memorial Donations

## FOR CONSIDERATION CONTINUED

- Gravel Roads Proposed for 2020
- Budget would need to be increased by \$12,488

2020 - GRAVEL - SCHEDULE & DELIVERY						
	ROAD	FROM	TO	WARD	LENGTH (m)	ESTIMATED
						TOTAL \$
1	Doran Road	HWY 7	Kirkham Rd	Bathurst	1300	\$ 24,960.00
2	Mackey Line Road	CR 7 (Fallbrooke Rd)	Dead End	Bathurst	2920	\$ 42,048.00
3	Merkley Road	Narrows Lock Rd	Narrows Lock Rd	Burgess	8000	\$ 89,600.00
4	Bathurst 2nd Conc.	Couty Road 6	Menzies	Burgess	3300	\$ 63,360.00
5	Clairchris Road	Harper Road	End of Gravel	Bathurst	3300	\$ 47,520.00
Total 2020					18820	\$ 267,488.00



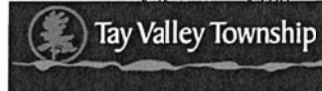
## Proposed Fee Amendments

	Current	Proposed
➤ Hockey Registrations	\$150	\$175
➤ Consent – Cash in Lieu of Parkland – Non Waterfront	\$200	\$300
- Waterfront	\$400	\$500
➤ Illegal Dumping Charge	\$125/hr	\$125/hr
		Minimum \$250
➤ Waste – Stove, washer, dryer	\$5	no charge
➤ Waste – Propane tank or cylinder	no charge	not accepted (hazardous)
➤ Waste – scrap metal	\$10/cubic ft.	no charge
➤ Waste – untreated lumber (New)		\$5/cubic ft.



## Proposed Fee Amendments Continued

	Current	Proposed
➤ Waste – shingles (New) -		\$100/cubic yd. or \$6.00/bundle
➤ Solid Fuel/Wood Heat System/Appliance	\$75	\$100
➤ Outdoor Swimming Pool and Enclosure	\$75	\$100
➤ Demolition or Removal of Building System	\$75	\$100
➤ Occupancy permit Commercial	\$75	\$100
➤ Relocation of Building	\$75	\$100
➤ Revision Permit	\$75	\$100
➤ Temporary Permit	\$75	\$100
	+ \$30/month	+ \$30/month
➤ Legal File Search (per property)	\$75	\$100



## Questions and Comments

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2020 Draft Budget

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Thank you!

