

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

Tuesday, November 10th, 2020

Following the Committee of the Whole Meeting

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

Council Chambers

ATTENDANCE:

Members Present:

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

Staff Present:

Amanda Mabo, Acting Chief Administrative Officer/Clerk
Janie Laidlaw, Deputy Clerk
Ashley Liznick, Treasurer
Sean Ervin, Public Works Manager
Noelle Reeve, Planner

Regrets:

None

1. CALL TO ORDER

The meeting was called to order at 8:12 p.m.

The Reeve conducted Roll Call.

A quorum was present.

The Reeve overviewed the Teleconference Participation Etiquette that was outlined in the Agenda.

**2. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST
AND GENERAL NATURE THEREOF**

None at this time.

3. DELEGATIONS AND PRESENTATIONS

i) **2021 Capital Budget Presentation and Discussion.**

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

A Member asked if the purchase of the tractor with flail and boom should wait until the service delivery review was complete. Staff explained that the work this equipment does has typically been contracted out and providing the service in-house is an increase in the level of service with no extra costs to operations. In addition, the roadways that require a second mow can be undertaken and it will address the infestation of noxious weeds which is a safety concern to residents.

ii) **2021 Operating Budget Update.**

The Treasurer gave a Power Point Presentation – *attached, page 16.*

The Committee supported the changes to the 2021 budget, including the additional funds to reserves.

The Treasurer confirmed that this budget would be presented to the public meeting on November 24th.

iii) **2021 Fee Review Update.**

The Treasurer gave a PowerPoint Presentation – *attached, page 17.*

Councillor Dobbie

Can support the budget as presented but wondered if the Township could ask for a letter from landowners to prove the shingles are from properties within Tay Valley.

Councillor Rainer

Supports the budget with the increase to reserves, thanked staff for the hard work in putting together the budget.

Councillor Phillips

Happy with the addition to the reserves, the Council Conference and Training amount could be further reduced, The Reeve explained that when the pandemic was over and conferences were being attended again, the amount would have to go back into the budget mid-year, as well if the amount is not spent in 2021 it would go into the contingency reserve, so just to leave it.

Councillor Richardson

Supports the budget as presented, thanked staff, did a good job on the budget

Deputy Reeve Crampton

Is supportive of the budget, thanked staff for their work on the budget and the clear explanations on the budget items

Councillor Wicklum

Applauded the Treasurer on the budget presentations, the Councillor Conference and Training amount should be a zero

Councillor Darling

Supports the budget as presented, feels staff did a good job on the budget

4. ADJOURNMENT

The Committee adjourned at 9:07 p.m.



Brian Campbell, Reeve



Janie Laidlaw, Deputy Clerk

DELEGATIONS & PRESENTATIONS

2021 DRAFT BUDGET

November 10, 2020



1

Agenda

- Capital Budget
- Review Draft Budget Impacts on the Levy resulting from October 27th Meeting
- Proposed Fee Changes resulting from October 27th meeting
- Questions and Comments



2

2021 Capital Replacements Overview

- 2021 Capital Replacements/Projects were prioritized from the 10 Year Capital Plan.
- Capital Expenses/Infrastructure Renewals and Special Programs are primarily funded by reserves and/or grants. They can also be funded by levy (current year tax) or borrowing.



3

Council Mandated & Committed Projects for 2021

■ Official Plan	\$ 35,700
■ Composition of Council	\$ 30,600
■ Service Delivery Review	\$ 30,000
■ Community Benefits Study & By-Law	\$ 10,000

Total 2021 Projects **\$106,300**

<i>Development Charges</i>	<i>\$ 14,500</i>
<i>Contingency Reserve</i>	<i>\$ 60,600</i>
<i>Official Plan Reserve</i>	<i>\$ 31,200</i>



4

Waste

■ Waste Audit	\$ 30,000
■ Waste Site – new wells <i>*provisional</i>	\$ 10,000
■ Waste Site – Glen Tay – trees <i>*replacement/moving</i>	\$ 5,000

Total 2021 Projects \$45,000

Contingency Reserve \$ 30,000

Waste Sites Reserve \$ 15,000



5

Roads



■ Road Deficiencies Program	\$ 30,000
■ Allan's Side Road – preservation	\$ 81,600
■ Ennis Road – back to gravel	\$ 7,650
■ Merkley Road - preservation	\$ 8,160
■ Upper Scotch Line - reconstruction	\$496,740
■ Glen Tay Road (HWY 7 to CR 6) - reconstruction	\$179,520

Total 2021 Projects \$803,670

Road Construction Reserve \$ 499,004

Federal Gas Tax Reserve \$ 179,666

OCIF-Formula Based Grant \$ 50,000

Development Charges \$ 75,000



6

Roads – Allan's Side Road



7

Roads – Ennis Road



8

Roads – Merkley Road



9

Roads – Upper Scotch Line



10

Roads – Glen Tay (Hwy 7 to CR 6)



11

Bridges

■ Guardrails Replacement	\$ 30,000
■ Allan's Mill Road Bridge	\$ 444,000
■ Second Line Road – engineering	\$ 33,660

Total 2021 Projects	\$507,660
----------------------------	------------------

Bridge Construction Reserve \$ 507,660

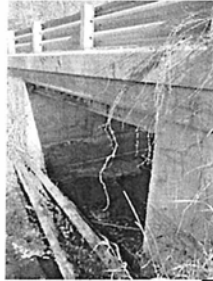
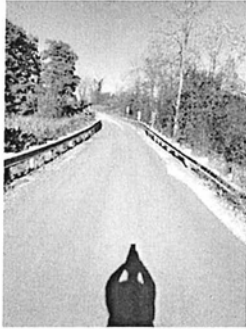


12

Bridges

- Allan's Mill Road Bridge

\$ 444,000



13

Bridges

- Second Line Road - engineering

\$ 33,660



14

Equipment

- Tractor with Flail & Boom – new addition \$ 176,800
- Replace Water Tank \$ 36,400
- Replace 2006 Sweeper Broom \$ 20,800

Total 2021 Projects \$234,000

New Infrastructure Reserve \$ 110,841

Development Charges \$ 8,133

Road Equipment Reserve \$ 115,026



15

Tractor with Flail & Boom



16

Water Tank



17

Sweeper Broom



18

Buildings

■ Building Condition Assessment	\$ 50,000
■ Waste Site Accessibility Ramps	\$ 91,728
■ Council Chamber Accessibility Ramp - fix	\$ 4,550
Total 2021 Projects	\$146,278

<i>Asset Management Reserve</i>	\$ 30,000
<i>Contingency Reserve</i>	\$ 20,000
<i>Accessibility Grant</i>	\$ 96,278



19

Recreation

■ Solar Farm Trail – parks plan	\$ 25,500
■ Baseball Diamonds	\$ 5,000
■ Glen Tay Swimming Hole	\$ 15,300
■ Maberly Unopened Road Allowance	\$ 10,200
Total 2021 Projects	\$56,000

<i>Recreation Capital Reserve</i>	\$ 15,300
<i>Recreation Program</i>	\$ 5,000
<i>Cash in Lieu Parkland</i>	\$ 22,950
<i>Development Charges</i>	\$ 12,750



20

Minor Capital



- Website Upgrades \$18,360

From the Contingency Reserve



21

CAPITAL

Comments and Questions???



22

2021 Budget–Operating Update

TAY VALLEY TOWNSHIP 2021 BUDGET - OPERATING UPDATE			
	Amount	% of 2020 Budget	% of 2020 Budget
Proposed Levy Increase from 2020 Budget - Oct 27/20	177,537	3.05%	3.05%
Considerations added			
Fire Board - increase to South Sherbrooke Reserve due to capital plan deficit predicted	25,000	0.43%	0.43%
Roads Construction - increase to Reserve due to 10 year capital plan deficit	3,800	0.07%	0.07%
Bridge Construction - increase to Reserve due to 10 year capital plan deficit	1,550	0.03%	0.03%
Total	30,350	0.53%	0.53%
Considerations that did not impact levy			
Major line upgrading on unimproved Road - passed on this project			
Gravel Road - converting gravel to surface treatment - passed on this project			
Reduce in rate levied - do not impact levies - decided to decrease fees to try to decrease volume and then to phase out shingles by 2024			
Lost Assessment on Property Taxes/Tax Stabilization Reserve - decide to not pursue this out rather when something comes up that impacts property taxes to deal with it at that time			
Proposed Levy Increase from 2020 Budget - Nov 10/20	207,887	3.57%	3.57%
Operational changes - by Staff			
Contract & fees - this including internet	4,200	0.07%	0.07%
Decrease Governance - course - training, seminars & conferences - to 6 members @ \$1,400	8,400	0.14%	0.14%
about WCA budget - per their draft budget being presented to their board	115	0.00%	0.00%
about LARA revenue to actual - per notice received Oct 10/20	1,300	0.00%	0.00%
Service contracts - Contracted services - Levy	14,000	0.24%	0.24%
Total	23,915	0.41%	0.41%
Proposed Levy Increase from 2020 Budget - Nov 10/20	182,987	3.14%	3.14%
Additional Considerations Added by Staff			
Bridge Construction - increase to Reserve due to 10 year capital plan deficit	1,550	0.03%	0.03%
Total	30,350	0.53%	0.53%
Proposed Levy Increase from 2020 Budget - Nov 10/20	213,337	3.67%	3.67%



23

Considerations added Oct 27th

➤ Considerations Added

- Fire Board – increase to South Sherbrooke Reserve
- Roads Construction – increase to Reserve
- Bridge Construction – increase to Reserve

	Amount	% of 2020 Budget	% of 2020 Budget
Proposed Levy Increase from 2020 Budget - Oct 27/20	177,537	3.05%	3.05%
Considerations added			
Fire Board - increase to South Sherbrooke Reserve due to capital plan deficit predicted	25,000	0.43%	0.43%
Roads Construction - increase to Reserve due to 10 year capital plan deficit	3,800	0.07%	0.07%
Bridge Construction - increase to Reserve due to 10 year capital plan deficit	1,550	0.03%	0.03%
Total	30,350	0.53%	0.53%
Proposed Levy Increase from 2020 Budget - Nov 10/20	207,887	3.57%	3.57%



24

Decisions made October 27th meeting

- Deletions/Deferrals
 - Maple Lane – upgrading an un-assumed road
 - Doran Road – converting gravel roads to surface treatment
 - Reduce Waste Revenue – do not accept shingles
 - Lost Assessment/Tax Stabilization Reserve – for potential future decreases in assessment



25

Changes by Staff since Oct 27th

- Changes Made by Staff since October 27th meeting
 - Increase C&D fees – thus increasing waste revenue
 - Decrease Council training, seminars, and conferences
 - Adjust RVCA to their draft budget that was released
 - Adjust OMPF as per 2021 confirmation of notice received
 - Decrease Corporate legal

Proposed Levy Increase from 2020 Budget - Nov 10/20	207,887	3.57%
Operational changes - by Staff		
Increase C&D fees - thus increasing revenue	(4,000)	-0.07%
decrease Governance - Council - training, seminars, & conferences - to 6 members X \$1,500	(11,000)	-0.19%
adjust RVCA budget - per their draft budget being presented to their board	185	0.00%
adjust OMPF revenue to actual - per notice received Oct 30/20	(5,300)	-0.09%
decrease Corporate - Contracted Services - Legal	(4,885)	-0.08%
Total	(25,000)	-0.43%
Proposed Levy Increase from 2020 Budget - Nov 10/20	182,887	3.14%

26

Additional Consideration from Staff

➤ Additional Funds Needed for Bridge Reserve

- Since last meeting Bridge study was completed and reviewed by staff
- After updating 10 year capital plan for this information the Bridge Reserve will be in a deficit position come 2025
- To alleviate this future deficit an extra \$30,000 needs to be put to the Bridge Reserve for each of the years 2021, 2022, 2023, 2024, and 2025.

Proposed Levy Increase from 2020 Budget - Nov 10/20	182,887	3.14%
Additional Considerations Added by Staff		
Bridge Construction - increase to Reserve due to 10 year capital plan deficit	30,000	0.51%
Total	212,887	3.66%
Proposed Levy Increase from 2020 Budget - Nov 10/20	212,887	3.66%



27

Impact on Residential Taxes

➤ Based on \$300,000 Residential Assessment:

➤ (Township portion of tax bill only)

■ Increase \$ 49.09

		% Impact on Levy	Impact on \$300K assessed HH
Proposed Levy Increase from 2020 Budget - Oct 27/20	177,537	3.05%	40.94
Considerations added	30,350	0.52%	
Proposed Levy Increase from 2020 Budget - Nov 10/20	207,887	3.57%	47.94
Operational changes - by Staff	(25,000)	-0.43%	
Proposed Levy Increase from 2020 Budget - Nov 10/20	182,887	3.14%	42.17
Additional Considerations Added by Staff	30,000	0.51%	
Proposed Levy Increase from 2020 Budget - Nov 10/20	212,887	3.66%	49.09

28

Proposed Fee Changes – since October 27th meeting

TAY VALLEY TOWNSHIP FEES & CHARGES PROPOSED CHANGES 2021

Service	per by-law 2019-046	proposed change
Shingles	\$100/cubic yard or \$6/bundle	\$130/cubic yard
Bulk Waste	\$50 / cubic yard	\$55 / cubic yard
Construction Waste	\$50 / cubic yard	\$55 / cubic yard
Large non-reuseable furniture	\$ 15.00	\$ 20.00
Small non-reuseable furniture	\$ 10.00	\$ 15.00



29

Next Steps

- November 24th – Public Budget Meeting
 - proposed budget and proposed fees & charges for 2021
- December 1st – COW – final budget discussions
- December 8th – Council - Adoption of Budget



30

