



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

Tuesday, November 3rd, 2015

5:30 p.m.

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

ATTENDANCE:

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

Staff Present: Larry Donaldson, Chief Administrative Officer
Amanda Mabo, 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) **2016 Preliminary Budget Presentation.**
Angela Millar, Treasurer.

The Treasurer gave a PowerPoint presentation – *attached, page 3.*

The Committee discussed the preliminary budget.

- ii) **2016 Operating Budget Presentation and Discussion.**
Angela Millar, Treasurer.

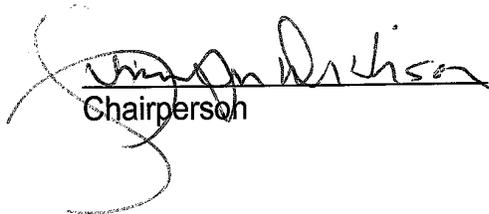
The Treasurer gave a PowerPoint presentation – *attached, page 5.*

The Committee discussed the operating budget.

A discussion regarding the sustainability of reserves will be discussed further next week.

4. ADJOURNMENT

The Committee adjourned at 6:38 p.m.


Chairperson


Clerk

2016 OPERATING BUDGET

November 3rd, 2015



Introduction

- The 2016 Draft Budget proposes that the Township provide the same level of services and operations as were provided in 2015.
- Proposed Levy Increase of \$266,454 or 5.62%
 - OPP Billing Increase = \$210,830 or 4.45%
 - Operational Increase = \$55,624 or 1.17%



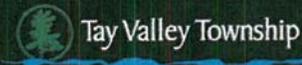
Introduction Continued

- 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	\$37,080
➤ Training	\$20,400
■ Council Conferences / Training	\$11,500
■ Corporate Administration	\$4,500
■ Waste Disposal	\$500
■ Committee of Adjustment	\$2,000
■ Planning	\$1,900



Corporate Wide Impacts

- Heat \$590
- Hydro \$1,690
- Fuel \$ 2,380
- Insurance (\$2,692)
- Phones/Cellular/Internet (\$175)
- Legal (\$2,500)



Governance

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

		Governance			
		2015	2015 YTD	2016	BUDGET CHANGES
REVENUES		BUDGET	Sept. 30/15	BUDGET	\$ %
	Fees & Service Charges			36,600	36,600 100.00%
	Grants			1,500	(1,500) -50.00%
	Transfers from Own Funds	3,000	-	38,100	35,100 1170.00%
		3,000	0		
EXPENSES					
	Wages & Benefits	124,000	92,853	126,450	2,450 1.98%
	Training, Conferences & Travel Expenses	14,500	17,425	26,000	11,500 79.31%
	Materials & Supplies	2,575	4,447	5,000	2,425 94.17%
	Community Relations	21,750	18,061	21,250	-500 -2.30%
	Appreciation Dinners	1,000	-	1,000	0 0.00%
	Election Expenses	3000	1,343	1,500	-1,500 -50.00%
	Strategic Plan	0	-	1,000	1,000 100.00%
	200th Anniversary Celebrations	0	20,335	2,000	2,000 100.00%
	Events & Promotions Coord. (OTF)	0	14,618	36,600	36,600 100.00%
		166,825	169,082	220,800	53,975 32.35%
	NET COST	163,825	169,082	182,700	18,875 11.52%

CORPORATE FINANCE

		CORPORATE FINANCE				
		2015	2015 YTD	2016	BUDGET CHANGES	
REVENUES		BUDGET	Sept. 30/15	BUDGET	\$	%
	Taxation	4,684,555	4,428,844	4,944,909	260,354	5.56%
	Payments-in-Lieu of Taxes	54,100	56,896	60,200	6,100	11.28%
	Tax Levy	4,738,655	4,480,740	5,005,109	266,454	5.62%
	OMPF	679,300	509,475	679,300	-	0.00%
	Conditional Grants	27,400	8,117	61,215	33,815	123.41%
	Federal Gas Tax	161,300	80,655	169,380	8,080	5.01%
	Investment Income	77,000	64,688	79,000	2,000	2.60%
	Tax Penalties	100,000	121,384	105,000	5,000	5.00%
	Contingency - Tax Mitigation	37,500	-	25,000	(12,500)	-33.33%
		5,821,155	5,260,059	6,124,004	302,849	5.20%
EXPENSES						
	Long Term Debt	63,100	39,675	63,100	-	0.00%
		63,100	39,675	63,100	-	0.00%
	NET REVENUE	(5,758,055)	(5,220,384)	(6,060,904)	(302,849)	5.26%

CORPORATE ADMINISTRATION

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

		CORPORATE ADMINISTRATION				
		2015	2015 YTD	2016	BUDGET CHANGES	
REVENUES		BUDGET	Sept. 30/15	BUDGET	\$	%
	Fees & Service Charges	5,000	5,120	5,500	500	10.00%
	Other	8,000	2,771	8,500	500	6.25%
		13,000	7,891	14,000	1,000	7.69%
EXPENSES						
	Wages & Benefits	532,300	381,357	547,000	14,700	2.76%
	Training, Conferences & Travel	12,500	13,720	17,000	4,500	36.00%
	Materials & Supplies	111,100	74,666	113,900	2,800	2.52%
	Contracted Services	71,500	41,345	70,068	(1,432)	-2.00%
	Computer Services	85,900	29,772	40,200	4,900	11.98%
	Utilities	10,400	6,147	10,850	450	4.33%
	Other				-	
		773,700	547,007	799,018	25,318	3.27%
	NET COST	760,700	539,116	785,018	24,318	3.20%

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				
	2015 BUDGET	2015 YTD Sept. 30/15	2016 BUDGET	BUDGET CHANGES	
				\$	%
REVENUES					
Fees & Service Charges	4,500	4,662	5,000	500	11.11%
Provincial Offences Act (POA)	80,000	100,863	80,000	-	0.00%
OPP Ride Program Grant	6,000	6,513	6,000	-	0.00%
OPP Service Charges	5,000	2,169	5,000	-	0.00%
Livestock Losses Grant	12,000	11,893	12,000	-	0.00%
Source Water	-	-	10,000	10,000	100.00%
Building / Septic Permits / Septic Comments	101,000	80,131	109,000	8,000	7.92%
	208,500	206,031	227,000	18,500	8.87%
EXPENSES					
Wages & Benefits	88,150	62,670	90,000	1,850	2.10%
Materials & Supplies	24,850	11,754	24,450	(500)	-2.00%
Contracted Services	1,337,130	828,036	1,559,571	222,441	16.64%
Rent (ABC Hall)	1,200	1,200	1,200	-	0.00%
Other	-	-	-	-	-
	1,451,430	903,660	1,675,221	223,791	15.42%
NET COST	1,242,930	697,629	1,448,221	205,291	16.52%

TRANSPORTATION SERVICES PUBLIC WORKS OVERHEAD

	PUBLIC WORKS OVERHEAD				
	2015 BUDGET	2015 YTD Sept. 30/15	2016 BUDGET	BUDGET CHANGES	
				\$	%
REVENUES					
Fees & Service Charges	15,100	10,885	15,300	200	1.32%
EXPENSES					
Wages & Benefits	389,900	261,987	397,050	7,150	1.83%
Materials & Supplies	193,000	102,096	199,330	6,330	3.28%
Contracted Services	138,700	80,506	132,140	(6,560)	-4.73%
Utilities	20,400	12,649	21,515	1,115	5.47%
	742,000	457,238	750,035	8,035	1.08%

TRANSPORTATION SERVICES

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

		ROADWAYS				
		2015	2015 YTD	2016	BUDGET CHANGES	
REVENUES		BUDGET	Sept. 30/15	BUDGET	\$	%
	Fees & Service Charges					
EXPENSES						
	Wages & Benefits	130,500	99,238	130,400	(100)	-0.08%
	Materials & Supplies	423,500	381,711	430,000	6,500	1.53%
	Contracted Services	43,000	30,213	47,900	4,900	11.40%
	Utilities					
		597,000	511,162	608,300	11,300	1.89%

TRANSPORTATION SERVICES

WINTER CONTROL

		WINTER CONTROL				
		2015	2015 YTD	2016	BUDGET CHANGES	
REVENUES		BUDGET	Sept. 30/15	BUDGET	\$	%
	Fees & Service Charges					
EXPENSES						
	Wages & Benefits	66,650	47,278	70,000	3,350	5.03%
	Materials & Supplies	154,100	114,841	159,100	5,000	3.24%
	Contracted Services				-	
	Utilities					
		220,750	162,119	229,100	8,350	3.78%

TRANSPORTATION SERVICES

STREET LIGHTING

		STREET LIGHTING				
		2015	2015 YTD	2016	BUDGET CHANGES	
REVENUES		BUDGET	Sept. 30/15	BUDGET	\$	%
Fees & Service Charges						
EXPENSES						
Contracted Services		2,500	539	1,500	(1,000)	-40.00%
Utilities		6,000	3,939	5,000	(1,000)	-16.67%
		8,500	4,478	6,500	(2,000)	-23.53%

ENVIRONMENTAL SERVICES

WASTE DISPOSAL

		WASTE DISPOSAL				
		2015	2015 YTD	2016	BUDGET CHANGES	
REVENUES		BUDGET	Sept. 30/15	BUDGET	\$	%
Fees & Service Charges		64,750	55,334	64,750	-	0.00%
Grants						
Other						
		64,750	55,334	64,750	-	0.00%
EXPENSES						
Wages & Benefits		216,100	142,089	220,600	4,500	2.08%
Materials & Supplies & Other		22,300	11,204	25,550	3,250	14.57%
Contracted Services		231,300	115,927	216,300	(15,000)	-6.49%
Utilities		4,800	3,063	5,040	240	5.00%
Property Taxes		4,600	4,319	4,600	-	0.00%
Future Sites Closure Costs		25,000	-	25,000	-	0.00%
		504,100	276,602	497,090	(7,010)	-1.39%
NET COST		439,350	221,268	432,340	(7,010)	-1.60%

ENVIRONMENTAL SERVICES RECYCLING

	RECYCLING				
	2015 BUDGET	2015 YTD Sept. 30/15	2016 BUDGET	BUDGET CHANGES	
				\$	%
REVENUES					
Fees & Service Charges	25,200	12,777	25,200	-	0.00%
Grants	68,000	37,513	77,000	9,000	13.24%
Other					
	93,200	50,290	102,200	9,000	9.66%
EXPENSES					
Wages & Benefits	-	-	-	-	
Materials & Supplies & Other	500	-	500	-	0.00%
Contracted Services	184,500	106,654	187,500	3,000	1.63%
Utilities					
Property Taxes					
Future Sites Closure Costs					
	185,000	106,654	188,000	3,000	1.62%
NET COST	91,800	56,364	85,800	(6,000)	-6.54%

RECREATION & CULTURAL SERVICES

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

	RECREATION PROGRAMS				
	2015 BUDGET	2015 YTD Sept. 30/15	2016 BUDGET	BUDGET CHANGES	
				\$	%
REVENUES					
Program / Rental Fees	26,500	24,871	26,500	-	0.00%
Other					
	26,500	24,871	26,500	-	0.00%
EXPENSES					
Wages & Benefits				-	
Materials & Supplies	28,750	13,650	26,750	(2,000)	-6.96%
Contracted Services	6,800	3,140	6,800	-	0.00%
Utilities				-	
	35,550	16,790	33,550	(2,000)	-5.63%
NET COST	9,050	(8,081)	7,050	(2,000)	-22.10%

RECREATION & CULTURAL SERVICES

Recreation Facilities including Maberly and Bowes Rinks; Maberly and Burgess Halls; Ball fields and Parks

	RECREATION FACILITIES				
	2015 BUDGET	2015 YTD Sept. 30/15	2016 BUDGET	BUDGET CHANGES	
				\$	%
REVENUES					
Program / Rental Fees	2,500	3,260	2,500	-	0.00%
HRDC Grant	2,400	2,640	2,600	200	8.33%
	4,900	5,900	5,100	200	4.08%
EXPENSES					
Wages & Benefits	21,000	18,993	21,400	400	1.90%
Materials & Supplies	15,000	6,256	15,000	-	0.00%
Contracted Services	16,000	10,708	14,000	(2,000)	-12.50%
Utilities	11,500	6,048	11,975	475	4.13%
Rent (Maberly Fairgrounds)	1,200	1,200	1,200	-	0.00%
	64,700	43,205	63,575	(1,125)	-1.74%
NET COST	59,800	37,305	58,475	(1,325)	-2.22%

RECREATION & CULTURAL SERVICES

Shared Agreements / Donations

	SHARED AGREEMENTS & DONATIONS				
	2015 BUDGET	2015 YTD Sept. 30/15	2016 BUDGET	BUDGET CHANGES	
				\$	%
REVENUES					
Fees & Service Charges	-	-	-	-	
EXPENSES					
Perth Recreation Facilities Agreement	184,600	92,278	186,450	1,850	1.00%
Lanark Community Centre	4,000	3,463	4,000	-	0.00%
Perth Library	158,000	156,580	158,000	-	0.00%
Lanark Library	2,900	2,917	2,970	70	2.41%
Social Agency Support*	-	-	500	500	100.00%
* in 2015 budget moved to Governance - Community Relations	349,500	255,238	351,920	2,420	0.69%
NET COST	349,500	255,238	351,920	2,420	0.69%

PLANNING & DEVELOPMENT

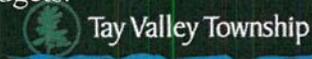
OTHER PLANNING (Economic & Tourism Development, Road Closure Applications, Septic Comment Applications, Misc. Road Activities and Subdivision Development)

	OTHER PLANNING				
	2015 BUDGET	2015 YTD Sept. 30/15	2016 BUDGET	BUDGET CHANGES	
REVENUES				\$	%
EXPENSES					
Materials & Supplies	2,550	2,206	2,550	-	0.00%
Contracted Services	16,000	15,115	30,000	14,000	87.50%
Grants & Contributions	2,750	3,500	2,250	(500)	-18.18%
	21,300	20,821	34,800	13,500	63.38%

SUMMARY

Items that are outstanding:

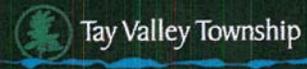
- Assessment Roll will be delivered to the Township between December 7th – 11th.
- OMPF allocation to be received late November;
- CPP (Canada Pension Plan) rates;
- Employee Benefits renewal rates;
- Municipal Insurance renewal rates;
- Outside agencies to finalize their budgets.



NEXT STEPS

November 10th:

- 2016 Capital Budget
- 10 Year Capital Replacement Schedule
Reserves / Reserve Funds



QUESTIONS???

