



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

Tuesday, November 14th, 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 Operating Budget Presentation and Discussion – Beginning at Transfers to Reserves.**

Angela Millar, Treasurer.

The Treasurer reviewed the Power Point presentation that was attached to the agenda.

The Treasurer reviewed unbudgeted impacts from 2017 that will affect year-end – *attached, page 4.*

The Committee discussed the remainder of the Operating Budget.

The Committee agreed to remove the Municipal Office Building Maintenance for \$9,000.

The Committee requested that the Chief Administrative Officer provide a summary of what each position does (job description).

The Committee approved the Requests to Outside Agencies.

ii) **2018 Capital Budget Presentation and Discussion.**

Angela Millar, Treasurer.

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

The Committee discussed the Capital Budget.

The Committee recessed at 6:57 p.m. to allow the 7:00 p.m. Council Meeting to occur. The Committee returned to session at 7:38 p.m.

The Committee continued discussions of the Capital Budget.

The Committee discussed adding an additional 1% to the levy to place into reserves, which would equate to a 4.22% total levy increase for 2018. This proposal will be presented at the Public Meeting to obtain feedback.

4. ADJOURNMENT

The Committee adjourned at 8:44 p.m.


Chairperson


Clerk

DELEGATIONS & PRESENTATIONS

Contingency Reserve Commitments for 2017:

As per budget: annual from Contingency to offset tax increase	25,000	
Deputy Clerk - six month approved February 21st	27,000	* to come from any operational surplus and if none, then from Contingency Reserve
Deputy Clerk - extension approved August 8th until Dec. 31	18,000	
MOE Requirements	6,250	
MOE Requirements	12,505	
Insurance Consultant RFP (approved up to \$10,000)	2,686	actual cost was \$2,686
Sub-Total of approved expenses:	91,441	

Further Commitments:

OMB Hearing Expenses	25,510	* to come from any operational surplus and if none, then from Contingency Reserve
Legal Expenses - on-going	50,000	actual amount unknown at this time
Planning Department Contracted Services - Estimated to December 31	26,000	estimated based on 4 days per week presently (only for applications, no policy work)
Building Department Contracted Services - estimated to December 31st	36,722	
Flood Damage - if Municipal Disaster Recovery Application not approved	131,640	this is only the portion that the MDRA program would cover if approved. Decision is not expected until March 2018.
Potential Further Commitments Sub-Total	269,872	

Potential Estimated Amount from Contingency Reserve

361,313 *this estimated total only includes \$50,000 for legal expenses that are on-going

2018 BUDGET

November 14th, 2017



Agenda

- Continue the Operating Budget Review
- 2018 Capital Replacements
- Reserves and Reserve Funds Review
- Summarize the 2018 Draft Budget
- Prepare for the Public Meeting



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 or 1.90%
OPP Increase \$ 26,502 or 0.50%
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
	APPROVED	AMOUNTS 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	
Falbrook 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	4000
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
	APPROVED	AMOUNTS REQUESTED	APPROVED
TOTAL REQUESTS	\$ 1,000	\$ 1,000	\$ 1,000
<i>Perth & District Chamber of Commerce (2017 Membership portion budget allocation see "memberships" - actual request was \$1,500 including membership)</i>	1000	1,000	1000
<i>Rideau Heritage Route Tourism</i>	0	-	
Remaining Funds for Additional Awards	\$250	\$250	\$250



2018 Capital Replacements Overview

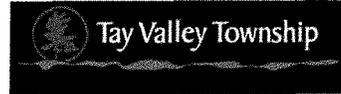
- Capital Expenses/Infrastructure Renewals and Special Programs are primarily funded by reserves and/or grants.
- 2018 Capital Replacements / Projects were selected from the 10 Year Capital Plan



Mandated & Committed Projects

- Long Term Financial Plan & AMP \$ 25,000
- Source Water \$ 10,000
- Official Plan \$ 10,000
- EODP Feasibility Study \$ 15,000

Total 2018 Projects \$60,000



Health & Safety – Environmental Projects

- COA Requirements \$ 40,000
- Fencing – McVeigh Pit \$ 5,500

Total 2017 Projects \$ 45,500

Special Contingency Reserve



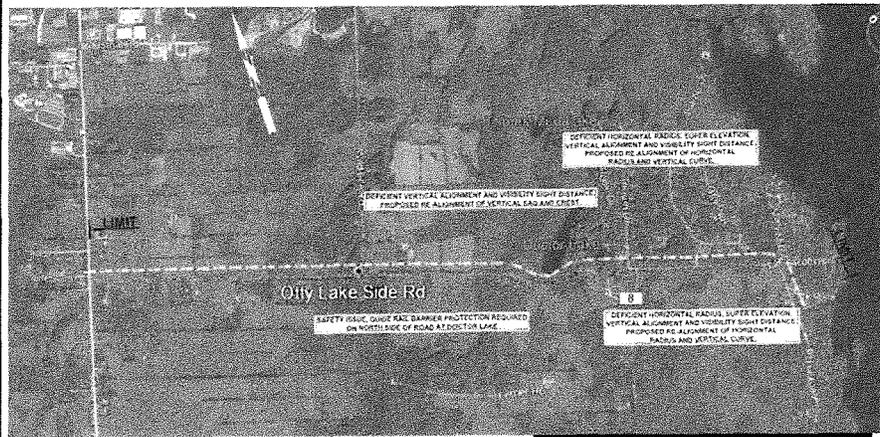
Roads



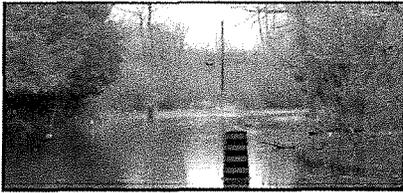
■ Otty Lake Side Road	\$ 2,847,660
■ Christie Lake North Shore	\$167,260
■ Deficiencies Elimination Program	\$ 60,000
<i>Road Construction Reserve</i>	<i>\$ 138,003</i>
<i>Other Municipality Contribution</i>	<i>\$ 142,383</i>
<i>OCIF-Formula Based Grant</i>	<i>\$ 100,000</i>
<i>OCIF Top-Up Funding</i>	<i>\$2,562,894</i>
<i>Municipal Disaster Relief Funding</i>	<i>\$ 131,640</i>



Roads - Otty Lake Side Road



Roads – Christie Lake North Shore Road



Roads

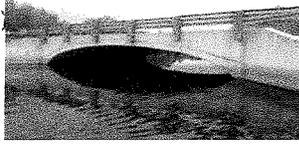
- Sommerville Drive
- Armstrong Line, Cameron Side Road, Ferrier, Menzie Munro, Powers, Stanley, Hannah and Brooke Valley Road projects

From the Roads Construction Reserve

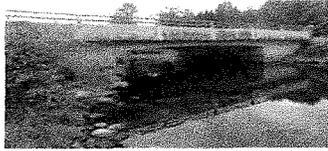


Bridges

- Menzies Munro Side Road Bridge \$ 18,000

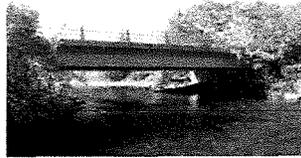


- Noonan's Side Road Bridge \$110,000

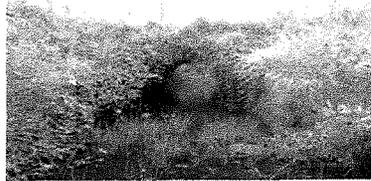


Bridges Continued

- Glen Tay Road Bridge \$202,000



- Upper Scotch Line \$178,000



Bridges

Repairs:

- Guardrail Replacement \$50,000
- Bridge Repair and Analysis \$50,000

Total 2017 Projects \$608,000

From the Bridge Construction Reserve



Equipment

- Replace the 1995
Champion Grader



*From the Road
Equipment Reserve*



Equipment

➤ Tandem Trucks - **\$470,000** (\$235,000 each)

- Replace 2000 Sterling Tandem
- Replace 2001 Sterling Tandem

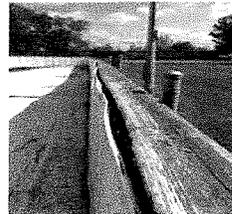
From the Road Equipment Reserve



Recreation

➤ Land Transfer (Survey & Legal) \$ 7,500

➤ Outdoor Rink Repairs \$20,000



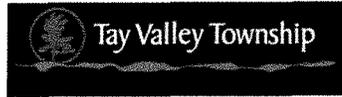
From the Cash In Lieu of Parkland Reserve



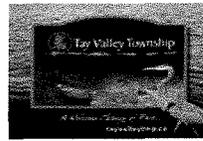
Recreation Continued

- Recreation Master Plan \$ 10,000

From the Recreation Reserve



Minor Capital



Other:

- Burgess Hall – furnace replacement \$ 7,500
From the Burgess Hall / Garage Reserve

- Council Computers \$10,000
From the Office Equipment Reserve



Reserves and Reserve Funds

➤ Total Estimated Balance at Dec. 31, 2017	\$4,442,334
➤ PLUS: Draft Contributions to Reserves in 2018	\$960,742
➤ LESS: Draft Anticipated Expenses for 2018	- \$2,323,123
➤ Total Estimated Balance at Dec. 31, 2018	\$3,079,953



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Questions???

