



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

Saturday, January 12th, 2019

9:00 a.m.

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 Beverley Phillips
Councillor Rob Rainer
Councillor Gene Richardson
Councillor Mick Wicklum

Staff Present: Larry Donaldson, Chief Administrative Officer
Amanda Mabo, Clerk
Angela Millar, Treasurer
Noelle Reeve, Planner
Sean Ervin, Public Works Technologist

Regrets: None

1. CALL TO ORDER

The meeting was called to order at 9:00 a.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) **2019 Preliminary Budget Presentation.**

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

The Committee discussed the preliminary budget.

- Narrative
- Assessment Information
- Operating and Capital Budget Summary

ii) **2019 Operating Budget Presentation and Discussion.**

The Treasurer gave a PowerPoint presentation – *attached, page 11.*

The Committee discussed the operating budget.

- Impacts on Levy
- New Initiative/Expenses for Councils Consideration
- Expenditures
- Revenues
- Requests from Outside Agencies
- Proposed Fee Amendments

The Committee requested and/or suggested the following:

- that a breakdown of salaries versus benefits for each position be provided
- in future budget years, it is recommended that Council consider setting up a reserve for disaster recovery in future budgets
- staff investigate whether it is a requirement for the municipality to pay for the maintenance of the railroad crossing

The Committee recessed at 10:30 a.m.

The Committee returned to session at 10:44 a.m.

iii) **2019 Capital Budget Presentation and Discussion.**

The Treasurer gave a PowerPoint presentation – *attached, page 24.*

The Committee discussed the capital budget.

- Capital
- Reserves

The Committee requested and/or suggested the following:

- provide a list of what cash-in-lieu of parkland and development charges reserves can be used for

The Committee recessed at 12:18 p.m.

The Committee returned to session at 12:48 p.m.

The Committee discussed each section of the operating budget.

The Committee requested and/or suggested the following:

- provide a breakdown of the \$155,115 spent on legal fees in 2019
- decrease Corporate Legal from \$25,000 to \$15,000
- that a breakdown of salaries versus benefits for each position be provided for Fire Department staff
- staff to investigate the possibility of charging the RVCA for use of an office at the Municipal Office
- provide a breakdown of cellphone and landline costs and which staff have a cellphone and landline
- staff will further explore the option to heat the Sherbrooke Garage for \$1,500, including the status of the oil tank and furnace
- add another line in the budget to summarize the total salary and benefit costs of the Public Works staff
- increase the Salt line of \$122,000 to \$142,000 to reflect the increase in salt prices
- staff to bring back detail on Engineering and Monitoring Services under Other Waste Disposal Costs
- provide a summary of total legal expenses
- highlight the flow-through items in a different colour

The Committee recessed at 2:46 p.m.

The Committee returned to session at 2:53 p.m.

The Committee discussed what new initiatives/expenses should be included in the budget:

- Council Salary – in
- Corporate Communications – out, staff come back in 2019 with a report with options for the 2020 budget with regards to all corporate communications
- Hospital Donation – out, is being dealt with at the County level
- LAWS Donation – \$500 donation
- Strategic Planning/Priority Setting Session – dollars out, conduct at no cost; staff to provide update on current Strategic Plan; hold a one-day session facilitated by a neutral third party for Council and Senior Staff to have a priority setting session
- Deputy Clerk Position – place in draft budget for future consideration
- Job Evaluation/Pay Equity/Compensation Review – in 2019 conduct organizational review externally for \$5,000
- Private Road Grant – in 2019 staff develop policy on how the funds would be distributed and \$10,000 included in the 2019 budget
- Seasonal Road Budget Allocation Increase - \$5,000 in

The current draft budget after deliberations and discussion is an increase on the levy of 5.4% or a 2.71% residential tax rate increase which results in an increase of \$35 for a \$300,000 assessed residential property.

The Committee recommended that staff go back and make recommendations to bring the levy increase to 3.5%.

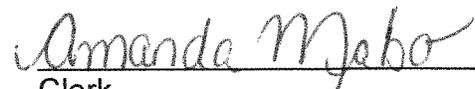
The County's proposed levy increase is 3.8%.

The Committee called a “Special” Committee of the Whole meeting to finish draft budget discussions on Tuesday, January 15th, 2019 at 5:00 p.m.

4. ADJOURNMENT

The Committee adjourned at 5:00 p.m.


Chairperson


Clerk

DELEGATIONS & PRESENTATIONS

2019 DRAFT BUDGET

January 12, 2019



Agenda

- Welcome
- Review Assessment Information
- Review Draft Budget Impacts on the Levy, Detailed Expenditures and Revenues
- 2019 Capital Projects
- Reserve & Reserve Funds Review
- Items for Council's Consideration
- Scenarios and Impacts of Draft Levy
- Proposed Fee Amendments



Budget Schedule

- January 22nd - Public Budget Meeting
- February 5th – Budget Review (COW)
- February 12th – Proposed Adoption of Budget



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.



2019 Total Taxable Assessment

- 2019 Assessment \$1,244,395,747
- 2018 Assessment \$1,209,985,377
- Increase **\$34,410,370 or 2.84%**
 - Increase Due to Phase-In = 2.6%
 - Increase Due to Growth = 0.24%



2019 Total Taxable Assessment

2019 Assessments \$1,244,395,747 x 2018 Tax Rates

Extra Dollars Raised **\$82,102**



Introduction

- The 2019 Draft Budget proposes that the Township provide the same level of services and operations as were provided in 2018 with a few items that have not been included, but provided on a separate list, for Council's consideration.
- Proposed Levy Increase of \$181,299 or 3.35%
 - Operational Increase = \$43,886 or 0.81%
 - Reserve/Capital Increase= \$137,413 or 2.54%



Introduction Continued

- Our outside agencies have provided their 2019 Budgets and estimates and these have been included in this draft for Council's consideration and information.



Corporate Wide Impacts

➤ Salaries & Benefits	(\$40,900)
➤ Insurance	(\$3,359)
➤ Heat	\$4,175
➤ Hydro	(\$4,525)
➤ Other Contracted Services	\$19,125



Governance

Includes Council, Elections, Community Relations, Appreciation Dinners

➤ Increases:

▪ Honorariums & Benefits	\$3,650
▪ Other Contracted Services	\$2,125
▪ Supplies, materials, cell phones	\$1,000

➤ Decreases:

▪ Elections	(\$31,150)
▪ Community Relations	(\$ 5,000)
▪ Appreciation Dinners	(\$ 5,000)



CORPORATE ADMINISTRATION

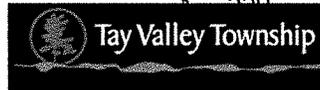
includes CAO, Clerk & Finance Departments, Computer Services, Township Office, General Administration

➤ Decreases:

▪ Salaries & Benefits	(\$28,800)
▪ Training & Conferences	(\$ 1,500)
▪ Bad Debt Expense	(\$ 2,500)
▪ GIS Services	(\$ 600)
▪ Hydro	(\$ 600)

➤ Increases:

▪ Contracted Services	\$15,541
▪ Computer Services	\$ 1,800
▪ Heat	\$ 550



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

➤ Fire Services

- Draft Budget - Increase \$7,545

➤ Police Services

- Annual Billing Decrease (\$22,848)

➤ Building Inspection

- Salaries & Benefits \$2,250
- Vehicle Maintenance \$1,000
- GIS Services \$ 700



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

➤ Conservation Authorities

- MVCA - Increase \$1,394
- RVCA - Increase \$1,450

➤ Property Safety / By-Law Enforcement

- Increase \$2,000

➤ Animal Control

- Mileage Decrease (\$ 200)
- Insurance Increased \$ 50



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

➤ Civic Addressing

▪ Increase \$ 1,000

➤ Source Water Protection

▪ Decrease \$10,000



TRANSPORTATION SERVICES PUBLIC WORKS OVERHEAD

➤ Administration

➤ Decreases:

▪ Salaries & Benefits (\$13,300)
▪ Other Materials/Supplies (\$ 5,800)
▪ McVeigh Pit Operations (\$ 250)

➤ Increases:

▪ GIS Services \$ 400
▪ Other Contracted Services \$ 5,500
▪ Memberships \$ 550
▪ Advertising \$ 300



TRANSPORATION SERVICES PUBLIC WORKS OVERHEAD

➤ Garages & Yards Maintenance

- Bathurst Garage (\$ 100)
- Burgess Garage \$ 2,300
- Sherbrooke Garage \$ 3,050

➤ Vehicle & Equipment Maintenance

- Fuel \$ 50
- Labour (\$ 2,950)
- Garage Time / Repair Parts \$ 3,650
- Licenses



TRANSPORATION SERVICES ROADWAYS MAINTENANCE

- Bridge & Culvert Maintenance \$1,000
- Roadside Mowing (\$1,000)
- Roadside Brushing \$16,000
- Ditching \$ 500
- Litter Pick-Up (\$ 750)



TRANSPORATION SERVICES HARDTOP MAINTENANCE

- Surface & Shoulder Maintenance \$16,000
- Line Painting \$ 6,000
- Street Cleaning \$ 500
- Paved Road Crack Sealing (\$15,000)



TRANSPORATION SERVICES LOOSETOP MAINTENANCE

- Grading \$1,000
- Dust Layer \$15,000
- Road Water \$ 900



TRANSPORATION SERVICES CONTINUED

➤ Winter Control

- Snowplowing (\$ 9,500)
- Sanding & Salting \$39,000

➤ Street Lighting

- Hydro (\$ 550)
- Contracted Services (\$ 500)



ENVIRONMENTAL SERVICES WASTE DISPOSAL

➤ Glen Tay Waste

- Wages & Benefits (\$17,250)
- Monitoring & Engineering (\$ 1,475)
- Other Contracted Services \$24,000
- Trucking (\$ 8,000)
- Hydro (\$ 200)
- Building Maintenance (\$ 1,000)
- Training \$ 250
- Container Rentals (\$ 2,000)
- Miscellaneous Rentals \$ 150



ENVIRONMENTAL SERVICES WASTE DISPOSAL

➤ Closed Waste Sites

■ Christie Lake Site

- Monitoring & Engineering (\$ 6,600)

➤ Other Waste Disposal Costs

- Monitoring & Engineering \$ 5,000
- Payment in Lieu & Tax Charges \$ 3,400



ENVIRONMENTAL SERVICES RECYCLING

➤ Glen Tay Site

- Trucking \$ 9,600
- Container Rentals (\$ 6,000)

➤ Stanleyville

- Trucking \$ 4,900
- Chipping & Grinding Services (\$ 6,500)
- Container Rentals (\$ 2,000)



ENVIRONMENTAL SERVICES RECYCLING

➤ Maberly Site

- Trucking \$ 5,800
- Container Rentals (\$ 2,000)

➤ Other Recycling Services

- Other (advertising, educational materials) \$ 1,000



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

➤ Programs

- Insurance (\$3,950)
- Soccer - Materials & Supplies \$1,500
- Soccer - Other (\$ 500)



RECREATION & CULTURAL SERVICES

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

➤ Recreation Facilities

- Maberly Rink (\$ 540)
- Maberly Hall (\$2,555)
- Ballfields & Parks (\$5,750)
- Glen Tay Rink \$5,250
- Burgess Hall \$ 225



RECREATION & CULTURAL SERVICES CONTINUED

➤ Cost-Sharing Agreements

- Perth Recreation Facilities \$5,703
- Lanark Community Center Under Review

➤ Libraries

- Perth Union Library \$4,174
- Lanark Library - contribution No Change



PLANNING & DEVELOPMENT

Land Use Planning & Zoning

➤ General Planning

- Salaries & Benefits \$3,750
- Planning Contracted Services \$ 500
- GIS Services (\$ 500)
- Training \$1,000

➤ Committee of Adjustment

- Training \$ 400
- Other (\$ 400)



PLANNING & DEVELOPMENT

Agricultural Programs & Services

➤ Tile Drainage

- Deventure Payments (\$4,215)



PLANNING & DEVELOPMENT

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

➤ Septic Comment Applications

- Other Contracted Services \$5,000



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”



TRANSFERS TO RESERVES

Additional allocations included in this draft budget:

- \$10,000 a new reserve to be established for Accountability, Transparency & Governance
- \$1,500 to the Election Reserve
- (\$5,587) to the Federal Gas Tax Reserve
- \$13,800 to the Recreation Capital Reserve
- \$17,700 to the South Sherbrooke Fire Reserve
- \$100,000 to the Road Equipment Reserve

\$137,413 Increase



REVENUES

➤ Grants

▪ Ontario Municipal Partnership Fund	Outstanding
▪ OCIF Formula & Application Based (OLSR)	(\$2,755,277)
▪ OCIF Application Christie Lake North Shore Road	\$1,178,408
▪ WDO Recycling	(\$ 6,700)
▪ EODP Funding (Community Hub)	(\$10,000)
▪ Municipal Disaster Relief Funding	(\$131,640)
▪ Other	\$10,013
▪ FCM – Municipalities for Climate Change	\$16,661
▪ FCM – Municipal Asset Management	\$99,999



REVENUES

➤ Fees & Services Charges

▪ Tile Drainage	(\$4,215)
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➤ Other Revenue

▪ Federal Gas Tax	(\$5,587)
▪ Investment Income	\$16,500



2019 Capital Replacements Overview

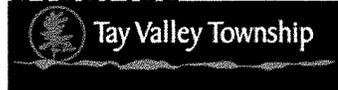
- Capital Expenses/Infrastructure Renewals and Special Programs are primarily funded by reserves and/or grants
- 2019 Capital Replacements / Projects were selected from the 10 Year Capital Plan, Grant approvals and Mandated / Committed projects



Mandated & Committed Projects

■ Long Term Financial Plan & AMP	\$ 46,000
■ OCLIF – Cannabis Funding	\$ 10,013
■ FCM –Mun. for Climate Change	\$ 20,826
■ Main Street Revitalization Funding	\$ 42,660
■ Official Plan / Zoning By-law	\$ 1,000
■ Development Charges Study	\$ 15,000

Total 2019 Projects \$135,499



Health & Safety – Projects

- Bathurst Garage – Paving in front of Sand Shed \$ 25,000

Township Office / Garage Reserve

- Glen Tay Waste Site – Hydro Pole Upgrades \$ 30,000

Waste Site Reserve



Roads



- Deficiencies Elimination Program \$ 60,000
- Christie Lake North Shore \$1,309,396
- Hanna Road \$284,000

Total 2019 Projects \$1,653,396

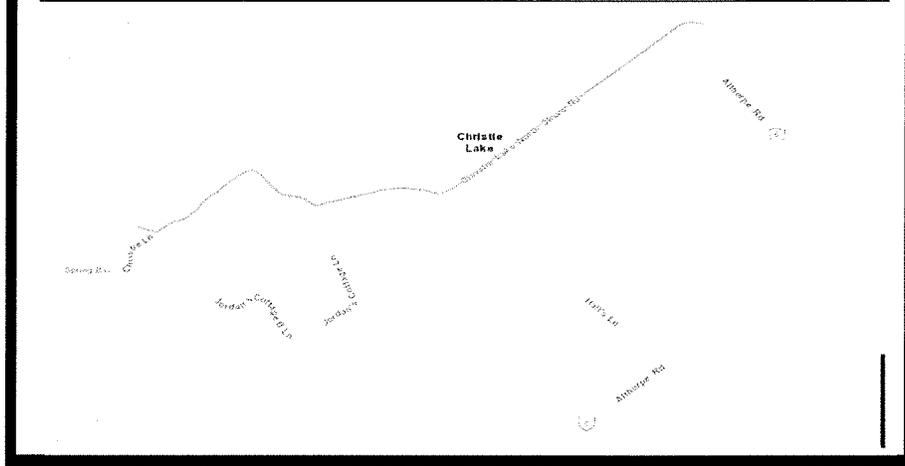
Road Construction Reserve \$ 424,988

OCIF-Formula Based Grant \$ 50,000

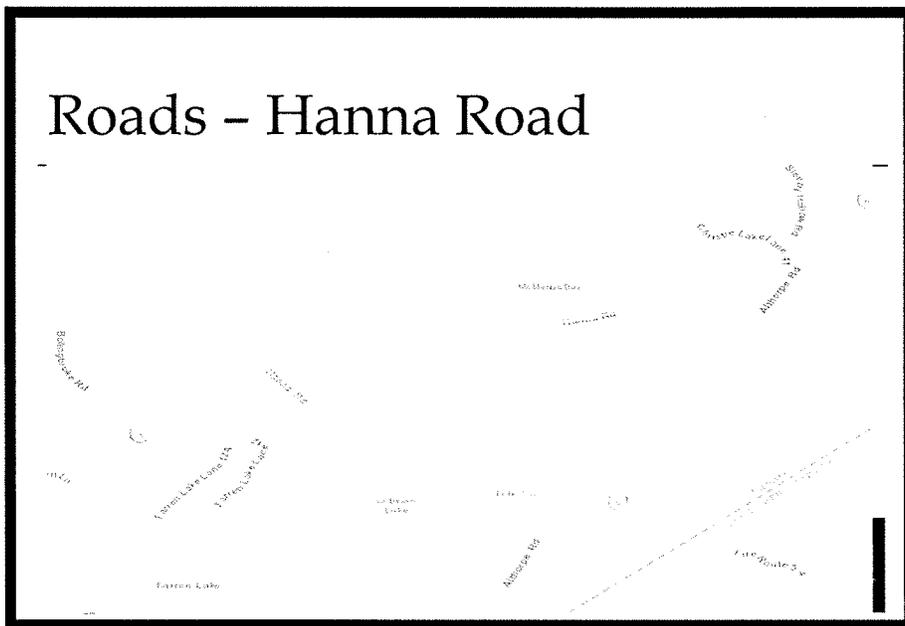
OCIF Application Based Funding \$1,178,408



Roads - Christie Lake North Shore Road



Roads - Hanna Road



Bridges

Repairs:

- Bridge Repair and Analysis \$20,000
- Guardrail Replacement \$30,000

Total 2019 Projects \$1,096,800

Bridge Construction Reserve \$ 319,000

Federal Gas Tax Funding \$ 777,800



Bridges

- Noonan's Side Road Bridge \$149,000



- *From the Bridge Construction Reserve*



Bridges Continued

➤ Glen Tay Road Bridge

\$777,800



➤ *From the Federal Gas Tax Reserve*



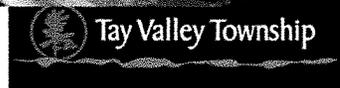
Bridges

➤ Bolingbroke Bridge

\$60,000



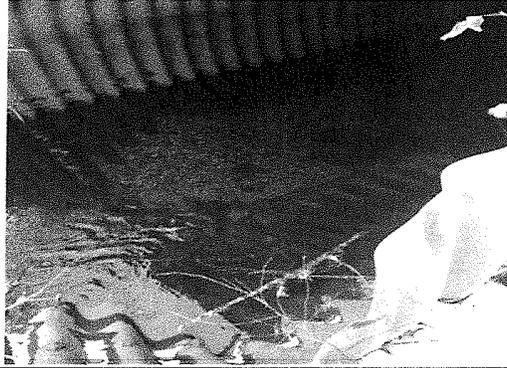
➤ *From the Bridge Construction Reserve*



Bridges

- 6th Concession Culvert Replacement \$60,000
(Bathurst)

*From the Bridge
Construction Reserve*



Equipment

- Tandem Truck - \$300,000
 - Replace 2000 Sterling Tandem

*From the Road Equipment
Reserve*



Equipment

- Replace the 1998
Caterpillar Backhoe
 - \$160,000



*From the Road
Equipment Reserve*



Equipment

- AVL – GPS Indicators for Plows \$25,000

From the Road Equipment Reserve



Buildings

- Municipal Building – Exterior Siding Repairs \$10,000

From the Township Office / Garage Reserve



Recreation

- Land Transfer (Survey & Legal) \$10,000
- Solar Farm Trail \$10,000
- Rink Board Repair / Replacement \$60,000
- John Miller Park \$ 7,500
- Recreation Master Plan \$10,000

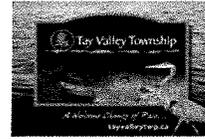
Cash In Lieu of Parkland Reserve \$17,500

Special Contingency Reserve \$60,000

Recreation Capital Reserve \$20,000



Minor Capital



Other:

➤ Computers – Staff \$39,000
From the Office Equipment Reserve

➤ Cell Tower – Municipal Contribution \$25,000
From the Contingency Reserve



DEBT

■ Municipal Office / Garage
➤ \$46,700/year and expires 2035

■ South Sherbrooke Fire Station
➤ \$16,400 /year Expires 2026



FOR CONSIDERATION:

2019 Draft Budget = overall levy increase of

\$181,299 or 3.35% consists of:

Operational Increase	\$ 43,886	or 0.81%
Transfers to Reserves	\$137,413	or 2.54%



FOR CONSIDERATION:

➤ Council Salary Increase	\$ 7,106
➤ Corporate Communications	\$40,000
➤ Request from LAWS	\$ 1,000
➤ Request from P&SFD Hospital	\$95,019
➤ Strategic Planning / Priority Setting	\$ 5,000
➤ Deputy Clerk Position Extension	\$73,300
➤ Job Evaluation / Pay Equity Review	\$30,000
➤ Private Road Grant Proposal	\$27,000
➤ Seasonal Road Budget Increase	\$ 5,000



FOR CONSIDERATION:

Requests for 2019 Budget Consideration from Outside Agencies

	2018	2019
BUDGET - Governance - Community Relations	\$ 20,250	\$ 15,750
	APPROVED	AMOUNTS REQUESTED
TOTAL REQUESTS	\$ 18,800	\$ 13,500
The Table Community Food Centre	3,500	3,500
Big Brothers Big Sisters	3,000	3,500
Municipal Drug Strategy Network Days	200	0
Rideau Ferry Yacht Club - "International Vintage Race Boat Regatta"		0
Youth Activity Committee (YAK)	6,000	6,000
Fallbrook Assoc. - (Plus portable toilet @ \$250 and staff time to clean up ball field after event)	600	0
Lanark County Situation Table		0
Lanark County Community Justice Program	1,000	
Perth & Smiths Falls District Hospital LAWS	4,000	
Donation in Lieu of Christmas Cards	500	500
**Remaining Funds for Additional Awards	\$1,450	\$2,250

FOR CONSIDERATION:

	2018	2019
BUDGET - Tourism - Grants & Contributions	\$ 1,250	\$ 1,250
	APPROVED	APPROVED
TOTAL REQUESTS	\$ 1,000	\$ 1,000
Perth & District Chamber of Commerce (2017 Membership portion budget allocation see "memberships" - actual request was \$1,500 including membership)	1000	1000
Rideau Heritage Route Tourism		
Remaining Funds for Additional Awards	\$250	\$250

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

Scenarios

2019 Taxation Year
COMPARISONS

BASED ON \$300,000 RESIDENTIAL ASSESSMENT	2018 TAX RATE	\$1,295
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BASED ON \$300,000 RESIDENTIAL ASSESSMENT	2019 DRAFT TAX RATE	\$1,304.04
RESULTS IN AN INCREASE OF \$9.25		

2019 DRAFT RESIDENTIAL TAX RATE	0.00434680		
2018 RESIDENTIAL TAX RATE	0.00431597	0.00003083	0.71%
RESULTS IN A 0.71% TAX RATE INCREASE			

IF A \$300,000 ASSESSED PROPERTY HAD AN ASSESSMENT INCREASE OF 2.84% FOR 2019:

BASED ON \$308,520 RESIDENTIAL ASSESSMENT	2019 DRAFT TAX RATE	\$1,341.07
RESULTS IN AN INCREASE OF \$46.28		

Levy History

	LEVY	CHANGE	
		\$	%
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	5,587,502	181,299	3.35%

SUMMARY

Items that are outstanding:

- OMPF allocation notice has not been received

- County and Education Tax Rates



Proposed Fee Amendments

- Hockey Registrations – increase \$25
 - Early Bird Rate \$175
 - Regular Registration \$200



Questions and Comments



2019 Draft Budget

Thank you!

