



Council Budget Minutes
Tuesday, January 24, 2017 3:00 p.m.
Council Chambers

Council Present:

Mayor George A. Bridge
Councillor Mary-Lou Colwell
Councillor Dave Turton
Councillor Judy Dirksen
Councillor Jean Anderson
Councillor Ron Elliott

Council Regrets:

Deputy Mayor Ron Faulkner

Staff Present:

Gordon Duff, Deputy C.A.O. Clerk, Treasurer
Annileene McRobb, Deputy Clerk, Recording Secretary
Gordon Duff, Treasurer
Belinda Wick Graham, Economic Development Manager
Chris Harrow, Fire Chief
Terry Kuipers, Chief Building Official
Matthew Lubbers, Recreation Services Manager
Al Carr, Facilities Manager
Brian Hansen, Public Works Director

1. **Call to Order** 3 p.m.
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act** None.
3. **Minutes of Previous Meeting**
 - a. Budget Council Minutes of December 1, 2016 (provided in budget package)
4. **Additional Items Disclosed as Other Business** - None.
5. **Resolution Moving Council into Committee of the Whole to Consider Public Meetings, Delegations, Public Question Period, Correspondence, Reports, Motions for Which Notice Has Been Previously Given and Other Business**

RESOLUTION: 2017-011

Moved By Councillor Anderson; Seconded By Councillor Dirksen

THAT The Town of Minto Council convenes into Committee of the Whole to conduct budget deliberations.

6. Reports of Committees and Town Staff, Matters Tabled and Motions for Which Notice Has Been Previously Given

a. Introduction, Mayor Bridge

Mayor Bridge noted this is Council's first opportunity to look at capital budget and thanked the staff for all of their work. Mayor Bridge encouraged Council to ask questions during the budget process.

b. 2017 Operating Budget Summary Report

C.A.O. Clerk White noted this is the same report from the December 1 Budget meeting. The budget as presented today remains at 2.9%

c. 2017 Budget Update Report

C.A.O. Clerk White advised a 2.9% increase represents an additional \$84 for the owner of the averaged priced home in Minto at \$215,000. Information was presented in response to the December 1 motion for a report regarding staff changes and increased costs. A Succession Plan reviewed in closed session will be proposed in open shortly. White noted full time equivalent staffing increased by two people between 2010 and 2017 to about 41. This includes hiring operators to assume sewage plant operation when the contract ended in 2015, which offset a \$275,000 payment to Centre Wellington.

Net change in wages and benefits from 2016 to 2017 of \$220,000 splits between C.A.O. Clerk and Treasury \$39,000, Economic Development and Tourism \$19,450, Recreation Services and Facilities \$56,043, Building and Bylaw \$24,000, Public Works \$61,018, Fire Department \$22,500. The \$220,000 includes, annualizing back into budget maternity leave positions, internal promotions, 1.5% cost of living increase 2017, and 18 staff grid movements. About 11.5% of the net change is attributed to water and sewer allocations.

Council received the section of the report regarding staffing, and asked questions about full time versus part time, staff change since 2014 and working conditions. A regular update at budget on staffing would be helpful.

d. 2017 Capital Budget - Presentation

The C.A.O. Clerk provided the capital budget presentation. The operating budget includes \$510,000 tax supported capital as well as \$624,500 contributions to reserves and \$505,877 tax supported debt. In 2018 Council can convert \$118.623 of debt to reserves.

C.A.O. Clerk White explained \$23.17 million was spent between 2012 and 2016, which averages just over \$4.63 million annually. The proposed 2017 capital budget is \$6.01 million funded by a \$1.45 million carry over, \$1.78 million grants, \$1.24 million reserves, \$0.51 million tax, \$0.21 water and sewer and \$0.04 million land sales. Borrowing would be \$0.78 million for the George Street CWWF project plus adjacent Maitland.

Council discussed deferring projects in 2017 to avoid borrowing recommending, and questioned the process of borrowing for Jane Street in Palmerston when the project is

carried over. Treasurer Duff explained the borrowing process for that project started months before funds were received in November on the hope that the project would be finished. It was noted the cost of George Street was increased since the CWWF application and the Maitland project was added. Council discussed options for reducing project amounts.

Fire \$330,000

Fire Chief Harrow explained the need for \$250,000 to buy a 2016 Tanker to replace at 1988. The budget also includes Radio Repeaters \$35,000, Equipment and Gear \$20,000, and Staff Vehicle \$35,000. The new vehicle is needed because the Chief's current truck is used to pull utility equipment to calls and is often not available.

Economic Development \$150,000

Economic Development and Business Manager Wick Graham noted projects including Harriston EA \$30,000, Harriston/Palmerston Industrial Parks \$50,000, Entrance signs \$55,000 and urban area streetscapes \$15,000. Additional funding may be required for signage. Council discussed entrance landscaping.

Facilities Palmerston \$249,500

Facilities Manager Carr proposed \$175,000 ice re-surfacer, used Public Works Truck and dressing room upgrades, \$10,000 Upgrades for Imperial Canadian Championship, C.N.R.A. Facility \$7,500 and Palmerston Rail Museum \$27,000 . Pool Upgrades include plumbing, retaining wall, tiger shark, office, washroom partitions for \$30,000.

Facilities Harriston \$120,000

Projects in Harriston include Arena Doors, Lights, Roof, Refrigeration, Seating \$80,000; \$30,000 Pool Repairs, and the same amount for Ball Diamond upgrades (backstop and concession) \$18,000. A viewing window at the Dance Academy is \$2,000.

Facilities Clifford \$77,000

The Arena requires \$70,000 in upgrades including paving, windows, and Boards, while Park Upgrades total \$7,000.

Other Parks & Rec \$53,000

The Facilities Manager noted \$40,000 required for trail improvements, \$3,000 for a flagpole, portable events fencing \$5,000, and Computers/Asset Management \$5,000.

Public Works General \$462,000

Public Works Director Hansen presented information projects that apply in all areas including sidewalks \$60,000, catch basin repair \$50,000, water/sewer pick up \$45,000 (trade to Facilities), backhoe \$175,000 (replace 10 year old JCB), decorations and carvings \$7,000, shop upgrades \$55,000, parking option Palmerston \$50,000, Street Lights \$10,000, Harriston Cremation Garden \$20,000 and columbarium planning \$35,000.

Clifford Roads, Water, Sewer \$665,000

Director Hansen and C.A.O. Clerk presented information Elora Street design finalization \$340,000, Ann Street \$310,000 and audible traffic signals \$15,000.

Council discussed planning for Elora Street reconstruction which must avoid disrupting Homecoming in 2017. Work on the south end from Park to Grein Lumber could go ahead spring 2017. Staff was meeting with Triton Engineering to assess proceeding with one or two additional blocks to John Street if practical and cost effective. The intent is to avoid disrupting the whole downtown for an entire summer. There as discussion about the need for Ann Street servicing since homes were still pending on at least half of the first 14 sold.

Harriston \$1,733,898

Public Works Director explained the George Street project \$1,398,000 and Maitland Street \$334,500 had increased since first considered. George Street will have sidewalks both sides and curbs under the new design. Maitland Street included removing old sewer lines on private land so that connection could be made to the street.

Council questioned the cost/benefit of Maitland Street. Mr. Hansen noted a sanitary sewer main runs under a garage of a home and fixing the road. Treasurer Duff stated that the provincial grant of \$750,000 must be matched by at least \$250,000 Town expense, and does not include expenses such as curbs and sidewalks. There should be ways to scale down both projects to reduce borrowing and ensure project completion.

Council discussed Town capacity to finish over \$5 million capital annually. It was noted this is impacted by contractor availability and complication to the project during construction.

MOTION: COW 2016-011

Moved by: Councillor Turton; Seconded by Councillor Dirksen

THAT staff report back to Council on the proposed George Street and Maitland Street, Harriston with a view to reducing cost and potential borrowing.

Carried

Palmerston \$1,091,000

Public Works Director Hansen stated Jane and Inkerman need \$968,000 to complete, while James Street requires \$43,000. A watermain loop between William and Prospect helps control pressure and tower shut down. \$10,000 budgeted for Pedestrian Crossing considered by downtown revitalization Committee. Triton Engineering is assessing.

The C.A.O. Clerk White noted no rural road projects in 2017. Two major culverts and three roads were done in the last five years. 12th and 16th Line both needs major work. Four structures on the Minto Normanby Townline need replacement.

Sewer Plant Capital \$547,750

To sustain plant operations inflow and infiltration of \$100,000 is suggested. The Harriston Lagoon \$66,000 includes blower, valves, ECA upgrade), while at the Harriston Lift Station \$140,000 clears up safety concerns regarding the stairway. \$156,000 is needed for

Clifford Ultra-rib lining and PLC \$156,000. Palmerston Sewage Treatment Plant Upgrade requires \$40,000, while there equipment \$18,750 and general engineering \$25,000.

Water Plant Capital \$85,000

Public Works recommends SCADA and equipment \$22,000, general engineering \$15,000, Harriston Well #2 Upgrades \$17,000, Palmerston Well #1 and #2 heaters \$6,000, Palmerston Valves \$5,000 , Minto Pines Well Upgrades \$15,000, and hydrants \$5,000.

General Capital \$164,250

Treasurer Duff noted software costs are increasing. Staff is working on electronic records. Citywide budget is \$26,250. Railtrail Bridge deductible is \$10,000 of a \$145,000 project. \$52,000 is proposed for hardware, software, equipment, \$44,000 Municipal Office footings, grading, landscaping and TOMRMS, and \$32,000 for Harriston Flood Plain maps.

Council discussed funding and reducing the capital budget. Options will be provided with the report on George and Maitland Street project in Harriston. The public open house is March 21 5:00pm to 6:30pm. Thank you for all the positive input on budget to date.

MOTION; COW 2016-012

**Moved By: Councillor Colwell; Seconded by Councillor Elliot
THAT Council receives the 2017 Capital Budget presentation.**

Carried

7. Motion to Return To Regular Council

RESOLUTION: 2017-012

**Moved By Councillor Colwell; Seconded By Councillor Turton
THAT the Committee of the Whole convenes into Regular Council meeting.**

Carried

8. Notices of Motion - None

9. By-laws - None.

10. Adjournment 5.20 p.m.

RESOLUTION: 2017-013

**Moved By Councillor Elliott
Seconded By Councillor Anderson
THAT The Council of the Town of Minto adjourn to meet again at the call of the Mayor.**

Carried

Mayor George A. Bridge

C.A.O. Clerk Bill White