



Council Budget Minutes  
Thursday, December 1, 2016 1:00 p.m.  
Council Chambers

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**Council Present:**

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

**Staff Present:**

Gordon Duff, Deputy C.A.O. Clerk, Treasurer  
Annilene 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** - 1:00 p.m.
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act** - None.
3. **Minutes of Previous Meeting** - None
4. **Additional Items Disclosed as Other Business**  
Cam Forbes, Fire Inspector and Volunteer Firefighter raised \$300 for Movember had his mustache shaved off by Lorie Forbes.
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: 2016-232**

Moved By Councillor Colwell; Seconded By Deputy Mayor Faulkner

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

Carried

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

### **a. Introduction, Mayor Bridge**

The Mayor welcomed everyone to the 2017 budget meeting which is a critical role of Council in determining priorities. This is the first look at the operating budget and there are many things to finish before we reach the bottom line.

### **b. Presentation, C.A.O. Clerk and Treasurer, Budget Theme “Keeping it Real”**

C.A.O. Clerk White introduced the budget quotes, schedule for the day and budget approval process. The presentation included a review of the plan hierarchy, Strategic Plan initiatives and underlying plan actions. Current economic conditions were summarized as it pertains to the budget. Treasurer Duff reviewed the asset management plan. It was noted that the OMPF Allocation and OCIF Formula Based funding has increased for 2017 over 2016. Treasurer Duff noted a roughly a 12% increase in utilities this year affects the budget.

### **c. 2017 Operating Budget - Summary Report**

Council reviewed and discussed the various budgets below presented by Department Heads, asking questions and seeking clarifications as needed.

## **Administration**

### **1. Mayor and Council**

C.A.O. Clerk White reviewed the recommended budget of \$127,700, an increase of \$500. Since Council salaries were set in 2014 per diems decreased 20%. The budget has a training increase. A report on remuneration for the next Council comes forward in 2018.

### **2. C.A.O. Clerk**

The C.A.O. Clerk stated the \$335,900 operating budget increases \$59,000 for legal fees and to annualize wages and benefits for a staff including a return from maternity leave.

### **3. Treasury**

Treasurer Duff confirmed the suggested \$517,300 budget, a decrease of \$7,900 including removing part time wages, expense related to IPM 2016 and various other changes.

### **4. People and Property**

C.A.O. Clerk White recommends a budget of \$136,650, down \$13,950 due to increased dog tag revenue and rent on Guelph Ambulance building.

### **5. Health Services**

C.A.O. Clerk White noted the \$33,750 budget has a \$5,000 County rent increase for Clifford Medical Clinic. Cost is low for the community benefit of the clinic and physician recruitment.

## **Economic Development**

### **1. Economic Development Services**

Business & Economic Manager Wick Graham presented the \$437,036 budget down \$6,673 from 2016. Both staff wages are included, but structural grant funding decreases \$20,000.

## **2. Tourism Services**

The Business & Economic Manager reviewed the \$25,900 budget, a decrease of \$87,900 with signage moved to capital and wages reallocated to Economic Development budget.

## **3. LaunchIt Services**

LaunchIt budget includes a higher Minto Chamber contribution due to Business Development Coordinator time allocation. \$125,250 budget decreased \$10,750 over 2016.

## **Fire**

### **1. Overall**

Chief Harrow identified an overall cost of \$908,128 up \$2.2%.

### **2. Fire Administration**

The Fire Chief stated the budget of \$596,930 is up +- \$30,000 for wages and benefits, including the entire Administration Coordinator's Salary plus other miscellaneous expenses.

### **3. Clifford Fire Hall**

Chief Harrow noted that this \$95,600 budget is down \$7,100 due mainly to increased revenue from the Howick agreement.

### **4. Harriston Fire Hall**

Chief Harrow explained the recommended budget of \$146,825 is down slightly from 2016.

### **5. Palmerston Fire Hall**

The Fire Chief outlined the budget proposed at \$68,773 down over \$1,200 due an increase in the North Perth Agreement.

## **Facilities**

### **1. Clifford Arena**

Facilities Manager Carr proposed a \$162,043 budget up slightly due to utility costs partly offset by increased bar revenues; the cost of a drink will be increased from \$4-\$5.

### **2. Clifford Parks**

The Facilities Manager presented a \$ \$21,411 budget increased less than \$200.

### **3. Clifford Ball and Soccer**

The Facilities Manager noted the \$19,933 budget is up \$700 due to lower revenue from Minto United Soccer.

### **4. Harriston Arena**

Facilities Manager Carr explained the \$175,744 budget is up about \$15,000 due to higher utility costs, wages and benefits, partly offset by higher bar revenue due to price increase.

### **5. Harriston Parks**

The Facilities Manager noted the \$29,457 budget is up slightly for added maintenance.

6. Harriston Ball and Soccer

Facilities Manager Carr summarized the \$18,870 budget up \$1,674 for utilities and added maintenance.

7. Palmerston Arena

The Facilities Manager detailed the recommended \$184,709 budget increased less than \$5,000 by accommodating wages, benefits and utilities offset by increased bar revenue.

The C.A.O. Clerk explained a medical leave in the facility may be extended and a permanent staffing solution is needed.

**MOTION: COW 2016-268**

**Moved By: Councillor Colwell Seconded by: Councillor Turton**

**That a report be brought forward to Council at a future meeting regarding staff changes and increased costs.**

**Carried**

8. Palmerston Parks

The recommended \$56,633 budget is down \$5,552 mainly from lower grass cutting costs.

9. Palmerston Ball and Soccer

The Facilities Manager noted the \$36,338 budget is up a little for wages and lower revenue.

10. Satellite Facilities

Facilities Manager Carr proposed a \$76,933 budget up just over \$19,000 mainly from an increased Town role at the Palmerston Railway Heritage Museum.

11. Trails

Facilities Manager Carr noted this budget is separated out now that the White's Junction Trail is owned by the Town. The \$5,590 budget sets wages, maintenance and reserves.

**Recreation**

1. Adventure Camp

Recreation Services Manager Lubbers noted higher Adventure Camp registration decreased the program cost from \$1,000 in 2016 to \$0.

2. Harriston Pool

Recreation Services Manager presented the recommended \$46,000 budget up \$1,250.

3. Norgan Theatre

The Recreation Services Manager explained the budget surplus of \$16,000 is annually allocated to renovation expenses. In 2017 the renovation costs are paid in entirety.

4. Palmerston Pool

The proposed \$39,500 budget is increased \$1,500 for wages slight revenue decrease.

5. Recreation Administration

Recreation Services Manager Lubbers noted the \$252,000 budget increases \$17,500 due to wages, benefits and asset management plan.

6. Special Programs

The Recreation Services Manager stated the \$6,000 budget is the same as 2016.

7. Joint Health and Safety

This \$5,000 budget is increased \$1,000 for new defibrillator batteries and pads.

**Council adjourned for a short break.**

**Building**

1. Building and By-law Administration

Chief Building Official Kuipers noted the proposed \$190,175 budget (up from \$161,475) annualizes Building Inspector wages and benefits with no Source Water Protection grant. To keep revenue budgeted the same a permit fee increase is needed next year.

**Public Works**

1. Cemeteries

Public Works Director Hansen presented a \$20,520 Cemeteries budget up slightly in 2017.

2. Municipal Drains

The Public Works Director noted the \$33,000 Municipal Drain budget is unchanged.

3. Roads and Sidewalks Maintenance

The Public Works Director explained the \$1,041,810 budget is up under \$5,000 due to wage and utility increases.

4. Roads Administration

Public Works Director Hansen noted the proposed budget of \$849,208 is up \$79,827, with an increase in debt servicing and another \$40,000 to vehicle replacement reserve.

5. Street Lights

Public Works Director Hansen stated hydro increases continue to offset savings from the LED program. A 3% increased levy is recommended to help maintain replacement reserve.

6. Trailer Parks

The Public Works Director presented the budget of \$7,000 revenue up slightly. Two trailers remain in Harriston. Palmerston's 26 sites are fully occupied.

7. Vehicle Cost and Allocations

Public Works Director Hansen explained the \$345,000 budgeted revenue is staff time and maintenance costs allocated to 28 vehicles and equipment (backhoes, graders etc).

**8. Winter Control**

Brian Hansen recommends the \$479,208 budget up \$20,000 for increased sand and salt and \$2,726 wages and benefits.

**9. Town Landscape Care**

The Public Works Director presented the budget of \$100,506 up over \$25,000 to annualize wages and benefits for a Full Time Coordinator and to increase training.

**10. Sewage Treatment and Distribution**

Public Works Director Hansen outlined the detailed business plan for the user pay service based on metered rates. An increase in thoroughness by MOECC inspectors has created higher operational costs for the wastewater division. More sampling, more often, ECA amendments, EA studies etc.

Treasurer Duff noted that we will get the operating back in the black as we had a shortfall the first year of the meter billing.

**11. Water Treatment and Distribution**

The C.A.O. Clerk explained business plan for metered water services in Clifford, Palmerston, Harriston, and Minto Pines. Revenue is projected to be down about \$274,000. Total water and sewer revenue is down at least 10%. Changes to the Overhead section and each water system were reviewed and discussed.

C.A.O. Clerk White recapped the budget and noted that the budgets presented to council would represent an increase of approximately 3%.

Council requested that on the budget sheets that we compare the previous year's actual to budget amount and thanked the staff for all of their work on this budget presentation. Treasurer Duff will provide additional information to Council.

**7. Motion to Return To Regular Council**

**RESOLUTION: 2016-233**

**Moved By Councillor Turton; Seconded By Councillor Elliott**

**THAT The Committee of the Whole convenes into Town of Minto Council.**

**Carried**

**8. Notices of Motion**

**9. By-laws - None**

**10. Adjournment 3:58 p.m.**

RESOLUTION: 2016-234

Moved By Councillor Dirksen; Seconded By Councillor Anderson

THAT The Council of the Town of Minto adjourn to meet again at the call of the Mayor.

Carried

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Mayor George A. Bridge

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C.A.O. Clerk Bill White