



Council Budget Minutes
Tuesday, December 12, 2017 1:30 p.m.
Council Chambers

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:

Bill White, C.A.O. Clerk	Annilene McRobb, Deputy Clerk, Recording Secretary
Gordon Duff, Treasurer	Terry Kuipers, Chief Building Official
Chris Harrow, Fire Chief	Belinda Wick-Graham, Business & Economic Manager
Allan Carr, Facilities Manager	Matt Lubbers, Recreation Services Manager
Wayne Metzger, Water Foreman	Mark Robertson, Wastewater Foreman
Mike McIsaac, Road Foreman	

1. Call to Order 1:30 p.m.
2. Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act
3. Minutes of Previous Meeting-None
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: 2017-245

Moved By Deputy Mayor Faulkner; Seconded By Councillor Turton

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 2018 budget meeting noting this is the first look at operating, that Council should note that the actual percentage can change, and thanked staff for the hard work preparing documents.

b. Presentation, C.A.O. Clerk and Treasurer Budget Theme “Bringing it Home”

C.A.O. Clerk White noted the theme of the 2018 budget is “bringing it home” which promotes a “positive encouraging and motivating phrase” to arrive at a conclusion in the face of municipal and provincial elections and changing economic conditions. He outlined the schedule for the day, budget approval process, strategic plan hierarchy and underlying plan actions. The budget is based on moderate growth and a generally positive economy for the community. It was noted that the Provincial OMPF Allocation funding had decreased over \$172,000 for 2018 over 2017, which is a large percentage of the additional \$235,000 to be raised from property tax.

Treasurer Duff reviewed the asset management plan stating it was adopted four years ago, an update plan will be presented to Council Late in winter of 2018. He noted last year Council proposed a 3% increase in that came out as a 1.7% after assessment adjustments at the County level. Because we are a lower tier, the upper tier sets their budget late March or April. Treasurer Duff noted capital projects will come forward at the January 11 meeting.

c. 2018 Operating Budget - Summary Report

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

1. Administration

1. Mayor and Council

C.A.O. Clerk White reviewed the recommended budget of \$129,700, an increase of \$1,500. A report on remuneration will come forward in 2018 to set rates for the incoming 2018-2022 Council addressing the chance of the removal of the tax exempt portion.

2. C.A.O. Clerk

The C.A.O. Clerk stated the \$333,305 budget decreases \$2,595, and annualizes wages and benefits and includes a transfer to Water and Sewer for added Public Works function.

3. Treasury

Treasurer Duff noted the \$503,300 budget decreased \$44,750 due to new estimated Solar FIT 4.0 re and decreased reserve transfer. Tax write off information is pending.

4. People and Property

The C.A.O. Clerk and Treasurer recommend a budget of \$ 138,196, with a transfer from Water Reserves for Flood initiatives.

5. Health Services

C.A.O. Clerk White reviewed the \$ 32,750 budget.

2. Economic Development

1. Economic Development Services

The Business & Economic Manager noted the \$434,981 budget is down only slightly.

2. Tourism Services

The Business & Economic Manager reviewed the \$23,050 budget, a slight decrease due to a contribution from Minto Fire towards the cost of Fire & Ice.

3. LaunchIt Services

C.O.A. Clerk White noted the budget is a part of the Economic Development Services.

The Business & Economic Manager noted the business solution centre of the operation is going very well. Mayor Bridge stated LaunchIt provides a great return on the investment and partnership with the Chamber of Commerce.

3. Building

1. Building and By-law Administration

Chief Building Official Kuipers noted the proposed \$146,675 budget is down \$3,500. The 2017 surplus must go into reserves for building related expenses by regulation.

4. Fire

1. Overall

Chief Harrow identified an overall cost of \$919,858 up \$11,000. He noted the Department is looking at ordering a truck in 2018 for 2019 delivery.

2. Fire Administration

This budget is up \$10,330 to \$607,260 mainly related to wages and benefits with the Deputy C.A.O. function.

3. Clifford Fire Hall

The \$102,800 budget is up \$7,200 due mainly to reduced revenue from Howick agreement.

4. Harriston Fire Hall

The recommended budget of \$146,375 is down slightly from 2017.

5. Palmerston Fire Hall

The budget proposed at \$63,423 down over \$5,300 due a decrease in truck repairs.

5. Facilities

1. Clifford Arena

The Facilities Manager noted the \$167,232 budget is up marginally.

2. Clifford Parks

The Facilities Manager noted a \$4,143 increase in staff wages makes the budget \$25,554.

3. Clifford Ball and Soccer

The \$20,306 budget has a very small increase.

4. Harriston Arena

The Facilities Manager noted the budget is up \$3,100 to \$178,867. Revenue has been left at 2017 levels even though there may be a slight decrease. Energy costs may reduce depending on Provincial subsidies.

5. Harriston Parks

The Facilities Manager presented a \$ \$28,772 budget decreased by less than \$700.

6. Harriston Ball and Soccer

The Facilities Manager noted the \$21,771 budget is up \$2,900 for wages and benefits.

7. Palmerston Arena

The Facilities Manager proposes a \$198,203 budget with increases due to the loss of the Palmerston 81's bar revenues as well as dances themes nights etc. Ice hours have increased even without the 81's and central booking has helped with the on-line calendar.

8. Palmerston Parks

The recommended \$55,269 budget is down \$1,364.

9. Palmerston Ball and Soccer

The Facilities Manager stated the budget is up \$7,000 to \$43,479 due to higher maintenance costs.

10. Satellite Facilities

C.A.O. Clerk White noted that the Town is negotiating a new tenant for the Harriston medical clinic but is not a part of the budget process. The Facilities Manager noted the budget of

\$85,845 is up due to increased Town payments to the County and decreased tenant rent at the Harriston Library and adjustments at the Palmerston Railway Heritage Museum

11. Trails

The Facilities Manager noted the increase to \$16,474 helps fund maintenance initiatives of the Trail Committee.

6. Recreation

1. Adventure Camp

Recreation Services Manager Lubbers noted higher Adventure Camp registration is offset in part by minimum wage increases. This \$0 budget is designed to be cost recovery.

2. Harriston Pool

The Recreation Services Manager noted the recommended \$48,000 budget is increased \$2,000.

3. Norgan Theatre

The Recreation Services Manager explained the annual \$16,000 surplus was allocated to pay off renovation. In 2018 this is being placed in reserve since the renovation debt is paid.

4. Palmerston Pool

Recreation Services Manager Lubbers noted the proposed \$40,500 budget increases \$1,000.

5. Recreation Administration

Recreation Services Manager Lubbers advised the \$262,000 budget increases \$10,000 due to wages. Fees may need to be increased to off-set the increase in minimum wage. There is funding available for families that require assistance.

6. Special Programs

The Recreation Services Manager stated the \$6,000 budget is the same as 2017. Staff continues to look at afterschool programs in partnership with the County and School Board

7. Joint Health and Safety

This \$5,000 budget remains the same as 2017 as recommended.

7. Public Works

1. Cemeteries

The C.A.O. Clerk noted there is no change to the budget of \$20,520. The Town use a design consultants for the three cemeteries to assess options to inter cremated remains

2. Municipal Drains

The Roads and Drainage Foreman will update Council on drain status December 19. The proposed budget is \$33,306 down \$20,000 due to Provincial re-imbursements for studies.

3. Roads Maintenance

C.A.O. Clerk noted that some OCIF base funding is in this budget to increase sidewalk maintenance. Road Foreman McIsaac noted the budget amount for 2018 will sit at \$1,012,810 down \$29,000 due to added annual funding from OCIF base amount.

4. Roads Administration

C.A.O. Clerk stated the proposed budget of \$771,478 is down over \$72,000 due to postponing replacement of the Director and removing reserve contribution for the gravel pit. This year an increase to the vehicle replacement reserve is not recommended pending the outcome of changes to snow removal.

5. Street Lights

C.A.O. Clerk noted new LED lights in 2015 have a 10 year warranty. Higher hydro costs and addition of new lights have decreased the reserve contribution.

6. Trailer Parks

C.A.O. Clerk noted overall revenue increases to \$22,744 due to removing expenses related to closing the Harriston Trailer Park following the June 23 flood.

7. Vehicle Cost and Allocations

The Roads and Drainage Foreman noted the \$322,600 revenue is down \$ 22,400 due to additional machine time and adjustment for various vehicles.

8. Winter Control

The Roads and Drainage Foreman recommends the \$494,614 budget up \$ 15,408 for increased sand and salt and wages and benefits. Council and staff discussed the new winter control approach and the fact that two plow trucks may be surplus.

9. Town Landscape Care

The Roads and Drainage Foreman supports the budget of \$128,806 up \$28,300 due to a new machine time allocation.

10. Sewage Treatment and Distribution

The Water and Sewer Foreman and C.A.O. Clerk White stated noted the Town assumed plant operation in 2015 and there is reduced flow in Palmerston to support some long term growth. Plan improvements to maintain the infrastructure will still be needed.

11. Water Treatment and Distribution

The Water Foreman noted that improvements to SCADA systems allow some checks from home by operators. Treasurer Duff noted that when the Town transitioned from flat to metered rates adjustments were needed in 2016 but there was no increase in 2017. About a 4% increase is proposed in 2018 to ensure long term obligations are funded

The Mayor and Council discussed the operating budgets as presented noting the quality of information presented in the various reports makes decision making easier. Councillor Dirksen requested information on donations to Wellington Farm Safety Committee. C.A.O. Clerk White noted that there will be an update on the Operational budget presented at January 11th meeting.

7. Motion to Return To Regular Council

RESOLUTION: 2017-246

Moved By Councillor Dirksen; Seconded By Councillor Anderson

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

Carried

8. Notices of Motion

9. Resolution Adopting Proceedings of Committee of the Whole

10. By-laws- None

11. Adjournment at 4:07 p.m.

RESOLUTION: 2017-247

Moved By Councillor Elliott; Seconded By Councillor Colwell

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