



**Council Budget Minutes**  
**Thursday, January 11, 2018 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
Allan Carr, Facilities Manager	Belinda Wick-Graham, Business & Economic Manager
Chris Harrow, Fire Chief	Gordon Duff, Treasurer
Mark Robertson, Sewer Foreman	Terry Kuipers, Chief Building Official
Mike McIsaac, Road Foreman	Matt Lubbers, Recreation Services Manager

1. **Call to Order 1:33 p.m.**
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act – None**
3. **Minutes of Previous Meeting**
  - a. Draft Budget Minutes of December 12, 2017: Available for review and considered for future approval following budget open house.
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 2018-12**

**Moved By Deputy Mayor Faulkner; Seconded By Councillor Colwell**

**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**

Mayor Bridge noted this is a great opportunity to comment on the budget. Staff has done a great job providing information on the capital budget. The numbers and percentages are available but changes to ratios with the County can change the rate.

Treasurer Duff advised that in 2017 Council proposed a 3% increase which ended up at 1.6% for the average residential ratepayer once final ratios were set.

Mayor Bridge asked Council to think about what Council would like to accomplish in 2018 and there will be a final review in March after the open house.

**b. 2018 Budget Update Report**

C.A.O. Clerk White noted the 2018 theme is “bringing it home” a responsible budget with Federal and Provincial funding that is in place. Since the December 12 meeting there have not been any changes to operating budgets. Following deliberations today there is the March 20 budget open house after which final budget numbers can be presented. Council was reminded that the operating budget raised an additional \$235,000 made up mainly of the decreased OMPF funding (\$172,200), internal, external, pay equity, COLA (\$80,000), Staffing Facilities (\$55,000), decreased Structural Grant budget (-\$20,000), and not filling the Public Works Director Position (-\$71,251).

The C.A.O. Clerk noted 20% of our workforce will retire over the next 4 years and the budget provides for remaining competitive so people can progress into more responsible positions, or bring in new talent where possible.

**c. 2018 Capital Budget – Presentation**

**d. Treasurers Project Detail Sheets**

Strategic Plan provisions were noted the C.A.O. Clerk advising a public meeting planned in 2018 with full review by new Council in 2019. Statistics on the split between County, Education and Town share of the property tax, budget distribution and base provincial funding were outlined. The overall capital budget is about \$7.7 million of which \$5.85 is in Public Works made up mainly of \$3.5 million for Clifford Elora Street and \$500,000 for Palmerston Queen Street. Over \$3 million in Provincial Grants will fund this work.

The Treasurer reviewed the status of the Asset Management Plan and a chart showing reserves to debt from 2011 through 2019 which is consistent with the Town’s Fiscal

Accountability Policy whereby debt is not to exceed reserves. The Treasurer noted the Town pays off debt each year, and noted reserves are not all immediately liquid since they are made up of Westario shares and other dedicated funds. The C.A.O. Clerk noted that five year capital project plans were available and presented to Council to help identify “shovel ready” projects for annual grant programs which are expected to be available for water and sewer work. One issue is very little funding is available for roadwork aside from connecting link grants which apply to Provincial Highways only.

Council discussed and asked questions about information presented. Capital Budgets were presented by the C.A.O. Clerk, Treasurer and Department Head or Manager responsible for each function area.

#### **Fire - \$520,000 2018 and \$1.15 over five years**

Fire Chief Harrow presented Department capital needs consisting of New Pumper in Palmerston & Pickup (\$450,000), Bunker Gear (\$40,000) and Training Equipment & Computers (\$30,000) Vehicles in Fire are funded from replacement reserves. The Pumper will be ordered in 2018 and delivered in 2019.

Council discussed Fire Department needs. It is important to clearly identify projects to proceed with in the budget as Council could become “lame duck” in July after which the Town cannot spend over \$50,000 unless the project had been previously budgeted.

#### **Clifford Roads, Water, Sewer \$3,930,000 2018 and \$6.7million over 5 years**

C.A.O. Clerk White with the support of Wayne Metzger Water Foreman, Mike McIsaac Roads & Drainage Foreman and Mark Robertson Wastewater Foreman presented the capital budget amounts for Clifford, Harriston, Palmerston, Rural and General.

Clifford Public Works has \$3.93 million in capital work made up of Elora St from Park to West Heritage \$3,470,000, William Street (Schwindt) \$180,000 and Ann Street drainage and paving \$280,000. Council discussed the 5 year project plan, which includes additional funds for paving and drainage on Ann Street, an alum tank at the Waste water plant, Park Street reconstruction and an Allan Street watermain. Elora Street timing and detours were reviewed. The streetscape will allow veteran’s banners to be displayed. Westario and the Town will cost share on power improvements including burying lines in the downtown.

#### **Harriston Roads, Water, Sewer \$820,000 2018 and \$6.75 million over 5 years**

The proposed \$820,000 capital budget finishes George Street South with a carry over \$370,000, and provides for work on George Street North, William Street servicing and preparation for Lawrence Street Reconstruction if the Metzger draft plan of subdivision proceeds in 2018. There is \$290,000 to finish the John Street pumping station in 2018, which was approved to proceed at the end of 2017.

Council discussed the Senior School development. Lawrence Street full reconstruction is proposed in the 5 year project plan for 2019. Other projects in the plan include Queen

Street North and South, John Street reconstruction Adelaide link to Hutchison, servicing up to 66 acres of land in the Industrial Park. Council discussed future costs for pedestrian crossovers which are \$80,000 each. The final design will need provincial approval.

**Palmerston Roads, Water, Sewer \$985,000 2018 and \$10.75 million over 5 years**

The 5 year project plan identifies Palmerston Lift station design (\$75,000), Noble Family Road servicing (\$300,000), Frank Lambier Crt paving (\$40,000), Queen Street Reconstruction (\$500,000), WWTP Clarifier Design Work \$100,000 and Watermain loop Queen to Tower (\$70,000). Mark Robertson explained clarifier work which increases redundancy as the existing clarifier is 30 years old. Wayne Metzger reviewed the watermain project and need for looping the system.

Council discussed timing for the Queen Street project given the grant has not been approved. It could be moved fully to 2019 to reduce the capital budget but this does not reduce the operating budget as there is no tax dollars funding the project. The Treasurer notes this is OCIF top up grant which would allow the project to be finished in 2019. This is another project Council may want to budget for during the possible “lame duck” period.

**MOTION: COW 2018-12**

**Moved by: Councillor Colwell; Seconded by Deputy Mayor Faulkner**

**THAT the Treasurer report back to Council on funding the Queen Street project once the formal announcement on the Ontario Community Infrastructure Fund is made.**

**Carried**

Wastewater Foreman Robertson and C.A.O. Clerk noted that the Town will need to continue to improve the Waste Water plant to meet long term growth needs, but will have capacity in the next five years pending an update report on the sewage use bylaw.

**Rural Roads \$200,000 in 2018 and \$1 million over 5 years**

C.A.O. Clerk White and the Roads & Drainage Foreman noted the rural projects completed in the last 5 years. This year only 12<sup>th</sup> Line design and some preparation is budgeted at \$200,000 with an additional \$700,000 over two years in 2019 and 2020.

Mayor Bridge stated that there is a need on the 12<sup>th</sup> Line especially around the Murray Gravel Pit area. He would like to meet with pit owners about contributing to the roadway improvements given the tax relief gained under re-assessment and the limited funds received for pit royalties. The Treasurer noted most of the funds from the sale of the Town pit are not allocated in 2018 budget. Council discussed the impact of trucks and heavy farm machinery on rural roads.

Road & Drainage Foreman McIsaac stated the Town normally budgets for mill and paving work. Reconstructing wider rural roads require a huge financial commitment. Council discussed limiting use of the 16<sup>th</sup> Line got truck traffic going from Clifford to Mount Forest.

**MOTION: COW 2018-13**

**Moved by Councillor Dirksen Seconded by: Councillor Turton**

**THAT staff report back to Council on possible restrictions of truck traffic on the 16th Line**

**Carried**

**Public Works General \$684,000 in 2018 and \$3.4 million over 5 years**

The C.A.O. Clerk, Water Foreman, Roads & Drainage Foreman and Wastewater Foreman presented general such as Wastewater Inflow and Infiltration \$170,000, Water Minto Pines Flowmeter, Pipes \$55,000, Water Meter General \$20,000, Streetlights New LED non RealTerm \$14,000, Cemeteries Cremation Design Options \$55,000, Sidewalks \$60,000, Catchbasins and Drainage \$50,000, Asset Management \$20,000, 5 yr replace Pick-ups 2010, 2012 \$90,000 and Plow Truck/Grader/Backhoe 150,000.

The Public Works vehicle replacement plan was provided and discussed. The Plow Truck in 2018 would be funded from sale of two surplus trucks and the vehicle to be replaced. About 60% of the vehicle replacement is funded by the \$220,000 annual reserve contribution. If a small amount is put away annually the balance would be available for future purchases. The Roads Foreman advised the new winter control program should allow the Town to surplus the two plow trucks saving \$550,000 in the replacement plan.

Council discussed the general capital program. Water Foreman Metzger stated that the Town will be extending LED lights in Clifford by reusing the old ones from the downtown reconstruction and new lighting will be placed in Minto Pines, Palmerston and Harriston to light up dark areas and increase safety for residents.

**Facilities Clifford - \$105,000 in 2015 and \$240,000 over 5 years**

Facilities Manager Carr presented this capital budget including Refrigeration \$50,000, Lighting and Doors \$5,000 and Parks Upgrades \$50,000. Park upgrades will include drainage in the ball diamond, land purchase decking around the pavilion picnic table driveway on John Street allowance and playground equipment. Meetings will be held with community groups to help chose projects and assist in funding them. Council discussed the capital plan and contributions from Homecoming, Truck Show and CRA.

**Facilities Palmerston -\$145,000 and \$368,000 over 5 years**

The Facilities Manager noted the 2018 capital budget includes Lighting and Doors \$30,000, Ice Resurfacers \$80,000, Auditorium \$20,000, Parks Upgrades, Bridge Painting \$5,000 and Pool \$10,000. The capital plan was discussed by Council.

**Facilities Harriston- \$138,000 and \$505,000 over 5 years**

\$138,000 of capital work is proposed this year in Harriston including Lighting and Doors \$8,000, Parks Upgrades, convert Trailer Park \$20,000, Ref's Room and Curling Club \$5,000, General Upgrades and Flooring \$5,000 and Pool \$100,000. Facilities Manager Carr noted they will be working with the Kinsmen Club at the pool. He described repairs to date and some of the other work needed in the community.

**Other Parks & Rec - \$62,000 and \$177,000 over 5 years**

The Facilities Manager noted capital budget covering Trails \$12,000, Museum \$15,000 Scoreboards \$25,000 and Equipment and Fixtures \$10,000. Previously beverage suppliers donated scoreboards but they no longer fund this work. The boards are dated and replacement parts difficult to find.

Council discussed the various capital items. Mayor Bridge stated that there may still be funds from the County for Trails and he will follow up. The Deputy Mayor Faulkner noted improved maintenance with stone dust trails. Mayor Bridge stated community support helps keep parks in good shape.

**Administrative Capital \$82,000 and \$242,000 over 5 years**

C.A.O. Clerk White stated Admin capital amount includes: Buildings \$10,000 Computer Replacement & Software \$30,000, Building Department Pickup truck \$30,000 and Assets Management & Records \$12,000. Building capital is funding through reserves, the truck being replaced is a 2006 model and is beyond its replacement time frame. Treasurer Duff noted that the major costs for the Computer Replacement and Software will be more software related. Council discussed the work and whether there is a need for office renovations at this time.

**Capital Budget Summary**

C.A.O. Clerk White noted that between 2011 and 2017 the Town spent over \$32 million improving infrastructure; \$31.5 million is identified in the five year project plan for 2018 through 2022. This project plan will assist this Council and next in planning for grant programs and staying consistent with its Fiscal Accountability Policy. While \$7.7 million in capital work is ambitious, the Clifford Elora Street project is out for tender today. He thanked Department heads and Public Works staff, and the Treasurer for their hard work.

Council questioned whether all the development will result in higher revenue for the Town. The Treasurer noted the three year delay from MPAC to assess projects to insure tax is collected. After three years revenue to the Town can be lost. As an estimate a new home should result in about \$1,000 per year to the Town alone on property tax and about \$1,000 on water and sewer billing. Many of the lots on Ann Street are not yet on the tax roll.

Finance Chair Councillor Colwell thanked the staff, C.A.O. Clerk and Treasurer for all of their work and providing a liveable budget with minor changes required.

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

**RESOLUTION 2018-12**

**Moved By Councillor Colwell; Seconded By Councillor Dirksen**

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

**Carried**

**8. Notices of Motion - None**

**9. By-laws**

**10. Adjournment – 3:27 p.m.**

**RESOLUTION 2018-12**

**Moved By Councillor Elliott; Seconded By Deputy Mayor Faulkner**

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

**Carried**