

MINUTES OF A SPECIAL BUDGET MEETING OF COUNCIL of the Township of North Frontenac, held Wednesday, December 12, 2007, at the Upstairs Multi-purpose Room above the Fire Hall, Plevna, ON.

PRESENT: Mayor Ron Maguire; Councillor Wayne Good and Councillor Fred Perry – Ward 1; Councillor Lonnie Watkins and Councillor Wayne Cole - Ward 2; Deputy Mayor Jim Beam and Councillor Bob Olmstead – Ward 3.

ALSO PRESENT: Cheryl Robson, CAO/Treasurer; Brenda Defosse, Clerk/Planning Coordinator; John Ibey, Public Works Manager; Angela Millar, Deputy Treasurer / Tax Collector; Steve Riddell, Director of Emergency Services/Fire Chief and Corey Klatt, Recreation/Economic Development Program Coordinator.

ABSENT WITH REGRETS: David Young, Chief Building Official (CBO)

The Mayor called the Meeting to order and asked for Disclosures of Pecuniary Interest and none were declared.

NEW BUSINESS - 2008/9 “Draft” budget

MAYOR’S OPENING REMARKS

Mayor Maguire explained that today’s meeting is an historical occasion, being the earliest the Township of North Frontenac has ever considered a budget in the prior year. Today Council, CAO and Department Heads will be reviewing the draft 2008 and 2009 budget. By starting the budget process early it will increase efficiencies; projects and tendering will start earlier, etc.

Mayor Maguire complimented the CAO and Department Heads on being able to present this to Council so early.

Mayor Maguire explained that the County of Frontenac reviewed a draft budget on November 28, 2007 but only for one year. On January 9, 2008 the County will be reviewing a three year draft. The County levy requisition for 2008 will be less than a three percent decrease (-3%) due to Provincial uploads in some social programs to be phased in over four years. (i.e. Ontario Disability Support Program (ODSP) and Ontario Drug Benefits (ODB))

Discussion took place on the County budget/services; County actual increase in draft budget, without Provincial uploading effects; Eastern Ontario Wardens Caucus (excellent initiatives but still have several large cities involved); and the Mayors/Deputy Mayors/CAOs joint meeting scheduled with Central Frontenac next week and additional quarterly joint meetings with all our neighbouring municipalities, to discuss communities of interest and possible joint ventures.

It was the consensus of Council that Mayor Maguire continue to request that the County budget include monies for the Pine Meadows Nursing Home and Rural Routes Transportation, as they are social programs that should be funded at the Upper Tier level; along with Capital dollars for Broadband and Medical Clinics.

CAO/TREASURER'S BUDGET REPORT

The CAO/Treasurer, on behalf of the Department Heads and herself, thanked Council for their continued cooperation and extended a special appreciation to all the Department Heads for their involvement and commitment to the early budget process. The CAO/Treasurer explained the Current Value Taxable Assessment for the Township of North Frontenac increased from 2007 to 2008 approximately \$13.3 Million or 2.98 %. Assessment comparison from 2007 to 2008 and Ward comparisons were circulated. It was noted that last year's Taxable Assessment increased by approximately \$1.6 Million or 0.36%. This increase equals extra dollars to be collected through taxation, if Council approves the same municipal tax rate as 2007. Samples were discussed and a breakdown was circulated.

The CAO/Treasurer explained the following:

- 2008 no information received to date on Education tax rates yet.
- 2008 no final information received on County tax rates yet - draft budget being discussed in December 2007 and January 2008
- Municipal share – this is the first draft proposal dated December 12, 2007 and it is based on very preliminary figures for discussion purposes only. The CAO and Department Heads are seeking advice and basic guidelines/direction from Council for the CAO and Department Heads to fine tune this draft and schedule another 2008 draft budget meeting with Council in January 2008.

Basic rules used in first municipal budget draft: (Plus some additional changes were required based on actuals)

- Salaries = 2008 proposed 3% increase plus possible actual merit increases ½ year and 2009 we used 3% estimate plus possible merit increases for a total of 4.5%;
- Fuel changed to recognize actuals in 2008 and 5% in 2009;
- Utilities (Heat and Hydro) changed to recognize actuals in 2008 and 5% in 2009;
- Insurance estimate only at an increase in 2008 and 2009 at 3% each year;
- Per Auditor effective 2006 – Capital = \$10,000 Minimum. This note applies to 2008 draft budget. However, will be changed in 2009 budget to recognize actual long term plan goals.
- Conferences (estimated at \$1,500 or recognized actuals from previous years).
- General items – such as Training, Other Materials and Dispatch, etc have been changed to recognize actuals in 2008 and 3% in 2009.

The CAO/Treasurer then started to review each individual Department's proposed first draft budget (line-by-line); including the 2007 actual year-to-date information. The Department Heads were all present (except the CBO – department is funded within itself) to explain any details and answer questions.

Council, the CAO and Department Heads reviewed over half of the Departments.

It was the consensus of Council that all Task Force and Committee members (including Council and staff) be paid mileage, effective January 1, 2007. However, Council still will not receive mileage for Council duties within the municipality.

The Deputy Treasurer will prepare draft reimbursement of expense sheets for each individual to review and approve to pay applicable retro mileage in 2007.

Treasury Department will contact the County Treasurer to obtain any information the Upper Tier may have received with respect to 2008/9 Ontario Municipal Partnership Funding (OMPF).

Treasury Department will obtain quote(s) on fire proof file filing system for the individual roll files. This is essential to protect documentation of the municipality. Also, adjustments may have to be made to the old vault and office supply storage rooms in the administrative office. These dollars are to be included in the 2008 draft budget.

Thirty-five percent (35%) of the Clerk/Planning Coordinator's salary is charged to the Planning Department and it was recommended that thirty percent (30%) of the Deputy Clerk / Admin Asst to the Planning Coordinator be charged there as well effective 2008.

The CAO/Treasurer explained how important it is that the Township enhance Economic Development initiatives and Council agreed that this proposed budget should be increased to promote our community. The REDPC will have time in 2008 to work on new initiatives like public involved contests and township promotion materials (such as ordering pens/cups/pins/calendars/business directory/etc).

The PWM was instructed to advise Central Frontenac PWM that the sign located on 509 in their municipality showing the distance to Ardoch is incorrect and should be corrected or removed.

Discussion took place on disbanding the Fire and Emergency Services Committee as previous Council had agreed that once the new Fire Chief position became full-time and was in place for a while, that this Committee would not longer be required. (i.e. same as the disbanding of the former Waste Management Committee, etc). The Fire Department's budget is approved by Council which forms the Departments work plan, like all other departments. All Department Heads work with the CAO and when required Administrative Report would come to Council for a decision. The Essential Level Emergency Management Program Committee and Kaladar Barrie Fire Department Joint Fire Board would remain in place. This Committee is noted on the Township's Organization Chart and the CAO/Treasurer explained that By-law No. 88-07, being a by-law to adopt Personnel and Employment Policies and Procedures that is on December 13, 2007 Council agenda will have to be deferred until January as she has received additional proposed changes/additions. The Mayor will rediscuss this issue with Council in January before By-law No. 88-07 is adopted.

It was the consensus of Council that the CAO/Treasurer be instructed to transfer the \$40,000 in the 2007 budget for the proposed Lease-to-own NF New Fire Pumper to the Fire Department Reserve Fund, to be used for future capital projects.

Discussion took place on the cost of wildfires and possible insurance policies through the Ministry of Natural Resources (MNR). The Fire Chief explained the agreements with the

MNR and he did not think that insurance policies were an option. Mayor Maguire will bring this issue forward at the joint meeting with our neighbouring municipalities in January.

On option was brought forward to purchase a Multi-Purpose 4 Wheel Drive Vehicle to be located at the Ompah Fire Hall (i.e. Pumper/Wild Fire Truck/Equipment Van/EFR Van). This would make additional space in the Ompah Fire Hall for the short term, while Council reviews the municipality's Long Term Capital Plan and Community Facilities Needs Analysis Task Force recommendations. Some Council members encouraged the local community to organize fundraising towards a new Fire Hall (i.e. similar to Clar-Mill, Snow Road, etc.)

It was noted that the 2007 year end actuals and 2008 budget for Policing has not been received yet.

The PWM will prepare a report/proposal on the proposed 2008/9 Construction Projects and a meeting will be scheduled in January with Council, CAO and the PWM in attendance, to review this report and for the PWM to make a presentation on GRIPPS Pavement Management System.

The CAO/Treasurer will keep 506/509 expenditures separated in future years (even though these roads will not be funded through a Reserve Fund) for documentation and possible grant purposes. It was the consensus of Council that the CAO/Treasurer be instructed to transfer the balance (credit or debit) at 2007 year-end in the 506/509 Reserve Fund, to the North Frontenac Roads Reserve Fund for future capital projects.

The Chairman confirmed the next 2008/9 draft budget discussions are scheduled for Friday, December 14th at 9:30 a.m.

ADJOURNMENT

Moved by Councillor Perry, Seconded by Councillor Olmstead #511-07"A"

THAT the meeting adjourns at 4:00 P.M. until December 13, 2007 or at the call of the Chair.

Carried

Mayor

Clerk