

**MINUTES** of a Special Budget Meeting for the Township of North Frontenac, held Wednesday, April 7, 2010, at 9:00 a.m. in the Upstairs Meeting Room of the Clar/Mill Fire Hall, 6648 Road 506, Plevna, Ontario.

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

**ALSO PRESENT:** Cheryl Robson, CAO/Treasurer; Brenda Defosse, Clerk/Planning Coordinator; Angela Millar, Deputy Treasurer Administrative/Financial Coordinator; Corey Klatt, Community Liaison/Property Building Coordinator (CLPBD); Steve Riddell, Director of Emergency Services/Fire Chief; John Ibey, Public Works Manager (PWM) and Evan Sepa, IT Technician/Mapping Coordinator.

### **1. CALL TO ORDER**

### **2. DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

None declared.

### **3. MAYOR'S OPENING REMARKS**

Maguire advised this will be the last budget of the present term of Council. This is a time to clean up what we have started and for finishing touches. This will provide the next Council with what this Council could see in the future.

i) Residential Assessments are up over fifty one million dollars (\$51,000,000)

ii) More than 99% of our additional assessments are residential.

iii) The total Assessment is approximately four million dollars (\$4,000,000) of commercial versus five hundred and sixty seven million dollars (\$567,000,000) residential;

iv) We have depended a lot on grants in the past. We received news yesterday that two applications under the Community Adjustment Fund – Intake Two were denied. (i.e. Family Health Team Satellite Office in Plevna; and the Salt/Sand Storage Facility for Barrie.) Therefore, we will need to put monies in Reserves. In order to avoid a quagmire we need to promote economic development and increase our commercial and industrial assessments.

v) The draft summary circulated to Council in advance of the meeting, shows under Municipal Taxes \$113, 330 increase in Municipal Dollars to be raised, more than last year's budget. The CAO advised there have been a few reductions and the draft has been reduced by \$64,770. Therefore, the draft Council is reviewing today starts with \$48,000 increase in Municipal Dollars to be raised.

### **4. SAMPLE SUMMARIES EXPLAINED BY THE CAO/TREASURER AND**

### **5. COUNCIL INPUT ON DRAFT BUDGET**

The CAO noted this draft budget reflects 2009 actuals. Also, it is not an overall increase in every line item, but changes have been made to reflect our actual needs, along with standard inflation increases where required (i.e. utilities). The CAO and Department Heads have reviewed every item and reduced wherever possible.

The changes to Council's draft budget copy were reviewed and explained. The County Tax Rate schedule will be updated, along with the Education Tax Rate schedule as the Education Tax Rates were just received this morning.

The 2009 surplus over \$150,000 is \$275,455 and this is being brought back in against 2010 taxation. (i.e. 2008 was only \$58,567)

Beam questioned the Administration salaries from 2008 versus 2010 as they show a 25% increase. The CAO explained in 2008 the Township's overall Organizational Chart was revised. (i.e. the Public Works Administrative Assistant position became redundant and the new position of Administrative/Financial Assistant was established to meet the needs of the new legislation – Public Sector Accounting Board (PSAB). The CAO was asked to add notes to the draft budget explaining the changes. It was noted that the Clerk has an Assistant, and the CAO has an Assistant who works approximately 75% with By-law Enforcement.

Re: the new possible Ompah Fire Hall

Perry asked if the \$150,000 plus the \$95,000 reserve for a total of \$245,000 would cover the whole bill. The CAO noted that is unknown at this time. Per the Fire Chief an estimate of 4100 square feet at a cost of \$72.00 per square foot equals \$295,200.00. Therefore, the draft budget shows another \$50,000.00 being added to this Reserve Fund. Some items may be paid in 2011, which will make a difference.

Fire volunteer numbers are increasing, thus more equipment is required.

Maguire asked about the Fire Agreement with MNR for Crown and Municipal Lands. The Fire Chief noted this is renewed every three years. This may be good news if necessary to call in the MNR. Some municipalities are reluctant to call the MNR due to the costs.

Reserve Funds were reviewed per the 2009 year end statements circulated by the CAO/Treasurer.

The CAO explained the increase with respect to By-law Enforcement as it is Council's policy that issues shall be addressed, including follow-up.

Good asked about map sales as we should be providing maps to the public upon request. The CAO explained the County Council's plan to spend a portion of the County Federal Gas Tax dollars for a County wide GIS program and the County staff will be working directly with the CAO and Department Heads to determine how this can assist the township with our needs.

Watkins noted the Crown Land Stewardship mapping is available via Google virtual maps. The IT Technician / Mapping Coordinator explained that a person can zoom in to look at the sites, etc.

Perry asked about the JEPP Grant applied for in the amount of \$62,199 for a Communications Tower. Can the Roads Department use same? The Fire Chief believes so. The Public Works Manager explained the repeater services we presently pay, for

the Ardoch Road tower, may be able to be eliminated by switching to the possible new tower in Ompah, provided the JEPP Funding is approved. The Fire Chief and PWM will work together on the tower(s).

Olmstead asked how often the Streetlight service is put out to tender, noting the price has doubled this past year. The CLPBC will issue a tender when time permits.

Grant money has been used for Road expenditures in the past; however it appears that grants will continue to decrease. Also, it was noted that Council should consider replenishing dollars used from the Reserves Funds.

Good noted the Sand/Salt/Labour savings, as a result of an easier winter, in this 2010 budget. The PWM does not see much change. The draft budget shows approximately a \$25,000 decrease in winter control costs and the Sand Tender will be reduced from last year as there is additional sand leftover. The windstorm created extra man hours spent on clean-up rather than sanding and plowing.

Beam noted we had an extraordinary winter this year; however, there are always unknowns with weather.

Olmstead suggested leaving the paving of Gulley Road for one more year and doing additional ditching, rock breaking and gravel in 2010.

Good discussed new construction sites versus the clean-up (rocks, etc.) of old construction sites. New construction is being done before the clean-up of previous sites. It is never finished. The PWM noted a lot of these roads are not finished and the leftover materials are to be used to complete same. The PWM advised the grade of Whites Road needs to be lessened. Residents have asked for additional maintenance on several roads and these make up the construction projects in this budget. Harlowe Road may need to be surveyed by an Engineer, and in 2010 Harlowe Road crack sealing and maintenance work is proposed. The road may be able to be saved via rotor-milling, sealing and re-paving possibly next year (approximately 8 km).

It was the consensus of Council that clean-up shall become part of the job estimates.

Perry noted Public Works covers "Roads" and "Waste". Site preparation for non-road and waste matters is not the PW mandate. In-house services save money; however, the PWM does not have time to do all the work in his budget due to jobs done for other Departments who do attain their budget requirements. Watkins suggested putting out a RFP and the PWM could bid on same, however this would go against the Procurement By-law and is not a good idea. The PWM felt he could do the extra jobs as included in his work schedule, as budgeted.

The PWM was instructed to look at the clean-up of old construction projects and once his survey is completed, report back to Council through an Administrative Report, showing the outstanding projects over the last five years that have not yet been cleaned-up.

Watkins asked about an RFP for the Ompah Cemetery rather than being done in-house. It was previously brushed off and is now growing back. The stumps must be removed. The PWM advised he started this through last year's cemetery budget and included the balance of the work in his PW schedule of work for 2010. It was the consensus of Council to have the Public Works Department complete this in-house.

Waste Management expenses have increased and revenues are down. Olmstead noted the Mississippi Waste Site should have a clean-up completed in the spring. The PWM confirmed he schedules clean-ups at all of the sites every spring and will do the same this year. The Clerk advised waste/recycling initiative grants have been applied for and more will be applied for as they become available, and some of these grants require the municipality either matching grant dollars or matching a portion of the grant dollars and asked once the budget is set where such municipal dollars would come from. The CAO advised an Administrative Report would be prepared asking Council to use Contingency Reserve Funds.

Good recommended that vapour barrier be used at the Clar/Mill Community Hall to keep the moisture from penetrating through the basement. It was the consensus of Council to add \$1,000 to the draft budget, as an estimate for this project.

Good questioned the MNR Parks' (Crown Land Stewardship Program) budget increase 2009 vs 2010 in several items, when the total budgeted for 2009 and 2008 had not been spent. The CLPBD assured Good he would be spending all of the budgeted monies in 2010. Olmstead recommended the monies used in prior years for this program should be paid back to the Special Parks Reserve Fund.

Discussion took place on the Zoning By-law Review and the importance of having the Solicitor review the draft in detail.

Perry noted that the Family Health Team final decision may be known by June, but will probably be September. Therefore, it was the consensus of Council to amend the draft budget and show the \$88,100 (\$48,100 Township's share of the Plevna Family Health Team Satellite Office grant – that was denied, plus \$40,000 proposed for equipment) going to a new Reserve Fund for this future project.

Beam explained that Assessment increase of \$50 Million only includes 2% for growth.

Also, Council agreed that if required to build the FHT office prior to next year's budget, we can borrow dollars from the Township's Reserve Funds.

#### **Council Direction:**

Each member of Council were given an opportunity to comment on the budget.

### **6. ADMINISTRATIVE REPORT**

**a) Deputy Treasurer – Photocopier Replacement (Dollars from Reserve Funds)  
Moved by Councillor Gunsinger, Seconded by Councillor Good # 200-10**

**BE IT RESOLVED THAT** the Council of The Corporation of the Township of North Frontenac receives the Deputy Treasurer's Administrative Report dated March 30, 2010, entitled Photocopier Replacement for information purposes;

**AND THAT** Council instructs the Deputy Treasurer to proceed with the purchase of the Toshiba photocopier / scanner/ fax / printer from Choice Com for \$10,069 (plus applicable taxes);

**AND THAT** Council further instructs the Deputy Treasurer to move the existing copier to the meeting room office and advertise the oldest copier for sale in the annual Surplus Equipment advertisement;

**AND THAT** Council instructs the CAO / Treasurer to pay for the new Toshiba copier unit from the Photocopier Reserve Funds.

**Carried**

**7. DATE TO BE SET FOR THE BUDGET PUBLIC MEETING**

**Moved by Councillor Gunsinger, Seconded by Councillor Good # 201-10**

**BE IT RESOLVED THAT** Council approves the Draft 2010 Budget as amended and sets April 22, 2010 at 9:30 a.m. as the date for the Budget Public Meeting;

**AND THAT** the Clerk is hereby instructed to place a Notice in the Frontenac News and on the Township website with this information.

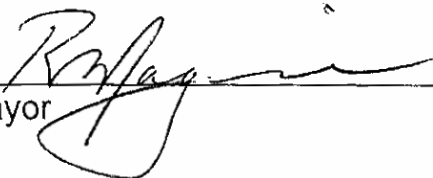
**Carried**

**8. ADJOURNMENT**

**Moved by Councillor Gunsinger, Seconded by Councillor Good # 202-10**

**BE IT RESOLVED THAT** the meeting adjourns at 2:17 p.m. until April 8, 2010 or at the call of the Chair.

**Carried**

  
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Mayor

  
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Clerk