

MINUTES
COMBINED COMMITTEE OF THE WHOLE
ADMINISTRATION & FINANCE, PUBLIC WORKS, ENVIRONMENTAL SERVICES & FACILITIES

Thursday, December 9, 2021, 6:00 PM
Council Chambers and by Zoom
18 Centre Street, Spencerville ON
Contact the Township Office to Register
(613)658-3055

PRESENT: Mayor Sayeau
Deputy Mayor Deschamps
Councillor Cameron
Councillor Dillabough
Councillor Hunter
Mark Packwood, Advisory Member
John Bush, Advisory Member
Pete Rainville, Advisory Member

REGRETS: Dave Robertson, Advisory Member

STAFF: Dave Grant, CAO
Rebecca Williams, Clerk
Melanie Stubbs, Treasurer
Gord Shaw, Director of Operations
Brian Moore, Fire Chief
Mike Spencer, Manager of Parks, Recreation & Facilities
Candise Newcombe, Deputy Clerk

1. Call to Order – Chair, Mayor Sayeau

Mayor Sayeau called the meeting to order at 6:00 p.m.

2. Approval of Agenda

Moved by: H. Cameron

Seconded by: M. Packwood

That the agenda be approved as presented.

Carried

3. Disclosure of Pecuniary Interest & the General Nature Thereof

None.

4. Discussion Items

a. 2022 Draft Capital Budget - Revised Following Meeting #1

Committee outlined the anticipated flow of the meeting noting a target end time of 7:50 p.m. to enter into a closed session.

Committee outlined and reviewed the 2022 capital program in detail and noted the 2022 capital funding request of \$4,320,534.00. It was noted that the increase was primarily due to the approximate \$2,161,554.00 required for two large proposed drainage projects.

Members inquired about the proposed funding for the Township office renovations estimated at \$350,000.00. It was noted that funding was recommended to be drawn from two sources, \$125,000.00 from the administration capital reserve and the remaining \$225,000.00 from the modernization reserve fund.

Committee inquired if the holder sidewalk plow had been procured. It was noted that the plow was scheduled to be picked up the following day and at a lower than anticipated cost of \$21,000.00. Committee requested that staff determine if it is possible to fund the purchase from the 2021 budget.

Committee reviewed the recreation capital request noting the proposed Cardinal pool retrofit, bleacher and the Cardinal/Johnstown tennis court upgrades. Members noted that the tennis court rejuvenation project was proposed to be funded entirely through a government grant and did not have an impact on the taxation supported amount. There was a brief discussion of the possibility of incorporating tennis court renovations into the 2022 budget as a contingency if the grants were unsuccessful. It was noted that the response from the grant application was anticipated in January/February 2022.

Members inquired about the condition of the underground pipes for the Cardinal pool. It was noted that the pipes are 30+ years old and two leaks were identified in 2021. It was noted that \$73,500.00 of the estimated \$273,500.00 budget would be attributed to the installation of the filter which was proposed to be incorporated as an element of the project. It was noted that the proposed funding for the filter made in 2021 remained in the reserve and reserve fund. Members inquired if the Ontario Trillium Grant fund could be split between two projects, specifically the pool and a single tennis court. It was noted that the application must be for similar assets, such as two tennis courts.

Committee briefly discussed the proposed Fire Department reserve allocation of \$250,000.00 for the procurement of a new tanker in 2023, noting the possibility of reducing the contribution to free up funding for alternate proposed 2022 projects. There was a general discussion on the types of emergency vehicles, specifically with respect to tankers and pumper vehicles.

b. Council/Committee Budget Priorities

Each Member was asked to outline their top two budget priorities:

Mr. John Bush:

- Budget Priorities: Johnstown/Spencerville drainage & Public Works 3/4-ton truck.
- Suggested removal/cut from budget: Kubota lawnmower, bleachers and reduce the tanker reserve contribution to \$150,000.00.

Councillor Dillabough:

- Budget Priorities: Johnstown/Spencerville Drainage & Cardinal/Johnstown Tennis Courts.

Councillor Cameron:

- Budget Priorities: Johnstown/Spencerville Drainage, Public Works 3/4-ton Truck & the Kubota lawn mower.
- Suggested removal/cut from budget: bleachers and the Cardinal/Johnstown tennis courts from the budget. He noted he would like staff to find an alternate funding source for the pool renovations.

The Deputy Mayor sought clarification on the capital projects impact to taxation if the drainage projects were not included. It was noted that the drainage projects are estimated to be approximately \$1.6 million, with a net to taxation of \$671,425.00. Deputy Mayor Deschamps inquired if the additional OCIF funding would help to offset the drainage project burden to taxation. It noted that the OCIF would be used to help fund capital projects and offset some taxation burden. The Deputy Mayor chose to defer outlining his top priorities.

Councillor Hunter:

- Budget Priorities: Johnstown/Spencerville Drainage & Totem Ranch Road.
- Suggested removal/cut from budget: reduce the Fire Department reserve contribution to \$100,000.00.

Mr. Mark Packwood:

- Budget Priorities: Johnstown/Spencerville Drainage & Cardinal Pool renovations.

Mr. Pete Rainville:

- Budget Priorities: Johnstown/Spencerville Drainage & Fire Department Capital. He noted his preference to find alternate funding sources for the Cardinal Pool renovations and the bleacher replacements.

Committee noted a general consensus to support the drainage project. It was highlighted that the proposed drainage projects increase the level of service and will require consideration for future upkeep. Members were cautioned in deferring and extending the life of existing assets to fund new assets.

Committee inquired about the status of the 2021 budget, and whether a surplus or deficit is anticipated. A concern of the ongoing requirements for COVID-19 funding was noted highlighting several unanticipated expenses. Consideration of reserve contributions was recommended, noting replenishment of the reserve funds is a more critical target than holding the line on the tax rate.

5. Action/Information Items

a. Financial Impact Analysis of Spencerville & Johnstown Drainage Projects

There was a general discussion on the Committee level of comfort on a tax rate. Members noted the hardships experienced by residents throughout the COVID-19 pandemic, highlighting the need to fund infrastructure costs while being mindful of the struggles of the community.

Members were asked to outline their comfort level for a proposed 2022 tax rate, noting the Treasurer's prebudget recommendation of a 1.5% increase to capital levy, plus 2% for operational:

Mr. Mark Packwood: 3%

Councillor Hunter: 3% or higher, noting Ottawa's approved tax rate of 3%, plus the cost of living increase of 2.74%.

Deputy Mayor Deschamps: Not ready to provide a percentage value due to comfort level.

Councillor Cameron: Maximum of 2%.

Councillor Dillabough: 2.5% - 2.7%.

Mr. John Bush: 2%.

Mayor Sayeau: 2% - 4%.

It was noted that there was an additional \$77,275.00 gained in taxation revenue based on the 2021 tax rate applied to the 2022 assessment.

b. Pre-Budget Approval

1. 3/4 Ton Truck

Moved by: J. Hunter

Seconded by: S. Dillabough

That Committee recommends that Council provide pre-budget approval to tender and purchase a ¾ Ton truck with a maximum

budget limit of \$60,000 in the 2022 capital budget. This purchase can be partially funded utilizing funds allocated in the 2021 budget of \$55,000 for the purchase of a 1 Ton vehicle.

Carried

2. Kubota Lawn Mower

Moved by: H. Cameron

That Committee recommends that Council provide pre budget approval, not to exceed \$ 30,000.00, for the purchase of a new Kubota 72-inch lawn tractor.

The motion did not receive a seconder.

3. Cardinal Pool Retrofit

There was a general discussion on the tender process. It was noted that staff follow the Township's procurement policy but have no control over the number of bids received in response to a tender.

Moved by: M. Packwood

Seconded by: T. Deschamps

That Committee recommends that Council direct staff to prepare and issue the tender package for the retrofit of the Cardinal pool using remaining 2021 budgeted expenses and provides pre-budget approval to an upset limit of \$ 273,500.00 to complete the project in 2022.

Carried

c. 2022 Draft Operational Budget Discussions

A list of proposed dates for future budget meetings was offered. Members noted a conflict with the February 3rd date and there was consensus to move the meeting to February 2nd. There were no further conflicts with the proposed schedule of operating budget discussion dates of:

Budget #3: January 20, 2022

Budget #4: February 2, 2022

Budget #5: February 17, 2022

6. **Councillor Inquiries/Notices of Motion**

None.

7. **Mayor's Report**

Mayor Sayeau reported the following:

- Health Unit ending septic system services program by September 2022. May seek alternative service options, such as SNC, who currently provides such services to South Dundas and South Glengarry.
- An upcoming visit to the new Prysmian warehouse in advance of a February 1, 2022 proposed opening.

8. Question Period

The following questions/comments were raised:

- Future dates for subsequent capital budget meetings.

9. Closed Session

Moved by: J. Hunter

Seconded by: T. Deschamps

That Committee proceeds into closed session at 7:47 p.m. in order to address a matter pertaining to:

- Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees: Specifically: Public Works

Carried

Advisory members were excused from the closed session due to personal matters being discussed about an identifiable individual.

- a. Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Public Works

Moved by: J. Hunter

Seconded by: T. Deschamps

That the closed meeting of Committee does now adjourn and the open meeting does now resume at 9:02 p.m.

Carried

10. Report Out of Closed Session

The Mayor reported that Committee discussed matters regarding personal matters with respect to Public Works. Committee provided direction to staff.

11. Adjournment

Moved by: T. Deschamps

Seconded by: J. Hunter

That Committee does now adjourn at 9:03 p.m.

Carried

Chair

Deputy Clerk