



MUNICIPALITY OF NORTH MIDDLESEX SPECIAL BUDGET MEETING MINUTES

A Special Budget Meeting of the Council of the Municipality of North Middlesex was held on Wednesday January 13, 2016 in the Council Chambers of the Shared Services Building, 229 Parkhill Main Street, Parkhill with a quorum present.

1. CALL TO ORDER

The Mayor called the meeting to Order at 7:00 p.m.

2. ROLL CALL

Present:

Mayor Don Shipway

Deputy Mayor Brian Ropp

Councillor Ward One Doreen McLinchey

Councillor Ward Two Joan Nichol

Councillor Ward Three Gord Moir

Councillor Ward Four Andrew Hemming

Councillor Ward Five Adrian Cornelissen

CAO, Marsha Paley

Clerk, Jackie Tiedeman

Acting Treasurer, Debbie Jonah

Facilities Manager, Scott Nickles

Fire Chief/ Health & Safety Co-ordinator William Davidson

3. DISCLOSURE OF PECUNIARY INTEREST

None at this time

4. PRESENTATION OF DRAFT 2016 OPERATIONS AND CAPITAL BUDGET

As a follow-up to the December 10, 2015 draft budget meeting the CAO, Marsha Paley, presented an overview of the following departments: Members of Council, Administration, Municipal Election, Service Ontario, School Crossing Guard, Planning and Economic Development. Highlights include the following:

Members of Council

Wages and Benefits are in accordance with the new remuneration by-law; conference and convention reduced to reflect actuals, telephone increased though not meeting actuals from 2015 as two phones were upgraded during the year.

Administration (incl. Clerks and Finance)

Wages and Benefits increased to reflect step increases as of January 1, possible cost-of-living increase and increase in costs for benefit provision.

Ms. Paley advised that the Operational and Organizational Review draft will be available February 3 and depending on the outcome of this report some changes may need to be incorporated to wages/benefits and conference/education/training budgets.

Some housekeeping of various accounts for clearer accountability will also be undertaken.

Suggested increases to advertising, telephone (phone upgrades) and office supplies. Consider maintaining and/or increasing a budget for rebranding (promotional clothing) web site upgrades, PSAB/Asset Management Plan. Also, set up accounts for special projects that may be considered as a result of initiatives identified through the EDC Strategy, Strategic Plan and Community Energy Plan.

Municipal Election

Transfer to Reserve of \$5,000 yearly for 2018 Election.

Service Ontario

Contracted services being decreased due to staff cross-training and ability to fill in for staff vacancies. The overall remainder of the budget will have a slight increase.

School Crossing Guard

Minor changes overall

Planning and Zoning

Office Supplies and Advertising reduction to reflect actuals; Legal/Planning/Engineer shows slight increase. Consideration of establishing a reserve fund in anticipation of a review under Development Charges within the next two years.

Fire Chief Will Davidson then provided an overview of the proposed changes and highlights within the Fire Department/Health and Safety.

Fire Department

The Lambton Shores Fire Agreement matter is still not resolved, however, the Municipality is anticipating a reply by the end of January to its proposal. This could result in a change to the Transfer to Other Board figure for 2016.

Some review of accounts still need to be complete to ensure allocations have been properly documented.

The Salary/wages are has been increased due the recruitment program underway.

Chief Davidson explained the amount of \$272,035.50 in the proposed budget for Transfer to Reserve funds as follows: \$150,000 for Building Reserve representing Phase 1 of the addition to include 3 bays; \$122,035.50 for Equipment Reserve and this is an annual allocation to this reserve to ensure money is set aside for when major equipment replacement is required.

Considerable discussion ensued regarding the proposed addition to the Ailsa Craig Fire Hall in order to accommodate the new fire truck that is needed. It was suggested that a site visit be arranged for those Councillors wishing to view the fire hall.

A new budget item not currently included but for consideration is a Fire Master Plan in the amount of \$60,000. The purpose of this plan would be to develop a document that contains all the equipment, facilities and vehicles and to establish a replacement plan for these items over the long term. It was suggested that this may be partially within the PSAB plan that is required by the end of 2016.

Vehicle repairs for the Ailsa Craig tanker has been increased and well as Protective Equipment which is for the purchase of new bunker gear and boots. Some boots were purchased last year from the donation received from Enbridge.

Annual maintenance initiatives within the draft budget include: Bunker gear third party inspection and testing, self-contained breathing apparatus flow testing and fire pump testing.

Health & Safety/Emergency Measures

An amount of \$8,500 is proposed in the draft Education and Training budget in response to a number of actions that are required as a result of the Health and Safety Audit.

Acting Treasurer Debra Jonah indicated that the Policing Contract and Conservation Authority actuals have been inputted for 2016.

Facilities/Recreation Manager Scott Nickles provided highlights of his overall budget.

Recreation and Facilities

A review of the ice rental projection was done and it has been decreased by \$20,000.00. Also decreased were the Parkhill Sportsfield wage/salaries by \$1,500.00, hydro decrease of \$7,500.00 and water/sewage decrease \$2,500.00.

Library rent at the Shared Services Centre has been increased by \$4,000.00

New to the proposed budget is:

Professional Consulting in the amount of \$10,000 which is for the Energy Audit underway for the facilities. A lighting retrofit project of \$20,000 is being proposed to be added to the Capital Budget.

Nairn Outdoor Rink will have its own accounts in order to track the actual operation costs for this new facility.

Snow removal budget has also been increased for the Ailsa Craig Rec Centre, Library and West Williams Hall which will also assist the Public Works Dept.

The solar lease revenue should be added to the applicable facilities.

Mr. Nickles also stated that he will be more active in promoting his facilities in 2016 to try and increase revenue. On-line booking is also to be explored. He will also be working with the Treasurer on how inventory is expensed to the canteen to provide a clearer accountability of the operation costs for this venue. The possibility of contracting out the canteen was mentioned however as this is a unionized position it may not be possible.

The library cleaning requirements need to be implemented now that the agreement is in place and any increase to the budget should be reflected.

The new rental rate for the Ailsa Craig medical office should be inputted into the budget.

Changes to the proposed capital budget projects include: Add generator reserve \$15,000; lighting retrofit project \$20,000 and remove Nairn soccer field upgrade \$18,500. Other items currently listed he would still like considered which include the replacement of the ice rink edger, new pickup truck, floor scrubber, 54" zero turn lawnmower and leaf vacuum

Mr. Nickles advised that he received \$5,000 from the Main Street grant for the electronic sign at McLeod and Elginfield Road, \$10,000 is to be received from the Library for costs associated with the new electronic sign at the Shared Services Building.

The parking area at the entrance to the Shared Services Centre should be completed this year for accessibility compliance.

On January 27th, the remainder of the departments will reviewed with the Managers present. Council also requested an overall budget impact at this meeting as well.

5. ADJOURNMENT

MOTION #001/2016

ROPP/CORNELISSEN: That the meeting adjourn at 9:50 p.m.

CARRIED

MAYOR

CLERK