



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 27, 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- Absent

Clerk, Jackie Tiedeman

Acting Treasurer, Debbie Jonah

Chief Building Official/By-law Officer, Vic Stellingwerff

Public Works Manager, Brad Davies

Drainage and Water Manager, Glen Bullock

3. DISCLOSURE OF PECUNIARY INTEREST

Conflict of Interest declaration by some members of Council are noted later during the meeting.

4. PRESENTATION OF DRAFT 2016 OPERATIONS AND CAPITAL BUDGET

Mosquito Control, Building Department, Fence viewing, Animal Control and By-law Enforcement

Mr. Stellingwerff provided an overview of his departments. He suggested that an additional vehicle for the Building/By-law Department as well as a full time employee for the by-law department should be considered. He indicated that in the past couple of years education/training has not been used however this year refresher courses will be explored and attended.

Mr. Stellingwerff highlighted that the septic inspection permits were notably higher than in the past and this is attributed to the amount of surplus farm dwelling severances.

Mayor Shipway reminded staff that no decisions on additional staffing will be made until Council has reviewed the Operational/Organization Report which will be presented by the consultant at an upcoming meeting.

Acting Treasurer Deb Jonah then presented the additional departments under this section in the draft budget which included Mosquito Control which incorporates a 30% due to the potential expanded areas and additional preventive measures. The other departments had no significant changes.

Water and Drainage Department

Mr. Bullock advised that the wage costs for the Drainage Superintendent will be a 50/50 split with water for the 2016 Budget. In addition, closer attention to actual time spent on drainage matters will be reflected on the timesheets. This should result in more accurate wage costs for the water/sewer department as well as the when reports are sent to OMAFRA for grant allocations. OMAFRA grant is based on a percentage of total time spent on drainage matters and includes all wage costs including benefits. He also explained that the contracted services expenses is billed out to the ratepayers according to the Drainage Act.

Council then requested clarification as to what costs would be associated with water and sewer due to the contracts with OCWA. Mr. Bullock replied that this includes his time to read the water meters and some troubleshooting when customers call into the office with water related complaints. He indicated that 10% of the water wages is then allocated to sewer.

Public Works Department

Mr. Davies then provided an overview of his department which includes: Works Administration, Bridge Maintenance, Grass & Weedcutting (roadsides), Tree Removal and Brushing, Ditching, Litter Pickup, Hardtop Patching, Hardtop Maintenance (Shouldering & Resurfacing), Street Sweeping, Gravel Road Maintenance (Grading, Dust Layer, Gravelling), Road Signs & Safety Devices, Road Line Painting, Sidewalk Repair, Road Patrol, Culvert Maintenance, Catch Basin & Storm Sewers, Shop Maintenance (all shops), Pits and Quarries, Fuels & Lubricants, 911 Signs, Equipment Maintenance, Snow Plowing, Sanding & Salting, Snow Removal (Load and Haul), Sidewalk Snow Plow & Sand, Street Lighting, Waste Collection & Recycling, Transfer Station and Spring Cleanup, Cemeteries.

He highlighted the following proposed increases:

Dept 3100 (Works Administration) Insurance premium (includes vehicles)

Dept 3101 (Bridge Maintenance) This amount is from Gas Tax Revenue which included an increase of \$10,000 and is deferred revenue.

Dept 3103 (Tree Removal & Brushing) Proposed increase to contracted services over 2015 for the following: \$5,000 for tree removal and \$5,000 for the option of calling in a tree consultant when required. This would be beneficial when determining when and why trees should come down.

Dept 3108 (Hardtop Maintenance Shouldering) increase to materials purchased and wages to carry out this work.

Dept 3301(Snow Plowing), 3302(Sanding & Salting), 3303 (Snow Removal) and 3305 (Sidewalk Snow Plow) – decreasing due to seasonal employees not receiving benefits

Dept 4501 (Transfer Station) Increase to contracted services as actual figures are now allocated. This is attributed to the cost of bins required for this service.

Dept 4503 (Spring Cleanup) Increase due to bin rental costs.

Dept 5403 (St. Mary's Cemetery) Increase to contracted services for the purpose of obtaining Ground Penetrating Radar mapping. When the municipality acquired this cemetery, record of burials is minimal. \$9,000.00 from the 2015 budget that was noted used will be brought into 2016 from reserves with an additional \$5,000.00 as the estimate to have this done is approximately \$13,000.00

Several questions were asked about various tasks within the areas covered by Public Works as well the status of projects that have been in the budget for the past couple of years but not completed. It was explained that weather has a big impact on projects getting completed. Some years it works out better than others.

Mr. Davies was asked to look into the cost for contracting out the street sweeping within the Municipality. The County contracts out the job as they are responsible for the Main Streets within Parkhill and Ailsa Craig. Council indicated that there is other equipment needed that is used more in the municipality than the street sweeper and the high cost associated with purchasing. Mr. Davies also mentioned that this unit is also used for jobs associated with utilities.

The Public Works Manager advised that he is looking into extending the replacement of vehicles. This is due to the fact that they are being maintained better now and therefore this is prolonging the life of the equipment or vehicles.

The status of the report for the Poplar Hill Bridge replacement will be followed up in consultation with the County Engineer. Council has inquired into a traffic count for the use of the bridge.

Various accounts were identified to be checked again by the Treasurer and Public Works Manager.

Reserve Transfer Requests

Acting Treasurer, Debra Jonah, provided Council with a report that identified some amounts for projects from the 2015 budget that were not completed and it was being requested that these amounts be put into reserves and for projects within the 2016 Budget.

The following requests were:

\$9,000 from St. Mary's Cemetery for Ground Penetrating Radar mapping
\$19,000 Fire Dept Highway Call Outs (difference between what was budgeted and that actual amount received) – proposed for Fire Dept Equipment Reserve
\$9,000 Difference between fire wages budgeted and actual – proposed for Fire Department Building Reserve.

After careful consideration the following motion was then introduced:

MOTION #026/2016

MOIR/NICHOL: That Council direct staff to transfer the unused funds in the amount of \$9,000 to the Contingency Reserve for 2015 and the extra revenue of \$19,000 raised by the Fire Department to the Fire Department Equipment Reserve.

CARRIED

A review of the proposed draft capital budget for these departments followed the operational presentation.

5. COMMUNITY DEVELOPMENT FUND GRANTS RECOMMENDATIONS

Deputy Mayor Ropp declared a conflict of interest during deliberations on the Historical Society and Gala Days requests and left the council chambers.

Councillor Nichol declared a conflict of interest during deliberation on the Quilt Festival request and left the council chambers.

Acting Treasurer, Debra Jonah, reviewed each request made from the organizations under the Facility Request and Ongoing Program Funding.

MOTION #027/2016

MOIR/CORNELISSEN: That Council increase the cash assistance to Gala Days to \$2,500.00 from \$2,000.00.

CARRIED

MOTION #028/2016

MOIR/CORNELISSEN: That Council approve the requested cash assistance to the Ailsa Craig Community Quilt Festival as presented.

CARRIED

MOTION #029/2016

HEMMING/MCLINCHEY: That Council approve the requested cash assistance to the Historical Society as presented.

CARRIED

MOTION #030/2016

ROPP/MOIR: That Council approve the remainder of the requests for cash assistance according to the list dated January 27, 2016 as presented.

CARRIED

Clerk Jackie Tiedeman reviewed each request made to the Community Vibrancy Fund.

It was explained that the recommendations made by the Committee were a result of reviewing the proposals and then assigning the category best suited from the criteria outlined within the Community Vibrancy Agreement.

Councillor Nichol declared a conflict of interest for deliberations on Craigweil Gardens and the Quilt Festival.

Deputy Mayor Ropp declared a conflict of interest for deliberations on Craigweil Gardens and the Historical Society.

MOTION #031/2016

CORNELISSEN/HEMMING: That Council approve the recommendation of \$3,000 to Craigweil Gardens for the Rose Room renovations as presented.

CARRIED

MOTION #032/2016

MOIR/NICHOL: That Council approve the recommendation of \$5,000 to the Historical Society for the accessibility renovations to the museum as presented.

CARRIED

MOTION #033/2016

CORNELISEEN/MCLINCHEY: That Council approve the remainder of requests for cash assistance according to the list dated January 27, 2016 as presented.

CARRIED

A special meeting was set for budget on March 9, 2016 at 7:00 p.m. which will include all departments.

5. ADJOURNMENT

MOTION #034/2016

ROPP/HEMMING: That the meeting adjourn at 10:15 p.m.

CARRIED

MAYOR

CLERK