

The Corporation of the Township of Brock

Finance Committee Minutes

Municipal Administration Building

Session One

Monday, December 10, 2018

The First Meeting of the Finance Committee of the Township of Brock, in the Regional Municipality of Durham, was held on Monday, December 10, 2018, in the Municipal Administration Building Council Chamber.

Members present: Mayor: Debbie Bath-Hadden
Regional Councillor: W.E. Ted Smith
Councillors: Michael Jubb
Claire Doble
Walter Schummer
Cria Pettingill
Lynn Campbell

Staff Members present: CAO and Municipal Clerk Thomas G. Gettinby
(recording the minutes)
Deputy Clerk Becky Jamieson
Clerk's Assistant Deena Hunt
Treasurer Laura Barta
Director of Public Works Nick Colucci

1. Call to Order

Chair Walter Schummer called the meeting to order at 10:30 a.m.

2. Declaration of Pecuniary Interest

None

3. Confirmation of Minutes – 10th meeting – October 1, 2018

Resolution Number 1-1

MOVED by W.E. Ted Smith that the minutes of the 10th meeting of the Finance Committee as held on October 1, 2018, be adopted as typed and circulated.

MOTION CARRIED

4. Hearing of Deputations – None

5. Communications Referred or Submitted to Committee

Referred Directly

1779 AMO – Federal Gas Tax Fund

Councillor Schummer requested clarification that the amount for 2019 is \$353,000 and was advised in the affirmative.

1848 Jamie McGarvey, AMO President – AMO's 2017 report on the Federal Gas Tax Fund

1883 Durham Region Legislative Services – Appointments to Conservation Authorities and Land Division Committee

The CAO and Municipal Clerk advised that a response is due by December 12.

1998 AMO – Policy Update – Provincial Government Releases Fall Economic Statement

Mayor Bath-Hadden enquired whether the municipality would experience a savings with the reduction in WSIB premium to which the Treasurer advised it would be minimal.

2000 Environment and Climate Change Canada – Funding available under the Great Lakes Protection Initiative

Regional Councillor Smith enquired as to participation in the funding to which the CAO and Municipal Clerk advised that this is geared toward more expansive projects and the potential for more suitable funding is anticipated.

2036 Ministry of Finance – Ontario Cannabis Legalization Implementation Fund (OCLIF)

Regional Councillor Smith advised that further information would be forthcoming to assist in decision making prior to January 22, 2019.

Councillor Schummer noted that funding would be received regardless of whether the municipality opts in or out and enquired whether the municipality share would be split with the Region and was advised in the affirmative.

2040 AMO – Policy Update – Government Announces New Social Assistance Reform Plan

2083 Laura Barta – Report: 2018-FI-22, Accounts Receivable Annual Update – Accounts Written Off

Regional Councillor Smith requested clarification to which the Treasurer advised that this annual report is closes out the year (November to November). She advised that allowances are made for long standing overdue accounts which is encouraged by the auditors.

Councillor Schummer noted that \$186,000 outstanding is significant to which the Treasurer advised that \$141,000 is past due with \$58,000 carried forward from the prior year. He enquired as to the amount to be carried forward from the current year and was advised that the significant portion is from 2017 and early 2018.

Councillor Pettingill enquired whether this reflects new housing and was advised not.

Councillor Schummer enquired as to discussion of the particulars to which the CAO and Municipal Clerk advised it could be discussed in-camera. He enquired whether this includes groups and organizations and was advised not.

Mayor Bath-Hadden advised that a detailed account listing would be beneficial to which the CAO and Municipal Clerk advised that it could be provided later today in-camera.

2103 Laura Barta – Report: 2018-FI-21, Financial Update Report – September, October and November 2018

Mayor Bath-Hadden enquired as to the special provincial funding to which the Treasurer advised that one application was for the Township recreational programs. The Director of Public Works advised that the funding covered seniors programs, the purchase of sport equipment, and the Recreational Coordinator position. She enquired whether the programs could continue upon the expiry of the funding and was advised in the affirmative.

Mayor Bath-Hadden enquired as to the Main Street Revitalization program grant to which the Director of Public Works advised it is for benches and garbage containers to be purchased in 2019.

Mayor Bath-Hadden enquired as to the fit testing machine and Rit Kraft to which the Treasurer advised that they are fire department equipment. She enquired as to the fire extinguisher simulator and was advised by Councillor Jubb that it is a public education tool.

Mayor Bath-Hadden enquired as to the Works depot expansion in Beaverton to which the Director of Public Works advised it is a long identified project noting that projects are being completed to satisfy building permit requirements.

Mayor Bath-Hadden enquired as to the Sunderland Medical Centre roof replacement to which the Treasurer advised that it was paid by the Lions Club noting that the HST is saved by processing payment through the municipality. She requested an update for Council member reference on the Sunderland Medical Centre.

Mayor Bath-Hadden enquired whether the Rewilding project in Beaverton was complete to which the Director of Public Works advised in the affirmative noting that funding is anticipated through the Green Municipal Fund.

Mayor Bath-Hadden enquired as to the steel storage building at the Beaverton arena to which the Director of Public Works advised that, due to storage restrictions in the arena, the exterior shed will store equipment such as the tractor, and loader etc.

Councillor Schummer noted the significant supplemental tax bills for Beaverton and Sunderland to which the Treasurer advised that the majority is for the Kaitlin subdivision in Sunderland. He enquired whether this represents half a year and was advised one and a half years in some cases.

Mayor Bath-Hadden enquired as to prepaids and was advised that they are professional memberships such as AMO.

Councillor Schummer enquired whether the increase in receivables is due to the supplemental bills and was advised not, as approximately half of the supplemental bills are as yet unpaid. The Treasurer advised that reminder notices were issued last week and residents are encouraged to speak with staff to arrange for payment. She noted that taxes in arrears for three years are subject to tax sale.

Councillor Pettingill enquired whether the delay in processing by MPAC affects tax payments to which the Treasurer advised a portion may be due to that.

Councillor Jubb enquired as to 'tax sale' to which the Treasurer explained the process, which includes arranging payment plans, and could lead to the sale of the property.

Councillor Schummer enquired whether payments are anticipated for accounts overdue by 30 to 60 days and was advised in the affirmative. He enquired as to the Main Streets portion of the special provincial grant and was advised \$47,000.

Councillor Schummer enquired as to a surplus to which the Treasurer advised there might be a small surplus. He enquired as to the Reserve Fund balance at year end which now sits at approximately \$21 million and was advised that transactions for \$5 million of committed funds have not yet been transferred. He enquired as to the decline in arena revenue and was advised that the amount does not include November invoices and will increase accordingly.

Mayor Bath-Hadden enquired as to the increase in investment income to which the Treasurer advised that the budget was based on 1% rate versus the 2% we are receiving.

Mayor Bath-Hadden enquired as to which projects are incomplete (transfer from reserves) to which the Treasurer advised the Works depot expansion project and road and bridge work. She enquired as to unspent funds (tourism) to which the Treasurer advised she is requesting a Council resolution to carry those amounts forward as operating expenses must be spent or released into surplus.

Mayor Bath-Hadden enquired as to the difference in the Clerk's department capital budget and was advised it was due to Camp Chimo (due diligence).

Councillor Schummer requested clarification to which the CAO and Municipal Clerk advised that, in order to be compensated for the loss of the 1/3 tax exemption, the previous Council agreed to have Council take home pay remain the same which resulted in a salary increase. Previous Council requested a report be provided at the end of 2018 for the benefit of the new Council.

Councillor Schummer advised that he is not in favour of this option and would have preferred option 2 whereby Council members remit expenses on their tax returns.

Resolution Number 2-1

MOVED by W.E. Ted Smith that communication numbers 1779, 1848, 1883, 1998, 2000, 2036, 2040, 2083, 2103, and 2106 be received for information.

MOTION CARRIED

Resolution Number 3-1

MOVED by Debbie Bath-Hadden that the Finance Committee break for a recess at 11:22 a.m. to reconvene later today.

MOTION CARRIED

Chair/Councillor Schummer reconvened the meeting at 5:56 p.m. with the same members of Council and staff in attendance.

1955 Ontario Municipal Fire Prevention Officers Association – 2019 OMFPOA Conference

Regional Councillor Smith enquired whether this has been supported previously to which the CAO and Municipal Clerk advised not to his knowledge noting that the event is to be held in Durham this year.

Councillor Campbell enquired as to the timing of a decision and was advised that this could be considered at the January 14, 2019 Finance Committee meeting.

Resolution Number 4-1

MOVED by W.E. Ted Smith that the Finance Committee receive communication number 1955 and defer a decision until the next meeting of the Finance Committee.

MOTION CARRIED

1904 Sunderland Town Hall Board of Management – Minutes, October 16, 2018

Resolution Number 5-1

MOVED by Lynn Campbell that the request by the Sunderland Town Hall Board, to sell wooden balcony seats for \$10.00 each, be approved.

Regional Councillor Smith commented that the seats from the Academy Theatre in Lindsay look great in the Sunderland Town Hall and advised that the Sunderland Historical Society would like three of the removed seats for the museum.

Mayor Bath-Hadden enquired as to a staff report to which the CAO and Municipal Clerk advised that there would be none as the request was for Council approval. She enquired whether other halls showed an interest in obtaining the chairs to which the Director of Public Works advised not at this point.

Councillor Schummer enquired as to a policy for the sale of chairs to which the CAO and Municipal Clerk advised not noting that the Cannington Town Hall renovation is not yet at the stage to consider seating options.

Councillors' Campbell and Jubb advised that they support the motion.

Resolution Number 5-1

MOVED by Lynn Campbell that the request by the Sunderland Town Hall Board, to sell wooden balcony seats for \$10.00 each, be approved.

MOTION CARRIED

1942 Becky Jamieson – Interoffice Memorandum, Electronic Devices – Council

Councillor Jubb expressed appreciation to staff for the report.

Councillor Schummer enquired as to the outstanding amount to which the Treasurer advised, if approved, unspent funds from other projects could be used.

Resolution Number 6-1

MOVED by Michael Jubb that the staff recommendation in communication number 1942 be approved to finance \$9,200.00 from Capital Reserves to fund the remaining amount for electronic devices.

MOTION CARRIED

1946 Big Brothers Big Sisters of North Durham Region – Request for Financial Support of In-School Mentoring Program, Think, Feel ACT!

Councillor Jubb enquired whether this was a normal request to which the CAO and Municipal Clerk advised in the affirmative noting that it requires a Council decision and will be referred to 2019 budget discussions.

Regional Councillor Smith commented that this request is suitable for golf tournament proceeds. Councillor Schummer advised that staff provide the golf tournament proceeds process to this group.

Resolution Number 7-1

MOVED by W.E. Ted Smith that the request contained in communication number 1946 be referred to the Brock Township Charity Golf Tournament Committee for their consideration at the appropriate time.

MOTION CARRIED

1976 Thomas Gettinby – Report: 2018-FI-23, Staffing Resources – Recreation and Leisure Co-ordinator

Councillor Jubb expressed his support for staff's recommendation and enquired whether the incumbent would be retained and was advised in the affirmative.

Councillor Campbell expressed her support of the motion noting that the many programs available are appreciated by the community.

Councillor Pettingill expressed support for the motion.

Councillor Schummer enquired as to the percentage of time that this position supports the Works department to which the CAO and Municipal Clerk advised approximately 25% (covering absences).

The CAO and Municipal Clerk advised that the Township is transitioning to an online booking program which requires daily management noting that, without the Recreation and Leisure Co-ordinator, resources are unavailable for this venture.

Councillor Schummer enquired whether this position could assist with the non-profit sector to which the CAO and Municipal Clerk advised that, without knowing the extent of assistance required, it would be difficult to comment and noted that the Works department currently provides assistance to various groups.

Mayor Bath-Hadden advised that the position should consider other areas of leisure as opposed to the non-profit sector.

Resolution Number 8-1

MOVED by Michael Jubb that the staff recommendation in communication number 1976 be approved that the Recreation and Leisure Co-ordinator be converted to a full-time position.

MOTION CARRIED

1988 Durham Region, Office of the Regional Chair – Bill 43, the Freeing Highways 412 and 418 Act (Toll highway Amendments), 2018

Resolution Number 9-1

MOVED by W.E. Ted Smith that communication number 1988 be received for information.

MOTION CARRIED

Resolution Number 10-1

MOVED by W.E. Ted Smith that the Finance Committee move in camera at 6:27 p.m. pursuant to section 239 of the Municipal Act, S.O. 2001, as amended, to discuss personal matters about an identifiable individual related to an outstanding account with the Township and appointments to committees as well as to discuss a proposed land acquisition with respect to Camp Chimo.

MOTION CARRIED

Resolution Number 11-1

MOVED by W.E. Ted Smith that the Finance Committee rise from in camera at 7:03 p.m.

MOTION CARRIED

2097 Thomas Gettinby – Interoffice Memorandum, Appointment to the Regional Land Division Committee

Resolution Number 12-1

MOVED by Debbie Bath-Hadden that the Finance Committee approve the application from Kitty Bavington for the Land Division. Re: communication number 2097.

MOTION CARRIED

1883 Durham Region Legislative Services – Appointments to Conservation Authorities and Land Division Committee

The CAO and Municipal Clerk advised that a response has been requested by December 12.

Mayor Bath-Hadden advised that the positions are regional appointments.

Resolution Number 13-1

MOVED by Cria Pettingill that Regional Councillor W.E. Ted Smith be appointed to Kawartha Region Conservation Authority and that Mayor Debbie Bath-Hadden be appointed to the Lake Simcoe Region Conservation Authority.

MOTION CARRIED

6. Reports of Sub-Committees - None

7. General Items and Enquiries

(1) Mayor Debbie Bath-Hadden

Resolution Number 14-1

MOVED by Debbie Bath-Hadden that the Finance Committee requests staff to include a line item for recruitment costs in our 2019 budget in the amount of \$35,000.00.

Mayor Bath-Hadden advised that the 2019 Brock budget should include a line item for the potential retirement of the CAO in the new year noting that the Conservation Authority allocated \$35,000 in a similar situation.

Councillor Campbell expressed support for the motion noting that a recruitment line item would be relevant for other future retirements.

Resolution Number 14-1

MOVED by Debbie Bath-Hadden that the Finance Committee requests staff to include a line item for recruitment costs in our 2019 budget in the amount of \$35,000.00.

MOTION CARRIED

The CAO and Municipal Clerk advised the Committee that a report would be forthcoming detailing the recruitment process.

(2) Public Questions and Clarifications

There were no public questions for clarification.

8. Adjournment

Resolution Number 15-1

MOVED by Debbie Bath-Hadden that we do now adjourn at 7:13 p.m.

MOTION CARRIED

CHAIR

SECRETARY