



**The Corporation of the Township of Tay
Special General Government & Finance Committee
Meeting Minutes**

**September 2, 2020
9:30 a.m.**

Present: Mayor Ted Walker
Deputy Mayor Gerard La Chapelle
Councillor Paul Raymond
Councillor Jeff Bumstead
Councillor Mary Warnock
Councillor Barry Norris

Staff Present: Lindsay Barron, Chief Administrative Officer/Deputy Clerk
Daryl O'Shea, General Manager, Corporate Services
Steve Farquharson, GM, Protective and Development Services
Joanne Sanders, Manager of Financial Services
Jacquelyn Genis, Financial Analyst
Brian Thomas, Fire Chief
Bryan Anderson, Manager of Parks, Rec. & Facility Service
Mike Emms, Superintendent of Water & Wastewater
Terry Tompkins, CBO/Manager of Building Services

Regrets: Councillor Sandy Talbot

1. Call to Order

Mayor Walker called the meeting to order at 9:30 a.m.

2. Approval of the Agenda

Mayor Walker inquired as to any additions, deletions or amendments to the agenda.

After discussion and consideration the following motion was moved by Councillor Norris and seconded by Councillor Warnock recommending the following to Council for consideration:

That the September 2, 2020 agenda be adopted with the following amendments:

- **Addition – None**

Carried.

3. Disclosure of Interest

None were presented at this time.

4. Staff Reports / Other Business

- 4.1 Report from the Manager of Financial Services/Treasurer
Report No. GGF-2020-59
Re: 2021 Budget Direction and Schedule

We received Report No. GGF-2020-59 from the Manager of Financial Services/Treasurer, under date of September 2, 2020 regarding 2021 Budget Direction and Schedule.

The Treasurer outlined the proposed budget meeting schedule and emphasised the importance of the long term plan as input to the current year's budget. The first year of the long term plan represents the capital budget for the year.

The Treasurer outlined areas staff are looking for direction on, as input to the preparation of the budget, as included in the report recommendation:

- (a) Policing: Policing reserve should be used to stabilize the tax rate.
- (b) Phase out reliance on contingency reserve to reduce the tax levy.
- (c) Increasing transfers to reserves for municipal fleet, equipment and buildings only where there is a significant shortfall.
- (d) Include a transfer for the future capital reserve until later in the budget process, when more about other impacts are known.
- (g) Add recommendation 'g' to maintain increases to reserves for capital projects such as roads, to accommodate increases in the construction price index relevant to municipal projects.
- (e) Recommend maintaining a cost of living increase (expected to be near 0%) to remain competitive in attracting and retaining qualified and experienced staff.
- (f) Staff are looking to see if Council has a target maximum tax rate levy increase in mind.

The Treasurer also noted that the report suggests known increased costs facing the municipality in 2021 would represent a 3.59% budget increase (which would not necessarily be the same in regards to a tax increase due to expected assessment growth). These costs include an Ontario Municipal Partnership Fund funding reduction due to an

expected reduction in the equalization portion of the grant due to growth in Tay that outpaces the Provincial average.

Mayor noted that the Treasurer gave a good overview.

The Deputy Mayor did not have any comments at this time.

Councillor Norris commented that outside staff are limited to 80 hours per year of banked hours. Other municipalities are permitting banking of up to 120 hours per year. Councillor Norris would like staff to look at and report on possibly changing to 120 hours and also look at the shift premium due to the nature of the work the outside staff are doing. In regards to a tax levy increase, he feels that a 2% increase would be a good target for staff to look at.

Councillor Warnock asked the Treasurer if the contingency reserve can be used to fund a community project. The Treasurer replied that the funds are not typically restricted; however we prefer to plan for projects and save in advance; whereas the contingency reserve is more intended to cover costs of unexpected overages or other emergency type situations like COVID. It would not be typical for Council to use the contingency reserve for a planned project.

Councillor Warnock's second question was about whether we have received detailed rules about the Safe Restart Agreement funding. The Treasurer confirmed that we have not received details as of yet; and do not know when we may receive details.

Councillor Warnock also asked about the reduction of the contingency fund usage to offset the tax levy, by 50%. The Treasurer clarified the need to reduce the reliance. Councillor Warnock noted that she is in favour of targeting 2% for the levy increase.

Deputy Mayor La Chapelle concurred that 2% is a good target for the levy increase.

Councillor Raymond asked that item g) be read out and added to the recommendation. Committee concurred.

Councillor Bumstead noted a pecuniary interest on item e) due to a family member working for the Township.

After discussion and consideration the following motion was moved by Councillor Norris, Seconded by Councillor Raymond; including adding

item (g) and removing item (e) into a second motion; and adding to the second motion item (h) That staff review and report back to Committee the policy of permitting outside staff to bank 80 hours per year with an eye on changing to 120 hours as well as whether a shift premium should be offered.

That Staff Report No. GGF-2020-59 regarding 2021 Budget Direction and Schedule be received; and

That Council gives direction to staff as follows:

a) The tax levy for policing services remain consistent with 2020 utilizing the policing reserve to provide the balance of funding if required;

b) The amount of Funding used from the Contingency Reserve to reduce the tax levy in 2020 be reduced by 50% in 2021 thus phasing out the reliance on this reserve;

c) Increases to transfers to reserves only be included in the draft budget for Municipal Fleet and Equipment and Buildings where there is a significant shortfall;

d) That the transfer to Future Capital Reserve remain in the draft budget and reviewed during final budget discussions;

f) The target for an overall increase to the Municipal Tax Rate Levy be less than 2%.

g) Funding from taxation for capital project remain at or below the 2020 level for 2021.

Carried.

After discussion and consideration the following motion was moved by Councillor Warnock and seconded by Councillor Norris recommending the following to Council for consideration:

That Staff Report No. GGF-2020-59 regarding 2021 Budget Direction and Schedule be received; and

That Council gives direction to staff as follows:

e) The draft budget include a projection for Salaries and Wage benefits based on an increase equivalent to the increase in the Ontario Consumer Price Index from August 2019 to August 2020;

h) That staff review and report back to Committee the policy of permitting outside staff to bank 80 hours per year with an eye on changing to 120 hours as well as whether a shift premium should be offered.

Councillor Bumstead declared a pecuniary interest on this recommendation and refrained from participating in the discussion and vote.

Carried.

4.2 Report from the Chief Administrative Officer
Report No. GGF-2020-58
Re: Strategic Plan Update

The CAO noted that the report is intended to give Committee an update about where staff are on the priorities identified during the February 2020 workshop; and what the next steps are intended to be so that staff can include any necessary budget implications in the preparation of the 2021 budget.

The CAO noted that given COVID she feels that staff have made great progress on the priorities and does not recommend adding new priorities or tasks at this time.

The Mayor agreed that Committee should refrain from loading any additional strategic plan tasks on staff at this time.

Councillor Norris asked that we bring this back in 3 months with a further update.

The CAO noted that 3 months does not give us time to do the budget process and asked that Committee respectfully consider a 5 month timeline. Committee concurred.

Councillor Bumstead noted that February meeting talked about getting a nice looking version of the start plan priorities on the website. Doesn't seem to have happened until the publication of this agenda. Staff advised that they will get updated information added to the website.

Councillor Bumstead does not feel that the Wyecliffe Cove road issues have been adequately addressed by the reports that have come to Council so far and notes that nothing has physically been done yet.

The Mayor noted he had raised a concern about the number of speeding incidents in areas like Hoyt and Wyecliffe and notes that residents are getting impatient with complaining over and over again. If staff can accelerate with respect to this report (regarding speeding, speed limits, etc.) Council would appreciate it.

Councillor Warnock similarly questioned wondering where we are with speeding issues and cooperating with the OPP to get stats for streets of

concern and is concerned about what is going to happen in the fall on Jephson around the school. The Councillor also raised concerns about signage around the Township and noted that a report about this summer's boat launch season is coming forward soon as she wants to be able to look at it and make sure that we're rolling something out in the spring. The Councillor does not want to go another year as status quo at the boat launch.

Councillor Warnock also noted that with COVID we're pretty restricted in regards to recreation programming, but that we were looking at programming for teens for recreation as noted in the strategic plan. Recruiting volunteers may help move this along in Victoria Harbour. The Councillor noted that progress has been made in Port McNicoll. The Councillor also inquired about next steps for Waubaushene since we did not receive grant funding for the community hub and also questioned about whether we could fund the Benny's Club/Transit with the COVID funding. The Councillor expressed concern that the community is wondering why we are not moving forward with the strategic plan, while acknowledging the challenges we've faced from COVID.

Mayor Walker noted that COVID has had a large impact on progress and noted his concern about what may happen in the fall in regards to the pandemic. The Mayor also asked if the CAO knew about the status of the speed signage for Wyecliffe.

The CAO advised that she did not know current status but will add to the work plan for the engineering consultant to be hired for the operational services department vacancies – Hoyt, Robins Point, Osborne, Jephson and other areas staff may be aware of. Will add to short term tasks to be added the report table. Definitely want to have progress or something on the table for consideration before our next strategic plan update.

Councillor Raymond wanted to address issues that residents are getting anxious on: speeding on First Avenue in bus pick up zone(s); a lot of residents want formal public input on speeding and signage. Signage was a catch-up to make sure we are meeting provincial standards. Rather than responding to individual complaints, the Councillor suggested that we could have an email address for residents to report issues to feed into a priority system to look at issues. Back in March/April we were supposed to receive a road maintenance standard report so that we could look at our maintenance standards for the winter; does not want to have to go another winter with having to address resident concerns about winter maintenance.

Mayor Walker noted that the OPP has put the "BlackCat" speed monitoring device out in a few locations throughout the municipality. We could follow up with Inspector Evans. The Mayor also noted that our new Communications person could put out messaging about being cautious about speeding as it is mainly local residents that speed.

Councillor Bumstead spoke to Inspector Evans last week and reports that so far William St, Park St, First Ave, and Pine St may have been done. But he's only getting percentages of number of cars falling in speed brackets, but not total numbers. Unfortunately the data is not showing the total number of cars at present and has asked for the OPP's data analysts to report on both numbers and time of day. The Councillor also noted that residents reporting speeding to the OPP should note the time of day and description of the vehicle. The Councillor also noted that different people perceive speed differently – it's hard to tell how fast a vehicle is actually going – we need to communicate this to our residents.

Councillor Norris updated committee that the Manager of Roads and Fleet Services has started working on a roads study and a report on a radar sign – not too sure if he will be doing that now that he is going on leave. Tiny has similar issues – people don't seem to know that all settlement areas are 50km/h. We could put signs up saying radar enforced community. Noted that OPP has said if you wanted a dedicated radar car for a year it would be \$300,000. We could share that 50/50 with Tiny. Could be offset by fine revenues which Councillor Norris believes we receive 23% of. We could ask Inspector Evans for an update on the cost of a radar car.

The Mayor noted that a Midland Councillor noted that Midland has a radar trailer that was not being used and that we could borrow.

The Deputy Mayor noted that Councillor Raymond talked about winter minimum maintenance – with everything going on right now, there are about 3 or 4 things needing to be addressed in operational services, that under the chair and vice chair of the operational services committee they could address things. Regarding the BlackCat, we have lots of streets we could use these things on. We had talked about buying some of these for Tay so that we can collect data. The Deputy Mayor asked that these items go back to the department to get the information to bring back to Council so that the issues can be resolved.

The CAO noted that a work plan for operational services for the next

few months will be brought forward soon.

The Mayor noted that Council concurred with the CAO's plans.

Councillor Bumstead noted that Midland is currently using their radar trailer and also noted that radar sign trailers should not be used in data collection as it skews the results – collection should be discrete.

Councillor Norris noted that the Manager of Roads and Fleet Services was looking at a radar sign that would collect data but was not sure what the status of that is.

Mayor Walker welcomed Jacquelyn Genis to the meeting for those on Council that have not yet met her.

It was then moved by Councillor Raymond and Seconded by Councillor Warnock that the following be recommended to Council:

**That Report GGF-2020-58 Strategic Plan Update be received;
And that the immediate, short-term and long-term actions
identified for each of the identified priorities be included, as
appropriate, in the 2021 budget process.**

Carried.

5. Adjournment

Treasurer asked for confirmation that the proposed budget meeting dates were acceptable to Council. The Mayor noted that there were no concerns with the meeting schedule proposed.

It was moved by Councillor Norris and Seconded by Councillor Bumstead **that this Special General Government and Finance Committee meeting adjourn at 10:29 a.m.**

Carried.

Minutes Recorder: Daryl C. W. O'Shea
General Manager, Corporate Services