



Minutes of the Town of Erin Special Council Meeting

March 11, 2015

10:00 a.m.

Municipal Council Chamber

PRESENT:	Allan Alls John Brennan Rob Smith Jeff Duncan	Mayor Councillor Councillor Councillor
ABSENT:	Matt Sammut	Councillor
STAFF PRESENT:	Kathryn Ironmonger Dina Lundy Sharon Marshall Larry Wheeler Larry Van Wyck Graham Smith Bob Cheetham	CAO/Town Manager Clerk Director of Finance Financial Analyst Road Superintendent Facility Manager Economic Development Coordinator

1. Call to Order

Mayor Alls called the meeting to order.

2. Declaration of Pecuniary Interest

None.

3. Topics for Discussion

3.1. 2015 Budget

The Director of Finance welcomed everyone to the first draft 2015 Budget meeting. Budget preparations began in November, 2014, and in January, department heads began working on their operating budgets. Department

heads presented their budgets to a small committee comprised of the Director of Finance, the CAO, the Mayor and one other Councillor. Any changes that Council makes at this meeting will be further reviewed at the next budget meeting, March 24, 2015 at 10:00am.

The Director of Finance gave a PowerPoint presentation with several charts and graphs showing the trends in both operating and capital spending.

Council direction: to bring back information on debt history and debt load.

The Director of Finance explained that each department would present their operating and capital budgets, followed by an optional capital projects list at the end.

General Government

Council:

- Overall increase mostly due to new remuneration by-law

Administration:

- Filing system for records management to organize lower level storage of files
- Insurance premiums increase 2%
- Putting \$15,000 in reserves each year for elections
- Paired down telephone system reserve to \$10,000 for this year
- Capital projects include:
 - completing operational review
 - organizational review
 - fibre optics
 - repair entrance sign by flag poles
 - plans for office redesign - to address accessibility and customer service
 - roof shingles
 - solar panel project

Protection to Persons/Property

Building:

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- Adding one administrative staff position - 2/3 to Building 1/3 to Planning - currently one year contract to be reviewed at the end of the contract

By-law:

- includes crossing guards as well as By-law officer

Fire:

- Moving to central dispatching - cost for equipment and service going forward
- Capital items include:
 - Generator for Station 50 (carry over from 2014)
 - Rescue ATV (funded 100% by donations)
 - Breathing Apparatus (carry over from 2014) - hoping to harness purchasing power from other municipalities
 - Pumper Truck - chassis only (delivery of completed truck in 2016)
 - Portable pumps
 - Capital projects largely funded by new debt

Emergency Plan:

- Includes annual emergency exercises as arranged by the County representative

Conservation:

- Levies from the Credit Valley and Grand River Conservation Authorities
- Source water protection - including grant

Animal Control:

- Contract with provider expired Dec 31, 2014, but has been extended. Looking at providing alternative service model possibly for 2016

Public Works

Roads:

- Salaries/wages partially driven by weather
- Sales revenue from vehicles/scrap metal
- Capital projects include:
 - reconstruct 17th sideroad (Trafalgar west to at least 4th line) - preparation work done in 2014 - clearing trees and improving culverts

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- Station Road rehabilitation - must be complete by Dec 2015 as per Provincial Order
- Roads shop - roof, ventilation, electrical
- Cedar Valley culvert
- Pulverize and resurface 2nd line north of 17 sideroad to north of CTY Rd 22 - to box culvert
- 4th line bridge - file EA and complete design
- replace 2008 pick-up truck
- Reconstruction of George Street
- Reconstruction - Daniel Street at English - relocation of storm sewer as property is developed

Direction from Council - to increase debt for Roads capital to fund George Street project

Streetlights:

- Area charge - special levy for areas
- Discussions with Rogers for joint use trench to allow better access to infrastructure

Water:

- Increased testing and sampling due to special sampling every 3 years
- Capital projects include:
 - Replacement of 2004 pickup truck (moved forward from 2014)
 - Data loggers for 4 well houses
 - Water Rate Study
 - Wi-Fi meter replacement - 20 in Erin and 10 in Hillsburgh
 - Green Energy Plan - hydro usage

Environmental Services:

- Includes collection of garbage, terms of reference (EA for water/wastewater)

Recreation

Hillsburgh Community Centre:

- 2000-2500 people use facility per week (winter months)
- Drop in wages - changes in staffing
- Cross training staff to work at different facilities and parks
- No snack bar - monitoring machines

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- Capital projects include:
 - Replacement of boards (carried over from 2014)

Erin Community Centre:

- Ice is utilized between 75 and 80 hours per week, about 3000 people per week (winter months)
- Programming until the end of June
- Proposing to close snack bar - concession numbers reflect that it should not be open in September
- Leveraging County rates to order all paper supplies
- Proposing to change hours of skate park from dawn to dusk - could save \$4,500
- Garbage removal costs increased - adding recycling bins - received 10 metal recycling bins from Nestle's
- Two major repairs to the Zamboni
- New rate By-law and report to be coming forth to Council
- Capital projects include:
 - Centre 2000 sewage agreement

Direction from Council - for next year - as the debt repayment for Centre 2000 will be complete - use some of that amount to fund a Centre 2000 infrastructure reserve.

McMillan/Lions Park:

- No fee for use
- Increased use of McMillan Park (weddings/b-day parties etc)

Parks/Fields

- 1500-2000 people per week (baseball/soccer/lacrosse)
- For 2016 - looking into reduced services - other municipalities having users line and paint fields - \$5000 per year just to purchase paint
- Capital projects include:
 - Barbour Fields facility roof

Victoria Park

- Playground at the end of its life - climber needs to be removed - meeting with Lions Club to discuss support
- Met with Heads and discussed changing fee structure from flat fee to hourly rate

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- Discussing use of building with baseball organization to rent for storage
- Capital projects include:
 - Playground equipment

Cemeteries

- Includes abandoned cemeteries as well as all general grass cutting
- Once cemeteries are abandoned they fall under the Town as per the Municipal Act
- Cemeteries Act requires that there is a perpetual maintenance fund

Rental Facilities

- Includes 1 Shamrock Road
- New lease is generating revenue
- Expenditures include life insurance premiums for former Erin Village Hydro employees

Direction from Council - to put revenues in reserves for future needs (\$13,230 or less)

Planning and Development

Planning:

- County will charge us for the applications they process for Zoning Amendments
- 1/3 of the cost of the 1 year contract administration

Economic Development:

- New budget for this year
- Erin has a high percentage of residential assessment - focus on increasing commercial/industrial to decrease percentage of residential assessment
- Budget reflects initiatives to move forward
- Supplies/Materials/Equipment includes cost for Economic Development Coordinator as well as EDCOE conference for exposure and networking, promotion etc

Community Development:

- Grants to organizations - Ad hoc committee recommendations
- Received 41 applications

- Recommendation - reduced from \$77,000 to \$42,000 (funding \$10,000 from CIL of Parkland for the Orton request)
- Committee will meet again to draw up parameters on what will be accepted for grant requests going forward
- LGHG and BIA grants

Resolution # 15-086 (verbal)

Moved By Councillor Brennan

Seconded By Mayor Alls

Be it resolved that Council directs staff to build the grant allocation numbers into the budget based on the Ad Hoc Committee recommendations for the next budget meeting.

Carried

Direction - for Ballinacorney Community Centre Capital projects:

- Reduce budget for floors to \$8,000 (only \$3,000 funded from taxes)
- Divide cost of furnaces in 3, and put 1/3 into reserves this year
- Divide cost of air conditioning in 3, and put 1/3 into reserves this year

Tennis Courts - Councillor meeting with the president of club. Resurfacing not entirely necessary. Working on possible funding options. Will discuss at next budget meeting.

Optional Capital Projects

Direction from Council:

1. Environmental - EA - Water - put 50% into budget this year, 50% into 2016
2. Environmental - EA - Wastewater - put 50% into budget this year, 50% into 2016
3. Fire Department - Tanker - leave in for 2016
4. Roads - Main Street north sidewalks and drainage - put 1/3 into reserves for 2015
5. Recreation - Playground equipment for Victoria Park - put full amount into 2015
6. Recreation - Desuperheater - put in for 2015 – savings anticipated to equate to 2.7 year payback
7. Roads - Hot mix sand shed & salt brine storage - leave in for 2017

8. General Government - Electronic Roadside Notice Board - Put \$10,000 in budget for portable roadside signs instead

Direction - for Roads Superintendent to bring back sidewalk report to Council, and CAO to look into cost of portable roadside signs.

4. Adjournment

Resolution # 15-087 (verbal)

Moved By Councillor Duncan

Seconded By Councillor Smith

Be it resolved that the meeting be adjourned at 3:03 pm.

Carried

Mayor

Clerk