



Minutes of the Town of Erin Special Council Meeting

January 13, 2016

10:00 a.m.

Municipal Council Chamber

PRESENT:

Allan Alls	Mayor
John Brennan	Councillor
Matt Sammut	Councillor
Rob Smith	Councillor
Jeff Duncan	Councillor

STAFF PRESENT:

Kathryn Ironmonger	CAO/Town Manager
Dina Lundy	Clerk
Sharon Marshall	Director of Finance
Larry Wheeler	Financial Analyst
Graham Smith	Facility Manager
Joe Babin	Interim Water Superintendent
Robyn Mulder	Economic Development Officer
Carol House	Chief Building Official

1. Call to Order

Mayor Alls called the meeting to order.

2. Declaration of Pecuniary Interest

None.

3. Topics for Discussion

3.1 2016 Proposed Budget Draft #1

The Director of Finance began by identifying the process undertaken in preparing the 2016 proposed operating budget, including the methodology and direction given to departments in preparing their budgets and the bottom line results of the process. Challenges and opportunities faced by departments during the process were also highlighted.

Each Departmental budget was presented to Council, with Department Heads also drawing Council's attention to items that are being implemented as a result of the Operational Review, and some optional items they would like considered for inclusion into the budget.

Items discussed included:

- the implementation of user fees for administrative services
- the addition of a Systems Administrator and elimination of IT service contract
- temporary position for preparation of electronic records management system
- payroll software upgrade
- shared by-law services

- Director of Infrastructure and Operations
- gravel for roads to increase due to depletion of stock of donated gravel from Hydro
- speed limit signs
- streetlights - possibility of going to LED bulbs as replacements, pole painting/replacing
- dam monitoring and remedial work
- water rates have decreased, slight increase to user fees
- increase of garbage pick-up on Main Street
- on-line booking system for facilities and parks
- grass cutting contract
- organization/compensation review impacts
- training for staff

Council directed the Facilities Manager to remove locks from the Skate Park and monitor issues to save calling in staff to lock/unlock the park.

Council directed the Economic Development Officer to look at the possibility of reducing projects and set up a \$20,000 reserve for CIP.

Council requested a one page report showing the Operational Review and Optional items. The Director of Finance will circulate at the next budget meeting.

Council directed the Director of Finance to circulate the detailed budget to Council members.


The updated budget will be brought back to Council on January 20, 2016 at 1pm.

4. **Adjournment**

The meeting was adjourned at 2:45 pm.



Mayor Allan Alls



Clerk Dina Lundy