

OPERATING BUDGET MEETING # 1
Thursday, February 3, 2011 at 6:00 P.M.

PRESENT: Mayor Lowry, Deputy Mayor Bresee, Councillors Ashley, Daniliunas, Hegadorn, Ibey and Porter

OB2011.01 Moved by Councillor Hegadorn and seconded by Councillor Ashley that the agenda be adopted as amended with the addition of the following:

- Director of Finance's presentation – 2011 General Rate Operating Budget – Draft dated February 3, 2011;
- 2011 Operating Budget – Council Departmental Detail (110); and
- Recreation Director's report dated January 31, 2011, re: TESHAs request to waive upper hall fees.

Motion carried.

OB2011.02 There were no Conflicts of Interest declared.

OB2011.03 **Section 15 – Community Grants**

Mayor Lowry asked the Recreation Director about the status of the Bath Canada Day event, due to the recent resignation of Joy Silver as Chair. Mrs. Lawson advised that Gayle Heywood and Joe Hudacin have offered to co-chair the Bath Canada Day Committee.

Mayor Lowry asked Council if they agreed to increase the Seniors Tax Credit from \$100 to \$150. Councillors Porter and Hegadorn agreed with the concept of increasing the amount, but asked where the extra would come from, i.e. are there other grants that can be reduced? Deputy Mayor Bresee asked if it is possible to offer assistance to renters within the Township or would it be too difficult to manage. Ms. Moffatt noted that renters receive a provincial credit on their income tax towards their rent. Councillor Hegadorn asked if the seniors must be a resident in the Township or can they simply own property in the Township. Ms. Moffatt will investigate and advise.

Moved by Deputy Mayor Bresee and seconded by Councillor Hegadorn that the Director of Finance and Recreation Director's report dated January 24, 2011, re: 15. 2011 Community Grants, be received and that the budget be amended to include \$15,000 for the annual tax credit for residents, increasing the individual credit from \$100 to \$150. Motion carried.

Moved by Councillor Ibey and seconded by Deputy Mayor Bresee that the Recreation Director's report dated January 31, 2011, re: TESHAs request to waive upper hall fees be received and that the request be denied. Motion carried.

Moved by Councillor Ibey and seconded by Councillor Ashley that the Community Grants budget be received as amended. Motion carried.

OB2011.04 2011 General Rate Budget Report

The Director of Finance, Alida Moffatt, used Power Point slides to present her report. She noted that with the 4% increase target, the tax rate would be slightly less than 2010, but should not be used as a comparison because of the assessment phase-in impact. She drew Council's attention to the "notional" tax rate to use as a comparison with 2010.

Councillor Daniliunas asked if it is possible to use a different basis for comparison to be able to determine Council's ability to hold the line on taxes. Councillor Daniliunas asked staff to provide a breakdown of the 26% in the "Other" category on the Contracted Services area of the budget document.

Councillor Ibey asked about the \$164,638 committed funds from the Ernestown Ward being used to offset a General Rate increase for all Loyalist, while Bath Hydro sale proceeds were used specifically for Bath projects. Ms. Pearce said that it is difficult to identify projects that would specifically benefit Ernestown Ward only, but agreed that Council should determine where the dollars are spent. The CAO and Director of Finance will provide background information and a status report on the balance in the Ernestown Reserve Fund and the Bath Reserve Fund.

Moved by Councillor Hegadorn and seconded by Deputy Mayor Bresee that the Director of Finance's report dated January 26, 2011, re: 2011 General Rate Budget be received. Motion carried.

OB2011.05 Performance Plans

Defer to Feb. 10th Operating Budget meeting.

OB2011.06 Engineering Staffing

Consideration of a recommendation to hire an additional Engineering Technician was deferred by Council in December. The Director of Engineering Services advised Council that the position is needed to maintain reasonable response times for development applications.

Councillor Daniliunas would like to see a cost benefit analysis to have a better understanding of the reasons for the request for additional staff. Mr. Thompson noted the large amount of overtime currently being worked by the existing staff and also advised that some of the staff time (50%) is recoverable from developers. Councillor Daniliunas suggested that an ongoing spreadsheet would help keep track of project costs, staff costs, etc.

Mayor Lowry advised that he met with John Armitage of Leighton Lands this week and it is expected that there will be a great deal of development in the next few years, which will increase workload. This expected development will also, in turn, necessitate the need for additional water and sewer capacity.

Moved by Councillor Ibey and seconded by Councillor Ashley that the Director of Engineering report dated November 3, 2010, re: Engineering Department – Staffing Concerns/Regulatory Changes, deferred from the December 6, 2010 Inaugural Council meeting, be received and that the following be adopted:

1. That Council authorize the immediate hiring of a new Engineering Technician on a permanent full time basis; and
2. That Council direct staff to develop a job description for the Engineering Technician position.
3. That the correspondence from the Kingston Home Builders' Association dated November 23, 2010, be received.

Motion carried.

OB2011.07 **2011 Budget – Salaries, Wages and Benefits (General Rate)**

Deputy Mayor Bresee noted that overtime is budgeted in all departments and asked if there is a strategy to reduce overtime. He also questioned what would happen if Council put a limit on overtime. The C.A.O. and Director of Finance advised that overtime is needed for a variety of reasons. The Director of Finance offered to provide a report on 2010 overtime when the year-end numbers are finalized.

Moved by Councillor Hegadorn and seconded by Councillor Ashley that the Financial Analyst's report dated January 26, 2011 re: 2011 Budget – Salaries, Wages and Benefits (General Rate) be received for consideration. Motion carried.

OB2011.08 **Section 1 – Council/Election**

Deputy Mayor Bresee asked if Council plans on renewing the Federation of Canadian Municipalities (FCM) Membership, and indicated that he would like to attend the upcoming FCM Conference in Halifax. He felt that there is no point in being a member if Township representatives do not attend any of the conferences. There was some discussion regarding the pros and cons of membership.

Moved by Councillor Ashley and seconded by Councillor Daniliunas that the membership in FCM not be renewed at this time. Motion lost.

Moved by Deputy Mayor Bresee and seconded by Councillor Porter that the budget be adjusted to allow one member of Council to attend the annual FCM Conference in Halifax. Motion lost.

Brenda Hamilton, Director of Administrative Services/Clerk provided an update to Council on the October 2010 election. She mentioned that internet voting would cost a minimum of \$33,000, based on costs from South Frontenac. She also indicated dissatisfaction with the vote tabulator service provided in 2010.

Moved by Councillor Ashley and seconded by Deputy Mayor Bresee that the Council/Election budgets be received for information. Motion carried.

OB2011.9 **Section 2 – Corporate Services**

Moved by Councillor Ashley and seconded by Councillor Hegadorn that that the Director of Finance’s report dated January 26, 2011, re: 2011 Corporate Services Department Budget Report (120-125) be received and that the municipal calendar be produced again for the calendar year 2012. Motion carried.

Moved by Deputy Reeve Bresee and seconded by Councillor Ibey that a request for a meeting be sent to the Minister of Transportation either here or in Toronto regarding the Ferry Agreement. Motion carried.

Moved by Deputy Mayor Bresee and seconded by Councillor Ashley that the Director of Finance’s report dated January 25, 2011, re: 2011 Administration Allocation be received and that the Administration Allocation of \$1,438,500 for the 2011 operating budget as reflected in Appendix A be approved. Motion carried.

OB2011.10 **Section 5 – By-Law Enforcement**

Councillor Ibey would like to see the discounted rate for dog tags in the first three months of the year to be eliminated. Ms. Hamilton indicated that she will bring back the Dog Control Bylaw for Council’s review, including rate comparison information.

Moved by Deputy Mayor Bresee and seconded by Councillor Ashley that the By-Law Enforcement budget be received for consideration. Motion carried.

OB2011.11 **Section 6 – Crossing Guards**

Moved by Councillor Hegadorn and seconded by Councillor Ibey that the Crossing Guards budget be received for consideration. Motion carried.

OB2011.12 **Section 9 Culture and Recreation**

Councillor Daniliunas asked for a breakdown of the increased contracted services for the Culture and Recreation Department.

Moved by Deputy Mayor Bresee and seconded by Councillor Ashley that the Recreation Director’s report dated January 24, 2011, re: Recreation Department Operating Budget 2011 be received for consideration. Motion carried.

Moved by Councillor Ibey and seconded by Councillor Ashley that the Recreation Director’s report dated January 27, 2011, re: Bath Museum Reserve Fund, be received and that the following be adopted:

1. That the Bath Museum Operating Budget be increased by \$9,100 to reflect the proposed initiative of digitizing the museum inventory;
2. That the additional costs be funded in part by a transfer of the balance of the Museum Reserve Fund (approximately \$6,200) to the Recreation Department Operating Budget – Bath Museum.

3. That the Bath Museum Committee provide a commitment to fund the balance of the project cost by a donation of approximately \$2,900.

Motion carried.

OB2011.13 **Section 31 – Computer Committee**

Moved by Councillor Hegadorn and seconded by Deputy Mayor Bresee that the Director of Finance's report dated January 25, 2011, re: 2011 Computer Committee Budget Report be received for consideration. Motion carried.

Moved by Deputy Mayor Bresee and seconded by Councillor Ashley that the Engineering Technician's report dated January 25, 2011, re: IT Requirements – New Engineering Staff Positions, be received and that the following be adopted:

1. That \$5,800 be included in the 2011 budget under 1-6-339-3112 to cover IT costs for the new Construction Supervisor position.
2. That should Council approve of the new Engineering Technician position that \$6,950 be included in the 2011 budget under 1-6-339-3112 to cover IT costs for the new Engineering Technician position.

Motion carried.

Moved by Councillor Ashley and seconded by Deputy Mayor Bresee that the Engineering Technician's report dated January 25, 2011, re: Cartegraph – Phase Two, be received and that \$10,000 be included in the 2011 budget under 1-6-339-4111 for the implementation of phase two of the Cartegraph project. Motion carried.

Moved by Councillor Ibey and seconded by Councillor Ashley that the Engineering Technician's report dated January 25, 2011, re: Cartegraph – IssueTraq, be received and that due to 2011 budget constraints and the workloads associated with phases one and two of the Cartegraph Project it is recommended that this initiative be delayed to 2012 for consideration. Motion carried.

Moved by Deputy Mayor Bresee and seconded by Councillor Hegadorn that the Rules of Procedure be suspended to allow the meeting to continue past 10:00 p.m. Motion carried.

Moved by Councillor Ashley and seconded by Deputy Mayor Bresee that the GIS Coordinator/Planning Technician's report dated January 7, 2011, re: Building Department – Mobile Equipment be received in considering the 2011 Computer Budget. Motion carried.

Moved by Councillor Ibey and seconded by Councillor Hegadorn that the GIS Coordinator/Planning Technician's report dated January 24, 2011, re: Enterprise Geographic Information System (GIS) Software License Agreement be received in considering the 2011 Computer Budget. Motion carried.

Moved by Councillor Hegadorn and seconded by Councillor Ibey that the GIS Coordinator/Planning Technician's report dated January 7, 2011, re: Geocortex Essentials Software be received in considering the 2011 Computer Budget. Motion carried.

OB2011.14 Moved by Councillor Ibey and seconded by Councillor Porter that the meeting adjourn at approximately 10:15 p.m. Motion carried.

MAYOR

CLERK