



Minutes of Special Council Meeting
April 17, 2013
Council Chambers, Town Hall, Arnprior, ON

Present:

Mayor David Reid
Reeve Walter Stack
Councillor Mark Willmer
Councillor Ted Strike
Councillor Lynn Grinstead
Councillor Dan Lynch
Councillor Lyle Anderson

Also Present:

Michael Wildman, CAO
Maureen Spratt, Town Clerk
Jennifer Morawiec, Director Corporate Services/
Treasurer
Renee Couture, Deputy Treasurer
John Okum, Fire Chief
Jay Koch, Pool/Program Supervisor
Terry Dykens, Parks Supervisor
Janet Carlile, Museum Curator
Kaila Bowen, Secretariat Services Assistant

Absent:

1. CALL TO ORDER

Mayor David Reid called the Council Meeting to order at 5:00 p.m. and welcomed those present.

2. ROLL CALL

The Town Clerk called the roll, with all Members of Council being present.

3. ADOPTION OF AGENDA (Additions/Deletions)

Resolution No. 163-13

Moved by Walter Stack

Seconded by Ted Strike

BE IT RESOLVED THAT the Agenda for the Special Meeting of Council dated Wednesday, April 17, 2013, be adopted.

Resolution CARRIED

4. DISCLOSURES OF PECUNIARY INTEREST

Councillor Lynch declared the following pecuniary interest:

"I, Daniel Lynch, have a pecuniary interest in regards to Tab #9 line 1-5-7600-6945 "Grant Municipal Airport", in the 2013 Budget, as I am a paid employee of the Arnprior Airport Commission."

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5. AWARDS/DELEGATIONS/PRESENTATIONS

a) 2013 Budget Deliberations

Follow Up from Prior Night

The CAO provided a summary report of the April 16th, 2013 Budget Deliberations, outlining point of clarification:

- Vehicles and Equipment – revenue and expenses for vehicles and equipment charges are not specifically allotted to a separate reserve for equipment replacement and the net surplus/deficit is currently considered part of the general surplus/deficit.
- Cemetery – the current 2013 draft budget is projecting a deficit for the cemeteries. There are investments in place for the cemeteries to help cover perpetual costs; however it would be worth completing a best practice review on the cemetery rates.
- Winter Control – while there is not a separate specified amount in the Winter Control budget for extra clearing of sidewalks and hydrants, the budget has increased. Staff agrees with the concern brought up at last night's meeting and feel that this item could be considered as part of the review of the minimum maintenance standards by the Director of Public Works and the Public Works Supervisor.
- Landfill – The Landfill Trigger Mechanism study is tests to determine if the leachate has spread any further. This study was recommended to satisfy Ministry requirements.
- Railway Crossing – the 2012 charges relate to Pipe Crossing from Canadian Pacific Railway for utility pipes running under the railway property and will be an expense in 2013 as well.
- Electronic Waste Management Program:
 - The revenues received from residents who drop off items (including electronics) at the landfill are booked into revenue, under "Landfill Site Charges."
 - The expected revenues from the steward for the new electronic waste program to be implemented this year are included into revenue, and are estimated at \$3000.00.
 - Expenses the Town incurs under the current electronic waste program are recorded and are estimated at \$6000.00 for 2013.

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- Therefore, all revenues and expenses have been recorded under appropriate revenue and expense accounts for the electronic waste management program.

The CAO and Director of Corporate Services/Treasurer provided information to Council regarding the 2010 Ontario Municipal Partnership Funding (OMPF) Reconciliation. They indicated that the Town will receive \$55,900.00 based on this final 2010 reconciliation; however the Ministry of Finance states that 2010 is the last year that reconciliation payments will be issued.

Mayor Reid indicated that through his research also, that OMPF is scheduled to decrease further by 13% over the next three years.

Fire

- The CAO gave an overview of the Fire Department Cost Center of the 2013 Budget. There was no direction, motions passed, or changes made to this Cost Center.

On question of Council the following was clarified:

- The Town is budgeting for less revenue this year, as there was a large donation received in the previous year, and the Town does not plan for donations, but do welcome their receipt.
- There will be a line for heavy extrication services in the budget next year if the Town is engaged in these services.
- The training budget increased due to the Fire Department currently being in full recruitment mode for officers, which will require further training to be completed.

Police

- The CAO gave an overview of the Police Services Cost Center of the 2013 Budget. There was no direction, motions passed, or changes made to this Cost Center.

On question of Council the following was clarified:

- Staff will look into whether or not the variance in amount is due to the Town receiving a grant for the Ride Programs.

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- Telephone and Office Supplies for the Police Services department are no longer being budgeted for by the Town.

Mayor Reid outlined to staff and the public that from his research the Ontario Provincial Police (OPP) contract states they will be getting an 8.5% increase, which makes for a 7.5% increase in 2014. They are the highest paid police force in Ontario. There is nothing the Town can do about this, as it is legislation based. A \$147,000.00 increase in the Town of Arnprior alone will be occurring.

Museum

- The CAO gave an overview of the Museum Cost Center of the 2013 Budget. There was no direction, motions passed, or changes made to this Cost Center.

On question of Council the following was clarified:

- The budget will now become a tool to use for future years, without having to rely heavily on trending in coming years. The Finance Office has a flagging system that all line items exceeding 80% in expenditures used in that budget line will be flagged. CAO approval will be required to exceed the 80% limit for all discretionary expenses.

Mayor Reid suggested when it comes to Capital Reserve contributions the focus needs to be shifted toward the Town Hall. The Town needs to start putting more money aside for future renovations or potential relocation.

Recreation

- The CAO gave an overview of the Recreation Services Department Cost Center of the 2013 Budget. There was no direction, motions passed, or changes made to this Cost Center.

On question of Council the following was clarified:

- The Parks Rehabilitation budget line is in place to deal with the attenuation in the Skate Park noise and park rehabilitation.
- The Boat Launch revenue budget has gone back down, as staff indicated the reason it was likely high was because of the very dry summer last year. Staff do not feel it would be that high again this year, and thus it has been lowered. It is better to expect less than to overestimate.

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- Operating Supplies has been historically under budgeted in the past and this is why it has gone up. The 80% flagging system will apply here like everywhere else in the budget.
- Staff is going to try and keep a steady balance in this cost center to offset write-offs of debts. There is an Accounts Receivable (AR) write-off line in this cost center.
- Staff indicated that the percentages of staff salaries of the Parks and Recreation Department staff can be provided for Joint Recreation discussions.
- Pay equity legislation impacted the salary and wages of the Parks and Recreation Department. Historically students were also being under budgeted for in this Department.
- A best practice review will be completed on the Boat Slips at the Marina, looking at their usage and the revenue they produce.
- Staff will follow up on the fee for Fisheries and Oceans Canada, as well as if they have to approve the Town's set fees and rates.

Mayor Reid reminded Council and staff that the McNab/Braeside Recreation Agreement ends this year, and the Town needs to keep this in mind. The Joint Recreation Committee is looking into this currently, however there is no guarantee of renewal at this time.

On question of Mayor Reid, Members of Council agreed to discuss the Arnprior Airport Commission Cost Centre on tonight's agenda.

Councillor Lynch vacated his seat at the Council table. (5:53 p.m.)

Arnprior Airport Commission

- The CAO gave an overview of the Arnprior Airport Commission Cost Center of the 2013 Budget. There was no direction, motions passed, or changes made to this Cost Center.

Mayor Reid indicated that he feels the Arnprior Airport Grant should be tied to the sustainability and development of the Airport. The actual revenue is \$40,000.00 short of what the grant is. It is important to note that the hanger owners only pay \$260.00 per year to get unencumbered use of the airport. The Town's expenses for the Airport are over \$100,000.00, and we are getting very minimal financial support

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from the hanger owners. The Town is also at a loss with fuel. Mayor Reid indicated he feels 2013 should be a transition year, and in the near future the grant should be used to go toward sustainability and reserves for the Airport. The Town should not be subsidizing fuel. User fees, landing fees, and fuel charges in his opinion should be increased to offset the costs the Town and Airport currently are bearing. If a good business case is prepared, the Town can look at asking users, other municipalities, and the County for contributions, as they all benefit greatly from the Arnprior Airport. In the near future Council needs to provide direction to staff on how the Town and Airport Commission should use the grant, and increase revenues. Mayor Reid indicated the new Marketing and Economic Development Officer could put this business case together in the near future.

Reeve Stack indicated there is willingness from the staff point of view at the County; a business case just needs to be presented.

Councillor Lynch resumed his seat at the Council table. (6:03 p.m.)

6. CONFIRMATORY BY-LAW

Resolution No. 164-13

Moved by Dan Lynch

Seconded by Walter Stack

THAT By-law No. 6209-13 being a by-law to confirm the proceedings of the Special Meeting of Council held on April 17, 2013 and it is hereby enacted and passed.

Resolution CARRIED

7. ADJOURNMENT

Resolution No. 165-13

Moved by Lynn Grinstead

Seconded by Mark Willmer

BE IT RESOLVED THAT this meeting of Council be adjourned at 6:05 p.m.

Resolution CARRIED



Mayor David Reid



Maureen Spratt, Town Clerk