

**MINUTES OF THE TOWNSHIP OF NORTH HURON
BUDGET MEETING**



Date: Thursday, February 8, 2018
Time: 6:06 p.m.
Location: HELD IN THE TOWNSHIP COUNCIL CHAMBERS

MEMBERS PRESENT: Reeve Neil Vincent
Deputy Reeve James Campbell
Councillor Ray Hallahan
Councillor Yolanda Ritsema-Teeninga
Councillor Trevor Seip
Councillor Brock Vodden
Councillor Bill Knott

STAFF PRESENT: Dwayne Evans, CAO
Richard Al, Clerk/Manager of Information Technology
Donna White, Director of Finance
Pat Newson, Director of Recreation and Facilities
Kirk Livingston, CBO/Property Standards/Zoning
Matt Townsend, Deputy Chief, FDNH
Valerie Watson, Manager of Childcare Services

OTHERS PRESENT: Doreen Taylor, Bill Taylor, Doug Howatt

1. Call to Order

Reeve Vincent called the meeting to order at 6:06 pm.

2. Confirmation of Agenda

M69/18

MOVED BY: J. Campbell

SECONDED BY: R. Hallahan

*THAT the Council of the Township of North Huron hereby accepts the
Agenda for the February 8, 2018 Budget Meeting; as presented.*

CARRIED

3. Disclosure of Pecuniary Interest

None disclosed.

4. 2018 Draft Budget

Director of Finance, Donna White noted that the items may be discussed in a different order than they are listed on the agenda.

CAO Dwayne Evans noted that the initial draft budget indicated a 14.49% increase in spending but staff have reviewed and reworked various items and the current draft budget is indicating a 7.11% increase in spending.

D. Evans noted that a number of service level ideas will be presented for discussion, it was noted that these are not recommendations from staff but rather items for Council to consider if they wish to reduce service levels.

4.1 Unaudited Financial Report – Fire Department

D. White provided details of the unaudited Financial Report for the Fire Department of North Huron.

Councillor Seip inquired regarding the operating reserve.

Discussion took place regarding the operating reserve and the allocation among the Municipal Fire Protection Agreement partners.

D. White requested that Council adopt the 2017 Fire Department Reconciliation as presented and direct staff to forward the information to the Municipal Fire Protection Agreement partners.

M70/18

MOVED BY: T. Seip

SECONDED BY: J. Campbell

THAT the Council of the Township of North Huron hereby adopts the 2017 Fire Department Reconciliation as presented by the Director of Finance; AND FURTHER THAT the Reconciliation be forwarded to the partners that have entered into a Municipal Fire Protection Agreement.

CARRIED

4.2 Community Partnership Donation Listing

D. White reviewed the donation requests received.

Discussion took place regarding the requested donations.

M71/18**MOVED BY:** T. Seip**SECONDED BY:** B. Knott

THAT the Council of the Township of North Huron hereby agree that the following donations be included in the 2018 Budget;

- *Elementary School Fair \$300*
- *Huron County Plowmen's Association \$125*
- *St. John's Ambulance Grey/Huron/Bruce \$250*
- *Huron Residential Hospice \$500*
- *Wingham Horticultural Society \$1,000*
- *Wingham and District Hospital \$50,000*

CARRIED**4.3 Blyth Festival Marketing Request**

D. Evans provided details regarding the timeline of the Blyth Festival's request for \$15,000 for a joint marketing strategy and noted that due to publication timelines there would be insufficient time to refer this item to the Economic Development Committee.

Discussion took place regarding the Blyth Festival's request.

M72/18**MOVED BY:** B. Knott**SECONDED BY:** Y. Ritsema-Teeninga

THAT the Council of the Township of North Huron hereby continue to work with the Blyth Festival to market and promote the area as a destination by approving the Blyth Festival's request for \$15,000 for a joint marketing strategy.

CARRIED**4.4 Council Honoraria, Meeting Pay by-law**

D. White indicated that the current Council Honoraria By-law is included in the agenda package and noted that one item for discussion included establishing a dollar figure for conference expenses.

D. White indicated that a staff report could be prepared regarding revisions to the by-law if that is Council's direction.

M73/18**MOVED BY:** T. Seip**SECONDED BY:** Y. Ritsema-Teeninga

THAT the Council of the Township of North Huron hereby direct staff to review the Council Honoraria, Committee/Board Meeting Pay and Per Diem Rates of Pay By-law 03-2010, and prepare a report and revised draft for Council's consideration.

CARRIED

4.5 Draft Pay Equity / Market Study

D. Evans noted that a draft of the Pay Equity / Market Study has been received and a conference call has been scheduled to discuss the details of the study prior to a presentation to Council.

4.6 Summit Drive Street Lights

D. White noted that the Director of Public Works has identified problems with street lights in the Summit Drive area and he is requesting that Council authorize the addition of a remediation project to the draft budget in conjunction with the LED street light replacement program.

Discussion took place regarding the Summit Drive street lights.

M74/18

MOVED BY: T. Seip

SECONDED BY: B. Vodden

THAT the Council of the Township of North Huron hereby requests that the Director of Public Works prepare a report for Council regarding Summit Drive Street Lights.

CARRIED

4.7 Pre-budget Approval - Arthur Street

D. White provided an overview of the Arthur Street project and noted that staff are requesting pre-budget approval to proceed with the tender process.

M75/18

MOVED BY: T. Seip

SECONDED BY: Y. Ritsema-Teeninga

*THAT the Council of the Township of North Huron hereby authorize the Director of Public Works to proceed with the Arthur Street Project;
AND FURTHER, that the project be included in the 2018 Budget;
AND FURTHER, that the project be given pre-budget approval to proceed with the tender process.*

CARRIED

4.8 Update on Changes

D. White provided an overview of various revisions made to the current draft budget since the last draft that was presented to Council.

4.9 Service Level Discussions

D. White outlined various service level items for discussion, noting that these items are not to be considered as staff recommendations and some may yield savings in 2018 however other items may not yield savings until future years.

4.9.1 2018 Tree Order / Pick up Procedure

D. White provided an overview for the current tree order practice and delivery practice and noted that revisions could be made.

D. White noted that in 2018 all residents should pick up the trees that are ordered as opposed to Public Works staff delivering the trees.

D. White noted that in 2019 the program could be reviewed and a fee considered for ordering a tree.

4.9.2 Police Station Cleaning

D. White noted that Weiler's Cleaning are currently contracted to clean the Wingham Police Station and noted that having staff perform that task is being investigated at an estimated savings of \$2,600.

4.9.3 Office Hours

D. White noted that adjustments to office hours are being reviewed.

4.9.4 Child Care Programming Adjustment

D. White noted that closing the Children's Centre for March break was investigated however after review it was determined that the idea would not yield any savings and would actually result in a net loss.

4.9.5 Blyth and Wingham Downtown Hanging Flowers

D. White noted that a savings could be achieved by discontinuing the purchase of hanging flowers in Blyth and Wingham in future years however the flowers have been purchased for 2018.

D. White noted that by discontinuing the purchase of hanging flowers in 2019 the savings could be \$19,246.

4.9.6 Day Camps

D. White noted that the daycamp program has been impacted by Bill 148 and the associated changes to minimum wage.

D. White noted that the current rate of \$118 per week of daycamp would need to be increased to at least \$139 per week to be feasible.

D. White noted that a decision on this item is time sensitive because summer staff will need to be hired soon if the program is going to run.

Discussion took place regarding the summer daycamp programs including pricing of the program related to other municipalities.

M76/18

MOVED BY: T. Seip

SECONDED BY: B. Vodden

THAT the Council of the Township of North Huron hereby direct the Director of Recreation and Facilities to increase the cost of Summer Day Camps to \$145 per week exclusive of trips and before and after care, for 2018; AND FURTHER, that the cost be re-evaluated and details be provided to Council for consideration prior to the 2019 season.

CARRIED

4.9.7 Bi-weekly Recycling

D. White noted that the Director of Public Works has discussed the option of bi-weekly recycling with the contractor and noted the garbage pick up would remain weekly in Blyth and Wingham.

D. White noted that the cost savings associated with changing to bi-weekly recycling pick up would be \$18,226.

Discussion took place regarding bi-weekly garbage pick up and options for composting.

M77/18**MOVED BY:** T. Seip**SECONDED BY:** J. Campbell

THAT the Council of the Township of North Huron hereby direct the Director of Public Works to pursue a revision to the recycling component of the Waste Management agreement, changing to a bi-weekly recycling pickup schedule for Blyth and Wingham.

CARRIED**4.9.8 Concession Booths**

D. White explained that the changes to minimum wage will have an impact on the viability of the concession booths in Blyth and Wingham and therefore the concession booths are projected to run a deficit of \$8,000 in the 2018/2019 season.

P. Newson noted that the concession booths could be closed from April 1, 2018 to April 1, 2019 to match the ice season.

Discussion took place regarding concession booth operations, the viability of the concession booths and the possibility of a service organization assuming operations of the concession booths.

M78/18**MOVED BY:** T. Seip**SECONDED BY:** B. Knott

THAT the Council of the Township of North Huron hereby directs the Director of Recreation and Facilities to close the Blyth and Wingham concession booths from April 1, 2018 to April 1, 2019 during which time staff are requested to re-evaluate concession booth operations and report back to Council.

CARRIED**4.9.9 Court Room Lease**

D. White explained that the court room lease does not expire until 2021 and the Township is compensated \$120 per day however the cost associated with set up prior to and clean up after court as well as the

disruption to staff and the public may not justify continuing with the current arrangement.

4.9.10 Galbraith Park

D. White explained that lease for the Galbraith Park / soccer field does not expire until 2021 and noted that approximately \$2,000 in savings could be realized if the arrangement were to be discontinued.

P. Newson noted that Wingham Minor Soccer may not have enough facilities to operate in their current structure without the Galbraith Park however indicated that with enough notice to the organization alternative arrangements may be possible.

P. Newson noted that the Galbraith Park is leased from Maitland Valley Conservation Authority and the park is located in the Municipality of Morris-Turnberry.

Discussion took place regarding Galbraith Park and the potential impact on Wingham Minor Soccer.

Council directed Pat Newson to speak with Wingham Minor Soccer regarding Galbraith Park and report back.

4.9.11 Belgrave Community Centre

D. White explained that North Huron currently contributes \$38,844 to the Belgrave Community Centre and indicated that the agreement expires in 2020.

D. White noted that revisions to the agreement could be considered. Reeve Vincent noted that he is a member of the Belgrave Community Centre board and as such would not be speaking to this item or voting on any motions related to this item.

Discussion took place regarding the Belgrave Community Centre contribution and lease agreement as well as the Belgrave Community Centre board financials and contributions from other municipalities.

Council directed staff to request a copy of the Belgrave Community Centre Board financial statements.

4.9.12 Wingham Trailer Park

D. White explained that the Wingham Trailer Park is currently operated by the Wingham Legion and the agreement expires in 2019.

D. White noted that prior discussion has taken place regarding options for the Trailer Park including redevelopment of the property into residential lots.

Discussion took place regarding Wingham Trailer Park operations and rates as well as options for the future of the facility.

P. Newson noted that the Wingham Trailer Park currently operates at a near break even point however if capital is required the funds are not available.

Discussion took place regarding the Wingham Trailer Park budget as well as including forecast capital in the budget.

4.9.13 Blyth/Wingham Ice

D. White noted that the ice in either Blyth or Wingham could be removed earlier in the year depending utilization.

Discussion took place regarding ice utilization and the potential of maximizing the usage of one arena for the end of season ice.

4.9.14 Grass Cutting

D. White provided details of potential savings associated with adjustments to the grass cutting schedule.

4.9.15 Payments by EFT

D. White noted that the administration department currently utilizes EFT for approximately 75% of all accounts payable transactions which provides savings in terms of staff time and postage.

D. White noted that staff will continue to work with the remaining vendors to transition to EFT payments.

4.9.16 Pool Change Room

D. White noted that super cleaning of the change rooms is currently being contracted out however there is an option to purchase a piece of equipment to enable staff to perform this task.

P. Newson noted that the equipment cost is approximately \$6,500 and the estimated return on investment is 1.8 years.

Discussion took place regarding adding the required equipment to the draft budget and how staff time would be allocated.

M79/18

MOVED BY: T. Seip

SECONDED BY: Y. Ritsema-Teeninga

THAT the Council of the Township of North Huron hereby direct the Director of Finance to include \$6,500 in the 2018 Draft Budget for the purchase of equipment to perform pool change room super cleanings.

CARRIED

4.9.17 Reduced Pool Hours

D. White introduced the idea of reducing pool hours for the months of July and August and noted that the savings is estimated at approximately \$5,000.

P. Newson provided details of potential savings associated with adjusting pool hours and noted items to consider if the pool hours were to be reduced for example swimming lessons could not be offered as part of the Surf and Turf daycamp.

Discussion took place regarding the possibility of adjusting the North Huron Westcast Community Complex pool hours however it was decided that no changes would be made at this time.

4.9.18 Landfill/Cemetery

D. White noted that the Public Works department could make adjustments to staffing in the area of landfill and cemetery operations which would result in one less summer student being hired.

D. White noted that the cost savings associated with this change is \$10,640.

4.9.19 Landfill

D. White presented the option of adjusting landfill hours.

Discussion took place regarding the landfill hours including timing future discussions to coincide with discussions regarding bi-weekly curbside pick up.

Discussion took place regarding landfill tipping fees.

4.9.20 Rec Office Hours

D. White introduced the idea of closing the Recreation office earlier and opening the office later in the summer months and noted that the savings associated is estimated at \$2,700.

P. Newson provided details of changes that could be made to the recreation office hours.

Discussion took place regarding possible revisions to the recreation office hours.

M80/18

MOVED BY: T. Seip

SECONDED BY: B. Vodden

*THAT the Council of the Township of North Huron hereby directs the Director of Recreation and Facilities to adjust hours of the Recreation Department Office from May to August 2018, as presented;
AND FURTHER, that the Director of Recreation and Facilities is directed to advise the public of the change to hours.*

CARRIED

4.9.21 Facility Consolidation

D. White noted that Council could consider options to consolidate facilities and provided various examples.

Discussion took place regarding the utilization of facilities and options for consolidation of facilities.

4.9.22 Museum Building and Programming

D. White provided details of the savings associated with discontinuing museum programming and closing the museum building for the remainder of 2018.

Discussion took place regarding the museum including the option to discontinue museum programming and close the building for 2018. Discussion took place regarding the existing museum artifacts and the timing of revaluation of the museum in terms of the election and potentially being in a “lame duck” position.

D. White noted that volunteers have been essential over the years and thanked the volunteers.

M81/18

MOVED BY: B. Knott

SECONDED BY: T. Seip

THAT the Council of the Township of North Huron hereby direct staff to discontinue museum programming and close the building for 2018; AND FURTHER, that staff re-evaluate museum programming and building use prior to the end of 2018 and report back to Council.

CARRIED

4.9.23 Daycare/Recreation/Landfill Non-resident fees

D. White inquired as to whether Council have any other items for discussion.

Discussion took place regarding the hanging flowers in Blyth and Wingham.

Discussion took place regarding daycare fees, cost allocations between the various childcare cost centres and the use of non-resident specific fees.

Discussion took place regarding the clothing allowance item.

D. Evans noted that the clothing allowance policy is being reviewed and an updated policy will be presented to Council for consideration.

Discussion took place regarding non-resident fees for various services such as recreation programs and childcare services.

4.10 Next Steps

D. White proposed next steps in the budget process and noted that using the direction provided by Council, staff would meet to attempt to identify additional revisions.

Discussion took place regarding the Huron County rate increase and it was noted that Huron County intends to pass a 3% increase.

D. White requested that Council provide direction regarding service levels and palatable rate increases and suggested staff incorporate the decisions from this meeting and work towards a 5% increase in spending.

Discussion took place regarding further revisions to the draft budget and potential rate increases.

5. Next Meeting

D. White noted that a date for the next budget meeting will be determined in the near future.

Reeve Vincent noted that various bills and acts implemented by higher levels of government have an impact on the municipal budget.

Reeve Vincent thanked staff for their work thus far on the draft budget.

6. Confirmatory By-law

- 6.1 By-law No. 09-2018; being a By-law of the Township of North Huron to confirm generally previous actions of the Council of the Township of North Huron

M82/18

MOVED BY: B. Vodden

SECONDED BY: J. Campbell

THAT By-law No. 09-2018; being a by-law to confirm generally previous actions of the Council of the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.

CARRIED

7. Adjournment

M83/18

MOVED BY: T. Seip

SECONDED BY: R. Hallahan

THAT the Council of the Township of North Huron agree that there being no further business before Council; the meeting be hereby adjourned at 8:54 pm.

CARRIED

Neil Vincent, Reeve

Richard Al, Clerk