



**SPECIAL MEETING OF COUNCIL  
AGENDA**

**Tuesday, January 16, 2018, 9:00 AM**

**Council Chambers**

**2021 Division Road N**

**Kingsville, Ontario N9Y 2Y9**

**Pages**

**A. CALL TO ORDER**

**B. MOMENT OF SILENCE AND REFLECTION**

**C. DISCLOSURE OF PECUNIARY INTEREST**

When a member of Council has any pecuniary interest, direct or indirect, in any matter which is the subject of consideration at this Meeting of Council (or that was the subject of consideration at the previous Meeting of Council at which the member was not in attendance), the member shall disclose the pecuniary interest and its general nature, prior to any consideration of the matter.

**D. BUSINESS / CORRESPONDENCE - ACTION REQUIRED**

**1. January 2018 Council Meeting Schedule - Discussion**

**1**

**Recommended Action**

That Council approve the rescheduling of the Regular Meeting of Council from January 22, 2018 to January 29, 2018 and to authorize the cancellation of the January 22, 2018 Regular Meeting.

**E. STAFF REPORTS**

**1. 2018 Budget – Executive Summary**

**2**

Ryan McLeod, Acting Treasurer

**Recommended Action**

That council receive this report as part of the 2018 budget deliberation process.

**2. 2018 Draft Budget Amendments**

**9**

Ryan McLeod, Acting Treasurer

**Recommended Action**

That council receive the proposed amendments to the 2018 draft budget.

**F. BUSINESS CORRESPONDENCE - INFORMATIONAL**

1. Deputy Mayor G. Queen--Correspondence dated January 1, 2018 RE:  
Communication and Budget Deliberation 2018

11

**Recommended Action**

That Council receive information item 1.

**G. BUDGET DELIBERATIONS**

1. Review of Projects Requested for Pre-approval
2. Presentation of Departmental Capital and Operating Budgets
  - a. Council (Pg. 10 of Draft 2018 Municipal Budget previously provided)
  - b. General Administration (Pgs. 11-12)
  - c. Information Technology (Pg. 13)
  - d. Fire (Pgs. 15-16)
  - e. Building (Pg. 18)
  - f. Public Works (Pgs. 19-21)
  - g. Sanitation (Pg. 22)
  - h. Cemetery (Pg. 23)
  - i. Arena (Pgs. 24-25)
  - j. Parks (Pgs. 26-27)
  - k. Facilities (Pg. 28)
  - l. Marina (Pg. 30)
  - m. Fantasy of Lights (Pg. 29)
  - n. Migration Festival (Pg. 31)
  - o. Recreation Programs (Pg. 32)
  - p. Communities in Bloom (Pg. 33)
  - q. Animal Control (Pg. 14)
  - r. Planning (Pg. 34)

**H. CONFIRMATORY BY-LAW**

1. By-law 15-2018

16

Being a by-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at this Special Meeting

To be read a first, second and third and final time.

**I. ADJOURNMENT**



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**"PROPOSED"**

**JANUARY 2018 COUNCIL MEETING SCHEDULE**

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**REGULAR MEETING:**

**Monday January 8 at 7:00 p.m.**

**SPECIAL MEETING:**

**Tuesday January 16 at 9:00 a.m.**  
***Municipal Budget Deliberations Meeting #1***

**REGULAR MEETING:**

**~~Monday January 22 at 7:00 p.m.~~**  
**\*cancelled due to rescheduling\***

**REGULAR MEETING:**

**Monday January 29 at 7:00 p.m.**

COUNCIL CHAMBERS  
KINGSVILLE MUNICIPAL OFFICE  
2021 Division St N, Kingsville

For more details, visit our website at  
[www.kingsville.ca](http://www.kingsville.ca)



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**Date:** January 4, 2018  
**To:** Mayor and Council  
**Author:** Ryan McLeod, Manager of Financial Services  
**RE:** 2018 Budget – Executive Summary  
**Report No.:** FS-2018-02

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## **AIM**

To provide council with an overview of the 2018 draft budget.

## **BACKGROUND**

This summary is intended to provide council with information on the budgeting process and communicate some of the internal and external factors that have had a significant impact on the proposed budget.

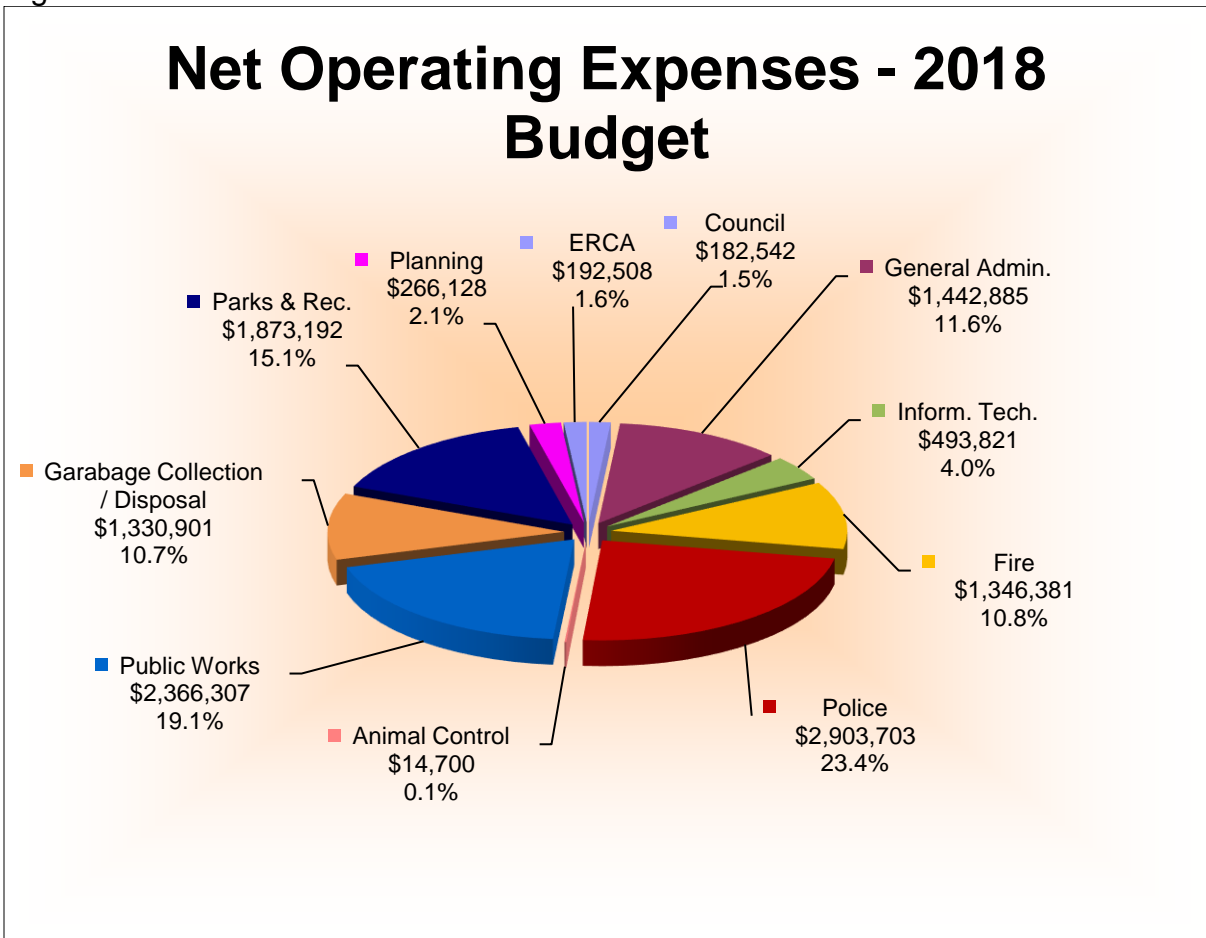
## **DISCUSSION**

The Municipal Budget consists of an Operating and Capital Budget.

### **Operating Budget**

Administration is committed to responsibly managing our financial resources to maintain or enhance the level of service we provide to residents. The total 'net' operating expenses for 2018 are budgeted at \$12,413,068 (2017 - \$11,228,651). 'Net' operating expenses refers to gross operating expenses, less operating revenues + / - operating reserve adjustments. A breakdown of the projected net operating expenses is illustrated in Figure 1.

Figure 1 -



As stated in the strategic plan, administration will strive to limit the annual increase in net operating expenditures to no more than 2% over the prior year. Due to a number of factors, some of which are outside of management or council's control, administration has been unable to meet this goal in 2018. The major factors contributing to increased operating costs are as follows:

### Wages and Benefits

Salaries and wages funded by taxation amount to \$5,197,000 (2017 - \$4,615,000) and are the single most significant component of operating expenses. In 2018, the budget for salaries and wages increased by \$582,000, due to 3 major factors:

- 1) As discussed in the report presented to council on December 11, 2017, Bill 148 - Fair Workplaces, Better Jobs Act is expected increase wages and benefits expense by approx. \$219,000. The provisions related to equal pay for equal work, regardless of employment status, are expected to have the most significant impact on our operating budget.
- 2) During 2017, Council approved management's recommendation to add 2 new full-time employees to the Parks & Recreation Department (1 union, 1 non-union supervisor). These positions were considered necessary to maintain our growing network of parks and recreation facilities. The combined financial impact of these positions on this budget is approx. \$150,000.

- 3) In 2017, a report was presented to the Personnel Committee recommending an adjustment to the non-union salary grids to remain competitive in the labour market and to address staff retention concerns. The total cost of the increase to non-union salary grids, including COLA adjustments, is approx. \$129,000.

Other factors contributing to the increase in salaries and wages include previously negotiated increases to unionized employee wages (1.5% or approx. \$30,000). No new full-time employees are being proposed in the 2018 budget.

### **Prior Year Surplus**

In 2017, the Town applied \$233,000 of the 2016 surplus against 2017 operating expenditures. The 2018 Budget reflects no surplus (or deficit) from 2017. As surpluses or deficits can fluctuate significantly from one year to the next, it is administration's recommendation that any surplus or deficit from 2017 be applied to either a budget stabilization reserve or capital reserve for application in future years. This practice is consistent with sound municipal financial management as it reduces the volatility of the tax rate.

### **OMPF Funding Decrease**

In 2018, the amount the Town receives from the Ontario Municipal Partnership Fund (OMPF) will decrease by \$161,100 (2018 - \$913,100, 2017 - \$1,074,200). As this provincial transfer payment offsets general operating expenditures, the decrease will need to be funded by taxation to maintain current service levels.

### **Growth Related Costs**

A number of operating cost increases are directly related to the growth of the municipality. For example, garbage collection is based on the number of households. Park maintenance is a function of the size and location of our parks. Streetlight hydro is based on the number of streetlights. Road maintenance is a function of the number of lane kilometers. As the municipality grows, so will the operating costs required to maintain established levels of service.

### **Inflation**

According to Statistics Canada, the Consumer Price Index rose by 1.9% between November 2016 and November 2017. While management strives to find efficiencies wherever possible, the general increase in the cost of goods and services cannot be ignored.

### **Grants & Donations**

In accordance with Town Policy, the 2018 draft budget reflects a grants and donations budget of .5% of taxation or \$75,000. As of the date of this report, we have received grant requests totaling \$210,086. As in previous years, council will assess grant applications during budget deliberations. Please note, that grant awards in excess of the \$75,000 currently budgeted will increase taxation.

## **Capital Budget**

The capital budget consists of current year capital expenditures (offset by various funding sources), reserve contributions and long-term debt servicing costs. The capital budget is summarized below:

	<b>2018 Budget</b>	<b>2017 Budget</b>
Current Year Expenditures	\$11,793,884	\$10,616,454
Less: Funding Sources	(\$10,556,290)	(\$9,105,327)
Reserve Contributions	\$1,710,500	\$1,259,042
Debt Service Costs	\$953,929	\$963,171
Capital Budget - Funded by Taxation	<u>\$3,902,023</u>	<u>\$3,733,340</u>

A detailed list of the proposed capital projects can be found on pages 6 – 8 of the budget document. The funding sources for each capital project, such as grants, reserves, development charges, etc. are identified in the columns on the right hand side of the schedule. Please note, only those projects with amounts in the last column on the right hand side of the schedule impact current year taxation.

### **Infrastructure Sustainability**

As stated in the strategic plan, it is our goal to become a leader in sustainable infrastructure renewal and development. In an effort to close our infrastructure deficit over the next 10 years, the strategic plan indicates a commitment to increase capital spending on infrastructure and / or reserve contributions by 2.9% of the annual tax levy, each year. Due to competing capital spending priorities, Administration fell short of this goal in 2018. Included in the 2018 Capital Budget is \$1,458,948 (2017 - \$1,137,838) for infrastructure spending & reserve contributions, funded by taxation. This represents an increase of \$321,110 or 2.1% of the prior year tax levy.

### **Long-term Debt**

Administration is pleased to report that the 2018 budget proposes no new debt. In a commitment to fiscal responsibility, the strategic plan includes a performance measure to reduce our tax supported debt service costs to less than 6.5% of taxation in 2018. Based on the draft budget, the debt service costs in 2018 will be 5.8% of taxation.

### **Capital Project – Pre-Approval**

In an effort to expedite the RFP and tendering procurement processes, and to obtain competitive pricing, Municipal Services has requested that council consider the pre-approval of a number of capital projects during budget deliberations on January 16, 2018. A list of the projects requested for pre-approval consideration can be found in appendix A.

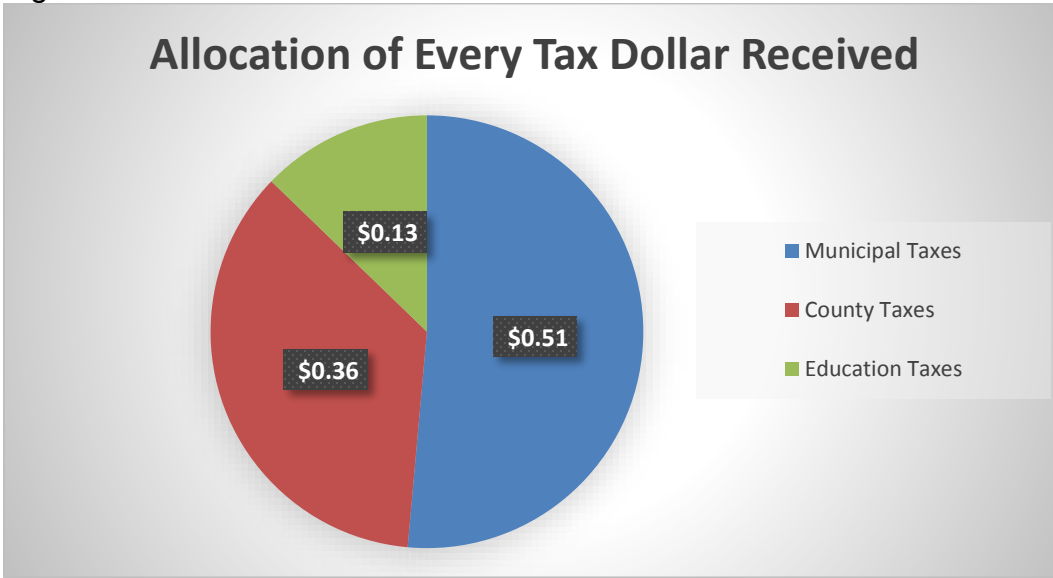


## **Taxation**

When residents receive their tax bill, they are actually paying 3 different taxes: Municipal (or local) taxes, County taxes and Education taxes.

Based on the 2018 draft budget, every dollar that Kingsville residents pay is divided as follows:

Figure 2 -



### **Municipal Tax Levy**

The 2018 draft budget proposes a total Tax Levy of \$16,114,091 (2017 - \$14,750,990).

The Residential Tax Rate is calculated as follows:

$$\text{Total Tax Levy} / \text{Weighted Assessment Base} = \text{Residential Tax Rate}$$

Based on this formula, any increase to the Town's assessment base will reduce the impact of budgetary changes on the tax rate.

### **Assessment Growth**

According to the latest assessment information provided by MPAC, the weighted value of our assessment will increase by 5.2% in 2018. This 5.2% increase is a combination of phased-in assessment growth (4%) and new construction (1.2%). A detailed breakdown of our assessment base can be found on page 4 of the budget document.

### **Tax Rates**

The 2018 budget proposes a municipal tax rate increase of 3.8%. On a home valued at \$200,000 this represents an annual increase of \$50.73.

For budget discussion purposes, council should be aware that a 1% change in the municipal tax rate equals approx. \$155,000.

As illustrated in Figure 2 above, municipal taxes represent only 51% of the residential tax bill. When combined with the County increase of 1.5% and the Education tax rate decrease of 5%, the combined total property tax rate increase is 1.9% or \$48.41 on a home valued at \$200,000.

## **LINK TO STRATEGIC PLAN**

Effectively manage corporate resources and maximize performance in day-to-day operations.

To become a leader in sustainable infrastructure renewal and development.

## **FINANCIAL CONSIDERATIONS**

Please see above.

## **CONSULTATIONS**

Sandra Zwiers, (Former) Director of Financial Services

## **RECOMMENDATION**

That council receive this report as part of the 2018 budget deliberation process.

*Ryan McLeod*

Ryan McLeod, CPA, CA  
Manager of Financial Services

*Peggy Van Mierlo-West*

Peggy Van Mierlo-West, C.E.T.  
Chief Administrative Officer

## **Appendix A – Projects Requested For Council's Approval on January 16, 2018**

- Project # 29 - Road Program
- Project # 31 - Bridge #14 – Road 10 over Paterson Drain
- Project # 32 - Culvert #503 – McCallum Drive over Mill Creek
- Project # 33 - Fleet Replacement - 2005 GMC C5500 s/a truck
- Project # 36 - Fleet Replacement- Salter/plow for 14-05
- Project # 37 - Bridge #18 – Road 11 over Ruscom River
- Project # 38 - Bridge #46 – South Talbot Road over Boose Drain
- Project # 39 - Bridge #45 – South Talbot Road over No. 5 Drain
- Project # 40 - Fleet Replacement - 2004 Dodge 4x4 Quad Cab
- Project # 42 - Kings 13A – County Road 20
- Project # 44 - Kings 13B (phase 4) – County Road 20
- Project # 59 - Fleet Replacement - 2006 Ford F-150 p/u
- Project # 60 - Fleet Replacement - 2007 Ford 1/2 Ton
- Water Project # 1 - Fleet Replacement - 2004 Ford F-350 Extended Cab Service



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**Date:** January 8, 2018  
**To:** Mayor and Council  
**Author:** Ryan McLeod, Manager of Financial Services  
**RE:** 2018 Draft Budget Amendments  
**Report No.:** FS-2018-03

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## **AIM**

To provide council with a summary of changes to the 2018 draft budget since its original submission to council on December 11, 2017.

## **BACKGROUND**

The draft budget provided to council on December 11, 2017 included management's best estimates based on the information available at that time. Prior to the formal adoption of the budget, administration will propose changes to update the budget to reflect the most current information available.

## **DISCUSSION**

The 2018 Draft Budget has been amended as follows:

### Insurance Renewal

On December 21, 2017 administration finalized the Town's insurance renewal with Jardine Lloyd Thompson Canada Inc ("JLT"). Due to the increasing replacement values of our insured assets, as well as additions to our asset inventory, our premiums will be approximately \$13,000 higher than originally anticipated. This increase has been reflected in General Insurance expense (01-112-099-60312) in the General Administration operating budget (pg. 11).

### ERCA Levy

On December 19, 2017 administration received ERCA's 2018 draft budget. Based on this budget, Kingsville's share of the ERCA levy will be \$193,146 (\$638 higher than previously

estimated). The General Administration operating budget (01-112-420-60950) has been updated accordingly.

### Tourism & Economic Development

The Tourism & Economic Development budget (pg. 56) has been amended to include \$5,000 for an Economic Development conference (01-185-099-63113). This addition has been offset by an increase in the draw from the Economic Development reserve (03-185-032-41700), resulting in no impact on taxation. Billboard designs (01-185-099-63100) has been increased to \$3,000 (previously \$2,400).

### Education Tax Rates

On December 22, 2017 administration received notification from the Ministry of Finance that the proposed residential education property tax rate for 2018 will be .170% (2017 - .179%). This represents a 5% decrease to the education rate, or an \$18 decrease on a home valued at \$200,000.

### **LINK TO STRATEGIC PLAN**

Effectively manage corporate resources and maximize performance in day-to-day operations.

### **FINANCIAL CONSIDERATIONS**

The net impact of these changes increases the amount to be funded by taxation by \$14,238.

Based on these changes, the proposed increase to the municipal tax rate is currently 3.9% (previously 3.8%)

Including the impact of the Education Tax reduction, the combined property tax rate increase is currently 1.9% or \$48.41 on a home assessed at \$200,000.

### **CONSULTATIONS**

Sandra Zwiers, (Former) Director of Financial Services

### **RECOMMENDATION**

That council receive the proposed amendments to the 2018 draft budget.

*Ryan McLeod*

Ryan McLeod, CPA, CA  
Manager of Financial Services

*Peggy Van Mierlo-West*

Peggy Van Mierlo-West, C.E.T.  
Chief Administrative Officer



**Gord Queen**, 28 Pulford Street, Kingsville, Ontario, N9Y 1B4

January 1, 2018

**Corporation of the Town of Kingsville**

Jennifer Astrologo, Director of Council Services, Clerk  
20121 Division Road North, Kingsville

**Communication and Budget Deliberation 2018**

Letter to Open Meeting of Council

**Whereas;** the Municipal Act would appear to limit or prohibit Council members advancing the business of the Municipality by Email.

**Whereas;** it would appear that I may be unable to attend the First budget meeting of the 2018 Budget deliberation.

**Whereas;** any member of the public has the ability to communicate with Council in the public forum on areas of interest.

**Therefore,** I respectfully submit this Communication to the Clerk of the Town of Kingsville to be included with, and for Members of Council at the next regular open meeting of Council, or with the agenda package distribution for the first Public Budget Deliberation session.

**For Council Consideration, Three Items**

1. **Parks, Recreation, Arts, and Culture Master Plan 5 year Update**  
**(Item 68 pg. 7,**  
**\$70,000.00 shown under parks programs)**

Council receives many requests for updates of facilities from Swimming, to Curling, to Pickle ball. The study is not just for programs, but for all our facilities. I do not question the need for this update. An update that cannot be properly done in house. My only question is the coding, the cost of same may more accurately be split between the Parks, and the Programs sections given the public input and required outputs or recommendations.

RECEIVED JAN 03 2018

**2. BIA and Flowers**

Some towns have their own staff provide and water all the flowers in public spaces.

The BIA Flower grant request is to share in the cost of same. The merchants of the BIA area share by paying approximately 50% of the costs as part of their added taxes (the BIA tax levy). We are in this case getting \$2 worth of flowers for every \$1 spent. ).

**3. GRANTS ( asks for money to be paid by others with tax dollars)**

With an estimated budget of \$75,000.00 it is hard to understand requests of \$202,586.00

All members of Council are asked to take a hard look at these. This may be the year we have to say no too many requests.

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Gord Queen", is written over a horizontal line.

Gord Queen

Encl.

2013 Parks Master Plan pages 1-3





**play.  
create.  
inspire.**



# **Parks, Recreation, Arts & Culture Master Plan**

**TOWN OF KINGSVILLE**  
JUNE 2013

*mbpc*  
**Monteith • Brown**  
planning consultants





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# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 15 - 2018

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### **Being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its January 16, 2018 Special Meeting**

**WHEREAS** sections 8 and 9 of the *Municipal Act, 2011* S.O. 2001 c. 25, as amended, (the "Act") provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising the authority conferred upon a municipality to govern its affairs as it considers appropriate.

**AND WHEREAS** section 5(3) of the Act provides that such power shall be exercised by by-law, unless the municipality is specifically authorized to do so otherwise.

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of The Corporation of the Town of Kingsville (the "Town") be confirmed and adopted by by-law.

### **NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF KINGSVILLE ENACTS AS FOLLOWS:**

1. The actions of the Council at its January 16, 2018 Special Meeting in respect of each report, motion, resolution or other action taken or direction given by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law.
2. The Chief Administrative Officer and/or the appropriate officers of the Town are hereby authorized and directed to do all things necessary to give effect to the actions set out in paragraph 1, or obtain approvals, where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary and to affix the corporate seal to all such documents.
3. This By-Law comes into force and takes effect on the day of the final passing thereof.

**READ a FIRST, SECOND and THIRD time and FINALLY PASSED this 16<sup>th</sup>  
day of January, 2018.**

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**MAYOR, Nelson Santos**

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**CLERK, Jennifer Astrologo**