

CORPORATION OF THE TOWN OF DESERONTO
SPECIAL COUNCIL MEETING - MINUTES

MARCH 10, 2018 – 9:00 A.M. – DESERONTO TOWN HALL

The Town of Deseronto Mission Statement is to provide excellent and affordable services for its residents and to work as a team, dedicated to making living in Deseronto a positive and pleasurable experience.

7 of 7

ATTENDANCE:

Mayor	N. Clark
Deputy Mayor	D. Johnston
Councillors	T. Dickinson - Absent S. Everhardus C. Zieman
Acting CAO/Clerk	W. Bouma
Deputy Clerk	G. Maracle

1. MOMENT OF SILENT REFLECTION

2. MAYOR'S ADDRESS

3. DISCLOSURE OF INTEREST - None noted

4. APPROVAL OF AGENDA

a) **Agenda of the March 10, 2018 Council Meeting**

Resolution 05-18-01

Moved By: S. Everhardus
Seconded By: D. Johnston

THAT the agenda of March 10, 2018 be approved with the addition of the following items:

- Summer boat race announcement
- Arena ice removal date
- Tyendinaga recreation

CARRIED

5. AWARDING OF THE CONTRACT FOR THE WATER TREATMENT PLANT EXPANSION

Resolution 05-18-02

Moved By: C. Zieman
Seconded By: D. Johnston

THAT Council accept the Water & Sewer Operations Manager's recommendation to award the construction contract for upgrades to the water treatment plant to H2Ontario Inc. for a bid price of 6,563,125. Inclusive of provincial items and HST.

CARRIED

The Mayor advised that he would be approaching the Building Inspections Services Board regarding the price of the permit as it appeared that the Town is being charged a building permit fee on equipment.

6. SHOW & SHINE EVENT

Resolution 05-18-03

Moved By: S. Everhardus
Seconded By: C. Zieman

THAT staff be directed to meet with Deb Hartwick and review the sale of alcohol and all of the provisions that are required.

CARRIED

7. OVERTIME COMPENSATION FOR ADMINISTRATION STAFF

Resolution 05-18-04

Moved By: S. Everhardus
Seconded By: D. Johnston

THAT Council allow the Administration staff to be compensated for all overtime hours that have been worked since January 1, 2018;
FURTHER THAT the ability to work overtime will continue through the hiring process until June 30, 2018;
AND FURTHER THAT all overtime must be approved by the Acting CAO.

CARRIED
D

8. PREPARATION FOR COMMITTEE OF THE WHOLE MEETING

Resolution 05-18-05

Moved By: D. Johnston
Seconded By: S. Everhardus

THAT the Department Heads be notified that time limits for the Committee of the Whole meeting be reduced to 10 minutes to allow for budget deliberations;

AND FURTHER THAT they are also advised that Council will not discuss any matters dealing with staff, Department Heads should discuss the matter with the Acting CAO.

CARRIED

9. DESERONTO BOAT RACES

There was discussion that there was a notice on social media of the Deseronto Historical Society bringing boat races to Deseronto this summer.

10. DESERONTO ARENA ICE REMOVAL

Resolution 05-18-06

Moved By: S. Everhardus
Seconded By: D. Johnston

THAT the Acting CAO talk with M. Gartland to inquire if the ice can be taken out prior to the Easter long weekend;

AND FURTHER THAT the part-time staff be given proper notice of last day of work.

CARRIED

11. TYENDINAGA RECREATION

There was discussion on the notice that Tyendinaga Recreation is now charging additional user fees to non-residents.

Resolution 05-18-07

Moved By: S. Everhardus
Seconded By: D. Johnston

THAT a letter be written to Tyendinaga Township Administration inquiring if Deseronto residents could be exempt from the non-resident fee as Deseronto does not charge non-resident fees to their residents who use our recreation facilities.

CARRIED

12. CLOSED SESSION

a) **Personnel**

Resolution 05-18-08

**Moved By: D. Johnston
Seconded By: S. Everhardus**

THAT Council rise and go into Closed Session.

CARRIED

Council came out of Closed Session and reported on the following:

Resolution 05-18-10

**Moved By: S. Everhardus
Seconded By: D. Johnston**

THAT Wm. Bouma research and report back to Council with a job description and an appropriate salary for the leadership position.

CARRIED

Resolution 05-18-11

**Moved By: D. Johnston
Seconded By: S. Everhardus**

**THAT Council offer the Deputy Clerk the position of Clerk Coordinator for the term of April 1, to July 1, 2018;
FURTHER THAT the Acting CAO report back to Council with an appropriate rate of compensation for the position;
AND FURTHER THAT the Acting CAO work the the Clerk Coordinator on project management skills and department oversight.**

CARRIED

Resolution 05-18-12

**Moved By: D. Johnston
Seconded By: S. Everhardus**

THAT the Acting CAO contact ADECCO for the hiring of secretarial support for the period of April 1 – July 1, 2018.

CARRIED

Resolution 05-18-13

**Moved By: S. Everhardus
Seconded By: C. Zieman**

**THAT a sub-committee consisting of Deputy Mayor Johnston, Councillor Dickinson, Councillor Everhardus and Hasting County HR Director Shaune Lighfoot be formed to deal with the hiring of the leadership position and the structure of the Town Hall staffing
AND FURTHER THAT, as with all other committees, the Mayor is an ex-officio member.**

CARRIED

13. 2018 BUDGET – 2ND DRAFT

The following department budgets were reviewed and the noted changes made:

FIRE DEPARTMENT

- Remove Jaws of Life from Capital Expense and encourage the association to fundraise to possibly purchase a used one
- Reduce Overall Budget Request to \$180,000.

PUBLIC WORKS – ROADS

- Reduce wages down to \$184,000.00

- Reduce Employee Benefits to \$50,000.
- Reduce Office Supplies to \$400.
- Reduce Materials – Cold & Hot Patch to \$20,000.
- Reduce Materials – Signs to \$3,500.
- Reduce Materials – Sand/Salt to \$25,000.
- Reduce Building Supplies to \$4,000.
- Reduce Truck & Equipment Mtnce to \$24,000. And tender out for garage services
- Reduce Truck Licences to \$2,00.00
- Reduce Small Tools to \$1,500.
- Reduce Training to \$2,000.
- Further clarification is required on Materials – Dust Lay, Sidewalk Maintenance, Building Maintenance, Capital – Vehicles, and Capital Repairs – Sidewalks
- Reduce Overall Budget Request to \$480,000.

PARKS

- Ensure that Wages and Employee Benefits only include 2 students
- Clarify which buildings are included under Building Maintenance
- Have 2 port-a-potties installed for the summer
- Reduce Equipment Maintenance to \$800.
- Increase Fountain Maintenance to \$500
- Reduce Overall Budget Request to \$40,000.

RECREATIONAL PROGRAMS

- Reduce Golf Tournament Expense to \$4,500.
- Reduce Baseball Revenue to \$3,000.
- There is no line item for a Canada Day grant
- Investigate creating a service agreement with the Library to offer summer programming for children at a fee of \$2,500.
- Reduce Overall Budget Request to \$

ARENA

- Reduce Wages down to \$100,000.
- Reduce Employee Benefits appropriately
- Reduce Office Supplies to \$1,000.
- Reduce Office Equipment to \$1,000.
- Reduce Hydro to \$95,000.00 and encourage staff to turn lights off at night
- Remove Pick-up Truck from Capital Budget
- Remove Heating Unit from Capital and increase rental rate to cover heating unit
- Remove TAZ Machine from Capital Expense and rent the unit instead
- Reduce Ice Rental Fees to \$115,000.
- Increase Building Rental Fees to \$13,000.
- Increase Bar Revenue to \$12,500.
- Staff are encouraged to hit Revenue Line items
- Further clarification is required on Ice Plant Maintenance, Equipment Maintenance, Mileage/Travel/Training, Equipment Rentals, Safety Supplies, and Beverage Costs
- Reduce Overall Budget Request to \$270,000.

Resolution 05-18-14

**Moved By: S. Everhardus
Seconded By: C. Zieman**

THAT Council continue with budget deliberations on Tuesday evening.

CARRIED

14. BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL

Resolution 05-18-15

**Moved By: D. Johnston
Seconded By: S. Everhardus**

THAT by-law 12-18, being a bylaw to confirm the proceedings of the

Council meeting held on March 10th, 2018, be read a first and second time this 10th day of March, 2018.

CARRIED

Resolution 05-18-16

Moved By: D. Johnston
Seconded By: S. Everhardus

THAT by-law 12-18, being a bylaw to confirm the proceedings of the Council meeting held on March 10th, 2018, be read a third time and passed this 10th day of March, 2018.

CARRIED

15. MOTION TO ADJOURN

Resolution 05-18-17

Moved By: S. Everhardus
Seconded By:

THAT the Council meeting of March 10, 2018 be adjourned.

MAYOR

CLERK