

THE CORPORATION OF THE TOWNSHIP OF HORTON

## Committee of the Whole Meeting

December 17, 2012

There was a Meeting of Council as a Committee of the Whole held in the Municipal Council Chambers on Monday December 17, 2012. Present was Mayor Don Eady and Councillors Glen Campbell, Bob Kingsbury, Jamey Larone and Margaret Whyte. Staff present was Jennifer Barr, Finance Manager (for Capital Forecast and Municipal Budget) and Mackie McLaren, CAO/Clerk.

1. CALL TO ORDER

Mayor Eady called the Meeting to Order at 8:53 a.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest by Members of Council or Staff.

3. BEAR PIT SESSION

Committee Structure

Mayor Eady said that when he attempted to add Councillor Kingsbury to the Public Works Committee it caused some concern at the Council table. He also said that he has learned that some members believe that he is operating with a different agenda. He said that this suggestion needs to be settled.

Mayor Eady said he put in place a 2 person committee structure at the start of the term to ensure that every issue would be debated at the Council Table and not come with three votes already established at the Committee. He discussed a Committee of the Whole structure used by a neighbouring municipality with a Clerk-Treasurer Management System rather than a CAO Management System.

Mayor Eady said he believes that all Council wants to be more informed on all issues. He proposed a Committee of the Whole where all Council Members sit on each Committee and the Committees would meet together as a Committee of the Whole. Several "committees" would meet in one sitting with the Committee Chairs taking the lead for their committee during the allotted time slot. He anticipated that the Council Meetings would be shorter except for delegations.

Mayor Eady said the salary structure would change for the Members under this meeting structure.

Mayor Eady reviewed several recent issues that took several meetings to resolve with requests sent back and forth between committees for input. He said that process would change as all committees would meet together.

Mayor Eady said he had a real concern with staff time management. The same issues have come up from one meeting to another without resolution. An example is the Infrastructure Committee did a great job identifying issues but there was no money in the budgets for the identified issue to be rectified. He described how this would work differently under a Committee of the Whole system.

Mayor Eady said that communication is 40% of what it should be.

Council Members discussed how a Committee of the Whole would be set up. Mayor Eady suggested that the meeting be a day long meeting with business by various committees dealt with. An example Public Works and Waste Management both seem to take 3 hours each which could be one day. Another day could start at 3 pm with HR for 1 hour, Planning for 2 hours and Fire for 1 hour ending at 7 pm. He said Recreation Committee has long meetings in the evening. Recommendations from the Committees would be considered at the following Council Meeting.

Mayor Eady requested the CAO/Clerk prepare several scenarios of meeting dates and times for the Members to consider. He suggested 1 meeting per week possibly on Wednesdays. Councillor Campbell expressed concern with his availability to attend day meetings. He would like to see how the schedule would work. Councillor Kingsbury suggested shorting the length of time scheduled for the Public Works and Waste Management Committees.

Councillor Larone said he is more in favour of this type of session than the current. Councillor Whyte said that as Councillors Campbell and Larone are working there may be certain days they couldn't take off and certain days it could be easier to get away. Councillor Campbell said his work place for the foreseeable future is a distance away and he needs to leave work 2.5 hours before the start of a meeting. Mayor Eady acknowledged that there may be times that some members could not attend the meeting. He also suggested that there had to be rigid time limits to each Committee Meeting and items not dealt with would move up the start of the next meeting.

Mayor Eady said the biggest time saver is the length of Council Meetings under this plan. Delegations can come to Council Meeting rather than to the Committee.

The CAO/Clerk was requested to deliver the scenarios to the members prior to the January 8<sup>th</sup> Council Meeting.

Councillor Whyte said she would struggle less when reviewing the minutes of other Committees in the Council Meeting Package as she would have experienced the issues already.

Councillor Larone asked if there was a consensus to consider Committee of the Whole.

Councillor Kingsbury said the discussion hasn't addressed sub-committees i.e. representative on Chamber of Commerce and Senior Home Support. Will they be looked at? Mayor Eady said this would be looked at further.

### Salary Structure

Mayor Eady reviewed the average Council Member remuneration for 2011 and projected for 2012 which was:

**Township of Horton**  
**Council Salaries for 2011 and Projected for 2012**

	2011			2012			Average
	Salary	Meetings	Total	Salary	Meetings	Total	
Mayor Eady	11,220	8,770	19,990	11,444	6,945	18,389	19,190
Councillor Campbell	7,140	3,860	11,000	7,283	4,450	11,733	11,367
Councillor Kingsbury	7,140	5,510	12,650	7,283	5,500	12,783	12,717
Councillor Larone	7,140	5,540	12,680	7,283	5,070	12,353	12,517
Councillor Whyte	7,140	4,620	11,760	7,283	4,145	11,428	11,594

Average for all of Councillors

12,048
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He suggested that Council change the remuneration process to end the meeting stipend policy and go to one salary for the office regardless of the number of meetings attended by each Councillor. The only other remuneration would be the current half and full day meeting rates while a Member is at a conference. He also suggested that Council Members should have a monthly expense payment to cover incidentals like travel around the township to meet people etc. He suggested \$200 per month for the Mayor and \$100 per month for the Councillors.

Councillor Whyte suggested that while acting as Acting Mayor, Councillor Kingsbury should receive a different rate of pay. Mayor Eady said this is in the remuneration policy. Councillor Kingsbury said when he is Acting Mayor he wouldn't be doing all the duties the Mayor now does. Mayor Eady said it should be in writing and up to Councillor Kingsbury to claim.

Councillor Kingsbury said he has supported 1 salary for some time. It is a great idea. He said that meeting paperwork will be eliminated and save the Finance Manager time.

Mayor Eady asked the CAO/Clerk and Finance Manager to prepare a report on saving to staff time and meeting time with Committee of the Whole. He suggested that staff members attending to support the meeting be on flex hours i.e. start work later that day or the next. He suggested that all the changes be effective January 1, 2013.

Councillor Larone said he supports the idea. The expense account idea is good. He has used own funds to offset extra costs in the past. Councillor Whyte agreed that this is done fairly and is not a big increase and will save staff time in the long run. Councillor Campbell said he agrees as he hasn't claimed mileage for CPAC or road tours. Councillor Larone asked if the proposal was satisfactory to the Mayor. Is it fair compensation? Mayor Eady said it was fair with the expense account. He noted though that Members would not be 1/3 tax exempt on the expense account.

Mayor Eady said the Remuneration By-law will have to be amended to bring these changes into effect. He also suggested that the preparation of the meeting statement be removed from the By-law at the same time.

Being 12 noon, Mayor Eady called for a lunch recess. Members returned at 12:30 with the same members present.

### Length of Committee Meetings

The CAO/Clerk said he had asked to put this item on the agenda, but if the Committee of the Whole structure is implemented, it should resolve his concerns.

### CAO/Clerk's Business Case for Public Works Manager

The CAO/Clerk presented a report on the need to fill the new Public Works Manager position. The job description for this position was approved at the December 4<sup>th</sup>, 2012 Council Meeting. His recommendation stated: *"I have seen the need to fill this position both to protect the Township's liability and to remove workload assumed by others in the absence of a Manager. I recommend that Council fill the Public Works Manager position."*

Mayor Eady said the report is negative – it is trying to save the CAO/Clerk and Finance Manager time. Pinnacle Road would not have been built today if the former staff member was still here.

Councillor Larone said this report will bring forward discussion on the need to fill the position. What is the next step? Councillor Campbell said he discussed the interim manager duties with the Public Works Superintendent and the possibility of creating a Manager's position. Councillor Kingsbury said he has also had several discussions with him. The Superintendent advised him that a Manager was required.

Mayor Eady said he will speak with the Public Works Superintendent and ask him to come to a Committee Meeting. He added that if we hire someone will we be getting \$80,000 worth of value. Are we looking at someone with that cost?

Councillor Larone asked if there was work for a 35 hour week. Can a lessor salaried position be filled? Are we looking for 2 separate persons, one for roads and one for waste management? Councillor Campbell said it was a lot of money, would want to pay less. Councillor Kingsbury agreed \$80,000 is too much.

Councillor Whyte referred to the Business Plan submitted and said it sets out the knowledge base needed. It is almost like succession planning to get the skills that are going to cost us. She agreed the Township needed someone to look after staff- time management. Councillor Larone said it will cost more for a qualified individual.

Mayor Eady said that Asset Management already in a file. He presumes an engineering company will come in and complete the work. Hope they would train a person to take our data and update the program. What will it grow into? Not too concerned about start once it is in place.

Councillor Whyte asked if we tried for a Part time position would that attract a person considering retiring to this area.

Mayor Eady said the public members on the Public Works Committee expressed concern when the employee was terminated this summer. Councillor Campbell said the public members have to be part of the decision process.

Mayor Eady said we have a start. He will ask Rod Eady to come to a Meeting. He doesn't know if we need extra person on Public Works. We have two voids as there is a vacancy in truck driver as well. Councillor Larone asked if we are intending on holding a Public Works Meeting

before the January 8<sup>th</sup> Council Meeting. Mayor Eady said he will speak with Rod and advise of a meeting date.

4. PROPOSED 10 YEAR CAPITAL FORECAST

Jennifer Barr, Finance Manager was present and reviewed the 10 year capital forecast drafted by Committee Chairs. She advised the purpose of the forecast was two fold – lot development projects and asset plan to show the province our needs.

The Members reviewed the forecast by department. Councillor Larone suggested a cost analysis should be done to change the oil furnace in the Municipal Office to propane.

The Members concentrated their review on the 1<sup>st</sup> year of the data – 2013 in the 10 year plan. They discussed funding requirements for a grant program to improve Thomson Road. They also discussed the capital grant for Recreation and agreed that no additional debt or tax dollars would be used to cover the Township's share.

Mayor Eady declared a recess at 2:45. The Meeting was called back to order at 3:00 with the same members present.

5. PROPOSED 2013 MUNICIPAL BUDGET

Jennifer Barr, Finance Manager reviewed the proposed 2013 Municipal Budget line by line. The Members discussed the need for a propane furnace in the Municipal Office. The CAO/Clerk was requested to seek quotes for a new propane furnace and to ensure that the recently approved propane prices for the Community Centre and Fire Hall would be honored for a new furnace in the Municipal Office as well.

Mayor Eady said that when he returns from his health issues, he wants to have pictures of each truck in the Public Works Department, with the mileage on his desk. He needs this information to make an informed decision.

Due to the lateness of the hour, Council agreed to suspend the review of the budget at the Recreation Department and met in the New Year to complete.

ADJOURNMENT

Moved by Margaret Whyte  
Seconded by Glen Campbell

Resolution No. 2012 – 417B

That this Committee of the Whole be adjourned at 5:00 p.m.  
Carried

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MAYOR

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CAO/Clerk