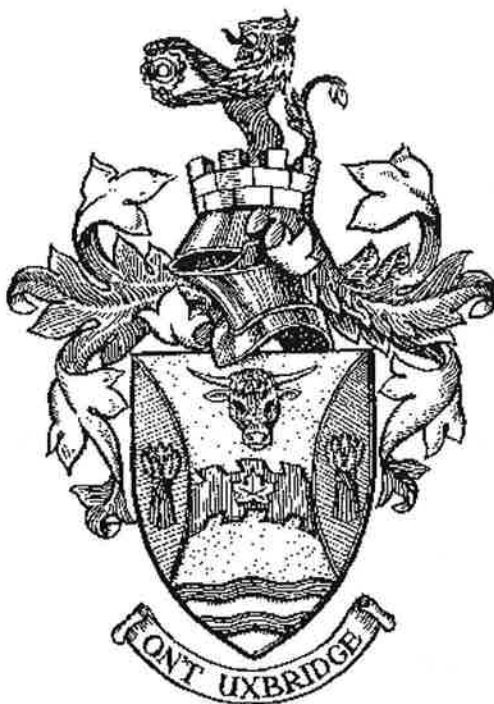


Township of Uxbridge



AGENDA

9:30 A.M.

**SPECIAL MEETING OF THE
FINANCE, ADMINISTRATION AND EMERGENCY SERVICES
COMMITTEE**

JANUARY 31ST, 2011

A G E N D A

SPECIAL MEETING OF THE FINANCE, ADMINISTRATION AND EMERGENCY SERVICES COMMITTEE

**MONDAY, JANUARY 31ST, 2011
COUNCIL CHAMBERS
UXBRIDGE, ONTARIO**

PRESENT:

- 1. CALL TO ORDER**
- 2. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**
- 3. REVIEW OF ITEMS NOT LISTED ON THE AGENDA**
- 4. ANNOUNCEMENTS**
- 5. REPORTS TO COMMITTEE**
 - a) Report TR 06/11 of Alan Shultz, Treasurer re to seek approval for the establishment of various reserve funds
 - b) Report TR 07/11 of Alan Shultz, Treasurer re 2011-2012 Operating and Capital Budgets (to follow under separate cover)
- 6. UNFINISHED BUSINESS**
- 7. OTHER BUSINESS**
- 8. ADJOURNMENT**



REPORT

TREASURY DEPARTMENT

TO: Chair and Members of Finance, Administration and Emergency Services Committee

FROM: Alan Shultz

DATE: January 31, 2011

REPORT : #TR-06/11

FILE: Reserve Funds

SUBJECT:

To seek approval for the establishment of various reserve funds.

BACKGROUND:

During the budget discussions it was recommended that reserve funds be established to allow for depositing funds to provide for future expenditures for Hamlet storm water management studies, the Community Improvement Plan and a new fire station. In addition, during preliminary preparations for the 2010 financial statements, the need for the creation of a reserve fund for trails funding was identified.

Bylaws are required to establish these reserve funds and to specify how the funds will be expended in the future.

This report is seeking approval for the establishment of the reserve funds indicated above. The necessary bylaws will be presented for approval to the next Council meeting.

RECOMMENDATION:

It is recommended that approval be given to the establishment of the Hamlet storm water management reserve fund, the Community Improvement Plan reserve fund, the fire station reserve fund and the trails reserve fund and that staff be directed to prepare the required bylaws.

Submitted by:

A handwritten signature in black ink, appearing to read 'Alan Shultz'.

Alan Shultz
Treasurer



REPORT

TREASURY DEPARTMENT

TO: Chair and Members Finance , Administration & Emergency Services Committee

FROM: Alan Shultz

DATE: January 31, 2011

REPORT : #TR-7/11

FILE: Budgets

SUBJECT:

2011/2012 Operating and Capital Budgets.

BACKGROUND:

The 2011/2012 operating and capital budgets are attached for your consideration and approval. This year represents the first time the Township has proceeded with a two year operating budget. Beginning with the year ended December 31, 2009 Ontario municipalities were required to report financial results with capital assets being capitalized and depreciated rather than expense in the year of acquisition. The 2011/2012 budgets are the first time the township has prepared its budgets based on this requirement. Actual numbers for 2009 as well as actual and budget numbers for 2010 have been restated to reflect this.

During the budget deliberations a number of cost saving opportunities were identified that will have a significant effect on the final tax levy for 2012. The 2012 budget numbers reflect the effect of the closures of the Zephyr branch of the Uxbridge Public Library, and the Lions' Hall in Goodwood and the transfer of the LMM Manse. However, no other cost savings projections were made on the other identified opportunities.

The 2011/2011 budgets were reviewed by the Finance Committee during December and January. This review resulted in a number of budget adjustments but further adjustments were still required. At its meeting of January 25, 2011 the Committee directed the Mayor Finance Committee Chair, CAO and Treasurer meet to discuss and bring back to Committee recommendations for further adjustments.

As a result of these discussions adjustments have been identified and are contained in Schedule "A" The proposed amendments

2011

If the proposed budget adjustments as reflected in Schedule "A" are approved a tax levy of \$8,822,588 would be required in 2011. The gross expenditures are \$13,350,910. At this time The Uxbridge Business Improvement Area has not completed its budget deliberations and will be submitting its budget at a latter date.

The budget as presented would result in a tax levy increase over 2010 of 3.54% with the increase on the base budget being 2.19%, 1.00% for the fire levy and .35% for the contribution to Uxbridge Cottage Hospital.

The effect on the Township portion of the tax bill for the average Uxbridge residential property valued at \$350,000 would be as follows:

	2010 Base	2011 Increase	2011 Total
Base budget	954	21	975
Fire Reserve	0	10	10
Hospital contribution	0	3	3
Total	954	34	988

The capital budget, as presented, has expenditures of \$3,832, 000. Funding for these projects is comprised of a tax levy of \$1,670,000; development charges- \$780,000; grants \$1,087,000 and other financing of \$295,000.

2012

The impetus behind a two year budget approval was primarily to reduce the amount of time spent on budget preparation by staff and elected officials. The adoption of a multi- year budget does mean that assumptions made regarding future years cannot be revisited in those later years if circumstances indicate that such a review is needed. Regardless, it will be necessary to re-examine the 2012 budget numbers to ensure that they are still reasonable.

For 2012 and the foreseeable future the real assessment growth will be negligible (in 2011 it is less than 1%) and therefore an increase in net expenditure will directly result in a similar increase in levy required. During the review of the budget several opportunities were identified as sources of savings in future years. Three these, the closures of the Zephyr branch of the Library and the Lions' Hall in Goodwood and the transfer of the LMM Manse have been reflected in the 2012 budget numbers.

Other opportunities related to the operations of the Uxbridge Historical Centre, Uxpool and Siloam Community Hall need further investigation and decisions as to any future changes.

RECOMMENDATIONS:

It is recommended that:

- 1) that the Finance Committee recommend to Council that it adopts the 2011/2012 budget as presented; and
- 2) staff be directed to report back to the appropriate Committee prior to June 1, 2011 on recommended changes to the operations of the Uxbridge Historical Centre, Uxpool and Siloam Community Hall and;
- 3) staff be directed to report back to the appropriate Committee/Board prior to April 1, 2011 on recommended closures of the Lions' Hall and the Zephyr branch of the library.; and
- 4) negotiations continue with the Lucy Maud Montgomery society related to the transfer of the LMM Manse to the Society.

Submitted by:



Alan Shultz

Treasurer

**Township Of Uxbridge
2011/2012 Budget Review
Proposed Adjustments**

Schedule "A"

		2011		2012
		\$	\$	\$
Operating				
Council	travel	3,120		3,120
	cell phones & office expenses	<u>6,000</u>	9,120	6,000
Bylaw	new staff wages	10,840		
	new staff benefits	<u>1,160</u>	12,000	0
Township Hall	furniture & furnishings		6,000	0
Corpoarate	tree carvings	5,000		
	studies	<u>10,000</u>	15,000	0
Winter Control (Public Wks)	sand & salt (to 2010 budget level)		10,000	10,000
Music Hall	transfer from major maintenance reserve		75,000	0
Sandford Community Hall	tables		2,500	0
Zephyr Community Hall	curtains	3,000		
	tables	<u>5,000</u>	8,000	0
Arena	hydro	15,000		15,000
	natural gas	<u>5,000</u>	20,000	5,000
Library	unspecified		23,737	75,602
Tourism	combine CNE & events/special events	2,500		
	delete BIA contribution	<u>(2,500)</u>	0	-2,500
Financial	penalty & interest taxes inrease revenue		30,000	30,000
Misc (Public Wks)	DC contribution Hamlet storm water reserve		20,000	20,000
General Cuts	Departments to determine where to cut			
Clerks		5,000		5,000
Treasury		5,000		5,000
Township Hall		5,000		5,000
Building		5,000		5,000
Planning		5,000		5,000
Public Works		5,000		5,000
Parks		15,000		15,000
Arena		10,000		10,000
Pool		10,000		10,000
Culture		10,000		10,000
		<u>15,000</u>	<u>85,000</u>	<u>15,000</u>
Total operating			<u>316,357</u>	<u>244,102</u>
Capital				

**Township Of Uxbridge
2011/2012 Budget Review
Proposed Adjustments**

Schedule "A"

		\$	2011	\$	2012
					\$
Public Works					
2nd Avenue sidewalk	3rd party financing		10,000		0
Parks					
Splash pad	Development Charges funding		30,000		0
Total capital			<u>40,000</u>		<u>0</u>
Total proposed adjustments			<u>356,357</u>		<u>244,102</u>