

Committee Meeting Minutes**ad hoc Budget Advisory Committee Meeting**

December 12, 2022, 4:00 P.M.

Council Chambers - Hybrid

60 Snyder's Road West

Baden, Ontario

N3A 1A1

Members Present: Mayor N. Salonen
Councillor S. Cressman
Councillor K. Wilkinson
Councillor H. Sidhu
Councillor S. Martin
Councillor L. Dunstall

Staff Present: Chief Administrative Officer, S. Chambers
Director of Parks, Facilities, and Recreation Services, S. Jackson
Director of Corporate Services/Treasurer, P. Kelly
Fire Chief, R. Leeson
Director of Public Works and Engineering, J. Molenhuis
Director of Development Services, H. O'Krafka
Supervisor of IT, K. Jeffreys
Manager of Planning/EDO, A. Martin
Manager of Finance/Deputy Treasurer, A. Romany
Deputy Clerk, C. Curtis
Administrative Clerk, C. Greenley
Financial Analyst/Accounts Receivable, J. Vincent
Financial Analyst/Accounts Payable, B. Kim
Supervisor of Procurement and Payroll, M. Kutnik
Manager of Parks & Facilities, G. Dubrick
Manager of Customer Service & Com Dev, M. O'Krafka
Desktop Support Technician, R. Ubhi

1. MOTION TO CONVENE INTO CLOSED MEETING

There was no Closed Meeting of the ad hoc Budget Advisory Committee.

2. MOTION TO CONVENE IN OPEN MEETING

Moved by: Councillor L. Dunstall

Seconded by: Councillor S. Martin

THAT the ad hoc Budget Advisory Committee convenes in Open Session at 4:00 p.m.

Motion Carried

3. TERRITORIAL ACKNOWLEDGEMENT

The Territorial Acknowledgement was read by Councillor K. Wilkinson.

4. ADDITIONS TO THE AGENDA

There were no additions to the agenda for this meeting.

5. ADOPTION OF THE AGENDA

Moved by: Councillor K. Wilkinson

Seconded by: Councillor S. Cressman

That the Agenda as presented for December 12, 2022 be adopted.

Motion Carried

6. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT

6.1 Councillor K. Wilkinson - Affiliation Policy - PFRS-2022-43

Councillor K. Wilkinson declared pecuniary interest on this matter. Please visit [Registry of Disclosure of Pecuniary Interest](#) for further details.

6.2 Councillor S. Martin - 2023 Municipal Grants Program - COR-2022-38

Councillor S. Martin declared pecuniary interest on this matter. Please visit [Registry of Disclosure of Pecuniary Interest](#) for further details.

6.3 Councillor S. Martin - Affiliation Policy - PFRS-2022-43

Councillor S. Martin declared pecuniary interest on this matter. Please visit [Registry of Disclosure of Pecuniary Interest](#) for further details.

7. MINUTES OF PREVIOUS MEETINGS

There were no minutes from a previous meeting.

8. PUBLIC MEETINGS - NONE

There were no Public Meetings on this date.

9. PRESENTATIONS - NONE

There were no Presentations on this date.

10. CONSENT AGENDA - NONE

11. REPORTS

11.1 2023 Pre-Budget Consultation, COR-2022-34

Director of Corporate Services/Treasurer P. Kelly gave a high-level overview of Report COR-2022-34.

Committee asked and received answers on the following topics:

- The sample size of residents who responded to the survey
- Whether each survey response can be made unique

Moved by: Councillor S. Martin

Seconded by: Councillor L. Dunstall

THAT Report COR 2022-34, outlining feedback from the 2023 Pre-Budget Consultations be received for information purposes; and further,

THAT staff be directed to incorporate feedback from the 2023 Pre-Budget Consultations within the draft 2023 Operating and Capital Budgets.

Motion Defeated

11.2 Inflationary Tax Levy Adjustment, COR-2022-35

Director of Corporate Services/Treasurer P. Kelly gave a high-level overview of Report COR-2022-35.

Committee asked and received answers on the following topics:

- accuracy of past inflationary targets
- expected resumption of MPAC property assessment updates
- applicability of lowering the target levy

Councillor K. Wilkinson put forward an amending motion:

THAT the Ad hoc Budget Advisory Committee refer this report back to staff to be reviewed at the next ad hoc Budget Advisory Committee meeting, ideally with a lower target levy

Amendment:

Moved by: Councillor K. Wilkinson

Seconded by: Councillor H. Sidhu

THAT the Ad hoc Budget Advisory Committee refer this report back to staff to be reviewed at the next ad hoc Budget Advisory Committee meeting, ideally with a lower target levy.

Motion Deferred

11.3 Dedicated Infrastructure Levy Adjustment, COR-2022-36

Director of Corporate Services/Treasurer P. Kelly gave a high-level overview of Report COR-2022-36.

Committee asked and received answers regarding how the Dedicated Infrastructure Levy Adjustment of 2.80% was calculated.

Moved by: Councillor H. Sidhu

Seconded by: Councillor S. Cressman

THAT Council approve a Dedicated Infrastructure Levy Adjustment of 2.80% to be included within the 2023 Municipal Budget; and further

THAT the proceeds from the Infrastructure Levy be allocated directly to the Township's Infrastructure Reserve Funds; and further

THAT the use of these funds be dedicated to achieving sustainability within the Township's long-term capital forecast and Asset Management Plan.

Motion Carried

11.4 2023 Fees and Charges & 2023 Water/Sanitary Rates, COR-2022-37

Manager of Finance/Deputy Treasurer, A. Romany, gave a high-level overview of Report COR-2022-37.

Committee asked and received answers on the following topics:

- new charges on the Fee Schedule and anticipated revenue these may add

- revenue generation that specific items bring to the Township
- whether fees and charges can be reassessed at a later date in 2023
- rationale regarding implementation of \$20.00 Recreational Fire Permit fee in 2022
- effect on revenue when facility rental fees are waived

Chief Administrative Officer, S. Chambers, discussed the importance of the Fees and Charges By-law being passed in a timely manner.

Moved by: Councillor S. Martin

Seconded by: Councillor H. Sidhu

THAT the Ad Hoc Budget Advisory Committee recommends to Council the Fees and Charges report dated December 12, 2022 be adopted, and further;

THAT the Water and Sanitary Rates By-Law and Fees and Charges By-Laws be updated accordingly.

Motion Carried

11.5 2023 Municipal Grants Program - COR-2022-38

Councillor S. Martin declared a conflict on this item. (Councillor S. Martin declared pecuniary interest on this matter. Please visit Registry of Disclosure of Pecuniary Interest for further details.)

Due to a Declaration of Pecuniary Interest, Councillor H. Sidhu put forward an amending motion:

THAT the Ad-Hoc Budget Advisory Committee approve the Municipal Grant Program as per Appendix A, excluding allocations to the Wilmot Family Resource Centre (as determined by Committee); and further;

THAT \$32,310 in Municipal Grants be incorporated within the 2023 draft operating budget.

Manager of Finance/Deputy Treasurer, A. Romany, gave a high-level overview of Report COR-2022-38.

Chair Salonen called a five-minute recess at 4:56 p.m.

Committee reconvened at 5:01 p.m.

Committee asked and received answers on the following topics:

- difference in grant funds requested compared to grant funds to be given
- individuals applying for Municipal Grants
- use of Municipal Grant funds

Due to a Declaration of Pecuniary Interest, Councillor H. Sidhu put forward an amending motion:

THAT the Ad Hoc Budget Advisory Committee approve the Municipal Grant Program allocation to the Wilmot Family Resource Centre and Firebirds as per Appendix A, of Report COR 2022-037 (as determined by committee); and further

THAT \$40,212 in Municipal Grants be incorporated within the 2023 draft operating budget.

Amendment:

Moved by: Councillor H. Sidhu

Seconded by: Councillor K. Wilkinson

THAT the Ad Hoc Budget Advisory Committee approve the Municipal Grant Program as per Appendix A, excluding allocations to the Wilmot Family Resource Centre, of Report COR 2022-037 (as determined by committee); and further

THAT \$32,310 in Municipal Grants be incorporated within the 2023 draft operating budget.

Motion Carried

Amendment:

Moved by: Councillor H. Sidhu

Seconded by: Councillor L. Dunstall

THAT the Ad Hoc Budget Advisory Committee approve the Municipal Grant Program allocation to the Wilmot Family Resource Centre and Firebirds as per Appendix A, of Report COR 2022-037 (as determined by committee); and further

THAT \$40,212 in Municipal Grants be incorporated within the 2023 draft operating budget.

Motion Carried

11.6 Target Levy Adjustment – Levels of Service, CAO-2022-11

Chief Administrative Officer, S. Chambers, gave a high-level overview of Report COR-2022-11, noting that the previous decision with respect to the target levy increase was deferred back to staff, and Committee may wish to defer this item to the next ad hoc Budget Advisory Committee Meeting as well.

Committee referred this report back to staff and review again at the next meeting of ad hoc Budget Advisory Committee.

Moved by: Councillor H. Sidhu

Seconded by: Councillor S. Martin

THAT the ad hoc Budget Advisory Committee endorse a target special levy adjustment of 2.20% for additional service levels, which will be monitored throughout the 2023 budget process.

Motion Deferred

11.7 Pre-Budget Approval of Two (2) Ice Resurfacers, PFRS-2022-34

Director of Parks, Facilities, and Recreation Services, S. Jackson, and Manager of Parks & Facilities, G. Dubrick gave a high-level overview of Report PFRS-2022-34.

Committee asked and received answers on the following topics:

- purchase cost comparison of propane and electric model Zamboni
- maintenance cost comparison of propane and electric model Zamboni
- life expectancy comparison of propane and electric model Zamboni
- emissions related to propane model Zamboni
- wear and tear on ice resurfacer once third ice pad is installed
- rental costs and turnaround time of rental ice resurfacer, if owned ice resurfacer breaks down

- possibility and cost to repair currently owned ice resurfacer
- possibility of selling parts of currently owned ice resurfacer
- potential for trade-in schedule of future owned ice resurfacer
- potential for leasing ice resurfacer as opposed to purchasing
- cost comparison from different companies that produce ice resurfacers

Moved by: Councillor H. Sidhu

Seconded by: Councillor K. Wilkinson

THAT staff be directed to seek pre-budget approval to incorporate \$375,000 plus applicable taxes into the 2023 Capital budget for replacement of the two (2) ice resurfacers at the Wilmot Recreation Complex (WRC), and further,

THAT staff recommend to Council the contract for supply and delivery of two (2) electric ice resurfacers be awarded to Zamboni Company Ltd. by means of The Canoe Procurement Group of Canada.

Motion Carried

11.8 Affiliation Policy - PFRS-2022-43

Councillor K. Wilkinson declared a conflict on this item. (Councillor K. Wilkinson declared pecuniary interest on this matter. Please visit Registry of Disclosure of Pecuniary Interest for further details. ;)

Councillor S. Martin declared a conflict on this item. (Councillor S. Martin declared pecuniary interest on this matter. Please visit Registry of Disclosure of Pecuniary Interest for further details.)

Director of Parks, Facilities, and Recreation Services, S. Jackson, and Manager of Community Services, M. O'Kafka, gave a high-level overview of Report PFRS-2022-43.

Committee asked and received answers on the following topics:

- range of minor sports discounts in other municipalities within the region
- estimated total subsidy the Affiliation Policy would provide

- how changes to activities / days of week affect the subsidy for organizations grandfathered in
- when council can review and make changes to the policy
- expected user groups who may sign up for the policy
- deadlines for grandfathered affiliates to apply

Moved by: Councillor H. Sidhu

Seconded by: Councillor S. Cressman

THAT the Community Services Department Affiliation Policy be recommended to Council for approval; and further,

THAT subject to Council approval of the Affiliation Policy, the historically discounted uses of Township Facilities be grandfathered for a minimum of one calendar year from the implementation date; and the historical discounts to The Community Players (TCP) be continued until such time as the Anchor Tenancy Agreement is brought to Council for approval; and

THAT staff be directed to implement the Council approved Affiliation Policy effective April 1, 2023.

Motion Carried

12. ADJOURNMENT

Moved by: Councillor S. Cressman

Seconded by: Councillor K. Wilkinson

THAT we do now adjourn to meet again at the call of the Chair.

Motion Carried