

Committee Meeting Minutes

Finance and Budget Committee Meeting

January 25, 2024, 9:00 A.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 L. Dunstall
Councillor S. Martin

Staff Present: Chief Administrative Officer, S. Chambers
Interim Treasurer / Chief Financial Officer, D. Elliott
Director of Infrastructure Services, J. Molenhuis
Director of Development Services, H. O'Krafka
Director of Community Services, C. Catania
Fire Chief, R. Leeson
Interim Director of Corporate Services / Clerk, J. Bunn
Supervisor of Information Technology, K. Jeffreys
Desktop Support Technician, R. Ubhi
Interim Manager of Finance / Deputy Treasurer, S. Ghai
Supervisor of Legislative Services / Deputy Clerk, K. Bos

1. CALL TO ORDER

Moved by: Councillor L. Dunstall

Seconded by: Councillor S. Cressman

THAT the Finance and Budget Committee Meeting on January 25, 2024 be called to order at 9:00 a.m.

Motion Carried Unanimously

2. CLOSED SESSION

Moved by: Councillor S. Martin

Seconded by: Councillor L. Dunstall

THAT a Closed Meeting of Council be held on January 25, 2024, at 9:00 a.m. in accordance with Section 239 (2)(h) of the Municipal Act, 2001, to consider the following:

1. Confidential Information Supplied in Confidence from the Province of Ontario - Section 239 (2)(h) - Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency.

Motion Carried Unanimously

3. RECONVENE INTO OPEN SESSION

Moved by: Councillor S. Martin

Seconded by: Councillor L. Dunstall

THAT the Finance and Budget Committee reconvenes in open Session at 9:45 a.m.

Motion Carried Unanimously

4. TERRITORIAL LAND ACKNOWLEDGEMENT

Councillor S. Martin read the Territorial Land Acknowledgement.

5. ADDITIONS TO THE AGENDA

6. ADOPTION OF THE AGENDA

Moved by: Councillor S. Cressman

Seconded by: Councillor S. Martin

THAT the Agenda as presented for January 25, 2024 be adopted.

Motion Carried Unanimously

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

Mayor N. Salonen declared a conflict of interest with the affiliated group the Wilmot Aquatic Aces Swim Club (Aces) and the special event subsidy for the Schmitty Fun-Runs (W-O). Mayor N. Salonen requested that the Aces and the Schmitty Fun-Runs be considered separately from the other affiliated groups and special event subsidies outlined in Report CS-2024-01.

8. MINUTES OF PREVIOUS MEETING(S)

Moved by: Councillor S. Martin

Seconded by: Councillor L. Dunstall

THAT the Minutes of the March 14, 2023 Finance and Budget Committee meeting be adopted as presented.

Motion Carried Unanimously

9. DELEGATIONS

10. CORRESPONDENCE

11. REPORTS

11.1 CS-2024-01- Special Event and Facility Subsidies (addendum)

Mayor N. Salonen declared a conflict of interest with the affiliated group the Wilmot Aquatic Aces Swim Club (Aces) and the special event subsidy for the Schmitty Fun-Runs (W-O). Mayor N. Salonen requested that the Aces and the Schmitty Fun-Runs (W-O) be considered separately from the other affiliated groups and special event subsidies outline in Report CS-2024-01.

The Committee considered Corporate Services report CS-2024-01, regarding the Special Event and Facility Subsidies excluding the affiliated group the Aces and the special event subsidy for the Schmitty Fun-Runs (W-O). Director of Parks, Facilities and Recreation Services, C. Catania spoke to the report.

Members asked and received response from staff regarding the following:

- Clarification on the subsidy provided to Moparfest.

Councillor K. Wilkinson provided comments in support of providing the subsidy for Moparfest.

A motion was brought forward by Councillor L. Dunstall, seconded by Councillor S. Cressman, THAT the motion be amended to strike Moparfest

from the list of fully subsidized groups until additional information can be brought forward to the Committee. The motion was defeated.

Moved by: Councillor L. Dunstall

Seconded by: Councillor S. Martin

THAT Report CS 2024 – 01 Special Event and Facility Subsidies be received for information and further,

THAT Staff be directed to continue facility use subsidies and in-kind staff costs for legacy facility bookings, by affiliated groups and special events, excluding the Aces and the Schmitty Fun-Runs taking place at Township facilities in 2024 and further,

THAT Staff be directed to continue fully subsidizing the Mennonite Relief Sale, Moparfest and New Hamburg Fall Fair as directed per the Council Resolution dated March 20, 2023.

Motion Carried Unanimously

Councillor H. Sidhu, assumed the position of Chair.

Moved by: Councillor S. Martin

Seconded by: Councillor S. Cressman

THAT Staff be directed to continue facility use subsidies and in-kind staff costs for legacy facility bookings, by affiliated groups the Aces and the Schmitty Fun-Runs event taking place at Township facilities in 2024.

Motion Carried

Mayor N. Salonen resumed as Chair.

11.2 2024 Operating Budget

11.2.1 COR-2024 -03 - 2024 User Fees and Charges

Interim Chief Financial Officer / Treasurer, D. Elliott presented the report.

Members asked and received responses from staff regarding the following:

- The potential adjustment of parks, facilities and recreation fees based on the Master Plan.
- Parks, facilities and recreation fees for non-residents.

- The low cost of non-prime time ice fee for school boards.
- Concerns for barriers to accessing the halls and meeting rooms.

Moved by: Councillor S. Martin

Seconded by: Councillor S. Cressman

THAT Report COR-2024-03, 2024 Fees and Charges, be received;
and

THAT the 2024 fees and charges as presented be approved by
Committee; and

THAT staff bring forward to Council the necessary bylaw for formal
adoption of the 2024 fees and charges.

Motion Carried Unanimously

11.2.2 COR-2024-02 - Long Term Debt Status Update

Interim Treasurer / Chief Financial Officer, D. Elliott, presented the
report.

Members asked and received responses from staff regarding the
following:

- The levy funded portion of debt servicing.
- The deferral of long-term debt.
- The projects that have been debt funded.
- Development charges and their implications on long-term
debt.
- Summary of reserve funds.

Moved by: Councillor L. Dunstall

Seconded by: Councillor S. Cressman

THAT Report COR-2024-02, Long Term Debt Status Update be
received for information.

Motion Carried Unanimously

11.2.3 COR-2024-01 - Draft 2024 Operating, Utility and Capital Budget

Mayor Salonen introduced Chief Administrative Officer, S. Chambers to provide opening remarks regarding the 2024 Operating Budget.

Interim Chief Financial Officer / Treasurer, D. Elliott presented the 2024 Operating Budget.

The Committee considered the Draft Operating Budget pertaining to the CAO's Office as presented by Chief Administrative Officer, S. Chambers.

Members asked and received responses from staff regarding the following:

- The amount included for contracted services and material costs.
- The function of the Corporate Communications team and the roles within it.
- The possibility of bringing the Strategic Plan in-house to reduce cost.
- The possibility of deferring the Strategic Plan to the 2025 Budget.
- Which items could be removed from the 2024 Budget.
- Performance management process and techniques.
- The training costs for the new full-time equivalent position.

Councillor H. Sidhu, assumed the position of Chair.

A motion was brought forward by Mayor N. Salonen, and seconded by Councillor S. Cressman, THAT Staff be directed to pause the RFP process for the 2024-2027 Strategic Plan and further that more information be brought forward on bringing it in-house and possible deferral to the 2025 Budget. The motion carried unanimously.

Mayor N. Salonen resumed as Chair.

A motion to recess was brought forward by Councillor L. Dunstall and seconded by Councillor S. Cressman THAT the Finance and Budget Committee does now recess to resume at 11:22 a.m. The motion carried unanimously.

A motion to reconvene was brought forward by Councillor L. Dunstall and seconded by Councillor S. Cressman THAT the Finance and Budget Committee does now reconvene at 11:25 a.m. The motion carried unanimously.

A motion was brought forward by Councillor K. Wilkinson, seconded by Councillor H. Sidhu, THAT staff be directed to report back to the Committee on Contracted Services and options to redistribute work within the Office of the CAO and potential cost savings. The motion carried unanimously.

The Committee considered the Draft Operating Budget pertaining to Council Services as presented by Interim Director of Corporate Services / Manager of Legislative Services / Municipal Clerk, J. Bunn.

Members asked and received responses from staff regarding the following:

- The discretionary funds to address mid-year issues.
- The budgeted amounts for communications specifically mail-outs for Council.
- The amount allocated for a discretionary fund.
- Further information on the operating budget items, including the Municipal Grant Program.

A motion was brought forward by Councillor L. Dunstall and seconded by Councillor S. Cressman, THAT the Councillors Honorarium in the amount of \$15,000.00 be removed from the 2024 Operating Budget. The motion carried unanimously.

The Committee considered the Draft Operating Budget pertaining to Fire Services as presented by Fire Chief, R. Leeson.

Mayor N. Salonen added a note of appreciation for the Fire Services department and the services they provide to the Township of Wilmot on a volunteer basis.

Members asked and received responses from staff regarding the following:

- How equipment expenses are allocated in the budget.

- The potential implications of growth on the fire services operating budget.
- The decision-making criteria around responses to emergency calls.
- The call volume for medical emergencies.
- Staffing levels, resignations, new hires, and retention.
- The volunteer wage adjustments to remove the work party rate and paying firefighters one rate.
- The accreditations requirements for full-time versus part-time firefighters.
- Potential cost-savings which could be identified.
- Recreational Burn Permits and the administrative costs associated to issue the permits.

A motion was brought forward by Councillor K. Wilkinson and seconded by Councillor H. Sidhu, THAT Staff be directed to report back to the Committee on the historical context of Recreational Burn Permits, including what the payment was and how the historical program compares to the program adopted in 2021 by end of Q1. The motion carried unanimously.

The Committee considered the Draft Operating Budget pertaining to Corporate Services as presented by Interim Director of Corporate Services / Manager of Legislative Services / Municipal Clerk, J. Bunn.

A motion to recess was brought forward by Councillor S. Cressman and seconded by Councillor L. Dunstall, THAT the Finance and Budget Committee does now recess at 12:33 p.m. for 45 minutes. The motion carried unanimously.

A motion to reconvene was brought forward by Councillor L. Dunstall and seconded by Councillor S. Cressman, THAT the Finance and Budget committee does now reconvene at 1:20 p.m. The motion carried.

Councillor S. Martin's seat was vacant at 1:20 p.m.

Members asked and received responses from staff regarding the following pertaining to the Corporate Services operating budget:

- The budgeted increase to revenues particularly, Administrative and Miscellaneous Fees.
- The 2023 Budget discrepancies for Contracted Services / Materials and Supplies under IT Services.
- Opportunities to reduce the operating budget for the department.

A motion was brought forward by Councillor K. Wilkinson, seconded by Councillor H. Sidhu, THAT Staff be directed to report back to the Committee on possible reductions to the Corporate Services budget. The motion carried.

Councillor S. Martin resumed his seat at 1:32 p.m.

The Committee considered the Draft Operating Budget pertaining to Infrastructure Services as presented by Director of Infrastructure Services, J. Molenhuis.

Members asked and received responses from staff regarding the following:

- The anticipated timeline on reporting back to Council on the Gravel Pit Operations Lease.
- Revenues year to date versus 2023 budget amounts.
- The revenue allocated for Aggregate Resource Fees.
- The Sanitary Railway Crossing Design approvals.
- Lifecycle of equipment.
- The expenditure for Contracted Services / Materials and Supplies under Engineering Services

A motion was brought forward by Councillor K. Wilkinson, and seconded by Councillor H. Sidhu, THAT Staff be directed to report back to the Committee on the Infrastructure Services 2024 Operating budget and potential cost-savings, including a review of the FTE staff requirements. The motion carried.

Members asked and received responses from staff regarding the following regarding the Water and Wastewater Fees:

- The service provided by the Region of Waterloo, and how the costs are billed to residents.
- The potential to assume the water.
- Timing of the report back on the Knipfel Private Water System (Petersburg).

A motion was brought forward by Councillor L. Dunstall, seconded by Councillor S. Martin, THAT the 2024 water and wastewater fees and charges be approved by Committee; and further, THAT staff bring forward to the January 29th Regular Council Meeting the necessary bylaw for adoption of the complete 2024 water and sewer services rates, fees and charges. The motion carried unanimously.

At this time the Committee considered Item 11.2.4 Report IS-2024-01 regarding Speed Mitigation and Traffic Safety.

Director of Infrastructure Services, J. Molenhuis presented the report.

Members asked and received responses from staff regarding the following:

- The budget implications of Report IS-2024-01.
- If there were cost incurred by the vandalism to local speed cameras.
- The disbursement of the revenues collected through the local speed cameras, and if it is area rated.
- Within the Infrastructure Department if there was the potential to find savings that could be found to fund this initiative.

Mayor N. Salonen provided clarification that the speed camera located in Baden is a regional asset and is funded through the Region of Waterloo.

The motion was brought forward by Councillor K. Wilkinson, seconded by Councillor S. Martin, THAT Report IS-2024-01, Speed Mitigation and Traffic Safety Additional Information be received for information. The motion carried unanimously.

The Committee considered the Draft Operating Budget pertaining to Community Services as presented by Director of Community Services, C. Catania.

Council asked and received responses from staff regarding the following:

- Alternate revenue sources for existing facilities.
- Castle Kilbride projected revenue for 2024.
- The cost recovery on filming on location at Castle Kilbride.
- Staffing costs for Castle Kilbride.
- The revenue opportunities for the NH Arena Reconstruction/Multi-Use Facility.
- The attraction and retention of Lifeguards at the WRC.
- Expanding the aquatic services to increase revenue at the WRC.
- Potential to implement policies to ensure programs are available to Wilmot residents first.
- The cost for Rental Groups to use municipal bartenders for bar services provided at Township facilities.

A motion was brought forward by Councillor K. Wilkinson and seconded by Councillor L. Dunstall, THAT Staff be directed to report back to the Committee on the Community Services 2024 Operating budget and potential cost-savings, including a review of staff requirements. The motion carried unanimously.

The Committee considered the Draft Operating Budget pertaining to Development Services as presented by Director of Development Services, H. O'Krafka.

Members asked and received responses from staff regarding the following:

- The deferral of the PSD Permits Module – Planning Section tool in the 2023 Budget.
- Provincial funding opportunities for the department.
- Staffing requirements for the OLT hearing.

- The servicing of the Employment Lands.
- The tax rate for commercial and industrial lands.

Councillor H. Sidhu vacated his seat at 3:09 p.m.

Councillor H. Sidhu resumed his seat at 3:11 p.m.

A motion was brought by Councillor K. Wilkinson, seconded by Councillor H. Sidhu, THAT Staff be directed to report back to the Committee on the Development Services 2024 Operating budget and potential cost-savings. The motion was carried unanimously.

A motion to recess was brought by Councillor L. Dunstall and seconded by Councillor S. Cressman, THAT the Finance and Budget Committee does now recess at 3:13 p.m. for 10 minutes. The motion carried unanimously.

A motion to reconvene was brought forward by Councillor S. Martin and seconded by Councillor L. Dunstall, THAT the Finance and Budget committee does now reconvene at 3:27 p.m. The motion carried unanimously.

Mayor N. Salonen provided a verbal update on the first meeting of the 2024 Wilmot Canada Day Task Force and the pressures faced on booking vendors for the event. Councillor L. Dunstall provided additional comments on the Task Force meeting.

A motion was brought forward by Councillor L. Dunstall and seconded by Councillor S. Cressman, THAT pre-budget approval in the amount of \$25,000 for 2024 Wilmot Canada Day Event be approved. The motion carried unanimously.

The Committee considered the Draft Operating Budget pertaining to Corporate Accounts as presented by Interim Treasurer / Chief Financial Officer, D. Elliott.

Members asked and received responses from staff regarding the following:

- The expenditure of the insurance and risk management, and operational implications on this line item.
- The transfer to reserves funds.
- The payments in lieu of taxes

Councillor H. Sidhu, assumed the position of Chair Mayor N. Salonen provided an introduction to the following motion.

A motion was brought forward by Mayor N. Salonen and seconded by Councillor S. Martin, THAT Staff be directed to report back to Council on programs for the deferral of penalty and interest for low-income households prior to the adoption of the 2024 tax rates. The motion was carried.

Mayor N. Salonen resumed as Chair.

Members asked and received responses from staff regarding the following pertaining to Corporate Accounts:

- The provision for wages, benefits, and steps.

The Committee considered the Budget Options for consideration as presented by Interim Treasurer / Chief Financial Officer, D. Elliott.

Members asked and received responses from staff regarding the following:

- Sharing resources with other municipalities for the Sustainability Coordinator position.

A motion was brought forward by Councillor K. Wilkinson and seconded by Councillor S. Martin, THAT the Committee give direction to staff to discuss a shared Sustainability Coordinator position between the other Townships in the Region of Waterloo. The motion carried.

A motion was brought forward by Councillor H. Sidhu and seconded by Councillor L. Dunstall, THAT Staff be directed to include the Community Mailings & Adverts in the amount of \$15,000.00 in the 2024 Operating Budget and THAT the remaining items in Unfunded Budget Options for Consideration be deferred until the January 27th Finance and Budget Committee meeting. The motion carried.

Councillor K. Wilkinson provided remarks on reductions to the Draft 2024 Operating Budget.

Chief Administrative Officer, S. Chambers provided remarks.

Interim Treasurer / Chief Financial Officer, D. Elliott provided remarks on the timeline.

A motion to recess was brought forward by Councillor S. Martin and seconded by Councillor L. Dunstall, THAT the Finance and Budget Committee does now at 4:22 p.m. for 5 minutes.

A motion to reconvene was brought forward by Councillor L. Dunstall and seconded by Councillor S. Cressman, THAT the Finance and Budget committee does now reconvene at 4:27 p.m. The motion carried unanimously.

Councillor H. Sidhu left the meeting at 4:26 p.m.

A motion was brought forward by Councillor K. Wilkinson and seconded by Councillor L. Dunstall, THAT Staff be directed to seek potential options for a 0.5% reduction in the 2024 Operating Budget, per department, save and except for Fire Services, to be brought forward to the Committee for consideration on February 15, 2024 at 4:30 p.m. The motion carried.

12. BUSINESS ARISING FROM CLOSED SESSION

Moved by: Councillor S. Cressman

Seconded by: Councillor S. Martin

THAT Council receives the verbal report regarding Confidential Information Supplied in Confidence from the Province of Ontario Section 239 (2)(h) - Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any item.

Motion Carried Unanimously

11. REPORTS

11.2 2024 Operating Budget

11.2.4 IS-2024-01 - Speed Mitigation and Traffic Safety Additional Information

This report was considered during the discussion for Item 11.2.3.

Moved by: Councillor K. Wilkinson

Seconded by: Councillor S. Martin

THAT Report IS-2024-01, Speed Mitigation and Traffic Safety Additional Information be received for information.

Motion Carried Unanimously

13. ANNOUNCEMENTS

14. ADJOURNMENT

Moved by: Councillor S. Martin

Seconded by: Councillor L. Dunstall

THAT the Finance and Budget Committee Meeting be adjourned at 4:34 p.m.

Motion Carried

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