

Committee Meeting Minutes

Finance and Budget Committee Meeting

January 27, 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
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 27, 2024 be called to order at 9:00 a.m.

Motion Carried Unanimously

2. TERRITORIAL LAND ACKNOWLEDGEMENT

Councillor S. Cressman read the Territorial Land Acknowledgement.

3. ADDITIONS TO THE AGENDA

Item 8.1.1 - COR-2024-05 - Capital Projects Status and Closures

Item 8.1.2 - COR-2024-04 - 2024 Budget Capital Projects Amendments

Item 8.2 - 2024 Operating Budget Unfunded Budget Options for Consideration

4. ADOPTION OF THE AGENDA

Moved by: Councillor S. Martin

Seconded by: Councillor L. Dunstall

That the Agenda as presented for January 27, 2024 be adopted, as amended.

Motion Carried

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

6. DELEGATIONS

6.1 Agenda Item 8.1- 2024 Capital Budget

Julie Neves and Judy Kraan spoke to Item 8.1 - 2024 Capital Budget expressing support for an Air Monitoring Study.

Moved by: Councillor K. Wilkinson

Seconded by: Councillor H. Sidhu

THAT the Committee direct Staff to proceed with obtaining a legal opinion relating to the request for an Air Monitoring Study; and further THAT the legal opinion be presented to Council no later than February 12, 2024; and further, THAT staff be directed to prepare a report for consideration at the Finance and Budget Committee at the February 15, 2024 meeting.

Motion Carried Unanimously

7. CORRESPONDENCE

Interim Treasurer / Chief Financial Officer, D. Elliott provided a verbal update on correspondence received at the budget@wilmot.ca email address.

8. REPORTS

8.1 2024 Capital Budget

A motion to recess was brought forward by Councillor H. Sidhu and seconded by Councillor K. Wilkinson, THAT the Finance and Budget Committee does now recess at 9:30 a.m. 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 9:30 a.m. The motion carried unanimously.

8.1.1 COR-2024-05 - Capital Projects Status and Closures

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

Moved by: Councillor S. Cressman

Seconded by: Councillor H. Sidhu

THAT Report COR 2024-05 - Capital Projects Status and Closures, be received for information purposes; and

THAT where projects proposed to be closed that are under budget, funding be adjusted by returning unused funding back to reserve fund sources, and where overspent, additional funding be approved from similar original funding sources, following which all projects listed in Schedule A be closed.

Motion Carried Unanimously

8.1.2 COR-2024-04 - 2024 Budget Capital Projects Amendments

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

Members asked and received response on the following:

- The location of the proposed EV Chargers.

A motion was brought forward by Councillor S. Martin and seconded by Councillor S. Cressman, THAT the Committee approves 2024 Capital Budget Request Form #39 Level 3 Electronic Vehicles Charging Stations project dependent on successful grant funding and THAT the location of the chargers be amended to reflect downtown locations.

A motion to postpone to a certain time was brought forward by Councillor K. Wilkinson, and seconded by Councillor S. Cressman, THAT the consideration of the motion be postponed to this afternoon. The motion carried unanimously.

Moved by: Councillor S. Martin

Seconded by: Councillor L. Dunstall

THAT Report COR-2024-04 - 2024 Budget Capital Project Amendments be received for information.

Motion Carried Unanimously

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

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

Members asked and received response on the following:

- How the funding for capital projects was determined.

The Committee considered the Fire Services 2024 Capital Budget Request Forms as presented by Fire Chief R. Leeson.

Members asked and received response on the following:

- The potential for a fleet lease program.

A motion was brought forward by Councillor S. Cressman seconded by Councillor K. Wilkinson, THAT the Committee approve the 2024 Capital Budget Request Form #16 (Interior Renovations and Backup EOC upgrades at Station 2) be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor K. Wilkinson and seconded by Councillor S. Cressman, THAT the Committee approve the 2024 Capital Budget Request Form #17 (30 Neville - Architectural Design New Hamburg Fire Station 3) be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor S. Martin and seconded by Councillor S. Cressman, THAT the Committee approve the 2024 Capital Budget Request Form #18 (Fire Attack

Nozzles/Master Stream) be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor S. Martin, and seconded by Councillor L. Dunstall, THAT the Committee approve the 2024 Capital Budget Request Form #19 (Thanker 616/615 Station 1) and #20 (Rescue 627 Station 2) be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

At this time the Committee asked and received responses on the 2024 Operating Unfunded Budget Options for Consideration for the part-time Fire Prevention Officer to be moved to a full-time position and directed question to Fire Chief, R. Leeson. Including:

- The community safety building closure.
- The inclusion of the position in the unfunded budget options.
- The time allocated for the position for public education.
- Public education and engagement opportunities.

A motion was brought forward by Councillor K. Wilkinson and seconded by Councillor H. Sidhu, THAT the Committee remove the 2024 Capital Budget Request Form #48 (Fire Extinguisher Trainer) from the 2024 Capital Budget being brought forward to Council for approval. The motion was defeated.

A motion was brought forward by Councillor S. Martin and seconded by Councillor S. Cressman, THAT the Committee approves the 2024 Capital Budget Request Form #48 (Fire Extinguisher Trainer) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion was defeated.

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 10:50 a.m. The motion carried unanimously.

A motion to reconvene was brought forward by Councillor S. Martin and seconded by Councillor K. Wilkinson, THAT the Finance and

Budget Committee does now reconvene at 10:50 a.m. The motion carried unanimously.

A motion was brought forward by Councillor K. Wilkinson, and seconded by Councillor S. Martin, THAT the Committee approve the 2024 Capital Budget Request Form #66 (Tanker Certification and Certified Explosion and Fire Investigator (CEFI) Certification) be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

The Committee considered the following 2024 Capital Budget Requests in numerical order beginning at Item #1, with all Infrastructure Services requests being considered at the end.

A motion was brought forward by Councillor S. Martin, and seconded by Councillor S. Cressman, THAT the Committee approve the 2024 Capital Budget Request Form #01 (Administration Complex Water Softener Replacement) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor L. Dunstall, and seconded by Councillor S. Martin, THAT the Committee approve the 2024 Capital Budget Request Form #02 (Castle Kilbride Maintenance & Restorations) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried.

A motion was brought forward by Councillor S. Martin, and seconded by Councillor K. Wilkinson, THAT the Committee approve the 2024 Capital Budget Request Form #03 (WRC Building Asset Replacements) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor S. Martin, and seconded by Councillor K. Wilkinson, THAT the Committee approve the 2024 Capital Budget Request Form #04 (WRC Aquatic Centre Asset Replacements) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

Members asked and received response on the following, in regard to Budget Request Form #05 (WRC Arena Refrigeration Plant Asset Replacements):

- Costs of after hour calls and staff expenses.
- Implications and cost-saving of removing the back-up unit.

A motion was brought forward by Councillor S. Martin, and seconded by Councillor S. Cressman, THAT the Committee approve the 2024 Capital Budget Request Form #05 (WRC Arena Refrigeration Plant Asset Replacements) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

Members asked and received response on the following, in regard to Budget Request Form #07 (NH Arena Reconstruction/Multi-Use Facility):

- Grant funding deadlines
- Any risks in losing funding by delaying this project.
- Potential for the inclusion of pickleball at the proposed multi-use facility.
- Flexibility in changes to the scope of the project and the implications on the grant funding.

A motion was brought forward by Councillor K. Wilkinson, and seconded by Councillor S. Cressman, THAT the Committee approve the 2024 Capital Budget Request Form #07 (NH Arena Reconstruction/Multi-Use Facility) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor S. Martin, and seconded by Councillor S. Cressman, THAT the Committee approve the 2024 Capital Budget Request Form #08 (New Hamburg Community Centre Asset Replacements) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried.

A motion was brought forward by Councillor S. Cressman, and seconded by Councillor L. Dunstall, THAT the Committee approve the 2024 Capital Budget Request Form #10 (Heritage/Scott Park –

Electrical & Plumbing Enhancements) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried.

Members asked and received response on the following, in regard to Budget Request Form #13 (Replace 2013 Service Vehicle with Stake Truck):

- Cost-savings on contracted services by purchasing this fleet vehicle.
- Options to purchase a comparable used vehicle.
- Departmental sharing of vehicles.
- Average annual mileage on vehicles.

A motion was brought forward by Councillor S. Cressman, and seconded by Councillor L. Dunstall, THAT Staff report back to the Budget and Finance Committee on February 15, 2024 on the 2024 Capital Budget Request Form #13 (Replace 2013 Service Vehicles with Stake Truck) specifically on if the current truck could be kept for an additional year. The motion carried.

Members asked and received response on the following, in regard to Budget Request Form #14 (Annual Hardware, Software & Network Infrastructure Upgrades):

- A detailed breakdown of the total budget request.
- The need to replace desktop and laptop computers.

A motion was brought forward by Councillor L. Dunstall, and seconded by Councillor S. Cressman, THAT Staff report back to the Budget and Finance Committee on February 15, 2024 on the 2024 Capital Budget Request Form #14 specifically relating to future plans for server retirements and disposal of hardware. The motion carried unanimously.

Members asked and received response on the following, in regard to Budget Request Form #41 Flagpole Installations (WRC / NDCC / St. ACC / NHCC):

- The flag policy and it's application to community flags.
- The current flag poles at facilities.

A motion was brought forward by Councillor L. Dunstall, and seconded by Councillor S. Martin, THAT the Committee remove the 2024 Capital Budget Request Form #41 (Flagpole Installations (WRC/NDCC/St. ACC/NHCC) from the 2024 Capital Budget being brought forward to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor H. Sidhu, and seconded by Councillor S. Cressman, THAT the Committee defer the 2024 Capital Budget Request Form #40 (Design and Construct Baden Off-Leash Dog Park) to the 2025 Capital Budget process. The motion carried unanimously.

Members asked and received response on the following, in regard to Budget Request Form #42 (30 Neville Street – Minor Renovations / FF&E):

- The approximate timeline of work.
- The potential of repurposing office furniture.
- The breakdown of the proposed costs proposed.

A motion was brought forward by Councillor K. Wilkinson, and seconded by Councillor S. Martin, THAT the Committee approve the 2024 Capital Budget Request Form #42 (30 Neville Street - Minor Renovations / FF&E) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

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 12:50 p.m. The motion carried unanimously.

A motion to reconvene was brought forward by Councillor L. Dunstall, and seconded by Councillor S. Martin, THAT the Finance and Budget Committee does now reconvene at 12:54 p.m. The motion carried unanimously.

Members asked and received response on the following, in regard to Budget Request Form #43 (Annual Tree Planting Program):

- The grant funding opportunity.
- The park location.

A motion was brought forward by Councillor S. Martin, and seconded by Councillor K. Wilkinson, THAT the Committee approve the 2024 Capital Budget Request Form #43 (Annual Tree Planting Program) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor S. Martin, and seconded by Councillor S. Cressman, THAT the Committee approve the 2024 Capital Budget Request Form #44 (Mike Schout Wetlands – Trail Enhancements) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor K. Wilkinson, and seconded by Councillor S. Cressman, THAT the Committee approve the 2024 Capital Budget Request Form #45 (Data Migration / Document Management Program) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor L. Dunstall, and seconded by Councillor K. Wilkinson, THAT the Committee remove the 2024 Capital Budget Request Form #46 (Township and Settlement Area Gateway Signage) from the 2024 Capital Budget and THAT the 2023 existing Community Signage Updates project be closed and the budgeted funds returned to source. The motion carried unanimously.

A motion was brought forward by Councillor K. Wilkinson, and seconded by Councillor L. Dunstall, THAT the Committee remove the 2024 Capital Budget Request Form #47 (PSD Permits Module – Planning Section) from the 2024 Capital Budget; and THAT contingent on grant funding being secured this project be reviewed by Council after a decision is made on Bill 23 The motion carried unanimously.

Members asked and received response on the following, in regard to Budget Request Form #63 AODA Compliance Audit (Township owned facilities):

- The cost assigned for the completion of this study.
- Public engagement and feedback opportunities in this study.

A motion was brought forward by Councillor S. Cressman, and seconded by Councillor K. Wilkinson, THAT the Committee approve the 2024 Capital Budget Request Form #63 (AODA Compliance Audit (Township owned facilities)) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor S. Cressman, and seconded by Councillor K. Wilkinson, THAT the Committee approve the 2024 Capital Budget Request Form #76 (Baden/New Hamburg Greenfield Secondary Plan & Intensification Analysis) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

The Committee now considered the Capital Budget Requests for the Infrastructure Services department.

Members asked and received response on the following, in regard to Budget Request Form #21 Jacob Street Cross-Section Repair:

- Vendor evaluation for construction projects.
- The need for reconstruction of the cross section.
- If there were complaints from the community.

A motion was brought forward by Councillor K. Wilkinson, and seconded by Councillor H. Sidhu, THAT the Committee remove the 2024 Capital Budget Request Form #21 (Jacob Street Cross-Section Repair) from the 2024 Capital Budget that will be brought back to Council for approval. The motion carried.

Members asked and received response on the following, in regard to Budget Request Form #22 Webster/George/Victoria Lighting Replacement:

- Additional costs if the work is deferred.

A motion was brought forward by Councillor H. Sidhu, and seconded by Councillor S. Martin, THAT the Committee approve the 2024 Capital Budget Request Form #22 (Webster/George/Victoria Lighting Replacement) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried.

A motion was brought forward by Councillor L. Dunstall, and seconded by Councillor S. Cressman, THAT the Committee approve the 2024 Capital Budget Request Form #23 (Oxford Road 5/Punkeydoodles Intersection Improvements) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

Members asked and received response on the following, in regard to Budget Request Form #24 to 29 (Road Surface Repair and Rehabilitation Program):

- The roads need study and how project are selects.
- The crack sealing program presented in 2023.
- ST-Wilmot Easthope Road Improvements - Joint Project w/ Perth East

A motion was brought forward by Councillor S. Cressman, and seconded by Councillor S. Martin, THAT the Committee approve the 2024 Capital Budget Request Form #24 to #29 (Road Surface Repair and Rehabilitation Program) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried.

Members asked and received response on the following, in regard to Budget Request Form #30 to #35 (Road Structure Repair and Rehabilitation Program):

- The installation of new guardrails.

A motion was brought forward by Councillor K. Wilkinson, and seconded by Councillor S. Cressman, THAT the Committee approve the 2024 Capital Budget Request Form #30 to #35 (Road Structure Repair and Rehabilitation Program) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor S. Cressman, and seconded by Councillor K. Wilkinson, THAT the Committee approve the 2024 Capital Budget Request Form #36, #37 and #56 (Fleet and Equipment – Roads) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor S. Cressman, and seconded by Councillor K. Wilkinson, THAT the Committee approve the 2024 Capital Budget Request Form #38 (Lift Station Operations / Maintenance Plan) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor K. Wilkinson, and seconded by L. Dunstall, THAT the Committee approve the 2024 Capital Budget Request Form #49 (Snyder's Road Reconstruction (Phase 3)) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor K. Wilkinson, and seconded by Councillor L. Dunstall, THAT the Committee approve the 2024 Capital Budget Request Form #50 (Employment Lands – Collector Road) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor S. Martin, and seconded by Councillor K. Wilkinson, THAT the Committee approve the 2024 Capital Budget Request Form #51 (SWM Facility Retrofit – Nithview) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor H. Sidhu, and seconded by Councillor K. Wilkinson, THAT the Committee approve the 2024 Capital Budget Request Form #53 (Baden Trunk Sanitary Sewer Construction) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

Councillor L. Dunstall vacated her seat at 2:09 p.m.

Councillor L. Dunstall resumed her seat at 2:11 p.m.

A motion was brought forward by Councillor K. Wilkinson, and seconded by Councillor S. Martin, THAT the Committee approve the 2024 Capital Budget Request Form #54 (Trunk Sewer Flow Monitoring Improvements) to be included in the 2024 Capital

Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor K. Wilkinson, and seconded by Councillor S. Cressman, THAT the Committee approve the 2024 Capital Budget Request Form #55 (Sanitary Sewer Railway Crossing – New Hamburg) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor L. Dunstall, and seconded by Councillor S. Martin, THAT the Committee approve the 2024 Capital Budget Request Form #78 (Knipfel Petersburg Private Drinking Water System Conversion) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion to recess was brought forward by Councillor L. Dunstall and seconded by Councillor K. Wilkinson, THAT the Finance and Budget Committee does now recess to resume at 2:25 p.m. The motion carried unanimously.

A motion to reconvene was brought forward by Councillor L. Dunstall and seconded by Councillor K. Wilkinson, THAT the Finance and Budget Committee does now reconvene at 2:27 p.m. The motion carried unanimously.

The Committee now considered the motion deferred from Item 8.1.2 COR-2024-04 - 2024 Budget Capital Projects Amendments.

A motion was brought forward by Councillor S. Martin and seconded by Councillor S. Cressman, THAT the Committee approves 2024 Capital Budget Request Form #39 (Level 3 Electronic Vehicles Charging Stations project) for one EV Charger in New Hamburg, ON be contingent on successful grant funding. The motion carried.

8.2 2024 Operating Budget Unfunded Budget Options for Consideration

A motion was brought forward by Councillor K. Wilkinson, and seconded by Councillor H. Sidhu, THAT the Committee defer the consideration of this item to the Finance and Budget Committee on February 15, 2024. The motion carried unanimously.

9. ANNOUNCEMENTS

Mayor N. Salonen made an announcement on:

- International Holocaust Remembrance Day

10. ADJOURNMENT

Moved by: Councillor S. Cressman

Seconded by: Councillor S. Martin

THAT the Finance and Budget Committee Meeting be adjourned at 2:46 p.m.

Motion Carried

DRAFT