

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

February 13, 2023, 5:00 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 L. Dunstall  
Councillor S. Martin

Staff Present: Chief Administrative Officer, S. Chambers  
Deputy Clerk, C. Curtis  
Director of Corporate Services/Treasurer, P. Kelly  
Director of Development Services, H. O'Krafka  
Director of Infrastructure Services, J. Molenhuis  
Director of Corporate Services, S. Jackson  
Supervisor of Information Technology, K. Jeffreys  
Administrative Clerk, C. Greenley  
Manager of Legislative Services/Clerk, J. Bunn  
Manager of Parks & Facilities, G. Dubrick  
Manager of Customer Service & Com Dev, M. O'Krafka  
Manager of Aquatics, A. Bylsma

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**1. MOTION TO CONVENE IN CLOSED MEETING**

There was no closed meeting of the ad hoc Budget Advisory Committee on February 13, 2023.

**2. MOTION TO CONVENE IN OPEN MEETING**

**Moved by:** Councillor L. Dunstall

**Seconded by:** Councillor S. Cressman

THAT Committee convenes in Open Session at 5:00 p.m.

**Motion Carried**

**3. MOMENT OF REFLECTION**

There was no moment of reflection during the ad hoc Budget Advisory Committee on February 13, 2023.

**4. TERRITORIAL ACKNOWLEDGEMENT**

Councillor K. Wilkinson read the Territorial Acknowledgement.

**5. ADDITIONS TO THE AGENDA**

There were no additions to the Agenda.

**6. ADOPTION OF THE AGENDA**

**Moved by:** Councillor S. Martin

**Seconded by:** Councillor K. Wilkinson

THAT the Agenda as presented for February 13, 2023 be adopted.

**Motion Carried**

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

There were no disclosures of pecuniary interest.

**8. MINUTES OF PREVIOUS MEETINGS**

**Moved by:** Councillor S. Martin

**Seconded by:** Councillor S. Cressman

THAT the minutes of the following meetings be adopted as presented:

- January 30, 2023

**Motion Carried**

## 10. PRESENTATIONS

There were no Presentations on this date.

## 11. CONSENT AGENDA

There were no items on the Consent Agenda on this date.

## 12. REPORTS

### 12.1 2023 Base Operating Budget (DRAFT), COR-2023-11

Chief Administrative Officer, S. Chambers, provided opening remarks regarding the 2023 Base Operating Budget.

Director of Corporate Services/Treasurer P. Kelly gave a high-level overview of Report COR-2023-11. Further, Director Kelly reviewed and explained the revenues and expenditures as set out in the 2023 Draft Operating Budget Summary.

Committee asked and received answers on the following topics:

- reasons for shortfall in transfer to infrastructure reserve funds
- long term strategy regarding the dedicated infrastructure levy and how this approach will rebuild reserve funds
- when peer municipalities might have introduced their dedicated infrastructure levy fund and when Wilmot can expect to see its fund grow
- reasons for Wilmot's lower tax discretionary reserves in comparison to peer municipalities, and how past practices have affected the same
- how Bill 23 may have affected assessment growth in Wilmot and consequently, the budget

CAO Chambers commented on the benefits of taking a strategic, long-term approach; and prioritizing spending to realize revenue from growth.

Committee further asked and received answers on the following topics:

- expected assessment growth as revenue for the Township and its reliance upon the same to balance the operating budget
- what other revenue streams can be relied on to alleviate levy increases

- impact of the percentage levy number on different sized neighbouring municipalities
- how Aggregate Resource Fees are set and whether Council may have a say in this fee amount
- how costs are shared between user-pay divisions and levy
- what services are provided to the Township out of the regional component of Wilmot property tax levy

Committee directed Staff to conduct a staffing analysis covering the period 2018 to 2023 and provide a report to Council indicating where resources have been spent over that period of time, as well as future Human Resources requirements.

Committee further asked and received answers on the following topics:

- when the Township will see impacts of its asset management planning
- percentage of recreation facility subsidies and associated cost recovery associated
- timeline that Development Charges are payable to the Township, in the process of new developments
- how zoning affects the types of businesses which are coming into employment lands

**Moved by:** Councillor L. Dunstall

**Seconded by:** Councillor S. Cressman

THAT the ad hoc Budget Advisory Committee receive Report COR 2023-11 for information.

**Motion Carried**

### 13. ADJOURNMENT

**Moved by:** Councillor L. Dunstall

**Seconded by:** Councillor S. Cressman

THAT we do now adjourn at 6:31 p.m. to meet again at the call of the Mayor.

**Motion Carried**