



**MINUTES**  
**Budget Committee**  
**Thursday, January 4, 2024**  
**Council Chambers 5:00 p.m.**

**PRESENT:** All members of the Budget Committee were in attendance this evening.

**STAFF PRESENT:** Angela Young, Deputy Clerk  
Suzanne Bouchard, Treasurer  
Mandy Cannon, Deputy Clerk/Executive Assistant

**MEDIA PRESENT:** Nil.

**1. Call to Order and Roll Call**

We acknowledge that we are on the unceded territory of the Algonquin Anishinaabe Peoples.

The Committee expressed their condolences to Deputy Mayor Hoddinott and family on the passing of Mr. Wilfred Hoddinott and to Councillor Rosien and family on the passing of Mr. Henry Rosien. A moment of silence was observed in their memory.

**2. Disclosure of Pecuniary Interest and the General Nature Thereof**

There were no disclosures of pecuniary interest declared at this time.

**3. Adoption of the Agenda**

3.1 Dated January 4, 2024

The following were added to this evening's Agenda:

10.2 - Add Reserve and Reserve Fund Policy

10.3 - Response to Mayor MacKenzie's Email - January 4 2024

**RECOMMENDATION-1-2024**

Moved by Councillor Robert Campbell, seconded by Councillor Kevin Rosien  
***THAT the Agenda dated January 4, 2024 be adopted as amended.***

**CARRIED.**

**4. Budget Committee Meeting Notice**

4.1 Notice of Budget Committee Meetings

The Deputy Clerk read the Notice of Budget Committee Meeting dates. The Notice of Budget Committee Meetings was posted on the Township Notice Board and website.

**RECOMMENDATION-2-2024**

Moved by Deputy Mayor Lori Hoddinott, seconded by Councillor Robert Campbell

*THAT the Notice of Budget Committee Meetings be accepted as information as submitted and circulated.*

**CARRIED.**

**5. Delegations and Presentations**

Nil.

**6. Adoption of Committee Minutes**

Nil.

**7. Matters Arising From Previous Meeting Minutes**

Nil.

**8. Requests Submitted by Members of the Public**

Nil.

**9. Reports**

9.1 5-Year Actuals (2019-2023) including 2023 Budget

**RECOMMENDATION-3-2024**

Moved by Councillor Scott Brum, seconded by Councillor Kevin Rosien

*THAT the Budget Committee receive the 5-Year Actuals (2019-2023) including the 2023 Budget Report as information as submitted and circulated.*

**CARRIED.**

**10. Information Items**

10.1 2023 Reserve Balance & Debenture Information

**RECOMMENDATION-4-2024**

Moved by Councillor Robert Campbell, seconded by Councillor Scott Brum

*THAT the Budget Committee accept the 2023 Reserve Balance Report as information as submitted and circulated.*

**CARRIED.**

10.2 Reserve and Reserve Fund Policy

**RECOMMENDATION-5-2024**

Moved by Councillor Kevin Rosien, seconded by Councillor Robert Campbell

*THAT the Budget Committee accept the Reserve and Reserve Fund Policy as information as submitted and circulated.*

**CARRIED.**

The Committee reviewed the Reserve & Reserve Fund Policy and made the following recommendations to be brought forward to a future Council Meeting:

**Working Funds** -Recommendation – No Changes.

**Working Funds (Braeside)** - Recommendation – Remove.

**Future Loss of Grants or Assessment** -Recommendation - CAO to weigh in on limits. Report on historical uses over the past 5 years.

**Fire Department: Wage Contingency** -Recommendation – No Changes.

**Employee Benefits** -Clarify/Report on historical uses over the past 5 years.

**Weather Emergency** -Recommendation -Not less than 5% of own purpose taxation levy.

**Municipal Election** - Recommendation – Change Limit to \$40,000.

**Recreation: Building Department** -Recommendation - Any annual operating surplus from the Recreation Building Department will be transferred into this reserve and any annual deficit will may be offset by transfers from this reserve.

Recommendation– Receive clarification and information on what the Province requires us to do and clarification on where the 500,000.00 came from.

**Recreation: McNab Days** -Recommendation – Remove

**Recreation: Parks** -Recommendation - Council agrees to contribute ~~\$10,000~~ \$5,000 annually to this reserve through the annual budget process.

**Recreation: Minor Ball** -Recommendation – Change Limit to \$2,000.  
Recommendation - Clarify/Report on historical uses over the past 5 years.

**Cemetery** -Recommendation – No Changes.

**Accessibility** -Recommendation – No Changes.

**Waste Management: Closure** -Recommendation – No Changes.

**Waste Management: Operating** - Recommendation- Receive clarification and information from Finance and Public Works what this fund is used for.

Recommendation - Clarify/Report on historical uses over the past 5 years.

**Waste Management: Stage 3** -Recommendation - Receive clarification and information from Finance and Public Works on how this fund will be used and if there is enough being put aside.

Recommendation - Clarify/Report on historical uses over the past 5 years.

**Municipal Development Overall Discussions** -Recommendation – No Changes.

**Administration Building** - Recommendation: Change the policy to read as noted  
"Use of this reserve shall require a resolution of Council outlining in detail the costs and uses of the funds. Upon completion of the project, the Treasurer is authorized to transfer any remaining balance to the Capital Expenditure Reserve: Administration Equipment.as directed by Council."

**Recreation: Braeside Rink Board Project** - Recommendation – Remove.

Recommendation – Shift funds to acct # 1-2-200-2600 (Reserve Recreation).

**General Government** -Recommendation - Receive clarification and information from CAO and Finance what this fund has historically been used for and the planned use.

Recommendation - Clarify/Report on historical uses over the past 5 years.

Council recessed at 7:33 p.m.

Council resumed at 7:42 p.m.

**Fire Department (Projects)Emergency Measures Equipment** - Recommendation – Change title to reflect the same as the name of the Reserve Fund ie: **Emergency Measures Equipment.**

**Emergency Management** - Recommendation – No Changes.

**Roads Department** -Recommendation – Remove – Unless Treasurer and CAO determines there is a need for this fund.

Recommendation – Shift funds to acct # 1-2-2400-9308 (Paved Roads).

**Recreation** -Recommendation - The Township will make contributions from the Recreation Department operating surplus each year to this reserve based on the recommendations of the Recreation Director **as applicable/available; otherwise, and approved by Council** the Township will budget for annual contributions to the reserve accordingly if required. Council shall approve the use of this reserve through the annual budgeting process or by a resolution of Council outlining in detail the costs and uses of the funds.

**Roads Aggregate Reserve** -Recommendation – No Changes.

**Federal Gas Tax Reserve Fund** -Recommendation - Receive clarification and information from CAO/Public Works and Finance how much is in this fund and what it can be used for.

Recommendation - Clarify/Report on historical uses over the past 5 years.

**Development Charges Reserve Fund** -Recommendation – No Changes.

**Park Land Development Reserve Fund** - Recommendation – No Changes.

**OTHER RESERVE FUNDS NOT IDENTIFIED WITHIN THE POLICY:**

**Reserve Safe Restart Agreement** -Recommendation – Receive clarification as to if this fund is still needed and what we are allowed to do the money.

**Reserve – Future Assessment Appeal** -Recommendation – Include/Add to Reserve and Reserve Fund Policy.

**WIP (Work In Progress)** -Recommendation – Treasurer to provide report with details of what projects this fund includes.

**Museum Equipment** -Recommendation – Receive clarification as to why the new computer was not taken out of this fund.

**Overall recommendations** -Line up policy Headings the same as the print out for Reserves/Reserve Funds.

Look into investment opportunities for funds being held. Bring recommendations in a report to Council in April 2024.

Item 6.0 - Asset Types – add CBO Vehicle

10.3 Response to Mayor MacKenzie's Email - January 4 2024

**RECOMMENDATION-6-2024**

Moved by Deputy Mayor Lori Hoddinott, seconded by Councillor Kevin Rosien  
***THAT the Budget Committee accept the Response to Mayor MacKenzie's Email - January 4 2024 as information as submitted and circulated.***

**CARRIED.**

Staff Direction: Ms. Bouchard will look into the line item for the Excavator and advise how that purchase was funded.

The Committee asked for the MYCC and Office Building amounts to be separated so there is a clear picture of what each building cost.

**11. Unfinished Business**

Nil.

**12. New Business**

Nil.

**13. Draft By-Laws**

Nil.

**14. Public Questions/Comments**

14.1 Andre Szombathy asked if all of the costs have went through with regards to the Police contract, to which he was advised that the budgeted amount may not be the same as the actual.

**15. Committee Questions/Comments**

Nil.

**16. Notice of Upcoming Meeting Dates**

As noted on the Agenda

**17. Adjournment**

17.1 Adjournment

**RECOMMENDATION-7-2024**

Moved by Councillor Scott Brum, seconded by Councillor Kevin Rosien

*THAT the Budget Committee Meeting adjourn at 8:45 p.m.*

**CARRIED.**

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MEETING CHAIR