



Special Council Minutes

9:00 AM - Tuesday, February 6, 2024
Council Chambers

The North Frontenac Council met in Special Council on Tuesday, February 6, 2024 at 9:00 AM in the Council Chambers.

Present: Mayor Gerry Lichty; Councillor Wayne Good and Councillor Stephanie Regent - Ward 1; Councillor Roy Huetl and Councillor Vernon Hermer - Ward 2; Deputy Mayor John Inglis and Councillor Fred Fowler - Ward 3

Also Present: Corey Klatt, Chief Administrative Officer (CAO); Kelly Watkins, Treasurer (Treasurer/CAO Back-up); Tara Mieske, Clerk/Planning Manager (CPM); Brooke Ross, Manager of Community Development (MCD); Darwyn Sproule, Public Works Manager (PWM) (Electronic Participation); Eric Korhonen, Director of Emergency Services/Fire Chief (DESFC); and Sandra Lessard, Deputy Treasurer

1. Call to Order and Purpose of Meeting

The Mayor called the meeting to order at 9:00 a.m. The purpose of the meeting is to consider the 2024 Draft Budget.

2. Approval of Agenda

a) **February 6, 2024**

45-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good

Be It Resolved That Council approves the Agenda dated February 6, 2024, as circulated.

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

4. Presentations

a) **Treasurer: 2024 Draft Budget Overview (PowerPoint attached)**
[2024 Budget Presentation](#)

5. Communications

- a) ***Treasurer's Communications of Interest to Council Re: 2024 Draft Budget
46-24 Moved by Councillor Wayne Good, Seconded by Councillor Stephanie
Regent***

Be It Resolved That Council receives for information Section 'A' Items of the Treasurer's Administrative Report entitled "Communications of Interest".

Carried

6. Council, CAO, and Managers' Administrative Reports

- a) ***Manager of Community Development: Increase to One (1) CLSP Staff Hours
47-24 Moved by Councillor Stephanie Regent, Seconded by Councillor
Wayne Good***

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "Increase to One (1) CLSP Staff Hours".

Carried

- b) ***Manager of Community Development: Community Improvement Plan (CIP) -
2023 Annual Report
48-24 Moved by Councillor Wayne Good, Seconded by Councillor Stephanie
Regent***

Be It Resolved That Council receives for information the Manager of Community Development's Administrative Report entitled "Community Improvement Plan (CIP) - 2023 Annual Report".

Carried

- c) ***Manager of Community Development: Proposed Modernization to
Community Halls Booking System
49-24 Moved by Councillor Stephanie Regent, Seconded by Councillor
Wayne Good***

Be It Resolved That Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Proposed Modernization to Community Halls Booking System".

Carried

- d) ***Manager of Economic Development: Economic Development Officer (EDO) –
Temporary Position
50-24 Moved by Councillor Wayne Good, Seconded by Councillor Stephanie
Regent***

Be It Resolved That Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Economic Development Officer (EDO) – Temporary Position".

Carried

- e) ***Director of Emergency Services/Fire Chief: Firefighter Group Benefits***
51-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good

Be It Resolved That Council receives the Director of Emergency Services / Fire Chiefs Administrative Report entitled, "Firefighter Group Benefits" for information purposes.

Carried

- f) ***Public Works Manager: Purchase of Diagnostic Software for Heavy-Duty Equipment Analysis***
52-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That Council receives for information the Public Works Manager's (PWM) Administrative Report entitled "Purchase of Diagnostic Software for Heavy-Duty Equipment Analysis".

Carried

- g) ***Treasurer: 2024 Summary of the Ten (10) Year Capital Plan 2024-2033; Tangible Capital Asset (TCA) Replacement Schedules (planned spending) as amended***
53-24 Moved by Councillor Wayne Good, Seconded by Councillor Stephanie Regent

Be It Resolved That Council receives the Treasurer's Administrative Report entitled "2024 Summary of the Ten (10) Year Capital Plan 2024-2033; TCA Replacement Schedules (planned spending) as amended" for information purposes.

Carried

- h) ***2024 Draft Budget***
54-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That Council receives for information the Treasurer's Administrative Report entitled "2024 Draft Budget"

Carried

7. Council Discussion

a) **Council Discussion: 2024 Draft Budget**

Note: Councillor Wayne Good left the meeting during the budget discussion at 1:00 p.m.

8. Public Forum

None.

9. Consideration of Budget

a) **Treasurer: 2024 Summary of the Ten (10) Year Capital Plan 2024-2033; Tangible Capital Asset (TCA) Replacement Schedules (planned spending) as amended**

55-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl

Be It Resolved That Council approves the 2024 Summary of the 10 Year Capital Plan (2024 – 2033) Tangible Capital Asset (TCA) Replacement Schedules (planned spending);

And That Council authorizes the CAO and Managers to proceed with the applicable 2024 TCA Capital Purchases/Tenders (in accordance with these Schedules and the Procurement By-law).

Carried

Deferral of Decisions

56-24 Moved by Deputy Mayor John Inglis, Seconded by Councillor Roy Huetl

Be It Resolved That Council defers the decisions regarding the operating budget until the Special Meeting on February 16, 2024 at 12:00 p.m.

Carried

10. Confirmatory By-law

a) **Confirming By-law**

57-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl

Be It Resolved That By-law #2024-15, being a By-law to confirm all actions and proceedings of Council for its Special Meeting regarding the 2024 Draft Budget held February 6, 2024 be read a first, second, and third time and finally passed.

Carried

11. Adjournment

a) **Adjournment**

58-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer

Be It Resolved That Council adjourns the Meeting at 2:39 p.m. until February 16, 2024 or at the call of the Chair.

Carried

Mayor

Clerk

2024 DRAFT BUDGET



February 6, 2024



2024 DRAFT BUDGET

Proposed Increase in
Total Municipal Dollars
\$432,912 or 6.3%

(As presented in the Council Agenda for February 6, 2024)

2024 DRAFT BUDGET - Summary of the Increases Affecting Levy



Payroll – increase \$189,612	2.32%
Insurance – increase \$21,804	.40%
Police – increase of \$23,137	.34%
OMPF – decrease in funding - \$13,700	.21%
Bridge Mandatory bi-annual inspection (OSIM) – added \$15,000	.22%
Communication towers (inspections/annual maintenance and repairs (4 towers) – added \$15,000	.22%
General operating changes	1.30%
General Operating increases Total	5.01%

2024 DRAFT BUDGET – Council’s Consideration for Increases Affecting Levy



Council Conferences	\$8,000
Economic Development – Annual contribution to Economic Development Reserve Fund	\$2,500
Economic Development – CIP Program (previously funded from Reserve Funds) – see Admin Report 6b	\$28,380
Economic Development – Replace Funds to Reserve Fund for approved Summer Fest (for consideration per Res #463-23)	\$6,000
Sundry – Increase in Community Grants (for consideration per Res #17-24)	\$3,000
Sundry – Donation request from Perth & Smith Falls Hospital for MRI Campaign (for consideration per Res #469-23)	\$5,000

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2024 DRAFT BUDGET – Council’s Consideration for Increases Affecting Levy



Fire – Benefits (life/dental/medical) for Volunteer Fire Fighters – see Admin Report 6e	\$24,000
Roads – Diagnostic Equipment – see Admin Report 6f	\$9,100
Volunteer Appreciation Dinner	\$1,000
Total	\$86,980
Percentage of Levy Increase	1.29%
General Operating Increase of 5.01% plus Councils Consideration affecting levy 1.29%	
Increase of 6.3%	

2024 DRAFT BUDGET – What’s not been incorporated



<p>Kaladar Barrie Fire Department – Joint service 50% share</p>	<p>No increase has been added for the KB Fire Department. Currently, we have a Policy within the budget document if we pass our budget before the KB Budget is known, the additional funds would come from the Contingency Reserve Fund.</p>
<p>Additional Funding into Reserve Funds</p>	<p>Other than the recommendations on the previous slide for Economic Development there is no additional recommendations for additional contributions for Reserve Funds that have a shortfall per the draft Policy.</p>
<p>Additional Cost of Living (COLA) Employees, Council, Volunteer Fire Fighters and Committee of Adjustment members</p>	<p>Per Resolution #488-23, Council would consider increasing the approved COLA from 3.5% to 3.8% during budget deliberations</p>
<p>Municipal Services Corporation –</p>	<p>Resolution #285-23 approved North Frontenac to be a member of the Municipal Services Corporation with the Funds coming from the Contingency Reserve Fund. The Resolution says, “with a plan to replenish funds through the budget process during 2024 budget deliberations”.</p>

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2024 DRAFT BUDGET – Expenses

Impacts to all Departments:

❖ Hydro/Heat

- ❖ Carried budget numbers forward from 2023 with a few small adjustments

❖ Fuel

- ❖ Carried budget numbers forward from 2023 with a few small adjustments

❖ Telephone (land lines and cell phones) –

- ❖ Carried budget numbers forward from 2023 with a few small adjustments

❖ Insurance

- ❖ Applied 10% increase to budget from 2023

2024 DRAFT BUDGET – Expense Impacts



Impacts to all Departments:

• Payroll/Benefits

- Cost of Living Allowance (3.5%) – per Res #488-23
- Clerical Assistant/CLSP – funded partially in 2022 & 2023 from Covid 19 Reserve Fund, recommend \$25,000 in 2024
- Increase in Waste Site staffing hours due to continued increase in demand
- Changes to CPP and increase in Benefits
- Increase in Crownland Program hours – see Admin Report item 6a
- Permit Clerk for the building department – New position for 2024 per Res#265-23

• Training/Conference

- Increase Council back to full Conference allotment (1 for each Councillor and 2 for Mayor)
- Increase to Conference budgeted amounts due to increased costs
- Increase in Fire Training (added motor vehicle accident training including Electric Vehicles)
- Increase for Building Department training due to New Building Code Requirements



2024 DRAFT BUDGET – Outside Requisitions

- Mississippi Valley Conservation
 - \$34,931 increase of \$1,195 over 2023
- Quinte Conservation
 - \$1,200 increase of \$73 over 2023
- Kaladar Barrie Joint Fire Committee
 - Unknown at this time
- Police services
 - \$832,084 increase of \$23,137 from 2023
- County of Frontenac
 - \$2,009,848 increase of \$49,821 or 2.54% over 2023
- Education
 - \$1,498,441 increase of \$9,553 over 2023. Tax rate remains the same as 2021 & 2022



2024 DRAFT BUDGET – Projects with Grants

- Electrical Vehicle Charging Stations – Approval pending
 - Installation of charging stations
 - Project will not go forward if grant not received
- Community Emergency Preparedness Grant – Approval pending
 - Funding for training, sandbagger & generators
 - Project will not go forward if grant not received
- Fire Marshall Certification Grant – Funding Approved
 - Funding for training Materials

2024 DRAFT BUDGET – Revenue Impacts Annual Funding Programs



- Ontario Municipal Partnership Fund (OMPF) Grant – Decrease of \$13,700
- Ontario Community Infrastructure Funding (OCIF) – Increase \$112,244
 - Additional funds have been incorporated into 10 Year Capital Plan
- Canada Community Building Fund (CCBF) – Increase of \$13,595
 - Municipal portion of funding
- Aggregate Resources (portion of licence fees for pits in Township) – Increase of \$5,000
 - Increased based on the actual received in 2023

2024 DRAFT BUDGET – Projects from Reserve Funds



- Buckshot Lake Culvert (Hills Lake) – Consulting - \$15,000
- Community Planning Permit System - \$25,000
 - Joint project with Frontenac County – approved by Council, not completed in 2023
- Community Hall Booking System – See Admin Report 6c - \$5,000
- 10 Year Capital Planned Spending – See Admin Report 6g - \$3,138,974
- Kashawakamak Waste Site Compliance Work - \$50,000



2024 DRAFT BUDGET

\$432,912 or 6.3 %

Based on \$100,000 Residential Assessment @ \$45.26 increase

- Municipal = 5.73% increase or an increase of \$41.28
 - County = 1.91% increase or an increase of \$3.98
 - Education = 0% no change
- Based on the Median Assessment based on the Current Value Assessment (CVA)
 - CVA based on 2016 valuation dates. Assessment values to remain the same through to the end of 2024 (unless there have been changes to the property)

	Assessment (CVA)	2023	2024	Difference	Increase by month
Single Family Home	\$121,000	\$1,304.46	\$1,363.22	\$58.76	\$4.90
Seasonal Recreational Dwelling	\$245,000	\$2,660.18	\$2,771.51	\$111.33	\$9.28

2024 DRAFT BUDGET - Reserves / Reserve Funds



	2023 Year End Balances Unaudited & Pending Year End	2024 Year End Balances Based on 2024 Draft Budget
Reserves	\$1,218,524	\$1,096,402
Total Tangible Capital Assets Reserve Funds	\$3,771,055	\$3,646,083
Obligatory Reserve Funds	\$1,969,542	\$1,800,270
Discretionary Reserve Funds	\$2,165,761	\$2,018,285
Total Reserve / Reserve Funds	\$9,124,882	\$8,561,040
Total Impact on Reserve / Reserve Funds		- \$ 563,842

2024 DRAFT BUDGET – Reserve and Tangible Capital Asset Reserve Fund in Relation to Proposed Targets



	Proposed Target	2024 proposed Year End Balances Based on 2024 Draft Budget	Comments
Operating Contingency Reserve	10-12% of expenses based on last Audited Consolidated Statement of Operations	\$1,096,402	Target between \$1,027,855 and \$1,233,425. Proposed balance within target
Tangible Capital Assets Reserve Funds	To fund annual requirements based on replacement schedules, calculated with a annual 2% inflation increase	\$3,646,083	Target between \$5,100,000 and \$6,900,000 A 1% annual levy increase (approx. \$70,000) starting in 2025 would put us within the target by 2033 Should Council want to permanently increase the surface treatment annual spending by 300,000 a 2% annual levy increase (approx. \$140,000) would put us still within target by 2033. Not meeting target

2024 DRAFT BUDGET – Obligatory Reserve Funds in Relation to Proposed Targets



	Proposed Target	2024 proposed Year End Balances Based on 2024 Draft Budget	Comments
Recreational Land (Planning Act)	Allocate 60% of balance at the beginning of the year	\$11,192.10	The opening balance is \$23,692.10, therefore to allocate 60% the closing balance should be \$9,476.84. Not meeting target - per regulation
Building Department	One year operating expenditures based on last Audited Statements	\$13,532.72	One year operating would equal \$192,694 To be monitored as we transition to our first full year of issuing Septic Permits. Building should fund itself and not use tax dollars.
Canada Community Building Fund	Remain in a positive balance and can not carry more than 5 years of funding at a time	\$1,016,858.24	Based on the 2024 proposed projects, no requirement to allocate any further spending in 2024.
Waste Closure Costs	Total closure costs less current balance / by estimated years to closure	\$758,687.08	Following recommendations of the Consultant, on track for funding.
Ontario Community Infrastructure Fund (OCIF)	Must be in a positive balance, only used if there is a carryover of funds from the prior year	\$0	Proposed to spend all funds received in 2024, plus the amount being carried forward. Reserve Fund to remain open until program ends.

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2024 DRAFT BUDGET - Reserves / Reserve Funds



	Proposed Target	2024 proposed Year End Balances Based on 2024 Draft Budget	Comments
Cannabis Reserve Fund	To remain in a positive balance	\$14,115.58	No action required
Safe Restart – Covid 19	To remain in a positive balance, remove once balance is zero	\$27,820.92	2023 Year end adjustment still to be made with year end. Therefore, anticipate to be zero at the end of 2024
Seniors Initiatives	Minimum of \$25,000 and Maximum of \$50,000	\$84,001.31	This is a new initiative in 2023, A report is going to Council after March to discuss the first year of the program and next steps. Not meeting target
Council – Election	Sufficient to fund year of election. Next election 2026.	\$21,397.37	No action required, based on estimated expenses with some increases taken into consideration,
Economic Development	To remain in a positive balance. No minimum/maximum established at this time	\$7,598.44	In draft \$18,050 was deducted that should have been from Contingency Reserve Fund. Propose transferring amount from Contingency to this Reserve Fund. Which would bring the balance to \$25,648
Medical Services	Sufficient to fund future initiatives	\$1,065.12	Currently, there is not enough funds to assist with future recruiting initiatives. Committed funding will be part of the levy increase 2025-2028. Not meeting target
Emergency Services	Minimum of \$300,000 and maximum of \$500,000	\$339,349.16	Within the proposed Target

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2024 DRAFT BUDGET - Reserves / Reserve Funds



	Proposed Target	2024 proposed Year End Balances Based on 2024 Draft Budget	Comments
Roads Winter Maintenance	Minimum of \$200,000 and maximum of 50% of 5 year average	\$572,616.66	Target amount would be \$462,349.58. Therefore, over target balance , per draft policy the additional funds would be transferred to the Roads TCA Reserve Fund, following year end.
Cemetery	To remain in a positive balance	\$65,335.53	No action required
Community Halls	Minimum of \$50,000 and maximum of \$100,000	\$576,969.05	Over target balance. Per draft policy additional funds would be transferred to the Community Hall TCA Reserve Fund, following year end.
MNR Parks	Review once exceeds prior years budgeted expenses	\$261,344.45	2023 budgeted expenses (less capital) is \$434,729. Therefore, no review of balance required at this time.
Planning	To remain in a positive balance. No minimum/maximum established at this time	\$46,671.07	No action required