



Special Meeting Minutes

Draft 2025 Budget

9:00 AM - Friday, November 29, 2024
Council Chambers

Present: Mayor Gerry Lichty, Deputy Mayor John Inglis, Councillor Wayne Good, Councillor Stephanie Regent, Councillor Vernon Hermer, Councillor Roy Huetl and Councillor Fred Fowler

Also Present: Corey Klatt, Chief Administrative Officer, Dipl. M.A.; Kelly Watkins, CAO Back up/Treasurer, Dipl. M.A., M.M.; Sandra Lessard, Deputy Treasurer; Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.; Darwyn Sproule, Public Works Manager, P. Eng.; Brooke Ross, Manager of Community Development, Dipl.M.A.; and Adam Robinson, Director of Emergency Services/Fire Chief.

1. Call to Order

The Mayor called the Special Meeting to order at 9:04 a.m. The purpose of the Meeting is to consider the proposed Draft Budget for 2025.

2. Traditional Land Acknowledgement

We begin this gathering by acknowledging and celebrating these traditional lands as a gathering place of the first peoples and their ancestors who are entrusted to care for Mother Earth since time immemorial. We do so respecting both the land and the Indigenous People who continue to walk with us through this world. Today, the Township of North Frontenac is committed to working with Indigenous Peoples and all residents to pursue a united path of reconciliation.

3. Approval of Agenda

a) *November 29, 2024*

401-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good

Be It Resolved That Council approves the Agenda for the Budget Meeting dated November 29, 2024 as circulated.

Carried

4. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

5. Presentations

- a) **Treasurer: 2025 Draft Budget Overview (PowerPoint at meeting)**
[2025 Budget Presentation](#)

6. Communications

- a) **Treasurer's Communications of Interest to Council Re: 2025 Draft Budget**
402-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good

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

Carried

7. Council, CAO, and Managers' Administrative Reports

- a) **Manager of Community Development: Clar Mill Community Hall - Proposed Engineering for Washrooms**
403-24 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 "Clar Mill Community Hall - Engineering for Washrooms Proposal".

Carried

- b) **Manager of Community Development: Asbestos Management Programs in Buildings**
404-24 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 "Asbestos Management Programs in Buildings" for information purposes.

Carried

- c) **Manager of Community Development: Community Improvement Plan (CIP) - 2024 Annual Report**
405-24 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 "Community Improvement Plan (CIP) - 2024 Annual Report".

Carried

- d) ***Manager of Community Development: Increase of two (2) hours per Week for Recreation Maintenance Assistant***

406-24 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 "Increase of two (2) hours per Week for Recreation Maintenance Assistant".

Carried

- e) ***Manager of Community Development: EDTF Proposal - Summer Student for Economic and Community Development***

407-24 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 "EDTF Proposal - Summer Student for Economic and Community Development" for information purposes.

Carried

- f) ***Director of Emergency Services/Fire Chief: Volunteer Firefighter In-house Training Wages***

408-24 Moved by Councillor Stephanie Regent, Seconded by Councillor Wayne Good

Be It Resolved That Council receives for information the Director of Emergency Services / Fire Chief's Administrative Report entitled, "Volunteer Fire Fighter In-House Training Wages".

Carried

- g) ***Public Works Manager: Limited Re-opening of the Ardoch Waste Site***

409-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives for information the Public Works Manager's Administrative Report entitled "Limited Re-opening of the Ardoch Waste Site".

Carried

- h) ***2025 Summary of the Ten (10) Year Capital Plan 2025-2034; Tangible Capital Asset (TCA) Replacement Schedules (planned spending) as amended.***

410-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl

Be It Resolved That Council receives the Treasurer's Administrative Report entitled "2025 Summary of the Ten (10) Year Capital Plan 2025-2034; TCA Replacement

Schedules (planned spending) as amended” for information purposes.

Carried

i) ***Treasurer: Consideration of 2025 Draft Budget***

411-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer

Be It Resolved That Council receives the information from the Treasurer regarding the 2025 Draft Budget.

Carried

8. Council Discussion

a) ***Council Discussion: 2025 Draft Budget***

9. Public Forum

10. Consideration of Budget

a) ***Manager of Community Development: Clar Mill Community Hall - Proposed Engineering for Washrooms***

412-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl

Be It Resolved That Council approves including \$4,000 in the 2025 Budget to have engineering work completed for the Clar Mill Community Hall Washrooms.

Carried

b) ***Manager of Community Development: Asbestos Management Programs in Buildings***

413-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl

Be It Resolved That Council approves completing Designated Substance Reviews (DSRs) in 2025 at an approximated cost of \$30,000.

Carried

c) ***Manager of Community Development: Community Improvement Plan (CIP) - 2024 Annual Report***

414-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer

Be It Resolved That Council approves including \$15,000 CIP funding in the 2025 Budget.

Carried

d) ***Manager of Community Development: Increase of two (2) hours per Week for Recreation Maintenance Assistant***

415-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl

Be It Resolved That Council approves increasing the Recreation Maintenance Assistant position to 32 hours per week.

Carried

- e) ***Manager of Community Development: EDTF Proposal - Summer Student for Economic and Community Development***

416-24 Moved by Councillor Roy Huetl, Seconded by Councillor Vernon Hermer

Be It Resolved That Council approves the hiring of a Economic and Community Development Summer Student effective the 2025 season and beyond at an approximate cost of \$20,000 per year;

And That Council approves the MCD annually applying for funding to potentially offset the cost of this position, if successful.

Deferred Prior to 10 i) Consideration of Budget

- f) ***Director of Emergency Services/Fire Chief: Volunteer Firefighter In-house Training Wages***

417-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Roy Huetl

Be It Resolved That Council approves providing North Frontenac Firefighters with a hourly in-house training wage, starting January 2025, at an estimated cost increase for 2025 of approximately \$15,000.

Carried

- g) ***Public Works Manager: Limited Re-opening of the Ardoch Waste Site***

418-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That Council approves starting the process to re-open the Ardoch Waste Site on a limited basis;

And That Council approves the estimated cost of \$17,700 to be funded from the Waste Closure Costs Obligatory Reserve Fund with an estimated year end balance in 2024 of \$775,253.

Carried

- h) ***Council Conferences***

419-24 Moved by Councillor Roy Huetl, Seconded by Councillor Fred Fowler

Be It Resolved That Council increases the budget for 100-0-50180 "Council Conferences" to \$6000.

Carried

- i) ***Contribution to North Frontenac Food Bank***

420-24 Moved by Councillor Roy Huetl, Seconded by Councillor Stephanie Regent

Be It Resolved That Council approves providing \$2000 to the North Frontenac Food

Bank annually;
And That this be added as an exemption to the Community Grants Policy.

Carried

j) *Ontario Provincial Police Funding*

421-24 Moved by Councillor Wayne Good, Seconded by Councillor Stephanie Regent

Be It Resolved That Council instructs the Treasurer to incorporate the \$147,480 of OPP Funding by allocation \$83,970 to 2025 and placing \$63,510 in the Contingency Reserve Fund to be used in 2026 to offset OPP costs.

Carried

k) *Roads Tangible Capital Asset*

422-24 Moved by Councillor Wayne Good, Seconded by Councillor Fred Fowler

Be It Resolved That Council instructs the Treasurer to increase the contribution to the Roads TCA to 2%.

Carried

l) *Treasurer: 2025 Summary of the Ten (10) Year Capital Plan 2025-2034; Tangible Capital Asset (TCA) Replacement Schedules (planned spending) as amended.*

423-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

Be It Resolved That Council approves the 2025 Summary of the 10 Year Capital Plan (2025 – 2034) Tangible Capital Asset (TCA) Replacement Schedules (planned spending);

And That Council authorizes the CAO and Managers to proceed with the applicable 2025 TCA Capital Purchases/Tenders (in accordance with these Schedules and the Procurement By-law).

Carried

m) *Manager of Community Development: EDTF Proposal - Summer Student for Economic and Community Development*

424-24 Moved by Councillor Stephanie Regent, Seconded by Deputy Mayor John Inglis

Be It Resolved That Council approves the hiring of a Economic and Community Development Summer Student effective the 2025 season at an approximate cost of \$20,000 per year;

And That Council approves the MCD annually applying for funding to potentially offset the cost of this position, if successful.

For:	Councillor Stephanie Regent, Councillor Roy Huetl, and Deputy Mayor John Inglis
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Against:	Mayor Gerry Lichty, Councillor Wayne Good, Councillor Vernon Hermer, and Councillor Fred Fowler
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Defeated 3-4 on a recorded vote

n) ***Consideration of 2025 Draft Budget***

425-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That Council approves in principle the 2025 Draft Budget with a levy increase of \$327,376 being a 4.55% increase.

Carried

11. Confirmatory By-law

a) ***Confirming By-law #2024-76***

426-24 Moved by Councillor Fred Fowler, Seconded by Councillor Vernon Hermer

Be It Resolved That By-law #2024-76, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held November 29, 2024, be read a first, second, and third time and finally passed.

Carried

12. Adjournment

a) ***Adjournment of the Council Meeting***

427-24 Moved by Councillor Vernon Hermer, Seconded by Councillor Fred Fowler

Be It Resolved That Council adjourns the Meeting at 2:03 p.m. until December 13, 2024, or at the call of the Chair.

Carried

Mayor

Clerk



2025 DRAFT BUDGET

November 29, 2024

2025 Draft Budget Meeting Presentation Agenda



- Introduction
- Timelines
- Proposed Levy increase
- Reserve / Reserve Funds
- Proposed Tangible Capital Asset – 10 Year Plan
- Grants (approved & pending)
- Projects/commitments from Reserve/Reserve Funds
- Budget Overview

Introduction



What is a Budget?

The annual budget development is driven by the Township's Strategic Plan, Department Operating Plans, applicable legislation, etc.

This draft budget outlines inflationary pressures, repair/maintenance of infrastructure, asset management funding, external Requisitions, etc.

2025 DRAFT BUDGET



August 22, 2024 – Report to Council



September 9th to October 3 – Managers met with their departments



October 7th to 17th – CAO, Treasurer and Manager – one on one meetings



November 13th – Managers Meeting – Review Draft



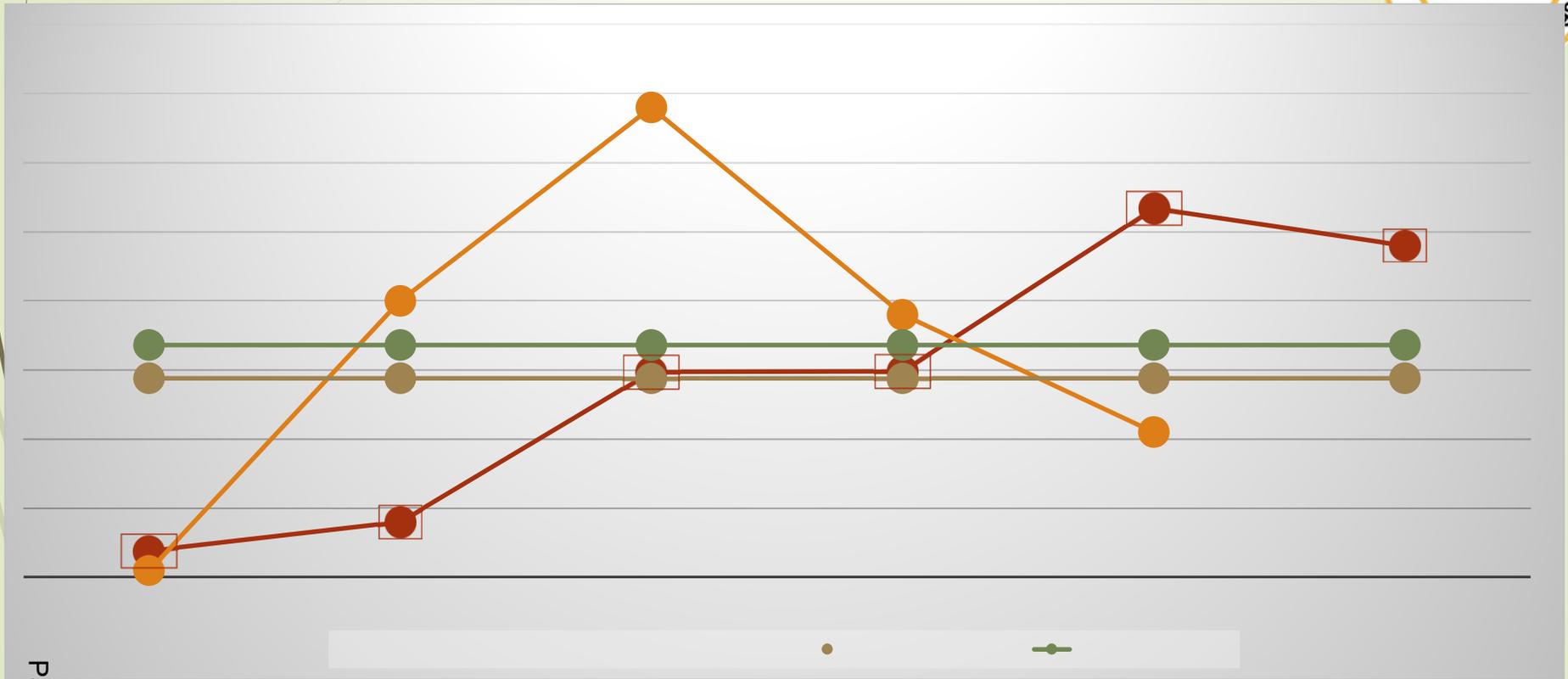
TODAY – Draft Budget presentation to Council



2025
Proposed Increase in
Total Municipal Dollars

\$345,461 or 4.80%

CPI and Levy Comparison (2020 to 2025)



Summary of the Increases Affecting Levy



Operating	2.17%
Increase in Contributions to TCA	1.09%
Police	<u>1.54 %</u>
	4.80%



2025 DRAFT BUDGET

OPP Funding Announcement

\$147,480



Allocation of Funding 100% in 2025

	2024	2025	2026
Estimated Costs	\$821,578	\$950,632	\$969,647
Year-End Adjustments on billing (reconciliation 2 years ago)	\$13,531	\$62,772	\$63,510
Funding received (\$147,480)		-\$147,480	
Funding from Surplus for 2024 adjustment			
	\$835,109	\$865,924	\$1,033,157
increase in dollars to be raised		\$30,815	\$167,233
Levy % increase		0.43%	2.21%

OPP Funding announcement

Proposed Allocation



Proposed allocation of Funding			
	2024	2025	2026
Estimated Costs	\$821,578	\$950,632	\$969,647
Year-End Adjustments on billing (reconcillation 2 years ago)	\$13,531	\$62,772	\$63,510
Funding received (\$147,480)		-\$83,970	-\$63,510
Funding from Surplus for 2024 adjustment		-\$36,802	
	\$835,109	\$892,632	\$969,647
increase in dollars to be raised		\$57,523	\$77,015
Levy % increase		0.73%	1.02%

2025 DRAFT BUDGET

Summary of the Increases Affecting Levy



Revenue Changes

(2.93%)

- Ontario Municipal Partnership Fund (OMPF) – increase \$150,000
- Blue Box Transition Program – additional funding \$38,000
- User Fees – increase \$23,000

Asset Management

1.11%

- Contributions to TCA Reserve Funds – increase \$80,039

Payroll

1.46%

- Cost of Living (2.1%), Benefits etc. increase \$105,000

2025 DRAFT BUDGET

Summary of the Increases Affecting Levy



1.61%

Requisitions from Outside Agencies

- OPP (not including 2023 adjustment) – increase \$110,630
- Conservation Authority – increase \$972
- Humane Society – increase \$4,300

General Operating Changes

1.84%

- Insurance (estimated 15%) - increase \$40,000
- Dr. Recruitment Incentive - increase \$10,000 (previously from reserves)
- Repairs (Vehicle/Equipment) - increase \$54,015
- Building Maintenance - increase \$15,000
- Waste Post Closure Costs - increase \$10,007
- Police Services Board - increase \$3,000

2025 DRAFT BUDGET

Summary of the Increases Affecting Levy



Optional Operating Changes for Council Consideration

1.72%

- Bridge and Culvert operating increase \$15,000
- CIP increase \$15,000 (per EDTF Request)
- L&A Hospital MRI Machine \$5,000
- Asset Management Assistance for July 1, 2025 Reporting \$5,000
- Personnel Policy Review \$5,000
- Summerfest increase from \$6,000 to \$10,000 (per EDTF request)
- Kaladar Barrie Proposed increase \$33,270
- Brule Lake Boat Launch Repair \$5,000
- Economic Development Summer Student \$20,000 (per EDTF request)
- Recreational Assistant Additional Hours \$1,300 (see Administrative Report)
- Fire Payroll Changes for Training \$15,000 (payout from flat rate to hourly rate)

2025 DRAFT BUDGET – 10 Year Capital Plan



- Guide Rail Program @ \$50,000
- Surface Treatment @ \$1,140,000
- Surface Treatment @ \$1,228,750 (pending Grant applications)
- Gravel Roads @ \$344,000
- Bridges & Culverts @ \$350,000
- Roads Equipment @ \$130,000
- Roads Vehicles @ \$100,000

2025 DRAFT BUDGET – 10 Year Capital Plan



- Admin – Computers @ \$34,000
- All Departments – Facilities @ \$219,583
- Plevna Rink & Roof @ \$700,000 (pending Grant application)
- Waste Equipment @ \$5,000
- Recycling Equipment @ \$5,000
- Fire Equipment @ \$31,000

2025 DRAFT BUDGET – 10 Year Capital Plan



Budget Year	Proposed balance at the end of 10 Years	Additional Funding	Additional Surface Treatment
2023	\$4,375,646	No	No
2024	\$3,048,429	No	No
2025	\$1,647,245	No	No
2025	\$5,877,245	Yes	No
2025 (scenario provided in budget package)	\$3,777,245	Yes	Yes

2025 DRAFT BUDGET – Projects from Grants



Electrical Vehicle Charging Stations - Approved

- Two stations to be installed by March 31, 2025
- EV ChargeON Program and EV Pollution Probe
- Total Project \$320,736 (Grant \$292,736 +Township \$28,000)

Clar-Mill Community Hall – Approved

- Accessible Door
- Total Project \$19,435 (100% Funding)

OCIF Funding – Approved

- 2024 Funding - \$860,538
- 2025 Funding - \$989,619

2025 DRAFT BUDGET – Projects from Grants - Pending



Housing-Enabling Water Systems Fund (HEWSF) – Intake 2

- Buckshot Lake Road Project – Total \$881,250 (73% Grant)

Housing-Enabling Core Services (HECS) – Ardoch Road

- Total \$1,737,500 (50% funding over 3 years)

Community Emergency Preparedness Grant – Total \$43,120 (100% funding)

- Funding for training, sandbagger & generators

Community Sport & Recreation Grant - Plevna Rink & Roof Project

- Total \$700,000 (\$480,000 grant + \$15,000 donations + \$205,000 Township)

These projects will not go forward if Grant is not received

2025 DRAFT BUDGET – Projects from Reserves



- Community Planning Permit System - \$19,420
- Municipal Services Corporation - \$17,545
- Ward 1 – Roads (closed resolution) - \$51,000
- Complaints – By-Law - \$5,000
- Building Deficit - \$50,000
- Boat Launch Repairs - \$65,000
- Seniors Home Support Program - \$20,000
- Doctor Recruitment - \$20,000
- Helen Lane Parking Res # 59-22 - \$40,000

2025 DRAFT BUDGET – Reserve / Reserve Funds



	2024 Year End Balances Based on 2024 Budget	2024 Year End Estimated Balances With Adjustments	2025 Year End Balances Based on 2025 Draft Budget
Operating Contingency	\$1,096,403	\$1,186,487	\$1,118,253
Obligatory Reserve Funds	\$1,800,270	\$1,968,522	\$1,920,083
Tangible Capital Asset Reserve Funds (All Departments)	\$3,646,082	\$3,952,448	\$4,291,885
Discretionary Reserve Funds	\$2,018,285	\$1,486,974	1,536,061
Total Reserve / Reserve Funds	\$8,561,040	\$8,594,431	\$8,866,282
Total Impact on Reserve / Reserve Funds		\$271,851	

2025 DRAFT BUDGET – Reserve and Tangible Capital Asset Reserve Fund in Relation to Policy Targets



Proposed Target		2025 Proposed Year End Balances Based on 2025 Draft Budget	Comments
Operating Contingency Reserve	10-12% of expenses based on last Audited Consolidated Statement of Operations	\$1,118,253	No action required.
Tangible Capital Assets Reserve Funds	To fund annual requirements based on replacement schedules, calculated with a annual 2% inflation increase	\$4,291,885	<p>Target between \$5,100,000 and \$6,900,000</p> <p>A 1% annual levy increase (approx. \$70,000) starting in 2025 would put us within the target by 2033</p> <p>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.</p> <p style="text-align: center;">Not meeting target</p>

2025 DRAFT BUDGET – Obligatory Reserve Funds in Relation to Policy Targets



	Proposed Target	2025 proposed Year End Balances Based on 2025 Draft Budget	Comments
Recreational Land (Planning Act)	Allocate 60% of balance at the beginning of the year	\$25,595.42	Need to allocate 60% per regulation.
Building Department	One year operating expenditures based on last Audited Statements	\$3,539.51	Below target. Fees adjusted late 2023, to be reviewed again in 2025 or as needed.
Canada Community Building Fund	Remain in a positive balance and can not carry more than 5 years of funding at a time	\$1,084,565.81	\$270,000 committed for 2025. No additional requirement to spend in 2025 to meet the 5-year spending requirement
Waste Closure Costs	Total closure costs less current balance / by estimated years to closure	\$805,527.77	Continue to contribute based on Consultant report.
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	No action required.

2025 DRAFT BUDGET – Discretionary Reserve Funds in Relation to Policy Targets



	Proposed Target	2025 Proposed Year End Balances Based on 2025 Draft Budget	Comments
Cannabis	To remain in a positive balance	\$14,799.01	No action required
Seniors Initiatives	Minimum of \$25,000 and Maximum of \$50,000	\$69,036.70	No action required.
Council – Election	Sufficient to fund year of election. Next election 2026.	\$26,938.70	No action required.
Economic Development	To remain in a positive balance. No minimum/maximum established at this time	\$10,952.96	No action required.
Medical Services	Sufficient to fund future initiatives	\$2,371.30	No action required, within target.
Emergency Services	Minimum of \$300,000 and maximum of \$500,000	\$352,078.96	Within the proposed Target

2025 DRAFT BUDGET – Discretionary Reserve Funds in Relation to Policy Targets



	Proposed Target	2025 Proposed Year End Balances Based on 2025 Draft Budget	Comments
Roads Winter Maintenance	Minimum of \$200,000 and maximum of 50% of 5 Year average	\$485,224.95	No action required.
Cemetery	To remain in a positive balance	\$55,364.49	No action required
Community Halls	Minimum of \$50,000 and maximum of \$100,000	\$112,962.55	No action required.
NF Parklands	Review once exceeds prior years budgeted expenses	\$305,041.34	No action required, within target.
Planning	To remain in a positive balance. No minimum/maximum established at this time	\$101,290.50	No action required

2025 DRAFT BUDGET – Assumptions for Operating Budget



Hydro/Heat - used average of the last 3 years, therefore little change

Fuel – used average of the last 3 years, therefore little change

Insurance - Applied 15% increase to budget from 2024

Payroll – applied 2.1% Cost of Living per our Policy as well as an estimate increase of 15% for benefits.

Changes:

- Departments of Property Building Maintenance and Livestock Loss removed/reallocated

2025 DRAFT BUDGET – Outside Requisitions



- ▶ Mississippi Valley Conservation
 - ▶ \$35,945 increase of \$1,014 over 2024 (estimate)
- ▶ Quinte Conservation
 - ▶ \$1,158 decrease of \$42 over 2024
- ▶ Kaladar Barrie Joint Fire Committee
 - ▶ Increase of \$33,270 (estimate)
- ▶ Police services
 - ▶ \$945,740 increase of \$110,630 from 2024
- ▶ County of Frontenac
 - ▶ Tax levy increase is 5.78%
- ▶ Education
 - ▶ Tax rate remains the same as 2024