



**The Corporation of the Township of Brock
Committee of the Whole Minutes**

**February 9, 2023
Virtual Meeting**

Members Present: Mayor Walter Schummer
Regional Councillor Michael Jubb
Ward 1 Councillor Peter Frank
Ward 2 Councillor Claire Doble
Ward 3 Councillor Angela Canavan
Ward 5 Councillor Lynn Campbell

Members Absent: Ward 4 Councillor Cria Pettingill

Staff Present: CAO, Ingrid Svelnis
Clerk/Deputy CAO Fernando Lamanna
Deputy Clerk Janean Currie
Clerk's Assistant Deena Hunt
Clerk's Assistant Stefanie Stickwood
Director of Finance / Treasurer Lisa Chen
Director of Public Works Paul Lagrandeur
Manager Facilities and IT, R. Wayne Ward
Director Development Services Robin Prentice
Fire Chief Rick Harrison
Manager of Accounting Crystal Doucette
Senior Financial Analyst Daniel Cooke

1. Zoom Link (agenda only)

2. Call to Order & Moment of Silence - 10:00 a.m.

Mayor Schummer called the meeting to order at 10:00 a.m. and a quorum was present.

3. Land Acknowledgement

It is important to begin each public gathering with a Land and Territorial Acknowledgement, to recognize the Indigenous people for being good stewards of the land and environment, here where we are meeting today. The Township of Brock has traditionally been a hunting and fishing ground for First Nations people. We reside on and benefit from the Williams Treaty Territories, on the land of the Mississaugas and Chippewas. May we share the land as long as the sun rises, the grass grows and river flows.

4. Disclosure of Pecuniary Interest and Nature thereof

None.

5. Presentations

None.

6. Delegations / Petitions

None.

7. Sub-Committees - Budget Meeting continued from January 16 and 30, 2023

7.1 Finance (Mayor Schummer) - 2023 Draft Operational Budget

7.1.1 Mayor's Remarks

Chair/Mayor Schummer expressed appreciation toward staff and Council for their efforts on the budget advising that Council will need to remain critical when deciding where to spend taxpayer's money.

7.1.2 CAO's Remarks

The CAO advised that a Core Services Review is underway which will assist in reconciling existing services and their value prior to moving forward with new initiatives. She noted that asset management and reserve funds are closely connected and reviewing them will assist with future budget planning.

7.1.3 2023 Draft Operational Budget

The Director of Finance and Treasurer provided a presentation which included the following:

Corporate Overview

- Budget Committee meetings - Operational Budget - February 9 and 13, 2023
- Virtual Public meeting for budget input - February 13, 2023 6:00 p.m.
- Council meeting - February 27, 2023
- Brock Township profile and economic indicators
 - population, household sizes
 - income comparisons
 - inflationary pressures, interest rates
- Property taxation
 - calculated based on assessments
 - two tier municipal taxes
 - 2022 residential taxes, seniors rebate
 - assessment growth, supplementary taxes
 - property tax sales
 - collections through the tax roll
 - payment methods offered

Committee discussed and deliberated the following:

- timing for new property assessments
- tax receivables compared to prior years

The Director of Finance and Treasurer advised that \$98,500 represents a 1% tax increase and continued with the 2023 Operational Budget presentation including the following:

2023 Operating Budget

- 2023 Operating Budget by Department

- municipal grants and Brock Township Public Libraries
- 2023 Operating Budget
 - by Revenues
 - property taxes
 - grants
 - user fees, permits and charges
 - interest and investments
 - contributions from reserve fund
 - by Expenditures
 - personnel
 - administration
 - professional services
 - repairs and maintenance
 - materials and supplies
 - finance charges
 - grants and special programs
 - contributions to reserve funds
 - Building department revenue remains within the Building Reserve Fund

7.1.4 Closed Session

Resolution: COW-2023-040

Moved by Councillor Doble

BE IT RESOLVED THAT Committee proceed into a Closed Meeting of Municipal Council at 11:39 a.m. to discuss the following matters:

Personal matters about an identifiable individual, including municipal employees pursuant to Section 239(2)(b) of the Municipal Act with respect to Committees & Boards.

CARRIED

7.1.4.1 Labour Relations

7.1.4.2 Closed Meeting Recess - 1:30 p.m.

7.1.5 Rise from Closed Session

Resolution: COW-2023-041

Moved by Councillor Doble

BE IT RESOLVED THAT Committee of the Whole rise & report from Closed Meeting at 2:19 p.m.; and,
THAT Committee endorse all direction provided to staff, at the Closed Meeting of Committee of the Whole, held on February 9, 2023; and

BE IT RESOLVED THAT Council approve the Senior Management market adjustment, to be fully funded by reducing the CAO Administrative Assistant position to a part-time position; and

THAT Council approve a \$65,000 personnel contingency budget.

CARRIED

7.1.6 2023 Draft Operational Budget - Continued

The Director of Finance and Treasurer continued with 2023 Operating Budget Overview as follows:

2023 Operating Budget

- New initiatives
- Expenditure pressures to provide existing service levels
- prior year's non-recurring items removed from budget (no impact on the tax rate 2023)

7.1.7 Township of Brock Public Libraries Presentation

Katie-Scarlett MacGillivray, CEO Brock Libraries introduced Karen Enss, Chair of Brock Library Board and provided a presentation which included:

2023 Library Operating Budget

- 2022 year in review
 - key performance indicators
 - highlights
- 2023 Strategic Priorities of the Library Board
- 2023 Operating Budget
 - increasing by 12.9%
 - request \$98,000 increase - 50% from Township and 50% from Trillium Grant
- 2024 Operating Budget projections

Committee discussed and deliberated the following:

- staff resources at all Brock libraries
- programming once grant funds are depleted
- material purchases (books)

7.1.8 Office of the CAO Presentation

The CAO provided a presentation which included the following:

- Mandate
- Roles and responsibilities
- 2022 Achievements
- 2023 Work plan
- 2023 Departmental overview and highlights
- 2024 Outlook

Committee discussed the following:

- draw from reserves to offset the recruitment costs and covid expenses
- consolidating covid expenses across the corporation

7.1.9 Corporate Accounts Presentation

The Director of Finance and Treasurer provided a presentation which included the following:

- Mandate
- Roles and responsibilities
- 2022 achievements
- 2023 work plan
- 2023 department revenues and highlights
- Corporate accounts
- 2024 outlook

Regional Councillor Jubb joined the meeting at 2:53 p.m.

Committee discussed and deliberated the following:

- bank processing fees
- impact of Bill 23
- insurance
- conference and education

Committee **consensus** to draw \$10,000 from the Insurance Reserve as opposed to \$25,000.

Committee **consensus** to reduce the conference and education by \$10,000.

7.1.10 Council Presentation

The Director of Finance and Treasurer provided information which included:

- increase in conference expenses due to first year of Council

Committee discussed the following:

- Council severance into a reserve fund

7.1.11 Clerks Presentation

Clerk/Deputy CAO

The Clerk/Deputy CAO provided a presentation which included the following:

2023 Clerks Budget

- Mandate
- Roles and responsibilities
- 2022 achievements
- 2023 work plan
- 2023 department budget overview
- Staffing requests - recurring contract for Communications Coordinator
- 2024 outlook

Committee discussed and deliberated on the following:

- Communication Coordinator position
- transfer to Clerks Reserve fund for legal costs
- advertising

The By-law Enforcement/Animal Control Supervisor provided a presentation which included the following:

2023 By-law/Animal Control Budget

- Mandate
- Roles and responsibilities
- 2022 achievements
- 2022 call service statistics
- 2023 work plan
- 2023 department budget overview
- 2024 outlook

Committee discussed and deliberated on the following:

- parking fines revenue
- transfer to reserve fund
- By-law legal funds

7.1.12 Development Services - Presentation

Director of Development Services

7.1.13 Fire and Emergency Services Presentation

Fire Chief

7.1.14 Information Technology Presentation

Manager of Facilities and IT

7.1.15 Parks and Recreation Presentation

Manager of Facilities of IT

7.1.16 Public Buildings, Health Centres and Cemeteries Presentation

Manager of Facilities and IT

7.1.17 Public Works Presentation

Director of Public Works

8. Other Business

The Budget Committee will resume discussions of the Operational Budget on Monday, February 13, 2023.

9. Public Questions and Clarification

None.

10. Adjournment

Resolution: COW-2023-042

Moved by Councillor Campbell

BE IT RESOLVED THAT the Committee of the Whole meeting adjourn at 4:44 p.m.

CARRIED

Mayor

Clerk