

**THE CORPORATION OF THE TOWNSHIP OF ESSA
SPECIAL MEETING – 2024 CAPITAL AND OPERATING BUDGET
WEDNESDAY DECEMBER 20, 2023**

MINUTES

A Special Meeting of Council was held in person on Wednesday December 20, 2023 in the Council Chambers of the Administration Centre, Township of Essa.

In attendance: Mayor Sandie Macdonald
Deputy Mayor Michael Smith
Councillor Pieter Kiezebrink
Councillor Henry Sander (4:06 p.m.)
Councillor Liana Maltby

Staff in attendance: C. Healey-Dowdall, CAO
M. Mikael, Manager of Public Works/Deputy CAO
D. Dollmaier, Manager of Finance
S. Haniff, Manager of Planning
P. Granes, Chief Building Official
C. Rankin, Manager of Parks and Recreation
L. Wark, CEO – Essa Public Library
D. Burgin, Fire Chief
G. McNamara, Deputy Fire Chief
S. Corbett, Deputy Clerk
L. Lehr, Manager of Legislative Services

1. OPENING OF MEETING BY THE MAYOR

Mayor Macdonald opened the Budget meeting at 4:01 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

Deputy Mayor Smith declared an indirect interest on Items Item 4(b) (Closed Session) and 5(d) as he has familial relations with a member of the Parks and Recreation Department.

3. 2024 DRAFT BUDGET (Refer to separate binder)

a. PowerPoint Presentation by Staff

i. 2024 Operating Budget

The Manager of Finance reviewed changes that were made in the third draft of the 2024 Operating Budget. She advised that the total operational impact on the 2024 Tax Levy (since November 15, 2023), with all changes, was approximately \$86,005.67 in additional expenses.

ii. **2024 Capital Budget**

The Manager of Finance reviewed changes that were made in the third draft of the 2024 Capital Budget. She advised that the total capital impact on the 2024 Tax Levy (since November 15, 2023), with all changes, was approximately \$60,000.00 in additional expenses.

iii. **Reserves**

The Manager of Public Works/Deputy CAO provided Council with an overview of reserve funds.

4. CLOSED SESSION

The Clerk delegated the powers and duties as assigned under section 228(4) of the *Municipal Act*, 2001, to the Chief Administrative Officer for the Closed Session portion of the Budget Meeting, and the remainder of the Special (Budget) Meeting thereafter.

Resolution No: SCW035-2023 Moved by: Smith Seconded by: Maltby

Be it resolved that Council move to Closed Session in order address matters pertaining to:

a. **Confidential Staff Report CAO033-23, re: Staff Compensation as it relates to Management.**

- *Personal Matters about Identifiable Individual [s.239(2)(b)]*
- *Labour Relations or Employee Negotiations [s.239(2)(d)]*

b. **Confidential Staff Report CAO035-23, re: Staff Compensation as it relates to Non-Management.**

- *Personal Matters about Identifiable Individual [s.239(2)(b)]*
- *Labour Relations or Employee Negotiations [s.239(2)(d)]*

----Carried----

Council proceeded into Closed Session Deliberations at 4:44 p.m.

Deputy Mayor Smith recused himself from Council Chambers for Closed Session Deliberations of Item 4(b). He did not participate in discussion nor vote on the Item.

Council reconvened in the Special Budget Meeting at 5:57 p.m.

Resolution No: SCW036-2023 Moved by: Smith Seconded by: Maltby

BE IT RESOLVED THAT *this Special Meeting of the Council of the Township of Essa held on the 20th day of December, 2023, adjourn at 5:57 p.m. to reconvene following the Regular Council meeting of this date.*

----Carried----

Council reconvened the Special Budget Meeting following the close of the Regular Council meeting at 7:10 p.m.

Council reconvened into Closed Session Deliberations at 7:12 p.m.

Motion to Rise and Report from Closed Session Meeting of December 20, 2023

Resolution No: SCW037-2023 Moved by: Smith Seconded by: Maltby

BE IT RESOLVED THAT Council rise and report from the Special Council Closed Session Meeting at 7:53 p.m.

----Carried----

- a. **PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL [s.239(2)(b)]
LABOUR RELATIONS OR EMPLOYEE NEGOTIATIONS [s.239(2)(d)]
Confidential Staff Report CAO033-23 submitted by the Chief Administrative Officer, re: Staff Compensation as it relates to Management.**

Resolution No: SCW038-2023 Moved by: Kiezebrink Seconded by: Maltby

BE IT RESOLVED THAT Confidential Staff Report CAO033-23 be received; and That Council direct Staff as contained within the body of this Confidential Report, except as it relates to non-management.

----Carried----

Deputy Mayor Smith recused himself from Council Chambers for Closed Session Item 4(b). He did not vote on the Item, nor participate in any discussion on the matter.

- b. **PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL [s.239(2)(b)]
LABOUR RELATIONS OR EMPLOYEE NEGOTIATIONS [s.239(2)(d)]
Confidential Staff Report CAO035-23 submitted by the Chief Administrative Officer, re: Staff Compensation as it relates to Non-Management Staff.**

Resolution No: SCW039-2023 Moved by: Maltby Seconded by: Kiezebrink

BE IT RESOLVED THAT Confidential Staff Report CAO035-23 be received; and That Council direct staff in accordance with the direction as discussed in the Confidential Report.

----Carried----

Deputy Mayor Smith resumed his seat in Council Chambers.

STAFF REPORTS AND MEMORANDUMS

5. FINANCE

a. Allocation of PILT (Payments In Lieu of Taxes) Funding

Resolution No: SCW040-2023 Moved by: Kiezebrink Seconded by: Sander

BE IT RESOLVED THAT Council accept the one-time 2023 Municipal PILT Mitigation Payment as presented by the Provincial Government in recognition of revenue implications of the federal decision relating to Ontario Regulation 400/98 in the amount of \$704,215.00; and

THAT Council approves allocation of these funds to the Township's Asset Management Plan Reserve G/L 02-80-002-060-3581.

----Carried----

b. Fire Department Training Reserve

Resolution No: SCW041-2023 Moved by: Smith Seconded by: Kiezebrink

BE IT RESOLVED THAT Council approve a transfer of \$10,000.00 from the Fire Department Training Reserve G/L 02-80-002-060-3561 to the Fire Department Capital Budget for use in 2024 for the purchase of sea containers needed for storage of equipment and fire safety apparatus.

----Carried----

c. Allocation of 2023 Bank Interest

Resolution No: SCW042-2023 Moved by: Sander Seconded by: Smith

BE IT RESOLVED THAT Council approve the allocation of bank interest earned in 2023 in the amount of \$1,630,000.00 into the Asset Management Reserve G/L 02-80-002-060-3581, for future Capital Development.

----Carried----

Deputy Mayor Smith recused himself from Council Chambers for Item 5(d). He did not vote on the Item, nor participate in any discussion on the matter.

d. Staff Report TR026-23 submitted by the Manager of Finance, re: 2024 Capital and Operating Budget - Parks and Recreation Department

This Item was deferred to January 17, 2024.

e. Staff Report TR027-23 submitted by the Manager of Finance, re: 2024 Capital and Operating Budget

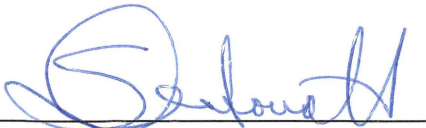
This Item was deferred to January 17, 2024.

Deputy Mayor Smith resumed his seat for the remainder of the meeting.

6. ADJOURNMENT

Resolution No: SCW043-2023 Moved by: Smith Seconded by: Kiezebrink

BE IT RESOLVED THAT this Special Meeting of the Council of the Township of Essa held on the 20th day of December, 2023, adjourn at 8:24 p.m. to reconvene on January 17, 2024 at 5:45 p.m.



Sandie Macdonald, Mayor



Colleen Healey-Dowdall, CAO