



The Corporation of the Township of Malahide

Special Meeting - Budget

March 14, 2023 – 7:30 p.m.

**Springfield & Area Community Services Building
51221 Ron McNeil Line, Springfield**

**** Note:** At this time, seating capacity is limited and those individuals with matters pertaining to agenda items will be prioritized for in person attendance. The meeting is also streamed live on YouTube and available after for viewing.

- (A) Call to Order
- (B) Disclosure of Pecuniary Interest
- (C) Approval of Previous Minutes **RES 1 (Pages 3-5)**
- (D) Reports of Departments
 - (i) Corporate Services/Finance
 - Amendments to the 2023 Draft Budget **RES 2 (Pages 6-11)**
- (E) Presentation/Delegations/Petitions
 - Open Question Period
- (F) Confirmatory **RES 3 (Page 12)**
- (G) Adjournment **RES 4**

PLEASE NOTE that the draft resolutions provided below DO NOT represent decisions already made by the Council. They are simply intended for the convenience of the Council to expedite the transaction of Council business. Members of Council will choose whether or not to move the proposed draft motions and the Council may also choose to amend or defeat them during the course of the Council meeting.

1. THAT the minutes of the special meeting of the Council held on March 7, 2023 be adopted as printed and circulated.

2. THAT Report No. FIN 23-04 titled "Amendments to the 2023 Draft Budget" be received;

AND THAT Council approve the 2023 Budget with amendments as provided in this Report;

AND THAT Council approve the User Fee Schedules for 2023 as presented in the 2023 Budget.

3. THAT By-law No.23-20, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

4. THAT the Council adjourn its meeting at _____ p.m..

The Corporation of the Township of Malahide**Special Council Meeting - Budget****March 7, 2023 – 7:30p.m.**Virtual Meeting – <https://youtu.be/NyqC9pRY5H4>

The Malahide Township Council met at the Springfield & Area Community Services Building, at 51221 Ron McNeil Line, Springfield, at 7:30p.m. Seating capacity is limited and those individuals with matters pertaining to agenda items were prioritized for in person attendance. The following were present:

Council: Mayor D. Giguère, Deputy Mayor M. Widner, Councillor S. Leitch, Councillor J. Wilson, Councillor R. Cerna, Councillor S. Lewis, and Councillor C. Glinski.

Staff: Chief Administrative Officer A. Betteridge, Clerk A. Adams, Director of Public Works M. Sweetland, Director of Finance A. Boylan, Director of Fire & Emergency Services J. Spoor, and Asset Management Analyst Talya Jones.

Via Zoom:

Absent:

CALL TO ORDER:

Mayor Giguère took the Chair and called the meeting to order at 7:30p.m.

DISCLOSURE OF PECUNIARY INTEREST and the General Nature thereof:

N/A

MINUTES:

No. 23-109

Moved By: Rick Cerna

Seconded By: Sarah Leitch

THAT the minutes of the special meeting of the Council held on March 1, 2023 be adopted as printed and circulated.

Carried

REPORTS OF DEPARTMENTS:**-Corporate Services/Finance**

Asset Management Analyst Jones provided Council with an orientation presentation on Asset Management.

- Community Group Grant Requests

Director Boylan provided an overview of the consensus on the requests and noted that there were two items that required further information.

Clerk, Adams first read a letter received on behalf of the Aylmer Fair Board in recognition of their increase of grant request. Council provided consensus on the request.

Secondly, Clerk Adams clarified the grant requests made by community organizations for the Malahide Community Place and South Dorchester Community Hall is due to an increase in event bookings for 2023. It should be noted that if circumstances change and the event isn't held the funding isn't provided as funding is only provided when a booking is made. Council provided consensus on these requests.

- Capital Budget Presentation

Director Boylan provided an overview of the capital budget. Council reviewed the capital budget prepared and presented by Staff. Staff answered questions from Council on the budget items. Staff noted items requiring additional information and changes for consideration in future drafts.

Mayor Giguère announced that Council would take a ten-minute recess.

Proceeding a ten-minute recess, Council continued budget deliberations.

No. 23-110

Moved By: Rick Cerna

Seconded By: Sarah Leitch

THAT the 2023 Budget be received as presented.

Carried

PRESENTATIONS/DELEGATIONS/PETITIONS:**- Question Period**

There were no comments or questions from the public concerning the 2023 Draft Capital Budget.

Mayor Giguère summarized comments received on March 7th from resident William MacIntyre. They will be added as an addendum to the agenda package.

CONFIRMATORY:

No. 23-111

Moved By: Scott Lewis

Seconded By: John H. Wilson

THAT By-law No.23-18, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

Carried

ADJOURNMENT:

No. 23-112

Moved By: Mark Widner

Seconded By: Chester Glinski

THAT the Council adjourn its special meeting at 9:09p.m. and meet again on March 14, 2023 at 7:30p.m.

Carried

Mayor – D. Giguère

Clerk – A. Adams



Report to Council

REPORT NO.: FIN-23-04

DATE: March 14, 2023

ATTACHMENTS: 2023 Community Grant Approvals; and, Council Chambers Reconfiguration Concept Drawing

SUBJECT: **AMENDMENTS TO THE 2023 DRAFT BUDGET**

Recommendation:

THAT Report No. FIN 23-04 titled “Amendments to the 2023 Draft Budget” be received;

AND THAT Council approve the 2023 Budget with amendments as provided in this Report;

AND THAT Council approve the User Fee Schedules for 2023 as presented in the 2023 Budget.

Background:

At the Township’s Special Council meeting on March 7, 2023, Staff were directed to report back on the financial impact of a number of proposed amendments to the 2023 Draft Budget considered by Council during budget deliberations. Those amendments are listed as follows:

- A. **Community Grant Approvals** – a full list of community grant approvals for 2023 is provided in an attachment for Council’s review. The 2023 Draft Budget earmarked a total of \$48,575 for community grant approvals, including cemeteries, for 2023. Through budget deliberations, \$55,175 in funding was granted. An increase to the 2023 levy has been made to account for the difference of \$6,600.
- B. **Canada Day** – hosting of Canada Day celebrations at the East Elgin Community Complex (“EECC”) is estimated to cost \$10,000, of which half would be funded by the Township. This is being treated like other event-based grants and is being raised through the 2023 levy for \$5,000.
- C. **Council Training & Conferences** – improvements have been suggested for Council’s annual training and conferences budget. Conference attendance on

average costs \$2,500 per attendee. ⁷ A budget of \$10,000 is suggested to allow for attendance at a couple of key conferences such as those held by Ontario Good Roads Association (OGRA) and Association of Municipalities of Ontario as well as the option to pursue a mix of other workshops or in-house training for select topics that arise during the year. This results in a levy increase of \$6,000.

- D. **EECC Desiccant Unit Repairs** – this item was directed to the attention of the EECC board at their last meeting. Work upon the desiccant unit was awarded to the lowest vendor quotation, Johnson Controls, at an estimated cost of \$40,000 of which \$20,000 is funded by the Township. A draw to the Township's Capital Reserve is recommended for \$20,000 to account for this item.
- E. **Council Chambers Furniture Replacements** – it was suggested through budget deliberations that the office chairs used by Council and staff should be replaced. A number of the chairs have started to break and/or tear, and perhaps no longer in a presentable state for Council Chambers. Staff estimate the cost to replace these chairs at \$6,500.

It has been noted and raised that the current Council desks themselves need refurbishment. For both new chairs (noted as "E₁") and Council desk refurbishments (noted as "E₂"), an additional \$10,500 budget would be required (\$17,000 total) and be drawn from the Township's Capital Reserve to fund this project. If proceeded with, such would include a slight reconfiguration to the Council chambers, inclusive of a second flat-panel TV display. Such reconfiguration and lay-out concept is included for illustrative purposes as the second schedule to this report.

Operating Budget Amendments

The 2023 Draft Budget recommends additional annual property tax funding of \$398,400 which equates to a 2.94% property tax rate increase. Acceptance of amendments A, B & C result in an increase to the 2023 property tax levy of \$17,600 or a 0.22% property tax rate increase. With these amendments, the 2023 Final Budget would result in a 3.16% property tax rate increase. This information is summarized in the table below:

Draft Operating Budget Amendments	Levy Increase	Rate Increase
2023 Draft Budget	\$398,400	2.94%
Proposed Operating Amendments		
A) Community Grant Approvals	6,600	
B) Canada Day	5,000	
C) Council Training & Conferences	6,000	
	\$17,600	0.22%
2023 Final Budget	\$416,000	3.16%

Impact on Property Owners

The 2023 Draft Budget property tax rate increase of 2.94% results in a \$250,000

residential property paying an additional \$51⁸ annually for the Township's portion of property taxes. Acceptance of the proposed amendments increases this amount to \$56 annually, an increase of \$5, and as summarized in the table below:

Impact on a \$250,000 Residential Property (Township Portion)				
	2022	2023	Change (\$)	Change (%)
2023 Draft Budget	\$1,748	\$1,799	\$51	2.94%
Effect of Budget Amendments	\$0	\$5	\$5	0.22%
2023 Final Budget	\$1,748	\$1,804	\$56	3.16%

When including the County of Elgin's 3.76% 2023 rate increase, a \$250,000 residential property would pay an additional \$116 annually, as follows:

Impact on a \$250,000 Residential Property (Blended)				
	2022	2023	Change (\$)	Change (%)
Township of Malahide	\$1,798	\$1,804	\$56	3.16%
County of Elgin	\$1,588	\$1,648	\$60	3.76%
Education	\$383	\$383	\$0	0.00%
Total	\$3,769	\$3,835	\$116	3.08%

Capital Budget Amendments

Acceptance of amendments D & E increase the Township's total capital reserve draw in 2023 from \$806,876 to \$843,846, an increase of \$37,000.

Draft Capital Budget Amendments	Capital Expenses	Net Capital Reserves Draw
2023 Draft Capital Budget	\$3,890,300	\$806,876
Proposed Capital Amendments		
D) EECC Desiccant Unit Repairs (50%)	20,000	20,000
E ₁) Replacement of Chairs in Council Chambers	6,500	6,500
E ₂) Reconfigure Council Chambers	10,500	10,500
	\$37,000	\$37,000
2023 Final Budget	\$3,927,300	\$843,876

("Financial Implications" section of this report follows on next page)

Financial Implications:

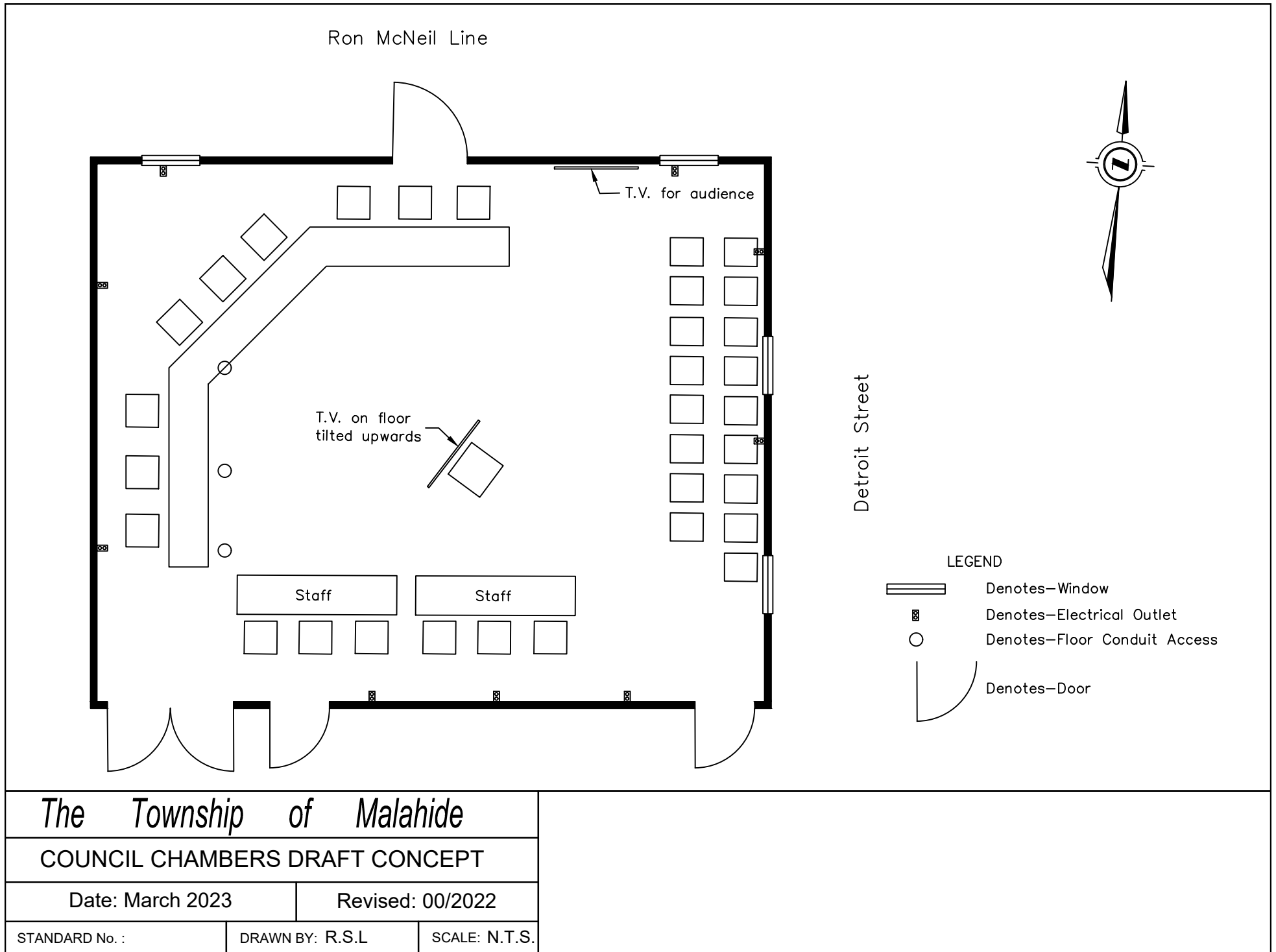
Acceptance of all proposed amendments would:

- Increase property taxes by 0.22% equating to an additional tax burden of \$5 on a median residential property.
- Reduce the Township's Capital Reserve by an additional \$37,000.

Submitted by:	Approved for Council:
Adam Boylan Treasurer	Adam Betteridge Chief Administrative Officer

2023 Community Grant Approvals

Organization	2023 Grant
Springfield Santa Claus Parade	\$ 1,500
Springfield Family Fun Day	550
Knights of Columbus	1,350
Elgin County Plowmen's Association	500
Kinsmen Club of Aylmer	1,000
Elgin County Farm Safety	1,225
Aylmer-Malahide Museum	10,000
Aylmer & East Elgin Agricultural Society	4,000
Springfield Cemetery Board	5,000
Aylmer Cemetery Board	18,000
Luton Cemetery Board	2,500
Springfield Family Fun Day	1,450
South Dorchester Optimists	4,000
Springfield Swans	2,500
Springfield Brewers	1,600
Total	\$ 55,175



THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**BY-LAW NO. 23-20**

Being a By-law to adopt, confirm and ratify matters dealt with by resolution of the Township of Malahide.

WHEREAS Section 5(3) of the Municipal Act, 2001, c. 25, as amended, provides that the powers of every council are to be exercised by by-law;

AND WHEREAS in many cases, action which is taken or authorized to be taken by the Township of Malahide does not lend itself to the passage of an individual by-law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Township of Malahide at this meeting be confirmed and adopted by by-law;

NOW THEREFORE the Council of The Corporation of the Township of Malahide **HEREBY ENACTS AS FOLLOWS:**

1. THAT the actions of the Council of the Township of Malahide, at its special meeting held on March 14, 2023, in respect of each motion, resolution and other action taken by the Council of the Township of Malahide at such meeting is, except where the prior approval of the Ontario Municipal Board or other authority is required by law, is hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-law.
2. THAT the Mayor and the appropriate officials of the Township of Malahide are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Township of Malahide referred to in the proceeding section.
3. THAT the Mayor and the Clerk are hereby authorized and directed to execute all documents necessary in that behalf and to affix thereto the corporate seal of the Township of Malahide.
4. THAT this By-law shall come into force and take effect upon the final passing thereof.

READ a **FIRST** and **SECOND** time this 14th day of March, 2023.

READ a **THIRD** time and **FINALLY PASSED** this 14th day of March, 2023.

Mayor, D. Giguère

Clerk, A. Adams