

The Corporation of the Town of Tillsonburg
Council Budget Meeting
MINUTES



Monday, November 18, 2024
9:00 AM
LPRCA
4 Elm St
Tillsonburg

ATTENDANCE: Mayor Gilvesy (Chair)
Deputy Mayor Beres
Councillor Luciani
Councillor Parker
Councillor Parsons
Councillor Rosehart
Councillor Spencer

Staff: Kyle Pratt, Chief Administrative Officer
Tanya Daniels, Director of Corporate Services/Clerk
Renato Pullia, Director of Finance/Treasurer
Johnathon Graham, Director of Operations & Development
Cephas Panschow, Development Commissioner
Andrea Greenway, Director of Recreation, Culture and Parks
Cheyne Sarafinchin, Senior Analyst/Deputy Treasurer
Amelia Jaggard, Deputy Clerk

1. Call to Order

Mayor called the meeting to order at 9:00 a.m.

2. Adoption of Agenda

Resolution # 2024-534

Moved By: Councillor Rosehart

Seconded By: Deputy Mayor Beres

THAT the Agenda as prepared for the Council Budget meeting of Monday, November 18, 2024, be adopted.

Carried

3. Moment of Silence

4. Disclosures of Pecuniary Interest and the General Nature Thereof

No disclosures of pecuniary interest were declared.

5. Budget Deliberations

5.1 Introduction and Overview

1. Presentation - Director of Finance / Treasurer, Renato Pullia

i. 2025 Overall Draft Budget Review

Renato Pullia provided an introductory summary presentation regarding the starting budget including answering questions from members of Council.

ii. Asset Management / Draft Capital Budget Review

Renato Pullia provided a presentation on Asset Management and the Draft Capital Budget including answering questions from members of Council.

Resolution # 2024-535

Moved By: Deputy Mayor Beres

Seconded By: Councillor Parker

THAT staff be directed to provide a report to the December 2nd Budget meeting on Asset Management financials and reducing, suspending or altering the funding plan for 2025.

Carried

Note: At the end of the meeting Council adjusted the December 2nd meeting to occur on December 16th.

**2. Presentation - Director of Operations & Development,
Jonathon Graham**

i. Annual Paving Budget

Jonathon Graham provided a presentation on the annual paving budget including answering questions from members of Council.

ii. 2025 Fleet Review and Analyses

Jonathon Graham provided a presentation on the 2025 Fleet Review and Analyses including answering questions from members of Council.

iii. 2025 Bridge(s) Review and Analyses

Jonathon Graham provided a presentation on the 2025 Bridge(s) Review and Analyses including answering questions from members of Council.

Mayor Gilvesy left the Chair.

Deputy Mayor assumed the Chair.

Resolution # 2024-536

Moved By: Mayor Gilvesy

Seconded By: Councillor Rosehart

THAT staff provide a report to the January 13th Council meeting regarding alternative funding options utilizing social club partnerships to bring value within Town projects.

Carried

Mayor Gilvesy reassumed the Chair.

Council recessed at 10:35 a.m.

Council resumed at 10:45 a.m.

3. Presentation - Director of Recreation, Culture & Parks, Andrea Greenway

i. Facilities Capital Budget

Andrea Greenway provided a presentation on Facilities Capital Budget including answering questions from members of Council.

Councillor Spencer arrived at 10:53 a.m.

4. Summary remarks - Director of Finance / Treasurer, Renato Pullia

Renato Pullia provided closing remarks on the budget and the plans for the agenda sections.

Resolution # 2024-537

Moved By: Councillor Spencer

Seconded By: Deputy Mayor Beres

THAT the Introduction and Overview details be received as information.

Carried

5.2 2025 Staffing Requests

5.2.1 2025 Fire Services Part-Time Increase Request Report

Resolution # 2024-538

Moved By: Deputy Mayor Beres

Seconded By: Councillor Parsons

- A. THAT report titled "2025 Fire Services Part-Time Hours Increase Request Report" be received as information;
- B. THAT the request to increase Fire Services part-time suppression hours in the 2025 operating budget in the amount of \$44,800 as a fiscally responsible way to keep pace with community growth, maintain Council-approved fire service levels, and maintain legislative compliance, be approved to be included in the department' 2025 budget.

Carried

5.2.2 2025 Finance Part-Time Position Request Report

Resolution # 2024-539

Moved By: Councillor Parsons

Seconded By: Councillor Luciani

- A. THAT report titled "FIN 24-01 Budget 2025 Finance Temporary Part-time Position Request" be received as information;

- B. THAT the request for a Part-time three-year position with a 2025 cost of \$60,000 to be funded from a new Employment Reserve with funds from the Finance Dept. 2024 labour surplus, be approved to be included in the department' 2025 budget; and
- C. THAT the Treasurer be authorized to create an Employment Reserve and transfer into it the 2024 Town-wide labour surplus.

Carried

5.2.3 2025 EDM Temporary Full-Time Contract Position Request Report

Resolution # 2024-540

Moved By: Councillor Luciani

Seconded By: Councillor Parker

- A. THAT budget report EDM 2024-001 titled "2025 Economic Development and Marketing - Temporary Full-Time Contract Position" be received; and,
- B. THAT the Economic Development Project Coordinator be extended for a three year period for a net increased cost of \$27,000 for 2025, to support projects in marketing, manufacturing sector support, revenue generation and the implementation of a three-year pilot project to attract filming opportunities to Tillsonburg, be approved to be included in the department' 2025 budget.

Carried

5.2.4 2025 OPS-PW Department FTE Request Report

Resolution # 2024-541

Moved By: Councillor Parker

Seconded By: Councillor Rosehart

- A. THAT report OPD 24-036 titled Public Works Roads Staff Complement Request be received as information;

- B. THAT Council approve the staff hiring of 3.7 permanent FTEs through restructuring; and
- C. THAT the amount of \$298,900 to accommodate the new staff as of Jan 1, 2025, be approved to be included in the department' 2025 budget.

Carried

5.2.5 2025 RCP Department FTE Increase Request Report

Resolution # 2024-542

Moved By: Councillor Spencer

Seconded By: Councillor Rosehart

- A. THAT budget report RCP 24-057 titled "RCP 2025 FTE Increase Requests" be received; and,
- B. THAT the 2.8 FTEs aquatic staff requests included in the 2025 budget at a cost of \$203,600, be approved to be included in the department' 2025 budget.

Carried

5.3 Taxation and Reserves

Renato Pullia, Director of Finance / Treasurer, provided an overview of the multi-year budget including forecasts for the next three years.

Resolution # 2024-543

Moved By: Councillor Rosehart

Seconded By: Councillor Spencer

THAT the Taxation and Reserves details be received as information.

Carried

5.4 Business Plans and Detailed Budgets

5.4.1 Office of the CAO

Kyle Pratt, CAO, provided an overview of the area's Business Plan and Budget including answering questions from members of Council.

Resolution # 2024-544**Moved By:** Deputy Mayor Beres**Seconded By:** Councillor Luciani

THAT the Office of the CAO Business Plan and Budget be received as information.

Carried**5.4.2 Financial Services**

Renato Pullia, Director of Finance / Treasurer, provided an overview of the area's Business Plan and Budget including answering questions from members of Council.

Resolution # 2024-545**Moved By:** Councillor Luciani**Seconded By:** Councillor Parsons

THAT the Financial Services Business Plan and Budget be received as information.

Carried

Council recessed at 12:05 p.m.

Council resumed at 12:35 p.m.

5.4.3 Corporate Services

Tanya Daniels, Director of Corporate Services / Clerk, provided an overview of the area's Business Plan and Budget including answering questions from members of Council.

Resolution # 2024-546**Moved By:** Councillor Parsons**Seconded By:** Councillor Parker

- A. THAT the Corporate Services Business Plan and Budget be received as information; and
- B. THAT staff prepare an annual report in advance of the budget each year to Council outlining the litigation and claims overview.

Carried

5.4.4 Operation and Development Services

Jonathon Graham, Director of Operations and Development, provided an overview of the area's Business Plan and Budget including answering questions from members of Council.

Resolution # 2024-547

Moved By: Councillor Parker

Seconded By: Councillor Rosehart

THAT the Operation and Development Services Business Plans and Budgets be received as information.

Carried

5.4.5 Fire and Rescue Services

Fire Chief Shane Caskanette provided an overview of the area's Business Plan and Budget including answering questions from members of Council.

Resolution # 2024-548

Moved By: Councillor Rosehart

Seconded By: Councillor Parker

THAT the Fire and Rescue Services Business Plan and Budget be received as information.

Carried

5.4.6 Economic Development and Marketing

Cephas Panschow, Development Commissioner, provided an overview of the area's Business Plan and Budget including answering questions from members of Council.

Resolution # 2024-549

Moved By: Councillor Spencer

Seconded By: Deputy Mayor Beres

- A. THAT the Economic Development and Marketing Business Plan and Budget be received as information; and
- B. THAT the SOMA Asia Trip be removed from the 2025 Business Plan and budget.

Carried

A clause regarding funding the temporary full-time role from the pending new Employment Reserve fund was originally included and subsequently withdrawn by the mover and seconder.

5.4.7 Recreation, Culture and Parks

Andrea Greenway, Director of Recreation, Culture and Parks, provided an overview of the area's Business Plan and Budget including answering questions from members of Council.

Resolution # 2024-550

Moved By: Deputy Mayor Beres

Seconded By: Councillor Parsons

- A. THAT the Recreation, Culture and Parks Business Plan and Budget be received as information;
- B. THAT the Culture and Heritage master plan (\$50K) and Feasibility Study (\$155K) be removed from the 2025 Business Plan and Budget.

Carried

Council recessed at 2:24 p.m.

Council resumed at 2:34 p.m.

5.5 Capital Budget Overview

Renato Pullia, Director of Finance / Treasurer, provided a Capital overview including answering various questions from members of Council.

Resolution # 2024-551

Moved By: Councillor Parsons

Seconded By: Deputy Mayor Beres

THAT the Capital Budget Overview details be received as information.

Carried

5.6 Long Term Debt Repayment

Resolution # 2024-552

Moved By: Councillor Luciani

Seconded By: Councillor Parker

THAT the Long Term Debt Repayment details be received as information.

Carried

5.7 PSAB Summary

Resolution # 2024-553

Moved By: Councillor Parker

Seconded By: Councillor Luciani

THAT the PSAB Summary details be received as information.

Carried

6. Additional Budget Considerations and Motions

6.1 Parsons

Resolution # 2024-554

Moved By: Councillor Parsons

Seconded By: Councillor Luciani

Be it resolved that Council request staff to reduce the taxation level of the 2025 Budget and Business Plan to align with CPI (3.08) plus external costs beyond the control of the Municipality such as the OPP levy increase of 3.88 percent; and

Be it resolved that services, conferences, discretionary items, FTE's, salaries, capital levy and any other potential area be examined to provide efficiencies and cost savings to the ratepayer.

AND THAT the Clerk be directed to adjust the December 2, 2024, Special Budget meeting to December 16, 2024, pending facility availability.

Carried

6.2 Gilvesy

Mayor Gilvesy left the Chair.

Deputy Mayor assumed the Chair.

Resolution # 2024-555

Moved By: Mayor Gilvesy

Seconded By: Councillor Parker

Whereas growth, aging infrastructure and inflation are causing undue and unacceptable pressure on the 2025 business plans and budget.

Be it resolved that urban design, disposing of lands adjacent to roadways, services, service levels and roadside forestry be reviewed with the goal of streamlining services, finding efficiencies and reducing pressure on labour and costs to our ratepayers.

And further that; Council recognizes that there is due process and that this is a monumental task that will take place throughout 2025.

Carried

Mayor Gilvesy reassumed the Chair.

7. Motions/Notice of Motions

7.1 Motions

7.2 Notices of Motions

8. Confirm Proceedings By-law

Resolution # 2024-556

Moved By: Councillor Spencer

Seconded By: Councillor Rosehart

THAT By-Law 2024-122, to Confirm Proceedings of the Council Meeting held on November 18, 2024, be read for a first, second, third and final reading and that the Mayor and the Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

Carried

9. Adjournment

Resolution # 2024-557

Moved By: Councillor Rosehart

Seconded By: Councillor Spencer

THAT the Council Budget meeting of Monday, November 18, 2024 be adjourned at 3:42 p.m.

Carried