

The Corporation of the City of Kawartha Lakes
Minutes
Budget Committee Meeting

Thursday, September 12, 2024
1:00 P.M.
Council Chambers
City Hall
26 Francis Street, Lindsay, Ontario K9V 5R8

Members:
Councillor Dan Joyce
Deputy Mayor Charlie McDonald
Councillor Tracy Richardson

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1. Call to Order

Chair C. McDonald called the meeting to order at 1:00 p.m. Budget Committee members T. Richardson and D. Joyce were in attendance.

Director of Corporate Services S. Beukeboom, Director of Engineering and Corporate Assets J. Rojas, Manager of Infrastructure, Design, and Construction C. Purdy, Manager of Development Engineering C. Sisson, Chief People Officer L. Patterson, Chief Information Officer P. Evans, Treasurer C. Daynes, Senior Accountant J. Hood, Executive Assistant Corporate Services N. Bloomfield, Manager of Communications, Advertising and Marketing C. Davidson, Manager of Strategy and Innovation B. Stonehouse, and Executive Assistant to Mayor and Council C. Ellison were also in attendance in Council Chambers.

2. Administrative Business

2.1 Adoption of Agenda

Moved By Councillor Richardson
Seconded By Councillor Joyce

That the Agenda for the Budget Committee Meeting of Thursday, September 12, 2024, be adopted as circulated.

Carried

2.2 Declaration of Pecuniary Interest

There were no declarations of pecuniary interest disclosed.

2.3 Adoption of Minutes from Previous Meeting

Moved By Councillor Joyce
Seconded By Councillor Richardson

That the Minutes of the Budget Committee Meeting of Tuesday, September 3, 2024, be received and adopted.

Carried

3. Deputations

There were no deputations.

4. Presentations

4.1 BC2024-03.4.1

2025 Operating Budget Kick-Off Presentation

Sara Beukeboom, Director of Corporate Services

Director Beukeboom presented the first draft of the Operating Budget for 2025. She explained the legislative requirements and the tools the City uses to create the budgets for each year. She highlighted a few points: the City relies on a very small population density to help maintain our 5300 lane kilometers of roads; the City is targeting 6500 new housing units by 2031; and there are 200+ services being provided annually.

In terms of the Operating Budget numbers, the City is trying to align the budgets more closely with actual spending rather than creating higher surpluses. The current directive from the Mayor is to have a total budgeted general tax levy increase of 4.5%. That number is comparable to many mother municipalities. The first draft of the budget will need to be refined to meet that target for 2025. The Operating Budget includes Special Projects that are being managed similarly to Capital Projects. These typically include multi-year projects, studies and plans, Ontario Land Tribunals, and one-time initiatives. In 2025 there are several special projects anticipated including: a Storm Water Master Plan, a Solid Waste Environment Assessment, an updated City Website, a new Parks Master Plan, and Flood Hazard Identification and Mapping among others.

The next step in the Budget process is to have departmental budget presentation and the Budget Committee will then deliberate service level options, user fee changes, the usage of reserves etc. to develop a Budget to present to the Mayor by October 18th.

Moved By Councillor Joyce

Seconded By Councillor Richardson

That the 2025 Operating Budget Launch presentation be received.

Carried

4.2 BC2024-03.4.2

Departmental Budget Presentation - Engineering and Corporate Assets

Juan Rojas, Director of Engineering and Corporate Assets

Director Rojas presented the budget for the Department of Engineering and Corporate Assets. He gave an overview of the individual divisions (Administration; Corporate Assets; Development Engineering; Infrastructure, Design and Construction; Technical Services; the Municipal Airport; and the Crossing Guard program). He noted that Engineering's only operational function is at the Airport, which is managed by a third party, all other activities are Capital projects. Collectively they are responsible for infrastructure development, capital planning and construction (including Roads, Water-wastewater, and Landfills), and major grant applications.

He highlighted the success of the Airport in generally breaking even, when most municipal airports are typically spending more than their revenue's can offset. He attributed this to the change from a Management Board to an Advisory Board and the contracting of the operations to Loomex as well as maximizing our lease spaces for hangers and good fuel sales.

Other accomplishments for 2024 include the completion of the Rainbow Bridge, finalizing the 2014 DC By-Law Appeals, the Transportation Master Plan, and the Curtain Municipal Drain. In 2025, the Department is looking to complete the Colborne Street Bridge Design, consolidate the Asset Management Plan, complete a Storm Water Master Plan, and complete a Water-Wastewater Rate Study and Financial Plan. Some pressures that the Department is experiencing include recruitment and retention of staff, the increase in utilizing external consultants for larger projects and upcoming MZOs, and streamlining some of the reporting and documentation processes, which will involve concentrated staff training. In the first draft of the Budget, the Engineering Department is looking for an increase to their budget by \$289,012 for a total of \$2,509,549.

Moved By Councillor Joyce

Seconded By Councillor Richardson

That the Engineering and Corporate Assets Budget presentation be received.

Carried

4.3 BC2024-03.4.3

Departmental Budget Presentation - Corporate Services

Sara Beukeboom, Director of Corporate Services

Director Beukeboom presented the Corporate Services Departmental Budget. She gave an overview of the individual divisions (Administration; Communications, Advertising, and Marketing; People Services; Information Technology; Revenue and Taxation; Treasury; and Strategy and Innovation). Collectively they are responsible for managing all corporate functions including financial and human resource management, corporate communications, information technology infrastructure and support, taxation and utility levy management, and corporate strategies.

She pointed to a number of important accomplishments for the Department including the ratification of several Union agreements, a new Communications Strategy, the migration of our network to SharePoint Online, a new Communications Strategy, the Water Meter Replacement project for Fenelon Falls, Bobcaygeon, and Lindsay, and the adoption of the next Strategic Plan. For 2025, the Department is looking to complete a number of new projects including the completion of a new Long Term Financial Plan, improving customer experiences through digital enhancements, the implementation of a Remote Water Read program, modernization of our financial processes and tools, and increased engagement with the public regarding corporate activities.

Some of the pressures that Corporate Services is experiencing include investments in staffing, training and recognition; an increase in our seasonal messaging; an increase in contracted services, particularly with companies that dictate their prices to us (e.g. Microsoft); and the end of a People Services transfer from a Reserve that is no longer available as of 2025. The total increase that Corporate Services is requesting is \$2,531,526 for a total draft budget of \$13,501,298 in 2025.

Moved By Councillor Richardson

Seconded By Councillor Joyce

That the Corporate Services Departmental Budget presentation be received.

Carried

5. New Business

There was no other business.

6. Other Business

There was no other business.

7. Adjournment

Moved By Councillor Joyce

Seconded By Councillor Richardson

That the Meeting adjourn at 2:54 p.m.

Carried