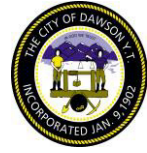


THE CITY OF DAWSON



COMMITTEE OF THE WHOLE MEETING #CW23-15

DATE: Tuesday, November 14, 2023

TIME: 7:00 PM

LOCATION: City of Dawson Council Chambers

Join Zoom Meeting

<https://us02web.zoom.us/j/84815556352?pwd=cmw3NW9xb1FYQUFkSkIndHI2cUVUdz09>

Meeting ID: **848 1555 6352**

Passcode: **660999**

1. **CALL TO ORDER**
2. **ACCEPTANCE OF ADDENDUM & ADOPTION OF AGENDA**
 1. Committee of the Whole Meeting CW23-15
3. **BUDGET & FINANCIAL REPORTS**
 1. Budget Presentation
4. **PUBLIC QUESTIONS**
5. **ADJOURNMENT**



2024 CITY OF DAWSON BUDGET

2024 Budget timeline –

- Special Committee Meetings Oct / Nov / target approval December

First draft of budget based on:

- Existing service levels
- Known cost increases – ie wages and collective agreement
- Anticipated CPI increases
- Known Revenue/Expense trends year to date
- Council adopted programs
- Legislative changes
- Recommended Levy and Fee Increases

Council feedback at each stage

Public Feedback heading into 2nd meeting Tuesday Nov 14th

2024 CITY OF DAWSON BUDGET

- Goal is to establish Spending and funding plans that support the strategic goals of the municipality, Financial Control, and Management decision making
- All departments are cost centers
- Revenues have been connected with associated cost areas in budget
- Finance Area has been added dealing with long term financing and allocations to and from reserves.
- Moving to a 3 year rolling operating budget along with current 5 year capital plan.
- Targeting completion prior to start of Year – Evolving process

2024 CITY OF DAWSON BUDGET

SIGNIFICANT FACTORS

Inflation

2022 CPI Canada 6.8%

2023 CPI Canada 3.8% (as of Sept)

Collective Agreement

2.5% Wage increase for 2024

Management Bylaw

2.5% Wage increase for 2024

Emergency Management Planning

Communication Tools

Clerks Office

Software Upgrade to automate

Waste Management

Recycling / Tipping / Regional Agmt /
Producer Pay.

Planning Dep. Staffing

moving towards Full allocation

Waste-Water Treatment

Increasing by approx. 15% annually

New Rec Centre

Not Factored in Yet

2024 CITY OF DAWSON BUDGET

SIGNIFICANT FACTORS

Waste Management

- Yukon Government Wants Municipality to sign a regional waste agreement and will fund municipality for doing so at approx. 75 K per yr
- Regional Agreement requires universal tipping fees at Landfill (Additional revenues approx. \$50,000 / yr)
- Tipping Fees are best applied with a weigh scale
- Yg is willing to install if a configuration can be found that fits
- 2023 plan was to hire a Solid Waste Supervisor - Still searching

Recycling

- Proposals under discussion at Committee with recommendations to
 - Discontinue Commercial / Institutional pickup (will cost approx. 12,000)
 - Consider adding curbside Pickup (approx. cost annually \$70k)

Producer Pay Legislation

- Yukon is moving to “Producer Pay” recycling and the effect of this on Dawson Recycling is not Known as YG will be potentially changing the way it funds recycling

2024 CITY OF DAWSON BUDGET

SIGNIFICANT FACTORS

Waste-Water Treatment

Increasing by approx. 15% annually

The Yukon Government operates the Dawson Wastewater Treatment facility and charges the City of Dawson Approx \$220,000 annually.

The Wastewater Treatment plan operating costs are higher than estimated prior to construction and the plant is at its operating capacity – The Yukon Government is leading a process to identify a suitable location for a lagoon treatment system, considered the most economical and proven system in the North

YG has indicated that Dawson must start assuming a greater portion of the Wastewater treatment costs - with approx. 15% cost increases annually for 5 years – which will bring the Dawson Wastewater treatment expenses to approx. the estimated annual cost of a lagoon system and less than half of the costs of the existing system

2024 CITY OF DAWSON BUDGET

SIGNIFICANT FACTORS

New Rec Centre

Not Factored in Yet

Dawson is considering a New Recreation Centre

The project is currently envisioned as an

Arena / Gymnasium / Curling Rink / Fitness Centre

Capital Cost approx. \$103,000,000

Operating Cost Approx \$1,500,000 / yr

Capital and Operating Cost Estimates have just been received at a class C level with Council Discussion to follow. Discussion will include financial analysis of a capital plan, operational budgeting analysis including shutdown of current facilities and consolidation of current operations and costs into a new facility.

When final decisions are made on the project by Council , the Capital and operating costs will be incorporated into the Budgets – the operating costs would realistically be implemented in 2027 to 2029 operating budgets given the time required to approve and build such a project.

When final decisions are made , Council may choose to build into the annual operating budget an incremental allocation to reserves specifically to bridge the “Jump Gap” that will appear when such a facility comes on line - this would be recommended for the 2025 Operating Budget depending on final decisions

2024 CITY OF DAWSON BUDGET ADJUSTMENTS

- Bylaw reports to Clerk, under General Government
- \$50,000 of the CMG moved from Fire to CMG
- Cemetery moved to General Government as bulk of work is performed there
- CMG increased based on inflationary and Capital adjustments with a two-year time lag in the formula

2024 Operating Budget

Notes

Cable rates will be adjusted to compensate for increases in costs and potential loss of customers .

	2022	2023	2024
	Actual	Budget	Budget
Property Taxes / payment in lieu	3,449,210	3,661,329	3,752,862
Comprehensive Municipal Grant	2,550,592	2,570,997	2,922,102
Departmental Net Budgets			
General Government	(1,631,169)	(1,817,254)	(1,844,835)
Public Works	(1,728,291)	(2,282,214)	(2,481,224)
Planning	(264,237)	(269,650)	(374,600)
Fire	(245,501)	(350,243)	(418,509)
Recreation	(1,378,147)	(1,450,478)	(1,483,566)
Cable	(29,183)	(0)	62
Finance	-	-	
Department Net Expenses	(5,276,529)	(6,169,839)	(6,602,672)
Total Net (contribution to reserves)	723,273	62,487	72,292

2024 Budget Reserves & Deferred Revenue

Key Points

- **Adopted in 2022**
- **Facilities reserve targets 0.1% tax allocation – for new facilities**
- Gas Tax not identified herein
- Equipment replacement for 10 year plan

Reserves	criteria	2022
General Surplus		
Water & Sewar system		000000-
Cable TV		-
Road Maintenance		-
Waste Management		-
Facilities Reserve	0.1% Tax Rate+ Int	-
Green Initiatives		-
Land Development		-
Contingency		-
Equipment Replace		-
Parking		-
Load Capacity		-
Heritage Fund		-
Total		1,353,471

2024 General Government

Key Points

- Hosting 2024 AYC conference

	2022 Actual	2023 Budget	2024 Budget
Penalties & Interest	39,713	28,600	48,553
Grants	67,653	69,153	69,153
Fees and Charges	141,853	138,346	138,481
Elections	(8,492)	0	(10,000)
Mayor & Council	(171,381)	(193,204)	(198,034)
Grant Expenses	(169,028)	(200,523)	(179,851)
Administration	(1,239,741)	(1,325,250)	(1,373,658)
Cemetery	(3,265)	(13,000)	(13,000)
Other Property	(9,911)	(24,100)	(24,100)
IT Systems	(91,527)	(104,000)	(106,600)
Communications	(68,177)	(29,700)	(30,443)
Bylaw	(118,143)	(159,100)	(160,749)
Health & Safety	(724)	(4,477)	(4,589)
Total	(1,880,388)	(2,053,353)	(2,101,022)

2024 Public Works

Key Points

Dock is dependent on matching revenue

	2022 Actual	2023 Budget	2024 Budget
Penalties & Interest			
Grants			
Fees and Charges	2,051,707	2,317,231	2,367,178
Public Works Common	(491,092)	(480,545)	(492,534)
Roads Summer	(121,369)	(126,450)	(129,611)
Roads Winter	(357,117)	(428,800)	(439,520)
Sidewalks	(12,384)	(20,150)	(20,654)
Dock	(1,309)	(5,150)	(5,275)
Surface Drainage	(81,870)	(84,350)	(86,459)
Water	(1,213,957)	(1,495,500)	(1,532,888)
Wastewater	(440,523)	(531,450)	(573,736)
Solid Waste	(488,637)	(725,650)	(743,791)
Solid Waste Diversion	(197,330)	(313,000)	(425,825)
Building Maintenance	(374,410)	(388,400)	(398,110)
Total	(1,728,291)	(2,282,214)	(2,481,224)

2024 Public Works

Key Points

Overhead in Department is not assigned directly to area – i.e. wastewater is not assigned department or admin overhead on this chart

	2022 Actual	2023 Budget	2024 Budget
Net by Area			
Over head	(491,092)	(480,545)	(492,534)
Roads/Sidewalks / Dock	(421,774)	(469,050)	(482,435)
Sidewalks	(12,384)	(20,150)	(20,654)
Surface Drainage	(81,870)	(84,350)	(86,459)
Water	(283,244)	(493,441)	(505,777)
Wastewater	184,036	148,498	123,210
Solid Waste	(259,936)	(514,926)	(639,120)
Solid Waste Diversion	(259,936)	(514,926)	(425,825)
Building Maintenance	(374,410)	(388,400)	(398,110)
Total	(1,728,291)	(2,282,214)	(2,481,224)

2024 Planning

Key Points

- Wages being adjusted to capture authorized staffing levels - will bump up again next year when fully staffed

	2022 Actual	2023 Budget	2024 Budget
Penalties & Interest			
Grants			
Fees and Charges	22,516	94,300	56,400
Planning	(286,753)	(363,950)	(431,000)
Total	(264,237)	(269,650)	(374,600)

2024 Fire & Emergency Services

Key Points

- 50,000 CMG was removed and added to CMG Grant total
- Planning for emergency messaging system
- Planning for 4 Mobile Radio System units which require a n access contract
- Planning an emergency Radio distribution Project

	2022 Actual	2023 Budget	2024 Budget
Penalties & Interest			
Grants	50,000	50,000	
Fees and Charges	30,650	31,955	32,754
Fire	(301,873)	(403,100)	(413,178)
Emergency Measures	(25,462)	(29,098)	(38,085)
Total	(245,501)	(350,243)	(418,509)

2024 Recreation

Key Points

- Funding being sought for Pool study to review physical enhancements for extended season

	2022 Actual	2023 Budget	2024 Budget
Penalties & Interest			
Grants	69,323	105,051	86,351
Fees and Charges	196,861	206,764	221,964
Overhead	(243,844)	(273,437)	(279,547)
Programs	(254,682)	(271,100)	(287,245)
Recreation Centre	(595,975)	(645,050)	(635,726)
Waterfront Building	(35,915)	(43,325)	(49,349)
Pool	(233,896)	(225,200)	(235,655)
Green Space	(280,020)	(291,500)	(301,225)
Total	(1,378,147)	(1,437,797)	(1,480,432)

2024 Cable

Key Points

- Satellite shutdown in June 2023 caused 1 complete month of system failure and approx. 2 ½ months of service challenges
- Approx \$120 of Capital reserve invested in 2023, draining Cable reserve
- 2024 Rates will have to be adjusted to recover loss of revenues due to cancelations

	2022 Actual	2023 Budget	2024 Budget
Penalties & Interest	0	0	0
Grants	0	0	0
Fees and Charges	225,933	257,108	263,598
Admin. & Services	(101,666)	(102,108)	(104,660)
Pole Rental	(36,720)	(35,000)	(35,875)
TV Station Charge	(116,730)	(120,000)	(123,000)
Total	(29,183)	(0)	62

As of Nov 14th, the most significant factor regarding Cable is the loss of a large commercial customer prior to the summer service/changeover issues.

The Resulting fee adjustment required calls into question the entire service

Reserves

- ~~Recreation Facility~~ allocation not included in current operating Budget - need to discuss keeping allocation - recommendation will be to not allocate in the 2024 budget
- Year end surpluses are generally allocated to reserves
- Reserves are generally in good shape – need to review how staff is using them
- Contingency (~~Landfill Closure~~) emergency fund
- Gas Tax – Not included – approx. \$6million - approx. 3 allocated

Brief Description	Reserves Start of 2023	2023 Transfer in	2023 Expenditures	Interest	Current Reserve end of 2023
Recreation – Facility (0.1% of Tax Levy)	2,033,478	250,000	(50,000)	Not calculated yet	2,233,478
Water & Wastewater	1,120,966				1,120,966
Equipment Replacement	980,530		(111,585)		868,944
Contingency	538,085				538,085
Road maintenance	338,615				338,615
Waste management	277,434				277,434
Land Development	219,507	9,300			228,807
Load Capacity	182,490				182,490
Heritage	182,217				182,217
Cable	123,996		(112,845)		11,151
Green Initiatives	48,302				48,302
Parking	28,569				28,569
Total	6,074,189				6,059,058

2024 Capital Budget

- Presenting the 2024 portion
- Moving management of small trucks to Fleet - Public Works – Fleet
- Adding 150k for Recycling prog– dependent on steps taken regarding recycling
- Weigh scale cost is a rough estimate with presumption that cost will be covered by YG
- Many Capital items are contingent on funding

2024 Capital Budget						
Brief Description		cost	op budget	reserves	grants	debt
Fleet - PW	PW Truck	45,000		45,000		
	Landfill Truck	50,000		50,000		
		95,000				
Public Works	Industrial Baler	300,000			300,000	
	Collection Bins	150,511		150,511		
	Metal removal	200,000				200,000
	Weigh Scales	200,000				200,000
			850,511			
Water/Wastewater	Main Lift	15,000		15,000		
	Upsize loop 4	4,000,000			4,000,000	
	North End Service Project	2,808,426			2,808,426	
	Upgrade water/sewer / drains	200,000		200,000		
			7,023,426			

2024 Capital Budget

Key Points

- Council Chamber AV estimate increased from 20k to 60 k –

Rec capital Items will be further reviewed as the 2022 reserve bylaw made the allocations more restrictive and need to be reviewed

Capital Budget	2024					
Brief Description		cost	op budget	reserves	grants	debt
Administration	Council Chamber AV	60,000		60,000		
	OCP Review	150,000		150,000		
		210,000				
Recreation	New Rec Centre	50,000		50,000		
	Pool Feasibility	40,000			40,000	
	Rec C Structural Upgrades	250,000		250,000		
	Minto Field drainage	100,000			100,000	
	Waterfront bldg. ext paint	15,000		15,000		
	9 th ave trail	40,000		40,000		
	Bike trail Exits	60,000			60,000	
	Trail Map Signage	12,500		12,500		
	Trail – Uptrack top of dome	120,000			120,000	
	Riding Mower	16,500		16,500		
	Bike Racks	11,000		11,000		
	Precor Treadmill	10,000		10,000		
	Precor Recumbent Bike	5,000		5,000		
	Crocus Bluff Shed	15,000		15,000		
total		702,500				

2024 Capital Budget

- GIS system is dependent on funding from HAF prog – Number is a Placeholder
- Survey Project is dependent on Funding - Number is a placeholder –
- Training Facility upgrade and Space needs assessment were previously approved in 2021 but delayed
- Drone program is new and is for search and rescue , heat camera viewing of fire scene

Capital Budget		2024				
Brief Description		cost	op budget	reserves	grants	debt
Planning	GIS System	1,000,000			1,000,000	
	Survey of parts and Roads	1,000,000			1,000,000	
Total		2,000,000				
Protective Services	Ladder truck Upgrades	25,000		25,000		
	EOC Generator	65,000			65,000	
	Training Facility Upgrade	50,000			50,000	
	Space needs assessment	40,000			40,000	
	Drone program	50,000			50,000	
	Jordair Air Compressor	35,000		35,000		
	Confined Spaces	10,000		10,000		
	SCBA Gear	50,000		50,000		
total		325,000				

2024 CITY OF DAWSON BUDGET

- Feedback of Council
- Public Input – Suggested that members of the public or organizations that would like to have input into the budget put their thoughts together and present them to council as a delegation at the next scheduled budget meeting on Nov 28, 7pm
- Delegations should be limited to 10 min max, contact staff on the Monday preceding the meeting to indicate they would like to appear as a delegation, indicate their name, residence address, contact number and provide a brief description of their presentation – ie – more funding for roads, less funding for roads etc
- At next meeting Op Budget will be extended out 3 yrs, Capital budget out 5 yrs, Fees and services on Deck with mandate of a net 2.5% increase
- Recommended motions on Facility Reserve / Cable