



Minutes of the Budget Committee Meeting

October 20, 2025, 10:00 a.m.
Council Chambers
2nd Floor - Town Hall

Members Present: Reeve Emon, Councillor Legris, Councillor McWhirter, Councillor McDonald, Councillor Cybulski

Members Absent: Mayor Sidney, Councillor Dick

Staff Present: Director Bishop, Town Clerk Errett, Acting Treasurer Ferguson, Director Guest, Director Hodge, Director/CEO Library Latendresse, CAO Raybone, Manager Schauer, Director/Deputy CAO Withers

[Town of Renfrew - YouTube Meeting Stream](#)

A. Call to Order

The Budget Committee was called to order at 10:00 a.m. by Reeve Emon.

A.1 Roll Call

A.2 Land Acknowledgement

B. Declaration of Interest

Councillor McWhirter noted that he may need to declare a conflict of interest regarding the Community Services Award budget line, should the item be addressed directly.

Post-Minutes Note: The item was not discussed during the meeting; therefore, no formal declaration was made.

C. Budget Items for Consideration

C.1 Staff Draft Budget 2026

Treasurer Hodge and Deputy Treasurer Ferguson provided an overview of the budget process, reviewing the attached report and the Draft 1 - 2026 Budget Presentation.

Discussion points during and following the presentation:

- It was confirmed that there is a provincial requirement to budget and fund an Asset Management Plan (AMP), with a contribution index allocated at 5%.
- The Draft 1 baseline for taxation was clarified to be 13.01%.
- The Mayoral Budget timeline was discussed, including timeframes for review and veto.
- A report on the debenture and any interest charges paid to date on the constructed loan will be brought forward to Council on October 28th.
- The Water/Wastewater Budget includes all user fees and associated costs, including debenture costs. Options for debenture cost reallocation will be discussed further as part of the 2027 budget.
- Concern was raised regarding shortfalls noted in the 2025 budget, and a request was made to find a reasonable solution to address the funding gap caused by omissions.

Water and Wastewater Budget Review:

It was noted that completed billing for 2025 has not been fully identified. While many capital projects are complete or nearing completion, billing has only been finalized up to and including September.

Operation Budget Review:

- Clarification was provided on the Election Reserve and transfer to revenue, confirming no direct impact to the 2026 tax levy.
- Income from penalties and interest was discussed, noting that some data is not fully identified in the new financial system and is currently recorded as low.
- Clarification on the WSIB Reserve indicated that costs and liabilities are scheduled to decrease.
- Additional PILs and supplementary tax bills issued throughout the year are considered added revenue, not projected in the budget process.
- Changes in the financial software have affected some line budgets, which have now been combined.
- The one-time legal cost identified in 2025 was reduced for 2026, as it is not expected to carry forward.

- A discussion on the budget process and representation of past year's actuals was held. A multi-year comparison can be provided for further discussion.

A recess was called at 11:25 a.m. and resumed at 11:28 a.m., with Councillor McWhirter assuming the Chair in the absence of Reeve Emon, who left due to a prior commitment.

Following the recess, department heads presented their departmental operating budgets and highlighted notable changes.

It was noted that the representation of consolidated facilities under tenant properties was preferred by the Committee and will remain as presented.

It was noted that the South Ottawa Valley O.P.P. Detachment Board budget will be brought forward for Council approval at an upcoming meeting.

Through discussion, a motion was put forward for staff to update the budget as noted and bring forward changes to the next Budget Committee Meeting.

That the Budget Committee receive the Staff Draft 2026 Budget as information.

Resolution: BC-2025-10-01

Moved by: Councillor Legris

That the Budget Committee receive the Staff Draft 2026 budget as information; and that staff be directed to update the budget to include the revised debt amount, 50% of the remaining O.P.P. credit holding in reserve, the 2024 comparable and the priority rankings listed on the capital budget.

Carried

D. Upcoming Meetings of Committee and Council

Regular Meeting of Council: Tuesday, October 21, 2025 at 5:30 p.m.

Budget Committee Meeting: Friday, October 31 at 10:00 a.m. - 2:00 p.m. *to be circulated to confirm quorum

E. Adjournment

Time of adjournment: 12:24 p.m.

Reeve Emon

Town Clerk Errett