



**“SPECIAL” COMMITTEE OF THE WHOLE
MINUTES**

Tuesday, November 9th, 2021

Following the Committee of the Whole Meeting

Tay Valley Municipal Office – 217 Harper Road, Perth, Ontario

GoToMeeting

ATTENDANCE:

Members Present: Chair, Reeve Brian Campbell
Deputy Reeve Barrie Crampton
Councillor RoxAnne Darling
Councillor Fred Dobbie
Councillor Rob Rainer
Councillor Gene Richardson (arrived at 7:17 p.m.)
Councillor Mick Wicklum

Staff Present: Amanda Mabo, Acting Chief Administrative Officer/Clerk
Janie Laidlaw, Deputy Clerk
Richard Bennett, Acting Treasurer
Sean Ervin, Public Works Manager
Noelle Reeve, Planner

Regrets: Councillor Beverley Phillips

1. CALL TO ORDER

The meeting was called to order at 6:54 p.m.

The Reeve conducted Roll Call.

A quorum was present.

The Reeve overviewed the Teleconference Participation Etiquette that was outlined in the Agenda.

**2. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST
AND GENERAL NATURE THEREOF**

None at this time.

3. DELEGATIONS AND PRESENTATIONS

i) 2022 Capital Budget Presentation and Discussion.

Councillor Richardson arrived at 7:17 p.m.

The Acting Treasurer gave a PowerPoint Presentation – *attached, page 5.*

The Reeve explained that the Capital budget uses funds that have already been collected and is held in reserves that have been identified for certain projects, many of them are funded by grants and they do not affect the tax levy. The capital budget is approved now, but each item comes back to Council once tendered and at which point Council can comment on the items. The 10 year capital plan will show if there is enough in reserves, the bridge reserve has been increased and should be good for 10 years, it is the roads reserve that will need to be looked at. The Township has been very successful in getting grants, most have been for recreation projects and maybe roads and bridge projects will have available grants in coming years. The Township has been proactive in road work in the last few years and can applaud the Public Works Manager for that.

The Treasurer explained that by getting the budget done at this time of year, it allows the Public Works Manager to get tenders done and out early and this seems to help with them coming in under budget, and joint tendering with the County when feasible seems to get better pricing.

The Reeve asked the Public Works Manger about the gravel to hard surface program, The Public Works Manager explained that a report will be coming to Council in 2022 with information on how the Township may wish to go about selecting which roads to do. At this time Council will have an opportunity to discuss this item further.

Council discussed a road tour and that it is normally done at the beginning of a new term of Council, the Acting CAO/Clerk confirmed that there will be one after the election in 2022.

Councillor Dobbie asked about the ice rink in Glen Tay and if there are no volunteers to maintain it, what will happen. The Acting CAO/Clerk explained that up until last year volunteers maintained it, there has been money put in the budget in the event that there are no volunteers.

ii) 2022 Operating Budget Update.

The Acting Treasurer gave a PowerPoint Presentation – *attached, page 18.*

The Acting Treasurer reported that the Fire Board Budget with actuals was received late in the afternoon, it needs to be reviewed before he can recommend approval of their budget, it will be sent out to Council.

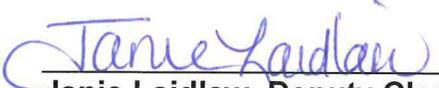
The Fees and Charges were presented during the Operating Budget presentation and since then there has been a few more fees that need to be increased in order to cover the cost to the Township and those were overviewed in the presentation.

4. ADJOURNMENT

The Committee adjourned at 7:50 p.m.



Brian Campbell, Reeve



Janie Laidlaw, Deputy Clerk

DELEGATIONS & PRESENTATIONS

2022 DRAFT CAPITAL BUDGET

November 9, 2021



1

Agenda

- Capital Budget
- Review Draft Budget Impacts on the Levy resulting from October 26th Meeting
- Proposed Fee Changes resulting from October 26th meeting
- Questions and Comments



2

2022 Capital Replacements Overview

- 2022 Capital Replacements/Projects were prioritized from the 10 Year Capital Plan.
- Capital Expenses/Infrastructure Renewals and Special Programs are primarily funded by reserves and/or grants. They can also be funded by levy (current year tax) or borrowing.



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Council Mandated & Committed Projects for 2022

■ Official Plan	\$ 30,000
■ Inclusive Community Project	\$ 30,000
■ Pay Equity	\$ 40,800
■ Harassment Policy Update	\$ 10,000

Total 2021 Projects **\$110,800**

<i>Development Charges</i>	<i>\$ 7,500</i>
<i>Official Plan Reserve</i>	<i>\$ 22,500</i>
<i>Modernization Funds</i>	<i>\$ 2,980</i>
<i>Inclusive Community Grant</i>	<i>\$ 27,020</i>
<i>Special Contingency Reserve</i>	<i>\$ 50,800</i>



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Health, Safety and Environment Projects

■ Waste Audit		\$ 7,500
■ Waste Management Master Plan		\$ 22,500
■ Waste Site – new wells *provisional		\$ 10,000
■ Waste Site – Glen Tay – trees *replacement/moving		\$ 5,000
■ Weigh Scales and Software *provisional		\$ 60,000
■ E. Limit of Waste and Final Cover		\$ 40,000
■ Total 2021 Projects		\$145,000
<i>Development Charges</i>	\$ 2,250	
<i>Mun. Modernization Grant</i>	\$ 20,250	
<i>Modernization Funds</i>	\$ 67,500	
<i>Special Contingency Reserve</i>	\$ 10,000	
<i>Waste Sites Reserve</i>	\$ 45,000	



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Roads

■ Road Deficiencies Program		\$ 30,000
■ Road Condition Assessment		\$ 16,830
■ Anglican Church Road – preservation		\$ 143,820
■ Cameron Side Road – reconstruction		\$ 759,900
■ Zealand Road – culvert replacement		\$ 47,000
■ Glen Tay Road (CR 10 to CR 6) - preservation		\$ 174,420
■ Harper Road – Shouldering		\$ 35,000
■ Gravel to Surface Treatment (2 km)		\$ 244,800
Total 2022 Projects		\$1,451,770
<i>Development Charges</i>	\$ 148,524	
<i>Road Construction Reserve</i>	\$ 953,246	
<i>Federal Gas Tax Reserve</i>	\$ 300,000	
<i>OCIF-Formula Based Grant</i>	\$ 50,000	



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Roads – Anglican Church Road



- Last resurfaced in 2008
- Pavement Preservation (Microsurfacing)
- 3.3 km in length
- Should extend life of roadway by 8-10 years



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Roads – Cameron Side Road



- Unknown when last resurfaced
- Full reconstruction including ditching, culvert replacements, new road surface
- 3.6 km in length

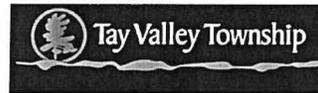


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Roads – Zealand Road (Culvert)



- Existing culvert is showing signs of failure
- Unknown age
- Scope includes culvert replacement, new road materials and paving.

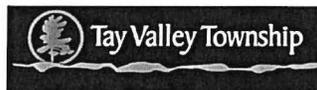


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Roads – Glen Tay Road (CR6 to CR10)



- Reconstructed in 2007
- Pavement Preservation (Microsurfacing) was included in 10-year plan
- Alternatively, asphalt overlay could be completed to pave the shoulder
 - Active transportation link between CR10 and CR6
 - Less shoulder maintenance

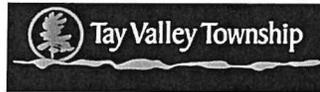


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Roads – Harper Road (Shouldering)



- Reconstructed in 2015
- Lack of gravel material on shoulder causes a drop off at the edge of pavement
- Safety concern



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Roads – Gravel to Surface Treatment



- Project included in the updated Development Charges By-Law
- Further discussions are required to develop the criteria regarding which road is converted first.



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Bridges

- | | |
|---|------------|
| ■ Second Line Road – Construction | \$ 266,000 |
| ■ Glen Tay Road Open Footing Culvert - engineering | \$ 10,200 |
| ■ 5 th Concession Culvert Replacement - construction | \$ 71,400 |

Total 2022 Projects **\$347,600**

Bridge Construction Reserve \$ 347,600



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Bridges - Second Line Road Bridge

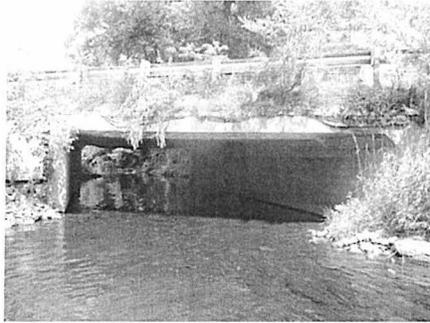


- Underwent minor rehabilitation in 2015 – scope of work focused on guiderails and barriers
- 2022 scope of work includes recoating steel girders, bearing replacement and isolated concrete repairs.



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Bridges – Glen Tay Open Footing Culvert



- Design in 2022 with anticipated construction to follow in 2023.



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Bridges – Bathurst 5th Concession Culvert



- Like-for-like replacement
- Existing culvert is failing



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Vehicles

■ Replace Water Tank	\$ 39,500
■ Replace 2007 Volvo Grader	\$ 402,900
■ Replace CBO Vehicle - Hybrid/Electric	\$ 45,700
■ Emergency Response Trailer	\$ 12,750
■ Fire Pumper Truck (Joint)	\$ 54,000
■ Deputy Fire Chief Vehicle (Joint)	\$ 27,000
■ Pumper Truck (South Sherbrooke)	\$ 50,000
Total 2022 Projects	\$631,850

<i>Development Charges</i>	\$ 131,000
<i>Special Contingency Reserve</i>	\$ 35,700
<i>Road Equipment Reserve</i>	\$ 455,150
<i>Other Grants</i>	\$ 10,000



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Vehicles - Water Tank

- Ordered in 2021 but has not arrived due to parts shortage
- Expected delivery is spring 2022



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Vehicles – Grader



- Replacing 2007 Volvo Grader
- Existing grader has had significant repairs in the past years
- Used to grade the gravel roads north of HWY 7
- No electric options available but replacement will meet the latest emission standards.



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Vehicles – CBO Vehicle

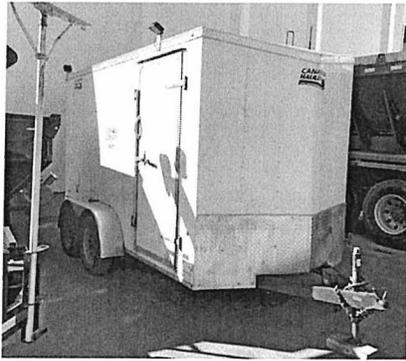


- Replacing 2013 Mitsubishi RVR
- Used by CBO
- Replacement will be either an Electric or Hybrid vehicle

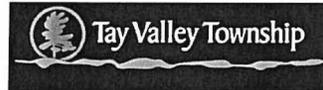


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Vehicles – Emergency Trailer



- New addition to the fleet
- Will store emergency road closure signs and improve response time to emergencies



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Buildings

■ Building Condition Assessment	\$ -
■ Waste Site Accessibility Ramps	\$ 91,728
■ Council Chamber Accessibility Ramp - fix	\$ 4,550
■ Automatic Transfer Switch	\$ 11,600
Total 2022 Projects	\$107, 878

Modernization Fund \$ 11,600
Enabling Accessibility Grant \$ 96,278

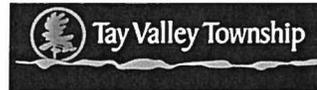


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Recreation

■ Forrest Trail	\$ 195,000
■ Glen Tay Swimming Hole	\$ 11,475
■ Maberly Outdoor Facility (If Grant Rec'd)	\$ 106,000
Total 2022 Projects	\$312,475

<i>Development Charges</i>	\$ 48,257
<i>Cash in Lieu Parkland</i>	\$ 7,500
<i>Recreation Capital Reserve</i>	\$ 34,218
<i>Recreation Funding Reserve</i>	\$ 3,000
<i>Covid Funds</i>	\$ 45,000
<i>Other Grants</i>	\$174,500



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Minor Capital

■ Councillor Technology	\$ 7,500
■ Property Tax Software	\$ 29,500
■ Asset Management Software	\$ 35,000
Total 2022 Projects	\$ 72,000

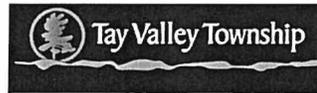
Modernization Funds \$ 72,000



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OCIF Grant

- Minimum amount under the Formula Allocation has been doubled.
- Have been receiving \$50,000 annually
- Will receive \$100,000 in 2022
- These funds are used for Capital Projects



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CAPITAL

Comments and Questions ???



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2022 Budget–Operating Update

**TAY VALLEY TOWNSHIP
2022 OPERATING AND CAPITAL BUDGET
SUMMARY**

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET	2021 YTD UNAUDITED Sept 30/21	2022 BUDGET	BUDGET CHANGES \$	BUDGET CHANGES %	
EXPENDITURES:										
General Government	1,046,156	1,152,504	1,181,046	1,160,986	1,209,606	840,057	1,331,344	121,738	11.64%	
Protection Services	1,895,368	1,992,371	1,960,716	1,925,399	1,958,975	982,994	2,049,705	60,730	3.20%	
Transportation Services	1,598,325	1,589,687	1,647,750	1,495,554	1,669,457	1,103,773	1,679,750	10,293	0.64%	
Environmental Services	715,799	658,596	698,500	670,161	713,415	397,961	725,590	12,055	1.69%	
Health Services							10,000	10,000		
Recreation, Cultural & Social Services	475,424	441,781	479,840	437,130	491,040	231,407	486,750	(4,290)	(0.90%)	
Planning & Development	277,535	271,219	281,285	257,154	286,885	165,606	277,685	(8,400)	(3.03%)	
Transfers to Reserves	1,141,455	2,362,234	1,096,855	1,580,900	1,168,464	1,242,616	1,191,633	23,169	2.03%	
Debt Financing	63,100	63,018	63,160	63,018	158,160	39,675	143,700	5,600	8.87%	
	7,213,063	8,541,410	7,409,004	7,610,323	7,655,142	5,003,491	7,866,067	230,925	3.12%	
REVENUES:										
Grants	846,274	1,405,282	786,400	1,047,669	810,709	640,714	821,200	10,500	1.24%	
Fees & Service Charges	164,385	189,959	164,925	131,184	186,049	150,909	189,175	13,127	7.99%	
Other Revenue	642,485	985,569	619,955	526,470	635,346	720,813	636,366	1,020	0.16%	
	1,653,144	2,499,991	1,563,320	1,708,323	1,632,094	1,512,515	1,656,741	24,647	1.56%	
INFRASTRUCTURE REPLACEMENT:										
Capital Program	3,672,195	2,271,663	3,094,019	3,488,936	1,930,856	829,639	3,170,373	1,248,505	34.95%	
Transfers from Reserves	(2,311,948)	(2,157,073)	(1,454,019)	(2,958,545)	(1,764,599)	-	(2,756,325)	(871,726)	42.03%	
Grants	(1,228,408)	(512,473)	(650,000)	(630,099)	(146,276)	(71,616)	(423,048)	(276,770)	22.53%	
New Financing		(397,945)		(69,708)		758,623			0.00%	
From Current Year Levy	31,639	(397,945)		(69,708)		758,623			0.00%	
	31,639	(397,945)		(69,708)		758,623			0.00%	
TAX LEVY	5,591,758	5,643,666	5,825,774	5,802,293	6,023,048	4,248,999	6,229,326	296,278	3.42%	
								Operational Increase	177,599	2.95%
								Reserve/Capital Increase	23,169	0.38%
								Debt Financing	5,600	0.09%
								Total Levy Increase	3,42%	

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Decisions made October 26th meeting

- OMPF Grant updated
- Hospital Contribution updated



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Changes by Staff since Oct 26th

- Changes Made by Staff since October 26th meeting
 - Nothing at this time.
- Fire Board Budget Update ?????



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Impact on Residential Taxes

- Based on \$300,000 Residential Assessment:
 - (Township portion of tax bill only)
 - Increase \$ 46.83

IMPACT ON RESIDENTIAL TAXES		% Impact on Levy	Impact on \$300K assessed HH
	Proposed Levy Increase form 2020 Budget - Oct 26/21	191.034 3.17%	43.37
OMPFP Grant updated		17.700	
	Proposed Levy Increase form 2020 Budget - Nov 9/21	173.334 2.88%	39.35
Hospital Contribution updated		32.944	
	Proposed Levy Increase form 2020 Budget - Nov 9/21	206.278 3.42%	46.83

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Proposed Fee Amendments

	Curent	Proposed
Zoning	\$400 Deposit	\$550 Deposit
Consent Applications	\$400 Fee	\$800 Fee (1st application) \$300 Fee each for 2nd and 3rd application)
Road Assumption Process	\$300 Fee + \$2,000 Deposit	Road up to 60 meters long - \$300 Fee + \$2,000 Deposit Road over 60 meters long - \$1,000 Fee + \$2,000 Deposit



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Next Steps

- November 23rd – Public Budget Meeting
 - proposed budget and proposed fees & charges for 2022
- December 7th – COW – final budget discussions
- December 14th – Council - Adoption of Budget



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2022 BUDGET

Comments and Questions ???



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2022 Draft Budget

Thank you!



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