

**Overview:**

The following information is provided in response to the following Resolution:

**Resolution Number 158-2020**Moved by: Councillor WatsonSeconded by: Councillor Landsmann

That the Public Meeting for the 2020 Budget set for May 5, 2020 at 6:00 p.m. continue as outlined in the Notice with suggestions from staff on possible postponement of some items. Carried

**Conclusion:**

**Roads Capital – Jake Condon, Acting Manager of Public Works**

Tandem Truck - \$300,000 – Funded with Reserves

The following are some points to support the replacement of truck #15 and the purchase of a new tandem.

- The tandem truck is a 2005 which is the oldest truck in the fleet.
- The truck has been deferred in the past due to budget restraints. The recommended lifecycle of a tandem truck is 10 years as you will see it is now 5 years past the recommended service life cycle.
- We have a truck and other pieces equipment due to be replaced next year, if we defer we will possibly be deferring another truck or equipment causing a snowball effect in the coming years.
- It is my recommendation to replace the tandem prior to it requiring expensive repairs and while still having a good opportunity to retain resale value.

Mesh/GPS Project – \$41,500 – Funded with Modernization Funding - Harold, Jake, Vanessa and Darlene have been working on this project for over a year. We have purchased I-pads for the roads staff and are now working with MESH to finalize the asset data.

Fuel Pumps - \$50,000 – Funded with OCIF Funding - Public Works has the same concerns in the case of an extended emergency event, will we be able to access fuel during this time and will there be enough fuel to go around to all the different agencies.

For operations, we typically fuel equipment and vehicles at the start of the day or the end of the day at the Warsaw garage. If we have to drive to County PW Depot in Douro daily to do so, this will add to travel costs and wages.

The start and end times for our jobs will also be affected to allow for refueling, basically shortening the work completed daily.

Periodically we leave equipment on the jobsite and refuel using our portable tanks. When the operator is driven to the jobsite in the next morning it is refueled, this would add extra travel time and wages.

We are based out of Warsaw, it is not a good use of resources to be travelling out of our way daily to refuel.

Fuel Pumps: - Chuck Pederson, Fire Chief

A couple questions I have for the County conversations is the capacity to supply PW and Fire during a long-term emergency event, including the potential to provide fuel to Hydro One in the event of an ice storm or tornado event where other sources are not available due to the conditions. Would we get bumped because we are secondary if push came to shove?

Operationally for Stony Lake Fire Station to drive to County PW in Douro to get fuel adds 45 minutes to their time. Where all calls are minimum 1 hour, this would most certainly be bumped to two hours pay. This also takes primary fire apparatus out of its response zone and if we get a fire call when vehicles are 20+ minutes away, this is not a good response plan. Warsaw Fire Station is the busiest fire station with the greatest number of vehicles and this will add 20 minutes to their fuel trips.

Travel costs and response risk needs to be considered before a decision such as this is made

Contact has been made with county representatives to set up a time to discuss this fuel pump topic but that hasn't taken place yet due to COVID-19.

### **Clerk/Planning Department Capital - Crystal McMillan Clerk/Planning Coordinator**

- Audio equipment for Council Chambers -\$15,000 – This has already been ordered (will be sending an email to get an update on when it can be installed). This project was approved under the modernization funding so it does not really impact the budget
- Hamlet/Welcome signs - \$11,546 – Funded with reserves - ordering/installing is complete. This item was carried forward from previous years – the signs were ordered at the end of 2019 and the Public Works Department installed them early 2020. Whatever money left in the budget (if any) would normally be used to purchase more signs, however we do not have to order any this year if there is no money left in the budget or if this is an item that Council would like to flag to defer to another year.

**Building Department: Brian Fawcett, Building Official**

- 1) Building permit website upgrades are underway and nearing completion – can not be deferred
- 2) Vehicle Purchase agreement to purchase has been approved and the purchase is underway – can not be deferred

**Fire Department: Chuck Pederson, Fire Chief**

Apparatus - Rescue Van #5 – Mini Pumper (2018) \$275,000 (Awarded Dec 2019),  
Tanker \$275,000,

Pumper \$375,000, Medi 4 \$50,000

I have 4 fire vehicles being replaced, one was awarded in December, three others are being worked on to tender. The tanker and pumper need to be replaced to maintain our tanker shuttle accreditation requirements and these vehicles need replacement due to operational performance concerns. The pick-up truck is due to keep the cycle of replacement spread out between Chiefs truck and Station 4 truck as one impacts the other - if any apparatus has to be deferred, it should be pick-up truck. If the new tanker doesn't arrive in 2020 due to build time, we will be able to put it in 2021 budget.

Extrication tools \$17,000 – These have already been ordered - this is a single combination tool to replace a set that is 20 years old and way behind the times with advanced metals in today's vehicles.

Fire Nozzles \$20,000 - testing of replacement nozzles are being done now and the reason for the replacement are due to standards with newer home construction and furnishings that our attack line nozzles do not meet the minimum flow rates for. I would recommend replacement of these as soon as possible.

Communications \$73,000 – Funded with Modernization Funding - Portable radios are all in service now, mobile radios have been purchased and most have been installed - with the exception of one waiting for installation and others on hold due to vehicle replacements as well as station base radios waiting for installation. iPads are purchased, mounts and installation are waiting for installation

Donwood Fire Hall Furnace \$10,000 – Funded with AMP II Reserve - I was planning on replacing the Donwood Fire Hall furnace for a couple reasons, the main one being that it hangs from the ceiling above the tanker and a new tanker will not fit in the space with the furnace in that location - this is also why more money is needed as we will have to change some duct-work too. The second reason is for efficiency - the furnace is quite old and uses oil. We already have natural gas to the building for the generator, so it would be much more efficient to switch to Natural gas

### **Parks & Recreation: Vicki Halim, Manager Parks & Recreation**

Given the closure of our Community Centres, Parks and playgrounds COVID-19 has had an impact on the community, the staff, and the revenue to the municipality. The Department offers some suggestions for deferring our original Capital Budget requests during these times.

We may not have parks and facilities used for months so there should also be consideration to proceed with projects as there is opportunity to do so without the restrictions of rentals/bookings to work around.

As indicated on the spreadsheet, the Department feels it is essential to move forward on the mechanical projects as these are necessary and overdue operational items.

- Dehumidifier Douro CC \$40,000
- Compressors Douro CC \$20,000, Warsaw CC \$12,000
- Brine Filter Douro CC \$4,000
- Glycol Loop Warsaw CC \$30,000

Our current provider, CIMCO would be able to complete these projects with the allowance of 1-2 people at our facilities.

Painting: Douro \$24,500, Warsaw \$20,000 - The Department would like to proceed with cosmetic improvements but focusing on one facility. Staff has started working on interior painting of the lobby and dressing rooms, and sanding and staining of benches at the Douro Community Centre. We would like to continue with hiring a contractor to paint the inside of the arena facilities in the stands, as this is a carried over project that was not completed.

Flooring: Douro CC \$33,000, Warsaw CC \$58,000 - We would also like to move forward on the replacing of the flooring at Douro CC at this available time. Again, the Department would like to focus on one facility, and is willing to defer the Painting and Flooring at the Warsaw Community Centre at this time. This would allow for the Township to stagger the facility improvements for less impact in one year. The Warsaw Flooring was funded with Gas Tax. If this project is delayed until 2021, the Gas Tax Funding could be used for the Tile Drainage Project.

Tile Drainage \$50,000 - Should the Parks not open up for the duration of the summer, Staff feel that right now, this season would give the best opportunity to undertake the tile drain and infield clay project. As noted above Gas Tax Funding could be used for this project if the Warsaw CC flooring is postponed. Less money would need to be used from tax dollars. This would give us an opportunity to put more into reserves as Council seemed to be comfortable with the suggested tax rate increase.

Rec Master Plan - \$18,500 (From 2018), \$6,500 - The Capital Projects in reference to the Rec MasterPlan, could also be deferred until the Committee regroups and prioritizes moving forward on such items. If this money is left in the budget it will be available to the Committee when it is possible to continue with the project.

**PARKS & RECREATION 2020 CAPITAL**

<b>REQUESTS</b>	<b>YEAR</b>	<b>AMOUNT</b>	<b>Impact due to COVID-19</b>
Community Board /with map of Facilities	Carried over from 2018	\$3,000	Master Plan project - willing to defer for now
Additional Staff Time	Carried over from 2019	\$18,500	Willing to defer, reassess with committee
Painting Walls/Bleachers	Carried over from 2019	\$19,500	Important to move forwards on
Tables & Chairs	Carried over from 2019	\$14,730	Replace only as needed, later in the year
<b>DOURO CC</b>			
Additional funds for prep work on walls	2020 Requests	\$5,000	Needed addit. Funds to complete
2nd Desiccant Dehumidifier	2020 Requests	\$40,000	Important to move forwards on - Operational
Exterior Doors/frames	2020 Requests	\$10,000	Important to move forwards on, Noted as H&S concern
Compressor overhauls (50hp & 30hp)	2020 Requests	\$20,000	Important to move forwards on - Operational
Brine Filter	2020 Requests	\$4,000	Important to move forwards on - Operational
Replace Rubber Flooring, Dressing Rm/Hallway	2020 Requests	\$33,000	Would like to proceed
<b>WARSAW CC</b>			
Glycol loop	2020 Requests	\$30,000	Important to move forwards on - Operational
Interior painting of ice surface/stands	2020 Requests	\$20,000	Willing to defer
Exterior Doors/frames	2020 Requests	\$8,000	Important to move forwards on, Noted as H&S concern
Compressor overhauls (50hp)	2020 Requests	\$12,000	Important to move forwards on - Operational
Replace Flooring, Dressing Rm/Hallway/Lobby	2020 Requests	\$58,000	Willing to defer
<b>PARKS</b>			
Tile drain and infield clay South Diamond	2020 Requests	\$50,000	Would like to proceed

Picnic Tables	2020 Requests	\$9,000	Willing to defer, should parks continue to be closed
Parks & Rec Master Plan - implementation	2020 Requests	\$6,500	Willing to defer, reassess with committee
<b>\$361,230</b>			

**Library:**

Ramp: \$61,734 - The largest items in the Library capital budget is the ramp through the accessibility plan. This is a funded project. The funds are to be spent by the end of May.

**Miscellaneous Items: Darlene Heffernan, Treasurer**

Historical Committee – Lime Kiln \$8,000 Funded with Tax Dollars – This project is close to being complete. If we delay this will we need to put more in the 2021 budget in order to complete this project.

Wayfinding Program \$12,250 Wayfinding Project – This project has been deferred by Peterborough and the Kawarthas Economic Development (PKED) but they hope to run it in 2021. This money can be put into reserves to be prepared for 2021.

Warsaw Sun Project- \$5,000 Warsaw SUN Program – These funds have already been provided in 2019, the funds came from the Mainstreet Grant program administered by AMO on behalf of the Province, the Warsaw SUN Project will be expanding in 2020 to include the Warsaw Back Dam Park for an additional rain garden.

Sidewalks in Warsaw (Approx.) \$27,500 - The funds for this project is from the Mainstreet Grant program administered by AMO on behalf of the Province, this work needs to be completed by October 31 of 2020.

**Administration: Martina Chait-Hartwig, Acting C.A.O., Darlene Heffernan - Treasurer**

Postage Meter (moved from 2017) \$6,000 – Funded with Reserves - This item will continue to be moved forward until such a time as the machine shows signs of failure. It is essential that we have a working postage meter to allow for mail to be sent including notices and tax bills.

Photocopier – (moved from 2018) \$10,000 – Funded with Reserves - This machine is vital to the operation of the Township and the procurement of a new machine needs to go forward. The current machine experiences numerous issues and is no longer meeting the needs of the corporation.

Paint Town Hall – \$10,000 - Funded with Reserves - Council reduced this project for 2020 to just the painting of the Townhall. At this time the Townhall is not looking it's

best and a repairs to the walls and a new coat of paint will refresh the space and encourage rentals. It is a perfect time to get this job completed when it doesn't have to be scheduled around bookings.

Website Update – \$50,000 – Funded with Efficiency Funding - This project cannot be deferred, the Covid-19 pandemic has shown how important a Township website is to distribute information to the public and local businesses. Our current site does not provide us the features we need such as the ability to create on demand pop-up messages, digital newsletter subscriptions, new pages within the website and many others. Further, the site will be out of compliance with accessibility regulations in January 2021

### **Recommendation:**

That the Treasurer-2020-09 report, dated April 28, 2020 regarding 2020 Capital Items – Managers Comments be received and that Council continue with passing of the proposed budget which includes a 3.76% residential tax rate increase.

Reasons to continue with budgeted Capital Purchases/Projects:

- There are several capital projects that have been moved forward from 2018 & 2019.
- Managers have started quite a few capital projects.
- Most of the capital purchases/projects are funded without tax dollars.
- Leaving Capital Purchases/Projects in the 2020 budget will ensure the money is available when we can move forward. If for some reason a purchase/project cannot be completed in 2020 the funds will be moved to 2021.
- Making changes that affect the proposed tax rate increase would mean delaying the passing of the 2020 budget. The tax rate by-law would need to be changed. All rates would have to be changed in Diamond. This would delay the ability to input the Township tax rates into OPTA which will delay the freezing of the tax rates, which will delay the process for all Township's. The due dates for the Township's final tax bills are June 30<sup>th</sup> and September 30<sup>th</sup>. We would need to start the billing process mid-May in order to have the bills in the mail in time for the June 30<sup>th</sup> due date.

### **Financial Impact:**

The proposed budget will provide a \$5,486,499 levy.

### **Strategic Plan Applicability:**

This recommendation is consistent with the adopted Strategic Plan Goals for every department of the Township:

- Infrastructure
- Recreation and Culture

- Effective Administration
- Public Works
- Economic Development and Community Promotion
- Environmental

**Sustainability Plan Applicability:**

Not applicable.