

**THE CORPORATION OF THE TOWNSHIP OF ESSA
SPECIAL MEETING - BUDGET MEETING**

**WEDNESDAY, December 1, 2021
1:00 p.m.**

AGENDA

- 1. OPENING OF MEETING BY THE MAYOR**
- 2. DISCLOSURE OF PECUNIARY INTEREST**
- 3. DELEGATIONS / PRESENTATIONS**

[Note: Budget Binders have been provided for Council's reference to the 2022 Draft Budget]

- p. 1 a. Staff PowerPoint Presentations – 2022 Draft Budget

- 4. ADDITIONAL ITEMS**
- 5. CLOSED SESSION**
- 6. ADJOURNMENT**

Recommendation: Be it resolved that this Special Meeting of the Council of the Township of Essa adjourn at _____ p.m. to meet again on the 15th, day of December, 2021 at 1:00 p.m.



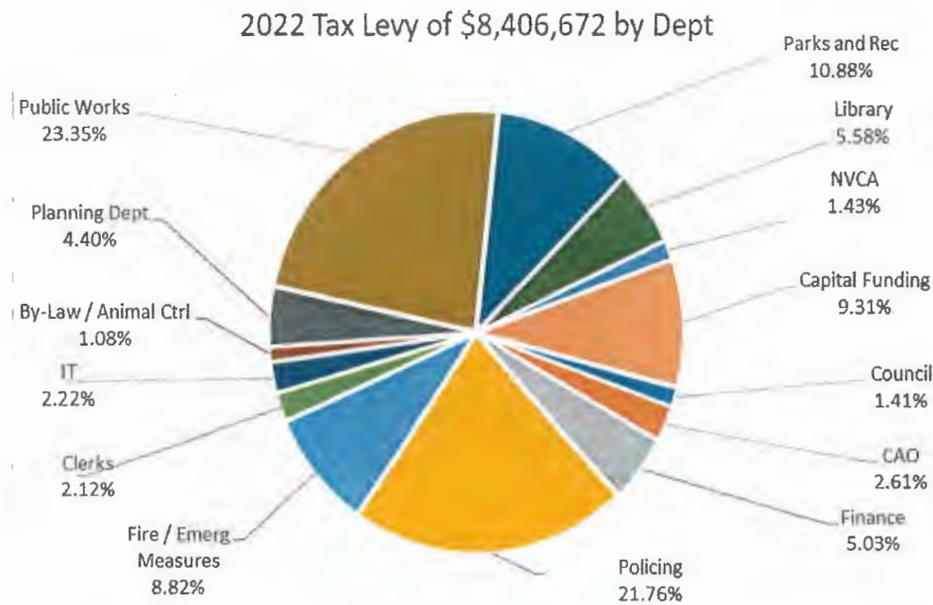
- 2022 DRAFT BUDGET

2022 Draft Budget Summary

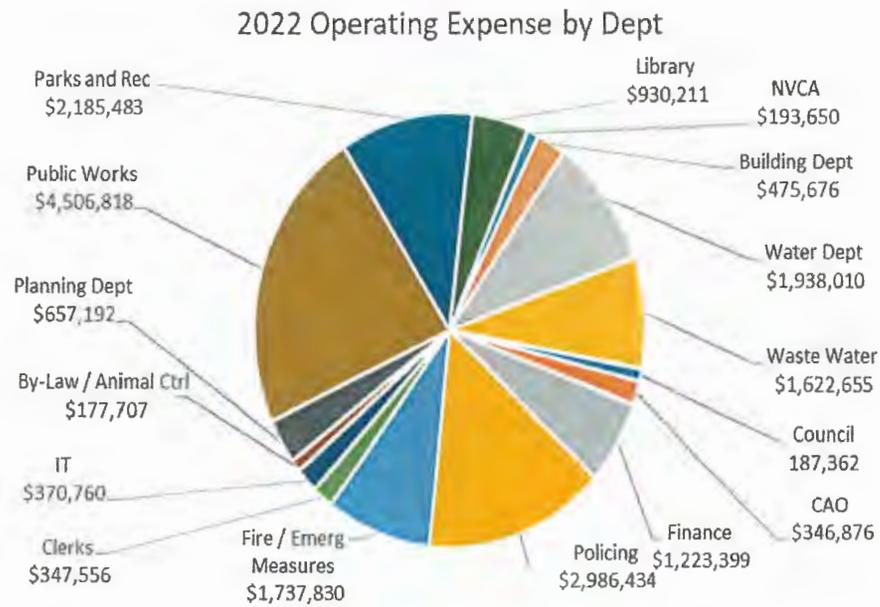
	<u>2021 Budget</u>	<u>2022 Budget</u>
Municipal Operations (excl Water & Wastewater)		
Total Operating Expenses:	18,605,762	18,146,695
Total Non Taxation Revenues:	-10,508,112	-9,576,177
Taxation Required to Fund Operations:	-6,869,627	-7,168,468
Taxation Required to Fund Capital:	-1,228,023	-1,238,204
Total Tax Levy Required:	<u>-8,097,650</u>	<u>-8,406,672</u>
Water and WasteWater		
Total Operating Expenses:	3,669,005	3,560,665
Total Revenues:	-3,669,005	-3,560,665
Total Reserve Transfer To /(From)	0	0
Capital Budget		
Total Capital Request:	7,789,384	3,970,757
Funding		
Development Charges:	-1,737,400	-811,617
Reserves:	-1,282,235	-159,218
Grants / Gov't Funding:	-3,461,726	-1,606,718
User Fees:	0	-120,000
Trade In (surplus Equip):	-80,000	-35,000
Taxation:	-1,228,023	-1,238,204



2022 Draft Budget Summary



2022 Draft Budget Summary



2022 Tax Impact

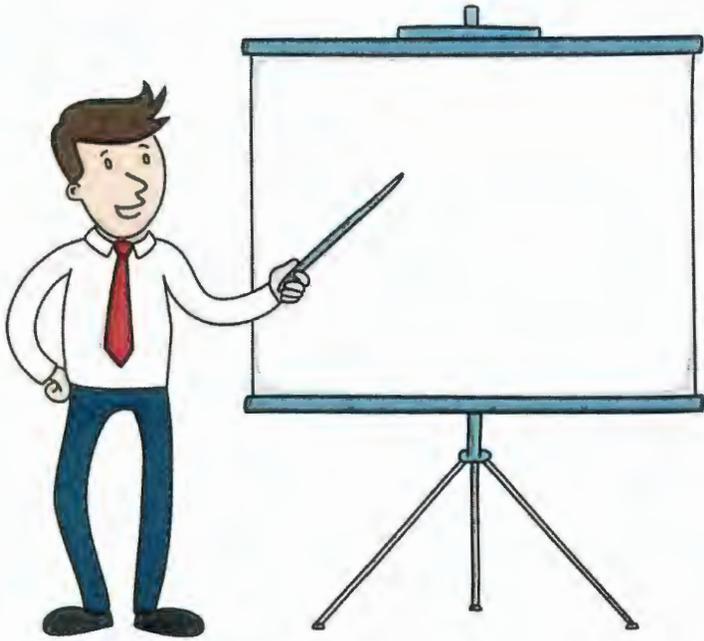
Residential

Per \$100,000 Assessment:

- 2021 Taxation \$260.92
- 2022 Taxation \$266.13
- Percentage increase 2.00%
- \$ 5.22

Township Only





DEPARTMENT BUDGETS





Library

Operating: Page 1-2

Capital: Tab 4

Capital Budget Highlights

- Thornton Branch Refresh
 - New Carpet Tile
 - Powder coating the existing shelves
 - Painting





QUESTIONS





Fire Department

Operating: Page 3-5

Capital: Tab 5



Operating Budget Highlights

- Increase in Continuing Education
 - Largely due to the closing of the Fire College
 - IFSTA Essential Manuals – update to meet OFMEM and training standards



Capital Budget Highlights

- LED Lighting Station 1 & 2 - \$55,000 (taxation)
2 year payback
- RTV & Trailer - \$70,000
- Rescue Equip - \$9,000
- Hoses & Nozzles - \$20,000
- Communication Equip - \$20,000
- Bunk Gear (13) - \$58,000
- Car 2 Replacement - \$95,000

All funded by Taxation



Capital Budget Highlights

- Angus Fire Hall - \$100,000 (DC's)
 - Site Clearing/Cleanup
 - Design work





QUESTIONS





CLERKS

Operating: Page 7-11

Capital: Tab 6



2022 Operating Budget Highlights - Election



In 2022, the Election Operating Budget has increased to \$54,088.00. Increase to the Operating Election Budget in 2022 is due to the following:

- Election Worker Wages
 - Workers will be paid an hourly rate (as opposed to a flat rate) to ensure that they do not make less than minimum wage
 - Wages are set at:
 - \$16.00/hour – Revision Clerks
 - \$18.00/hour – Poll Clerks and DROs
 - \$20.00/hour - MDROs
- Printing and Mailouts for Voter Notification Cards
 - Due to the receipt of many complaints in 2018, one VNC will be mailed to each eligible elector in the Township of Essa (as opposed to one VNC per household). This results in increased costs for printing and postage.

2022 Operating Budget Highlights - IT Department



IT Department Budget is new in 2022.

The new IT Budget includes the following:

- Innisfil IT contract
- All software/maintenance/licensing and hardware costs for all Departments
- Does NOT include software/maintenance/licensing or hardware costs for the Building Department, Water/Sewer, Library, and Election
- 2021 Total Operating Cost for IT was \$271,600.00
- 2022 Total Operating Costs is \$370,760.00
 - Increased by \$24,210.00 due to annual licensing requirements (costs) for the following Council approved items:
 - New Website (approved by Council in 2021)
 - Central Square E-Billing Module (approved by Council in 2021)
 - City Works Asset Management Software (approved by Council in 2020; Confirmation of Grant Funding in 2021)
 - Questica (approved by Council in 2021)
 - Includes a transfer to fund 2022 Capital IT Projects for one-time implementation costs - \$74,950.00
 - \$35,718 funded from IT Revenue (Municipal Modernization Grant)
 - \$39,232.00 funded from taxation

Capital Budget Highlights 2022 Proposed IT Projects



2022 Proposed IT Projects (Capital Budget Request)

The following is a breakdown of IT Projects to be considered for approval in the 2022 Capital Budget:

2022 PROPOSED IT PROJECTS	Total ALL IT Proposed Projects in 2022	Total Taxation Funding (2022)	Total Grant / Reserve Funding (2022)
Municipal Modernization IT Projects (as approved in Municipal Modernization Project Funding Grant Application in 2021)	\$54,950.00	\$19,232.00	\$35,718.00
Other IT Projects	\$20,000.00	\$20,000.00	n/a
Total Request for Implementation of ALL Proposed IT Projects in 2022 (Capital)	\$74,950.00	\$39,232.00	\$35,718.00

Capital Budget Highlights - 2022 Proposed IT Projects

Municipal Modernization IT Projects

The following is a breakdown of IT Projects that were approved in the application submitted under the Municipal Modernization Program Grant with the associated costs, including the breakdown of funding and anticipated ongoing operational costs that would be undertaken in future budgeting years:

MUNICIPAL MODERNIZATION IT PROJECTS (as approved in Municipal Modernization Project Funding Grant Application)

Funding Received from the Province for up to \$162,500.00. This funding is to be used to cover 65% of total costs for projects approved in the Project Application submitted under the Municipal Modernization Funding Program - Implementation Stream. Municipality is required to pay for 35% of Total Project Costs and future Operational Costs

Name of Software	Description	Total Project Costs	Source of Funding		Ongoing Operational Costs in Future Years	Notes
			Taxation - (Impact on 2022 Operational Budget - 35% of Total Project Costs)	IT Revenue-Municipal Modernization Grant Funding (65% of Total Project Costs)		
Virtual City Hall	Provides property owners with an online customer portal that allows them to view property tax and utility accounts at their convenience.	\$35,400.00	\$12,390.00	\$23,010.00	\$4,200.00	
PayTickets.ca	Provides for an online payment portal for parking tickets	\$5,250.00	\$1,837.00	\$3,413.00	\$1,000.00	Future Operation Costs are dependent on the number of tickets paid using this system
Moneris	Provides an online e-commerce payment platform for residents to make payments electronically (ie: tax bills, utility bills, tax certificates, building permit deposits, etc.)	\$14,300.00	\$5,005.00	\$9,295.00	\$2,800.00	
Total Capital for Municipal Modernization IT Projects (2022)		\$54,950.00	\$19,232.00	\$35,718.00		
Total Impact on Operational Budget in Future Years (2023 and ongoing)					\$8,000.00	

Capital Budget Highlights - 2022 Proposed IT Projects

Municipal Modernization IT Projects

- All projects identified in the grant application that was submitted to the Ministry of Municipal Affairs for consideration of funding were recommended by the Perry Group in the IT Digital and Strategic Plan and identified as high priority.
- Essa applied for and was approved for funding in 2021 under the Municipal Modernization Program Funding “Implementation Stream” for the Modernization of IT Digital Services.
- The application was approved to receive up to \$162,500.00 of which is to be used for implementation of IT projects that were identified in the application (funds distributed between 2021 and 2022).
- A maximum of 65% of the funds are to be utilized towards implementation of the Municipal Modernization Projects identified in the approved application.
- Essa is responsible for 35% of the one-time implementation costs and all future impacts on operational budgets (commencing in 2023).
- The “completion date” for all projects to be implemented is September 30, 2022
 - Interim Reports are required to be submitted to the Province on January 31, 2022 and again April 29, 2022
 - Final Report is required to be submitted September 30, 2022
 - Annual Report is required to be submitted September 29, 2023
- Should the IT Modernization Projects not be implemented, Essa will be required to return a portion of the funds (for the projects that do not get completed prior to September 30, 2022).

Capital Budget Highlights - 2022 Proposed IT Projects

Other IT Projects

OTHER IT PROJECTS (Not included in Municipal Modernization Project Funding Grant Application)

Name of Program	Description	Total Project Cost	Source of Funding			Ongoing Operational Costs in Future Years	Notes
			Taxation	Other (ie: Grant, Reserves)			
Unknown at this time	Software required to replace Firehouse as Fire Chief advised Clerk that Firehouse is becoming obsolete in 2022	\$20,000.00 (Approximation provided by Fire Chief)	\$20,000.00	n/a		Not known at this time	This is a high priority Item as Fire Department was notified that the current Firehouse Program is becoming obsolete in 2022
Total Capital for Other IT Projects (2022)		\$20,000.00	\$20,000.00		\$0.00		
Total Impact on Operational Budget in Future Years (2023 and ongoing)						Not known at this time	



QUESTIONS





PUBLIC WORKS/TRANSPORTATION/ WATER & WASTEWATER

Operating: Page 12-19
Capital: Tab 7



Capital Budget Highlights

- 2 New Pickup Trucks
- Roads garage extension
- Hydro Seeder (\$33,000) & 1000lb Diesel Plate Compactor (\$20,000), new power washer (\$8,000), Weed eaters (\$3,000)
- Margaret St urbanization phase 3
- 8th Line double surface treatment
- 6th Line dead end double surface treatment (400m)
- Pine River Road Double Surface Treatment
- Vernon St urbanization preliminary
- 6th line double surface treatment
- Angus transportation master & trail master plan.



Water, Sewer, and Storm Capital Projects

- Brownley pump house cell 2,3,4 water reservoirs repairs
- Thornton Model Cal. & Flow preventor valves installation
- Angus Station 1 Bar Screen Upgrade





QUESTIONS





Parks and Recreation

Operating: Page 20-29
Capital: Tab 8

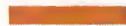
Capital Budget Highlights

- 2 work vehicles
- Thornton LED lighting upgrade
- Michael St Play Structure Upgrade
- Mike Hart Excavation of playground sand, new EWF
- Don Ross High Tension Cable Guard rails
- Trails Master Plan
- 0 Turn Lawn Mower
- Angus Recreation Center Gymnasium Acoustic Sound Baffles, Gym stage curtain, stereo replacement





QUESTIONS





Planning and Development

Operating: Page 30-33



QUESTIONS





TREASURY

Operating: Page 34-36





QUESTIONS





CAO ADMINISTRATION

Operating: Page 37

Capital: Tab 9





QUESTIONS

