

STAFF REPORT

Department:	Protective and Development Services
Meeting Chair:	Councillor Jeff Bumstead
Meeting Date:	November 10, 2021
Report No.:	PDS-2021-98
<u>Report Title:</u>	2022 Operating and Capital Budget – Operational Services Details

RECOMMENDATION:

That Staff Report No. PDS-2021-70 regarding the 2022 Operating and Capital Budget - Protective and Development Services be received; and

That the Protective and Development Services 2022 Operating and Capital Budget be adopted.

INTRODUCTION/BACKGROUND:

The 2022 operating and capital, including the 4 year forecast of future budget pressures was presented and discussed at the Committee meetings held on October 13th and October 14th.

This report highlights the significant changes that have been incorporated into the Operating and Capital Budget for Protective and Development Services since the budget was presented to Committee on October 13th. These changes are the result of the direction provided by Council at its meeting held on October 27th, recent funding announcement from the Province of Ontario as well as further refinements to the preliminary estimates made by staff.

ANALYSIS:

Significant Changes to the Operating Budget

The 2022 operating and capital budget was presented to committee on October 13th and has since been updated with the following changes.

The budget includes the 2022 estimated costs for policing plus \$10,000 for paid duty hours for the 2022 summer season. This additional \$10,000 in policing costs is fully funded from the policing reserve with no impact to the municipal tax rate.

The compensation and wage grids have been adjusted as per Council's direction from their October 27th meeting. Details can be found in the 2022 Operating Budget attachment.

FINANCIAL/BUDGET IMPACT:

The department's draft 2022 operating and capital budget reflects Committee and Council's previous direction, supports the achievement of Council's target of a 1% or less municipal tax increase, and reflects the Public's, Council's and staff's desire to continuously strive to operate the municipality as efficiently as possible.

STRATEGIC PLAN:

Tay Open – Increasing transparency about decision-making that affects the community.

This report communicates the significant changes to the department's draft operating budget. Open and transparent communication to residents and stakeholders about the municipality's services and their related costs is a key value of the Township

CONCLUSION:

Staff recommends the adoption of the attached 2022 operating and capital budgets.

Attachments:

- 1. Draft 2022 Operating Budget
- 2. Draft 2022 Capital Budget
- 3. Budget Information Sheets for 2022 Capital Projects

Brent Andreychuk, CPA, CGA, B.COMM Manager of Financial Services

and

Jacquelyn Genis, CPA, CGA Financial Analyst

Recommended By:

Date: November 5, 2021

Brent Andreychuk, CPA, CGA, B.COMM Manager of Financial Services

Reviewed By:

Daryl C. W. O'Shea General Manager, Corporate Services Date: November 5, 2021

Township of Tay 2022 Operating Budget Summary

	2021 Actual	2021 Budget	2022 Budget
-	As At Nov 4, 2021	2021 Budget	LOLL Budget
PROTECTIVE AND DEVELOPMENT SERVICES			
Policing			
REVENUE: Fines and Penalties	1,779.00	55,000.00	55,000.00
Taxation Levied for Policing	0.00	1,618,234.00	1,618,234.00
Transfers from Reserves / Reserve Funds	0.00	116,032.00	148,347.00
Other	20,760.00	(362.00)	100.00
TOTAL REVENUE EXPENSES	22,539.00	1,788,904.00	1,821,681.00
Contracted Services	1,204,675.00	1,787,804.00	1,811,181.00
OPP Paid Duty	0.00	0.00	10,000.00
Port McNicoll OPP Office	0.00	1,100.00	500.00
TOTAL EXPENSES	1,204,675.00	1,788,904.00	1,821,681.00
TOTAL POLICING	(1,182,136.00)	0.00	0.00
PROTECTIVE AND DEVELOPMENT SERVICES Municipal Law Enforcement, Fire, Emergency Preparedness			
REVENUE:			
Grants	281,212.00	800.00	800.00
User Fees and Service Charges	450.00	900.00	900.00
Fines and Penalties	7,398.00	7,000.00	9,000.00
Licences and Permits	45,520.00	60,000.00	60,000.00
Transfers from Reserves / Reserve Funds Other	37,145.00 51,834.00	38,145.00 12,300.00	15,145.00 34,300.00
	51,054.00	12,300.00	34,300.00
TOTAL REVENUE	423,560.00	119,145.00	120,145.00
EXPENSES			
Administrative / Overhead			
Salaries and Benefits	358,876.00	508,338.00	566,859.00
Volunteer Compensation Contracted Services	41,113.00 48,072.00	247,226.00 52,976.00	267,149.00 61,076.00
Emergency Preparedness	3,588.00	23,294.00	22,866.00
COVID-19 expenses	53,296.00	0.00	0.00
Communications	22,533.00	46,568.00	46,603.00
Equipment and Materials	70,344.00	48,450.00	48,450.00
Staff Vehicles Fire Prevention	16,042.00 134.00	21,499.00 3,800.00	21,335.00 3,800.00
Volunteer Training	18,206.00	32,778.00	46,084.00
Debt (Interest and Principal)	88,461.00	106,690.00	106,690.00
Insurance	57,806.00	57,361.00	63,586.00
Other	53,964.00	66,500.00	62,500.00
Fire Halls			
Utilities	20,056.00	32,686.00	34,146.00
Building Repairs and Maintenance	20,976.00	26,875.00	19,175.00
Vehicle Operating Costs	61,527.00	53,684.00	60,724.00
Antique Fire Truck	1,100.00	0.00	1,923.00
Transfer to Own Funds			
Fire Equipment & Buildings	228,000.00	228,000.00	243,000.00
By-Law Vehicle Capital Projects and Equipment	1,500.00 31,200.00	1,500.00 31,200.00	1,500.00 31,200.00
	31,200.00	31,200.00	31,200.00
TOTAL EXPENSES	1,196,794.00	1,589,426.00	1,708,666.00
TOTAL MUNICIPAL LAW ENFORCEMENT, FIRE, EMERGENCY PREPAREDNESS	(773,234.00)	(1,470,280.00)	(1,588,521.00)
TO THE MONTOFFAL LAW LIN OROLIMENT, FIRE, EMERGENCE FREPAREDNESS	(113,234.00)	(1,470,200.00)	(1,300,321.00)

Township of Tay 2022 Operating Budget Summary

	2021 Actual As At Nov 4, 2021	2021 Budget	2022 Budget
PROTECTIVE AND DEVELOPMENT SERVICES Planning and Development Services			
REVENUE			
User Fees and Service Charges Licences and Permits Transfers from Reserves / Reserve Funds Other TOTAL REVENUE	72,100.00 361,388.00 0.00 300.00 433,788.00	29,000.00 232,000.00 67,100.00 0.00 328,100.00	49,000.00 330,891.00 97,100.00 0.00 476,991.00
EXPENSES			
Planning and Development Salaries and Benefits Contracted Services Economic Development Official Plan Development Charge Study Severn Sound Environmental Association Administrative / Overhead	203,810.00 11,808.00 67,980.00 0.00 0.00 124,193.00 4,158.00	350,724.00 57,000.00 69,980.00 15,000.00 0.00 124,972.00 15,910.00	334,291.00 57,000.00 70,660.00 15,000.00 30,000.00 131,547.00 15,910.00
Building Salaries and Benefits Vehicles Administrative / Overhead Heritage Committee	207,244.00 5,274.00 13,600.00 1,522.00	273,233.00 8,300.00 21,500.00 5,200.00	296,679.00 9,212.00 21,500.00 5,200.00
	1,522.00	5,200.00	5,200.00
Transfer to Own Funds Transfer to Reserve	15,000.00	15,000.00	15,000.00
TOTAL EXPENSES	654,590.00	956,819.00	1,001,999.00
TOTAL PLANNING AND DEVELOPMENT SERVICES	(220,802.00)	(628,719.00)	(525,008.00)

Township of Tay 2022 Operating Budget Summary

	2021 Actual	2021 Budget	2022 Budget
	As At Nov 4, 2021		
SUPPLEMENTAL INFORMATION			
EXTERNAL AGENCIES			
Severn Sound Environmental Association	121,264.00	122,042.00	124,368.00
North Simcoe Economic Development Corporation	67,980.00	67,980.00	68,660.00
Georgian Bay Forever	15,000.00	15,000.00	15,000.00
Community Donations	19,746.00	125,000.00	25,000.00
Other (Culture, Cancer Support)	10,000.00	10,000.00	10,000.00
Georgian Bay General Hospital	25,000.00	25,000.00	25,000.00
	258,991.00	365,022.00	268,028.00



Portable Radio	Battery Replacement		
Budget Type	Capital		
Department	Protective and Development Services		
Division	Fire and Emergency Preparedness		
Prepared by	Shawn Aymer, Fire Chief/CEMC		
Approved by			
Department Priority	A		
Strategic Objective	Tay Resilient		
Request Summary	As the batteries in our portable radios age, their		
	transmission strength decreases. Due to this		
	decrease, portable radio batteries are replaced every		
	4 years in order to maintain reliable communications while on the fire ground.		
	while on the fire ground.		
Service Level Impact	Maintain		
Expected Useful Life	4 years		
Current Year Budget	Expenses Funding		
	Materials Grants		
	Consultants Reserve		
	Equipment 6,200 Development		
	Legal Utility		
	Other Surplus/Other		
	Total 6,200 Total 0		
	2022 Tax Levy Impact \$6,200		
Future Year Budget	2026 - \$6,200		
	2030 - \$6,200		
Cost-Benefit Analysis and Other Financial			
Considerations			
Administrative Recommendation			



D	ry Hydrants		
Budget Type	Capital		
Department	Protective and Development Services		
Division	Fire and Emergency Preparedness		
Prepared by	Shawn Aymer, Fire Chief/CEMC		
Approved by			
Department Priority	A		
Strategic Objective Request Summary	Tay Resilient		
	hydrants allow firefighters to make use of the water i ponds and the lakes. Staff recommend purchasing a dry hydrant in 2022 and another in 2023, to be installed at separate locations currently under review		
Service Level Impact	Maintain		
Expected Useful Life	12 Years		
Current Year Budget	ExpensesFundingMaterialsGrantsConsultantsReserveEquipment10,000DevelopmentUtilityOtherSurplus/OtherTotal10,000Total10,0002022 Tax Levy Impact\$10,000		
Future Year Budget	2023 - \$10,000		
Cost-Benefit Analysis and Other Financial Considerations			
Administrative Recommendation			



Budget Type	Capital		
Department	Protective and Development Services		
Division	Fire and Emergency Preparedness		
Prepared by	Shawn Aymer, Fire Chief/CEMC		
Approved by			
Department Priority	A		
Strategic Objective	Tay Resilient		
Request Summary	Bunker gear and accessories (helmets, boots) will continue to be replaced at the mandated 10 year intervals. We are replacing 9 sets of bunker gear each year, with the exception of 2 out of 10 years (2028 an 2030) where we replace 18 sets of bunker gear, to ensure that the department has enough suits that men- the regulations for all volunteer firefighters.		
Service Level Impact	Maintain		
Expected Useful Life	20 years		
Current Year Budget	Expenses Funding		
	Materials Grants		
	Consultants Reserve		
	Equipment 17,200 Development		
	Legal Utility		
	Other Surplus/Other		
	Total 17,200 Total	(
Future Year Budget	2022 Tax Levy Impact 2028 - \$37,980 for 18 set year 2030 - \$38,740 for 18 set year	\$17,200	
Cost-Benefit Analysis and Other Financial Considerations	The cost of gear for 2022 has been updated to 2021 pricing, and as advised by the vendor we planning for a 2-3% increase each year going	e are	



Victoria Harbour F	ire Hall Parking Lot Repairs
Budget Type	Capital
Department	Protective and Development Services
Division	Fire and Emergency Preparedness
Prepared by	Shawn Aymer, Fire Chief/CEMC
Approved by	
Department Priority	A
Strategic Objective	Tay Resilient
Request Summary	The gravel parking area at the side of the hall experiences significant scour due to stormwater runoff. Recommendation is installing eavestrough with a connection to the existing storm sewer, re- grading the parking area to direct flows to the storm catch basins and re-surfacing with recycled asphalt to stabilise the parking area. Using recycled brick from the front of the station to create 4 additional parking spaces on the south side of the main apron. The brick fronting the station bay doors is beginning to sink due to a failure of the sub grade or base granular material that supports the brick. The issue may be further exasperated by water infiltrating between the brickwork and saturating the supporting material. Staff recommend removing the existing brickwork fronting the truck bays and installing reinforced concrete pads with improved granular base. This past winter 5 firefighters fell in the side parking lot while responding to a call with two sustaining injuries that prevented them from responding to the call. When investigating the event it was found that the water was pooling and not draining as intended due to base sinking below the interlocking brick.
Service Level Impact	Maintain
Expected Useful Life	25 years
Current Year Budget	ExpensesFundingMaterials61,000GrantsConsultantsReserve61,000EquipmentDevelopmentLegalUtilityOtherSurplus/OtherTotal61,00061,000
	2022 Tax Levy Impact \$0
Future Year Budget	
Cost-Benefit Analysis and Other Financial Considerations	
Administrative Recommendation	



Budget Type	Capital	Capital		
Department	Protective and Deve	elopment Services		
Division	Fire and Emergency Preparedness			
Prepared by	Shawn Aymer, Fire Chief/CEMC			
Approved by				
Department Priority	А			
Strategic Objective	Tay Resilient			
	The Ministry of Labour's Firefighter Cancer Prevention Checklist requires that bunker gear not be stored on the apparatus floor when only natural ventilation is provided. Once the renovation is completed at the Port McNicoll Fire Hall only the Victoria Harbour and Waubaushene halls will have bunker gear stored on the apparatus floor. In order to meet the intent of the MOL checklist, both halls would require supplemental ventilation systems to remove the diesel exhaust. This request reflects the cost of equipment and installation at the Victoria Harbour hall, and it is recommended that the building reserve be used to fund this project.			
	building reserve be	used to fund this proje	ct.	
Service Level Impact		used to fund this proje	ct.	
Service Level Impact Expected Useful Life	Maintain	used to fund this proje	ct.	
Expected Useful Life		Funding	ct.	
	Maintain 20 years		ct.	
Expected Useful Life	Maintain 20 years Expenses	Funding		
Expected Useful Life	Maintain 20 years Expenses Materials Consultants	Funding Grants		
Expected Useful Life	Maintain 20 years Expenses Materials Consultants	Funding Grants Reserve		
Expected Useful Life	Maintain 20 years Expenses Materials Consultants Equipment 2	Funding Grants Reserve 27,000 Development		
Expected Useful Life	Maintain 20 years Expenses Materials Consultants Equipment 2 Legal Other	Funding Grants Reserve 27,000 Development Utility	27,000 27,000	
Expected Useful Life	Maintain 20 years Expenses Materials Consultants Equipment 2 Legal Other	Funding Grants Reserve 27,000 Development Utility Surplus/Other 27,000 Total	27,00	
Expected Useful Life	Maintain 20 years Expenses Materials Consultants Equipment 2 Legal Other Total 2	Funding Grants Reserve 27,000 Development Utility Surplus/Other 27,000 Total	27,00	



Budget Type	Capital			
Department		Development Services		
Division	Fire and Emergency Preparedness			
Prepared by	Shawn Aymer, Fire Chief/CEMC			
Approved by				
Department Priority	А	A		
Strategic Objective	Tay ResilientThe Ministry of Labour's Firefighter CancerPrevention Checklist requires that bunker gear notbe stored on the apparatus floor when only naturalventilation is provided. Once the renovation iscompleted at the Port McNicoll Fire Hall only theVictoria Harbour and Waubaushene halls will havebunker gear stored on the apparatus floor. In orderto meet the intent of the MOL checklist, both hallswould require supplemental ventilation systems toremove the diesel exhaust. This request reflects thecost of equipment and installation at theWaubaushene hall, and it is recommended that thebuilding reserve be used to fund this project.			
Request Summary				
Service Level Impact	Maintain			
Expected Useful Life	20 years			
	Expenses	Funding		
Current Year Budget				
•	Materials	Grants		
	-	Grants Reserve	27,000	
	Materials		27,000	
•	Materials Consultants	Reserve	27,000	
•	Materials Consultants Equipment	Reserve 27,000 Development	27,000	
•	Materials Consultants Equipment Legal	Reserve 27,000 Development Utility	27,000	
•	Materials Consultants Equipment Legal Other	Reserve 27,000 Development Utility Surplus/Other 27,000 Total		
•	Materials Consultants Equipment Legal Other Total	Reserve 27,000 Development Utility Surplus/Other 27,000 Total	27,000	



	Offical Plan		
Budget Type	Operational		
Department	Protective and	Development Services	
Division	Planning and Development Services		
Prepared by	Jacquelyn Gen	is	
Approved by			
Department Priority	В		
Strategic Objective	Tay Resilient		
Request Summary	The Official Plan and Zoning By-law updates started in 2012 with a budget of \$95,000. To date there is \$16,715 remaining in the budget (with a planned additional \$10,000 in 2022). It is anticipated that work on the Official Plan will be completed during the first half of 2022, so that the Official Plan can be finalized and approved by the Township and the County of Simcoe. Following that, additional work ca continue on the Zoning By-law, which includes further public consultation and updating of policies and mapping by the consultant.		
Service Level Impact	Maintain		
Expected Useful Life	5 Years		
Current Year Budget	Expenses Materials Consultants	Funding Grants 10,000 Reserve	10,000
	Equipment	Development	
	Legal	Utility	
	Other Total	Surplus/Other 10,000 Total	10,000
Future Veer Dudget	2022 Tax Levy In	npact	\$0
Future Year Budget Cost-Benefit Analysis and Other Financial Considerations			
Administrative Recommendation			

Content revised August 2021 by JG | Form revised May 9, 2021



	nent Charge Stud	y	
Budget Type	Operational		
Department	Protective and Development Services		
Division	Planning and Development Services		
Prepared by	Jacquelyn Gen	is	
Approved by			
Department Priority	В		
Strategic Objective Request Summary	Tay Resilient	arge studies must be update	
	development. Th 2024. However, Wastewater trea expected to be fa captured in the E important that th adequately capu	collect development charges are current study is valid unti- with the cost of the Victoria tment plant capacity expans ar in excess of what is curre Development Charge Study, he Township update the study the the cost of new development are not borne by existing tax	I February Harbour sion ntly it is dy now to ment and
Comba have been at	N de las he las		
Service Level Impact Expected Useful Life	Maintain		
Current Year Budget	Exponsos	Funding	
Current real budget	Expenses Materials	Grants	
	Consultants	30,000 Reserve	30,000
	Equipment	Development	50,000
	Legal	Utility	
	Other	Surplus/Other	
	Total	30,000 Total	30,000
	2022 Tax Levy II		\$0
Future Year Budget		mpact	
Cost-Benefit Analysis and Other Financial Considerations			
Administrative Recommendation			

Content revised August 2021 by JG | Form revised May 9, 2021

TOWNSHIP OF TAY 2022 PROJECTS/CAPITAL BUDGET

PROTECTIVE AND DEVELOPMENT SERVICES EMERGERENCY PREPAREDNESS MUNICIPAL LAW ENFORCEMENT FIRE				-		
TRANSFER FROM OPERATING BUDGET TRANSFER FROM RESERVES Municipal Fleet (Fire Capital) Municipal Buildings	\$	(445,000) (115,000)	\$	(33,400) (560,000)		
EQUIPMENT Portable Radio Batteries Dry Hydrant		6,200 10,000		16,200		
EQUIPMENT Deputy Chief Vehicle Retrofit				15,000		
EQUIPMENT Bunker Gear				17,200		
EQUIPMENT Old Fort Hall - Pumper				430,000		
BUILDING IMPROVEMENTS Victoria Harbour Hall - Parking Lot Grading Victoria Harbour Hall - Ventilation		61,000 27,000		88,000		
BUILDING IMPROVEMENTS Waubaushene Hall - Ventilation		27,000		27,000		
TOTAL EMERGENCY PREPAREDNESS, MUNICPAL LAW ENFORCEMENT, AND FIRE						

By-law 2022-XX

TOWNSHIP OF TAY 2022 PROJECTS/CAPITAL BUDGET

PLANNING AND DEVELOPMENT SERVICES

No planned capital projects/purchases for 2022

TOTAL PLANNING AND DEVELOPMENT SERVICES

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By-law 202-XX	TOWNSHIP OF TAY 2022 PROJECTS/CAPITAL BUDGET	S	Sche	edule "A"
BUILDING SERVICES				
TRANSFER FROM RESERVES Municipal Fleet		\$ (27,000)	\$	(27,000)
EQUIPMENT SUV		27,000		27,000

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TOTAL BUILDING SERVICES