

Department 6 – Property and Facility Improvements

Overview

This department was established to meet present and future capital expenditures for replacement, modification, enhancements and major repairs of all municipal facilities. Land purchases for general municipal purposes are traditionally funded through this department.

As well, this cost centre captures revenues and expenses for those municipal buildings that are vacant or leased as rental properties.

Revenue

Traditional rental revenues include such rents as the former Ennismore Municipal Office (Ennis Road) to the Lions Club, the Police Services Building in Bridgenorth, the Lakefield Police Services – The River Den at 15 Water Street North, 826 Ward Street in Bridgenorth for the Causeway Treasure Trove and Smith-Ennismore Historical Society, the former Ennismore Municipal Office (Tara Road) to the Ennismore Seniors and the lower level of Ennismore Library to the Optimist Club. These leases provide community organizations with ideal office locations to fulfill their mandate, while utilizing surplus municipal space.



For numerous years there was a transfer to reserve from OMPF to help build the reserve and help ensure that sufficient funds are set aside to complete required capital maintenance of the Township's many facilities. In addition to these reserve contributions, OMPF has been used to fund numerous capital projects in this Department over the years. In 2024 an allocation of \$200,000 from OMPF has been provided for to address a number of the high priority items identified by the facility assessment completed by Ron Awde Architect in 2023.

Expenditures

Typical administrative expenses for this department include the costs of the Facilities Maintenance Coordinator.

Funding is included for the payment of insurance deductibles and those insurance matters that fall below the deductible level. The budget includes an expense of \$50,000 for deductibles.

Department 6 – Property and Facility Improvements

Capital Improvements/Maintenance

Council reviewed the draft Capital Budget on November 23, 2023. Department 6 has several projects planned for 2024 and all 2023 capital projects were completed in this department.

The 2024 Capital Budget includes the following projects to be allocated to Department 6:

- Repair and repaint the office space – Municipal Office
- 12 Queen Street – exterior finishes and remaining reconstruction items (exterior lighting, and other minor items)

Other capital projects for 2024 include:

- Bickle Cemetery – Fencing replacement (historical design requirement)

Details for these projects is included under the Capital Projects tab of the budget.

In addition to these items, a detailed work plan is being prepared to address a number of the high priority maintenance items identified by the Ron Awde Architect facility assessment which was finalized late in 2023.

Activity Update – Beyond Budget and Dollars and Cents

The Asset Management Plan (AMP), which is required in accordance with Ontario Regulation 588/17, must be updated to include non-core assets (vehicles, equipment, land parcels and improvement, facilities) by July 1, 2024.

Ronald Awde Architect was engaged in 2023 to thoroughly review and document each of our facilities by component. The report will form the base data for this part of the AMP. A detailed work list is being developed based on the Awde report to focus on the critical facility requirements throughout the Township. A supporting budget allocation from OMPF of \$200,000.00 for 2024 has been established to fund these projects.

Climate Neutral – Software for Sustainability

The Township intends to purchase a 1-year trial of *Climate Neutral*. *Climate Neutral* is software that helps municipalities develop greenhouse gas inventories and track emissions progress over time. By purchasing the software, the Township will also have the opportunity to participate in a Climate Action Working Group with other municipalities, to share experiences and gain expertise. The 1-year trial will cost \$2,486.



Department 6 – Property and Facility Improvements

The Old Post Office – 12 Queen Street

Council provided direction to staff to secure tenants for 12 Queen Street – *The Old Post Office*. Building renovations are expected to be completed in Q1 of 2024 permitting tenant occupancy. The Economic Development Coordinator has been actively marketing the space and has met with some interested tenants. Ideally, the Township would like to find a non-governmental organization (NGO) tenant for the main floor to support community development and public access to the washrooms at this location.

For budget purposes, \$26,220 has been included for estimated building expenses (heat, hydro, water & sewer, security, building maintenance and snow removal). Rental revenues in the amount of \$14,500 have been included in the 2024 budget for this building. This revenue projection is based on 50% tenant occupancy based on a square foot fee model.

Department 06 - Property & Facility Improvement

GL Account	Details	2022 Year End Actuals	2022 Approved Budget	2023 Year to Date Actuals	2023 Approved Budget	2024 Proposed Budget
Revenues						
Grants and Receipts		326,533	435,500	864,035	774,577	200,000
Operating Sales - Revenues & Fees		60,963	67,216	436,881	54,496	61,489
Transfers In		634,195	630,566	1,249,306	1,301,993	442,758
Total Revenues		1,021,691	1,133,282	2,550,222	2,131,066	704,247
Expenses						
Salaries & Benefits		66,169	89,947	77,775	83,052	86,962
Admin & Overhead		1,060	4,500	1,792	3,750	17,286
Services Hired		3,458	53,425	7,738	53,459	53,971
Communications		325	335	320	235	4,273
Building Expenses		20,472	30,058	36,949	29,319	40,760
<u>Capital Purchases</u>						
Municipal Buildings		44,827	43,400	6,275	20,000	21,510
Fire Halls		19,182	18,267	0	0	0
Public Works Buildings		97,298	119,000	129,221	137,250	0
Waste Management		0	0	0	0	0
Recreation - Revenue Facilities		21,084	10,000	0	0	0
Land Related Expenses		4,454	10,000	10,716	10,000	19,000
Recreation - Non Revenue Facilities		0	0	34,450	40,000	0
Library Services Buildings		0	0	0	0	0
Police Services Buildings		380,704	477,000	1,428,450	1,362,174	29,700
Land Improvements		0	0	125,127	127,327	0
Transfers Out		362,658	277,350	691,409	264,500	430,786
Total Expenses		1,021,691	1,133,282	2,550,221	2,131,066	704,247
Balance		0	0	0	0	0