



Agenda
The Township of Cavan Monaghan
Special Council Meeting

Thursday, December 7, 2023

9:00 a.m.

Members in attendance are asked to please turn off all electronic devices during the Council Meeting. Any special needs requirements pertaining to accessibility may be directed to the Clerk's Office prior to the meeting. A link to the livestreaming is available at www.cavanmonaghan.net. Council Members may be participating remotely.

Pages

1. **Open Session**
2. **Call to Order**
3. **Land Acknowledgement**

We respectfully acknowledge that the Township of Cavan Monaghan is located on the Treaty 20 Michi Saagiig territory, in the traditional territory of the Michi Saagiig Anishnaabeg. We offer our gratitude to First Nations for their care for and teachings about these lands. May we honour these teachings.
4. **Approval of the Agenda**
5. **Disclosure of Pecuniary Interest and the General Nature Thereof**
6. **Closed Session**
7. **Presentation**
 - 7.1 **Cavan Monaghan Public Library Board - Karla Buckborough and Earl McLeod** 3 - 26
8. **Reports**
 - 8.1 **Report - Finance 2023-12 1st Draft 2024 Budget Presentation (KP)** 27 - 78
9. **General Business**
10. **Confirming By-law**

10.1 By-law No. 2023-84 being a by-law to confirm the proceedings of the special meeting held December 7, 2023

79 - 79

11. Adjournment

CM Libraries

2024 Budget Request &
Vision 2028: Read. Learn. Connect.

Presented by: Karla Buckborough, CEO & Chief Librarian

Agenda

CM Libraries Update

Vision 2028: Strategic Plan

2024 Budget Request

CM Libraries Update

“

—
**Bad libraries build collections,
good libraries build services,
great libraries build communities.**

R. David Lankes
American Author & Professor



Where are we now?

Diverse collection of books, e-Books, and “things”

Wifi service, computers, tablets, printers, and photocopiers

Space for families and children to connect, play, learn, and grow

New residents find support and community information, as well as meet and connect with neighbours

Older residents and vulnerable individuals use the library to read stories, learn and share skills, and develop social connections over a cup of coffee

Making Connections



“
It was so much fun! [...]
Thank you!

Kelly
Community Threads Participant,
October 2023

Movie Nights

Book Clubs

Community Threads & Knotty Knitters

Cooking, Baking, & Cookbook Clubs

PA Day & March Break Activities

Storytimes for Children and Adults

Chess Club



NEW PATRONS

347

BORROWED
ITEMS

42K

ON TRACK TO BE
GREATER THAN
PREVIOUS 3 YEARS

PROGRAM
PARTICIPANTS

37%

INCREASE FROM
2022



Community Outreach

BIA Events

Zucchini Festival

Holiday Parade

Local Non-Profits



Partnerships

Peterborough Public Library

Millbrook and Cavan Historical Society



Grants

\$26,664 Received This Year!

**International Dyslexia
Association of Ontario**

\$500

**Ministry of Seniors and
Accessibility**
September 2023-March 2023

\$24,664

Kawartha Credit Union

\$1,500

Board Work

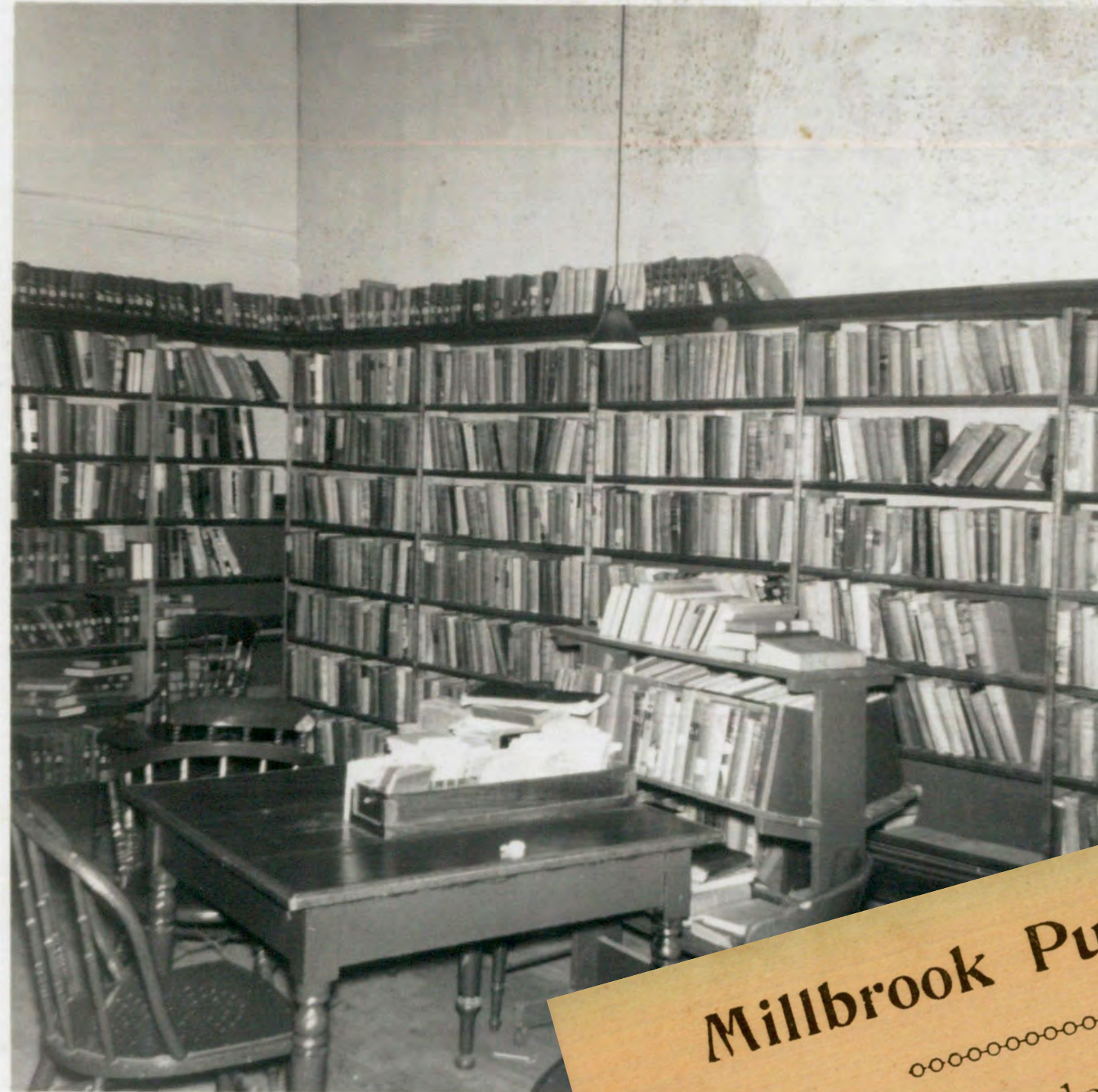
New Board Members

Strategic Plan

Marketing Committee

Finance Committee

Human Resources Committee



Millbrook Public Library.

Dear Sir or Madam,—

The Book taken by you from
the Public Library is overdue—
charges 2 cents per day and 1 cent
for this card.

**MISS A. HAMPTON,
LIBRARIAN**



Vision 2028: Strategic Plan

Our Vision

Enriching the lives of the community through books and beyond.

Our Mission

Empowering the community to read, learn, and connect through quality resources, safe and welcoming spaces, innovative programs, and creative services.



Strategic Direction #1

Optimizing Spaces

Goal 1: Create Engaging Spaces

- Utilize and diversify our current space to ensure optimal use.
- Enhance the indoor and outdoor experiences of visitors.

Goal 2: Increase Digital Presence

- Utilize social media, web, and technology to increase access to library resources and promote the use of digital branch resources.



Strategic Direction #2

Enhance Services

Goal 1: Modernize Resources

- Increase access to print and digital resources.
- Ensure visitors have continued access to new technology and equipment.

Goal 2: Provide Dynamic Programs and Services

- Continually assess the needs of the community and allocate resources accordingly.
- Explore new and innovative programs and services.

Strategic Direction #3

Strengthen Partnerships & Revenue Sources

Goal 1: Explore Alliances

- Develop and strengthen partnerships with community agencies, groups, schools, and the municipality.



Goal 2: Focus on Staff & Volunteers

- Support staff and volunteers in their development.

Goal 3: Seek New Revenue Sources

- Explore new funding sources and optimize solutions to address fiscal constraints.

Looking Ahead

2024 Plans

What's Next for **CM Libraries**?

Senior's Grant

Actions to Support the Strategic Plan

Marketing Initiatives

2024 Budget

The 2024 Ask

Operating Levy Request \$321,896

This is an increase of \$15,377 or 5% over the \$306,520 received in 2023

Capital Levy/DC Request \$34,000

This is an increase of \$2,000 or 6.25% over the \$32,000, received in 2023

Why Request an Increase?

Increase in cost of doing business overall

.....
Library demand increases with economic downturn

.....
Increased number of library visitors and card holders year-over-year
.....

Operating Budget

The 2024 Operating Budget for the Library is \$355,652 compared to the 2023 budget of \$364,859 which was the original budget of \$340,215+\$26,664 in special projects,

Operating Budget Levy request for 2024 is \$321,896. This is an increase of \$15,377 or 5% over the 2023 Operating levy amount of \$306,520.

Operating budget changes 2024 over 2023:

Amount	GL	Description
\$15,887	01-4245-XXXX	Salaries with 4% COLI, MERC & partial funding for two summer students
-\$450	01-42XX-XXXX	Decrease in non-wage portion of expenses
-\$61	01-42XX-9XXX	Net increase to non-levy portion of revenues
\$15,377		Increase to Operating Levy

Wages and Benefits

The wages increase for the Library is \$15,887 - 4% cost of living increase, increased mandatory employment costs, budget for two summer students (dependent on grants).

- Supports Strategic Direction #3, Goal 2 - Focus on Staff and Volunteers.

Other Operating Expenses

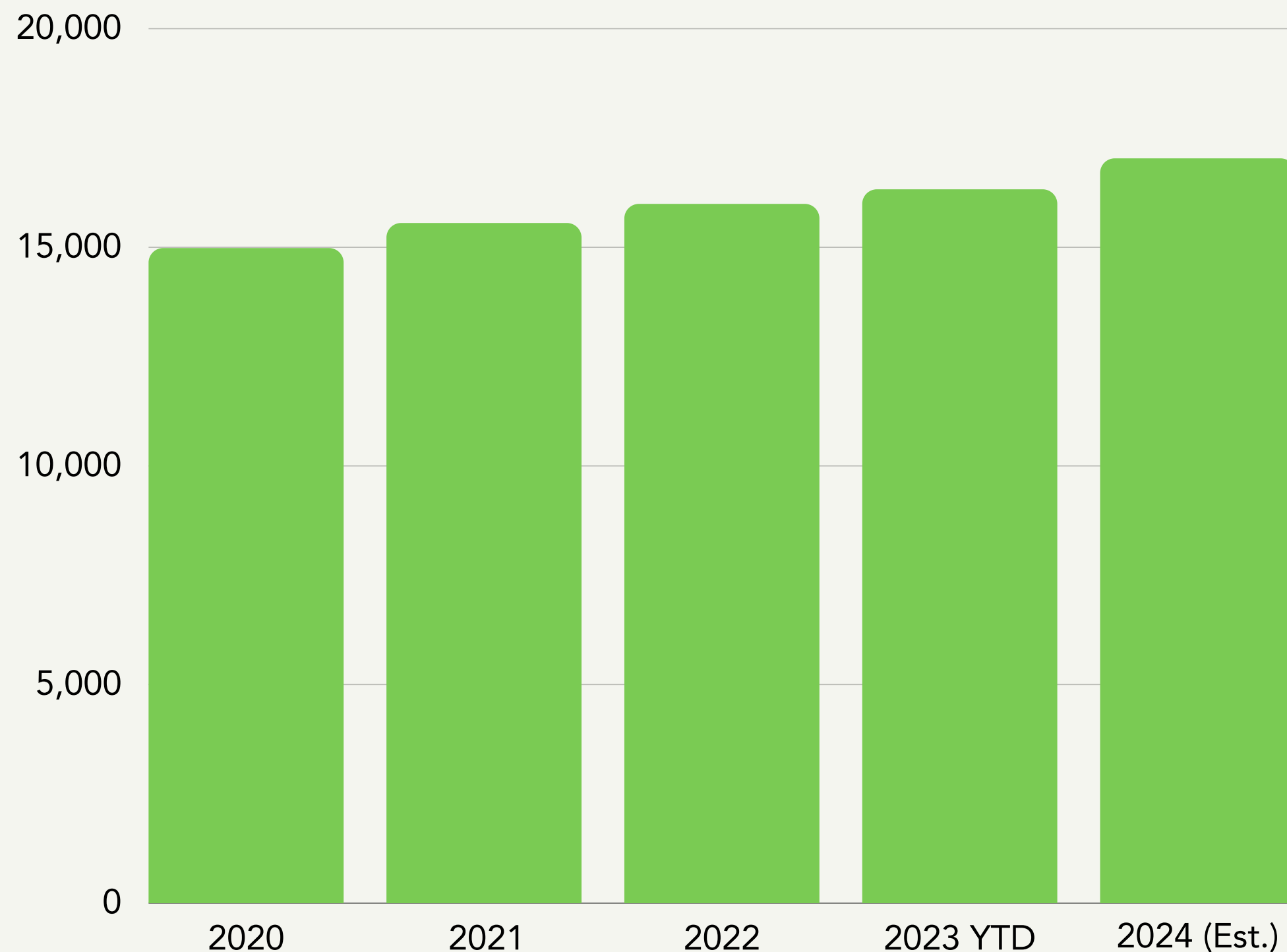
Reductions have been made in a few line items to better reflect actuals, while an increase is being requested in "Virtual Branch" (01-4286-XXXX) to accommodate growing usage.

- Supports Strategic Direction #2, Goal 1 - Modernize Resources.

Operating Revenues including Surplus/Rollover

The adjustment of a few line items up and down according to actuals, have increased the library non-levy revenues by approximately \$61 for the 2024 budget

Virtual Branch Circulation, 2020 Actual - 2024 Est.



There has been a steady increase in Virtual Branch use year-over-year.

In addition to an increase in users, the cost of virtual branch streaming services and subscriptions is also increasing.

Capital Budget

The Library Capital Budget requests funding for two areas: Circulating Materials (Books and DVDs) and IT Hardware.

- Supports Strategic Direction #2, Goal 1 - Modernize Resources.

Capital Budget Levy request for Circulating Materials:

GL		2023	2024	Difference
02-4255-xxxx	Circulating Materials (Books and DVDs)	\$25,000	\$27,000	\$2,000
02-4270-9176	Capital Levy	\$20,000	\$22,000	\$2,000
02-4205-9178	Development Charges for Circulating Materials	\$5,000	\$5,000*	\$0

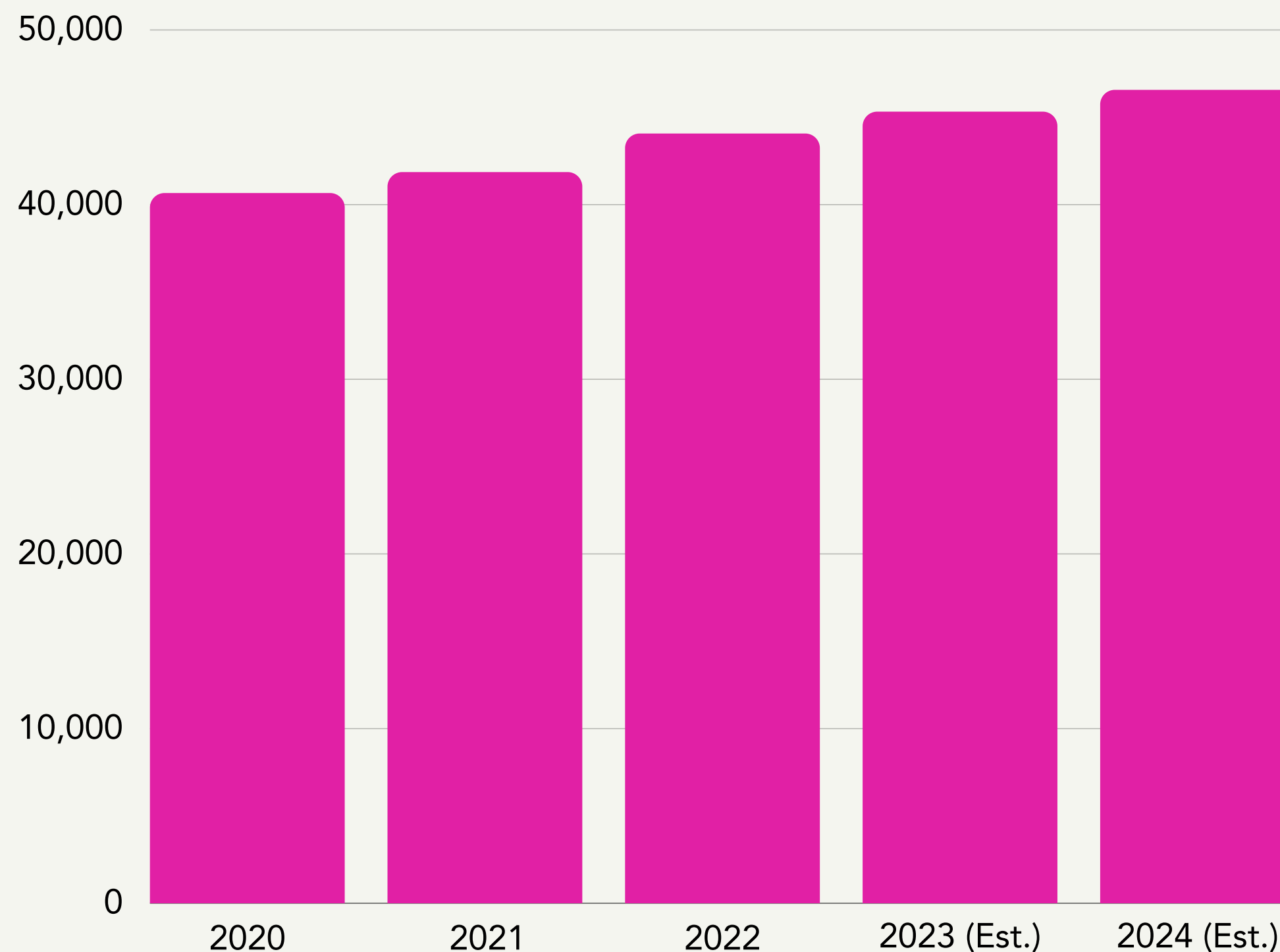
*The Library Board is investigating how much of the collected Development Charges can be used for the circulating materials. Requests have been to several contacts for advice on determining growth.

Capital Budget Levy request for IT Hardware:

GL		2023	2024	Difference
02-4270-xxxx	IT Hardware	\$7,000	\$7,000*	\$0
02-4270-9176	Capital Levy	\$7,000	\$7,000*	\$0

*The 2024 IT Hardware request is currently a placeholder as the Library Board and I work through a report received from the County IT department on November 17th. Working with the County IT department we are ensuring that purchases made will be part of our ongoing technology plan.

Overall Materials Circulated, 2020 Actual - 2024 Est.



Each year, we see incremental growth in overall circulation of physical and virtual material.

With the population growth and planned development over the next several years, we estimate that this trend in overall circulation will continue for the foreseeable future.

THANKYOU

For Your Ongoing Support!



Special Council Meeting

To:	Mayor and Council
Date:	December 7, 2023
From:	Kimberley Pope, Finance Department
Report Number:	Finance 2023-12
Subject:	1st Draft 2024 Budget Presentation

Recommendations:

1. That Council receives the 1st Draft 2024 Budget Presentation for discussion and education purposes; and
2. That Council provides direction on the projects to be removed, added or changed from future budget discussions and selects the Municipal Residential Tax Rate required to fund the Operating & Capital budgets.

Overview:

This public budget presentation is to provide the first draft of the 2024 Operating and Capital Budgets for review, discussion and education purposes between management and Council.

The 1st draft budget presentation, without any further reductions, would require a 7.9% municipal tax rate increase to fund the full Operating & Capital budgets as presented in this draft. Staff are requesting that Council provide direction on the of projects to be removed, added or changed, as per the priorities identified, to reduce the budget and determine the percentage (%) of municipal tax levy increase required to fund the 2024 Operating & Capital Budgets.

The budget committee is comprised of the Mayor, Chief Administrative Officer and the Director of Finance. Management and senior staff submitted preliminary budget estimates that originally resulted in an 14% tax rate increases however was reduced by the budget committee to a 7.9% tax rate for further discussion and direction of Council.

Approximately every 1% municipal residential tax rate increase equals an additional \$111,500 in revenue towards the Operating & Capital budgets.

The following are tax rate percentage alternatives (3% - 7.9%), provided as examples, and the associated reductions required to balance the budget, for Council's review and consideration;

<u>Tax Increase</u>	<u>Tax Levy Revenue</u>	<u>Budget Cuts Needed</u>
3.0%	\$11,484,060	-\$547,000
5.0%	\$11,707,060	-\$324,000
7.0%	\$11,930,060	-\$101,000
7.9%	\$12,030,935	\$0

The year-to-date actuals within the first draft provide expenditures up to and including October 31st, 2023 as submitted to the municipality. These year-to-date actuals will be updated with each subsequent budget report to include expenditures up to and including November 30th (second draft) and December 31st (final budget report).

Tax Levy Comparison

The tax rate and assessment comparisons provide a summary of the tax rate changes over the past four years. The table below is a history of the MPAC Municipal Assessment (weighted) for the Township of Cavan Monaghan and the corresponding final tax rates per year.

	<u>Tax Rate and Assessment Comparison</u>				
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024 Draft</u>
Amount to be raised by Taxes	\$9,566,884	\$9,806,049	\$10,488,045	\$11,012,885	
Weighted Assessment	\$1,409,981,617	\$1,431,048,372	\$1,488,177,140	\$1,517,338,016	\$1,536,169,348
Increase in CVA year over year	10.8%	1.5%	4.0%	2.0%	1.2%
Taxes per 100,000 Residential	\$678.51	\$685.24	\$704.76	\$725.80	TBD
Increase in Tax Levy %	3.2%	1.0%	2.85%	3.00%	

The growth in the municipal roll current values estimate that for every 1% municipal tax increase in the 2024 budget will result in \$111,500 of municipal tax revenues.

An estimated 1% municipal tax levy increase equals a property tax increase of;

- \$7.26 per \$100,000 current value assessment, based on the current MPAC Assessment Roll Total (2016 phased-in values),
- \$29.04 per \$400,000 current value assessment, based on the median MPAC Assessment Roll Total (2016 phased-in values).

MPAC Provincial Property Assessment Update

As part of the Ontario Government's Economic Outlook and Fiscal Review on August 16, 2023, the Ontario government filed a regulation to amend the Assessment Act, extending the postponement of a province-wide reassessment through the end of the 2021-2024 assessment cycle. Property assessments for the 2023 and 2024 property tax years will continue to be based on fully phased-in January 1, 2016 current values.

The 2024 MPAC estimated roll total has increased by approximately 1.29% as result of the new development and/or growth within the township in 2023, which is expected to generate \$136,675 in additional municipal tax revenues for 2024.

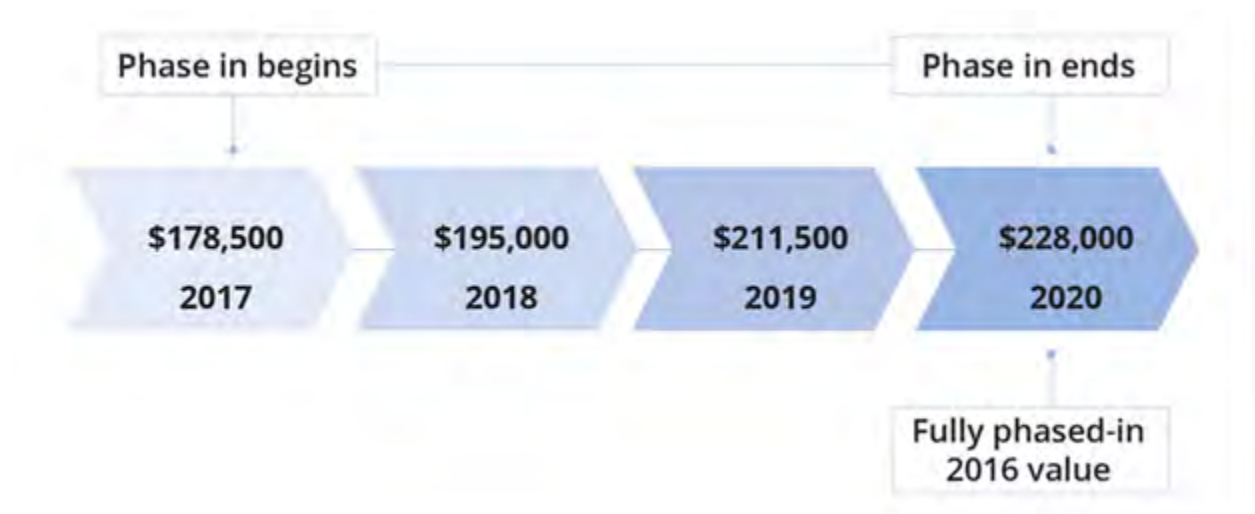
The MPAC median current value assessment (CVA) in Cavan Monaghan is estimated at \$400,000 (2016 phased-in values). MPAC assessments do not necessarily reflect what realtors would determine is the market value of your property when you list it for sale. MPAC assessments in many cases are a behind the actual current market, partly because they are only completed every four years.

Example:

A property valued at \$228,000 on January 1, 2016 will continue to be valued at \$228,000 for the 2024 property tax year.

This same property with a previous valuation of \$162,000 (2012) experienced a valuation increase of \$66,000 over the four year phase in cycle from 2017-2020. The difference between the 2012 value and 2016 value is divided by four to determine the phase in value for each tax year.

- $\$228,000 - \$162,000 = \$66,000$
- $\$66,000 / 4 \text{ years} = \$16,500$



Financial Impact:

Operating

The Operating budget presented contains a consolidated department net increase of 6.5% which includes increased pressure on expenditures, maintaining efficiencies and improving online access/delivery of services as set by Council, policy, by-law, and provincial legislation requirements. The summary below indicates each department's efforts to maintain operations, managing inflation and adjusting to the pressures on delivery of products and services.

Operating Budget	2023	2024	Variance	
	Final Budget	1st Draft		
Planning & ECD	\$634,975	\$649,640	\$14,665	2.3%
Building (funded through Building Reserve)	\$407,950	\$486,840	\$78,890	19.3%
By-law Enforcement	\$56,310	\$6,000	-\$50,310	-89.3%
Protective Services	\$1,015,730	\$1,029,388	\$13,658	1.3%
Public Works	\$2,240,422	\$2,399,118	\$158,696	7.1%
Public Works - Environmental	\$496,130	\$528,590	\$32,460	6.5%
Parks & Facilities	\$1,189,700	\$1,226,247	\$36,547	3.1%
Office of the CAO	\$251,820	\$271,528	\$19,708	7.8%
Office of the Clerk	\$268,610	\$300,934	\$32,324	12.0%
Finance & Information Technology	\$307,875	\$341,189	\$33,314	10.8%
Protective Services (Fire Hall No.1) - 1/2 Yr Loan	\$50,825	\$101,650	\$50,825	0.0%
Public Works Operation Center - Loan	\$36,100	\$72,200	\$36,100	0.0%
PW & Parks Millbrook Depot - Loan	\$24,640	\$24,640	\$0	0.0%
Consolidated Department Net Changes	\$6,981,087	\$7,437,964	\$456,877	6.5%
Council	\$231,090	\$214,700	-\$16,390	-7.1%
Library Board Operating Levy	\$306,520	\$321,896	\$15,376	5.0%
Library Allocated Expenses	\$18,550	\$20,286	\$1,736	9.4%
Library Board Capital Levy	\$27,000	\$29,000	\$2,000	0.0%
Ganaraska, Kawartha & Otonabee Conservation	\$112,499	\$116,901	\$4,402	3.9%
Committees of Council	\$14,400	\$49,500	\$35,100	243.8%
Police Contract & Services	\$1,442,026	\$1,472,867	\$30,841	2.1%
Consolidated Other Services/Levy Changes	\$2,152,085	\$2,225,150	\$73,065	3.4%
Total Department & Other Services/Levy	\$9,133,172	\$9,663,113	\$529,942	5.8%
Water & Wastewater Expenses	\$1,697,264	\$1,627,424	-\$69,840	-4.1%
Consolidated Other Services/Levy Changes	\$10,830,436	\$11,290,537	\$460,102	4.2%

The Canadian Union of Public Employees Local 1306.2/1306.8 collective agreements renewed in 2023 on By-law No. 2023-48 (Parks) and 2023-34 (Public Works) with a 5.25% wage increase over a three year term (2023-2024).

The Consumer Price Index rose 4% in the 12 months to August; on the September 2023 notice from Statistics Canada and the municipal wage grid indexed as per Personnel Policy By-law 2020-12, Section 12.1.4.

The Construction Price Index rose 6.6% in the year over year (Q3 2022 to Q3 2023), and the 2024 Development Charges will be indexed as per By-law 2019-18, Section 5.1.

On November 20, 2023 Council received the annual User Fees & Charges By-law, Finance Report 2023-11, to ensure municipal revenues for services reduce the impact of the cost of services on the municipal property tax rate.

Departmental Summary

A summary of changes within the 2024 Draft Operating Budget Proposal are provided during the budget committee meetings with department management staff, as indicated below. The following percentage allocations have been applied across all departments;

- 2024 source deduction and benefit rates (OMERS, EI, CPP, EHT, WSIB, Manulife, etc.) have been adjusted
- 8% increase Corporate Insurance allocations (based on preliminary estimates)
- 9% OMERS eligibility for part-time staff upon hire, effective January 1 2024
- 4% CPI wage grid indexing applied as per By-law 2020-12, Section 12.1.4.
- 3% increase to Hydro, Gas & Fuel
- 2% increase to Voip/Landline phone services
- 2% increase to internal "allocation" expense lines across departments
- Debentures and estimates included for three Capital Projects; Parks and Public Works Millbrook Depot, Cavan Public Works Operation Center and the Fire Station No.1 with Ambulance.

The **Planning & Economic Development Department** has an increase of 2.3% (+\$14,665) which is primarily attributed to the following:

- Economic Development Events and Advertising
- Contracted professional services to assist during the transition to rehire of a Planner.

The **Building Department** budget is funded through building permit revenues and therefore does not affect the municipal tax rate. The Building Department has an increase of 19.3% (+\$78,890) which is primarily attributed to the addition of a building inspector for a full year, in contrast to a partial year in 2023, grid indexing for wages & benefits and the additional maintenance and fuel for increased fleet complement.

The **By-law Department** has a decrease of 89.3% (-\$50,310) which is primarily attributed to a rollover of funds available from the part-time by-law officer position in collaboration with municipal partnership in cost sharing within the County of Peterborough. The budget request is proposed for the gradual phasing in of by-law enforcement with increased population of more than 10,000 people and the new subdivision to be assumed by the Township as will the issues that will increase by-law enforcement (i.e., parking, neighbor complaints).which will also assume more complex matter related to animal control services.

The **Protective Services (Fire) Department** has a consolidated increase of 1.3% (+\$13,658) which is attributed to the following;

- Paging service contract changes and the offset of reserve funds for partial year implementation,
- Fire Dispatch services agreement renewals based on increasing number of households,

- Reallocation of Volunteer Fire Fighter hours between fire suppression, training and work hours to reflect increase in call volumes .

The **Public Works Department** has a consolidated increase of 7.1% (+\$158,696) which is primarily attributed to the following;

- Expansion of Public Works Roads staff to nine routes (from eight) and associated operating costs for subdivision assumed roads,
- Increased costs of materials (cold mix, gravel, calcium chloride) and services.

The **Parks & Facilities Department** has an increase of 3.1% (+\$36,547) which is primarily attributed to the following;

- Increase in estimated Rental, Concession, Sport Drop-In and Programming revenues as 2023 was the first full year recreation facilities received no impact from COVID-19 closures or restrictions.
- Increase of staffing hours at CMCC with the addition of new programs and increased rentals and a reduced rollover available to offset the cost of programming contracts.
- Increase of \$10,000 contracted services CMCC for regulatory 5 year replacement of refrigeration pressure relief valves.
- Increase in gas and utility services.

The **Office of the CAO** has an increase of 7.8% (+\$19,708) which is primarily attributed to corporate services and human resources administration, grid indexing for wages & benefits and reallocation between departments.

The **Office of the Clerk** has a increase of 12% (\$32,324) which is primarily attributed to the following;

- Increase of \$6k to add FOI and Records Retention training for all municipal staff,
- Addition of \$15k towards Northumberland Humane Society Fees to enter a new pound services agreement as the municipality has not retained these services since the Peterborough Humane Society terminated the agreement,
- The continuation of a records retention contract without a rollover available to offset the cost.

The **Finance Department & Information Technology** has an increase of 10.8% (\$33,314) which is primarily attributed to the following;

- Increased cost of software licensing and support with minimal IT reserves,
- Reallocation of wages & benefits for the Finance Customer Service Rep.,
- Reduced availability of grant utilized to offset asset management compliment,
- The implementation of Virtual City Hall (VCH) as the final phase of the financial software migration and integration.

The **Council** budget has a decrease of 7.1% (-\$16,390) which is primarily attributed to reduction in the maximums established in the Council Remuneration By-law No. 2023-30 between the year one exception, of attendance at all four (4) conferences, to the reduced \$5,000 per Council member for the remaining years in the term.

The **Conservation and Authorities** budget has a consolidated increase of 3.9% (\$4,402) as per budget levy requests.

The **Committees of Council** budget has an increase of 0.7% (+\$100) from the original three committees (MVT, Committee of Adjustment & MRHAC). However two new committees, Sustainability Advisory Committee (SAC) and Accessibility Advisory Committee (AAC), have been added in 2023 with additional requests that results in a consolidated increase of 243.8% (+\$35,100) to include a Data Analyst and Community Initiative under the SAC.

The **Millbrook Business Improvement Area (BIA)** board has submitted a proposed increase to the BIA levy of 12% (+\$1,681.90). A Special BIA Budget Meeting was held on November 9, 2023 and livestreamed to discuss the proposed budget with the board of management. The BIA board will present and discuss the proposed 12% BIA Levy increase at their upcoming Annual General Meeting (AGM).

The **Police Contract & Services** budget has an estimated increase of 2.1% (\$30,841) which is primarily attributed to the increase in Police Contract and estimated Insurance Premiums.

Environmental Tax Rate

The 2024 Environmental Budget indicates an increase of \$32,460 for the operational costs of the municipal waste programs, landfill monitoring and transfer station expenses. PW Report 2022-18 recommended to extend the service contract with 2337700 Ontario Ltd, operating as Wither's Waste Management. In 2024 the municipality will receive \$35,000 revenues from Circular Materials Ontario (CMO) for the haulage and disposal services of Blue Box Materials received at the Cavan Monaghan Transfer Station (By-law No.2023-73). This budget equals an environmental tax rate decrease of \$0.25 per \$100,000 of current value assessment, based on the estimated MPAC Assessment Roll Total.

Water and Wastewater

The Water and Wastewater Operating Budget is presented utilizing the Water & Wastewater Financial Plan, Rate Study and User Fees and Charges By-law 2020-66 and the 2022 Watson & Associates Rate Study Analysis including the approved five year User Fees and Charges By-law 2022-67. Any funds remaining at the end of the year are transferred into the Water & Wastewater Reserve for future years of Capital and/or Operations. The water service is user paid and therefore does not affect the municipal tax rate.

Capital

The 2024 Capital Budget presented contains an estimated \$16,226,879 total Capital Requests including the 2023 capital rollovers. Staff are requesting Council's review and direction on the capital projects, in alignment with priorities identified within the Corporate Strategic Plan, to match the proposed municipal tax levy increase.

A summary of the 2024 draft Capital Budget is provided below;

Total Capital Requests	\$16,226,879
Less: 2023 Capital Roll Over	(\$971,840)
Less: Future Year pre-approvals	(\$3,256,682)
Total 2024 Capital Expenditures	\$11,998,357
Less: Asset Replacement Reserve Funding	(\$639,782)
Less: Reserves and/or Other Funding	(\$7,032,824)
Net 2024 Capital Expenditures	\$4,325,752
<i>Net 2023 Capital Expenditures</i>	<i>\$3,719,693</i>

Funding Sources:

Asset Replacement Reserve funded through the Municipal Tax Levy	\$2,734,267
Capital Requests funded through the Municipal Tax Levy @ % TBD	\$1,591,485
Total Capital Funded through Municipal Tax Levy	\$4,325,752

Capital Infrastructure Projects

On July 5, 2021 Council directed staff to proceed with the tendering process for the three capital infrastructure buildings. The Township engaged Greenview Environmental Management to provide detailed design and tender documents for all three projects.

Fire and Ambulance Station (Fire 2022-02)

County Road 10 - to be completed in 2024

The total budget for the project was \$7,979,510 and to be funded; \$1.86M Development Charge debenture, \$3.2M Township debenture and \$2.9M Reserves. On June 21, 2021, Council approved as the site for the replacement of the Fire Hall and Ambulance Station. The tender to build the new Fire Hall and Ambulance Station was awarded to Gay Company Limited at the August 2, 2023 Council Meeting.

Cavan Public Works Operation Center (PW 2022-12)

1470 County 10 - completed November 2023

The total budget for the project was \$3,530,522 and to be funded; \$1.36M Development Charge debenture, \$1.64M Township debenture and \$500K Reserves. The tender for the building construction was awarded to Mortlock Construction at the May 19, 2023 Council Meeting.

Parks and Public Works Millbrook Depot (PW 2022-01)

70 King St. West - completed October 2022

The total budget for the project was \$872,104 and funded; \$488K Development Charge debenture (\$31,360/yr) and \$384K Township debenture (\$24,640/yr). The tender for building re-construction was awarded to Mortlock Construction Inc. at the January 17, 2023 Council Meeting.

2020 Grant Applications approved (rollover into 2024)

Investing in Canada Infrastructure Program (ICIP) Community Culture and Recreation Stream Grant Applications (2)

Funding Program; 26.67% Municipal + 33.33% Provincial + 40% Federal.

Parks & Facilities Report 2019-15 (grant approved March 2022)

1. \$966,000 Renovation of the Millbrook Arena to a multipurpose community hub
Total Municipal Contribution of \$244,750 commitment over term of project completion by 2026.

Council Motion R/04/11/19/13 (grant approved August 2022)

2. \$511,750 Rehabilitation of the historically designated Old Millbrook School
Total Municipal Contribution of \$129,660 commitment over term of project completion by 2026.

Stabilized Taxation and Asset Replacement

The recommendations in the Potential Impact of Loss of OLG Funding Report (2012) and the Modified Service Delivery Review (2013) were implemented through historical budgets to bring Cavan Monaghan tax levels up to comparator municipalities and eliminated the use of OLG revenues to subsidize the municipal tax rate.

The recommendations were divided into three phases to enable the municipality to remove dependency on OLG revenues;

- Phase 1: Removal of OLG Revenues from the Operating Budget, completed in 2013, eliminating \$1.4 million OLG dependency from the annual budget (as per 2011)
- Phase 2: Removal of OLG Revenues from Capital Budget, completed in 2015, maintaining a minimum \$1.1 million contribution through the municipal levy
- Phase 3: Removal of OLG Revenues as the primary source of Revenues for investment to the Asset Replacement Reserve (ARR). Since 2016 the municipality has transferred approximately 77% of the annual audited depreciation to the ARR with a cumulative total contributions of \$20M. In 2024, \$2.7M (100% of YE2022 audited depreciation) is recommended for transfer into the Asset Replacement Reserve.

It is essential that the municipality continues towards independent financial sustainability and a priority to invest in Asset Replacement Reserve for future replacement of municipal infrastructure.

Reserve and Reserve Funds

The estimated 2023 Year End Reserve and Reserve Fund balances will be provided in the final budget report including the year end roll-overs. Attached is the 2022 Reserves & Development Charges Reserve Funds Report as audited by Baker Tilly KDN LLP and presented to Council on November 20, 2023, Finance Report 2023-10.

Attachments:

- No. 1 1st Draft - 2024 Tax Rate calculation (estimated)
- No. 2 1st Draft - 2024 Environmental Tax Rate calculation (estimated)
- No. 3 1st Draft - 2024 Budget Summary
- No. 4 1st Draft - 2024 Operating Budget Summary Reports
- No. 5 1st Draft - 2024 WWW Operating Budget Summary Report
- No. 6 1st Draft - 2024 Library Operating & Capital Budget Information
- No. 7 1st Draft - 2024 BIA Operating Budget
- No. 8 Parks & Facilities Capital Project Update
- No. 9 1st Draft - 2024 Township Capital Requests
- No. 10 1st Draft - 2024 WWW Capital Requests
- No. 11 2022 Reserves & Development Charges Reserve Funds
- No. 12 2024 Budget Timetable

Respectfully Submitted by,

Reviewed by,

Kimberley Pope
Director of Finance/Treasurer

Yvette Hurley
Chief Administrative Officer

2024 Municipal Tax Rates

1st Draft (% increase TBD)

Property Class Description	RTC	RTQ	2024 Estimated MPAC Roll Total	Tax Ratio	Tax Rate Reduction	Weighted Assessment	1st Draft Tax Rate	1st Draft 2024 Taxes
Commercial, , Exempt From Taxation, But Eligible For Payment-In-Lieu Of Taxes At The Full Rate.	C	F	2,690,700	1.0986	1	2,956,003	0.00860399	23,150
Commercial, Payment In Lieu, Full, Excess Land	C	V	105,000	1.0986	0.7	80,747	0.00602280	632
(No School Rates).	C	G	1,161,000	1.0986	1	1,275,475	0.00860399	9,989
Commercial, Taxable vacant land shared, Subject To Payment-In-Lieu Of Taxes At The Full Rate.	C	J	112,000	1.0986	0.7	86,130	0.00602280	674
Commercial, Taxable At The Full Rate.	C	T	97,361,228	1.0986	1	106,961,045	0.00860399	837,695
Commercial taxable: Excess land	C	U	3,547,107	1.0986	0.7	2,727,796	0.00602280	21,363
Commercial, Taxable At The Vacant Land Rate.	C	X	3,772,300	1.0986	0.7	2,900,974	0.00602280	22,719
Commercial payment in lieu full vacan land	C	Y	136,000	1.0986	0.7	104,587	0.00602280	819
Commercial payment in lieu general vacant land	C	Z		1.0986	0.7	-	0.00602280	0
New Construction Commercial: Full No Support	X	T		1.0986	1	-	0.00860399	0
Exempt	E		78,830,165	0	0	-	-	0
Farmland, Taxable At The Full Rate.	F	T	217,311,500	1	0.25	54,327,875	0.00195795	425,483
Industrial, Taxable, Shared Payment-In-Lieu (Not Pil But Shared As If It Was)	I	H	117,300	1.5432	1	181,017	0.01208600	1,417
Industrial, Taxable, Excess Land, Shared Payment in Lieu	I	K	57,200	1.5432	0.65	57,376	0.00785590	449
Industrial, Taxable At The Full Rate.	I	T	6,360,600	1.5432	1	9,815,678	0.01208600	76,874
Industrial, Taxable At The Vacant Land Rate. Excess Land	I	U	444,900	1.5432	0.65	446,270	0.00785590	3,495
Industrial, Taxable At The Vacant Land Rate.	I	X	4,083,400	1.5432	0.65	4,095,977	0.00785590	32,078
New Construction Industrial, Taxable At The Full Rate.	J	T		1.5432	1	-	0.01208600	0
Pipeline Taxable: Full	P	T	8,103,000	1	0.9386	7,605,476	0.00735091	59,564
Multi-Residential Taxable: Full	M	T	4,009,000	1	1.3901	5,572,911	0.01088696	43,645
School Rates).	R	G	2,198,000	1	1	2,198,000	0.00783178	17,214
Rate.	R	P		1	1	-	0.00783178	0
Residential, Taxable At The Full Rate.	R	T	1,332,797,586	1	1	1,332,797,586	0.00783178	10,438,181
Managed Forest, Taxable At The Full Rate.	T	T	7,913,700	1	0.25	1,978,425	0.00195795	15,494
			\$ 1,771,111,686			1,536,169,348		12,030,935

2024 \$783.18
2023 \$725.80
Estimated increase in Residential Tax Rate % 7.9%
\$ Value of increase per 100,000 Residential CVA \$57.38

2024 Estimated Budget Required	12,030,935
Amount to be raised by taxes	12,030,935
Weighted Assessment	1,536,169,348
Tax Rate	0.00783178
Taxes per 100,000 Residential Assessment	783.18

Approximately every 1% residential tax rate increase equals \$111,500

2024 Environmental Tax Rates

1st Draft (0.9% decrease)

Property Class Description	RTC	RTQ	2024 Estimated MPAC Roll Total	Tax Ratio	Tax Rate Reduction	Weighted Assessment	1st Draft Tax Rate	1st Draft 2024 Taxes
Commercial, , Exempt From Taxation, But Eligible For Payment-In-Lieu Of Taxes At The Full Rate.	C	F	2,690,700	1.0986	1	2,956,003	0.00031438	846
Commercial, Payment In Lieu, Full, Excess Land	C	V	105,000	1.0986	0.7	80,747	0.00022006	23
(No School Rates).	C	G	1,161,000	1.0986	1	1,275,475	0.00031438	365
Commercial, Taxable vacant land shared, Subject To Payment-In-Lieu Of Taxes At The Full Rate.	C	J	112,000	1.0986	0.7	86,130	0.00022006	25
Commercial, Taxable At The Full Rate.	C	T	97,361,228	1.0986	1	106,961,045	0.00031438	30,608
Commercial taxable: Excess land	C	U	3,547,107	1.0986	0.7	2,727,796	0.00022006	781
Commercial, Taxable At The Vacant Land Rate.	C	X	3,772,300	1.0986	0.7	2,900,974	0.00022006	830
Commercial payment in lieu full vacant land	C	Y	136,000	1.0986	0.7	104,587	0.00022006	30
Commercial payment in lieu general vacant land	C	Z	-	1.0986	0.7	-	0.00022006	-
New Construction Commercial: Full No Support	X	T	-	1.0986	1	-	0.00031438	-
Exempt	E	O	78,830,165	0	0	-	-	-
Farmland, Taxable At The Full Rate.	F	T	217,311,500	1	0.25	54,327,875	0.00007154	15,546
Industrial, Taxable, Shared Payment-In-Lieu (Not Pil But Shared As If It Was)	I	H	117,300	1.5432	1	181,017	0.00044160	52
Industrial, Taxable, Excess Land, Shared Payment in Lieu	I	K	57,200	1.5432	0.65	57,376	0.00028704	16
Industrial, Taxable At The Full Rate.	I	T	6,360,600	1.5432	1	9,815,678	0.00044160	2,809
Industrial, Taxable At The Vacant Land Rate. Excess Land	I	U	444,900	1.5432	0.65	446,270	0.00028704	128
Industrial, Taxable At The Vacant Land Rate.	I	X	4,083,400	1.5432	0.65	4,095,977	0.00028704	1,172
New Construction Industrial, Taxable At The Full Rate.	J	T	-	1.5432	1	-	0.00044160	-
Pipeline Taxable: Full	P	T	8,103,000	1	0.9386	7,605,476	0.00026859	2,176
Multi-Residential Taxable: Full	M	T	4,009,000	1	1.3901	5,572,911	0.00039779	1,595
School Rates).	R	G	2,198,000	1	1	2,198,000	0.00028616	629
Rate.	R	P	-	1	1	-	0.00028616	-
Residential, Taxable At The Full Rate.	R	T	1,332,797,586	1	1	1,332,797,586	0.00028616	381,393
Managed Forest, Taxable At The Full Rate.	T	T	7,913,700	1	0.25	1,978,425	0.00007154	566
			\$ 1,771,111,686			1,536,169,348		439,590

2024 Estimated Budget Required	439,590
Amount to be raised by taxes	439,590
Weighted Assessment	1,536,169,348
Tax Rate	0.00028616
Environmental Taxes per 100,000 Residential	28.62

2024 \$28.62
2023 \$28.87
Estimated increase in Environmental Tax Rate % -0.9%
\$ Value of increase per 100,000 Residential CVA -\$0.25



2024 Budget Summary 1st Draft (% increase TBD)

Summary 2023 Project Budget	Operating % Net change over 2023	Operating	Capital	Total	Tax Levy	Prov/Fed Grant	DC's and/or Reserve Funds	User Fees & Other Revenue	Total
Planning & ECD	2.3%	693,590	145,238	838,828	794,878		3,200	40,750	838,828
Building	19.3%	486,840		486,840	-		186,840	300,000	486,840
By-Law Enforcement	-89.3%	36,700		36,700	6,000			30,700	36,700
Protective Services (Fire)	1.3%	1,421,388	8,814,510	10,235,898	4,682,708		5,483,240	69,950	10,235,898
Public Works	6.6%	2,696,718	2,275,605	4,972,323	3,550,750		1,314,973	106,600	4,972,323
Parks & Facilities Department	3.0%	1,730,147	2,005,905	3,736,052	2,076,999	1,083,634	128,519	446,900	3,736,052
Office of the CAO	7.8%	521,528	44,000	565,528	296,528		64,000	205,000	565,528
Office of the Clerk	12.0%	353,674		353,674	300,934	6,000	16,740	30,000	353,674
Finance & Information Technology	10.8%	898,826	2,941,621	3,840,447	3,268,010		14,800	557,637	3,840,447
Consolidated Department Net Changes	6.5%								
Council	-7.1%	214,700		214,700	214,700				214,700
Library Board Levies & Allocated Expenses	5.0%	376,182		376,182	371,182		5,000		376,182
Ganaraska, Kawartha & Otonabee Conservation	3.9%	116,901		116,901	116,901				116,901
Committee's of Council	243.8%	90,385		90,385	49,500		40,885		90,385
Police Service Contract, Board & Community Policing	2.1%	1,479,110		1,479,110	1,472,867		6,243		1,479,110
Consolidated Other Services/Levy Changes	3.4%								
Sub total: Projected Budget		11,116,688	16,226,879	27,343,567					
Less: 2023 Capital Roll Overs			(971,839)	(971,839)	(971,839)				(971,839)
Less: Future Budget pre-approvals			(3,256,682)	(3,256,682)	(3,256,682)				(3,256,682)
Less: 2023 Operating Surplus (estimated)		(400,000)		(400,000)	(400,000)				(400,000)
Total Budget		10,716,688	11,998,357	22,715,046					
Unfunded Budget to be removed (Capital)			-	-	-				-
Contribution from Casino Reserve Rate Stabilization		-	-	-	-				-
Contribution from Casino Reserve for Capital Requests		-	-	-	-				-
Provincial Grants (OMPF)		-	-	-	(542,500)	542,500			-
Provincial Grants (OCIF-Formula-Based Funding)					-				-
Contribution to Future Infrastructure Reserve					-				-
Ontario Lottery & Gaming Corp. (OLG) Revenues, 150 Slots (estimated)					(500,000)				(500,000)
Contributions to Asset Replacement Reserve Loan					500,000				500,000
Canada Community Building Fund (prev FedGasTax Grant)					-				-
Contributions to Capital Roads Projects					-				-
Special Charges; Environmental Services and BIA Levy		544,808		544,808	453,908		-	90,900	544,808
Total (including Casino, Fed Gas Tax & BIA)		11,261,497	11,998,357	23,259,855	12,484,843	1,632,134	7,264,440	1,878,437	23,259,854
Revenues		Operating	Capital	Total	<div style="border: 1px solid black; padding: 5px;"> 7.9% Residential Tax Rate Increase (without further reductions) -or- 7% Residential Tax Rate Increase (with \$101k reductions) -or- 5% Residential Tax Rate Increase (with \$324k reductions) -or- 3% Residential Tax Rate Increase (with \$547k reductions) Approximately every 1% residential tax rate increase equals \$111,501 </div>				
General Tax Levy		7,705,183	4,325,752	12,030,935					
Special Charges; Environmental Services and BIA Levy		453,908	-	453,908					
Provincial/Federal Grants		548,500	1,083,634	1,632,134					
Development Charges & Reserve Funds		311,923	6,952,517	7,264,440					
Other Revenue		1,878,437	-	1,878,437					
Total		10,897,951	12,361,903	23,259,854					
% Net change over 2023									
Special Charges									
Environmental Levy	7%	528,590	-	528,590	439,590			89,000	528,590
Millbrook BIA	0%	16,218		16,218	14,318			1,900	16,218
Total		544,808	-	544,808	453,908	-	-	90,900	544,808

**Township of Cavan Monaghan
2024 Budget Proposals - Revenue and Expense
For the Eleven Months Ending**

Planning and ECD				
	2023 Approved Budget	2023 YTD Actual	2024 Proposed Budget	Budget Net Increase %
SUMMARY PLANNING & ECD				
Economic Development Administration	217,435.00	184,536.92	183,400.00	(15.65%)
Planning Administration	404,940.00	305,156.50	453,740.00	12.05%
Plan of Subdivision Applications	0.00	7,187.30	0.00	(100.00%)
Site Plan Approval Applications	100.00	6,280.94	0.00	(100.00%)
Source Water Protection	12,500.00	6,250.00	12,500.00	0.00%
Recreation Lan (The Planning Act)	0.00	0.00	0.00	(100.00%)
Total Revenues:	(14,000.00)	(19,942.50)	(43,950.00)	213.93%
Total Expenses:	648,975.00	529,354.16	693,590.00	6.87%
Report Net	634,975.00	509,411.66	649,640.00	2.31%
Variance	0.00	0.00	0.00	(100.00%)

**Township of Cavan Monaghan
2024 Budget Proposals - Revenue and Expense
For the Eleven Months Ending**

Building and Bylaw

	2023 Approved Budget	2023 YTD Actual	2024 Proposed Budget	Budget Net Increase %
SUMMARY Building				
Building Services Administration	(3,550.00)	237,474.62	(9,650.00)	171.83%
Ford Ranger, B1-11	0.00	0.00	6,500.00	(100.00%)
Colorado, B2-20	3,550.00	1,126.81	3,150.00	(11.27%)
ON Building Code Act, Enforcement	0.00	0.00	0.00	(100.00%)
Total Revenues:	(407,950.00)	(95,437.74)	(486,840.00)	19.34%
Total Expenses:	407,950.00	334,039.17	486,840.00	19.34%
Report Net	0.00	238,601.43	0.00	(100.00%)
 Variance	 0.00	 0.00	 0.00	 (100.00%)

Township of Cavan Monaghan
2024 Budget Proposals - Revenue and Expense
For the Eleven Months Ending

Building and Bylaw

	2023 Approved Budget	2023 YTD Actual	2024 Proposed Budget	Budget Net Increase %
SUMMARY Bylaw				
By-law Enforcement	56,310.00	6,673.13	6,000.00	(89.34%)
Total Revenues:	0.00	0.00	(30,700.00)	(100.00%)
Total Expenses:	56,310.00	6,673.13	36,700.00	(34.83%)
Report Net	56,310.00	6,673.13	6,000.00	(89.34%)
Variance	0.00	0.00	0.00	(100.00%)

**Township of Cavan Monaghan
2024 Budget Proposals - Revenue and Expense
For the Eleven Months Ending**

Protective Services				
	<u>2023 Approved Budget</u>	<u>2023 YTD Actual</u>	<u>2024 Proposed Budget</u>	<u>Budget Net Increase %</u>
SUMMARY PROTECTIVE SERVICES				
Fire Services Administration	506,310.00	444,632.46	520,788.00	2.86%
Fire Services Communication	39,500.00	33,161.35	37,384.00	(5.36%)
Fire Suppression	292,000.00	159,630.81	224,700.00	(23.05%)
Fire Services Training	136,450.00	74,444.72	89,950.00	(34.08%)
Fire Services Work Hours	3,600.00	71,133.01	121,200.00	3266.67%
Fire Prevention/Public Education	6,450.00	4,616.27	4,850.00	(24.81%)
Fire Hall #1 (New Fire Station No.1)	66,725.00	14,547.84	111,490.00	67.09%
Fire Hall #2 Maintenance	17,330.00	14,341.36	17,852.00	3.01%
Equipment Reserves	(71,500.00)	(50,883.86)	(60,716.00)	(15.08%)
Emergency Preparedness	<u>4,190.00</u>	<u>3,028.40</u>	<u>5,540.00</u>	<u>32.22%</u>
Total Revenues:	(143,450.00)	(62,038.79)	(240,350.00)	67.55%
Total Expenses:	<u>1,144,505.00</u>	<u>830,691.15</u>	<u>1,313,388.00</u>	<u>14.76%</u>
Report Net	<u>1,001,055.00</u>	<u>768,652.36</u>	<u>1,073,038.00</u>	<u>7.19%</u>
Variance	0.00	0.00	0.00	(100.00%)

**Township of Cavan Monaghan
2024 Budget Proposals - Revenue and Expense
For the Eleven Months Ending**

Protective Services				
	<u>2023 Approved Budget</u>	<u>2023 YTD Actual</u>	<u>2024 Proposed Budget</u>	<u>Budget Net Increase %</u>
SUMMARY PROTECTIVE SERVICES VEHICLES				
Pumper 1 - 2017 (P1-17)	9,000.00	7,786.30	9,500.00	5.56%
Pumper 2 - 2009 Class A (P2-09)	9,800.00	7,354.48	8,300.00	(15.31%)
Tanker 4 - 2015 Tandem (T4-15)	5,300.00	36,376.90	5,600.00	5.66%
Tanker 1 - 2000 (T1-00)	4,300.00	3,564.72	4,300.00	0.00%
Rescue 1 - 2003 Van (R1-03)	8,500.00	5,586.87	7,000.00	(17.65%)
Unit 5 - 1988 Half Ton Truck (U5-89)	2,500.00	1,442.96	2,000.00	(20.00%)
Rescue 2 - 2000 Rapid Response (R2-00)	8,900.00	6,410.84	8,000.00	(10.11%)
Car 1 - 2017 Ford Support Unit (C1-17)	5,900.00	3,670.84	4,900.00	(16.95%)
Tanker 2 - 2013 (T2-13)	5,400.00	4,554.47	2,500.00	(53.70%)
2016 UTV & Trailer	500.00	282.38	500.00	0.00%
Car 3 - GMC Support Unit (C3-21)	<u>5,400.00</u>	<u>5,701.65</u>	<u>5,400.00</u>	<u>0.00%</u>
Total Revenues:	0.00	0.00	(50,000.00)	(100.00%)
Total Expenses:	<u>65,500.00</u>	<u>82,732.41</u>	<u>108,000.00</u>	<u>64.89%</u>
Report Net	<u>65,500.00</u>	<u>82,732.41</u>	<u>58,000.00</u>	<u>(11.45%)</u>
Variance	0.00	0.00	0.00	(100.00%)

Township of Cavan Monaghan
2024 Budget Proposals - Revenue and Expense
For the Eleven Months Ending

Public Works				
	2023 Approved Budget	2023 YTD Actual	2024 Proposed Budget	Budget Net Increase %
SUMMARY PW SOLAR				
Solar - 920 Larmer Line	1,507.11	1,949.94	1,627.11	7.96%
Solar - 1256 Syer Line	2,407.11	2,176.44	2,527.11	4.99%
Solar - 1470 County Rd. 10	2,707.11	2,851.70	2,577.11	(4.80%)
Solar - 25 Centennial Lane	3,507.11	2,665.70	3,377.11	(3.71%)
Solar - 988 County Rd. 10	1,607.11	4,938.29	1,477.11	(8.09%)
Solar - 415 County Rd. 21	3,407.11	2,245.50	3,277.11	(3.82%)
Solar - Tapley 1/4 Line	3,807.11	3,347.83	3,677.11	(3.41%)
Solar - 1047 Mounty Pleasant Rd.	2,307.11	3,249.32	2,177.11	(5.63%)
Total Revenues:	(43,600.00)	(37,901.00)	(45,100.00)	3.44%
Total Expenses:	64,856.88	61,325.72	65,816.88	1.48%
Report Net	21,256.88	23,424.72	20,716.88	(2.54%)
Variance	0.00	0.00	0.00	(100.00%)

**Township of Cavan Monaghan
2024 Budget Proposals - Revenue and Expense
For the Eleven Months Ending**

Public Works				
	2023 Approved Budget	2023 YTD Actual	2024 Proposed Budget	Budget Net Increase %
SUMMARY PW OPERATING				
Non-Residential Well Protective Inspection/Control	1,300.00	904.06	1,300.00	0.00%
Roads and Environmental Services Administration	1,221,870.00	573,620.33	1,365,015.00	11.72%
PW Operations Center & Storage (est. 2023)	67,600.00	74,060.44	113,686.00	68.17%
Bridges and Culverts	15,000.00	9,788.95	15,000.00	0.00%
Road-side Maintenance	53,000.00	160,396.79	52,000.00	(1.89%)
Road Hard Top Maintenance	151,000.00	165,148.39	156,000.00	3.31%
Road Loose Top Maintenance	120,000.00	86,443.78	95,000.00	(20.83%)
Road Safety Devices and Signs	41,500.00	54,859.65	46,500.00	12.05%
Winter Control	208,500.00	233,346.51	226,300.00	8.54%
Public Works (& Parks) Millbrook Depot	12,320.00	12,320.00	12,320.00	0.00%
Street Lighting	25,100.00	19,991.44	28,000.00	11.55%
Storm Water Management Ponds (5)	15,000.00	3,160.03	15,000.00	0.00%
Township Pit #1 (Larmer Line)	2,500.00	14,998.85	3,000.00	20.00%
Wilson's Pit	6,000.00	1,944.18	3,500.00	(41.67%)
Township Pit #2 (Millbrook)	500.00	0.00	500.00	0.00%
Crossing Guards	11,000.00	7,718.88	24,400.00	121.82%
Site Alternation Applications	0.00	(3,553.00)	0.00	(100.00%)
Total Revenues:	(114,330.00)	9,765.17	(167,980.00)	46.93%
Total Expenses:	2,066,520.00	1,405,384.11	2,325,501.00	12.53%
Report Net	1,952,190.00	1,415,149.28	2,157,521.00	10.52%
Variance	0.00	0.00	0.00	(100.00%)

**Township of Cavan Monaghan
2024 Budget Proposals - Revenue and Expense
For the Eleven Months Ending**

Public Works				
	2023 Approved Budget	2023 YTD Actual	2024 Proposed Budget	Budget Net Increase %
SUMMARY PW VEHICLES				
General Public Works Fleet	180,900.00	199,828.04	180,000.00	(0.50%)
JD Backhoe 37-15	1,000.00	188.26	5,580.00	458.00%
2012 Dodge Truck 4-12 @ Cavan Yard	3,590.00	1,215.97	2,350.00	(34.54%)
International Dump (WATER TRUCK) 11-05	5,000.00	5,535.53	4,950.00	(1.00%)
International Dump Plow & Wing 14-18	10,050.00	4,982.99	15,990.00	59.10%
Plow 18-20	6,365.00	6,907.42	8,465.00	32.99%
Culver Steamer	1,000.00	0.00	650.00	(35.00%)
Float	1,000.00	6,164.99	2,920.00	192.00%
Plow 15-20	5,460.00	5,806.84	5,900.00	8.06%
Dodge One-half Ton 2-16	1,640.00	1,270.37	2,190.00	33.54%
Grader John Deere 31-10	12,590.00	3,240.65	0.00	(100.00%)
JCB Loader 36-20	2,000.00	1,121.88	5,900.00	195.00%
MT7 Trackless Plow 35-18	7,690.00	4,860.84	7,180.00	(6.63%)
2012 Brush Chipper	3,000.00	368.02	4,870.00	62.33%
International Tandem Truck 17-22	2,000.00	5,613.51	2,850.00	42.50%
Sweeper Attachment	0.00	0.00	0.00	(100.00%)
International Tanden Plow 19-07	28,650.00	30,105.43	3,895.00	(86.40%)
Single Axle International Truck 10-17	3,650.00	1,186.58	6,690.00	83.29%
Champion Grader 30-08	590.00	290.98	0.00	(100.00%)
2021 Chev Silverado 1-21	2,000.00	1,278.39	1,590.00	(20.50%)
International Dump Plow & Wing 16-13	11,570.00	31,125.86	10,400.00	(10.11%)
Rubber Tire Excavator 34-21	12,000.00	17,656.63	13,270.00	10.58%
Tandem Truck 20-17	10,650.00	17,202.45	6,940.00	(34.84%)
Ford Pick Up 3-19	3,000.00	2,788.27	6,740.00	124.67%
2022 Chev Silverado 5-22 @ Cavan Yard	0.00	598.39	1,090.00	(100.00%)
Grader 31-23	0.00	0.00	3,170.00	(100.00%)

Township of Cavan Monaghan
2024 Budget Proposals - Revenue and Expense
For the Eleven Months Ending

Public Works				
	2023 Approved Budget	2023 YTD Actual	2024 Proposed Budget	Budget Net Increase %
Trackless 38-23	0.00	0.00	1,820.00	(100.00%)
Total Revenues:				
Total Expenses:	315,395.00	349,338.29	305,400.00	(3.17%)
Report Net	315,395.00	349,338.29	305,400.00	(3.17%)
Variance	0.00	0.00	0.00	(100.00%)

Township of Cavan Monaghan
2024 Budget Proposals - Revenue and Expense
For the Eleven Months Ending

Public Works

	2023 Approved Budget	2023 YTD Actual	2024 Proposed Budget	Budget Net Increase %
SUMMARY PW ENVIRONMENTAL				
Backhoe Case 33-91	2,350.00	403.48	1,800.00	(23.40%)
Environmental Services	(108,450.00)	(179,442.69)	(111,600.00)	2.90%
Organic Kitchen Waste Program	106,100.00	77,266.41	109,800.00	3.49%
Total Revenues:	(496,130.00)	(509,305.58)	(528,590.00)	6.54%
Total Expenses:	496,130.00	407,532.78	528,590.00	6.54%
Report Net	0.00	(101,772.80)	0.00	(100.00%)
Variance	0.00	0.00	0.00	(100.00%)

**Township of Cavan Monaghan
2024 Budget Proposals - Revenue and Expense
For the Eleven Months Ending**

Parks and Facilities				
	<u>2023 Approved Budget</u>	<u>2023 YTD Actual</u>	<u>2024 Proposed Budget</u>	<u>Budget Net Increase %</u>
SUMMARY PARKS AND FACILITIES				
Health and Safety	18,000.00	11,126.00	18,000.00	0.00%
Municipal Office Building	255,520.00	243,660.19	305,455.00	19.54%
Maple Leaf Park	18,100.00	23,348.62	16,675.00	(7.87%)
Parks and Property	308,340.00	212,379.73	252,390.00	(18.15%)
Whitfield Landing	1,000.00	736.41	1,000.00	0.00%
1256 Syer Line	2,100.00	407.08	2,100.00	0.00%
Parks (& Public Works) Millbrook Depot	23,720.00	21,432.67	25,106.00	5.84%
Bruce Johnston Library	18,750.00	14,325.28	21,879.00	16.69%
Old Millbrook School	37,700.00	30,748.83	39,247.00	4.10%
Lions Den	8,600.00	11,025.77	9,000.00	4.65%
Millbrook Arena	15,420.00	8,781.40	21,675.00	40.56%
New Community Center (est. 2019)	<u>462,430.00</u>	<u>396,516.89</u>	<u>492,700.00</u>	<u>6.55%</u>
Total Revenues:	(450,780.00)	(362,846.54)	(491,580.00)	9.05%
Total Expenses:	<u>1,620,460.00</u>	<u>1,337,335.41</u>	<u>1,696,807.00</u>	<u>4.71%</u>
Report Net	<u>1,169,680.00</u>	<u>974,488.87</u>	<u>1,205,227.00</u>	<u>3.04%</u>
Variance	0.00	0.00	0.00	(100.00%)

**Township of Cavan Monaghan
2024 Budget Proposals - Revenue and Expense
For the Eleven Months Ending**

Parks and Facilities				
	<u>2023 Approved Budget</u>	<u>2023 YTD Actual</u>	<u>2024 Proposed Budget</u>	<u>Budget Net Increase %</u>
SUMMARY PARKS AND FACILITIES VEHICLES				
Bobcat (prev. PW 40-01)	1,000.00	20.58	1,000.00	0.00%
2021 GMC Sierra (3-02)	8,750.00	4,782.24	6,660.00	(23.89%)
2021 Ford F150 (3-03)	6,940.00	4,173.95	6,660.00	(4.03%)
Massey 23GL Tractor	400.00	865.84	1,000.00	150.00%
2014 Dodge Ram (3-04)	5,200.00	4,217.38	6,360.00	22.31%
2022 Chev Silverado (3-05)	5,050.00	5,442.99	6,660.00	31.88%
Olympia Resurfacer	<u>5,000.00</u>	<u>5,063.60</u>	<u>5,000.00</u>	<u>0.00%</u>
Total Revenues:				
	<u>32,340.00</u>	<u>24,566.58</u>	<u>33,340.00</u>	<u>3.09%</u>
Total Expenses:				
	<u>32,340.00</u>	<u>24,566.58</u>	<u>33,340.00</u>	<u>3.09%</u>
Report Net				
	<u>32,340.00</u>	<u>24,566.58</u>	<u>33,340.00</u>	<u>3.09%</u>
Variance	0.00	0.00	0.00	(100.00%)

**Township of Cavan Monaghan
2024 Budget Proposals - Revenue and Expense
For the Eleven Months Ending**

Chief Administrative Officer

	2023 Approved Budget	2023 YTD Actual	2024 Proposed Budget	Budget Net Increase %
SUMMARY CAO				
Municipal Council Grant Program	0.00	0.00	0.00	(100.00%)
Human Resources	71,500.00	23,991.34	25,800.00	(63.92%)
Investment & Capital Gains	(160,000.00)	(185,171.35)	(205,000.00)	28.13%
CAO Administration	335,320.00	325,903.13	445,728.00	32.93%
Millbrook & District Food Share	2,500.00	2,500.00	2,500.00	0.00%
Millbrook Fair	2,500.00	2,500.00	2,500.00	0.00%
Total Revenues:	(160,000.00)	(124,483.55)	(250,000.00)	56.25%
Total Expenses:	411,820.00	294,206.67	521,528.00	26.64%
Report Net	251,820.00	169,723.12	271,528.00	7.83%
 Variable	 0.00	 0.00	 0.00	 (100.00%)

**Township of Cavan Monaghan
2024 Budget Proposals - Revenue and Expense
For the Eleven Months Ending**

	Clerks			
	2023 Approved Budget	2023 YTD Actual	2024 Proposed Budget	Budget Net Increase %
SUMMARY Clerks				
Corporate Insurnace	100.00	0.00	108.00	8.00%
Cavan Monaghan Self Insurance	0.00	4,937.64	0.00	(100.00%)
User Group Insurance	1,000.00	(2,734.76)	80.00	(92.00%)
Clerk Administration	253,320.00	234,756.97	263,306.00	3.94%
Freedom of Information (FOI)	0.00	(41.20)	6,000.00	(100.00%)
Marriage/Civil Licencing	(1,700.00)	(4,981.80)	(2,000.00)	17.65%
Elections	0.00	0.00	(5,000.00)	(100.00%)
Cemeteries	12,000.00	12,000.00	15,000.00	25.00%
Dog Control	1,340.00	(1,486.69)	20,840.00	1455.22%
Livestock Loss	1,550.00	21.15	1,600.00	3.23%
Accessibility Plan	1,000.00	0.00	1,000.00	0.00%
Springville & Ebenezer Cemetery	0.00	0.00	0.00	(100.00%)
Total Revenues:	(69,500.00)	(23,783.50)	(52,740.00)	(24.12%)
Total Expenses:	338,110.00	266,254.81	353,674.00	4.60%
Report Net	268,610.00	242,471.31	300,934.00	12.03%
Variance	0.00	0.00	0.00	(100.00%)

**Township of Cavan Monaghan
2024 Budget Proposals - Revenue and Expense
For the Eleven Months Ending**

	Council			
	<u>2023 Approved Budget</u>	<u>2023 YTD Actual</u>	<u>2024 Proposed Budget</u>	<u>Budget Net Increase %</u>
SUMMARY COUNCIL				
Council Governance	8,100.00	2,030.02	5,000.00	(38.27%)
Council - Mayor	62,598.00	52,328.30	64,300.00	2.72%
Council - Deputy Mayor	44,898.00	39,297.31	43,700.00	(2.67%)
Council - Ward 1	38,498.00	24,277.27	30,000.00	(22.07%)
Council - Ward 2	38,498.00	25,562.96	34,600.00	(10.13%)
Council - Ward 3	<u>38,498.00</u>	<u>33,759.46</u>	<u>37,100.00</u>	<u>(3.63%)</u>
Total Revenue:	(11,010.00)	0.00	0.00	(100.00%)
Total Expenses:	<u>242,100.00</u>	<u>177,255.32</u>	<u>214,700.00</u>	<u>(11.32%)</u>
Report Net	<u><u>231,090.00</u></u>	<u><u>177,255.32</u></u>	<u><u>214,700.00</u></u>	<u><u>(7.09%)</u></u>
Variance	0.00	0.00	0.00	(100.00%)

**Township of Cavan Monaghan
2024 Budget Proposals - Revenue and Expense
For the Eleven Months Ending**

Committee, Boards and Authorities				
	2023 Approved Budget	2023 YTD Actual	2024 Proposed Budget	Budget Net Increase %
SUMMARY COMMITTEE, BOARDS AND AUTHORITIES				
Library Board Requisition	352,070.00	345,270.44	371,182.00	5.43%
Ganaraska Conservation Authority Requisition	4,708.90	4,708.90	4,865.56	3.33%
Kawartha Conservation Authority Requisition	6,758.00	6,758.00	6,943.00	2.74%
Otonabee Region Conservation Authority Requisition	101,032.00	101,032.00	105,092.00	4.02%
Millbrook Valley Trails	6,300.00	17,451.47	6,500.00	3.17%
Committee of Adjustment	2,000.00	225.00	2,000.00	0.00%
MRHAC Revitalization & Heritage Advisory	6,100.00	(40,094.41)	6,000.00	(1.64%)
Sustainability Advisory Committee	0.00	0.00	35,000.00	(100.00%)
Accessibility Advisory Committee	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(100.00%)</u>
Total Revenue:	(46,267.01)	(12,712.00)	(45,885.00)	(0.83%)
Total Expenses:	<u>525,235.91</u>	<u>448,063.40</u>	<u>583,467.56</u>	<u>11.09%</u>
Report Net	<u>478,968.90</u>	<u>435,351.40</u>	<u>537,582.56</u>	<u>12.24%</u>
Variance	0.00	0.00	0.00	(100.00%)

**Township of Cavan Monaghan
2024 Budget Proposals - Revenue and Expense
For the Eleven Months Ending**

Finance and IT				
	<u>2023 Approved Budget</u>	<u>2023 YTD Actual</u>	<u>2024 Proposed Budget</u>	<u>Budget Net Increase %</u>
SUMMARY FINANCE & IT				
Information Technology/Telecommunication	161,470.00	205,252.68	208,771.00	29.29%
Low Income Disabled Refund	1,020.00	1,588.98	1,800.00	76.47%
Millbrook Business Improvement Area	0.00	0.00	0.00	(100.00%)
Working Capital Interest	(24,870.00)	(33,828.64)	(55,210.00)	121.99%
Retirement - Corporate Administered Benefits	(245.00)	(4,141.60)	0.00	(100.00%)
Administrative Expense Corporate Memberships	3,270.00	3,715.49	3,800.00	16.21%
Finance	429,990.00	356,841.41	565,828.00	31.59%
Tax Collections, Arrears & Doubtful Accounts	1,220.00	151.75	200.00	(83.61%)
Cavan Monaghan Own Taxation	(263,980.00)	(343,596.67)	(384,000.00)	45.47%
Cavan Monaghan Own Taxation Write-Off	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(100.00%)</u>
Total Revenue	(465,638.10)	(457,786.64)	(557,637.00)	19.76%
Total Expenses	<u>773,513.10</u>	<u>643,770.04</u>	<u>898,826.00</u>	<u>16.20%</u>
Report Net	<u>307,875.00</u>	<u>185,983.40</u>	<u>341,189.00</u>	<u>10.82%</u>
Variance	0.00	0.00	0.00	(100.00%)

Township and Cavan Monaghan
2024 Budget Proposals - Revenue and Expense
For the Eleven Months Ending

Police Services Contract

	2023 Approved Budget	2023 YTD Actual	2024 Proposed Budget	Budget Net Increase %
SUMMARY POLICE SERVICES				
Police Services Contract	1,442,026.00	1,317,617.03	1,470,867.00	2.00%
Community Policing	0.00	0.00	2,000.00	(100.00%)
Total Revenue:	(6,120.00)	(527.84)	(6,243.00)	2.01%
Total Expenses:	1,448,146.00	1,318,144.87	1,479,110.00	2.14%
Report Net	1,442,026.00	1,317,617.03	1,472,867.00	2.14%
Variance	0.00	0.00	0.00	(100.00%)

**Township of Cavan Monaghan
2024 Budget Proposals - Revenue and Expense
For the Eleven Months Ending**

Water/Wastewater				
	2023 Approved Budget	2023 YTD Actual	2024 Proposed Budget	Budget Net Increase %
SUMMARY WATER/WASTEWATER				
Water Wastewater Administration	227,210.00	269,854.18	249,103.00	9.64%
Water & Wastewater Debentures	180,000.00	421,751.90	180,000.00	0.00%
Pumping Station	6,500.00	7,185.75	7,820.00	20.31%
Millbrook Wastewater Plant	458,278.00	392,363.36	507,405.00	10.72%
Wastewater Collection System	10,000.00	31,003.70	10,000.00	0.00%
Contribution to/from Water Revenue	0.00	0.00	0.00	(100.00%)
Contribution to/from Wastewater Revenue	734,872.00	0.00	666,394.14	(9.32%)
Wastewater Revenue	(1,135,556.00)	(1,007,820.45)	(1,133,655.23)	(0.17%)
Water Revenue	(694,747.00)	(623,679.19)	(701,662.91)	1.00%
Water & Wastewater Other Income	(40,773.00)	(5,256.08)	0.00	(100.00%)
Millbrook Water - Distribution System	35,000.00	31,857.97	35,000.00	0.00%
Millbrook Water - Treatment & Supply	142,246.00	101,171.23	143,910.00	1.17%
Millbrook Water - Standpipe Tower	8,450.00	20,711.33	7,994.00	(5.40%)
Sysco Oper. Wastewater Agreement	0.00	13,244.01	0.00	(100.00%)
Booster Pumping Station	16,110.00	21,556.06	24,497.00	52.06%
Kawartha Downs Wastewater Agreement	0.00	14,633.52	0.00	(100.00%)
Water and Wastewater Capacity Monitoring	58,000.00	12,784.36	60,000.00	3.45%
Ford Ranger, B1-11 (WWW)	3,500.00	2,829.64	0.00	(100.00%)
New 1/2 Ton Truck	0.00	0.00	3,700.00	(100.00%)
Bulk Water Sale	<u>(9,090.00)</u>	<u>(35,857.94)</u>	<u>(60,505.00)</u>	<u>565.62%</u>
Total Revenues:	(1,697,264.00)	(1,760,806.36)	(1,627,424.00)	(4.11%)
Total Expenses:	<u>1,697,264.00</u>	<u>1,429,139.71</u>	<u>1,627,424.00</u>	<u>(4.11%)</u>
Report Net	<u>0.00</u>	<u>(331,666.65)</u>	<u>0.00</u>	<u>(100.00%)</u>

Special Council Meeting

To:	Mayor and Council
Date:	December 7th, 2023
From:	Library Finance Committee, Represented by Karla Buckborough and Earl McLeod
Subject	2024 Library Budget

Recommendation

That Council receives the Cavan Monaghan Library Presentation and 1st Draft Budget.

Overview

See attachment #1 - CMLibraries - Presentation to Council for 07 12 2023

Operating Budget

The 2024 Operating Budget for the Library is \$355,652 compared to the 2023 budget of \$364,859 which was the original budget of \$340,215+\$26,664 in special projects, These amounts are not including inter-departmental transfers. The Special Projects are addressed further down this page.

Operating Budget Levy request for 2024 is \$321,896. This is an increase of \$15,377 or 5% over the 2023 Operating levy amount of \$306,520.

Itemizing the operating budget changes 2024 over 2023:

Amount	GL	Description
\$15,887	01-4245-XXXX	Salaries with 4% COLI, MERC & partial funding for two summer students
-\$450	01-42XX-XXXX	Decrease in non-wage portion of expenses
-\$61	01-42XX-9XXX	Net increase to non-levy portion of revenues
\$15,377		Increase to Operating Levy

Wages and Benefits

As with most public libraries in Ontario, remuneration represents the largest portion of the Library budget (86.7% of this year's operating budget). After undergoing a pay equity review in 2022, this budget continues to ensure that we maintain pay equity. Part of that maintenance is utilizing the same cost of living increase as is incorporated in the Township budget which is 4%. The wages increase for the Library is \$15,887 - 4% cost of living increase, increased mandatory employment costs, budget for two summer students (dependent on grants).

- Supports Strategic Direction #3, Goal 2 - Focus on Staff and Volunteers

GL	2023	2024	Difference	
01-4245-xxxx Wages	\$246,620	\$259,730	\$13,100	5.32%
01-4245-xxxx Mandatory costs and OMERS	\$46,113	\$48,890	\$2,777	6.00%
	\$292,733	\$308,620	\$15,887	5.43%

Other Operating Expenses

Operating expenses other than wages and benefits make up the remaining 13.3% of the operating costs of the Library. The total for 2024 is \$47,032 which is \$450 less than in the 2023 budget (\$47,482). Reductions have been made in a few line items where actuals are not matching budget in 2023, while an increase is being requested in "Virtual Branch" (01-4286-XXXX) to accommodate growing usage.

- Supports Strategic Direction #2, Goal 1 - Modernize Resources

Operating Revenues including Surplus/Rollover

A roll over of \$2068 has been added to the 2024 budget, this is the remaining surplus identified in the 2022 audit. Additional surplus may be added as we close out the 2023 invoices. The adjustment of a few other line items up and down according to actuals, have increased the library non-levy revenues by approximately \$61 for 2024.

Special Projects

- Supports Strategic Direction #3, Goal 3 - Seek New Revenue Sources
-

GL 01-4104-xxxx

In March, the Library applied for and received a large Seniors Community Grant which spans from July 2023-March 2024. Unspent revenue and applicable expenses will be moved forward to 2024. The grant items are captured in GL accounts beginning with 01-4104-xxxx at the top of the operating budget.

GL 01-4106-xxxx

The Library applied for and received two grants of money for collection building. Grant #1 for \$1500 was from the Kawartha Credit Union. Grant #2 for \$500 from the International Dyslexia Association of Ontario. The grant items are captured in GL accounts beginning with 01-4106-xxxx at the top of the operating budget. This money will all be spent in 2023.

Capital Budget

The Library Capital Budget requests funding for two areas: Circulating Materials (Books and DVDs) and IT Hardware.

- Supports Strategic Direction #2, Goal 1 - Modernize Resources

Capital Budget Levy request for Circulating Materials:

GL		2023	2024	Difference
02-4255-XXXX	Circulating Materials (Books and DVDs)	\$25,000	\$27,000	\$2,000
02-4270-9176	Capital Levy	\$20,000	\$22,000*	\$2,000
02-4205-9178	Development Charges for Circulating Materials	\$5,000	\$5000*	\$0

*The Library Board is investigating how much of the collected Development Charges can be used for the circulating materials. Requests have been to several contacts for advice on determining growth.

Capital Budget Levy request for IT Hardware:

GL		2023	2024	Difference
02-4270-XXXX	IT Hardware	\$7,000	\$7,000*	\$0
02-4270-9176	Capital Levy	\$7,000	\$7,000*	\$0

*The 2024 IT Hardware request is currently a placeholder as the Library Board and I work through a report received from the County IT department on November 17th. Working with the County IT department we are ensuring that purchases made will be part of our ongoing technology plan.

Capital Worksheet

The Library had been maintaining a long-range Capital Worksheet from 2019-2033. This worksheet projects the costs for the circulating materials, IT asset replacement and furniture. Recent changes in budget, strategic plan and IT require it to be rewritten.

Reserves

Due to the Pay Equity liability, the Library committed all reserves, with the exception of the Donation Reserve, to cover the obligation. The 2022 audit identified a surplus of \$3068. \$1000 was used as a rollover for the 2023 budget; the remaining \$2068 is being put towards the 2024 budget. Surplus from 2023 will be calculated and maybe used in later drafts to offset the Levy request.

Reserves		2022 Audit			2023 Budget			2024 Budget		Estimated
		Withdrawals	Adjusting Entries	12/31/2022	Withdrawals	Adjusting Entries	12/31/2023	Withdrawals	Additions	12/31/2024
01-0000-2710	General Surplus/Deficit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01-0000-2726	Working Fund - operating	-\$2,375	\$3,068	\$3,068	-\$1,000	\$0	\$2,068	-\$2,068	\$0	-\$0
01-0000-2728	Donation/Fundraising Reserve	\$0	\$2,022	\$10,726	-\$4,928	\$0	\$5,798	\$0	\$0	\$5,798
02-0000-2728	IT Hardware Reserve	-\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
02-0000-2726	Future Capital Reserve-DVD	-\$491	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	ICIP Reserve, used for PE Liability	-\$24,935	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01-0001-2710	New Initiative Reserve	\$0	\$0	\$12	\$0	\$0	\$12	\$0	\$0	\$12
Total Reserves		-\$30,301	\$5,090	\$13,807	-\$5,928	\$0	\$7,879	-\$2,068	\$0	\$5,811

Attachments

1. CMLibraries - Presentation to Council for 07 12 2023
2. 2024 Operating Budget - November 23, 2023
3. 2024 Capital Budget - November 23, 2023

Respectfully Submitted by,
Karla Buckborough
CEO/Librarian

Reviewed by,
Earl McLeod
Board Trustee

General Ledger

Revenue and Expense Working Current Budget Report

Up To Period 1 Accounts: ?1-4???-???? by Type

Account	Description	2023 Total Budget	2023 Actual	Proposed Budget	Final Budget
01-4104	Miscellaneous Grant-Funded Projects	0.00	-14,854.16		
01-4106	Grants - applied and received	0.00	-1,767.00		
01-4205	Township of CM Levy - Operating	-307,520.00	-307,520.00	-323,964.00	
01-4210	Province of Ontario	-15,184.00	0.00	-15,984.00	
01-4225	Donations, Fundraising, Book Sales	-4,000.00	-6,414.51	-4,000.00	
01-4235	User charges (Fines, Copies, Burn Permits...)	-2,600.00	-1,708.70	-1,340.00	
01-4240	Transfer to/from reserves	0.00	0.00		
01-4245	Salaries and Benefits	282,122.00	259,387.79	298,556.00	
01-4250	Professional Development/Memberships	2,515.00	932.85	2,515.00	
01-4255	Periodicals	1,400.00	1,041.73	1,400.00	
01-4265	Telephone & Internet	7,500.00	5,953.80	6,420.00	
01-4270	IT (Software, Support& Maintenance)	9,100.00	4,431.88	7,100.00	
01-4275	General Administration	11,300.00	4,630.44	10,900.00	
01-4280	Professional Fees & Honorarium	1,640.00	1,017.60	1,640.00	
01-4285	Program and service material	3,227.00	2,173.44	3,257.00	
01-4286	Virtual Branch (E-Resources)	10,500.00	10,218.55	13,500.00	
Total Revenues:		-364,859.00	-337,904.97	-355,652.00	
Total Expenses:		364,859.00	295,428.68	355,652.00	
Report Net:		0.00	-42,476.29		

General Ledger
Revenue and Expense Working Current Budget Report
Up To Period 1 Accounts: ??-42??-???? by Department

Account	Description	2023 Total Budget	2023 Actual	Proposed Budget	Final Budget
02-4255	Circulating Materials	0.00	-8,477.95		
02-4270	Infrastructure and Technology (IT)	0.00	-7,000.00		
02-4275	Office Equipment/Furniture	0.00	0.00		
Total Revenues:		-36,928.03	-37,118.23	-34,000.00	
Total Expenses:		36,928.03	21,640.28	34,000.00	
Report Net:		0.00	-15,477.95		



**Special Budget Meeting Agenda
The Township of Cavan Monaghan
Millbrook Downtown BIA Board of Management**

**Thursday, November 9, 2023
8:00 a.m. – 10:00 a.m.
Council Chambers Meeting Room**

Members in attendance are asked to please turn off all electronic devices during the meeting. Any special needs requirements pertaining to accessibility may be directed to the Clerk's Office prior to the meeting.

- 1. Open Session**
- 2. Call to Order & Land Acknowledgment**
- 3. Approval of the Agenda**
- 4. Disclosure of Pecuniary Interest and the General Nature Thereof**
- 5. Closed Session:**
- 6. Delegations/Presentations**
- 7. Minutes**
- 8. Reports (Chair)**
 - 8.1. Resignation of Treasurer**
 - 8.2. 2024 Draft Budget**

Next Meeting Date – December 14, 2023 at 8:00 a.m.

		Township of Cavan Monaghan							1 of 1
		Actual to Budget For the Ten Months Ending							
		BIA							
			Budget Approved 2022	Actual Jan - Dec 2022	Budget Approved 2023	Budget Proposed 2024	Actual October 2023	Variance	Available Var %
		Fund: 01 General							
		BIA Administration							
		Revenue							
01-25-299-00000-45	01-4750-9431	Conditional Grant	(1,000.00)	(1,600.00)	(1,600.00)	(2,000.00)	200.00	(1,800.00)	113%
01-25-299-00000-45	01-4750-9595	Unconditional (Community) Grant	0.00	(2,000.00)	0.00	0.00	0.00	0.00	0%
01-25-299-00000-45	01-4750-9183	Donations	(25,000.00)	(25,000.00)	0.00	0.00	(1,000.00)	1,000.00	0%
01-25-299-00000-47	01-4750-9189	Misc Revenue	0.00	0.00	0.00	0.00	(25,000.00)	25,000.00	0%
01-25-299-00000-47	01-4750-9184	AGM / Events Revenue	0.00	(90.00)	0.00	0.00	0.00	0.00	0%
01-25-299-00000-48	01-4750-9186	Other Revenue - Gov't Bus.	(13,680.00)	(13,999.92)	(14,318.10)	(16,000.00)	0.00	(14,318.10)	100%
01-25-299-00000-49	01-4750-9020	DC Transfer	7,904.00	50.00	(1,583.90)	(6,082.00)	0.00	(1,583.90)	100%
01-25-299-00000-49	01-4750-9088	R/O Prior Yr Transfer	0.00	0.00	(3,600.00)		0.00	(3,600.00)	100%
		Total Revenue	(31,776.00)	(42,639.92)	(21,102.00)	(24,082.00)	(25,800.00)	4,698.00	(22%)
		Expense							
01-25-299-00000-60	01-4750-3075	Seminars/Conferences	0.00	0.00	3,000.00	1,500.00	1,451.06	1,548.94	52%
01-25-299-00000-60	01-4750-3065	Mileage	0.00	0.00	0.00	400.00	374.77	(374.77)	0%
01-25-299-00000-61	01-4750-3735	AGM / Events	200.00	1,762.77	200.00	500.00	152.64	47.36	24%
01-25-299-00000-61	01-4750-3150	Marketing/Promo	6,000.00	1,670.82	2,000.00	2,500.00	1,368.60	631.40	32%
01-25-299-00000-61	01-4750-3155	Honorariums	200.00	200.00	200.00	200.00	0.00	200.00	100%
01-25-299-00000-61	01-4750-4100	Contracted Services	4,259.00	1,475.70	3,040.00	4,700.00	1,327.76	1,712.24	56%
01-25-299-00000-62	01-4750-3210	Building Repairs/Maintenance	1,000.00	3,172.35	1,000.00	1,000.00	0.00	1,000.00	100%
01-25-299-00000-62	01-4750-3220	Summer Planters/Beautification	3,000.00	1,481.01	2,000.00	2,850.00	2,029.55	(29.55)	(1%)
01-25-299-00000-62	01-4750-3224	Decorating Committee	8,675.00	4,340.58	3,400.00	4,400.00	5,017.47	(1,617.47)	(48%)
01-25-299-00000-62	01-4750-3140	Memberships	490.00	0.00	490.00	250.00	248.10	241.90	49%
01-25-299-00000-62	01-4750-3431	BIA Breakfast Expense	300.00	0.00	300.00	520.00	520.00	(220.00)	(73%)
		Total Expense	24,124.00	14,103.23	15,630.00	18,820.00	12,489.95	3,140.05	20%
		Total BIA Administration	(7,652.00)	(28,536.69)	(5,472.00)	(5,262.00)	(13,310.05)	7,838.05	(143%)
		Car Show BIA							
		Revenue							
		Expense							
01-25-299-29001-61	01-4751-3730	Advertising	200.00	183.17	200.00	200.00	201.08	(1.08)	(1%)
		Total Expense	200.00	183.17	200.00	200.00	201.08	(1.08)	(1%)
		Total Car Show BIA	200.00	183.17	200.00	200.00	201.08	(1.08)	(1%)
		Christmas in the Village BIA							
		Revenue							
01-25-299-29002-48	01-4752-9186	Other Revenue - Gov't Bus.	(2,000.00)	(400.00)	(1,600.00)	(900.00)	0.00	(1,600.00)	100%
		Total Revenue	(2,000.00)	(400.00)	(1,600.00)	(900.00)	0.00	(1,600.00)	100%
		Expense							
01-25-299-29002-61	01-4752-3730	Advertising	1,000.00	0.00	300.00	300.00	0.00	300.00	100%
01-25-299-29002-61	01-4752-4100	Contracted Services	1,800.00	1,100.00	1,800.00	1,600.00	0.00	1,800.00	100%
01-25-299-29002-62	01-4752-3435	Materials and Supplies	300.00	33.18	300.00	100.00	0.00	300.00	100%
		Total Expense	3,100.00	1,133.18	2,400.00	2,000.00	0.00	2,400.00	100%
		Total Christmas in the Village BIA	1,100.00	733.18	800.00	1,100.00	0.00	800.00	100%
		Ladies Night BIA							
		Revenue							
01-25-299-29003-45	01-4753-9183	Donations	0.00	0.00	0.00	(800.00)	(800.00)	800.00	0%
01-25-299-29003-48	01-4753-9186	Other Revenue - Gov't Bus.	(4,000.00)	(1,360.00)	(1,360.00)	(1,350.00)	(1,800.00)	440.00	(32%)
		Total Revenue	(4,000.00)	(1,360.00)	(1,360.00)	(2,150.00)	(2,600.00)	1,240.00	(91%)
		Expense							
01-25-299-29003-61	01-4753-3730	Advertising	1,800.00	183.17	300.00	300.00	203.52	96.48	32%
01-25-299-29003-61	01-4753-4100	Contracted Services	1,000.00	550.00	1,000.00	1,500.00	2,122.00	(1,122.00)	(112%)
01-25-299-29003-62	01-4753-3435	Materials and Supplies	350.00	0.00	350.00	350.00	258.74	91.26	26%
		Total Expense	3,150.00	733.17	1,650.00	2,150.00	2,584.26	(934.26)	(57%)
		Total Ladies Night BIA	(850.00)	(626.83)	290.00	0.00	(15.74)	305.74	105%
		BIA Signage/Banners							
		Revenue							
		Total Revenue							
		Expense							
		Total BIA Signage/Banners							
		Fall Festival (Outdoor Arts)							
		Revenue							
01-25-299-29009-45	01-4760-9183	Donations	(6,530.00)	(2,500.00)	(6,530.00)	(2,000.00)	0.00	(6,530.00)	100%
01-25-299-29009-47	01-4760-9140	Recov Misc Revenue	0.00	(150.00)	0.00	0.00	0.00	0.00	0%
01-25-299-29009-48	01-4760-9186	Other Revenue - Gov't Bus.	(2,000.00)	(600.00)	(3,200.00)	(1,350.00)	0.00	(3,200.00)	100%
		Total Revenue	(8,530.00)	(3,250.00)	(9,730.00)	(3,350.00)	0.00	(9,730.00)	100%
		Expense							
01-25-299-29009-61	01-4760-3730	Advertising	90.00	0.00	600.00	300.00	1,123.41	(523.41)	(87%)
01-25-299-29009-61	01-4760-4100	Contracted Services	8,130.00	6,293.12	12,000.00	6,000.00	4,847.48	7,152.52	60%
01-25-299-29009-61	01-4760-3090	Insurance and License	712.00	650.12	712.00	712.00	0.00	712.00	100%
01-25-299-29009-62	01-4760-3435	Materials and Supplies	300.00	415.81	600.00	300.00	620.40	(20.40)	(3%)
		Total Expense	9,232.00	7,359.05	13,912.00	7,312.00	6,591.29	7,320.71	53%
		Total Fall Festival (Outdoor Arts)	702.00	4,109.05	4,182.00	3,962.00	6,591.29	(2,409.29)	(58%)
		Summer Festival							
		Revenue				0.00			
01-25-299-29010-48	01-4761-9186	Donations	(1,500.00)	(1,070.00)	0.00	0.00	(1,080.00)	1,080.00	0%
		Total Revenue	(1,500.00)	(1,070.00)	0.00	0.00	(1,080.00)	1,080.00	0%
		Expense							
01-25-299-29010-61	01-4761-3730	Advertising	1,000.00	258.17	0.00	0.00	0.00	0.00	0%
01-25-299-29010-61	01-4761-4100	Contracted Services	5,000.00	10,068.36	0.00	0.00	7,514.24	(7,514.24)	0%
01-25-299-29010-61	01-4761-3090	Insurance and License	1,000.00	795.75	0.00	0.00	586.65	(586.65)	0%
01-25-299-29010-62	01-4761-3435	Materials and Supplies	1,000.00	782.37	0.00	0.00	0.00	0.00	0%

		Total Expense	8,000.00	11,904.65	0.00	0.00	8,100.89	(8,100.89)	0%
		Total Summer Festival	6,500.00	10,834.65	0.00	0.00	7,020.89	(7,020.89)	0%
		SUMMARY BIA							
		BIA Administration	(7,652.00)	(28,536.69)	(5,472.00)	(5,262.00)	(13,310.05)	7,838.05	(143%)
		Car Show (BIA)	200.00	183.17	200.00	200.00	201.08	(1.08)	(1%)
		Christmas in the Village (BIA)	1,100.00	733.18	800.00	1,100.00	0.00	800.00	100%
		Ladies Night (BIA)	(850.00)	(626.83)	290.00	0.00	(15.74)	305.74	105%
		BIA Signage/Banners							
		Fall Festival (Outdoor Arts)	702.00	4,109.05	4,182.00	3,962.00	6,591.29	(2,409.29)	(58%)
		Summer Festival	6,500.00	10,834.65	0.00	0.00	7,020.89	(7,020.89)	0%
		Total Revenue:	(55,710.00)	(48,769.92)	(32,208.10)	(24,400.00)	(29,480.00)	(2,728.10)	13%
		Reserves	7,904.00	50.00	(1,583.90)	(6,082.00)	0.00	(1,583.90)	
		Total Expenses:	47,806.00	35,416.45	33,792.00	30,482.00	29,967.47	3,824.53	11%
		Report Net Excess Expense Over (Under) Rev	0.00	(13,303.47)	0.00	0.00	487.47	(487.47)	0%
		Variance	0.00	0.00	0.00	0.00	1,760.00	(1,760.00)	0%

Parks and Facilities Capital Project Update

List of Projects-Priority	Description	Schedule	Budget Consideration
Parks and Recreation Strategic Plan – Vision 2035 (Phase II)	Presentation and consideration of adoption of Phase II at the Regular Council Meeting	December 18 th , 2023	Completed
Millbrook Valley Trails Bridge and Boardwalk Repairs	Existing boardwalk and bridge need immediate repairs (Health & Safety)	2024	\$80,000 (\$16,500 from the Barron Cowan Fund)
Parks and Recreation Strategic Plan – Vision 2035 (Phase III – Request for Proposal)	Phase III is to include taking the final priority list and develop concept plans for CMCC, Downtown Park Visionary Exercise which would also include a concept plan	January – May 2024	\$70,000
Old Millbrook School ICIP Grant	Capital works identified i.e. accessible doors, energy efficient windows, HVAC, Roof, walls and floors.	2024	\$511,750
Millbrook Arena ICIP Grant	The grant was for a possible renovation should Council decide to retain the facility. The direction is too demolished and therefore we are waiting for a reconsideration for converting the grant to a Downtown Park from the province. Pending (Township contribution as of year-end 2023 is \$135,262.22)	2025	\$966,000
Demolition of the Millbrook Arena	Removal of the facility. Two-year plan.	2025	\$150,000 to reserves Budget required est. \$250,000
Maple Leaf Park	Upgrade the playground structure i.e. accessibility, age defined (redesign) supports the Parks and Recreation Strategic Plan – Vision 2035 priority for a Community Park	2024	\$57,854.05 (\$50,000 plus Towerhill Park roll over \$7854.05)
Splash Pad / Water Feature	Water feature at CMCC – infrastructure completed at build. Council priority/motion and a priority in the Parks and Recreation Strategic Plan – Vision 2035	2024	\$250,000 (\$90,000 in reserve and \$160,000 requested)

List of Projects-Priority	Description	Schedule	Budget Consideration
Old Millbrook School Play Shade Structure	Partnership with EarlyOn Centre and there contribution is \$8,000 in 2023.	2024	\$28,500 (\$8,000 EarlyON child and family centre and \$20,500 requested)
HVAC Unit Municipal Office	Replacement	2024	\$20,000



**The Township of Cavan Monaghan
Capital Requests in 2024
1st Draft (including 2023 roll-overs)**

Capital Item Requested	Requested Purchases	Reserve/ Other Funding Available	Transfers Specific Reserves	2023 Roll Overs	Transfers Asset Replacement Reserve	Future Budget pre-approvals	Adjusted Total
Chief Administrative Officer							
Corporate Strategic Plan (50k RSV), rollover	\$44,000	(\$19,000) RSV		(\$25,000)			\$0
Total Chief Administrative Officer	\$44,000	(\$19,000)	\$0	(\$25,000)	\$0	\$0	\$0
<i>2023 Capital Request Adjusted Total (Chief Administrative Officer)</i>							<i>\$0</i>
Finance							
Asset Management, Policy & Reporting - Bill 6, O.Reg 588/17	\$55,303			(\$47,303)			\$8,000
Asset Management Reserve, O.Reg 588/17 (Municipal Infrastructure)					\$2,734,267 100% of YE2022 Depreciation		\$2,734,267
Total Finance	\$55,303	\$0	\$0	(\$47,303)	\$2,734,267	\$0	\$2,742,267
<i>2023 Capital Request Adjusted Total (Finance)</i>							<i>\$2,434,201</i>
Information Technology							
Financial Management Software Integration (Finance 2020-22, approved)	\$20,444			(\$10,444)			\$10,000
Hardware Replacement Program & Upgrades	\$20,000				(\$14,800)		\$5,200
Network, Server, Switches & IT Infrastructure, rollover	\$56,028			(\$56,028)			\$0
IT Modernization Plan, MMP Grant II (MNP), rollover	\$30,579			(\$30,579)			\$0
IT & Service Modernization Plan, MMP Grant I (MNP), rollover	\$25,000			(\$25,000)			\$0
Total Information Technology	\$152,051	\$0	\$0	(\$122,051)	(\$14,800)	\$0	\$15,200
<i>2023 Capital Request Adjusted Total (IT)</i>							<i>\$13,325</i>
Planning, Building & ECD (Economic Community Development)							
Baxter Creek Floodplain SPA (Special Policy Area)	\$30,000			(\$15,000)			\$15,000
Employment Lands Marketing Materials, rollover	\$10,520			(\$10,520)			\$0
Downtown Mural, rollover	\$7,000			(\$7,000)			\$0
2019-2022 CIP Incentives, rollover	\$44,718			(\$44,718)			\$0
2023 CIP Incentives, rollover	\$15,000			(\$15,000)			\$0
TSF to RSV - Official Plan ZBA (101k RSV, FPD 2025)			\$25,000				\$25,000
Bell Restoration Project (MRHAC)	\$10,000						\$10,000
Porch Light Project (MRHAC)	\$3,000						\$3,000
Total Planning, Building & ECD	\$120,238	\$0	\$25,000	(\$92,238)	\$0	\$0	\$53,000
<i>2023 Capital Request Adjusted Total (Planning, Building & ECD)</i>							<i>\$115,000</i>



The Township of Cavan Monaghan Capital Requests in 2024

1st Draft (including 2023 roll-overs)

Capital Item Requested	Requested Purchases	Reserve/ Other Funding Available	Transfers Specific Reserves	2023 Roll Overs	Transfers Asset Replacement Reserve	Future Budget pre-approvals	Adjusted Total
Parks and Facilities							
Community Center Furniture, Fixtures & Equipment (CMCC), rollover	\$49,655			(\$49,655)			\$0
MVT Bridge/Boardwalk Repairs	\$80,000	(\$16,500)	MVT				\$63,500
Parks and Recreation Plan Phase Three	\$70,000	(\$44,539)	DC				\$25,461
Old Millbrook School - 2020 ICIP Grant approved Aug 2021 (R/04/11/19/13)	\$511,750	(\$375,266)	ICIP	(\$71,664)		(\$32,400)	\$32,420
Millbrook Arena - 2020 ICIP Grant approved March 2021 (P&F 2019-15)	\$966,000	(\$708,368)	ICIP	(\$135,262)		(\$61,180)	\$61,190
Tsf to RSV - Demolition of the Millbrook Arena				\$100,000			\$100,000
Tsf to RSV - Splash Pad / Water Features (90k RSV, FPD 2026)				\$160,000			\$160,000
Old Millbrook School Play Shade Structure	\$28,500	(\$8,000)	EarlyON				\$20,500
HVAC Unit Municipal Office	\$20,000				(\$14,800)		\$5,200
Tsf to RSV - 2014 Dodge Ram PR-03 replacement, (10k RSV, FPD 2028)				\$10,000			\$10,000
Tsf to RSV - Olympia Ice Resurfacers, (10k RSV, FPD 2029)				\$10,000			\$10,000
Total Parks & Facilities	\$1,725,905	(\$1,152,673)	\$280,000	(\$256,581)	(\$14,800)	(\$93,580)	\$488,271
2023 Capital Request Adjusted Total (Parks & Facilities)							\$351,598
Protective Services (Fire)							
Fire Hall No.1 T-FD-22-01 (Fire 2022-02 pre-approved), rollover	\$7,979,510	(\$4,809,051)	RSV's + DC's		(\$7,357)	(\$3,163,102)	\$0
SCBA Units, rollover (186.5k RSV, FPD 2024)	\$425,000	(\$186,500)	EE RSV	(\$105,750)	(\$105,750)		\$27,000
Bunker Gear (7.7k RSV, FPD 2024)	\$35,000	(\$7,700)	EE RSV		(\$25,900)		\$1,400
Fire Hoses	\$5,000			\$0			\$5,000
Tsf to RSV-2000 GMC Tanker #T1-00, (422k RSV, FPD 2027)				\$60,000			\$60,000
Tsf to RSV-2003 Chevy C5500 Rescue Truck #R1-03, (192k RSV, FPD 2025)				\$75,000			\$75,000
Tsf to RSV-Station 2 Exhaust System, (25k RSV, FPD 2025)				\$30,000			\$30,000
Tsf to RSV-Repeater and Communication Upgrades, (37k RSV, FPD 2025)		(\$30,000)	CGPG	\$40,000			\$10,000
Tsf to RSV-SRU Team Training, (35k RSV, FPD 2026)				\$5,000			\$5,000
Replace-1989 Chev 1/2 Ton Grass Fire Unit U5-89 (80k RSV, FPD 2024)	\$135,000	(\$80,000)	EE RSV		(\$10,582)		\$44,418
Tsf to RSV-2000 Ford F550 Rescue Truck #R2-00, (113k RSV, FPD 2027)				\$25,000			\$25,000
Total Protective Services	\$8,579,510	(\$5,113,251)	\$235,000	(\$105,750)	(\$149,589)	(\$3,163,102)	\$282,818
2023 Capital Request Adjusted Total (Protective Services - Fire)							\$312,750



The Township of Cavan Monaghan Capital Requests in 2024

1st Draft (including 2023 roll-overs)

Capital Item Requested	Requested Purchases	Reserve/ Other Funding Available	Transfers Specific Reserves	2023 Roll Overs	Transfers Asset Replacement Reserve	Future Budget pre-approvals	Adjusted Total
Roads and Environmental Services							
Pre-Engineering Cost	\$30,000			(\$14,513)			\$15,487
Public Works Operation Centre, Fuel System & Monitoring System	\$50,000				(\$10,261)		\$39,739
Syer Line (Surface Treatment)	\$81,000	(\$72,900)	DC		(\$5,000)		\$3,100
Stewart Line (Surface Treatment)	\$54,000				(\$34,632)		\$19,368
Hutchison Line (Surface Treatment)	\$43,000				(\$27,577)		\$15,423
Larmer Line East of Cty Rd 10 (Surface Treatment)	\$86,000				(\$55,155)		\$30,845
Larmer Line West of Cty Rd 10 (Surface Treatment)	\$65,000				(\$41,687)		\$23,313
Zion Line (Surface Treatment)	\$86,000				(\$55,155)		\$30,845
Slurry Seal (extend road life 5 yrs)	\$300,000	(\$111,500)	CCBF RSV				\$188,500
Roads Needs Study & OSIM Report Study	\$30,000						\$30,000
Intersection Replacement w Cty of Ptbo (TBD)	\$50,000	(\$25,000)	50% w/County				\$25,000
Brookside Street Reconstruction	\$100,000				(\$64,133)		\$35,867
Street Light Replacement, rollover	\$52,120			(\$52,120)			\$0
Sign Reflectivity Equipment	\$15,000						\$15,000
Sidewalks (General)	\$10,000				(\$2,405)		\$7,595
Crack Seal	\$25,000						\$25,000
Cross Road Culvert (Larmer Line), rollover	\$120,000			(\$20,283)	(\$23,088)		\$76,629
International Tandem, PW2023-04 (pre-approved), delivery Fall 2024	\$365,135	(\$120,000)	DC	(\$236,000)			\$9,135
Replace-JD Grader#31-10, PW2023-06 (pre-approved) (\$250k RSV, FPD 2023)	\$589,732	(\$418,500)	RSV & Sales		(\$141,500)		\$29,732
Grader Provisional Items - PW2023-06 (pre-approved)	\$123,618						\$123,618
Total Roads and Environmental	\$2,275,605	(\$747,900)	\$0	(\$322,916)	(\$460,593)	\$0	\$744,196
<i>2023 Capital Request Adjusted Total (Roads & Environmental Services)</i>							\$492,819

In 2024, approximately every 1% residential tax rate increase equals \$ 111,500

Total Capital Requests	\$16,226,879
Less: 2023 Capital Roll Over	(\$971,840)
Less: Future Year pre-approvals	(\$3,256,682)
Total 2024 Capital Expenditures	\$11,998,357
Less: Asset Replacement Reserve Funding	(\$639,782)
Less: Reserves and/or Other Funding	(\$7,032,824)
Net 2024 Capital Expenditures	\$4,325,752
<i>Net 2023 Capital Expenditures</i>	<i>\$3,719,693</i>

Funding Sources:

Asset Replacement Reserve funded through the Municipal Tax Levy	\$2,734,267
Capital Requests funded through the Municipal Tax Levy @ % TBD	\$1,591,485
Total Capital Funded through Municipal Tax Levy	<u>\$4,325,752</u>



The Township of Cavan Monaghan
Water & Wastewater
Capital Requests in 2024
1st Draft

Capital Item Requested	Requested Purchases	2023 Roll Overs	Reserve/ Other Funding Available	Transfers Asset Replacement Reserve	Transfer to/from W & WW Reserve
Water Distribution System					
Master Servicing Study	\$ 50,000	(\$50,000)			\$ -
Booster Station Pump Upgrades, DC 12	\$ 150,000	(\$150,000)			\$ -
Well 2 Rehabilitation	\$ 50,000				\$ 50,000
1/2 Ton Truck - replace B1-11	\$ 65,000				\$ 65,000
Water Needs Study	\$ 40,000				\$ 40,000
Advanced Metering Infrastructure Software	\$ 185,000				\$ 185,000
Removal of old Standpipe	\$ 250,000				\$ 250,000
Bulk Water Station Upgrade	\$ 185,000				\$ 185,000
Booster Station Fence	\$ 25,000				\$ 25,000
Fire Hydrant Maintenance	\$ 45,000				\$ 45,000
Water Tower Lighting	\$ 3,000				\$ 3,000
Water Meter Replacement Program	\$ 20,000	(\$10,000)			\$ 10,000
Total Water Distribution System	\$ 1,068,000	(\$210,000)	\$ -	\$ -	\$ 858,000
Total Water Capital	\$ 1,068,000	(\$210,000)	\$ -	\$ -	\$ 858,000
Wastewater Collection System					
Master Servicing Study	\$ 15,000	(\$15,000)			\$ -
Wet Well Upgrades	\$ 100,000	(\$100,000)			\$ -
Baxter Creek Assimilative Capacity Study	\$ 140,500	(\$140,500)			\$ -
Sand Filter Replacement - WWTP	\$ 175,000	(\$80,000)			\$ 95,000
SCADA update Servers and software	\$ 150,000				\$ 150,000
Sewer System Relining	\$ 75,000	(\$75,000)			\$ -
Odor Scrubber Maintenance	\$ 25,000				\$ 25,000
Wastewater Needs Study	\$ 40,000				\$ 40,000
Sewer Flow Monitoring	\$ 50,000				\$ 50,000
Collection System Maintenance	\$ 50,000				\$ 50,000
Sump Pump Program	\$ 50,000				\$ 50,000
Wastewater Collection System	\$ 870,500	(\$410,500)	\$ -	\$ -	\$ 460,000
Total Wastewater Capital	\$ 870,500	(\$410,500)	\$ -	\$ -	\$ 460,000
Total Water and Wastewater Capital	\$ 1,938,500	(\$620,500)	\$ -	\$ -	\$ 1,318,000
Total Capital Requests					\$ 1,938,500
Less: 2023 Capital Roll Over					(\$620,500)
Total 2024 Capital Expenditures					\$1,318,000
Reserve/Other Funding to Offset Capital					\$0
Net 2024 Capital Expenditures					\$1,318,000

The Township of Cavan Monaghan
Summary of Use of Reserve and Reserve Funds
2022 Year End Balance (Audited)

			Audited	2022 Budget		Financial Statements	Audited
			31-Dec-21	Additions	Withdrawals	AJE's	31-Dec-22
Reserves & Reserve Funds							
<u>Committed Reserves</u>							
0740 Building Services Reserve (Building Code Act, 1992)	Building		\$882,296		(\$88,410)		\$793,886
2500 Capital Roll Over (Prior Year)	General		\$1,182,486	\$1,234,178	(\$1,182,486)	\$68,644	\$1,302,822
2510 Operating Roll Over (Prior Year)	General		\$398,819	\$509,379	(\$409,966)		\$498,232
2602 Springville & Ebenezer Cemetery Reserve	General		\$26,030				\$26,030
2607 Solar Disposal	General		\$21,500	\$2,500			\$24,000
2656 Fire Recovery Reserve	Fire		\$9,312				\$9,312
2670 Water Reserve (SWSSA, 2002)	Water		\$1,687,318	\$595,662	(\$85,281)		\$2,197,699
2671 Wastewater Reserve (SWSSA, 2002)	WW		\$1,746,714	\$220,313	(\$5,597)		\$1,961,431
2680 Parkland Reserve Fund (City of Peterborough)	ECD		\$49,075	\$123,750	(\$6,200)	-\$123,750	\$42,875
Total Committed Reserves			\$6,003,550	\$2,685,783	(\$1,777,940)	-\$55,106	\$6,856,286
<u>Designated Reserves</u>							
2600 General Working Fund	General		\$640,693	\$127,159	(\$123,698)	-\$7,675	\$636,480
2697 Asset Replacement Reserve	General		\$11,657,031	\$4,995,738	(\$772,856)		\$15,879,913
Less: Infrastructure Loan (Solar Units)	General		(\$117,827)	\$50,777			(\$67,050)
Less: Loan (\$1M CMCC Community Fundraising)			(\$181,005)				(\$181,005)
Net Asset Replacement Reserve	General		\$11,358,200				\$15,631,858
2696 Lottery Funds (OLG) Reserve							
Less: OLG Revenues (T-PW-22-03 OpCntr)	General		\$0	\$478,010	(\$511,608)		(\$33,598)
Less: CMCC Internal Loan (\$2.4M Construction)	General		(\$1,595,469)	\$0			(\$1,595,469)
Net Lottery Funds Reserve	General		(\$1,595,469)				(\$1,629,067)
2606 Police Stabilization Reserve	General		\$44,973	\$17,646	(\$20,526)		\$42,093
2609 MMAH Service Delivery (2019 Grant)	General		\$166,132		(\$60,000)		\$106,132
2610 Election Reserve	General		\$41,293		(\$16,123)		\$25,169
2615 Municipal Council Grant Reserve	General		\$57,050				\$57,050
2634 Millbrook Valley Trails (Donation)	General		\$19,843	\$3,855	(\$16,500)		\$7,198
2640 Infrastructure & Technology (IT) Reserve	General		\$27,512		(\$65,761)	\$38,250	\$0
2675 Legal Reserve	General		\$27,735				\$27,735
2678 Corporate Strategic Plan	CAO		\$0	\$25,000			\$25,000
2695 Contingency Reserve	General		\$160,860				\$160,860
2686 Parks & Facilities Equipment	P&F		\$0	\$15,000			\$15,000
2698 Fire Hall (Infrastructure) Reserve	Fire		\$1,604,575	\$1,051,573	(\$1,604,575)		\$1,051,573
2650 Fire Dept HWY Funds	Fire		\$62,930				\$62,930
2652 Fire Ground Hours	Fire		\$11,204				\$11,204
2653 Fire Training Reserve (Special Rescue)	Fire		\$26,081	\$5,000	(\$651)		\$30,430
2654 Superior Tank Shuttle Res - Fire	Fire		\$20,385				\$20,385
2655 Emergency Equipment	Fire		\$1,397,540	\$185,000	(\$116,841)		\$1,465,699
2630 Official Plan	Planning		\$120,472	\$25,000			\$145,472
2631 Zoning By-law Update	Planning		\$31,347	\$20,000			\$51,347
2661 Fill Mgmt (Site Alt By-Law)	Roads		\$26,026				\$26,026
2620 Millbrook Landfill	Roads		\$42,359		(\$8,200)		\$34,159
2660 Pits & Quarries	Roads		\$34,783				\$34,783
2665 Winter Control	Roads		\$11,271				\$11,271
2666 Public Works Equipment	Roads		\$0	\$250,000			\$250,000
2672 Source Water Protection	W&WW		\$20,219				\$20,219
Total Designated Reserves			\$14,358,013	\$1,725,233	(\$2,032,875)	\$30,575	\$18,321,007
<u>Obligatory Reserves</u>							
2900 Ontario Community Infrastructure Fund (OCIF)	Roads		\$0	\$545,886			\$545,886
2908 Canada Community Building Fund (FedGasTax)	Roads		\$437,053	\$306,485	(\$321,958)		\$421,580
2909 Parkland (Cash In Lieu) Reserve	ECD		\$185,044	\$26,331		\$123,750	\$335,125
Total Obligatory Reserves			\$622,097	\$878,702	(\$321,958)	\$123,750	\$1,302,590
Total Reserves & Reserve Funds			\$20,983,659	\$5,289,718	(\$4,132,773)	\$99,219	\$26,479,884

The Township of Cavan Monaghan
Summary of Use of Reserve and Reserve Funds
2022 Year End Balance (Audited)

		Audited	2022 Budget		Financial	Audited
		31-Dec-21	Additions	Withdrawals	Statements AJE's	31-Dec-22
Reserves & Reserve Funds						
Development Charges						
<u>Development Charges - Cavan Monaghan By-Law</u>						
2919 DCRF - Water Services	W&WW	\$233,310	\$25,205			\$258,515
2920 DCRF - Wastewater Services	W&WW	\$364,154	\$21,956	(\$327,000)		\$59,110
2921 DCRF - Stormwater Management Services	W&WW	\$5,189	\$348			\$5,537
2922 DCRF - Roads and Related	Roads	\$1,024,249	\$77,987	(\$1,314,264)		(\$212,029)
2923 DCRF - Fire Protection Services	Fire	\$474,477	\$75,970			\$550,446
2924 DCRF - Police Services	General	\$35,773	\$4,354			\$40,127
2925 DCRF - Library	Library	\$283,926	\$46,563	(\$4,248)		\$326,241
2926 DCRF - Parks Reserve Fund	ECD	(\$2,319,009)	-\$48,774	(\$547,719)		(\$2,915,502)
2928 DCRF - Administration (Studies)	General	\$126,779	\$18,917	(\$18,027)		\$127,669
Total Development Charges		\$228,847	\$222,525	(\$2,211,257)		(\$1,759,885)
TOTAL Reserves & Development Charges		\$21,212,506	\$5,512,242	(\$6,344,030)	\$99,219	\$24,719,999

2024 Budget Timetable

Action	Deadlines
<p>Capital Budget Forecast & Template: Finance to provide 10 year Capital Plan and templates to Department Heads to be completed and returned to Finance.</p> <p>Operating Budget Report & Working Papers: Finance to provide Operating Budget working papers to Department Heads, Library Board and BIA for completion.</p>	August 31, 2023
<p>Completed 2024 Capital Budget & updated 10 year Capital Plan: The 2024 Capital Budget and 10 year updated Capital Plan to be submitted to the Director of Finance, from each Department Head, by the deadline. This shall include consideration of Master Plans, Studies, Development Charges, Policies, Current Asset Replacement Policy, By-Laws and the Asset Management Plan.</p> <p>Completed 2024 Operating Budget & worksheets: Budget to be submitted to the Director of Finance, from each Department Head, by the deadline. The Operating budget includes both the Budget Report containing proposed budget values and working papers which are to be forwarded to Director of Finance by each Department Head by the deadline. The working papers include details of contracted services, vehicle maintenance, staffing compliment, employee training/conferences, etc.</p>	September 30, 2023
<p>CAO & Director of Finance Internal Review of Capital and Operating Budgets submitted by: Department Heads, Library, Boards, BIA Committee & PUSI (Meetings will be scheduled upon request and/or if needed for further information/clarification)</p>	October 16, 2023 to October 31, 2023
<p>CAO, Director of Finance review with Mayor the Capital and Operating Budgets Meetings may be scheduled if needed for further information/clarification</p>	November 1, 2023 to November 10, 2023

1st Draft Operating & Capital Budget (estimated) Presentation to Council: <ul style="list-style-type: none"> <input type="checkbox"/> 1st Draft Operating, Capital and Water & Wastewater Budgets (Estimated Costs) presented to Council <input type="checkbox"/> Updated 2024 Tax Rate summary based on estimated Current Value Assessment <input type="checkbox"/> 2024 Tax Rate increase estimate presented to Council and value of investment in Capital and Operating <input type="checkbox"/> Municipal Wage Grid Indexing, CPI index up to September 	<p>Special Budget Meeting Thursday December 7, 2023 9:00 a.m. – 3:00 p.m.</p>
<p>Council Review & Comment(s): Council review of the 1st Draft Operating & Capital Budgets and provide comment(s) to the CAO and Director of Finance.</p>	<p>December 8, 2023 to January 5, 2024</p>
<p>Meetings with CAO & Director of Finance: Council members may schedule a meeting for further clarification/review with the CAO & Director of Finance, upon request.</p>	<p>January 8, 2024 to January 12, 2024</p>
2nd Draft Operating & Capital Budget Presentation to Council: <ul style="list-style-type: none"> <input type="checkbox"/> Review of 2nd Draft Operating, Capital and Water & Wastewater Budgets, containing amendments from 1st draft budgets if applicable. <input type="checkbox"/> Review BIA & Library Requisitions <input type="checkbox"/> Evaluate affordability, service levels and needs <input type="checkbox"/> The public are welcome to attend <p>2024 Tax Rate Summary:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Updated 2024 Tax Rate Summary based on MPAC released Total Current Value Assessment data (Dec. 12, 2023). 	<p>Special Budget Meeting Thursday January 25, 2024 1:00 p.m. – 4:00 p.m.</p>
2nd Draft Operating & Capital Budget, for Public Comment: <ul style="list-style-type: none"> <input type="checkbox"/> 2nd Draft of the 2024 Operating, Capital and Water & Wastewater Budgets, as presented to Council, will be open for public comment <input type="checkbox"/> The public are welcome to attend and comment 	<p>Special Budget Meeting (for Public Comment) Thursday January 25, 2024 @ 6:00 p.m.</p>
<p>Final Operating & Capital Budget Meeting:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Presentation and approval of the Municipal Operating and Capital Budgets and the Water & Wastewater Operating and Capital Budgets 	<p>Regular Council Meeting (Final Budget Approval) Tuesday February 20, 2024 @ 1:00 p.m.</p>

The Township of Cavan Monaghan

By-law No. 2023-84

Being a by-law to confirm the proceedings of the special meeting of the Council of the Township of Cavan Monaghan held on the 7th day of December 2023.

Whereas the Municipal Act, 2001, S.O., 2001, c.25, S.5, S. 8 and S. 11 authorizes Council to pass by-laws;

Now Therefore the Council of the Township of Cavan Monaghan hereby enacts as follows:

1. That the actions of the Council at its special meeting held on the 7th day of December 2023, in respect to each recommendation and action by the Council at its said meetings except where prior approval of the Local Planning Appeal Tribunal or other statutory authority is required are hereby adopted ratified and confirmed.
2. That the Mayor and Clerk of the Township of Cavan Monaghan are hereby authorized and directed to do all things necessary to give effect to the said actions or obtain approvals where required, and to execute all documents as may be necessary and the Clerk is hereby authorized and directed to affix the Corporate Seal to all such documents. Read a first, second and third time and passed this 7th day of December 2023.

Matthew Graham
Mayor

Cindy Page
Clerk