

**AGENDA**  
**Special Meeting - Budget Discussion**

**Township of North Dundas**  
**636 St. Lawrence Street Winchester ON**  
**Wednesday, March 10, 2021 7:00 PM**  
**(Revised March 9, 2021)**

**Please register to attend**

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- 1. Call Meeting to Order by Resolution**
- 2. Adoption of Agenda**
  - a) Additions, Deletions or Amendments  
All matters listed under Consent Agenda, are considered to be routine and will be enacted by one motion. Should a Council member wish an alternative action from the proposed recommendation, the Council member shall request that this matter be moved to the appropriate section at this time.
- 3. Disclosure of Pecuniary Interest and General Nature Thereof**
- 4. Closed Session**
  - a) In accordance with Section 239 (2) of the Ontario Municipal Act: (d) labour relations or employee negotiations. Specifically staff.
- 5. Open Session**
- 6. Action Requests**
  - a) **Finance**
  - b) **Economic Development and Communications**
  - c) **Public Works**
    - i. [Replacement of Truck # 3204 – Budget Increase and Contract Award](#)
  - d) **Waste Management**
  - e) **Planning Building and Enforcement**
  - f) **Recreation and Culture**

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- g) Fire
- h) CAO
- i) Clerk

**7. Key Information**

- a) [Recreation and Culture - Recreation and Culture Dept. 2021 Budget - Additional Information](#) 6 - 15
- b) [Finance - Budget Update](#) 16 - 17

**8. Ratification By-law**

- a) [By-law 2021-22 Ratification](#) 18

**9. Adjournment by Resolution**



<b>ACTION REQUEST – Public Works</b>	
<b>To:</b>	Mayor and Members of Council
<b>Date of Meeting:</b>	March 9, 2021
<b>Subject:</b>	Replacement of Truck # 3204 – Budget Increase and Contract Award

**RECOMMENDATION:**

**THAT the Council of the Township of North Dundas pre-approves an increase in the 2021 Capital budget line #1-5-3101-8101 by an additional \$285,000 for the purchase of a snowplow truck to be financed through \$273,266.84 from insurance proceeds and \$11,733.16 from development charges; And that Council authorize the Director of Public Works to single-source the award for the purchase as follows:**

- Cab and chassis to Cornwall Freightliner in the total amount of \$142,988.00 plus HST and;
- Plow system to Gin-Cor Industries in the amount of \$135,770 plus HST.

**BACKGROUND:**

Plow truck # 3204 was fully burned on February 3, 2021. The insurance settlement for the replacement of truck #3204 is \$273,266.84. This report seeks Council’s authorization to proceed with the same vendors/manufacturers who were awarded the purchase of a plow and truck during the February 23, 2021 Council meeting.

In late 2020, in anticipation of the 2021 budget, the Township of North Dundas through the United Counties of Stormont, Dundas and Glengarry, issued the joint tender for the purchase of a plow and truck, which closed on November 25, 2020. The results of those tenders were as follows:

**North Dundas Cab and Chassis – Contract 2021-79-999-NDCAB**

Cornwall Freightliner submitted the lowest price bid and has met the technical specifications.

<b>COMPANY NAME</b>	<b>AMOUNT OF BID</b>
CORNWALL FREIGHTLINER	\$142,988.00
RUSH TRUCK CENTRES OF CANADA LTD.	\$144,564.90

**North Dundas Cab and Chassis – Contract 2021-79-999-NDPLOW**

Gin-Cor Industries submitted the compliant bid.

<b>COMPANY NAME</b>	<b>AMOUNT OF BID</b>
GIN-COR INDUSTRIES	\$135,770.00

During the February 23, 2021 meeting, Council pre-approved the award of these tenders for a 2021 plow and truck to Cornwall Freightliner and Gin-Cor Industries. As the Township truck #3204 was recently fully burned and insurance has awarded a settlement for the replacement of truck #3204 at \$273,266.84, it is prudent to award the contract for an additional truck and plow to the same vendors versus re-initiating the tendering process. This will allow the Township to benefit from 2020 prices for the purchases and to ensure that the equipment is delivered to the Township before the next winter season.

The following summarizes the total cost of the purchases and draft 2021 budget for the items, as follows:

A. Cab & Chassis	\$142,988
B. Plow	\$135,770
A+B Sub-total Costs	\$278,758
HST (non-recoverable)	\$4,906
<b>Total Cost for per truck</b>	<b>\$283,664</b>
<b>Initial 2021 Budget</b>	<b>\$285,000</b>
<b>Budget Amendment (Requested through this report)</b>	<b>\$285,000</b>
<b>Total Approved Budget</b>	<b>\$570,000.00</b>
<b>Paid through Insurance Settlement</b>	<b>\$273,266.84</b>
<b>Difference between Insurance Settlement and cost of second truck of \$285,000</b>	<b>\$11,733.16 (to be paid through development charges – licensed vehicles)</b>

**OPTIONS AND DISCUSSION:**

- Option 1- Single-source the award of plow and truck to Freightliner Cornwall and Gin-Cor Industries Limited– recommended.**
- Do not single source the award and proceed with the tendering process– not recommended.**

**FINANCIAL ANALYSIS:**

There are no tax impacts in the 2021 budget due to the purchase of a second brand new truck, as the costs are paid through the insurance settlement and development charges.

**OTHERS CONSULTED:**

Finance  
Planning

**ATTACHMENTS:**

**PREPARED BY:**



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**Khurram Tunio, M. Eng., P. Eng.  
Director of Public Works**

**REVIEWED & APPROVED BY:**



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**Angela Rutley, BBA  
CAO**



## KEY INFORMATION REPORT

### Recreation and Culture

March 9, 2021

### **SUBJECT: Recreation and Culture Dept. 2021 Budget - Additional Information**

During the February 9<sup>th</sup> Council meeting, additional information was requested regarding various items that were included for Council consideration in the 2021 budget. The additional information is included below.

1. Replacement of the Bannerman Ball Field Infield Groomer: 1-5-7758-8000
  - a) This piece of equipment is mounted to a tractor on a 3-point hitch and is used to level and prepare ball fields. In order to keep the fields playable, safe and in good condition for all those playing the game, the groomer does the following:
    - Cuts-up/breaks-up, rakes, levels, rolls, and brushes our infields.
    - Eliminates water pockets (puddles) by breaking them up and levelling them.
    - Keeps a consistent 1/4" to 3/8" of loose infield product, which provides safe play and prevents injury.
    - Prevents weed and grass growth over in the infield.
  - b) Our existing infield groomer is estimated to be over 20 years old.
    - It needs all 6 assemblies replaced (ripper blade, rake, roller, leveler, rubber scraper, and broom).
    - The frame is bent.
    - The roller drum is worn right through and the bearings are seized.
    - The ripper blade has 2 operational sides, so it can be flipped. Both sides are completely worn down, so it is minimally effective.
    - The rake assembly has many bent and missing tongs.
    - The leveler blades, rubber scraper and broom are all completely worn down/off.
    - Our infield groomer does not have a water tank on it, but it is highly recommended to have a groomer with a water tank so that the fields won't be so dusty and the clay won't be so dry and hard.
    - A new groomer will allow us to better maintain our fields and will be utilized in our newly created ball field maintenance program, which will commence in the upcoming summer.

Notes from the Capital Justification, RS-150, page G53:

- Required parts are to repair are approximately \$5,245.10 + freight & labour.
- Capital purchase is a budgetary price of \$10,000, which recommended to be purchased \$5,000 from Development Charges and \$5,000 from taxation.

2. Mountain Memorial Park Building Roof Replacements: 1-5-7240-8000  
 It was recommended by a Council member, that consideration be given to replacing the shingles on the 2 Mountain Memorial Park buildings, with shingles, as opposed to metal. The budgetary cost of replacing the roofs with metal is \$35,000. According to a reputable, local contractor, metal is approximately 1/3 more cost, in comparison to shingles. 15–20-year shingles typically get 10-15 years of serviceable life. The metal sheets have a warranty of 40 years, but it typically much longer lasting.

3. Replacement of the Joel Steele Community Centre Roof: 1-5-7100-8000  
 A report from our roofing consultant was provided in the First Draft of the 2021 budget. A second opinion was solicited from an engineering firm. Options for repair and replacement are being explored further. It is recommended that this budget item be deferred until additional information is available. At that time, Council may review the information and options presented and provide direction. This capital project was included in the 2021 draft budget with no impact on this year’s taxation, as it is recommended to be funded from a loan, with the financing coming from future years.

4. Replacement of the Chesterville Ball Field Lights: 1-5-7200-8000  
 As noted in the Capital Justification sheet, 34 high pressure sodium light fixtures, surround the ball field in Chesterville. 5 lights are burnt out and the rest are very dim. It is recommended that we take advantage of the current Save On Energy (SOE) incentive and replace the fixtures with LED. This would result in a better lit field, as well as energy savings.

• Replacement cost of each fixture as per 2019 quote. \$370 x 34 fixtures	\$12,580
• Required mount for each light fixture as per 2019 quote. \$32 x 34 fixtures	<u>\$1,088</u>
	\$13,668
• 10% for inflation	<u>\$1,367</u>
	\$15,035
• Replacement, including labour, additional required parts/materials, bulb recycling, rental of a lift, ESA permits, etc. \$625 x 34 fixtures	<u>\$21,250</u>
	\$36,285
• The current SOE incentive is \$275/fixture x 34	- \$9,350
• ICIP COVID-19 Funding anticipated	<u>- \$26,950</u>
➤ Net impact on taxation anticipated	\$0

5. Chesterville Tennis Court: 1-5-7210-8000  
 The tennis court in Chesterville has many cracks, as well as an uneven playing surface. The replacement was planned to take place in 2020, but was deferred. The front section of fence, which meets the parking lot, has fence posts which are leaning into the courts. The front section also has many waves, as well as

various locations where the chain link was noticeably repaired. The other 3 sides of fencing are in good condition. Full funding support is potentially available through the ICIP COVID-19 grant, as well as the Save On Energy program, should Council wish to go ahead with this project. Photos of the tennis court are attached in Appendix #1.

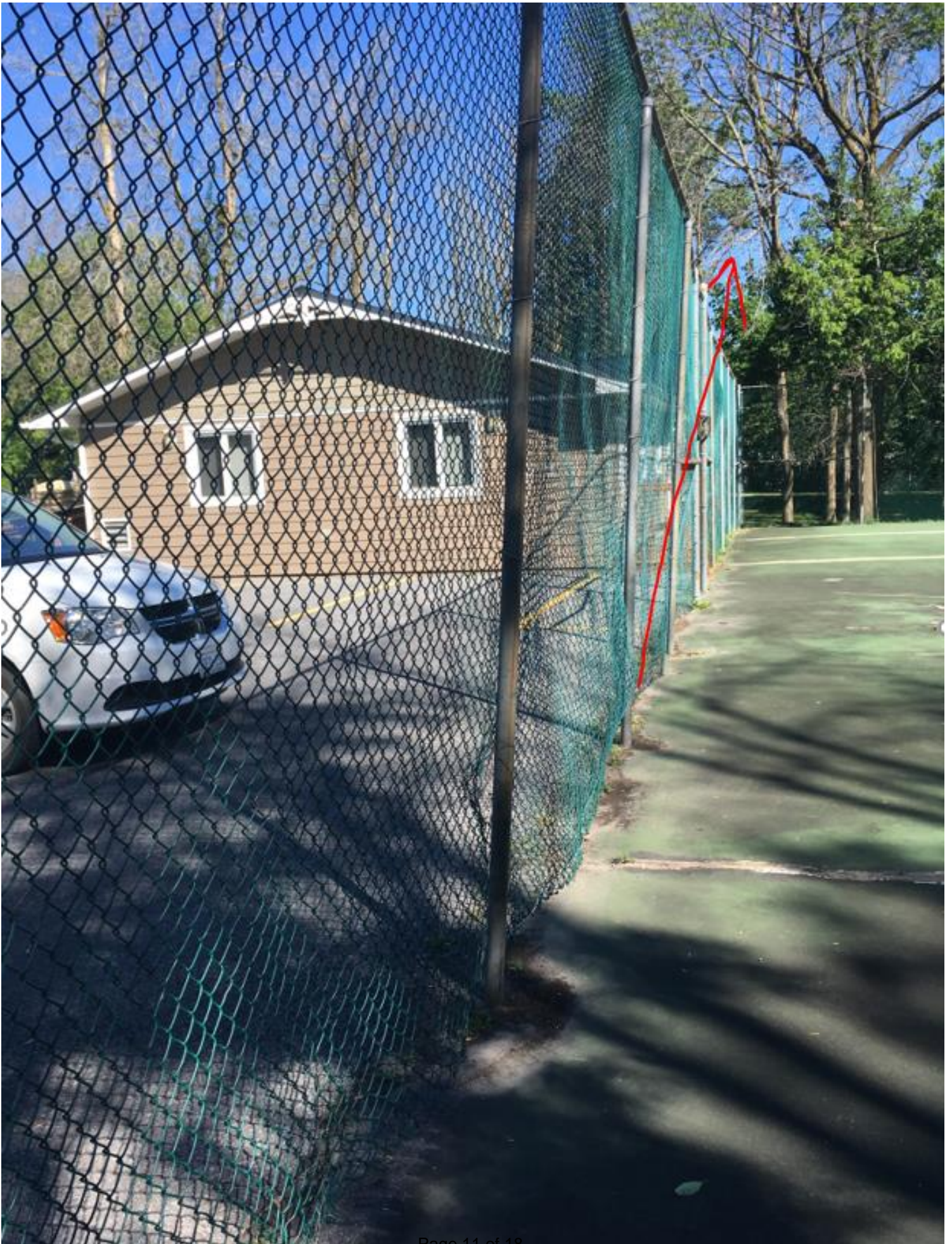
































## KEY INFORMATION REPORT

### Finance

March 10, 2021

#### SUBJECT: Budget Update

We would like to apprise Council of the status of the 2021 draft budget process as it currently exists.

A budget planning memo was circulated to all department heads in the fall of 2020

- Timetable was issued at that time to all departmental managers. CAO's office and treasury department held meetings with department heads during November and December.
- Dec 8<sup>th</sup> – 15<sup>th</sup>: First DRAFT presented to council with a net requirement from taxation of \$7,091,126: This represented an increase over previous year of \$303,269 or approximately 4.5%.
- January 6<sup>th</sup> 2021 – Managers' meeting and discussion with all department heads – requesting a review re: amendments to budgets.
- January 19<sup>th</sup> 2021; Feb 9<sup>th</sup> - meeting with Council to discuss

We are providing Council with a one-page summary of amendments by department – attached as "Appendix A".

#### In summary form the Draft Budget is as follows:

Taxation Requirements: <b>PRELIM DRAFT</b>	\$7,091,126
Increase to Capital Projects, (Pg. 1 of Appendix "A")	5,459
Decrease to Operating Costs (Pg. 1 of Appendix "A")	<u>(57,050)</u>
Revised Net Requirement from Taxation Levy	7,039,535
Previous Year's Levy (2020)	<u>6,787,857</u>
Increase over Previous Year	<b><u>\$251,678</u></b>
Percentage Residential Tax Rate Increase Over Previous Year	2.7%



**Township of North Dundas  
2021 Budget - 2nd Draft - Detailed - March 10, 2021**

Requirement from Taxation - As Presented on December 8 and 15, 2020

**\$ 7,091,126**

Department	Particulars	Change in Revenues		Change in Expense		Net Impact on Budget
		Account No.	Amount	Account No.	Amount	
<b>Changes - Capital</b>						
Administration	Removal of 3 laptops purchased in 2020. Purchased early to accommodate the ability to work remotely			1-5-1200-8000	(6,000)	(6,000)
Fire Services	Morewood Fire - Remove Hose Reel			1-5-2010-8000	(4,500)	(4,500)
Transportation Services	Wincrest Industrial Avenue - Adjust amounts to come from Reserves and Donations from Others based on year end review	1-4-3000-9001	25,000			-
		1-4-3101-8005	(25,000)			
	Purchase of 1/2 ton truck - carryforward from 2020	1-4-3218-9000	39,300	1-5-3218-8000	39,300	-
	Brush Head - Unfinanced Capital - shortfall from 2020			1-5-3217-9999	16,844	16,844
	Replace Dump Truck - recently damaged	1-4-3000-7950	273,267	1-5-3204-8000	285,000	-
		1-4-3204-9500	11,733			
Recreation, Culture and Other Facilities	Administration - remove computer and replace with docking station (\$1,200 to \$315)			1-5-7000-8000	(885)	(885)
	Old Town Hall - HVAC - additional funding to come from Grant Request	1-4-7600-8005	13,058	1-5-7600-8000	13,058	-
<b>Net Impact on Proposed Changes to Capital</b>			<b>337,358</b>		<b>342,817</b>	<b>5,459</b>
<b>Changes - Operations</b>						
All Departments	Savings in Employee Benefits based on most recent costs			1-5-XXXX-1111	(28,600)	(28,600)
Administration	FCM Funding - Asset Management Program	1-4-1600-5017	50,000			(50,000)
	COVID-19 Recovery Funding for Municipalities and offsetting potential expenses	1-4-1600-5018	186,938	1-5-1200-7400	186,938	-
	Additional purchases required to accommodate ability to work remotely	Transfer from COVID funding - Reserve funds	3,000	1-5-1200-7400	3,000	-
Transportation Services	Unfinanced Capital - Roads Needs Study			1-5-3101-9999	13,850	13,850
	Upgrades to office area at garage (originally estimated at \$6,000, revised to \$16,000) - Supply and install vinyl click floor in offices, lunchroom, hallways and bathroom, paint all areas, install closet doors in lunchroom, install baseboards and shoe mould	Transfer from COVID funding - Reserve funds	10,000	1-5-3300-7150	10,000	-
Recreation, Culture and Other Facilities	Estimated reduction in Ice Rentals - Winchester Arena	1-4-7100-7001	(33,675)			33,675
	Estimated reduction in Ice Rentals - Chesterville Arena	1-4-7150-7001	(19,600)			19,600
	Estimated reduction in Hall/slab Rental Revenue	1-4-7100-7003	(1,700)			1,700
	Offset with drawdown of COVID funding		54,975			(54,975)
	Memberships - Reduce - membership not required			1-5-7000-1320	(150)	(150)
	Chesterville Comm Park - Waterfront Dock - replace decking and ramps			1-5-7210-7150	4,000	4,000
	Morewood Park/Rink - Building Maintenance Projects - Increase from \$3,000 to \$3,200 - battery for ice resurfacer			1-5-7215-7150	200	200
	Inkerman Rink - increase repairs and maintenance from \$300 to \$700			1-5-7230-2400	400	400
	Winchester Ball Diamonds/Parks - Add new park sign for 100 Club Park			1-5-7270-7150	800	800
	Small Equipment Repairs and Maintenance - increase from \$1,000 to \$1,800			1-5-7758-2070	800	800
	Mountain Fire Station - Additional snow removal at dry hydrant on County Road 16. Consider South Dundas funding 50 %	1-4-2020-2700	1,000	1-5-2020-2475	2,000	1,000
	Hallville Fire Station - Install flag pole			1-5-2020-7150	900	900
	Donation to specific community organizations	1-4-7760-9250	5,000	1-5-7760-2530	5,000	-
	Ormond Park - Snow Maintenance			1-5-7280-2475	2,250	2,250
Waste Management	Savings in Water Monitoring Contract			1-5-4020-4010	(7,500)	(7,500)
	Renovations to office area to accommodate social distancing re: COVID-19	Transfer from COVID funding - Reserve Funds	1,000	1-5-4020-7400	1,000	-
	Increase vehicle repairs and maintenance for ladder assembly			1-5-4030-2400	5,000	5,000
<b>Net Impact on Proposed Changes to Operations</b>			<b>256,938</b>		<b>199,888</b>	<b>(57,050)</b>
<b>Total Net Impact on Proposed Changes</b>			<b>594,296</b>		<b>542,705</b>	<b>(51,591)</b>
<b>Revised Net Requirement from Taxation</b>						<b>\$ 7,039,535</b>

Previous Year's Levy (2020) 6,787,857  
 Increase in Dollars \$ 251,678  
 %age Incr (Decr) in Tax Rate 2.69%

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS**

**BY-LAW No. 2021-22**

***Being a By-law of the Corporation of the Township of North Dundas to adopt, confirm and ratify matters dealt with by resolution.***

**WHEREAS** the *Municipal Act, 2001*, as amended, provides that the powers of the Corporation of the Township of North Dundas, shall be exercised by By-law.

**AND WHEREAS** in many cases, action which is taken or authorized to be taken by the Township of North Dundas does not lend itself to the passage of an individual By-law;

**NOW THEREFORE** the Council of the Township of North Dundas enacts as follows:

- 1.0** That the actions of the Township of North Dundas at the Special Meeting held on March 10, 2021 in respect of each motion, resolution and other action taken by the Township of North Dundas at its meeting are, except where the prior approval of the Local Planning Appeal Tribunal or other authority is required by law, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-law.
- 2.0** That where no individual By-law has been or is passed with respect to the taking of any action authorized in or by the above-mentioned minutes or with respect to the exercise of any powers by the Township of North Dundas in the above-mentioned minutes, then this By-law shall be deemed for all purposes to be the By-law required for approving and authorizing and taking of any action authorized therein and thereby or required for the exercise of any powers therein by the Township of North Dundas.
- 3.0** That the Mayor and Members of Council of the Township of North Dundas are hereby authorized and directed to do all things necessary to give effect to the said action of the Township of North Dundas to obtain approvals where required and except as otherwise provided, the Mayor, or in the absence of the Mayor the alternate Head of Council, and the Municipal Clerk, or in the absence of the Municipal Clerk, the Deputy Clerk, are hereby directed to execute all documents necessary on behalf of the Township of North Dundas.

**READ and passed in Open Council, signed and sealed this 10<sup>th</sup> day of March, 2021.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK