

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

**STAFF REPORT**

**DATE:** October 8, 2024

**TO:** Council

**FROM:** Kathy Davis, Director of Corporate Services, Treasurer  
Dan Cousineau, Facilities & Project Manager  
Melanie Knight, Director of Development Services & Engineering  
Cory Smith, Director of Public Works

**SUBJECT: 2025 Budget Pre-Approvals**

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**RECOMMENDATION:**

**Motion 1:**

**THAT Council pre-approve spending for Building Condition Assessments for the 2025 budget in the amount of \$150,000 to be taken from reserves.**

**Motion 2:**

**THAT Council pre-approve spending for Consulting Fees related to the Community Services Master Plan for the 2025 budget in the amount of \$100,000 to be taken from reserves.**

**Motion 3:**

**THAT Council pre-approve spending for Recreation capital projects at the John Levi Community Center for the arena condenser replacement, concrete and asphalt repair work, emergency exit canopy construction, exterior door and frame work and air conditioning unit in the amount of \$285,000 to be taken from reserves (\$190,000), bank financing (\$70,000), and the 2025 operating budget (\$25,000)**

**Motion 4:**

**THAT Council approve the grant application for the Community Sport and Recreation Infrastructure Fund (Stream 1) for the arena condenser replacement, concrete and asphalt repair work, emergency exit canopy construction, exterior door and frame work and air conditioning unit.**

**Motion 5:**

**THAT Council pre-approve spending for County Road 29 Watermain Construction for the 2025 budget in the amount of \$1,951,831 to be taken from Development Charges (50%) and loan financing (50%).**

**Motion 6:**

**THAT Council pre-approve spending for the Wastewater Treatment Plant Environmental Assessment for the 2025 budget in the amount of \$350,000 to be taken from Development Charges (100%).**

**BACKGROUND:**

Staff have been working on multiple projects which span over the 2024 and 2025 budget years. To ensure continuity of these projects and timely issuance of Requests for Proposals (RFPs) and awarding of those contracts, staff are requesting budget pre-approval. Details can be found in the discussion below. Overall, staff are requesting pre-approvals as follows:

- 1) Corporate Services: \$150,000 from reserves
- 2) Community Services: \$100,000 from reserves
- 3) Recreation: \$190,000 from reserves  
\$ 70,000 debt financing  
\$ 25,000 from the 2025 Operating Budget
- 4) Water & Sewer: \$1,325,915 from Development Charges  
\$975,916 debt financing

**DISCUSSION:**

- 1) On May 7, 2024, Dan Cousineau, Facilities and Project Manager, presented Council with a proposed Project Charter for the Municipal Space Needs Assessment which is included in Council's current Strategic Plan. It was suggested that the project proceed in phases, the first phase of which involves obtaining Building Condition Assessments (BCAs) for the Municipality's facilities. At that time, Council directed staff to prepare and issue an RFP for the BCAs. The RFP has been issued and bids received. Staff are preparing to bring the results of that RFP to Council later on in October, and as such, would request pre-approval in the amount of \$150,000 so that the project can continue without delay. The number of BCAs required does result in a long timeline for completion of the project.
- 2) On September 24, 2024, Committee of the Whole received and discussed an update related to the Community Services Master Plan. The motion resulting from this discussion was: E

THAT Committee of the Whole recommend Council approve up to \$100,000 in funding from reserves to engage a consultant to complete the Community Services Master Plan.

This motion was deferred to the October 8<sup>th</sup> meeting to be considered with other pre-budget approvals.

- 3) On October 1, 2024, Committee of the Whole received a presentation from Calvin Murphy, Manager of Recreation, related to a grant application for the Community Sport and Recreation Infrastructure Fund (CSRIF). The CSRIF is a cost-shared program for up to 50% of eligible costs for municipalities aiming to build a better Ontario to foster healthier and more active lifestyles for families. The deadline for the grant submission is October 29, 2024. The proposed work for the grant application relates to upgrades at the John Levi Community Centre including: a new arena condenser unit, a new air conditioning unit, concrete and asphalt repairs, emergency exit canopy and exterior door and framework. These items total \$285,000 and are included in the draft 2025 budget for consideration. If the municipality is successful with its application, then the municipality will be responsible for \$142,500 in total costs and the costs in the table below would be reduced by 50% accordingly.

Staff request pre-approval for these 5 projects which are included in the 2025 draft budget as below:

Project	Requested funding from Reserves	Requested funding from Bank Financing	Requested funding from 2025 Budget	Total Requested Funding
Arena Condenser Replacement	\$110,000			\$110,000
Upper Hall Air Handling Replacement	\$80,000			\$80,000
Exterior Door & Frame Replacement			\$15,000	\$15,000
Concrete and Asphalt Repairs		\$70,000		\$70,000
Emergency Exit Canopy			\$10,000	\$10,000
<b>TOTAL</b>	<b>\$190,000</b>	<b>\$70,000</b>	<b>\$25,000</b>	<b>\$285,000</b>

- 4) There are two projects planned for water & sewer infrastructure for which staff are seeking pre-approval.

The first project relates to the County Road 29 Watermain from Well 6 to Dunn Street. In 2024, a total of \$983,000 was approved for this construction. At the time the 2024 budget request was made, this requested amount was based on the 2018 Water & Wastewater Master Plan, which incorporated 2016 and 2017 prices. Since then, due to inflation, that cost has increased. Additionally, changes in requirements for this project have contributed to a cost increase. As such, staff request that an additional \$1,951,831 be approved for this construction so that the project can proceed as planned. The project is eligible for 50% funding through Development Charges, which will need to be added to the 2024 Development Charges Background Study update and to the subsequent revisions to the Development Charges By-Law. Staff propose that the remaining 50% be funded through debt financing when the project is substantially completed. It should be noted that this project may be considered for Housing Enabling Water Systems Funding which could offset costs, but that there is no certainty related to this funding and that staff are currently working with County Public Works staff to undertake intersection improvements at Old Almonte Road and County Road 29 in conjunction with the watermain construction. In the event that funding is secured, this would proportionately reduce the applicable draw from Development Charges and the need for debt financing.

The second project as referenced in the Water and Wastewater Master Plan is the Environmental Assessment to determine the necessary upgrades to the Wastewater Treatment Plant as identified in the draft Water Wastewater Master Plan. Staff request that budget pre-approval in the amount of \$350,000 be secured so that staff can begin preparing the necessary RFPs and work commenced for this important project. The project is eligible for 100% funding through Development Charges, which will need to be added to the 2024 Development Charges Background Study update and to the subsequent revisions to the Development Charges By-Law.

**OPTIONS:**

Council may choose to approve all, some, or none of the budget pre-approval requests.

**FINANCIAL IMPLICATIONS:**

Project	Original Budget Request (already approved)	Additional Budget Request for 2025 Pre-Approval	2025 Budget Pre-Approval Request for New Projects	Total Cost of Projects in 2025 Budget
Phase 1 – Space Needs Study			\$150,000	\$150,000

Community Services Master Plan			\$100,000	\$100,000
CR 29 Watermain Construction – Well 6 to Dunn	\$983,000	\$1,951,831		\$1,951,831
Wastewater Treatment Plant EA			\$350,000	\$350,000
<b>TOTAL</b>	<b>\$983,000</b>	<b>\$1,951,831</b>	<b>\$600,000</b>	<b>\$2,551,831</b>

**STRATEGIC PLAN**

The budget pre-approval requests relate to Council’s Strategic Initiatives 1 and 4:

- 1) Safe and Sustainable
- 5) Sustainable Financial Stewardship

**PUBLIC ENGAGEMENT**

Ongoing public engagement related to the 2025 budget is being provided via budget spotlights.

**SUMMARY:**

Staff is requesting pre-approval for four projects that will be presented with the 2025 draft budget. The requests relate to continuity and timeliness of completion of these projects to enable further work and investment in the Municipality.

- 1) Corporate Services: \$150,000 from reserves for Building Condition Assessments
- 2) Community Services: \$100,000 from reserves for consulting related to the Community Services Master Plan
- 3) Recreation: \$190,000 from reserves, \$70,000 in debt financing, and \$25,000 from the 2025 operating budget for capital projects and improvements at the John Levi Community Center
- 4) Water & Sewer: \$975,916 from Development Charges and \$975,916 in debt financing for County Road 29 Watermain
- 5) Water & Sewer: \$350,000 from Development Charges for the Wastewater Treatment Plan EA

In addition, staff is requesting approval for the submission of a grant application related to 50% of the costs detailed in item 3) above.

Respectfully submitted by,

Kathy Davis,  
Director of Corporate Services, Treasurer

Reviewed by:

Name,  
Title

ATTACHMENTS:

N/A