

MUNICIPALITY OF CALVIN

2021CT36 - REPORT TO COUNCIL

REPORT DATE: July 29, 2021
ORIGINATOR: Cindy Pigeau; Clerk-Treasurer
SUBJECT: Potential Goals for Strategic Plan

BACKGROUND

The following is further information on potential goals for the Municipal Strategic Plan

Landfill - Single Stream:

Please see Report from Landfill Manager

Rising Operating Costs - Vehicles, Insurance, Internet:

Vehicle/Mileage Expenses – A new truck would be of benefit for the municipality for use by the Roads Department. Estimated monthly cost for the vehicle is \$500 per month (with 5 year financing), estimated gas expenses are \$4000 per year, maintenance and repair is estimated at \$2000 per year. In 2020, the mileage for the roads department was \$11,646.90 and in 2019 it was 11,625.46.

The vehicle could also be used by the Administration, Recreation, Landfill, By-Law, Animal Control and Cemetery Departments, however, scheduling may definitely become an issue with that many departments requiring the use of one vehicle. Two vehicles would be a better solution however, the expense then doubles. This is also assuming that Covid 19 restrictions are not still in place.

Insurance – We are up for renewal and we will be going out for tender this fall to obtain quotations for our municipal insurance. As we have seen municipal insurance costs have increasing significantly over the past few years. Increasing the number of vehicles we have will increase these costs due to newer vehicles, number of vehicles to be insured, etc.... One way we could control our insurance costs would be not have any high risk events on Municipal grounds. We could also remove the extra insurance for low risk events that was added in 2018. It is not a significant amount but it is approximately \$1000.00 per year to have this insurance coverage. We also just recently increased the coverage for our Volunteer Fire Fighters, which added to our insurance premium costs (approximately \$350.00).

Internet – A few different applications have been submitted to the upper levels of government for funding. We are still waiting for results of our applications to see if we have been awarded any funding. Other municipalities have put funds away in reserves to build a fund over a certain number of years to be able to fund an internet project themselves for their community. This may be something that Council would like to consider – setting a particular amount of money aside each year for improving internet access.

Animal Control:

Campaign for licensing your animal - A campaign can be run to try to improve members of the community to have their animals licensed but using our flyer and our social media outlets at a minimal cost. If however, Council would prefer that animals are microchipped, there would be a greater cost involved as we would have to hire a veterinarian to install the chip, we would have to purchase a chip reader, there would need to be staff hours allotted to organize multiple clinics for people to bring in their animals to be chipped.

If other animals are to be included in these clinics as well then the by-law would have to be re-written to include the other animals and there would most likely need to be an increase in staff to accommodate the extra calls depending on how many different types of animals are included.

Extra staff may also be required if Council would like to switch from complaint driven responses to patrolling for violations as well as coverage for weekends. Please note however, that we are currently looking at a shared services agreement with Papineau-Cameron for coverage on weekend and holidays but it has been paused for the moment, until they have hired someone to fill the vacancy.

Signage to Direct People into Calvin:

A billboard sign can range from \$300 to \$5000 depending on size. The Municipality would need to apply to the Province to be able to put a sign on any highway and also follow the appropriate regulations. The fee for putting a billboard along the side of a highway is \$770.00 and the permit is good for 5 years.

Council would need to decide what size of sign, what they wanted on it and where to put the signs.

Financing for Infrastructure:

Roads - The hard surfacing of Boundary Road and Peddlers Drive is done approximately every 7 years and the cost was approximately \$300,000 in 2019.

Municipal Buildings – The Municipal Office was built in the late seventies and the addition was put on in the late eighties. At some point the municipal office and community hall may need to be updated. The cost of this is too hard to estimate at this time as we have no idea what building materials will cost when that time comes. Currently, there are doors and windows that need to be replaced.

It has been discussed that a building needs to be added to the Landfill to improve the working conditions for the employees at the Landfill. It has also been discussed to insulate the rink building. Council may want to consider replacing the rink building with something that was insulated but then there are concerns about the washrooms, septic hook up, weather conditions and care of these washrooms, etc.....

We are currently in the second stage of the Shared Services Assessment project that we have received funding to complete. This is being done with some of the smaller regional municipalities for things such as Group Buying (which we have already signed up for through AMO), shared IT, shared legal, shared HR, etc.....

It would also be recommended that in order to be able to save and plan for capital purchases that Council develop a Capital Purchase Long Term Budget.

Chief Administrative Officer (CAO):

CAO implementation has already been discussed with Council and further reports will be forthcoming on this subject.

Training for Council:

A particular dollar amount could be put into the budget for training for Council. A recommended amount would be \$3000-\$5000.

Roads Needs Study:

An estimated cost for an updated Roads Needs Study would be \$25,000-\$35,000. There may be an opportunity to apply for funding for this study or possibly using OCIF or Gas Tax Funding but further research would need to be done to confirm this. Also, it would need to be taken into consideration that if we use OCIF or Gas Tax funding for the Roads Needs Study then it would be taking away from what we use the Gas Tax and OCIF Funding for, namely the Hard Surfacing. The cost of the Roads Needs Study could potentially be \$10,000-\$15,000 if we could find another municipality that is interested in doing one as well to get a group rate.

Development of Recreation Department:

The band shell can and has been repurposed at the present time as a shaded picnic area in the summer and a viewing area of the ice rink in the winter. There was not cost associated with this repurposing.

The recommendation for the cisterns would be to declare them as surplus and put out a request for bids for anyone who is interested in purchasing them. The area could then be used for winter storage for paint, lawn equipment, etc..... It could also be used as a work area. This would then allow for a smaller area of the building to be heated in the winter and would hopefully cut down on heating costs. As idea that was presented to Council during budget talks is to install a propane furnace as well as insulate the building to help reduce the heating costs over the long run. The estimated cost of the furnace is \$12,000 and a cost estimate of the insulation and siding required to insulate the building has not been provided at this time due to the higher than normal costs associated with any building materials due to Covid 19.

Respectfully submitted;
Cindy Pigeau
Clerk Treasurer

MUNICIPALITY OF CALVIN
REPORT TO COUNCIL
Recreation, Cemetery, Landfill JG2021-14

REPORT DATE: 29/07/2021
ORIGINATOR: Jacob Grove – Landfill Manager
SUBJECT: Recycling

BACKGROUND

Council requested a report on single stream recycling.

Additional Information

The Blue Box program is in the transition to producer responsibility and Calvin is set to switch over on April 1st, 2025.

Attached to this report in “Blue Box Transition Schedule” and Ontario Regulation 391/21. The regulation is attached to give Council a better picture of what the new recycling program will look like after we transition.

One company has been found that would allow paper to be comingled with plastic and metal, but still would require cardboard to be separated. The sorting fee for this would be double (\$100 per tonne.) our current fee of just under \$50.00 per tonne and trucking/shipping would increase as this facility is further away. They are not interested in trucking/shipping the bins and suggested we use our current contractor to ship the material to their site. This company can also provide a curbside pick-up service: pick up recycling every two weeks per house \$3250.00 monthly and sorting fee \$150.00 a metric ton. This would be approximately a \$37,000 increase to recycling. It is also unclear if the curbside pick-up will still require residents to sort recyclables.

While these options may not be a completely comingled blue box they do require less sorting by residents. If council wishes to move forward with one of these options then we should proceed with a formal quotation.

Recommendation

Given the information provided, it is the recommendation of staff to continue with our current program as it is the most cost effective.

Through reviewing Regulation 391/21 Council should also note we are in the transition and this will also impact any changes made now. Producer will not be obligated to maintain change made in the transition period.

Respectfully submitted;

Jacob Grove
Landfill Manager

Cindy Pigeau
Clerk - Treasurer

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE August 3, 2021

NO. _____

MOVED BY _____

SECONDED BY _____

“That the next meeting for the development of the Municipality of Calvin’s Strategic Plan will be held October 5, 2021 as a Special Meeting of Council.

Directives to Clerk-Treasurer – To finalize the list of Strategic Initiatives as per the discussion this evening for the next meeting. As per the Strategic Planning Workbook, the October 5, 2021 Meeting a draft of the Strategic Plan will be brought to Council.

CARRIED _____

DIVISION VOTE

<u>NAME OF MEMBER OF COUNCIL</u>	<u>YEA</u>	<u>NAY</u>
<u>Coun Cross</u>	_____	_____
<u>Coun Maxwell</u>	_____	_____
<u>Coun Olmstead</u>	_____	_____
<u>Coun Shippam</u>	_____	_____
<u>Mayor Pennell</u>	_____	_____