



# SMITHS FALLS

RISE AT THE FALLS

## THE CORPORATION OF THE TOWN OF SMITHS FALLS

### COMMITTEE OF THE WHOLE MEETING

#### MEETING MINUTES

January 27, 2025, 5:00 p.m.

Council Chamber, Town Hall

Members Present: S Pankow, Mayor  
J Brennan, Councillor  
C McGuire, Councillor  
P McKenna, Councillor  
J Miller, Councillor  
D Quinn, Councillor  
S Robinson, Councillor

Student Councillors R Smith

Staff Present: M Morris, Chief Administrative Officer  
K Costello, Clerk  
R Chesebrough, Fire Chief  
K Grenke, Senior Planner  
S Clark, Director of Community Services  
P Dowber, Director of Corporate Services/Treasurer  
J Empey, Police Chief  
C Kettyle, Deputy Police Chief  
P McMunn, Director of Public Works & Utilities

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#### 1. LAND ACKNOWLEDGEMENT

Chair P McKenna read the Land Acknowledgement.

#### 2. CALL TO ORDER

The Chair called the meeting to order at 5:06 PM

#### 3. APPROVAL OF AGENDA

Council concurred to amend the agenda as follows:

In Camera Item 9.2 to be discussed first. Then move on to Priority Items 10.2, 10.3, 10.4, and Correspondence Item 12.1.

Priority Item 10.1 and In-Camera Item 9.1 to be discussed last.

Moved by J Miller  
Seconded by S Robinson

THAT the January 27, 2025, Committee of the Whole Meeting Agenda be approved as amended.

Carried

**4. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST AND GENERAL NATURE THEREOF**

Councillor Robinson declared a pecuniary interest respecting item 10.1 and 9.1 as it relates to the Police Services. S Robinson noted that his daughter in law is the Chief of Police.

**5. APPROVAL OF MINUTES**

Moved by J Miller  
Seconded by J Brennan

The Minutes of the December 16, 2024, January 6, 2025, and January 13, 2025, Committee of the Whole Meetings be approved as circulated.

Carried

**6. DELEGATIONS**

**7. CAO/DIRECTORS VERBAL REPORTS**

K Grenke, Manager of Development Services

Climate Action Working Group has launched a survey that closes January 31st. Available on the Town's website.

On March 6th the Town is hosting a public session for the Heritage Conservation District Plan. Press release to be issued shortly.

Congratulated Marie Elmsley who has completed the AMCTO Primer on Planning course.

P McMunn, Director of Public Works & Utilities

The Green Construction through Wood program encourages the use of innovative wood-based building technologies in construction projects. The Town applied for funding through this program and have been notified that we were advancing into a full project proposal process. That was completed with costing and logistics. Our project (Confederation Drive Pedestrian Bridge) was shortlisted, and we were later notified that we were approved for \$495,000. The

contribution agreement has been signed by the Clerk and returned to the Minister of Natural Resources.

M Morris, Chief Administrative Officer

M Morris advised of their delegation last week with the Ministry of Infrastructure at the ROMA Conference. While our ministerial delegation may not have produced the result we were seeking (denied funding under the Housing-Enabling Water Systems Fund (HEWSF) Intake II for the Trunk Watermain Upgrade and Sewer Separation), it positioned us for a strong application to the Health and Safety Water Stream funding program announced by Minister Surma at the conference. Staff will immediately turn our attention to this opportunity.

**8. COMMITTEE OF THE WHOLE CONSENT REPORTS**

**9. IN CAMERA/CLOSED SESSION**

**9.1 Matter in Respect of which Council, Board, Committee or Other Body may hold a Closed Meeting under another Act (S Pankow)**

*S Robinson having disclosed an interest in this item, was not in the room and did not participate in the discussion.*

Moved by J Miller

Seconded by J Brennan

THAT Council of the Corporation of the Town of Smiths Falls, as provided in Section 239 (2) (g) of the Municipal Act 2001, as amended move into a closed meeting at 7:02 p.m. to discuss a matter in respect of which council, board, committee or other body may hold a closed meeting under another Act

Carried

Moved by J Brennan

Seconded by J Miller

THAT Council revert back into open session at 7:50 p.m.

Rise and Report: Council received information.

Carried

**9.2 Personal Matters about an Identifiable Individuals (K Costello)**

Moved by S Robinson

Seconded by J Miller

THAT Council of the Corporation of the Town of Smiths Falls, as provided in Section 239 (2) (b) of the Municipal Act 2001, as amended move into a closed meeting at 5:24 p.m. to discuss personal matters about identifiable individuals.

Carried

Moved by J Miller

Seconded by S Robinson

THAT Council revert back into open session at 5:33 p.m.

Rise and Report: Council discussed committee appointments. To be added as a Priority Item.

Carried

## **10. PRIORITY ISSUES/REPORTS**

### **10.1 2025 Budget/Second Draft (P Dowber)**

Reviewed Report 2025-009 Staff presented a first draft of the 2025 operating and capital budgets at the December 9, 2024, Committee of the Whole meeting. The first draft represented a residential tax rate increase of 9.6% and water and wastewater increase of 5.5% and 3.5% respectively in projecting revenues. Committee directed staff to find savings in the second draft with a target increase of 6% for the Police budget and rate of inflation (2.38% as at October) for the rest of the operating budget which would result in an overall tax rate increase of 8.38%. The 2025 second draft includes the following changes from the first draft:

- Decrease tax levy to 7% from 9.6%
- Decrease \$1M in the 2025 capital work
- Increased grant revenue of \$495,000 from Natural Resources Canada through their Green Construction through Wood program for Confederation Bridge
- Increased anticipated 2025 ending Capital Reserve balance (positive balance)
- Average property tax increase per household in 2025 reduced from \$298 to \$217

Presentation attached as Appendix A.

S Pankow arrived at 6:19 PM.

P Dowber noted that the only department to have hired before budget approval is the police.

J Brennan questioned why the additional bylaw enforcement officer was not listed in second draft as he had supported that item and the removal of one of the Public Works positions.

S Robinson agreed with J Brennan and noted the other Public Works position could be deferred until 2026.

J Crowder reviewed Economic Development presentation. Attached as Appendix B.

A Foster reviewed the Library budget. Attached as Appendix C.

*Council recessed discussion on the budget and went into Closed session (9.1) at 7:02 PM.*

*S Robinson having disclosed an interest in this item, was not in the room and did not participate in the discussion.*

*Council resumed budget deliberations at 7:50PM*

S Pankow noted that the survey showed that there is a low number of responders who want a property tax increase. Cost of living has made things difficult. Struggles with a burden we may place upon citizens. Wants to see if we can do better. May mean a reduction in capital work or squeeze operational.

P McKenna noted that he has a tremendous concern over the cost of policing.

D Quinn would be happy at 5 - 5.5%.

S Robinson does not want an increase any higher than needed. Cautioned there will be backlash if we must cut services.

C McGuire would like staff to look at things and bring it lower. Get rid of services that do not bring any value. Look at Economic Development budget.

J Miller noted that staff workloads for staff are unmanageable and not sustainable. Not keen on reducing services in a significant way. Can live with a 7% increase.

M Morris noted that workloads are monitored. I.T. Strategy will assist in doing more with the same number of people. What needs to be done to

maintain a level of service? User fees could be an opportunity (i.e. garbage pick up). There will be pushback. Will need to have this discussion in 2025.

S Pankow would like staff go back and try and find \$400,000 and advise Council of some options.

Councillor Robinson declared a pecuniary interest with discussion regarding the Police budget. He left the room for this discussion.

P McKenna noted that the Police budget takes up a considerable amount of our budget. There is a process that allows Council an objective third party to look at the costs. The Police Services Board and Council would get together with a conciliator and it would be a discussion/negotiation. Arbitration would be the next step after that. Our per capita cost is much higher in Smiths Falls.

Although J Brennan understands where P McKenna is coming from, the Board has approved their budget. The Chief and Deputy have provided a budget of what they feel we need. Not in favour of questioning police budget. Agrees with S Pankow's suggestion for staff go back and try and find \$400,000.

C McGuire supports P McKenna's and feels we should take advantage of the using a conciliator.

P McKenna's suggestion not supported by majority.

P Dowber asked about Council's feedback on the Railway Museum of Eastern Ontario request for funding.

J Miller cautioned about sending staff back to find savings without any direction.

M Morris mentioned that Council could look at funding one-time expenses with reserves. Would there be an appetite to use rate stabilization reserve?

**ACTION:** Staff to come back options for reducing by 6% and 5%. M Morris noted that the water and wastewater rates need to be discussed as bills going out next week. All supported a 5.5% and 3.5% increase in rates for water and wastewater respectively for 2025.

#### **10.2 2025 Temporary Borrowing By-Law Report 2025-08 (P Dowber)**

P Dowber reviewed Report 2025-08 and advised that he is looking obtain Council approval to allow the Town of Smiths Falls to temporarily borrow funds, if necessary. This borrowing by-law is for the Town's line of credit or overdraft privileges. It is rarely used but is recommended for unforeseen circumstances. Supported.

ACTION: To be brought forward to the next meeting of Council.

#### **10.3 Bellamy Farm Phase 3 Subdivision Agreement Report 2025-008 (K Grenke)**

K Grenke reviewed Report 2025-008 and requested Council authorize a Subdivision Agreement with 1686994 Ontario Inc. (Park View Homes) to administer the third phase of the Bellamy Farm Subdivision, following completion of the reference plan outlining servicing easements and reserves. The purpose of this subdivision agreement is to present Council with a subdivision agreement in partial fulfillment of the Town's conditions of draft approval relating to a portion of the Bellamy Farm Subdivision. This block contains a total of 33 townhouse blocks (totaling 156 townhouse units) as well as two streets, one parkland block, one open space block, two path blocks and associated infrastructure dedications. The execution of this agreement satisfies most applicable conditions of draft approval, and the agreement will be registered immediately upon registration of the Plan. Upon execution of this agreement and receipt of applicable clearance letters from departments and agencies, the Town will be in position to give final approval for this phase. Supported.

ACTION: To be brought forward to the next meeting of Council.

#### **10.4 Montague Boundary Negotiations – Choosing Committee Members Report 2025-007 (M Morris)**

M Morris advised that he is looking to re-affirm the previous Council's support to review, in partnership with officials from Montague Township, the 2010 Boundary Adjustment Agreement between the parties related to the former Rideau Regional Centre property. reviewed report. Requesting three items:

- direct staff to initiate discussions with Montague Township to review the terms of the 2010 Boundary Adjustment Agreement

- appoint the Mayor, two members of Council, and the Chief Administrative Officer to represent the Town

- authorize a sole source procurement with Hemson Consulting Ltd to undertake a comprehensive Financial Impact Study to examine the municipal financial implications of developing the property known as the Gallipeau Centre

P McKenna asked Council to consider allowing the Mayor to choose the two people he feels would get results.

S Pankow noted that he is comfortable with this, and P McKenna and S Robinson would be his preference.

ACTION: To be brought forward to the next meeting of Council.

### **10.5 Committee Appointments**

K Costello advised that new applications had been received and vetted through staff. The following are recommended for appointment for the remainder of this term of Council:

MUNICIPAL HERITAGE COMMITTEE	PUBLIC ARTS ADVISORY COMMITTEE
Lorraine Allen	Elizabeth Stienberg
Jonathon Lee	Pamela Craig

ACTION: To be brought forward to the next meeting of Council.

## **11. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES**

S Robinson advised that he had attended ROMA and was hoping for an update on property assessment but that was not on the agenda.

Assessments are based on a comparable home value from 2016 - not what you would pay today. MPAC does offer some resources at mpac.ca.

P McKenna advised that he too had attended ROMA but found that there was very little about municipal politics.

Lanark County Paramedics will go live on February 5th with medical emergency dispatch. P McKenna has asked the Chief to come and make a presentation. Clerk to reach out for a delegation.

## **12. INFORMATION LISTING/CORRESPONDENCE ITEMS**

### **12.1 December 12, 2024, Letter from Hon. Paul Calandra, Minister of Municipal Affairs and Housing**



ACTION: Likely that this week that there will be a provincial election called so this may be suspended. Staff to bring back a report if this legislation re-appears.

**13. NOTICE OF MOTIONS**

**14. ADJOURNMENT**

Moved by S Robinson  
Seconded by J Brennan

THAT the Committee adjourn its proceedings 8:47 p.m. and stand so adjourned until the next duly called Committee meeting.

Carried

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Mayor

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Clerk



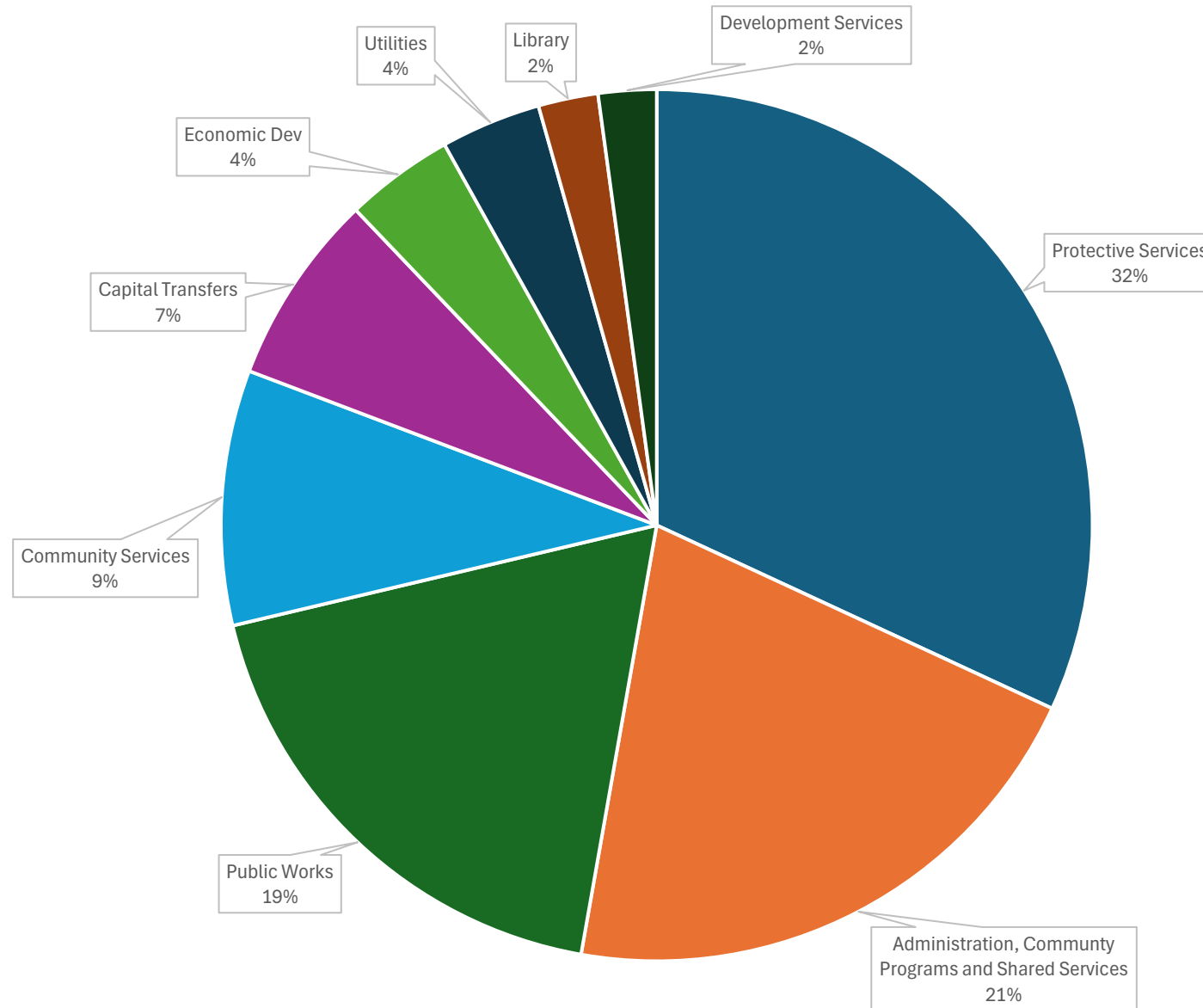
# 2025 BUDGET

2<sup>nd</sup> Draft  
January 27, 2025

# Changes From 1<sup>st</sup> Draft

Increased Revenues from Growth	(200,000)	Final 2025 CVA numbers from MPAC shows \$65.5M of assessment growth mainly in Multi-Residential, Residential and Commercial
Increase in CDC funding	(150,000)	The province switched to a cost-based funding model. Results were reviewed with the County and Town staff to confirm an increase of \$150K
Increase in Wastewater Revenues	(85,000)	Additional Wastewater revenues
Decrease in Police IT	(80,000)	A portion of IT expenses moved to one-time grant funding in 2025
Insurance	(75,000)	Lowered insurance increase based on updated information
Miscellaneous changes	(8,000)	
County Shared Services	21,000	Bridge House Project enhancement
Heritage House Grant	35,000	OTF grant not successful in 2025
Railway Museum Contribution	50,000	As directed by COW
Total Reduction	(492,000)	

## Net Expenses



	2024 Budget	2025 Budget	First round	Variance	2025 \$ Change	2025 % Change
<b>Corporate Revenues</b>						
Property Taxes	(19,326,028)	(20,687,859)	(21,178,503)	490,644	(1,361,831)	7%
Assessment Growth		(1,200,000)	(1,000,000)	(200,000)	(1,200,000)	
Payments in Lieu	(495,079)	(500,267)	(503,065)	2,798	(5,188)	1%
Operating Grants and Provincial Offenses	(3,367,300)	(3,368,290)	(3,368,290)	0	(990)	0%
	(23,188,407)	(25,756,416)	(26,049,858)	293,442	(2,568,009)	11%
<b>Administration, Library and Community Programs</b>						
Mayor and Council	312,140	319,445	315,412	4,033	7,305	2%
Community Programs	433,466	464,845	354,845	110,000	31,379	7%
Shared Services	2,832,995	3,056,179	3,033,688	22,491	223,184	8%
Administration	1,101,721	1,132,674	1,092,441	40,233	30,953	3%
IT Services	390,388	403,577	403,577	(0)	13,189	3%
Library	484,263	571,941	572,063	(122)	87,678	18%
	5,554,973	5,948,661	5,772,026	176,635	393,688	7%
<b>Transfer to Capital from Operations</b>	1,789,053	1,831,632	1,831,632	0	42,579	2%

	2024 Budget	2025 Budget	2025 \$ Change	2025 % Change
<b>Protection Services</b>				
Police Services	5,494,442	6,588,866	1,094,424	20%
Fire Services	1,264,915	1,402,704	137,789	11%
By-Law	227,099	225,597	(1,502)	-1%
	<u>6,986,456</u>	<u>8,217,167</u>	<u>1,230,711</u>	<u>18%</u>
<b>Community Services</b>				
Community Services Administration	524,826	769,454	244,628	47%
Parks	381,485	526,090	144,605	38%
Community Facilities	989,949	827,682	(162,267)	-16%
Hillcrest	55,281	38,709	(16,572)	-30%
Day Care	188,222	135,945	(52,277)	-28%
Crossing Guards	35,463	40,117	4,654	13%
Special Events	0	98,000	98,000	100%
	<u>2,175,225</u>	<u>2,435,997</u>	<u>260,772</u>	<u>12%</u>
<b>Economic Development and Tourism</b>				
Economic Development	548,254	524,046	(24,208)	-4%
Tourism	148,000	244,873	96,873	65%
Small Business Advisory Centre	0	0	0	0%
Heritage House Museum	173,858	270,673	96,815	56%
Downtown Business Association	0	(0)	(0)	0%
	<u>870,112</u>	<u>1,039,592</u>	<u>169,480</u>	<u>19%</u>

**Development Services**

Planning	494,717	486,622	(8,095)	-2%
Conservation Authorities	63,935	68,569	4,634	7%
Building and Inspection	0	0	0	0%
	<u>558,652</u>	<u>555,191</u>	<u>(3,461)</u>	-1%

**Public Works Services**

Public Works	3,086,393	3,430,181	343,788	11%
Engineering	362,356	320,162	(42,194)	-12%
Environmental Services	868,025	999,981	131,956	15%
Airport	27,603	19,810	(7,793)	-28%
	<u>4,344,377</u>	<u>4,770,133</u>	<u>425,756</u>	10%

**Utilities**

Water Treatment and Distribution	461,576	476,177	14,601	3%
Wastewater Treatment	447,981	481,865	33,883	8%
	<u>909,558</u>	<u>958,042</u>	<u>48,484</u>	5%

Total Net Budget

<u>(0)</u>	<u>(0)</u>	<u>(0)</u>
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# Additional Staff

Dept	Additional FTE's
Police	5.00
Roads	2.00
CDC	1.75
Community Services	2.50
Corporate Services	1.00
Library	0.70
Fire	0.50
Total	13.45



# Changes From 1<sup>st</sup> Draft Capital

	Draft #1	Draft #2	Variance	Impact on Budget
Deferral of Streetsweeper -PW	635,000	0	(635,000)	Decrease in capital reserve requirements in 2025
Removal of SCBA Washer	230,000	0	(230,000)	No effect as the first draft was contingent on successful grant application
Reduction of Fire Hose and FIT Testing	27,000	8,230	(18,770)	No effect as the first draft was contingent on successful grant application
Deferral of Bellamy Farms Playground	165,000	0	(165,000)	Decrease in capital reserve requirements in 2025
Confederation Bridge Grant	0	(495,000)	(495,000)	Decrease in capital reserve requirements in 2025
Increase in ALPR - Police	60,000	64,500	4,500	Increase in capital reserve requirements in 2025
Total	1,117,000	(422,270)	(1,539,270)	

# 2025 Capital Projects

Budget					Funding						
Totals	Capital Budget	2025 Projects	2026 Projects	2027 Projects	Carry Over Reserve	2025 Capital Reserve	DCs	FGT	OCIF	Debt	Grant
	Fire	335,730	600,000	-	-	(118,000)	(209,500)	-	-	-	(8,230)
	Police	244,500	-	-	-	(244,500)	-	-	-	-	-
	Parks	978,000	463,000	85,000	-	(978,000)	-	-	-	-	-
	Facilities	1,051,500	270,000	217,000	-	(1,051,500)	-	-	-	-	-
	Library	30,000	-	-	-	(30,000)	-	-	-	-	-
	Water	11,363,000	5,825,000	-	-	(1,218,000)	(1,521,750)	-	-	(7,835,500)	(787,750)
	Wastewater	720,000	175,000	-	-	(720,000)	-	-	-	-	-
	Public Works	2,886,000	635,000	-	-	(2,391,000)	-	-	-	-	(495,000)
	Construction	2,949,272	-	-	-	(1,466,662)	-	(517,216)	(965,394)	-	-
	Planning	-	-	-	-	-	-	-	-	-	-
	Economic Development	-	-	-	-	-	-	-	-	-	-
	Corporate Services	175,000	-	-	-	(175,000)	-	-	-	-	-
	Total	20,733,002	7,968,000	302,000	-	(8,392,662)	(1,731,250)	(517,216)	(965,394)	(7,835,500)	(1,290,980)

# 2025 Capital Projects

Budget					Funding					
	Projects	2025	2026	2027	2025 Capital Reserve	DCs	FGT	OCIF	Debt	Grant
Fire	CAD Upgrade	60,000			(60,000)					
	Fire Hose and FIT testing machines	8,230								(8,230)
	Tanker Replacement	200,000	600,000			(200,000)				
	Tree saw, vent saw	18,000			(18,000)					
	Drone purchase	9,500				(9,500)				
	Replacement of SCBA Filling Machine	40,000			(40,000)					
	Total	335,730	600,000	0	(118,000)	(209,500)	-	-	-	(8,230)
Police	Annual Vehicle Replacement	70,000			(70,000)					
	Automated License Plate Readers	64,500			(64,500)					
	NG 911 System	25,000			(25,000)					
	Ballistic Helmets	20,000			(20,000)					
	CAD Mapping	65,000			(65,000)					
	Total	244,500	-	-	(244,500)	-	-	-	-	-

# 2025 Capital Projects

Budget					Funding					
	Projects	2025	2026	2027	2025 Capital Reserve	DCs	FGT	OCIF	Debt	Grant
Parks	Accessibilty Signage (non-verbal communication assist)	15,000			(15,000)					
	Rockers - Alexander Park	6,000			(6,000)					
	Splash Pad Repair and Upgrades - Lower Reach Park	40,000			(40,000)					
	Aluminum Bleachers - Various Parks and Playgrounds	30,000			(30,000)					
	Sport field Lighting - Sports fields- upgrade to LED		75,000	75,000	-					
	Walkway upgrades - Various Parks and Playgrounds	10,000			(10,000)					
	Park Groomer - All Water-side parks; Hillcrest	12,000			(12,000)					
	Goose Hazing - All Water-side parks	50,000			(50,000)					
	Power upgrades- Boat Mooring - Centennial Park		18,000		-					
	Water infrastructure (tower) Centennial Park - Centennial Park		15,000		-					
	Updated Park and Playground Signage		25,000	10,000	-					
	Rolling Sports fields - Lower Reach; Community Centre complex		15,000		-					
	Bellamy Farms Playground - Bellamy Farms (new)		165,000		-					
	tables x 4) - Abbott and Lombard; Victoria Park; Alexander Park	25,000			(25,000)					
	Urban Forest Expansion	15,000			(15,000)					
	Picnic Shelters x 2 - Alexander Park	15,000			(15,000)					
	New performance stage- Lower Reach - Lower Reach Park	10,000	150,000		(10,000)					
	Lower Reach Parking Lot - Lower Reach Park	750,000			(750,000)					
	Total	978,000	463,000	85,000	(978,000)	-	-	-	-	-

# 2025 Capital Projects

Budget					Funding					
	Projects	2025	2026	2027	2025 Capital Reserve	DCs	FGT	OCIF	Debt	Grant
Facilities	Furnaces at HHM (two required) - HHM			25,000	-					
	Furnace at Kinsmen - Kinsmen Building	7,500			(7,500)					
	Ice Resurfacer - MCM/Youth Arena	190,000			(190,000)					
	Tables and chairs - Community Centre Hall/Youth Arena Hall	12,000			(12,000)					
	Town Hall Complex Roof, Returned Eaves and Cupola Replacement	225,000			(225,000)					
	Furnace Replacement - Town Hall Complex Basement	12,000			(12,000)					
	Christmas Light Upgrades - Various facilities			50,000	-					
	Chapel upgrades at Hillcrest - Hillcrest		15,000	10,000	-					
	Visitor Services Upgrades - Victoria Park	20,000	35,000	35,000	(20,000)					
	Water Infrastructure - new well at Cemetery	20,000			(20,000)					
	Chiller - Youth Arena (dependant on Feasibility Study)	150,000			(150,000)					
	Replacement Air Handling Unit - Memorial Community Centre	45,000			(45,000)					
	Cemetery Software	13,000			(13,000)					
	MCM kitchen - Community Centre Hall		25,000	25,000	-					
	Town Hall Breaker Replacement - Town Hall Complex			12,000	-					
	Station Theatre HVAC - Station Theatre			35,000	-					
	Wall Mounted Garage Door Openers (x 2) and 2 Doors - Fire Hall	22,000			(22,000)					
	New Fire Hall Feasibility Study - Study- Fire Hall		20,000		-					
	Building Condition Assessments (all assets) - Assessments for priority facilities	60,000			(60,000)					
	MCM Barrel Roof Repair - Memorial Community Centre Complex	25,000	25,000	25,000	(25,000)					
	HHM Painting- Exterior - HHM	40,000			(40,000)					
	HHM Painting- Interior - HHM	30,000			(30,000)					
	Welcome Centre Accessibility - Town Hall Complex	100,000			(100,000)					
	Town Hall Phase Four Design - Town Hall Complex		100,000		-					
	Thurber Street Accessible washroom		50,000		-					
	Accessible Buttons- Door Upgrades - Thurber Street MCC	50,000			(50,000)					
	Community Centre Doors - Community Centre	30,000			(30,000)					
	Total	1,051,500	270,000	217,000	(1,051,500)	-	-	-	-	-

# 2025 Capital Projects

Budget					Funding						
	Projects	2025	2026	2027	Carry Over Reserve	2025 Capital Reserve	DCs	FGT	OCIF	Debt	Grant
Library	Painting	20,000				(20,000)					
	Kitchen Installation	10,000				(10,000)					
		30,000	-	-	-	(30,000)	-	-	-	-	-
Water	Water Tower	5,145,000					(771,750)			(3,585,500)	(787,750)
	Trunk Main for Water Tower - Phase 1	5,000,000	5,000,000				(750,000)			(4,250,000)	
	Water Meter Replacement	825,000	825,000			(825,000)					
	Parks Canada Water Service	60,000				(60,000)					
	Watts Backflow Prevention Test Kit	10,000				(10,000)					
	Water Hydraulic Modelling	50,000				(50,000)					
	Total Chlorine Analyzer	12,000				(12,000)					
	Dissolved Air Flotation (DAF) maintenance	15,000				(15,000)					
	Replacement of last two sections of High Lift piping	70,000				(70,000)					
	High Lift Pump VFD upgrade	40,000				(40,000)					
	New SCBA (x2) (Budget reflective of 2)	36,000				(36,000)					
	Granulated Activated Carbon (GAC) filter top-up	20,000				(20,000)					
	Diesel Fuel System - Flagged Deficiencies	45,000				(45,000)					
	Tree Removal and Perimeter Fencing	20,000				(20,000)					
	Process Control Narrative and Operational Plan	15,000				(15,000)					
	Total	11,363,000	5,825,000	-	-	(1,218,000)	(1,521,750)	-	-	(7,835,500)	(787,750)

# 2025 Capital Projects

Budget					Funding						
	Projects	2025	2026	2027	Carry Over Reserve	2025 Capital Reserve	DCs	FGT	OCIF	Debt	Grant
Public Works	Confederation Bridge	1,025,000				(530,000)					(495,000)
	ACMP Program	1,060,000				(1,060,000)					
	RTK Unit (includes hardware and base station)	30,000				(30,000)					
	Traffic Controllers (2) - Cornelia/Elmsley w. radar pre-emption & Old Slys/Queen	100,000				(100,000)					
	PXO on Olds Slys at Curling Club/Lower Reach	25,000				(25,000)					
	PXO on Abbott Street @ Water Treatment Plant	25,000				(25,000)					
	PXO on Queen @ Lorne	25,000				(25,000)					
	Plate Packer	25,000				(25,000)					
	Sidewalk Plow with attachments	260,000				(260,000)					
	Street Sweeper		635,000								
	Backhoe	300,000				(300,000)					
	Air Compressor for PW Garage	11,000				(11,000)					
		Total	2,886,000	635,000	-	-	(2,391,000)	-	-	-	-

# 2025 Capital Projects

Budget					Funding					
Public Works	Confederation Bridge MCEA	1,025,000			(530,000)					(495,000)
	ACMP Program	1,060,000			(1,060,000)					
	RTK Unit (includes hardware and base station)	30,000			(30,000)					
	Traffic Controllers (2) - Cornelia/Elmsley w. radar pre-emption & Old Slys/Queen	100,000			(100,000)					
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	Street Sweeper		635,000							
	Backhoe	300,000			(300,000)					
	Air Compressor for PW Garage	11,000			(11,000)					
	Total	2,886,000	635,000	-	(2,391,000)	-	-	-	-	(495,000)



# 2025 Capital Projects

Budget					Funding						
	Projects	2025	2026	2027	Carry Over Reserve	2025 Capital Reserve	DCs	FGT	OCIF	Debt	Grant
Construction	Phase #2 George St Water	814,919				(814,919)					
	Phase #2 George St Wastewater	651,743				(651,743)					
	Phase #2 George St. Roads	1,482,609						(517,216)	(965,393)		
	Total	2,949,272	-	-	-	(1,466,662)	-	(517,216)	(965,393)	-	-
Corp	Network Refresh	140,000				(140,000)					
	Maintenance Manager Software (Parks and Rec, Corporate)	35,000				(35,000)					
	Total	175,000	-	-	-	(175,000)	-	-	-	-	-

# Financial Capacity - Reserves

## Available Reserve Balances

Reserves set aside for specific purposes by Council:	2024 Opening	2024 Contributions	2024 Commitments	2024 Projected Ending Funds Available	2025 Contributions	2025 Capital Commitments	2025 Ending Available
<b>For operating purposes:</b>							
Working capital	3,410,632	595,869	(206,500)	3,800,001		(101,074)	3,698,927
Insurance	37,983			37,983			37,983
Contingencies	2,708,385			2,708,385			2,708,385
Water and sewer operations	666,669			666,669			666,669
Economic development	128,000	29,956		157,956	36,846		194,802
Library purposes	46,000			46,000			46,000
<b>Total Operating</b>	<b>6,997,669</b>	<b>625,825</b>	<b>(206,500)</b>	<b>7,416,994</b>	<b>7,836,319</b>	<b>15,046,813</b>	<b>7,352,766</b>
For capital purposes:							
Industrial development	209,106			209,106			209,106
Recreation and culture	176,059			176,059			176,059
Library purposes	540,500			540,500			540,500
Airport	26,490	5,000		31,490	5,000		36,490
Protective inspection	74,834	11,000		85,834	11,000		96,834
Child development centre	42,021			42,021			42,021
Water and sewer	3,398,651	1,318,789	(2,264,996)	2,452,444	2,034,377	(3,404,662)	1,082,159
Capital projects (Tax Based)	4,620,694	2,498,555	(3,367,434)	3,751,815	1,840,936	(5,153,000)	439,751
<b>Total Capital</b>	<b>9,088,355</b>	<b>3,833,344</b>	<b>(5,632,430)</b>	<b>7,289,269</b>	<b>3,891,313</b>	<b>(8,557,662)</b>	<b>2,622,920</b>
Reserve funds:							
<b>Parking</b>	<b>12,313</b>						
<b>Total Reserves and Reserve Funds</b>	<b>16,098,337</b>	<b>4,459,169</b>	<b>(5,838,930)</b>	<b>14,706,263</b>	<b>11,727,632</b>	<b>6,489,151</b>	<b>9,975,685</b>

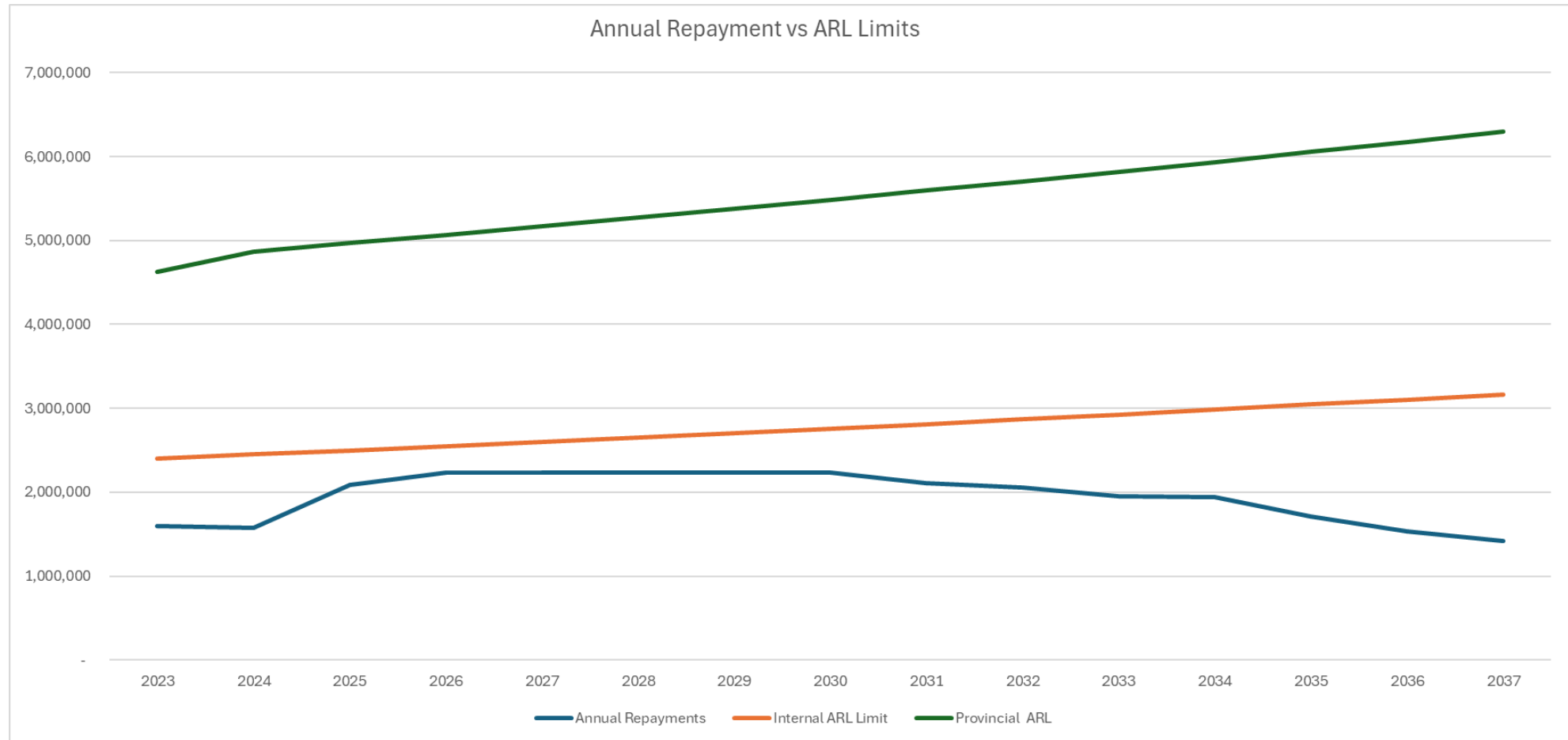
# Financial Capacity - Reserves

Available Reserve Balances				
Reserves set aside for specific purposes by Council:	2024 Projected Ending Funds Available	2025 Contributions	2025 Capital Commitments	2025 Ending Available
Industrial development	209,106			209,106
Recreation and culture	176,059			176,059
Library purposes	540,500			540,500
Airport	31,490	5,000		36,490
Protective inspection	85,834	11,000		96,834
Child development centre	42,021			42,021
Water and sewer	2,452,444	2,034,377	(3,404,662)	1,082,159
Capital projects (Tax Based)	3,751,815	1,840,936	(5,153,000)	439,751
<b>Total Capital</b>	<b>7,289,269</b>	<b>3,891,313</b>	<b>(8,557,662)</b>	<b>2,622,920</b>

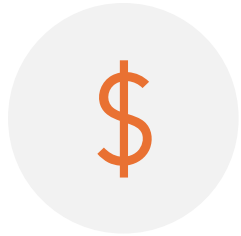
# Financial Capacity - Debt

	2023	2024	2025	2026	2027	2028	2029	2030
<b>Current Debt</b>								
CSO Tank	85,262	85,262	85,262	85,262	85,262	85,262	85,262	85,262
Water Treatment Plant	593,346	593,346	593,346	593,346	593,346	593,346	593,346	593,346
Arena Loan	270,099	270,099	270,099	270,099	270,099	270,099	270,099	270,099
Police	192,873	192,873	192,873	192,873	192,873	192,873	192,873	192,873
Audit Projects	64,657	64,657	64,657	64,657	64,657	64,657	64,657	64,657
Pellitizer Loan	70,777	70,777	70,777	70,777	70,777	70,777	70,777	70,777
Fire Truck	91,213	91,213	91,213	91,213	91,213	91,213	91,213	91,213
Complex Renovations	122,858	122,858	122,858	122,858	122,858	122,858	122,858	122,858
Facilities Renovations	109,099	79,756	-					
<b>New Debt</b>								
Water Tower			174,564	174,564	174,564	174,564	174,564	174,564
Trunk Upgrade			295,857	443,785	443,785	443,785	443,785	443,785
Catherine St. (Water and Sewer)			62,541	62,541	62,541	62,541	62,541	62,541
Confederation Bridge			62,664	62,664	62,664	62,664	62,664	62,664
<b>Total</b>	<b>1,600,183</b>	<b>1,570,841</b>	<b>2,086,710</b>	<b>2,234,639</b>	<b>2,234,639</b>	<b>2,234,639</b>	<b>2,234,639</b>	<b>2,234,639</b>

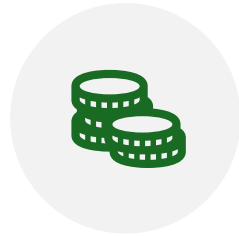
# Financial Capacity - Debt



# Summary of Changes from Draft #1



2.6% DECREASE IN TAX LEVY



5% DECREASE IN 2025  
CAPITAL SPEND



\$495,000 INCREASE IN  
CAPITAL GRANTS



INCREASE IN ANTICIPATED  
ENDING BALANCE OF  
CAPITAL RESERVES



\$217 INCREASE FOR THE  
AVERAGE HOUSEHOLD  
DOWN FROM \$298

# What's next?



If approved, first and second reading will come forward to the next meeting of Council



If not approved, draft #3 will come to COW Feb 10, 2025



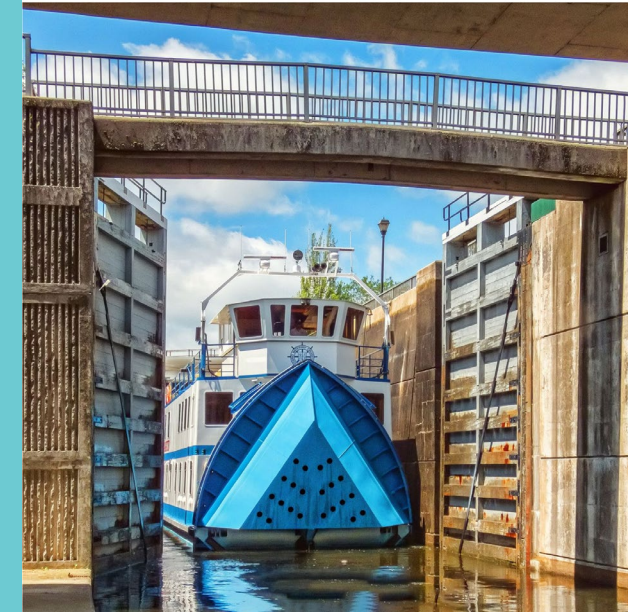
Questions?



- Municipal Economic Development Offices (EDO's) are created and resourced dependent on the needs of their individual communities.
- Staff, at the request of Council, is undertaking research to compare like municipalities and their EDO's
- Over the last 3.5 years the Economic and Tourism office has increased Service Delivery Functions, including incorporating HHM, the Execution of Community Event, and administration and oversight of Corporate Communications, the Special Event Approval and Community Grants.
- Additionally, the department has undertaken a number of policy development projects and strategic plan development.

### Key Departmental Programs, Projects and Initiatives:

- ~ Community Calendar, Community Report, Tourism Marketing, (Annual)
- ~ Implementation of the Public Arts Master Plan and Committee
- ~ Implementation of the Volunteer Connections Program
- ~ Implementation of the new BR&E and Business Attraction Strategic Plan
- ~ Implementation of 2025 Visitor Marketing Plan
- ~ Development of a New Destination Strategy (in house)
- ~ Continuing the Redevelopment of the Former Water Treatment Plant
- ~ Continuing Implementation of the Centre Street Master Plan
- ~ Continuing the Development of a new serviced Industrial Park
- ~ Continuing Implementation of the HHM Strat Plan
- ~ Ongoing Community and Tourism Events (Canada Day, T&R, Celebration of Lights, etc)
- ~ Ongoing investment and business support functions, programs, services.
- ~ Ongoing Implementing Cultural Strategic Plan (will be completed this year)
- ~ Ongoing administration of the Events Policy and Special Events Approvals
- ~ Ongoing Corporate Communications (Town Page, Website Admin, News Release, Social Media)
- ~ Ongoing Management of the Special Events Approvals Process
- ~ Ongoing/new Programs and Initiatives at HHM



2021	2022	2023	2024	2025
<b>Core Service Delivery:</b> Ec'dev (BR&E and Attraction) Tourism & Culture SBAC Contract Website and Social Admin On the Roll Grant Admin	<b>Core Service Delivery:</b> Ec'dev (BR&E and Attraction) Tourism and Culture SBAC Contract Corporate Communications Heritage House Museum On the Roll Grant Admin Community Event Planning Special Events Approvals	<b>Core Service Delivery:</b> Ec'dev (BR&E and Attraction) Tourism and Culture SBAC Contract Corporate Communications Heritage House Museum Community Event Planning Special Events Approvals Community Grants Admin	<b>Core Service Delivery:</b> Ec'dev (BR&E and Attraction) Tourism SBAC Contract Corporate Communications Heritage House Museum Community Event Planning Special Events Approvals Community Grants Admin	<b>Core Service Delivery:</b> Ec'dev (BR&E and Attraction) Tourism SBAC Contract Corporate Communications Heritage House Museum Community Event Planning Special Events Approvals Community Grants Admin
Staffing #s 1 FT Manager 1 FT EDO 1 FT SBAC Coordinator 1 PT Contract Com's Coordinator 1 Seasonal Events Planner 2 Summer Students	Staffing #s 1 FT Manager 1 FT EDO (refilled in March) 1 FT SBAC Coordinator 1 FT Com's Coordinator 2 Summer Students 1 FT Museum Curator 1 PT Museum Programmer 2 HHM Summer Students	Staffing #s 1 FT Manager 1 FT EDO 1 FT SBAC Coordinator 1 FT Com's Coordinator 2 Summer Students 1 FT Museum Curator 1 FT Museum Programmer 2 HHM Summer Students	Staffing #s 1 FT Manager 1 FT EDO 1 FT SBAC Coordinator 1 FT Com's Coordinator 1 FT Tourism Coordinator 2 Summer Students 1 FT Museum Curator 1 FT Museum Programmer 1 PT Seasonal Programmer 2 HHM Summer Students	Staffing #s 1 FT Manager 1 FT EDO 1 FT SBAC Coordinator 1 FT Com's Coordinator 1 FT Tourism Coordinator 2 Summer Students 1 FT Museum Curator 1 FT Museum Programmer 1 PT Seasonal Programmer 2 HHM Summer Students
<b>Approved Budget: \$513,696</b>	<b>Approved Budget: \$748,130</b> \$629,813 (Ec'dev) \$118,317 (HHM)	<b>Approved Budget: \$799,839</b> \$649,480 (Ec'dev) \$150,359 (HHM)	<b>Approved Budget: \$870,112</b> \$696,254 (Ec'dev) \$173,858 (HHM)	<b>Draft Budget: \$1,032,610</b> \$768,919 (Ec'dev) \$263,691 (HHM)
	Budget Changes: <ul style="list-style-type: none"> <li>Added HHM and Events</li> <li>Cost of living Increases</li> <li>Increase of Service Delivery</li> <li>Hiring of FT Comm's</li> </ul>	Budget Changes: <ul style="list-style-type: none"> <li>Cost of living Increases</li> <li>Increase of PT to FT Museum Programmer</li> <li>Increase to HHM Operations</li> </ul>	Budget Changes: <ul style="list-style-type: none"> <li>Cost of living Increases</li> <li>Hiring Full Tourism and PT Seasonal staff</li> </ul>	Budget Changes: <ul style="list-style-type: none"> <li>Cost of living Increases and Compensation Review</li> <li>Tourism Service Full Costs</li> <li>Increase to HHM Maintenance Costs</li> </ul>



### Total 2025 Proposed Budget = \$1,032,610

#### **\$186,177** - Departmental Operations and Oversight (Ec'dev, Com, Tourism)

- Includes; Legal/Appraisal Fees, Membership Fees, Office Supplies, Phones, etc., and Manager Wages/Benefits. (\$19,161 over last year)

#### **\$157,029** - Corporate Communications Division

- Includes; website, Annual Calendar and Report, Town Page, etc., Full-time Staff Wages/Benefits. (\$6,037 over last year)

#### **\$180,571** - Economic and Community Development Division

- Includes; BR&E/Investment Attraction, Community Dev, Physician Recruitment, Full-time Staff and Summer Student Wages/Benefits. (\$11,106 over last year)

#### **\$245,142** - Tourism, Arts, and Culture Division

- Includes; Special Events (Canada Day, T&R, Winter Carnival, Celebration of Lights), Tourism/Culture Marketing, Asset Development (includes Chamber Marina Service fee \$45K and \$3K for Public Arts and admin costs related to tourism reallocated from general department Admin (\$36,361 over last year)

#### **\$263,691** – Heritage Museum

- Includes; All operational, marketing and staffing costs including portions of Cleaning/Maintenance Staff in Community Services. (\$89,833 over last year)

### Capital Budget Requests

- \$0

### Operational Budget Changes

- 2024 Total Budget \$870,112 (includes HHM, Tourism, Ec'dev, Comm)
- 2025 Total Budget \$1,032,610 (includes HHM, Tourism, Ec'dev, Comm)
- **Total Increase \$162,498**

### Reasons for Budgetary Increase

- \$89,833 – HHM Budget
  - Includes cost of living increases and compensation review, increases such as utilities, and required minor maintenance and repairs, etc. These cost were not included in the 2024 budget in error which makes the budget appear to have increased significantly. As does the additional grant received last year which helped to offset wage and program costs.
- \$72,665 – Ec'dev, Tourism & Comm Budget
  - Includes cost of living increases and compensation review, and catching up related to the increase to Chamber Marina/Visitor Centre Service Fee (approved in 2024, however the full cost was not allocated to the operational budget and taken from other tourism related GLs to offset the overall cost.



January 27, 2025

# The Value of Our Public Library

- The Smiths Falls Public Library provides incredible value on a limited budget.
- The Social Return on Investment of the Smiths Falls Public Library was \$174.87 per resident or \$395.99 per household in 2023.
- We provide a welcoming, third place for town residents with no admission fee, borrowing costs, or programming fees for residents.

# Priorities

Our budget has two priorities:

1. Increased children's programming in our newly renovated and expanded space.
2. Continued improvement of our collection, particularly our digital collection.



# Context

- 2024 was a very atypical year so we're comparing our 2025 budget to 2023. A small, single-floor space necessitated less staffing than a three-floor facility and the board was never able to pass the entire 2024 budget.
- We are proposing increasing a current programming position from 16.5 hours/week to 35 hours/week starting in March. This change accounts for almost all of the increase in staffing costs versus 2023.

# Budget Summary

	2023	2025	Comments
<b>Staffing Costs</b>	\$402,800	\$434,715	
<b>Operating Expenses</b>	\$31,581	\$43,297	\$9,500 for microfilm reader
<b>Building Maintenance</b>	\$70,501	\$46,000	Loan for previous renovation paid off
<b>Energy Audit</b>	\$1,810	\$1,863	
<b>Board Expenses</b>	\$800	\$824	
<b>Materials</b>	\$62,850	\$89,800	Priority area for several years but increases should be lower going forward
<b>Programming Supplies</b>	\$4,000	\$6,000	
<b>Total Expenses</b>	\$574,342	\$622,499	
<b>Revenue</b>	\$42,776	\$58,841	
<b>Expenses after Revenue</b>	<b>\$531,566</b>	<b>\$563,658</b>	Approximately 6% increase from 2 years ago

# Questions? Comments?

