



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
Corporate Services Committee Meeting
April 11th, 2024

PRESENT: Dan MacInnis, Chair Donna Clark
 Steve Featherstone Jason Corbett
 Narry Paquette

STAFF PRESENT: Nicky Kunkel, CAO/ Clerk Treasurer
 Alex Hackenbrook, PW Manager

No. 1 Call to Order

No.1
Moved by Narry Paquette Seconded by Jason Corbett
THAT this meeting be opened at 7:00 p.m. Carried Dan MacInnis

No. 2 Disclosure of Pecuniary Interest: None for this session

No. 3 Adoption of Agenda

No.2
Moved by Jason Corbett Seconded by Narry Paquette
THAT the agenda dated April 11, 2024 be adopted as presented. Carried Dan MacInnis

No. 4 Adoption of Previous Minutes

No.3
Moved by Narry Paquette Seconded by Jason Corbett
THAT the Minutes of the Corporate Services Committee of March 5, 2024 be adopted as circulated. Carried Dan MacInnis

No. 5 Presentation & Delegations (none for this session)

No. 6 Staff Reports

- a. The CAO Clerk-Treasurer provided a first draft of the 2024 budget. Each department was reviewed with the highlights of each operating budget. The \$75,000 automatically removed from reserves was taken out as revenue in the budget. For General Government changes resulted from the collective agreement negotiations and earmarking for when the agreement becomes ratified. Insurance for this department increased by \$14,000. There were legal fees added for planned discussions and continued negotiations equaling \$22,000. There were increases for a new website, a new septic for the municipal office and consultant fees were decreased. The Fire Department needs SCBA equipment that will cost approximately \$140,000 in two years. \$50,000 was added to the budget so the saving could be started for this project. The Building Department will need a new computer and potentially some software to operate with RSM consulting. The Medical Center is being renovated to permit a second doctor and will require additional funds as there will be two practices operating. There is some additional revenue as well, but the expenses far outreach the income. The Committee learned that the boards and agencies levies include a net increase of 1.5% over last year. The Committee reviewed the current outstanding loans and debt servicing requirements. There is a mandate for bridge studies every two years and 2024 is the year. The Township partners will the area municipalities to bring in one engineering firm in an effort to find economies of scale.

There was a lot of discussion regarding roads and the gravel stockpile. An additional \$30,000 (~1%) was added to the budget to provide the refresh of the stockpile in the yard. However, this does not include gravel for the road as a planned capital improvement. The Roads Needs Study suggested for

maintenance 2” of gravel for every road would be required but the roads do not have sufficient gravel to start a gravel maintenance program. The Township needs to start a gravel rebuild on the roadways which will cost a minimum of \$250,000 a year. To date, no funds have been set aside to do this. The Committee continues to find alternatives to raising taxes significantly in finding a feasible solution.

Capital projects highlights continue to be Trunk Road Bridge, Railway to Mark to Church and Gagnon Street, and Development Road from Mount Pleasant to McNutt Line. The Committee has asked for quotes to pulverize and calcium the Development Road priority section in 2024 with resurfacing slated for 2025. The section is in poor condition and costs more in cold patching than it would if being graded more frequently.

The first draft included all wish list items for operations, except for a gravel program, which resulted in a 9.8% levy increase. The tax increase was unknown as the OPTA System was down. Staff will continue to review operating plans and find efficiencies for all departments. A second draft will be presented in May.

- b. The Equipment Report from the Public Works Manager highlighting the quotes and trade-in values for the potential of purchasing new equipment (backhoe/excavator) this spring was presented. The purchase of a brush head was also discussed. There was discussion on the operating costs that could be reduced with the recommended equipment purchase and how to further reduce the dependency on contracted services. The Committee was provided financial strategies for purchasing the equipment and chose the option of borrowing from reserves and paying ourselves back with interest. Staff were instructed to bring back the final report in May.

No. 8 Committee Motions (none for this session)

No. 9 Correspondence (none for this session)

No. 10 Adjournment

No.4

Moved by Narry Paquette

THAT this meeting be adjourned at 10:01 p.m.

Seconded by Jason Corbett

Carried Dan MacInnis

CHAIR

CLERK