

Department 6 – Property and Facility Improvements

Overview

This department was established to meet present and future capital expenditures for replacement, modification, enhancements and major repairs of all municipal facilities. Land purchases for general municipal purposes are traditionally funded through this department.

As well, this cost centre captures revenues and expenses for those municipal buildings that are vacant or leased as rental properties.

Revenue

Traditional rental revenues include such rents as the former Ennismore Municipal Office (Ennis Road) to the Lions Club, the Police Services Building in Bridgenorth, the Lakefield Police Services office at The River Den at 15 Water Street North, 826 Ward Street in Bridgenorth for the Causeway Treasure Trove, OPP extended services office and Smith-Ennismore Historical Society, the former Ennismore Municipal Office (Tara Road) to the Ennismore Seniors and the lower level of Ennismore Library to the Optimist Club. These leases provide community organizations with ideal office locations to fulfill their mandate, while utilizing surplus municipal space.

Beginning in 2024, the Old Post Office at 12 Queen St. in Lakefield is being leased to the County of Peterborough and serves as the Economic Development & Tourism Office. The lease agreement was based upon an initial 12-month term to obtain baseline operating expense information and is expected to be renewed as a long-term lease in 2025.



For numerous years there has been a transfer to reserve from OMPF to help build the reserve and help ensure that sufficient funds are set aside to complete required capital maintenance of the Township's many facilities. In addition to these reserve contributions, OMPF has been used to fund numerous capital projects in this Department. Since completion to the Facility Needs Assessment by Ron Awde Architect in 2023, an allocation of OMPF continues to support an annual work program to address the deficiencies based on the needs/priorities identified in the Assessment.

Expenditures

Typical administrative expenses for this department include the costs of the Facilities Maintenance Coordinator. A portion of the Emergency & Risk Management Advisor position implemented in 2024 is now allocated to this Department as well.

Funding is included for the payment of insurance deductibles and those insurance matters that fall below the deductible level. The budget has included \$50,000 for these types of expenses for numerous years. Any amount unspent

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have been transferred to an Insurance Deductibles reserve. This expense amount has been reduced by \$15,000 in 2025 as the reserve level is now sufficient to offset several deductible amounts. This reduction in this expense will help to fund a portion of the wages for the Emergency & Risk Management Advisor position.

Capital Improvements/Maintenance

Council reviewed the draft Capital Budget on November 21, 2024. The 2025 Capital Budget includes the following projects in Department 6 as part of the previously referred to work program stemming from the Facility Needs Assessment:

- Weatherproofing and caulking at various facilities
- Energy and Equipment replacements at various facilities
- Structural engineering review at various facilities
- Health and Safety issues will be addressed at various facilities

Other capital projects for 2025 include:

- Expanding and resurfacing the staff parking lot – Municipal Office
- Initial engineering and tender preparation for the ice floor slab at the Ennismore Arena

Details for these projects is included under the Capital Projects tab of the budget.

Activity Update – Beyond Budget and Dollars and Cents

The Asset Management Plan (AMP), which is required in accordance with Ontario Regulation 588/17, was updated in 2024 to include non-core assets (vehicles and equipment, land parcels and improvements, and facilities). In 2025 work will continue on the AMP with the components related to establishment of service levels and the funding plan being completed to meet the deadline of July 1, 2025.

**The Corporation of the Township of Selwyn
Budget Worksheets 2025**

Department 06 - Property & Facility Improvement

Description	2023 Year to Date Actuals	2023 Approved Budget	2024 Year to Date Actuals	2024 Approved Budget	2025 Proposed Budget
Revenues					
Grants and Receipts	864,475	774,577	195,918	200,000	293,845
Operating Sales - Revenues & Rents	438,894	54,496	60,226	61,489	79,150
Taxation	257,818	257,818	257,818	257,818	308,643
Transfers In	992,477	1,044,175	335,696	255,355	182,378
Total Revenues	2,553,663	2,131,066	849,658	774,662	864,016
Expenses					
Salaries & Benefits	77,728	83,052	85,600	86,962	152,787
Admin & Overhead	11,909	3,750	13,139	17,286	16,407
Services Hired	7,738	53,459	15,809	53,971	39,090
Communications	320	235	4,566	4,273	3,714
Building Expenses	36,965	29,319	37,584	40,760	40,501
Capital Purchases					
Municipal Buildings	6,275	20,000	137,207	175,365	90,767
Fire Halls	0	0	0	0	61,186
Public Works Buildings	129,221	137,250	39,012	43,072	31,148
Waste Management	0	0	0	0	0
Recreation - Revenue Facilities	0	0	29,092	12,460	157,894
Land Related Expenses	10,716	10,000	8,777	19,000	10,000
Recreation - Non Revenue Facilities	34,450	40,000	16,060	7,004	5,250
Library Services Buildings	0	0	537	11,000	11,025
Police Services Buildings	1,428,450	1,362,174	108,824	33,075	1,575
Land Improvements	125,127	127,327	1,465	0	0
Transfers Out	684,765	264,500	351,986	270,435	242,672
Total Expenses	2,553,663	2,131,066	849,658	774,662	864,016
Balance	0	0	0	0	0