

**The Corporation of the Village of Merrickville-Wolford
Special Meeting Monday February 12, 2024, 2:00 p.m.
Municipal Council Chambers
317 Brock St. W. Merrickville, Ontario K0G 1N0**

Members Present

Mayor Michael Cameron
Deputy Mayor Anne Barr (2:15 pm.)
Councillor Margaret Gural
Councillor Stephen Ireland
Councillor Ronnie Maitland

Staff Present

(Interim) C.A.O./Clerk Darlene Plumley
Treasurer Kirsten Rahm
Clerk Julia McCauherty-Jansman
Public Works Manager/Fire Chief Brad Cole
Public Works Foreman Jon McCurdy

Important notice: This meeting was held in person and recorded and livestreamed electronically on the "Village of Merrickville-Wolford" YouTube channel;
https://www.youtube.com/channel/UC_OEkw3yIMarGSHGeNecrQg
The minutes presented do not represent a verbatim report, to view the meeting and discussion please refer to link above.

No Disclosure of Pecuniary Interest and the General Nature Thereof was stated.

Mayor Cameron introduced the Purpose of the Meeting being to promote education and training of Council and Staff.

Moved by: Councillor Ireland (SM-01-12-02-24)
Seconded by: Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the material provided with regard to;

- Strategic Planning and enhanced Capital Budgeting that will cover a longer time period than one year and be integrated with your Asset Management Plan.
- Capital versus operating expenditure-What is the difference.
- Can they be financed differently?
- Capital expenditure versus continued maintenance-is there a tipping point?
- Capital budgeting strategies.
- Budget time frames versus Council terms
- Multiyear operating and capital budgets
- User fees versus taxation
- Other revenue sources for Capital

CARRIED

Mayor Cameron turned the meeting over to **Nigel Bellchamber** of N. G. Bellchamber & Association.

Points raised.

Capital budgets should be designed to look at the long term and should span multi-years. Budgeting for capital expenditures one year at a time is just a reaction. Must be strategic about a multi-year capital plan that is in sync with the Asset Management Plan.

Greater detail is needed to categorize road segments.

The lack of good data impacts effective decision making.

Asset Management Plan needs to have the Gravel Roads Study incorporated.

Going forward in order to strategically plan capital infrastructure projects and expend funds wisely more detail should be provided.

An item-by-item fleet inventory with a set level of funds allocated annually.

If you improve the asset and extend the ability to meet services it is a capital expense.

Communication process to inform ratepayers of the process to be used to determine the strategic priorities being considered and the reasoning behind it.

Based on the information provided, staff was given direction to draft a motion incorporating the following key points.

- utilize the services of an engineering firm and temporary staff to collect data at a detailed level to interpret the condition of road segments, structures, fleet, and equipment for the purpose of establishing a multiyear capital budget for these and future assets a period of at least ten years.
- gather material be populated in an appropriately designed spreadsheet with the intent to provide ongoing data collection.
- have data collection begin as soon as possible, with the completed documents available.
- have staff assist with the collection to ensure a continuity of knowledge.
- a draft ten-year capital infrastructure plan reflecting the data collected above be presented to Council for consideration.
- update the data into the Asset Management Plan.
- capital projects that have been carried over from previous years be completed within 2024.
- until such time as the appropriate data has been assessed, new capital infrastructure projects be put on hold, but urgent spot improvements will be undertaken on a priority basis as needed.

It was the consensus of Council that the meeting recess at 4:30 pm. and reconvene at 6:45 for the purpose of entertaining the motion.

Moved By: Deputy Mayor Barr (SM-02-12-02-24)
Seconded By: Councillor Maitland

That the Council of the Corporation of the Village of Merrickville-Wolford direct the CAO to utilize the services of an engineering firm and temporary staff as required to collect data at a detailed level to interpret the condition of road segments, structures, fleet, and equipment for the purpose of establishing a multiyear capital budget for these and future assets a period of at least ten years.

AND FURTHER THAT the material gathered be populated in an appropriately designed spreadsheet with the intent to provide ongoing data collection.

AND FURTHER THAT the data collection begins as soon as possible, with the completed documents available by April 30, 2024.

AND FURTHER THAT the Public Works Foreman and other staff assist with the collection to ensure a continuity of knowledge going forward.

AND FURTHER THAT based on the information provided a draft ten-year capital infrastructure plan reflecting the data collected above be presented to Council for consideration before July 1, 2024.

AND FURTHER THAT this data be incorporated into the updated Village of Merrickville-Wolford Asset Management Plan.

AND FURTHER THAT capital projects that have been carried over from previous years be completed within 2024.

AND FURTHER THAT until such time as the appropriate data has been assessed, new capital infrastructure projects be put on hold, but urgent spot improvements will be undertaken on a priority basis as needed.

CARRIED

It was the consensus of Council that a meeting be scheduled on Thursday February 15, 2024 at 3:00 pm for the purpose for finalizing the 2024 Budget for the Village of Merrickville-Wolford.

Adjournment was introduced at 6:52 pm.

Next meetings of Council:

Special Meeting of Council February 15, 3:00 p.m.

Regular Council, Monday March 11, 2024, 7:00 p.m.