



Minutes #02 – 2024
Sunbury-York South Rural Community
Committee of the Whole Minutes #02 of the 2023-2026 Term
Teams Meeting

Meeting Time 6:30 pm – 9:00 pm
December 12, 2024

- I. **Call to Order** – Mayor Hayward
- II. **Roll Call** – Assistant Clerk Cindy Ogden
- III. **Approval of Agenda**
 Moved by Councillor DeLong; Seconded by Councillor Turner
Motion Carried
- IV. **Approval of Minutes Previous**
 - a. Approval of Minutes Previous Committee of the Whole Meeting Sept 5, 2024
 Moved by Councillor Standish; Seconded by Councillor Yarom
Motion Carried
- V. **Presentation to Council** – Jared Bishop EMO Director
 - a. **Community Risk Assessment**
 A Community Risk Assessment is the process of identifying hazards in a community and then gauging the level of risk. It involves a lot of community input and engagement. Examples would be wildfire and flooding and the impacts they would have on the community should they occur. The process can be done inhouse rather than outsourcing, which opens grant and funding availability.
 - b. **Community Wildfire Risk Assessment**
 The process for the Community Wildfire Risk Assessment is very complex and would be outsourced. There is a lot of data that go into the assessments to identify the hazards, evaluate and determine level of risk. Require specific scientists and consultants, that do not come cheap. We have applied for a few grants already and have also budgeted for some costs in the 2025 budget. The Wildfire Risk Assessment will be a major annex in the Community Risk Assessment.
- VI. **Conflict of Interest** - None
- VII. **Correspondence** - None
- VIII. **Unfinished Business** - None

IX. New Business

a. End of Year Financial Overview

The main question is what are we doing with surplus? The 2024 Budget is \$2,994,605 and to date the expenditures are \$2,739,552.31, resulting to date in a surplus of \$255,052.69. We can transfer an unlimited amount of funds to the Capital Reserve and 5% of the previous year's budget to the Operating Reserve.

Councillor Turner inquired if the quote previously received for the generators for the warming station was located. Jared commented that he did locate the quote and had it updated. The cost had gone up which he had anticipated. The quote for the standby generators, which would be located onsite are about a third of the cost for portable generators.

Councillor Turner inquired what amount has been allotted for EMO in the draft 2025 budget. \$120,000 is in budget, which covers vehicle operating costs (not the lease) and EMO equipment costs.

Councillor Sheppard requested clarification between the Capital and Operating reserves and what each can be used for. The Capital Reserve is for Capital projects only. The Operating Reserve can be used for operating costs. Either account can be used to pull funds from to support the EMO initiative (ie: generators) The Operating Reserve can be used for the wildfire risk assessment.

Councillor Noble wanted clarification that Council had agreed to a generator to just one of the warming shelters this year and then investigate the second warming shelter in the following year. The Rusagonis Rec Centre in Ward 2 has an ongoing agreement with NBEMO as a warming shelter for the area. The CAO is to follow up with the Rusagonis Rec. Centre board members to inquire if they are interested in having a MOU (memorandum of understanding) with SYSRC directly.

It is important to have some funds in both Reserves in case unforeseen costs come up and the funds are not in the budget.

b. Architectural Services Costing

Councillor Sheppard wanted to discuss this item before further discussion on the reserves. The \$100,000 on the budget line is unrealistic for architecture plans especially if council plans to go with a small building with 6-8 offices and a modular unit. This would take very little planning. He does not support a large building and neither do the residents.

Mayor Hayward commented it was his understanding from the last meeting that it will be 6 months of public consultation and communication to see which direction we may even wish to go in which would take us months to come up with any form of plan, resulting in the architecture plans not falling into scope for the budget year.

The CAO responded that this is where a strategic plan with community engagement comes into play. Its hard to speak for a full community of 8300 residents as we have only heard from a small group, we need to hear from the whole community to

get a real feel for what the need is. You bring in experts to go over what other communities have done, this is what you need, this is what the community is saying, this is the type of building you should have, the longevity of the building plus improvements down the road. None of council can answer these questions, we can only assume. That's why we bring in experts to do the assessment.

Councillor Sheppard stated that the public has spoken. They let their feelings be know when the notice for the 8-million-dollar building was in the paper. He will not support a budgeted line of \$100,000 for architectural plans.

Council Turner suggested that funds be put in the Operating Reserve eliminating the architectural line to zero and when we get to the point where we require consultation on a building, the funds are there.

Councillor Yarom reminded council that the CAO has already mentioned that there is provincial funding available to help subsidise the architectural costs, however we must leave an amount in the architectural line or we do not qualify in the 2025 year. By relying on the amount set aside in the reserves, costs could rise and we find ourselves short due to the funding being not available plus inflation costs. We need to be thinking long term and this is a long-term project.

The CAO clarified Step 1 would be to send out the RFP for a strategic plan. Part of the strategic plan is community engagement. During the community engagement we would have a good gage of what the community wants. Step 2 would be the architectural plans, which also includes community engagement. Architectural plans are required before we build a building.

If we move the architectural line to zero and put funds in the reserve accounts, then find we do not require plans as we went a different avenue, such as a prefab, then the reserve funds can be used elsewhere if needed.

- X **Date of Next Meeting – January 9, 2025**
- XI. **Motion to dismiss Committee of the Whole Meeting at 8:45pm**
Moved by Councillor DeLong; Seconded by Councillor Yarom

Motion Carried

Respectfully submitted by,



Cindy Ogden
Assistant Clerk

Certified Correct,

for Deslee Mored

Marjorie Turner
CAO

David Hayward

David Hayward
Mayor

