



## MUNICIPALITY OF **West Elgin**

### Staff Report

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**Report To:** Council Meeting  
**From:** Magda Badura, CAO/Treasurer  
**Date:** 2020-04-23  
**Report:** 2020-10  
**Subject:** 2020 Capital Project Review

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#### **Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer and That, Council approve deferring the projects identified in Attachment 1 to 2021 to assist with short-term cashflow needs during the COVID-19 pandemic; and That Staff ensure deferred projects are taken into consideration when preparing the 2021 capital budget and forecast.

#### **Purpose:**

On April 9, 2020 Council received Staff Report and approved an interim cashflow relief for property owners and residents as it relates to property tax and utility payment requirements. These interim measures were to waive penalty and interest of past due taxes and water/wastewater billings until April 30th and reduce interest on current balance by .5% from May 1 – June 30th.

In order to properly address the financial needs during the current global crisis, staff is providing Council with an update and recommendation regarding approved capital projects. The projects selected represent a combination of considerations: legislative restrictions during the COVID-19 pandemic; health and safety of staff and contractors; cash-flow impacts; and the current status/stage of procurement. The deferral of projects contained in Attachment 1 would not require further approval, subject to Council direction otherwise, to advance once the current situation resolves and there is a return to “normal” cashflow, and revenue receipt required to fund the projects. For all projects where Provincial or Federal funding is being received or offered based on the 2020 approved budget, staff will ensure these continue to be advanced accordingly, so as not to jeopardize this important funding source. Staff will also be undertaking a more detailed cashflow analysis to determine when progress draws, supplier/consultant payments and vendor holdbacks are estimated to occur.

#### **Operating Impacts**

Staff will be providing Council with the year-to-date financials as of April 30<sup>th</sup>, 2020 at the May 14<sup>th</sup> regular council meeting. I feel it is important to provide preliminary info and seek direction regarding specific operational items from a financial perspective.

As you know we have to stay in compliance with Provincial order, access to facilities is still restricted and closed to the public, efforts to ensure staff and public are safe but essential services are delivered have been made and various programs have or will be canceled such as the Canada Day events. These cancellations and changes will require refunds/loss of revenues to occur while costs to keep facilities in various operational states will need to continue.

Initiatives are underway to address all staffing level needs and temporarily revamp operational levels of service under the current health and financial constraints being experienced.

Exact savings are not able to be quantified as some expenditures have already occurred and may still be in process of being recorded. Staff will report back on this at the May 14 meeting along with a detailed analysis of the operating budget.

**Financial Implications:**

2020 Operating and Capital Budget

Respectfully Submitted by:

Magda Badura, CAO/Treasurer

**Report Approval Details**

Document Title:	2020 Capital Review.docx
Attachments:	- 2020 Capital.pdf
Final Approval Date:	Apr 20, 2020

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott