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Three Year Program of Capital Expenditures (PTI) 2023-2024-2025

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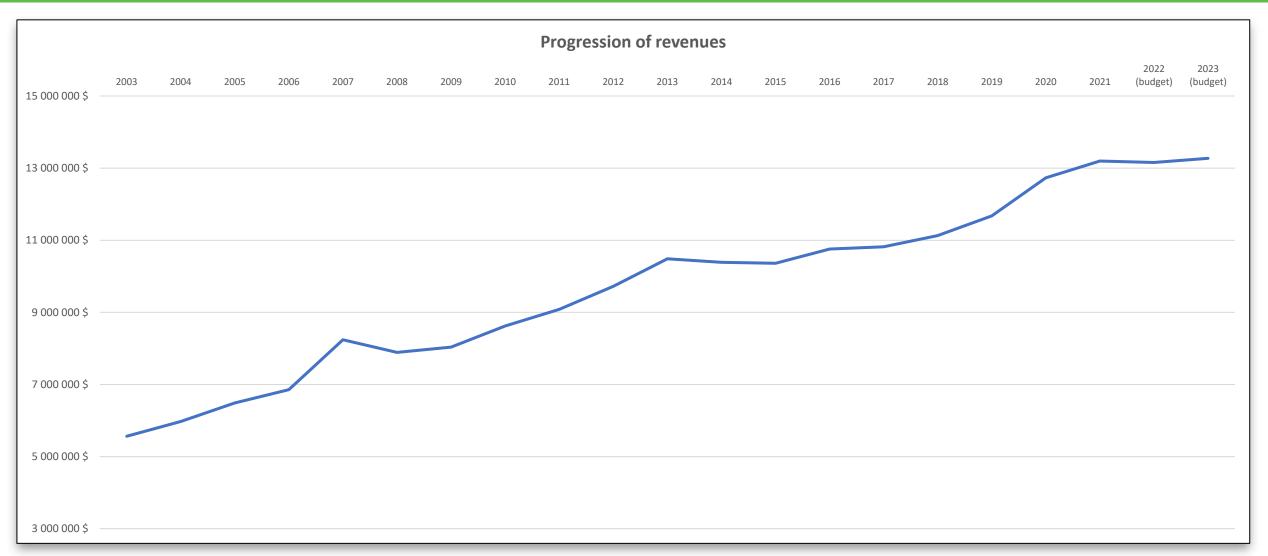
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### Presentation of the financial situation of the Town of Sutton:

- Progression of revenues, expenses and surpluses
- Irreducible costs
- Total payroll
- Total assessment roll values
- Municipal debt as of December 31, 2022
- State of reserves

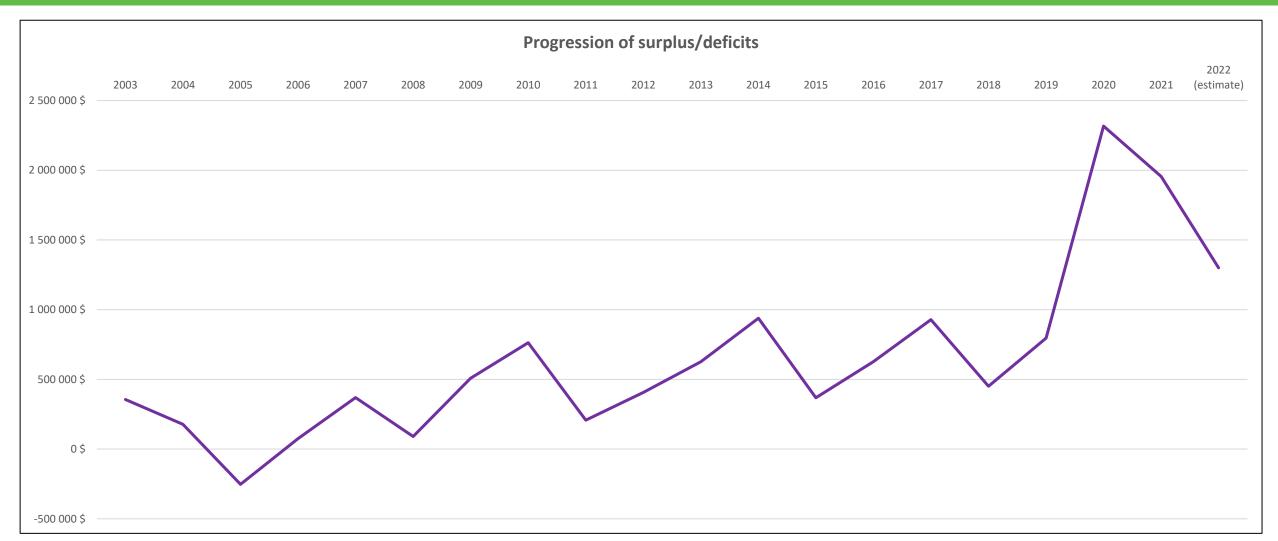












N.B.: 2022 data is an estimate.

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#### Status and use of unallocated surplus

	Result of the year	Allocation to the budget	Annual	Transfer to reserved surplus	
			other than budget		
Balance as of December 31, 2016					\$1,651,361.25
2017	\$927,834.00	\$297,602.00	\$818,923.87	\$358,273.24	\$1,104,396.14
2018	\$450,867.00		\$245,243.72	\$450,642.45	\$859,376.97
2019	\$795,596.00	\$124,999.00	\$46,910.88	\$217,482.12	\$1,265,580.97
2020	\$2,316,569.00	\$8,758.00	\$143,174.19	\$254,379.27	\$3,175,838.51
2021	\$1,955,150.00	\$929,462.00	\$612,025.00	\$189,006.13	\$3,400,495.38
2022	\$1,300,000.00	\$1,561,424.00	\$515,235.90	\$180,000.00	\$2,443,835.48
2023		\$750,000.00			\$1,643,835.48



#### **Irreducible costs**

The town's budget contains more than **81% of irreducible costs**. As a result, less than 19% of the budget may be controlled.

#### Main variations observed in irreducible costs:

	Amount 2023	Variation 2022 vs. 2023 \$	Variation %
Repayment of long-term debt:	\$1,653,083	+\$172,191	11.63%
Contributions to MRC:	\$662,940	+\$38,545	6.17%
Sûreté du Québec:	\$1,466,300	+\$87,820	6.36%
Professionnal services:	\$738,129	+\$47,704	6.91%
Electricity costs:	\$256,255	+\$14,370	5.94%
Fuel costs:	\$440,530	+\$62,875	16.65%
Total payroll:	\$5,185,032	+\$114,960	2.27%
Communication costs:	\$171,017	-\$26,865	-13.58%
Insurance:	\$198,370	+\$9,350	4.95%
Depreciation:	\$2,050,000	\$0	0.00%
TOTAL:	\$12,811,656	+\$510,750	3.98%



#### **Irreducible costs**

We have identified a few increases on items that we absolutely need to illustrate the impact of inflation on Town supplies.

	January 2022	November 2022	Variance \$	Variance %
Diesel per liter	\$1.152	\$1.934	\$0.782	68%
Gasoline per liter	\$1.027	\$1.195	\$0.168	16%
Fuel oil per liter	\$0.948	\$1.689	\$0.741	<b>78</b> %
Propane per liter	\$0.830	\$0.910	\$0.080	10%
Glass transport per trip	\$600.00	\$625.00	\$25.000	4%
Recycling transport per trip	\$290.00	\$325.00	\$35.000	<b>12%</b>
Garbage transport per trip	\$240.00	\$250.00	\$10.000	4%
Residential waste treatment per ton	\$62.40	\$64.90	\$2.500	4%
Treatment of organic materials per ton	\$70.75	\$73.58	\$2.830	4%



### **Irreducible costs (next)**

	January 2022	November 2022	Variance \$	Variance %
Salt per ton	\$88.09	\$97.79	\$9.700	11%
Granular materials MG 20 per ton	\$14.09	\$14.89	\$0.800	6%
Granular materials MG 20B per ton	\$13.09	\$13.89	\$0.800	6%
Stones 5-10 mm per ton	\$20.39	\$21.64	\$1.250	6%
10 wheels truck transportation per hour	\$92.01	\$115.92	\$23.910	26%
12 wheels truck transportation per hour	\$108.83	\$139.27	\$30.440	28%
Excavator rental per hour	\$147.00	\$155.00	\$8.000	5%
Snow removal parts (per unit)				
Plow block blades (LB586132 VBL)	\$676.00	\$1,018.00	\$342.000	51%
Cast iron skid for plow	\$68.00	\$134.75	\$66.750	98%
Plow blades (3/4X/X144)	\$345.00	\$403.00	\$58.000	17%
Steel nose for plow	\$69.00	\$89.00	\$20.000	29%



### **Total payroll**

#### Changes in payroll between the 2021 and 2023 budgets:

Payroll 2021 (salaries and benefits): \$3,739,465

Payroll 2022 (salaries and benefits): \$5,070,072

Payroll 2023 (salaries and benefits): \$5,185,032

Difference: +\$114,960 (+2.27%)\*

#### **Control measures implemented:**

- 1- Removal of the Continuous Improvement Advisor position (-\$130,000);
- 2- No additional positions despite requests from department heads (-\$280,000);
- 3-Reorganization of support work in the Registry and Legal Affairs Department (-\$50,000);

<sup>\*</sup> Despite the planned increase of 6.5% for management and 3% for unionized employees, the increase in the full-time position of Building Inspector, the increase from 25 to 35 hours in the position of the Sutton Municipal and School Library, as well as the changes in salary levels (2%).



#### **Total taxable values**

CATEGORY	2022*	2023**	Variatio \$	n %
RESIDENTIAL IMMOVABLES	\$1,090,531,571	\$1,533,306,073	\$442,774,502	40.60 %
SIX IMMOVABLE UNITS AND MORE	\$17,103,284	\$21,086,154	\$3,982,870	23.39 %
NON-RESIDENTIAL IMMOVABLES	\$57,394,645	\$71 ,017,223	\$13,622,578	23.73 %
AGRICULTURAL IMMOVABLES	\$26,171,200	\$35,471,150	\$9,299,980	35.54 %
VACANT SERVICED LOTS	\$3,300,500	\$4,552,300	\$1,251,800	37.93 %
INDUSTRIAL IMMOVABLES	\$0	\$0	\$0	0 %
TOTAL TAXABLE VALUE	\$1,194,501,200	\$1,665,432,900	\$470,931,700	39.42 %
NOT TAXABLE	\$33,489,000	\$38,731,800	\$5,242,800	15.70 %
TOTAL ROLE	\$1,227,990,200	\$1,704,164,700	\$476,174,500	38.80 %
*Polo donosited September 15th 2021				

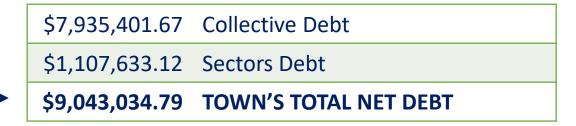
<sup>\*</sup>Role deposited September 15<sup>th</sup>, 2021

<sup>\*\*</sup>Role deposited September 15<sup>th</sup>, 2022



### Debt as of December 31, 2022

TOTAL DEBT AS OF 12/31/2022	\$12,331,200.00
GOVERNMENTS	\$3,288,185.21
<b>TOWN OF SUTTON (net debt)</b>	\$9,043,034.79



RATIOS 2021	SUTTON	MRC	QUEBEC
Total long term net debt per \$100 of SPV	\$0.92= \$22 M.	\$1.42	\$2.19
Total long term net debt per evaluation unit	\$2,275	\$3,869	\$7,246



STATE OF RESERVES	FINANCIAL RESERVES			DEFERRED	REVENUES	
	Accumulated surplus	Reserved surplus	Working fund	TP reserve	Parks fund	Connection fees mountain
Balance on books Nov. 2022	\$1,323,835	\$477,303	\$623,813	\$101,052	\$211,932	\$130,397
2023 Tax				\$416,358		
2023 Repayment			\$202,722			
2022 Surplus (estimate)	\$1,300,000					
Total	\$2,623,835	\$477,303	\$826,535	\$517,410	\$211,932	\$130,397
Financial commitment 2022	\$65,443	\$26,247	\$346,529		\$31,225	\$0
2023 Budget	\$750,000	\$200,372	\$161,995	\$200,000	\$88,010	\$0
Total amount used	\$815,443	\$226,619	\$508,524	\$200,000	\$119,235	\$0
Unused amounts	\$1,808,392	\$250,684	\$318,011	\$317,410	\$92,697	\$130,397
Aqueduct		\$47,443				
Sewage and septic tanks		\$188,241				
Elections		\$15,000				
Total		\$ <b>250,684</b>				



### **Guidelines for 2023**

### Main elements:

- 2022 surplus higher than announced in September: \$1.3 million.
- Reduction of the impact of the sharp increase in property values on citizens.
- Ending, over a three-year period, the use of accumulated budget surpluses to balance operating budgets.
- Maintain the level of services to citizens.
- Maintain the participatory budget.
- Implementation of actions related to the Family and Seniors Policy.



### **Guidelines for 2023**

### Main elements (next):

- Continue current planning exercises (Dream Sutton, Urban Plan and Regulations and Sustainable Mobility Plan).
- Analysis of community infrastructure needs.
- Managing the risk of cost overruns through the use of certain reserves earmarked, for example, for public works.
- Rigorous expenditure management and systematic evaluation of our ability to carry out all announced projects.



### Presentation of the 2023 budget

- Tax rates
- Tariffs for services
- Simulations of property taxes
- Revenues
- Operation costs



### Tax rates

TAX RATE PER \$100 OF PROPERTY VALUE	2022	2023
GENERAL PROPERTY TAX		
RESIDUAL (including RESIDENTIAL IMMOVABLES) – BASE RATE	<b>¢</b> 57.6	<b>¢</b> 48.9
SIX IMMOVABLE UNITS AND MORE	<b>¢</b> 57.6	<b>¢</b> 48.9
AGRICULTURAL IMMOVABLES	<b>¢</b> 57.6	<b>¢</b> 48.9
VACANT SERVICED LOTS	<b>¢</b> 83.5	<b>¢71.3</b>
NON-RESIDENTIAL IMMOVABLES	\$1.04	\$88.3
INDUSTRIAL IMMOVABLES	\$1.21	\$1.03
SPECIAL TAXES		
PUBLIC WORKS RESERVE	<b>¢</b> 3.2	<b>¢2.5</b>
COLLECTIVE DEBT REPAYMENT	<b>¢</b> 8.2	<b>¢7.1</b>



#### **Tariffs for residential services**

SERVICES	2022	2023	Varia \$	ntion %
WASTE COLLECTION	\$88.00	\$88.00	\$0.00	0%
RECYCLING MATERIALS COLLECTION	\$44.00	\$30.00	-\$14.00	-31.8%
ORGANIC MATERIALS COLLECTION	\$76.00	\$80.00	\$4.00	5.3%
TOTAL RESIDUAL MATERIALS COLLECTION	\$208.00	\$198.00	-\$10.00	-4.8%
AQUEDUCT SERVICE (WATER)	\$192.00	\$192.00	\$0	0%
SEWER SERVICE	\$116.00	\$116.00	\$0	0%
EMPTYING OF SEPTIC TANKS SERVICE	\$92.00	\$67.00	-\$25.00	-27%



### Tax simulation for a property of average evaluation

VILLAGE SECTOR PROPERTY	2022	2023	Varia \$	ntion %
BASED ON AVERAGE MUNICIPAL PROPERTY EVAL	.UATION = \$34	1,407 in 2022	and \$468,09	3 in 2023
PROPERTY TAXES				
GENERAL PROPERTY TAXES	\$1,966.50	\$2,288.97	\$322.47	16%
PUBLIC WORKS RESERVE	\$109.25	\$117.02	\$7.77	7.1%
TARIFFS (COMPENSATION)				
AQUEDUCT SERVICE (water)	\$192.00	\$192.00	\$0	0%
SEWER SERVICE	\$116.00	\$116.00	\$0	0%
RESIDUAL MATERIALS COLLECTION	\$208.00	\$198.00	-\$10.00	-4.8%
REPAYMENT OF LONG TERM DEBT				
COLLECTIVE DEBT	\$279.95	\$332.35	\$52.40	18.7%
SECTORIAL DEBT (water AND sewer)	\$215.08	\$210.65	-\$4.43	-2.0%
TOTAL PROPERTY TAX BILL	\$3,086.78	\$3,454.99	\$368.21	11.9%



### Tax simulation for a property of average evaluation

MOUNTAIN SECTOR PROPERTY	2022	2023	Varia \$	ition %
BASED ON AVERAGE MUNICIPAL PROPERTY EVALUATION = \$341,407 in 2022 and \$468,093				
PROPERTY TAXES				
GENERAL PROPERTY TAXES	\$1,966.50	\$2,288.97	\$322.47	16%
PUBLIC WORKS RESERVE	\$109.25	\$117.02	\$7.77	7.1%
TARIFFS (COMPENSATION)				
AQUEDUCT SERVICE (water)	\$192.00	\$192.00	\$0	0%
SEWER SERVICE	\$116.00	\$116.00	\$0	0%
RESIDUAL MATERIALS COLLECTION	\$208.00	\$198.00	-\$10.00	-4.8%
REPAYMENT OF LONG TERM DEBT				
COLLECTE DEBT	\$279.95	\$332.35	\$52.40	18.7%
SECTORIAL DEBT (water AND sewer)	\$153.63	\$224.68	\$71.05	46.2%
TOTAL PROPERTY TAX BILL	\$3,025.34	\$3,469.02	\$443.69	14.7%



### Tax simulation for a property of average evaluation

PROPERTY WITHOUT WATER AND SEWER SERVICES	2022	2023	Varia \$	ation %
BASED ON AVERAGE MUNICIPAL PROPERTY EVALU	JATION = \$341,4	407 IN 2022 a	and \$468,093	3 in 2023
PROPERTY TAXES				
GENERAL PROPERTY TAXES	\$1,966.50	\$2,288.97	\$322.47	16%
PUBLIC WORKS RESERVE	\$109.25	\$117.02	\$7.77	7.1%
TARIFFS (COMPENSATION)				
EMPTYING OF SEPTIC TANKS SERVICE	\$92.00	\$67.00	-\$25.00	-27%
RESIDUAL MATERIALS COLLECTION	\$208.00	\$198.00	-\$10.00	-4.8%
REPAYMENT OF LONG TERM DEBT				
COLLECTIVE DEBT	\$279.95	\$332.35	\$52.40	18.7%
TOTAL PROPERTY TAX BILL	\$2,655.70	\$3,003.34	\$347.64	13.1%



### Tax increases by increments of \$100,000

	Property with services Village sector	Property with services  Mountain sector	Property without water and sewer services
Evaluation	Increase	Increase	Increase
\$100,000	\$78.66	\$94.78	\$74.27
\$200,000	\$157.32	\$189.56	\$148.54
\$300,000	\$235.98	\$284.34	\$221.81
\$400,000	\$314.64	\$379.12	\$297.08
\$468,093	\$368.21	\$443.69	\$347.64
\$500,000	\$393.30	\$473.90	\$371.35
\$600,000	\$471.96	\$568.68	\$445.62
\$700,000	\$550.62	\$663.46	\$519.89
\$800,000	\$629.28	\$758.54	\$594.16
\$900,000	\$707.94	\$853.02	\$668.43
\$1,000,000	\$786.60	\$947.80	\$742.70



## 2023 Budget – Revenues

BUDGET AS ADOPTED	2022	2023	Variati \$	on %
TAXES, COMPENSATIONS AND TARIFFS	\$10,729,930	\$12,149,478	\$1,419,548	13.23%
IN LIEU OF TAXES	\$52,550	\$52,550	\$0	0%
SERVICES PROVIDED	\$367,804	\$356,054	-\$11,750	-3.19%
OTHER REVENUES	\$1,255,700	\$1,353,110	\$97,410	7.76%
GRANTS	\$749,514	\$795,539	\$46,025	6.14%
TOTAL REVENUES	\$13,155,498	\$14,706,731	\$1,551,233	11.79%



## 2023 Budget – Expenses

BUDGET AS ADOPTED	2022	2023	Variation		
BODGET AS ADOPTED	2022	2023	\$	%	
GENERAL ADMINISTRATION	\$2,024,071	\$1,909,988	-\$114,083	-5.64%	
PUBLIC SECURITY	\$2,507,426	\$2,572,045	\$64,619	2.58%	
ROAD NETWORK	\$3,859,480	\$3,983,570	\$124,090	3.22%	
LOCAL HYGIENE	\$2,247,105	\$2,355,394	\$108,289	4.82%	
HEALTH AND WELLNESS	\$51,550	\$48,035	-\$3,515	-6.82%	
LAND MANAGEMENT (URBANISM)	\$699,155	\$757,253	\$58,098	8.31%	
ECONOMIC DEVELOPMENT	\$341,265	\$349,521	\$8,256	2.42%	
RECREATIONAL ACTIVITIES	\$803,863	\$821,673	\$17,810	2.22%	
CULTURAL ACTIVITIES	\$471,196	\$572,558	\$101,362	21.51%	
FINANCING COSTS	\$335,157	\$431,438	\$96,281	28.73%	
DEPRECIATION	\$2,050,000	\$2,050,000	\$0	0%	
TOTAL EXPENSES	\$15,390,268	\$15,851,475	\$461,207	3.00%	

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### **Explanation of changes in expenses**

#### **General administration**

- Restructuring of positions to control payroll growth
- Increase in insurance premiums

### **Public security**

• Increased costs of the Sureté du Québec services

#### **Road network**

• Increased transportation costs for materials

### **Local hygiene**

Addition of water conservation and other environmental measures



### **Explanation of changes in expenses**

### **Land management**

Professional services (revision of the urban plan)

### **Economic development**

Relocation of the CDES

#### **Cultural and recreational activities**

- Cultural Policy Review
- Review of the policy on recognition and support for organizations
- Cultural mediation project with young people



### **Explanations of Budgetary Control Measures**

#### **General administration**

Reorganization of tasks in the secretarial services and reduction of one position.

#### **Public works**

- Reorganization of tasks and reduction of external contracts.
- Considerable reduction of extra work through more efficient management.

#### **Public Security**

 Reorganization of the first responder service that increases efficiency while reducing the cost of the service.

#### **Economic development**

Integration of the Sutton Economic Development Corporation into the town.

#### **Ressources Human Resources (HR)**

 More rigorous and more human HR management resulting in a clear increase in productivity.



## 2023 Budget – Allocations

BUDGET AS ADOPTED	2022	2023	Varia \$	ation %
DISPOSAL OF ASSETS	\$0	\$0	\$0	0%
DEPRECIATION	-\$2,050,000	-\$2,050,000	\$0	0%
GAIN/LOSS ON DISPOSAL OF ASSETS	\$0	\$0	\$0	0%
REPAYMENT OF CAPITAL (long term debt)	\$1,145,735	\$1,222,645	\$76,910	6.71%
INVESTMENT ACTIVITIES	\$158,945	\$213,900	\$54,955	34.57%
UNALOCATED SURPLUS (accumulated)	-\$1,561,424	-\$750,000	\$811,424	-51.97%
SURPLUS (reserved)	-\$115,464	-\$200,372	-\$84,908	73.54%
FINANCIAL RESERVES AND RESERVED FUNDS	\$187,438	\$419,083	\$231,645	123.58%
TOTAL ALLOCATIONS	-\$2,234,770	-\$1,144,744	\$1,090,026	-48.78 %



SOMMARY OF BUDGET AS ADOPTED	2022	2023	Variati \$	on %
TOTAL REVENUES	\$13,155,498	\$14,706,731	\$1,551,233	11.79%
TOTAL EXPENSES	\$15,390,268	\$15,851,475	\$461,207	3.00%
TOTAL ALLOCATIONS	-\$2,243,770	-\$1,144,744	-\$1,090,026	-48.78%
EXCESS	\$0	\$0		



## "WE HAVE REBUILT THE FOUNDATIONS OF THE BUILDING. WE CAN NOW BUILD THE UPPER FLOORS."



### PTI 2022-2023-2024

## Three-year program of capital expenditures (PTI), A planning tool for future capital asset investment projects

#### **Principles**:

- A PTI presents the capital projects planned for the current and subsequent years.
- A capital asset project describes the acquisition of an asset or execution of major work in order to achieve an objective defined by the Council.
- The adoption of the PTI is not an authorization to spend nor a guarantee that a project will be realized.
- Each project must be adopted one by one and, depending on the case, may require the approval of qualified voters, before it goes ahead.



## Three-year program of capital expenditures (PTI), A planning tool for future capital asset investment projects

#### **Objectives:**

- Ensure that municipal assets are safe, functional and match current and future needs.
- Optimize different forms of financing: working fund, public works reserve, parks fund and long-term borrowing.
- Seek out grants for update of infrastructure and equipment (aqueduct, sewers, road network, building, vehicles...).
- Increase knowledge of our infrastructure and better document maintenance deficits to enable long-term capital asset management.



BY YEAR	2023	2024	2025	TOTAL
Infrastructures – aqueduct	\$2,189,670	\$2,440,000	\$3,766,670	\$8,396,340
Infrastructures – sewers	\$1,666,670	\$2,440,000	\$3,766,670	\$7,873,330
Infrastructures – public security	\$0	\$315,000	\$0	\$315,000
Furniture	\$24,910	\$6,000	\$6,000	\$36,910
Machinery, tools	\$454,000	\$0	\$0	\$454,000
Computers and softwares	\$58,300	\$31,000	\$31,000	\$120,300
Infrastructures – roads	\$6,295,388	\$10,057,325	\$10,196,620	\$26,549,333
Buildings, land	\$1,948,950	\$3,056,175	\$1,800,055	\$6,805,180
Vehicles, equipment	\$461,435	\$654,135	\$710,000	\$1,825,570
Infrastructures – recreational	\$137,600	\$100,000	\$100,000	\$337,600
TOTAL	\$13,236,923	\$19,099,635	\$20,377,005	\$52,713,563



### **Investment projects 2023**

Aqueduct: Water meters and upgrades	\$523,000
Aqueduct, sewers and street: Western North	\$5,000,000
Missisquoi Valley road network (culvert), Réal/Harold (culvert), public lighting and traffic calming measures	\$4,648,728
Buildings, grounds: cameras, mechanical storage, purchase of the Vieux Verger land and development of the Filtex land	\$1,946,040
Vehicles, equipment, wheel loader replacement and fire department vehicle	\$443,845
IT equipment	\$68,800
Tools: breathing apparatus and SSI portable pump	\$434,000
Recreation: participatory budget, basketball court, CCCJS access trail, Goyette-Hill park bulletin board, watering holes	\$147,600
Furniture: office furniture	\$24,910
TOTAL	\$13,236,923



### Breakdown of investments by financing method (2023)

FINANCING METHOD	OPERATIONAL BUDGET	COLLECTIVE BORROWING BY-LAW	SECTOR BORROWING BY-LAW	WORKING FUND	TP RESERVE	GRANTS	SURPLUS	TOTAL 3 YEARS
Infrastructures – aqueduct	\$41,000		\$500,000			\$7,173,330		\$7,714,330
Infrastructures – sewers			\$7,623,340					\$7,623,340
Infrastructures – public security		\$315,000						\$315,000
Furniture	\$21,500							\$21,500
Machinery, tools	\$2,500	\$431,500		\$26,450				\$460,450
Computers and softwares	\$102,300							\$102,300
Infrastructures – roads		\$24,256,707		\$20,000		\$3,693,626		\$27,970,333
Buildings, land	\$49,615	\$6,700,055		\$36,150				\$6,785,820
Vehicles, equipment	\$10,500	\$1,238,935		\$118,045				\$1,367,480
Infrastructures – recreational	\$88,010			\$150,000		\$15,000	\$100,000	\$353,010
TOTAL	\$315,425	\$32,942,197	\$8,123,340	\$350,645	\$0	\$10,881,956	\$100,000	\$52,713,563



## **Question time**

