

COUNTY OF ELGIN – Budget 2025 –

## Corporate Facilities



Peter Dutchak, Director of Engineering Services

# 2024 Completed Initiatives

## **Key Department successes include:**

- Maintaining the County's Long Term Care Homes to meet Ministry Compliance.
- The completion and occupancy of Phase 2 for the Terrace Lodge redevelopment project.  
Began Phase 3 (final phase)
- County Administration Building elevator and accessibility project.
- The onboarding of two new facilities team members (replacing retired FTEs).
- Replaced 5 major HVAC roof top units (4 at Elgin Manor and 1 at Terrace Lodge).
- Faucet and toilet replacements in all resident rooms at Elgin Manor.
- Emergency Power Generators installed at POA, EMS (Edward Street).

# 2025 Business Initiatives

2024 FTE: 7  
2025 FTE: 7.5

**Initiative #1:** Increasing Maintenance Staff compliment by 0.5 FTE

**Strategic Priority:** *Service Excellence and Efficiency*

**Success Measures** – Reduced service disruption for home's residents and staff.

- Currently 1 FTE at each facility (Admin. Building, Bobier Villa, Elgin Manor, Terrace Lodge)
- Long term Care Homes operate 24 hours/day, 365 days/year, while current maintenance staff coverage only exists for 8 hours/day, 260 days per year (weekdays only), minus holidays.
- No coverage during staff vacation or sick leave.
- Terrace Lodge redevelopment has increased its footprint by 38% (57,000 to 93,000 ft<sup>2</sup>).
- The addition of one part time position will provide coverage on weekends and sick/vacation time.
- Estimated Cost - \$60,000/year

# 2025 Business Initiatives

**Initiative #2:** Administration Building Window Replacement and Exterior Wall Rehabilitation

**Strategic Priority:** Promote Environmental Sustainability in County Operations

**Success Measures** – Reduction in energy usage and costs.

- Existing windows are 40 years old. Exterior bricks are 87 years old.
- Window replacement and exterior wall rehabilitation encompasses the final step of a multi-phased project to maintain and update the County's Administration Building.
- Reduced energy usage and carbon footprint is anticipated.
- Council will review and approve exterior rehabilitation options.
- Estimated total cost = \$5.3M

# 2025 Budget Highlights

## Other noteworthy investments:

- Building Condition Assessments (BCAs) are completed every 5 years to assess the condition of existing asset systems and inform the recommended 10-year budget and required investment timing. All 11 County owned facilities will have BCAs completed in 2025 (Admin. Building, Bobier Villa, Elgin Manor, Terrace Lodge, Elgin Manor WWTP, POA, Heritage Centre, Dutton EMS, Shaw Valley EMS, Edward St. EMS, Aylmer EMS)
- The Terrace Lodge redevelopment project scope did not include treatment to the balconies, existing electrical components, basement corridor, ADP concrete and outside staff break area. An additional investment of **\$335,000** is required.

# 2025 Proposed Budget

## Administrative Building 2025 Proposed Budget

**\$4.9M**

**Total Operating & Capital**

**\$3.8M**

**Budget Change**

	2024 Budget	2024 Actuals*	2025 Proposed Budget	Budget Change 2024 to 2025
<b>Revenue</b>	(756,422)	(645,496)	(772,135)	(15,713)
<b>Wages &amp; Benefits Expense</b>	363,404	331,647	389,809	26,405
<b>Net Operating</b>	1,120,075	989,191	1,488,992	368,917
<b>Capital WIP</b>	727,057	675,342	1,106,666	379,609
<b>Grand Total</b>	349,000	1,061,853	3,759,236	3,410,236
	<b>1,076,057</b>	<b>1,737,195</b>	<b>4,865,902</b>	<b>3,789,845</b>

\* as of December 19, 2024

Revenue Increased:	(\$15.7K) new lease agreements and 2% CPI October over October.
Wages & Benefits Increased:	\$26.4K increase from wage placeholder and captured on-call hours.
Expenses Increased:	\$250K amortization increase to match actual, \$120K increase to repairs/maintenance
Expenses Increased:	\$50K increase for building space requirements study.
Capital Increased:	\$3.47M major capital maintenance for windows and façade project.

# 2025 Proposed Budget

## Bobier Villa Building 2025 Proposed Budget

**\$672K**

**Total Operating & Capital**

**(\$ 122.8)K**

**Budget Change**

	2024 Budget	2024 Actuals*	2025 Proposed Budget	Budget Change 2024 to 2025
<b>Revenue</b>	(100,045)	(122,428)	(84,077)	15,968
<b>Wages &amp; Benefits Expense</b>	89,886	72,558	93,269	3,383
<b>Net Operating Capital WIP</b>	407,153	332,397	472,043	64,890
	396,994	282,527	481,235	84,241
	397,798	331,167	190,765	(207,033)
<b>Grand Total</b>	<b>794,792</b>	<b>613,694</b>	<b>672,000</b>	<b>(122,792)</b>

\* as of December 19, 2024

Revenue Decreased:	\$16K reduction to Minor Capital funding forecasted to 2024 actual.
Wages & Benefits Increased:	\$3.4K placeholder increase and step increases.
Expenses Increased:	\$50K facility condition audit, \$7K staff entrance garden, increase \$5K utilities & \$2K purchased services.
Capital Increased:	\$20K concrete flatwork replacement, \$25K kitchen grid replacement, \$5K main door refurbishment.
Capital Decreased:	(\$175K) mechanical equipment & (\$50K) painting & (\$16K) Minor Capital, (\$10K) resident safety.

# 2025 Proposed Budget

## Elgin Manor Building 2025 Proposed Budget

**\$ 934.8K**

**Total Operating & Capital**

**(\$ 421.3)K**

**Budget Change**

	2024 Budget	2024 Actuals*	2025 Proposed Budget	Budget Change 2024 to 2025
<b>Revenue</b>	(165,160)	(170,880)	(166,043)	(883)
<b>Wages &amp; Benefits Expense</b>	89,785	63,981	122,367	32,582
<b>Net Operating Capital WIP</b>	659,477	476,663	732,478	73,001
	584,102	369,764	688,802	104,700
	771,997	550,109	245,997	(526,000)
<b>Grand Total</b>	<b>1,356,099</b>	<b>919,873</b>	<b>934,799</b>	<b>(421,300)</b>

\* as of December 19, 2024

Revenue Increased:	\$0.9K inflationary increase on recoveries.
Wages & Benefits Increased:	\$29.2K new part-time maintenance person.
Wages & Benefits Increased:	\$3.4K placeholder increase and step increases.
Expenses Increased:	\$63K Facility Condition Audit done every 5 years.
Expenses Increased:	Inflationary increase on purchased services \$4.7K and utilities \$5.3K.
Capital Increased:	\$5K electrical upgrades, \$35K cabinet resurfacing, \$30K ceiling tile, 20K sidewalk, \$15K front entrance.
Capital Decreased:	(\$285K) HVAC/mechanical, (\$150K) plumbing, (\$60K) asphalt, (\$6K) DSS survey.
Capital Decreased:	Resident rooms (\$80K) blinds, (\$30K) painting, (\$20K) flooring.



# 2025 Proposed Budget

## Terrace Lodge Building 2025 Proposed Budget

**\$ 1.34M**

**Total Operating & Capital**

**\$ 459.8K**

**Budget Change**

	2024 Budget	2024 Actuals*	2025 Proposed Budget	Budget Change 2024 to 2025
<b>Revenue</b>	(172,019)	(299,690)	(101,540)	70,479
<b>Wages &amp; Benefits Expense</b>	89,306	36,963	123,808	34,502
<b>Net Operating</b>	564,063	413,949	616,480	52,417
<b>Capital WIP</b>	481,350	151,222	638,748	157,398
<b>Grand Total</b>	403,830	33,391,213	706,247	302,417
	<b>885,180</b>	<b>33,542,435</b>	<b>1,344,995</b>	<b>459,815</b>

\* as of December 19, 2024

Revenue Decreased:	\$70.5K reduction to Minor Capital funding forecasted to 2024 actual.
Wages & Benefits Increased:	\$30.7K new part-time maintenance person, \$3.8K placeholder increase and step increases.
Expenses Increased:	\$43.2K Facility Condition Audit, \$10K painting, \$3.6K inflationary increase on purchased services.
Expenses Decreased:	(\$4.4K) adjusted to reflect anticipated post redevelopment savings.
Capital Increased:	\$250K parking lot resurfacing, \$180K balcony refurbishment.
Capital Decreased:	(\$70.5K) reduction to minor capital, (\$42K) replace stairwell ceiling grid, (\$15K) exterior painting.