



REPORT FIN-2017-033

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: November 29, 2017

SUBJECT: 2018 Proposed Budget
File No. F26 OPE and F05 BUD

RECOMMENDATIONS

That Report FIN-2017-033 regarding the 2018 Proposed Budget be received.

DISCUSSION

Purpose

The purpose of this report is to:

1. Provide Council with information regarding the 2018 Proposed Budget. The 2018 Proposed Operating Budget is included as Schedule A to this report. The 2018 Expense, Reserve Transfers, and Revenue Summary is included as Schedule B to this report.
2. Present Capital Budget changes that have occurred based on the discussions that took place at the September 27, 2017 Capital Budget meeting. Outlined below are the most up to date capital budget schedules included in this Report:
 - The 2014 to 2027 Capital Plan Summaries including 2018 Capital Budget Sheets are included in Schedule I
 - The Capital Projects by Year from 2014 to 2027 for each department with total budgeted costs are included in Schedule J
 - The Equipment Replacement Schedule is included in Schedule K
 - The Capital Funding Sources by Year Chart and Graph is included in Schedule L
 - The 2018 Proposed Capital Budget Compared to the 2017 and 2016 Approved Capital Budget Funding Comparisons is included in Schedule M
 - The 2018 Proposed Ten Year Plan Compared to the 2017 and 2016 Ten Year Plans is included in Schedule N

The 2017 completed capital projects and the estimated balances in discretionary and restricted reserves will be presented at a future Council Meeting.

Background

On September 27, 2017 Council received report FIN-2017-029 - 2018 Proposed Capital Budget. The following table was presented to Council to summarize the proposed Capital Budget.

	2017 Approved Budget	2018 Proposed Budget	Difference	Tax Impact
Total Capital Taxation Levy	\$840,866	\$1,023,349	\$182,483	5.21%

Capital Budget Updates

Outlined below are the revisions made to the Capital Budget and Forecast based on Council's direction from the Capital Budget Meeting held on September 27, 2017.

1. Council directed staff to defer the painting of Pumper 31 to 2019.

Staff Update: This project has been deferred to 2019. The project is funded by the Fire Vehicle Replacement Discretionary Reserve resulting in no capital tax levy impact.

2. Council directed staff to report back on the Satellite Fire Station as part of the 2019 budget and to defer this project to 2019.

Staff Update: This project has been deferred to 2019 resulting in a \$100,000 capital tax levy decrease.

3. Council directed staff to include the sale value of the current lawnmower of \$5,000 to fund the replacement and to reduce the total costs for a new mower to \$25,000.

Staff Update: The Kabota lawnmower replacement in Parks is now funded as \$25,000 Parks Equipment Replacement Discretionary Reserve and \$5,000 Grant (Re-sale Value). This change results in no 2018 capital tax levy impact.

4. As recommended by staff, Council directed staff to defer the Office Renovation/Expansion including Accessibility Project to 2023/2024/2025.

Staff Update: This project has been deferred to 2023 to 2027 resulting in no 2018 capital tax levy impact.

5. Council directed staff to include the NSERC CRC Application – Advancement of Groundwater Multi-Level System Technologies request for a grant of \$10,000 as part of the Operating Budget Process as it relates to grant distributions for 2018.

Staff Update: This grant request is included in the Operating Budget resulting in a \$10,000 capital tax levy decrease.

Current Tax Levy Impact

Based on the 2017 returned assessment roll, each additional \$35,000 of taxes levied results in a 1% tax rate increase for the Township portion of taxes.

Outlined below is the proposed 2018 tax levy for capital and operating purposes.

		2017 Approved Budget	2018 Proposed Budget	Difference	Estimated Tax Rate Impact
Total Capital Taxation Levy		\$840,866	\$913,349	\$72,483	2.07%
Total Operating Taxation Levy		\$2,642,266	\$2,697,865	\$55,599	1.59%
Total Municipal Taxation Levy		\$3,483,132	\$3,611,214	\$128,082	3.66%

The estimated 3.66% tax rate increase in the 2018 proposed budget includes the following:

- \$232,500 of contributions to capital discretionary reserves
- \$30,000 of contributions to operating discretionary reserves (\$25,000 - legal contingency and \$5,000 - insurance contingency)
- \$0 contribution to elections discretionary reserve
- Proposed cost of living adjustment of 1.50%
- \$32,250 budgeted for Community Grants which is comparable to the 2017 approved budget. This amount does not include the \$10,000 for the NSERC CRC Application – Advancement of Groundwater Multi-Level System Technologies. For further details regarding the 2018 Grant Application Program, refer to Report FIN-2017-034.
- Increase in minimum wage from \$11.60 per hour to \$14.00 per hour effective January 1, 2018 in accordance with Bill 148

The estimated 3.66% tax rate increase in the 2018 proposed budget excludes the following:

- Operating Base Budget Increases

Assessment Growth

Please note, assessment growth based on the Municipal Change Profile report received from MPAC on Sightline in Municipal Connect displays approximately 3% in Assessment Growth (ie. 2017 Roll Return compared to 2017 Year-End).

The 2018 Roll Return is proposed to be provided to the Township in December. Township staff will provide the 2018 tax rate calculation and the tax impact for the Median Single Family Detached Dwelling – RT – Property Code 301 based on the proposed Operating and Capital Budget Taxation Levy.

Cost of Living Adjustment

Summarized below are the cost of living adjustments (COLA) being considered or approved by the comparator municipalities used in the Township's 2014 Pay Equity Study and the lower tier Wellington County municipalities, including Wellington County. The average approved COLA in these municipalities in comparison to the Township's approved COLA from 2014 to 2017 is summarized below:

	Average Approved COLA - Comparators	Township Approved COLA
2014	1.44%	1.00%
2015	1.93%	2.00%
2016	1.60%	1.20%
2017	1.59%	1.50%

Staff's recommendation in Report FIN-2015-035 is that COLA be tied to the Consumer Price Index (CPI) for Ontario from August to August. CPI increased 1.50% from August 2016 to August 2017. The following table shows that many municipalities have not approved the COLA for 2018 but it also shows that many use CPI as a benchmark.

Municipality	2014	2015	2016	2017	2018	Comments
Blandford Blenheim	1.00%	2.00%	1.20%	1.50%	1.50%	Proposed - Ontario CPI increase from August 2016 to August 2017.
Centre Wellington	1.60%	1.75%	1.90%	1.55%	1.64%	Approved – 4 year agreement effective January 1, 2017.
Erin	2.00%	1.50%	1.90%	0.75%	2.00%	Proposed
Guelph Eramosa	1.00%	2.00%	1.70%	1.50%	Not Available	Proposed
Mapleton	2.50%	2.50%	Not available	2.00%	1.50%	Proposed – but will be adjusted to October CPI
Minto	0.00%	2.00%	1.00%	1.50%	1.50%	Proposed - to be considered as part of current market review that is being undertaken
Mono	1.30%	2.00%	1.70%	1.70%	1.70%	CPI Ontario
Wellesley	1.50%	2.00%	1.50%	1.75%	Not Available	October CPI for Canada.
Wellington County	2.00%	2.00%	2.00%	2.00%	2.00%	Proposed
Wellington North	1.50%	1.50%	1.50%	1.60%	1.70%	Non-union - April CPI with July 1 st Implementation
Average	1.44%	1.93%	1.60%	1.59%	1.69%	
Puslinch	1.00%	2.00%	1.20%	1.50%	1.50%	Proposed - Ontario CPI increase from August 2016 to August 2017.

The budget impact of including a COLA of 1.50% is \$28,488 increase or 0.81% tax rate impact.

2018 Operating Base Budget Increases

The 2018 Operating Base Budget increases are not included in the proposed budget and are summarized

Department	Description	Account No.	Amount	One-Time?	Funded by	Tax Rate Increase
Fire & Rescue	50 th Anniversary	4312	\$4,000	Yes	Tax Levy	0.11%
Fire & Rescue	Equipment purchases above normal purchases	4205	\$6,800	Yes	Fire Equipment Replacement	0%
Building	FT Contract Building Inspector	Salary/Benefit Accts	\$74,500	Yes	Building Surplus	0%
Building	RSM Building Consultants	4305	\$47,678	Yes	Building Surplus	0%

The Fire & Rescue 2018 proposed operating base budget increases are attached as Schedule C to this Report.

The Building 2018 proposed operating base budget increases are discussed in Report ADM-2017-041.

2018 Continued Funding Requests

Please refer to Report ADM-2017-044 regarding 2018 Continued Funding Requests as it relates to Corporate records, by-law enforcement and agreements.

Schedule D to this Report includes the 2018 Proposed Organization Chart. Schedule E to this Report includes a Full-Time Equivalents Analysis by position and by department which compares 2017 to 2018 proposed.

Change in Minimum Wage – Effective January 1, 2018 and January 1, 2019

In accordance with Bill 148 – Fair Workplaces and Better Jobs Act, the general minimum wage will increase as follows from the current \$11.60 (which was effective October 1, 2017):

- \$14.00 per hour effective January 1, 2018
- \$15.00 per hour effective January 1, 2019

Therefore, the positions noted below have increased to the general minimum wage increase of \$14.00 per hour effective January 1, 2018:

- Fire Fighter in Training (New hire in probationary six-month period)
 - 2017 Rate of Pay - \$12.92/hour
 - 2018 Rate of Pay - \$14.00/hour
- Student Groundskeeper
 - 2017 Rate of Pay - \$11.40/hour
 - 2018 Rate of Pay - \$14.00/hour
- Facility Operator – Optimist Recreation Centre
 - 2017 Rate of Pay \$12.12/hour
 - 2018 Rate of Pay - \$14.00/hour

Please note that Bill 148 also includes a minimum of 3 hours of pay for employees who are on-call. The incremental salary and benefit implications associated with the proposed bill as it relates to employees who are on-call has not been incorporated in the proposed budget. The Township received correspondence from the Ministry of Municipal Affairs and Housing dated November 14, 2017 regarding a proposed amendment (not yet approved) to add exemptions to the on-call pay and the 96 hours notice scheduling rules in Bill 148 if the reason for the on-call shift was to ensure the continued delivery of essential public services, such as fire, utility and snow removal services. Similarly, an employee's right to refuse an employer's request to work or be on call would not apply if the reason for the request is to ensure the continued delivery of essential public services. Additionally, should Bill 148 be approved, a regulation would

be brought forward to exempt firefighters from the equal pay for equal work provisions with respect to employment status which would provide clarity that volunteer firefighters would not be entitled to the same pay as full-time firefighters.

2018 Election

The 2018 Election is budgeted in the 2018 Operating Budget at a total cost of \$60,000. Commencing in 2014, the Township has been contributing to the Election Discretionary Reserve. In 2017, the contribution was \$12,787. This reserve has a current balance of \$48,574. Therefore, the 2018 election is funded as follows:

- Election Discretionary Reserve - \$48,574
- Taxation Levy - \$11,426

It is recommended that the Township not contribute to the election discretionary reserve in 2018 due to the additional tax levy funding of \$11,426 required for the 2018 Election.

Customer Service Initiatives – Implementation of Form Builder and Ecommerce Payments

The Township is in the process of implementing Form Builder on the Township's website with the Township's current website provider, eSolutions. The benefits associated with form builder are outlined below:

- Facilitates on-line bookings for facility rentals
- Allows for on-line credit card payments
- Forms created are accessible
- Responsive design which adapts to any device and integrates directly with the Township's website.

The one-time costs of \$6,350 associated with implementing Form Builder with e-commerce are noted below:

- Form Builder with e-commerce: \$4,000
- Facility Booking Form (Keystone Integration): \$2,350
 - The Keystone integration allows the customer to view the availability of the facility for the specific rental date prior to submitting the rental request.

These one-time costs are funded from the capital carry forward balance related to the IT Software Upgrade project budgeted from 2014. The current balance for this IT Software Upgrade project is \$99,268.

The ongoing operating costs associated with Form Builder and e-commerce are noted below:

- Annual licensing fees of \$2,000 associated with form builder – Allocated between Finance and Building Contract Services operating accounts
- Credit Card Transaction Fees and Associated Revenues are outlined in the table below. It is recommended that a 1.75% online service fee be applicable to the end user for on-line credit card payments.

Expense or Revenue Account?	Accounts	2017 Budget	2018 Proposed Budget
Expense	Building – 01-0020-4500	\$600	\$10,000
Revenue	Building – 01-0015-1185	\$0	-\$5,000)
Expense	Finance – 01-0100-4500	\$2,650	\$10,000
Revenue	Finance – 01-0015-1180	\$0	-\$5,000)

The following municipalities have the following policies as it relates to on-line service fees:

- Minto – 3% fee plus \$0.35 per transaction – Minto utilizes Keystone's ePay for PayPal service for paying taxes, water & sewer, rentals, dog tags, building permits, etc. via credit card.
- Erin – 2% fee – Erin utilizes Plastiq for on-line credit card payments for tax and water bill payments. Erin also allows front counter credit card payments with the 2% cost recovery fee.
- Wellington County – does not charge an online service fee with the exception of parking tickets which have a convenience charge of \$2.50 from ParkSmart Inc. (a third party service provider).
- Centre Wellington – does not charge an online service fee for dog tags and burn permits and do not provide the option of paying taxes via credit card.
- Cambridge - does not charge an online service fee with the exception of tax payments which are subject to a 2.65% convenience fee to the end user from Paymentus.
- Milton - does not charge an online service fee with the exception of tax payments which are subject to a 1.99% convenience fee to the end user from Plastiq.

Credit Card Acceptance and Electronic Tax Billing – Tax Payments

Historically, municipalities have not accepted credit card payments for property taxes due to the high administration fees levied by the financial institutions for the service.

Municipalities were faced with either a.) calculating the on-line service fee, adding it to the property tax due, collecting the revised total and finally, preparing journal entries to redistribute the charges to the various general ledger accounts or b.) absorbing the entire credit card costs levied by the financial institutions.

Several municipalities have utilized online third party payment service providers such as PlastiQ and Paymentus to accept property taxes via credit card payments. These service providers charge an online service fee to the end customer.

The Customer Service area receives several requests from customers to pay for taxes via credit card and to obtain tax bills electronically. In an effort to provide this service to customers who wish to use and pay for the convenience of a credit card payment option, staff have investigated the use of a web based interface with Keystone that can accommodate these service needs with a limited cost to the Township.

Users are able to access this service through the Township website. The customer is required to register on the Township's website. The customer receives an email regarding a billing and is able to make payment online via the Township website. The convenience fee applicable to the end customer for ePay for PayPal is 3% plus \$0.35 per transaction. The convenience fee is displayed and the customer can then choose to either accept responsibility of the fees or can cancel the transaction prior to checking out. The customer is required to acknowledge and accept the convenience fee terms before the transaction is complete.

Example:

Property tax installment - \$500

Convenience Fee (3% plus \$0.35 per transaction) - \$15.35

Amount charged to credit card - \$515.35

The Township will receive only the tax amount of \$500 and the service provider will receive their fee of \$15.35. The Township is able to automatically upload the credit card payments directly into the Keystone system for the specific roll number that the payment relates to. The Township is also able to automatically provide the tax payer the electronic delivery of the tax bill from the Keystone system once bills are issued. Section 343(6.1) of the Municipal Act, as amended only permits electronic delivery of tax bills if the taxpayer has requested this in writing.

No transactional charges are incurred by the Township for providing a credit card payment option for tax payments. However, the following fees are applicable to the Township for payment to Keystone:

- ePay for PayPal – Township cost is \$295 one-time license fee and \$88.50 for annual support
- eBill for Tax Billing – Township cost is \$0.18 for each bill uploaded plus \$0.05 for each insert and \$252 annual support.

The above costs have been budgeted in the Finance Contract Services account.

Conference, Seminar and Training Budget

Schedule F to this Report includes the conference, seminar or training attendance itemized for each department and position. This itemized budget is in accordance with the Staff Expense Policy.

Please note that Clause 4.3 of the Staff Expense Policy indicates that attendance at conference, seminar and training sessions are limited to a maximum of ten (10) business days per calendar year.

In 2018 only, the following positions are budgeted to exceed the 10 business day limit:

- Deputy Clerk and CAO/Clerk are budgeted for 12 business days of conference/seminar/training. The two additional days for 2018 only relate to mandatory Election training required for 2018 only and relate to the 2018 Election.
- The Chief Building Official is budgeted for 16 business days of conference/seminar/training. The 6 additional days for 2018 only relate to required Ministry of Municipal Affairs and Housing Exams and an additional 5-day training course as required in the position's contract.
- The Fire Chief is budgeted for 15 business days of conference/seminar/training. The 5 additional days for 2018 only relate to approved courses by the CAO/Clerk as a result of the new role as Fire Chief.

Memberships and Associations Budget

Attached as Schedule G to this Report is the Memberships and Associations Budget which includes a listing of the positions and departments including the membership and/or association fees paid for by the Township. This itemized budget is in accordance with the Staff Expense Policy.

Please note, the following Memberships and Associations were added as part of the 2018 budget preparation and were not included in Report FIN-2017-009 - Staff Expense Policy presented to Council on March 1, 2017:

- Chief Building Official – Waterloo Region Chief Building Official Committee - \$100
- Chief Building Official – Ontario Plumbing Inspectors Association - \$62
- Facility Operator at the Optimist Recreation Centre – TSSA Class B Refrigeration - \$70

Uniform and Special Clothing Budget

Attached as Schedule H to this Report is the Uniform and Special Clothing Budget which includes a listing of the positions and departments including the uniform and

special clothing budget amounts. This itemized budget is in accordance with the Staff Expense Policy.

Recurring Capital and Operating Grants

The Township's major known recurring capital and operating grant funding including amounts per year are outlined below:

Year	Gas Tax	OCIF – Formula Based	Ontario Municipal Partnership Fund
2015	\$203,528	\$42,878	\$404,600
2016	\$213,704	\$42,878	\$405,400
2017	\$213,704	\$75,822	\$370,200
2018	\$223,880	\$107,836	\$413,600
2019	Not Known	\$169,421	Not Known
2020	Not Known	\$168,923	Not Known

Change in One-Third Tax Free Exemption – Members of Council – Effective January 1, 2019

The 2017 Federal Budget indicates that effective January 1, 2019, the one-third tax free exemption provided to members of Council will be eliminated.

The following scenarios are analyzed:

- Status Quo - Maintain 1/3 Tax Free Allowance – Based on the 2017 Federal Budget, this will be discontinued effective January 1, 2019.
- Option 1 – Fully Taxable – No Change in Gross Pay
- Option 2 – Fully Taxable and Adjust Gross Pay to Maintain the Same Net Pay

An analysis has been completed in the table below on the financial impacts of changing Council remuneration to fully taxable including analyzing the three scenarios above. Please note the following are the assumptions in the analysis:

1. Assumes only one source of income for Members of Council
2. Assumes that all deductions apply to all Members of Council (ie. CPP)
3. Utilized 2017 remuneration, tax, and benefit rates

	Status Quo – Maintain 1/3 Tax Free Allowance		Option 1 – Fully Taxable – No Change in Gross Pay		Option 2 – Fully Taxable, Adjust Gross Pay for Same Net Pay	
	Mayor	Councillor	Mayor	Councillor	Mayor	Councillor
2017 Remuneration	\$23,280	\$15,873	\$23,280	\$15,873	\$23,280	\$15,873
Additional Salary for Equal Net Pay	\$0	\$0	\$0	\$0	\$2,587	\$1,553
Total Remuneration	\$23,280	\$15,873	\$23,280	\$15,873	\$25,867	\$17,426
Taxable Earnings	\$15,520	\$10,582	\$23,280	\$15,873	\$25,867	\$17,426
Non-Taxable Earnings	\$7,760	\$5,291	\$0	\$0	\$0	\$0
Income Tax	\$-(853)	\$-(21)	\$-(2,409)	\$-(924)	\$-(2,927)	\$-(1,235)
Canada Pension Plan	\$-(595)	\$-(351)	\$-(979)	\$-(612)	\$-(1,107)	\$-(689)
Net Pay	\$21,832	\$15,501	\$19,892	\$14,337	\$21,832	\$15,501
Decrease in Net Pay	\$0	\$0	\$-(1,940)	\$-(1,165)	\$0	\$0
Additional Costs – Option 1 or Option 2						
Salary Costs	\$0	\$0	\$0	\$0	\$2,587	\$1,553
Canada Pension Plan	\$0	\$0	\$384	\$1,048	\$512	\$1,355
Employer Health Tax	\$0	\$0	\$151	\$413	\$202	\$534
Loss of GST/HST Rebate on 1/3 Tax Free Allowance	\$0	\$0	\$772	\$2,105	\$772	\$2,105
Subtotal Increase in Costs	\$0	\$0	\$1,307	\$3,565	\$4,072	\$10,206
Total Increase in Costs				\$4,873		\$14,278

Therefore, based on the analysis above, the total increase in costs associated with the following two options are outlined below:

- Option 1 – Fully Taxable – No Change in Gross Pay – total cost increase of \$4,873
- Option 2 - Fully Taxable, Adjust Gross Pay for Same Net Pay - total cost increase of \$14,278.

Please note that the additional costs associated with Option 1 or 2 above have not been incorporated in the 2018 proposed Operating Budget.

Committee Discussion

Township staff will meet with the Recreation Committee on December 19, 2017 to present the following for information:

- 2018 Proposed Operating Budget – Optimist Recreation Centre, Parks, Puslinch Community Centre, Recreation Committee
- 2018 to 2027 Capital Capital Plan Summaries including 2018 Capital Budget Sheets – Optimist Recreation Centre, Parks, Puslinch Community Centre
- 2018 to 2027 Projects by Year – Optimist Recreation Centre, Parks, Puslinch Community Centre
- Excerpt from Report FIN-2017-029 – Explanation for Parks Master Plan works and funding strategy

Township staff provided the Heritage Committee Operating Budget and the PDAC Committee Operating Budget to the Committees for information.

FINANCIAL IMPLICATIONS

Discussed throughout this report.

APPLICABLE LEGISLATION AND REQUIREMENTS

Municipal Act, 2001

Section 343 the Municipal Act indicates the following:

Address for delivery

(6) The treasurer shall send a tax bill to the taxpayer's residence or place of business or to the premises in respect of which the taxes are payable unless the taxpayer directs the treasurer in writing to send the bill to another address, in which case it shall be sent to that address.

Electronic delivery

(6.1) The treasurer may send a tax bill to the taxpayer electronically in the manner specified by the municipality, if the taxpayer has chosen to receive the tax bill in that manner.

Registered mail

(7) Where a taxpayer directs the treasurer in writing to send the taxpayer's tax bill by registered mail, the treasurer shall comply with the direction and shall add the cost of the registration to the tax roll and the amount shall be deemed to be part of the taxes for which the tax bill was sent.

ATTACHMENTS

Schedule A – 2018 Proposed Operating Budget

Schedule B – 2018 Proposed Expenditures, Reserve Transfers and Revenues Summary

Schedule C – 2018 Operating Base Budget Increases

Schedule D – Organization Chart – 2018 Proposed

Schedule E – Full-Time Equivalents Analysis

Schedule F – Conference, Seminar and Training Budget

Schedule G – Memberships and Associations Budget

Schedule H – Uniform and Special Clothing Budget

Schedule I – 2014 to 2027 Capital Plan Summaries including 2018 Capital Budget Sheets

Schedule J – Capital Projects by Year – 2014 to 2027

Schedule K – Equipment Replacement Schedule

Schedule L – Capital Summary – Funding Sources by Year Chart and Graph

Schedule M - 2018 Proposed Capital Budget Compared to the 2017 and 2016 Approved Capital Budget Funding Comparisons

Schedule N - 2018 Proposed Ten Year Plan Compared to the 2017 and 2016 Ten Year Plans

2018 Proposed Operating Budget

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Administration					
Expenditures					
FT Wages	\$220,356	\$220,834	\$184,813	\$238,543	\$246,355
PT Wages	\$29,116	\$19,301	\$27,366	\$21,056	\$15,412
OT Wages	\$0	\$0	\$0	\$500	\$500
FT Wage Related Expenses	\$37,300	\$39,114	\$32,716	\$41,470	\$43,238
PT Wage Related Expenses	\$2,527	\$1,656	\$1,813	\$1,933	\$1,421
Manulife Benefits	\$21,729	\$22,290	\$21,202	\$28,507	\$29,813
WSIB	\$5,613	\$5,457	\$5,786	\$6,487	\$6,866
Office Supplies & Equipment	\$1,258	\$1,192	\$843	\$1,500	\$1,500
Water Protection	\$131	\$124	\$85	\$120	\$0
Communication (phone, fax, intern)	\$599	\$789	\$1,217	\$800	\$1,622
Professional Fees - Legal	\$8,463	\$22,365	\$11,666	\$24,000	\$27,500
Professional Fees - Engineering	\$14,479	\$24,705	\$19,348	\$41,500	\$35,860
Events and Other	\$6,075	\$14,419	\$8,568	\$12,150	\$10,828
Mileage	\$539	\$1,024	\$1,761	\$500	\$2,350
Professional Development	\$15,356	\$2,528	\$10,577	\$25,240	\$25,330
Membership and Subscription Fees	\$8,490	\$8,960	\$8,675	\$8,685	\$9,591
Employee Travel - Meals	\$135	\$0	\$20	\$400	\$200
Employee Travel - Accom/Parking	\$831	\$460	\$2,272	\$650	\$2,300
Employee Travel - Air Fare	\$374	\$0	\$303	\$500	\$500
Insurance	\$18,152	\$35,279	\$61,113	\$45,985	\$45,985
Advertising	\$2,469	\$2,632	\$1,779	\$2,350	\$1,800
Water Monitoring	\$4,295	\$2,573	\$549	\$2,500	\$2,500
Contract Services	\$215	\$0	\$0	\$500	\$500
Expenditures Total	\$398,502	\$425,704	\$402,472	\$505,876	\$511,971
ReserveTransfers					
Transfer from Operating Carryforward	\$0	\$0	\$0	-\$23,632	\$0
Transfer from Legal Contingency	-\$204	\$0	\$0	-\$10,000	-\$50,000
Contribution to Legal Contingency	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Transfer from Insurance Contingency	\$0	\$0	-\$25,000	-\$10,000	-\$10,000
Contribution to Insurance Contingency	\$539	\$5,000	\$5,000	\$5,000	\$25,000
ReserveTransfers Total	\$5,335	\$10,000	-\$15,000	-\$33,632	-\$30,000
Revenues					

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Agreement, Commissioner and FOI fees	-\$570	-\$725	-\$865	-\$700	-\$1,200
Engineering and Environmental Fees Recovered	-\$17,188	-\$12,597	\$140	-\$10,000	-\$2,500
Recoveries from Staff Events	-\$898	-\$1,070	\$0	-\$950	-\$950
Other recoveries	\$0	-\$1,329	-\$516	\$0	-\$500
Revenues Total	-\$18,656	-\$15,720	-\$1,241	-\$11,650	-\$5,150

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Badenoch					
Expenditures					
Interior Maintenance Costs	\$1,068	\$219	\$468	\$0	\$0
Exterior Maintenance Costs	\$0	\$119	\$0	\$0	\$0
Water Protection	\$46	\$61	\$46	\$65	\$0
Insurance	\$0	\$12,829	\$13,287	\$13,086	\$0
Contract Services	\$0	\$0	\$0	\$150	\$0
Badenoch Comm Ctr Grant	\$1,000	\$2,000	\$0	\$0	\$0
Expenditures Total	\$2,114	\$15,227	\$13,800	\$13,301	\$0
Revenues					
Badenoch Rental Revenue	-\$10	-\$10	-\$10	-\$10	\$0
Revenues Total	-\$10	-\$10	-\$10	-\$10	\$0

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Building					
Expenditures					
FT Wages	\$183,625	\$191,797	\$90,553	\$219,332	\$155,033
PT Wages	\$1,618	\$537	\$0	\$0	\$6,605
OT Wages	\$240	\$0	\$0	\$500	\$500
FT Wage Related Expenses	\$32,584	\$34,605	\$16,484	\$38,259	\$27,475
PT Wage Related Expenses	\$122	\$39	\$0	\$0	\$609
Manulife Benefits	\$21,688	\$21,640	\$10,485	\$25,039	\$18,188
WSIB	\$5,703	\$5,566	\$2,901	\$6,435	\$4,990
Computer Software & Hardware	\$1,505	\$0	\$340	\$250	\$250
Office Supplies	\$6,597	\$4,692	\$8,837	\$4,500	\$5,000
Hydro	\$2,681	\$3,006	\$1,837	\$3,100	\$0
Heat	\$1,565	\$1,328	\$1,241	\$1,140	\$0
Fuel	\$5,521	\$4,677	\$0	\$8,155	\$1,500
Water Protection	\$65	\$62	\$37	\$100	\$0
Signage	\$0	\$0	\$0	\$100	\$100
Cleaning, Maint & supplies for Bldg	\$3,730	\$4,082	\$6,430	\$3,480	\$0
Kitchen Supplies and Equipment	\$796	\$702	\$535	\$1,000	\$0
Vehicle Maintenance	\$3,622	\$713	\$94	\$1,200	\$600
Outdoor Maintenance of Building	\$317	\$227	\$226	\$300	\$0
Postage	\$2,773	\$3,162	\$3,277	\$4,275	\$4,275
Communication(phone, fax, intern)	\$2,694	\$2,517	\$2,500	\$3,100	\$3,350
Professional Fees - Legal	\$2,856	\$32,370	\$7,689	\$10,450	\$8,450
Professional Fees - Audit	\$5,983	\$7,454	\$6,411	\$6,000	\$6,000
Professional Fees - Engineering	\$539	\$4,210	\$93,350	\$2,000	\$82,326
Mileage	\$585	\$611	\$289	\$500	\$4,000
Professional Development	\$8,134	\$2,401	\$3,466	\$12,000	\$8,650
Membership and Subscription Fees	\$2,683	\$2,709	\$1,540	\$2,810	\$3,127
Employee Travel - Meals	\$929	\$132	\$335	\$1,500	\$1,500
Employee Travel - Accomodations	\$2,355	\$1,012	\$1,118	\$2,900	\$4,000
Insurance	\$9,616	\$18,372	\$17,009	\$18,739	\$18,739
Advertising	\$130	\$97	\$1,613	\$250	\$1,310
Vehicle Plates	\$185	\$305	\$120	\$309	\$120
Contract Services	\$25,107	\$24,884	\$18,537	\$23,000	\$25,982
Clothing, Safety Allowance	\$550	\$294	\$158	\$700	\$630
Emergency Management	\$979	\$1,222	\$952	\$960	\$1,269
Bank Service Charges	\$586	\$603	\$524	\$600	\$10,000
Corporate Allocation to Building	\$0	\$0	\$0	\$0	\$15,000

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Expenditures Total	\$338,668	\$376,027	\$298,890	\$402,983	\$419,580
ReserveTransfers					
Contribution to Building Surplus RF	\$20,429	\$82,758	\$332,644	\$0	-\$33,204
Transfer from Building Surplus RF	\$0	\$0	\$0	-\$46,207	\$0
ReserveTransfers Total	\$20,429	\$82,758	\$332,644	-\$46,207	-\$33,204
Revenues					
Reproduction of Drawings Fees	-\$100	-\$350	-\$200	-\$250	-\$150
Other recoveries	-\$13,305	-\$183	\$0	-\$500	-\$500
Designated Structures Permit	-\$4,700	-\$1,632	-\$2,080	-\$2,080	-\$1,248
Tent or Marquee Application Fee	\$0	-\$459	-\$1,040	-\$1,092	-\$780
Deferral of Revocation of Permit	-\$6,424	-\$459	\$0	-\$624	\$0
Reactivate Abandoned Permit	\$0	-\$306	\$0	-\$780	\$0
Transfer of Permit	\$0	-\$459	\$0	-\$156	-\$156
Revision to a Permit	\$0	-\$5,508	-\$3,932	-\$3,090	-\$2,496
Alternative Solution Application	\$0	-\$1,071	-\$364	-\$722	-\$500
Conditional Permits	\$0	\$0	\$0	\$0	\$0
Residential Building Permits	-\$333,001	-\$346,236	-\$518,731	-\$270,000	-\$307,792
Institutional, Commercial & Industrial Building Permits	\$0	-\$28,272	-\$52,680	-\$35,000	-\$36,412
Farm Building Permits	-\$2,916	-\$8,900	-\$4,939	-\$3,000	-\$2,704
Demolition Permits	\$0	-\$1,989	-\$780	-\$936	-\$350
Occupancy Permits	\$0	-\$8,415	-\$8,424	-\$4,680	-\$4,992
Sign Permits	\$0	-\$255	-\$780	-\$1,300	-\$520
Sewage System Evaluation	\$0	-\$153	\$0	-\$468	\$0
Septic System Permit - New	\$0	-\$42,228	-\$32,436	-\$25,000	-\$19,968
Special Inspection Fee	-\$1,200	-\$1,836	\$0	\$0	\$0
Inspection of works not ready	\$0	-\$5,113	-\$468	-\$3,744	-\$468
Septic System Permit - Alter	\$0	-\$3,213	-\$4,680	-\$1,872	-\$2,340
Online Service Fee	\$0	\$0	\$0	\$0	-\$5,000
Revenues Total	-\$361,646	-\$458,785	-\$631,534	-\$356,776	-\$386,376

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
By-law					
Expenditures					
FT Wages	\$27,211	\$25,070	\$0	\$0	\$0
PT Wages	\$1,643	\$1,170	\$8,083	\$2,030	\$13,677
OT Wages	\$0	\$0	\$0	\$0	\$0
FT Wage Related Expenses	\$4,810	\$4,467	\$9	\$0	\$0
PT Wage Related Expenses	\$0	\$0	\$363	\$0	\$1,077
Manulife Benefits	\$3,676	\$3,310	\$0	\$0	\$0
WSIB	\$782	\$727	\$210	\$0	\$374
Office Supplies	\$1	\$0	\$72	\$150	\$150
Signage - 911 Signs	\$1,048	\$875	\$1,265	\$1,300	\$1,300
Professional Fees - Legal	\$52,099	\$29,531	\$28,178	\$34,000	\$80,480
Professional Fees - Engineering	\$22,110	\$7,446	\$5,395	\$6,000	\$10,193
Mileage	\$434	\$334	\$520	\$500	\$500
Professional Development	\$0	\$0	\$0	\$1,200	\$1,200
Membership and Subscription Fees	\$180	\$168	\$0	\$200	\$0
Employee Travel - Meals	\$0	\$0	\$0	\$50	\$50
Employee Travel - Accomodations	\$0	\$0	\$0	\$250	\$250
Advertising	\$0	\$0	\$941	\$1,000	\$1,500
Dog Tags	\$207	\$213	\$224	\$220	\$250
Contract Services	\$5,781	\$3,673	\$9,361	\$22,435	\$12,360
Livestock Loss	\$1,789	\$575	\$3,741	\$1,500	\$1,500
Expenditures Total	\$121,772	\$77,559	\$58,362	\$70,835	\$124,860
Revenues					
Lottery Licences	-\$521	-\$678	-\$430	-\$500	-\$500
Sign Permits	\$0	-\$3,600	\$0	\$0	-\$100
Fence Viewer's Application	\$0	\$0	\$0	\$0	\$0
Engineering, Environmental and Legal Fees Recovered	-\$27,985	-\$17,499	-\$3,953	-\$5,000	-\$5,000
Site Alteration Agreement	-\$3,090	-\$1,163	\$0	-\$500	-\$500
Other recoveries	-\$763	-\$1,845	-\$571	-\$1,000	-\$1,000
Ontario Wildlife Damage Compensation	-\$1,849	-\$605	-\$3,861	-\$1,500	-\$1,500
Dog Tags and Kennel Licences	-\$11,425	-\$12,348	-\$10,100	-\$12,500	-\$12,500
Municipal addressing signs	-\$1,360	-\$2,100	-\$1,960	-\$1,360	-\$1,960
Septic Compliance Letter	-\$750	-\$525	-\$675	-\$750	-\$750
Special Occasion Permit Letters	-\$4,650	\$0	\$0	-\$150	-\$150
Pool Enclosure Permit	\$0	-\$4,641	-\$2,520	-\$3,150	-\$3,150
Inspection Permit - LCBO	\$0	\$0	\$0	-\$208	-\$156

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	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Guelph Humane Society Fees	-\$1,454	\$0	-\$808	\$0	-\$1,000
Revenues Total	-\$53,846	-\$45,003	-\$24,878	-\$26,618	-\$28,266

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Corporate					
Expenditures					
Taxes written off (Twp share only)	\$28,893	\$72,328	\$20,695	\$80,000	\$42,000
Conservation Authorities Levy Payment	\$153,725	\$159,302	\$127,922	\$163,966	\$160,334
Expenditures Total	\$182,618	\$231,630	\$148,617	\$243,966	\$202,334
Revenues					
Supplemental Billings	-\$113,854	-\$96,132	-\$55,499	-\$63,000	-\$75,000
Provincial Aggregate Levy	-\$215,182	-\$238,854	-\$275,293	-\$222,358	-\$243,110
Mun Tax Assistance	-\$16,096	-\$15,814	-\$17,531	-\$17,574	-\$19,564
Host Kilmer (Service Ontario)	-\$22,333	-\$25,421	-\$26,205	-\$26,088	-\$27,245
Ontario Hydro	-\$12,147	-\$12,147	-\$12,147	-\$12,147	-\$12,147
Metrolinx	-\$6,975	-\$7,130	-\$7,428	-\$7,395	-\$10,384
Public Works Canada	-\$904	-\$5,631	\$0	-\$967	\$0
Hydro One	-\$7,807	-\$8,070	-\$8,100	-\$8,741	-\$8,100
Grant Guelph Junction Railway	-\$5,330	-\$5,330	-\$5,330	-\$5,330	-\$5,330
Puslinch Landfill/Wellington County	-\$3,351	-\$3,348	-\$4,508	-\$4,509	-\$5,682
City of Guelph	-\$24,417	-\$26,374	-\$29,691	-\$29,697	-\$33,013
University of Guelph	-\$1,292	-\$1,391	-\$289	-\$288	-\$427
CN Railway	-\$1,135	-\$1,135	-\$1,135	-\$1,135	-\$1,135
CP Railway	-\$7,854	-\$7,854	-\$7,854	-\$7,854	-\$7,854
OMPF	-\$404,600	-\$405,400	-\$370,200	-\$370,200	-\$413,600
Penalties - Property Taxes	-\$86,734	-\$86,758	-\$81,521	-\$85,000	-\$87,475
Interest - Tax Arrears	-\$90,173	-\$84,428	-\$79,471	-\$95,000	-\$87,099
Interest on General	-\$72,822	-\$61,488	-\$51,303	-\$87,000	-\$63,426
Sale of Flags	-\$22	\$0	-\$25	-\$22	-\$22
Other Revenues	-\$718	-\$436	-\$227	-\$500	-\$500
Revenues Total	-\$1,093,748	-\$1,093,141	#####	-\$1,044,805	-\$1,101,112

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Council					
Expenditures					
PT Wages	\$81,675	\$79,601	\$70,164	\$86,772	\$88,072
PT Wage Related Expenses	\$2,274	\$2,010	\$768	\$5,987	\$6,077
Manulife Benefits	\$20,802	\$20,015	\$18,578	\$21,887	\$23,720
Office Supplies & Equipment	\$149	\$220	\$84	\$250	\$250
Mileage	\$3,947	\$1,381	\$773	\$1,500	\$1,500
Professional Development	\$4,117	\$3,175	\$1,939	\$4,600	\$4,600
Membership Fees & Subscriptions	\$91	\$129	\$0	\$150	\$150
Employee Travel - Meals	\$308	\$185	\$94	\$400	\$400
Employee Travel - Accom/Parking	\$4,575	\$5,480	\$2,166	\$6,000	\$6,000
Employee Travel - Air Fare	\$0	\$0	\$408	\$2,000	\$2,000
Expenditures Total	\$117,937	\$112,196	\$94,975	\$129,546	\$132,769

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Elections					
Expenditures					
PT Wages	\$0	\$0	\$0	\$0	\$6,200
Office Supplies & Equipment	\$0	\$104	\$0	\$0	\$5,000
Signage	\$0	\$0	\$0	\$0	\$100
Postage	\$0	\$0	\$0	\$0	\$2,975
Communication (Phone, Fax, Internet)	\$0	\$0	\$0	\$0	\$150
Professional Fees - Audit	\$0	\$0	\$0	\$0	\$0
Professional Development	\$0	\$0	\$0	\$0	\$1,000
Advertising	\$0	\$0	\$0	\$0	\$8,500
Contract Services	\$1,208	\$1,208	\$1,208	\$1,210	\$36,075
Expenditures Total	\$1,208	\$1,313	\$1,208	\$1,210	\$60,000
ReserveTransfers					
Contribution to Elections	\$14,000	\$12,787	\$12,787	\$12,787	\$0
Transfer From Elections	\$0	\$0	\$0	\$0	-\$48,574
ReserveTransfers Total	\$14,000	\$12,787	\$12,787	\$12,787	-\$48,574
Revenues					
Election - Other Recoveries	\$0	\$0	\$0	\$0	\$0
Nomination Fees	\$0	\$0	\$0	\$0	\$0
Revenues Total	\$0	\$0	\$0	\$0	\$0

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Finance					
Expenditures					
Principle Repayment	\$101,000	\$106,000	\$116,000	\$116,000	\$119,000
FT Wages	\$233,492	\$223,265	\$225,336	\$295,066	\$294,677
PT Wages	\$0	\$0	\$0	\$0	\$0
OT Wages	\$0	\$0	\$0	\$500	\$500
FT Wage Related Expenses	\$42,410	\$41,793	\$40,504	\$51,723	\$52,272
PT Wage Related Expenses	\$0	\$0	\$0	\$0	\$0
Manulife Benefits	\$27,480	\$30,979	\$27,783	\$34,893	\$35,658
WSIB	\$6,705	\$6,460	\$7,059	\$8,487	\$8,898
Computer Software & Hardware Operational Upgrades/Support from	\$6,068	\$483	\$338	\$3,500	\$500
Office Supplies	\$6,583	\$5,637	\$5,856	\$5,500	\$6,000
Hydro	\$6,157	\$6,977	\$4,334	\$7,200	\$0
Heat	\$2,018	\$1,328	\$1,241	\$1,140	\$0
Cleaning, Maintenance, Building Supplies	\$6,463	\$15,324	\$14,954	\$8,650	\$0
Kitchen Supplies and Equipment	\$1,715	\$1,628	\$1,249	\$1,500	\$0
Outdoor Maintenance of Building	\$741	\$531	\$528	\$1,000	\$0
Postage	\$6,467	\$7,380	\$7,551	\$7,500	\$7,500
Communication (phone, fax, internet)	\$4,720	\$4,964	\$5,672	\$4,600	\$5,000
Professional Fees - Audit	\$13,987	\$17,393	\$14,959	\$14,000	\$14,000
Mileage	\$281	\$90	\$396	\$500	\$500
Professional Development	\$5,542	\$689	\$3,341	\$5,000	\$5,000
Membership and Subscription Fees	\$1,956	\$3,024	\$2,047	\$2,065	\$2,425
Employee Travel - Meals	\$50	\$0	\$20	\$150	\$150
Employee Travel - Accomodations	\$397	\$11	\$4	\$400	\$400
Advertising	\$8,555	\$3,141	\$2,081	\$5,500	\$2,990
Contract Services	\$48,939	\$52,415	\$37,501	\$41,000	\$41,558
Emergency Management	\$2,284	\$2,852	\$2,221	\$2,200	\$2,073
Environmental Service - Garbage Bags	\$10,203	\$12,339	\$9,435	\$11,500	\$11,500
Bank Service Charges	\$2,087	\$2,564	\$2,213	\$2,650	\$10,000
Other written off (non collectible inv's)	\$0	\$11,458	\$5,669	\$0	\$0
Debt Interest Repayment	\$19,405	\$14,274	\$5,817	\$8,792	\$2,975
Community Grants	\$32,625	\$32,475	\$32,475	\$32,475	\$32,250
Expenditures Total	\$598,331	\$605,470	\$576,584	\$673,491	\$655,826
Revenues					
Advertising, Legal, and Realtax Fees Recovered	-\$6,502	-\$2,081	\$0	-\$2,500	-\$1,000
NSF Fees	-\$680	-\$400	-\$800	-\$800	-\$800

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Online Service Fee	-\$1,275	\$150	\$0	\$0	-\$5,000
Tax Certificates	-\$7,080	-\$8,880	-\$8,040	-\$7,000	-\$8,244
Other Recoveries	-\$2,124	-\$3,201	-\$3,317	-\$2,000	-\$2,500
Garbage bags	-\$9,208	-\$15,028	-\$15,105	-\$11,500	-\$13,000
Revenues Total	-\$26,869	-\$29,439	-\$27,262	-\$23,800	-\$30,544

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Fire and Rescue					
Expenditures					
PT Wages	\$343,370	\$410,105	\$338,386	\$389,478	\$399,489
PT Wage Related Expenses	\$24,136	\$30,176	\$18,668	\$35,754	\$31,903
Group Benefits	\$15,862	\$15,224	\$16,709	\$16,729	\$17,231
WSIB	\$10,060	\$10,138	\$9,672	\$11,337	\$12,136
Office Supplies	\$3,370	\$3,190	\$1,849	\$3,000	\$3,000
Hydro	\$6,845	\$8,134	\$4,918	\$8,200	\$0
Heat	\$1,601	\$1,328	\$1,241	\$1,140	\$0
Fuel	\$9,973	\$11,026	\$0	\$11,065	\$14,400
Water Protection	\$179	\$168	\$122	\$200	\$0
Equipment Maintenance & Supplies	\$28,374	\$44,205	\$21,441	\$19,000	\$19,000
Oxygen & Medical Supplies	\$3,866	\$4,007	\$2,504	\$3,475	\$3,100
Public Education	\$12,559	\$3,701	\$2,248	\$3,800	\$3,800
Signage	\$20	\$0	\$0	\$0	\$0
Cleaning, Maint & supplies for Bldg	\$16,907	\$6,219	\$7,217	\$9,260	\$0
Kitchen Supplies and Equipment	\$708	\$700	\$465	\$900	\$0
Waste Removal	\$366	\$244	\$244	\$410	\$0
Vehicle Maintenance	\$31,628	\$34,999	\$26,661	\$26,000	\$26,000
Communication(phone, fax, intern)	\$9,308	\$8,545	\$10,789	\$9,000	\$8,300
Mileage	\$6,061	\$7,446	\$3,328	\$4,400	\$4,000
Professional Development	\$19,254	\$20,486	\$13,830	\$19,500	\$19,500
Membership and Subscription Fees	\$3,145	\$3,272	\$3,319	\$3,920	\$3,577
Employee Travel - Meals	\$505	\$2,062	\$679	\$1,000	\$1,000
Employee Travel - Accomodations	\$2,529	\$3,264	\$1,426	\$2,600	\$2,600
Insurance	\$18,366	\$20,985	\$23,443	\$21,405	\$21,405
Advertising	\$1,000	\$3,373	\$2,021	\$1,000	\$1,000
Permits	\$471	\$521	\$471	\$471	\$485
Contract Services	\$21,383	\$23,847	\$20,548	\$35,000	\$37,176
Clothing, Safety Allowance	\$44,749	\$20,211	\$24,431	\$18,000	\$16,550
Outdoor Maintenance of Building	\$0	\$2,463	\$0	\$0	\$0
Vehicle Plates	\$0	-\$435	\$189	\$0	\$190
Expenditures Total	\$636,596	\$699,605	\$556,818	\$656,044	\$645,842
Revenues					
Tent or Marquee Permit	\$0	-\$306	\$0	-\$104	-\$416
Open Burning Permit and Inspection	-\$10,900	-\$14,620	-\$15,030	-\$14,000	-\$15,000
Burning Permit Violations	-\$3,280	-\$1,800	-\$1,350	-\$1,350	-\$1,350

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	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Fire Extinguisher Training	\$0	-\$225	-\$225	\$0	-\$300
Water Tank Locks	\$0	-\$107	-\$18	-\$160	-\$107
Fireworks Permits	-\$300	-\$300	-\$300	-\$300	-\$300
Information/Fire Reports	-\$75	-\$450	-\$525	-\$150	-\$450
Other recoveries	-\$29,914	-\$15,472	-\$2,967	-\$1,630	-\$3,000
Occupancy Load	\$0	\$0	\$0	-\$100	\$0
Fire Safety Plan Review	-\$720	-\$240	\$0	-\$240	-\$360
Post Fire Watch	\$0	\$0	\$0	\$0	\$0
Boarding up or Barricading	\$0	\$0	\$0	\$0	\$0
Key Boxes	-\$100	-\$200	\$0	-\$100	-\$100
Inspections	-\$100	-\$200	\$0	-\$200	\$0
Motor Vehicle Emergency Responses	-\$94,239	-\$131,144	-\$59,597	-\$90,000	-\$90,000
Fire Alarm False Alarm Calls	-\$410	\$0	\$0	-\$450	-\$450
Revenues Total	-\$140,038	-\$165,064	-\$80,013	-\$108,784	-\$111,833

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	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Heritage Committee					
Expenditures					
Per Diems	\$1,082	\$2,089	\$0	\$1,840	\$1,865
Heritage Plaques	\$33	\$0	\$0	\$250	\$100
Mileage	\$0	\$139	\$668	\$2,000	\$1,000
Training	\$0	\$1,028	\$824	\$1,500	\$1,000
Employee Travel - Meals	\$0	\$90	\$58	\$100	\$100
Employee Travel - Accomodations	\$0	\$750	\$1,705	\$3,350	\$2,000
Expenditures Total	\$1,114	\$4,095	\$3,256	\$9,040	\$6,065

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	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Library					
Expenditures					
Library Rent for Historical society	\$4,674	\$4,886	\$4,902	\$4,510	\$4,510
Library Water Monitoring	\$1,672	\$1,735	\$1,502	\$1,750	\$1,750
Expenditures Total	\$6,346	\$6,621	\$6,405	\$6,260	\$6,260
Revenues					
Library Costs Recovered from County	-\$2,687	-\$3,146	\$0	-\$2,500	-\$3,000
Revenues Total	-\$2,687	-\$3,146	\$0	-\$2,500	-\$3,000

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Municipal Office					
Expenditures					
Hydro	\$0	\$0	\$0	\$0	\$31,700
Heat	\$0	\$0	\$0	\$0	\$7,240
Water Protection	\$0	\$0	\$0	\$0	\$420
Cleaning, Maint & supplies for Bldg	\$0	\$0	\$0	\$0	\$27,015
Kitchen Supplies and Equipment	\$0	\$0	\$0	\$0	\$3,400
Waste Removal	\$0	\$0	\$0	\$0	\$2,600
Outdoor Maintenance of Building	\$0	\$0	\$0	\$0	\$1,300
Expenditures Total	\$0	\$0	\$0	\$0	\$73,675
Revenues					
Municipal Office Costs Recovered from Building Department	\$0	\$0	\$0	\$0	-\$22,103
Revenues Total	\$0	\$0	\$0	\$0	-\$22,103

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
ORC					
Expenditures					
FT Wages	\$56,472	\$57,147	\$46,872	\$57,762	\$58,628
PT Wages	\$24,844	\$26,157	\$16,635	\$25,006	\$28,901
OT Wages	\$831	\$2,750	\$1,089	\$2,000	\$2,000
FT Wage Related Expenses	\$10,116	\$10,209	\$8,457	\$10,381	\$10,723
PT Wage Related Expenses	\$1,615	\$1,598	\$561	\$2,296	\$2,665
Manulife Benefits	\$7,396	\$7,430	\$6,483	\$7,796	\$8,277
WSIB	\$2,372	\$2,441	\$2,076	\$2,585	\$2,865
Office Supplies	\$424	\$547	\$336	\$300	\$300
Hydro	\$23,918	\$28,241	\$22,879	\$32,750	\$32,750
Heat	\$5,211	\$4,630	\$4,481	\$4,200	\$4,200
Fuel	\$1,955	\$1,988	\$446	\$0	\$0
Water Protection	\$658	\$742	\$784	\$700	\$700
Equipment Maintenance & Supplies	\$10,169	\$7,648	\$3,180	\$10,000	\$8,000
Signage	\$0	\$0	\$28	\$100	\$100
Bldg-Cleaning, Maint,Supplies Interior	\$8,034	\$8,465	\$2,062	\$8,000	\$6,000
Drink Machine Supplies	\$780	\$100	\$0	\$500	\$500
Waste Removal	\$577	\$701	\$535	\$600	\$600
Bldg-Cleaning, Maint,Supplies Exterior	\$4,554	\$8,013	\$2,072	\$10,000	\$8,000
Communication(phone, fax, intern)	\$1,872	\$2,393	\$2,071	\$2,500	\$2,500
Professional Fees - Engineering	\$4,119	\$2,938	\$0	\$0	\$0
Mileage	\$0	\$0	\$0	\$100	\$100
Professional Development	\$145	\$1,048	\$555	\$1,000	\$1,000
Membership and Subscription Fees	\$280	\$0	\$218	\$150	\$220
Employee Travel - Meals	\$0	\$0	\$0	\$100	\$100
Insurance	\$7,358	\$8,698	\$8,744	\$8,872	\$8,872
Advertising	\$0	\$238	\$371	\$300	\$500
Contract Services	\$163	\$556	\$0	\$400	\$350
Clothing Safety Allowance	\$102	\$135	\$0	\$150	\$515
Expenditures Total	\$173,963	\$184,812	\$130,931	\$188,549	\$189,367
Revenues					
Ice Rental - Prime	-\$34,972	-\$37,324	-\$13,253	-\$29,000	-\$15,000
Ice Rental - Non-Prime	-\$2,505	-\$489	-\$385	-\$2,000	-\$640
Arena Summer Rentals	-\$19,126	-\$20,048	-\$14,742	-\$22,000	-\$18,000
Gymnasium Rental	-\$14,616	-\$20,801	-\$14,827	-\$15,000	-\$17,197
Rink Board and Ball Diamond Advertising	-\$1,050	\$0	\$0	-\$350	-\$350

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
ORC Drink Machine	-\$1,077	-\$961	-\$575	-\$1,300	-\$500
Other Recoveries	\$0	-\$434	\$0	-\$500	-\$500
Revenues Total	-\$73,346	-\$80,057	-\$43,781	-\$70,150	-\$52,187

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Parks					
Expenditures					
FT Wages	\$6,077	\$0	\$0	\$0	\$42,118
PT Wages	\$6,406	\$17,381	\$13,021	\$20,338	\$7,138
OT Wages	\$0	\$0	\$0	\$0	\$0
FT Wage Related Expenses	\$997	-\$447	\$0	\$0	\$7,674
PT Wage Related Expenses	\$345	\$1,308	\$862	\$1,867	\$658
WSIB	\$333	\$513	\$413	\$620	\$1,576
Hydro	\$0	\$3,419	\$2,192	\$3,400	\$3,400
Fuel	\$1,988	\$1,442	\$0	\$2,200	\$2,200
Water Protection	\$448	\$873	\$31	\$1,000	\$1,000
Equipment Maintenance and Supplies	\$3,269	\$5,130	\$1,118	\$4,500	\$1,480
Vehicle Maintenance	\$0	\$0	\$450	\$500	\$500
Maintenance Grounds	\$8,960	\$11,876	\$9,693	\$10,000	\$10,000
Mileage	\$324	\$228	\$0	\$500	\$0
Insurance	\$0	\$6,316	\$6,346	\$6,442	\$6,442
Advertising	\$238	\$0	\$623	\$150	\$500
Contract Services	\$17,730	\$20,948	\$25,841	\$20,700	\$16,260
Manulife Benefits	\$0	\$0	\$0	\$0	\$7,897
Expenditures Total	\$47,113	\$68,989	\$60,589	\$72,218	\$108,844
Revenues					
Horse Paddock Rental	\$0	\$0	\$0	\$0	\$0
Picnic Shelter	-\$525	-\$520	-\$220	-\$500	-\$300
Ball Diamond Rentals	-\$1,182	-\$3,197	-\$2,839	-\$3,000	-\$3,000
Sports Facility User Fees	-\$13,195	-\$17,821	-\$15,313	-\$17,000	-\$800
Soccer Field Rentals	\$0	\$0	\$0	\$0	-\$3,000
Revenues Total	-\$14,902	-\$21,538	-\$18,372	-\$20,500	-\$7,100

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
PCC					
Expenditures					
FT Wages	\$43,967	\$39,797	\$6,876	\$0	\$0
PT Wages	\$36,386	\$40,091	\$38,227	\$36,984	\$40,170
OT Wages	\$421	\$71	\$817	\$500	\$500
FT Wage Related Expenses	\$4,641	\$2,233	\$0	\$0	\$0
PT Wage Related Expenses	\$1,691	\$1,772	\$963	\$3,442	\$3,750
Manulife Benefits	\$9,679	\$1,609	\$0	\$0	\$0
WSIB	\$2,354	\$1,433	\$1,254	\$1,143	\$1,301
Office Supplies	\$137	\$88	\$265	\$150	\$150
Hydro	\$20,075	\$22,647	\$13,874	\$24,400	\$24,400
Heat	\$3,836	\$4,315	\$3,293	\$4,000	\$4,000
Fuel	\$0	\$501	\$0	\$500	\$500
Water Protection	\$3,998	\$5,619	\$4,593	\$5,100	\$5,100
Bldg-Cleaning, Maint,Supplies Interior	\$14,240	\$16,271	\$7,219	\$15,000	\$15,000
Kitchen Supplies and Equipment	\$3,756	\$1,119	\$5,944	\$1,500	\$1,500
Waste Removal	\$2,472	\$2,802	\$2,139	\$2,500	\$2,500
Outdoor Maintenance of Building	\$3,101	\$829	\$2,618	\$1,200	\$1,200
Communication(phone, fax, intern)	\$2,630	\$2,788	\$2,027	\$2,800	\$2,800
Mileage	\$296	\$0	\$0	\$300	\$100
Professional Development	\$751	\$0	\$36	\$0	\$0
Membership and Subscription Fees	\$224	\$224	\$0	\$2,000	\$500
Employee Travel - Meals	\$38	\$0	\$0	\$150	\$150
Employee Travel - Accomodations	\$299	\$0	\$0	\$450	\$450
Insurance	\$10,112	\$7,158	\$7,110	\$7,301	\$7,301
Advertising	\$376	\$430	\$0	\$2,000	\$2,000
Contract Services	\$2,180	\$1,919	\$926	\$2,050	\$2,530
Expenditures Total	\$167,658	\$153,715	\$98,182	\$113,470	\$115,902
Revenues					
Hall - Prime	-\$17,957	-\$25,804	-\$19,758	-\$19,000	-\$21,772
Hall - Non-Prime	-\$12,841	-\$16,970	-\$13,498	-\$15,000	-\$15,000
Meeting Room	-\$4,299	-\$7,605	-\$6,642	-\$5,000	-\$6,383
Licensed Events Using Patio	-\$110	-\$55	-\$334	-\$100	-\$224
Hall - Commercial Rentals	-\$750	\$0	\$0	-\$765	-\$765
Bartenders	-\$5,942	-\$8,810	-\$8,334	-\$7,000	-\$8,500
Pop, Glasses, & Ice	-\$1,509	-\$2,004	\$0	\$0	\$0
Kitchen Facilities - Non-Prime	-\$1,910	-\$4,900	-\$2,502	-\$4,000	-\$3,180

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Advertising Sign	-\$315	-\$411	-\$225	-\$300	-\$324
Other Recoveries	-\$4,978	-\$909	-\$360	-\$400	-\$400
Recreation Conditional Grants	-\$4,729	-\$5,167	\$0	-\$5,167	-\$5,167
Donations	-\$8,221	\$0	-\$400	\$0	\$0
Projector Rental Fee	\$0	\$0	-\$25	\$0	-\$50
Revenues Total	-\$63,562	-\$72,635	-\$52,079	-\$56,732	-\$61,765

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
PDAC					
Expenditures					
Per Diems	\$3,258	\$3,360	\$0	\$4,295	\$4,360
Office Supplies & Equipment	\$74	\$13	\$42	\$0	\$50
Mileage	\$225	\$0	\$0	\$150	\$150
Training	\$0	\$0	\$0	\$1,500	\$1,500
Expenditures Total	\$3,556	\$3,373	\$42	\$5,945	\$6,060

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Planning					
Expenditures					
FT Wages	\$48,629	\$55,952	\$53,758	\$66,558	\$67,556
OT Wages	\$721	\$0	\$0	\$500	\$500
FT Wage Related Expenses	\$8,553	\$9,929	\$9,896	\$11,699	\$12,063
Manulife Benefits	\$5,813	\$6,602	\$6,764	\$8,152	\$8,636
WSIB	\$1,427	\$1,618	\$1,689	\$2,045	\$2,178
Office Supplies	\$176	\$12	\$18	\$100	\$100
Signage	\$21	\$0	\$0	\$100	\$0
Communication (phone, fax, Internet)	\$221	\$170	\$39	\$200	\$200
Professional Fees - Legal	\$8,404	\$13,337	\$5,345	\$24,000	\$25,000
Professional Fees - Engineering	\$76,845	\$91,069	\$49,725	\$60,000	\$56,695
Mileage	\$302	\$306	\$0	\$250	\$250
Professional Development	\$2,912	\$227	\$356	\$200	\$1,244
Membership and Subscription Fees	\$120	\$0	\$120	\$120	\$150
Employee Travel - Meals	\$0	\$0	\$0	\$100	\$100
Employee Travel - Accomodations	\$0	\$0	\$0	\$350	\$350
Advertising	\$4,426	\$6,142	\$4,750	\$4,000	\$2,000
Professional Fees - Water Monitoring	\$336	\$1,962	\$2,150	\$2,000	\$2,000
Contract Services	\$3,992	\$3,178	\$2,873	\$3,500	\$3,000
CIP Grants	\$0	\$0	\$808	\$20,000	\$20,000
Expenditures Total	\$162,896	\$190,505	\$138,291	\$203,875	\$202,022
Revenues					
Engineering, Environmental, Legal, and Advertising Fees Recovered	-\$53,275	-\$65,153	-\$28,231	-\$30,000	-\$20,000
Minor Variance	-\$8,450	-\$12,610	-\$10,816	-\$9,464	-\$8,970
Agreements	\$0	\$0	-\$510	\$0	-\$765
Part Lot Control Exemption By-law	\$0	\$0	\$0	\$0	\$0
Site Plan Control	-\$14,000	-\$2,040	-\$6,000	-\$8,324	-\$21,700
Consent Review and Clearance	\$0	-\$3,500	-\$3,840	-\$3,968	-\$1,965
Zoning By-law Amendment	-\$20,000	-\$44,400	-\$3,600	-\$29,600	-\$16,200
Telecommunication Tower Proposals	\$0	-\$1,000	-\$1,520	-\$510	-\$1,042
Zoning By-law Amendment - Aggregate	-\$7,500	\$0	\$0	\$0	\$0
Zoning Compliance Letter	-\$1,950	-\$1,950	-\$2,550	-\$2,000	-\$2,227
Zoning By-law #19/85	\$0	\$0	\$0	\$0	\$0
Business Retention and Expansion Municipal Implementation Fund	-\$12,500	\$0	-\$25,000	-\$25,000	-\$25,000
Grading Fee - Dwellings	\$0	-\$118,000	-\$30,000	-\$60,000	\$0
Lifting of Holding Designation Fee (Zoning)	\$0	-\$1,100	\$0	-\$561	-\$573

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Planning - Other Recoveries	\$0	-\$46	\$0	\$0	\$0
Advertising Fees Recovered	-\$701	\$0	\$0	-\$750	\$0
Revenues Total	-\$118,375	-\$249,799	-\$112,067	-\$170,177	-\$98,442

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Public Works					
Expenditures					
FT Wages	\$351,573	\$336,474	\$273,832	\$357,356	\$347,432
PT Wages	\$38,085	\$40,674	\$38,567	\$44,181	\$37,613
OT Wages	\$27,122	\$26,123	\$26,020	\$32,700	\$32,700
FT Wage Related Expenses	\$61,996	\$61,742	\$50,833	\$65,105	\$64,179
PT Wage Related Expenses	\$4,074	\$4,063	\$3,078	\$4,057	\$3,468
Manulife Benefits	\$46,003	\$45,157	\$32,795	\$41,489	\$41,135
WSIB	\$11,830	\$11,267	\$10,803	\$12,659	\$12,748
Office Supplies	\$191	\$1,705	\$1,013	\$500	\$500
Hydro	\$6,780	\$12,348	\$7,823	\$13,200	\$0
Heat	\$4,264	\$4,011	\$3,960	\$3,820	\$0
Fuel	\$69,312	\$62,571	\$67,295	\$84,295	\$84,295
Equipment Maintenance & Supplies	\$1,175	\$916	\$1,859	\$2,050	\$2,050
Signage	\$8,331	\$9,283	\$8,955	\$10,000	\$10,000
Pavement Markings	\$25,328	\$30,121	\$30,940	\$35,500	\$35,500
Railway Maintenance	\$138,143	\$0	\$0	\$5,000	\$5,000
Maintenance Gravel	\$69,920	\$79,195	\$67,621	\$80,000	\$77,000
Calcium	\$51,612	\$46,082	\$49,044	\$46,400	\$46,400
Winter Maintenance	\$157,824	\$205,047	\$130,719	\$183,000	\$183,000
Waste Removal	\$922	\$1,153	\$692	\$1,500	\$1,500
Shop Overhead	\$7,941	\$11,756	\$6,876	\$12,400	\$7,400
Road Maintenance supplies	\$34,923	\$33,258	\$29,037	\$37,400	\$35,400
Vehicle Maintenance	\$44,898	\$42,116	\$30,319	\$46,000	\$46,000
Speed Monitor	\$0	\$0	\$0	\$500	\$500
Sidewalk Repairs	\$1,949	\$422	\$0	\$5,000	\$5,000
Communication(phone, fax, intern)	\$1,897	\$1,873	\$2,596	\$1,800	\$3,462
Professional Fees - Engineering	\$1,901	\$588	\$0	\$2,000	\$2,000
Mileage	\$81	\$303	\$0	\$100	\$100
Professional Development	\$1,131	\$1,600	\$332	\$1,420	\$1,420
Membership and Subscription Fees	\$787	\$787	\$787	\$800	\$800
Employee Travel - Meals	\$85	\$68	\$0	\$100	\$100
Insurance	\$9,422	\$70,341	\$73,154	\$71,748	\$71,748
Advertising	\$436	\$20	\$1,371	\$500	\$500
Vehicle Plates	\$6,895	\$6,932	\$7,080	\$7,030	\$7,100
Permits	\$50	\$1,850	\$505	\$100	\$100
Contract Services	\$35,977	\$31,217	\$15,631	\$49,000	\$44,120
Clothing, Safety Allowance	\$763	\$763	\$340	\$750	\$1,050

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Bridge Inspections	\$8,758	\$0	\$0	\$0	\$0
Street Lights: Repairs and Hydro Bills	\$48,929	\$54,969	\$43,642	\$46,350	\$46,350
Cleaning, Maint & supplies for Bldg	\$0	\$328	\$693	\$625	\$0
Expenditures Total	\$1,281,307	\$1,237,120	\$1,018,212	\$1,306,434	\$1,257,670
ReserveTransfers					
Transfer from Public Works Replacement and Restoration of Aging In	-\$4,403	\$0	\$0	-\$10,000	-\$10,000
Contribution to Winter Maintenance	\$25,176	\$0	\$0	\$0	\$0
Contribution from Winter Maintenance	\$0	-\$22,047	\$0	\$0	\$0
ReserveTransfers Total	\$20,773	-\$22,047	\$0	-\$10,000	-\$10,000
Revenues					
Oversize-Overweight Load Permits	\$0	\$0	\$0	\$0	\$0
Entrance Permit	-\$3,150	-\$5,980	-\$3,909	-\$3,220	-\$4,465
Roads Other Recoveries	-\$1,799	-\$1,832	-\$360	-\$1,000	-\$1,000
Third Party Cost Recovery	\$0	\$0	\$0	\$0	\$0
Third Party Cost Recovery Administration Fee	\$0	\$0	\$0	\$0	\$0
Revenues Total	-\$4,949	-\$7,812	-\$4,269	-\$4,220	-\$5,465

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Recreation Committee					
Expenditures					
Per Diems	\$3,047	\$3,234	\$0	\$4,295	\$4,360
Training	\$0	\$0	\$0	\$0	\$0
Expenditures Total	\$3,047	\$3,234	\$0	\$4,295	\$4,360

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Source Water Protection					
Expenditures					
FT Wages/Benefits	\$0	\$3,418	\$0	\$20,506	\$9,579
Public Education Costs	\$8,932	\$0	\$0	\$5,000	\$0
Professional Fees	\$5,812	\$18,122	\$125	\$10,000	\$0
Expenditures Total	\$14,743	\$21,540	\$125	\$35,506	\$9,579
ReserveTransfers					
Contribution to Operating Carryforward	\$6,068	\$0	\$0	\$0	\$0
Transfer from Operating Carryforward	\$0	-\$27,447	\$0	-\$9,546	\$0
ReserveTransfers Total	\$6,068	-\$27,447	\$0	-\$9,546	\$0
Revenues					
Source Protection Municipal Implementation Fund	-\$15,000	\$0	\$0	-\$17,260	\$0
Revenues Total	-\$15,000	\$0	\$0	-\$17,260	\$0
Grand Total	\$2,338,462	\$2,232,635	\$1,908,927	\$2,642,266	\$2,697,865

2018 Proposed Expenditures, Reserve Transfers and Revenues Summary

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Expenditures					
Administration	\$398,502	\$425,704	\$402,472	\$505,876	\$511,971
Badenoch	\$2,114	\$15,227	\$13,800	\$13,301	\$0
Building	\$338,668	\$376,027	\$298,890	\$402,983	\$419,580
By-law	\$121,772	\$77,559	\$58,362	\$70,835	\$124,860
Corporate	\$182,618	\$231,630	\$148,617	\$243,966	\$202,334
Council	\$117,937	\$112,196	\$94,975	\$129,546	\$132,769
Elections	\$1,208	\$1,313	\$1,208	\$1,210	\$60,000
Finance	\$598,331	\$605,470	\$576,584	\$673,491	\$655,826
Fire and Rescue	\$636,596	\$699,605	\$556,818	\$656,044	\$645,842
Heritage Committee	\$1,114	\$4,095	\$3,256	\$9,040	\$6,065
Library	\$6,346	\$6,621	\$6,405	\$6,260	\$6,260
Municipal Office	\$0	\$0	\$0	\$0	\$73,675
ORC	\$173,963	\$184,812	\$130,931	\$188,549	\$189,367
Parks	\$47,113	\$68,989	\$60,589	\$72,218	\$108,844
PCC	\$167,658	\$153,715	\$98,182	\$113,470	\$115,902
PDAC	\$3,556	\$3,373	\$42	\$5,945	\$6,060
Planning	\$162,896	\$190,505	\$138,291	\$203,875	\$202,022
Public Works	\$1,281,307	\$1,237,120	\$1,018,212	\$1,306,434	\$1,257,670
Recreation Committee	\$3,047	\$3,234	\$0	\$4,295	\$4,360
Source Water Protection	\$14,743	\$21,540	\$125	\$35,506	\$9,579
Expenditures Total	\$4,259,491	\$4,418,735	\$3,607,760	\$4,642,845	\$4,732,984
ReserveTransfers					
Administration	\$5,335	\$10,000	-\$15,000	-\$33,632	-\$30,000
Building	\$20,429	\$82,758	\$332,644	-\$46,207	-\$33,204
Elections	\$14,000	\$12,787	\$12,787	\$12,787	-\$48,574
Public Works	\$20,773	-\$22,047	\$0	-\$10,000	-\$10,000
Source Water Protection	\$6,068	-\$27,447	\$0	-\$9,546	\$0
ReserveTransfers Total	\$66,605	\$56,051	\$330,431	-\$86,598	-\$121,778

2018 Proposed Expenditures, Reserve Transfers and Revenues Summary

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Revenues					
Administration	-\$18,656	-\$15,720	-\$1,241	-\$11,650	-\$5,150
Badenoch	-\$10	-\$10	-\$10	-\$10	\$0
Building	-\$361,646	-\$458,785	-\$631,534	-\$356,776	-\$386,376
By-law	-\$53,846	-\$45,003	-\$24,878	-\$26,618	-\$28,266
Corporate	-\$1,093,748	-\$1,093,141	-\$1,033,757	-\$1,044,805	-\$1,101,112
Elections	\$0	\$0	\$0	\$0	\$0
Finance	-\$26,869	-\$29,439	-\$27,262	-\$23,800	-\$30,544
Fire and Rescue	-\$140,038	-\$165,064	-\$80,013	-\$108,784	-\$111,833
Library	-\$2,687	-\$3,146	\$0	-\$2,500	-\$3,000
Municipal Office	\$0	\$0	\$0	\$0	-\$22,103
ORC	-\$73,346	-\$80,057	-\$43,781	-\$70,150	-\$52,187
Parks	-\$14,902	-\$21,538	-\$18,372	-\$20,500	-\$7,100
PCC	-\$63,562	-\$72,635	-\$52,079	-\$56,732	-\$61,765
Planning	-\$118,375	-\$249,799	-\$112,067	-\$170,177	-\$98,442
Public Works	-\$4,949	-\$7,812	-\$4,269	-\$4,220	-\$5,465
Source Water Protection	-\$15,000	\$0	\$0	-\$17,260	\$0
Revenues Total	-\$1,987,634	-\$2,242,151	-\$2,029,264	-\$1,913,981	-\$1,913,342
Operating Tax Levy	\$2,338,462	\$2,232,635	\$1,908,927	\$2,642,266	\$2,697,865

TOWNSHIP OF PUSLINCH 2018 OPERATING BUDGET

2018 REQUESTED BASE BUDGET INCREASES

Department Fire and Rescue Priority 1

1 - Purpose of Expenditure

Puslinch Fire Department 50th Anniversary Party

2 - Need

Supplies for an open house anniversary celebration. Food, beverages, anniversary books, t-shirts, etc.
To be determined by committee.

3 - Benefit of the Investment

Great community and employee relations event.

4 - Risk Assessment

none

5 - Financial Impact

One-time request for 2018 Budget only?

Yes

Revenues Earned/Reserves Utilized

	Revenues	Reserves	Balance in Reserves (as applicable)
	\$0	N/A	N/A
Total Revenues/Reserves	\$0	\$0	\$0

Expenses Incurred

01-0040-4312	Meals	\$4,000
Total Expenses		\$4,000

Net Expense/(Revenue)

\$4,000

Furniture/Fixtures Required for new staff?	N/A
Computer Required for new staff?	N/A
Fleet Vehicle Required for new staff?	N/A

TOWNSHIP OF PUSLINCH

2018 OPERATING BUDGET

2018 REQUESTED BASE BUDGET INCREASES

Department Fire Priority 1

1 - Purpose of Expenditure

To align the Equipment Maintenance and Supplies operating budget line with the true actuals from the past 3 years.

2 - Need

Regular maintenance and supply purchases with the addition of the following: purchases for a HCN Detector \$600, Jack Rabbit tool spreader \$4400, Rotary Saw \$1400, Drill set \$400 required over and above normal purchases.

3 - Benefit of the Investment

Replacement of a variety of old equipment and defective fire hose.

4 - Risk Assessment

none

5 - Financial Impact

One-time request for 2018 Budget only?

Yes

Revenues Earned/Reserves Utilized

	Revenues	Reserves	Balance in Reserves (as applicable)
01-0013-3200			
Fire Equipment Replacement Discretionary Reserve		\$6,800	\$163,929
Total Revenues/Reserves	\$0	\$6,800	

Expenses Incurred

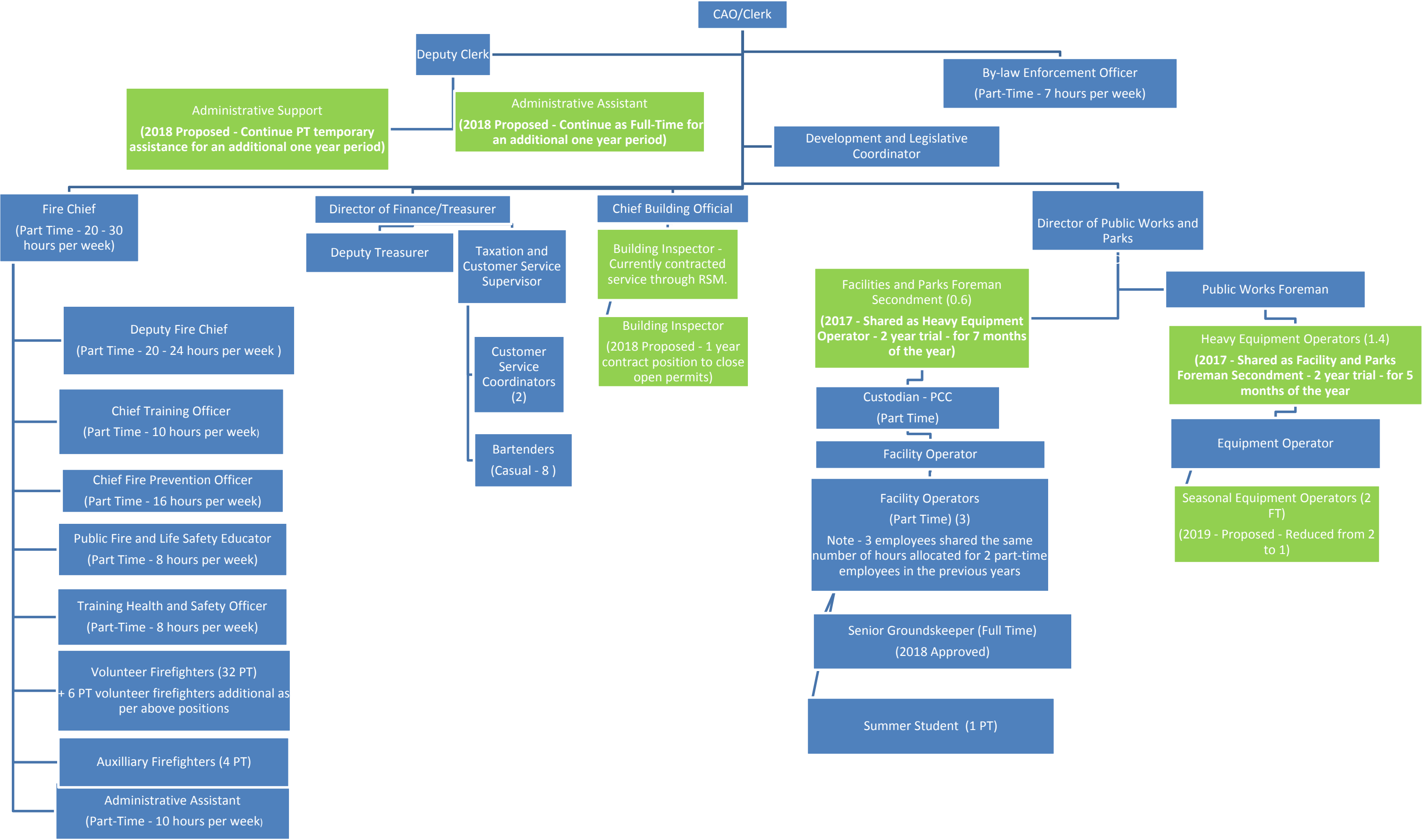
Budget Line	Equipment Maintenance and Supplies	\$6,800
Total Expenses		\$6,800

Net Expense/(Revenue)

\$0

Furniture/Fixtures Required for new staff?	N/A
Computer Required for new staff?	N/A
Fleet Vehicle Required for new staff?	N/A

Organization Chart – 2018 Proposed



Position	Department	2017	2018 Proposed
CAO/Clerk/Treasurer	CAO/Clerk	0	0
CAO/Clerk	CAO/Clerk	1	1
Deputy Clerk	CAO/Clerk	1	1
Administrative Assistant	CAO/Clerk	0	0
Administrative Assistant - Contract	CAO/Clerk	1	1
Records Support - Contract	CAO/Clerk	0.4	0.4
Custodian - Office	CAO/Clerk	0	0
Zoning Officer	CAO/Clerk	0	0
Development and Legislative Coordinator	CAO/Clerk	1	1
By-law Enforcement Officer	CAO/Clerk	0.2	0.2
Chief Building Official	Building	1	1
Building & Enforcement Inspector Officer	Building	0	0
Building Inspector - Contract	Building	0	1
Building Coordinator	Finance	0	0
Facility Booking Agent	Finance	0	0
Customer Service Representative	Finance	0	0
Customer Service Coordinators	Finance	2	2
Director of Finance/Treasurer	Finance	1	1
Deputy Treasurer	Finance	1	1
Taxation and Customer Service Supervisor	Finance	1	1
Director of Public Works and Parks	Public Works	1	1
Public Works and Parks Foreman	Public Works	1	0.75
Equipment Operator	Public Works	1	1
Heavy Equipment Operator	Public Works	1.4	1.4
Seasonal Equipment Operators	Public Works	1	1
Facilities and Parks Foreman	Public Works	0.6	0.6
Facility Operator (ORC)	Optimist Recreation Centre	1	1
Part-Time Facility Operators	Optimist Recreation Centre	1	1
Custodian (PCC)	Puslinch Community Centre	0.9	0.9
Parks Groundskeeper	Parks	0.4	1
Parks Student	Parks	0.3	0.3

2018 BBI

Full-Time Equivalents Analysis - By Position

Schedule E to Report FIN-2017-033

Position	Department	2017	2018 Proposed
Fire Chief	Fire & Rescue Services	0.75	0.75
Deputy Fire Chief	Fire & Rescue Services	0.7	0.7
Chief Training Officer	Fire & Rescue Services	0.3	0.3
Chief Fire Prevention Officer	Fire & Rescue Services	0.45	0.45
Public Fire & Life Safety Educator	Fire & Rescue Services	0.2	0.2
Training Health & Safety Officer	Fire & Rescue Services	0.2	0.2
Administrative Assistant - Fire	Fire & Rescue Services	0.2	0.2
Grand Total		23.00	24.35

1.35

Full-Time Equivalents Analysis Summary - By Department

Schedule E to Report FIN-2017-033

Department	2018		Total Inc./ (Dec.)
	2017	Proposed	
Building	1	2	1
CAO/Clerk	4.6	4.6	0
Finance	5	5	0
Fire & Rescue Services	2.8	2.8	0
Optimist Recreation Centre	2	2	0
Parks	0.7	1.3	0.6
Public Works	6	5.75	-0.25
Puslinch Community Centre	0.9	0.9	0
Grand Total	23	24.4	1.35

Conference, Seminar and Training Budget

Schedule F to Report FIN-2017-033

Department	Position	# of Business Days	Conference/Seminar/Training Session	Location	Cost
Administration	CAO/Clerk	3	CAO Training - Schulich School of Business	Toronto	\$ 3,500.00
Administration	CAO/Clerk	3	AMCTO Conference	Blue Mountain	\$ 780.00
Administration	CAO/Clerk	4	AMO Conference - TAPMO	Ottawa	\$ 700.00
Administration	CAO/Clerk	2	AMCTO 2018 Election Training Sessions	Ontario	\$ 820.00
Administration	CAO/Clerk	0	ROMA Conference - TAPMO	Ontario	\$ -
Administration	CAO/Clerk	0	OGRA Conference - TAPMO	Ontario	\$ -
Administration	Deputy Clerk	5	Management Training - Schulich School of Business	Toronto	\$ 3,500.00
Administration	Deputy Clerk	2	AMCTO Course - Employment Law and HR Program	Ontario	\$ 1,430.00
Administration	Deputy Clerk	3	AMCTO Conference	Blue Mountain	\$ 780.00
Administration	Deputy Clerk	2	AMCTO 2018 Election Training Sessions	Ontario	\$ 820.00
Administration	Firehouse Training	3	Firehouse Training	Township Office	\$ 7,000.00
Administration	All Employees - Corporate Wide Training	3	Health and Safety Training	Township Office	\$ 3,000.00
Administration	All Employees - Corporate Wide Training	3	Teamwork/Individual Coaching Training	Township Office	\$ 3,000.00
Administration	All Employees - Corporate Wide Training	0	Website Training	Township Office	\$ -
Administration	All Employees - Corporate Wide Training	0	Records Management Training	Township Office	\$ -
Administration	All Employees - Corporate Wide Training	0	Microsoft Office Training	Township Office	\$ -
Administration	All Employees - Corporate Wide Training	0	Keystone Training	Township Office	\$ -
Administration	All Employees - Corporate Wide Training	0	Management Training	Township Office	\$ -
Building	Chief Building Official	5	OBOA Building Structural - 2012	Ontario	\$ 700.00
Building	Chief Building Official	5	OBOA Building Services - 2012	Ontario	\$ 700.00
Building	Chief Building Official	5	OBOA Annual Meeting & Training Session (AMTS)	Kingston	\$ 900.00
Building	Chief Building Official	1	2 Ministry of Municipal Affairs and Housing Exams	Ontario	\$ 350.00
Building	Building Inspector	5	OBOA Course	Ontario	\$ 700.00
Building	Building Inspector	5	OBOA Course	Ontario	\$ 700.00
Building	Building Inspector	1	2 Ministry of Municipal Affairs and Housing Exams	Ontario	\$ 350.00
Building	Customer Service Coordinator	5	OBOA General Legal - 2012	Ontario	\$ 700.00
Building	Customer Service Coordinator	5	OBOA General Legal - 2012	Ontario	\$ 700.00
Building	Taxation and Customer Service Supervisor	5	OBOA General Legal - 2012	Ontario	\$ 700.00
Building	Customer Service Coordinator	1	2 Ministry of Municipal Affairs and Housing Exams	Ontario	\$ 350.00
Building	Allocation - Corporate Wide Training	3	Health and Safety Training	Township Office	\$ 900.00
Building	Allocation - Corporate Wide Training	3	Teamwork/Individual Coaching Training	Township Office	\$ 900.00
By-law	By-law Enforcement Officer	5	Ontario Association of Property Standards Officers - Annual Training Seminar and Annual General Meeting	Niagara Falls	\$ 1,200.00
Finance	Director of Finance/Treasurer	5	Management Training - Schulich School of Business	Toronto	\$ 3,500.00
Finance	Director of Finance/Treasurer	3	MFOA Conference	Niagara Falls	\$ 500.00
Finance	Taxation and Customer Service Supervisor	1	AMCTO Courses	Ontario	\$ 500.00
Finance	Deputy Treasurer	1	Any required training	Ontario	\$ 500.00
Fire and Rescue	Fire Chief	5	Ontario Association of Fire Chiefs' Conference	Toronto	\$ 950.00
Fire and Rescue	Fire Chief	10	Ontario Fire College Fire Officer IV Course	Gravenhurst	\$ 65.00
Fire and Rescue	Deputy Fire Chief	5	Ontario Association of Fire Chiefs' Conference	Toronto	\$ 950.00
Fire and Rescue	Deputy Fire Chief	5	Fire Department Instructor Conference	United States	\$ 945.00
Fire and Rescue	Deputy Fire Chief		Blue Card Command Instructors' Course	Ontario	Future Budget
Fire and Rescue	Chief Training Officer	10	Ontario Fire College Fire Officer IV Course	Gravenhurst	\$ 65.00
Fire and Rescue	2 Health and Safety Committee Members		PSHSA H&S Certification Part 1 and Part 2	Ontario	\$ 1,400.00
Fire and Rescue	Volunteer Firefighter - McLoughlin	2	Fire Service Women Conference	Sarnia	\$ 250.00
Fire and Rescue	Volunteer Firefighter - Ferraccioli	8	Red Cross Instructor Course	Ontario	\$ 800.00
Fire and Rescue	2 New Acting Captains	5	Blue Card Command - On-line Course - 40 Hours	Online Course	\$ 1,200.00

Department	Position	# of Business Days	Conference/Seminar/Training Session	Location	Cost
Fire and Rescue	Other Firefighters not described above	15	Ontario Fire College Courses	Gravenhurst	\$ 995.00
Fire and Rescue	All Fire Department Staff	1	Drivewise Driver Training	Fire Training Room	\$ 6,000.00
Fire and Rescue	Resource Materials	N/A	Textbooks, dvds, training props, misc.	N/A	\$ 950.00
Fire and Rescue	Resource Materials	N/A	Blue Card Command Resources and Admin Centre	N/A	\$ 3,730.00
Fire and Rescue	Facility Rental	N/A	Facility Rental	Guelph	\$ 600.00
Fire and Rescue	Facility Rental	N/A	Facility Rental	Cambridge	\$ 600.00
Planning	Development and Legislative Coordinator	3	Ontario Association of Committee of Adjustment Conference	Niagara Falls	\$ 530.40
Planning	Development and Legislative Coordinator	Online	2 On-line Municipal Administration Program Courses - AMCTO	Online	\$ 714.00
Public Works	TBD	3	Ontario Good Roads Association Road School	Guelph	\$ 910.00
Public Works	TBD	1	Safety/Equipment Training	TBD	\$ 510.00
ORC	Richard Hoover	3	Ontario Recreation Facilities Association Training	Guelph	\$ 555.00
ORC	TBD	1	Olympia Training	ORC	\$ 445.00

Directly from Expense Policy:

Clause 4.2. Conference, seminar, or training attendance is limited to Ontario unless otherwise approved by the CAO/Clerk.

Clause 4.3. Conference, seminar, or training attendance is limited to the following:

- Two (2) job-related conferences per year in Ontario or one (1) outside of Ontario.
- Two (2) job-related off-site training sessions per year in Ontario or one (1) outside of Ontario.
- Conference, seminar, and training sessions must be itemized in the annual budget of each department
- Attendance at conference, seminar, and training sessions are limited to a maximum of ten (10) business days.
- Additional mandatory training requires approval by the CAO/Clerk.

Memberships and Associations Budget

Schedule G to Report FIN-2017-033

Department	Position	Membership and/or Association	Corporate Fee	Individual Fee	Budget
Administration	CAO/Clerk	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 400.00	\$ 400.00
Administration	CAO/Clerk	Ontario Municipal Administrators' Association	N/A	\$ 400.00	\$ 400.00
Administration	Deputy Clerk	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 400.00	\$ 400.00
Administration	Administrative Assistant	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 400.00	\$ 400.00
Administration	Development & Legislative Coordinator	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 400.00	\$ 400.00
Administration	Development & Legislative Coordinator	Institute of Law Clerks of Ontario Certification – <i>only applicable if the employee is a Law Clerk</i>	N/A	\$ 200.00	\$ -
Administration	Corporate Memberships	Municipal World	\$ 60.00	N/A	\$ 60.00
Administration	Corporate Memberships	Association of Municipalities of Ontario	\$ 2,500.00	N/A	\$ 2,500.00
Administration	Corporate Memberships	Ontario Good Roads Association	\$ 800.00	N/A	\$ 800.00
Administration	Corporate Memberships	Wellington County Clerks and Treasurers Association	\$ 200.00	N/A	\$ 200.00
Administration	Corporate Memberships	Federation of Canadian Municipalities	\$ 1,400.00	N/A	\$ 1,400.00
Administration	Corporate Memberships	Ontario Municipal Management Institute	\$ 58.00	N/A	\$ 40.60
Administration	Corporate Memberships	Human Resources Download Program	\$ 3,700.00	N/A	\$ 2,590.00
Building	Chief Building Official	Annual Registration – Ministry of Municipal Affairs and Housing	N/A	\$ 115.00	\$ 115.00
Building	Chief Building Official	Ontario Building Officials Association	N/A	\$ 315.00	\$ 315.00
Building	Chief Building Official	Waterloo Region Chief Building Official Committee	N/A	\$ 100.00	\$ 100.00
Building	Chief Building Official	Ontario Building Officials Association Wellington-Waterloo and District Chapter	N/A	\$ 30.00	\$ 30.00
Building	Chief Building Official	Ontario Plumbing Inspectors Association	N/A	\$ 62.00	\$ 62.00
Building	Chief Building Official	Ontario Association of Certified Technicians and Technologists – <i>only applicable if the employee has a C.Tech. or C.E.T. designation</i>	N/A	\$ 250.00	\$ -
Building	Building Inspector	Annual Registration – Ministry of Municipal Affairs and Housing	N/A	\$ 115.00	\$ 115.00
Building	Building Inspector	Ontario Building Officials Association	N/A	\$ 315.00	\$ 315.00

Memberships and Associations Budget

Schedule G to Report FIN-2017-033

Department	Position	Membership and/or Association	Corporate Fee	Individual Fee	Budget
Building	Building Inspector	Ontario Building Officials Association Wellington-Waterloo and District Chapter	N/A	\$ 30.00	\$ 30.00
Building	Building Inspector	Ontario Association of Certified Technicians and Technologists – <i>only applicable if the employee has a C.Tech. or C.E.T. designation</i>	N/A	\$ 250.00	\$ -
Building	Corporate Memberships	Ontario Association of Property Standards Officers	\$ 75.00	\$ 75.00	\$ 75.00
Building	Corporate Memberships	Municipal Law Enforcement Officers' Association	\$ 168.00	\$ 110.00	\$ 168.00
Building	Corporate Memberships	Ontario Onsite Waste Water Association	\$ 375.00	\$ 250.00	\$ 375.00
Building	Corporate Wide Membership Allocation - 30%	Municipal Information Network	\$ 600.00	N/A	\$ 180.00
Building	Corporate Wide Membership Allocation - 30%	Local Authority Services Energy Planning Tool	\$ 300.00	N/A	\$ 90.00
Building	Corporate Wide Membership Allocation - 30%	Human Resources Download Program	\$ 3,700.00	N/A	\$ 1,110.00
Building	Corporate Wide Membership Allocation - 30%	Municipal Employer Pension Center of Ontario	\$ 100.00	N/A	\$ 30.00
Building	Corporate Wide Membership Allocation - 30%	Ontario Municipal Management Institute	\$ 58.00	N/A	\$ 17.40
ORC	Facility Operator	Ontario Recreation Facilities Association	\$ 700.00	\$ 150.00	\$ 150.00
ORC	Facility Operator	TSSA Class B Refrigeration	N/A	\$ 70.00	\$ 70.00
Finance	Director of Finance/Treasurer	Chartered Professional Accountants of Canada - <i>only applicable if the employee has a professional accounting designation</i>	N/A	\$ 1,000.00	\$ 1,000.00
Finance	Deputy Treasurer	Chartered Professional Accountants of Canada - <i>only applicable if the employee has a professional accounting designation</i>	N/A	\$ 1,000.00	\$ -
Finance	Taxation and Customer Service Supervisor	Ontario Municipal Tax and Revenue Association	\$ 1,650.00	\$ 250.00	\$ -
Finance	Taxation and Customer Service Supervisor	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 400.00	\$ 400.00
Finance	Corporate Memberships	Municipal Finance Officers' Association	\$ 325.00	N/A	\$ 325.00
Finance	Corporate Memberships	Municipal Employer Pension Center of Ontario	\$ 100.00	N/A	\$ 70.00

Memberships and Associations Budget

Schedule G to Report FIN-2017-033

Department	Position	Membership and/or Association	Corporate Fee	Individual Fee	Budget
Finance	Corporate Memberships	Local Authority Services Energy Planning Tool	\$ 300.00	N/A	\$ 210.00
Finance	Corporate Memberships	Municipal Information Network	\$ 600.00	N/A	\$ 420.00
Fire and Rescue	Fire Chief	Ontario Association of Fire Chiefs	N/A	\$ 260.00	\$ 260.00
Fire and Rescue	Deputy Fire Chief	Ontario Association of Fire Chiefs	N/A	\$ 260.00	\$ 260.00
Fire and Rescue	Chief Fire Prevention Officer	National Association of Fire Investigators	N/A	\$55.00 USD	\$ 69.58
Fire and Rescue	Public Fire and Life Safety Educator	National Association of Fire Investigators	N/A	\$55.00 USD	\$ 69.58
Fire and Rescue	Corporate Memberships	National Fire Protection Association	\$175.00 USD	N/A	\$ 221.00
Fire and Rescue	Corporate Memberships	National Fire Codes Subscription Service	\$1,500.00 USD	N/A	\$ 1,897.00
Fire and Rescue	Corporate Memberships	Wellington County Training Officers Association	\$ 50.00	N/A	\$ 50.00
Fire and Rescue	Corporate Memberships	Ontario Association of Fire Training Officers	\$ 150.00	N/A	\$ 150.00
Fire and Rescue	Corporate Memberships	Fire Marshal's Public Fire Safety Council	\$ 100.00	N/A	\$ 100.00
Fire and Rescue	Corporate Memberships	Wellington County Fire Chiefs Association	\$ 250.00	N/A	\$ 250.00
Fire and Rescue	Corporate Memberships	Wellington Dufferin Mutual Aid Membership	\$ 100.00	N/A	\$ 100.00
Fire and Rescue	Corporate Memberships	Wellington Dufferin Fire Prevention	\$ 150.00	N/A	\$ 150.00
PCC	Corporate Memberships	Parks and Recreation of Ontario	\$ 1,050.00	\$ 250.00	\$ -
PCC	Corporate Memberships	Taste Real - County of Wellington	\$ 500.00	N/A	\$ 500.00
Planning	Corporate Memberships	Ontario Association of Committee of Adjustment	\$ 150.00	N/A	\$ 150.00
Public Works	Director, Public Works and Parks	Ontario Association of Certified Technicians and Technologists – <i>only applicable if the employee has a C.Tech. or C.E.T. designation</i>	N/A	\$ 250.00	\$ -

Memberships and Associations Budget

Schedule G to Report FIN-2017-033

Department	Position	Membership and/or Association	Corporate Fee	Individual Fee	Budget
Public Works	Director, Public Works and Parks	Association of Ontario Road Supervisors – <i>only applicable if the employee has a CRS designation</i>	N/A	\$ 200.00	\$ 200.00
Public Works	Director, Public Works and Parks	County of Wellington Road Supervisors Association	N/A	\$ 200.00	\$ 200.00
Public Works	Public Works Foreman	Association of Ontario Road Supervisors – <i>only applicable if the employee has a CRS designation</i>	N/A	\$ 200.00	\$ 200.00
Public Works	Public Works Foreman	County of Wellington Road Supervisors Association	N/A	\$ 200.00	\$ 200.00

Directly from Expense Policy:

Clause 1.1. The Township will provide membership and association fees for those organizations and professional associations that generate important and current technical and professional information to the department and the Township.

Clause 1.2. The Township will pay for professional membership and association fees for employees who are required to carry a designation in order to perform their duties and responsibilities. Requirements must be included and detailed in the employee's job description. A budget itemizing the memberships and associations paid by the Township for each department shall be included in the annual budget.

Clause 1.3. If the professional membership and association fee is not related to the employee's current position at the Township and not detailed in the job description, the employee is responsible for the full cost.

Department	Account	Position	Uniform Item	# of items	Cost per Item	Cost	
Building		Chief Building Official	Safety Boots	1	\$ 175.00	\$ 175	
Building		Chief Building Official	Inspection Shirts	Unknown	Unknown	\$ 85	
Building		Inspectors (2)	Inspection Shirts	Unknown	Unknown	\$ 170	
Building		Chief Building Official and Inspectors (2)	Gloves, Hardhat(s)	Unknown	Unknown	\$ 200	Safety requirements
Fire and Rescue		All Staff	Sweaters	43	\$ 90.00	\$ 3,870	
Fire and Rescue			Firefighting Boots	6	\$ 470.00	\$ 2,820	
Fire and Rescue			Dress Uniforms	6	\$ 418.00	\$ 2,508	
Fire and Rescue		All Staff	Gear cleaning and inspection	43	\$ 50.00	\$ 2,150	
Fire and Rescue			Additional Uniform and Gear items as required			\$ 5,202	
Public Works		Director of Public Works	Safety Boots	Clothing/Safety Allowance		\$ 175	
Taxable Benefit	01-0030-4000	Director of Public Works	Clothing	Clothing/Safety Allowance		\$ 225	
Public Works		Facilities and Parks Foreman	Safety Boots	Clothing/Safety Allowance		\$ 175	
Taxable Benefit	01-0030-4000	Facilities and Parks Foreman	Clothing	Clothing/Safety Allowance		\$ 225	
Public Works		Heavy Equipment Operator	Safety Boots	Clothing/Safety Allowance		\$ 175	
Taxable Benefit	01-0030-4000	Heavy Equipment Operator	Clothing	Clothing/Safety Allowance		\$ 225	
Public Works		Equipment Operator	Safety Boots	Clothing/Safety Allowance		\$ 175	
Taxable Benefit	01-0030-4000	Equipment Operator	Clothing	Clothing/Safety Allowance		\$ 225	
Public Works		Public Works Foreman	Safety Boots	Clothing/Safety Allowance		\$ 175	
Taxable Benefit	01-0030-4000	Public Works Foreman	Clothing	Clothing/Safety Allowance		\$ 225	
Public Works		Senior Groundskeeper	Safety Boots	Clothing/Safety Allowance		\$ 175	
Taxable Benefit	01-0030-4000	Senior Groundskeeper	Clothing	Clothing/Safety Allowance		\$ 225	
ORC		Facility Operator (FT)		Safety Shoe Allowance and Shirts		\$ 260	
ORC		Facility Operators (PT) * 3		\$85 per shirt * 3 Employees		\$ 255	

Directly from Expense Policy:

Clause 6.1. The Township will supply employees with distinctive clothing should that be required as part of carrying out their employment duties. The clothing shall incorporate the corporate approved logo. An employee that is supplied with Township clothing must wear this clothing at all times while on duty.

Clause 6.2. The Township will pay for the replacement of clothing on an as needed basis when approved by the Department Head as a result of the clothing being soiled or damaged beyond repair. A budget amount should be separately itemized and included in the annual budget of each department for the replacement of this type of clothing.

Clause 6.3 The following uniform and special clothing items shall be separately itemized and included in the annual budget of each department:

Public Works – Safety work shoes and clothing allowance of up to \$400 annually towards the cost of purchasing CSA certified footwear and other safety clothing for the full-time permanent staff in the Public Works department. These are reimbursable expenses (must be supported by original receipts). Any funds spent for the clothing allowance are treated as a taxable benefit. Personal protective equipment as required by the Ontario Health and Safety Act are available to all seasonal equipment operators and will be replaced as required.

Building - Safety work shoes allowance of up to \$175 annually towards the cost of purchasing CSA certified footwear for the full-time

permanent staff who perform inspections in the Building department. These are reimbursable expenses (must be supported by original receipts). Staff who perform inspections are also provided with Township supplied shirts of up to \$85 per employee.

Optimist Recreation Centre - Safety work shoes allowance of up to \$175 annually towards the cost of purchasing CSA certified footwear for the full-time permanent staff in the Optimist Recreation Centre. These are reimbursable expenses (must be supported by original receipts). All permanent full-time and part-time employees are also provided with Township supplied shirts of up to \$85 per employee. Parka jackets are available to all Optimist Recreation Centre employees and will be replaced as required.

Fire and Rescue Services (excluding dress uniforms) – Township supplied shirts, pants/shorts, t-shirts, sweaters, baseball cap of up to \$90 annually per employee.

Fire and Rescue Services (dress uniforms) – Township supplied dress uniforms of up to \$418 per employee. One dress uniform is issued after three years of service to each employee in Fire and Rescue Services excluding Auxiliary Firefighters and the Administrative Assistant.

2014 Capital Plan Summary

Project Cost Service	Department	Capital Project	Reserve Contribution	Funding Type Discretionary_R eserves	Grand Total
General Government					
	Corporate				
		IT Software Upgrade	No	\$99,268	\$99,268
Grand Total				\$99,268	\$99,268

2016 Capital Plan Summary

Project Cost				Funding Type		
Service	Department	Capital Project	Reserve Contribution	Grant	Discretionary_Reserves	Grand Total
General Government						
	Corporate					
		Destination Marketing/Branding (Logo)	No	\$7,500	\$7,500	\$15,000
Grand Total				\$7,500	\$7,500	\$15,000

2017 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
General Government								
	Corporate							
		Municipal Drinking Water Well System - Feasibility Study	No	\$56,250	\$10,313	\$10,617	\$17,120	\$94,300
Grand Total				\$56,250	\$10,313	\$10,617	\$17,120	\$94,300

2018 Capital Plan Summary

Project Cost			Funding Type				
Service	Department Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Building							
	Building						
	Tablet	No			\$9,000		\$9,000
Fire and Rescue							
	Fire and Rescue						
	Structural Firefighter Ensemble	No		\$15,105			\$15,105
	Fire Equip.	Yes		\$10,000			\$10,000
	Fire Vehicle Replac.	Yes		\$50,000			\$50,000
	Truck Cap Enclosure and Cargo Sliding Truck Bed	No				\$4,859	\$4,859
	New Storage Cabinetry Set and additional Firefighter Gear Racks	No			\$4,611		\$4,611
General Government							
	Corporate						
	Computer Equipment	No		\$10,000			\$10,000
	Corp. IT Software	Yes		\$5,000			\$5,000
	Corp. IT Hardware	Yes		\$2,500			\$2,500
	Municipal Class Environmental Assessment - Municipal Water and Wastewater	No	\$262,500	\$87,500			\$350,000
	Finance						
	Asset Management Plan Revamp	No	\$32,000	\$8,000			\$40,000
	Municipal Office						
	Corp. Office Repairs	Yes		\$25,000			\$25,000

2018 Capital Plan Summary

Project Cost			Funding Type				
Service	Department Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
	Corp. Accessibility	Yes		\$5,000			\$5,000
	Meeting Room and New Flooring	No			\$10,000		\$10,000
	Roof Painting	No			\$17,500		\$17,500
Parks and Recreation							
	ORC						
	ORC Equip.	Yes		\$5,000			\$5,000
	ORC Fac. Improv.	Yes		\$10,000			\$10,000
	Parks						
	Kabota Lawnmower	No	\$5,000		\$25,000		\$30,000
	Parks Infrastr.	Yes		\$25,000			\$25,000
	Parks Equip.	Yes		\$5,000			\$5,000
	Painting of Shed Roof & Sides	No			\$10,000		\$10,000
	PCC						
	PCC Equip.	Yes		\$5,000			\$5,000
	PCC Fac. Improv.	Yes		\$10,000			\$10,000
	Roof Painting	No			\$11,000		\$11,000
Public Works							
	Public Works						
	Bridge and Culvert Inspections	No		\$7,500			\$7,500
	Concession 4- 35 to Sideroad 10	No		\$130,000	\$100,000		\$230,000
	Forestell Rd- 32 to Roszell Rd	No		\$145,000			\$145,000
	Victoria Rd (Aberfoyle Pit 2 to County Road 36)	No	\$107,836	\$47,744		\$289,420	\$445,000
	Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000

2018 Capital Plan Summary

Project Cost			Funding Type	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Service	Department Capital Project	Reserve Contribution	Grant				
	Public Works Equip.	Yes		\$50,000			\$50,000
	Forestell Rd- 35 to Sideroad 10 North	No		\$230,000			\$230,000
Grand Total			\$407,336	\$913,349	\$187,111	\$294,279	\$1,802,075

**TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET**

Department

Building

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Tablet

Type - New

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

To allow for out of office data entry regarding building permit inspections and activities. Currently inspection notes are hand written on site, then later transferred into Keystone upon returning to the office. The inspection notes are then emailed to the applicant or contractor upon request. A mobile tablet would allow for one-time entry of inspection notes on site. An email could then be sent immediately to the applicant/contractor providing status of the inspection rather than wait until all notes have been inputted into Keystone upon returning to the office.

Please note that it is recommended that the tablet and truck stand have a 5 year lifecycle similar to the Township's replacement cycle for laptops and desktops.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Building department pickup truck

4 - Project Description

It is the vision of the building department to provide an updated, more efficient and more convenient experience for contractors, homeowners, and Township staff during the building process. A tablet and matching truck-stand will create a mobile work station, and allow for immediate notification to the contractor/applicant of inspection status. The goal is to move towards having applications, drawings and all other vital information to be accessible by Township inspectors anywhere within the Township through the use of a tablet. A tablet is a necessary step to transition from paper and allows for a more efficient way of recording inspection and property notes while out of office.

5 - Capital Funding for 2018 Expenditures

Tax Levy

Gas Tax Reserve Fund

Aggregate Levy

In Lieu of Parkland

Building Surplus Reserve

9,000

Additional information related to DC's

Project # and Description in DC

--

DC Restricted Reserve **Note A**

Other (grants)

Total Funding

9,000

Year in DC Study

% of DC Funding allowed in DC

Service Area in DC

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

Project Components	2018								
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	Total 2018	2019	2020	2021	2022
Tablet		6,000			6,000				
Truck Stand		1,000			1,000				
Plan Package/Start up		1,000			1,000				
Contingency		1,000			1,000				
	-		-	-	9,000	-	-		-

Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.**7 - Incremental Operating Budget Impact**

Incremental Revenues

Incremental Salary and Benefits

Incremental Non-Salary Costs

Total Incr. Exp./(Rev.)

2018
5,250
5,250

Annualized
-

PT Staff

The incremental non-salary operating costs relate to the following:

- 1.) purchase of a data plan for the tablet which amounts to approximately \$250 per year.
- 2.) Estimate of Keystone hosting/licensing costs to host the data over Keystone's server - \$5,000 per year.

**TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET**

Department

Corporate

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Municipal Class Environmental Assessment (EA) for Municipal Water and Wastewater

Type - Schedule C Municipal Class Environmental Assessment

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

The Township's Community Based Strategic Plan dated April 2016 recommended preparing a water feasibility study including an economic impact report and incorporating the decisions made regarding the recommendations in the feasibility study in the Township's Capital Budget and Forecast. A Municipal Class EA for Municipal Water and Wastewater is the next step following a feasibility study. The completion of the EA is contingent on the results of the feasibility study.

Municipal servicing is a viable opportunity to support development and economic growth within the Township.

Projects for the construction of new water and/or sewage distribution, collection and treatment systems fall into the classification of Schedule C Municipal Class EA as these are projects which have the potential for a significant environmental impact and must complete the full planning and documentation procedures outlined in Phases 1 to 4 of the Class EA process (see description of phases below).

The Township would be required to complete a detailed Schedule C Municipal Class EA prior to proceeding with construction of any water or sewage servicing in order to ensure that environmental, social and economic impacts associated with the project are considered and mitigated.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

N/A

4 - Project Description

The Municipal Class EA document outlines the procedures to be followed to satisfy Class EA requirements for Municipal Water, Wastewater and Road projects. The process involves the following five phases:

Phase 1 - Problem or Opportunity Definition;

Phase 2 - Identification and Evaluation of Alternative Solutions to Determine a Preferred Solution;

Phase 3 - Examination of Alternative Methods of Implementation of the Preferred Solution;

Phase 4 - Documentation of the Class EA process in the form of an Environmental Study Report (ESR); and

Phase 5 - Implementation and Monitoring.

Consultation with stakeholders is a significant component of the EA process in order to obtain stakeholder buy-in.

5 - Capital Funding for 2018 Expenditures

Tax Levy	87,500
Gas Tax Reserve Fund	
Aggregate Levy	
In Lieu of Parkland	
Building Surplus Reserve	
DC Restricted Reserve ^{Note A}	
CWWF Grant	262,500
Total Funding	350,000

Additional information related to DC's

Project # and Description in DC

Year in DC Study

% of DC Funding allowed in DC

Service Area in DC

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

	2018								
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	Total 2018	2019	2020	2021	2022
Municipal Class EA			175,000	175,000	350,000				
					-				

					-				
					-				
	-		175,000	175,000	350,000	-	-		-
Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2018	Annualized	# PT Staff
Incremental Revenues			
Incremental Salary and Benefits			
Incremental Non-Salary Costs			
Total Incr. Exp./(Rev.)	-	-	

**TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET**

Department

Corporate

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Computer Equipment

Type - Replacement of Laptops and Desktops

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

5 year replacement cycle for laptops and desktops.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Township Office

4 - Project Description

6 computers will be replaced in 2017.

The following laptops are being replaced: NB-2013-03, NB-2013-04, and NB-2013-07

The following workstation is being replaced by a laptop: WS-2013-07. A docking station is being purchased for it.

Workstation WS-2013-05 is being replaced

Laptop NB-2013-03 is also being replaced due to several computer issues

5 - Capital Funding for 2018 Expenditures

Tax Levy	10,000	Additional information related to DC's Project # and Description in DC Year in DC Study % of DC Funding allowed in DC Service Area in DC	
Gas Tax Reserve Fund			
Aggregate Levy			
In Lieu of Parkland			
Working Reserve			
DC Reserve Fund Note A			
Other (grants)			
Total Funding	10,000		

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

Project Components	2018								
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	Total 2018	2019	2020	2021	2022
Replacement of laptops/desktops		10,000			10,000	10,000	10,000	10,000	10,000
					-				
					-				
					-				
Total Cost	-		-	-	10,000	10,000	10,000	10,000	10,000
Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2018	Annualized	# PT Staff
Incremental Revenues			
Incremental Salary and Benefits			
Incremental Non-Salary Costs			
Total Incr. Exp./ (Rev.)	-	-	

**TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET**

Department

Finance

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Asset Management Plan (AMP) Revamp

Project Type - Plan

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

The previous AMP was completed in 2013 by GM BluePlan. The purpose of the proposed Municipal Asset Management Planning Regulation is to implement best practices throughout the municipal sector and provide a degree of consistency to support collaboration between municipalities, and among municipalities and the province. The goal of the regulation is to help municipalities more clearly identify what their infrastructure needs are, and therefore help them work towards a more sustainable position regarding the funding of their infrastructure. Outlined below are the phased in requirements of municipalities as it relates to Asset Management Planning which are based directly from the proposed regulation:

- 1.) Update the AMP at least every 5 years. The province proposes to collect two sets of AMP data from municipalities – Actuals Reporting, which would be reported to the province every year, and Projections Reporting, which would be reported to the province as the municipality obtains the relevant data at least every 5 years as AMP's are updated.
- 2.) The AMP would require approval in writing by a licensed engineering practitioner representing the municipality prior to being presented to Council for approval.
- 3.) Adoption of a Strategic Asset Management Policy by January 1, 2019 including review of the policy at least every five years. The purpose of the policy is to promote best practices and link asset management planning with budgeting, operations, maintenance and associated other municipal planning activities.
- 4.) Annual reporting on the implementation of the AMP including any factors affecting the ability of the municipality to meet its commitments set out in the AMP and policy; a strategy to address these factors; and progress on ongoing efforts to implement the AMP.
- 5.) A plain language explanation of the current levels of service for each category of infrastructure assets including an estimate of the capital expenditures (i.e., total cost of maintenance, renewal, rehabilitation, replacement, disposal, upgrades, new construction) needed each year, as well as any significant operating costs, including energy costs, for the ten years following the year that the current levels of service are established, to maintain the current levels of service over the long term.
- 6.) A plain language explanation of the proposed levels of service for each category of infrastructure assets including the cost estimates discussed above and a discussion as to why the proposed levels of service are appropriate for the municipality and how they differ from the current levels of service including when the proposed levels of service will be achieved and how affordability and sustainability is addressed with the proposed levels of service.
- 7.) Tracking of service delivery and asset operation through established performance measures, such as energy usage and cost.

- 8.) An inventory analysis which is summarized by asset class, including type and quantity, total replacement value, and average age. The inventory analysis would also discuss the approach to assessing asset condition using industry-accepted engineering practices, and summarize the information available on the condition of the assets.
- 9.) Documentation of a lifecycle management strategy that would outline the lifecycle management activities to be undertaken in order to maintain the proposed levels of service and manage risk (e.g. climate change impacts), with consideration to the full lifecycle costs of the assets, including energy costs. Lifecycle activities would be based on options examined to reduce the overall lifecycle costs, including through green infrastructure and non-infrastructure solutions such as demand management and conservation measures.
- 10.) A financial strategy that contains the following items each year for the ten year period aligned with the proposed levels of service section of the AMP including the following:
- estimated capital expenditure forecasts (i.e., total cost of maintenance, renewal, rehabilitation, replacement, disposal, new construction and capacity upgrade activities), and significant operating costs, including energy costs, related to lifecycle activities
 - revenue dedicated to capital financing
 - estimated capital reserve contributions and withdrawals; and
 - estimated debt service payments.
- 11.) Outline any ongoing funding shortfall that exists between investments required to fund the activities in the lifecycle management strategy and the ability to fund these activities, and the strategy to address this shortfall. Where municipalities cannot conduct all of the activities required to provide proposed levels of service, municipalities would discuss how they would manage the risks associated with not undertaking these activities.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

N/A

4 - Project Description

The project cost of \$40,000 includes the following updates:

- Integrate the requirements discussed in the "Purpose" section related to the proposed Municipal Asset Management Planning Regulation.
- Incorporate all Township assets that are listed in Schedule 51 of the Financial Information Return. The current AMP does not include vehicles, equipment, information technology infrastructure, etc. The Township's Gas Tax Funding Agreement also indicates that the Township must demonstrate progress towards incorporating all 16 infrastructure categories eligible for gas tax funding into the AMP.
- The current plan does not include an estimate of replacement value of all assets (ie. some assets are included in the plan at net book value). This is not sufficient based on reporting that the Township has recently had to complete for Statistics Canada and the Gas Tax Funding Agreement as it relates to the Township's assets and their replacement values.
- Pavement condition indexes of Township roads (which were updated in 2016)
- Stormwater management inspections (which are planned to be completed in 2017)
- Incorporate pertinent information from other plans that the Township has completed since 2013 that relate to recommended upgrades/improvements to existing assets (ie. 2014 Development Charges Study, 2014 Building Condition Assessment Report, 2015 Facility Needs Assessment Report, 2015 Recreation and Parks Master Plan, Parks Master Plan for the Puslinch Community Centre Park, Master Fire Plan, Community Based Strategic Plan, Equipment Replacement Schedule, etc.)
- Include updates to the plan based on the recommendations from the Township's auditor, BDO Canada LLP. BDO completed a peer review of the Township's AMP to provide recommendations for the next update including revamping the plan to discuss the Township's required levels of service for all Township assets and more detailed analysis around the financing strategy (ie. property tax levy increases, inflation, potential increases or reductions for external funding, reserve contributions, etc.).

5 - Capital Funding for 2018 Expenditures

Tax Levy	8,000
Gas Tax Reserve Fund	
Aggregate Levy	
In Lieu of Parkland	
Building Surplus Reserve Fund	
DC Reserve Fund Note A	

Additional information related to DC's

Project # and Description in DC

Year in DC Study

Other (grants)	32,000	% of DC Funding allowed in DC	
Total Funding	40,000	Service Area in DC	

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

	2018					Future Phases Note B			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	Total 2018	2019	2020	2021	2022
Professional Services		10,000	20,000	10,000	40,000				
					-				
					-				
Total Cost	-	10,000	20,000	10,000	40,000	-	-	-	-

Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.

7 - Incremental Operating Budget Impact

	2018	Annualized	# FT Staff	# PT Staff
Incremental Revenues				
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

**TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET**

Department

Fire

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Additional Equipment for Pickup Truck Vehicle - Truck Cap enclosure and Cargo Sliding truck bed

Type - New Equipment for Multi-Use Pickup Truck in Fire & Rescue

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

In order to optimize the use of the fire department Pickup Truck, a truck cap enclosing the bed and a cargo sliding bed would protect any equipment or gear placed in the rear of the truck. It would also make any items stored in the bed easily accessible. The proposed fire and rescue pickup truck is to be used by the Fire Chief and others serving as a multiple purpose vehicle including incident command functions, prevention, education, training, emergency response, enforcement, fire investigations, courses, seminars and meeting activities. This additional vehicle eliminates concerns associated with utilizing staff's personal vehicle for a variety of Township business. It is recommended that the Fire Chief and on-call Captains be allowed to take this vehicle home to allow for a quicker response, as well as increased opportunity to manage and mitigate emergency situations. This vehicle allows for accessibility into areas that larger apparatus cannot reach. Having an enclosed truck bed that is easily accessible will be a benefit both to and from emergency scenes, public education events and training events.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Fire Department Pickup Truck - 1/2 Ton

4 - Project Description

Truck to be used for multiple purposes including command vehicle, fire prevention, public education, training and emergency response. Life span of the truck is seven years. This project would increase the usefulness of the vehicle as described above in the purpose.

5 - Capital Funding for 2018 Expenditures

Tax Levy

Gas Tax Reserve Fund

Aggregate Levy

In Lieu of Parkland

Discretionary Reserve

DC Restricted Reserve Note A

4,859

Additional information related to DC's

Project # and Description in DC

Year in DC Study

1 - Provision for New Vehicles

2017-2023

Other (grants)		% of DC Funding allowed in DC	100%
Total Funding	4,859	Service Area in DC	Fire Services

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

Project Components	2018					Future Phases Note B			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	Total 2018	2019	2020	2021	2022
Truck Cap	3,060				3,060				
Cargo Slide Bed	1,799				1,799				
					-				
Total Cost	4,859	-	-	-	4,859	-	-	-	-

Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.

7 - Incremental Operating Budget Impact

	2018	Annualized	# FT Staff	# PT Staff
Incremental Revenues				
Incremental Salary and Benefits				
Incremental Non-Salary Costs	-			
Total Incr. Exp./(Rev.)	-	-		

**TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET**

Department

Fire

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Storage Cabinetry Set and Gear Storage Racks

Type - New Storage Cabinetry Set and additional Firefighter Gear Racks

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Presently the apparatus floor has no storage cabinets, other than a small plastic cabinet for truck cleaning products. We currently use a table and peg board for storage, as well as some shelving in the utility room. The utility room will soon be a laundry room due to the 2017 purchase of the extractor washer/dryer and will eliminate a lot of the present storage area. The table and peg board are very unsightly and constantly is used as a dumping area for tools, equipment, gear, etc. due to a lack of accessible storage. Six Gear storage racks are required to store the structural firefighting gear that was purchased in 2017. The Fire Department has reached full staffing levels which includes 4 Auxiliary firefighters, 1 Public Education Officer (the previous Chief Fire Prevention Officer position was recently divided into two positions) and 1 position for a Training Health & Safety Officer.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Fire Station

4 - Project Description

A well organized, safe and clean working environment is required. This is accomplished by properly storing tools, equipment and gear. Pride and ownership is achieved by providing industry standard gear racks and commercial grade storage cabinets.

5 - Capital Funding for 2018 Expenditures

Tax Levy		Additional information related to DC's	
Gas Tax Reserve Fund			
Aggregate Levy			
In Lieu of Parkland			
Fire Equipment Discretionary Re	4,611		
DC Restricted Reserve Note A		Project # and Description in DC	
Other (grants)		Year in DC Study	
Total Funding	4,611	% of DC Funding allowed in DC	
		Service Area in DC	

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

Project Components	2018								
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	Total 2018	2019	2020	2021	2022
GearGrid locker including hanger components and freight	2,411				2,411				
Storage Cabinets (10 piece set)	2,200				2,200				
Total Cost	4,611		-	-	4,611	-	-		-

Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.

7 - Incremental Operating Budget Impact

Incremental Revenues
 Incremental Salary and Benefits
 Incremental Non-Salary Costs
 Total Incr. Exp./(Rev.)

2018
-

Annualized
-

PT Staff

TOWNSHIP OF PUSLINCH**2018 CAPITAL BUDGET****Department****Fire****1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)**

Project Title - Structural Firefighting Ensembles

Type - Replacement

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Structural firefighting ensembles have a 10-year life cycle from the date of manufacturer as per National Fire Protection Association 1851 "Standard on Selection, Care, Maintenance of Protective Ensembles for Structural Firefighting".

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

This product is required by each fire and rescue firefighter staff member

4 - Project Description

Structural firefighting ensembles (pants and jacket) is a three-component ensemble intended to protect the fire fighter from radiant and thermal exposure, unexpected flashover conditions, and puncture and abrasion hazards while still maintaining an adequate level of dexterity and comfort. Five (5) firefighter ensembles required in 2018 at a cost of \$2731 per unit. Five (5) helmets required in 2018 at a cost of \$290 per unit.

Please note that structural firefighter ensemble is custom fitted to each firefighter. However, there have been instances where firefighter gear of resigned firefighters are re-used for the newly recruited firefighters (ie. firefighters who are the exact same size).

Unused structural firefighter ensemble (ie. after the ensemble reaches its 10 year useful life) is sent to "Firefighters without borders" and the "Northern Protection Association" as donations for communities that cannot support their own fire service. This gear is still suitable for defensive firefighting and these communities do not conduct aggressive interior firefighting, just defensive/exterior operations.

5 - Capital Funding for 2018 Expenditures**Tax Levy**

15,105

Gas Tax Reserve Fund**Aggregate Levy**

In Lieu of Parkland		Additional information related to DC's Project # and Description in DC Year in DC Study % of DC Funding allowed in DC Service Area in DC	
Working Reserve			
DC Reserve Fund Note A			
Other (grants)			
Total Funding	15,105		

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

Project Components	2018								
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	Total 2018	2019	2020	2021	2022
Structural firefighting ensembles		15,105			15,105	5,682	-	11,824	12,060
					-				
					-				
					-				
Total Cost	-	13,655	-	-	15,105	5,682	-		12,060

Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.

7 - Incremental Operating Budget Impact

	2018	Annualized	# PT Staff
Incremental Revenues			
Incremental Salary and Benefits			
Incremental Non-Salary Costs	- 1,450		
Total Incr. Exp./ (Rev.)	- 1,450	-	

Firefighter helmets were previously budgeted in Operating Account No. 01-0040-4321 - Clothing and Safety. Therefore, since the helmets are now budgeted in the Capital Budget as part of the Structural Firefighting Gear, this operating account will decrease by \$1,450.

**TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET**

Department

Municipal Office

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Meeting Room and New Flooring

Project Type: Facility Improvement

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

The Facility Needs Assessment completed in 2015 identified the need for a meeting room to accomodate staff use, to better serve the public, and for Township consultants who complete field work in the Municipal Office (ie. auditors). In the past, the Township has utilized the Council Chambers or the Lunch Room for the above purposes.

It is also recommended that the current flooring or carpet (where applicable) in the Municipal Office be replaced with the new flooring that was recently installed in the Customer Service Area for a consistent and improved aesthetic appeal in the Municipal Office.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Municipal Office

4 - Project Description

2018 Project Description - upgrades to the meeting room including new flooring, paint and lighting fixtures; new flooring for the Finance area office, the hall to the bathrooms/Public Works area, the kitchen, and bathrooms.

In 2019 it is recommended that the flooring be upgraded for the Clerks area and the Council Chambers.

5 - Capital Funding for 2018 Expenditures

Tax Levy	10,000
Gas Tax Reserve Fund	
Aggregate Levy	
In Lieu of Parkland	
Capital Carryforward	
Building Surplus	
Corporate Accessibility	
Total Funding	10,000

Additional information related to DC's

Project # and Description in DC

Year in DC Study

% of DC Funding allowed in DC

Service Area in DC

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

Project Components	2018					Future Phases ^{Note B}			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	Total 2018	2019	2020	2021	2022
Meeting Room Upgrades		3,000			3,000	10,000			
New Flooring			7,000		7,000				
					-				
Total Cost	-	3,000	7,000	-	10,000	10,000	-	-	-
Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2018	Annualized	# FT Staff	# PT Staff
Incremental Revenues				
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

**TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET**

Department

Municipal Office

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Building Maintenance

Project Type - Painting

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Council at its budget meeting held on October 12, 2016 directed staff to look into painting of the roof panels to extend its life rather than upright replacement of metal roofing panels at the Puslinch Community Centre.

The Building Condition Assessment Report for the Municipal Building indicates that the roof appears to be performing as intended but is approaching the end of its life expectancy and should be replaced in 2024 at a cost of \$125,000 (p. 3-4 of 3-19).

This proposed project is for the painting of the Municipal Building roofing panels and door jams on the roll up shop doors. This building was acquired in 1984 based on the Township's fixed asset listing. The building condition assessment report indicates that roof panels have an approximate useful life of 40 years. Based on an inspection conducted by staff and the contractor, the roof panels have not been replaced previously. It is recommended that this project be completed in the same year as the painting of the green shed project (see the Parks Capital Budget Sheet) and the PCC (see the PCC Capital Budget sheet) in order to gain cost savings and efficiencies. This project will extend the life of the roof panels for up to an additional ten years.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

7404 Wellington Road 34 - Municipal Building Roof

4 - Project Description

Paint roof panels and door jams. Power wash all areas, apply epoxy and rust primer and a topcoat of acylic waterbourne enamel paint.

5 - Capital Funding for 2018 Expenditures

Tax Levy	17,500
Gas Tax	
Aggregate Levy	
In Lieu of Parkland	

Additional information related to DC's

Corporate Office Repairs & Restoration		Project # and Description in DC	
Discretionary Reserve			
Development Charges ^{Note A}		Year in DC Study	
Other (grants)		% of DC Funding allowed in DC	
Total Funding	17,500	Service Area in DC	

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

	2018					Future Phases ^{Note B}			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2018	2019	2020	2021	2022
Materials and Labour				17,500	17,500				
					-				
					-				
					-				
Total Cost	-	-	-	17,500	17,500	-	-	-	-

Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.

7 - Incremental Operating Budget Impact

	2018	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

**TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET**

Department

Parks

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Building Maintenance

Project Type - Painting

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Council at its budget meeting held on October 12, 2016 directed staff to look into painting of the roof panels to extend its life rather than upright replacement of metal roofing panels at the Puslinch Community Centre.

This proposed project is for the painting of the Parks shed including the roof which was acquired in 1973 based on the Township's fixed asset listing. The building condition assessment report indicates that roof panels have an approximate useful life of 40 years. Based on an inspection conducted by staff and the contractor the roof panels on the green shed have not been replaced or painted previously. It is recommended that this project be completed in the same year as the painting of the Puslinch Community Centre roof (see the PCC Capital Budget Sheet) and the painting of the green shed roof (see the Parks Capital Budget Sheet) in order to gain cost savings and efficiencies. This project will extend the life of the roof panels for up to an additional ten years.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

23 Brock Rd - Green Shed (behind the Optimist Recreation Centre)

4 - Project Description

Paint roof panels to extend roof life and repaint all siding and trim to match the colours of the Optimist Recreation Centre. Power wash all areas, apply epoxy and rust primer and a topcoat of acylic waterbourne enamel paint.

5 - Capital Funding for 2018 Expenditures

Tax Levy

Gas Tax

Aggregate Levy

In Lieu of Parkland

Additional information related to DC's

Parks Infrastructure Enhancement Discretionary Reserve	10,000	Project # and Description in DC	
Development Charges <small>Note A</small>		Year in DC Study	
Other (grants)		% of DC Funding allowed in DC	
Total Funding	10,000	Service Area in DC	

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

Project Components	2018					Future Phases <small>Note B</small>			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2018	2019	2020	2021	2022
Materials and Labour				10,000	10,000				
					-				
					-				
					-				
Total Cost	-	-	-	10,000	10,000	-	-	-	-

Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.

7 - Incremental Operating Budget Impact

	2018	Annualized	# FT Staff	# PT Staff
Incremental Revenues				
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

**TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET**

Department

Parks

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Kabota Lawnmower

Project Type - Equipment Replacement

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Replacement of the current 2005 Kabota lawnmower. This lawnmower was purchased used in 2009 at a cost of \$8,640. The repairs and maintenance expenses on the lawnmower from 2014 to 2017 amounted to \$4,773 as outlined below:

2014 - \$2,118; 2015 - \$932; 2016 - \$743; 2017 - \$981 year to date.

This lawnmower is used 5 days per week, 8 hours per day for approximately six months of the year. It is the only lawnmower that the Township owns. Effective 2017, the Township no longer pays a rental fee to Parks staff for the use of a lawnmower or tractor, therefore, this will result in operating budget savings of \$3,020 as noted in Section 7 below.

The equipment rental fees/tractor rental fees averaged an amount of \$3,020 from 2014 to 2016 as outlined below:

2014 - \$2,337; 2015 - \$2,337; 2016 - \$4,387; 2017 - nil.

Report FIN-2017-029 provides further details of the current costs of contracting Parks services out versus the in-house costs.

Township staff explored the option of keeping the existing machine but purchasing a new front mower deck. Based on the quote received, this would be at a cost of approximately \$4,500. It has been indicated that because of the year of the machine, the new deck may not fit on the 2005 lawnmower. Township staff note that the front deck of the lawnmower must be replaced as it does not currently provide an even cut (cuts on an angle).

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

All parks and Township owned properties in sub-divisions.

4 - Project Description

Lawnmower is on a 10 year replacement cycle. It is past its replacement lifecycle as it has been utilized for 12 years. The number of hours on the lawnmower as of August 2017 is 2,757 hours.

It is recommended that this lawnmower be replaced in 2018 as it is past its replacement lifecycle and because of the reasons indicated in the "Purpose" section above. The Township's fleet management policy indicates the following:

Fleet will be replaced upon consideration of a combination of the following criteria:

- The odometer reading is approaching 180,000 kilometers.
- The hours are approaching 10,000 hours for plow/dump trucks and 4,000 hours for lawnmowers, tractors and other small vehicles that do not have an odometer tracking mileage.
- The fleet is fully amortized in accordance with the estimated useful life (amortization rates) established in the Township's Tangible Capital Asset Policy.
- The fleet becomes unserviceable or unsafe due to a major accident or mechanical failure that would not be economical to repair.

5 - Capital Funding for 2018 Expenditures

Tax Levy		Additional information related to DC's	
Gas Tax			
Aggregate Levy			
In Lieu of Parkland			
Parks Equipment Replacement	25,000	Project # and Description in DC	
Discretionary Reserve		Year in DC Study	
Development Charges <small>Note A</small>		% of DC Funding allowed in DC	
Sale Value of Current Lawnmower	5,000		
Total Funding	30,000	Service Area in DC	

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

Project Components	2018					Future Phases ^{Note B}			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2018	2019	2020	2021	2022
Lawnmower Replacement				30,000	30,000				
					-				
					-				
					-				
Total Cost	-	-	-	30,000	30,000	-	-	-	-
Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2018	Annualized	# FT Staff	# PT Staff
Incremental Revenues				
Incremental Salary and Benefits				
Incremental Non-Salary Costs	- 3,020			
Total Incr. Exp./ (Rev.)	- 3,020	-		

Decrease of \$3,020 in equipment rental fees as discussed in Section 2 above in operating account number 01-0110-4205.

**TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET**

Department

Puslinch Community Centre

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Building Maintenance

Project Type - Painting

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Council at its budget meeting held on October 12, 2016 directed staff to look into painting of the roof panels to extend its life rather than upright replacement of metal roofing panels at the Puslinch Community Centre.

The Building Condition Assessment Report for the Puslinch Community Centre indicates that the roof appears to be performing as intended but is approaching the end of its life expectancy and should be replaced in 2020 at a cost of \$100,000 (p. 1-5 of 1-17).

This proposed project is for the painting of the PCC roofing panels. This building was acquired in 1983 based on the Township's fixed asset listing. The building condition assessment report indicates that roof panels have an approximate useful life of 40 years. Based on an inspection conducted by staff and the contractor, the roof panels have not been replaced previously. It is recommended that this project be completed in the same year as the painting of the green shed project (see the Parks Capital Budget Sheet) and the painting of the Municipal Office project (see the Municipal Office Capital Budget Sheet) in order to gain cost savings and efficiencies. This project will extend the life of the roof panels for up to an additional ten years.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

23 Brock Rd - Puslinch Community Centre Roof

4 - Project Description

Paint roof panels and metal facer. Power wash all areas, apply epoxy and rust primer and a topcoat of acylic waterbourne enamel paint.

5 - Capital Funding for 2018 Expenditures

Tax Levy

Gas Tax

Aggregate Levy

In Lieu of Parkland

Additional information related to DC's

Puslinch Community Centre Facility Improvement Discretionary Reserve	11,000	Project # and Description in DC	
Development Charges <small>Note A</small>		Year in DC Study	
Other (grants)		% of DC Funding allowed in DC	
Total Funding	11,000	Service Area in DC	

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

	2018					Future Phases <small>Note B</small>			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2018	2019	2020	2021	2022
Materials and Labour				11,000	11,000				
					-				
					-				
					-				
Total Cost	-	-	-	11,000	11,000	-	-	-	-

Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.

7 - Incremental Operating Budget Impact

	2018	Annualized	# FT Staff	# PT Staff
Incremental Revenues				
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

**TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET**

Department

Public Works

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Road Construction

Project Type - Drainage, Sub-Base, Pulverize and Repave

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Asset Number 124, 125A amounting to 3.5 kms of roadway as identified for improvement in 2018 in Table 6 of the 2016 Road Condition Assessment Report dated December 2016. Drainage and sub-base repairs in 2018 and full paving in 2019.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Victoria Road between Wellington Road 36 and Aberfoyle Pit #2.

4 - Project Description

Traffic control, replace 6 cross culverts, removal of 2500m³ of sub-base and replace with virgin material and geotextile material, repave trenches with 50mm of HL4 asphalt. Traffic control, pulverize existing asphalt, grade and compact road base, repave with 60mm of HL4 asphalt, pave and reconstruct driveways, compacted granular A shoulders, permanent pavement markings and inspection.

5 - Capital Funding for 2018 Expenditures

Tax Levy	155,580	Additional information related to DC's Project # and Description in DC 26 - Provision for Future Road Projects (p. 5-6) Year in DC Study 2019-2023 % of DC Funding allowed in DC 15.6% Service Area in DC Roads and Related Services	
Gas Tax	220,000		
Aggregate Levy			
In Lieu of Parkland			
Discretionary Reserve			
Development Charges <small>Note</small>	69,420		
Other (grants)			
Total Funding	445,000		

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

Project Components	2018					Future Phases ^{Note B}			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2018	2019	2020	2021	2022
Construction				445,000	445,000	415,000			
					-				
					-				
					-				
Total Cost	-	-	-	445,000	445,000	415,000	-	-	-
Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2018	Annualized	# FT Staff	# PT Staff
Incremental Revenues				
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./ (Rev.)	-	-		

**TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET**

Department

Public Works

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Road Construction

Project Type - Pulverize and Repave

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Asset Number 66 amounting to repaving of 1.2 kms of roadway as identified for improvement in 2020 in Table 6 of the 2016 Road Condition Assessment Report dated December 2016.

It is recommended that this project be completed in 2018 and in conjunction with Forestell Road between Wellington Road 35 to Sideroad 10 North (Asset No. 68 and 69) in order to gain cost savings and efficiencies.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Forestell Road between Wellington Road 32 and Roszell Road.

4 - Project Description

Traffic control, pulverize existing asphalt, grade and compact road base, repave with 60mm of HL4 asphalt, pave and reconstruct driveways, compacted granular A shoulders, permanent pavement markings and inspection

5 - Capital Funding for 2018 Expenditures

Tax Levy	145,000	Additional information related to DC's Project # and Description in DC 26 - Provision for Future Road Projects (p. 5-6) Year in DC Study 2019-2023 % of DC Funding allowed in DC 15.6% Service Area in DC Roads and Related Services	
Gas Tax Reserve Fund			
Aggregate Levy			
In Lieu of Parkland			
Working Reserve			
DC Reserve Fund ^{Note A}			
Other (grants)			
Total Funding	145,000		

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

Project Components	2018					Future Phases ^{Note B}			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2018	2019	2020	2021	2022
Construction				145,000	145,000				
					-				
					-				
					-				
Total Cost	-	-	-	145,000	145,000	-	-	-	-
Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2018	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

**TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET**

Department

Public Works

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Road Construction

Project Type - Pulverize and Repave

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Asset Number 68, 69 amounting to repaving of 2 kms of roadway as identified for improvement in 2018 in Table 6 of the 2016 Road Condition Assessment Report dated December 2016.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Forestell Road between Wellington Road 35 to Sideroad 10 North

4 - Project Description

Traffic control, pulverize existing asphalt, grade and compact road base, repave with 60mm of HL4 asphalt, pave and reconstruct driveways, compacted granular A shoulders, permanent pavement markings and inspection

5 - Capital Funding for 2018 Expenditures

Tax Levy	230,000	Additional information related to DC's Project # and Description in DC Year in DC Study % of DC Funding allowed in DC Service Area in DC	
Gas Tax Reserve Fund			
Aggregate Levy			
In Lieu of Parkland			
Working Reserve			
DC Reserve Fund <small>Note A</small>			
Other (grants)			
Total Funding	230,000		

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

Project Components	2018					Future Phases ^{Note B}			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2018	2019	2020	2021	2022
Construction				230,000	230,000				
					-				
					-				
					-				
Total Cost	-	-	-	230,000	230,000	-	-	-	-
Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2018	Annualized	# FT Staff	# PT Staff
Incremental Revenues				
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./ (Rev.)	-	-		

**TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET**

Department

Public Works

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Road Construction

Project Type - Pulverize and Repave

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Asset Number 57 and 58 amounting to repaving of 2.1 kms of roadway as identified for improvement in 2018 (Asset No. 58) and 2019 (Asset No. 57) in Table 6 of the 2016 Road Condition Assessment Report dated December 2016.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Concession 4 between Wellington Road 35 and Sideroad 10N.

4 - Project Description

Traffic control, pulverize existing asphalt, grade and compact road base, repave with 60mm of HL4 asphalt, pave and reconstruct driveways, compacted granular A shoulders, permanent pavement markings and inspection

5 - Capital Funding for 2018 Expenditures

Tax Levy	130,000	Additional information related to DC's	
Gas Tax Reserve Fund			
Aggregate Levy			
In Lieu of Parkland			
Discretionary Reserve	100,000		
DC Reserve Fund <small>Note A</small>		Project # and Description in DC	26 - Provision for Future Road Projects (p. 5-6)
Other (grants)		Year in DC Study	2019-2023
Total Funding	230,000	% of DC Funding allowed in DC	15.6%
		Service Area in DC	Roads and Related Services

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

Project Components	2018					Future Phases ^{Note B}			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2018	2019	2020	2021	2022
Construction				230,000	230,000				
					-				
					-				
					-				
Total Cost	-	-	-	230,000	230,000	-	-	-	-
Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2018	Annualized	# FT Staff	# PT Staff
Incremental Revenues				
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./ (Rev.)	-	-		

2019 Capital Plan Summary

Project Cost					Funding Type	Levy	Discretionary_Reserve	Restricted_Reserves	Grand Total
Service	Department	Capital Project	Reserve Contribution	Grant					
Fire and Rescue									
	Fire and Rescue								
		Pump 31 Body Work and Paint Job	No				\$9,813		\$9,813
		SCBA Cylinders	No				\$6,000		\$6,000
		Structural Firefighter Ensemble	No			\$5,682			\$5,682
		Satellite Station Building	No			\$100,000		\$275,000	\$375,000
		Thermal Imaging Camera	No				\$10,300		\$10,300
		Fire Equip.	Yes			\$10,000			\$10,000
		Fire Vehicle Replac.	Yes			\$50,000			\$50,000
General Government									
	Corporate								
		Computer Equipment	No			\$10,000			\$10,000
		Server	No				\$25,000		\$25,000
		Corp. IT Software	Yes			\$5,000			\$5,000
		Corp. IT Hardware	Yes			\$2,500			\$2,500
	Finance								
		2019 Development Charges Background Study	No			\$1,550		\$13,950	\$15,500
	Municipal Office								
		Air Balancing Study & Recommission HVAC	No			\$8,400	\$2,100		\$10,500
		Heat Recovery Unit in Municipal Offices	No			\$4,000	\$1,000		\$5,000
		Corp. Office Repairs	Yes			\$25,000			\$25,000
		Corp. Accessibility	Yes			\$5,000			\$5,000
		New Flooring - Council Chambers and Clerks Areas	No			\$10,000			\$10,000
Parks and Recreation									
	ORC								
		ORC Equip.	Yes			\$5,000			\$5,000
		ORC Fac. Improv.	Yes			\$10,000			\$10,000
	Parks								
		Parks Infrastr.	Yes			\$25,000			\$25,000
		Parks Equip.	Yes			\$5,000			\$5,000
	PCC								
		Exterior Hall Lighting	No			\$5,000			\$5,000

2019 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
		PCC Equip.	Yes		\$5,000			\$5,000
		PCC Fac. Improv.	Yes		\$10,000			\$10,000
Public Works								
	Public Works							
		Aberfoyle Sidewalks	No	\$10,000	\$90,000			\$100,000
		Bridge and Culvert Inspections	No		\$7,500			\$7,500
		Concession 1 -35 to Sideroad 20	No		\$253,000			\$253,000
		Concession 2- Sideroad 10 to 32	No		\$233,400			\$233,400
		Traffic Calming - Streetscaping Morriston - Phase 2	No		\$84,400		\$15,600	\$100,000
		Victoria Rd (Aberfoyle Pit 2 to County Road 36)	No	\$169,421			\$245,579	\$415,000
		Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000
		Public Works Equip.	Yes		\$50,000			\$50,000
		Single Axle Dump Truck- 304	No			\$250,000		\$250,000
Grand Total				\$179,421	\$1,045,432	\$304,213	\$550,129	\$2,079,195

**2020 Capital
Plan Summary**

Project Cost			Reserve Contribu tion	Funding Type		Discretionary_Reserve s	Restricted_ Reserves	Grand Total
Service	Department	Capital Project		Grant	Levy			
Building								
	Building							
		Septic Inspections	No			\$6,000		\$6,000
Fire and Rescue								
	Fire and Rescue							
		Rescue 35 Truck	No			\$360,000		\$360,000
		SCBA Cylinders	No			\$12,000		\$12,000
		Structural Firefighter Ensemble	No		\$0			\$0
		Satellite Station Building	No		\$690,000			\$690,000
		Satellite Station Equipment	No		\$51,750			\$51,750
		Extrication Equipment	No			\$52,500		\$52,500
		Watercraft	No			\$6,000		\$6,000
		Self Contained Breathing Apparatus	No			\$144,550		\$144,550
		Fire Equip.	Yes		\$10,000			\$10,000
		Fire Vehicle Replac.	Yes		\$50,000			\$50,000
General Government								
	Corporate							
		Computer Equipment	No		\$10,000			\$10,000
		Corp. IT Software	Yes		\$5,000			\$5,000
		Corp. IT Hardware	Yes		\$2,500			\$2,500
		Microsoft Office License Upgrades	No			\$15,000		\$15,000
	Municipal Office							
		Arc Flash Study	No		\$6,000	\$1,500		\$7,500
		Replacement of John Wood Electric 48 USG Hot Water Tank	No		\$4,000	\$1,000		\$5,000
		Corp. Office Repairs	Yes		\$25,000			\$25,000
		Corp. Accessibility	Yes		\$5,000			\$5,000
Parks and Recreation								

2020 Capital
Plan Summary

Project Cost Service	Department	Capital Project	Reserve Contribu tion	Funding Type		Discretionary_ Reserve s	Restricted_ Reserves	Grand Total
				Grant	Levy			
	ORC							
		ORC Equip.	Yes		\$5,000			\$5,000
		ORC Fac. Improv.	Yes		\$10,000			\$10,000
	Parks							
		Pickup Truck - Trsfr from PW	No			\$0		\$0
		Consistent Signage Design	No		\$10,000			\$10,000
		Parks Infrastr.	Yes		\$25,000			\$25,000
		Parks Equip.	Yes		\$5,000			\$5,000
	PCC							
		Arc Flash Study	No		\$5,000			\$5,000
		Kitchen Renovation	No	\$10,000		\$90,000		\$100,000
		PCC Equip.	Yes		\$5,000			\$5,000
		PCC Fac. Improv.	Yes		\$10,000			\$10,000
Public Works								
	Public Works							
		Backhoe	No			\$125,000		\$125,000
		Bridge and Culvert Inspections	No		\$7,500			\$7,500
		Concession 2- 2A to Sideroad 20	No		\$218,289		\$301,011	\$519,300
		Concession 7- McLean Rd to Concession 2A	No	\$168,923	\$39,977			\$208,900
		Tandem Dump Truck- 302	No			\$250,000		\$250,000
		Concession 2A - Concession 2 to Concession 7	No		\$102,500			\$102,500
		Leslie Rd West - Watson Rd South to Mountsberg	No		\$20,000			\$20,000
		Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000
		Public Works Equip.	Yes		\$50,000			\$50,000
		Dump Truck - 1 Ton - 305	No			\$100,000		\$100,000
		Pickup Truck- Director - 1/2 Ton	No			\$35,000		\$35,000
Grand Total				\$178,923	\$1,397,516	\$1,198,550	\$301,011	\$3,076,000

2021 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Building								
	Building							
		Septic Inspections	No			\$6,000		\$6,000
Fire and Rescue								
	Fire and Rescue							
		SCBA Cylinders	No			\$4,500		\$4,500
		Structural Firefighter Ensemble	No		\$11,824			\$11,824
		Fire Equip.	Yes		\$10,000			\$10,000
		Fire Vehicle Replac.	Yes		\$50,000			\$50,000
General Government								
	Corporate							
		Computer Equipment	No		\$10,000			\$10,000
		Pay Equity Study	No		\$13,500	\$1,500		\$15,000
		Corp. IT Software	Yes		\$5,000			\$5,000
		Corp. IT Hardware	Yes		\$2,500			\$2,500
	Municipal Office							
		Power Distribution Equipment (feeders, panels, main disconnect switch)	No		\$16,000	\$4,000		\$20,000
		Corp. Office Repairs	Yes		\$25,000			\$25,000
		Corp. Accessibility	Yes		\$5,000			\$5,000
Parks and Recreation								
	ORC							
		ORC Equip.	Yes		\$10,000			\$10,000
		ORC Fac. Improv.	Yes		\$10,000			\$10,000
	Parks							
		Parks Infrastr.	Yes		\$25,000			\$25,000

2021 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
		Parks Equip.	Yes		\$5,000			\$5,000
		Phase 1 of Parks Master Plan	No	\$881,120	\$249,449	\$50,000	\$175,000	\$1,355,569
	PCC							
		PCC Equip.	Yes		\$5,000			\$5,000
		PCC Fac. Improv.	Yes		\$10,000			\$10,000
Public Works								
	Public Works							
		Bridge and Culvert Inspections	No		\$7,500			\$7,500
		Bridlepath	No	\$168,923	\$109,597		\$51,480	\$330,000
		Tandem Dump Truck- 301	No			\$250,000		\$250,000
		Traffic Count Study	No		\$10,000		\$15,000	\$25,000
		Fox Run Dr to County Rd 46	No		\$63,000			\$63,000
		Leslie Rd West - Watson Rd South to Mountsberg	No		\$80,000		\$220,000	\$300,000
		Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000
		Public Works Equip.	Yes		\$50,000			\$50,000
		Carroll Pond & Lesic Jassal Municipal Drain - Closed Circuit Television Inspection (CCTV)	No		\$16,000			\$16,000
		Little's Bridge - 0003	No		\$25,000			\$25,000
Grand Total				\$1,050,043	\$849,370	\$316,000	\$461,480	\$2,676,893

2022 Capital Plan Summary

Project Cost				Funding Type	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Service	Department	Capital Project	Reserve Contribution	Grant				
Fire and Rescue								
	Fire and Rescue							
		SCBA Cylinders	No			\$19,500		\$19,500
		Structural Firefighter Ensemble	No		\$12,060			\$12,060
		Fire Equip.	Yes		\$10,000			\$10,000
		Fire Vehicle Replac.	Yes		\$50,000			\$50,000
General Government								
	Corporate							
		Computer Equipment	No		\$10,000			\$10,000
		Corp. IT Software	Yes		\$5,000			\$5,000
		Corp. IT Hardware	Yes		\$2,500			\$2,500
	Municipal Office							
		Furnace, Condenser Units, HVAC distribution ductwork, Damper Control System in Municipal Offices	No		\$24,000	\$6,000		\$30,000
		Corp. Office Repairs	Yes		\$25,000			\$25,000
		Corp. Accessibility	Yes		\$5,000			\$5,000
Parks and Recreation								
	ORC							
		ORC Equip.	Yes		\$10,000			\$10,000
		ORC Fac. Improv.	Yes		\$10,000			\$10,000
	Parks							
		Parking Lot & Associated Enhancements (curbing, entrance, lighting)	No	\$61,000		\$239,000		\$300,000
		Parks Infrastr.	Yes		\$25,000			\$25,000
		Parks Equip.	Yes		\$5,000			\$5,000
		Phase 2 of Parks Master Plan	No	\$578,477	\$186,103	\$50,000	\$60,000	\$874,580

2022 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
	PCC							
		PCC Equip.	Yes		\$5,000			\$5,000
		PCC Fac. Improv.	Yes		\$10,000			\$10,000
Public Works								
	Public Works							
		Bridge and Culvert Inspections	No		\$7,500			\$7,500
		Grader- 501	No			\$350,000		\$350,000
		Watson Rd- 36 to Leslie Rd	No		\$105,000		\$110,000	\$215,000
		Watson Rd - Leslie Rd to 4057 Watson Rd.	No		\$17,400		\$110,000	\$127,400
		Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000
		Public Works Equip.	Yes		\$50,000			\$50,000
		Gilmour Culvert- 2009	No		\$84,400		\$15,600	\$100,000
		Little's Bridge - 0003	No	\$168,923	\$253,077		\$78,000	\$500,000
Grand Total				\$808,400	\$937,040	\$664,500	\$373,600	\$2,783,540

2023 Capital Plan Summary

Project Cost					Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total	
Building									
	Building								
		Tablet	No			\$9,000		\$9,000	
Fire and Rescue									
	Fire and Rescue								
		SCBA Cylinders	No			\$9,000		\$9,000	
		Structural Firefighter Ensemble	No		\$15,380			\$15,380	
		Fire Equip.	Yes		\$10,000			\$10,000	
		Fire Vehicle Replac.	Yes		\$50,000			\$50,000	
General Government									
	Corporate								
		Computer Equipment	No		\$10,000			\$10,000	
		Corp. IT Software	Yes		\$5,000			\$5,000	
		Corp. IT Hardware	Yes		\$2,500			\$2,500	
	Finance								
		Asset Management Plan and Policy Updates	No		\$10,000			\$10,000	
	Municipal Office								
		Office renovation/expansion including accessibility	No	\$10,000	\$105,500	\$115,500		\$231,000	
		Corp. Office Repairs	Yes		\$25,000			\$25,000	
		Corp. Accessibility	Yes		\$5,000			\$5,000	
Parks and Recreation									
	ORC								
		ORC Equip.	Yes		\$5,000			\$5,000	
		ORC Fac. Improv.	Yes		\$10,000			\$10,000	
	Parks								
		Parks Infrastr.	Yes		\$25,000			\$25,000	
		Parks Equip.	Yes		\$5,000			\$5,000	

2023 Capital Plan Summary

Project Cost					Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total	
	PCC								
		PCC Equip.	Yes		\$5,000			\$5,000	
		PCC Fac. Improv.	Yes		\$10,000			\$10,000	
Public Works									
	Public Works								
		Bridge and Culvert Inspections	No		\$7,500			\$7,500	
		Concession 4- Sideroad 10 to 32	No		\$230,000		\$220,000	\$450,000	
		Maple Leaf Lane	No		\$38,655		\$7,145	\$45,800	
		Mason Crt	No		\$32,156		\$5,944	\$38,100	
		McLean Rd E and Winer Rd	No	\$168,923	\$139,137		\$56,940	\$365,000	
		Single Axle Dump Truck-303	No			\$225,000		\$225,000	
		Transportation Master Plan	No		\$10,000		\$15,000	\$25,000	
		Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000	
		Public Works Equip.	Yes		\$50,000			\$50,000	
		Moyer's Bridge - 0004	No		\$25,000			\$25,000	
Grand Total					\$178,923	\$855,829	\$358,500	\$305,028	\$1,698,280

2024 Capital Plan Summary

Project Cost					Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total	
Building									
	Building								
		Pickup Truck - Mid-Size	No			\$33,000		\$33,000	
Fire and Rescue									
	Fire and Rescue								
		Structural Firefighter Ensemble	No		\$15,685			\$15,685	
		Pickup Truck - Mid-Size	No			\$23,050		\$23,050	
		Fire Equip.	Yes		\$10,000			\$10,000	
		Fire Vehicle Replac.	Yes		\$50,000			\$50,000	
General Government									
	Corporate								
		Computer Equipment	No		\$10,000			\$10,000	
		Server	No			\$25,000		\$25,000	
		Corp. IT Software	Yes		\$5,000			\$5,000	
		Corp. IT Hardware	Yes		\$2,500			\$2,500	
	Finance								
		2024 Development Charges Background Study	No		\$1,550		\$13,950	\$15,500	
	Municipal Office								
		Window and Door Replacement Program	No		\$80,000	\$20,000		\$100,000	
		Office renovation/expansion including accessibility	No	\$10,000	\$105,500	\$115,500		\$231,000	
		Gas Fired Infra-Red Heaters in Public Works Area	No		\$5,400	\$600		\$6,000	
		UV Pure Water Treatment System	No		\$8,000	\$2,000		\$10,000	
		Metal Roofing Panels	No		\$100,000	\$25,000		\$125,000	
		Corp. Office Repairs	Yes		\$25,000			\$25,000	
		Corp. Accessibility	Yes		\$5,000			\$5,000	
		Exterior Panel/Siding Painting	No		\$20,000	\$5,000		\$25,000	
Parks and Recreation									
	ORC								

2024 Capital Plan Summary

Project Cost					Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total	
		ORC Equip.	Yes		\$10,000			\$10,000	
		ORC Fac. Improv.	Yes		\$10,000			\$10,000	
	Parks								
		Parks Infrastr.	Yes		\$25,000			\$25,000	
		Parks Equip.	Yes		\$5,000			\$5,000	
	PCC								
		Replacement of Sanitary Pumps and Control System	No		\$5,000			\$5,000	
		Replacement of UV Pure Water Treatment System	No		\$7,500			\$7,500	
		PCC Equip.	Yes		\$5,000			\$5,000	
		PCC Fac. Improv.	Yes		\$10,000			\$10,000	
Public Works									
	Public Works								
		Bridge and Culvert Inspections	No		\$7,500			\$7,500	
		Concession 4- Hwy 6 to 35	No		\$170,000		\$220,000	\$390,000	
		Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000	
		Public Works Equip.	Yes		\$50,000			\$50,000	
		Gilmour Culvert- 2009	No	\$168,923	\$253,077		\$78,000	\$500,000	
		Moyer's Bridge - 0004	No		\$500,000			\$500,000	
Grand Total					\$178,923	\$1,526,712	\$249,150	\$311,950	\$2,266,735

2025 Capital Plan Summary

Project Cost				Funding Type	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Service	Department	Capital Project	Reserve Contribution	Grant				
Building								
	Building							
		Septic Inspections	No			\$6,000		\$6,000
Fire and Rescue								
	Fire and Rescue							
		Defibrillators	No		\$6,000	\$15,000		\$21,000
		Fire Master Plan	No		\$17,600		\$26,400	\$44,000
		Pump 31 Truck	No			\$468,000		\$468,000
		SCBA Cylinders	No			\$7,500		\$7,500
		Structural Firefighter Ensemble	No		\$19,200			\$19,200
		Fire Equip.	Yes		\$10,000			\$10,000
		Fire Vehicle Replac.	Yes		\$50,000			\$50,000
General Government								
	Corporate							
		Community Based Strategic Plan	No		\$16,500		\$13,500	\$30,000
		Computer Equipment	No		\$10,000			\$10,000
		Corp. IT Software	Yes		\$5,000			\$5,000
		Corp. IT Hardware	Yes		\$2,500			\$2,500
	Municipal Office							
		Office renovation/expansion including accessibility	No	\$10,000	\$105,500	\$115,500		\$231,000
		Corp. Office Repairs	Yes		\$25,000			\$25,000
		Corp. Accessibility	Yes		\$5,000			\$5,000
Parks and Recreation								
	ORC							
		ORC Equip.	Yes		\$10,000			\$10,000
		ORC Fac. Improv.	Yes		\$10,000			\$10,000
	Parks							
		Pickup Truck - Trsfr from PW	No			\$0		\$0

2025 Capital Plan Summary

Project Cost				Funding Type	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Service	Department	Capital Project	Reserve Contribution	Grant				
		Parks Infrastr.	Yes		\$25,000			\$25,000
		Parks Equip.	Yes		\$5,000			\$5,000
	PCC							
		Recreation and Parks Master Plan	No		\$23,000		\$27,000	\$50,000
		PCC Equip.	Yes		\$5,000			\$5,000
		PCC Fac. Improv.	Yes		\$10,000			\$10,000
Public Works								
	Public Works							
		Bridge and Culvert Inspections	No		\$7,500			\$7,500
		Church and Victoria Street	No		\$50,000			\$50,000
		Gore Road - Valens Road to Concession 7	No		\$227,880		\$42,120	\$270,000
		Watson Rd - Wellington Road 34 to Wellington Road 36	No	\$168,923	\$331,077			\$500,000
		Watson Rd- Maltby to Arkell	No		\$185,120		\$294,880	\$480,000
		Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000
		Public Works Equip.	Yes		\$50,000			\$50,000
		Pickup truck-Staff - 3/4 Ton	No			\$52,000		\$52,000
		Pickup Truck- Director - 1/2 Ton	No			\$35,000		\$35,000
Grand Total				\$178,923	\$1,236,877	\$699,000	\$403,900	\$2,518,700

2026 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Building								
	Building							
		Septic Inspections	No			\$6,000		\$6,000
Fire and Rescue								
	Fire and Rescue							
		SCBA Cylinders	No			\$4,500		\$4,500
		Structural Firefighter Ensemble	No		\$10,712			\$10,712
		Portable Pump	No			\$15,000		\$15,000
		Fire Equip.	Yes		\$10,000			\$10,000
		Fire Vehicle Replac.	Yes		\$50,000			\$50,000
General Government								
	Corporate							
		Computer Equipment	No		\$10,000			\$10,000
		Corp. IT Software	Yes		\$5,000			\$5,000
		Corp. IT Hardware	Yes		\$2,500			\$2,500
	Municipal Office							
		Office renovation/expansion including accessibility	No	\$10,000	\$140,150	\$80,850		\$231,000
		Corp. Office Repairs	Yes		\$25,000			\$25,000
		Corp. Accessibility	Yes		\$5,000			\$5,000
Parks and Recreation								
	ORC							
		Floor Scrubber	No			\$8,000		\$8,000
		ORC Equip.	Yes		\$5,000			\$5,000
		ORC Fac. Improv.	Yes		\$10,000			\$10,000
	Parks							
		Improvements to Tennis Courts	No			\$10,000		\$10,000
		Playground area at Boreham Park	No	\$10,000		\$85,000	\$5,000	\$100,000
		Parks Infrastr.	Yes		\$25,000			\$25,000
		Parks Equip.	Yes		\$5,000			\$5,000
	PCC							

2026 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
		Rebalancing of HVAC system	No		\$5,000			\$5,000
		Replacement of Rheem Hot Water Tank	No		\$5,000			\$5,000
		PCC Equip.	Yes		\$5,000			\$5,000
		PCC Fac. Improv.	Yes		\$10,000			\$10,000
Public Works								
	Public Works							
		Bridge and Culvert Inspections	No		\$7,500			\$7,500
		Concession 1- Sideroad 10 to Wellington Rd 35	No	\$168,923	\$86,077			\$255,000
		Gore Rd-Sideroad 20 to Valens Rd	No		\$145,000		\$220,000	\$365,000
		Leslie Rd West- Victoria Rd South to East limit	No		\$544,380		\$100,620	\$645,000
		Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000
		Public Works Equip.	Yes		\$50,000			\$50,000
		Carroll Pond & Lesic Jassal Municipal Drain - Sediment Survey on Cells No 1, 2 and 3			\$7,000			\$7,000
Grand Total				\$188,923	\$1,193,319	\$209,350	\$325,620	\$1,917,212

2027 Capital Plan Summary

Project Cost					Funding Type	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Service	Department	Capital Project	Reserve Contribution	Grant					
Fire and Rescue									
	Fire and Rescue								
		SCBA Cylinders	No			\$0			\$0
		Structural Firefighter Ensemble	No			\$13,655			\$13,655
		Fire Equip.	Yes			\$10,000			\$10,000
		Fire Vehicle Replac.	Yes			\$50,000			\$50,000
General Government									
	Corporate								
		Computer Equipment	No			\$10,000			\$10,000
		Corp. IT Software	Yes			\$5,000			\$5,000
		Corp. IT Hardware	Yes			\$2,500			\$2,500
	Municipal Office								
		Office renovation/expansion including accessibility	No	\$10,000	\$140,150	\$80,850			\$231,000
		Corp. Office Repairs	Yes			\$25,000			\$25,000
		Corp. Accessibility	Yes			\$5,000			\$5,000
Parks and Recreation									
	ORC								
		ORC Equip.	Yes			\$5,000			\$5,000
		ORC Fac. Improv.	Yes			\$10,000			\$10,000
	Parks								
		Parks Infrastr.	Yes			\$25,000			\$25,000
		Parks Equip.	Yes			\$5,000			\$5,000
	PCC								
		PCC Equip.	Yes			\$5,000			\$5,000
		PCC Fac. Improv.	Yes			\$10,000			\$10,000
Public Works									
	Public Works								
		Bridge and Culvert Inspections	No			\$7,500			\$7,500
		Public Works Replace. and Restorat.	Yes			\$25,000			\$25,000
		Public Works Equip.	Yes			\$50,000			\$50,000

2027 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
		Carroll Pond & Lesic Jassal Municipal Drain - Based on results of Sediment Survey	No		\$415,000			\$415,000
		Single Axle Dump Truck- 304	No			\$250,000		\$250,000
		Sideroad 20 North - Wellington Road 34 to Forestell Road	No		\$316,500		\$58,500	\$375,000
		Roszell Road - Townline Road to Forestell Road	No		\$67,500		\$220,000	\$287,500
		Maltby Road - Victoria Road to Watson Road	No	\$168,923	\$93,577			\$262,500
Grand Total				\$178,923	\$1,296,382	\$330,850	\$278,500	\$2,084,655

Projects by Year

Project Cost													
	2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Building													
Septic Inspections						\$6,000	\$6,000				\$6,000	\$6,000	
Tablet				\$9,000					\$9,000				
Pickup Truck - Mid-Size										\$33,000			
Building Total				\$9,000		\$6,000	\$6,000		\$9,000	\$33,000	\$6,000	\$6,000	

Projects by Year

Project Cost	2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Fire and Rescue													
Defibrillators											\$21,000		
Fire Master Plan											\$44,000		
Pump 31 Body Work and Paint Job					\$9,813								
Pump 31 Truck											\$468,000		
Rescue 35 Truck						\$360,000							
SCBA Cylinders					\$6,000	\$12,000	\$4,500	\$19,500	\$9,000		\$7,500	\$4,500	\$0
Structural Firefighter Ensemble				\$15,105	\$5,682	\$0	\$11,824	\$12,060	\$15,380	\$15,685	\$19,200	\$10,712	\$13,655
Satellite Station Building					\$375,000	\$690,000							
Satellite Station Equipment						\$51,750							
Extrication Equipment						\$52,500							
Watercraft						\$6,000							
Self Contained Breathing Apparatus						\$144,550							
Thermal Imaging Camera					\$10,300								
Portable Pump												\$15,000	
Pickup Truck - Mid-Size										\$23,050			
Fire Equip.				\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Fire Vehicle Replac.				\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Truck Cap Enclosure and Cargo Sliding Truck Bed				\$4,859									
New Storage Cabinetry Set and additional Firefighter Gear Racks				\$4,611									
Fire and Rescue Total				\$84,575	\$466,795	\$1,376,800	\$76,324	\$91,560	\$84,380	\$98,735	\$619,700	\$90,212	\$73,655

Projects by Year

Project Cost		2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Corporate														
	Community Based Strategic Plan											\$30,000		
	Computer Equipment				\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
	Destination Marketing/Branding (Logo)		\$15,000											
	IT Software Upgrade	\$99,268												
	Pay Equity Study							\$15,000						
	Server					\$25,000					\$25,000			
	Municipal Drinking Water Well System - Feasibility Study			\$94,300										
	Corp. IT Software				\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
	Corp. IT Hardware				\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
	Municipal Class Environmental Assessment - Municipal Water and Wastewater				\$350,000									
	Microsoft Office License Upgrades						\$15,000							
Corporate Total		\$99,268	\$15,000	\$94,300	\$367,500	\$42,500	\$32,500	\$32,500	\$17,500	\$17,500	\$42,500	\$47,500	\$17,500	\$17,500

Projects by Year

Project Cost		2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Finance														
	2019 Development Charges Background Study					\$15,500								
	2024 Development Charges Background Study										\$15,500			
	Asset Management Plan Revamp				\$40,000									
	Asset Management Plan and Policy Updates									\$10,000				
Finance					\$40,000	\$15,500				\$10,000	\$15,500			
Total														

Projects by Year

Project Cost													
	2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Municipal Office													
Air Balancing Study & Recommission HVAC					\$10,500								
Arc Flash Study						\$7,500							
Power Distribution Equipment (feeders, panels, main disconnect switch)							\$20,000						
Window and Door Replacement Program										\$100,000			
Office renovation/expansion including accessibility									\$231,000	\$231,000	\$231,000	\$231,000	\$231,000
Heat Recovery Unit in Municipal Offices					\$5,000								
Furnace, Condenser Units, HVAC distribution ductwork, Damper Control System in Municipal Offices								\$30,000					
Gas Fired Infra-Red Heaters in Public Works Area										\$6,000			
UV Pure Water Treatment System										\$10,000			
Metal Roofing Panels										\$125,000			
Replacement of John Wood Electric 48 USG Hot Water Tank						\$5,000							
Corp. Office Repairs				\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Corp. Accessibility				\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Meeting Room and New Flooring				\$10,000									
New Flooring - Council Chambers and Clerks Areas					\$10,000								
Roof Painting				\$17,500									
Exterior Panel/Siding Painting										\$25,000			
Municipal Office Total				\$57,500	\$55,500	\$42,500	\$50,000	\$60,000	\$261,000	\$527,000	\$261,000	\$261,000	\$261,000

Projects by Year

Project Cost	2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
ORC													
Floor Scrubber												\$8,000	
ORC Equip.				\$5,000	\$5,000	\$5,000	\$10,000	\$10,000	\$5,000	\$10,000	\$10,000	\$5,000	\$5,000
ORC Fac. Improv.				\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
ORC Total				\$15,000	\$15,000	\$15,000	\$20,000	\$20,000	\$15,000	\$20,000	\$20,000	\$23,000	\$15,000

Projects by Year

Project Cost		2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Parks														
	Parking Lot & Associated Enhancements (curbing, entrance, lighting)								\$300,000					
	Pickup Truck - Trsfr from PW						\$0					\$0		
	Kabota Lawnmower				\$30,000									
	Consistent Signage Design						\$10,000							
	Improvements to Tennis Courts												\$10,000	
	Playground area at Boreham Park												\$100,000	
	Parks Infrastr.				\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
	Parks Equip.				\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
	Painting of Shed Roof & Sides				\$10,000									
	Phase 1 of Parks Master Plan							\$1,355,569						
	Phase 2 of Parks Master Plan								\$874,580					
Parks Total					\$70,000	\$30,000	\$40,000	\$1,385,569	\$1,204,580	\$30,000	\$30,000	\$30,000	\$140,000	\$30,000

Projects by Year

Project Cost	2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
PCC													
Arc Flash Study						\$5,000							
Exterior Hall Lighting					\$5,000								
Kitchen Renovation						\$100,000							
Rebalancing of HVAC system												\$5,000	
Recreation and Parks Master Plan											\$50,000		
Replacement of Sanitary Pumps and Control System										\$5,000			
Replacement of UV Pure Water Treatment System										\$7,500			
Replacement of Rheem Hot Water Tank												\$5,000	
PCC Equip.				\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
PCC Fac. Improv.				\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Roof Painting				\$11,000									
PCC Total				\$26,000	\$20,000	\$120,000	\$15,000	\$15,000	\$15,000	\$27,500	\$65,000	\$25,000	\$15,000

Projects by Year

Project Cost	2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Public Works													
Aberfoyle Sidewalks					\$100,000								
Backhoe						\$125,000							
Bridge and Culvert Inspections				\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Bridlepath							\$330,000						
Church and Victoria Street											\$50,000		
Concession 1 -35 to Sideroad 20					\$253,000								
Concession 2- 2A to Sideroad 20						\$519,300							
Concession 2- Sideroad 10 to 32					\$233,400								
Concession 4- 35 to Sideroad 10				\$230,000									
Concession 4- Hwy 6 to 35										\$390,000			
Concession 4- Sideroad 10 to 32									\$450,000				
Concession 7- McLean Rd to Concession 2A						\$208,900							
Forestell Rd- 32 to Roszell Rd				\$145,000									
Gore Road - Valens Road to Concession 7											\$270,000		
Grader- 501								\$350,000					
Maple Leaf Lane									\$45,800				
Mason Crt									\$38,100				
McLean Rd E and Winer Rd									\$365,000				
Single Axle Dump Truck-303									\$225,000				
Tandem Dump Truck- 301							\$250,000						
Tandem Dump Truck- 302						\$250,000							
Traffic Count Study							\$25,000						
Transportation Master Plan									\$25,000				
Watson Rd - Wellington Road 34 to Wellington Road 36											\$500,000		
Watson Rd- Maltby to Arkell											\$480,000		

Projects by Year

Project Cost		2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Public Works	Traffic Calming - Streetscaping Morriston - Phase 2					\$100,000								
	Fox Run Dr to County Rd 46							\$63,000						
	Concession 1- Sideroad 10 to Wellington Rd 35												\$255,000	
	Gore Rd-Sideroad 20 to Valens Rd												\$365,000	
	Victoria Rd (Aberfoyle Pit 2 to County Road 36)				\$445,000	\$415,000								
	Watson Rd- 36 to Leslie Rd								\$215,000					
	Watson Rd - Leslie Rd to 4057 Watson Rd.								\$127,400					
	Concession 2A - Concession 2 to Concession 7						\$102,500							
	Leslie Rd West - Watson Rd South to Mountsberg						\$20,000	\$300,000						
	Leslie Rd West- Victoria Rd South to East limit												\$645,000	
	Public Works Replace. and Restorat.				\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
	Public Works Equip.				\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
	Gilmour Culvert- 2009								\$100,000		\$500,000			
	Carroll Pond & Lesic Jassal Municipal Drain - Closed Circuit Television Inspection (CCTV)							\$16,000						
	Carroll Pond & Lesic Jassal Municipal Drain - Sediment Survey on Cells 1, 2 and 3												\$7,000	
	Carroll Pond & Lesic Jassal Municipal Drain - Based on results of Sediment Survey													\$415,000
	Pickup truck-Staff - 3/4 Ton											\$52,000		
	Dump Truck - 1 Ton - 305						\$100,000							
	Single Axle Dump Truck- 304					\$250,000								\$250,000
	Pickup Truck- Director - 1/2 Ton						\$35,000					\$35,000		
	Forestell Rd- 35 to Sideroad 10 North				\$230,000									

Projects by Year

Project Cost		2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Public Works	Sideroad 20 North - Wellington Road 34 to Forestell Road													\$375,000
	Roszell Road - Townline Road to Forestell Road													\$287,500
	Maltby Road - Victoria Road to Watson Road													\$262,500
	Little's Bridge - 0003							\$25,000	\$500,000					
	Moyer's Bridge - 0004									\$25,000	\$500,000			
Public Works Total					\$1,132,500	\$1,433,900	\$1,443,200	\$1,091,500	\$1,374,900	\$1,256,400	\$1,472,500	\$1,469,500	\$1,354,500	\$1,672,500
		\$99,268	\$15,000	\$94,300	\$1,802,075	\$2,079,195	\$3,076,000	\$2,676,893	\$2,783,540	\$1,698,280	\$2,266,735	\$2,518,700	\$1,917,212	\$2,084,655

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Department	Description	Year	Asset ID	Transfer	Current Mileage	Current Hours	Lifecy cle	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037					
Fire	Pump 32	2012	5040		30,449	1,344	20															300										
Fire	American LaFrance Quint	2003	FIR16-002		55,667	2,314	25											500														
Fire	Rescue 35	2000	5035		84,061	4,444	20			360																						
Fire	Pump 31	2005	5031		77,446	2,861	20								468																	
Fire	Tanker 38	2007	5038		28,443	1,827	25															360										
Fire	Tanker 37	2010	7006		23,933	922	20	Pump 31 and Tanker 37 Combination in 2025 or earlier in accordance with Report FIR-2016-003																								
Fire	Pickup truck - 1/2 ton - Note A	2013	FIR17-003	from Building	140,803	N/A	7							23							23											
Public Works	Tandem Dump	2013-301	8016		74,804	2,570	8				250								250							250						
Public Works	Tandem Dump	2012-302	8014		96,095	3,506	8			250								250							250							
Public Works	Plow truck-303 single axle	2015-303	8017		31,032	1,097	8						225								225											
Public Works	Single Axle Dump	2011-304	8013		77,523	2,705	8		250								250							250								
Public Works	Dump Truck - 1 ton	2008-305	7003		102,534	N/A	12			100												100										
Public Works	Pickup truck - Director - 1/2 ton	2015-04	8019	to Parks	42,610	N/A	5			35					35					35					35							
Public Works	Pickup truck - Staff - 3/4 ton	2017	7009		4,198	N/A	8								52								52									
Public Works	Backhoe	2008-06	8001		N/A	4,475	12			125												125										
Public Works	Grader	2000-502	8003		N/A	7,580	20-25	Elimination of one Grader in accordance with August 21, 2017 Special Council Meeting.																								
Public Works	Grader	1999-501	8002		N/A	10,446	20-25					350																				
Public Works	Brush Chipper	2015	8018		N/A	70	5,000	Lifecycle of 5,000 hours. Usage depends on staff hours available for forestry operations.																								
Building	Pickup truck - Mid-Size	2016	7005B	to Fire	15,515	N/A	7							33							33											
ORC	Olympia Ice Machine	2017			N/A	N/A	25																									
ORC	Floor Scrubber	2016	4060		N/A	N/A	10									8										8						
Parks	Lawn Tractor	2005	7007		N/A	2,757	10	30										30														
Parks	Pickup truck - Staff - 1/2 ton	2011-04	7008	from Public Works	125,958	N/A	5			PW tfr					PW tfr					PW tfr					PW tfr							
	Total							30	250	870	250	350	225	56	555	8	250	780	250	35	281	885	52	0	285	258	250					
Note A - Funded by the Fire Development Charge (DC) Restricted Reserve in 2017 for the intercorporate transfer of the 2013 Building Vehicle to Fire & Rescue. The DC Act specifies that rolling stock purchased utilizing DC funds must have a useful life of at least seven years.																																

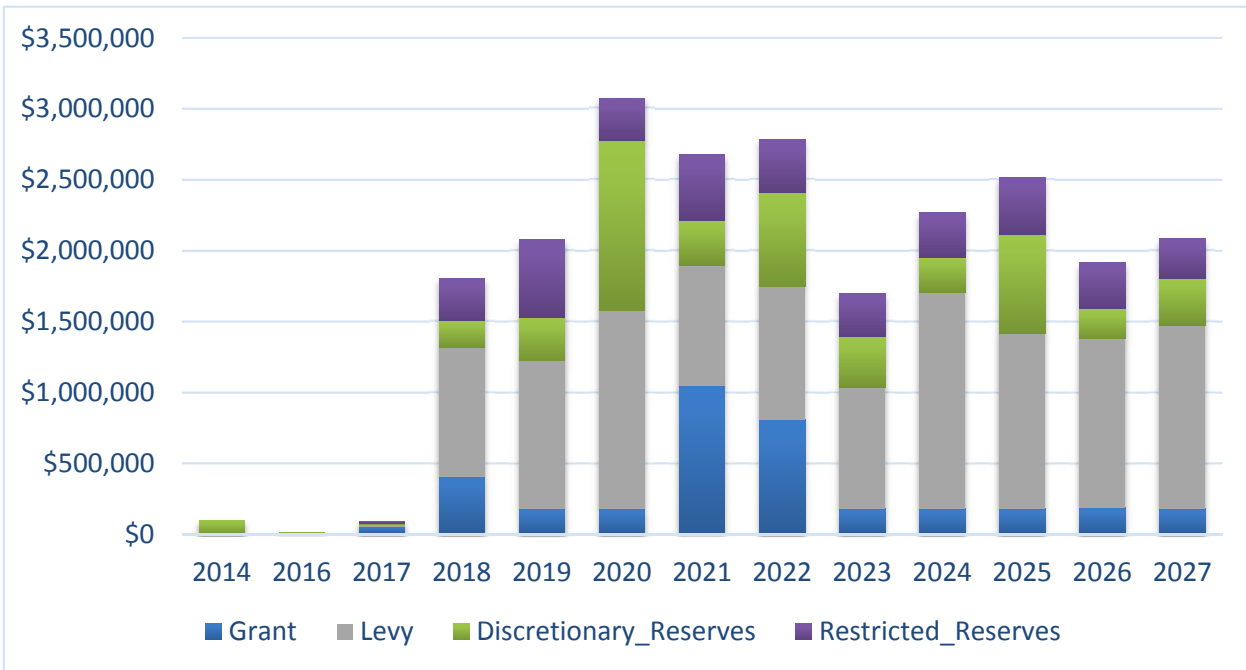
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Capital Summary - Funding Sources by Year

	2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Grant													
Corporate	\$0	\$7,500	\$56,250	\$262,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Finance	\$0	\$0	\$0	\$32,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Parks	\$0	\$0	\$0	\$5,000	\$0	\$0	\$881,120	\$639,477	\$0	\$0	\$0	\$10,000	\$0
PCC	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Works	\$0	\$0	\$0	\$107,836	\$179,421	\$168,923	\$168,923	\$168,923	\$168,923	\$168,923	\$168,923	\$168,923	\$168,923
Municipal Office	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Grant Total	\$0	\$7,500	\$56,250	\$407,336	\$179,421	\$178,923	\$1,050,043	\$808,400	\$178,923	\$178,923	\$178,923	\$188,923	\$178,923
Levy													
Corporate	\$0	\$0	\$10,313	\$105,000	\$17,500	\$17,500	\$31,000	\$17,500	\$17,500	\$17,500	\$34,000	\$17,500	\$17,500
Finance	\$0	\$0	\$0	\$8,000	\$1,550	\$0	\$0	\$0	\$10,000	\$1,550	\$0	\$0	\$0
Fire and Rescue	\$0	\$0	\$0	\$75,105	\$165,682	\$801,750	\$71,824	\$72,060	\$75,380	\$75,685	\$102,800	\$70,712	\$73,655
ORC	\$0	\$0	\$0	\$15,000	\$15,000	\$15,000	\$20,000	\$20,000	\$15,000	\$20,000	\$20,000	\$15,000	\$15,000
Parks	\$0	\$0	\$0	\$30,000	\$30,000	\$40,000	\$279,449	\$216,103	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
PCC	\$0	\$0	\$0	\$15,000	\$20,000	\$20,000	\$15,000	\$15,000	\$15,000	\$27,500	\$38,000	\$25,000	\$15,000
Public Works	\$0	\$0	\$0	\$635,244	\$743,300	\$463,266	\$386,097	\$542,377	\$557,449	\$1,005,577	\$876,577	\$864,957	\$975,077
Municipal Office	\$0	\$0	\$0	\$30,000	\$52,400	\$40,000	\$46,000	\$54,000	\$135,500	\$348,900	\$135,500	\$170,150	\$170,150
Levy Total	\$0	\$0	\$10,313	\$913,349	\$1,045,432	\$1,397,516	\$849,370	\$937,040	\$855,829	\$1,526,712	\$1,236,877	\$1,193,319	\$1,296,382
Discretionary_Reserves													
Building	\$0	\$0	\$0	\$9,000	\$0	\$6,000	\$6,000	\$0	\$9,000	\$33,000	\$6,000	\$6,000	\$0
Corporate	\$99,268	\$7,500	\$10,617	\$0	\$25,000	\$15,000	\$1,500	\$0	\$0	\$25,000	\$0	\$0	\$0
Fire and Rescue	\$0	\$0	\$0	\$4,611	\$26,113	\$575,050	\$4,500	\$19,500	\$9,000	\$23,050	\$490,500	\$19,500	\$0
ORC	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000	\$0
Parks	\$0	\$0	\$0	\$35,000	\$0	\$0	\$50,000	\$289,000	\$0	\$0	\$0	\$95,000	\$0
PCC	\$0	\$0	\$0	\$11,000	\$0	\$90,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Works	\$0	\$0	\$0	\$100,000	\$250,000	\$510,000	\$250,000	\$350,000	\$225,000	\$0	\$87,000	\$0	\$250,000
Municipal Office	\$0	\$0	\$0	\$27,500	\$3,100	\$2,500	\$4,000	\$6,000	\$115,500	\$168,100	\$115,500	\$80,850	\$80,850
Discretionary_Reserves Total	\$99,268	\$7,500	\$10,617	\$187,111	\$304,213	\$1,198,550	\$316,000	\$664,500	\$358,500	\$249,150	\$699,000	\$209,350	\$330,850
Restricted_Reserves													
Corporate	\$0	\$0	\$17,120	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,500	\$0	\$0
Finance	\$0	\$0	\$0	\$0	\$13,950	\$0	\$0	\$0	\$0	\$13,950	\$0	\$0	\$0
Fire and Rescue	\$0	\$0	\$0	\$4,859	\$275,000	\$0	\$0	\$0	\$0	\$0	\$26,400	\$0	\$0
Parks	\$0	\$0	\$0	\$0	\$0	\$0	\$175,000	\$60,000	\$0	\$0	\$0	\$5,000	\$0
PCC	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27,000	\$0	\$0
Public Works	\$0	\$0	\$0	\$289,420	\$261,179	\$301,011	\$286,480	\$313,600	\$305,028	\$298,000	\$337,000	\$320,620	\$278,500
Restricted_Reserves Total	\$0	\$0	\$17,120	\$294,279	\$550,129	\$301,011	\$461,480	\$373,600	\$305,028	\$311,950	\$403,900	\$325,620	\$278,500
Grand Total	\$99,268	\$15,000	\$94,300	\$1,802,075	\$2,079,195	\$3,076,000	\$2,676,893	\$2,783,540	\$1,698,280	\$2,266,735	\$2,518,700	\$1,917,212	\$2,084,655

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Capital Summary - Funding Sources by Year Graph



2018 Proposed Capital Program

Department	Total	Levy	Federal Gas Tax Rebate	Discretionary_ Reserves	Restricted_Res erves	Grant
Corporate	367,500	105,000	-	-	-	262,500
Municipal Office	57,500	30,000	-	27,500	-	-
Finance	40,000	8,000	-	-	-	32,000
Building	9,000	-	-	9,000	-	-
Planning	-	-	-	-	-	-
Public Works	1,132,500	635,244	220,000	100,000	69,420	107,836
Fire and Rescue	84,575	75,105	-	4,611	4,859	-
Parks	70,000	30,000	-	35,000	-	5,000
ORC	15,000	15,000	-	-	-	-
PCC	26,000	15,000	-	11,000	-	-
Total	1,802,075	913,349	220,000	187,111	74,279	407,336

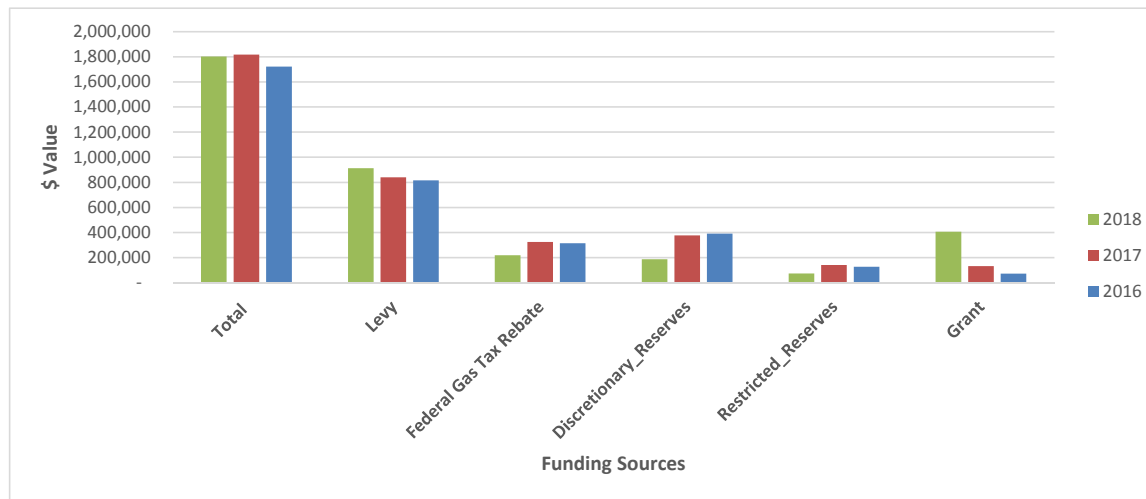
2017 Approved Capital Program

Department	Total	Levy	Federal Gas Tax Rebate	Discretionary_ Reserves	Restricted_Res erves	Grant
Corporate	131,680	57,813	-	9,180	8,438	56,250
Finance	10,000	10,000	-	-	-	-
Building	35,000	-	-	35,000	-	-
Planning	-	-	-	-	-	-
Public Works	1,303,200	585,898	325,000	206,500	109,980	75,822
Fire and Rescue	153,489	79,655	-	50,784	23,050	-
Parks	30,000	30,000	-	-	-	-
ORC	91,500	15,000	-	76,500	-	-
PCC	15,000	15,000	-	-	-	-
Badenoch	47,500	47,500	-	-	-	-
Total	1,817,369	840,866	325,000	377,964	141,468	132,072

2016 Approved Capital Program

Department	Total	Levy	Federal Gas Tax Rebate	Discretionary_ Reserves	Restricted_Reserves	Grant
Corporate	107,600	50,100	-	50,000	-	7,500
Finance	25,000	25,000	-	-	-	-
Building	-	-	-	-	-	-
Planning	80,000	72,800	-	-	7,200	-
Public Works	1,134,100	631,358	315,000	100,000	44,864	42,878
Fire and Rescue	310,712	10,712	-	225,000	75,000	-
Parks	-	-	-	-	-	-
ORC	-	-	-	-	-	-
PCC	54,000	16,000	-	16,189	-	21,811
Badenoch	10,000	10,000	-	-	-	-
Total	1,721,412	815,970	315,000	391,189	127,064	72,189

2018 Proposed Capital Budget Compared to the 2017 and 2016 Approved Capital Budget Funding Comparisons



2018 Proposed Ten Year Plan

Department	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Corporate			367,500	42,500	32,500	32,500	17,500	17,500	42,500	47,500	17,500	17,500
Municipal Office			57,500	55,500	42,500	50,000	60,000	261,000	527,000	261,000	261,000	261,000
Finance			40,000	15,500	-	-	-	10,000	15,500	-	-	-
Building			9,000	-	6,000	6,000	-	9,000	33,000	6,000	6,000	-
Planning			-	-	-	-	-	-	-	-	-	-
Public Works			1,132,500	1,433,900	1,443,200	1,091,500	1,374,900	1,256,400	1,472,500	1,469,500	1,354,500	1,672,500
Fire and Rescue			84,575	466,795	1,376,800	76,324	91,560	84,380	98,735	619,700	90,212	73,655
Parks			70,000	30,000	40,000	1,385,569	1,204,580	30,000	30,000	30,000	140,000	30,000
ORC			15,000	15,000	15,000	20,000	20,000	15,000	20,000	20,000	23,000	15,000
PCC			26,000	20,000	120,000	15,000	15,000	15,000	27,500	65,000	25,000	15,000
Total	1,721,412	1,817,369	1,802,075	2,079,195	3,076,000	2,676,893	2,783,540	1,698,280	2,266,735	2,518,700	1,917,212	2,084,655
Change from previous year	-	95,957	(15,294)	277,120	996,805	(399,107)	106,647	(1,085,260)	568,455	251,965	(601,488)	167,443
10 year total											22,903,285	
yearly average											2,290,328	

2017 Ten Year Plan

Department	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Corporate		131,680	105,000	331,500	328,500	351,000	346,000	336,000	326,000	115,000	85,000	
Finance		10,000	10,000	15,500	0	0	0	10,000	15,500	0	0	
Building		35,000	0	0	6,000	6,000	35,000	0	0	0	33,000	
Planning		0	0	0	0	0	0	0	0	0	0	
Public Works		1,303,200	1,297,500	1,481,300	1,313,200	1,336,500	1,342,500	1,306,400	1,397,500	1,492,500	1,844,500	
Fire and Rescue		153,489	448,930	813,124	695,050	136,324	172,560	144,380	158,735	658,700	150,212	
Parks		30,000	90,000	310,000	170,000	360,000	60,000	60,000	60,000	60,000	170,000	
ORC		91,500	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	38,000	
PCC		15,000	130,000	35,000	135,000	30,000	30,000	30,000	42,500	80,000	40,000	
Badenoch		47,500	0	0	0	0	0	0	0	0	0	
Total	1,721,412	1,817,369	2,111,430	3,016,424	2,677,750	2,249,824	2,016,060	1,916,780	2,030,235	2,436,200	2,360,712	0
Change from previous year		95,957	294,061	904,994	-338,674	-427,926	-233,764	-99,280	113,455	405,965	-75,488	
10 year total											22,632,784	
yearly average											2,263,278	

2016 Ten Year Plan

Department	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Corporate	107,600	95,000	95,000	321,500	368,500	336,000	356,000	306,000	316,000	105,000		
Finance	25,000	10,000	10,000	17,113	-	-	-	-	-	-		
Building	-	-	35,000	-	-	-	-	-	-	-	33,000	
Planning	80,000	-	-	-	-	-	-	-	-	-		
Public Works	1,134,100	1,897,800	1,345,400	1,636,600	1,305,500	1,346,300	1,307,500	1,311,400	1,377,500	1,162,500		
Fire and Rescue	310,712	481,924	820,072	132,182	504,842	136,891	154,460	145,880	135,685	689,890		
Parks	-	340,000	400,000	310,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	
ORC	-	110,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	
PCC	54,000	30,000	130,000	35,000	135,000	30,000	30,000	30,000	30,000	47,500	90,000	
Badenoch	10,000	47,500	7,500	30,000	150,000	150,000	-	-	13,500	-		
Total	1,721,412	3,012,224	2,872,972	2,512,395	2,553,842	2,089,191	1,937,960	1,883,280	1,980,185	2,170,390		-
Change from previous year		1,290,812	(139,252)	(360,577)	41,447	(464,651)	(151,231)	(54,680)	96,905	190,205		-
10 year total										22,733,851		-
yearly average										2,273,385		-

2017 Proposed Ten Year Plan Compared to the 2015 and 2016 Ten Year Plans

