

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
JANUARY 5, 2023 COUNCIL MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &
IN-PERSON AT THE PUSLINCH COMMUNITY CENTRE –
23 BROCK RD S, PUSLINCH

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AGENDA

DATE: Thursday January 5, 2023

CLOSED MEETING: None

SPECIAL MEETING: 12:30 P.M.

≠ Denotes resolution prepared

- 1. Call the Meeting to Order
- 2. Roll Call
- 3. Moment of Reflection
- 4. Confirmation of the Agenda ≠
- 5. Disclosure of Pecuniary Interest & the General Nature Thereof
- 6. Reports ≠
 - 6.1 Finance Department

6.1.1 Report FIN-2022-040 – 2023 Proposed Operating Budget ≠

- 7. Confirmatory By-law ≠
 - 7.1 BL2023-001 Confirm By-law January 5, 2023 ≠
- 8. Adjournment ≠



Parks Outdoor Maintenance

REPORT FIN-2022-040

TO:	Mayor and Members of Council	
PREPARED BY:	Mary Hasan, Director of Finance/Treasurer	
PRESENTED BY:	Mary Hasan, Director of Finance/Treasurer	
MEETING DATE:	January 5, 2023	
SUBJECT:	2023 Proposed Operating Budget File No. F05 BUD	
RECOMMENDATI		
That should Coun	2022-040 regarding the 2023 Proposed Operations of the costs associated wit be incorporated in the 2023 Ope d	h the Cambridge Fire Service
That Council appoutlined below:	proves the 2023 one-time base budget increa	ses amounting to \$3,000 a
Description		2023 Approved One-Time Base Budget Increase

That Council approves the 2023 permanent base budget increases amounting to \$41,613 as outlined below:

\$3,000

Description	2023	Approved
	Permanent	Base
	Budget Incr	ease
Heritage Advisory Committee National Trust Conference	\$3,310	

Heritage Advisory Committee Doors of Puslinch Posters	Net Revenue Projected of \$2,515
Heritage Act Designations Advertising	\$11,000
Fire and Rescue Services On-Call Payments	\$13,000
Fire and Rescue Services Cell Phone for Public Fire and Life Safety Educator	\$585
Health and Safety Shared Service Agreement	\$16,233

DISCUSSION

Purpose

The purpose of this report is to:

- 1.) Provide Council with information regarding the 2023 Proposed Operating Budget.
 - a. The 2023 Proposed Operating Budget is included as Schedule A to this report.
 - b. The 2023 Proposed Expense, Reserve Transfers, and Revenue Summary is included as Schedule B to this report.

Background

Council received Report FIN-2022-035 – 2023 Proposed Capital Budget at the December 7, 2022 Capital Budget Meeting.

The senior leadership team worked collaboratively with the Director of Finance/Treasurer in December 2022 to update the budget model to complete their proposed base operating budgets.

CPI Inflationary Trends

Due to the impacts of COVID on the production of materials and goods, the transportation of materials and goods, and the availability of human resources in certain industries, the costs of most goods and services have escalated significantly in 2021 and 2022. Even with expected actions by world governments to bring inflation under control, unexpected events such as the military action in Ukraine will have an upward pressure as global production and supply are priced with an uncertainty premium. Additional factors like the Canadian Pacific rail and aggregate haulers strikes have exacerbated supply chain issues, creating further economic impacts. Outlined below is a summary of the CPI inflationary trends:

- The municipal sector is experiencing significant pricing challenges related to inflation on the acquisition of goods and services, both in operating and capital budgets.
- These CPI inflationary trends are impacting the Township's approved budget from both an operating and capital perspective.

- Pricing spikes will likely continue to fluctuate in the short term as world events continue to impact supply chains and access to resources.
- While it is possible that prices may decline after this high inflationary period, history
 indicates that overall inflation will not decline, but level off in terms of escalation. Data
 suggests that after periods of high inflation, while some specific prices may decline back
 to a historical average, overall, there is no pricing deflation.
- On March 2, 2022, the Bank of Canada (BoC) began raising interest rates as part of their monetary policy, due to strengthening economic performance as the impacts of COVID subside and to address continued pervasive inflation being experienced as well as uncertainty surrounding the situation in Ukraine. As per the BoC announcement:
 - "The policy rate is the Bank's primary monetary policy instrument. As the economy continues to expand and inflation pressures remain elevated, the Governing Council expects interest rates will need to rise further. The Governing Council will also be considering when to end the reinvestment phase and allow its holdings of Government of Canada bonds to begin to shrink. The resulting quantitative tightening (QT) would complement increases in the policy interest rate. The timing and pace of further increases in the policy rate, and the start of QT, will be guided by the Bank's ongoing assessment of the economy and its commitment to achieving the two percent inflation target".1
- The key risk remains cost escalation. As the BoC has identified, inflation is expected to be persistent over the short term and this will continue to be a concern until such time as global economic and fiscal policies have their intended effect.

The above information demonstrates both the magnitude of the impact, as well as the uncertainty about future pricing impacts related to delivering Township services. Within this evolving and uncertain environment, the Township must continue to deliver services and respond to the inflationary pressures experienced in 2021 and 2022 in order to mitigate any risks associated with adjusting service delivery (ie. delivering less service) for the same price. The impacts of inflation are more than what could have been predicted when preparing the 2022 Proposed Budget. Therefore, 2022 actuals have increased compared to 2022 budgets resulting in a need to increase specific 2023 proposed budget line items (ie. fuel, insurance, calcium, etc.).

2023 Proposed Base-Operating Budget

The 2023 proposed base operating budget includes:

- Adjustments for previous and current year actuals; and
- Unavoidable documented base budget increases (ie. fuel, insurance, calcium, etc.); and
- Council approved new projects, initiatives and service levels.

¹ https://www.bankofcanada.ca/2022/03/fad-press-release-2022-03-02/

The tables below outline the increases or decreases associated with the 2023 proposed base operating budget in comparison to the 2022 approved operating budget under 3 categories:

1.) Mandated Internally through Council Approved Policy or Previous Council Direction

Description	Expenditure Increase or Decrease
Cost of Living Adjustment (COLA) of 4.0% effective January 1, 2023 as approved by Council at their December 7, 2022 Council Meeting through Council Resolution No. 2022-395.	\$103K
Salary grid movements.	Difficult to quantify
Increase in group benefit costs including the introduction of an Employee Assistance Program as reported in Report FIN-2022-038 at the December 21, 2022 Council Meeting.	\$28K
Increase in contract service costs related to the Questica Budget Software as reported in Report FIN-2022-025 at the June 15, 2022 Council Meeting.	\$19.5K
Increase in cyber and municipal insurance premium costs including the change in the primary liability deductible of \$25K to \$50K as approved by Council at their December 7, 2022 Council Meeting.	\$66K
Increase to the contribution in the insurance contingency discretionary reserve. \$10K was contributed in 2022 and \$25K is proposed to be contributed in 2023 as approved by Council at their December 7, 2022 Council Meeting. This increase is in line with the primary liability deductible increase of \$25K to \$50K as approved by Council at their December 7, 2022 Council Meeting.	\$15K
Increase of the phasing of the aggregate levy from the operating budget to the capital budget resulting in more operating tax levy funds required. \$272K of the aggregate levy funded the capital budget in 2022 vs. \$300K in 2023. This recommendation was included in Report FIN-2022-035 presented to Council on December 7, 2022.	\$28K
Decrease in Community Grants approved of \$22K in 2022 and \$12K in 2023 as approved by Council at their December 21, 2022 Council Meeting.	-(\$10K)
Increase in user fees and charges rates approved by Council at their October 19, 2022 Council Meeting in accordance with By-law No. 042-2022.	Difficult to quantify
Increase in source water protection recoveries from other municipalities.	-(\$20K)

2.) Mandated Externally through Legislation, Other Agencies, or Current Economic Trends

Description	Expenditure
	Increase or
	Decrease
Increase in the Ontario Minimum Wage rate of \$15.00 to \$15.50 per hour effective	Difficult to
October 1, 2022 to September 30, 2023.	quantify
Increase in mandatory employee benefit cost employer contribution rates (ie. EI, CPP, WSIB)	\$38K
Increase in fuel costs of 25% across the corporation based on actuals.	\$26K
Increase in calcium and winter maintenance costs in Public Works due to increases in delivery and fuel costs.	\$10K
Increase in conservation authorities levy payments in accordance with proposed conservation budgets.	\$6.5K

3.) Recommended by Township Staff

Description	Expenditure Increase or Decrease
Increase in vehicle maintenance costs in Fire and Rescue Services based on previous year actuals.	\$14K
Decrease in professional development costs across the corporation to be representative of planned professional development for 2023. Many organizations have also changed the way conferences are held (ie. more electronic opportunities to attend conferences and training resulting in lower registration fees).	-(\$32K)
Decrease in election costs due to the 2022 Municipal Election.	-(\$59K)
Decrease in communication costs across the corporation due to the one-time purchase of cell phones in 2022.	-(\$6.5K)
Increase in Parks and Recreation recoveries due to the reopening of facilities due to COVID.	-(\$56K)

2023 Proposed Operating Base Budget Increase Requests

All proposed operating base budget increase (BBI) requests due to new projects, initiatives, service levels, and governing legislation which have not been previously approved by Council include a BBI form attached as Schedule C to this Report. These requests are not incorporated in the base operating budget. These BBI requests have been reviewed by the Chief Administrative Officer and the Director of Finance/Treasurer prior to being presented to Council in accordance with Clause 8(e) of the Budget Development and Control Policy.

Outlined below are the 2023 proposed one-time BBI requests amounting to \$3,000:

Description	2023 Proposed
	One-Time Base
	Budget Increase
Parks Outdoor Maintenance	\$3,000

Outlined below are the 2023 proposed permanent BBI requests amounting to \$41,613:

Description	2023	Proposed
	Permanent	Base
	Budget Incre	ase
Heritage Advisory Committee National Trust Conference	\$3,310	
Heritage Advisory Committee Doors of Puslinch Posters	Net Revenue	Projected
	of \$2,515	
Heritage Act Designations Advertising	\$11,000	
Fire and Rescue Services On-Call Payments	\$13,000	
Fire and Rescue Services Cell Phone for Public Fire and Life Safety	\$585	
Educator		
Health and Safety Shared Service Agreement	\$16,233	

Cambridge Fire Services Contract

At its meeting held on January 16, 2019 Council authorized staff to proceed with the phased in costs associated with the Cambridge Fire Services Contract with one quarter of the cost to be phased into the 2019 operating budget at an amount of \$34,450.

At its meeting held on January 2, 2020 Council authorized staff to proceed with phasing in an additional amount of \$13,780 in the 2020 budget.

• Council at this meeting also supported phasing 50% of the Cambridge Fire Services Contract Cost to the General Taxation Levy over 4 years.

The 2023 proposed base operating budget has incorporated a total amount of \$48,230 in Account No. 01-0040-4320 associated with the Cambridge Fire Services contract which is equal to the 2019 and 2020 Council approved amounts. Township staff are seeking Council's direction as to whether an additional amount of tax levy funding should be phased into the general taxation levy related to the Cambridge Fire Services Contract.

Discretionary Reserve Contributions - Budget

The table below provides a comparison of the discretionary reserve contributions in the 2023 proposed budget compared to the 2022 approved budget:

Discretionary Reserve	2022 Approved Budget	2023 Proposed Budget	Notes
Insurance Contingency	\$10,000	\$25,000	This increase is in line with the primary liability deductible increase of \$25K to \$50K as approved by Council at their December 7, 2022 Council Meeting.
Legal Contingency	\$0	\$0	Township staff are recommending a \$0 contribution as the current balance in the reserve is reasonable at \$232K.
Elections	\$13,750	\$13,750	
Asset Management	\$1,212,300	\$1,197,792	
Information Technology	\$10,000	\$10,000	
Gravel Roads Improvement	\$207,800	\$220,800	This increase is in line with Council direction at the December 7, 2022 Council Meeting.
Aggregate Levy	\$271,900	\$300,000	This recommendation was included in Report FIN-2022-035 presented to Council on December 7, 2022.
Total	\$1,725,750	\$1,767,342	

FINANCIAL IMPLICATIONS

Discussed throughout this report.

APPLICABLE LEGISLATION AND REQUIREMENTS

Municipal Act, 2001

ATTACHMENTS

Schedule A – 2023 Proposed Operating Budget

Schedule B – 2023 Proposed Expenditures, Reserve Transfers and Revenues Summary

Schedule C – 2023 Proposed Operating Base Budget Increases

Respectfully submitted: Reviewed by:

Mary Hasan Glenn Schwendinger

Director of Finance/Treasurer Chief Administrative Officer

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Department	Ac	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
Administration							
		Expenditures					
		FT Wages	\$258,474	\$369,656	\$332,047	\$421,832	\$448,584
		PT Wages	\$0	\$2,828	\$5,153	\$8,432	\$8,440
		OT Wages	\$0	\$0	\$0	\$500	\$500
		FT Wage Related Expenses	\$44,587	\$66,192	\$62,649	\$75,381	\$80,640
		PT Wage Related Expenses	\$0	\$210	\$422	\$832	\$1,619
		Group Benefits	\$14,280	\$22,857	\$37,837	\$37,646	\$40,701
		WSIB	\$6,290	\$9,628	\$6,246	\$11,392	\$13,389
		Office Supplies & Equipment	\$1,027	\$1,479	\$1,755	\$1,200	\$1,300
		Communication (phone, fax, internet)	\$1,136	\$1,371	\$1,576	\$1,616	\$754
		Professional Fees - Legal	\$25,573	\$53,572	\$79,838	\$19,500	\$28,500
		Professional Fees - Engineering	\$12,471	\$50,736	\$39,627	\$44,423	\$44,423
		Events and Other	\$2,403	\$3,020	\$9,205	\$11,075	\$11,598
		Mileage	\$36	\$0	\$154	\$1,000	\$200
		Professional Development	\$4,886	\$6,725	\$2,674	\$25,540	\$12,300
		Membership and Subscription Fees	\$6,652	\$10,736	\$16,348	\$16,133	\$17,025
		Travel - Meals	\$0	\$0	\$0	\$100	\$100
		Travel - Accomodations & Parking	\$0				\$500
		Travel - Air Fare	\$0	\$0	\$0	\$500	\$500
		Insurance	\$42,084	\$15,801	\$37,794	\$43,956	\$48,711
		Advertising	\$2,176	\$2,695	\$1,060	\$2,510	\$2,510
		Professional Fees - Ground Water					
		Monitoring	\$3,810	\$5,715	\$3,802	\$4,000	\$4,000
		Contract Services	\$7,486	\$28,525	\$34,736	\$51,258	\$51,026
		Clothing, Safety Allowance	\$0	\$777	\$0	\$750	\$500
	Ex	penditures Total	\$433,370	\$652,979	\$672,924	\$780,375	\$817,820
		ReserveTransfers					
		Contribution to Legal Contingency	\$50,000	\$50,000	\$0	\$0	\$0
		Transfer from Legal Contingency	\$0	\$0	\$0	\$0	\$0
		Transfer from Insurance Contingency	-\$5,000	\$0	\$0	-\$10,000	-\$10,000

Department	A	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
Administration		Contribution to Insurance Contingency	\$25,000	\$25,000	\$10,000	\$10,000	\$25,000
	Re	eserveTransfers Total	\$70,000	\$75,000	\$10,000	\$0	\$15,000
		Revenues					
		Agreement, Commissioner, FOI, Photocopy	-\$404	-\$6,876	-\$2,176	-\$6,000	-\$2,156
		Eng., Env., and Legal Recoveries	-\$4,965	-\$29,591	-\$7,685	-\$10,000	-\$10,000
		Recoveries from Staff Events	-\$16	\$0	-\$995	-\$1,300	-\$1,300
		Nestle Agreement	-\$500	-\$500	\$0	-\$500	-\$500
		Other recoveries	-\$9	-\$20	\$0	-\$500	-\$500
		Ontario Cannabis Legalization					
		Implementation Fund	\$0	-\$5,000	\$0	\$0	\$0
	Re	evenues Total	-\$5,893	-\$41,987	-\$10,856	-\$18,300	-\$14,456

Department	Ac	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
Building							
		Expenditures					
		FT Wages	\$183,415	\$270,967	\$243,624	\$313,637	\$326,275
		PT Wages	\$1,043	\$0	\$0	\$0	\$0
		OT Wages	\$321	\$0	\$0	\$500	\$500
		FT Wage Related Expenses	\$32,835	\$48,852	\$45,923	\$56,856	\$59,677
		PT Wage Related Expenses	\$87	\$0	\$0	\$0	\$0
		Group Benefits	\$20,700	\$31,823	\$33,621	\$31,376	\$36,805
		WSIB	\$5,734	\$7,958	\$5,668	\$8,956	\$10,179
		Computer Software & Hardware	\$741	\$131	\$61	\$1,000	\$300
		Office Supplies & Equipment	\$1,585	\$1,871	\$875	\$3,000	\$1,500
		Fuel	\$780	\$2,237	\$0	\$1,613	\$2,016
		Vehicle Maintenance	\$0	\$322	\$868	\$500	\$1,000
		Postage	\$1,889	\$539	\$547	\$2,000	\$1,000
		Communication (phone, fax, internet)	\$1,559	\$2,960	\$3,410	\$4,574	\$3,196
		Professional Fees - Legal	\$11,993	\$32,964	\$412	\$20,000	\$20,000
		Professional Fees - Audit	\$6,411	\$7,767	\$5,037	\$6,600	\$6,600
		Professional Fees - Engineering	\$212,874	\$54,273	\$3,730	\$70,000	\$40,000
		Mileage	\$0	\$133	\$186	\$500	\$500
		Professional Development	\$3,762	\$3,123	\$4,508	\$17,850	\$13,309
		Membership and Subscription Fees	\$442	\$3,250	\$3,784	\$4,701	\$4,711
		Travel - Meals	\$0	·	\$0	\$500	\$250
		Travel - Accomodations & Parking	\$0	\$0	\$938	\$1,500	\$2,000
		Insurance	\$11,889	\$4,520	\$10,541	\$9,278	\$13,547
		Advertising	\$1,688	\$892	\$418	\$1,715	\$1,715
		Vehicle Plates	\$0	\$165	\$125	\$120	\$125
		Contract Services	\$23,583	\$49,254	\$49,797	\$54,438	\$61,681
		Clothing, Safety Allowance	\$108	\$300	\$519	\$720	\$720
		Emergency Management	\$460	\$467	\$464	\$457	\$530
		Municipal Office Costs Recovered from					
		Building Department	\$17,876		\$0	\$20,628	\$20,387
		Bank Service Charges	\$5,370	\$6,591	\$4,816	\$5,400	\$5,400
	Ex	penditures Total	\$547,144	\$552,280	\$419,871	\$638,417	\$633,922

Department	Ac	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
Building		ReserveTransfers					
		Contribution to Building Surplus RF	\$0	\$80,971	\$166,966	\$0	\$0
		Transfer from Building Surplus RF	-\$51,041	\$0	\$0	-\$146,528	-\$94,682
	Re	serveTransfers Total	-\$51,041	\$80,971	\$166,966	-\$146,528	-\$94,682
		Revenues					
		Online Service Fee	-\$2,831	-\$2,571	-\$4,392	-\$3,000	-\$4,300
		Reproduction of Digital Drawings	-\$255	-\$676	-\$371	-\$292	-\$350
		Other recoveries	\$0	-\$3,000		·	-\$500
		Designated Structures Permit	-\$848	-\$3,010	-\$2,265	-\$1,756	-\$2,000
		Tent or Marquee Application Fee	-\$852	. ,	-\$3,520		
		Transfer of Permit	\$0	-\$161	-\$984		-\$500
		Revision to Approved Plans	-\$6,042	-\$5,653	-\$2,467	-\$6,580	-\$4,700
		Alternative Solution Application	\$0			-\$528	-\$569
		Residential Building Permits	-\$394,324	-\$500,059	-\$487,655	-\$380,000	-\$420,000
		Institutional, Commercial & Industrial					
		Building Permits	-\$24,052	-\$14,273	-\$8,279	-\$31,080	-\$31,080
		Farm Building Permits	-\$16,939				
		Demolition Permits	-\$954	-\$1,288	-\$2,624	-\$1,968	-\$1,500
		Occupancy Permits	-\$8,778	-\$10,465	-\$5,658	-\$7,708	-\$5,700
		Sign Permits	-\$1,590	-\$1,614	-\$548	-\$1,096	-\$1,250
		Septic System Permit - New	-\$35,616	-\$52,316	-\$34,545	-\$32,900	-\$34,000
		Septic System Permit - Alter	-\$2,862	-\$7,752	-\$4,940	-\$4,940	-\$4,940
		Inspection of works not ready	-\$159	-\$161	-\$164	-\$328	-\$352
	Re	evenues Total	-\$496,102	-\$633,251	-\$586,838	-\$491,890	-\$539,241

Department	Ac	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
By-law							
		Expenditures					
		FT Wages	\$0	\$0	\$20,486	\$48,721	\$63,243
		PT Wages	\$9,146	\$105	\$0	\$700	\$700
		OT Wages	\$0	\$0	\$0	\$500	\$500
		FT Wage Related Expenses	\$0	\$0	\$3,838	\$9,012	\$11,803
		PT Wage Related Expenses	\$771	\$0	\$0	\$0	\$0
		Group Benefits	\$0	\$0	\$1,324	\$5,820	\$5,139
		WSIB	\$292	\$0	\$129	\$1,482	\$2,084
		Office Supplies & Equipment	\$199	\$40	\$107	\$150	\$150
		Fuel	\$0	\$0	\$0	\$0	\$2,016
		Signage - 911 Signs	\$7,234	\$1,836	\$1,573	\$1,800	\$1,800
		Vehicle Maintenance	\$0	\$0	\$107	\$0	\$500
		Communication (phone, fax, internet)	\$291	\$1,583	\$1,136	\$1,292	\$752
		Professional Fees - Legal	\$41,900	\$40,364	\$16,529	\$30,000	\$30,000
		Professional Fees - Engineering	\$10,459	\$19,417	\$17,602	\$15,000	\$18,000
		Mileage	\$0	\$14	\$769	\$150	\$500
		Professional Development	\$0		\$3,723	\$1,200	\$1,900
		Travel - Meals	\$0	\$0	\$68	\$50	\$50
		Travel - Accomodations & Parking	\$0		\$788	\$250	\$250
		Insurance	\$0	\$0	\$0	\$0	\$10,653
		Advertising	\$0	· ·	\$1,351	\$1,500	\$1,500
		Vehicle Plates	\$0	\$0	\$0	\$0	\$125
		Contract Services	\$23,679	\$57,480	\$36,058	\$23,508	\$17,928
		Clothing, Safety Allowance	\$798	\$0	\$1,385	\$260	\$260
		Livestock Loss	\$280	\$780	\$0	\$1,500	\$353
		Membership and Subscription Fees	\$0	\$0	\$240	\$0	\$240
	Ex	penditures Total	\$95,049	\$121,721	\$107,211	\$142,895	\$170,446
		ReserveTransfers					
		Transfer from Capital Carry-forward	\$0		\$0	\$0	
	Re	serveTransfers Total	\$0	-\$11,494	\$0	\$0	\$0
	١	Revenues					

Department	A	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
By-law		Lottery Licences	-\$278	\$0	-\$30	-\$500	-\$100
		Sign Permits	\$0	-\$269	\$0	-\$105	-\$113
		Fence Viewer's Application	\$0	\$0	\$0	\$0	\$0
		Engineering, Environmental and Legal Fees					
		Recovered	-\$13,607	-\$19,891	-\$14,094	-\$10,000	-\$13,000
		Site Alteration Agreement	-\$3,900	-\$9,717	-\$2,056	-\$4,000	-\$4,000
		Other recoveries	\$0	-\$370	-\$400	-\$500	-\$257
		Ontario Wildlife Damage Compensation	-\$310	-\$810	\$0	-\$1,500	-\$353
		Dog Tags and Kennel Licences	-\$8,457	-\$12,948	-\$12,797	-\$10,500	-\$13,876
		Municipal addressing signs and posts	-\$1,591	-\$3,211	-\$1,264	-\$2,175	-\$2,180
		Septic Compliance Letter	-\$993	-\$1,320	-\$794	-\$1,120	-\$1,117
		Special Events Permit	\$0	\$0	\$0	-\$79	-\$1,711
		Swimming Pool Enclosure Permit	-\$5,957	-\$8,874	-\$7,925	-\$5,661	-\$8,177
		Liquor License Letter	\$0	\$0	\$0	-\$164	-\$177
		Filming Permit Fee	\$0	-\$518	-\$528	-\$528	-\$570
		Property Standards Appeal Fee	\$0	-\$528	\$0	-\$269	-\$290
		Publicized Display Fees	\$0	\$0	\$0	\$0	-\$300
		Reinspection Fee	\$0	\$0	\$0	\$0	-\$375
		Animal Control Services Fees Recovered	-\$61	\$0	\$0	\$0	\$0
	Re	evenues Total	-\$35,153	-\$58,457	-\$39,888	-\$37,102	-\$46,596

Department	Ac	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
Corporate							
		- Expenditures					
		Taxes written off (Twp share only)	\$40,511	\$125,149	\$24,928	\$25,000	\$32,000
		Conservation Authorities Levy Payment	\$169,281	\$174,553	\$177,805	\$177,805	\$184,294
	Ex	penditures Total	\$209,792	\$299,702	\$202,733	\$202,805	\$216,294
		ReserveTransfers					
		Transfer from Operating Carryforward	\$0		-\$41,500	-\$44,019	\$0 \$0
	Re	serveTransfers Total	\$0	-\$24,400	-\$41,500	-\$44,019	\$0
		Revenues					
		Supplemental Billings	-\$116,791	-\$112,591	-\$180,076	-\$100,000	-\$137,000
		Donations	\$0	\$0	\$0	\$0	\$0
		Mun Tax Assistance	-\$26,131	-\$27,173	-\$27,717	-\$27,717	-\$27,717
		Host Kilmer (Service Ontario)	-\$30,312	-\$30,599	-\$31,771	-\$31,771	-\$31,771
		Ontario Hydro	-\$12,147	-\$12,147	-\$12,147	-\$12,147	-\$12,147
		Metrolinx	-\$11,157	-\$11,261	-\$11,692	-\$11,692	-\$11,692
		Hydro One	-\$8,963	-\$6,310	-\$6,310	-\$6,310	-\$6,310
		Grant Guelph Junction Railway	-\$5,330	-\$5,330	-\$824	-\$5,330	-\$824
		Puslinch Landfill/Wellington County	-\$8,494	-\$8,511	-\$8,581	-\$8,262	-\$8,581
		City of Guelph	-\$36,657	-\$36,731	-\$37,035	-\$35,656	-\$37,035
		University of Guelph	-\$716	-\$723	-\$750	-\$750	-\$750
		CN Railway	-\$1,316	-\$1,316	-\$356	-\$1,316	-\$356
		CP Railway	-\$7,854	-\$7,804	-\$1,206	-\$7,804	-\$1,206
		OMPF	-\$417,400	-\$419,800	-\$422,200	-\$422,200	-\$423,100
		Penalties - Property Taxes	-\$94,449	-\$120,797	-\$58,816	-\$100,000	-\$90,000
		Interest - Tax Arrears	-\$106,237	-\$100,960	-\$157,324	-\$100,000	-\$120,000
		Interest on General	-\$98,558	-\$62,819	-\$131,054	-\$90,092	-\$97,000
		Other Revenues	-\$194	-\$355	-\$356	-\$345	\$0
	Re	venues Total	-\$982,704	-\$965,228	-\$1,088,216	-\$961,392	-\$1,005,489

Department	Ad	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
Council							
		Expenditures					
		PT Wages	\$103,120	\$101,461	\$83,248	\$105,231	\$109,440
		PT Wage Related Expenses	\$6,258	\$5,732	\$5,062	\$8,050	\$8,646
		Group Benefits	\$22,536	\$24,576	\$22,945	\$22,182	\$24,659
		Office Supplies & Equipment	\$70	\$0	\$599	\$200	\$200
		Mileage	\$165	\$0	\$229	\$800	\$800
		Professional Development	\$1,425	\$180	\$1,425	\$3,200	\$3,200
		Membership and Subscription Fees	\$0	\$0	\$0	\$150	\$0
		Travel - Meals	\$0	\$0	\$0	\$200	\$200
		Travel - Accomodations & Parking	\$860	\$0	\$1,673	\$3,500	\$3,500
		Travel - Air Fare	\$0	\$0	\$0	\$500	\$500
	Ex	penditures Total	\$134,433	\$131,950	\$115,181	\$144,013	\$151,145

Department	A	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
Elections							
		Expenditures					
		Per Diems	\$0	\$0	\$2,350	\$1,845	\$0
		Office Supplies & Equipment	\$0	\$0	\$2,508	\$2,500	\$0
		Signage	\$0	\$0	\$80	\$100	
		Postage	\$0	\$0	\$3,109	\$2,500	\$0
		Professional Fees - Audit	\$0	\$0	\$0	\$0	\$1,550
		Professional Development	\$0	\$0	\$948	\$750	\$0
		Advertising	\$0	\$0	\$9,593	\$8,237	\$0
		Contract Services	\$1,476	\$1,476	\$38,102	\$45,682	\$1,476
	Ex	penditures Total	\$1,476	\$1,476	\$56,690	\$61,614	\$3,026
		ReserveTransfers					
		Contribution to Elections	\$13,750	\$13,750	\$13,750	\$13,750	\$13,750
		Transfer From Elections	\$0	\$0	-\$55,000	-\$55,000	\$0
	Re	eserveTransfers Total	\$13,750	\$13,750	-\$41,250	-\$41,250	\$13,750
		Revenues					
		Election - Other Recoveries	\$0	\$0	\$0	\$0	
		Nomination Fees	\$0	\$0	-\$900	\$0	
	Re	evenues Total	\$0	\$0	-\$900	\$0	\$0

Department	Ac	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
Finance							
		FT Wages	\$312,873	\$335,392	\$294,728	\$385,894	\$405,233
		PT Wages	\$0	\$0	\$0	\$0	\$0
		OT Wages	\$3,003	\$2,944	\$0	\$500	\$500
		FT Wage Related Expenses	\$50,562	\$59,215	\$52,967	\$69,739	\$73,987
		PT Wage Related Expenses	\$0	\$0	\$0	\$0	\$0
		Group Benefits	\$42,497	\$40,939	\$44,478	\$41,437	\$48,136
		WSIB	\$8,968	\$9,278	\$6,128	\$10,906	\$12,622
		Computer Software & Hardware	\$1,729	\$536	\$884	\$500	\$1,000
		Office Supplies & Equipment	\$5,785	\$4,001	\$4,338	\$5,000	\$5,000
		Postage	\$11,420	\$13,729	\$12,146	\$11,000	\$12,200
		Communication (phone, fax, internet)	\$2,466	\$4,627	\$4,249	\$5,536	\$5,518
		Professional Fees - Audit	\$14,959	\$18,122	\$11,753	\$15,400	\$15,400
		Mileage	\$27	\$32	\$141	\$1,000	\$200
		Professional Development	\$880	\$2,109	\$2,848	\$12,643	\$4,559
		Membership and Subscription Fees	\$2,004	\$3,002	\$3,020	\$3,411	\$3,114
		Travel - Meals	\$0		\$62	\$50	\$100
		Travel - Accomodations & Parking	\$0	\$0	\$905	\$200	\$1,000
		Advertising and Tax Sale Expenses	\$12,251	\$25,371	\$13,887	\$12,994	\$12,994
		Contract Services	\$37,434	\$65,659	\$67,417	\$43,773	\$60,609
		Emergency Management	\$1,072	\$1,089	\$1,082	\$1,067	\$1,236
		Environmental Service - Garbage Bags	\$6,644	\$0	\$4,176	\$17,500	\$4,000
		COVID-19 Incremental Expenses	\$18,503	\$16,850	\$10,999	\$0	\$0
		Bank Service Charges	\$7,733	\$15,379	\$10,689	\$8,600	\$11,000
		Other written off (non collectible inv's)	\$759	\$11,886	\$10,725	\$0	\$0
		Debt Interest Repayment	\$0	-	\$0	\$0	\$0
		Community Grants	\$37,540		\$22,029	\$22,029	\$12,115
	Ex	penditures Total	\$579,110	\$664,339	\$579,651	\$669,179	\$690,523
		ReserveTransfers					
		Transfer from Capital Carry-forward	\$0		\$0	\$0	\$0
	Re	serveTransfers Total	\$0	-\$87,616	\$0	\$0	\$0

Department	Ac	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
Finance		Revenues					
		Advertising, Legal, and Realtax Fees					
		Recovered	-\$6,669	-\$23,929	-\$12,175	-\$10,000	-\$14,000
		NSF Fees	-\$360	-\$600	-\$560	-\$500	-\$604
		Online Service Fee	-\$1,019	-\$6,642	-\$2,059	-\$2,000	-\$2,000
		Tax Certificates	-\$9,180	-\$10,260	-\$8,400	-\$8,940	-\$8,940
		Other Recoveries	-\$3,249	-\$7,104	-\$1,191	-\$6,500	-\$1,500
		Provincial Safe Restart - COVID-19 Operating					
		Grant	-\$190,500	-\$159,882	\$0	\$0	\$0
		Garbage bags	-\$4,975	\$0	-\$4,163	-\$17,500	-\$4,000
	Re	venues Total	-\$215,952	-\$208,417	-\$28,547	-\$45,440	-\$31,044

Department	Ac	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
Fire and Rescue							
	Ī	Expenditures					
		PT Wages	\$414,511	\$450,424	\$383,263	\$439,945	\$367,151
		PT Wage Related Expenses	\$30,823	\$35,290	\$31,288	\$37,241	\$32,634
		Group Benefits	\$17,706	\$18,762	\$19,657	\$18,903	\$18,903
		WSIB	\$12,020	\$12,553	\$7,542	\$13,242	\$12,006
		Office Supplies & Equipment	\$1,990	\$1,310	\$905	\$2,500	\$1,500
		Fuel	\$8,717	\$12,684	\$0	\$15,480	\$19,350
		Equipment Maintenance & Supplies	\$25,158	\$30,345	\$11,616	\$25,000	\$25,000
		Oxygen & Medical Supplies	\$1,804	\$2,003	\$5,328	\$3,100	\$3,100
		Public Education	\$2,279	\$693	\$816	\$3,000	\$3,000
		Vehicle Maintenance	\$19,464	\$44,691	\$57,864	\$26,000	\$40,000
		Communication (phone, fax, internet)	\$7,922	\$10,381	\$6,899	<u> </u>	\$5,532
		Mileage	\$290		\$929		\$2,000
		Professional Development	\$16,926	\$23,389	\$10,790	\$23,785	\$18,370
		Membership and Subscription Fees	\$3,092	\$3,100	\$2,206	\$5,482	\$3,585
		Travel - Meals	\$399	\$479	\$655	\$1,000	\$1,000
		Travel - Accomodations & Parking	\$0	•	\$36		
		Insurance	\$21,411	\$13,724	\$37,967	\$35,447	\$53,264
	_	Advertising	\$1,337	\$219	\$0		\$1,000
		Vehicle Plates	\$0	·	\$390	1	\$265
		Permits	\$481	\$490	\$507	\$490	\$507
		Contract Services	\$91,210	\$89,919	\$134,723	\$95,238	\$177,796
		Clothing, Safety Allowance	\$16,288		\$13,581	\$24,752	\$21,252
	Ex	penditures Total	\$693,829	\$764,515	\$726,961	\$787,367	\$809,716
		Revenues					
	_	Information/Fire Reports	-\$152	-\$699	-\$714	-\$476	
		Other recoveries	-\$529	-\$2,856	-\$567	-\$9,437	-\$9,437
		Open Burning Permit and Inspection	-\$15,992	-\$14,661	-\$13,423	-\$15,840	
		Burning Permit Violations	-\$966		\$0		-\$1,086
		Fire Extinguisher Training	\$0	·	\$0	-	-\$563
		Water Tank Locks	\$0	·	\$0		
		Fireworks Permits	-\$102	-\$103	-\$105	-\$210	-\$113

Department	Ac	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
Fire and Rescue		Occupancy Load	\$0	\$0	\$0	\$0	\$0
		Fire Safety Plan Review	\$0	-\$124	\$0	-\$253	-\$273
		Post Fire Watch	\$0	\$0	\$0	\$0	\$0
		Boarding up or Barricading	\$0	\$0	\$0	\$0	\$0
		Key Boxes	-\$102	-\$460	\$0	-\$469	-\$505
		Inspections	\$0	\$0	\$0	\$0	\$0
		Carbon Monoxide Alarms and Smoke Alarms	\$0	\$0	\$0	-\$253	\$0
		Motor Vehicle Emergency Responses	-\$35,595	-\$70,323	-\$63,251	-\$93,361	-\$93,361
		Fire Alarm False Alarm Calls	\$0	\$0	\$0	\$0	\$0
		Office of the Fire Marshal Grants	\$0	-\$6,400	\$0	\$0	\$0
	Re	venues Total	-\$53,437	-\$96,927	-\$78,061	-\$122,304	-\$120,871

Department	Ac	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
Library							
		Expenditures					
		Library Water Monitoring	\$2,097	\$2,357	\$2,496	\$1,975	\$2,250
		Library Rent for Historical society	\$4,503	\$5,117	\$4,819	\$4,800	\$5,440
	Ex	penditures Total	\$6,600	\$7,474	\$7,314	\$6,775	\$7,690
		Revenues					
		Library Costs Recovered from County	-\$3,005	-\$3,632	\$0	-\$3,000	-\$3,300
	Re	evenues Total	-\$3,005	-\$3,632	\$0	-\$3,000	-\$3,300

Department	Ac	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
Municipal Office							
		Expenditures					
		Hydro	\$13,584	\$14,285	\$15,736	\$18,000	\$15,000
		Heat	\$10,532	\$12,249	\$11,729	\$11,500	\$11,500
		Water Protection	\$712	\$895	\$1,044	\$750	\$1,000
		Cleaning, Maint & supplies for Bldg	\$20,441	\$28,482	\$21,096	\$25,946	\$25,946
		Kitchen Supplies and Equipment	\$3,832	\$4,904	\$4,994	\$4,000	\$4,500
		Waste Removal	\$2,026	\$2,585	\$2,745	\$2,712	\$2,712
		Outdoor Maintenance of Building	\$5,100	\$2,191	\$1,669	\$1,300	\$1,300
		Contract Services	\$3,360	\$4,151	\$7,116	\$4,552	\$6,000
	Ex	penditures Total	\$59,587	\$69,741	\$66,129	\$68,760	\$67,958
		Revenues					
		Municipal Office Costs Recovered from					
		Building Department	-\$17,876	-\$20,922	\$0	-\$20,628	-\$20,387
	Re	venues Total	-\$17,876	-\$20,922	\$0	-\$20,628	-\$20,387

Department A	c Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
ORC						
	Expenditures					
	FT Wages	\$62,189	\$45,131	\$35,427	\$63,706	\$58,906
	PT Wages	\$7,924	\$20,160	\$29,118	\$32,188	\$33,272
	OT Wages	\$751	\$368	\$4,054	\$2,000	\$4,000
	FT Wage Related Expenses	\$11,013	\$9,401	\$6,820	\$12,007	\$11,707
	PT Wage Related Expenses	\$381	\$907	\$1,747	\$3,174	\$6,382
	Group Benefits	\$4,336	\$7,168	\$2,215	\$6,565	\$5,350
	WSIB	\$2,226	\$1,969	\$1,449	\$2,947	\$3,145
	Office Supplies & Equipment	\$69	\$223	\$81	\$300	\$150
	Hydro	\$22,339	\$21,484	\$21,071	\$27,000	\$25,000
	Heat	\$4,867	\$4,932	\$6,340	\$5,500	\$6,000
	Water Protection	\$1,114	\$833	\$1,260	\$700	\$1,000
	Equipment Maintenance & Supplies	\$4,134	\$4,065	\$8,015	\$6,870	\$6,870
	Bldg-Cleaning, Maint, Supplies Interior	\$5,148	\$2,928	\$5,695	\$5,800	\$5,800
	Waste Removal	\$1,789	\$2,038	\$2,161	\$2,135	\$2,135
	Bldg-Cleaning, Maint, Supplies Exterior	\$3,590	\$5,014	\$19,237	\$8,000	\$8,000
	Communication (phone, fax, internet)	\$3,405	\$2,851	\$2,457	\$3,035	\$2,616
	Mileage	\$0	\$0	\$0	\$100	\$100
	Professional Development	\$0		\$0	\$1,000	\$1,000
	Membership and Subscription Fees	\$0		\$0	\$150	\$150
	Travel - Meals	\$0	\$0	\$0	\$50	\$50
	Insurance	\$7,918	\$3,321	\$8,432	\$8,862	\$10,653
	Advertising	\$0	\$175	\$1,323	\$2,100	\$2,100
	Contract Services	\$630		\$1,118	\$1,480	\$1,615
	Clothing, Safety Allowance	\$158		\$452	\$515	\$600
Ex	rpenditures Total	\$143,979	\$133,759	\$158,469	\$196,185	\$196,600
	Revenues					
	Ice Rental - Prime	-\$23,295		-\$36,021	-\$22,033	-\$38,808
	Ice Rental - Non-Prime	-\$506		-\$583	-\$506	-\$628
	Arena Summer Rentals	-\$1,583		-\$10,884	-\$13,750	-\$13,000
	Gymnasium Rental	-\$6,390		-\$17,614	-\$25,000	-\$25,000
	Rink Board and Ball Diamond Advertising	-\$357	\$0	-\$1,518	-\$370	-\$1,617

Department	A	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
		Other Recoveries					
ORC			-\$412	\$0	-\$369	-\$500	-\$400
	Revenues Total		-\$32,542	-\$16,797	-\$66,990	-\$62,159	-\$79,453

Department /	Ac	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
Parks							
	E	Expenditures					
		FT Wages	\$0	\$30,311	\$34,953	\$38,224	\$76,527
		PT Wages	\$0	\$0	\$0	\$0	\$0
		OT Wages	\$0		\$1,628	\$0	\$1,000
		FT Wage Related Expenses	\$0		\$6,701	\$7,086	\$14,603
		PT Wage Related Expenses	\$0	\$0	\$0	\$0	\$0
		Group Benefits	\$0	·	\$6,374	\$4,840	\$10,868
		WSIB	\$0	\$920	\$593	\$1,151	\$2 <i>,</i> 535
		Hydro	\$2,128	\$2,618	\$2,739	\$2,700	\$2,700
		Fuel	\$2,290	\$5,687	\$0	\$2,827	\$3,534
		Water Protection	\$0	\$0	\$0	\$700	\$500
	_	Equipment Maintenance and Supplies	\$1,159	\$2,332	\$1,831	\$1,555	\$1,800
		Vehicle Maintenance	\$527	\$263	\$46	\$500	\$0
		Maintenance Grounds	\$6,100	\$7,689	\$11,847	\$10,000	\$10,000
		Insurance	\$7,540	\$3,385	\$8,432	\$8,862	\$10,653
		Advertising	\$0	<u>'</u>	\$1,440	\$2,100	\$2,100
		Contract Services	\$3,979	\$684	\$728	\$794	\$2,294
	Exp	penditures Total	\$23,723	\$60,063	\$77,313	\$81,338	\$139,114
		Revenues					
	_	Horse Paddock Rental	\$0		-\$53	-\$212	-\$57
		Picnic Shelter	\$0				-\$1,159
		Ball Diamond Rentals	-\$4,277	-\$7,387	-\$7,862	-\$5,742	-\$8,475
		Soccer Field Rentals	-\$1,603	-\$4,232	-\$4,103	-\$4,000	-\$4,423
	_	Tennis Courts	\$0	· ·	\$0	-\$800	-\$800
		Other recoveries	-\$100	· ·	-\$800	\$0	\$0
	Re	venues Total	-\$5,979	-\$12,037	-\$13,893	-\$11,261	-\$14,914

Department	Ac	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
PCC							
	ı	Expenditures					
		FT Wages	\$57,524	\$59,255	\$51,002	\$63,706	\$70,429
		PT Wages	\$10,976	\$0	\$0	\$21,491	\$31,637
		OT Wages	\$19	\$1,184	\$346	\$1,000	\$500
		FT Wage Related Expenses	\$9,570	\$10,756	\$9,901	\$11,809	\$13,135
		PT Wage Related Expenses	\$501	\$0	\$0	\$2,218	\$6,069
		Group Benefits	\$7,573	\$8,381	\$8,509	\$7,383	\$9,409
		WSIB	\$2,145	\$1,822	\$1,115	\$2,595	\$3,354
		Office Supplies & Equipment	\$104	\$0	\$285	\$150	\$150
		Hydro	\$6,800	\$7,085	\$11,079	\$12,000	\$12,000
		Heat	\$3,914	\$4,549	\$3,076	\$4,300	\$4,300
		Water Protection	\$3,007	\$4,096	\$3,391	\$4,500	\$4,500
		Bldg-Cleaning, Maint,Supplies Interior	\$3,959	\$3,607	\$5,375	\$13,670	\$10,000
		Kitchen Supplies and Equipment	\$0	\$0	\$1,697	\$1,500	\$1,500
		Waste Removal	\$7,075	\$8,100	\$8,541	\$8,541	\$8,541
		Outdoor Maintenance of Building	\$6,557	\$5,360	\$3,753	\$4,000	
		Communication (phone, fax, internet)	\$3,179	\$2,682	\$2,664	\$2 <i>,</i> 856	\$2,616
		Mileage	\$0	·	\$0	\$100	\$0
		Professional Development	\$0		\$0	\$0	\$0
		Membership and Subscription Fees	\$0		\$0	\$500	\$500
		Travel - Meals	\$0		\$0	\$50	\$0
		Travel - Accomodations & Parking	\$0	\$0	\$0	\$250	\$0
		Insurance	\$7,746	\$3,321	\$8,432	\$8,862	\$10,653
		Advertising	\$0		\$1,507	\$2,100	\$2,100
		Contract Services	\$2,918	\$4,349	\$3,560	\$4,092	\$4,502
		Clothing, Safety Allowance	\$0	·	\$172	\$260	
	Ex	penditures Total	\$133,565	\$125,048	\$124,404	\$177,933	\$200,154
	_	Revenues					
		Hall - Prime	-\$3,892	\$26	-\$12,949	-\$13,623	-\$29,365
		Hall - Non-Prime	-\$2,052	\$26	-\$13,486		
	-	Meeting Room	-\$1,308	\$0	-\$3,792	-\$5,975	
		Projector and Microphone Rental Fee	\$0	\$0	-\$26	-\$106	\$0

Department	Ac	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
PCC		Licensed Events Using Patio	\$0	\$0	-\$181	-\$121	-\$285
		Hall - Commercial Rentals	\$0	\$0	\$0	-\$330	-\$1,547
		Bartenders	-\$1,430	\$0	-\$234	-\$4,331	\$0
		Kitchen Facilities - Non-Prime	-\$1,078	\$0	-\$144	-\$1,900	-\$3,143
		Advertising Sign	-\$34	-\$34	\$0	-\$53	\$0
		Other Recoveries	-\$283	\$0	-\$3,501	-\$1,000	-\$5,000
		Recreation Conditional Grants	-\$4,468	\$0	\$0	-\$5,167	-\$5,167
Revenues Total		-\$14,544	\$18	-\$34,313	-\$42,166	-\$77,903	

Department	Ac	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
PDAC							
		Per Diems	\$3,319	\$4,362	\$3,254	\$4,733	\$4,923
		Office Supplies & Equipment	\$70	\$0	\$0	\$100	\$100
		Mileage	\$0	\$0	\$0	\$150	\$150
		Professional Development	\$0	\$0	\$0	\$500	\$500
		Travel - Meals	\$0	\$0	\$0	\$50	\$50
		Travel - Accomodations & Parking	\$0	\$0	\$0	\$500	\$500
	Ex	penditures Total	\$3,389	\$4,362	\$3,254	\$6,033	\$6,223

Department	Α	c Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
Planning							
		Expenditures					
		FT Wages	\$61,842	\$68,699	\$57,615	\$75,996	\$79,061
		OT Wages	\$0	\$0	\$0	\$500	\$500
		FT Wage Related Expenses	\$10,879	\$12,333	\$11,231	\$13,826	\$14,564
		Group Benefits	\$4,514		\$5,617	\$4,837	\$6,112
		WSIB	\$1,925	\$2,074	\$1,254	\$2,303	\$2,602
		Office Supplies & Equipment	\$401	\$142	\$0		
		Communication (phone, fax, internet)	\$155			\$100	\$100
		Professional Fees - Legal	\$46,145	\$4,821	\$21,702	\$17,000	\$17,000
		Professional Fees - Engineering	\$53,692	\$80,075	\$89,194	\$57,849	\$70,549
		Mileage	\$0	\$0	\$0		\$100
		Professional Development	\$371	\$371	\$0	\$1,330	\$800
		Membership and Subscription Fees	\$0		\$305	\$385	\$305
		Travel - Meals	\$0	· ·	\$0	\$50	\$50
		Travel - Accomodations & Parking	\$0		\$0	\$250	\$250
		Advertising	\$6,695	\$2,691	\$7,054	\$3,500	
		Professional Fees - Water Monitoring	\$1,714		\$0		
		Contract Services	\$22,980		\$39,730		
		CIP Grants	\$0	\$0	\$19,024		
	Е	xpenditures Total	\$211,313	\$217,472	\$252,725	\$235,174	\$250,183
		ReserveTransfers					
		Transfer from Operating Carryforward	\$0		-\$7,500		· ·
	R	eserveTransfers Total	\$0	\$0	-\$7,500	-\$7,500	\$0
		Revenues					
		Engineering, Environmental, Legal, and	4	4.0	A	4	44 0
	_	Advertising Fees Recovered	-\$45,618				
	_	Minor Variance	-\$19,134		-\$12,759		-\$14,573
		Agreements	-\$250				-\$872
		Part Lot Control Exemption By-law	\$0	<u> </u>	·		\$0
		Site Plan Control	-\$84,860		-\$111,315		
		Consent Review and Clearance	-\$2 <i>,</i> 740	-\$3,753	-\$1,833	-\$3,948	-\$3,933

Department	Ac	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
Planning		Ownership List Confirmation	-\$1,400	-\$1,846	-\$1,656	-\$1,460	-\$1,463
		Pre-Consultation	-\$6,150	-\$18,125	-\$10,192	-\$637	-\$10,976
		Zoning By-law Amendment	-\$14,842	-\$74,845	-\$45,261	-\$30,792	-\$7,500
		Telecommunication Tower Proposals	\$0	-\$543	\$0	-\$700	-\$903
		Lifting of Holding Designation Fee (Zoning)	-\$598	-\$1,824	\$0	-\$620	-\$668
		Zoning By-law Amendment - Aggregate	-\$15,300	\$0	\$0	-\$15,872	-\$17,111
		Garden Suites and Renewals (Zoning)	-\$1,200	\$0	\$0	-\$1,245	\$0
		Compliance Letter	-\$3,057	-\$3,925	-\$2,809	-\$3,086	-\$3,022
	Revenues Total		-\$195,149	-\$246,290	-\$202,382	-\$186,129	-\$186,521

Department	Ac	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
Public Works							
		Expenditures					
		FT Wages	\$352,167	\$409,925	\$375,562	\$484,968	\$480,018
		PT Wages	\$101,378	\$41,231	\$30,804	\$43,320	\$40,086
		OT Wages	\$57,199	\$22,250	\$28,765	\$27,795	\$27,795
		FT Wage Related Expenses	\$64,866	\$73,974	\$73,454	\$90,832	\$90,657
		PT Wage Related Expenses	\$10,966	\$3,970	\$4,940	\$8,171	\$7,689
		Group Benefits	\$38,898	\$49,418	\$54,680	\$52,256	\$55,357
		WSIB	\$15,215	\$13,828	\$10,174	\$16,261	\$17,400
		Office Supplies & Equipment	\$161	\$202	\$0	\$250	\$100
		Hydro	\$597	\$594	\$604	\$750	\$750
		Fuel	\$61,667	\$74,050	\$153,642	\$75,250	\$94,063
		Equipment Maintenance & Supplies	\$1,770	\$2,028	\$412	\$2,050	\$2,050
		Signage	\$9,732	\$25,497	\$11,674	\$14,000	\$14,500
		Pavement Markings	\$33,499	\$30,056	\$34,204	\$35,500	\$35,500
		Railway Maintenance and Upgrades	\$0	\$41,340	\$1,975		\$5,000
		Municipal Street Naming	\$0	\$0	\$5,280	\$0	\$1,000
		Maintenance Gravel	\$78,965	\$75,422	\$79,098	\$80,000	\$80,000
		Calcium	\$66,152	\$68,488	\$79,791	\$68,000	\$72,000
		Winter Maintenance	\$273,616	\$214,793	\$227,695	\$229,250	\$235,000
		Waste Removal	\$203	\$1,171	\$1,279		\$1,300
		Shop Overhead	\$6,768		\$4,621	\$7,400	
		Road Maintenance supplies	\$46,538	\$57,203	\$30,999	\$35,400	\$35,400
		Vehicle Maintenance	\$53,992	\$27,517	\$54,501	\$46,000	\$46,500
		Speed Monitor	\$0	\$0	\$0		
		Tree Maintenance Program	\$18,443	\$23,356	\$24,015	\$20,000	\$22,000
		Sidewalk Repairs	\$0	. ,	\$0		\$5,000
		Communication (phone, fax, internet)	\$4,293	\$2,832	\$3,702	\$3,213	\$2,040
		Professional Fees - Engineering	\$5,424	\$994	\$0		\$2,000
		Mileage	\$0		\$0		
		Professional Development	\$0		\$0		\$1,420
		Membership and Subscription Fees	\$706		\$559		\$709
		Travel - Meals	\$0	\$0	\$0	\$50	\$50
		Insurance	\$46,875	\$20,406	\$55,369	\$51,694	\$74,570

Department A	Ac l	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
Public Works	1	Advertising	\$525	\$350	\$2,941	\$1,000	\$2,000
	,	Vehicle Plates	\$0	\$5,547	\$11,813	\$7,255	\$6,595
		Permits	\$50	\$65	\$60	\$100	\$100
	•	Contract Services	\$33,903	\$31,156	\$20,304	\$38,504	\$33,574
	(Clothing, Safety Allowance	\$2,410	\$2,021	\$2,026	\$2,400	\$2,800
	•	Street Lights: Repairs and Hydro Bills	\$19,367	\$20,528	\$11,265	\$14,850	\$14,850
E	Expenditures Total		\$1,406,347	\$1,352,892	\$1,396,207	\$1,472,938	\$1,517,373
	R	ReserveTransfers					
		Transfer from Asset Management					
	_	Discretionary Reserve	\$0	\$0	\$0	-\$10,000	-\$10,000
	- (Contribution to Aggregate Levy					
	_	Discretionary Reserve	\$240,000	\$240,000	\$271,900	\$271,900	\$300,000
	(Contribution from Winter Maintenance	\$0	\$0	\$0	\$0	\$0
	-	Contribution to Winter Maintenance	\$0	\$14,457	\$0	\$0	\$0
R	Res	serveTransfers Total	\$240,000	\$254,457	\$271,900	\$261,900	\$290,000
		Revenues					
	_	Oversize-Overweight Load Permits	\$0	-\$103	-\$420	-\$105	-\$453
	_	Third Party Cost Recovery	\$0	-\$16,370	-\$919	\$0	\$0
	_	Entrance Permit	-\$6,755	-\$5,832	-\$1,647	-\$5,000	-\$4,745
	_	Municipal Street Naming	\$0	\$0	-\$3,080		-\$1,000
	-	Public Works Other Recoveries	-\$1,340	-\$26,704	\$0	-\$21,051	-\$26,704
		Provincial Aggregate Levy	-\$524,189	-\$583,783			-\$492,000
R	Rev	venues Total	-\$532,285	-\$632,791	-\$605,460	-\$506,156	-\$524,902

Department	Ac Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
Source Water P	otection					
	Expenditures					
	Contract Services	\$8,531	\$8,885	\$6,681	\$9,448	\$9,682
	Expenditures Total	\$8,531	\$8,885	\$6,681	\$9,448	\$9,682
	Revenues					
	Source Water Protection Other Recove	eries \$0	\$0	\$0	\$0	-\$19,585
	Revenues Total		\$0	\$0	\$0	-\$19,585

Department	Ad	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
Heritage Advisor	y Co	ommittee					
		Expenditures					
		PT Wages	\$1,083	\$2,262	\$7,984	\$1,634	\$9,766
		PT Wage Related Expenses	\$0	\$0	\$600	\$0	\$1,283
		WSIB	\$0	\$0	-\$13	\$0	\$219
		Office Supplies & Equipment	\$47	\$1,801	\$0	\$100	\$100
		Mileage	\$0	\$0	\$298	\$250	\$300
		Professional Development	\$0	\$0	\$330	\$500	\$500
		Membership and Subscription Fees	\$0	\$110	\$75	\$212	\$177
		Travel - Meals	\$0	\$0	\$36	\$50	\$50
		Travel - Accomodations & Parking	\$0	\$0	\$305	\$500	\$500
		Group Benefits	\$0	\$0	\$0	\$0	\$38
	Ex	penditures Total	\$1,130	\$4,173	\$9,614	\$3,246	\$12,934
		Revenues					
		Federal Young Canada Works Operating					
		Grant	\$0	\$0	-\$5,700	\$0	-\$5,700
	Re	evenues Total	\$0	\$0	-\$5,700	\$0	-\$5,700

Department	Ad	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
Recreation Advisory Committee							
		Expenditures					
		Per Diems	\$2,221	\$2,709	\$1,211	\$2,817	\$1,641
		Office Supplies & Equipment	\$0	\$0	\$0	\$100	\$100
		Mileage	\$0	\$0	\$0	\$150	\$150
		Professional Development	\$0	\$0	\$400	\$500	\$500
		Travel - Meals	\$0	\$0	\$0	\$50	\$50
		Travel - Accomodations & Parking	\$0	\$0	\$0	\$500	\$500
	Ex	penditures Total	\$2,221	\$2,709	\$1,611	\$4,117	\$2,941

Department	Ac	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
Youth Advisory Committee							
		Expenditures					
		Office Supplies & Equipment	\$0	\$0	\$0	\$0	\$500
	Ex	penditures Total	\$0	\$0	\$0	\$0	\$500
Grand Total			\$2,376,672	\$2,539,487	\$2,581,519	\$3,203,289	\$3,437,949

Department	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
Expenditures					
Administration	\$433,370	\$652,979	672,924	\$780,375	\$817,820
Building	\$547,144	\$552,280	419,871	\$638,417	\$633,922
By-law	\$95,049	\$121,721	107,211	\$142,895	
Corporate	\$209,792	\$299,702	202733.2	\$202,805	\$216,294
Council	\$134,433		115,181	\$144,013	
Elections	\$1,476	\$1,476	56,690	\$61,614	
Finance	\$579,110	\$664,339	579,651	\$669,179	
Fire and Rescue	\$693,829	\$764,515	726,961	\$787,367	\$809,716
Library	\$6,600		7314.45	\$6,775	\$7,690
Municipal Office	\$59,587	\$69,741	66,129	\$68,760	\$67,958
ORC	\$143,979				
Parks	\$23,723		77,313		
PCC	\$133,565		124,404	\$177,933	
PDAC	\$3,389		3,254	\$6,033	
Planning	\$211,313		252,725		
Public Works	\$1,406,347			\$1,472,938	
Source Water Protection	\$8,531	\$8,885	6,681	\$9,448	
Heritage Advisory Committee	\$1,130		9613.95	\$3,246	
Recreation Advisory Committee	\$2,221	\$2,709	1611.34	\$4,117	\$2,941
Youth Advisory Committee	\$0		0	\$0	
Expenditures Total	\$4,694,585	\$5,175,539	4,984,944	\$5,688,613	\$5,904,242
ReserveTransfers					
Administration	\$70,000	\$75,000	10,000	\$0	\$15,000
Building	-\$51,041	\$80,971	166,966	-\$146,528	
By-law	\$0	-\$11,494	0	\$0	\$0
Corporate	\$0	-\$24,400	-41,500	-\$44,019	\$0
Elections	\$13,750	\$13,750	-41,250	-\$41,250	\$13,750
Finance	\$0	-\$87,616	0	\$0	\$0
Planning	\$0	\$0	-7,500	-\$7,500	
Public Works	\$240,000	\$254,457	271,900	\$261,900	\$290,000
ReserveTransfers Total	\$272,709	\$300,668	\$358,616	\$22,603	\$224,068
Revenues					
Administration	-\$5,893	-\$41,987	-10,856	-\$18,300	-\$14,456
Building	-\$496,102	-\$633,251	-586,838	-\$491,890	-\$539,241
By-law	-\$35,153	-\$58,457	-39,888	-\$37,102	-\$46,596
Corporate	-\$982,704	-\$965,228	-1,088,216	-\$961,392	-\$1,005,489
Elections	\$0	\$0	-900	\$0	\$0
Finance	-\$215,952	-\$208,417	-28,547	-\$45,440	-\$31,044
Fire and Rescue	-\$53,437	-\$96,927	-78,061	-\$122,304	-\$120,871
Library	-\$3,005	-\$3,632	0	-\$3,000	-\$3,300
Municipal Office	-\$17,876	-\$20,922	0	-\$20,628	-\$20,387
ORC	-\$32,542	-\$16,797	-66,990	-\$62,159	-\$79,453
Parks	-\$5,979	-\$12,037	-13,893	-\$11,261	-\$14,914
PCC	-\$14,544	\$18	-34,313	-\$42,166	-\$77,903

Department	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
Planning	-\$195,149	-\$246,290	-202,382	-\$186,129	-\$186,521
Public Works	-\$532,285	-\$632,791	-605,460	-\$506,156	-\$524,902
Source Water Protection	\$0	\$0	0	\$0	-\$19,585
Heritage Advisory Committee	\$0	\$0	-5700	\$0	-\$5,700
Revenues Total	-\$2,590,622	-\$2,936,720	-2,762,042	-\$2,507,927	-\$2,690,362
Grand Total	\$2,376,672	\$2,539,487	2,581,519	\$3,203,289	\$3,437,949

Department Parks								
1 - Purpose of Expenditure To update and replace perennial plants within the Millenium Garden. The estimated cost of \$3K is for plant purchases, topsoil and mulch. The maintenance of these plants would be undertaken by Township staff.								
	ave requested that the Township include funds t ry Centre. The organization has indicated that th the garden.	•	•		-			
3 - Benefit of the I r See above	vestment							
4 - Risk Assessmen None								
5 - Financial Impac Revenues Earned/F	One-time request for 2023 Budget only?			yes				
Г		Revenues	Reserves	Balance in Reserves (as applicable)				
Total Revenues/Re	serves	\$0	\$0	\$0				

Total Expenses	\$3,000
Plants, topsoil and mulch	\$3,000

Net Expense/(Revenue) \$3,000

Furniture/Fixtures Required for new staff? no
Computer Required for new staff? no
Fleet Vehicle Required for new staff? no

2023 REQUESTED BASE BUDGET INCREASES

Department	Heritage Advisory
_	Committee

1 - Purpose of Expenditure

To add the National Trust Conference as the second approved conference for Heritage Committee Members to attend.

The amounts budgeted in the Heritage Committee cost centre for training in 2022 is consistent with other Commitees' training budgets (ie. Recreation Advisory Commitee and Planning and Development Advisory Commitee). Typically, the actuals have been below budget for all committees as only 1 to 2 Committee members typically attend these conferences. The 2022 approved budget of \$1,300 for training related matters for the Heritage Committee is outlined below. The actuals provided below relate to 2019 and 2022 actuals for attendance at the Ontario Heritage Conference (ie. in non-COVID circumstances).

- 1.) Training Budget of \$500.00 (2019 actuals \$305; 2022 actuals \$330)
- 2.) Meals Budget of \$50 (2019 actuals \$0; 2022 actuals \$36)
- 3.) Accomodations Budget of \$500 (2019 actuals \$390; 2022 actuals \$305)
- 4.) Mileage Budget of \$250 (2019 actuals \$201; 2022 actuals \$298)

The Council, Committees and Other Appointments - Compensation, Benefits and Expense Policy indicates the following in Clause 6.3:

Conference, seminar, or training attendance must be pre-approved through the budget process by Council for Committee Members.

Should Council approve a second conference (ie. National Trust Conference) for Heritage Committee members to attend, it is recommended that the budget for the second conference be for 2 Committee Members given only 1 to 2 Committee Members typically attend any given training/conference based on previous year actuals in the financial system. If more Committee Members attend then what was budgeted, then the future year budget would be adjusted to account for this increase based on an average of previous year actuals.

2 - Need

The Heritage Subcommitee produced a proposal form regarding this initiative that was reviewed and approved by the Heritage Committee at their October 3, 2022 committee meeting.

3 - Benefit of the Investment

The Heritage Subcommittee produced a proposal form regarding this initiative that was reviewed and approved by the Heritage Committee at their October 3, 2022 committee meeting.

4 - Risk Assessment

None

5 - Financial Impact

One-time request for 2023 Budget only?

No

Revenues Earned/Reserves Utilized

Revenues Reserves (as applicable)

N/A

N/A

		IN/A	IN/A
Total Revenues/Reserves	\$0	\$0	\$0

Expenses Incurred

Registration	\$990	\$495.00 Early Bird Rate Per Attendee Non-member rate based on 2022 rates
Mileage/Travel	\$460	\$0.50/km for approximately 920 KM Round Trip assuming car pooling to Ottawa
Accomodation	\$1,760	\$220.00 Estimated Conference Rate for 1 Night (3 Night conference + 1 travel night)
Meals	\$100	Most meals are provided by Conference

Total Expenses \$3,310

Net Expense/(Revenue) \$3,310

Furniture/Fixtures Required for new staff?	No
Computer Required for new staff?	No
Fleet Vehicle Required for new staff?	No

Department _	Heritage Ad Committ	-			
1 - Purpose of Expe To print approximately continued developmen areas.	1,500 Doors of Pusli	•	•		
2 - Need Refer to the Advisory (Members (John Arnold		Objectives Pro	oposal Form	completed by Com	mittee
3 - Benefit of the In Refer to the Advisory (Members (John Arnold	Committee Goals and	Objectives Pro	oposal Form	completed by Com	mittee
4 - Risk Assessment None	:				
5 - Financial Impact	t				
C	One-time request for 2	2023 Budget o	nly?	Yes	the expenditure related to the printing costs for the poster is a one-time request for 2023 only
Revenues Earned/R	eserves Utilized				poster is a one-time request for 2023 only
		Revenues	Reserves	Balance in Reserves (as applicable)	
2	2023 Poster Sales	\$4,248	N/A	N/A	
Total Revenues/Res	serves	\$4,248	\$0	\$0	

	Printing Expenses	\$1,733
Total Expenses		\$1,733
Net Expense/(Rev	renue)	(\$2,515)

Furniture/Fixtures Required for new staff?	No
Computer Required for new staff?	No
Fleet Vehicle Required for new staff?	No



Name of Goal/Objective:
L Description of Goal/Objective:
Has the demand or need been adequately established for the initiative?
Yes
No
If yes, provide details supporting the demand/need for the initiative:
L Are there legislative requirements that need to be considered and adhered to?
Yes
No
If yes, provide details of legislative requirements that need to be adhered to:



How will the initiative be funded? (Select all that apply)
Budget Request
Grant
Fundraising
Provide a description of how the initiative will be funded (e.g. If fundraising is recommended how will the fundraising be done and what Township resources are required?)
Provide a detailed breakdown of the costs and attach documentation for any cost estimates.
Will this be an expense each year or will this be a one-time expense?
Expense each year
One-time expense



Provide how services or items for this project will be sourced. Consider if any Township Policies such as The Procurement Policy need to be adhered to.
·
L Does this initiative require marketing or advertising?
Yes
□ No
f yes, describe what marketing or advertising channels will be used (e.g. Social Media, Traditional or Digital Advertising, Township Events, etc.) and provide detail on why these channels are best to reach the target audience. (Any costs associated with marketing or advertising should be included in the detailed breakdown above. If an external advertiser is identified an external advertisement proposal must be submitted as well.)
Will this initiative require staff resources?
Yes
No
f yes, describe the staff resources required. (Include how many staff and how many hours per week)



Will this initiative generate revenue?
Yes
No
If yes, provide details for the amount of revenue and indicate if there is a specific purpose proposed for this revenue.

2023 REQUESTED BASE BUDGET INCREASES

Department	Administration
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1 - Purpose of Expenditure

Anticipated statutory advertising costs associated with Heritage designations due to Bill 23.

2 - Need

Section 29.3b of the Ontario Heritage Act states that the notice of intention to designate shall be published in a newspaper having general circulation in the municipality. The average cost per advertisement is approximately \$550 in the Wellington Advertiser.

There are 109 properties with non-designated status on the Township's heritage register. It is recommended that public structures such as churches and school houses be prioritized in 2023. This is a recommendation that the Heritage Committee supported. There are approximately 20 of these properties on the heritage register. Staff recommend that these 20 properties be designated in 2023. The advertising costs associated with this are estimated at \$11K. Staff are seeking Council's direction on how to prioritize the other 89 properties. An option for Council's consideration is to hire an external consultant to assist the Township and the Heritage Committee in this initiative in 2023/2024.

3 - Benefit of the Investment

See above

4 - Risk Assessment

If the Township does not give notice of intention to designate a property that has non-designated status (ie. listed properties) on the heritage register, within 2 years, Council is required to remove that property from the register and it cannot be re-added to the register for a period of 5 years.

inanci		

One-time request for 2023 Budget only?

no

Revenues Earned/Reserves Utilized

Revenues Reserves (as applicable)

| N/A | N/A |
| Total Revenues/Reserves | \$0 | \$0 | \$0

Expenses Incurred

Total Expenses

Advertising \$11,000 **\$11,000**

Net Expense/(Revenue) \$11,000

Furniture/Fixtures Required for new staff? No
Computer Required for new staff? No
Fleet Vehicle Required for new staff? No

Department	Fire and Rescue	Services			
1 - Purpose of Expe Establish an account times per year.	enditure to reimburse for on-cal	ll duty. \$100 p	er Firefighte	r for 10 firefighters	on call 13
2 - Need Firefighters are asked this service.	to be on call for a per	iod of time. Tl	nis request is	s to pay them a sm	all amount for
3 - Benefit of the Investment To ensure a sufficient response to emergency calls.					
4 - Risk Assessmer High risk of not havin	it g a sufficient response	e to emergenci	es.		
5 - Financial Impact One-time request for 2023 Budget only? no					
Revenues Earned/		Revenues	Reserves	Balance in Reserves (as applicable)	1
 Total Revenues/Re	eserves	\$0	\$0	<u> </u> \$0	

on-call payments	\$13,000
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Total Expenses \$13,000

Net Expense/(Revenue) \$13,000

Furniture/Fixtures Required for new staff?	no
Computer Required for new staff?	no
Fleet Vehicle Required for new staff?	no

Total Revenues/Reserves

2023 REQUESTED BASE BUDGET INCREASES

2023 REQUESTED BASE BUDGET INCREASES	
Department Fire and Rescue Services	
1 - Purpose of Expenditure A cell phone device is required for the Public Fire and Life Safety Educator to post on social media at Public Fire Education Events and to update the Public on important Fire Safety Messaging.	
2 - Need This is a critical tool for the primary function of this position. The cell phone will also be used to take pictures to use for records and for educational material. A lot of the work that this position does is not in the office and communication is required when off site. Public Fire Education is one of the 2 top lir of defence in Fire service.	ot
3 - Benefit of the Investment The position is currently utilizing their personal cell phone.	
4 - Risk Assessment Having to replace personal cell phone.	
5 - Financial Impact One-time request for 2023 Budget only? no	
Revenues Earned/Reserves Utilized Balance in Reserves (as Revenues Reserves applicable)	

\$0

\$0

\$0

One-time phone purchase cost	\$333
Annual recurring costs	\$252

Total Expenses \$585

Net Expense/(Revenue) \$585

Furniture/Fixtures Required for new staff? no
Computer Required for new staff? no
Fleet Vehicle Required for new staff? no

Department

Corporate					
L - Purpose of Expenditure Development and implementation of an organizational safety management system, with appropriate policies, procedures, and processes, and ensuring that all Township staff and volunteers understand their workplace safety and health duties and have the tools and training to meet those duties.					
Maintains all Health & Safety related documentation, training records, certificates, re-certification requirements, including all materials related to inspections, assessments, communications, correspondence, reports, and action items.					
2 - Need Several areas have been idientifed where documentation and record keeping needs to improve across the corporation to ensure compliance with applicable legislation.					
3 - Benefit of the Investment This is being undertaken as a joint venture with Centre Wellington as an added component of the Human Resources services they are providing to the Township. This is an economical way to avoid fines from the Ministry of Labour.					
4 - Risk Assessment Necessary for staff and volunteer safety as well as compliance with applicable legislation.					
5 - Financial Impact One-time request for 2023 Budget only? no					

Revenues Earned/Reserves Utilized

		Revenues	Reserves	Reserves (as applicable)
	Building Surplus Reserve		\$10,822	
	Ontario Municipal Modernization Funding	\$27,056		
Total Revenues/Reserves		\$27,056	\$10,822	\$0

Expenses Incurred

Fire and Rescue Services Contract Services	\$16,233	
Public Works Contract Services	\$16,233	includes Parks and Facilities
Building Contract Services	\$10,822	
Finance Contract Services	\$4,058	
Administration Contract Services	\$6,764	includes Advisory Committees, Council, Planning and By-law

Balance in

Total Expenses \$54,111

Net Expense/(Revenue) \$16,233

Furniture/Fixtures Required for new staff? no
Computer Required for new staff? no
Fleet Vehicle Required for new staff? no

It is recommended that for 2023 only, 50% of these costs be funded by the Township's Ontario Municipal Modernization Funding. The intent of this funding provided by the Province in early 2019 is to assist in "efforts to become more efficient and reduce expenditure growth over the longer term". This project meets the Province's expectation for the use of the Provincial Modernization funding as it helps to modernize service delivery and allows the Township to become more efficient with shared service delivery with municipal partners. The Township received \$569,599 through the Provincial Modernization Program in 2019. There are sufficient funds to fund this initiative.

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 001-2023

Being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Puslinch at its Council meeting held on January 5, 2023.

WHEREAS by Section 5 of the *Municipal Act, 2001, S.O. 2001, c.25* the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS by Section 5, Subsection (3) of the *Municipal Act*, a municipal power including a municipality's capacity, rights, powers and privileges under section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Puslinch at its Council meeting held on January 5, 2023 be confirmed and adopted by Bylaw;

NOW THEREFORE the Council of the Corporation of the Township of Puslinch hereby enacts as follows:

- The action of the Council of the Corporation of the Township of Puslinch, in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council at said meeting are hereby adopted and confirmed.
- 2) The Head of Council and proper official of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action of the Council.
- 3) The Head of Council and the Clerk are hereby authorized and directed to execute all documents required by statute to be executed by them, as may be necessary in that behalf and the Clerk authorized and directed to affix the seal of the said Corporation to all such documents.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 5th DAY OF JANUARY, 2023.

James Seeley, Mayor
Courtenay Hoytfox, Clerk