



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 ≠**



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

RECOMMENDATIONS

THAT Report FIN-2022-040 regarding the 2023 Proposed Operating Budget be received; and

That should Council wish to phase in further costs associated with the Cambridge Fire Services Contract, that _____ be incorporated in the 2023 Operating Budget and funded by Taxation Levy; and

That Council approves the 2023 one-time base budget increases amounting to \$3,000 as outlined below:

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

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

Description	2023 Permanent Budget Increase	Approved Base Budget Increase
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 October 1, 2022 to September 30, 2023.	Difficult to 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 One-Time Budget Increase	Proposed Base Budget Increase
Parks Outdoor Maintenance	\$3,000	

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

Description	2023 Permanent Budget Increase	Proposed Base Budget Increase
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	

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
Director of Finance/Treasurer

Glenn Schwendinger
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	\$458	\$0	\$800	\$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
		Expenditures 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	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	\$102	\$3,723	\$1,200	\$1,900
		Travel - Meals	\$0	\$0	\$68	\$50	\$50
		Travel - Accomodations & Parking	\$0	\$0	\$788	\$250	\$250
		Insurance	\$0	\$0	\$0	\$0	\$10,653
		Advertising	\$0	\$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
		Expenditures Total	\$95,049	\$121,721	\$107,211	\$142,895	\$170,446
		ReserveTransfers					
		Transfer from Capital Carry-forward	\$0	-\$11,494	\$0	\$0	\$0
		ReserveTransfers Total	\$0	-\$11,494	\$0	\$0	\$0
		Revenues					

Department	Ac	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
Fire and Rescue							
		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	\$7,277	\$5,532
		Mileage	\$290	\$735	\$929	\$4,000	\$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	\$189	\$36	\$4,220	\$2,500
		Insurance	\$21,411	\$13,724	\$37,967	\$35,447	\$53,264
		Advertising	\$1,337	\$219	\$0	\$1,000	\$1,000
		Vehicle Plates	\$0	\$165	\$390	\$265	\$265
		Permits	\$481	\$490	\$507	\$490	\$507
		Contract Services	\$91,210	\$89,919	\$134,723	\$95,238	\$177,796
		Clothing, Safety Allowance	\$16,288	\$12,967	\$13,581	\$24,752	\$21,252
		Expenditures Total	\$693,829	\$764,515	\$726,961	\$787,367	\$809,716
		Revenues					
		Information/Fire Reports	-\$152	-\$699	-\$714	-\$476	-\$513
		Other recoveries	-\$529	-\$2,856	-\$567	-\$9,437	-\$9,437
		Open Burning Permit and Inspection	-\$15,992	-\$14,661	-\$13,423	-\$15,840	-\$15,000
		Burning Permit Violations	-\$966	-\$977	\$0	-\$1,465	-\$1,086
		Fire Extinguisher Training	\$0	-\$326	\$0	-\$522	-\$563
		Water Tank Locks	\$0	\$0	\$0	-\$19	-\$20
		Fireworks Permits	-\$102	-\$103	-\$105	-\$210	-\$113

Department	Ac	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	\$0	\$1,000	\$1,000
		Membership and Subscription Fees	\$0	\$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	\$791	\$1,118	\$1,480	\$1,615
		Clothing, Safety Allowance	\$158	\$0	\$452	\$515	\$600
		Expenditures Total	\$143,979	\$133,759	\$158,469	\$196,185	\$196,600
		Revenues					
		Ice Rental - Prime	-\$23,295	\$0	-\$36,021	-\$22,033	-\$38,808
		Ice Rental - Non-Prime	-\$506	\$0	-\$583	-\$506	-\$628
		Arena Summer Rentals	-\$1,583	-\$12,850	-\$10,884	-\$13,750	-\$13,000
		Gymnasium Rental	-\$6,390	-\$3,948	-\$17,614	-\$25,000	-\$25,000
		Rink Board and Ball Diamond Advertising	-\$357	\$0	-\$1,518	-\$370	-\$1,617

Department	Ac	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
PCC							
		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	\$4,000
		Communication (phone, fax, internet)	\$3,179	\$2,682	\$2,664	\$2,856	\$2,616
		Mileage	\$0	\$0	\$0	\$100	\$0
		Professional Development	\$0	\$0	\$0	\$0	\$0
		Membership and Subscription Fees	\$0	\$500	\$0	\$500	\$500
		Travel - Meals	\$0	\$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	\$0	\$1,507	\$2,100	\$2,100
		Contract Services	\$2,918	\$4,349	\$3,560	\$4,092	\$4,502
		Clothing, Safety Allowance	\$0	\$0	\$172	\$260	\$260
		Expenditures 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	-\$9,560	-\$19,969
		Meeting Room	-\$1,308	\$0	-\$3,792	-\$5,975	-\$13,427
		Projector and Microphone Rental Fee	\$0	\$0	-\$26	-\$106	\$0

Department	Ac	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	\$5,459	\$5,617	\$4,837	\$6,112
		WSIB	\$1,925	\$2,074	\$1,254	\$2,303	\$2,602
		Office Supplies & Equipment	\$401	\$142	\$0	\$750	\$200
		Communication (phone, fax, internet)	\$155	\$28	\$0	\$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	\$100
		Professional Development	\$371	\$371	\$0	\$1,330	\$800
		Membership and Subscription Fees	\$0	\$190	\$305	\$385	\$305
		Travel - Meals	\$0	\$0	\$0	\$50	\$50
		Travel - Accomodations & Parking	\$0	\$0	\$0	\$250	\$250
		Advertising	\$6,695	\$2,691	\$7,054	\$3,500	\$5,500
		Professional Fees - Water Monitoring	\$1,714	\$2,153	\$0	\$2,500	\$2,500
		Contract Services	\$22,980	\$38,435	\$39,730	\$46,398	\$49,990
		CIP Grants	\$0	\$0	\$19,024	\$7,500	\$0
		Expenditures Total	\$211,313	\$217,472	\$252,725	\$235,174	\$250,183
		ReserveTransfers					
		Transfer from Operating Carryforward	\$0	\$0	-\$7,500	-\$7,500	\$0
		ReserveTransfers Total	\$0	\$0	-\$7,500	-\$7,500	\$0
		Revenues					
		Engineering, Environmental, Legal, and Advertising Fees Recovered	-\$45,618	-\$16,129	-\$15,788	-\$15,000	-\$115,000
		Minor Variance	-\$19,134	-\$28,142	-\$12,759	-\$22,442	-\$14,573
		Agreements	-\$250	\$0	-\$769	-\$809	-\$872
		Part Lot Control Exemption By-law	\$0	\$0	\$0	\$0	\$0
		Site Plan Control	-\$84,860	-\$97,157	-\$111,315	-\$89,518	-\$10,500
		Consent Review and Clearance	-\$2,740	-\$3,753	-\$1,833	-\$3,948	-\$3,933

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	\$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	\$1,500	\$1,300
		Shop Overhead	\$6,768	\$7,724	\$4,621	\$7,400	\$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	\$500	\$0
		Tree Maintenance Program	\$18,443	\$23,356	\$24,015	\$20,000	\$22,000
		Sidewalk Repairs	\$0	\$4,398	\$0	\$5,000	\$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	\$2,000
		Mileage	\$0	\$0	\$0	\$100	\$100
		Professional Development	\$0	\$0	\$0	\$1,420	\$1,420
		Membership and Subscription Fees	\$706	\$559	\$559	\$900	\$709
		Travel - Meals	\$0	\$0	\$0	\$50	\$50
		Insurance	\$46,875	\$20,406	\$55,369	\$51,694	\$74,570

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
		Expenditures 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	\$170,446
Corporate	\$209,792	\$299,702	202733.2	\$202,805	\$216,294
Council	\$134,433	\$131,950	115,181	\$144,013	\$151,145
Elections	\$1,476	\$1,476	56,690	\$61,614	\$3,026
Finance	\$579,110	\$664,339	579,651	\$669,179	\$690,523
Fire and Rescue	\$693,829	\$764,515	726,961	\$787,367	\$809,716
Library	\$6,600	\$7,474	7314.45	\$6,775	\$7,690
Municipal Office	\$59,587	\$69,741	66,129	\$68,760	\$67,958
ORC	\$143,979	\$133,759	158,469	\$196,185	\$196,600
Parks	\$23,723	\$60,063	77,313	\$81,338	\$139,114
PCC	\$133,565	\$125,048	124,404	\$177,933	\$200,154
PDAC	\$3,389	\$4,362	3,254	\$6,033	\$6,223
Planning	\$211,313	\$217,472	252,725	\$235,174	\$250,183
Public Works	\$1,406,347	\$1,352,892	1,396,207	\$1,472,938	\$1,517,373
Source Water Protection	\$8,531	\$8,885	6,681	\$9,448	\$9,682
Heritage Advisory Committee	\$1,130	\$4,173	9613.95	\$3,246	\$12,934
Recreation Advisory Committee	\$2,221	\$2,709	1611.34	\$4,117	\$2,941
Youth Advisory Committee	\$0	\$0	0	\$0	\$500
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	-\$94,682
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	\$0
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

**TOWNSHIP OF PUSLINCH
2023 OPERATING BUDGET**

2023 REQUESTED BASE BUDGET INCREASES

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.

2 - Need

The Garden Gnomes have requested that the Township include funds to purchase more colourful perennials for the millennial garden at the Puslinch Community Centre. The organization has indicated that they plan to continue to weed the garden and add a large variety of colourful flowers to the garden.

3 - Benefit of the Investment

See above

4 - Risk Assessment

None

5 - Financial Impact

One-time request for 2023 Budget only?

Revenues Earned/Reserves Utilized

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

Expenses Incurred

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

\$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

[Back](#) **TOWNSHIP OF PUSLINCH
2023 OPERATING BUDGET**

2023 REQUESTED BASE BUDGET INCREASES

Department	<u>Heritage Advisory Committee</u>
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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 Committees' training budgets (ie. Recreation Advisory Committee and Planning and Development Advisory Committee). 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 than 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 Subcommittee 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?

Revenues Earned/Reserves Utilized

	Revenues	Reserves	Balance in Reserves (as applicable)
		N/A	N/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

[Back](#) **TOWNSHIP OF PUSLINCH
2023 OPERATING BUDGET**

2023 REQUESTED BASE BUDGET INCREASES

Department Heritage Advisory
Committee

1 - Purpose of Expenditure

To print approximately 1,500 Doors of Puslinch posters to sell and provide modest funding for the continued development of heritage and historical education within the Township and surrounding areas.

2 - Need

Refer to the Advisory Committee Goals and Objectives Proposal Form completed by Committee Members (John Arnold and John Levak).

3 - Benefit of the Investment

Refer to the Advisory Committee Goals and Objectives Proposal Form completed by Committee Members (John Arnold and John Levak).

4 - Risk Assessment

None

5 - Financial Impact

One-time request for 2023 Budget only?

the expenditure related to the printing costs for the poster is a one-time request for 2023 only

Revenues Earned/Reserves Utilized

	Revenues	Reserves	Balance in Reserves (as applicable)
2023 Poster Sales	\$4,248	N/A	N/A

Total Revenues/Reserves **\$4,248** **\$0** **\$0**

Expenses Incurred

Printing Expenses	\$1,733
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Total Expenses **\$1,733**

Net Expense/(Revenue) **(\$2,515)**

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



**Township of Puslinch
Advisory Committee Goals and Objectives Proposal Form**

Name of Goal/Objective:

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:

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:



Township of Puslinch Advisory Committee Goals and Objectives Proposal Form

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



Township of Puslinch Advisory Committee Goals and Objectives Proposal Form

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.

Does this initiative require marketing or advertising?

Yes

No

If 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

If yes, describe the staff resources required. (Include how many staff and how many hours per week)



Township of Puslinch
Advisory Committee Goals and Objectives Proposal Form

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.

[Back](#) **TOWNSHIP OF PUSLINCH
2023 OPERATING BUDGET**

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.

5 - Financial Impact

One-time request for 2023 Budget only?

Revenues Earned/Reserves Utilized

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

Expenses Incurred

Advertising	\$11,000
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Total Expenses **\$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

**TOWNSHIP OF PUSLINCH
2023 OPERATING BUDGET**

2023 REQUESTED BASE BUDGET INCREASES

Department Fire and Rescue Services

1 - Purpose of Expenditure

Establish an account to reimburse for on-call duty. \$100 per Firefighter for 10 firefighters on call 13 times per year.

2 - Need

Firefighters are asked to be on call for a period of time. This request is to pay them a small amount for this service.

3 - Benefit of the Investment

To ensure a sufficient response to emergency calls.

4 - Risk Assessment

High risk of not having a sufficient response to emergencies.

5 - Financial Impact

One-time request for 2023 Budget only?

Revenues Earned/Reserves Utilized

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

Expenses Incurred

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

**TOWNSHIP OF PUSLINCH
2023 OPERATING BUDGET**

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 lines of defence in Fire service.

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?

Revenues Earned/Reserves Utilized

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

Expenses Incurred

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

TOWNSHIP OF PUSLINCH 2023 OPERATING BUDGET

2023 REQUESTED BASE BUDGET INCREASES

Department

Corporate

1 - 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 identified 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	Balance in 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

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 By-law;

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

- 1) 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