



REPORT FIN-2023-036

TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: December 13, 2023

SUBJECT: 2024 Proposed Operating Budget
File No. F05 BUD

RECOMMENDATIONS

THAT Report FIN-2023-036 entitled 2024 Proposed Operating Budget be received; and

That Council approves the 2024 one-time base budget increases amounting to \$1,530 as outlined below to be funded by the 2023 surplus:

Description	2024 One-Time Budget Increases	Approved Base Budget Increases
Develop Video and Photo Content (GoPro)	\$450	
Public Consultation for Township's Land Acknowledgement Report and Statement	\$1,080	

That Council approves the 2024 one-time base budget increases amounting to \$4,200 as outlined below to be funded by the Heritage Financial Incentive Program Discretionary Reserve:

Description	2024 One-Time Budget Increases	Approved Base Budget Increases
Heritage Plaque on the Puslinch Community Centre Grounds	\$2,200	
Peer Reviews for Heritage Designations	\$2,000	

That Council approves the 2024 permanent base budget increases amounting to \$23,354 as outlined below to be funded by the 2024 tax levy:

Description	2024 Permanent Budget Increases	Approved Base
By-law Public Education	\$500	
Enamel Crest Pins	\$551	
Council, Committees and Administrative Support Staff Clothing Allowance	\$2,210	
Youth Leadership Conference and Mileage for Youth Advisory Committee Members	\$588	
Full-Time Facility Operator	\$19,505	

Purpose

The purpose of this report is to:

- 1.) Provide Council with information regarding the 2024 Proposed Operating Budget.
 - a. The 2024 Proposed Operating Budget is included as Schedule A to this report.
 - b. The 2024 Proposed Expense, Reserve Transfers, and Revenue Summary is included as Schedule B to this report.

Background

Council received Report FIN-2023-031 – 2024 Proposed Capital Budget at the October 25, 2023 Capital Budget Meeting.

The senior leadership team worked collaboratively with the Director of Finance/Treasurer from September to December 2023 to complete their budgets.

2024 Proposed Base-Operating Budget

The 2024 proposed base operating budget includes:

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

The tables below outline the increases or decreases associated with the 2024 proposed base operating budget in comparison to the 2023 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, 2024 as approved by Council at their September 6, 2023 Council Meeting.	\$132K
Council at its meeting held on September 6, 2023 requested that Council consider, subject to budget consideration, allocating an additional 1% COLA increase to be contributed into a reserve for the 2024 market review process. This results in approximately \$33K of additional funds required. Staff are seeking Council’s direction on this matter.	Not included in base budget at this time.
Salary grid movements.	Difficult to quantify
Increase in salaries and benefits (\$92K) net of administration fee recovery increases (\$19.5K) and decreases in contract service expenditures (\$16K) associated with the Junior Planner position as approved by Council at their May 24, 2023 Council Meeting. Please note, 25% of this position is building funded.	\$56.5K
Increase in salaries and benefits associated with the Building Services Technician position as approved by Council at their November 8, 2023 Council Meeting. Please note, 75% of this position is building funded.	\$82.6K
Increase in salaries and benefits net of contract services associated with the full-time Fire Chief position as approved by Council at their November 29, 2023 Council Meeting.	\$30K
Increase in contract service costs related to the Cloudpermit Software for Planning and By-law as approved by Council in the 2023 Capital Budget.	\$12K
Increase in contract service costs related to the Animal Control Services Agreement with Cambridge & District Humane Society as approved by Council at their April 12, 2023 Council Meeting.	\$7.1K
Increase in tree maintenance program costs as approved by Council at their September 6, 2023 Council Meeting. Township staff would be supportive of a reduction to this BBI should Council direct this.	\$10K
Council at its meeting held on January 18, 2023 directed staff to phase in a further BBI increase of \$5,705 to the operating budget tax levy for Cambridge Fire starting in 2023 to 2026, until 50% of the contract is achieved. The 2024 proposed base operating budget has incorporated a total amount of \$59.6K (2023 approved budget – \$53.9K) associated with the Cambridge Fire Services contract which totalled \$142.1K in 2023.	\$5.7K
Community Grants proposed 2024 budget of \$12K (2023 approved budget - \$12K). Staff are seeking Council’s direction on final community grant amounts approved in Report FIN-2023-033 - 2024 Grant Application Program to be presented at the December 13, 2023 Council Meeting.	\$0
Increase in contract service costs related to Information Technology Support Services as approved by Council at their November 8, 2023 Council Meeting. Please note, these	\$47.1K

increased expenditures are funded by the Ontario Modernization Funding with a reasonable allocation from the Building Surplus Discretionary Reserve. These costs are budgeted in Finance, Fire & Rescue Services, and Building Contract Services.	
Increase in costs related to Economic Development Programs as approved by Council at the November 8, 2023 Council Meeting to be funded by the County BR&E funding received in 2023. These costs were outlined in Report ADM-2023-062 - Community Guide/Business Directory Printing and Mailing Costs - \$12,704 and Puslinch Profile Features - \$2,150.	\$14.9K
Increase in user fees and charges rates as approved by Council at their November 29, 2023 Council Meeting in accordance with By-law No. 042-2023. It is difficult to quantify the impact of additional revenues/recoveries specifically related to the increase in user fees and charges rates, however, the total revenues/recoveries Township wide have increased by \$617K. Please note, that of this \$617K, an estimated amount of \$200K relates to the additional taxation for the Township from 2017 to 2023 related to the gravel pit appeals to be processed in 2024. The proposed 2024 operating budget includes the estimated funds of \$200K being transferred to the newly established Administrative Studies Discretionary Reserve to be utilized for non-recurring capital items that were previously noted as being tax levy funded when presented to Council at its meeting held on October 25, 2023. The Municipal Property Assessment Corporation (MPAC) has confirmed that the 2024 returned assessment roll will include the new assessment associated with these appeals.	-\$617K

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

Description	Expenditure Increase or Decrease
Increase in the Ontario Minimum Wage rate of \$15.50 to \$16.55 per hour effective October 1, 2023 to September 30, 2024.	Difficult to quantify
Increase in mandatory employee benefit cost employer contribution rates (ie. EI, CPP, etc.) and other group benefit costs.	\$28.9
Increase in City of Guelph dispatch costs primarily due to NG9-1-1.	\$5.2K
Increase in Guelph Junction Railway and Canadian Pacific Railway costs due to increases regulated by federal government authorities.	\$5.9K
Increase in fuel costs of 5% across the corporation based on actuals.	\$6K
Increase in conservation authorities' levy payments in accordance with proposed conservation budgets.	\$8K
Increase in municipal insurance premium costs as reported in Report FIN-2023-034 - 2024 Municipal Insurance to be presented at the December 13, 2023 Council Meeting.	\$26K

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.	\$12K
Increase in budgeted Fire and Rescue Services On-Call Payments. The amount budgeted in the 2023 budget was under budgeted at \$13K and should have been budgeted at \$52K based on 10 volunteer firefighters on-call each weekend at \$100 per volunteer firefighter.	\$39K
Increase in calcium and winter maintenance costs in Public Works due to increased service level responses in winter control. For calcium, an increase in gravel road dust complaints in early spring of 2023 resulted in additional loads being required.	\$19K
Increase in overtime costs in Public Works, Parks and the Puslinch Community Centre (PCC) based on previous year actuals.	\$6.5K
<p>The budget has itemized the following meal amounts in various cost centres.</p> <ul style="list-style-type: none"> • \$900 for meals for emergency and other events for Public Works, Fire and Rescue Services, and Administration at the discretion of the Department Head. • \$750 for Council Meetings at the discretion of the Chief Administrative Officer in accordance with Council direction at its meeting held on September 6, 2023. <p>The Administration budget also includes itemized costs associated with Township-held events inclusive of all Township staff and volunteer firefighters in which invitations are extended to all Township staff to attend the following budgeted events:</p> <ul style="list-style-type: none"> • One (1) Fire and Rescue Services Hosted Event (ie. Beef on a Bun Event, etc.) • One (1) Public Works, Parks and Facilities Hosted Event (ie. Staff Barbeque, etc.) • Township of Puslinch Appreciation Night 	\$1.7K
Increase in professional fees (ie. engineering, environmental, legal, etc.) of \$212.2K net of increased recoveries of \$80.2K across the corporation to be representative of planned costs for 2024 and based on previous year actuals.	\$132K
Decrease in professional development, mileage, and other travel costs across the corporation to be representative of planned costs for 2024. Many organizations have also changed the way conferences/training/seminars are held (ie. more electronic opportunities to attend resulting in lower costs).	(\$8.1K)
Decrease in advertising costs across the corporation to be representative of planned costs for 2024 and based on previous year actuals. Council approved the Alternate Notice Policy for Heritage Designations at the September 27, 2023 Council meeting. This resulted in a 2023 surplus of \$10.6K in Administration Advertising being allocated to the	(\$5.3K)

Heritage Financial Incentive Program to be funded by the newly established Discretionary Reserve to fund future heritage financial incentive programs.	
Decrease in office supplies & equipment across the corporation to be representative of planned costs for 2024 and based on previous year actuals.	(\$2.3K)
Decrease in vehicle maintenance and maintenance gravel in Public Works to be representative of planned costs for 2024 and based on previous year actuals.	(\$9.5K)
Contract services for Human Resources with the Township of Centre Wellington were previously mostly allocated to Administration and Building. All of these costs have been reallocated to Public Works, Fire & Rescue Services, Building, Administration and Finance to be representative of the allocation of duties amongst all Township departments.	Reallocation between departments
One-time costs associated with salaries and benefits due to staff vacancies recommended to be funded by the 2023 estimated surplus.	\$50K

2024 Proposed Operating BBI Requests

All proposed operating 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 Interim 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 proposed 2024 one-time base budget increases amounting to \$1,530 recommended to be funded by the 2023 surplus:

Description	2024 Proposed One-Time Base Budget Increases
Develop Video and Photo Content (GoPro)	\$450
Public Consultation for Township's Land Acknowledgement Report and Statement	\$1,080

Outlined below are the proposed 2024 one-time base budget increases amounting to \$4,200 recommended to be funded by the Heritage Financial Incentive Program Discretionary Reserve:

Description	2024 Proposed One-Time Base Budget Increases
Heritage Plaque on the PCC Grounds	\$2,200
Peer Reviews for Heritage Designations	\$2,000

Outlined below are the proposed 2024 permanent base budget increases amounting to \$23,354 recommended to be funded by the 2024 tax levy:

Description	2024 Permanent Budget Increases	Proposed Base
By-law Public Education	\$500	
Enamel Crest Pins	\$551	
Council, Committees and Administrative Support Staff Clothing Allowance	\$2,210	
Youth Leadership Conference and Mileage for Youth Advisory Committee Members	\$588	
Full-Time Facility Operator Note A	\$19,505	

Note A – Township staff have reported on this request in the following reports presented to Council and are seeking Council’s final direction on this BBI request:

- Report ADM-2023-046 – Budget Process and Service Level Review – presented to Council at its September 6, 2023 Council Meeting.
- Report REC-2023-004 - Service Levels – Parks and Recreation - presented to Council at its September 27, 2023 Council Meeting.
- Report ADM-2023-062 - Service Level Review – Outstanding Items – presented to Council at its November 8, 2023 Council Meeting.
- Report FIN-2023-032 - 2024 User Fees and Charges By-law – presented to Council at its November 29, 2023 Council Meeting.

Council at its meeting held on November 29, 2023 deferred the decision on increasing 2 full-time facility operators to 3 full-time facility operators and the subsequent reduction to the part-time facility operator hours as outlined in Report FIN-2023-032 until such time that the operating budget is considered by Council and that staff be directed to incorporate the potential tax levy impact of this proposed change through a BBI.

As part of previous Council direction at its meeting held on November 29, 2023, the Township increased the non-resident fees at the PCC resulting in an estimated increase in 2024 budgeted revenues of \$5,374.

The proposed funding of developing a rotational shift schedule and a mandatory Township staffing presence during weekends at the PCC amounts to \$19,505 proposed to be funded as follows:

- Increase from 2 full-time facility operators to 3 full-time facility operators resulting in annual approximate costs of \$78,523; and

- Reduce the part-time position hours from 3,544 annual hours to 1,464 annual hours resulting in annual approximate savings of \$59,018; and

Council may wish to defer the decision on the Full-Time Facility Operator until 2025 budget deliberations in order to better determine the staffing and other resourcing required to meet the service levels required as part of the Parks Revitalization projects (ie. PCC Park and Boreham Park upgrades).

Discretionary Reserve Contributions - Budget

The table below provides a comparison of the discretionary reserve contributions in the 2024 proposed budget compared to the 2023 approved budget:

Discretionary Reserve	2023 Approved Budget	2024 Proposed Budget	Notes
Insurance Contingency	\$25,000	\$25,000	The current balance in the reserve is \$119K.
Legal Contingency	\$0	\$25,000	Given the number of significant legal matters, it is recommended that an amount be contributed to this discretionary reserve. The current balance in the reserve is \$232K.
Elections	\$13,750	\$13,750	The current balance in the reserve is \$13.8K.
Asset Management	\$955,792	\$949,075	
Information Technology	\$10,000	\$15,000	
Winter Maintenance	\$0	\$25,000	The current balance in the reserve is \$0.
Administrative Studies	\$0	\$250,000	Council at its meeting held on October 25, 2023 directed staff to allocate the supplemental taxation for 2017 to 2023 related to the gravel pit appeals to the asset management discretionary reserve when received to fund one-time capital tax levy increases to the 2024 budget such as the Regionally Significant Economic Development Study Area and/or the Compensation and Benefits Review. Township staff recommend that these funds be redirected to the newly established Administrative Studies Discretionary Reserve (and not the Asset Management Discretionary Reserve) to fund these specific studies. \$200K of this contribution relates to the 2017 to 2023 gravel pit appeals reassessment (the recoveries are currently being budgeted in supplemental taxation in the 2024 operating budget). An additional \$50,000 is also

			recommended in accordance with Council’s direction at the October 25, 2023 Council Meeting.
Gravel Roads Improvement	\$270,800	\$320,800	This increase is in line with Council direction at the September 6, 2023 Council Meeting.
Total	\$1,275,342	\$1,623,625	

Other Matters

In accordance with Clause 8(d) of the Budget Development and Control Policy, Council will be provided the detailed listing(s) outlining proposed Conferences, Seminar, Training, Memberships and Associations if there are changes being proposed from previous year approved budgets. These listings are attached as Schedule D and Schedule E to this Report. There are some changes being proposed based on the requests from Council at the Service Level Meeting held on September 6, 2023.

Financial Implications

Discussed throughout this report.

Applicable Legislation and Requirements

Municipal Act, 2001

Engagement Opportunities

The Township will incorporate a number of engagement opportunities associated with the 2024 budget process as outlined below:

- Advisory Committee Budget Input
- Social Media Posts and/or Advertisements at [Facebook.ca/TownshipofPuslinch](https://www.facebook.com/TownshipofPuslinch) and [Twitter.com/TwpPuslinchON](https://twitter.com/TwpPuslinchON)
- Township Website Banner and Budget Page at puslinch.ca/government/budget/
- Community Engagement Survey at [EngagePuslinch.ca](https://www.engagepuslinch.ca)
- Puslinch Today
- Public Information Meeting on January 17, 2024
- Media releases related to [EngagePuslinch.ca](https://www.engagepuslinch.ca) survey and final budget highlights.
- Community Newsletter regarding final budget highlights which will be sent with the final tax bill in August 2024.

Attachments

Schedule A – 2024 Proposed Operating Budget

Schedule B – 2024 Proposed Expenditures, Reserve Transfers and Revenues Summary

Schedule C – 2024 Proposed Operating Base Budget Increases

Schedule D – Conferences, Seminar and Training Budget

Schedule E – Memberships and Associations Budget

Respectfully submitted:

Mary Hasan

Director of Finance/Treasurer

[Back to Index](#)

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Administration								
	Expenditures							
		01-0010-4000	FT Wages	\$369,656	\$422,728	\$250,438	\$436,610	\$468,939
		01-0010-4001	PT Wages	\$2,828	\$6,735	\$4,825	\$8,440	\$9,128
		01-0010-4002	OT Wages	\$0	\$979	\$979	\$500	\$500
		01-0010-4100	FT Wage Related Expenses	\$66,192	\$75,657	\$47,326	\$78,658	\$81,659
		01-0010-4101	PT Wage Related Expenses	\$210	\$531	\$395	\$1,619	\$1,755
		01-0010-4102	Group Benefits	\$22,857	\$29,675	\$29,904	\$40,701	\$56,393
		01-0010-4103	WSIB	\$9,628	\$7,871	\$9,790	\$12,998	\$14,303
		01-0010-4200	Office Supplies & Equipment	\$1,479	\$1,310	\$1,037	\$1,300	\$1,300
		01-0010-4302	Communication (phone, fax, internet)	\$1,371	\$1,647	\$868	\$754	\$1,574
		01-0010-4303	Professional Fees - Legal	\$53,572	\$84,012	\$120,235	\$28,500	\$53,500
		01-0010-4305	Professional Fees - Engineering	\$50,736	\$44,239	\$23,220	\$44,423	\$35,645
		01-0010-4307	Events and Other	\$3,020	\$11,153	\$3,153	\$11,598	\$11,759
		01-0010-4308	Mileage	\$0	\$154	\$33	\$200	\$100
		01-0010-4309	Professional Development	\$6,725	\$2,674	\$10,166	\$12,300	\$18,621
		01-0010-4311	Membership and Subscription Fees	\$10,736	\$16,348	\$16,571	\$17,025	\$17,282
		01-0010-4312	Meals	\$0	\$0	\$0	\$100	\$400
		01-0010-4313	Travel - Accomodations & Parking	\$458	\$0	\$0	\$500	\$200
		01-0010-4314	Travel - Air Fare	\$0	\$0	\$0	\$500	\$200
		01-0010-4315	Insurance	\$15,801	\$37,794	\$42,463	\$48,711	\$51,896
		01-0010-4316	Advertising	\$2,695	\$2,032	\$3,935	\$13,510	\$2,715
		01-0010-4317	Professional Fees - Ground Water Monitoring	\$5,715	\$4,803	\$1,362	\$4,000	\$4,000
		01-0010-4320	Contract Services	\$28,525	\$47,709	\$83,466	\$57,790	\$33,314
		01-0010-4321	Clothing, Safety Allowance	\$777	\$207	\$0	\$500	\$500
		01-0010-4600	Heritage Financial Incentive Program	\$0	\$0	\$0	\$0	\$10,600
	Expenditures Total			\$652,979	\$798,259	\$650,166	\$821,237	\$876,281
	ReserveTransfers							
		01-0013-3110	Transfer from Heritage Financial Incentive Program	\$0	\$0	\$0	\$0	-\$10,600
	ReserveTransfers Total			\$0	\$0	\$0	\$0	-\$10,600
	Revenues							
		01-0015-1110	Agreement, Commissioner, FOI, Photocopy	-\$6,876	-\$2,212	-\$1,532	-\$2,156	-\$2,223
		01-0015-1130	Engineering, Environmental and Legal Fees Recovered	-\$29,591	-\$12,535	-\$3,925	-\$10,000	-\$10,000
		01-0015-1150	Recoveries from Staff Events	\$0	-\$995	-\$845	-\$1,300	-\$1,000
		01-0015-1155	Nestle Agreement	-\$500	-\$500	\$0	-\$500	-\$500
		01-0015-3738	Other recoveries	-\$20	\$0	\$0	-\$500	-\$500
		01-0015-4300	Ontario Cannabis Legalization Implementation Fund	-\$5,000	\$0	\$0	\$0	\$0
	Revenues Total			-\$41,987	-\$16,241	-\$6,302	-\$14,456	-\$14,223

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Building								
	Expenditures							
		01-0020-4000	FT Wages	\$270,967	\$305,284	\$232,781	\$324,944	\$407,637
		01-0020-4001	PT Wages	\$0	\$0	\$0	\$0	\$0
		01-0020-4002	OT Wages	\$0	\$737	\$0	\$500	\$500
		01-0020-4100	FT Wage Related Expenses	\$48,852	\$54,684	\$44,767	\$59,457	\$75,242
		01-0020-4101	PT Wage Related Expenses	\$0	\$0	\$0	\$0	\$0
		01-0020-4102	Group Benefits	\$31,823	\$33,637	\$29,495	\$36,805	\$47,039
		01-0020-4103	WSIB	\$7,958	\$6,998	\$8,461	\$10,136	\$12,856
		01-0020-4199	Computer Software & Hardware	\$131	\$61	\$295	\$300	\$300
		01-0020-4200	Office Supplies & Equipment	\$1,871	\$927	\$1,111	\$1,500	\$1,500
		01-0020-4203	Fuel	\$2,237	\$3,780	\$0	\$2,016	\$2,116
		01-0020-4220	Vehicle Maintenance	\$322	\$868	\$1,425	\$1,000	\$1,000
		01-0020-4301	Postage	\$539	\$547	\$810	\$1,000	\$850
		01-0020-4302	Communication (phone, fax, internet)	\$2,960	\$3,592	\$2,543	\$3,196	\$4,397
		01-0020-4303	Professional Fees - Legal	\$32,964	\$7,871	\$15,129	\$20,000	\$35,000
		01-0020-4304	Professional Fees - Audit	\$7,767	\$6,374	\$5,043	\$6,600	\$6,600
		01-0020-4305	Professional Fees - Engineering	\$54,273	\$3,730	\$1,593	\$40,000	\$5,000
		01-0020-4308	Mileage	\$133	\$186	\$615	\$500	\$750
		01-0020-4309	Professional Development	\$3,123	\$4,508	\$4,794	\$13,309	\$11,404
		01-0020-4311	Membership and Subscription Fees	\$3,250	\$3,784	\$4,535	\$4,711	\$5,431
		01-0020-4312	Meals	\$0	\$0	\$0	\$250	\$100
		01-0020-4313	Travel - Accomodations & Parking	\$0	\$938	\$340	\$2,000	\$2,000
		01-0020-4315	Insurance	\$4,520	\$10,541	\$13,031	\$13,547	\$14,509
		01-0020-4316	Advertising	\$892	\$418	\$559	\$1,715	\$898
		01-0020-4318	Vehicle Plates	\$165	\$125	\$0	\$125	\$125
		01-0020-4320	Contract Services	\$49,254	\$55,272	\$67,175	\$72,503	\$84,276
		01-0020-4321	Clothing, Safety Allowance	\$300	\$519	\$537	\$720	\$980
		01-0020-4322	Emergency Management	\$467	\$508	\$462	\$530	\$566
		01-0020-4323	Municipal Office Costs Recovered from Building Department	\$20,922	\$21,676	\$17,373	\$20,387	\$20,289
		01-0020-4500	Bank Service Charges	\$6,591	\$5,402	\$3,422	\$5,400	\$5,100
	Expenditures Total			\$552,280	\$532,965	\$456,297	\$643,150	\$746,465
	ReserveTransfers							
		01-0013-3150	Contribution to Building Surplus RF	\$80,971	\$39,059	\$531,538	\$0	-\$58,696
			Transfer from Building Surplus RF	\$0	\$0	\$0	-\$103,910	\$0
	ReserveTransfers Total			\$80,971	\$39,059	\$531,538	-\$103,910	-\$58,696
	Revenues							
		01-0015-1185	Online Service Fee	-\$2,571	-\$4,447	-\$1,585	-\$4,300	-\$3,000
		01-0015-1192	Reproduction of Digital Drawings	-\$676	-\$371	\$0	-\$350	-\$100
		01-0015-3742	Other recoveries	-\$3,000	\$0	\$0	-\$500	-\$500
		01-0017-7210	Designated Structures Permit	-\$3,010	-\$2,265	-\$473	-\$2,000	-\$2,000

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Building	Revenues	01-0017-7211	Tent or Marquee Application Fee	-\$1,512	-\$3,520	-\$1,185	-\$3,500	-\$1,500
		01-0017-7242	Transfer of Permit	-\$161	-\$984	-\$176	-\$500	-\$181
		01-0017-7243	Revision to Approved Plans	-\$5,653	-\$2,796	-\$3,186	-\$4,700	-\$4,000
		01-0017-7244	Alternative Solution Application	-\$518	-\$528	\$0	-\$569	-\$586
		01-0017-7250	Residential Building Permits	-\$500,059	-\$470,724	-\$251,630	-\$420,000	-\$408,000
		01-0017-7251	Institutional, Commercial & Industrial Building Permits	-\$14,273	-\$9,355	-\$708,939	-\$31,080	-\$200,000
		01-0017-7252	Farm Building Permits	-\$28,223	-\$27,898	\$0	-\$24,000	-\$20,000
		01-0017-7253	Demolition Permits	-\$1,288	-\$2,624	-\$1,760	-\$1,500	-\$1,900
		01-0017-7254	Occupancy Permits	-\$10,465	-\$5,658	-\$1,748	-\$5,700	-\$5,700
		01-0017-7255	Sign Permits	-\$1,614	-\$548	-\$590	-\$1,250	-\$1,000
		01-0017-7257	Septic System Permit - New	-\$52,316	-\$35,203	-\$13,371	-\$34,000	-\$34,000
		01-0017-7258	Septic System Permit - Alter	-\$7,752	-\$4,940	-\$3,192	-\$4,940	-\$4,940
		01-0017-7291	Inspection of works not ready	-\$161	-\$164	\$0	-\$352	-\$362
	Revenues Total			-\$633,251	-\$572,025	-\$987,834	-\$539,241	-\$687,769

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
By-law								
	Expenditures							
		01-0140-4000	FT Wages	\$0	\$33,003	\$43,695	\$63,243	\$83,976
		01-0140-4001	PT Wages	\$105	\$0	\$0	\$700	\$700
		01-0140-4002	OT Wages	\$0	\$330	\$330	\$500	\$500
		01-0140-4100	FT Wage Related Expenses	\$0	\$6,052	\$8,481	\$11,803	\$15,715
		01-0140-4101	PT Wage Related Expenses	\$0	\$0	\$0	\$0	\$0
		01-0140-4102	Group Benefits	\$0	\$1,328	\$4,612	\$5,139	\$7,187
		01-0140-4103	WSIB	\$0	\$471	\$1,686	\$2,084	\$2,745
		01-0140-4200	Office Supplies & Equipment	\$40	\$107	\$341	\$150	\$150
		01-0140-4203	Fuel	\$0	\$413	\$0	\$2,016	\$2,117
		01-0140-4208	Signage - 911 Signs	\$1,836	\$1,673	\$300	\$1,800	\$1,200
		01-0140-4220	Vehicle Maintenance	\$0	\$107	\$602	\$500	\$500
		01-0140-4302	Communication (phone, fax, internet)	\$1,583	\$1,331	\$549	\$752	\$1,144
		01-0140-4303	Professional Fees - Legal	\$40,364	\$56,189	\$69,948	\$30,000	\$76,000
		01-0140-4305	Professional Fees - Engineering	\$19,417	\$22,194	\$26,041	\$18,000	\$22,000
		01-0140-4308	Mileage	\$14	\$784	\$0	\$500	\$250
		01-0140-4309	Professional Development	\$102	\$2,173	\$1,630	\$1,900	\$3,631
		01-0140-4312	Meals	\$0	\$120	\$0	\$50	\$100
		01-0140-4313	Travel - Accomodations & Parking	\$0	\$1,577	\$0	\$250	\$250
		01-0140-4315	Insurance	\$0	\$0	\$10,586	\$10,653	\$12,064
		01-0140-4316	Advertising	\$0	\$1,351	\$0	\$1,500	\$1,000
		01-0140-4318	Vehicle Plates	\$0	\$0	\$0	\$125	\$125
		01-0140-4320	Contract Services	\$57,480	\$38,209	\$14,623	\$17,928	\$27,725
		01-0140-4321	Clothing, Safety Allowance	\$0	\$1,385	\$91	\$260	\$260
		01-0140-4324	Livestock Loss	\$780	\$0	\$0	\$353	\$353
		01-0140-4311	Membership and Subscription Fees	\$0	\$240	\$363	\$240	\$652
	Expenditures Total			\$121,721	\$169,034	\$183,877	\$170,446	\$260,343
	ReserveTransfers							
		01-0013-3090	Transfer from Capital Carry-forward	-\$11,494	\$0	\$0	\$0	\$0
	ReserveTransfers Total			-\$11,494	\$0	\$0	\$0	\$0
	Revenues							
		01-0015-1000	Lottery Licences	\$0	-\$30	-\$42	-\$100	-\$50
		01-0015-1255	Sign Permits	-\$269	\$0	\$0	-\$113	-\$116
		01-0015-1260	Fence Viewer's Application	\$0	\$0	\$0	\$0	\$0
		01-0015-1270	Engineering, Environmental and Legal Fees Recovered	-\$19,891	-\$24,167	-\$26,720	-\$13,000	-\$31,500
		01-0015-1280	Site Alteration Agreement	-\$9,717	-\$2,056	-\$8,012	-\$4,000	-\$20,000
		01-0015-3744	Other recoveries	-\$370	-\$400	-\$995	-\$257	-\$588
		01-0015-5240	Ontario Wildlife Damage Compensation	-\$810	\$0	\$0	-\$353	-\$353
		01-0017-7220	Dog Tags and Kennel Licences	-\$12,948	-\$13,336	-\$12,000	-\$13,876	-\$14,088
		01-0017-7230	Municipal addressing signs and posts	-\$3,211	-\$1,264	-\$429	-\$2,180	-\$1,650
		01-0017-7270	Septic Compliance Letter	-\$1,320	-\$794	-\$770	-\$1,117	-\$1,000

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
By-law	Revenues	01-0017-7280	Special Events Permit	\$0	\$0	-\$988	-\$1,711	-\$1,000
		01-0017-7281	Swimming Pool Enclosure Permit	-\$8,874	-\$7,925	-\$976	-\$8,177	-\$6,000
		01-0017-7282	Liquor License Letter	\$0	\$0	\$0	-\$177	-\$182
		01-0017-7283	Filming Permit Fee	-\$518	-\$528	\$0	-\$570	-\$587
		01-0017-7284	Property Standards Appeal Fee	-\$528	\$0	\$0	-\$290	-\$299
		01-0017-7285	Publicized Display Fees	\$0	\$0	\$0	-\$300	-\$154
		01-0017-7286	Reinspection Fee	\$0	\$0	\$0	-\$375	-\$77
	Revenues Total			-\$58,457	-\$50,500	-\$50,932	-\$46,596	-\$77,644

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Corporate								
	Expenditures							
		01-0150-4501	Taxes written off (Twp share only)	\$125,149	\$24,928	\$33,073	\$32,000	\$32,000
		01-0150-4700	Conservation Authorities Levy Payment	\$174,553	\$177,805	\$184,296	\$184,294	\$192,122
	Expenditures Total			\$299,702	\$202,733	\$217,369	\$216,294	\$224,122
	ReserveTransfers							
		01-0013-3090	Transfer from Capital Carry-forward	-\$87,616	\$0	-\$27,056	-\$27,056	-\$32,966
		01-0013-3100	Transfer from Operating Carryforward	-\$24,400	-\$41,500	-\$2,519	\$0	-\$50,001
		01-0013-3185	Contribution to Legal Contingency	\$50,000	\$0	\$0	\$0	\$25,000
			Transfer from Legal Contingency	\$0	\$0	\$0	\$0	\$0
		01-0013-3095	Transfer to Administrative Studies	\$0	\$0	\$0	\$0	\$200,000
		01-0013-3195	Transfer from Insurance Contingency	\$0	\$0	\$0	-\$10,000	-\$10,000
			Contribution to Insurance Contingency	\$25,000	\$10,000	\$25,000	\$25,000	\$25,000
	ReserveTransfers Total			-\$37,016	-\$31,500	-\$4,575	-\$12,056	\$157,033
	Revenues							
		01-0014-1220	Supplemental Billings	-\$112,591	-\$180,076	-\$205,223	-\$137,000	-\$366,000
		01-0015-3743	Donations	\$0	\$0	\$0	\$0	\$0
		01-0017-2310	Mun Tax Assistance	-\$27,173	-\$27,717	-\$19,891	-\$28,726	-\$28,726
		01-0017-2320	Host Kilmer (Service Ontario)	-\$30,599	-\$31,771	-\$34,078	-\$34,078	-\$34,078
		01-0017-2330	Ontario Hydro	-\$12,147	-\$12,147	-\$11,950	-\$12,147	-\$11,950
		01-0017-2340	Metrolinx	-\$11,261	-\$11,692	-\$14,249	-\$12,118	-\$14,249
		01-0017-2360	Hydro One	-\$6,310	-\$6,310	\$0	-\$6,310	-\$6,310
		01-0017-2400	Grant Guelph Junction Railway	-\$5,330	-\$824	-\$718	-\$824	-\$718
		01-0017-2500	Puslinch Landfill/Wellington County	-\$8,511	-\$8,581	-\$8,651	-\$8,651	-\$8,651
		01-0017-2600	City of Guelph	-\$36,731	-\$37,035	-\$37,334	-\$37,334	-\$37,334
		01-0017-2700	University of Guelph	-\$723	-\$750	-\$778	-\$778	-\$778
		01-0017-2800	CN Railway	-\$1,316	-\$356	-\$311	-\$356	-\$311
		01-0017-2900	CP Railway	-\$7,804	-\$1,206	-\$1,052	-\$1,206	-\$1,052
		01-0017-5110	OMPF	-\$419,800	-\$422,200	-\$317,325	-\$423,100	-\$433,800
		01-0017-7510	Penalties - Property Taxes	-\$120,797	-\$58,816	-\$51,101	-\$90,000	-\$75,000
		01-0017-7520	Interest - Tax Arrears	-\$100,960	-\$157,324	-\$208,522	-\$120,000	-\$155,000
		01-0017-7672	Interest on General	-\$62,819	-\$198,680	-\$276,674	-\$97,000	-\$180,000
		01-0017-7770	Other Revenues	-\$355	-\$356	\$0	\$0	\$0
	Revenues Total			-\$965,228	-\$1,155,841	-\$1,187,857	-\$1,009,627	-\$1,353,957

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Finance								
	Expenditures							
		01-0100-4000	FT Wages	\$335,392	\$368,500	\$248,029	\$405,233	\$402,467
		01-0100-4001	PT Wages	\$0	\$0	\$38,584	\$0	\$0
		01-0100-4002	OT Wages	\$2,944	\$3,235	\$0	\$500	\$500
		01-0100-4100	FT Wage Related Expenses	\$59,215	\$63,405	\$49,077	\$73,987	\$74,335
		01-0100-4101	PT Wage Related Expenses	\$0	\$0	\$3,867	\$0	\$0
		01-0100-4102	Group Benefits	\$40,939	\$44,498	\$41,400	\$48,136	\$45,908
		01-0100-4103	WSIB	\$9,278	\$7,562	\$10,760	\$12,622	\$12,370
		01-0100-4199	Computer Software & Hardware	\$536	\$884	\$1,758	\$1,000	\$1,000
		01-0100-4200	Office Supplies & Equipment	\$4,001	\$5,354	\$5,030	\$5,000	\$5,000
		01-0100-4301	Postage	\$13,729	\$13,011	\$13,181	\$12,200	\$13,300
		01-0100-4302	Communication (phone, fax, internet)	\$4,627	\$4,536	\$4,193	\$5,518	\$6,119
		01-0100-4304	Professional Fees - Audit	\$18,122	\$14,873	\$11,768	\$15,400	\$15,400
		01-0100-4308	Mileage	\$32	\$151	\$0	\$200	\$100
		01-0100-4309	Professional Development	\$2,109	\$2,848	\$1,641	\$4,559	\$3,868
		01-0100-4311	Membership and Subscription Fees	\$3,002	\$3,020	\$3,387	\$3,114	\$2,153
		01-0100-4312	Meals	\$0	\$62	\$0	\$100	\$100
		01-0100-4313	Travel - Accomodations & Parking	\$0	\$920	\$0	\$1,000	\$300
		01-0100-4316	Advertising and Tax Sale Expenses	\$25,371	\$13,887	\$24,854	\$12,994	\$13,994
		01-0100-4320	Contract Services	\$65,659	\$69,521	\$66,397	\$64,667	\$88,438
		01-0100-4322	Emergency Management	\$1,089	\$1,185	\$1,182	\$1,236	\$1,322
		01-0100-4326	Environmental Service - Garbage Bags	\$0	\$4,176	\$8,800	\$4,000	\$6,488
		01-0100-4450	COVID-19 Incremental Expenses	\$16,850	\$11,483	\$0	\$0	\$0
		01-0100-4500	Bank Service Charges	\$15,379	\$12,056	\$8,007	\$11,000	\$11,000
		01-0100-4502	Other written off (non collectible inv's)	\$11,886	\$10,725	\$10,138	\$0	\$0
		01-0100-4505	Debt Interest Repayment	\$0	\$0	\$0	\$0	\$0
		01-0100-4600	Community Grants	\$34,180	\$22,029	\$11,982	\$12,115	\$12,115
	Expenditures Total			\$664,339	\$677,923	\$564,034	\$694,582	\$716,276
	Revenues							
		01-0015-1160	Advertising, Legal, and Realtax Fees Recovered	-\$23,929	-\$12,175	-\$20,591	-\$14,000	-\$20,000
		01-0015-1170	NSF Fees	-\$600	-\$560	-\$1,078	-\$604	-\$700
		01-0015-1180	Online Service Fee	-\$6,642	-\$2,109	-\$2,145	-\$2,000	-\$2,500
		01-0015-3120	Tax Certificates	-\$10,260	-\$8,640	-\$9,756	-\$8,940	-\$9,500
		01-0015-3739	Other Recoveries	-\$7,104	-\$1,191	-\$169	-\$1,500	-\$1,000
		01-0015-5120	Provincial Safe Restart - COVID-19 Operating Grant	-\$159,882	\$0	\$0	\$0	\$0
		01-0017-7780	Garbage bags	\$0	-\$4,213	-\$8,698	-\$4,000	-\$6,488
	Revenues Total			-\$208,417	-\$28,887	-\$42,438	-\$31,044	-\$40,188

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Fire and Rescue								
	Expenditures							
		01-0040-4001	PT Wages	\$450,424	\$475,836	\$327,980	\$380,151	\$406,850
		01-0040-4101	PT Wage Related Expenses	\$35,290	\$38,417	\$27,950	\$33,958	\$39,019
		01-0040-4102	Group Benefits	\$18,762	\$19,657	\$16,220	\$18,903	\$29,591
		01-0040-4103	WSIB	\$12,553	\$9,759	\$11,690	\$12,431	\$16,665
		01-0040-4200	Office Supplies & Equipment	\$1,310	\$1,039	\$545	\$1,500	\$1,000
		01-0040-4203	Fuel	\$12,684	\$22,055	\$0	\$19,350	\$20,318
		01-0040-4205	Equipment Maintenance & Supplies	\$30,345	\$20,097	\$13,417	\$25,000	\$22,000
		01-0040-4206	Oxygen & Medical Supplies	\$2,003	\$5,375	\$2,148	\$3,100	\$3,100
		01-0040-4207	Public Education	\$693	\$816	\$2,445	\$3,000	\$3,000
		01-0040-4220	Vehicle Maintenance	\$44,691	\$63,687	\$47,599	\$40,000	\$52,000
		01-0040-4302	Communication (phone, fax, internet)	\$10,381	\$10,068	\$5,482	\$6,117	\$5,688
		01-0040-4308	Mileage	\$735	\$929	\$1,502	\$2,000	\$1,500
		01-0040-4309	Professional Development	\$23,389	\$13,281	\$16,265	\$18,370	\$18,370
		01-0040-4311	Membership and Subscription Fees	\$3,100	\$2,206	\$1,890	\$3,585	\$3,740
		01-0040-4312	Meals	\$479	\$715	\$361	\$1,000	\$700
		01-0040-4313	Travel - Accomodations & Parking	\$189	\$36	\$153	\$2,500	\$200
		01-0040-4315	Insurance	\$13,724	\$37,967	\$52,930	\$53,264	\$60,318
		01-0040-4316	Advertising	\$219	\$0	\$355	\$1,000	\$500
		01-0040-4318	Vehicle Plates	\$165	\$390	\$0	\$265	\$265
		01-0040-4319	Permits	\$490	\$507	\$541	\$507	\$541
		01-0040-4320	Contract Services	\$89,919	\$142,070	\$199,612	\$199,734	\$164,381
		01-0040-4321	Clothing, Safety Allowance	\$12,967	\$21,046	\$8,579	\$21,252	\$21,252
		01-0040-4000	FT Wages	\$0	\$0	\$0	\$0	\$105,914
		01-0040-4100	FT Wage Related Expenses	\$0	\$0	\$0	\$0	\$19,029
	Expenditures Total			\$764,515	\$885,952	\$737,663	\$846,988	\$995,940
	Revenues							
		01-0015-3210	Information/Fire Reports	-\$699	-\$714	-\$599	-\$513	-\$616
		01-0015-3215	Other recoveries	-\$2,856	-\$1,972	-\$272	-\$9,437	-\$9,437
		01-0015-3230	Open Burning Permit and Inspection	-\$14,661	-\$13,423	-\$14,722	-\$15,000	-\$15,000
		01-0015-3235	Burning Permit Violations	-\$977	\$0	\$0	-\$1,086	-\$543
		01-0015-3245	Fire Extinguisher Training	-\$326	-\$190	\$0	-\$563	-\$264
		01-0015-3250	Water Tank Locks	\$0	\$0	\$0	-\$20	-\$21
		01-0015-3260	Fireworks Permits	-\$103	-\$105	\$0	-\$113	-\$116
		01-0015-3270	Occupancy Load	\$0	\$0	\$0	\$0	\$0
		01-0015-3280	Fire Safety Plan Review	-\$124	\$0	-\$133	-\$273	-\$140
		01-0015-3290	Post Fire Watch	\$0	\$0	\$0	\$0	\$0
		01-0015-3320	Key Boxes	-\$460	\$0	\$0	-\$505	-\$173
		01-0015-3330	Inspections	\$0	\$0	\$0	\$0	\$0
		01-0015-3340	Motor Vehicle Emergency Responses	-\$70,323	-\$89,967	-\$65,993	-\$93,361	-\$93,361
		01-0015-3350	Fire Alarm False Alarm Calls	\$0	\$0	\$0	\$0	\$0
		01-0015-5220	Office of the Fire Marshal Grants	-\$6,400	\$0	\$0	\$0	\$0
	Revenues Total			-\$96,927	-\$106,372	-\$81,718	-\$120,871	-\$119,670

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Fire and Rescue								
Library								
	Expenditures							
		01-0090-4204	Library Water Monitoring	\$2,357	\$2,656	\$2,564	\$2,250	\$2,500
		01-0090-4600	Library Rent for Historical society	\$5,117	\$4,819	\$5,603	\$5,440	\$5,440
	Expenditures Total			\$7,474	\$7,475	\$8,167	\$7,690	\$7,940
	Revenues							
		01-0015-4224	Library Costs Recovered from County	-\$3,632	-\$3,313	\$0	-\$3,300	-\$3,472
	Revenues Total			-\$3,632	-\$3,313	\$0	-\$3,300	-\$3,472

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
ORC								
	Expenditures							
		01-0080-4000	FT Wages	\$45,131	\$46,971	\$38,703	\$58,906	\$61,277
		01-0080-4001	PT Wages	\$20,160	\$36,406	\$31,893	\$33,272	\$36,962
		01-0080-4002	OT Wages	\$368	\$5,045	\$3,118	\$4,000	\$4,000
		01-0080-4100	FT Wage Related Expenses	\$9,401	\$8,909	\$7,640	\$11,707	\$12,189
		01-0080-4101	PT Wage Related Expenses	\$907	\$2,156	\$3,506	\$6,382	\$7,106
		01-0080-4102	Group Benefits	\$7,168	\$2,218	\$3,628	\$5,350	\$9,947
		01-0080-4103	WSIB	\$1,969	\$1,973	\$2,739	\$3,145	\$3,323
		01-0080-4200	Office Supplies & Equipment	\$223	\$81	\$0	\$150	\$100
		01-0080-4201	Hydro	\$21,484	\$21,936	\$29,757	\$25,000	\$25,000
		01-0080-4202	Heat	\$4,932	\$6,362	\$4,663	\$6,000	\$5,500
		01-0080-4204	Water Protection	\$833	\$1,278	\$918	\$1,000	\$1,000
		01-0080-4205	Equipment Maintenance & Supplies	\$4,065	\$11,273	\$12,092	\$6,870	\$9,000
		01-0080-4215	Bldg-Cleaning, Maint,Supplies Interior	\$2,928	\$8,563	\$8,122	\$5,800	\$6,500
		01-0080-4217	Waste Removal	\$2,038	\$2,389	\$2,734	\$2,135	\$2,400
		01-0080-4222	Bldg-Cleaning, Maint,Supplies Exterior	\$5,014	\$19,900	\$5,565	\$8,000	\$8,000
		01-0080-4302	Communication (phone, fax, internet)	\$2,851	\$2,583	\$2,463	\$2,616	\$2,760
		01-0080-4308	Mileage	\$0	\$0	\$0	\$100	\$100
		01-0080-4309	Professional Development	\$0	\$0	\$0	\$1,000	\$0
		01-0080-4311	Membership and Subscription Fees	\$0	\$0	\$0	\$150	\$0
		01-0080-4312	Meals	\$0	\$0	\$0	\$50	\$50
		01-0080-4315	Insurance	\$3,321	\$8,432	\$10,586	\$10,653	\$12,064
		01-0080-4316	Advertising	\$175	\$1,323	\$418	\$2,100	\$1,000
		01-0080-4320	Contract Services	\$791	\$1,118	\$341	\$1,615	\$1,471
		01-0080-4321	Clothing, Safety Allowance	\$0	\$452	\$813	\$600	\$600
	Expenditures Total			\$133,759	\$189,366	\$169,698	\$196,600	\$210,347
	Revenues							
		01-0015-2600	Ice Rental - Prime	\$0	-\$36,021	-\$23,542	-\$38,808	-\$38,100
		01-0015-2700	Ice Rental - Non-Prime	\$0	-\$583	\$0	-\$628	-\$647
		01-0015-2800	Arena Summer Rentals	-\$12,850	-\$10,991	-\$6,048	-\$13,000	-\$10,310
		01-0015-2900	Gymnasium Rental	-\$3,948	-\$19,116	-\$24,992	-\$25,000	-\$25,775
		01-0015-3000	Rink Board and Ball Diamond Advertising	\$0	-\$1,518	-\$1,197	-\$1,617	-\$1,235
		01-0015-3735	Other Recoveries	\$0	-\$369	-\$353	-\$400	-\$400
	Revenues Total			-\$16,797	-\$68,599	-\$56,133	-\$79,453	-\$76,467

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Parks								
	Expenditures							
		01-0110-4000	FT Wages	\$30,311	\$42,624	\$85,149	\$110,523	\$119,359
		01-0110-4001	PT Wages	\$0	\$0	\$0	\$0	\$0
		01-0110-4002	OT Wages	\$255	\$2,486	\$2,607	\$1,000	\$1,700
		01-0110-4100	FT Wage Related Expenses	\$5,480	\$8,001	\$16,415	\$21,124	\$22,818
		01-0110-4101	PT Wage Related Expenses	\$0	\$0	\$0	\$0	\$0
		01-0110-4102	Group Benefits	\$439	\$6,377	\$14,680	\$15,218	\$15,485
		01-0110-4103	WSIB	\$920	\$852	\$3,374	\$3,647	\$3,934
		01-0110-4201	Hydro	\$2,618	\$2,843	\$2,845	\$2,700	\$2,800
		01-0110-4203	Fuel	\$5,687	\$5,877	\$0	\$3,534	\$3,711
		01-0110-4204	Water Protection	\$0	\$0	\$0	\$500	\$200
		01-0110-4205	Equipment Maintenance & Supplies	\$2,332	\$1,831	\$4,196	\$1,800	\$2,800
		01-0110-4220	Vehicle Maintenance	\$263	\$46	\$350	\$0	\$350
		01-0110-4222	Maintenance Grounds	\$7,689	\$12,369	\$6,909	\$13,000	\$13,000
		01-0110-4315	Insurance	\$3,385	\$8,432	\$10,586	\$10,653	\$12,064
		01-0110-4316	Advertising	\$0	\$1,440	\$0	\$2,100	\$1,000
		01-0110-4320	Contract Services	\$684	\$728	\$661	\$2,294	\$2,294
	Expenditures Total			\$60,063	\$93,906	\$147,774	\$188,092	\$201,514
	Revenues							
		01-0015-2200	Horse Paddock Rental	\$0	-\$53	-\$91	-\$57	-\$74
		01-0015-2300	Picnic Shelter	-\$518	-\$1,075	-\$1,013	-\$1,159	-\$1,159
		01-0015-2400	Ball Diamond Rentals	-\$7,387	-\$7,879	-\$9,968	-\$8,475	-\$10,277
		01-0015-2450	Soccer Field Rentals	-\$4,232	-\$4,103	-\$2,213	-\$4,423	-\$3,609
		01-0015-2500	Tennis Courts	\$0	\$0	\$0	-\$800	-\$800
		01-0015-3746	Other recoveries	\$100	-\$350	-\$100	\$0	\$0
	Revenues Total			-\$12,037	-\$13,459	-\$13,385	-\$14,914	-\$15,919

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
PCC								
	Expenditures							
		01-0070-4000	FT Wages	\$59,255	\$65,522	\$50,088	\$70,429	\$73,091
		01-0070-4001	PT Wages	\$0	\$0	\$7,532	\$31,637	\$38,501
		01-0070-4002	OT Wages	\$1,184	\$1,322	\$2,979	\$500	\$1,800
		01-0070-4100	FT Wage Related Expenses	\$10,756	\$12,115	\$10,146	\$13,135	\$13,781
		01-0070-4101	PT Wage Related Expenses	\$0	\$0	\$323	\$6,069	\$7,401
		01-0070-4102	Group Benefits	\$8,381	\$8,513	\$8,604	\$9,409	\$10,392
		01-0070-4103	WSIB	\$1,822	\$1,545	\$2,227	\$3,354	\$3,685
		01-0070-4200	Office Supplies & Equipment	\$0	\$102	\$0	\$150	\$100
		01-0070-4201	Hydro	\$7,085	\$11,116	\$11,229	\$12,000	\$12,000
		01-0070-4202	Heat	\$4,549	\$3,782	\$5,252	\$4,300	\$4,500
		01-0070-4204	Water Protection	\$4,096	\$3,551	\$3,440	\$4,500	\$3,700
		01-0070-4215	Bldg-Cleaning, Maint,Supplies Interior	\$3,607	\$6,366	\$2,658	\$10,000	\$6,500
		01-0070-4216	Kitchen Supplies and Equipment	\$0	\$1,697	\$317	\$1,500	\$1,500
		01-0070-4217	Waste Removal	\$8,100	\$9,453	\$10,935	\$8,541	\$9,500
		01-0070-4222	Outdoor Maintenance of Building	\$5,360	\$3,753	\$4,040	\$4,000	\$4,400
		01-0070-4302	Communication (phone, fax, internet)	\$2,682	\$2,790	\$2,251	\$2,616	\$2,448
		01-0070-4308	Mileage	\$0	\$0	\$0	\$0	\$0
		01-0070-4309	Professional Development	\$0	\$0	\$0	\$0	\$0
		01-0070-4311	Membership and Subscription Fees	\$500	\$0	\$0	\$500	\$500
		01-0070-4312	Meals	\$0	\$0	\$0	\$0	\$0
		01-0070-4313	Travel - Accomodations & Parking	\$0	\$0	\$0	\$0	\$0
		01-0070-4315	Insurance	\$3,321	\$8,432	\$10,586	\$10,653	\$12,064
		01-0070-4316	Advertising	\$0	\$1,507	\$0	\$2,100	\$1,000
		01-0070-4320	Contract Services	\$4,349	\$3,630	\$3,087	\$4,502	\$5,033
		01-0070-4321	Clothing, Safety Allowance	\$208	\$172	\$292	\$260	\$260
	Expenditures Total			\$125,256	\$145,368	\$135,986	\$200,154	\$212,157
	Revenues							
		01-0015-3110	Hall - Prime	\$26	-\$15,587	-\$24,637	-\$29,365	-\$34,739
		01-0015-3115	Hall - Non-Prime	\$26	-\$14,975	-\$19,820	-\$19,969	-\$20,434
		01-0015-3130	Meeting Room	\$0	-\$4,143	-\$10,632	-\$13,427	-\$13,427
		01-0015-3135	Projector and Microphone Rental Fee	\$0	-\$26	\$0	\$0	\$0
		01-0015-3160	Licensed Events Using Patio	\$0	-\$181	-\$126	-\$285	-\$130
		01-0015-3170	Hall - Commercial Rentals	\$0	\$0	\$0	-\$1,547	-\$1,547
		01-0015-3180	Bartenders	\$0	-\$234	\$0	\$0	\$0
		01-0015-3200	Kitchen Facilities - Non-Prime	\$0	-\$686	-\$2,124	-\$3,143	-\$2,570
		01-0015-3220	Advertising Sign	-\$34	\$0	\$0	\$0	\$0
		01-0015-3736	Other Recoveries	\$0	-\$2,101	-\$5,311	-\$5,000	-\$5,000
		01-0015-5250	Recreation Conditional Grants	\$0	-\$1,804	\$0	-\$5,167	-\$5,167
	Revenues Total			\$18	-\$39,737	-\$62,650	-\$77,903	-\$83,014

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Planning								
	Expenditures							
		01-0130-4000	FT Wages	\$68,699	\$74,060	\$56,225	\$79,061	\$114,373
		01-0130-4002	OT Wages	\$0	\$0	\$0	\$500	\$500
		01-0130-4100	FT Wage Related Expenses	\$12,333	\$13,471	\$11,284	\$14,564	\$21,230
		01-0130-4102	Group Benefits	\$5,459	\$5,620	\$5,468	\$6,112	\$9,746
		01-0130-4103	WSIB	\$2,074	\$1,708	\$2,108	\$2,602	\$3,733
		01-0130-4200	Office Supplies & Equipment	\$142	\$0	\$0	\$200	\$200
		01-0130-4302	Communication (phone, fax, internet)	\$28	\$0	\$42	\$100	\$100
		01-0130-4303	Professional Fees - Legal	\$4,821	\$25,843	\$149,120	\$17,000	\$52,000
		01-0130-4305	Professional Fees - Engineering	\$80,075	\$105,542	\$203,559	\$70,549	\$203,536
		01-0130-4308	Mileage	\$0	\$0	\$0	\$100	\$100
		01-0130-4309	Professional Development	\$371	\$0	\$182	\$800	\$800
		01-0130-4311	Membership and Subscription Fees	\$190	\$305	\$789	\$305	\$717
		01-0130-4312	Meals	\$0	\$0	\$0	\$50	\$50
		01-0130-4313	Travel - Accomodations & Parking	\$0	\$0	\$0	\$250	\$200
		01-0130-4316	Advertising	\$2,691	\$7,054	\$5,457	\$5,500	\$5,000
		01-0130-4317	Professional Fees - Water Monitoring	\$2,153	\$1,054	\$4,997	\$2,500	\$3,000
		01-0130-4320	Contract Services	\$38,435	\$74,115	\$18,015	\$49,990	\$42,440
		01-0130-4600	CIP Grants and other Economic Development Programs	\$0	\$9,024	\$0	\$0	\$19,854
	Expenditures Total			\$217,472	\$317,796	\$457,244	\$250,183	\$477,580
	ReserveTransfers							
		01-0013-3100	Transfer from Operating Carryforward	\$0	-\$7,500	\$0	\$0	-\$25,000
	ReserveTransfers Total			\$0	-\$7,500	\$0	\$0	-\$25,000
	Revenues							
		01-0015-1190	Engineering, Environmental and Legal Fees Recovered	-\$16,129	-\$45,544	-\$123,113	-\$115,000	-\$176,698
		01-0015-1200	Minor Variance	-\$28,142	-\$12,759	-\$20,904	-\$14,573	-\$22,370
		01-0015-1205	Agreements	\$0	-\$769	-\$2,556	-\$872	-\$2,635
		01-0015-1210	Part Lot Control Exemption By-law	\$0	\$0	\$0	\$0	\$0
		01-0015-1220	Site Plan Control	-\$97,157	-\$111,315	\$20,911	-\$10,500	-\$7,730
		01-0015-1225	Consent Review and Clearance	-\$3,753	-\$1,833	-\$2,712	-\$3,933	-\$3,180
		01-0015-1226	Ownership List Confirmation	-\$1,846	-\$1,656	-\$924	-\$1,463	-\$1,185
		01-0015-1227	Pre-Consultation	-\$18,125	-\$10,829	-\$16,488	-\$10,976	-\$19,988
		01-0015-1230	Zoning By-law Amendment	-\$74,845	-\$45,261	-\$7,500	-\$7,500	-\$7,731
		01-0015-1235	Telecommunication Tower Proposals	-\$543	\$0	\$0	-\$903	-\$2,890
		01-0015-1236	Lifting of Holding Designation Fee (Zoning)	-\$1,824	\$0	\$0	-\$668	-\$1,472
		01-0015-1240	Zoning By-law Amendment - Aggregate	\$0	\$0	\$0	-\$17,111	-\$17,641
		01-0015-1241	Garden Suites and Renewals (Zoning)	\$0	\$0	\$0	\$0	\$0
		01-0015-3240	Compliance Letter	-\$3,925	-\$2,888	-\$3,954	-\$3,022	-\$4,065
	Revenues Total			-\$246,290	-\$232,854	-\$157,239	-\$186,521	-\$267,585

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Public Works								
	Expenditures							
		01-0030-4000	FT Wages	\$409,925	\$482,710	\$347,155	\$502,682	\$530,974
		01-0030-4001	PT Wages	\$41,231	\$38,487	\$24,573	\$19,258	\$20,835
		01-0030-4002	OT Wages	\$22,250	\$44,563	\$30,167	\$27,795	\$32,300
		01-0030-4100	FT Wage Related Expenses	\$73,974	\$88,111	\$70,336	\$95,004	\$100,607
		01-0030-4101	PT Wage Related Expenses	\$3,970	\$5,697	\$3,196	\$3,694	\$4,005
		01-0030-4102	Group Benefits	\$49,418	\$54,703	\$48,607	\$58,241	\$63,845
		01-0030-4103	WSIB	\$13,828	\$13,197	\$14,863	\$17,460	\$18,219
		01-0030-4200	Office Supplies & Equipment	\$202	\$0	\$236	\$100	\$150
		01-0030-4201	Hydro	\$594	\$679	\$706	\$750	\$700
		01-0030-4203	Fuel	\$74,050	\$135,894	\$131,386	\$94,063	\$98,766
		01-0030-4205	Equipment Maintenance & Supplies	\$2,028	\$2,204	\$217	\$2,050	\$2,050
		01-0030-4208	Signage	\$25,497	\$12,295	\$13,399	\$14,500	\$14,500
		01-0030-4209	Pavement Markings	\$30,056	\$34,204	\$36,283	\$35,500	\$35,500
		01-0030-4210	Railway Maintenance and Upgrades	\$41,340	\$1,975	\$1,828	\$5,000	\$5,000
		01-0030-4211	Municipal Street Naming	\$0	\$5,280	\$0	\$1,000	\$1,000
		01-0030-4212	Maintenance Gravel	\$75,422	\$79,098	\$63,707	\$80,000	\$75,000
		01-0030-4213	Calcium	\$68,488	\$79,791	\$79,152	\$72,000	\$76,000
		01-0030-4214	Winter Maintenance	\$214,793	\$294,687	\$239,851	\$235,000	\$250,000
		01-0030-4217	Waste Removal	\$1,171	\$1,279	\$0	\$1,300	\$1,300
		01-0030-4218	Shop Overhead	\$7,724	\$12,206	\$4,759	\$7,400	\$7,400
		01-0030-4219	Road Maintenance supplies	\$57,203	\$30,999	\$24,238	\$35,400	\$35,400
		01-0030-4220	Vehicle Maintenance	\$27,517	\$65,034	\$28,613	\$46,500	\$42,000
		01-0030-4221	Speed Monitor	\$0	\$0	\$0	\$0	\$0
		01-0030-4222	Tree Maintenance Program	\$23,356	\$24,015	\$20,956	\$22,000	\$32,000
		01-0030-4224	Sidewalk Repairs	\$4,398	\$0	\$0	\$5,000	\$5,000
		01-0030-4302	Communication (phone, fax, internet)	\$2,832	\$3,761	\$1,797	\$2,040	\$2,100
		01-0030-4305	Professional Fees - Engineering	\$994	\$877	\$0	\$2,000	\$1,000
		01-0030-4308	Mileage	\$0	\$0	\$0	\$100	\$100
		01-0030-4309	Professional Development	\$0	\$0	\$0	\$1,420	\$1,200
		01-0030-4311	Membership and Subscription Fees	\$559	\$559	\$219	\$709	\$709
		01-0030-4312	Meals	\$0	\$0	\$0	\$50	\$350
		01-0030-4315	Insurance	\$20,406	\$55,369	\$74,102	\$74,570	\$84,446
		01-0030-4316	Advertising	\$350	\$3,562	\$212	\$2,000	\$1,500
		01-0030-4318	Vehicle Plates	\$5,547	\$11,813	\$0	\$6,595	\$6,595
		01-0030-4319	Permits	\$65	\$111	\$60	\$100	\$100
		01-0030-4320	Contract Services	\$31,156	\$33,821	\$38,111	\$49,807	\$74,778
		01-0030-4321	Clothing, Safety Allowance	\$2,021	\$2,279	\$2,043	\$2,800	\$2,800
		01-0030-4400	Street Lights: Repairs and Hydro Bills	\$20,528	\$11,999	\$13,000	\$14,850	\$14,850
	Expenditures Total			\$1,352,892	\$1,631,257	\$1,313,770	\$1,538,737	\$1,643,078
	ReserveTransfers							
		01-0013-3085	Transfer from Asset Management Discretionary Reserve	\$0	-\$1,975	\$0	-\$10,000	-\$10,000

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Public Works	ReserveTransfers	01-0013-3100	Transfer from Operating Carryforward	\$0	\$0	-\$27,110	-\$27,110	\$0
		01-0013-3205	Contribution from Winter Maintenance	\$0	-\$39,257	-\$4,851	\$0	\$0
			Contribution to Winter Maintenance	\$14,457	\$0	\$0	\$0	\$25,000
	ReserveTransfers Total			\$14,457	-\$41,232	-\$31,961	-\$37,110	\$15,000
	Revenues							
		01-0015-1290	Oversize-Overweight Load Permits	-\$103	-\$420	-\$226	-\$453	-\$232
		01-0015-2000	Third Party Cost Recovery	-\$16,370	-\$1,319	-\$100	\$0	-\$100
		01-0015-3310	Entrance Permit	-\$5,832	-\$1,647	-\$1,822	-\$4,745	-\$3,196
		01-0015-3315	Municipal Street Naming	\$0	-\$3,080	\$0	-\$1,000	-\$1,000
		01-0015-3740	Public Works Other Recoveries	-\$26,704	-\$28,516	\$0	-\$26,704	-\$28,516
	Revenues Total			-\$49,008	-\$34,981	-\$2,148	-\$32,902	-\$33,044

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Source Water Protection								
	Expenditures							
		01-0160-4320	Contract Services	\$8,885	\$9,206	\$6,958	\$9,682	\$9,878
	Expenditures Total			\$8,885	\$9,206	\$6,958	\$9,682	\$9,878
	Revenues							
		01-0015-3748	Source Water Protection Other Recoveries	\$0	-\$24,351	-\$40,085	-\$19,585	-\$19,912
	Revenues Total			\$0	-\$24,351	-\$40,085	-\$19,585	-\$19,912

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Youth Advisory Committee								
	Expenditures							
		01-0190-4200	Office Supplies & Equipment	\$0	\$0	\$52	\$500	\$500
	Expenditures Total			\$0	\$0	\$52	\$500	\$500
Grand Total				\$2,883,477	\$3,493,107	\$3,020,444	\$3,687,530	\$4,092,881

Department	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Expenditures					
Administration	\$652,979	\$798,259	\$650,166	\$821,237	\$876,281
Building	\$552,280	\$532,965	\$456,297	\$643,150	\$746,465
By-law	\$121,721	\$169,034	\$183,877	\$170,446	\$260,343
Corporate	\$299,702	\$202,733	\$217,369	\$216,294	\$224,122
Council	\$131,950	\$138,071	\$101,797	\$151,145	\$147,609
Elections	\$1,476	\$62,640	\$1,929	\$3,026	\$1,883
Finance	\$664,339	\$677,923	\$564,034	\$694,582	\$716,276
Fire and Rescue	\$764,515	\$885,952	\$737,663	\$846,988	\$995,940
Library	\$7,474	\$7,475	\$8,167	\$7,690	\$7,940
Municipal Office	\$69,741	\$72,255	\$57,909	\$67,958	\$67,630
ORC	\$133,759	\$189,366	\$169,698	\$196,600	\$210,347
Parks	\$60,063	\$93,906	\$147,774	\$188,092	\$201,514
PCC	\$125,256	\$145,368	\$135,986	\$200,154	\$212,157
PDAC	\$4,362	\$4,240	\$465	\$6,223	\$6,120
Planning	\$217,472	\$317,796	\$457,244	\$250,183	\$477,580
Public Works	\$1,352,892	\$1,631,257	\$1,313,770	\$1,538,737	\$1,643,078
Source Water Protection	\$8,885	\$9,206	\$6,958	\$9,682	\$9,878
Heritage Advisory Committee	\$4,173	\$10,008	\$10,547	\$17,977	\$14,719
Recreation Advisory Committee	\$2,709	\$1,611	\$586	\$2,941	\$4,413
Youth Advisory Committee	\$0	\$0	\$52	\$500	\$500
Expenditures Total	\$5,175,746	\$5,950,067	\$5,222,287	\$6,033,604	\$6,824,795
ReserveTransfers					
Administration	\$0	\$0	\$0	\$0	-\$10,600
Building	\$80,971	\$39,059	\$531,538	-\$103,910	-\$58,696
By-law	-\$11,494	\$0	\$0	\$0	\$0
Corporate	-\$37,016	-\$31,500	-\$4,575	-\$12,056	\$157,033
Elections	\$13,750	-\$41,250	\$13,750	\$13,750	\$13,750
Planning	\$0	-\$7,500	\$0	\$0	-\$25,000
Public Works	\$14,457	-\$41,232	-\$31,961	-\$37,110	\$15,000
ReserveTransfers Total	\$60,668	-\$82,423	\$508,752	-\$139,326	\$91,487
Revenues					
Administration	-\$41,987	-\$16,241	-\$6,302	-\$14,456	-\$14,223

Department	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Building	-\$633,251	-\$572,025	-\$987,834	-\$539,241	-\$687,769
By-law	-\$58,457	-\$50,500	-\$50,932	-\$46,596	-\$77,644
Corporate	-\$965,228	-\$1,155,841	-\$1,187,857	-\$1,009,627	-\$1,353,957
Elections	\$0	\$0	\$0	\$0	\$0
Finance	-\$208,417	-\$28,887	-\$42,438	-\$31,044	-\$40,188
Fire and Rescue	-\$96,927	-\$106,372	-\$81,718	-\$120,871	-\$119,670
Library	-\$3,632	-\$3,313	\$0	-\$3,300	-\$3,472
Municipal Office	-\$20,922	-\$21,676	-\$17,373	-\$20,387	-\$20,289
ORC	-\$16,797	-\$68,599	-\$56,133	-\$79,453	-\$76,467
Parks	-\$12,037	-\$13,459	-\$13,385	-\$14,914	-\$15,919
PCC	\$18	-\$39,737	-\$62,650	-\$77,903	-\$83,014
Planning	-\$246,290	-\$232,854	-\$157,239	-\$186,521	-\$267,585
Public Works	-\$49,008	-\$34,981	-\$2,148	-\$32,902	-\$33,044
Source Water Protection	\$0	-\$24,351	-\$40,085	-\$19,585	-\$19,912
Heritage Advisory Committee	\$0	-\$5,700	-\$4,500	-\$9,948	-\$10,248
Revenues Total	-\$2,352,937	-\$2,374,537	-\$2,710,595	-\$2,206,748	-\$2,823,401
Grand Total	\$2,883,477	\$3,493,107	\$3,020,444	\$3,687,530	\$4,092,881

TOWNSHIP OF PUSLINCH 2024 OPERATING BUDGET

2024 REQUESTED BASE BUDGET INCREASES

Department _____ By-law _____ Priority **Medium**

1 - Purpose of Expenditure

To purchase print materials for distribution of public messaging regarding Township By-laws such as the Township's Parking By-law.

2 - Need

Staff are seeking to supply an annual postcard for the return to school to remind parents regarding the provisions of the Township's Parking By-law. In addition to this annual engagement, additional public messaging blitzes may be beneficial.

3 - Benefit of the Investment

To spread awareness of Township By-laws and seek compliance through education.

4 - Risk Assessment

None

5 - Financial Impact

One-time request for 2024 Budget only?

Revenues Earned/Reserves Utilized

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

Expenses Incurred

Print Materials	\$500
Total Expenses	\$500

Net Expense/(Revenue) \$500

- Furniture/Fixtures Required for new staff?
- Computer Required for new staff?
- Fleet Vehicle Required for new staff?

TOWNSHIP OF PUSLINCH 2024 OPERATING BUDGET

2024 REQUESTED BASE BUDGET INCREASES

Department Administration Priority Low

1 - Purpose of Expenditure

To purchase pins of the Township Crest/Logo to be provided to members of Council, Committee and staff to wear to events and be provided as tokens. The pin design and purpose aligned with the 2018 Puslinch Brand Guidelines. It is recommend that an inventory of 100 pins is maintained and staff will budget accordingly on a year over year basis.

Staff received quotes for both acrylic and enamel pins as outlined below:

Enamel (1.25") 200 - \$551.49 - made of metal, higher quality, more expensive.
Acrylic (1.22") 200 - \$317.00 - made of plastic, lower quality, less expensive.

Staff recommend that Council consider the higher quality pins as the lower quality ones may need to be replaced more frequently.

2 - Need

Council Members and Committee Members have expressed an interest in having pins of the Township Crest/Logo available to be worn to events and sold as tokens.

3 - Benefit of the Investment

Increase brand recognition of the Township at events attended by Council Members, Committee Members and Township staff.

4 - Risks

None

5 - Financial Impact

One-time request for 2024 Budget only? No

Revenues Earned/Reserves Utilized

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

Expenses Incurred

Enamel (1.25") 200	\$551
Total Expenses	\$551

Net Expense/(Revenue) **\$551**

Furniture/Fixtures Required for new staff?

Computer Required for new staff?

Fleet Vehicle Required for new staff?

TOWNSHIP OF PUSLINCH 2024 OPERATING BUDGET

2024 REQUESTED BASE BUDGET INCREASES

Department Administration Priority **Medium**

1 - Purpose of Expenditure

To provide the Clerks department with a GoPro to develop video and photo content in house to used on the Township website and social media channels in accordance with the Township's Advertising, Communications and Media Relations Policy.

2 - Need

Council has expressed a desire to see a reduction in the use of stock images used by the Township in communications. Staff recognize the importance of displaying the community in digital and print media to better connect with the community.

3 - Benefit of the Investment

Enhance the Township's inventory of local images and videos to be used in Township publications both digital and print to enhance connection with the community through the Township's media.

4 - Risk Assessment

None

5 - Financial Impact

One-time request for 2024 Budget only? Yes

Revenues Earned/Reserves Utilized

	Revenues	Reserves	Balance in Reserves (as applicable)
2023 Surplus	\$450	N/A	N/A
Total Revenues/Reserves	\$450	\$0	\$0

Expenses Incurred

Hero10 Black GoPro	\$350
Compatible Micro USB	\$100
Total Expenses	\$450

Net Expense/(Revenue) (\$0)

Furniture/Fixtures Required for new staff?

Computer Required for new staff?

Fleet Vehicle Required for new staff?

TOWNSHIP OF PUSLINCH 2024 OPERATING BUDGET

2024 REQUESTED BASE BUDGET INCREASES

Department Administration Priority High

1 - Purpose of Expenditure

To provide an Open House to share the Township's Land Acknowledgement Report and Statement with the Community in accordance with direction received from Council Resolution No. 2023-257 at the August 16, 2023 Council Meeting.

2 - Need

Council directed staff to develop potential public engagement opportunities to be presented to Council with respect to the Township's Land Acknowledgement Report and Statement. It is staff's recommendation that an Open House be held with a presentation by the Consultants who prepared the Township's Land Acknowledgement Report and Statement.

3 - Benefit of the Investment

Provide a public engagement and education opportunity to the community with respect to the Township's Land Acknowledgement Report and Statement.

4 - Risk Assessment

None

5 - Financial Impact

One-time request for 2024 Budget only? Yes

Revenues Earned/Reserves Utilized

	Revenues	Reserves	Balance in Reserves (as applicable)
2023 Surplus	\$1,080	N/A	N/A
Total Revenues/Reserves	\$1,080	\$0	\$0

Expenses Incurred

Consultant Fee	\$1,080	2 Consultants at a rate of \$135.00/hr
Total Expenses	\$1,080	

Net Expense/(Revenue)

\$0

Furniture/Fixtures Required for new staff?

Computer Required for new staff?

Fleet Vehicle Required for new staff?

TOWNSHIP OF PUSLINCH 2024 OPERATING BUDGET

2024 REQUESTED BASE BUDGET INCREASES

Department Heritage Advisory Committee Priority Low

1 - Purpose of Expenditure

To purchase a plaque and plaque stand to be installed on the Puslinch Community Centre (PCC) grounds to honour the Ord and Black Families history who resided on the PCC lands and whose families have made many contributions to the community over the decades. Council may wish to include this type of an expenditure to be funded through the newly established Heritage Financial Incentive Program.

2 - Need

This is a carryforward project from the 2018-2022 Heritage Advisory Committee Goals and Objectives. This plaque was originally requested by the descendents of the Ord and Black Families in 2018. With the recent upgrades to the PCC grounds, it has been identified as an ideal time to purchase and install this plaque to spotlight this aspect of the Township's history.

3 - Benefit of the Investment

To recognize the contributions of the Ord and Black families within the Township of Puslinch and their connection to the PCC grounds.

4 - Risk Assessment

None

5 - Financial Impact

One-time request for 2024 Budget only? Yes

Revenues Earned/Reserves Utilized

	Revenues	Reserves	Balance in Reserves (as applicable)
Heritage Financial Incentive Program Discretionary Reserve	\$0	\$2,200	N/A
Total Revenues/Reserves	\$0	\$2,200	\$0

Expenses Incurred

Plaque Purchase and Installation	\$2,200
Total Expenses	\$2,200

Net Expense/(Revenue) \$0

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

TOWNSHIP OF PUSLINCH 2024 OPERATING BUDGET

2024 REQUESTED BASE BUDGET INCREASES

Department Heritage Advisory Committee Priority High

1 - Purpose of Expenditure

To retain a peer reviewer to review Statements of Heritage Cultural Value or Interest prior to heritage properties being designated in 2024 as a result of changes in *Bill 23*. The Township's peer reviewer is a previous member of the Township's Heritage Advisory Committee and completed the peer review for 82 Queen St.

2 - Need

The Township's Heritage Advisory Committee and staff have been directed to propose designation for approximately 20 properties in 2024 that are currently listed on the Township's Heritage Register. Any properties currently listed on the Heritage Register that are not designated by January 1, 2025 will automatically be removed from the register and are not able to be considered for designation again until January 1, 2030. As a result of the de-listing, the properties will lose their interim protection from demolition.

3 - Benefit of the Investment

Ensure that accurate Statements of Heritage Cultural Value or Interest are drafted to support the Heritage Designation By-laws to be considered by Council.

4 - Risk Assessment

By not completing a peer review of the Statements of Heritage Cultural Value or Interest, Council is relying on the Heritage Advisory Committee and staff (no Township staff have heritage expertise) to draft these statements for Council's consideration and approval.

5 - Financial Impact

One-time request for 2024 Budget only? Yes

Revenues Earned/Reserves Utilized

	Revenues	Reserves	Balance in Reserves (as applicable)
Heritage Financial Incentive Program Discretionary Reserve	\$0	\$2,000	N/A
Total Revenues/Reserves		\$2,000	\$0

Expenses Incurred

Peer Review (\$50/hr)	\$2,000
Total Expenses	\$2,000
Net Expense/(Revenue)	\$0

Furniture/Fixtures Required for new staff?

Computer Required for new staff?

Fleet Vehicle Required for new staff?

TOWNSHIP OF PUSLINCH 2024 OPERATING BUDGET

2024 REQUESTED BASE BUDGET INCREASES

Department	Youth Advisory Committee	Priority
		Low

1 - Purpose of Expenditure

The Youth Advisory Committee had requested that a clothing allowance be established to purchase t-shirts and sweaters with the Township's Logo and wording to identify them as volunteers when they are involved in Community Events as part of their role on the Youth Advisory Committee.

Currently, the Township's Expense Policy outlines which staff members have a clothing allowance. Currently, Council Members, Committee Members, and administrative support staff do not have a clothing allowance.

T-shirts are approximately \$20.00 each and sweaters are approximately \$45.00 each. If Council were to approve a clothing allowance for the Youth Advisory Committee, staff recommend that all Committees and Council should receive a clothing allowance as the Heritage and Recreation Advisory Committees can also be expected to act as volunteers in the execution of their roles. Staff also recommend that any staff that are expected to attend community events on behalf of the Township also have a clothing allowance.

Staff have outlined the clothing allowance for the purchase of t-shirts and sweaters that would be required for Council and each Committee below:

- Youth Advisory Committee - T-shirts - \$200.00
- Youth Advisory Committee - Sweaters - \$450.00
- Heritage Advisory Committee - T-shirts - \$120.00
- Heritage Advisory Committee - Sweaters - \$270.00
- Recreation Advisory Committee - T-shirts - \$80.00
- Recreation Advsory Committee - Sweaters - \$180.00
- PDAC - T-shirts - \$80.00 (may not be required)
- PDAC - Sweaters - \$180.00 (may not be required)
- Council - T-shirts - \$100.00
- Council - Sweaters - \$225.00

Staff have outlined the clothing allowance for the purchase of t-shirts and sweaters that would be required for staff below:

- Staff (5) - T-shirts - \$100.00
- Staff (5) - Sweaters - \$225.00

2 - Need

To identify Council, Committee and Staff when they are attending community events on behalf of the Township.

3 - Benefit of the Investment

Increase the Township's brand recognition within the community.

4 - Risk Assessment

None

5 - Financial Impact

One-time request for 2024 Budget only?

Every 2 Years

Revenues Earned/Reserves Utilized

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

Expenses Incurred

T-shirts (Council, Committees & Staff)	\$680
Sweaters (Council, Committees & Staff)	\$1,530
Total Expenses	\$2,210

Net Expense/(Revenue) \$2,210

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

TOWNSHIP OF PUSLINCH 2024 OPERATING BUDGET

2024 REQUESTED BASE BUDGET INCREASES

Department Youth Advisory Committee

Priority

High

1 - Purpose of Expenditure

To add the Canada's Wonderland Spark Youth Leadership Conference as the first approved conference for the Youth Advisory Committee to attend. This professional development opportunity is held annually in May at Canada's Wonderland. The 2024 cost is \$53.50 per participant and the conference includes programs and park admissions.

The Council, Committees and Other Appointments - Compensation, Benefits and Expense Policy indicates the following in Clause 6.5:

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

Should Council approve a conference (ie. Spark Youth Leadership Conference) for Youth Committee members to attend, it is recommended that the budget for the conference be for 6 Committee Members and two chaperones. 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

Refer to the Advisory Committee report YOU-2023-012 Youth Advisory Committee 2024 Proposed Budget report approved by the Committee on June 5, 2023.

3 - Benefit of the Investment

See above

4 - Risk Assessment

None

5 - Financial Impact

One-time request for 2024 Budget only?

No

Revenues Earned/Reserves Utilized

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

Expenses Incurred

Registration	\$428	\$53.50 per person
Mileage/Travel	\$160	\$0.50/km for approximately 320 KM Round Trip assuming car pooling to Vaughan (2 cars)
Total Expenses	\$588	
Net Expense/(Revenue)	\$588	

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

Conference, Seminar and Training Budget

[Back to Index](#)

[Back to Inc](#) [Back to Index](#)

Department	Position	Conference/Seminar/Training Session	Location	Budget	
Administration	To be Determined Based on Availability	AMO or ROMA Conference	Ontario	\$ 849.70	New in 2024
Administration	CAO	OMAA Workshops	TBD	\$ 1,400.00	
Administration	CAO	CAMA Workshops	TBD	\$ -	
Administration	Clerk	Management Training	Ontario	\$ 4,300.00	
Administration	Clerk	AMCTO Courses	Ontario	\$ 800.00	
Administration	Clerk	AMCTO Conference	Ontario	\$ 550.00	
Administration	Deputy Clerk	Management Training	Ontario	\$ 4,300.00	New in 2024
Administration	Deputy Clerk	AMCTO Courses	Ontario	\$ 800.00	
Administration	Deputy Clerk	AMCTO Conference	Ontario	\$ 550.00	
Administration	Deputy Clerk	National Trust Conference	Ontario	\$ 200.00	New in 2024 for the purposes of the Heritage Advisory Committee support
Administration	Deputy Clerk	Ontario Heritage Conference	Ontario	\$ 500.00	New in 2024 for the purposes of the Heritage Advisory Committee support
Administration	Communications and Committee Coordinator	AMCTO Courses	Online	\$ 800.00	
Administration	Communications and Committee Coordinator	Ontario Parks Association Education Forum or PRO Educational Forum.	Ontario	\$ 500.00	New in 2024 for the purposes of the Recreation Advisory Committee support
Administration	Legislative Assistant	AMCTO Courses	Online	\$ 400.00	
Administration	Communications and Committee Coordinator	OBOA Courses	Online	\$ -	
Administration	Legislative Assistant	OBOA Courses	Online	\$ 700.00	
Administration	All Employees - Corporate Wide Training	Health and Safety Certification (Part 1 and Part 2) for Joint Health and Safety Committee Members	Ontario	\$ 1,271.20	Separately itemized in 2024
Administration	All Employees - Corporate Wide Training	Staff Development and Training (ie. First Aid, Wellness, etc.)	Ontario	\$ 700.00	New in 2024
Administration	All Employees - Corporate Wide Training	Harassment and Violence in the Workplace Training	Township Office	\$ -	
Administration	All Employees - Corporate Wide Training	Teamwork/Individual Coaching Training	Township Office	\$ -	
Administration	All Employees - Corporate Wide Training	Code of Conduct/Municipal Conflict of Interest Training	Township Office	\$ -	
Administration	All Employees - Corporate Wide Training	Website Training	Township Office	\$ -	
Administration	All Employees - Corporate Wide Training	Records Management Training	Township Office	\$ -	
Administration	All Employees - Corporate Wide Training	Microsoft Office Training	Township Office	\$ -	
Administration	All Employees - Corporate Wide Training	Keystone Training	Township Office	\$ -	
Building	Building Inspector	Ontario Building Officials' Association (OBOA) Course(s)	Ontario	\$ 2,500.00	
Building	Chief Building Official	Ontario Building Officials' Association (OBOA) Course(s)	Ontario	\$ 2,500.00	
Building	Building Services Technician	Ontario Building Officials' Association (OBOA) Course(s)	Ontario	\$ 1,250.00	
Building	Building Inspector	OBOA/OOWA Conference	Ontario	\$ 1,500.00	
Building	Chief Building Official	OBOA/OOWA Conference	Ontario	\$ 1,500.00	
Building	Building Inspector	Ministry of Municipal Affairs and Housing Exams	Ontario	\$ 350.00	
Building	Chief Building Official	Ministry of Municipal Affairs and Housing Exams	Ontario	\$ -	
Building	Building Services Technician	Ministry of Municipal Affairs and Housing Exams	Ontario	\$ 300.00	
Building	Customer Service Coordinator	OBOA Courses	Online	\$ 508.80	
Building	Customer Service Coordinator	2 Ministry of Municipal Affairs and Housing Exams	Ontario	\$ 150.00	
Building	Allocation - Corporate Wide Training	Code of Conduct/Municipal Conflict of Interest Training	Township Office	\$ -	
Building	Allocation - Corporate Wide Training	Health and Safety Certification (Part 1 and Part 2) for Joint Health and Safety Committee Members	Township Office	\$ 544.80	Separately itemized in 2024
Building	All Employees - Corporate Wide Training	Staff Development and Training (ie. First Aid, Wellness, etc.)	Ontario	\$ 300.00	New in 2024
Building	Allocation - Corporate Wide Training	Harassment and Violence in the Workplace Training	Township Office	\$ -	

Conference, Seminar and Training Budget

Department	Position	Conference/Seminar/Training Session	Location	Budget
Building	Allocation - Corporate Wide Training	Teamwork/Individual Coaching Training	Township Office	\$ -
By-law	By-law Enforcement, Property Standards and Li	Ontario Association of Property Standards Officers - Annual Training Seminar and Annual General Meeting	Ontario	\$ 1,550.00
By-law	By-law Enforcement, Property Standards and Li	Municipal Law Enforcement Officer's Association and Ontario Association of Property Standards Officers Courses	Ontario	\$ 1,680.68
By-law	By-law Enforcement, Property Standards and Li	AMCTO Course	Ontario	\$ 400.00
Finance	Director of Finance/Treasurer	Management Training	Ontario	\$ -
Finance	Director of Finance/Treasurer	MFOA Conference	Virtual	\$ 508.80
Finance	Deputy Treasurer	MFOA Conference	Ontario	\$ 508.80
Finance	Deputy Treasurer	MFOA/AMCTO/Accounting/Payroll Courses	Ontario	\$ 800.00
Finance	Taxation and Customer Service Supervisor	AMCTO Courses	Online	\$ 800.00
Finance	Taxation and Customer Service Supervisor	Municipal Tax Administration Program through Seneca	Online	\$ -
Finance	Financial Assistant	MFOA/AMCTO/Accounting/Payroll Courses	Online	\$ 800.00
Finance	Customer Service Coordinator	Municipal Tax Administration Program through Seneca	Online	\$ 450.00
Fire and Rescue	Fire Chief	Ontario Association of Fire Chiefs' Conference	Toronto	\$ -
Fire and Rescue	Fire Chief	Management Training	Ontario	\$ -
Fire and Rescue	Fire Chief	Ontario Association of Fire Chiefs' General Meeting	Niagara Falls	\$ -
Fire and Rescue	Deputy Fire Chief	Ontario Association of Fire Chiefs' Conference	Toronto	750
Fire and Rescue	Deputy Fire Chief	Ontario Association of Fire Chiefs' General Meeting	Niagara Falls	\$ 525.00
Fire and Rescue	Health and Safety Training Officer	Blue Card Command Instructors' Course	Ontario	\$ -
Fire and Rescue	Chief Training Officer	Ontario Fire College Fire Instructor's Seminar	Gravenhurst	\$ 65.00
Fire and Rescue	2 Health and Safety Committee Members	PSHSA H&S Certification Part 1 and Part 2	Ontario	\$ 1,400.00
Fire and Rescue	Volunteer Firefighters	Red Cross First Responder Certification	Ontario	\$ 1,290.00
Fire and Rescue	2 Volunteer Firefighters	Red Cross Instructors Certification	Ontario	\$ 630.00
Fire and Rescue	Volunteer Firefighters	Red Cross CPR Certification	Ontario	\$ 860.00
Fire and Rescue	Volunteer Firefighters	Canadian Critical Incident Stress Foundation's Conference	Ontario	\$ 1,800.00
Fire and Rescue	Volunteer Firefighters	Fire Service Women Conference	Ontario	\$ 1,050.00
Fire and Rescue	3 New Qualified Acting Captains or 28 Firefighters in the introductory module	Blue Card Command - On-line Course - 4 to 40 Hours	Online Course	\$ 1,800.00
Fire and Rescue	Other Firefighters not described above	Ontario Fire College Courses	Gravenhurst	\$ 995.00
Fire and Rescue	Resource Materials	Textbooks, dvds, training props, misc.	N/A	\$ 950.00
Fire and Rescue	Resource Materials	Blue Card Command Resources and Admin Centre	N/A	\$ 3,730.00
Fire and Rescue	Public Fire and Life Safety Educator	Ontario Association of Fire Chiefs' Conference	Toronto	\$ 350.00
Fire and Rescue	Chief Fire Prevention Officer	OMFPOA Training and Educational Symposium	Windsor	\$ 575.00
Fire and Rescue	Facility Rental	Facility Rental	Guelph	\$ 1,000.00
Fire and Rescue	Facility Rental	Facility Rental	Cambridge	\$ 600.00
Planning	Development and Legislative Coordinator	Ontario Association of Committee of Adjustment Conference	Ontario	\$ -
Planning	Development and Legislative Coordinator	AMCTO Courses	Online	\$ 800.00
Public Works	Supervisor of Public Works, Parks and Facilities	Association of Ontario Road Supervisors	TBD	\$ -
Public Works	TBD	Road/Safety/Equipment Training	TBD	\$ 1,200.00
ORC	Facility Operator	Ontario Recreation Facilities Association Training	Guelph	\$ -
ORC	Facility Operator	Olympia Training	ORC	\$ -

New in 2024 for property standards best practices/certifications.

Required every 3 years
Required every 3 years

Directly from Expense Policy:

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

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

Conference, Seminar and Training Budget

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

Memberships and Associations Budget

[Back to Index](#)

Department	Position	Membership and/or Association	Corporate Fee	Individual Fee	Budget	Notes
Administration	CAO	CAMA/ICMA	N/A	\$ 799.04	\$ 799.04	
Administration	CAO	Ontario Municipal Administrators' Association	N/A	\$ 621.50	\$ 621.50	
Administration	Clerk	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 412.13	\$ 412.13	
Administration	Deputy Clerk	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 412.13	\$ 412.13	
Administration	Communications and Committee Coordinator	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 412.13	\$ 412.13	
Administration	Legislative Assistant	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 412.13	\$ 412.13	
Planning	Development & Legislative Coordinator	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 412.13	\$ 412.13	
Administration	Development & Legislative Coordinator	Institute of Law Clerks of Ontario Certification – <i>only applicable if the employee is a Law Clerk</i>	N/A	\$ 200.00	\$ -	
Administration	Corporate Memberships	Top Aggregate Producing Municipalities of Ontario	\$ 5,000.00	N/A	\$ 5,000.00	
Administration	Corporate Memberships	Municipal World	\$ 60.00	N/A	\$ 60.00	
Administration	Corporate Memberships	Association of Municipalities of Ontario	\$ 3,000.00	N/A	\$ 2,100.00	
Administration	Corporate Memberships	Ontario Good Roads Association	\$ 916.00	N/A	\$ 916.00	
Administration	Corporate Memberships	Wellington County Clerks and Treasurers Association	\$ 200.00	N/A	\$ 200.00	
Administration	Corporate Memberships	Federation of Canadian Municipalities	\$ 2,073.13	N/A	\$ 2,073.13	
Administration	Corporate Memberships	Ontario Municipal Management Institute	\$ 58.00	N/A	\$ 40.60	
Administration	Corporate Memberships	Human Resources Download Program	\$ 5,461.02	N/A	\$ 3,822.72	
Building	Building Inspector	Annual Registration – Ministry of Municipal Affairs and Housing	N/A	\$ 128.00	\$ 128.00	
Building	Building Inspector	Ontario Building Officials Association	N/A	\$ 343.95	\$ 343.95	
Building	Building Inspector	Ontario Building Officials Association Wellington-Waterloo and District Chapter	N/A	\$ 30.00	\$ 30.00	
Building	Building Inspector	Ontario Plumbing Inspectors Association	N/A	\$ 75.00	\$ 75.00	
Building	Building Inspector	Ontario Association of Certified Technicians and Technologists – <i>only applicable if the employee has a C.Tech. or C.E.T. designation</i>	N/A	\$ 250.00	\$ -	
Building	Building Inspector	Ontario Onsite Wastewater Association	N/A	\$ 234.05	\$ 234.05	
Building	Chief Building Official	Annual Registration – Ministry of Municipal Affairs and Housing	N/A	\$ 128.00	\$ 128.00	
Building	Chief Building Official	Ontario Building Officials Association	N/A	\$ 343.95	\$ 343.95	
Building	Chief Building Official	Ontario Building Officials Association Wellington-Waterloo and District Chapter	N/A	\$ 30.00	\$ 30.00	
Building	Chief Building Official	Ontario Plumbing Inspectors Association	N/A	\$ 75.00	\$ 75.00	
Building	Chief Building Official	Ontario Association of Certified Technicians and Technologists or Canadian Registered Building Official – <i>only applicable if the employee has a C.Tech., C.E.T., or CRBO designation</i>	N/A	\$ 250.00	\$ 250.00	
Building	Chief Building Official	Ontario Onsite Wastewater Association	N/A	\$ 234.05	\$ 234.05	

Memberships and Associations Budget

Department	Position	Membership and/or Association	Corporate Fee	Individual Fee	Budget	Notes
Building	Chief Building Official	Wellington Waterloo Region Chief Building Official Committee	N/A	\$ 100.00	\$ 100.00	
Building	Building Services Technician	Annual Registration – Ministry of Municipal Affairs and Housing	N/A	\$ 128.00	\$ 128.00	
Building	Building Services Technician	Ontario Building Officials Association	N/A	\$ 343.95	\$ 343.95	
Building	Building Services Technician	Ontario Building Officials Association Wellington-Waterloo and District Chapter	N/A	\$ 30.00	\$ 30.00	
Building	Corporate Memberships	Canadian Farm Builders' Association	N/A	\$ 66.17	\$ 66.17	
Building	Corporate Wide Membership Allocation - 30%	Association of Municipalities of Ontario	\$ 3,000.00	N/A	\$ 900.00	
Building	Corporate Wide Membership Allocation - 30%	Municipal Information Network	\$ 600.00	N/A	\$ 180.00	
Building	Corporate Wide Membership Allocation - 30%	Local Authority Services Energy Planning Tool	\$ 305.28	N/A	\$ 91.58	
Building	Corporate Wide Membership Allocation - 30%	Human Resources Download Program	\$ 5,461.02	N/A	\$ 1,638.31	
Building	Corporate Wide Membership Allocation - 30%	Amazon Prime Membership	\$ 110.92	\$ -	\$ 33.28	
Building	Corporate Wide Membership Allocation - 30%	Municipal Employer Pension Center of Ontario	\$ 100.00	N/A	\$ 30.00	
Building	Corporate Wide Membership Allocation - 30%	Ontario Municipal Management Institute	\$ 58.00	N/A	\$ 17.40	
By-law	By-law Enforcement, Property Standards and Licensing Officer	Ontario Association of Property Standards Officers	\$ 120.00	\$ 120.00	\$ 120.00	
By-law	By-law Enforcement, Property Standards and Licensing Officer	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 412.13	\$ 412.13	New in 2024 for law/planning courses required for position.
By-law	By-law Enforcement, Property Standards and Licensing Officer	Municipal Law Enforcement Officers' Association	\$ 120.00	\$ 120.00	\$ 120.00	
ORC	Facility Operator	Ontario Recreation Facilities Association	\$ 700.00	\$ 150.00	\$ -	
Finance	Director of Finance/Treasurer	Chartered Professional Accountants of Canada - <i>only applicable if the employee has a professional accounting designation</i>	N/A	\$ 1,000.00	\$ 1,000.00	
Finance	Deputy Treasurer	Chartered Professional Accountants of Canada - <i>only applicable if the employee has a professional accounting designation</i>	N/A	\$ 1,000.00	\$ -	
Finance	Taxation and Customer Service Supervisor	Ontario Municipal Tax and Revenue Association	\$ 1,650.00	\$ 250.00	\$ -	
Finance	Corporate Memberships	Amazon Prime Membership	\$ 110.92	\$ -	\$ 77.64	
Finance	Corporate Memberships	Municipal Finance Officers' Association	\$ 371.43	N/A	\$ 371.43	
Finance	Corporate Memberships	Municipal Employer Pension Center of Ontario	\$ 100.00	N/A	\$ 70.00	
Finance	Corporate Memberships	Local Authority Services Energy Planning Tool	\$ 305.28	N/A	\$ 213.70	

Memberships and Associations Budget

Department	Position	Membership and/or Association	Corporate Fee	Individual Fee	Budget	Notes
Finance	Corporate Memberships	Municipal Information Network	\$ 600.00	N/A	\$ 420.00	
Fire and Rescue	Fire Chief	Ontario Association of Fire Chiefs	N/A	\$ 260.00	\$ 260.00	
Fire and Rescue	Deputy Fire Chief of Operations	Ontario Association of Fire Chiefs	N/A	\$ 260.00	\$ 260.00	
Fire and Rescue	Deputy Fire Chief of Administration	Ontario Association of Fire Chiefs	N/A	\$ 260.00	\$ 260.00	
Fire and Rescue	Deputy Fire Chief of Operations	Ontario Municipal Management Institute	N/A	\$ 155.00	\$ 155.00	New in 2024
Fire and Rescue	Chief Fire Prevention Officer	National Association of Fire Investigators	N/A	\$55.00 USD	\$ 69.58	
Fire and Rescue	Public Fire and Life Safety Educator	National Association of Fire Investigators	N/A	\$55.00 USD	\$ 69.58	
Fire and Rescue	Corporate Memberships	National Fire Protection Association	\$175.00 USD	N/A	\$ 221.00	
Fire and Rescue	Corporate Memberships	National Fire Codes Subscription Service	\$1,500.00 USD	N/A	\$ -	
Fire and Rescue	Corporate Memberships	Wellington County Training Officers Association	\$ 50.00	N/A	\$ 50.00	
Fire and Rescue	Corporate Memberships	Ontario Association of Fire Training Officers	\$ 150.00	N/A	\$ 150.00	
Fire and Rescue	Corporate Memberships	Fire Marshal's Public Fire Safety Council	\$ 100.00	N/A	\$ 100.00	
Fire and Rescue	Corporate Memberships	Wellington County Fire Chiefs Association	\$ 250.00	N/A	\$ 250.00	
Fire and Rescue	Corporate Memberships	Wellington Dufferin Mutual Aid Membership	\$ 1,000.00	N/A	\$ 1,000.00	
Fire and Rescue	Corporate Memberships	Ontario Municipal Fire Prevention Officers Association	\$ 150.00		\$ 150.00	
Fire and Rescue	Individual Membership	Fire Service Women Ontario		\$ 40.00	\$ 200.00	
Fire and Rescue	Individual Membership	Ontario Fire Chiefs' Administrative Assistants Association		\$ 45.00	\$ 45.00	
Fire and Rescue	Corporate Memberships	Emergency Vehicle Technicians Association of Ontario	\$ 100.00	N/A	\$ 100.00	
Fire and Rescue	Corporate Memberships	Wellington Dufferin Fire Prevention	\$ 150.00	N/A	\$ 150.00	
Fire and Rescue	Training Partner Membership	Canadian Red Cross	\$ 250.00	N/A	\$ 250.00	
Heritage Advisory Committee	Corporate Memberships	Community Heritage Ontario	\$ 75.00	N/A	\$ 75.00	
Heritage Advisory Committee	Corporate Memberships	Ontario Historical Society	\$ 102.25	N/A	\$ 102.25	

Memberships and Associations Budget

Department	Position	Membership and/or Association	Corporate Fee	Individual Fee	Budget	Notes
PCC	Corporate Memberships	Parks and Recreation of Ontario	\$ 1,050.00	\$ 250.00	\$ -	
PCC	Corporate Memberships	Taste Real - County of Wellington	\$ 500.00	N/A	\$ 500.00	
Planning	Development & Legislative Coordinator	Canadian Association of Certified Planning Technicians Associate - Membership (category 2)	N/A	\$ 155.00	\$ 155.00	
Planning	Corporate Memberships	Ontario Association of Committee of Adjustment	\$ 150.00	N/A	\$ 150.00	
Public Works	Director of Public Works, Parks and Facilities	Ontario Association of Certified Technicians and Technologists – <i>only applicable if the employee has a C.Tech. or C.E.T. designation</i>	N/A	\$ 250.00	\$ -	
Public Works	Director of Public Works, Parks and Facilities	Association of Ontario Road Supervisors – <i>only applicable if the employee has a CRS designation</i>	N/A	\$ 200.00	\$ 208.61	
Public Works	Director of Public Works, Parks and Facilities	County of Wellington Road Supervisors Association	N/A	\$ 250.00	\$ 250.00	
Public Works	Supervisor of Public Works, Parks and Facilities	Association of Ontario Road Supervisors – <i>only applicable if the employee has a CRS designation</i>	N/A	\$ 200.00	\$ -	
Public Works	Supervisor of Public Works, Parks and Facilities	County of Wellington Road Supervisors Association	N/A	\$ 250.00	\$ 250.00	

Directly from Expense Policy:

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

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

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