



**TOWN OF AMHERSTBURG  
SPECIAL COUNCIL MEETING  
AGENDA**

**2019 BUDGET DELIBERATIONS**

**Tuesday, February 12, 2019**

**6:00 PM**

**Council Chambers**

**271 Sandwich Street South, Amherstburg, ON, N9V-2A5**

For information pertaining to this agenda or to arrange for any additional accessibility needs please contact Tammy Fowkes, Deputy Clerk at [tfowkes@amherstburg.ca](mailto:tfowkes@amherstburg.ca)

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- 1. CALL TO ORDER**
  - 2. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**

**3. PRESENTATIONS - COMMUNITY GRANT REQUESTS**

- 3.1 Amherstburg Community Services –Kathy DiBartolomeo, Executive Director**
- 3.2 Amherstburg Food and Fellowship Mission – Tim McAllister**
- 3.3 Amherstburg Freedom Museum – Mary-Katherine Whelan, Curator/Administrator**
- 3.4 Amherstburg Historic Sites Association –Stephanie Pouget-Papak, Curator/Administrator**
- 3.5 Fort Malden Golden Age Club – Dorothy Thrasher**
- 3.6 Skate Amherstburg – Lynn Fox, President**

It is recommended that:

The presentations **BE RECEIVED.**

**4. 2019 BUDGET DELIBERATIONS**

**5. ADJOURNMENT**

That Council rise and adjourn the 2019 Budget deliberations at     p.m.

# Town of Amherstburg



## 2019 Operating and Capital Budget

### “Transitioning Towards the Future”

#### MISSION STATEMENT

“Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.”

## **2019 Budget Overview**

The 2019 Budget (Budget) provides **accountability and transparency** by outlining the recommended operating and capital initiatives for all areas of service and the related budgetary impact of each. The Budget is the financial plan for the Town's delivery of service in 2019 and includes elements, such as contributions to reserves, economic development initiatives and asset maintenance and renewal programs, which will enhance the Town's **financial sustainability** for the future.

The Budget promotes open and transparent communication between Council and its ratepayers by outlining the proposed 2019 business plan.

The Town of Amherstburg Community Based **Strategic Plan** (2016-2021) was a guiding document for development of the Town's 2019 work plan and Budget. The strategic pillars of the Strategic Plan are:

1. Marketing and Promotion
2. Economic Development
3. Investment in Infrastructure
4. Fiscal Sustainability

Where possible the Budget identifies the strategic pillar that the recommended initiatives and works are based on.

Some key strategic initiatives in the Budget are as follows:

The Budget includes for provision of staffing resources in the Tourism and Culture Division and a Communications Officer in the CAO Department to bolster **marketing and promotion** of the Town. These positions would be utilized to build on branding Amherstburg as a Town of choice in which to live, work and visit and to expand on successful Tourism initiatives, positioning the Town as a place for growth and investment.

The Budget includes final costs for the environmental assessment for the waterfront property (including the former Duffy's Tavern property). In addition, funding is budgeted for a Seniors Master Plan, Heritage District Study and Transportation Feasibility Study. These efforts will position the Town for **economic development** and growth, in addition to providing supports to current ratepayers of the Town.

In regards to **investment in infrastructure** and **fiscal sustainability**, the Budget includes measures for reserve planning and funding for capital investment.

To the extent possible, the Budget is based on a "pay as you go" model and enhancing contributions to reserves, in order to **reduce the Town's dependence on long-term debt**. That said the Budget includes a debt funding assumption for the Edgewater

force-main project (wastewater), which will require debt to be issued on completion of that project, in 2019 or 2020. Debt issuance of just over \$3.3 million is anticipated in 2019 for infrastructure projects approved in previous budgets. Debt service payments for these issuances will impact operating budgets in the Public Works and Wastewater budget centres starting after 2019; therefore allowances to repay that debt have not been included in this Budget.

While some progress has been made in the 2019 plan to augment reserve and reserve funds, Administration will be undertaking a detailed review of reserve and reserve fund structure and policy in 2019. Administration expects to bring related recommendations to Council prior to 2020 Budget development.

The Town's **Asset Management Plan (AMP)** recommends annual increases to taxation and user rates to provide for future renewal of the Town's ageing infrastructure. The recommended annual increases are 1.5% on the municipal tax rate and 2% and 1.3% on the water and wastewater rates respectively. The Budget includes the recommended increases for asset management.

It is important to note that the AMP recommendations are only for future replacements and do not address the assets and infrastructure that have already been fully utilized and reached the end of their useful lives, or the **existing infrastructure deficit**. Additional levy and rate increases would be required to address the existing infrastructure deficit and, though this Budget does not include rate increases beyond the AMP recommendations, Administration will continue to monitor opportunities for further enhancements to AMP funding in future budgets.

Further, the Budget includes funding for a Facility Needs and Condition Assessment Study and a Libro Facility Master Plan. These initiatives will identify **investment in infrastructure demands** for existing facilities. Funding is also included for initiatives to enrich data under in the AMP, which is relied on for asset investment demands and priorities.

Over \$6 million in infrastructure investment toward road and bridge projects is recommended in the Public Works budget centre. In addition, some investments in parks, as recommended under the Parks Master Plan, are included in the Parks budget centre for consideration.

## 2019 Operating Budget

Adjustments have been included in the Budget to address pressures and challenges related to continuation of **current service levels** for Town operations. Particulars are outlined for each budget centre.

Some highlights are as follows:

- The **Clerk's Office** budget centre includes funding demands for four additional committees that Council is looking to establish for 2019.
- Administration has undertaken a review of the changes to the Municipal Act removing the one-third tax exemption for Council. A budgetary increase is included in the **Council and Committees** Budget centre to adjust Council's gross pay to achieve the same net pay as would have been achieved were the tax exemption still applicable.
- Human Resources budget centre includes allowances for collective bargaining in 2019 and staff development costs to support escalating demands under employment and health and safety legislation in Ontario.
- A number of adjustments impacting the Budget have been made to ensure that programs and expenditures are appropriately **classified as operating or capital**. As a result of these adjustments, there may appear to be a significant increase in the operating budget in some budget centres. The largest impact is seen in the Public Works budget centre; where various asset maintenance activities have been moved under the operating budget on the basis that they do not create assets nor enhance or extend the useful life of assets; rather they help ensure that the asset reaches its useful life.
- **Public works** budget centre includes costs for a supervisor position which was approved in year for 2018, which is partially offset by revenue for provision of drainage superintending services for Pelee Island.
- Administration has also introduced a **Drainage** budget centre to help provide greater transparency on the level of service and taxation funded portion of services provided under the Drainage Act.
- The Libro budget centre includes increases to **utilities** expense based on expected operations and estimated market rates.
- Various budget centres include requests related to optimizing customer service, asset data and risk management through implementation and enhancement of **technology**, including technology to support field mobile.
- The largest change in 2018 that is reflected in the Police budget centre, to reflect the **change in service delivery model** from direct service provision to a contract policing model. The Budget includes an allowance for transitional costs of up to \$930,000, which will be offset by savings under the police contract and transfers from reserves.

Funding for the Budget is derived from rates (tax, water, and wastewater), grants, user fees, reserves/funds and other miscellaneous sources.

The draft Budget was developed based on the best information available at the time and actual results may vary from the estimates used. Some specific areas of **risk** include: the economy (interest rates, construction index), market rates (utilities, fuel, etc.), Ontario and Canada grants, contractual obligations, and customer service demands (recreation, water, building, etc.).

The recommended Budget requires a **tax rate** increase of 2.65%. It is important to note that when the Town's levy demand is combined with the estimated increases and decreases of the County and School Board levy demands, the overall increase to ratepayers is expected to be 1.93% on the total property tax bill; which is within recent cost of living (CPI) increases.

The projected 1.93% increase would result in an additional \$78 in taxes for the average home valued at \$250,000 in the Town of Amherstburg, or \$0.21 per day.

The recommended **water user rate** increase for 2019 is 2.5%, and the recommended **wastewater user rate** increase for 2019 is 1.5%. The increases include the long term financial stability plan adjustments outlined in the Town's Asset Management Plan, as noted above.

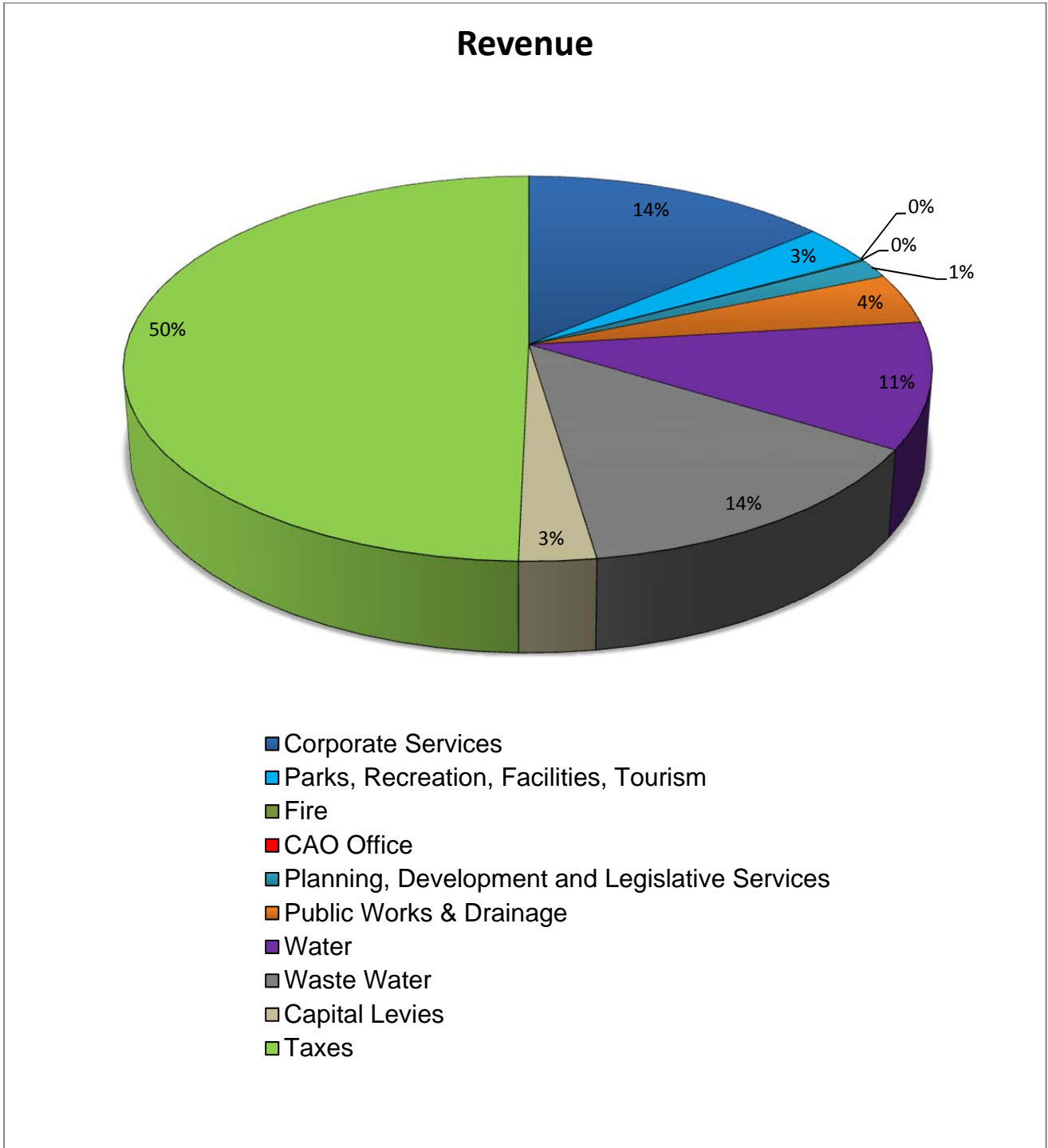
The 2.5% increase in the water user rate would result in an average annual billing increase by \$6, from \$467 to \$473. The 1.5% increase in the wastewater user rate would result in an average annual billing increase by \$12, from \$785 to \$797. These increases factor in both user rate and usage (flow) estimates. Based on the recommended user rate adjustments, the average consumer of both water and wastewater in the town would see a household effect of \$18 a year, or 5 cents a day.

The 2019 Operating Budget plan balances increasing demands for current and increased service levels against limited resources and funding options for the Town. This recommended rate increases are necessary to fund that plan and have been constrained within a level that is fiscally responsible to the ratepayers of the Town.

The Budget is also based on recommendations to continue the use of both the capital reserve levy and the capital replacement levy at a current rate of 2.75% each.

## 2019 Operational Revenues

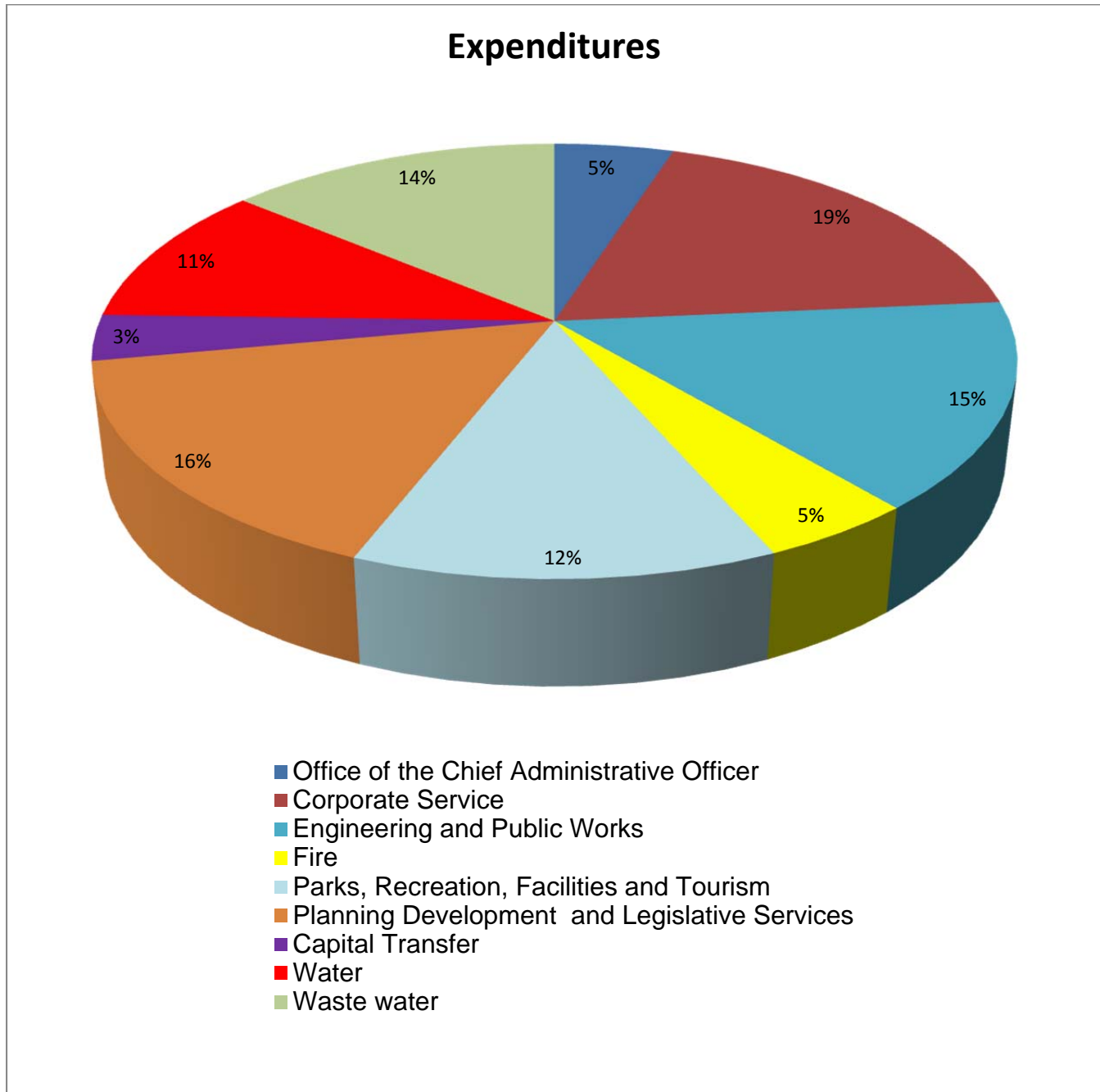
Following is a breakdown of the \$45,525,367 total operating revenue in the Budget for taxation, water rate and wastewater rate funded budget centres in 2019:





## 2019 Operational Expenses

Following is a breakdown of the \$45,525,367 total operating expenses in the Budget for taxation, water rate and wastewater rate funded budget centres in 2019:



Town of Amherstburg  
 Summary of Expenses  
 2019 Budget  
 Year ending December 31, 2019

|                     |                              |
|---------------------|------------------------------|
| <b>2018 Budget*</b> | <b>2019 Budget<br/>Draft</b> |
|---------------------|------------------------------|

**Department:**

**Budget Centre:**

**Office of the Chief Administrative Officer**

|                      |           |           |
|----------------------|-----------|-----------|
| CAO's Office         | 519,516   | 620,915   |
| Clerk's Office       | 1,334,691 | 1,315,536 |
| Council & Committees | 273,085   | 332,429   |

**Corporate Services**

|                        |           |           |
|------------------------|-----------|-----------|
| Financial Services     | 1,289,696 | 1,394,798 |
| Human Resources        | 788,748   | 892,730   |
| Information Technology | 892,494   | 1,002,288 |
| Non-departmental       | 4,077,282 | 5,160,700 |

**Engineering & Public Works**

|              |           |           |
|--------------|-----------|-----------|
| Drainage     | 21,343    | 1,352,115 |
| Public Works | 4,732,045 | 5,607,452 |

**Fire**

|           |           |
|-----------|-----------|
| 1,922,772 | 2,097,173 |
|-----------|-----------|

**Parks, Facilities, Recreation and Culture**

|                     |           |           |
|---------------------|-----------|-----------|
| Facilities          | 701,894   | 598,166   |
| Libro Centre        | 2,359,624 | 2,540,669 |
| Parks               | 1,077,908 | 1,249,848 |
| Recreation          | 667,061   | 735,820   |
| Tourism and Culture | 465,436   | 567,984   |

**Planning, Development & Legislative Services**

|                                   |           |           |
|-----------------------------------|-----------|-----------|
| Licensing and Enforcement         | 399,308   | 400,058   |
| Planning and Legislative Services | 689,601   | 929,371   |
| Building                          | 353,000   | 423,000   |
| Police Services                   | 5,899,365 | 5,582,568 |

**Economic and Community Development / Purchasing**

|           |            |            |
|-----------|------------|------------|
| Subtotals | 28,464,869 | 32,803,621 |
|-----------|------------|------------|

**TOTAL OPERATING EXPENSES**

|            |            |
|------------|------------|
| 28,464,868 | 32,803,621 |
|------------|------------|

**NET CAPITAL EXPENDITURES**

|           |         |
|-----------|---------|
| 1,720,000 | 300,000 |
|-----------|---------|

**CAPITAL RESERVE TRANSFERS**

|           |
|-----------|
| 1,251,200 |
|-----------|

|           |           |
|-----------|-----------|
| 1,720,000 | 1,551,200 |
|-----------|-----------|

**TOTAL TAX EXPENSES**

|            |            |
|------------|------------|
| 30,184,868 | 34,354,821 |
|------------|------------|

**TOTAL WATER EXPENSES**

|           |           |
|-----------|-----------|
| 4,699,000 | 4,833,033 |
|-----------|-----------|

**TOTAL WASTEWATER EXPENSES**

|           |           |
|-----------|-----------|
| 6,255,775 | 6,337,514 |
|-----------|-----------|

**TOTAL EXPENSES**

|                   |                   |
|-------------------|-------------------|
| <b>41,139,643</b> | <b>45,525,367</b> |
|-------------------|-------------------|

\* Note: The 2018 Budget has been reclassified within the budget centre format used for 2019 with no change to approved revenue or expenditures

**Town of Amherstburg**  
**Summary of Revenues**  
**2019 Budget**  
**Year ending December 31, 2019**

|  | 2018 Budget* | 2019 Budget |
|--|--------------|-------------|
|--|--------------|-------------|

**Department**

Budget Centre

**Office of the Chief Administrative Officer (CAO)**

|                |         |         |
|----------------|---------|---------|
| Clerk's Office | (7,000) | (9,000) |
|----------------|---------|---------|

**Corporate Services**

|                    |             |             |
|--------------------|-------------|-------------|
| Financial Services | (43,000)    | (43,000)    |
| Non-Departmental   | (5,232,393) | (6,259,200) |

**Engineering and Public Works**

|              |           |             |
|--------------|-----------|-------------|
| Drainage     | (36,860)  | (1,240,016) |
| Public Works | (534,869) | (691,700)   |

**Fire**

|          |          |
|----------|----------|
| (39,000) | (46,000) |
|----------|----------|

**Parks, Facilities, Recreation and Culture**

|                     |           |           |
|---------------------|-----------|-----------|
| Facilities          | (300,180) | (290,780) |
| Libro Centre        | (758,750) | (737,400) |
| Parks               | (7,000)   | (10,400)  |
| Recreation Services | (348,868) | (365,500) |
| Tourism and Culture | (42,000)  | (90,000)  |

**Planning, Development and Legislative Services**

|                                 |           |           |
|---------------------------------|-----------|-----------|
| Building                        | (353,000) | (423,000) |
| Licensing and Enforcement       | (72,800)  | (91,533)  |
| Planning & Legislative Services | (94,725)  | (114,725) |
| Police                          | (416,797) | (100,000) |

**Total Non-Taxation Revenues**

|             |              |
|-------------|--------------|
| (8,287,242) | (10,512,254) |
|-------------|--------------|

**Capital Special Levy**

|             |             |
|-------------|-------------|
| (1,154,064) | (1,243,000) |
|-------------|-------------|

**TAXES LEVIED**

|              |              |
|--------------|--------------|
| (20,743,562) | (22,599,567) |
|--------------|--------------|

**TOTAL TAX REVENUE**

|              |              |
|--------------|--------------|
| (30,184,868) | (34,354,821) |
|--------------|--------------|

**TOTAL WATER EXPENSES**

|             |             |
|-------------|-------------|
| (4,699,000) | (4,833,033) |
|-------------|-------------|

**TOTAL WASTEWATER EXPENSES**

|             |             |
|-------------|-------------|
| (6,255,775) | (6,337,513) |
|-------------|-------------|

**TOTAL TOWN EXPENSES**

|                     |                     |
|---------------------|---------------------|
| <u>(41,139,643)</u> | <u>(45,525,367)</u> |
|---------------------|---------------------|

\* Note: The 2018 Budget has been reclassified within the budget centre format used for 2019 with no change to approved revenue or expenditures

**TOWN OF AMHERSTBURG  
TAX RATE CALCULATION  
2019 Budget**

|  | Final 2018 Budget |              | 2019 Budget       |                                    | Increase                  |                        |
|--|-------------------|--------------|-------------------|------------------------------------|---------------------------|------------------------|
| <b>Total Collectable (through tax rates)</b>   | <b>20,743,562</b> |              | <b>22,599,567</b> |                                    |                           |                        |
| <b>Tax Rate Calculation Data:</b>  |                   |              |                   |                                    |                           |                        |
| Taxable Assessment as provided by MPAC   | 2,291,397,102     |              | 2,435,176,494     |                                    |                           |                        |
| Weighted Assessment<br>(calculated using tax ratios provided by the County of Essex)                       | 2,232,737,336     |              | 2,369,728,623     | 6.14% Growth                       |                           |                        |
| <b>Average Tax Rate Calculation</b>  | <b>0.0092906</b>  |              | <b>0.0095368</b>  |                                    | <b>2.65%</b>              |                        |
| Total Collectable (through tax rates)/<br>Weighted Assessment  |                   |              |                   |                                    | <b>Municipal Tax Rate</b> |                        |
| Total Municipal Taxes on a Single Family Residential Unit with<br>an assessed value of \$250,000           | 2,323             |              | 2,384             |                                    | 62                        |                        |
| <b>Capital Replacement Levy</b>  | <b>0.0002550</b>  | <b>2.75%</b> | <b>64</b>         | <b>0.000262</b>                    | <b>2.75%</b>              | <b>66</b>              |
| <b>Capital Reserve Levy</b>  | <b>0.0002550</b>  | <b>2.75%</b> | <b>64</b>         | <b>0.000262</b>                    | <b>2.75%</b>              | <b>66</b>              |
| <b>Total Municipal Levies on a Single Family Residential Unit<br/>with an assessed value of \$ 200,000</b> |                   |              | <b>128</b>        |                                    |                           | <b>131</b>             |
| <b>Municipal Tax Bill with Levies</b>  | <b>2,450</b>      |              |                   |                                    | <b>2,515</b>              | <b>65</b> <b>2.66%</b> |
| <b>Municipal Tax Rate &amp; Levies</b>   |                   |              |                   |                                    |                           |                        |
| County   | 0.0047646         |              | 0.0048346         | <b>Projected Increase of 1.47%</b> |                           |                        |
| Education  | 0.0017000         |              | 0.0016830         | <b>Projected Decrease of 1%</b>    |                           |                        |
| <b>County</b>  | <b>1,191</b>      |              | <b>1,209</b>      | <b>18</b>                          | <b>1.47%</b>              |                        |
| <b>Education</b>   | <b>425</b>        |              | <b>421</b>        | <b>(4)</b>                         | <b>-1.00%</b>             |                        |
| <b>Total Tax Bill including Levies</b>   | <b>4,066</b>      |              | <b>4,145</b>      |                                    | <b>78</b> <b>1.93%</b>    |                        |
| Funds Raised By Capital Replacement Levy   |                   |              |                   |                                    | <b>621,500.00</b>         |                        |
| Funds Raised By Capital Reserve Levy   |                   |              |                   |                                    | <b>621,500.00</b>         |                        |
|  |                   |              |                   |                                    | <b>1,243,000.00</b>       |                        |

**Notes:**

The levies being proposed as part of this budget would be shown as separate line items on tax bills.

Levies would not be blended in with the proposed tax rate.

The Capital Replacement Levy would be for the purpose of addressing the infrastructure funding gap that exists in our municipality. (This gap will be addressed in more detail when the capital budget is presented).

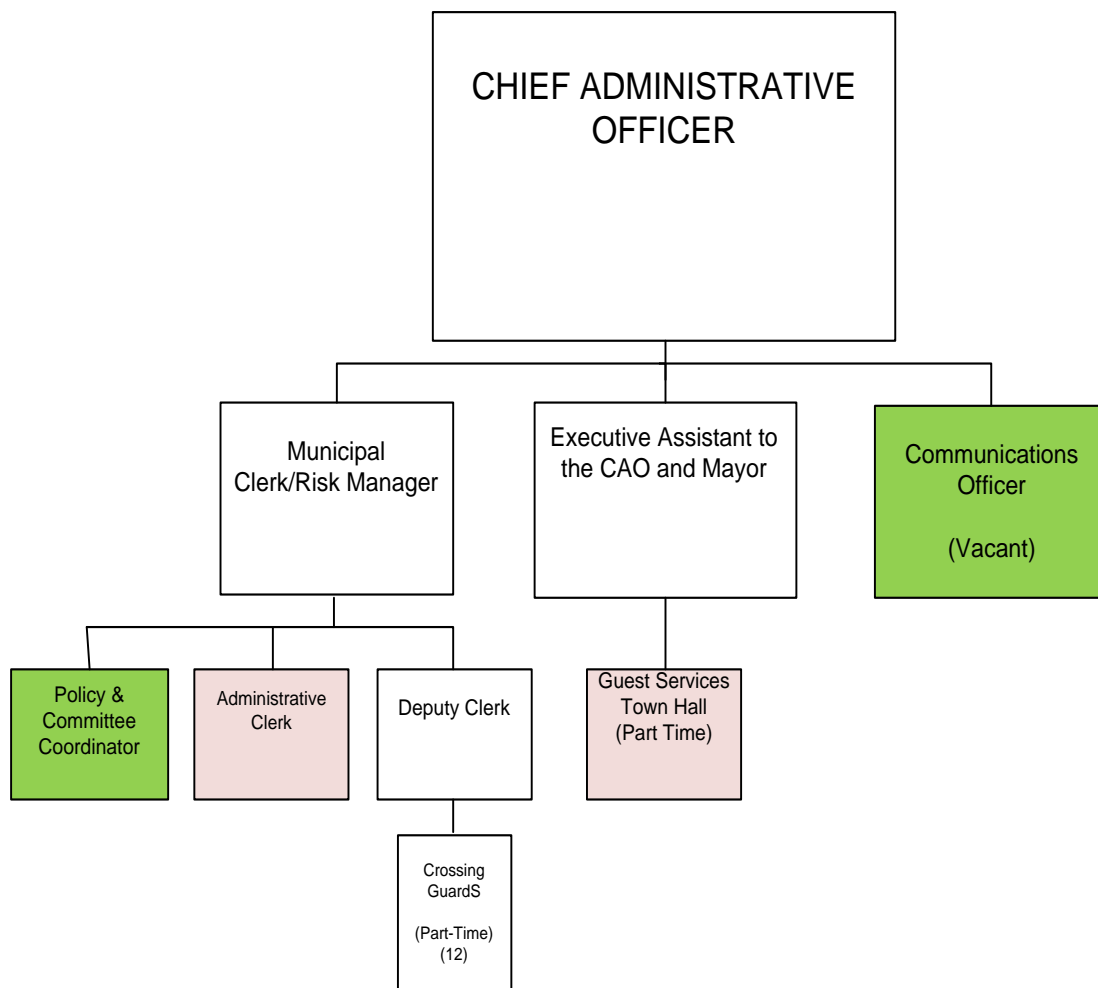
The Capital Reserve Levy would be to build cash reserves to help mitigate the Town's need for future long term debt.



## A. Department Overview

### Mission

The Mission of the CAO's Office is to provide open and transparent information to the residents of Amherstburg and outstanding customer service to both our residents and internal users.



\*Highlighted in green is staffing requests for 2019



## **Department Description**

### **The Office of The Chief Administrative Officer**

The Chief Administrative Officer (CAO) advises Council and directs staff in accordance with all applicable policies, rules, professional standards, regulation and legislation.

The day to day business of operating the Town is the responsibility of the CAO, providing strategic direction to the organization in alignment with Council priorities and the provisions of the Municipal Act.

### **Clerks Department**

The Clerk's Office is responsible for the delivery of the following services:

- Council services
- Boards and Committees
- Policy and By-law creation
- Corporate Records Management program
- Freedom of Information requests
- Accessibility for Ontarians with Disabilities Act compliance
- Civil Marriage Solemnization
- Insurance claims and Corporate Risk Management program
- Commissioner of Oaths
- Municipal Elections
- Crossing Guard program



**B. Budgeted Staffing Resources- The Office of The Chief Administrative Officer**

The following is a breakdown of the staffing resources in The Office of the Chief Administrative Officer:

**The Office of the Chief Administrative Officer**

| <b>Permeant FTE's</b> | <b>2018 Budget</b> | <b>2019 Proposed</b> |
|-----------------------|--------------------|----------------------|
| Full-Time FTE's       | 2.00               | 3.00                 |
| Part-Time FTE's       | 0.50               | 0.50                 |
| <b>Total FTE</b>      | <b>2.50</b>        | <b>3.50</b>          |
| <b>Net Change</b>     | <b>0.00</b>        | <b>+1.00</b>         |

**Staffing Complement Includes:**

| <b>Position Description</b>    | <b>Position Profile</b> | <b>Number of Staff</b> | <b>FTE</b> |
|--------------------------------|-------------------------|------------------------|------------|
| Chief Administrative Officer   | CAO                     | 1.00                   | 1.00       |
| Executive Assistant to the CAO | Management              | 1.00                   | 1.00       |
| Guest Services                 | Union                   | 1.00                   | 0.50       |

**Staffing Request for 2019**

1 Non-Union Communications Officer

**Clerks Department**

| <b>Permanent FTE's</b> | <b>2018 Budget</b> | <b>2019 Proposed</b> |
|------------------------|--------------------|----------------------|
| Full-Time FTE's        | 3.00               | 4.00                 |
| Part-Time FTE's        | 1.00               | 0.00                 |
| <b>Total FTE</b>       | <b>4.00</b>        | <b>4.00</b>          |
| <b>Net Change</b>      | <b>0.00</b>        | <b>0.00</b>          |

**Staffing Complement Includes:**

| <b>Position Description</b>     | <b>Position Profile</b> | <b>Number of Staff</b> | <b>FTE</b> |
|---------------------------------|-------------------------|------------------------|------------|
| Municipal Clerk/Risk Management | Management              | 1.00                   | 1.00       |
| Deputy Clerk                    | Non- Union              | 1.00                   | 1.00       |
| Record Retention Clerk          | Union                   | 1.00                   | 1.00       |

**Staffing Request for 2019**

Replace 2 Part-Time Contract Policy Coordinators with 1 Full-Time Non-Union Policy & Committee Coordinator

Town of Amherstburg

Department: Office of the Chief Administrative Officer

Budget Centre: Council & Committees

2019 Budget

Year ending December 31, 2019

|   |                                     | 2018 Budget*   | 2019 Budget    | Budget Increase/<br>(Decrease) 2018 to<br>2019 | Issue Paper Ref. No.               |
|---|-------------------------------------|----------------|----------------|--|------------------------------------|
| <b>Expenses:</b>                          |                                     |                |                |  |                                    |
| <b>Salaries and Wages:</b>                |                                     |                |                |  |                                    |
| <b>Total Salaries and Wages - Council</b> |                                     | <b>183,401</b> | <b>211,320</b> | <b>27,919</b>                                  | CNCL TAX EXEMPTION & CORP STAFFING |
| <b>Benefits:</b>                          |                                     |                |                |  |                                    |
| <b>Total Benefits - Council</b>           |                                     | <b>17,710</b>  | <b>29,859</b>  | <b>12,149</b>                                  | CNCL TAX EXEMPTION & CORP STAFFING |
| <b>General Expenses:</b>                  |                                     |                |                |  |                                    |
| 10-5-10010##-0340                         | Public Receptions                   | 6,000          | 8,000          | 2,000  | CNCL-1                             |
| 10-5-1001010-0301                         | Office Supplies                     | 500            | 500            | -  |                                    |
| 10-5-1001010-0345                         | Mobile Devices                      | 800            | 800            | -  |                                    |
| 10-5-1001010-0351                         | Training                            | 2,000          | 2,000          | -  |                                    |
| 10-5-10010##-0351                         | Conventions and Seminars            | 18,000         | 14,000         | (4,000)  | CNCL-1                             |
| 10-5-10010##-0352                         | Travel and Mileage                  | -              | 4,000          | 4,000  | CNCL-1                             |
| 10-5-10010##-0140                         | Communications                      | 10,500         | 10,500         | -  |                                    |
| <b>Total General Expenses - Council</b>   |                                     | <b>37,800</b>  | <b>45,800</b>  | <b>2,000</b>                                   |                                    |
| <b>Other Expenses:</b>                    |                                     |                |                |  |                                    |
| 10-5-10010##-0325                         | Legal Fees - Council                | 1,200          | 3,500          | 2,300  | CNCL-1                             |
| 10-5-1001010-0342                         | Meeting Expenses                    | 2,000          | 2,000          | -  |                                    |
| 10-5-1001010-0348                         | Donations                           | 2,000          | 2,000          | -  |                                    |
| <b>Total General Expenses - Council</b>   |                                     | <b>5,200</b>   | <b>7,500</b>   | <b>2,300</b>                                   |                                    |
| <b>Committees:</b>                        |                                     |                |                |  |                                    |
| 10-5-1002000-0150                         | Per Diems - Drainage                | 4,500          | 4,500          | -  |                                    |
| 10-5-1002000-0151                         | Per Diems - Committee of Adjustment | 3,875          | 3,875          | -  |                                    |
| 10-5-1002000-0152                         | Per Diems - Accessibility Advisory  | 1,500          | 2,700          | 1,200  | CNCL-1                             |
| 10-5-1002000-0360                         | Accessibility Committee - Expenses  | -              | 500            | 500  | CNCL-1                             |
| 10-5-1002000-0360                         | Committee Meetings - Sundries       | 1,000          | 1,500          | 500  | CNCL-1                             |
| 10-5-1002000-????                         | Drainage Committee Expenses         | 2,100          | 6,375          | 4,275  | CNCL-1                             |
| 10-5-1002000-0368                         | Heritage Committee - Expenses       | 10,000         | 10,000         | -  |                                    |
| 10-5-1002000-0562                         | Parks & Rec Advisory Committee- Exp | 4,500          | 4,500          | -  |                                    |
| 10-5-1002000-0563                         | Recreation and Culture Committee    | -              | -              | -  |                                    |
| 10-5-1002000-0564                         | Economic Dev Advisory Comm Expenses | 1,500          | 1,500          | -  |                                    |
| 10-5-1002000-????                         | Audit Advisory Committee - Expenses | -              | 500            | 500  | CNCL-1                             |
| 10-5-1002000-????                         | Seniors Advisory Committee Expenses | -              | 1,500          | 1,500  | CNCL-1                             |
| 10-5-1002000-????                         | Mayor's Youth Advisory - Expenses   | -              | 500            | 500  | CNCL-1                             |
| <b>Total Expenses - Committees</b>        |                                     | <b>28,975</b>  | <b>37,950</b>  | <b>8,975</b>                                   |                                    |
| <b>Net Operating Budget</b>               |                                     | <b>273,085</b> | <b>332,429</b> | <b>53,343</b>                                  |                                    |

| Capital Budget<br>Description | Funding |          |       |     |
|-------------------------------|---------|----------|-------|-----|
|                               | Cost    | Reserves | Other | Tax |
| <b>Total Capital Request</b>  | -       | -        | -     | -   |

**Total Requirement for Taxes for 2019**

**332,429**

\* Note: The 2018 Budget has been reclassified within the budget centre format used for 2019 with no change to approved revenue or expenditures





## 2019 Operating Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | CNCL-1                                     |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                             |
| <b>Budget Issue Classification:</b>           | Budget Enhancement                         |
| <b>Department:</b>                            | Office of the Chief Administrative Officer |
| <b>Budget Centre:</b>                         | Council & Committees                       |
| <b>Budget Impact:</b>                         | <b>\$13,275</b>                            |

|                            |                        |
|----------------------------|------------------------|
| <b>Budget Issue Title:</b> | Council and Committees |
|----------------------------|------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>  |
|---|
| <p><b>Public Receptions – Budget Increase \$2000</b><br/>The base budget of \$6,000 includes \$500 per member of Council, except for the Mayor who is allocated \$3,000. In 2018, Council approved an unlimited Public Receptions limit for the Mayor so as not to limit the Mayor’s representation of the Town. Based on the trend for 2018, an increase in the public receptions account of \$2000 is recommended to accommodate increased costs for the Mayor; which would bring the Mayor’s allotment to \$5,000 within a total expense to \$8,000.</p> |
| <p><b>Legal Fees – Council – Budget Increase \$2,300</b><br/>As approved by Council, the Council Travel and Compensation Policy provides \$500 for each member to use towards conflict of interest advice from their own legal counsel. This item has historically never been used however, in 2018, 2 council members sought legal counsel for conflict of interest advice The 2019 budget has been adjusted to allow \$500 for each member.</p>   |
| <p><b>Committee Honourarium – AAAC – Budget Increase \$1200</b><br/>With a new term of Council starting 2018-2022 it is anticipated that there will be 7 new members of this Committee accepting an honorarium of \$50/meeting. Although this was offered to all current members, some elected not to receive it and therefore not all budgeted funds have been used over the 2014-2018 term.</p>   |
| <p><b>Accessibility Committee – Budget Increase \$500</b><br/>With a new term of Council starting 2018-2022 it is anticipated that there will be 7 new members of this Committee in need of orientation and training as it pertains to their legislated duties.</p>   |
| <p><b>Audit Advisory Committee- Budget Increase \$500</b><br/>Council has asked to reintroduce the Audit Advisory Committee the estimated cost for the committee is \$500</p>   |
| <p><b>Mayor’s Youth Advisory- Budget Increase \$500</b><br/>Council has asked to introduce the Mayor’s Youth Advisory Committee the estimated cost for the committee is \$500.</p>  |
| <p><b>Seniors Advisory- Budget Increase \$1500</b><br/>Council has asked to introduce the Seniors Advisory Committee the estimated cost for the committee is \$1,500.</p>   |

**Committee Meeting-Sundries- Budget Increase \$500**

Due to the increases in Committees administration feels an increase in sundries.

**Travel and Mileage and Convention and Seminars- Nil**

In 2018 travel and mileage was grouped with professional development cost, in many budget centers this is been reestablished. There is a restatement of \$4,000 between expense lines for presentation purposes.

**Drainage Committee- Budget Increase \$4,275**

The Drainage Committee has requested funds for training on drainage matters in 2019 the request submitted was for \$4,275

**Budget Impact**

| <b>Account Name</b>                 | <b>Account Number</b> | <b>Budget Change</b> |
|-------------------------------------|-----------------------|----------------------|
| Public Receptions – Mayor           | 10-5-1001010-0340     | \$2000               |
| Legal Fees - Council                | 10-5-1001010-0325     | \$2300               |
| Committee Honourarium - AAAC        | 10-5-1002000-0152     | \$1200               |
| Accessibility Committee             | 10-5-1002000-0360     | \$500                |
| Committee Meetings - Sundries       | 10-5-1002000-0360     | \$500                |
| Convention and Seminars             | 10-5-1001010-0351     | \$(4,000)            |
| Travel and Mileage                  | 10-5-1001010-0352     | \$4,000              |
| Audit Advisory Committee - Expenses | NEW                   | \$500                |
| Seniors Advisory Committee Expenses | NEW                   | \$1,500              |
| Mayor's Youth Advisory – Expenses   | NEW                   | \$500                |
| Drainage Committee Expenses         | NEW                   | \$4,275              |
| <b>Total Budget Impact:</b>         |                       | <b>\$13,275</b>      |



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF THE CAO

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

|  |                                   |
|--|-----------------------------------|
| Author's Name: Justin Rousseau   | Report Date: January 8, 2019      |
| Author's Phone: 519 736-0012 ext. 2259   | Date to Council: January 21, 2019 |
| Author's E-mail:<br><a href="mailto:jrousseau@amherstburg.ca">jrousseau@amherstburg.ca</a> | Resolution #: N/A                 |

**To: Mayor and Members of Town Council**

**Subject: Council Compensation Review for the Elimination of the 1/3 Tax Exemption**

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#### 1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Treasurer dated January 8, 2019 regarding Council Compensation Review for the Elimination of the 1/3 Tax Exemption **BE RECEIVED**; and,
2. The wage adjustments proposed throughout the 2019 Operating Budget **BE CONSIDERED** as part of the overall 2019 Operating Budget.

#### 2. **BACKGROUND:**

##### One-third tax exemption – Legislative Requirements and Direction of Council

Section 255 of the former Municipal Act, R.S.O. 1990 provided that one-third of the salary paid to an elected member of council was deemed to be for expenses incurred in the discharge of the member's duties. As such, that portion of the member's salary was not subject to Income Tax.

In 2001, the Municipal Act (the "Act") was amended regarding the provision of the one-third tax-free portion of Council remuneration. Subsection 283(4) of the Act was

amended to provide that no part of the remuneration paid to a member of a council or local board is deemed to be for expenses incident to his or her duties as a member. Furthermore, a municipality or local board shall not provide that any part of the remuneration is for such deemed expenses; however, subsection 283(7) of the Act permitted the former practice to continue if at least once each term, Council reviewed the by-law at a public meeting and resolved to continue it, which was the case for the Town of Amherstburg.

One-third of the remuneration paid to Members of Council was deemed as expenses incident to the discharge of their duties as members of the Council and was tax-free. Council last considered this matter at a public meeting on December 15, 2014 and approved the continuation of these provisions for the 2014-2018 term of Council and passed By-law 2014-111.

### Federal Budget

As part of its 2017 Budget, the federal government introduced measures to eliminate tax exemptions for non-accountable expense allowances paid to elected officials effective January 1, 2019. Those changes were enacted by legislation (Bill C44 - An Act to implement certain provisions of the budget tabled in Parliament on March 22, 2017 and other measures) that received Royal Assent on June 22, 2017.

Given the impact of this decision on municipalities, both the Association of Municipalities of Ontario (AMO) and the Federation of Canadian Municipalities (FCM) became involved through the collection of data, surveys to municipalities and lobbying efforts.

On December 1, 2017 AMO issued the following information to municipalities regarding the one-third tax free exemption for Municipal Elected Officials:

#### **Issue:**

Federal government in its Budget 2017 (March) contained a legislative change to eliminate this tax exemption for elected officials effective starting in 2019. It was positioned against a point that “many Canadians receive benefits – such as daily food allowance or transit fare – which are counted as taxable income.” The Budget Plan went on to say that the “tax exemption for non-accountable expense allowances paid to members of provincial and territorial legislative assemblies and to certain municipal office holders... provides an advantage that other Canadians do not enjoy.”

#### **Background:**

Municipal elected officials across the country have been able to choose to use a 1/3 tax exemption in lieu of claiming expenses related to their duties. Over the years, some councils have given up the exemption.

AMO undertook a survey, sent to municipal treasurers to get a sense of the impact that adjusting municipal budgets to maintain a gross or net amount would look like. Results

of the AMO membership survey on the expected financial impacts of the federal government change. Here are several examples:

- The cost increase for a central Ontario municipality with a council of nine and a population of 30,000 will be at least \$28,000.
- The cost increase for an eastern Ontario county council of seventeen and a population of 77,000 will be at least \$74,000.
- The cost increase for a southwestern Ontario municipality with a council of seven and a population of 24,000 will be at least \$14,000.
- From the federal government perspective, the fiscal impact of these examples might seem small. However, for almost half of Ontario’s municipal governments, a one per cent property tax increase raises only \$50,000. The fiscal impact of survey respondents (144 municipal governments) is about \$1.4 million. This is revenue that won’t be supporting municipal services and capital investments. The amount will be even greater if there were more survey respondents.

In 2017, Marianne Love, ML Consulting conducted an overall review of the total compensation package for the Mayor, Deputy Mayor and Councillors; however it did not include consideration of the elimination of the one-third tax exemption. The results of the review indicated that the 2017 base pay for Council was below market average and adjustments were made to the 2018 operating budget to adjust Council’s remuneration to the 65<sup>th</sup> percentile of the comparator groups and was approved by Council during budget deliberations.

Council’s remuneration was adjusted as follows:

| <b><u>2017</u></b> |          | <b><u>2018</u></b> |          |                  |
|--------------------|----------|--------------------|----------|------------------|
| Mayor              | \$26,872 | Mayor              | \$38,685 | <b>+\$11,809</b> |
| Deputy Mayor       | \$18,413 | Deputy Mayor       | \$25,011 | <b>+\$6,598</b>  |
| Councillor         | \$15,936 | Councillor         | \$20,441 | <b>+\$4,505</b>  |

### **3. DISCUSSION:**

The one-third tax emption was introduced to help elected officials offset the personal cost of holding office. This included provisions for general expenses, mileage and travel allowances.

It should be noted that there are allowances provided to Council to cover these costs in the Council and Committees Budget Centre as per the Council Compensation and Travel Policy. These provisions have been provided to Council since at least 2006 and include:

| Allowance                            | Budget         |                |
|--------------------------------------|----------------|----------------|
|                                      | Mayor          | Council        |
| Per Diem                             | \$2,500        | \$2,500        |
| OMERS Contribution                   | \$3,300        | \$1,800        |
| Discretionary Fund                   | \$1,500        | \$1,500        |
| Legal Fees                           | \$500          | \$500          |
| Conferences and Conventions & Travel | \$3,000        | \$2,500        |
| Social/Networking Events             | \$500          | \$500          |
| <b>TOTAL</b>                         | <b>\$8,000</b> | <b>\$7,500</b> |

Administration has reviewed the above and provides the following options that may address the elimination of the 1/3 tax exemption:

### **Option 1 - Offset the Loss of the One-Third Tax Exemption**

If Council wishes to maintain the same annual net pay, the overall gross pay would need to be increased.

The gross pay for Councillors would have to increase by \$2,745 each and the gross pay for the Head of Council and the Deputy would have to increase by \$5,985 and \$4,325 respectively. The increase in the gross pay would also result in an increase of the Town's contributions towards benefits such as OMERS and CPP.

The full cost of offsetting the loss of the one-third tax exemption in order for Council to maintain their current net pay would be \$37, 000.

### **Option 2 - Full Taxable Gross Pay**

With the loss of the one-third exemption there will be increases in taxable and pensionable earnings for Members of Council resulting in additional income tax, CPP and OMERS contributions. This will amount to \$9,100 for 2019. In addition the Town would not receive the \$5,500 harmonized sales tax (HST) rebate on the non-taxable portion of the Council's remuneration.

The cost to the municipality from losing the one-third tax exemption would be at least \$9,100.

If no other changes are made, the net pay for Council would be reduced. Under this option, the yearly net pay from each Councillor would decrease by \$1,750 and the net pay of the Head of Council and deputy would decrease by \$3,970, and \$2,785 respectively due to Council paying additional income taxes.

#### **4. RISK ANALYSIS:**

There is a degree of political risk should council decided to increase gross pay under Option 1. The community may be critical of Councils decision to increase the allocation of salaries in the 2019 budget.

#### **5. FINANCIAL MATTERS:**

The financial analysis of the alternatives for all Elected Officials honorariums has been made under the following assumptions:

- 1) Only the honorariums have been reviewed for Mayor, Deputy Mayor and Councillor at this time (Committee per diems have not been reviewed);
- 2) Federal and provincial basic personal exemptions are applied;
- 3) Participation in OMERS;
- 4) Combined federal and provincial personal income tax rate of for 2018 used
- 5) Other employment income is not accounted considered.

#### **Option 1**

There are a number of factors that need to be considered to maintain the same net pay/honorarium. As a result of an honorarium increase, there are additional employee deductions including personal income tax, CPP, and OMERS contributions. Therefore, the calculation is not just exclusively adjusting for the change in taxable income.

Adjusting for just the elimination of the one-third income tax exemption, will still result in a reduced net pay as deductions are calculated on gross pay. The impact to Elected Officials' net pay will be 0% under the assumptions. This change in legislation will however increase the expense to the Municipality by approximately \$37,000. It should be noted that 9,100 off this cost will be needed as source deduction cost are also affected by the change in and \$27,900 would be the increase to gross up the salaries.

An increase of \$37,000 has been provided for in the Council Budget Centre.

#### **Option 2**

As a result of the elimination of the one – third tax exemption, this alternative will have an impact to the Municipality of approximately \$5,500 should council use its full budget- due to the loss of the HST rebate calculated on the permitted personal non-taxable expenses. (this impact has not been provided for in 2019 as it depends on actual expenditures of Council)

There would be additional expense and tax reporting requirements on individual council members and additional tax filing forms required by the Municipality.

The most significant impacts, by individual position for the term of Council, are that this change in legislation will decrease individual Elected Officials net pay by 12%-15%.

**6. CONSULTATIONS:**

Manager of Human Resources & the Clerk were consulted on this report.

**7. CONCLUSION:**

Administration has made provision for Option 1 in the 2019 Budget at a cost of \$37,000, of which 9,100 is applicable due to increases in source deductions increasing due from the loss of the exemption, and 27,900 would be needed to increase council gross pay so that the net pay remains unchanged. It is within Councils purview to adopt either option.



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Justin Rousseau  
**Treasurer**



Town of Amherstburg  
 Department:  
 Budget Centre:  
 2019 Budget  
 Year ending December 31, 2019

Office of the Chief Administrative Officer  
 CAO's Office

|                                    |                                | 2018 Budget*   | 2019 Budget      | Budget Impact<br>Increase/<br>(Decrease) 2018<br>to 2019 | Issue Paper Ref. No.         |
|------------------------------------|--------------------------------|----------------|------------------|--|------------------------------|
| <b>Expenses:</b>                   |                                |                |                  |  |                              |
| <b>Salaries and Wages:</b>         |                                |                |                  |  |                              |
| 10-5-1001023-0101                  | Salaries - Full Time           | 279,950        | 363,907          | 83,957   | CAO-STAFFING & CORP STAFFING |
| 10-5-1001023-0112                  | Salaries - Part Time/Temporary | 33,041         | 33,422           | 381  | CAO-STAFFING & CORP STAFFING |
| <b>Total Salaries and Wages</b>    |                                | <b>312,991</b> | <b>397,329</b>   | <b>84,338</b>  |                              |
| <b>Benefits:</b>                   |                                |                |                  |  |                              |
| <b>Total Benefits</b>              |                                | <b>84,925</b>  | <b>114,186</b>   | <b>29,261</b>  | CAO-STAFFING & CORP STAFFING |
| <b>General Expenses:</b>           |                                |                |                  |  |                              |
| 10-5-1001023-0251                  | Subscriptions and Publications | 800            | 800              | -  |                              |
| 10-5-1001023-0301                  | Office Supplies                | 4,000          | 2,000            | (2,000)  | CAO-1                        |
| 10-5-1001023-0327                  | Professional Fees              | 95,000         | 230,000          | 135,000  | CAO-2                        |
| 10-5-1001023-0342                  | Meeting Expenses               | 4,800          | 4,800            | -  |                              |
| 10-5-1001023-0345                  | Mobile Devices                 | 3,000          | 4,800            | 1,800  | CAO-STAFFING & CAO-1         |
| 10-5-1001023-0350                  | Memberships                    | 8,000          | 8,000            | -  |                              |
| 10-5-1001023-0351                  | Training and Prof. Developmt   | 6,000          | 8,500            | 2,500  | CAO-STAFFING                 |
| 10-5-1001023-0352                  | Travel and Mileage             |                | 500              | 500  | CAO-1                        |
| <b>Total General Expenses</b>      |                                | <b>121,600</b> | <b>259,400</b>   | <b>137,800</b>   |                              |
| <b>Total Expenses</b>              |                                | <b>519,516</b> | <b>770,915</b>   | <b>251,399</b>   |                              |
| <b>Transfer to (from) Reserves</b> |                                |                |                  |  |                              |
| 10-4-1001023-3000                  | Working Capital Reserve        |                | (150,000)        | (150,000)  |                              |
| 10-4-1001023-3000                  | Professional Fees              |                |                  | -  |                              |
| 10-4-1001023-3015                  | Parkland                       |                |                  | -  |                              |
| 10-5-1001023-2002                  | Professional Fees              | -              |                  | -  |                              |
| <b>Total Reserve Transfers</b>     |                                | <b>-</b>       | <b>(150,000)</b> | <b>(150,000)</b>   | CAO-2                        |
| <b>Net Operating Budget</b>        |                                | <b>519,516</b> | <b>620,915</b>   | <b>101,399</b>   |                              |

| Capital Budget<br>Description                        | Cost           | Reserves | Other          | Funding |               |
|--|----------------|----------|----------------|---------|---------------|
|  |                |          |                |         | Tax           |
| CAO-1 Facility - 320 Richmond Leasehold Improvements | 666,600        |          | 666,600        |         | -             |
| CAO-2 Facility - Completion - Waterfront Property EA | 30,000         |          |                |         | 30,000        |
| <b>Total Capital Request</b>                         | <b>696,600</b> | <b>-</b> | <b>666,600</b> |         | <b>30,000</b> |

**Total Requirement for Taxes for 2019** 650,915

\* Note: The 2018 Budget has been reclassified within the budget centre format used for 2019 with no change to approved revenue or expenditures



## 2019 Operating Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | CAO-STAFFING                               |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                             |
| <b>Budget Issue Classification:</b>           | Budget Enhancement                         |
| <b>Department:</b>                            | Office of the Chief Administrative Officer |
| <b>Budget Centre:</b>                         | CAO's Office                               |
| <b>Budget Impact:</b>                         | \$105,124                                  |

|                            |                        |
|----------------------------|------------------------|
| <b>Budget Issue Title:</b> | Communications Officer |
|----------------------------|------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail                                 |
|---|
| <p>Please refer to the Council Report attached.</p> |

| Budget Impact                         |                   |                  |
|---------------------------------------|-------------------|------------------|
| Account Name                          | Account Number    | Budget Change    |
| Salaries-Fulltime                     | 10-5-1001023-0101 | \$77,459         |
| Benefits                              |                   | \$26,365         |
| Cell Phones                           | 10-5-1001023-0345 | \$800            |
| Training and Professional Development | 10-5-1001023-0352 | \$500            |
| <b>Total Budget Impact:</b>           |                   | <b>\$105,124</b> |



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF THE CAO

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

|   |                                   |
|---|-----------------------------------|
| Author's Name: Giovanni (John) Miceli   | Report Date: January 16, 2019     |
| Author's Phone: 519 736-0012 ext. 2228  | Date to Council: January 21, 2019 |
| Author's E-mail: <a href="mailto:jmiceli@amherstburg.ca">jmiceli@amherstburg.ca</a> | Resolution #: N/A                 |

**To: Mayor and Members of Town Council**

**Subject: Communications Officer**

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#### 1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Chief Administrative Officer dated January 16, 2019 regarding Communications Officer **BE RECEIVED**; and,
2. The Communications Officer position proposed in the 2019 CAO's Budget **BE CONSIDERED** as part of the overall 2019 Operating Budget.

#### 2. **BACKGROUND:**

Over this past term of Council the Town of Amherstburg continues to build momentum as one of the more progressive municipalities in the region. As a result of this movement it is important for the Town to continue to display itself in a positive light. To that end, it is crucial to have consistent delivery of messaging related to the Town. To date, the Town has accomplished this through the Mayor and CAO. However, as important issues arise, continuous, factual and transparent updates and communications will help to mitigate the damage brought on by misinformation and rumour. It is critical that the messaging remains consistent with a positive focus on the Town going forward.

### 3. DISCUSSION:

The Town has been recognized as a premier destination by the Communities in Bloom and the Canada 150 events which have brought Amherstburg into the spotlight on a National level.

As the Town continues to move forward with significant changes, i.e. the waterfront development, Bellevue, the Parks Master Plan, the Community Improvement Plan, Aging Master Plan, Urban Design Guidelines etc., the messaging will be vitally important to the Town's continued success. Keeping the public and various stakeholders informed and presenting a consistent and concise message is key. Amherstburg is one of the last local municipalities without a communications individual tasked with the roles mentioned within this report. The increasing number of new initiatives requires focused attention to a communications strategy and messaging.

The role of the communications officer is to ensure the Town's communication with different target audiences, including taxpayers, journalists, investors, suppliers, social media and the community as a whole are focused on Town desired messaging. The individual will advise staff and where required, the political body on communication tasks, and use written and verbal skills to create a wide range of service and corporate communication material. By communicating effectively with the target audience, this position will continue to help build a positive reputation for the Town.

The individual will prepare news releases, consistent in form and function, when the Town launches new initiatives or improves existing services. They will also develop appropriate messaging when the Town makes decisions to reduce or eliminate services. The individual will be responsible to issue a release if the Town wins a significant award such as the Communities in Bloom and will assist the Town departments in the promotion of Town events and programming. The position will write news releases about Town changes, such as the appointment of staff, the latest financial results of the Town, major capital investments made in the Town or by the Town. The position will arrange for news conferences to make important announcements and deal with inquiries from the media.

The position will write marketing communications material for the Town. The individual will work with departments to plan the content of Town brochures, leaflets, annual reports for ratepayers and potential investors and newsletters. The individual will take ownership and write content for the municipal website pages and scripts for presentations and videos where required. The individual will be the gatekeeper to the "*Talk the Burg*" community engagement. The position will gather information and work closely with staff.

Core duties of the position will include:

**News media relations** - preparation of media releases, advisories and communication plans, liaison with journalists, monitoring media coverage

**Website and social media management** - facilitating civic engagement through the timely exchange of information on the municipality's website and social media sites

**Corporate marketing liaison** - marketing promotion of municipal facilities, programs and services, providing marketing support to Council, municipal departments and committees

**Corporate brand and identity** - brand protection and adherence to logo and graphics standards

**Internal communications** - development of internal communication to increase collaboration and employee engagement and to foster an open communication culture

**Emergency preparedness** - assisting the Emergency Operations Centre, in the event of an emergency, by assuming the role of Emergency Information Officer

The responsibilities above are the first step toward executing the actions outlined in **Pillar #1 of the Community Based Strategic Plan - Marketing & Promotion.**

The objective outlined in this identified strategy is to promote the Town as a destination for all demographics including young families and retirees through the following actions:

- Develop a strong online and social media presence to better inform residents and visitors of life in Amherstburg;
- Develop a marketing plan that supports the Town's efforts to attract future residents, investment and business and grow our profile beyond Essex County;
- Effectively leverage the tourism marketing reach and product development efforts of the Southwest Ontario Tourism Corporation (SWOTC);
- Identify partnership opportunities with local businesses and cultural institutions in the marketing and promotion of the Town; and,
- Promote local success stories that demonstrate the opportunity and potential of living and investing in Amherstburg.

There are neighbouring Municipalities that employ dedicated resources for these duties such as: LaSalle, Lakeshore, Essex, and Leamington.

#### **4. RISK ANALYSIS:**

The role of this position will be critical in managing the communications risk for the Town going forward. A failure to implement communications strategies, most notably in today's social media and media climate may result in long lasting effects and could potentially have a detrimental effect on the Town brought on by misinformation and rumour. Not managing the message increases the level of political risk for Council as individual members and to the Town presenting a financial and resource risk. A pertinent example for members of Council to consider is the 2013/14 financial situation of the Town. At the time, the Town did not have such a position to manage the messaging and as a result the Town experienced significant negative messaging and damaged the reputation of the Town. It could be suggested that if the Town would have appropriately conveyed the messaging at that time, a significant amount of the negative messaging that occurred could have been mitigated. The present Council and Administration are still dealing with the effects of such a mismanaged ordeal.

5. **FINANCIAL MATTERS:**

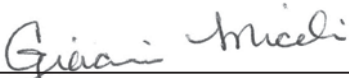
The budget included in the 2019 Operating budget for this position inclusive of benefits and required equipment is \$105,124. The position has been funded within the proposed budget.

6. **CONSULTATIONS:**

N/A

7. **CONCLUSION:**

The Town is poised to make significant strides on various initiatives and it is imperative that the messaging and information going forward is delivered and presented in a manner that instills confidence in the various stakeholders going forward. Consistent and positive messaging fosters a positive image for the Town, making the Town more attractive to visitors, investors, residents and potential residents alike.

  
\_\_\_\_\_  
Giovanni (John) Miceli  
**Chief Administrative Officer**

**GJM**



## 2019 Operating Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | CAO-1                                      |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                             |
| <b>Budget Issue Classification:</b>           | Budget Pressure                            |
| <b>Department:</b>                            | Office of the Chief Administrative Officer |
| <b>Budget Centre:</b>                         | CAO's Office                               |
| <b>Budget Impact:</b>                         | \$500                                      |

|                            |                       |
|----------------------------|-----------------------|
| <b>Budget Issue Title:</b> | Line by Line Expenses |
|----------------------------|-----------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

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|--|
| <p><b>Budget Issue Detail</b></p> <p><b>Office Supplies</b><br/>         2018, was the first year that office supplies were allocated directly to the departments. In 2018, the CAO's office spent more than \$2,000; however the projected breakdown is estimated at \$2,000 for 2019. This reduces the Office Supply budget from \$4,000 to \$2,000.</p> <p><b>Cell Phones</b><br/>         The 2018 was the first year that cell phones were allocated directly to the departments in 2018 the CAO's office spent more than the allocated amount as cell phones estimates were off by \$1,000</p> <p><b>Travel and Mileage</b><br/>         In 2018 travel and mileage was grouped with professional development cost, in many budget centers this is been reestablished. Estimates are \$500</p> |
|--|

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Office Supplies             | 10-5-1001023-0301     | (\$2,000)            |
| Cell Phones                 | 10-5-1001023-0345     | \$1,000              |
| Travel and Mileage          | 10-5-1001023-0352     | \$500                |
| <b>Total Budget Impact:</b> |                       | <b>\$500</b>         |



## 2019 Operating Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | CAO-2                                      |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                             |
| <b>Budget Issue Classification:</b>           | Budget Pressure                            |
| <b>Department:</b>                            | Office of the Chief Administrative Officer |
| <b>Budget Centre:</b>                         | CAO's Office                               |
| <b>Budget Impact:</b>                         | (\$15,000)                                 |

|                            |                             |
|----------------------------|-----------------------------|
| <b>Budget Issue Title:</b> | Professional Fees - Studies |
|----------------------------|-----------------------------|

|                                       |          |
|---------------------------------------|----------|
| <b>Budget Request Classification:</b> | One-Time |
|---------------------------------------|----------|

|   |
|---|
| <p><b>Budget Issue Detail</b></p> <p><b>Professional Fees -</b></p> <p>Facility Needs and Condition Assessment study – Budget increase \$0<br/>         The 2019 Budget includes an expense of \$150,000 for this study and a transfer from reserves of (\$150,000) to fully fund the study. This study would provide Council and Administration with the necessary information to support planning for facility investments through capital repairs and replacements. The information gathered under this study is not currently available to the Town; the absence of information prohibits improvement in financial sustainability and strategic planning priorities, as well as asset management obligations.</p> <p>Libro Centre Master Plan – Budget increase \$15,000<br/>         Funding is recommended for completion of a Master Plan for the Libro property. The study would provide information and recommendations on the highest and best use of the property based on service level demands in the community.</p> <p>Professional Fees Allowance – <b>Base</b> Budget reduction (\$30,000)<br/>         This allowance is used to fund professional fees related to initiatives that arise in the normal course of operating the municipality. Based on review of anticipated spending a reduction to the base budget is recommended.</p> |
|---|

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Professional Fees           | 10-5-1001023-0327     | \$135,000            |
| Transfer from Reserves      |                       | (\$150,000)          |
| <b>Total Budget Impact:</b> |                       | <b>(\$15,000)</b>    |



Town of Amherstburg

Department: Office of the Chief Administrative Officer

Budget Centre: Clerk's Services

2019 Budget

Year ending December 31, 2019

|  |                                   | 2018 Budget*     | 2019 Budget      | Budget Impact<br>Increase/<br>(Decrease) 2018<br>to 2019 | Issue Paper Ref. No.          |
|--|-----------------------------------|------------------|------------------|--|-------------------------------|
| <b>Revenue:</b>  |                                   |                  |                  |  |                               |
|  | Fee Revenue                       | (7,000)          | (9,000)          | (2,000)  | CLRK-2                        |
| <b>Total Revenue</b>   |                                   | <b>(7,000)</b>   | <b>(9,000)</b>   | <b>(2,000)</b>   | CLRK-2                        |
| <b>Expenses:</b>   |                                   |                  |                  |  |                               |
| <b>Salaries and Wages - Clerk:</b>                             |                                   |                  |                  |  |                               |
| 10-5-1001022-0101  | Salaries - Full Time              | 224,514          | 303,050          | 78,536   | CLRK-STAFFING & CORP STAFFING |
| 10-5-1001022-0102  | Salaries - Overtime               | 5,000            | 2,500            | (2,500)  | CLRK-2                        |
| 10-5-1001022-0107  | Salaries - Part Time/Temporary    | 34,653           | -                | (34,653)   | CLRK-STAFFING & CORP STAFFING |
| <b>Total Salaries and Wages - Clerk</b>                        |                                   | <b>264,167</b>   | <b>305,550</b>   | <b>41,383</b>  |                               |
| <b>Benefits:</b>   |                                   |                  |                  |  |                               |
| <b>Total Benefits - Clerk</b>                                  |                                   | <b>82,662</b>    | <b>103,897</b>   | <b>21,235</b>  | CLRK-STAFFING & CORP STAFFING |
| <b>General Expenses:</b>                                       |                                   |                  |                  |  |                               |
| 10-5-1001022-0251  | Subscriptions & Publications      | 500              | 500              | -  |                               |
|  | Office Supplies                   | 13,500           | 7,500            | (6,000)  | CLRK-2                        |
| 10-5-1001022-0327  | Professional Fees                 | 20,000           | 40,500           | 20,500   | CLRK-1 & CLRK-4               |
| 10-5-1001022-0342  | Meeting Expenses                  | -                | -                | -  |                               |
| 10-5-1001022-0345  | Mobile Devices                    | 1,500            | 2,000            | 500  | CLRK-2                        |
| 10-5-1001022-0350  | Memberships                       | 750              | 2,000            | 1,250  | CLRK-2 & CLRK-STAFFING        |
| 10-5-1001022-0351  | Training and Prof. Developmt      | 14,000           | 11,000           | (3,000)  | CLRK-2 & CLRK-STAFFING        |
| 10-5-1001022-0352  | Travel and Mileage                | -                | -                | -  |                               |
| 10-5-1001022-0402  | Vehicle and Equipment Maintenance | 1,500            | 1,500            | -  |                               |
| 10-5-1001022-####  | Insurance Expense                 | 710,000          | 695,000          | (15,000)   | CLRK-3                        |
| <b>Total General Expenses - Clerk</b>                          |                                   | <b>761,750</b>   | <b>760,000</b>   | <b>(1,750)</b>   |                               |
| <b>Election:</b>   |                                   |                  |                  |  |                               |
| 10-5-1001015-0312  | Election Expenses                 | -                | 1,400            | 1,400  | CLRK-6                        |
| <b>Elections Salaries and Benefits</b>                         |                                   |                  |                  |  |                               |
| <b>Total Salaries and Wages - Election</b>                     |                                   | <b>-</b>         | <b>-</b>         | <b>-</b>   |                               |
| <b>Crossing Guards:</b>  |                                   |                  |                  |  |                               |
| 10-5-3250000-0116  | Salaries - Crossing Guards        | 58,094           | 62,807           | 4,713  | CORP-STAFFING                 |
| 10-5-3250000-XXXX  | Benefits - Crossing Guards        | 6,318            | 6,581            | 263  | CORP-STAFFING                 |
| 10-5-3250000-0252  | Uniforms                          | 1,500            | 1,500            | -  |                               |
| 10-5-3250000-0307  | Advertising                       | 200              | 200              | -  |                               |
| <b>Total Expenses - Crossing Guards</b>                        |                                   | <b>66,112</b>    | <b>71,088</b>    | <b>4,976</b>   |                               |
| <b>Total Expenses</b>  |                                   | <b>1,174,691</b> | <b>1,241,936</b> | <b>67,245</b>  |                               |
| <b>Transfer to (from) Reserves</b>                             |                                   |                  |                  |  |                               |
| 10-5-1001022-2002  | Election Reserve                  | 35,000           | 33,600           | (1,400)  | CLRK-6                        |
| 10-5-1001022-2016  | Insurance Reserve                 | 50,000           | (10,000)         | (60,000)   | CLRK-5 & CLRK-3               |
| 10-5-1001022-2021  | Risk Management Reserve           | 25,000           | -                | (25,000)   | CLRK-5                        |
| 10-5-1001022-2022  | AODA Compliance                   | 50,000           | 50,000           | -  |                               |
| <b>Total Reserve Transfers</b>                                 |                                   | <b>160,000</b>   | <b>73,600</b>    | <b>(86,400)</b>  |                               |
| <b>Total Operating Expenses and Transfers - Clerk's Office</b> |                                   | <b>1,334,691</b> | <b>1,315,536</b> | <b>(19,155)</b>  |                               |
| <b>Net Operating Budget</b>                                    |                                   | <b>1,327,691</b> | <b>1,306,536</b> | <b>(21,155)</b>  |                               |
| <b>Capital Budget</b>  |                                   |                  |                  |  |                               |
| Description  |                                   | Cost             | Reserves         | Other  | Funding Tax                   |
| <b>Total Capital Request</b>                                   |                                   | -                | -                | -  | -                             |
| <b>Total Requirement for Taxes for 2019</b>                    |                                   |                  | <b>1,306,536</b> |  |                               |

\* Note: The 2018 Budget has been reclassified within the budget centre format used for 2019 with no change to approved revenue or expenditures



# 2019 Operating Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | CLRK-STAFFING                              |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                             |
| <b>Budget Issue Classification:</b>           | Budget Enhancement                         |
| <b>Department:</b>                            | Office of the Chief Administrative Officer |
| <b>Budget Centre:</b>                         | Clerks and Risk Management                 |
| <b>Budget Impact:</b>                         | \$83,321                                   |

|                            |                            |
|----------------------------|----------------------------|
| <b>Budget Issue Title:</b> | Administrative Coordinator |
|----------------------------|----------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>                          |
|---|
| <p>Please refer to the Council Report attached.</p> |

| <b>Budget Impact</b>                  |                       |                      |
|---------------------------------------|-----------------------|----------------------|
| <b>Account Name</b>                   | <b>Account Number</b> | <b>Budget Change</b> |
| Salaries-Fulltime                     | 10-5-1001022-0101     | \$59,413             |
| Benefits                              | Various               | \$21,908             |
| Training and Professional Development | 10-5-1001022-0351     | \$1,500              |
| Memberships                           | 10-5-1001022-0350     | \$500                |
| <b>Total Budget Impact:</b>           |                       | <b>\$83,321</b>      |



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF THE CAO

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life*

|  |                                   |
|--|-----------------------------------|
| Author's Name: Paula Parker  | Report Date: January 16, 2019     |
| Author's Phone: 519 736-0012 ext. 2238   | Date to Council: January 21, 2019 |
| Author's E-mail:<br><a href="mailto:pparker@amherstburg.ca">pparker@amherstburg.ca</a> | Resolution #:                     |

To: Mayor and Members of Town Council

Subject: Full Time Clerks Coordinator

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#### 1. RECOMMENDATION:

It is recommended that:

1. The report from the Municipal Clerk dated January 16, 2019 regarding Full Time Clerks Coordinator **BE RECEIVED**; and,
2. The Full Time Clerks Coordinator position proposed in the 2019 Clerks Budget **BE CONSIDERED** as part of the overall 2019 Clerks Salaries/Wages and Benefits Budget.

#### 2. BACKGROUND:

Council, as part of its governance model, has a committee structure in place which serves several functions. Committee functions vary within each mandate; however every committee provides advice and recommendations to Council, and assistance to external agencies and operating groups, as required by legislation.

Council and the Town of Amherstburg are committed to community engagement through the participation of volunteers and appointees to boards and committees. Committees are required to adhere to the same rules of procedure that Council must follow in Procedural By-law 2014-91. This guarantees full accountability and transparency within the municipality. 2017 amendments to the Municipal Act and the Municipal Conflict of Interest Act (MCIA) affecting Council and its appointed committee's require additional attention to ensure compliance with legislation.

Although the Committee/Local Boards Terms of Reference indicates that committees will meet on a quarterly basis, the majority of the committees elect to meet on a monthly or bi-monthly basis to effectively manage their mandates.

A Policy is defined as corporate direction that is formally adopted by Council resolution. Enacting policies provides a framework for decision making ensuring consistency throughout the municipality.

The supporting legislation for such policy development is the Municipal Act which specifically provides Council the authority to develop and evaluate the policies and programs of a municipality.

Since 2014, the Corporate Services Department has done a considerable amount of work in the area of centralization and standardization of numerous corporate policies already in existence. As well as making some great strides in new policy development. As part of this work, the Manager of Special Projects (a position that no longer exists within the organization) worked closely with other departments to identify all corporate policies and validate the accuracy and completeness of the policies which remain relevant. Work still needs to be completed in this area to identify those that are outdated and require rescission. Further, a centralized policy page was created on the Town's website to make the policies easily accessible to all staff and the community.

In addition to this work, it is believed that a review of other municipalities should be completed to assess what gaps exist and other policies may be required in the Town of Amherstburg.

Council considered a part time Committee Coordinator as a part of the 2017 and 2018 Clerks department budget and denied the request during the both budget deliberations. Council also considered a full time Policy Coordinator position as part of the 2018 budget deliberations. Recognizing the importance of policy development, Council approved a part time contract Policy Coordinator in 2018.

The concerns identified within the Clerks department in 2016, 2017 and 2018 continue to require attention and have been amplified by continuing changes in legislation.

### **3. DISCUSSION:**

#### **Policy Needs**

Administration has reviewed the needs of the municipality with respect to Corporate Policy Management and believes that it requires continual attention. As indicated above, the Municipal Act is the supporting legislation and provides the framework for Council to approve policy. With that said, administration is certain that a Clerks Coordinator, under the direction of the Clerk would best suit the interests of the community.

A comprehensive review began in April 2018, identifying 121 Council approved policies located on the Town Drive and the Town of Amherstburg Website.

Meetings occurred with Administration and Department Heads to:

- Review current policies and practices;
- Consider operational changes within the department;
- Relevancy of content;
- Identify legislative requirements;
- Identify trends, gaps and need for additional policies;
- Determine priorities, sensitive issues and time constraints;
- Establish review process and timelines;
- Consider consolidating, rescinding and updating policies as appropriate.
- Develop standard operating procedures, forms etc.

After the review of the above was complete, the Policy Coordinator set out to develop a planning process that included the following:

- Departmental consultation;
- Identify changes in governing Acts, Legislation, By-Laws;
- Academic research and best practices;
- Contrast and compare with other Municipalities;
- Identify risk indicators;
- Modernizing policy language to reflect transparency, inclusion, diversity etc.;
- Draft policies to be reviewed by Administration, Department Heads and staff as appropriate, Senior Management Team; and
- All new and/or amended policies will be approved by Town Council.

### Current Status

Of the 121 Council approved policies identified:

- Approximately 8% are legislatively and operationally current, no changes required;
- Approximately 77% require minor to significant changes; and
- Approximately 14% have been revised and are in the final approval stages.

Eleven (11) new policies have been developed in response to legislative and departmental requirements.

- A comprehensive work plan has been developed with each Department Head identifying the status of individual policies in order to monitor and track progress.
- Identifying discrepancies between policies, procedures and best practices consumes a considerable amount of time.
- New and/or updated policies must be communicated to affected staff and training provided as necessary with the assistance of the Policy Coordinator.

### Still Outstanding:

- Approximately 25% of the policies have yet to be addressed.
- Approximately 32% of the policies can be rescinded (no longer applicable) or consolidated and merged with related policies.

- A report identifying the policies to be rescinded is currently under development and will be prepared for Town Council's review and consideration.
- Training on new policies will be required for appropriate staff.

### **Committee Needs**

Pursuant to the *Municipal Act*, the Clerk's office is responsible for carrying out the direction of Council with respect to committee structure. The Clerk, or designate, provides guidance and advice with respect to appropriate legislation to all committees of Council, and is responsible for records and information management within the municipality.

When this need was brought to Council in 2016, there were 17 Committee/Local Boards of Council, 10 of which were legislated. Fourteen members of administration assisted either as liaison or as recording secretary for those committees and were responsible to liaise between committee members for the purpose of information sharing, providing advice and expertise and to create agendas and prepare minutes for each meeting. In addition, they were and are still expected to meet the notice requirements of the Procedural By-law with respect to publication of meetings and agendas, as well as minutes. In 2017, Council eliminated the Traffic Committee, Parks Committee, Audit and Finance Advisory Committee and the Economic Development Advisory Committee which now leaves 13 committees and 12 liaisons under the direction of the Clerks department.

In 2016, at the direction of the CAO, the Clerk and/or Deputy Clerk attended most committee/board meetings for the purpose of providing procedural advice and to assess and address committee inconsistencies. This equated to at least 7 additional evening meetings per month for the Clerk/Deputy to attend not including their regular duties at Regular and Special Council meetings.

Since the attendance of the Clerk and/or Deputy Clerk at committee meetings commenced, a number of procedural concerns arose. There were complaints from committee members regarding the timing of their agendas and supporting materials, as well as the return of previous minutes for review and adoption.

The inequities identified in 2016/2017 throughout the committee structure still existed in 2018 and include the following:

- Agendas not posted to meet notice requirements
- Agenda templates are not consistent
- Agendas are not being published with supporting materials
- Chairs making motions
- Chairs leading the meeting
- No disclosure of pecuniary interest asked at the start of meetings
- Procedural rules are not being followed for delegates
- No deferral motions
- Motions too vague
- Minutes not recorded as per Municipal Act requirements

- Minute templates not consistent
- Recommendations/reports to Council are inconsistent

With the recent amendments to the Municipal Act and Municipal Conflict of Interest Act that have already been enacted by Royal Assent, enacted in 2018 upon proclamation, or enacted effective March 2019, it is even more important to ensure that committees and boards are following the proper procedure as per the new legislated requirements.

Administration is of the belief that a full time Clerks Coordinator will eliminate these inconsistencies and ensure proper procedure is followed by performing the following job responsibilities as part of their overall job description:

- Provide administrative support to all Committee/Local Boards of Council
- Prepare, edit, copy and file minutes of meetings, reports, forms, memos, advertisements, resource materials, and other correspondence.
- Independently respond to letters and general correspondence of a routine nature. Determine priorities and route correspondence accordingly.
- Prepare and distribute meeting agendas and supporting materials.
- Attend all Committee/Board meetings as required.
- Prepare for vacancies, ads, resume collection and reports to Council.
- Maintain a high level of confidentiality in all interactions.
- Assist with report and presentation preparation.
- Maintain a professional image and demeanour with all employees, management, executives, volunteers and visitors at all times.
- Maintain up to date knowledge of the Procedural By-law, Town policies and all appropriate legislation, including but not limited to; Heritage Act, AODA, Line Fences Act, Protection of Livestock and Poultry from Dogs Act, Planning Act, Building Code Act, Tourism and Recreation Act, and Drainage Act.
- Maintain the Conflict of Interest registry as required by the MCIA amendments.
- Other duties, relevant to the position, shall be assigned as required.

### **Organization wide AODA Compliance needs**

The Clerk's Office is responsible to report the organizations compliance with Integrated Accessibility Standards Regulation and Accessibility for Ontarians with Disabilities Act (IASR/AODA) standards on a biennial basis. To comply with the IASR, the town must identify, remove and prevent barriers for people with disabilities in information and communications, employment, public transportation, and the design of public spaces. Ontario is the first Canadian Province to pass a law to improve accessibility in the areas that impact the daily lives of people with disabilities. The Province has committed to a fully accessible Ontario by 2025, which is fast approaching.

These standards apply to all Ontario businesses and non-profits with 1 + employees, and public sector organizations. What is required depends on the type and size of the organization. This position will liaise with all departments on AODA/IASR regulations to ensure the corporations full compliance by 2025 for such things as building improvements, new builds, outside design spaces, sidewalk and traffic light improvements, play spaces, etc.

**4. RISK ANALYSIS:**

This full time Clerks Coordinator position is proposed to be responsible for all facets of committee and policy coordination, as well as IASR/AODA compliance.

This position is believed to alleviate the additional workload on all staff liaisons affected by committees by assuming responsibility for agenda preparation, public notice and minute preparation, as well as the new requirement of maintaining a Conflict of Interest registry as per the MCIA. This will also provide consistency within the committee structure by ensuring that all committees are following the same procedures. It will ensure that the Town of Amherstburg continues to govern itself in an open and transparent manner and that the Town does not find itself in contravention of the Municipal Act, Municipal Conflict of Interest Act or its own procedural by-law.

With the addition of Crossing Guards to the Clerks department in the 2015 budget deliberations, as well as increased responsibilities to records management with the recent changes to MFIPPA legislation, the Clerks department is running extremely lean. The Clerk is also responsible for the Insurance and Risk Management Program for the entire organization and cannot currently provide it the time and attention it requires. The Clerk is also has sole responsibility for the preparation and execution of Municipal Elections. With the recent amendments to the Municipal Elections Act, this is not just a once in 4 year's responsibility, pre and post-election planning occurs throughout the 4 years.

This additional full time Clerks Coordinator position is required to support the Clerk's Office with Council's committee structure, corporate policy management and corporate AODA Compliance. It will assist the division in maintaining corporate compliance with all legislation.

**5. FINANCIAL MATTERS:**

The total budget required for 2019 is:

|                 |                                       |
|-----------------|---------------------------------------|
| \$59,413        | salary                                |
| \$21,908        | benefits                              |
| \$ 1,500        | training and professional development |
| <u>\$ 500</u>   | memberships                           |
| <b>\$83,321</b> | <b>Total</b>                          |

No other equipment or office is required.

**6. CONSULTATIONS:**

The Senior Management Team was consulted on this report and concurs with the recommendation.

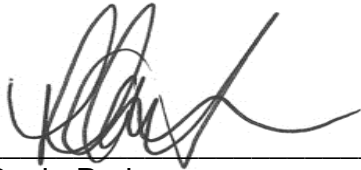


**7. CONCLUSION:**

Administration believes that a Clerks Coordinator position should exist with defined responsibilities for corporate policy management, as well as committee coordination and corporate AODA compliance. It is expected that this position will enhance communication between Council and its committees as it will provide Council with increased awareness of each committee's annual progress. It will also allow staff liaisons to reallocate their time and attention to the specific duties of their job and will eliminate their need to focus on the functions generally handled by the Clerk's Office.

Corporate Policy Management, as identified in the report is administered by the Clerk who is responsible for overall compliance with the Municipal Act. To maintain compliance, it is important to continue the work of policy centralization, standardization and review. This position will ensure that this work will progress into a valuable Policy Management Program.

This position will also liaise with all departments on AODA/IASR regulations to ensure the corporations full compliance by 2025 for such things as building improvements, new builds, outside design spaces, sidewalk and traffic light improvements, play spaces, etc



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Paula Parker  
**Municipal Clerk**

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## 2019 Operating Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | CLRK-1                                     |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                             |
| <b>Budget Issue Classification:</b>           | Budget Enhancement                         |
| <b>Department:</b>                            | Office of the Chief Administrative Officer |
| <b>Budget Centre:</b>                         | Clerks and Risk Management                 |
| <b>Budget Impact:</b>                         | \$10,000                                   |

|                            |                                       |
|----------------------------|---------------------------------------|
| <b>Budget Issue Title:</b> | Professional Fee Crossing Guard Study |
|----------------------------|---------------------------------------|

|                                       |          |
|---------------------------------------|----------|
| <b>Budget Request Classification:</b> | One-Time |
|---------------------------------------|----------|

| Budget Issue Detail   |
|---|
| <p>A one-time budget allowance is requested for a study of the Crossing Guard deployment model.</p> <p>In 2015, Council transferred responsibility for administration of the Crossing Guard Program over to the Clerk's Division from Amherstburg Police Services.</p> <p>In order to properly maintain the program, a safety review of the sites should be conducted for each existing and proposed crossing location. As part of the proposed feasibility study, the Town can incorporate specific recommendations for treatment at intersections for future consideration and design (if needed), as well as for any other location where unsafe, aggressive, or dangerous behavior is observed.</p> |

| Budget Impact               |                   |                 |
|-----------------------------|-------------------|-----------------|
| Account Name                | Account Number    | Budget Change   |
| Professional Fees           | 10-5-1001022-0327 | \$10,000        |
| <b>Total Budget Impact:</b> |                   | <b>\$10,000</b> |



# 2019 Operating Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | CLRK-2                                     |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                             |
| <b>Budget Issue Classification:</b>           | Budget Enhancement                         |
| <b>Department:</b>                            | Office of the Chief Administrative Officer |
| <b>Budget Centre:</b>                         | Clerks and Risk Management                 |
| <b>Budget Impact:</b>                         | (\$4,750)                                  |

|                            |              |
|----------------------------|--------------|
| <b>Budget Issue Title:</b> | Line by Line |
|----------------------------|--------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

|   |
|---|
| <p><b>Budget Issue Detail</b></p> <p><b>Revenue – Budget Increase-(\$2,000)</b><br/> The Clerk’s office is recognizing an increase in MFIPPA requests and recommends a budget increase of (\$1,000) to the Administrative Charges. A budget increase of (\$1,000) to the Insurance Proceeds Admin line based on historical trends.</p> <p><b>Overtime Decrease- Budget Decrease(\$2,500)</b><br/> A review was done to correct the application of overtime per the employment standards act. As such administration is recommending a reduction in overtime in this budget centre.</p> <p><b>Office Supplies &amp; Records Management- Budget Decrease (\$6,000)</b><br/> The Office Supply budget was distributed throughout the organization in 2018 based on best estimate of spend. The Clerks budget was set at \$3,500 however based on 6 month spending in 2018 x 2 plus Clerks share of water and shredding it is estimated that the 2019 budget should be set at \$2,500.</p> <p>The records management budget has been historically set at \$10,000. Based on the actual spend for 2018 on binding and shredding it is anticipated that the 2019 budget should be set at \$5,000.</p> <p><b>Memberships - Budget Increase \$750</b><br/> In previous years the Clerk and Deputy Clerk were offered a “New Professional” rate for membership to the Association of Municipal Clerks and Treasurer of Ontario (AMCTO). This discounted rate will no longer be offered to the Clerk and Deputy in 2019, therefore an increase to this budget is required to maintain membership.</p> <p><b>Cell Phones – Budget Increase \$500</b><br/> The cell phone budget was distributed throughout the organization in 2018 based on best estimate of spend. The Clerks budget was set at \$1,500 for 2018 and after projecting the 2018 budget based on monthly average, the Clerks Division budget for this line should be set at \$2,000 with an increase to the budget line of \$500.</p> <p><b>Training and Professional Development – Budget Decrease (\$4,500)*</b><br/> An adjustment is recommended to align the training and professional development budget with allocations across the municipality for discretionary training and development. *The \$4,500 reduction is offset by a requested increase under issue paper ‘Clerk – Staffing’ to provide a training and PD allocation for a new requested position; bringing the net budget change for this account to a reduction of \$3,000.</p> |
|---|

| <b>Budget Impact</b>                  |                       |                      |
|---------------------------------------|-----------------------|----------------------|
| <b>Account Name</b>                   | <b>Account Number</b> | <b>Budget Change</b> |
| Insurance Proceeds-Admin              | 10-4-1001022-2163     | (\$1,000)            |
| Administrative Charges                | 10-4-1001022-1015     | (\$1,000)            |
| Salaries- Overtime                    | 10-5-1001022-0102     | (\$2,500)            |
| Memberships                           | 10-5-1001022-0350     | \$750                |
| Training and Professional Development | 10-5-1001022-0351     | \$4,500              |
| Records Management                    | 10-5-1001029-0317     | (\$5,000)            |
| Office Supplies                       | 10-5-1001022-0301     | (\$1,000)            |
| Cell Phones                           | 10-5-1001022-0345     | \$500                |
| <b>Total Budget Impact:</b>           |                       | <b>(\$4,750)</b>     |



## 2019 Operating Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | CLRK-3                                     |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                             |
| <b>Budget Issue Classification:</b>           | Budget Enhancement                         |
| <b>Department:</b>                            | Office of the Chief Administrative Officer |
| <b>Budget Centre:</b>                         | Clerks and Risk Management                 |
| <b>Budget Impact:</b>                         | \$(25,000)                                 |

|                            |                   |
|----------------------------|-------------------|
| <b>Budget Issue Title:</b> | General Insurance |
|----------------------------|-------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

|   |
|---|
| <p><b>Budget Issue Detail</b></p> <p><b>General Insurance – Budget decrease \$25,000</b></p> <p>At the time of preparing the 2019 budget it is anticipated that a 5% to 6% increase overall should be expected. This is assuming no unusual increase in population, fleet numbers, or property values when the renewal application is completed. This is also assuming that losses continue to trend as they have over the past 4 years. This increase could have been expected to increase the total policy by \$37,000- \$44,000 however we are expecting a decrease of \$60,000 to \$80,000 from the changes to the police policy.</p> <p>Administration is recommending a decrease in the insurance budget of \$25,000 for 2019.</p> <p><b>Claims Cost- Budget Impact Nil</b></p> <p>The Clerk is responsible for managing insurance claims for small amounts and as such has annual claims cost of approximately \$10,000 which is funded by drawing on the Insurance reserve to fund.</p> <p>Administration is recommending this be presented as such in the budget to show the nature of the reserve transfer.</p> |
|---|

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Insurance - Premiums        | 10-5-1001022-0314     | \$(25,000)           |
| Insurance – Claims          | 10-5-1001022-0507     | \$10,000             |
| Insurance-Reserve           | 10-5-1001022-2016     | (\$10,000)           |
| <b>Total Budget Impact:</b> |                       | <b>\$(25,000)</b>    |



## 2019 Operating Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | CLRK-4                                     |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                             |
| <b>Budget Issue Classification:</b>           | Budget Enhancement                         |
| <b>Department:</b>                            | Office of the Chief Administrative Officer |
| <b>Budget Centre:</b>                         | Clerks and Risk Management                 |
| <b>Budget Impact:</b>                         | \$10,500                                   |

|                            |              |
|----------------------------|--------------|
| <b>Budget Issue Title:</b> | Line by Line |
|----------------------------|--------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail  |
|--|
| <p><b>Professional Fees – Budget Increase \$10,500</b></p> <p>The new shared services agreement for Integrity Services indicates a 70/30 split between Windsor and Amherstburg. The increase to this budget line considers the 30% retainer fee the Town is contractually obligated to and the hourly rate for Integrity Complaints.</p> |

| Budget Impact               |                   |                 |
|-----------------------------|-------------------|-----------------|
| Account Name                | Account Number    | Budget Change   |
| Professional Fees           | 10-5-1001022-0327 | \$10,500        |
| <b>Total Budget Impact:</b> |                   | <b>\$10,500</b> |



## 2019 Operating Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | CLRK-5                                     |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                             |
| <b>Budget Issue Classification:</b>           | Budget Enhancement                         |
| <b>Department:</b>                            | Office of the Chief Administrative Officer |
| <b>Budget Centre:</b>                         | Clerks and Risk Management                 |
| <b>Budget Impact:</b>                         | Nil  |

|                            |   |
|----------------------------|---|
| <b>Budget Issue Title:</b> | Insurance Reserve and Risk Management Reserve |
|----------------------------|---|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>   |
|--|
| <p>Prior to 2019 Council Implemented the Insurance Reserve and The Risk Management Reserves to deal with the specific issues of risk.</p> <p>The Insurance Reserve was created to insure that funding existed for at least 5 times the deductible for the municipality. The Town deductible is \$50,000 per occurrence.</p> <p>The Risk Management Reserve was created to address hazards identified as potential risk to the municipality.</p> <p>It is recommended by administration that these funds be transferred into a contingency reserve in 2019, as the balance of the insurance reserve is currently greater than 5 times the deductible. And the risk management activities outlined as the purpose for the reserve can be funded by the contingency reserve going forward.</p> <p>Administration is preparing to do a comprehensive reserve review however the use of a contingency reserve will be part of that proposed strategy going forward.</p> |

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Insurance Reserve           | 10-5-1001022-2016     | (\$50,000)           |
| Risk Management Reserve     | 10-5-1001022-2021     | (\$25,000)           |
| Contingency Reserve         | 10-5-1001022-0327     | \$75,000             |
| <b>Total Budget Impact:</b> |                       | <b>\$Nil</b>         |



## 2019 Operating Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | CLRK-6                                     |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                             |
| <b>Budget Issue Classification:</b>           | Non-Discretionary                          |
| <b>Department:</b>                            | Office of the Chief Administrative Officer |
| <b>Budget Centre:</b>                         | Clerks and Risk Management                 |
| <b>Budget Impact:</b>                         | Nil  |

|                            |                   |
|----------------------------|-------------------|
| <b>Budget Issue Title:</b> | Elections Expense |
|----------------------------|-------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>   |
|--|
| <p>The Town has an agreement with Data Fix for updating data in the voter registry this is an annual cost the Town has and is offset with a transfer from the Election Reserve. This is standard practice and occurs every year however the transfer from the reserve was not presented in the past.</p> |

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Election Expense            | 10-5-1001015-0312     | \$1,400              |
| Election Reserve            | 10-5-1001022-2002     | (\$1,400)            |
| <b>Total Budget Impact:</b> |                       | <b>\$Nil</b>         |



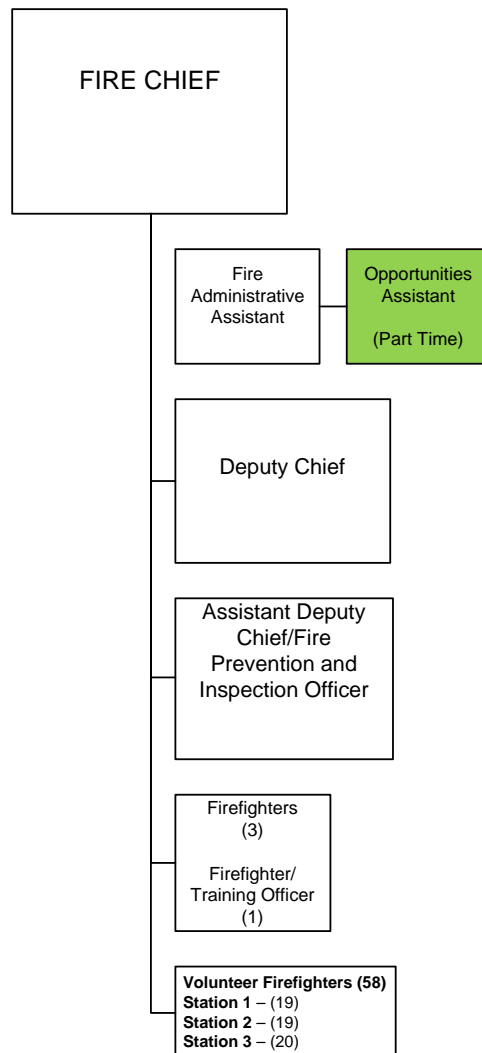


### A. Department Overview

#### Mission

The primary mission of the Amherstburg Fire Department Services is to provide a range of programs to protect the lives and property of the inhabitants of the Town of Amherstburg from the adverse effects of fires, sudden medical emergencies or exposure to dangerous conditions created by man or nature.

Building on our past success and our respect from partners in the community, we endeavor to become Amherstburg's leaders in professional and proactive prevention and response to public safety emergencies. We will strive to be a caring, respectful, diverse and environmentally sound organization that holds itself and its members to account for excellence in service delivery.



\*Highlighted in green is a staffing request for 2019

#### Department Description



## Fire Services Department

The goals of the Amherstburg Fire Department Services is to provide fire protection services through a range of programs designed to protect the lives and property of the inhabitants from the adverse effects of fires, sudden medical emergencies or exposure to dangerous conditions created by man or nature; first to the Town of Amherstburg; second, to those municipalities requiring assistance through authorized Mutual Fire Aid plan and program activities.

In order to achieve the goal of the fire services, necessary funding must be in place and the following objectives met:

1. Identify and review the fire risks of the Town of Amherstburg and ensure programs are in place to minimize identified risks;
2. Provide an administrative process consistent with the needs of the fire services;
3. To conduct fire prevention inspections upon request or complaint;
4. To distribute public fire safety education materials to the community including home escape planning information and encourage the use of Smoke Alarms;
5. Proactive inspections of vulnerable occupancies identified in a community risk assessment;
6. Ensure that firefighting equipment and operating personnel are available within the municipality to provide adequate response to a citizen's call within a reasonable length of time;
7. Provide fire services training to the NFPA 1001 Standard which will ensure the continuous up-grading of all personnel in the latest techniques of fire prevention, firefighting and control of emergency situations and to co-operate with other municipal fire services with respect to management training and other programs;
8. Provide for a maintenance program to ensure all fire protection apparatus, and equipment, is ready to respond to emergency calls;
9. Ensure, through plan examination and inspection that required fire protective equipment is installed and maintained within buildings;
10. Ensure compliance with applicable municipal, provincial and federal fire prevention legislation, statutes, codes and regulations in respect to fire safety;



11. Develop and maintain an effective public information system and educational program, with particular emphasis on school fire safety programs; and commercial, industrial and institutional staff training;
12. Ensure in the event of a major catastrophe in the Town of Amherstburg, assistance to cope with the situation is available from outside fire services and other agencies;
13. Develop and maintain a good working relationship with all federal, provincial and municipal fire services, utilities and agencies, related to the protection of life and property;
14. Interact with other municipal fire services respecting the aspects of fire protection on any given program;
15. Ensure these objectives are not in conflict with any other municipal services.



**B. Budgeted Staffing Resources- Fire Services**

The following is a breakdown of the staffing resources in the Fire Services Office:

**Fire Services**

| <b>Permanent FTE's</b> | <b>2018 Budget</b> | <b>2019 Proposed</b> |
|------------------------|--------------------|----------------------|
| Full-Time FTE's        | 8.00               | 8.00                 |
| Part-Time FTE's        | 20.00              | 20.50                |
| <b>Total FTE</b>       | <b>28.00</b>       | <b>28.50</b>         |
| Net Change             | 0.00               | 0.50                 |

**Staffing Complement Includes:**

| <b>Position Description</b>                                   | <b>Position Profile</b> | <b>Number of Staff</b> | <b>FTE</b> |
|---|-------------------------|------------------------|------------|
| Fire Chief  | Senior Management Team  | 1.00                   | 1.00       |
| Deputy Chief  | Management              | 1.00                   | 1.00       |
| Assistant Deputy Chief/Fire Prevention and Inspection Officer | Management              | 1.00                   | 1.00       |
| Firefighter   | Union                   | 4.00                   | 4.00       |
| Fire Administrative Assistant                                 | Non-Union               | 1.00                   | 1.00       |
| Volunteer Firefighters  | Non-Union               | 60.00                  | 20.00      |

**Staffing Request for 2019**

1 Non-Union Part-time opportunities staff

Town of Amherstburg  
 Department: Fire  
 Budget Centre: Fire  
 2019 Budget  
 Year ending December 31, 2019

|  | 2018 Budget*     | 2019 Budget      | Budget Increase/<br>(Decrease) 2018 to<br>2019 | Issue Paper Ref. No.          |
|--|------------------|------------------|--|-------------------------------|
| <b>Revenue:</b>                                      |                  |                  |  |                               |
| 10-4-2010000-0700 Grant Revenue                      | (3,000)          | (3,000)          | -  |                               |
| Fee Revenue  | (11,000)         | (18,000)         | (7,000)  | FIRE-6                        |
| Sale of Equipment/Vehicles                           | -                | -                | -  |                               |
| 10-4-2010000-0800 Miscellaneous Revenue              | (25,000)         | (25,000)         | -  |                               |
| <b>Total Revenues - Fire</b>                         | <b>(39,000)</b>  | <b>(46,000)</b>  | <b>(7,000)</b>                                 |                               |
| <b>Expenses:</b>                                     |                  |                  |  |                               |
| <b>Salaries and Wages:</b>                           |                  |                  |  |                               |
| 10-5-2010000-0101 Salaries - Full Time               | 756,350          | 804,051          | 47,701   | CORP-STAFFING                 |
| 10-5-2010000-0102 Salaries - Overtime                | 49,525           | 49,525           | -  |                               |
| 10-5-2010000-0112 Salaries - Volunteer Training      | 168,500          | 196,600          | 28,100   | FIRE-3                        |
| 10-5-2010000-0120 Salaries - Volunteer Response      | 285,118          | 313,418          | 28,300   | FIRE-2                        |
| NEW Salaries - Part Time/Temporary                   | -                | 17,360           | 17,360   | FIRE- STAFFING                |
| <b>Total Salaries and Wages - Fire</b>               | <b>1,259,493</b> | <b>1,380,954</b> | <b>121,461</b>                                 |                               |
| <b>Benefits:</b>                                     |                  |                  |  |                               |
| <b>Total Benefits - Fire</b>                         | <b>226,996</b>   | <b>238,386</b>   | <b>11,390</b>                                  | FIRE-STAFFING;CORP-STAFFING   |
| <b>General Expenses:</b>                             |                  |                  |  |                               |
| 10-5-2010000-0251 Fire Prevention                    | 12,000           | 12,000           | -  |                               |
| 10-5-2010000-0252 Uniforms                           | 15,000           | 16,350           | 1,350  | FIRE- STAFFING                |
| 10-5-2010000-0254 Training Supplies                  | 7,000            | 7,000            | -  |                               |
| 10-5-2010000-0301 Office Supplies                    | 1,500            | 1,500            | -  |                               |
| 10-5-2010000-0318 Operating Supplies                 | 5,000            | 5,000            | -  |                               |
| 10-5-2010000-0307 Advertising                        | 6,000            | 6,000            | -  |                               |
| 10-5-2010000-0324 Service Contract - Dispatching     | 41,185           | 45,185           | 4,000  |                               |
| 10-5-2010000-0340 Employee Recognition               | 4,000            | 4,000            | -  |                               |
| 10-5-2010000-0345 Mobile Devices                     | 2,200            | 8,600            | 6,400  | FIRE-1; FIRE-5                |
| 10-5-2010000-0350 Memberships                        | 10,000           | 10,000           | -  |                               |
| 10-5-2010000-0351 Training and Prof. Developmt       | 10,000           | 30,800           | 20,800   | FIRE-4; FIRE-7; FIRE STAFFING |
| 10-5-2010000-0352 Travel and Mileage                 | -                | 2,000            | 2,000  | FIRE-6                        |
| 10-5-2010000-0360 Investigation expense              | 700              | 700              | -  |                               |
| 10-5-2010000-0800 EOC Spending                       | 40,000           | 40,000           | -  |                               |
| NEW Professional Fees                                | -                | 12,000           | 12,000   | FIRE-8                        |
| <b>Total General Expenses - Fire</b>                 | <b>154,585</b>   | <b>201,135</b>   | <b>46,550</b>                                  |                               |
| <b>Equipment and Vehicle:</b>                        |                  |                  |  |                               |
| 10-5-2010000-0319 Service Agrmnt - Radios and Pagers | 50,000           | 40,000           | (10,000)                                       | CSIT-5                        |
| 10-5-2010000-0402 Vehicle and Equipment Maintenance  | 70,000           | 75,000           | 5,000  | FIRE-9                        |
| 10-5-2010000-0420 Firefighting Equipment             | 70,000           | 70,000           | -  |                               |
| 10-5-2010000-0424 Communication Equipment            | 10,000           | 10,000           | -  | FIRE-5                        |
| <b>Total Equipment and Vehicle - Fire</b>            | <b>200,000</b>   | <b>195,000</b>   | <b>(5,000)</b>                                 |                               |
| <b>Total Expenses</b>                                | <b>1,841,074</b> | <b>2,015,475</b> | <b>174,401</b>                                 |                               |
| <b>Debt Charges</b>                                  |                  |                  |  |                               |
| <b>Total Debt Charges</b>                            | <b>3,698</b>     | <b>3,698</b>     | <b>0</b>                                       | CSGL-8                        |
| <b>Transfer to (from) Reserves</b>                   |                  |                  |  |                               |
| <b>Total Reserve Transfers</b>                       | <b>78,000</b>    | <b>78,000</b>    | <b>-</b>                                       |                               |
| <b>Total Expenses and Transfers- Fire</b>            | <b>1,922,772</b> | <b>2,097,173</b> | <b>174,401</b>                                 |                               |
| <b>Net Operating Budget</b>                          | <b>1,883,772</b> | <b>2,051,173</b> | <b>167,401</b>                                 |                               |

| Capital Budget<br>Description             | Funding          |             |             |                  |
|---|------------------|-------------|-------------|------------------|
|   | Cost             | Reserves    | Other       | Tax              |
| FIRE-1-Water & Ice Rescue Equipment       | \$ 25,000        |             |             | \$ 25,000        |
| FIRE-2-Replace Auto Extrication Equipment | \$ 35,000        |             |             | \$ 35,000        |
| FIRE-6-Public Alert System - COUNCIL      | \$ -             |             |             | \$ -             |
| <b>Total Capital Request</b>              | <b>\$ 60,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 60,000</b> |

Total Requirement for Taxes for 2019

2,111,173

\* Note: The 2018 Budget has been reclassified within the budget centre format used for 2019 with no change to approved revenue or expenditures



## 2019 Operating Budget Request

|   |                       |
|---|-----------------------|
| <b>Budget Issue Number:</b>                   | FIRE-STAFFING         |
| <b>Community Based Strategic Plan Pillar:</b> | Fiscal Sustainability |
| <b>Budget Issue Classification:</b>           | Budget Enhancement    |
| <b>Department:</b>                            | Fire                  |
| <b>Budget Centre:</b>                         | Fire                  |
| <b>Budget Impact:</b>                         | \$25,759              |

|                            |                          |
|----------------------------|--------------------------|
| <b>Budget Issue Title:</b> | Fire Assistant-Part-Time |
|----------------------------|--------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>   |
|--|
| <p>A position is requested in the Fire Service for part-time employment of a person with special needs through Community Services Windsor- Essex. This position would undertake the duties outlined below:</p> <p>Outside duties will include lot/property clean-up, including peripheral trash pick-up<br/>Assist with snow removal and salt application<br/>Assist with waste management, sorting and storing<br/>Assist with mail sorting and delivery<br/>Assist with food preparation, kitchen cleanup and organization<br/>Office janitorial duties outside of IBEW and OPFFA duties...(i.e. detailed vacuuming, office cleaning to include dusting where items are required to be moved...desk items, books on shelves etc.)<br/>Assist with cleaning of vehicles and support units, wash apparatus pick-up trucks in bay if weather is not permitting outside<br/>Assist with the maintenance, cleaning storing and reloading of vehicle equipment and tools<br/>Receiving shipments and stock duties, shipping if appropriate and possible<br/>Assistance to Admin Assistant, including inventory control, sorting, folding, storage, packaging and shipping, waste control and product delivery<br/>Assist Senior staff with inventory control, radio testing and repair, pick-up and delivery of Products and parts<br/>Assistance to Career fire fighters with deliveries<br/>Assistance to Public Education Division with Community and Media activities, Open Burn Permits and events<br/>Assist with any duty deemed appropriate at any other fire Station or location<br/>Assist with the maintenance, cleaning storing and reloading of vehicle equipment and tools<br/>Assist with testing of vehicles and equipment<br/>Move equipment to sweep &amp; wash floors with solution &amp; rinse down<br/>Assist with the cleaning, storing, stocking and maintaining shelf supply stock in stock room<br/>Assist with parts pick-up and delivery as required<br/>Assist general administrative Assistant as required<br/>Assist staff with general maintenance, cleanup, tool use and maintenance<br/>Assist with the commissioning and decommissioning of equipment and vehicles<br/>Assist with the packaging, loading and return of 'core return' products<br/>Assist with vehicle repair tool preparation and return cleanup</p> <p>Any or all other non-emergency duties as prescribed by the Chief or his/her designate</p> |

If the Council decides to proceed with this position, Administration will work with Community Living Windsor-Essex to select the best candidate for the position.

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Part Time Wages             | 10-5-2010000-0112     | \$17,360             |
| Benefits                    | Various               | \$6,749              |
| Uniform                     | 10-5-2010000-0252     | \$1,350              |
| Firefighter Training        | 10-5-2010000-0254     | \$300                |
| <b>Total Budget Impact:</b> |                       | <b>\$25,759</b>      |



## 2019 Operating Budget Request

|   |                       |
|---|-----------------------|
| <b>Budget Issue Number:</b>                   | FIRE-1                |
| <b>Community Based Strategic Plan Pillar:</b> | Fiscal Sustainability |
| <b>Budget Issue Classification:</b>           | Budget Pressure       |
| <b>Department:</b>                            | Fire                  |
| <b>Budget Centre:</b>                         | Fire                  |
| <b>Budget Impact:</b>                         | \$2,400               |

|                            |                          |
|----------------------------|--------------------------|
| <b>Budget Issue Title:</b> | Mobile Devices - Service |
|----------------------------|--------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

|  |
|--|
| <p><b>Budget Issue Detail</b></p> <p>Phones are issued to the Chief, Deputy Chief, Assistant Deputy, Administrative Assistant and Firefighter/Training Officer.</p> <p>An increase is requested to support base monthly costs plus roaming and other charges for 5 mobile phones in used by the Fire department based on expected usage in 2019.</p> |
|--|

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Cell Phones                 | 10-5-20100000-0345    | \$2,400              |
| <b>Total Budget Impact:</b> |                       | <b>\$2,400</b>       |





## 2019 Operating Budget Request

|   |                       |
|---|-----------------------|
| <b>Budget Issue Number:</b>                   | FIRE-2                |
| <b>Community Based Strategic Plan Pillar:</b> | Fiscal Sustainability |
| <b>Budget Issue Classification:</b>           | Budget Pressure       |
| <b>Department:</b>                            | Fire                  |
| <b>Budget Centre:</b>                         | Fire                  |
| <b>Budget Impact:</b>                         | \$28,300              |

|                            |                              |
|----------------------------|------------------------------|
| <b>Budget Issue Title:</b> | Salaries –Volunteer Response |
|----------------------------|------------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>   |
|--|
| <p>In past years, volunteer Fire fighter attendance was below expectations and below 50% for response to calls. Salaries compensation budgets were established using this history together with the number of calls received.</p> <p>Administration has implemented a number of changes and is effectively managing the department and attendance requirements. As a result, the department continues to experience a positive effect with attendance. Volunteer attendance is now reaching 70% which has not occurred in the past.</p> <p>The total number of calls for service has increased by almost 30% in the last three years from 337 calls in 2014 to 432 for 2016 and 522 calls for service in 2017. The result however, has an impact on the budget which is difficult to forecast and is difficult to determine based on trends and data related to the past. It is also difficult to predict the types of calls that will be received. We do know that calls for service are up and in particular the calls for medical assistance and MVA's.</p> <p>Management continues to review options to address and minimize the increase going forward. Current funding provides for 60% attendance for all 60 paid on-call fire fighters and excludes the 4 full-time fire fighters who attend as volunteers when off duty, and are paid volunteer salary rates.</p> <p>In a report to council in November 2017 regarding changes to tiered response calls from EMS and reorganization the staffing into Squads, each Fire Station was re-organized into 2 groups or Squads lead by a volunteer captain and made up of roughly equal numbers of FF (9 &amp; 10) plus the responsible District Chief attached to both groups which would be called on a rotating basis for those calls not requiring large amounts of resources.</p> <p>Currently, a station of 20 firefighters, on average, has 13 firefighters initially attend /respond or a 60% turnout rate. It is estimated that utilizing squads for those calls and assuming the same 60% turnout rate, a squad of 9 or 10 would see 5 or 6 firefighters attend/respond to calls not requiring large amounts of resources, reducing our costs by approximately half for applicable calls.</p> <p>So far, in 2018, these cost reductions have been experienced. As of June 30, 2018, the changes to tiered response agreement and protocol has reduced our medical calls to 55 as compared to 71 in 2017 resulting in further reductions in costs and less pressure on the budget.</p> <p>Currently, in accordance with the Collective Agreement, full-time fire fighters are paid volunteer firefighter rates for attendance at Emergency Calls, Standby duties and Work Party duties that occur when they are not working their full-time scheduled shift. The additional wage costs for the 4</p> |

staff in 2017 was \$14,000 and for 2018 this trend continues.

Current funding does not include these additional wage costs and places additional pressure on the salary line items and is a contributing factor to current and past negative variances.

Additionally, in 2016, the municipality discovered that it was not meeting the requirements of the Labour Relations Act by not paying Vacation Pay to members of the Fire Department based on 4% and 6% service time requirements. The municipality remedied the situation for 2016, 2017 and again in 2018. However, the base budget for Salaries-Volunteer Response was not adjusted for the approximate \$14,259 cost, and places additional pressure on the line item and is a contributing factor to current and past variances.

Total Request for Salaries-Volunteer Response

|   |                  |
|---|------------------|
| 4 FT Response, Standby and Work Parties                       | \$ 14,000        |
| Volunteer Vacation Pay-60 Firefighters at 4% or 6%            | \$ 14,300        |
| <b>Total additional Salaries-Volunteer Response required:</b> | <b>\$ 28,300</b> |

| <b>Budget Impact</b>         |                       |                      |
|------------------------------|-----------------------|----------------------|
| <b>Account Name</b>          | <b>Account Number</b> | <b>Budget Change</b> |
| Salaries –Volunteer Response | 10-5-20100000-0120    | \$ 28,300            |
| <b>Total Budget Impact:</b>  |                       | <b>\$ 28,300</b>     |



## 2019 Operating Budget Request

|   |                       |
|---|-----------------------|
| <b>Budget Issue Number:</b>                   | FIRE-3                |
| <b>Community Based Strategic Plan Pillar:</b> | Fiscal Sustainability |
| <b>Budget Issue Classification:</b>           | Budget Pressure       |
| <b>Department:</b>                            | Fire                  |
| <b>Budget Centre:</b>                         | Fire                  |
| <b>Budget Impact:</b>                         | \$28,100              |

|                            |                               |
|----------------------------|-------------------------------|
| <b>Budget Issue Title:</b> | Salaries - Volunteer Training |
|----------------------------|-------------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

### Budget Issue Detail

In past years, volunteer Fire fighter attendance was below expectations and below 50% for response to calls and for attendance at scheduled training sessions (1 per/week). Salaries and Training compensation budgets were established using this history. Administration has implemented a number of changes and is effectively managing the department and attendance requirements. As a result, the department continues to experience a positive effect of attendance. This ensures that firefighter performance is improved as well as their safety.

Volunteer attendance for Training is anticipated to top 80% which has not occurred in the past. The Delivery of NFPA 1001 Programing is new as Ontario has eliminated the ONT. FF Standard and Adopted NFPA. Additionally, the E&R Bylaw references NFPA 1001 as the Town of Amherstburg FF Training Objective. The result however has an impact on the budget which is difficult to forecast and is difficult to determine based on trends and data related to the past.

On March 19, 2018 and on May 16 2018 the Fire Chief provided Council with information reports regarding regulatory changes to the FPPA. On May 8, 2018 the Minister of Community Safety and Correctional Services and the Fire Marshal announced the new Regulations (see attachment). Mandatory Certification. As of October 5, 2018 the mandatory training regulation has been repealed. The Ministry of Community Safety and Correctional services will be introducing new legislation that will establish mandatory requirements with an implementation strategy established following further consultation with stakeholders. This will not affect 2019 budget.

Training is conducted weekly in all stations and is two hours in duration and the same training is conducted three different evenings at different stations to enable acceptable attendance, regardless of station assignment. The 2018 budget for training 60 paid, on-call fire fighters is \$168,500. There are currently 47 possible training sessions each year available for attendance for a total of 94 hours for each fire fighter and officer.

All staff should be training to NFPA 1001 Level 1& 2 to meet the Service Level Standards identified in the Establishing and Regulating By-law 2017-67((1) exterior attack (2) Interior Rescue and attack)). This does not include the current ongoing training still necessary to properly provide service.

When a new recruit is enrolled in the internship program (recruit training) for completion, this require 3 hours of training per week with 47 weeks per year which is 141 hours over the course of a year with perfect attendance. Leaving 84 hours to be completed in a compressed fashion to complete all requirements. This compressed recruit training would be 10 weekends at 8 hours per session at a

cost of \$2,100 per recruit plus require 2 Instructors for 84 hrs @ 25.00/hr =\$4,200 per program.

We anticipate requiring 5 recruits in 2019 for a total recruit program cost of:

5 Recruits = 10,500 and 2 Instructors = 4,200

Total: \$14,700

Current funding provides for 60% attendance for all 60 paid on call fire fighters. Currently, Full-Time fire fighters in accordance with the Collective Agreement are paid Volunteer firefighter rates for attendance at training sessions and when providing instructor responsibilities. Total for the 4 staff in 2017 was \$5,207 for 2018 this trend continues. Current funding does not include these salaries and places additional pressure on the salary line items and is a contributing factor to past and current variances.

In 2016, the municipality discovered that it was not meeting the requirements of the Labour Relations Act and was not paying Vacation pay to members of the Fire Department based on 4% and 6% service time requirements. The municipality remedied the situation for 2016, 2017 and again in 2018. However the base amount for Training was not adjusted for the approx. \$8,400 in Training salaries and places additional pressure on the line item and is a contributing factor to past and current variances.

Total Request for Volunteer Training Salaries:

|   |                 |
|---|-----------------|
| Additional Recruit training (5 recruits/yr)                   | \$ 10,500       |
| Volunteer Training Instructor hours                           | \$ 4,200        |
| Full-time Firefighter Training and Instructing                | \$ 5,000        |
| Vacation Pay for 60 Volunteer Firefighter at 4% and 6%        | \$ 8,400        |
| <b>Total Additional Salaries-Volunteer Training Required:</b> | <b>\$28,100</b> |

| <b>Budget Impact</b>          |                       |                      |
|-------------------------------|-----------------------|----------------------|
| <b>Account Name</b>           | <b>Account Number</b> | <b>Budget Change</b> |
| Salaries – Volunteer Training | 10-5-20100000-0112    | \$28,100             |
| <b>Total Budget Impact:</b>   |                       | <b>\$28,100</b>      |



## 2019 Operating Budget Request

|   |                       |
|---|-----------------------|
| <b>Budget Issue Number:</b>                   | FIRE-4                |
| <b>Community Based Strategic Plan Pillar:</b> | Fiscal Sustainability |
| <b>Budget Issue Classification:</b>           | Non-Discretionary     |
| <b>Department:</b>                            | Fire                  |
| <b>Budget Centre:</b>                         | Fire                  |
| <b>Budget Impact:</b>                         | \$2,500               |

|                            |   |
|----------------------------|---|
| <b>Budget Issue Title:</b> | Training – Breathing Apparatus Annual Certification |
|----------------------------|---|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>  |
|---|
| <p>Staff (4-Full Time Fire Fighters) that provide service, maintenance and repairs on the Self Contained Breathing Apparatus (SCBA), require annual certification to ensure any in-house repairs and service does not void warranty and protects the municipality from liability.</p> <p>This annual certification is provided by Draeger Canada.</p> |

| <b>Budget Impact</b>                  |                       |                      |
|---------------------------------------|-----------------------|----------------------|
| <b>Account Name</b>                   | <b>Account Number</b> | <b>Budget Change</b> |
| Training and Professional Development | 10-4-20100000-0351    | \$2,500              |
| <b>Total Budget Impact:</b>           |                       | <b>\$2,500</b>       |



## 2019 Operating Budget Request

|   |                         |
|---|-------------------------|
| <b>Budget Issue Number:</b>                   | FIRE-5                  |
| <b>Community Based Strategic Plan Pillar:</b> | Marketing and Promotion |
| <b>Budget Issue Classification:</b>           | Non-Discretionary       |
| <b>Department:</b>                            | Fire                    |
| <b>Budget Centre:</b>                         | Fire                    |
| <b>Budget Impact:</b>                         | \$4,000                 |

|                            |  |
|----------------------------|--|
| <b>Budget Issue Title:</b> | Communication Equipment and Software – Resource Tracking (Telematics Solution) |
|----------------------------|--|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>  |
|---|
| <p>Equipment costs are estimated to be \$5,000 for vehicle devices, People Beacons, and Bluetooth readers. On-going cost for technology is estimated to be \$320/month for a total of about \$4,000/annually.</p> <p>On May 28, 2018, the Fire Chief presented a report to Council on the new mandatory regulations affecting fire services. Included in the regulations is the requirement for municipalities to publicly report activities based on set criteria.</p> <p>Public Reporting and Fire Department Response Times<br/>Fire Department Management supports the intention of the proposed regulation, and its focus on standardizing data reporting, improving transparency and accountability, and clarifying definitions. It is further beneficial to report to council on how the department is carrying out its directed service levels throughout the community as outlined in the Establishing and regulating By-Law 2017-67.</p> <p>The regulation comes into force January 1, 2020. Eight (8) Criteria have been established for reporting information related to incidents and service level benchmarks to the public. Definition of terminology has been changed, which will be a challenge to communicate. For example, Total Response Time was previously understood to be from the time the call was received to arrival at the driveway. It is now defined as, “the time interval from the receipt of the alarm at the PSAP to when the first fire department unit is initiating action or intervening to control the incident.”</p> <p>Additionally, reporting criteria is required for units with full-time firefighters and units with volunteer staff on board. Based on our deployment model, we will be required to report both or twice for each call.</p> <p>Currently, we have the ability to report on 4 of the 8 criteria from information provided under contract from the City of Windsor dispatch centre:</p> <ol style="list-style-type: none"><li>1) Alarm transfer time: “The time interval from the receipt of the emergency alarm at the PSAP until the alarm is first received at the fire department communication centre.”</li><li>2) Alarm answering time: “The time interval that begins when the alarm is received at the fire department communication centre and ends when the alarm is acknowledged at the communication centre.”</li><li>3) Alarm processing time: “The time interval from when the alarm is acknowledged at the fire department communication centre until response information begins to be transmitted via voice or electronic means to fire department facilities and fire department units.”</li></ol> |

4) Alarm handling time: “The time interval from the receipt of the alarm at the PSAP until the beginning of the transmittal of the response information via voice or electronic means to fire department facilities or the fire department units in the field.”

Effort is required to improve internal reporting as well as working with our partners. However, we continue to believe that an overhaul of Ontario’s Standard Incident Reporting (SIR) framework is required. The OAFIC compiled a list of 13 proposed recommendations on the SIR system modernization for the consideration of the OFMEM in a letter sent January 31 2018. It is still our opinion that the Technical Table should reconvene to discuss SIR system improvements and implementation strategies.

It should be noted that while provincial work is being done to overhaul Ontario’s SIR system, municipalities would not be barred from adopting enhanced reporting structures, should they deem it necessary to deliver as part of their level of service. It should also be noted that it is a municipal responsibility to set the level of fire and emergency service, including reporting standards.

To resolve the public reporting requirement, as well as to improve monthly reporting data and assist staff to comply with standard operating procedures, a solution is necessary that would further protect the municipality from liability claims involving motor vehicle collisions, assist with preventative maintenance, and serve as a training tool.

Safety is top priority for the fire service. Teams need technology that is dependable, secure, and provides real-time data and views. Fleet management technology solutions offer the insight, visibility, and actionable alerts needed to transform operations and ensure driver and civilian safety. Vehicles send data from a multitude of sources, including the engine, the drivetrain, the instrument cluster and other subsystems.

Utilizing multiple internal networks, the Technology captures much of this data and results in the richest collection of information including:

Solutions-live fleet movements on an animated map with Active Tracking

Driver safety scorecard & seat belt detection

Monitor lights, siren, doors

Dispatching & route optimization including Map and dispatch integration

High-performance GPS technology

Advanced dashboard reports with an Open platform for easy data integration into our RMS

Asset and people Tracking, Driver ID

Live tracking of fleet vehicles (real-time location)

Fast, integrated mapping

Consistent data and reporting across all makes and models

second-by-second data

accurate engine diagnostics

Cut Fuel Costs & Optimize Fleet by:

Including Go-Green implementation

Fuel consumption tracking

Reduce speeding and unnecessary idling

Reduce CO2 emissions

Detect engine issues

Minimize wear and tear on vehicles

Predictive maintenance

Improve Safety & Compliance by:

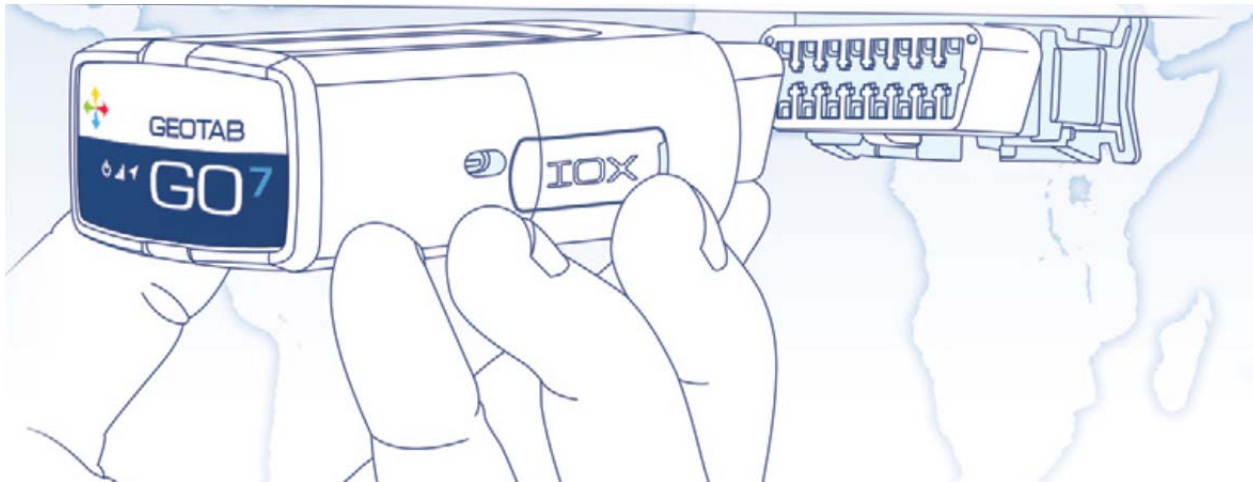
- Risk and safety reports
- Driver feedback
- Instant accident notifications
- Monitor seat belt use
- Set policy rules and alerts
- System security
- Ensure authorized use

One-time costs are estimated to be \$5,000 for vehicle devices, People Beacons, and Bluetooth readers and can be accommodated within the Communication Equipment base budget for 2019.

Total on-going cost for technology is estimated to be \$320/month for a total of less than \$4,000/annually.

This would ensure our ability to report on all 8 criteria identified in the regulation namely:

- 1) Turnout time: “The time interval that begins when the fire department facilities and fire department units notification process begins by either an audible alarm or visual annunciation or both and ends at the beginning point of travel time.”
- 2) Travel time: “The time interval that begins when a fire department unit is en route to the incident and ends when the fire department unit arrives at the scene
- 3) Initiating action/intervention time: The time interval from when a fire department unit arrives on the scene to the initiation of emergency mitigation.”
- 4) Total response time: “The time interval from the receipt of the alarm at the PSAP to when the first fire department unit is initiating action or intervening to control the incident.”



| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Mobile Device Service       | 10-5-20100000-0345    | \$4,000              |
| <b>Total Budget Impact:</b> |                       | <b>\$4,000</b>       |





## 2019 Operating Budget Request

|   |                       |
|---|-----------------------|
| <b>Budget Issue Number:</b>                   | FIRE-6                |
| <b>Community Based Strategic Plan Pillar:</b> | Fiscal Sustainability |
| <b>Budget Issue Classification:</b>           | Budget Reduction      |
| <b>Department:</b>                            | Fire                  |
| <b>Budget Centre:</b>                         | Fire                  |
| <b>Budget Impact:</b>                         | (\$5,000)             |

|                            |                             |
|----------------------------|-----------------------------|
| <b>Budget Issue Title:</b> | Open Burn Permits - Revenue |
|----------------------------|-----------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail  |
|--|
| <p>Bylaw 2018-01 regulates the setting of Open Air Fires including an annual permit system. The cost to permit holders is \$25 and requires staff to attend and approve fire pit clearances and other issues. The budget anticipates issuance of 280 permits in 2019; however, it is estimated that 300-400 permits could be issued per year which would include 300-600 site visits. Administration will continue to monitor service demands for these permits and will adjust future budget recommendations accordingly.</p> <p>There is a correlation between the revenue collected and the cost to perform the approval of the permits. In 2018, the expenses for the year were 45% of the revenue collected. These cost are accounted for in staffing cost and travel and mileage</p> <p>Volunteers are paid travel and mileage for attending the homes when Full Time Staff cannot attend Administration Estimates this cost to be \$2,000</p> |

| Budget Impact               |                   |                  |
|-----------------------------|-------------------|------------------|
| Account Name                | Account Number    | Budget Change    |
| Open Burn Permit Fees       | 10-4-2010000-0930 | (\$7,000)        |
| Travel and Mileage          | 10-5-2010000-0352 | \$2,000          |
| <b>Total Budget Impact:</b> |                   | <b>(\$5,000)</b> |



## 2019 Operating Budget Request

|   |                |
|---|----------------|
| <b>Budget Issue Number:</b>                   | FIRE-7         |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable |
| <b>Budget Issue Classification:</b>           |                |
| <b>Department:</b>                            | Fire           |
| <b>Budget Centre:</b>                         | Fire           |
| <b>Budget Impact:</b>                         | \$18,000       |

|                            |   |
|----------------------------|---|
| <b>Budget Issue Title:</b> | Equipment Funding Contribution - Training Simulator |
|----------------------------|---|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> | N/A                    |

| <b>Budget Issue Detail</b>   |
|--|
| <p>In 2018, the first of a five year pre-commitment of funds for the joint purchase of a LP gas Live Fire Training Simulator was approved by Council on Dec.11/2018.</p> <p>Continuous firefighting training is not an option for municipalities. The level of training is set through international standards, best practices as defined in the Occupational Health and Safety Act.</p> <p>Through collaboration with Essex County Fire Chiefs, 4 willing partners were identified and were supported by their respective Councils. Confirmed partners are Amherstburg, LaSalle, Windsor and St. Clair College for their increasingly popular firefighter training program.</p> <p>The equipment will only be made available to these users. This unit will not be rented or leased out. The City of Windsor purchased the Mobile Live Fire Training Simulator. The cost of the equipment was divided into 5 units, the City of Windsor's cost share is 2 units and remaining partners will pay 1 unit each. Maintenance will be performed by the City of Windsor; however, costs will be tracked and billed to the sharing partners on an annual basis for their proportionate share ownership.</p> <p>Annual certification in years 1-4 will be performed by Draeger Canada Ltd. as part of the extended warranty purchased. The fifth year will become responsibility of City of Windsor and cost of certification will be shared among partners and billed similar to the maintenance cost. Mobile Fire Simulator operating costs will include propane, liquid theatrical smoke fluid, transportation, etc. and is the sole responsibility of the partner using it. The agreement has a term of 5 years at which time the equipment will be paid off. This unit is refurbished with a one year warranty included from the vendor, Draeger Canada Ltd.</p> <p>The mobile fire training unit provides a safe opportunity for firefighters to train on a variety of firefighting skills such as incident command, pumper operations, hose line placement, fire extinguishment, ladder use and search and rescue. The unit uses liquid propane gas (LP) as fuel and is certified by ESA and TSSA to meet all applicable regulations relative to the appliance.</p> <p>Prior to the developments of such apparatus, fire departments would sometimes engage in "live burns" where they would acquire a building scheduled for demolition and then light fires in it in order to train their firefighters. This type of training is extremely dangerous and in some cases in North America, fatalities have occurred. In addition to the extreme hazards associated with conducting such actions, burning a building creates unnecessary pollution; furthermore the availability of such structures is very limited. The LP mobile fire simulator provides a much safer and environmentally</p> |

friendlier alternative that can be replicated for many years.

The Mobile Fire Training Simulator will provide more accessible training and help ensure that all firefighters are better trained in live fire extinguishment. This will also reduce training costs by not having to send firefighters great distances or to the United States to participate in live fire training.

The City of Windsor purchased and funded the unit upfront. The other three sharing partners will repay Windsor the 3/5 share over 5 years which will include interest charges based on the City of Windsor's internal borrowing rate. The current rate is 1.83% however; there is a chance that interest rates will fluctuate. As the city is funding their entire 2/5 cost upfront with available funding, the three external parties will be responsible for the entire financing cost component of the transaction.

The combined cost share (3/5 units) of the purchase price equals \$251,949 which includes approximated interest charges of \$13,322 to allow for the payment plan of 5 years. Interest is calculated at 1.83% City of Windsor's July 2017 internal borrowing rate.

Amherstburg's share of operating cost is estimated to be \$2,000 per year. This includes the use of propane, liquid smoke fluid and transportation costs. The sharing users will be paying their operating costs directly depending on their usage.

Windsor Fire & Rescue Services' Apparatus Division will maintain, insure and licence the equipment over the life of the agreement. In year 5 (end of warranty), Apparatus Division will begin to certify equipment annually as required by the TSSA for the remainder of the agreement. These costs will be tracked and be billed accordingly to the sharing partners on an annual basis. Amherstburg will be responsible for 1/5 of these costs.

Administration will also pursue the potential participation of other local municipalities in this creative service sharing partnership. If others were to join, Town costs would be reduced.

| <b>Budget Impact</b>                         |                       |
|--|-----------------------|
| <b>Account Name</b>                          | <b>Budget Impacts</b> |
| <b>Training and Professional Development</b> | \$18,000              |
| <b>Total Budget Impact:</b>                  | \$18,000              |



## 2019 Operating Budget Request

|   |                |
|---|----------------|
| <b>Budget Issue Number:</b>                   | Fire-8         |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable |
| <b>Budget Issue Classification:</b>           | New            |
| <b>Department:</b>                            | Fire           |
| <b>Budget Centre:</b>                         | Fire           |
| <b>Budget Impact:</b>                         | \$12,000       |

|   |   |
|---|---|
| <b>Budget Issue Title:</b>                      | Fire Master Plan Update – Public Consultation |
| <b>Budget Request Classification:</b>           | Growth Related                                |
| <b>DC Study Project ID: (or Not Applicable)</b> | N/A   |

### Budget Issue Detail

Amherstburg Fire Department (AFD) is the Town of Amherstburg’s “all hazards” emergency response organization and provides Town of Amherstburg residents, visitors and businesses with protection against loss of life, property and the environment from the effects of fire, illness, accidents and all other hazards through preparedness, prevention, public education and emergency response with an emphasis on Safety & Performance, Customer Service and Professionalism.

In April 2017, the Town of Amherstburg, through the Chief Administrative Officer, directed the newly hired Fire Chief to conduct a Fire Master Plan review of the 2007 Fire Master Plan conducted by TL Powell and Associates and update the Plan to provide strategic directions for the fire service that would take them into 2024, with a vision for an additional five (5) years. The 2007 Fire Master Plan was developed and impart, driven following an amalgamation of three former departments (Malden, Anderdon and Amherstburg) in 1998.

The project included a review of Department Operations, to set key objectives to address service levels and reflect Local needs and circumstances. As a result, this version of the Fire Master Plan will update and build on that report and provide outlooks for the period 2019–2024, with a vision to 2030.

The previous Fire Master Plan was adopted, in part, by Council in 2007 and; directed the department along with an established working committee to further consider the goals and report back to Council. The Master Fire Protection Plan Team was unable to establish if any report or follow-up was provided to council since 2009. The 2007 Master Fire Plan is at its end of usefulness and a current review of the Fire Master Plan was requested by the Chief Administrative Officer. This update is produced in partnership with multiple town partner departments, external consulting and members of the Amherstburg Fire Department. The external consulting will include a newly elected Council in 2019 and Public Consultations.

The following scope is being utilized to update the Master Fire Protection Plan:

Conduct a current gap analysis on the risks identified;

Determine the current effectiveness and efficiency of the department against the risks identified and present options to mitigate, respond and manage the risks, and;

Evaluate the current and anticipated infrastructure and station locations by measuring the risk and anticipated growth identified, matched with deployment standards to arrive at future facility, site, spatial and infrastructure requirements, and;

Make recommendations to reflect accomplishments during the evaluation process, as well as short, intermediate and long term objectives with an outlook to 2030.

**PROCESS:**

The development of this updated fire master plan is guided by the Office of the Fire Marshal's "Optimizing Public Fire Safety" process. The process is comprised of ten steps, as follows:

## Our Fire Master Plan Process

1. Establish Planning Context
2. Establish Work Teams
3. Analyze Risk
4. Evaluate Risk
5. Prepare Action Plan
6. Develop Implementation Strategies
7. Implement Fire Master Plan
8. Monitor and Evaluate
9. Benchmark
10. Revise



Much of the work has been completed and the Consultation process is necessary before completion. Discussions with the new council in 2019 will not require funding however funds are necessary for three Public consultations.

**The goals of the public consultations are:**

- To outline current services
- To identify capabilities of present fire services resources
- To identify public expectations
- To identify Gaps or Surplus
- To cost the needs or opportunities of resultant recommendations

It is anticipated that costs for 3 consultation sessions that include staffing, advertising, props/display boards and administrative costs would be approximately \$12,000.

Note that further consideration to service levels for Boblo Island is necessary and will be within the scope of the Fire Master Plan. For 2019, the Town will maintain existing service levels and will proceed with recommending enhancements in future and as the island develops.

| Budget Impact               |                 |
|-----------------------------|-----------------|
| Account Name                | Budget Impacts  |
| Professional Fees           | \$12,000        |
| <b>Total Budget Impact:</b> | <b>\$12,000</b> |



## 2019 Operating Budget Request

|   |                    |
|---|--------------------|
| <b>Budget Issue Number:</b>                   | FIRE-9             |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable     |
| <b>Budget Issue Classification:</b>           | Budget Enhancement |
| <b>Department:</b>                            | Fire               |
| <b>Budget Centre:</b>                         | Fire               |
| <b>Budget Impact:</b>                         | \$5,500            |

|                            |                            |
|----------------------------|----------------------------|
| <b>Budget Issue Title:</b> | Boat for Open Water Rescue |
|----------------------------|----------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail   |
|---|
| <p>A boat (1989 Limestone 22') and boat trailer formerly used by the Amherstburg Police Service was slated for disposal on transition of policing to a contract service with Windsor Police. Proceeds on disposal were to offset police transition costs; the value of proceeds on disposal is not determined.</p> <p>Under the current service level requires for open water rescue police services pick up firefighters and their equipment when open water rescue is required. If a boat were provided for direct use by Fire, it is expected that the response time required for service delivery would be reduced.</p> <p>Fire Services has requested that instead of disposal, the boat and trailer be retained for their use to provide a direct service for open water rescue.</p> <p>The proposed annual fuel and maintenance cost for the boat is \$5,000.</p> <p>The cost of insurance will impact the Clerk's Office budget centre and the cost of renewal for these assets will require consideration under the transfer to fleet and equipment reserve in a future budget.</p> <p>If the asset transfer is approved, the foregone proceeds on disposal will not be available to offset police transition costs. As the transfer is recommended, those proceeds are not anticipated as a funding source for police transition costs in the draft budget.</p> |

| Budget Impact                     |                   |                |
|-----------------------------------|-------------------|----------------|
| Account Name                      | Account Number    | Budget Change  |
| Vehicle and Equipment Maintenance | 10-5-2010000-0402 | \$5,000        |
| <b>Total Budget Impact:</b>       |                   | <b>\$5,000</b> |



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF THE CAO

**MISSION STATEMENT:** *Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

|   |   |
|---|---|
| Author's Name: Bruce Montone  | Report Date: November 5, 2018                       |
| Author's Phone: 519 736-6500 ext. 2241  | Date to Council: 2019 Budget Deliberations Feb 2019 |
| Author's E-mail: <a href="mailto:bmontone@amherstburg.ca">bmontone@amherstburg.ca</a> | Resolution #:                                       |

To: Mayor and Members of Town Council

Subject: Public Alerting Budget Considerations

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#### 1. **RECOMMENDATION:**

It is recommended that:

The report from the Fire Chief dated November 5, 2018, regarding the direction received from council (Administration to bring the report regarding the Storm on September 25, 2018, to the 2019 Budget; and further, directed the Fire Chief/CEMC to address the warning systems for the community and the Libro Centre.) **BE RECEIVED for information.**

#### 2. **BACKGROUND:**

On October 9, 2018, Council adopted Resolution # 20181009-339:

*"That the Fire Chief or Deputy Fire Chief provide Council with a complete report regarding the storm on September 25th, whereby Environment Canada issued a statement confirming tornado activity in the Amherstburg/McGregor area. This report must be available at our next Council meeting and must be made public. This report should include if a portion or portions of the emergency plan was enacted and why our emergency sirens were not activated." That report (Attached) was presented to Council on October 23, 2018.*

Council further directed Administration to bring the report regarding the Storm on September 25, 2018, to the 2019 Budget; and further, directed the Fire Chief/CEMC to address the warning systems for the community and the Libro Centre.

A component requirement of the Nuclear Emergency Response Plan is to have a Public Alerting system specifically designed for Public Notification during Nuclear Emergencies.

A Public Alerting System (5 Siren Sites) was Lease/purchased in June of 2013 for the then Primary Zone of the Municipality. Council in May of 2017 reduced the Primary Zone from 23Km to 16.1 km and currently there are 260 Households within the Primary Zone (now referred to as the Detailed Planning Zone)

The system includes:

2 Control Boards:

- |                                |                         |
|--------------------------------|-------------------------|
| The main board at Station 2.   | - 3400 Middleside Rd.   |
| The backup board at Station 1. | - 271 Sandwich Street S |

5 sirens in the Town of Amherstburg:

1. 195 Texas Rd.
2. North Side Rd. near 2070
3. Centennial Park (Old Arena), 209 Victoria St. S.
4. 2568 Fryer and Conc. 2
5. Con 3 S., South of 3857

A 60 month Lease to Own Agreement was approved and signed in October 2013.

As outlined in the annexed Amherstburg Nuclear Emergency Response Plan:

**7.3.1 General**

*The Provincial Nuclear Emergency Response Plan details the public alerting requirements for designated municipalities in Ontario.*

**7.3.2 Criteria for Activation**

*The Public Alerting System in the Primary Zone will be activated by the Community Emergency Management Coordinator under the following conditions:*

1. *When requested by the Provincial Emergency Operations Centre.*
2. *In the case of a nuclear emergency with an ongoing or imminent emission of radioactivity the Municipality is authorized to immediately initiate the public alerting system. The PEOC will issue the appropriate Emergency Bulletin.*

**7.3.3 Responsibilities**

1. *The Community Emergency Management Coordinator is responsible for activating the Public Alerting System when requested by the Provincial Emergency Operations Centre.*
2. *The Provincial Emergency Operations Centre will coordinate all Emergency Bulletins.*

Public Education Campaigns have not taken place regularly in recent years but the Basic messages delivered to Residents since the 1990's was about Nuclear Emergencies and Residents were advised to *Shelter In Place*, tune to local radio stations, turn off furnaces and A/C Also to prepare for potential evacuation by gathering necessary articles while inside. Do Not evacuate unless directed to do so.

As compared to different actions should a severe weather event approach.

Tornados require:

- Sheltering in a basement



- Avoid windows door and outside walls
- In Large Buildings avoid unsupported roof areas or get under something sturdy like stairways

In the case of an Earthquake:

- **DROP** where you are, onto your hands and knees. This position protects you from being knocked down and also allows you to stay low and crawl to shelter if nearby.
- **COVER** your head and neck with one arm and hand
- If a sturdy table or desk is nearby, crawl underneath it for shelter
- If no shelter is nearby, crawl next to an interior wall (away from windows)
- Stay on your knees; bend over to protect vital organs
- **HOLD ON** until the shaking stops.
- Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts
- No shelter: hold on to your head and neck with both arms and hands.

If there is no table or desk near you, drop to the ground and then if possible move to an inside corner of the room. Be in a crawling position to protect your vital organs and be ready to move if necessary, and cover your head and neck with your hands and arms.

### 3. **DISCUSSION:**

The reliability and audibility of the current Siren System is dependent on many factors, including weather (Temperature, Wind speed and Direction), proximity of residents in relation to the Siren Sites. Also if residents are inside or outside and whether there is any background noise e.g. Yard equipment, traffic, etc. Residents and staff have reported regularly that sirens cannot or have not been heard confirming the short comings of the system.

To address these short comings and to leverage broad public use of new technology, the Town of Amherstburg in 2017 purchased and installed the Amherstburg emergency notification system, powered by Everbridge. This system, “Amherstburg Alert” allows us to send messages about situations as they happen across multiple devices, including your home phone, mobile device, email, and more. We can provide very specific actions to be taken by residents and inform them as a community emergency evolves and requires the public to act. However we must receive credible, timely and accurate information in advance in order to inform the public. The Everbridge notification system currently has 15,588 Contacts registered. It also should be noted that the Amherstburg Fire Department although an all hazards response organization, It is not organized nor resourced as a weather or seismic service. The Fire Department is prepared to respond in many ways to assist the public following an emergency but relies heavily on receiving notification of events and incidents in order to render assistance.

Our Community Emergency Response Plan was not activated for the event in question.

Our Community’s safety is our top concern and we want to make sure residents know about emergencies and incidents as they happen.

The “Probable Tornado” which occurred on Tuesday, September 25th 2018 did not create an emergency. Fire Services did not receive a single call for service throughout the evening.

Currently there are two means (listed below) of receiving important public safety information.

## 1) **The National (Canada Wide) Alert Ready System**

Alert Ready is designed to deliver critical and potentially life-saving alerts to Canadians through television, radio and recently the LTE cellular network. The Alert Ready system is developed in partnership with federal, provincial and territorial emergency management officials, Environment and Climate Change Canada, The Weather Network and the broadcasting industry and wireless service providers, to ensure the public receive alerts immediately and know when to take action to keep individuals and their families safe.

For Example:

- An Urban Fire that threatens multiple residential or commercial properties
- An Industrial Chemical Incident that poses a threat to public health
- A wildfire that involves a large area of natural combustibles and threatens human safety

## 2) **Ontario Warnings system**

Provides Warnings/Advisories and Alerts regarding tornados and other weather events.

An Emergency Information Advisory provides information to Ontarians about current or evolving emergency situations or significant events. Advisories may recommend protective actions to take.

The province issues an Emergency Alert to provide recommended immediate actions to protect citizens, their families and others when there is an imminent threat to life, public safety or property.

The Public may register for receiving these at:

<https://www.emergencymanagementontario.ca/english/alertready/alertreadyON.html>

On September 25, 2018, the Community Emergency Management Coordinator received, like many members of the public and media the National Alert Ready Message and the Provincial Warning as stated below:

*Environment Canada has issued a **TORNADO WARNING** for **South-western Ontario**.*

*This is a dangerous and potentially life-threatening situation. Take cover immediately, if threatening weather approaches. If you hear a roaring sound or see a funnel cloud, swirling debris near the ground, flying debris, or any threatening weather approaching, take shelter immediately.*

No alert or credible information regarding an imminent event directly to the Town of Amherstburg was ever received.

Through discussion, it is identified that due to this community's close proximity to the

United States, often weather forecasts from Local US television and radio stations are useful as most of the weather patterns occurring come from Monroe and Wayne Counties in the State of Michigan. It has been reported that the severe weather that occurred on September 25, 2018 was reported as coming towards Amherstburg by at least one US television station.

The emergency siren system within the Nuclear Primary Zone which was designed primarily for the threat of Nuclear Exposure, does not provide the majority (Primary Zone contains approx. 260 Households of a total of 8,951 households within the Municipality) of the Amherstburg public with specific information about what type of emergency exists nor emergency instructions or appropriate actions to take during a weather event.

Council has Options of providing direction to administration.

**Option #1:**

Continue with the current “Amherstburg Alerts” mass notification system which currently has approx. 15,588 Registered Contacts from the Town of Amherstburg.

Continue to operate the 5 siren location system in the Primary Zone and enhance the Public education program regarding resident readiness for the first 72 hrs of an emergency, nuclear preparedness, Severe Weather preparedness and what to do in cases of Earthquakes.

Costs for new print materials and supports for enhanced Public education \$ 8,000.00

**Option #2:**

Consider purchasing a Weather Alert computerized module for the Everbridge System which would transfer weather alerts from US National Weather Service to our Mass Notification System and to our 5 Sirens automatically. This option would require Computer and technology upgrades to the ATI Siren System and computers. Councils input into alert criteria would be required in order that citizens not be inconvenienced by multiple and/or frequent weather events not requiring actions to be taken but are of an awareness type. Failure to do so would reduce the willingness of the public to pay attention. Although research into this option is not complete (due to Budget Process Timelines), we are confident based on information received it can be installed. Costs include an annual subscription for the services, Technology upgrades and the Public Education initiatives outlined in Option #1

Total estimated costs are:

- Public Education \$8,000.00
- Computer/Software and technology Upgrades to Siren system 28,000.00
- Subscription services dependent on number of addresses \$22,000.00/year

**Option # 3:**

Staff have looked at GIS mapping utilized to select the current Locations of the 5 public

Warning Sirens. Utilizing the same criteria and taking into consideration the growth in the community since Amalgamation of the former Town of Amherstburg, Townships of Anderdon and Malden (Attached)

7 Additional Siren Sites are required to improve public warning in the settlement areas of the Community and would be audible from the sports fields at the Libro Centre

Costs have been estimated by our current provider but are not all inclusive;

**35K-40K per site including;**

Hardware  
ATI system, radios, batteries, antenna, cable  
On site Installation  
ATI Engineering and integration of the new site

**Not included**

Telephone pole itself plus install of the pole  
Hydro to pole and hook up  
Manlift, site and height dependent for Siren Mounting

In addition suitable sites would require location and if not currently owned by the municipality, Use/lease arrangements would be necessary.

This would also require the \$22,000 in annual subscription costs identified in Option 2.

**4. RISK ANALYSIS:**

Failure to direct any of the options would result in public criticism and a decline in Corporate Confidence by the public. Liability may accrue to the Municipality should a future catastrophe occur with no enhancement to our preparedness.

**5. FINANCIAL MATTERS:**

**Option # 1** - Costs for new print materials and supports for enhanced Public education  
\$ 8,000.00

**Option #2-** Public Education \$8,000.00  
Computer/Software and technology Upgrades to Siren system 28,000.00  
Subscription services dependent on number of addresses  
\$22,000.00/year for the Operating Budget

**Option #3** - 35K-40K per site X 7 = \$280,000.00  
Public Education \$8,000.00  
Computer/Software and technology Upgrades to Siren system 28,000.00

**Not included** Estimated \$42,000.00  
Telephone pole itself plus install of the pole

Hydro to pole and hook up  
Manlift, site and height dependent for Siren Mounting

In addition suitable sites would require location and if not currently owned by the municipality, Use/lease arrangements would be necessary.

This would also require the \$22,000 in annual subscription costs identified in Option 2.

**6. CONSULTATIONS:**

Kelcom Communications - Tim Schweyer  
Everbridge Canada – Martin Harris

**7. CONCLUSION:**

It is very important that the Public be provided with accurate information and guidance. Unlike other sources of information which may only be partly accurate which could mean incorrect or non-effective guidance to the public which could result in needless worry and panic, accidents and additional injury caused by inappropriate guidance. An additional consideration is significant loss of credibility and accrued liability to the Municipality.

In the case of the Earthquake that occurred locally in the spring of this year it took 53 minutes following the quake for us to receive credible information.

All of our initial effort was for the explicit purpose of: determining what had occurred, where, and the extent. Also, was major infrastructure impacted? (i.e. roads, bridges, water supply, and of course, the state or impact to Fermi 2.) That is why crews were immediately dispatched to every neighbourhood in the community.

At all times regardless of the type of event we are very cognizant of public concern, and are focussed on getting credible, accurate and corroborated information, from which, decisions can be made and appropriate actions taken.

The “Probable Tornado” that has been reported more than 4 days following the event is as a result of local information provided by the Municipality rather than any scientific visit and investigation. It was absolutely very windy on that evening and the damage done in a wind storm is not unusual.

This event did not require the Emergency Operation Centre to be opened. There was not mass damage, no injury or worse, and no emergency calls for help were received.

Lastly, we would suggest that the largest impact to public safety can be achieved utilizing public education activities and messaging.

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Bruce Montone  
**Fire Chief**



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF THE CAO

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

|   |                                   |
|---|-----------------------------------|
| Author's Name: Bruce Montone  | Report Date: October 12, 2018     |
| Author's Phone: 519 736-6500 ext. 2241  | Date to Council: October 29, 2018 |
| Author's E-mail: <a href="mailto:bmontone@amherstburg.ca">bmontone@amherstburg.ca</a> | Resolution #: 20181009-339        |

To: Mayor and Members of Town Council

Subject: Storm on September 25, 2018

---

#### 1. RECOMMENDATION:

It is recommended that:

1. The report from the Fire Chief dated October 12, 2018 regarding the Storm on September 25, 2018 **BE RECEIVED for information.**

#### 2. BACKGROUND:

On October 9, 2018, Council adopted Resolution # 20181009-339:

*"That the Fire Chief or Deputy Fire Chief provide Council with a complete report regarding the storm on September 25th, whereby Environment Canada issued a statement confirming tornado activity in the Amherstburg/McGregor area. This report must be available at our next Council meeting and must be made public. This report should include if a portion or portions of the emergency plan was enacted and why our emergency sirens were not activated."*

It is the responsibility of the Municipality to ensure the safety and well-being of its residents.

Municipal Emergency Management Programs are created under the *Emergency Management and Civil Protection Act (EMCPA)*.

The aim of the Amherstburg Emergency Response plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses

and visitors of the Town of Amherstburg when faced with an emergency.

It enables a centralized controlled and coordinated response to emergencies in or impacting the Town of Amherstburg, and meets the legislated requirements of the *Emergency Management and Civil Protection Act*. R.S.O.2000.

As part of the Community Emergency Response Plan is a subordinate plan for Nuclear Emergencies which was last updated and approved by Council in 2017.

A component requirement of this Nuclear Emergency Response Plan is to have a Public Alerting system specifically designed for Public Notification during Nuclear Emergencies.

A newer Public Alerting System (5 Siren Sites) was Lease/purchased in June of 2013 for the then Primary Zone of the Municipality.

The system includes:

2 Control Boards:

- |                                |                         |
|--------------------------------|-------------------------|
| The main board at Station 2.   | - 3400 Middleside Rd.   |
| The backup board at Station 1. | - 271 Sandwich Street S |

5 sirens in the Town of Amherstburg:

1. 195 Texas Rd.
2. North Side Rd. near 2070
3. Centennial Park (Old Arena), 209 Victoria St. S.
4. 2568 Fryer and Conc. 2
5. Con 3 S., South of 3857

A 60 month Lease to Own Agreement was approved and signed in October 2013.

As outlined in the Amherstburg Nuclear Emergency Response Plan annexed to the Municipal ERP in the section- Public Alerting System:

**7.3.1 General**

*The Provincial Nuclear Emergency Response Plan details the public alerting requirements for designated municipalities in Ontario.*

**7.3.2 Criteria for Activation**

*The Public Alerting System in the Primary Zone will be activated by the Community Emergency Management Coordinator under the following conditions:*

1. *When requested by the Provincial Emergency Operations Centre.*
2. *In the case of a nuclear emergency with an ongoing or imminent emission of radioactivity the Municipality is authorized to immediately initiate the public alerting system. The PEOC will issue the appropriate Emergency Bulletin.*

**7.3.3 Responsibilities**

1. *The Community Emergency Management Coordinator is responsible for activating the Public Alerting System when requested by the Provincial Emergency Operations Centre.*

## 2. *The Provincial Emergency Operations Centre will coordinate all Emergency Bulletins.*

Public Education Campaigns have not taken place regularly in past years but the Basic messages delivered to Residents since the 1990 was about Nuclear Emergency and Residents were advised to *Shelter In Place*, tune to local radio stations, turn off furnaces and A/C. Do Not evacuate unless directed to do so.

Also to prepare for potential evacuation by gathering necessary articles while inside. As compared to different actions should a severe weather event approach (e.g. Tornados require shelter in a basement, avoid windows door and outside walls, In Large Buildings avoid unsupported roof areas or get under something sturdy like stairways)

The reliability and audibility of the current Siren System is dependent on many factors, including weather (Temperature, Wind speed and Direction), proximity of residents in relation to the Siren Sites, If residents are inside or outside and whether there is any background noise i.e. Yard equipment, traffic, etc. Residents and Staff Have reported regularly that sirens cannot or have not been heard confirming the large inadequacy of the system.

To address these short comings the Town of Amherstburg in 2017 purchased and installed the Amherstburg emergency notification system, powered by Everbridge. This system, "Amherstburg Alert" allows us to send messages about situations as they happen across multiple devices, including your home phone, mobile device, email, and more. We can provide very specific actions to be taken by residents and inform them as a community emergency evolves and requires the public to act. However we must receive credible, timely and accurate information in advance in order to inform the public.

### 3. **DISCUSSION:**

Our Community Emergency Response Plan was not activated for the event in question.

Our Community's safety is our top concern and wants to make sure residents know about emergencies and incidents as they happen.

The Tuesday, September 25th circumstances, an emergency did not exist nor did it occur. In fact, Fire Services did not receive a single call for service throughout the evening.

We also do not want to duplicate the two additional means (listed below) of receiving important information as this only cause's confusion as well as the potential for mis-information creating unnecessary public panic.

#### 1) **The National (Canada Wide) Alert Ready System**

Alert Ready is designed to deliver critical and potentially life-saving alerts to Canadians through television, radio and recently the LTE cellular network. The Alert Ready system is developed in partnership with federal, provincial and territorial emergency management officials, Environment and Climate Change Canada, The Weather Network and the broadcasting industry and wireless service providers, to ensure the



public receive alerts immediately and know when to take action to keep individuals and their families safe.

For Example:

- An Urban Fire that threatens multiple residential or commercial properties
- An Industrial Chemical Incident that poses a threat to public health
- A wildfire that involves a large area of natural combustibles and threatens human safety

## 2) **Ontario Warnings system**

Provides Warnings/Advisories and Alerts regarding tornados and other weather events.

An Emergency Information Advisory provides information to Ontarians about current or evolving emergency situations or significant events. Advisories may recommend protective actions to take.

The province issues an Emergency Alert to provide recommended immediate actions to protect citizens, their families and others when there is an imminent threat to life, public safety or property.

The Public may register for receiving these at:

<https://www.emergencymanagementontario.ca/english/alertready/alertreadyON.html>

On September 25, 2018, the Community Emergency Management Coordinator received, like many members of the public and media the National Alert Ready Message and the Provincial Warning as stated below:

*Environment Canada has issued a **TORNADO WARNING** for **South-western Ontario**.*

*This is a dangerous and potentially life-threatening situation. Take cover immediately, if threatening weather approaches. If you hear a roaring sound or see a funnel cloud, swirling debris near the ground, flying debris, or any threatening weather approaching, take shelter immediately.*

No alert or credible information regarding an imminent event directly to the Town of Amherstburg was ever received.

The emergency siren system within the Nuclear Primary Zone which was designed specifically for the threat of Nuclear Exposure, does not provide the majority (Primary Zone contains approx. 260 Households of a total of 8,951 households within the Municipality) of the Amherstburg public with specific information about what type of emergency exists nor emergency instructions or appropriate actions to take during a weather event.

#### 4. **RISK ANALYSIS:**

N/A

#### 5. **FINANCIAL MATTERS:**

N/A

6. **CONSULTATIONS:**

N/A

7. **CONCLUSION:**

It is very important that the Public be provided with accurate information and guidance. Unlike other sources of information which may only be partly accurate which could mean incorrect or non-effective guidance to the public which could result in needless worry and panic, accidents and additional injury caused by inappropriate guidance. An additional consideration is significant loss of credibility and accrued liability to the Municipality.

In the case of the Earthquake that occurred locally in the spring of this year it took 53 minutes following the quake for us to receive credible information.


All of our initial effort was for the explicit purpose of: determining what had occurred, where, and the extent. Also, was major infrastructure impacted? (i.e. roads, bridges, water supply, and of course, the state or impact to Fermi 2.) That is why crews were immediately dispatched to every neighbourhood in the community.

At all times regardless of the type of event we are very cognizant of public concern, and are focussed on getting credible, accurate and corroborated information, from which, decisions can be made and appropriate actions taken.

The “Probable Tornado” that has been reported more than 4 days following the event is as a result of local information provided by the Municipality rather than any scientific visit and investigation.

This event was not a significant emergency requiring the Emergency Operation Centre to be opened. There was not mass damage, no injury or worse, and no emergency calls for help were received. This event did not require the Mayor to consider declaring a state of Emergency; this event did not require the Emergency Control Group or our Municipal ERP to be activated. There was extremely little damage to property. (We have one report and a report of a number of trees down or damaged).

Lastly, we would suggest that if our “Alert” system locally was used for every potential weather event, rather than credible imminent events, the willingness of the public to pay attention would be significantly diminished.



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Bruce Montone  
**Fire Chief**

## Report Approval Details

|                      |                              |
|----------------------|------------------------------|
| Document Title:      | Storm on September 25th.docx |
| Attachments:         | N/A                          |
| Final Approval Date: | Oct 16, 2018                 |

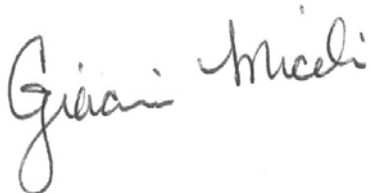
This report and all of its attachments were approved and signed as outlined below:



**Mark Galvin - Oct 12, 2018 - 5:33 PM**



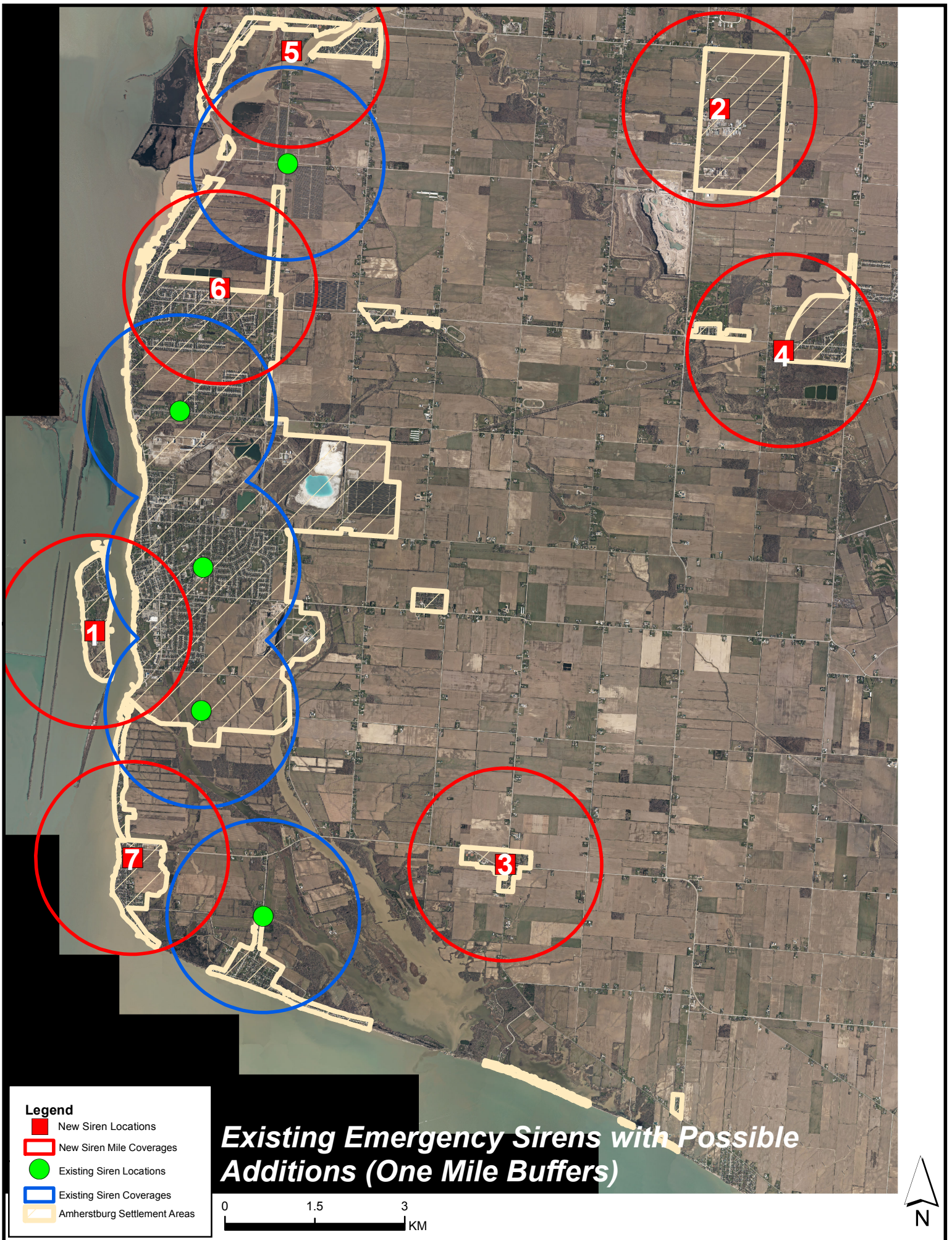
**Cheryl Horrobin - Oct 12, 2018 - 6:09 PM**



**John Miceli - Oct 15, 2018 - 11:36 AM**



**Paula Parker - Oct 16, 2018 - 12:30 PM**

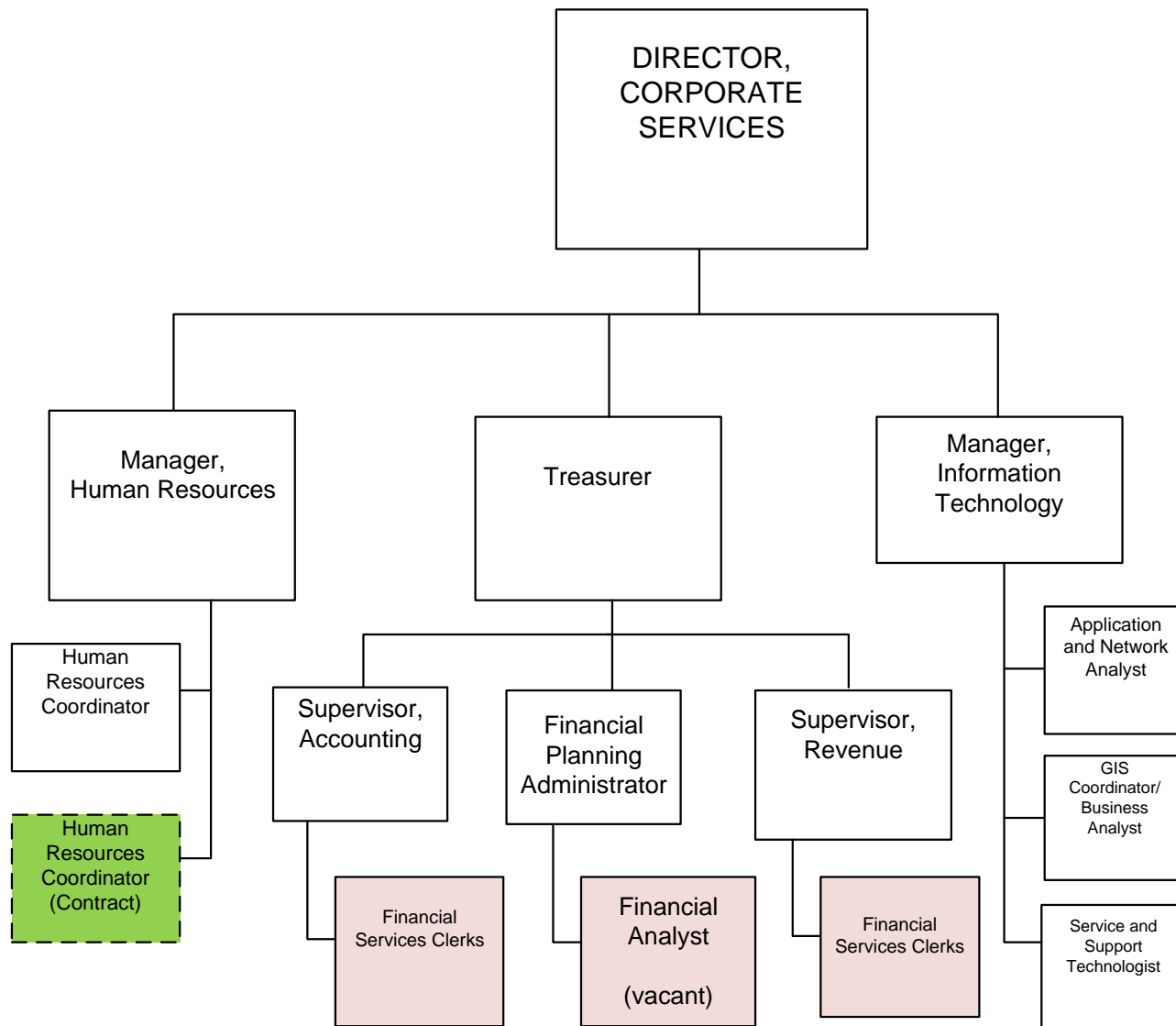




### A. Department Overview

#### Mission

The Mission of the Corporate Services is to provide open and transparent information to the residents of Amherstburg and outstanding customer service to both our residents and internal users.



\*Highlighted in green is a staffing request for 2019



## **Department Description**

### **Financial Services**

Financial Services is responsible for ensuring that all revenues are collected and recorded and all expenditures are allocated in accordance with all by-laws, regulations and budgets, as established by Town Council, and that all financial activities of the Town are presented in compliance with professional and ethical standards.

### **Duties of the Finance Department**

- Property taxation
- Accounting
- Accounts Payable
- Accounts Receivable
- Payroll
- Purchasing
- Information Technology
- Budgeting
- Long Term Financial Planning
- Asset Management
- Financial Policy Development

### **Information Technology**

The Information Technology Department is responsible for maintaining Computer Services and Network Infrastructure for the Town of Amherstburg as it relates to all departments operating in the town of Amherstburg at the following sites: Town Hall, Libro Center, Public Works, Police, Fire, and Gordon House.

### **Human Resources Department**

The Human Resources Department provides the following services:

- Recruitment and staffing
- Compensation and benefits administration
- Job evaluation and pay equity
- Development of employment policies
- Employee training and development
- Health and safety programs
- Labour relations
- Employee wellness programs

**B. Budgeted Staffing Resources- Corporate Services**

The following is a breakdown of the staffing resources in Corporate Services Office:

**Financial Services**

| <b>Permanent FTE's</b> | <b>2018 Budget</b> | <b>2019 Proposed</b> |
|------------------------|--------------------|----------------------|
| Full-Time FTE's        | 11.00              | 11.00                |
| Part-Time FTE's        | 0.00               | 0.00                 |
| <b>Total FTE</b>       | <b>11.00</b>       | <b>11.00</b>         |
| <b>Net Change</b>      | <b>0.00</b>        | <b>0.00</b>          |

**Staffing Complement Includes:**

| <b>Position Description</b>      | <b>Position Profile</b> | <b>Number of Staff</b> | <b>FTE</b> |
|----------------------------------|-------------------------|------------------------|------------|
| Director of Corporate Services   | Senior Management Team  | 1.00                   | 1.00       |
| Treasurer                        | Management              | 1.00                   | 1.00       |
| Supervisor of Accounting         | Non-Union               | 1.00                   | 1.00       |
| Supervisor of Revenue            | Non-Union               | 1.00                   | 1.00       |
| Financial Planning Administrator | Non-Union               | 1.00                   | 1.00       |
| Financial Analyst                | Non-Union               | 1.00                   | 1.00       |
| Financial Services Clerks        | Union                   | 5.00                   | 5.00       |

**Information Technology**

| <b>Permanent FTE's</b> | <b>2018 Budget</b> | <b>2019 Proposed</b> |
|------------------------|--------------------|----------------------|
| Full-Time FTE's        | 4.00               | 4.00                 |
| Part-Time FTE's        | 0.00               | 0.00                 |
| <b>Total FTE</b>       | <b>4.00</b>        | <b>4.00</b>          |
| <b>Net Change</b>      | <b>0.00</b>        | <b>0.00</b>          |

**Staffing Complement Includes:**

| <b>Position Description</b>       | <b>Position Profile</b> | <b>Number of Staff</b> | <b>FTE</b> |
|-----------------------------------|-------------------------|------------------------|------------|
| Manager of Information Technology | Management              | 1.00                   | 1.00       |
| Application and Network Analysis  | Non-Union               | 1.00                   | 1.00       |
| GIS Coordinator/Business Analysis | Non-Union               | 1.00                   | 1.00       |
| Service and Support Technician    | Non-Union               | 1.00                   | 1.00       |



**Human Resources Department**

| <b>Permanent FTE's</b> | <b>2018 Budget</b> | <b>2019 Proposed</b> |
|------------------------|--------------------|----------------------|
| Full-Time FTE's        | 3.00               | 3.00                 |
| Part-Time FTE's        | 0.00               | 0.00                 |
| Total FTE              | 3.00               | 3.00                 |
| Net Change             | 0.00               | 0.00                 |

**Staffing Complement Includes:**

| <b>Position Description</b> | <b>Position Profile</b> | <b>Number of Staff</b> | <b>FTE</b> |
|-----------------------------|-------------------------|------------------------|------------|
| Manager of Human Resources  | Management              | 1.00                   | 1.00       |
| Human Resources Coordinator | Non- Union              | 1.00                   | 1.00       |
| Health Resources Officer    | Non- Union              | 1.00                   | 1.00       |

**Proposed:** To Extend the Human Resources Coordinator position for another 1 year contract.



Town of Amherstburg

Department: Corporate Services

Budget Centre: Financial Services

2019 Budget

Year ending December 31, 2019

|  | 2018 Budget*     | 2019 Budget      | Budget Increase/<br>(Decrease) 2018 to<br>2019 | Issue Paper Ref. No. |
|--|------------------|------------------|--|----------------------|
| <b>Revenue:</b>                                      |                  |                  |  |                      |
| 10-4-1001021-1010 Fees - Tax Certificates            | (35,000)         | (35,000)         | -  |                      |
| 10-4-1001021-1015 Fees - Administrative Charges      | (8,000)          | (8,000)          | -  |                      |
| <b>Total Revenue- Financial Services</b>             | <b>(43,000)</b>  | <b>(43,000)</b>  | <b>-</b>                                       |                      |
| <b>Expenses:</b>                                     |                  |                  |  |                      |
| <b>Salaries and Wages:</b>                           |                  |                  |  |                      |
| 10-5-1001021-0101 Salaries - Full Time               | 869,413          | 909,868          | 40,455   | CORP-STAFFING        |
| 10-5-1001021-0102 Salaries - Overtime                | 13,500           | 7,000            | (6,500)  | CS-FIN-1             |
| 10-5-1001021-0107 Salaries - Part Time/Temporary     | -                | -                | -  |                      |
| <b>Total Salaries and Wages - Financial Services</b> | <b>882,913</b>   | <b>916,868</b>   | <b>33,955</b>                                  | CORP-STAFFING        |
| <b>Benefits:</b>                                     |                  |                  |  |                      |
| <b>Total Benefits - Financial Services</b>           | <b>301,132</b>   | <b>301,330</b>   | <b>198</b>                                     | CORP-STAFFING        |
| <b>General Expenses:</b>                             |                  |                  |  |                      |
| 10-5-1001021-0301 Office Supplies                    | 9,500            | 9,500            | -  |                      |
| 10-5-1001021-0326 Audit Fees                         | 38,000           | 38,000           | -  |                      |
| 10-5-1001021-0327 Professional Fees                  | 16,000           | 85,000           | 69,000   | CS-FIN-2             |
| 10-5-1001021-0336 Contracted Services - Brinks       | 19,000           | 19,000           | -  |                      |
| 10-5-1001021-0342 Meeting Expenses                   | -                | 750              | 750  | CS-FIN-1             |
| 10-5-1001021-0345 Mobile Devices                     | 1,400            | 1,600            | 200  | CS-FIN-1             |
| 10-5-1001021-0350 Memberships                        | 3,000            | 5,000            | 2,000  | CS-FIN-1             |
| 10-5-1001021-0351 Training and Prof. Developmt       | 18,750           | 17,000           | (1,750)  | CS-FIN-1             |
| 10-5-1001021-0352 Travel and Mileage                 | -                | 750              | 750  | CS-FIN-1             |
| <b>Total General Expenses - Financial Services</b>   | <b>105,650</b>   | <b>176,600</b>   | <b>70,950</b>                                  |                      |
| <b>Total Expenses - Financial Services</b>           | <b>1,289,696</b> | <b>1,394,798</b> | <b>105,103</b>                                 |                      |
| <b>Net Operating Budget</b>                          | <b>1,246,696</b> | <b>1,351,798</b> | <b>105,103</b>                                 |                      |

| Capital Budget<br>Description | Funding |          |       |     |
|-------------------------------|---------|----------|-------|-----|
|                               | Cost    | Reserves | Other | Tax |
| <b>Total Capital Request</b>  | -       | -        | -     | -   |

**Total Requirement for Taxes for 2019**

**1,351,798**

\* Note: The 2018 Budget has been reclassified within the budget centre format used for 2019 with no change to approved revenue or expenditures



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

|  |                                   |
|--|-----------------------------------|
| Author's Name: Justin Rousseau   | Report Date: January 8, 2019      |
| Author's Phone: 519 736-0012 ext. 2259   | Date to Council: January 21, 2019 |
| Author's E-mail:<br><a href="mailto:jrousseau@amherstburg.ca">jrousseau@amherstburg.ca</a> | Resolution #: N/A                 |

To: Mayor and Members of Town Council

Subject: Corporate Salary and Wage Adjustments

---

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Treasurer dated January 8, 2019 regarding Corporate Salary and Wage Adjustments **BE RECEIVED**; and,
2. The Corporate Salary and Wage Adjustments proposed throughout the 2019 Operating Budget **BE CONSIDERED** as part of the overall 2019 Operating Budget.

2. **BACKGROUND:**

The 2019 Operating Budget contains a number of issues that impact the organization and are related to staff compensation that are contractually or market driven. This report provides Council with an overview of each item. This report deals with both tax funded salaries and water rate funded salaries

3. **DISCUSSION:**

A. Management and Non -Union step increases (progression of staff through

**salary grid) - (Resolution # 20170710-804) - Adjustment \$132,390:**

On July 10, 2017, Council approved the Management Non-Union Compensation Plan for 95 staff members in 44 full-time and part-time positions and adopted the following motion:

*“That:*

- 1. The report from the Chief Administrative Officer dated June 29, 2017 Compensation Review Non-Union/Management Staff BE RECEIVED;*
- 2. The Non-Union/Management Compensation Plan 65th percentile BE APPROVED for the compensation of the Non-Union/Management group effective June 1st, 2017 ;*
- 3. The Manager of Human Resources BE DIRECTED to post the Compensation Plan for Pay Equity Compliance; and,*
- 4. The Manger of Human Resources and Director of Corporate Services/ Treasurer BE DIRECTED to include provisions for inflationary adjustments in the Town’s annual operating budget with an annual June 1<sup>st</sup> implementation date subject to Council approval.”*

The approved compensation plan was established with 11 comparator municipalities using the 65<sup>th</sup> percentile as the established compensation target going forward. As a result of the new plan adopted and the approved new salary grid several members of the staff were eligible for step increases as a result of progression through the new grid. This budgeted amount represents the corporate impact of salary grid progression identified in the report and approved by Council as well as new hires in 2018 adjustment for placement on grid

**B. Annual inflationary adjustment as per Council approved Compensation Policy- (Resolution # 20170710-804) – Adjustment \$65,204:**

In accordance with article 4 of the approved Council policy, the Manager of Human Resources and the Treasurer have budgeted for an operating budget adjustment (1.66%) for the inflationary salary adjustment as per the Council approved motion.

**C. Benefit Cost Adjustment for staff as contractual and policy requirements - Adjustment \$75,276:**

This adjustment is a result of the increased benefit costs for benefits provided to unionized, management and non-union employee groups for 2019.

**D. Annual Adjustment due to negotiated Union Contractual agreements- Approved By Council February 29, 2016 Adjustment and Part Time non-union staff adjustment to wage grid \$112,304:**

In accordance with the collective agreement approved by Council, unionized staff is entitled to 0.5% increase effective January 1, 2019 and additional 0.5% increase effective June 1, 2019.

There are additional wage adjustments in the part time non-union staff as staff members move along the payment grid as well in the above figure.

**E. Adjustment to Salary Budget for projected increase due to the addition and reduction of staff during budget development \$49,647:**

Administration has made adjustments for the council approved in year addition of the supervisor of roads at a salary of \$77,853.

Administration is recommending the removal of the refrigeration mechanic from the base budget as it has been difficult to recruit for the position and get a qualified applicant to apply the cost of the adjustment is a reduction of (\$66,019)

Administration has made provision for additional funding for the remaining portion of the year for the supervisor of environmental services added for 6 months of cost in the 2018 water budget of \$37,813.

**F. Adjustment for 1/3 tax exemption and change is legislation \$27,919:**

Administration has made provisions should Council decide to go with Option A in the Council Compensation Review for the Elimination of the 1/3 Tax Exemption report.

**G. Adjustment in Overtime for various area's reduction (\$127):**

Administration has conducted a review of all overtime in area's and most area's experienced a significant decrease however there was an increase in public works to help offset historical overages in that area.

**4. RISK ANALYSIS:**

Many of the increases identified in the report are contractual in nature and have been previously approved by Council through resolution. Should Council not approve the funding for such agreements in the 2019 operating budget the Town will be in violation

of the agreements and will be subject to litigation. Such actions will be subject to much political risk and future financial risk. It is most likely that the Town would be required to defend such actions and the cost associated with such a decision may result in additional legal costs and possible additional awards. The Town may be considered as bargaining in bad faith which may have a negative impact on the reputation of the Town and future negotiations with bargaining units of the organization.

**5. FINANCIAL MATTERS:**

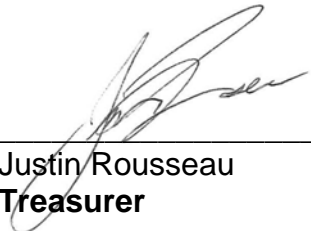
Provisions have been made in the 2019 operating budget to address and fund the items identified. Total Funding recommended is \$462,618 of which \$ 402,613 is taxation funded and \$59,722.

**6. CONSULTATIONS:**

Manager of Human Resources

**7. CONCLUSION:**

The adjustments required as a result of funding items A to E in the report are primarily contractual in nature and have been previously approved by their respective bodies. The 2019 operating budget recommended by administration to Council has been developed to address and fund these items.



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Justin Rousseau  
**Treasurer**



## 2019 Operating Budget Request

|   |                    |
|---|--------------------|
| <b>Budget Issue Number:</b>                   | CSFIN-1            |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable     |
| <b>Budget Issue Classification:</b>           | Budget Reduction   |
| <b>Department:</b>                            | Corporate Services |
| <b>Budget Centre:</b>                         | Financial Services |
| <b>Budget Impact:</b>                         | \$(4,550)          |

|                            |              |
|----------------------------|--------------|
| <b>Budget Issue Title:</b> | Line by Line |
|----------------------------|--------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail  |
|--|
| <p><b>Reallocation of Training and Professional Development - Budget Decrease (\$250)</b><br/>           The 2018 Budget combined all meeting expenses and travel and mileage into the training and professional development account. Corporately, cell phone costs resided in the Information Technology budget until the cell phone budgets were reallocated to the departments directly.</p> <p>In 2019, a further reallocation of the training and professional development budget is being brought forward to provide more detailed breakdown of the types of the expenditures realized.</p> <p><b>Cell Phone - Budget Increase \$200</b><br/>           Finance has two staff cell phones, one for the Director of Corporate Services and the other for the Treasurer. Increasing costs put pressure on the current \$1,400 cell phone budget. This request is to increase the budget \$200.</p> <p><b>Memberships-Budget Increase \$2,000</b><br/>           The 2019 requires the following Memberships CPA Ontario for two staff, AMCTO for staff, OMTRA, and MFOA for Staff. Full staffing compliment has not been achieved in finance in prior years and as such no budget adjustment has been made, however this is not expected to be the case in 2019.</p> <p><b>Overtime Decrease-(\$6,500)</b><br/>           A review was done to correct the application of overtime per the employment standards act. As such administration is recommending a reduction in overtime in this budget centre.</p> |

| Budget Impact                         |                   |                   |
|---------------------------------------|-------------------|-------------------|
| Account Name                          | Account Number    | Budget Change     |
| Training and Professional Development | 10-5-1001021-0351 | \$(1,750)         |
| Meeting Expenses                      | 10-5-1001021-0342 | \$ 750            |
| Salaries- Overtime                    | 10-5-1001021-0102 | \$(6,500)         |
| Travel and Mileage                    | 10-5-1001021-0352 | \$ 750            |
| Memberships                           | 10-5-1001021-0350 | \$2000            |
| Cell Phone                            | 10-5-1001021-0345 | \$ 200            |
| <b>Total Budget Impact:</b>           |                   | <b>\$ (4,550)</b> |



## 2019 Operating Budget Request

|   |                    |
|---|--------------------|
| <b>Budget Issue Number:</b>                   | CSFIN-2            |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable     |
| <b>Budget Issue Classification:</b>           | Budget Reduction   |
| <b>Department:</b>                            | Corporate Services |
| <b>Budget Centre:</b>                         | Financial Services |
| <b>Budget Impact:</b>                         | \$69,000           |

|                            |                                 |
|----------------------------|---------------------------------|
| <b>Budget Issue Title:</b> | Professional Fees- AMP Road Map |
|----------------------------|---------------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail   |
|---|
| <p><b>Asset Management Plan Road Map – Budget Increase \$ 75,000</b></p> <p>In 2017 Council Approved the Asset Management Plan for the Town of Amherstburg which would help chart a course to manage the infrastructure and renewal of infrastructure for the Town. At the time of the creation on the plan there were many sources of data to create the plan however not all the data had a high confidence value.</p> <p>The Road Map will help increase that data confidence and also provided a plan for infrastructure renewal targeted at points in life. This will help the municipality find the balance between assets and investment, prioritize projects and secure funding.</p> <p><b>Reduction in Professional Fee's- Budget Decrease \$(6,000)</b></p> <p>There are less professional fees planned for assessment based management in 2019 than were planned in 2018 therefore administration is recommending a reduction of \$6,000</p> |

| Budget Impact               |                   |                 |
|-----------------------------|-------------------|-----------------|
| Account Name                | Account Number    | Budget Change   |
| Professional Fees           | 10-5-1001021-0327 | \$69,000        |
| <b>Total Budget Impact:</b> |                   | <b>\$69,000</b> |

Town of Amherstburg  
 Department: Corporate Services  
 Budget Centre: Human Resources  
 2019 Budget  
 Year ending December 31, 2019

|   | 2018 Budget*   | 2019 Budget    | Budget Increase/<br>(Decrease) 2018 to<br>2019 | Issue Paper Ref. No.        |
|---|----------------|----------------|--|-----------------------------|
| <b>Expenses:</b>                                  |                |                |  |                             |
| <b>Salaries and Wages:</b>                        |                |                |  |                             |
| 10-5-1001024-0101 Salaries - Full Time            | 190,428        | 201,868        | 11,440   | CORP-STAFFING               |
| 10-5-1001024-0102 Salaries - Overtime             | -              | -              | -  |                             |
| 10-5-1001024-0107 Salaries - Part Time/Temporary  | 73,276         | 78,709         | 5,433  | HR-STAFFING                 |
| <b>Total Salaries and Wages - Human Resources</b> | <b>263,704</b> | <b>280,578</b> | <b>16,874</b>                                  | HR-STAFFING & CORP-STAFFING |
| <b>Benefits:</b>                                  |                |                |  |                             |
| <b>Total Benefits - Human Resources</b>           | <b>69,417</b>  | <b>79,652</b>  | <b>10,235</b>                                  | HR-STAFFING & CORP-STAFFING |
| <b>General Expenses:</b>                          |                |                |  |                             |
| 10-5-1001024-0240 Employee Recognition            | 10,000         | 13,600         | 3,600  | CS-HR-3                     |
| 10-5-1001024-0249 Corporate Training              | 12,000         | 12,000         | -  |                             |
| 10-5-1001024-0250 Health and Safety               | 20,000         | 20,000         | -  |                             |
| 10-5-1001024-0301 Office Supplies                 | 1,000          | 1,000          | -  |                             |
| 10-5-1001024-0327 Professional Fees               | 22,000         | 47,500         | 25,500   | CS-HR-5                     |
| 10-5-1001024-0342 Meeting Expenses                | 1,000          | 1,000          | -  |                             |
| 10-5-1001024-0345 Mobile Devices                  | 1,300          | 2,000          | 700  | CS-HR-2                     |
| 10-5-1001024-0350 Memberships                     | 600            | 3,350          | 2,750  | CS-HR-4                     |
| 10-5-1001024-0351 Training and Prof. Developmt    | 5,000          | 10,850         | 5,850  | CS-HR-6 & CS-HR-7           |
| 10-5-1001024-0352 Travel and Mileage              | -              | 1,000          | 1,000  | CS-HR-8                     |
| <b>NEW Recruitment Expenses</b>                   |                | 19,600         | 19,600   | CS-HR-1                     |
| <b>Total General Expenses - Human Resources</b>   | <b>72,900</b>  | <b>131,900</b> | <b>59,000</b>                                  |                             |
| <b>Retiree Benefits</b>                           |                |                |  |                             |
| <b>Total Expenses - Retiree Benefits</b>          | <b>382,727</b> | <b>400,600</b> | <b>17,873</b>                                  | CS-HR-9                     |
| <b>Total Expenses</b>                             | <b>788,748</b> | <b>892,730</b> | <b>103,982</b>                                 |                             |
| <b>Net Operating Budget</b>                       | <b>788,748</b> | <b>892,730</b> | <b>103,982</b>                                 |                             |

| Capital Budget<br>Description | Funding |          |       |     |
|-------------------------------|---------|----------|-------|-----|
|                               | Cost    | Reserves | Other | Tax |
| <b>Total Capital Request</b>  | -       | -        | -     | -   |

**Total Requirement for Taxes for 2019** 892,730

\* Note: The 2018 Budget has been reclassified within the budget centre format used for 2019 with no change to approved revenue or expenditures





## 2019 Operating Budget Request

|   |                    |
|---|--------------------|
| <b>Budget Issue Number:</b>                   | CSHR-STAFFING      |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable     |
| <b>Budget Issue Classification:</b>           | Budget Pressure    |
| <b>Department:</b>                            | Corporate Services |
| <b>Budget Centre:</b>                         | Human Resources    |
| <b>Budget Impact:</b>                         | \$94,765           |

|                            |                        |
|----------------------------|------------------------|
| <b>Budget Issue Title:</b> | Coordinator (Contract) |
|----------------------------|------------------------|

|                                       |          |
|---------------------------------------|----------|
| <b>Budget Request Classification:</b> | One-Time |
|---------------------------------------|----------|

| <b>Budget Issue Detail</b>                   |
|--|
| Please refer to the Council Report attached. |

| <b>Budget Impact</b>                 |                       |                      |
|--------------------------------------|-----------------------|----------------------|
| <b>Account Name</b>                  | <b>Account Number</b> | <b>Budget Change</b> |
| Salary-Temporary (incl vacation pay) | 10-5-1001024-0107     | \$78,709             |
| Benefits                             | Various               | \$16,056             |
| <b>Total Budget Impact:</b>          |                       | <b>\$94,765</b>      |



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF CORPORATE SERVICES

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

|  |                                   |
|--|-----------------------------------|
| Author's Name: Michelle Rose           | Report Date: August 31, 2018      |
| Author's Phone: 519 736-0012 ext. 2240 | Date to Council: January 21, 2019 |
| Author's E-mail: mrose@amherstburg.ca  | Resolution #:                     |

To: Mayor and Members of Town Council

Subject: Budget Staff Request – One Temporary, Full Time Human Resources Coordinator

---

#### 1. RECOMMENDATION:

It is recommended that:

1. The report from the Manager of Human Resources dated August 30, 2018 regarding the hire of one (1) temporary full time Human Resources Coordinator for 2019; **BE RECEIVED.**

#### 2. BACKGROUND:

In the latter months of 2017, administration reviewed options in terms of acquiring software to adequately manage the health and safety program and human resources functionality for the corporation. Recognizing the need for software and the significant time and focus required for the HR division to implement the software, Council approved a temporary, full-time HR Coordinator for 2018 to allow the regular, full-time HR Coordinator the opportunity to focus on implementation.

#### 3. DISCUSSION:

The plan to move forward quickly with the acquisition of software and subsequent implementation was delayed substantially due to the passing of Bill 148, the *Fair Workplaces, Better Job Act*. This became a new priority for administration to review the impacts of the bill and ensure the Town was compliant with the new legislation. Interpreting the bill and applying the legislation required substantial resources from the HR division well into the month of May.

The acquisition of software was further delayed due to the hire of a new Director of Corporate Services (DCS) overseeing Human Resources, Information Technology, and Financial Services. The DCS requested to be part of the decision to acquire software for the HR division. Administration arranged for software demonstrations and requested quotes accordingly during the months of June, July, and August. The budget request for the acquisition of software is included in the 2019 budget and administration is very eager to improve processes, create efficiencies, and manage records with technological support.

**4. RISK ANALYSIS:**

A successful implementation of software will require significant time and attention of HR resources. With the addition of a temporary HR Coordinator, the division will be able to perform regular functions and provide customer service to our employees and external agencies. These functions include: annual and regular processes related to recruitment, training, orientation, time and attendance, health and safety and labour relations; day-to-day inquiries and concerns that require timely response; documentation with specific deadlines associated with OSHA, legal matters, payroll, recruitment, benefit claims management, and grievances. With the volume of work, it will be extremely arduous for the HR division to perform regular duties and successfully implement software that will affect all employees of the corporation.

**5. FINANCIAL MATTERS:**

The salary for a temporary, full time HR Coordinator was included in the 2018 budget at \$73,275.

The total budget required for 2019 is \$94,765, which includes salary, vacation pay, and benefits.

**6. CONSULTATIONS:**

The Manager of Information Technology was consulted on the preparation of this report.

**7. CONCLUSION:**

The implementation of software will require substantial time and focus of current HR resources. To maintain customer service and regular functions of the HR division, a temporary, full time HR Coordinator is required.

*Michelle Rose*

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Michelle Rose  
**Manager of Human Resources**



## 2019 Operating Budget Request

|   |                    |
|---|--------------------|
| <b>Budget Issue Number:</b>                   | CSHR-1             |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable     |
| <b>Budget Issue Classification:</b>           | Budget Enhancement |
| <b>Department:</b>                            | Corporate Services |
| <b>Budget Centre:</b>                         | Human Resources    |
| <b>Budget Impact:</b>                         | \$2,600            |

|                            |                                      |
|----------------------------|--------------------------------------|
| <b>Budget Issue Title:</b> | Advertising and Recruitment Expenses |
|----------------------------|--------------------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>   |
|--|
| <p>Administration is recommending a \$19,600 budget line for Recruiting Expenses.</p> <p>The Global Advertising budget is \$35,000 with an estimated \$17,000 being used for recruitment related advertising. Administration is recommending \$17,000 from the Global Advertising budget be transferred to the Human Resources budget centre.</p> <p>Administration is also requesting a \$2,600 budget increase for a new Recruitment Expenses account based on anticipated recruitment requirements in 2019.</p> |

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Recruitment Expenses        | 10-5-1001024-NEW      | \$19,600             |
| Advertising                 | 10-5-1001020-0307     | (\$17,000)           |
| <b>Total Budget Impact:</b> |                       | <b>\$2,600</b>       |



## 2019 Operating Budget Request

|   |                    |
|---|--------------------|
| <b>Budget Issue Number:</b>                   | CSHR-2             |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable     |
| <b>Budget Issue Classification:</b>           | Budget Enhancement |
| <b>Department:</b>                            | Corporate Services |
| <b>Budget Centre:</b>                         | Human Resources    |
| <b>Budget Impact:</b>                         | \$700              |

|                            |            |
|----------------------------|------------|
| <b>Budget Issue Title:</b> | Cell Phone |
|----------------------------|------------|

|                                       |          |
|---------------------------------------|----------|
| <b>Budget Request Classification:</b> | One-Time |
|---------------------------------------|----------|

| Budget Issue Detail  |
|--|
| <p>Administration is requesting a one-time enhancement of \$700 for cell phone costs based on historical trending for usage requirements and related costs anticipated for 2019.</p> |

| Budget Impact               |                   |               |
|-----------------------------|-------------------|---------------|
| Account Name                | Account Number    | Budget Change |
| Cell Phone                  | 10-5-1001024-0345 | \$700         |
| <b>Total Budget Impact:</b> |                   | <b>\$700</b>  |



## 2019 Operating Budget Request

|   |                    |
|---|--------------------|
| <b>Budget Issue Number:</b>                   | CSHR-3             |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable     |
| <b>Budget Issue Classification:</b>           | Budget Pressure    |
| <b>Department:</b>                            | Corporate Services |
| <b>Budget Centre:</b>                         | Human Resources    |
| <b>Budget Impact:</b>                         | \$3,600            |

|                            |                      |
|----------------------------|----------------------|
| <b>Budget Issue Title:</b> | Employee Recognition |
|----------------------------|----------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail  |
|--|
| <p>Administration is requesting a \$3,600 budget increase for employee recognition.</p> <p>As per policy H01- Long Service Award, there are several employees being recognized for their long service in 2019, with a cost total of \$3000. This is an increase of \$2,600 from the 2018 long service recognitions costs.</p> <p>Administration is requesting an allowance of \$1,000 for potential notification of two retirements. These dollars would go towards retirement celebrations as per policy H01 Retirement Recognition Celebration. Administration has not budgeted for retirements in past budgets.</p> |

| Budget Impact               |                   |                |
|-----------------------------|-------------------|----------------|
| Account Name                | Account Number    | Budget Change  |
| Employee Recognition        | 10-5-1001024-0240 | \$3,600        |
| <b>Total Budget Impact:</b> |                   | <b>\$3,600</b> |



## 2019 Operating Budget Request

|   |                    |
|---|--------------------|
| <b>Budget Issue Number:</b>                   | CSHR-4             |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable     |
| <b>Budget Issue Classification:</b>           | Budget Pressure    |
| <b>Department:</b>                            | Corporate Services |
| <b>Budget Centre:</b>                         | Human Resources    |
| <b>Budget Impact:</b>                         | \$2,750            |

|                            |             |
|----------------------------|-------------|
| <b>Budget Issue Title:</b> | Memberships |
|----------------------------|-------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail   |
|---|
| <p>The current Human Resources-Membership budget is \$600, which does not covered the cost of current memberships for staff. Administration is requesting a budget increase of \$2,745 to fund current memberships and allow for new health &amp; safety related memberships.</p> <p>The request includes funding toward the cost of memberships, in the Ontario Municipal Human Resources Association (OMHRA) (\$380) and the Association of Municipal Clerks and Treasurers of Ontario (AMCTO) (\$440) and for the Director of Corporate Services, which are required and but were not included in the 2018 budget.</p> <p>The request also includes a new membership in the Ontario Municipal Health and Safety Representatives Association (OMHSRA) for the Human Resources Coordinator. (\$150)</p> <p>OMHSRA represents the interests of its members by providing a forum for the exchange of health and safety information amongst municipalities; encouraging the development and exchange of ideas, methods and standards of practice; assessing the impact of legislative initiatives; working in conjunction with government agencies to provide assistance and information; and provide and encourage professional development of the membership.</p> <p>Administration is requesting membership to the Public Service Health and Safety Association (PSHSA) Safety Group. (\$650)</p> <p>Safety Groups are WSIB initiatives that allow groups of companies to pool their health and safety experience and resources to help improve their prevention systems. Safety Group members can reduce their workplace injuries and illnesses and be rewarded with rebates on WSIB premiums. The objective at PSHSA is to eliminate workplace injuries and illnesses and to help employers reduce WSIB costs. Membership will help the Town to share in WSIB rebates and reduce the number and severity of lost time injuries in our workplace. Members share resources, network within their sector, attend training sessions and compare best practices and case studies. In addition, members have access to consultants who can assist with developing their programs as well as access to a members-only section to share resources.</p> |

| Budget Impact               |                   |                |
|-----------------------------|-------------------|----------------|
| Account Name                | Account Number    | Budget Change  |
| Memberships                 | 10-5-1001024-0350 | \$2,750        |
| <b>Total Budget Impact:</b> |                   | <b>\$2,750</b> |



## 2019 Operating Budget Request

|   |                    |
|---|--------------------|
| <b>Budget Issue Number:</b>                   | CSHR-5             |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable     |
| <b>Budget Issue Classification:</b>           | Budget Pressure    |
| <b>Department:</b>                            | Corporate Services |
| <b>Budget Centre:</b>                         | Human Resources    |
| <b>Budget Impact:</b>                         | \$25,500           |

|                            |                   |
|----------------------------|-------------------|
| <b>Budget Issue Title:</b> | Professional Fees |
|----------------------------|-------------------|

|                                       |          |
|---------------------------------------|----------|
| <b>Budget Request Classification:</b> | One-Time |
|---------------------------------------|----------|

| Budget Issue Detail   |
|---|
| <p>Administration is requesting a one-time increase of \$25,500 for professional fees.</p> <p>The IBEW Collective Agreement and the Amherstburg Professional Firefighters Association Collective Agreement expire on December 31, 2019.</p> <p>A 2019 Budget increase is recommended to allow for costs, including professional fees that may be incurred in relation to successful completion of negotiations.</p> |

| Budget Impact               |                   |                 |
|-----------------------------|-------------------|-----------------|
| Account Name                | Account Number    | Budget Change   |
| Professional Fees           | 10-5-1001024-0327 | \$25,500        |
| <b>Total Budget Impact:</b> |                   | <b>\$25,500</b> |





## 2019 Operating Budget Request

|   |                    |
|---|--------------------|
| <b>Budget Issue Number:</b>                   | CSHR-6             |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable     |
| <b>Budget Issue Classification:</b>           | Budget Enhancement |
| <b>Department:</b>                            | Corporate Services |
| <b>Budget Centre:</b>                         | Human Resources    |
| <b>Budget Impact:</b>                         | \$1,400            |

|                            |                                       |
|----------------------------|---------------------------------------|
| <b>Budget Issue Title:</b> | Training and Professional Development |
|----------------------------|---------------------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>  |
|---|
| <p>Administration is recommending a budget increase of \$1,400 to accommodate training and professional development for the Director of Corporate Services relating to Human Resource matters.</p> <p>Continuing professional development is a responsibility of professionals to keep their knowledge and skills current so that they can deliver the high quality of service that meets the expectations of customers, stakeholders, and the community, as well as the requirements of their profession.</p> <p>Human Resource related legislation and best practices change frequently and the Director must have the support to attend training and professional development activities. It is critical to keep abreast of new information and how to apply new legislation and best practices in an ever-evolving human resources environment.</p> |

| <b>Budget Impact</b>                  |                       |                      |
|---------------------------------------|-----------------------|----------------------|
| <b>Account Name</b>                   | <b>Account Number</b> | <b>Budget Change</b> |
| Training and Professional Development | 10-5-1001024-0351     | \$1,400              |
| <b>Total Budget Impact:</b>           |                       | <b>\$1,400</b>       |



## 2019 Operating Budget Request

|   |                    |
|---|--------------------|
| <b>Budget Issue Number:</b>                   | CSHR-7             |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable     |
| <b>Budget Issue Classification:</b>           | Budget Pressure    |
| <b>Department:</b>                            | Corporate Services |
| <b>Budget Centre:</b>                         | Human Resources    |
| <b>Budget Impact:</b>                         | \$4,450            |

|                            |                                       |
|----------------------------|---------------------------------------|
| <b>Budget Issue Title:</b> | Training and Professional Development |
|----------------------------|---------------------------------------|

|                                       |          |
|---------------------------------------|----------|
| <b>Budget Request Classification:</b> | One-Time |
|---------------------------------------|----------|

### Budget Issue Detail

Administration is recommending a one-time budget increase of \$4,450 for training and professional development.

#### **Professional Designations – Budget Increase \$3,450**

The Town has supported the Manager of Human Resources and the Human Resources Coordinator in their endeavour to attain eligibility to obtain professional designations as a Certified Human Resources Leader (CHRL) and Certified Human Resources Professional (CHRP) respectively. The CHRL is the professional level designation. The CHRL validates one's knowledge of HR and of workplace and employment law and the ability to apply this knowledge to business solutions. It signals the commitment to career-long learning and ethical practice.

There have been major changes in what is expected of human resources professionals. For example, they must understand their organizations better and operate at a more strategic level, provide a higher level of thinking, be more solution providers and less process administrators. Individuals at this level have responsibilities such as, but not limited to, managing projects, programs, and initiatives; implementing plans passed down by senior management; and delegating tasks to entry-level staff. In professional matters, individuals at this level can act independently.

Individuals at the CHRL level will often have position titles such as Director of HR and Human Resources Manager. Completion of the CHRL requirements confers the right to use the title Certified Human Resources Leader and the right to use the initials CHRL after your name.

The CHRP validates one's knowledge of HR, their workplace readiness and the commitment to career-long learning and ethical practice. It is the best known HR designation in Canada and available exclusively from the Human Resources Professional Association (HRPA). The CHRP is the entry level designation. Human Resources professionals at entry level may be entering the workforce, acting in roles that are mostly administrative in nature, such as a contributing role in a larger HR function, or a sole HR practitioner in a small HR function. Individuals in this level would have responsibilities such as supporting HR initiatives, executing tasks passed down from management, and operating at the tactical and transactional levels. They often have titles such as Human Resources Assistant, Staffing Coordinator, Human Resources Clerk, or Human Resources Coordinator.

As part of HRPA's designation framework, there is a requirement of Continuing Professional Development (CPD) in order to maintain the designations. The purpose of HRPA's CPD

requirement is to ensure that designated members participate in ongoing professional development activities that enhance their abilities as an HR practitioner; contribute to the acquisition of new knowledge; build familiarity with contemporary HR issues; reinforce essential skills related to HR practice; and contribute to the development of new skills that enhance performance as an HR professional. CHRL and CHRP members are required to obtain 66.67 hours of professional development activities for every three-year CPD cycle.

**Training – Human Resources Coordinator – Budget Increase \$1,000**

| <b>Budget Impact</b>                  |                       |                      |
|---------------------------------------|-----------------------|----------------------|
| <b>Account Name</b>                   | <b>Account Number</b> | <b>Budget Change</b> |
| Training and Professional Development | 10-5-1001024-0351     | \$4,450              |
| <b>Total Budget Impact:</b>           |                       | <b>\$4,450</b>       |



## 2019 Operating Budget Request

|   |                    |
|---|--------------------|
| <b>Budget Issue Number:</b>                   | CSHR-8             |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable     |
| <b>Budget Issue Classification:</b>           | Budget Pressure    |
| <b>Department:</b>                            | Corporate Services |
| <b>Budget Centre:</b>                         | Human Resources    |
| <b>Budget Impact:</b>                         | \$1,000            |

|                            |                    |
|----------------------------|--------------------|
| <b>Budget Issue Title:</b> | Travel and Mileage |
|----------------------------|--------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>  |
|---|
| <p>Administration is requesting an increase of \$1,000 for travel and mileage.</p> <p>It is important for human resources professionals (HR) to stay up to date on new information and best practices to keep up in changing times and stay relevant. It is essential that administration be aware of changing trends and directions in their profession. Attendance at seminars, conferences, and training incurs traveling costs, however it allows administration the opportunity to learn new information and enhance the knowledge and skills they require to deliver a professional service to employees, stakeholders, and the public. HR employees also travel between municipal worksites and attend regional HR meetings.</p> |

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Travel and Mileage          | 10-5-1001024-0352     | \$1,000              |
| <b>Total Budget Impact:</b> |                       | <b>\$1,000</b>       |



## 2019 Operating Budget Request

|   |                    |
|---|--------------------|
| <b>Budget Issue Number:</b>                   | CSHR-9             |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable     |
| <b>Budget Issue Classification:</b>           | Non-Discretionary  |
| <b>Department:</b>                            | Corporate Services |
| <b>Budget Centre:</b>                         | Human Resources    |
| <b>Budget Impact:</b>                         | \$17,873           |

|                            |                  |
|----------------------------|------------------|
| <b>Budget Issue Title:</b> | Retiree Benefits |
|----------------------------|------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail   |
|---|
| <p>Administration is requesting an increase of \$17,873 for Retiree Benefits to deal with an expected inflationary increase of 2% that accounts for \$8,000 of the increase as well as some additional retirements that occurred in late 2017 and 2018, adding to the annual cost for retiree benefits.</p> |

| Budget Impact               |                |                 |
|-----------------------------|----------------|-----------------|
| Account Name                | Account Number | Budget Change   |
| Retiree Benefits            |                | \$17,873        |
| <b>Total Budget Impact:</b> |                | <b>\$17,873</b> |

Town of Amherstburg  
 Department: Corporate Services  
 Budget Centre: Information Technology  
 2019 Budget  
 Year ending December 31, 2019

|  |                                  | 2018 Budget*   | 2019 Budget      | Budget Increase/<br>(Decrease) 2018 to<br>2019 | Issue Paper Ref. No.      |
|--|----------------------------------|----------------|------------------|--|---------------------------|
| <b>Expenses:</b>   |                                  |                |                  |  |                           |
| <b>Salaries &amp; Wages:</b>                             |                                  |                |                  |  |                           |
| 10-5-1001025-0101  | Salaries - Full Time             | 344,244        | 353,949          | 9,705  | CORP-STAFFING             |
| 10-5-1001025-0102  | Salaries - Overtime              | 6,500          | 2,500            | (4,000)  | CS-IT-2                   |
| 10-5-1001025-0112  | Salaries - Part Time/Temporary   | 10,409         | 9,289            | (1,120)  | CORP-STAFFING             |
| <b>Total Salaries and Wages - Information Technology</b> |                                  | <b>361,153</b> | <b>365,738</b>   | <b>4,585</b>                                   | CORP-STAFFING             |
| <b>Benefits:</b>   |                                  |                |                  |  |                           |
| <b>Total Benefits - Information Technology</b>           |                                  | <b>115,241</b> | <b>114,950</b>   | <b>(291)</b>                                   | CORP-STAFFING             |
| <b>General Expenses:</b>                                 |                                  |                |                  |  |                           |
| 10-5-1001025-0301  | Office Supplies                  | 1,200          | 1,200            | -  |                           |
| 10-5-1001025-0308  | Photocopies                      | 19,000         | 23,400           | 4,400  | CS-IT-2                   |
| 10-5-1001025-0310  | Computer Maintenance             | 237,400        | 258,000          | 20,600   | CS-IT-2; CS-IT-4; REC-1 C |
| 10-5-1001025-0311  | Website Development and Software | 12,000         | 9,800            | (2,200)  | CS-IT-2                   |
| 10-5-1001025-0315  | Telephone                        | 65,000         | 30,000           | (35,000)                                       | CS-IT-3                   |
| 10-5-1001025-0332  | Internet Access                  | 47,000         | 47,000           | -  |                           |
| 10-5-1001025-0345  | Mobile Devices                   | 8,500          | 6,200            | (2,300)  | CS-IT-2                   |
| 10-5-1001025-0350  | Memberships                      | 500            | 500              | -  |                           |
| 10-5-1001025-0351  | Training and Prof. Developmt     | 11,000         | 9,500            | (1,500)  | CS-IT-2                   |
| 10-5-1001025-0352  | Travel and Mileage               |                | 1,500            | 1,500  | CS-IT-2                   |
| 10-5-1001025-0406  | GPS                              | 14,500         | 11,500           | (3,000)  | CS-IT-1                   |
| <b>Total General Expenses - Information Technology</b>   |                                  | <b>416,100</b> | <b>398,600</b>   | <b>(17,500)</b>                                |                           |
| <b>Total Expenses</b>                                    |                                  | <b>892,494</b> | <b>879,288</b>   | <b>(13,206)</b>                                |                           |
| <b>Transfer to (from) Reserves</b>                       |                                  |                |                  |  |                           |
| 10-5-1001025-2003  | Computer Reserve                 | -              | \$ 123,000       | (123,000)                                      |                           |
| <b>Total Reserve Transfers - Information Technology</b>  |                                  | <b>-</b>       | <b>123,000</b>   | <b>(123,000)</b>                               |                           |
| <b>Net Operating Budget</b>                              |                                  | <b>892,494</b> | <b>1,002,288</b> | <b>(136,206)</b>                               |                           |

| Capital Budget<br>Description | Funding       |               |          |          |
|-------------------------------|---------------|---------------|----------|----------|
|                               | Cost          | Reserves      | Other    | Tax      |
| CSIT-1-Computer Hardware      | 60,000        | 60,000        |          |          |
| <b>Total Capital Request</b>  | <b>60,000</b> | <b>60,000</b> | <b>-</b> | <b>-</b> |

Total Requirement for Taxes for 2019

1,002,288

\* Note: The 2018 Budget has been reclassified within the budget centre format used for 2019 with no change to approved revenue or expenditures



## 2019 Operating Budget Request

|   |                        |
|---|------------------------|
| <b>Budget Issue Number:</b>                   | CSIT-1                 |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable         |
| <b>Budget Issue Classification:</b>           | Budget Reduction       |
| <b>Department:</b>                            | Corporate Services     |
| <b>Budget Centre:</b>                         | Information Technology |
| <b>Budget Impact:</b>                         | (\$3,000)              |

|                            |                 |
|----------------------------|-----------------|
| <b>Budget Issue Title:</b> | Decrease to GPS |
|----------------------------|-----------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail  |
|--|
| <p>After review of the Town's monthly costs for GPS, this account can be reduced by \$3,000, as we have historically underspent in this account. The adjusted budget is based on the actual number of units using GPS service and the cost for service estimated for 2019.</p> |

| Budget Impact               |                   |                  |
|-----------------------------|-------------------|------------------|
| Account Name                | Account Number    | Budget Change    |
| GPS                         | 10-5-1001025-0406 | (\$3,000)        |
| <b>Total Budget Impact:</b> |                   | <b>(\$3,000)</b> |



## 2019 Operating Budget Request

|   |                        |
|---|------------------------|
| <b>Budget Issue Number:</b>                   | CSIT-2                 |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable         |
| <b>Budget Issue Classification:</b>           | Budget Reduction       |
| <b>Department:</b>                            | Corporate Services     |
| <b>Budget Centre:</b>                         | Information Technology |
| <b>Budget Impact:</b>                         | (\$1,000)              |

|                            |              |
|----------------------------|--------------|
| <b>Budget Issue Title:</b> | Line by Line |
|----------------------------|--------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

### Budget Issue Detail

#### Overtime Reduction – Reduce (\$4,000)

A review was done to correct the application of overtime per the employment standards act. As such administration is recommending a reduction in overtime in this budget centre.

#### Photocopies-Increase Budget \$4,400

IT carries the full corporate cost for photocopy expense. The recommended increase would adjust the base budget to better reflect actual costs incurred on average over the past 3 years, which includes the cost for in-house tax notice production.

#### Computer Maintenance- Increase \$3,100

Upon detailed review Currently the Town is under budgeting for computer maintenance at existing service levels; therefore, a base budget adjustment is recommended.

#### Website Development and Software-Reduce Budget (\$2,200)

Due to technical development trends and historical actual budget spending, the Town's website can be sustained within a reduced budget.

#### Mobile Devices -Reduce Budget (\$2,300)

2018 was the first year of mobile device cost allocations to specific budget centres. A reduction of \$2,300 is recommended to bring the base budget for cell phone expense in the IT division budget centre from \$8,500 to \$6,200; which is reflective of the estimated annual costs for mobile devices used in the division.

#### Budget Reallocation-\$0 Budget Impact

A \$1,500 budget reallocation from Training and Professional Development to Travel and Mileage expense base budget is recommended to reflect non-conference mileage and travel costs related to attending worksites and offsite business meetings.





## 2019 Operating Budget Request

|   |                        |
|---|------------------------|
| <b>Budget Issue Number:</b>                   | CSIT-3                 |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable         |
| <b>Budget Issue Classification:</b>           | Budget Reduction       |
| <b>Department:</b>                            | Corporate Services     |
| <b>Budget Centre:</b>                         | Information Technology |
| <b>Budget Impact:</b>                         | (\$35,000)             |

|                            |                            |
|----------------------------|----------------------------|
| <b>Budget Issue Title:</b> | Telephone Budget Reduction |
|----------------------------|----------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>  |
|---|
| <p>In 2017, the Town worked with a consultant to discover cost savings in communications. Part of the savings that were realized included phone lines and phone technology. Redundant and outdated services were cancelled and new technologies were leveraged to move many landline services to voice over IP (VoIP). The remaining phone lines were re-contracted for further savings. The consulting contract required payments to the consultant based on sharing cost savings over an agreed upon term. 2018 was the final year of obligation under that agreement and no further payments are required to the consultant starting in 2019.</p> <p>The balance of the base budget reduction is based on lower estimated costs in 2019 resulting from cancellation of redundant services, leveraging technology and contract renewal rates.</p> |

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Telephone                   | 10-5-1001025-0315     | (\$35,000)           |
| <b>Total Budget Impact:</b> |                       | <b>(\$35,000)</b>    |



## 2019 Operating Budget Request

|   |                        |
|---|------------------------|
| <b>Budget Issue Number:</b>                   | CSIT-4                 |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable         |
| <b>Budget Issue Classification:</b>           | Budget Enhancement     |
| <b>Department:</b>                            | Corporate Services     |
| <b>Budget Centre:</b>                         | Information Technology |
| <b>Budget Impact:</b>                         | \$15,600               |

|                            |                                   |
|----------------------------|-----------------------------------|
| <b>Budget Issue Title:</b> | Health & Safety and HRMS Software |
|----------------------------|-----------------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail  |
|--|
| <p>Software is required to enable Administration, and specifically Corporate Services - Human Resources division, to fulfill their Health and Safety (H&amp;S) and HR management mandate. The recommended software will improve functionality of work flows and operational processes that support operating areas, as well as providing oversight, internal controls and documentation of meeting legislated H&amp;S requirements.</p> <p>The software will offer efficiencies by enabling single point data entry, electronic delivery of corporate and health and safety orientation, providing real-time analytical reports, distribution, tracking for policies and procedures and offering the ability to interface employment data with payroll software. In addition, the software will use new hire employment data to feed the training module and automatically set up job-specific training, policies, and safe operating procedures in employee profiles.</p> <p>Implementing software to automate HR and H&amp;S processes will optimize processing efficiencies, will drastically reduce the chances of human error and will provide the necessary documentation to demonstrate compliance with legislated requirements and for risk management in relation to employee training and safety.</p> <p>Administration recommends a base budget enhancement of \$15,600 toward HR and H&amp;S software.</p> |

| Budget Impact               |                   |                 |
|-----------------------------|-------------------|-----------------|
| Account Name                | Account Number    | Budget Change   |
| Computer Maintenance        | 10-5-1001025-0310 | \$15,600        |
| <b>Total Budget Impact:</b> |                   | <b>\$15,600</b> |



## 2019 Operating Budget Request

|   |                        |
|---|------------------------|
| <b>Budget Issue Number:</b>                   | CSIT-5                 |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable         |
| <b>Budget Issue Classification:</b>           | Budget Reduction       |
| <b>Department:</b>                            | Corporate Services     |
| <b>Budget Centre:</b>                         | Information Technology |
| <b>Budget Impact:</b>                         | (\$52,700)             |

|                            |                             |
|----------------------------|-----------------------------|
| <b>Budget Issue Title:</b> | Corporate Radio Maintenance |
|----------------------------|-----------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

### Budget Issue Detail

The agreement with the corporate radio service provider was renewed in 2018, with an effective date of January 1, 2019, for airtime, service and support for 126 radios. The agreement costs were reduced under the renewal and related adjustments are recommended in five (5) budget centres.

Offsetting the reduction is the cost of service for the 12 additional radios purchased by the Fire department in 2018. Fire pager costs are under the same agreement and the cost for that service was also reduced under the renewal.

The recommended budget adjustments are as follows:

| Budget Centre     | 2018 Budget | 2019 Budget | Difference |
|-------------------|-------------|-------------|------------|
| Fire              | \$50,000    | \$40,000    | (\$10,000) |
| Public Works      | \$35,000    | \$9,400     | (\$25,600) |
| Water             | \$20,000    | \$9,400     | (\$10,600) |
| Parks             | \$7,500     | \$3,500     | (\$4,000)  |
| Licensing/Enforc. | \$3,800     | \$1,300     | (\$2,500)  |

| <b>Budget Impact</b>                           |                   |                   |
|--|-------------------|-------------------|
| Account Name                                   | Account Number    | Budget Change     |
| Fire- Service Agreement – Radios & Pagers      | 10-5-2010000-0319 | (\$10,000)        |
| PW- Service Agreement - Radios                 | 10-5-3010000-0404 | (\$25,600)        |
| Water- Service Agreement - Radios              | 80-5-0000000-0404 | (\$10,600)        |
| Parks- Service Agreement - Radios              | 10-5-7017000-0404 | (\$4,000)         |
| Licensing/Enforce.- Service Agreement - Radios | 10-5-2043015-0420 | (\$2,500)         |
| <b>Total Budget Impact:</b>                    |                   | <b>(\$52,700)</b> |

Town of Amherstburg  
 Department: Corporate Services  
 Budget Centre: Non-Departmental  
 2019 Budget  
 Year ending December 31, 2019

|   |                                       | 2018 Budget*       | 2019 Budget        | Budget Increase/<br>(Decrease) 2018<br>to 2019 | Issue Paper Ref. No. |
|---|---------------------------------------|--------------------|--------------------|--|----------------------|
| <b>Revenue:</b>   |                                       |                    |                    |  |                      |
| <b>Administrative Income</b>                                    |                                       |                    |                    |  |                      |
| 10-4-1001020-1016   | Recoveries - Water Overhead           | (521,004)          | (574,200)          | (53,196)                                       | CS-GL-5              |
| 10-4-1001020-1017   | Recoveries - Wastewater Overhead      | (196,590)          | (203,900)          | (7,310)  | CS-GL-5              |
| <b>Total Administrative Income - Non Departmental</b>           |                                       | <b>(717,594)</b>   | <b>(778,100)</b>   | <b>(60,506)</b>                                |                      |
| <b>Taxation Revenue</b>   |                                       |                    |                    |  |                      |
|   | Supplementary Taxes                   | (220,000)          | (320,000)          | (100,000)                                      | CS-GL-3              |
|   | Payment in Lieu of Taxes              | (171,905)          | (213,000)          | (41,095)                                       | CS-GL-3              |
| <b>Total Taxation Revenue - Non Departmental</b>                |                                       | <b>(391,905)</b>   | <b>(533,000)</b>   | <b>(141,095)</b>                               |                      |
| <b>Grants</b>   |                                       |                    |                    |  |                      |
| 10-4-0000000-0607   | Federal Grants                        | (12,000)           | -                  | 12,000   | CS-GL-2              |
| 10-4-0000000-0624   | Ontario Aggregate Fees                | (65,000)           | (75,000)           | (10,000)                                       | CS-GL-2              |
| NEW   | Federal Gas Tax Funding               | (1,000,000)        | (1,064,000)        | (64,000)                                       | CS-GL-7              |
| NEW   | OCIF Formula Based Funding            | (1,142,316)        | (1,719,800)        | (577,484)                                      | CS-GL-7              |
| 10-4-0000000-0628   | Ontario Municipal Partnership Fund    | (1,196,500)        | (1,132,000)        | 64,500   | CS-GL-2              |
| <b>Total Other Grants - Non Departmental</b>                    |                                       | <b>(3,415,816)</b> | <b>(3,990,800)</b> | <b>(574,984)</b>                               |                      |
| <b>Investment Income</b>  |                                       |                    |                    |  |                      |
| 10-4-0000000-6538   | Dividends on Investment               | (227,000)          | (248,000)          | (21,000)                                       | CS-GL-2              |
| <b>Total Investment Income - Non Departmental</b>               |                                       | <b>(227,000)</b>   | <b>(248,000)</b>   | <b>(21,000)</b>                                |                      |
| <b>Other Income</b>   |                                       |                    |                    |  |                      |
| 10-4-0000000-7110   | Penalties and Interest on Taxes       | (350,000)          | (300,000)          | 50,000   | CS-GL-2              |
|   | Miscellaneous Revenue                 | (100,000)          | (405,000)          | (305,000)                                      | CS-GL-3              |
| <b>Total Other Income - Non Departmental</b>                    |                                       | <b>(450,000)</b>   | <b>(705,000)</b>   | <b>(255,000)</b>                               |                      |
| <b>Local Improvements</b>                                       |                                       |                    |                    |  |                      |
| 10-4-8030000-0210   | Local Improv. Recoveries - Watermains | (30,078)           | (4,300)            | 25,778   | CS-GL-2              |
| <b>Total Local Improvements - Non Departmental</b>              |                                       | <b>(30,078)</b>    | <b>(4,300)</b>     | <b>25,778</b>                                  |                      |
| <b>Total Revenue - Non Departmental</b>                         |                                       | <b>(5,232,393)</b> | <b>(6,259,200)</b> | <b>(1,026,807)</b>                             |                      |
| <b>Total Revenue - Non Departmental less Local Improvements</b> |                                       | <b>(5,202,315)</b> | <b>(6,254,900)</b> | <b>(1,052,585)</b>                             |                      |
| <b>Expenses:</b>  |                                       |                    |                    |  |                      |
| <b>General Expenses:</b>  |                                       |                    |                    |  |                      |
| 10-5-1001020-0304   | Postage                               | 30,000             | 35,000             | 5,000  | CS-GL-1              |
| 10-5-1001020-0307   | Advertising                           | 35,000             | 18,000             | (17,000)                                       | CS-HR-1              |
| 10-5-1001020-0337   | 911 Service                           | 12,500             | 12,500             | -  |                      |
| 10-5-1001020-0361   | Contingency Allowance                 | 43,600             | -                  | (43,600)                                       | CSGL-6               |
| 10-5-1001020-0500   | Cash Short/ Over                      | -                  | -                  | -  |                      |
| 10-5-1001020-0501   | Municipal Tax Write Offs              | 200,000            | 200,000            | -  |                      |
| 10-5-1001020-0502   | Interest Expense                      | 48,000             | 60,000             | 12,000   | CS-GL-1              |
| 10-5-1001020-0550   | Conservation Authority Levy           | 110,310            | 117,500            | 7,190  | CS-GL-4              |
| 10-5-1001020-2011   | Miscellaneous expense                 | 54,800             | 54,800             | -  |                      |
| <b>Total General Expenses</b>                                   |                                       | <b>534,210</b>     | <b>497,800</b>     | <b>(36,410)</b>                                |                      |
| <b>Expenses - Grants &amp; Waivers</b>                          |                                       |                    |                    |  |                      |
| 10-5-1001020-0353   | Grants to Organizations               | 33,595             | 35,000             | 1,405  | CS-GL-9              |
| 10-5-1001020-0590   | Grants for Community Rentals          | 196,400            | 196,400            | -  |                      |
| 10-5-1001020-0591   | Waiver of Fees                        | 6,000              | 19,000             | 13,000   | CS-GL-9              |
| <b>Total Expenses - Grants &amp; Waivers</b>                    |                                       | <b>235,995</b>     | <b>250,400</b>     | <b>14,405</b>                                  |                      |

Town of Amherstburg  
 Department: Corporate Services  
 Budget Centre: Non-Departmental  
 2019 Budget  
 Year ending December 31, 2019

|  | 2018 Budget*       | 2019 Budget        | Budget Increase/<br>(Decrease) 2018<br>to 2019 | Issue Paper Ref. No. |
|--|--------------------|--------------------|--|----------------------|
| <b>Revenue:</b>  |                    |                    |  |                      |
| <b>Debt Charges</b>  |                    |                    |  |                      |
| <b>Debt Service Payments</b>   | <u>10,697</u>      | <u>210,700</u>     | <u>200,003</u>                                 | CS-GL-8              |
| <b>Total Expenses</b>  | <u>780,902</u>     | <u>958,900</u>     | <u>177,998</u>                                 |                      |
| <b>Transfer to (from) Reserves</b>   |                    |                    |  |                      |
| NEW Federal Gas Tax Reserve Fund   | 1,000,000          | 1,064,000          | 64,000   | CS-GL-7              |
| NEW Provincial Grants  | 1,142,316          | 1,719,800          | 577,484  | CS-GL-7              |
| NEW Contingency Reserve  |                    | 175,000            | 175,000  | CSGL-6 & CLRK-5      |
| 10-5-1001020-3000 Parkland Dedication  |                    | -                  | -  |                      |
| <b>Total Reserve Transfers</b>   | <u>2,142,316</u>   | <u>2,958,800</u>   | <u>816,484</u>                                 |                      |
| <b>Total Expenses and Transfers - Non -Departmental</b>                        | <u>2,923,218</u>   | <u>3,917,700</u>   | <u>994,482</u>                                 |                      |
| <b>Transfer to (from) Reserve Funds</b>  |                    |                    |  |                      |
| 10-5-1001020-2018 Capital Levies   | <u>1,154,064</u>   | <u>1,243,000</u>   | <u>88,936</u>                                  | CS-GL-7              |
| <b>Total Reserve Fund Transfers</b>  | <u>1,154,064</u>   | <u>1,243,000</u>   | <u>88,936</u>                                  |                      |
| <b>Total Expenses, Transfers and Reserve Fund Transfers - Non-Departmental</b> | <u>4,077,282</u>   | <u>5,160,700</u>   | <u>1,083,418</u>                               |                      |
| <b>Net Operating Budget</b>  | <u>(1,125,033)</u> | <u>(1,094,200)</u> | <u>30,833</u>                                  |                      |

| Capital Budget Description   | Cost | Reserves | Funding Other | Tax |
|------------------------------|------|----------|---------------|-----|
| <b>Total Capital Request</b> | -    | -        | -             | -   |

**Total Requirement for Taxes for 2019** (1,094,200)

\* Note: The 2018 Budget has been reclassified within the budget centre format used for 2019 with no change to approved revenue or expenditures



## 2019 Operating Budget Request

|   |                    |
|---|--------------------|
| <b>Budget Issue Number:</b>                   | CSGL-1             |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable     |
| <b>Budget Issue Classification:</b>           | Budget Pressure    |
| <b>Department:</b>                            | Corporate Services |
| <b>Budget Centre:</b>                         | Non- Departmental  |
| <b>Budget Impact:</b>                         | \$17,000           |

|                            |              |
|----------------------------|--------------|
| <b>Budget Issue Title:</b> | Line By Line |
|----------------------------|--------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail  |
|--|
| <p><b>Postage costs – Budget Increase \$5,000</b></p> <p>Postage cost has risen, as well as the number of mail outs. The bulk of the costs are for property tax mailings and increases as the number of homes grows each year.</p> <p>Postage cost is also affected by the number of public meetings and related notice requirements, and mailings for planning and public work issues; all of which have been increasing over the past few years.</p> <p>Administration recommends a budgetary increase of \$5,000 to the postage budget.</p>                                   |
| <p><b>Interest Expense- Budget Increase \$12,000</b></p> <p>Currently the Town uses an operating Line of Credit (LOC), which is on a variable borrowing rate. As interest rates have increased and are anticipated to increase in 2019, a budgetary increase of \$12,000 is recommended. Administration will continue to work toward reducing dependence on the LOC going forward, which would reduce interest costs in future budgets; however, as the LOC is still required and as interest rates are increasing, the interest expense adjustment is recommended for 2019.</p> |

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Postage                     | 10-5-1001020-0304     | \$5,000              |
| Interest Expense            | 10-5-1001020-0502     | \$12,000             |
| <b>Total Budget Impact:</b> |                       | <b>\$17,000</b>      |



## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | CSGL-2                                      |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                              |
| <b>Budget Issue Classification:</b>           | Budget Reduction                            |
| <b>Department:</b>                            | Corporate Services                          |
| <b>Budget Centre:</b>                         | Non- Departmental Revenue & Global Expenses |
| <b>Budget Impact:</b>                         | \$121,278                                   |

|                            |                     |
|----------------------------|---------------------|
| <b>Budget Issue Title:</b> | Revenue Adjustments |
|----------------------------|---------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>  |
|---|
| <p><b>Federal Grants – Revenue Decrease \$12,000</b><br/>Historically, the Town received a federal employment grant to help offset the cost of hiring summer students. The grant funding was not awarded in 2018 and is not anticipated in 2019. Therefore, a reduction to remove this revenue from the 2019 budget is recommended. Administration will continue to pursue grant opportunities where possible.</p>  |
| <p><b>Ontario Aggregate Fees – Revenue Increase (\$10,000)</b><br/>Revenue varies based on fees set by Ontario and volume of aggregate production 2019. The Town receives an allocation of fees for local aggregate producers, as required under the Aggregate Resources Act. Fee rates have increased for 2019 and recent years' trends support the budget of \$75,000 for 2019.</p>   |
| <p><b>Ontario Municipal Partnership Fund – Revenue Decrease \$64,500</b><br/>The Town receives Ontario Municipal Partnership Fund revenue annually. In December 2018, the Ontario Ministry of Finance advised that 2019 OMPF allocations would be reduced by an unspecified amount and that allocation notices would be delayed. At the time of budget the 2019 OMPF Allocation notice has not been received. A budgetary reduction of 10% from 2018 OMPF revenue is recommended for 2019.</p>  |
| <p><b>Dividends on Investment – Revenue Increase (\$21,000)</b><br/>The Town holds an investment in the Essex Power Corporation (EPC) and receives dividends on that investment as they are declared by the EPC Board. For 2019 EPC has budgeted dividends that would provide an allocation to the Town of \$248,000, resulting in a budgetary increase in revenue for the Town.</p>  |
| <p><b>Penalties and Interest on Taxes – Revenue Decrease \$50,000</b><br/>The Town collects penalties and interest for non-payment on property tax accounts. These charges are secured against the property roll and are collected tax sale proceedings when necessary. In 2017, the amount of time prior to tax sale was reduced from 3 years to 2 years, which has helped expedite collection of taxes but has also reduced the amount of interest and penalties collected. Projected 2019 revenue, based on 2018 trending, supports a budget decrease of \$50,000.</p> |

**Local Improvements Recoveries – Watermains – Revenue Decrease \$25,778**

The Town recovers debt service costs for local improvement loans that were issued to benefitting property owners on completion of the local improvement works. The local improvement recoveries on watermains for 2019 will be about \$4,300 and a budgetary adjustment is necessary to reflect the decrease in revenue.

| <b>Budget Impact</b>                      |                       |                      |
|---|-----------------------|----------------------|
| <b>Account Name</b>                       | <b>Account Number</b> | <b>Budget Change</b> |
| Federal Grants                            | 10-4-0000000-0607     | \$ 12,000            |
| Ontario Aggregate Fees                    | 10-4-0000000-0624     | (10,000)             |
| Ontario Municipal Partnership Fund        | 10-4-0000000-0628     | 64,500               |
| Interest on Essex Power Investment        | 10-4-0000000-6538     | (21,000)             |
| Penalties and Interest on Taxes           | 10-4-0000000-7110     | 50,000               |
| Local Improvement Recoveries - Watermains | 10-4-8030000-0210     | 25,778               |
| <b>Total Budget Impact:</b>               |                       | <b>\$121,278</b>     |





## 2019 Operating Budget Request

|   |                    |
|---|--------------------|
| <b>Budget Issue Number:</b>                   | CSGL-3             |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable     |
| <b>Budget Issue Classification:</b>           | Budget Reduction   |
| <b>Department:</b>                            | Corporate Services |
| <b>Budget Centre:</b>                         | Non- Departmental  |
| <b>Budget Impact:</b>                         | (\$446,095)        |

|                            |  |
|----------------------------|--|
| <b>Budget Issue Title:</b> | Taxation Revenue-PIL, SUP and Tax Write Offs |
|----------------------------|--|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

### Budget Issue Detail

#### **Supplementary Taxes – Budget increase in revenue (\$100,000)**

Supplementary tax billing have been increasing significantly over the past few years this is a result of increased new home builds as well as major reconciliations on building permits and outstanding issues with MPAC done by the Town's administration. Administration has done a 5 year review of the supplementary tax billing and applied an average increase factor based on a 5 year trend and is recommending an increase in that amount over the prior year's budget. These changes bring additional revenue into the budget of \$100,000 over the prior year's budget.

#### **Payments in lieu (PIL) of taxes- Budget increase in revenue (\$41,095)**

PIL vary from year to year based on the types of government funded organizations within the municipality. Administration has done a 5 year review of the PIL and applied an average increase factor based on prior years and is recommending an increase in that amount over the prior year's actuals. These changes bring additional revenue into the budget of \$41,095 over the prior year's budget.

#### **Miscellaneous Revenue – Budget increase in revenue (\$305,000)**

For 2019, Miscellaneous Revenue includes rebates from the health benefits program (\$300,000) and an anticipated rebate under the natural gas purchasing program (\$5,000).

Benefits paid by the Town of Amherstburg fluctuate from year to year based on claims history and rebates are received. A base budget of \$100,000 was established recently to reflect rebate trends over the past few years. The Town's benefits provider has advised that it is prudent maintain a balance in the program to mitigate cost fluctuations. The Town currently holds an accumulated surplus in excess of that recommended amount in the program. Therefore, Administration recommends that the excess surplus be transferred back to the Town as one-time revenue in 2019 to assist with one-time expenses the Town will incur in the year (e.g. Police transition).

The natural gas rebate is anticipated in 2019 based on participation in a purchasing consortium through AMO/Local Authority Services (LAS). The Town entered into the natural gas hedging program in 2015 to mitigate fluctuations in rising cost for the municipality. As the Town now has some experience in the program, a budget estimate of \$5,000 is being included for an anticipated rebate in 2019.

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Supplementary Taxes         | 10-4-0000000-0310     | (\$100,000)          |
| Payment in Lieu of Taxes    |                       | (\$41,095)           |
| Miscellaneous Revenue       |                       | (\$305,000)          |
| <b>Total Budget Impact:</b> |                       | <b>(\$446,095)</b>   |



## 2019 Operating Budget Request

|   |                    |
|---|--------------------|
| <b>Budget Issue Number:</b>                   | CSGL-4             |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable     |
| <b>Budget Issue Classification:</b>           | Non-Discretionary  |
| <b>Department:</b>                            | Corporate Services |
| <b>Budget Centre:</b>                         | Non- Departmental  |
| <b>Budget Impact:</b>                         | \$7,190            |

|                            |                             |
|----------------------------|-----------------------------|
| <b>Budget Issue Title:</b> | Conservation Authority Levy |
|----------------------------|-----------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail  |
|--|
| <p>The Town is obligated to contribute to funding the operations of the Essex Region Conservation Authority and is billed for a portion of the annual ERCA budget.</p> <p>At the time of municipal budget development, ERCA had not yet finalized their 2019 Budget. An allowance for a 2% increase over the prior year's cost, an increase of \$7,190, has been included in the budget.</p> |

| Budget Impact               |                   |                |
|-----------------------------|-------------------|----------------|
| Account Name                | Account Number    | Budget Change  |
| Conservation Authority Levy | 10-5-1001020-0550 | \$7,190        |
| <b>Total Budget Impact:</b> |                   | <b>\$7,190</b> |



## 2019 Operating Budget Request

|   |                    |
|---|--------------------|
| <b>Budget Issue Number:</b>                   | CSGL-5             |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable     |
| <b>Budget Issue Classification:</b>           | Non-Discretionary  |
| <b>Department:</b>                            | Corporate Services |
| <b>Budget Centre:</b>                         | Non- Departmental  |
| <b>Budget Impact:</b>                         | \$(140,337)        |

|                            |                              |
|----------------------------|------------------------------|
| <b>Budget Issue Title:</b> | Administrative Cross Charges |
|----------------------------|------------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>  |
|---|
| <p>The Town taxation funded operations recovers both administrative overhead expenses from water and wastewater funded operations, as well as a calculation of public works expenses incurred to in both water and wastewater funded operations.</p> <p>These overhead allocations are determined based off preliminary budget figures and calculations based off overhead assumptions as a result of the calculation the following changes are proposed in the 2019 taxation budget.</p> |

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Admin Charges-Water         | 10-4-1001020-1016     | \$(53,196)           |
| Admin Charges-Wastewater    | 10-4-1001020-1017     | \$(7,310)            |
| Recovery-Wastewater         | 10-4-3010000-1018     | (\$64,753)           |
| Recovery-Water              | 10-4-3010000-1019     | (\$15,078)           |
| <b>Total Budget Impact:</b> |                       | <b>\$(140,337)</b>   |



## 2019 Operating Budget Request

|   |                    |
|---|--------------------|
| <b>Budget Issue Number:</b>                   | CSGL-6             |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable     |
| <b>Budget Issue Classification:</b>           | Budget Enhancement |
| <b>Department:</b>                            | Corporate Services |
| <b>Budget Centre:</b>                         | Non- Departmental  |
| <b>Budget Impact:</b>                         | \$56,400           |

|                            |                     |
|----------------------------|---------------------|
| <b>Budget Issue Title:</b> | Contingency Reserve |
|----------------------------|---------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail   |
|---|
| <p>The Town has carried a \$40,000 to \$47,000 dollar contingency allowance in the taxation budget since 2014, these funds are used to help offset unforeseen increases and in year projects.</p> <p>Items such as job evaluation adjustments to staffing positions, additional funding for projects presented to council that were not considered during the budget process etc.</p> <p>Administration is recommending a change from the current practice to the establishment of a reserve to help fund these one-time costs. Administration is recommending the reserve transfer be set at \$100,000 an increase of 56,400 over last years budgeted funds.</p> |

| Budget Impact               |                   |                 |
|-----------------------------|-------------------|-----------------|
| Account Name                | Account Number    | Budget Change   |
| Contingency Reserve         | NEW               | \$100,000       |
| Contingency Allowance       | 10-5-1001020-0361 | (\$43,600)      |
| <b>Total Budget Impact:</b> |                   | <b>\$56,400</b> |



## 2019 Operating Budget Request

|   |                    |
|---|--------------------|
| <b>Budget Issue Number:</b>                   | CSGL-7             |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable     |
| <b>Budget Issue Classification:</b>           | Budget Enhancement |
| <b>Department:</b>                            | Corporate Services |
| <b>Budget Centre:</b>                         | Non- Departmental  |
| <b>Budget Impact:</b>                         | NIL                |

|                            |                 |
|----------------------------|-----------------|
| <b>Budget Issue Title:</b> | Capital Funding |
|----------------------------|-----------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail  |
|--|
| <p><b>OCIF – Formula Budget Change- Nil</b><br/>           The Town receives Ontario Community Infrastructure Funding based off a formula for capital investment per municipality. The Town of Amherstburg allocation has increased by \$577,490 in 2019. These funds are transferred to the capital budget to help fund infrastructure renewal via a reserve transfer.</p> <p>It should be noted that the Town receives the highest amount of OCIF funding of the municipalities in Essex county, as the Town carries the one of the highest amounts of tangible capital assets in the region.</p> <p><b>Gas Tax- Budget Change-Nil</b><br/>           The Town receives Gas tax funds from the provincial government and also a portion from the County of Essex, the confirmed increase for 2019 is \$64,000. These funds are transferred to the capital budget to help fund infrastructure renewal via a reserve transfer.</p> <p><b>Capital Replacement and Capital Reserve Levy- Budget Change Nil</b><br/>           In 2014 the Town Of Amherstburg introduced the capital replacement and capital reserve levy to help fund infrastructure renewal and rebuild the town’s reserves each levy is set at 2.75% of the tax rate it is forecasted these levy will bring in \$1,243,000 an additional \$88,936 from the prior year.</p> <p>These funds are transferred to the capital budget to help fund infrastructure renewal via a reserve transfer.</p> |

| Budget Impact                 |                |               |
|-------------------------------|----------------|---------------|
| Account Name                  | Account Number | Budget Change |
| OCIF Formula Based Funding    | NEW            | \$(577,490)   |
| OCIF Formula Reserve Transfer | NEW            | \$ 577,490    |
| Federal Gas Tax               | NEW            | (\$64,000)    |
| Federal Gas Tax Reserve       | NEW            | \$64,000      |
| Capital Levies                |                | (\$88,936)    |
| Capital Levies Reserve        |                | \$88,936      |
| <b>Total Budget Impact:</b>   |                | <b>\$Nil</b>  |



## 2019 Operating Budget Request

|   |                    |
|---|--------------------|
| <b>Budget Issue Number:</b>                   | CSGL-8             |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable     |
| <b>Budget Issue Classification:</b>           | Budget Reduction   |
| <b>Department:</b>                            | Corporate Services |
| <b>Budget Centre:</b>                         | Non- Departmental  |
| <b>Budget Impact:</b>                         | \$70,924           |

|                            |                         |
|----------------------------|-------------------------|
| <b>Budget Issue Title:</b> | Debt Payment Adjustment |
|----------------------------|-------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail  |
|--|
| <p>The Town Debt Repayments have now been allocated back into the budget center from which the debt was debentured from originally.</p> <p>The Town Debt Repayments of both Principal and Interest are expected to decrease by \$129,000</p> <p>However due to the re profiling of prior years' capital programs back into the operating budget the vendor take back mortgage for Bellevue and its repayment of \$200,000 is now shown in the operating cost portion of the town budget.</p> |

| Budget Impact                 |                |                 |
|-------------------------------|----------------|-----------------|
| Account Name                  | Account Number | Budget Change   |
| Non Departmental Debt Charges |                | \$200,000       |
| Parks Debt Charges            |                | (\$26,558)      |
| Tourism and Culture           |                | (\$18,556)      |
| Public Works                  |                | (\$78,867)      |
| Drainage                      |                | (\$5,096)       |
| <b>Total Budget Impact:</b>   |                | <b>\$70,924</b> |



## 2019 Operating Budget Request

|   |                    |
|---|--------------------|
| <b>Budget Issue Number:</b>                   | CSGL-9             |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable     |
| <b>Budget Issue Classification:</b>           | Budget Enhancement |
| <b>Department:</b>                            | Corporate Services |
| <b>Budget Centre:</b>                         | Non- Departmental  |
| <b>Budget Impact:</b>                         | \$1,405            |

|                            |                            |
|----------------------------|----------------------------|
| <b>Budget Issue Title:</b> | Grants and Waivers of Fees |
|----------------------------|----------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail  |
|--|
| <p>The Town has historically granted community groups funds in the amount of \$35,000 per year. The Groups come forward on the first night of budget deliberations and speak to Council for the needs of the funds in the community. The requests this year are outside of the allotment from prior's years and a report is attached.</p> <p>Also prior Council motion it was agreed that fees would be waived for the gymnastics championship for a period of 2 years at an approximate cost of \$13,000 per year</p> |

| Budget Impact               |                   |                |
|-----------------------------|-------------------|----------------|
| Account Name                | Account Number    | Budget Change  |
| Grants to Organizations     | 10-5-1001020-0353 | \$1,405        |
| Waiver of Fees              | 10-5-1001020-0591 | \$13,000       |
| Outdoor Turf Rental         | 10-4-7017300-1467 | (\$13,000)     |
| <b>Total Budget Impact:</b> |                   | <b>\$1,405</b> |





# THE CORPORATION OF THE TOWN OF AMHERSTBURG

## OFFICE OF THE CAO

### MISSION STATEMENT:

|   |                                   |
|---|-----------------------------------|
| Author's Name: Paula Parker   | Report Date: January 16, 2019     |
| Author's Phone: 519 736-0012 ext. 2238  | Date to Council: January 21, 2019 |
| Author's E-mail: <a href="mailto:pparker@amherstburg.ca">pparker@amherstburg.ca</a> | Classification #: N/A             |

To: Mayor and Members of Town Council

Subject: 2019 Grants to Community Groups and Organizations

---

### 1. RECOMMENDATION:

It is recommended that:

1. The report from the Municipal Clerk dated January 16, 2019, regarding 2019 Grants to Community Groups and Organizations **BE RECEIVED**; and,
2. The requested funding for Grants to Community Groups and Organizations **BE CONSIDERED** during 2019 Budget deliberations.

### 2. BACKGROUND:

In accordance with Town Policy F10-Grants to Community Groups and Organizations, 7 applications for 2019 grants have been received. A provision for grant requests has been included in the 2019 Proposed Budget for Council's consideration based on approved funding for grant applications in 2018.

As per Policy F10 - Grants to Community Groups and Organizations, to provide a grant, Council must consider the following:

- Grants shall only be considered when Council is setting the annual operating budget
- Council may provide grants for municipal services which shall include special events, community development, arts and culture, environment and related services
- Council shall only provide grants to not-for-profit and charitable registered groups

As per Policy F10 - Grants to Community Groups and Organizations, groups must meet the following criteria to qualify:

- The Request for Annual Grant form shall be received no later than October 30<sup>th</sup> of the prior year
- Any returning groups shall submit their Annual Report from the Community Grant Group form no later than October 30<sup>th</sup> of the prior year
- They must be not-for-profit or charitable registered
- Group/committee members must be in good community standing
- They must disclose all budget and financial information to the Town of Amherstburg

As per Policy F10 - Grants to Community Groups and Organizations, Council also has the following rights:

- Council may, at any time, request to see the financial position of a grant group
- Council may refuse to offer a grant if it is determined that the group does not meet the requirements of the policy
- Council may refuse or rescind a grant or any promissory grants

### 3. **DISCUSSION:**

Administration has conducted a review of each requesting group. It has been determined that all requesting groups have met the criteria of the policy. However, it should be noted that the request from the Fort Malden Golden Age Centre was a referral from Council to consider the waiver of the additional \$3.00 Libro Centre surcharge in the 2019 Budget and Skate Amherstburg is requesting some assistance relating to Libro Centre rentals in the amount of \$6,226.64, which should be considered in the Waiver of Fees in Lieu budget line.

Each group provides or wishes to provide valued programs or services to various Amherstburg residents. All organizations are requesting funds to continue with current offerings and/or to fund the cost of future operations.

The following table summarizes the requests to be considered (applications are also attached for reference):

| Organization                         | Particulars of Service  | Requested Amount |
|--------------------------------------|---|------------------|
| Amherstburg Community Services (ACS) | Continuation of services, which include: <ul style="list-style-type: none"> <li>• acting as the local agent for Jumpstart Children's Recreational Subsidy programs and within the last year for the Ontario Electricity Support Program</li> <li>• to run programs assisting low income families and providing</li> </ul> | \$5,000.00       |

|  |   |   |
|--|---|---|
| <p><b>*NEW for 2019</b></p>                    | <p>satellite office space for a variety of agencies (Teen Health, counseling, Hiatus House, legal aid and more)</p> <ul style="list-style-type: none"> <li>• income Tax clinics and computer classes</li> <li>• fill a backpack/Family Fun Day</li> <li>• Meals on Wheels, Care A Van, etc.</li> <li>• Income Tax clinics</li> <li>• Continued work with The Unemployed Help Centre and Housing Information Services on Coats for Kids and Keep the Heat Program</li> <li>• <u>Carelink Health Transit</u> – addresses a need for an accessible, public transportation service that meets the specific needs of aging adults and adults facing illness or medical circumstances that restrict mobility</li> <li>• Enables individuals to maintain their independence through various health related challenges by providing reliable, affordable, and accessible mental health of our clients, but also reduce the stress and workload of their caregivers and family members.</li> </ul> | <p style="text-align: right;">\$5,000.00</p> <hr/> <p style="text-align: right;"><u>\$10,000.00</u></p>                         |
| <p>Amherstburg Food and Fellowship Mission</p> | <p>Continuation of services, which include:</p> <ul style="list-style-type: none"> <li>• providing programs 6 days a week to economically disadvantaged residents through hot meals</li> <li>• emergency food baskets</li> <li>• clothing center programs</li> <li>• Baby program providing formula, diapers, etc.</li> </ul>   | <p style="text-align: right;">\$3,500.00</p> <p style="text-align: right; color: red;">(\$2,000.00)<br/>increase over 2018</p>  |
| <p>Amherstburg Freedom Museum</p>              | <p>Continuation of services, which include:</p> <ul style="list-style-type: none"> <li>• open year round to walk-in visitors</li> <li>• provide tours and educational programming regarding the</li> </ul>  | <p style="text-align: right;">\$ 8,000.00</p> <p style="text-align: right; color: red;">(\$1,500.00)<br/>increase over 2018</p> |

|   |  |            |
|---|--|------------|
|   | <p>preservation of the Black heritage of the region from African origins to the present day and to continue to draw visitors to Amherstburg</p> <ul style="list-style-type: none"> <li>• promotion of Amherstburg as the chief entry point for Black refugees seeking freedom in Canada</li> <li>• annual events include: Ribs &amp; Ragtime, Emancipation Day Celebration, Annual Christmas at the Museum</li> </ul>  |            |
| Amherstburg Historic Sites Association                    | <p>Continuation of services, which include:</p> <ul style="list-style-type: none"> <li>• Conservation and preservation of artifacts that tell the history of Amherstburg and its people through exhibits, talks and written material</li> <li>• Examination of the collection to ensure its preservation</li> <li>• “Can you Did it?” – Local Archeology exhibit runs from July 1, 2018 to October 5, 2018</li> </ul>  | \$8,500.00 |
| Fort Malden Golden Age Centre<br><br><b>*NEW for 2019</b> | <ul style="list-style-type: none"> <li>• All events run by volunteers</li> <li>• Request to waive the \$3.00 Libro user surcharge, a number of their senior members are on a fixed income and cannot afford the additional charge.</li> </ul>  | \$3,136.50 |
| Skate Amherstburg<br><br><b>*NEW for 2019</b>             | <p>Skate Amherstburg to host the Skate Ontario Synchro Series Event# 5 (Formerly Deveau-Winfield) to stage an athlete-focused, meaningful competitive experience in a fun, fair and safe environment and to work collaboratively towards establishing consistency in all Synchro Series competitions across the Province of Ontario.</p> <p>The competition categories will include:</p> <ul style="list-style-type: none"> <li>• Beginner 1, Beginner 2, Elementary, Pre-Juvenile, Juvenile, Pre-Novice, Adult 1, Adult 2 &amp; Adult 3.</li> </ul> | \$8,250    |

**4. RISK ANALYSIS:**

The Community Grants Budget recommended for funding in the 2019 budget is based on the funding levels approved by Council in 2018.

Should Council choose not to provide funding to community groups in 2019, there may be a negative impact on the valued services delivered to the community resulting in hardship in some situations. This may result in the political criticism of Council should funding not be provided.

**5. FINANCIAL MATTERS:**

The amount approved by Council for 2018 Grants to Community Groups and Organizations was \$33,595. An amount of \$35,000 is proposed in the 2019 Operating Budget.

2019 Grant requests were received in the amount of \$41,386.50, a difference of \$7,791.50 over last years approved budget. Administration recommends funding community groups to a maximum limit of \$35,000 as accounted for in the 2019 Operating Budget. Any additional funds approved by Council will add to the Municipal Tax Rate.

**6. CONSULTATIONS:**

The Treasurer was consulted on this report and concurs with its recommendations.

**7. CONCLUSION:**

Community groups and organizations provide valuable services to the residents of this community. They are a vital part of moving the Town forward. The above listed groups have asked for financial assistance from Council to continue to provide valued community services at or above their current standards.



---

Paula Parker  
**Municipal Clerk**

PP

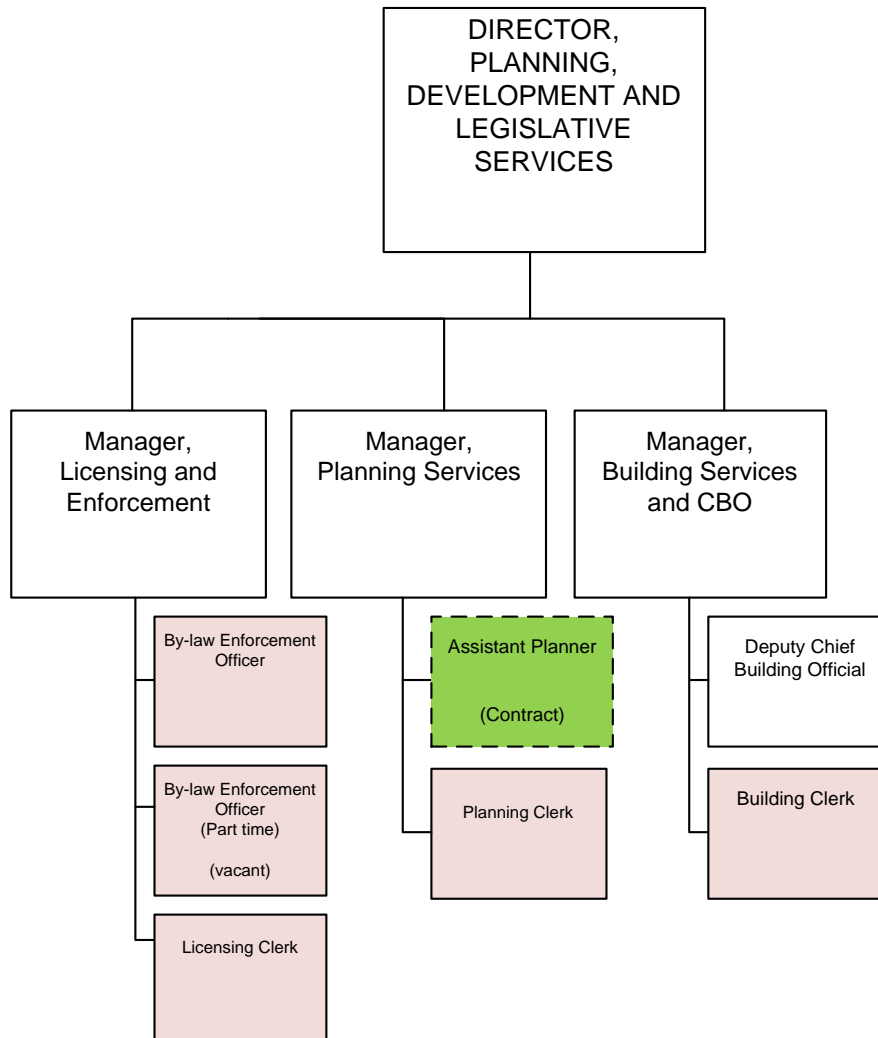


### A. Department Overview

#### Mission

The Mission of the Planning Development and Legislative Services Office is to provide open and transparent information to the residents of Amherstburg and outstanding customer service to both our residents and internal users

#### Department Description



\*Highlighted in green is a staffing request for 2019



## **Planning & Legislative Services Department**

The Amherstburg Planning department provides information and advice to Council, the general public and the development industry with respect to land use planning including the Town's Official Plan and Zoning By-law. Planning staff also provides administrative and technical support for the Amherstburg Committee of Adjustment.

Planning documents including Zoning By-law 1999-52, as amended, and the Town of Amherstburg Official Plan should be reviewed including applicable mapping, policies and permitted uses.

The Planning department provides processing of applications for the following:

- Consents (Land Severances)
- Minor Variances
- Official Plan Amendments
- Part Lot Control Exemptions
- Site Plan Control
- Subdivision and Condominium Agreements
- Zoning By-law Amendments and Holding Zone Removal

Legislative Services is also responsible for the management of the Town's legal expenditures budget and potential litigious issues for the Town of Amherstburg.

## **Building Department**

The Building Department is responsible for the delivery of services in the following areas:

- Building Permits
- Demolition Permits
- Plumbing Permits
- Pool Permits
- Septic/Sewer Permit
- Sign Permits
- Inspection of Permits
- Property Standards Complaints
- Administrating the Ontario Heritage Act
- Building Code Inquiries



## Licensing and Enforcement Department

Licensing and By-Law Enforcement Department is our responsibility to enforce the Town By-laws in addition to administering the issuance of various Licences and Permits.

Below is a list of various applications, licences, and permits offered by the Municipality.

- Business and Taxi Licences
- Lottery Licences
- Marriage Licenses
- Liquor Licences
- Death Certificate
- Dog Licences
- Portable Sign Permit
- Public Event Permit
- Noise By-law Exemption
- Planning Applications





**B. Budgeted Staffing Resources- Planning Development and Legislative Services**

The following is a breakdown of the staffing resources in the Planning Development and Legislative Services Office:

**Planning and Legislative Services**

| <b>Permanent FTE's</b>   | <b>2018 Budget</b> | <b>2019 Proposed</b> |
|--------------------------|--------------------|----------------------|
| Full-Time FTE's          | 3.00               | 3.00                 |
| Full-Time Contract FTE's | 1.00               | 1.00                 |
| <b>Total FTE</b>         | <b>4.00</b>        | <b>4.00</b>          |
| Net Change               | 0.00               | 0.00                 |

**Staffing Complement Includes:**

| <b>Position Description</b>                               | <b>Position Profile</b> | <b>Number of Staff</b> | <b>FTE</b> |
|---|-------------------------|------------------------|------------|
| Director of Planning Development and Legislative Services | Senior Management Team  | 1.00                   | 1.00       |
| Manager of Planning                                       | Management              | 1.00                   | 1.00       |
| Planning Clerk  | Union                   | 1.00                   | 1.00       |
| Assistant Planner (Contract)                              | Non- Union              | 1.00                   | 1.00       |

**Building Department**

| <b>Permanent FTE's</b> | <b>2018 Budget</b> | <b>2019 Proposed</b> |
|------------------------|--------------------|----------------------|
| Full-Time FTE's        | 3.00               | 3.00                 |
| Part-Time FTE's        | 0.00               | 0.00                 |
| <b>Total FTE</b>       | <b>3.00</b>        | <b>3.00</b>          |
| Net Change             | 0.00               | 0.00                 |

**Staffing Complement Includes:**

| <b>Position Description</b>                              | <b>Position Profile</b> | <b>Number of Staff</b> | <b>FTE</b> |
|--|-------------------------|------------------------|------------|
| Manager of Building Services/<br>Chief Building Official | Management              | 1.00                   | 1.00       |
| Deputy Chief Building Official                           | Non-Union               | 1.00                   | 1.00       |
| Building Clerk   | Union                   | 1.00                   | 1.00       |



**Licensing and Enforcement Department**

| <b>Permanent FTE's</b> | <b>2018 Budget</b> | <b>2019 Proposed</b> |
|------------------------|--------------------|----------------------|
| Full-Time FTE's        | 3.00               | 3.00                 |
| Part-Time FTE's        | 0.50               | 0.50                 |
| <b>Total FTE</b>       | <b>3.50</b>        | <b>3.50</b>          |
| <b>Net Change</b>      | <b>0.00</b>        | <b>0.00</b>          |

**Staffing Complement Includes:**

| <b>Position Description</b>          | <b>Position Profile</b> | <b>Number of Staff</b> | <b>FTE</b> |
|--------------------------------------|-------------------------|------------------------|------------|
| Manager of Licensing and Enforcement | Management              | 1.00                   | 1.00       |
| Licensing Clerk                      | Union                   | 1.00                   | 1.00       |
| By-Law Enforcement Officers          | Union                   | 1.50                   | 1.50       |

Town of Amherstburg  
 Department: Planning, Development and Legislative Services  
 Budget Centre: Planning and Legislative Services  
 2019 Budget  
 Year ending December 31, 2019

|  | 2018 Budget*    | 2019 Budget      | Budget Increase/ (Decrease) 2018 to 2019 | Issue Paper Ref. No.          |
|--|-----------------|------------------|--|-------------------------------|
| <b>Revenue:</b>  |                 |                  |  |                               |
| <b>Total Revenue - Planning</b>  | <b>(94,725)</b> | <b>(114,725)</b> | <b>(20,000)</b>                          | PLAN-7                        |
| <b>Expenses:</b>   |                 |                  |  |                               |
| <b>Salaries and Wages:</b>   |                 |                  |  |                               |
| 10-5-8010000-0101 Salaries - Full Time                                 | 317,359         | 330,446          | 13,087                                   | CORP-STAFFING                 |
| 10-5-8010000-0102 Salaries - Overtime                                  | 4,500           | -                | (4,500)                                  | PLAN-2                        |
| 10-5-8010000-0112 Salaries - Part Time/Temporary                       | 65,000          | 66,214           | 1,214                                    | PLAN-STAFFING                 |
| <b>Total Salaries and Wages - Planning</b>                             | <b>386,859</b>  | <b>396,660</b>   | <b>9,801</b>                             |                               |
| <b>Benefits:</b>   |                 |                  |  |                               |
| <b>Total Benefits - Planning</b>                                       | <b>105,742</b>  | <b>112,411</b>   | <b>6,669</b>                             | CORP-STAFFING & PLAN-STAFFING |
| <b>General Expenses:</b>   |                 |                  |  |                               |
| 10-5-8010000-0301 Office Supplies                                      | 3,000           | 3,000            | -  |                               |
| 10-5-8010000-0345 Mobile Devices                                       | 1,200           | 1,600            | 400                                      | PLAN-5                        |
| 10-5-8010000-0350 Memberships  | 2,300           | 4,200            | 1,900                                    | PLAN-1                        |
| 10-5-8010000-0351 Training and Professional Development                | 10,500          | 8,500            | (2,000)                                  | PLAN-3                        |
| 10-5-8010000-0352 Travel and Mileage                                   |                 | 2,000            | 2,000                                    | PLAN-3                        |
| 10-5-8010000-XXXX Meeting Expenses                                     |                 | 1,000            | 1,000                                    | PLAN-5                        |
| <b>Total General Expenses - Planning</b>                               | <b>17,000</b>   | <b>20,300</b>    | <b>3,300</b>                             |                               |
| <b>Professional and Consulting Fees:</b>                               |                 |                  |  |                               |
| 10-5-8010000-0327 Legal Fees   | 105,000         | 125,000          | 20,000                                   | PLAN-7                        |
| 10-5-8010000-XXXX Professional Fees                                    | 10,000          | 165,000          | 155,000                                  | PLAN-4 and PLAN-6             |
| 10-5-8010000-XXXX LPAT Expenses  |                 | 10,000           | 10,000                                   | PLAN-4                        |
| 10-5-8010000-0338 Planning Studies                                     | 25,000          | -                | (25,000)                                 | PLAN-6                        |
| 10-5-8010000-0339 ERCA Plan Review (2015 - Official Plan Review)       | 15,000          | 15,000           | -  |                               |
| 10-5-8010000-XXXX CIP Incentive Program                                |                 | 100,000          | 100,000                                  | PLAN-8                        |
| <b>Total Professional And Consulting Fees - Planning</b>               | <b>155,000</b>  | <b>415,000</b>   | <b>260,000</b>                           |                               |
| <b>Total Expenses</b>  | <b>664,601</b>  | <b>944,371</b>   | <b>279,770</b>                           |                               |
| <b>Transfer to (from) Reserves</b>                                     |                 |                  |  |                               |
| 10-4-8010000-3000 Transfer from Reserve                                |                 | (40,000)         | (40,000)                                 | PLAN-6                        |
| 10-5-8010000-2023 Litigation Reserve                                   | 25,000          | 25,000           | -  |                               |
| <b>Total Reserve Transfers - Planning</b>                              | <b>25,000</b>   | <b>(15,000)</b>  | <b>(40,000)</b>                          |                               |
| <b>Total Expenses and Transfers- Planning and Legislative Services</b> | <b>689,601</b>  | <b>929,371</b>   | <b>239,770</b>                           |                               |
| <b>Net Operating Budget</b>  | <b>594,876</b>  | <b>814,646</b>   | <b>219,770</b>                           |                               |
| <b>Capital Budget</b>  |                 |                  |  |                               |
| <b>Description</b>   | <b>Cost</b>     | <b>Reserves</b>  | <b>Other</b>                             | <b>Funding Tax</b>            |
| <b>Total Capital Request</b>   | -               | -                | -  | -                             |
| <b>Total Requirement for Taxes for 2019</b>                            |                 | <b>814,646</b>   |  |                               |

\* Note: The 2018 Budget has been reclassified within the budget centre format used for 2019 with no change to approved revenue or expenditures



## 2019 Operating Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | PLAN-STAFFING                                  |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                                 |
| <b>Budget Issue Classification:</b>           | Budget Reduction                               |
| <b>Department:</b>                            | Planning, Development and Legislative Services |
| <b>Budget Centre:</b>                         | Planning and Legislative Services              |
| <b>Budget Impact:</b>                         |  |

|                            |                              |
|----------------------------|------------------------------|
| <b>Budget Issue Title:</b> | Assistant Planner - Contract |
|----------------------------|------------------------------|

|                                       |          |
|---------------------------------------|----------|
| <b>Budget Request Classification:</b> | One-Time |
|---------------------------------------|----------|

| <b>Budget Issue Detail</b>                   |
|--|
| Please refer to the Council Report attached. |

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Salaries- Temporary         | 10-5-8010000-0107     | \$66,214             |
| Benefits                    | Various               | \$13,101             |
| <b>Total Budget Impact:</b> |                       |                      |



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF PLANNING, DEVELOPMENT & LEGISLATIVE SERVICES

**MISSION STATEMENT:**

|  |                                   |
|--|-----------------------------------|
| Author's Name: Rebecca Belanger and Mark Galvin  | Report Date: January 16, 2019     |
| Author's Phone: 519 736-5408 ext. 2124 and 2137  | Date to Council: January 21, 2019 |
| Author's E-mail:<br><a href="mailto:rbelanger@amherstburg.ca">rbelanger@amherstburg.ca</a><br><a href="mailto:mgalvin@amherstburg.ca">mgalvin@amherstburg.ca</a> | Resolution #:                     |

To: Mayor and Members of Town Council

Subject: Full-Time Contract Planner Position

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1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Manager of Planning Services and Director of Planning, Development and Legislative Services, dated January 16, 2019 regarding the request for a Full-time Contract Planner **BE RECEIVED**;
2. The Full-time Contract Assistant Planner proposed in the 2019 Planning Budget **BE CONSIDERED** as part of the overall 2019 Planning Salaries/Wages and Benefits Budget

2. **BACKGROUND:**

In 2006, the Town of Amherstburg determined that a second Planner was needed in the Planning Division due to the workload and demands on the department at that time. Between 2007 and mid-2010, the Town employed a registered professional planner holding the position of Manager of Development Services, as well as a Planning Coordinator and Planning Clerk in the Planning Department.. The Manager of Development Services and the Planning Coordinator shared in the responsibilities of processing *Planning Act* applications as well as directing strategic policy initiatives such as the Official Plan review, Zoning By-law review, Town's Development Manual, as well as other strategic initiatives. Also, until 2012, the Town relied heavily on Monteith, Brown Planning Consulting for planning opinions and planning assistance including the preparation of reports and maps.

In 2012, the current Manager of Planning Services was hired by the Town and there was a six month overlap between the employ of the Planning Coordinator and the Manager of Planning Services. Once the Planning Coordinator retired, this position was not replaced. During 2017, 2018 the Town had an Assistant Planner employed to assist with processing Committee of Adjustment applications, planning inquiries and minor Planning Act applications.

### **3. DISCUSSION:**

Since 2009, the Planning Division statistics identify that the number of applications has approximately tripled from 38 to over 100 in 2015. As of October 21<sup>st</sup>, 2016, there were more than 100 planning applications, exceeding the 2015 total with two months remaining in 2016. Further, the Town is required to initiate the five year review of their Official Plan during 2019 which was required to begin in 2015 however was delayed to undertaking the Community Based Strategic Plan first to establish the overall policy vision for the municipality. During 2018, the Community Improvement Plan and draft Urban Design Guidelines with a Heritage Theme were commissioned.

For Council's reference, it should be noted that the majority of the work in the Planning Division is legislated by the processes of the *Planning Act* and other pieces of legislation. Due to these legislated processes, the deadlines in this department are strict and must be adhered to at all times. Therefore, the increase in applications that has occurred in the last five years has created an unmanageable workload for the Manager of Planning Services, requiring a significant amount of overtime to meet timelines. With the obligations for planning administration to follow the statutory processes under the *Planning Act* for following *Planning Act* applications, it leaves limited time for special initiatives such as a Heritage District Study, Official Plan Review, Seniors Master Plan, Community Improvement Plan, etc.

The outcome of the Community Strategic Planning process has provided direction on policy initiatives for the municipality including the intention to initiate Requests for Proposal for the following:

- Finalization of the Community Improvement Plan which will include incentives to attract a hotel;
- A Seniors Master Plan;
- A Background Study Regarding the Proposed Exemption for non-residential development charges;
- Economic Development Strategy; and
- Park Specific Master Plans.

The attached table provides statistics from other municipalities identifying that each of the municipalities in Essex County have at least two full-time planners on staff and are generally processing less applications then the Town of Amherstburg. There are also tasks that are being prepared and managed by the Planning Division that are not typically undertaken by Planners in municipalities which include the managing of securities and financial matters related to developments, preparing Site Plan Control Agreements, Subdivision Agreements and Development Agreements including the

preparation of special provisions and engineering requirements and the development of the municipal Development Charges Study and Amending studies.

The Planning Division has included funding for a contract Assistant Planner in the 2019 Budget for the amount of \$79,315. The budgeted amount is proposed to cover all costs associated with a junior to intermediate level Planner at a full-time rate. The Assistant Planner's specific responsibilities will be as follows:

1. Receive, review, conduct site inspections as required, and liaise with other municipal departments in order to appropriately process the following applications under the *Planning Act*:
  - a) Amendments to the Official Plan
  - b) Amendments to Zoning By-laws
  - c) Site Plans
  - d) Consents
  - e) Minor Variances
2. Assist the Secretary-Treasurer of the Committee of Adjustment with the processing of all applications to the Committee of Adjustment, and assist in carry out all other duties of the Secretary-Treasurer as set out in the *Planning Act*.
3. Prepare background documentation as directed, for Local Planning Appeal Tribunal cases and liaise with the Manager of Planning Services or town consultants, as the case may be.
7. Assist with the development of studies which may include a Seniors Master Plan and the Development Charges Study and by-law 2019.
8. Compile and maintain an inventory of built heritage sites and natural features and promote the same in planning documents as appropriate.
9. Implement the findings from the Community Improvement Plan and urban design guidelines through Planning Act applications.
10. Act as a resource and attend meetings of Statutory, Standing or Ad Hoc Committees related to Heritage, Accessibility, Parks, Recreation, and Economic Development, as required.
11. Respond to inquiries or otherwise communicate with the public, developers, local government or other agencies regarding issues related to planning.
12. Coordinate the processing of property information reports among all municipal departments.
13. Other duties as assigned.

**4. RISK ANALYSIS:**

Given the added workload and responsibilities placed on the Planning Division it is difficult to provide the necessary level of oversight required to ensure there is no exposure to risk to the municipality.

**5. FINANCIAL MATTERS:**

The budgeted amount for the Assistant Planner position with benefit costs and statutory deductions of \$13,101 for a total cost of \$79,315 is proposed to cover a full-time Contract position for twelve months in 2019.

Including this position as Contract relieves the Town of most benefit obligations as a permanent employee. It also allows the Town the flexibility to reduce time, if so desired, and also allows the Town the flexibility to assess the success of this initiative post 2019, without the legacy cost of a full-time employee.

**6. CONSULTATIONS:**

Mark Galvin, Director of Planning, Development and Legislative Services

**7. CONCLUSION:**

In order to meet the added workload in the Planning Division over the past five years the above recommendation of a Contract Assistant Planner position for 12 months for 2019 represents the minimum that could be deemed reasonable, while balancing the costs to the Town, to meet the staffing needs in the Planning Division for the upcoming year.



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Rebecca Belanger  
**Manager of Planning Services**

**DEPARTMENTS/OTHERS CONSULTED:**

**Name: Justin Rousseau**

**Phone #: 519 736-0012 ext. 2259**





## 2019 Operating Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | PLAN-1   |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                                 |
| <b>Budget Issue Classification:</b>           | Budget Enhancement                             |
| <b>Department:</b>                            | Planning, Development and Legislative Services |
| <b>Budget Centre:</b>                         | Planning and Legislative Services              |
| <b>Budget Impact:</b>                         | \$1,900  |

|                            |             |
|----------------------------|-------------|
| <b>Budget Issue Title:</b> | Memberships |
|----------------------------|-------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>  |
|---|
| <p>2019- Increase reflects actual membership costs for the breakdown provided below which now includes the Director's memberships.</p> <p>Listing of all Memberships for the Division:<br/>           Director- Law Society of Ontario \$2,500, Professional Traffic Operations Engineer designation \$400, Professional Engineer designation \$300<br/>           Manager- Ontario Professional Planners Institute \$700, Ontario Association of Committees of Adjustment \$150<br/>           Clerk- Certified Planning Technician designation \$150<br/>           Total required- \$4,200</p> |

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Memberships                 | 10-5-8010000-0350     | \$1,900              |
| <b>Total Budget Impact:</b> |                       | <b>\$1,900</b>       |



## 2019 Operating Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | PLAN-2   |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                                 |
| <b>Budget Issue Classification:</b>           | Budget Reduction                               |
| <b>Department:</b>                            | Planning, Development and Legislative Services |
| <b>Budget Centre:</b>                         | Planning and Legislative Services              |
| <b>Budget Impact:</b>                         | (\$4,500)                                      |

|                            |                     |
|----------------------------|---------------------|
| <b>Budget Issue Title:</b> | Salaries - Overtime |
|----------------------------|---------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>   |
|--|
| <p>Salaries – Overtime budget includes overtime for one Clerk per IBEW collective agreement. However this has not been historically used in the past, administration is recommending a reduction to over time.</p> |

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Salaries- Overtime          | 10-5-8010000-0102     | (\$4,500)            |
| <b>Total Budget Impact:</b> |                       | <b>(\$4,500)</b>     |



## 2019 Operating Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | PLAN-3   |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                                 |
| <b>Budget Issue Classification:</b>           | Budget Enhancement                             |
| <b>Department:</b>                            | Planning, Development and Legislative Services |
| <b>Budget Centre:</b>                         | Planning and Legislative Services              |
| <b>Budget Impact:</b>                         | \$0  |

|                            |                    |
|----------------------------|--------------------|
| <b>Budget Issue Title:</b> | Travel and Mileage |
|----------------------------|--------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>   |
|--|
| <p>The 2018 budget was presented with travel and Mileage included in the Training and Development line. This issue is to move the travel and mileage portion to a separate line.</p> <p>The 2019 budget reflects travel and mileage expenses for the entire department specifically including;</p> <p>Director- Mileage<br/> Planner- Accommodation and Mileage to attend conferences ie OPPI \$300, OACA \$200<br/> Department- Miscellaneous mileage for attending off site meetings and town hall</p> |

| <b>Budget Impact</b>                  |                       |                      |
|---------------------------------------|-----------------------|----------------------|
| <b>Account Name</b>                   | <b>Account Number</b> | <b>Budget Change</b> |
| Travel and Mileage                    | 10-5-8010000-0352     | \$2,000              |
| Training and Professional Development | 10-5-8010000-0351     | (\$2,000)            |
| <b>Total Budget Impact:</b>           |                       | <b>\$0</b>           |



## 2019 Operating Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | PLAN-4   |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                                 |
| <b>Budget Issue Classification:</b>           | Budget Enhancement                             |
| <b>Department:</b>                            | Planning, Development and Legislative Services |
| <b>Budget Centre:</b>                         | Planning and Legislative Services              |
| <b>Budget Impact:</b>                         | \$15,000                                       |

|                            |   |
|----------------------------|---|
| <b>Budget Issue Title:</b> | Planning Department Professional and Consulting Fees: Professional Fees and LPAT Expenses |
|----------------------------|---|

|                                       |          |
|---------------------------------------|----------|
| <b>Budget Request Classification:</b> | One-Time |
|---------------------------------------|----------|

| Budget Issue Detail   |
|---|
| <p>Expenses for Planning Consultants and other Professionals as necessary, such as land surveyors, etc. 2019- Requesting an increase from \$10,000 to \$15,000 due to shared professional services expenses between Planning and Legislative Services. Also due to increased workload and existing Local Planning Appeal Tribunal expenses and administration – transitioning to the LPAT and new administration related to the LPAT transition from the OMB process.</p> |

| Budget Impact                |                   |                 |
|------------------------------|-------------------|-----------------|
| Account Name                 | Account Number    | Budget Change   |
| Professional Fees            | 10-5-8010000-0327 | \$5,000         |
| LPAT Administration Expenses | 10-5-8010000-XXXX | \$10,000        |
| <b>Total Budget Impact:</b>  |                   | <b>\$15,000</b> |



## 2019 Operating Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | PLAN-5   |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                                 |
| <b>Budget Issue Classification:</b>           | Budget Enhancement                             |
| <b>Department:</b>                            | Planning, Development and Legislative Services |
| <b>Budget Centre:</b>                         | Planning and Legislative Services              |
| <b>Budget Impact:</b>                         | \$1,400  |

|                            |                       |
|----------------------------|-----------------------|
| <b>Budget Issue Title:</b> | Line by Line Increase |
|----------------------------|-----------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>   |
|--|
| <p>Meeting Expense – Increase \$1,000<br/>           The request for meeting expenses is to allow expenses related to meetings with staff and external stakeholders to be paid. Only reasonable and necessary meeting expenses will be incurred in the course of discharging their respective responsibilities. Meeting expenses will be for legitimate Town business purposes; will be reasonable in the context of the Town business activity; and in accordance with the Town’s Travel and Business Expense Policy.</p> <p>Cell Phone – Increase \$400<br/>           There are two cell phones being expensed to the Planning Cell Phone budget, one is for the Director of Planning, Development and Legislative Services and the other is for the Manager of Planning. On average, the monthly expense for both phones is \$135, which is trending to \$1,600 for the year. The current budget is \$1,200.</p> |

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Meeting Expenses            | 10-5-8010000-0342     | \$1,000              |
| Cell Phone                  | 10-5-8010000-0345     | \$ 400               |
| <b>Total Budget Impact:</b> |                       | <b>\$1,400</b>       |



## 2019 Operating Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | PLAN-6   |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                                 |
| <b>Budget Issue Classification:</b>           | Budget Enhancement                             |
| <b>Department:</b>                            | Planning, Development and Legislative Services |
| <b>Budget Centre:</b>                         | Planning and Legislative Services              |
| <b>Budget Impact:</b>                         | \$80,000                                       |

|                            |                   |
|----------------------------|-------------------|
| <b>Budget Issue Title:</b> | Professional Fees |
|----------------------------|-------------------|

|                                       |          |
|---------------------------------------|----------|
| <b>Budget Request Classification:</b> | One-Time |
|---------------------------------------|----------|

### Budget Issue Detail

The current budget for Planning Studies is \$25,000. In 2019, Administration will be completing the Community Improvement Plan Review which was initiated in 2018, and will require \$10,000 to complete.

The Development Charges Study is required to be reviewed in 2019 with an estimated cost of \$40,000.

The Official Plan Review will also be completed in 2019 with an estimated cost of \$50,000.

A Seniors Master Plan will be completed in 2019, with an estimated cost of \$25,000.

| 2019 Planning Studies               | 2019 Cost         |
|-------------------------------------|-------------------|
| Completion of CIP Review            | \$ 10,000         |
| DC Study (Funded By DC)             | \$ 40,000         |
| Official Plan Review                | \$ 50,000         |
| Hertiage District ( Per Council )   | \$25,000          |
| Seniors Master Plan                 | \$ 25,000         |
| <b>2019 Total Cost:</b>             | <b>\$150,000</b>  |
| <b>Less: Current Base Budget</b>    | <b>-\$ 25,000</b> |
| <b>2019 On-Time Budget Request:</b> | <b>\$ 125,000</b> |

The account Planning Studies will be eliminated and reallocated to Professional Fees.

| Budget Impact               |                   |                 |
|-----------------------------|-------------------|-----------------|
| Account Name                | Account Number    | Budget Change   |
| Planning Studies            | 10-5-8010000-0338 | (\$25,000)      |
| Professional Fees           | 10-5-8010000-0327 | \$150,000       |
| Transfer from Reserves      |                   | (\$45,000)      |
| <b>Total Budget Impact:</b> |                   | <b>\$80,000</b> |



## 2019 Operating Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | PLAN-7   |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                                 |
| <b>Budget Issue Classification:</b>           | Budget Enhancement                             |
| <b>Department:</b>                            | Planning, Development and Legislative Services |
| <b>Budget Centre:</b>                         | Planning and Legislative Services              |
| <b>Budget Impact:</b>                         | \$0  |

|                            |            |
|----------------------------|------------|
| <b>Budget Issue Title:</b> | Legal Fees |
|----------------------------|------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>  |
|---|
| <p>The Planning division incurs legal fees that are recoverable as part of Planning Act applications processes and not litigation related. The legal fees that relate to Planning will be kept separate from the Town's Global Legal Fees.</p> <p>This budget request is to re-establish a Planning Legal Fees account as well as the Revenue account for the recovery of the fees.</p> |

| <b>Budget Impact</b>            |                       |                      |
|---------------------------------|-----------------------|----------------------|
| <b>Account Name</b>             | <b>Account Number</b> | <b>Budget Change</b> |
| Planning Legal Fees Revenue     | 10-5-8010000-XXXX     | (\$20,000)           |
| Planning Legal Fees Recoverable | 10-5-8010000-0325     | \$20,000             |
| <b>Total Budget Impact:</b>     |                       | <b>\$0</b>           |



## 2019 Operating Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | PLAN-8   |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                                 |
| <b>Budget Issue Classification:</b>           | Budget Enhancement                             |
| <b>Department:</b>                            | Planning, Development and Legislative Services |
| <b>Budget Centre:</b>                         | Planning and Legislative Services              |
| <b>Budget Impact:</b>                         | \$100,000                                      |

|                            |                                       |
|----------------------------|---------------------------------------|
| <b>Budget Issue Title:</b> | Community Improvement Plan Incentives |
|----------------------------|---------------------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail   |
|---|
| <p>The Community Improvement Plan Incentive program was approved in the 2018 Capital Budget however the program was not initiated in 2018. The Community Improvement Plan will be completed in early 2019 and the incentive program will begin.</p> <p>Administration is requesting the funds be brought forward from 2018 Capital and into the 2019 Operating Budget as a one-time budget item. It is anticipated these incentive funds will be depleted in 2019. Based on the annual up-take of the incentives, the requested budget will be reviewed annually.</p> |

| Budget Impact               |                   |                  |
|-----------------------------|-------------------|------------------|
| Account Name                | Account Number    | Budget Change    |
| CIP Incentives              | 10-5-8010000-XXXX | \$100,000        |
| <b>Total Budget Impact:</b> |                   | <b>\$100,000</b> |



Town of Amherstburg  
 Department: Planning, Development and Legislative Services  
 Budget Centre: Building Services  
 2019 Budget  
 Year ending December 31, 2019

|   | 2018 Budget*     | 2019 Budget      | Budget Increase/<br>(Decrease) 2018 to<br>2019 | Issue Paper Ref.<br>No. |
|---|------------------|------------------|--|-------------------------|
| <b>Revenue:</b>   |                  |                  |  |                         |
| <b>Total Revenue - Building</b>   | <b>(353,000)</b> | <b>(423,000)</b> | <b>(70,000)</b>                                | BLDG-1                  |
| <b>Expenses:</b>  |                  |                  |  |                         |
| <b>Salaries and Wages:</b>  |                  |                  |  |                         |
| 10-5-2043010-0101 Salaries - Full Time  | 246,320          | 269,304          | 22,984   | CORP-STAFFING           |
| 10-5-2043010-0102 Salaries - Overtime   | 3,500            | -                | (3,500)  | BLDG-2                  |
| <b>Total Salaries and Wages - Building</b>  | <b>249,820</b>   | <b>269,304</b>   | <b>19,484</b>                                  |                         |
| <b>Benefits:</b>  |                  |                  |  |                         |
| <b>Total Benefits - Building</b>  | <b>101,338</b>   | <b>112,057</b>   | <b>10,719</b>                                  | CORP-STAFFING           |
| <b>General Expenses:</b>  |                  |                  |  |                         |
| 10-5-2043010-0252 Uniforms  | 2,000            | 2,000            | -  |                         |
| 10-5-2043010-0301 Office Supplies   | 2,000            | 2,000            | -  |                         |
| 10-5-2043010-0345 Mobile Devices  | 1,000            | 2,220            | 1,220  | BLDG-2                  |
| 10-5-2043010-0350 Memberships   | 1,000            | 1,400            | 400  | BLDG-2                  |
| 10-5-2043010-0351 Training and Professional Development   | 12,000           | 6,450            | (5,550)  | BLDG-2                  |
| 10-5-2043010-0352 Travel and Mileage  | -                | 500              | 500  | BLDG-2                  |
| 10-5-2043010-0420 Equipment   | -                | -                | -  |                         |
| <b>Total General Expenses - Building</b>  | <b>18,000</b>    | <b>14,570</b>    | <b>(3,430)</b>                                 |                         |
| <b>Professional Fees</b>  |                  |                  |  |                         |
| 10-5-2043010-0327 Professional Fees   | 12,000           | 1,000            | (11,000)                                       | BLDG-2                  |
| <b>Total Professional fees - Building</b>   | <b>12,000</b>    | <b>1,000</b>     | <b>(11,000)</b>                                |                         |
| <b>Equipment and Vehicle:</b>   |                  |                  |  |                         |
| 10-5-2043010-0402 Vehicle & Equipment MTCE.   | 1,000            | 1,000            | -  |                         |
| <b>Total Equipment and Vehicle - Building</b>   | <b>1,000</b>     | <b>1,000</b>     | <b>-</b>                                       |                         |
| <b>Transfers (to)/from Reserves &amp; Funds:</b>  |                  |                  |  |                         |
| 10-5-2043010-2010 Building Services Reserve Fund  | (29,158)         | 25,069           | 54,227   |                         |
| <b>Total Reserve Transfers - Building</b>   | <b>(29,158)</b>  | <b>25,069</b>    | <b>54,227</b>                                  |                         |
| <b>Difference due to allocation of Wages from Building<br/>Expense Allocation per Approved Budget</b> | <b>-</b>         | <b>-</b>         | <b>-</b>                                       |                         |
| <b>Total Expenses</b>   | <b>353,000</b>   | <b>423,000</b>   | <b>70,000</b>                                  |                         |
| <b>Transfer to (from) Reserves</b>  |                  |                  |  |                         |
| 10-5-2043010-2002 Transfer to Reserves  | -                | -                | -  |                         |
| <b>Total Reserve Transfers</b>  | <b>-</b>         | <b>-</b>         | <b>-</b>                                       |                         |
| <b>Total Expenses and Transfers - Building Services</b>   | <b>353,000</b>   | <b>423,000</b>   | <b>70,000</b>                                  |                         |
| <b>Net Operating Budget</b>   | <b>-</b>         | <b>0</b>         | <b>0</b>                                       |                         |

| Capital Budget<br>Description | Funding      |              |          |          |
|-------------------------------|--------------|--------------|----------|----------|
|                               | Cost         | Reserves     | Other    | Tax      |
| LIC -1 Cityview hardware      | 4,500        | 4,500        | -        | -        |
| <b>Total Capital Request</b>  | <b>4,500</b> | <b>4,500</b> | <b>-</b> | <b>-</b> |

**Total Requirement for Taxes for 2019**

**0**

\* Note: The 2018 Budget has been reclassified within the budget centre format used for 2019 with no change to approved revenue or expenditures



## 2019 Operating Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | BLDG-1   |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                                 |
| <b>Budget Issue Classification:</b>           | Budget Reduction                               |
| <b>Department:</b>                            | Planning, Development and Legislative Services |
| <b>Budget Centre:</b>                         | Building Division                              |
| <b>Budget Impact:</b>                         | (\$70,000)                                     |

|                            |                               |
|----------------------------|-------------------------------|
| <b>Budget Issue Title:</b> | Building Permits/License Fees |
|----------------------------|-------------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

**Budget Issue Detail**

The current budget for all building permits is indicated on one budget line for revenue. Administration is requesting that the revenues for building permits be broken down into more detail.

This would allow for the department to determine the revenue for each category and to make any adjustment for future permit fees.

I am also requesting an additional line item category in the revenue section labelled as **Licensing Inspections**. There has been an increase in inspections for new businesses within the municipality mandated by the By-Law and License Department. The Fire Department along with the Building Department are requested to conduct inspections for any new business or renewal of businesses within the municipality. This takes time and resources from the Building Department at which no fee is currently charged or collected. It is my understanding that the Fire Department charges for this service. I am requesting that the Building Department obtain the same fee that the Fire Department collects. It would be a minimum fee however it would offset some of the cost that is incurred by the department.

| <b>Budget Impact</b>           |                       |                      |
|--------------------------------|-----------------------|----------------------|
| <b>Account Name</b>            | <b>Account Number</b> | <b>Budget Change</b> |
| Residence and Garage           | 10-4-2043010-2115     | (180,000)            |
| Addition to Residence          | 10-4-2043010-2115     | (18,000)             |
| Heating                        | 10-4-2043010-2115     | (0)                  |
| Plumbing                       | 10-4-2043010-2115     | (17,900)             |
| Commercial/Institutional       | 10-4-2043010-2115     | (149,000)            |
| Accessory Structures and Decks | 10-4-2043010-2115     | (9,000)              |
| Pool Enclosures                | 10-4-2043010-2115     | (3,000)              |
| Tents                          | 10-4-2043010-2115     | (800)                |
| Signs                          | 10-4-2043010-2115     | (800)                |
| Sewer Permits                  | 10-4-2043010-2115     | (20,000)             |
| Septic Sewage Systems          | 10-4-2043010-2115     | (9,000)              |
| Demolition                     | 10-4-2043010-2115     | (800)                |
| Solar Panel Systems            | 10-4-2043010-2115     | (1,200)              |
| Licensing Inspections          | 10-4-2043010-2115     | (500)                |
| Building Permits               | 10-4-2043010-2115     | 340,000              |
| <b>Total Budget Impact:</b>    |                       | <b>(70,000)</b>      |



## 2019 Operating Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | BLDG-2   |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure                   |
| <b>Budget Issue Classification:</b>           | Budget Reduction                               |
| <b>Department:</b>                            | Planning, Development and Legislative Services |
| <b>Budget Centre:</b>                         | Building Division                              |
| <b>Budget Impact:</b>                         | (\$17,930)                                     |

|                            |              |
|----------------------------|--------------|
| <b>Budget Issue Title:</b> | Line by Line |
|----------------------------|--------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>  |
|---|
| <p>The Town hired a seasoned, experienced Building Inspector, which allows for budget reductions.</p> <p><b>Professional Fees – Reduce (\$11,000)</b><br/>           This budget was for the use of out sourcing for building inspections. We have since hired a full time inspector.</p> <p><b>Training and Professional Development – Reduce (\$5,550)</b><br/>           This is a reduction in budget of (\$5,550) from \$12,000. Since the hiring of an experienced Building Inspector less will be required for training. However the budget allows for some course development for both the inspector, CBO and Building Clerk.</p> <p>The OBOA conference for the CBO and Building Inspector is included as well as meetings for the Sun Parlour Chapter and CBO meeting that are held with in the Town of Amherstburg.</p> <p><b>Travel and Mileage-Increase \$500</b><br/>           This is to establish a Travel and Mileage budget for the area. There are times when the use of personal vehicles is required.</p> <p><b>Cell Phone-Increase \$1,220</b><br/>           With the newly hired Building Inspector an additional cell phone will be required. The purchase of the cell phone was in 2018 and will renew in 2020.</p> <p>The cell phone for the CBO will be renewed in 2019 and every 24 months thereafter.</p> <p><b>Salaries – Overtime – Eliminate</b><br/>           This is a full elimination of overtime budget, as it is not required in the department.</p> |

| <b>Budget Impact</b>                  |                       |                      |
|---------------------------------------|-----------------------|----------------------|
| <b>Account Name</b>                   | <b>Account Number</b> | <b>Budget Change</b> |
| Professional Fees                     | 10-5-2043010-0327     | (\$11,000)           |
| Training and Professional Development | 10-5-2043010-0351     | (\$5,550)            |
| Memberships                           | 10-5-2043010-0350     | \$400                |
| Travel and Mileage                    | 10-5-2043010-0352     | \$500                |
| Cell Phone                            | 10-5-2043010-0345     | \$1,220              |
| Salaries - Overtime                   | 10-5-2043010-0102     | (\$3,500)            |
| <b>Total Budget Impact:</b>           |                       | <b>(\$17,930)</b>    |

Town of Amherstburg  
 Department: Planning, Development and Legislative Services  
 Budget Centre: Licencing and Enforcement  
 2019 Budget  
 Year ending December 31, 2019

|   | 2018 Budget*    | 2019 Budget     | Budget Increase/<br>(Decrease) 2018 to<br>2019 | Issue Paper Ref. No.            |
|---|-----------------|-----------------|--|---------------------------------|
| <b>Revenue:</b>   |                 |                 |  |                                 |
| <b>Total Revenue - Licencing and Enforcement</b>            | <b>(72,800)</b> | <b>(91,533)</b> | <b>(18,733)</b>                                | LIC-3 & LIC-6                   |
| <b>Expenses:</b>  |                 |                 |  |                                 |
| <b>Salaries and Wages:</b>                                  |                 |                 |  |                                 |
| 10-5-2043015-0101 Salaries - Full Time                      | 213,594         | 217,776         | 4,182  | CORP-STAFFING                   |
| 10-5-2043015-0102 Salaries - Overtime                       | 1,000           | 1,000           | -  | CORP-STAFFING                   |
| 10-5-2043015-0112 Salaries - Part Time/Temporary            | 31,320          | 33,213          | 1,893  | CORP-STAFFING                   |
| <b>Total Salaries and Wages - Licencing and Enforcement</b> | <b>245,914</b>  | <b>251,988</b>  | <b>6,074</b>                                   |                                 |
| <b>Benefits:</b>  |                 |                 |  |                                 |
| <b>Total Benefits - Licencing and Enforcement</b>           | <b>78,494</b>   | <b>78,470</b>   | <b>(24)</b>                                    | CORP-STAFFING                   |
| <b>General Expenses:</b>                                    |                 |                 |  |                                 |
| 10-5-2043015-0252 Uniforms                                  | 2,700           | 2,700           | -  |                                 |
| 10-5-2043015-0301 Office Supplies                           | 1,500           | 1,500           | -  |                                 |
| 10-5-2043015-0345 Mobile Devices                            | 1,600           | 3,800           | 2,200  | LIC-1 \$1,200 AND LIC-2 \$1,000 |
| 10-5-2043015-0327 Professional Fees - L & E                 | -               | -               | -  |                                 |
| 10-5-2043015-0342 Meeting Expenses                          | -               | -               | -  |                                 |
| 10-5-2043015-0350 Memberships                               | 650             | 650             | -  |                                 |
| 10-5-2043015-0351 Training and Professional Development     | 9,050           | 8,550           | (500)  | LIC-7                           |
| 10-5-2043015-0352 Travel & Mileage                          | -               | 500             | 500  | LIC-7                           |
| 10-5-2043015-0402 Vehicle and Equipment Maintenance         | 1,800           | 1,800           | -  |                                 |
| 10-5-2043015-0420 Service Agreement - Radios                | 3,800           | 1,300           | (2,500)  | CSIT-5                          |
| 10-5-2043015-0901 Animal Control - Tags                     | 600             | 600             | -  |                                 |
| 10-5-2043015-0903 Animal Control - Contract                 | 40,000          | 30,000          | (10,000)                                       | LIC-4                           |
| 10-5-2043015-0904 Animal Control - Other                    | 5,750           | 10,750          | 5,000  | LIC-5                           |
| 10-5-2043015-0910 User Fees Refunded                        | -               | -               | -  |                                 |
| 10-5-2043015-2156 Wedding Licences                          | 7,200           | 7,200           | -  |                                 |
| <b>Total General Expenses - Licencing and Enforcement</b>   | <b>74,650</b>   | <b>69,350</b>   | <b>(5,300)</b>                                 |                                 |
| <b>Committees:</b>  |                 |                 |  |                                 |
| 10-5-1002000-0560 Fence Viewer Committee                    | -               | -               | -  |                                 |
| 10-5-1002000-0561 Livestock Valuer Committee                | 250             | 250             | -  |                                 |
| <b>Total Committee Expenses</b>                             | <b>250</b>      | <b>250</b>      | <b>-</b>                                       |                                 |
| <b>Total Expenses - Licencing and Enforcement</b>           | <b>399,308</b>  | <b>400,058</b>  | <b>750</b>                                     |                                 |
| <b>Net Operating Budget</b>                                 | <b>326,508</b>  | <b>308,525</b>  | <b>(19,483)</b>                                |                                 |

| Capital Budget<br>Description | Funding      |              |          |          |
|-------------------------------|--------------|--------------|----------|----------|
|                               | Cost         | Reserves     | Other    | Tax      |
| LIC -1 Cityview hardware      | 2,900        | 2,900        | -        | -        |
| <b>Total Capital Request</b>  | <b>2,900</b> | <b>2,900</b> | <b>-</b> | <b>-</b> |

**Total Requirement for Taxes for 2019**

**308,525**

\* Note: The 2018 Budget has been reclassified within the budget centre format used for 2019 with no change to approved revenue or expenditures



## 2019 Operating Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | LIC-1  |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                                 |
| <b>Budget Issue Classification:</b>           | Budget Pressure                                |
| <b>Department:</b>                            | Planning, Development and Legislative Services |
| <b>Budget Centre:</b>                         | Building and Licensing and Enforcement         |
| <b>Budget Impact:</b>                         | \$1,200  |

|                            |                           |
|----------------------------|---------------------------|
| <b>Budget Issue Title:</b> | Cityview Hardware Request |
|----------------------------|---------------------------|

|                                       |          |                        |
|---------------------------------------|----------|------------------------|
| <b>Budget Request Classification:</b> | One-Time | <b>And Base Budget</b> |
|---------------------------------------|----------|------------------------|

| Budget Issue Detail  |
|--|
| <p>Cityview software was acquired for the Building and By-law Enforcement Divisions in 2017. Cityview is a land and records management and enforcement software for local governments. As part of the Town's acquisition of the Cityview software the Town purchased the Cityview Mobile software module for both the Building and By-law Divisions.</p> <p>CityView Mobile lets the Officers:</p> <ul style="list-style-type: none"> <li>-Access their inspections to-do lists for the day and view them on a map.</li> <li>-Complete inspections in the field, accessing the inspections history.</li> <li>-Schedule inspections from the field.</li> <li>-Perform property searches to check for valid permits, code enforcement cases etc.</li> <li>-Print inspection reports in the field.</li> <li>-Create Code/Bylaw Enforcement cases and issue notices of violation</li> <li>-Upload pictures</li> </ul> <p>Per the Agreement, the cost of the CityView Mobile Software was \$ 4,900. Not included in the costs is the hardware to allow this module to operate effectively and efficiently. An initial quote was obtained for the hardware in consultation with the IT division to purchase the required iPad, iPad accessories, printer and vehicle mount accessories/install. This equates to approximately \$4,500 for each budget centre and is a one-time cost in the 2019 budget.</p> <p>The Licensing and Enforcement budget can accommodate some of the one-time cost of hardware, requiring only \$2,900 of the \$4,500 cost.</p> <p>The cellular package requirement for the mobile software equates to approximately \$50 per month/per iPad totalling an approximate \$1,200 increase to the base budget annually.</p> |

| Budget Impact               |                   |                |
|-----------------------------|-------------------|----------------|
| Account Name                | Account Number    | Budget Change  |
| Licensing -Equipment        | Capital           | \$2,900        |
| Building-Equipment          | Capital           | \$4,500        |
| Mobile Devices - service    | 10-5-2043015-0345 | \$1,200        |
| IT Reserve                  |                   | \$(7,400)      |
| <b>Total Budget Impact:</b> |                   | <b>\$1,200</b> |



# 2019 Operating Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | LIC-2  |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                                 |
| <b>Budget Issue Classification:</b>           | Budget Pressure                                |
| <b>Department:</b>                            | Planning, Development and Legislative Services |
| <b>Budget Centre:</b>                         | Licensing and Enforcement                      |
| <b>Budget Impact:</b>                         | \$1,000  |

|                            |                     |
|----------------------------|---------------------|
| <b>Budget Issue Title:</b> | Cell Phone Addition |
|----------------------------|---------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>  |
|---|
| <p>Addition of cell phone for part-time Enforcement Officer in 2018, required for Officer safety and communication with residents, staff, police, other agencies and contractors. Cost increase reflects monthly charges associated with phone, cost of actual cell phone paid in 2018.</p> |

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Cell Phone                  | 10-5-2043015-0345     | \$1,000              |
| <b>Total Budget Impact:</b> |                       | <b>\$1,000</b>       |



## 2019 Operating Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | LIC-3  |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                                 |
| <b>Budget Issue Classification:</b>           | Budget Enhancement                             |
| <b>Department:</b>                            | Planning, Development and Legislative Services |
| <b>Budget Centre:</b>                         | Licensing and Enforcement                      |
| <b>Budget Impact:</b>                         | (\$2,000)                                      |

|                            |                    |
|----------------------------|--------------------|
| <b>Budget Issue Title:</b> | Burial Permit Fees |
|----------------------------|--------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>  |
|---|
| <p>Historically, Burial Permit revenue was allocated to the Clerk's Administrative Charges revenue. The administrative issuance of burial permit fees and death registration performed by the Licensing Department, burial fee revenue to reflect same.</p> <p>Amherstburg now has two funeral homes providing burial services. The recommendation is to establish burial permit revenue budget of (\$2,000).</p> |

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Other Revenue               | 10-4-2043015-6540     | (\$2,000)            |
| <b>Total Budget Impact:</b> |                       | <b>(\$2,000)</b>     |



## 2019 Operating Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | LIC-4  |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                                 |
| <b>Budget Issue Classification:</b>           | Budget Reduction                               |
| <b>Department:</b>                            | Planning, Development and Legislative Services |
| <b>Budget Centre:</b>                         | Licensing and Enforcement                      |
| <b>Budget Impact:</b>                         | (\$10,000)                                     |

|                            |                      |
|----------------------------|----------------------|
| <b>Budget Issue Title:</b> | Dog Control Decrease |
|----------------------------|----------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>   |
|--|
| <p>On November 27, 2017 Council passed the following motion:</p> <p><i>Administration BE AUTHORIZED to enter into a one (1) year agreement with the Windsor Essex County Humane Society WECHS to provide dog control officer services and pound facility for the Town of Amherstburg and the Mayor and Clerk BE AUTHORIZED to sign same; and The Treasurer BE AUTHORIZED to PRE-COMMIT \$40,000 for Dog Control Service in the 2018 Operating Budget</i></p> <p>Subsequent to this, Administration entered into a 1 year contract with the WECHS and the contract expires December 31st, 2018. In October 2018, Administration put out a RFP for Dog Control Officer and Pound Services. One bid was received from the Humane Society at a \$10,000 reduction in cost for the same service in 2019.</p> <p>Dogs that are left to run at large (unleashed) are a hazard to the community and its residents with the potential to harm unwary citizens through acts of aggression, threatening behavior and damage to property. On average, the Town has 40 incidents per year of dogs at large. By having a Dog Control Officer and a by-law regulating dogs, individuals are less likely to be bitten and/or attacked by animals that are leashed or confined and closely supervised by their caretakers in accordance with the By-law. In addition to concerns about human safety, dogs running at large could possibly be killed by cars, subjected to abuse, or get hurt by other animals</p> |

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Animal Control – Contract   | 10-5-2043015-0903     | (\$10,000)           |
| <b>Total Budget Impact:</b> |                       | <b>(\$10,000)</b>    |





## 2019 Operating Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | LIC-5  |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                                 |
| <b>Budget Issue Classification:</b>           | Budget Pressure                                |
| <b>Department:</b>                            | Planning, Development and Legislative Services |
| <b>Budget Centre:</b>                         | Licensing and Enforcement                      |
| <b>Budget Impact:</b>                         | \$5,000  |

|                            |  |
|----------------------------|--|
| <b>Budget Issue Title:</b> | Cat Control – CAT and SNAP Organizations |
|----------------------------|--|

|                                       |             |  |
|---------------------------------------|-------------|--|
| <b>Budget Request Classification:</b> | Base Budget |  |
|---------------------------------------|-------------|--|

|   |
|---|
| <p><b>Budget Issue Detail</b></p> <p>In 2018, Administration received Grant requests from SNAP and CAT in the amount of \$5,000 each. Both groups requested the money to run a Trap, Neuter, and Return Program.(TNR). In the 2016 and 2017 budgets, CAT was awarded a \$5,000 grant for their program and was funded through the Grants to Organizations budget.</p> <p>In Nov. 2017 Administration wrote a report to Council explaining that the Town currently runs a \$5,000 Annual Spay and Neuter Voucher program and recommended that \$3,000 in vouchers be allocated to CAT and SNAP to allow the groups to continue their work in the community controlling the cat population and allow for controls be put in place to ensure accountability to residents.</p> <p>In addition, Administration recommended that \$2,000 be allocated for a Cat Intake Program and agreement with the Windsor Essex County Humane Society. Council approved this motion for a total of \$5,000 to be approved for both programs and it was to be funded from the contingency line item in the 2018 operating line. (REFERENCE: Resolution 20171211-987)</p> <p>Both programs for 2018 have been successful. As of November 1, 2018 approximately \$2,175 has been spent on the Cat Intake Program and approximately \$1,700 has been redeemed in vouchers for the SNAP and CAT program. NOTE: vouchers and invoices for the 2018 program are still being submitted from the organizations)</p> <p>Administration is once again recommending that \$5,000 be allocated to further cat control within the municipality. With \$2,500 being allocated to the Cat Intake Program and the agreement renewed with the WECHS for this program and \$2,500 in vouchers be allocated to CAT and SNAP for 2019 from the Licensing and Enforcement Animal Control budget line.</p> <p>The Town's Spay and Neuter Program has a current budget of \$5,000, this allows a total of \$10,000 per year to address the cat population in the Town which has been a struggle over the years. \$10,000 for cat control has been allocated annually, since 2016. The full amount requested remains unchanged for the 2019 budget. (Cat Control Report dated: Nov. 30, 2017 forms an appendix to this request).</p> |
|---|

|                             |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Budget Impact</b>        |                       |                      |
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Animal Control – Other      | 10-5-2043015-0904     | \$5,000              |
| <b>Total Budget Impact:</b> |                       | <b>\$5,000</b>       |



## 2019 Operating Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | LIC-6  |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                                 |
| <b>Budget Issue Classification:</b>           | Budget Enhancement                             |
| <b>Department:</b>                            | Planning, Development and Legislative Services |
| <b>Budget Centre:</b>                         | Licensing and Enforcement                      |
| <b>Budget Impact:</b>                         | \$16,733                                       |

|                            |   |
|----------------------------|---|
| <b>Budget Issue Title:</b> | Ontario Cannabis Legalization Implementation Fund (OCLIF) |
|----------------------------|---|

|                                       |          |
|---------------------------------------|----------|
| <b>Budget Request Classification:</b> | One-Time |
|---------------------------------------|----------|

| Budget Issue Detail   |
|---|
| <p>The Minister of Finance announced the funding for all municipalities through the Ontario Cannabis Legalization Implementation Fund “Fund”. The province has committed to provide \$40 million in funding over two years to municipalities to help with the implementation costs of recreational cannabis legalization.</p> <p>The first round of payments will be received in January, with the province distributing \$15 million of the Fund between all municipalities. (Full details are attached in the letter dated November 26th, 2018 from the Ministry of Finance.)</p> <p>The payment of funds is based on the following: 2018 MPAC Household numbers, a 50/50 split in household numbers between lower and upper tier municipalities and adjustments to provide at least \$5,000 to each municipality. The Town’s first payment of funds is \$11,733.</p> <p>For the second payment of the Fund the Province will distribute \$15 million between all the municipalities based on the following: if a municipality has opted-out of hosting private retail stores in accordance with the Cannabis Licence Act, it will receive a maximum amount of \$5,000. Due to the Town’s likely decision to Opt out of Cannabis storefronts, the second payment of funds to the Town of Amherstburg will be adjusted to \$5,000 and is anticipated by March 2019.</p> <p>Important to note that due to the Town opting out, Amherstburg will not be eligible for additional funding. The funds must solely be used for the purpose of paying for implementation costs directly related to the legalization of cannabis. Examples are: increased enforcement, by-law/policy development, increased response to inquiries.</p> <p>The Cannabis task force will meet and determine the best use of the limited money.</p> |

| Budget Impact                         |                   |                 |
|---------------------------------------|-------------------|-----------------|
| Account Name                          | Account Number    | Budget Change   |
| Other Revenue (OR NEW LINE DEVELOPED) | 10-4-2043015-6540 | \$16,733        |
| <b>Total Budget Impact:</b>           |                   | <b>\$16,733</b> |

**Ministry of Finance**                      **Ministère des Finances**  
Office of the Deputy                      Bureau du sous-ministre  
Minister  
Frost Building South, 7th                      Édifice Frost Sud 7e étage,  
Floor    7 Queen's Park Crescent  
7 Queen's Park Crescent                      Toronto, ON M7A 1Y7  
Toronto, ON M7A 1Y7  
Tel (416) 325-0420                      Tél 416-325-0420  
Fax (416) 325-1595                      (416) 325-1595



November 26, 2018

Dear Treasurer:

**Re: Ontario Cannabis Legalization Implementation Fund**

In his November 20, 2018 letter to Heads of Council (elect), the Minister of Finance announced funding for all municipalities through the Ontario Cannabis Legalization Implementation Fund ("Fund"). This Fund will provide \$40 million in funding over two years to municipalities across Ontario to help with the implementation costs of recreational cannabis legalization.

This letter sets out the terms and conditions of receiving money under the Fund.

**1. First Payment of Funds**

For the first payment in January, the Province will distribute \$15 million of the Fund between all municipalities based on the following:

- 2018 MPAC Household numbers
- 50/50 split in household numbers between lower- and upper-tier municipalities
- Adjustments to provide at least \$5,000 to each municipality

Municipalities will receive a first payment in the amount set out in the attached allocation notice.

**2. Second Payment of Funds**

For the second payment, the Province will distribute \$15 million of the Fund between all municipalities based on the following:

- If a municipality has not opted-out of hosting private retail stores in accordance with *Cannabis Licence Act*, it will receive funding based on the 2018 MPAC household numbers, adjusted so that at least \$5,000 is provided to each municipality.

.../cont'd

- If a municipality has opted-out of hosting private retail stores in accordance with the *Cannabis Licence Act*, it will receive a maximum amount of \$5,000. Please note that if a municipality opts-out by January 22, 2019, and opts back in at a later date, that municipality will not be eligible for additional funding.

Municipalities will receive a second payment based on the above criteria. The Province will send an allocation notice to municipalities setting out the amount of the second payment by March 2019.

The amount of the Fund allocated to each municipality in Ontario will be posted at [www.fin.gov.on.ca/en/budget/oclif/](http://www.fin.gov.on.ca/en/budget/oclif/) in December.

### **3. Use of Funds**

Municipalities must use the money they receive from the Fund solely for the purpose of paying for implementation costs directly related to the legalization of cannabis.

Examples of permitted costs include:

- Increased enforcement (e.g., police, public health and by-law enforcement, court administration, litigation)
- Increased response to public inquiries (e.g., 311 calls, correspondence)
- Increased paramedic services
- Increased fire services
- By-law / policy development (e.g., police, public health, workplace safety policy)

Municipalities must not use the money they receive from the Fund to pay for:

- Costs that have been, or will be, funded or reimbursed by any other government body, or third party
- Costs not related to cannabis legalization

### **4. Transfer of Funds Within Upper-Tier and Lower-Tier Municipalities**

Upper-tier municipalities and lower-tier municipalities may transfer any money that they receive from the Fund between each other. Despite any transfer of money that may occur under this section, municipalities remain responsible for ensuring compliance with the terms and conditions of this letter with respect to the transferred money.

.../cont'd

## **5. Funding Assessment**

To assess the impact of this funding, the Province has requested that the Association of Municipalities of Ontario and the City of Toronto work with the Ministry of Finance to establish a process by which a sample group of municipalities will provide information on use of funds and impact of funding. More information will be available as this process is developed.

If municipalities are asked to provide information on the use of the money received under the Fund and impact of such funding, they must provide the information requested, in a timely manner. As such, municipalities must keep and maintain all records relating to money received from the Fund.

In addition, the Province or any authorized representative or identified independent auditor, may request to review the records or conduct an audit in respect of the expenditure of money a municipality has received from the Fund.

If you have any further questions, please contact:

Cannabis Retail Implementation Project  
Ministry of Finance  
Email: OCLIF@ontario.ca

Yours sincerely,



Greg Orenszak  
Deputy Minister

Attachment

- c. Paul Boniferro, Deputy Attorney General  
Laurie LeBlanc, Deputy Minister of Municipal Affairs and Housing  
Nicole Stewart, Executive Lead, Cannabis Retail Implementation Project  
Allan Doheny, Assistant Deputy Minister, Provincial-Local Finance Division  
Renu Kulendran, Ontario Legalization of Cannabis Secretariat, Ministry of  
Attorney General

Kate Manson-Smith, Assistant Deputy Minister, Local Government and Planning  
Policy Division, Ministry of Municipal Affairs and Housing  
Pat Vanini, Executive Director, Association of Municipalities of Ontario



## 2019 Operating Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | LIC-7  |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                                 |
| <b>Budget Issue Classification:</b>           | Budget Pressure                                |
| <b>Department:</b>                            | Planning, Development and Legislative Services |
| <b>Budget Centre:</b>                         | Licensing and Enforcement                      |
| <b>Budget Impact:</b>                         | \$0  |

|                            |                    |
|----------------------------|--------------------|
| <b>Budget Issue Title:</b> | Travel and Mileage |
|----------------------------|--------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>  |
|---|
| <p>The 2018 budget was presented with travel and Mileage included in the Training and Development line. This issue is to move the travel and mileage portion to a separate line.</p> <p>Mileage will cover expenses for joint, inner-agency meetings within the region as well as travel back and forth to the Libro.</p> |

| <b>Budget Impact</b>                  |                       |                      |
|---------------------------------------|-----------------------|----------------------|
| <b>Account Name</b>                   | <b>Account Number</b> | <b>Budget Change</b> |
| Training and Professional Development | 10-5-2043015-0351     | (\$500)              |
| Travel and Mileage                    | 10-5-2043015-0352     | \$500                |
| <b>Total Budget Impact:</b>           |                       | <b>\$0</b>           |

Town of Amherstburg  
 Department: Planning, Development and Legislative Services  
 Budget Centre: Police  
 2019 Budget  
 Year ending December 31, 2019

|   | 2018 Budget*     | 2019 Budget      | Budget Increase/<br>(Decrease) 2018<br>to 2019 | Issue Paper<br>Ref. No. |
|---|------------------|------------------|--|-------------------------|
| <b>Revenue:</b>                                   |                  |                  |  |                         |
| <b>Total Revenues - Police</b>                    | <b>(416,797)</b> | <b>(100,000)</b> | <b>(316,797)</b>                               |                         |
| <b>Expenses:</b>                                  |                  |                  |  |                         |
| <b>Salaries and Wages</b>                         |                  |                  |  |                         |
| 10-5-2020000-#### Salaries - Full Time            | 3,674,377        | -                | (3,674,377)                                    |                         |
| 10-5-2020000-0102 Salaries - Overtime             | 222,000          | -                | (222,000)                                      |                         |
| 10-5-2024010-#### Salaries - Part Time/Temporary  | 31,700           | -                | (31,700)                                       |                         |
| <b>Total Salaries and Wages - Police</b>          | <b>3,928,077</b> | <b>-</b>         | <b>(3,928,077)</b>                             |                         |
| <b>Benefits</b>                                   |                  |                  |  |                         |
| <b>Total Benefits - Police</b>                    | <b>1,169,232</b> | <b>-</b>         | <b>(1,169,232)</b>                             |                         |
| <b>General Expenses</b>                           |                  |                  |  |                         |
| NEW Service Contract                              | -                | 4,872,827        | 4,872,827                                      |                         |
| 10-5-2020000-0252 Uniforms                        | 45,600           | -                | (45,600)                                       |                         |
| 10-5-2020000-0253 Cleaning                        | 425              | -                | (425)  |                         |
| 10-5-2020000-0254 Police Training                 | 50,000           | -                | (50,000)                                       |                         |
| 10-5-2020000-0301 Office Supplies                 | 7,000            | -                | (7,000)  |                         |
| 10-5-2020000-0304 Postage                         | 700              | -                | (700)  |                         |
| 10-5-2020000-0306 Courier and Express             | 850              | -                | (850)  |                         |
| 10-5-2020000-0307 Advertising                     | 250              | -                | (250)  |                         |
| 10-5-2020000-0308 Photocopier Supplies            | 1,900            | -                | (1,900)  |                         |
| 10-5-2020000-0309 Office Machine Maintenance      | 300              | -                | (300)  |                         |
| 10-5-2020000-0310 Computer Maintenance            | 13,000           | -                | (13,000)                                       |                         |
| 10-5-2020000-0312 Equipment Leases                | 2,600            | -                | (2,600)  |                         |
| 10-5-2020000-0313 Law Books                       | 1,700            | -                | (1,700)  |                         |
| 10-5-2020000-0320 Forensic Identification Expense | 2,000            | -                | (2,000)  |                         |
| 10-5-2020000-0329 Optic                           | 44,700           | -                | (44,700)                                       |                         |
| 10-5-2020000-0332 Internet Access                 | 3,000            | -                | (3,000)  |                         |
| 10-5-2020000-0350 Professional Memberships        | 2,500            | -                | (2,500)  |                         |
| NEW Transtional Cost                              | -                | 930,000          | 930,000  |                         |
| 10-5-2020000-0505 Credit Card Charges             | -                | -                | -  |                         |
| <b>Total General Expenses - Police</b>            | <b>176,525</b>   | <b>5,802,827</b> | <b>5,626,302</b>                               |                         |



Town of Amherstburg  
 Department: Planning, Development and Legislative Services  
 Budget Centre: Police  
 2019 Budget  
 Year ending December 31, 2019

|  | 2018 Budget*                             | 2019 Budget      | Budget Increase/<br>(Decrease) 2018<br>to 2019 | Issue Paper<br>Ref. No. |
|--|--|------------------|--|-------------------------|
| <b>Building</b>  |  |                  |  |                         |
| 10-5-2020000-0314                                      | General Insurance                        | 22,400           | -  | (22,400)                |
| 10-5-2020000-0315                                      | Telephone                                | 16,000           | 6,000  | (10,000)                |
| 10-5-2020000-0316                                      | Utilities                                | 26,000           | 28,000   | 2,000                   |
| 10-5-2020000-0317                                      | Building Maintenance                     | 20,400           | 15,000   | (5,400)                 |
| 10-5-2020000-0318                                      | Janitorial                               | 25,000           | 25,000   | -                       |
| 10-5-2020000-0360                                      | Miscellaneous expense                    | 4,500            | -  | (4,500)                 |
| 10-5-2020000-0370                                      | Community Services                       | 4,500            | -  | (4,500)                 |
| 10-5-2020000-0371                                      | Prisoner Expenses                        | 3,000            | -  | (3,000)                 |
| 10-5-2020000-0506                                      | Insurance Deductable                     | 5,000            | -  | (5,000)                 |
| 10-5-2020000-0322                                      | General Supplies                         | 250              | -  | (250)                   |
| <b>Total Building - Police</b>                         |  | <b>127,050</b>   | <b>74,000</b>                                  | <b>(53,050)</b>         |
| <b>Professional and Consulting Fees</b>                |  |                  |  |                         |
| 10-5-2020000-0323                                      | Joint Court Costs                        | 25,000           | -  | (25,000)                |
| 10-5-2020000-0324                                      | Dispatching                              | 77,000           | 77,000   | -                       |
| 10-5-2020000-0325                                      | Legal Fees                               | 50,000           | 125,000  | 75,000                  |
| 10-5-2020000-0327                                      | Professional Fees                        | 25,000           | -  | (25,000)                |
| 10-5-2020000-0334                                      | Investigation Expense                    | 2,000            | -  | (2,000)                 |
| 10-5-2020000-0570                                      | Joint Police Advisory Committee (JPAC)   |                  | -  | -                       |
| <b>Total Professional and Consulting Fees - Police</b> |  | <b>179,000</b>   | <b>202,000</b>                                 | <b>23,000</b>           |
| <b>Equipment and Vehicle</b>                           |  |                  |  |                         |
| 10-5-2020000-0319                                      | Radio Maintenance                        | 35,000           | 25,000   | (10,000)                |
| 10-5-2020000-0401                                      | Gasoline                                 | 75,000           | -  | (75,000)                |
| 10-5-2020000-0402                                      | Vehicle and Equipment Maintenance        | 24,000           | -  | (24,000)                |
| 10-5-2020000-0404                                      | Vehicle and Radio Licences               | 2,500            | -  | (2,500)                 |
| 10-5-2020000-0405                                      | Vehicle MTCE - Tires                     | 8,000            | -  | (8,000)                 |
| 10-5-2020000-0406                                      | GPS Communications                       | -                | -  | -                       |
| <b>Total Equipment and Vehicle - Police</b>            |  | <b>144,500</b>   | <b>25,000</b>                                  | <b>(119,500)</b>        |
| <b>Debt Charges</b>                                    |  |                  |  |                         |
| <b>Total Debt Charges</b>                              |  | <b>11,351</b>    | <b>11,351</b>                                  | <b>0</b>                |
| <b>Police Services - Board Committee</b>               |  |                  |  |                         |
| 10-5-1001010-0145                                      | Police Services Board Hon.               | 6,000            | -  | (6,000)                 |
| 10-5-1001010-0146                                      | Police Services Board Per Diems          | 3,000            | -  | (3,000)                 |
| 10-5-2020000-0260                                      | Board Expenses                           | 3,000            | -  | (3,000)                 |
| 10-5-2020000-0261                                      | Board Seminars                           | 2,000            | -  | (2,000)                 |
| <b>Total Police Services Board Committee</b>           |  | <b>14,000</b>    | <b>-</b>                                       | <b>(14,000)</b>         |
| <b>Reserve Transfers</b>                               |  |                  |  |                         |
| 10-5-2020000-2001                                      | Transfer to Reserve - Capital            | 25,000           | -  | (25,000)                |
| 10-5-2020000-2002                                      | Transfer to Reserve - Vehicle and Equip. | 109,330          | -  | (109,330)               |
| 10-5-2020000-2003                                      | Transfer to Reserve - Computer           | 15,300           | -  | (15,300)                |
|  | Transfer from Insurance Reserve          |                  | (161,610)                                      | (161,610)               |
|  | Transfer from Police Reserve             |                  | (371,000)                                      | (371,000)               |
| 10-5-2020000-3000                                      | Transfers from Reserve (JPAC)            |                  | -  | -                       |
| <b>Total Reserve Transfers - Police</b>                |  | <b>149,630</b>   | <b>(532,610)</b>                               | <b>(682,240)</b>        |
| <b>Total Expenses - Police</b>                         |  | <b>5,899,365</b> | <b>5,582,568</b>                               | <b>(316,797)</b>        |
| <b>Net Operating Budget</b>                            |  | <b>5,482,568</b> | <b>5,482,568</b>                               | <b>(0) POLICE-1</b>     |

| Capital Budget<br>Description | Funding        |                |          |                |          |
|-------------------------------|----------------|----------------|----------|----------------|----------|
|                               | Cost           | Reserves       | Other    | Lifecycle      | Tax      |
| Police Radio System           | 600,000        | 400,000        | -        | 200,000        | -        |
| <b>Total Capital Request</b>  | <b>600,000</b> | <b>400,000</b> | <b>-</b> | <b>200,000</b> | <b>-</b> |

**Total Requirement for Taxes for 2019** 5,482,568

\* Note: The 2018 Budget has been reclassified within the budget centre format used for 2019 with no change to approved revenue or expenditures



## 2019 Operating Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | POLICE-1                                       |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                                 |
| <b>Budget Issue Classification:</b>           | Non-Discretionary                              |
| <b>Department:</b>                            | Planning, Development and Legislative Services |
| <b>Budget Centre:</b>                         | Planning and Legislative Services              |
| <b>Budget Impact:</b>                         | \$Nil  |

|                            |                          |
|----------------------------|--------------------------|
| <b>Budget Issue Title:</b> | Police Operation Changes |
|----------------------------|--------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>  |
|---|
| <p>The most significant change in Town operations in 2019 is the change from direct service delivery to contracted services provided by the Windsor Police. The change fundamentally affects all of the accounts and structure in the police budget centre.</p> <p>The Town will continue to receive revenue allocations under the Inter-Municipal Provincial Offences Act Agreement, estimated at \$100,000 for 2019.</p> <p>The Town continues to own and maintain the police facility and related systems and the police radio system, which is municipally owned. Expenses continue to be included related to these items.</p> <p>The 2019 Budget reflects the revenue and cost structure based on the new service delivery model. In addition, the 2019 Budget makes allowance for up to \$930,000 in one-time transition costs that result from the change in service delivery model. It is important to note that transition costs were estimated at up to \$2,400,000 at the time of the transition discussions and a repayment period of 3 to 4 years was possible.</p> <p>The 2019 savings from the change in service delivery model have been applied against the one-time transition costs. As the estimated one-time transition costs exceed the fiscal savings, the recommended budget includes \$532,610 in funding through transfers from the Police Reserve, which will be fully expended, and a loan from the Insurance Reserve. The Insurance Reserve is currently overfunded based on the recommended balance of deductibles for five claims, allowing for a short-term use of funds by the police budget centre; it is anticipated that there will be a one-year pay-back period for internal borrowing.</p> <p>By using reserve transfers to mitigate the impact of the one-time transition costs, there will be no impact on the 2019 tax rate from those costs.</p> |

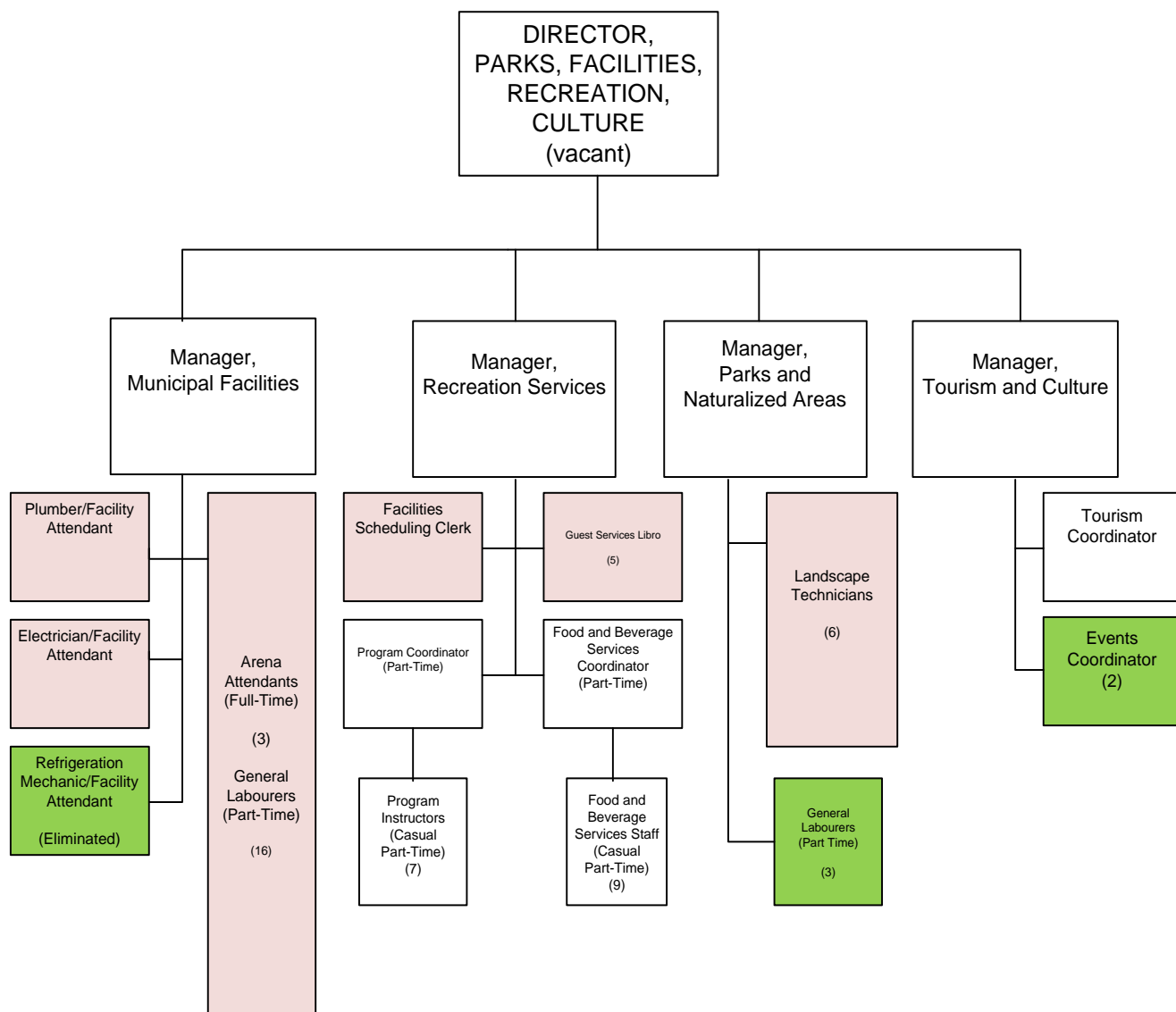
| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
|                             |                       | \$Nil                |
| <b>Total Budget Impact:</b> |                       |                      |



### A. Department Overview

#### Mission

The Mission of the Parks, Facilities, Recreation and Culture Office is to provide quality service and facilities to the residents of Amherstburg and to improve the quality of life and sense of community.



\*Highlighted in green is a staffing requests for 2019



## **Department Description**

### **Parks, Facilities, Recreation and Culture**

The Parks, Facilities, Recreation and Culture Department is responsible for the operation and maintenance of all parks and green spaces. In addition to the Town's parks, this department oversees the operation of the state of the art Libro Credit Union Centre and all recreation programming within the Town of Amherstburg. The department also provides support to event organizers who are organizing public events on town owned property as well as organizing our own events through the Culture and Tourism Division.

## **Department Description**

### **Parks, Facilities, Recreation and Culture**

The Parks, Facilities, Recreation and Culture Department is responsible for the operation and maintenance of all parks and green spaces. In addition to the Town's parks, this department oversees the operation of the state of the art Libro Credit Union Centre and all recreation programming within the Town of Amherstburg. The department also provides support to event organizers who are organizing public events as organizing our own events through the Culture and Tourism Division on town owned property as well.

**B. Budgeted Staffing Resources- Parks, Facilities, Recreation and Culture Office**

The following is a breakdown of the staffing resources in the Parks, Facilities, Recreation and Culture Office:

**Parks and Naturalized Area's Permanent FTE's**

|                 | 2018 Budget | 2019 Proposed |
|-----------------|-------------|---------------|
| Full-Time FTE's | 7.00        | 7.00          |
| Part-Time FTE's | 0.00        | 1.50          |
| Total FTE       | 7.00        | 7.00          |
| Net Change      | 0.00        | +1.50         |

**Staffing Complement Includes:**

| Position Description                | Position Profile | Number of Staff | FTE  |
|-------------------------------------|------------------|-----------------|------|
| Mgr of Parks and Naturalized Area's | Management       | 1.00            | 1.00 |
| Landscape Technicians               | Union            | 6.00            | 6.00 |

**Parks' Staffing Request for 2019**

3 Union Part-time General Labourers

**Facilities & Libro**

| Permanent FTE's | 2018 Budget | 2019 Proposed |
|-----------------|-------------|---------------|
| Full-Time FTE's | 7.00        | 8.00          |
| Part-Time FTE's | 12.00       | 12.00         |
| Total FTE       | 19.00       | 20.00         |
| Net Change      | 0.00        | -1.00         |

**Staffing Complement Includes:**

| Position Description                                  | Position Profile       | Number of Staff | FTE   |
|---|------------------------|-----------------|-------|
| Director of Parks, Facilities, Recreation and Culture | Senior Management Team | 1.00            | 1.00  |
| Manager of Facilities                                 | Management             | 1.00            | 1.00  |
| Plumber/Facilities Attendant                          | Union                  | 1.00            | 1.00  |
| Electrician/Facilities Attendant                      | Union                  | 1.00            | 1.00  |
| Refrigeration Mechanic                                | Union                  | 1.00            | 1.00  |
| Arena Attendants                                      | Union                  | 3.00            | 3.00  |
| General Labourer (Part Time)                          | Union                  | 16.00           | 12.00 |

**Proposed:** Elimination of Refrigeration Mechanic Position

**Recreation**



| <b>Permanent FTE's</b> | <b>2018 Budget</b> | <b>2019 Proposed</b> |
|------------------------|--------------------|----------------------|
| Full-Time FTE's        | 2.00               | 2.00                 |
| Part-Time FTE's        | 8.50               | 8.50                 |
| <b>Total FTE</b>       | <b>10.50</b>       | <b>10.50</b>         |
| <b>Net Change</b>      | <b>0.00</b>        | <b>0.00</b>          |

**Staffing Complement Includes:**

| <b>Position Description</b>           | <b>Position Profile</b> | <b>Number of Staff</b> | <b>FTE</b> |
|---------------------------------------|-------------------------|------------------------|------------|
| Manager of Recreation Services        | Management              | 1.00                   | 1.00       |
| Facilities Scheduling Clerk           | Union                   | 1.00                   | 1.00       |
| Guest Services                        | Union                   | 5.00                   | 2.50       |
| Food and Beverage Service Coordinator | Non- Union              | 1.00                   | 0.75       |
| Program Coordinator                   | Non-Union               | 1.00                   | 0.75       |
| Food and Beverage Service Staff       | Non-Union               | 12.00                  | 2.00       |
| Programming Instructors               | Non-Union               | 10.00                  | 2.50       |

**Tourism & Culture**

| <b>Permanent FTE's</b> | <b>2018 Budget</b> | <b>2019 Proposed</b> |
|------------------------|--------------------|----------------------|
| Full-Time FTE's        | 4.00               | 4.00                 |
| Part-Time FTE's        | 0.00               | 0.00                 |
| <b>Total FTE</b>       | <b>4.00</b>        | <b>4.00</b>          |
| <b>Net Change</b>      | <b>0.00</b>        | <b>0.00</b>          |

**Staffing Complement Includes:**

| <b>Position Description</b>    | <b>Position Profile</b> | <b>Number of Staff</b> | <b>FTE</b> |
|--------------------------------|-------------------------|------------------------|------------|
| Manager of Tourism and Culture | Management              | 1.00                   | 1.00       |
| Tourism Coordinators           | Non- Union              | 3.00                   | 2.50       |

**Staffing Request for 2019**

Replace 1.5 Non-Union contract Event Coordinator positions with 2 Non-Union Full-time Event Coordinator positions.

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2019 Budget  
 Year ending December 31, 2019

Parks, Facilities, Recreation & Culture  
 Facilities

|   |                                       | 2018 Budget*     | 2019 Budget      | Budget Increase/<br>(Decrease) 2018 to<br>2019 | Issue Paper Ref.<br>No. |
|---|---------------------------------------|------------------|------------------|--|-------------------------|
| <b>Revenue:</b>   |                                       |                  |                  |  |                         |
| 10-4-7017002-1305   | Facility Rentals                      | (13,900)         | (10,000)         | 3,900  | FAC-5                   |
| 10-4-7017002-1430   | Rent - Gordon House                   | (3,000)          | -                | 3,000  | FAC-5                   |
| 10-4-7017002-1135   | Rent- Grants in Lieu                  | (196,402)        | (196,402)        | -  |                         |
| 10-4-7017002-1019   | Recovery from Water                   | (2,500)          | -                | 2,500  | FAC-5                   |
| 10-4-7017002-1429   | Rent - Municipal Bldg. & Property     | (59,378)         | (59,378)         | -  |                         |
| 10-4-7017002-1500   | Recovery from Police                  | (25,000)         | (25,000)         | -  |                         |
| <b>Total Revenue - Facilities</b>                         |                                       | <b>(300,180)</b> | <b>(290,780)</b> | <b>9,400</b>                                   |                         |
| <b>Salaries and Wages:</b>                                |                                       |                  |                  |  |                         |
| 10-5-7017002-0101   | Salaries - Full Time                  | 190,855          | 123,995          | (66,860)                                       | CORP-STAFFING           |
| 10-5-7017002-0102   | Salaries - Overtime                   |                  | 2,000            | 2,000  | FAC-3                   |
| <b>Total Salaries and Wages - Libro Centre</b>            |                                       | <b>190,855</b>   | <b>125,995</b>   | <b>(64,860)</b>                                |                         |
| <b>Benefits:</b>  |                                       |                  |                  |  |                         |
| <b>Total Fringe Benefits - Libro Centre</b>               |                                       | <b>72,338</b>    | <b>46,071</b>    | <b>(26,267)</b>                                | CORP-STAFFING           |
| <b>General Expenses:</b>                                  |                                       |                  |                  |  |                         |
| 10-5-7017002-0345   | Mobile Devices                        | 1,200            | 1,600            | 400  | FAC-3                   |
| 10-5-7017002-0161   | Uniforms                              | 5,000            | 3,000            | (2,000)  | FAC-3                   |
| 10-5-7017002-0351   | Training and Professional Development | 500              | 1,000            | 500  | FAC-3                   |
| 10-5-7017002-   | Memberships                           |                  | 1,000            | 1,000  | FAC-3                   |
|   |                                       | <b>6,700</b>     | <b>6,600</b>     | <b>(100)</b>                                   |                         |
| <b>Building Maintenance:</b>                              |                                       |                  |                  |  |                         |
| <b>Total Building Maintenance - Facilities</b>            |                                       | <b>199,000</b>   | <b>208,000</b>   | <b>9,000</b>                                   | FAC-2                   |
| <b>Utilities:</b>   |                                       |                  |                  |  |                         |
| <b>Total Utilities - Facilities</b>                       |                                       | <b>212,000</b>   | <b>211,500</b>   | <b>(500)</b>                                   | FAC-4                   |
| <b>Lions' Pool:</b>                                       |                                       |                  |                  |  |                         |
| <b>Total Lions' Pool - Libro Centre</b>                   |                                       | <b>21,000</b>    | <b>-</b>         | <b>(21,000)</b>                                | FAC-1                   |
| <b>Total Expenses - Facilities Division</b>               |                                       | <b>701,894</b>   | <b>598,166</b>   | <b>(103,726)</b>                               |                         |
| <b>Total Expenses and Transfers - Facilities Division</b> |                                       | <b>701,894</b>   | <b>598,166</b>   | <b>(103,726)</b>                               |                         |
| <b>Net Operating Budget</b>                               |                                       | <b>401,714</b>   | <b>307,386</b>   | <b>(94,326)</b>                                |                         |

| Capital Budget<br>Description            | Cost          | Reserves | Funding<br>Other | Tax           |
|--|---------------|----------|------------------|---------------|
| FAC-1 Furniture and Fixtures Replacement | 10,000        |          |                  | 10,000        |
| <b>Total Capital Request</b>             | <b>10,000</b> | <b>-</b> | <b>-</b>         | <b>10,000</b> |

**Total Requirement for Taxes for 2019**

**317,386**

\* Note: The 2018 Budget has been reclassified within the budget centre format used for 2019 with no change to approved revenue or expenditures



## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | FAC-1                                     |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                            |
| <b>Budget Issue Classification:</b>           | Budget Reduction                          |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Facilities                                |
| <b>Budget Impact:</b>                         | (\$10,000)                                |

|                            |                           |
|----------------------------|---------------------------|
| <b>Budget Issue Title:</b> | Elimination of Lions Pool |
|----------------------------|---------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail  |
|--|
| <p>This recommendation is to eliminate the pool revenue and expense budget lines.</p> <p>The Lion's Pool resides at Centennial Park, the property that has transferred ownership from the Town to the School Board. Because construction was not expected to start until after summer of 2018, the Board agreed to allow the use of the four baseball diamonds and the operation of the Pool for one last summer. The pool will no longer be used.</p> |

| Budget Impact               |                   |                   |
|-----------------------------|-------------------|-------------------|
| Account Name                | Account Number    | Budget Change     |
| Pool Building Maintenance   | 10-5-7010160-0317 | (\$10,000)        |
| Health and Safety           | 10-5-7010160-0250 | (\$1,000)         |
| Utilities                   | 10-5-7010160-0316 | (\$8,000)         |
| General Supplies            | 10-5-7010160-0322 | (\$2,000)         |
| Lions Pool Registration     | 10-4-7010000-1320 | \$6,000           |
| Lions Pool Admittance Fee   | 10-4-7010000-1325 | \$5,000           |
| <b>Total Budget Impact:</b> |                   | <b>(\$10,000)</b> |





## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | FAC-2                                     |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                            |
| <b>Budget Issue Classification:</b>           | Budget Pressure                           |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Facilities                                |
| <b>Budget Impact:</b>                         | \$9,000                                   |

|                            |                               |
|----------------------------|-------------------------------|
| <b>Budget Issue Title:</b> | Increase Building Maintenance |
|----------------------------|-------------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail   |
|---|
| <p>This recommendation to increase Building Maintenance budgets is based on a three-year average of year-end total costs. There are budget lines that will see significant reductions and a few increases in others. The most significant increase is for the Town Hall which with a recommended increase of \$17,000, bringing the budget line to \$35,000.</p> <p>With aging infrastructure, the department continues to be diligent with budget dollars while providing buildings and facilities that are safe, clean, and operating at a service-level that the citizens and stakeholders are accustomed and have come to expect. As the infrastructure continues to age and deteriorate, these costs can be expected to continue to increase annually.</p> <p>This request also includes establishing a \$2,000 budget for General Supplies-Global. There is currently no budget line for minor purchases when working on various building maintenance. This budget line would be used for small supply stock items such as nails, screws, caulk, etc.</p> |

| Budget Impact                             |                   |                |
|---|-------------------|----------------|
| Account Name                              | Account Number    | Budget Change  |
| Building Maintenance-Town Hall            | 10-5-7017002-0317 | \$17,000       |
| Building Maintenance-Public Works         | 10-5-7017002-0317 | (\$8,000)      |
| Building Maintenance-Scout Hall           | 10-5-7017002-0317 | (\$1,000)      |
| Building Maintenance-Parks Buildings      | 10-5-7017002-0317 | \$3,000        |
| Building Maintenance-ACS Building         | 10-5-7017002-0317 | (\$1,000)      |
| Building Maintenance-Police (old acct)    | 10-5-2020000-0317 | (\$20,400)     |
| Building Maintenance-Police (new acct)    | 10-5-7017002-0317 | \$20,400       |
| Building Maintenance-Malden Community Ctr | 10-5-7017002-0317 | (\$3,000)      |
| General Supplies                          | 10-5-7017002-0322 | \$2,000        |
| <b>Total Budget Impact:</b>               |                   | <b>\$9,000</b> |



## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | FAC-3                                     |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                            |
| <b>Budget Issue Classification:</b>           | Budget Pressure                           |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Facilities                                |
| <b>Budget Impact:</b>                         | \$1,900                                   |

|                            |                       |
|----------------------------|-----------------------|
| <b>Budget Issue Title:</b> | Increase Line by Line |
|----------------------------|-----------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail  |
|--|
| <p>Administration recommends establishing a \$2,000 overtime budget for the 2 facility skilled trades employees, per the Collective Agreement these employees may be required to work outside of their normal hours. These staff have been used to set up festivals and events on off shifts on occasion.</p> <p>The cell phone budget is currently \$1,200 however each cell phone for the 2 skilled trades employees is trending to cost \$800 for the year. This will require a budget increase of \$400.</p> <p>The current Uniform budget is \$5,000. Each Full-Time IBEW Skilled Trades employee is provided pants, shirts, boots and jackets, as required. A budget of \$1,500 for each staff is sufficient, which will decrease this budget line by \$2,000.</p> <p>This request includes a \$500 increase in Training and Professional Development. The current budget is \$500 and this would provide \$500 for each employee.</p> <p>The skilled trade positions have several trade licenses and memberships to keep their credentials current. Currently there is no budget in Facilities for this. The recommendation is for \$500 for each position.</p> |

| Budget Impact                         |                   |                |
|---------------------------------------|-------------------|----------------|
| Account Name                          | Account Number    | Budget Change  |
| Salaries-Overtime                     | 10-5-7017002-0102 | \$2,000        |
| Cell Phone                            | 10-5-7017002-0345 | \$400          |
| Uniforms                              | 10-5-7017002-0161 | (\$2,000)      |
| Training and Professional Development | 10-5-7017002-0351 | \$500          |
| Memberships                           | 10-5-7017002-0350 | \$1,000        |
| <b>Total Budget Impact:</b>           |                   | <b>\$1,900</b> |



## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | FAC-4                                     |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                            |
| <b>Budget Issue Classification:</b>           | Budget Reduction                          |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Facilities                                |
| <b>Budget Impact:</b>                         | (\$500)                                   |

|                            |                           |
|----------------------------|---------------------------|
| <b>Budget Issue Title:</b> | Decrease Utilities Budget |
|----------------------------|---------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail   |
|---|
| <p>The Town has an electricity agreement with Local Authority Services (LAS), which is a preferred provider of competitively priced and sustainable co-operative business services for Ontario municipalities and the broader public sector. This agreement ensures the town is getting the best rates through bulk purchasing.</p> <p>This request will provide budget dollars for the buildings that are projecting negative variances. In the 2019 Budget, the Police utilities budget will be transferred to the Facility budget.</p> <p>There is a (\$5,000) reduction for the Centennial Park Washrooms, as the property has transferred to the School Board and the washrooms will be permanently closed.</p> <p>An in-depth analysis of all Utilities will be completed to identify further efficiency opportunities.</p> |

| Budget Impact                       |                   |                |
|-------------------------------------|-------------------|----------------|
| Account Name                        | Account Number    | Budget Change  |
| Utilities-Police (old acct)         | 10-5-2020000-0316 | (\$26,000)     |
| Utilities-Police (new acct)         | 10-5-7017002-0316 | \$26,000       |
| Utilities-Public Works              | 10-5-7017002-0316 | \$7,000        |
| Utilities-KNYP Privy                | 10-5-7017002-0316 | (\$250)        |
| Utilities-Toddy Jones               | 10-5-7017002-0316 | \$500          |
| Utilities-Anderdon Tennis Court     | 10-5-7017002-0316 | \$100          |
| Utilities-Centennial Park Washrooms | 10-5-7017002-0316 | (\$5,000)      |
| Utilities-Malden Park Washrooms     | 10-5-7017002-0316 | \$700          |
| Utilities-Malden Community Centre   | 10-5-7017002-0316 | (\$3,750)      |
| Utilities-Gordon House              | 10-5-7017002-0316 | \$200          |
| <b>Total Budget Impact:</b>         |                   | <b>(\$500)</b> |



## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | FAC-5                                     |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                            |
| <b>Budget Issue Classification:</b>           | Budget Pressure                           |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Facilities                                |
| <b>Budget Impact:</b>                         | \$9,400                                   |

|                            |                       |
|----------------------------|-----------------------|
| <b>Budget Issue Title:</b> | Reduction of Revenues |
|----------------------------|-----------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>   |
|--|
| <p>It is recommended to eliminate the Gordon House \$3,000 revenue budget. The River Lights Festival rented space for off-season storage however, the River Lights Festival is being presented by the Town and no longer being operated by a third party.</p> <p>Facility Rentals have been trending below the revenue budget for the past few years. The recommendation to reduce the revenue budget by \$3,900 will bring the budget down to \$10,000, which is in line with the recent trend.</p> <p>It is also recommended to remove the recovery from the water department as the plumbing staff is currently not performing the backflow preventers inspections due to workloads in the facilities department.</p> |

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Facility Rentals            | 10-4-7017002-1305     | \$3,900              |
| Rent-Gordon House           | 10-4-7017002-1430     | \$3,000              |
| Recovery from Water         | 10-4-7017002-1429     | \$2,500              |
| <b>Total Budget Impact:</b> |                       | <b>\$9,400</b>       |

Town of Amherstburg  
 Department: Parks, Facilities, Recreation & Culture  
 Budget Centre: Libro Centre  
 2019 Budget  
 Year ending December 31, 2019

|   | 2018 Budget*     | 2019 Budget      | Budget Increase/ (Decrease) 2018 to 2019 | Issue Paper Ref. No. |
|---|------------------|------------------|--|----------------------|
| <b>Revenue:</b>   |                  |                  |  |                      |
| 10-4-7017300-1410 Ice Rentals                           | (571,750)        | (534,000)        | 37,750                                   | LIB-4 and LIB-5      |
| 10-4-7017300-1413 Capital Surcharge                     | (55,000)         | (50,000)         | 5,000                                    | LIB-4                |
| 10-4-7017300-1420 Pro (Skate Shop) Rental               | (8,000)          | (9,400)          | (1,400)                                  | LIB-4                |
| 10-4-7017300-1425 Room Rentals                          | (22,000)         | (22,000)         | -  |                      |
| 10-4-7017300-1473 Premier Diamond Rental                | (5,000)          | (8,000)          | (3,000)                                  | LIB-4                |
| 10-4-7017300-1450 Libro - Miscellaneous                 |                  | (4,000)          | (4,000)                                  | LIB-4                |
| 10-4-7017300-1467 Outdoor Turf Rental                   | (10,000)         | (10,000)         | -  |                      |
| 10-4-7017300-1466 Indoor Turf Rental                    | (60,000)         | (73,000)         | (13,000)                                 | CSGL-8               |
| 10-4-7017300-5520 Solar Panel Rental Revenue            | (9,888)          | (9,888)          | -  |                      |
| 10-4-7017300-5525 Solar Panel Special Share Dividend    | (17,112)         | (17,112)         | -  |                      |
| <b>Total Revenue - Libro Centre</b>                     | <b>(758,750)</b> | <b>(737,400)</b> | <b>21,350</b>                            |                      |
| <b>Expenses:</b>  |                  |                  |  |                      |
| <b>Salaries and Wages:</b>                              |                  |                  |  |                      |
| 10-5-7017300-#### Salaries - Full Time                  | 413,400          | 425,381          | 11,981                                   | CORP-STAFFING        |
| 10-5-7017300-0102 Salaries - Overtime                   | 26,127           | 10,000           | (16,127)                                 | LIB-3                |
| 10-5-7017300-0112 Salaries - Part Time/Temporary        | 483,959          | 520,360          | 36,401                                   | CORP-STAFFING        |
| <b>Total Salaries and Wages - Libro Centre</b>          | <b>923,486</b>   | <b>955,741</b>   | <b>32,255</b>                            |                      |
| <b>Benefits:</b>  |                  |                  |  |                      |
| <b>Total Benefits - Libro Centre</b>                    | <b>240,913</b>   | <b>253,503</b>   | <b>12,590</b>                            | CORP-STAFFING        |
| <b>General Expenses:</b>                                |                  |                  |  |                      |
| 10-5-7017300-0161 Clothing                              | 10,000           | 10,000           | -  |                      |
| 10-5-7017300-0250 Health and Safety                     | 5,000            | 5,000            | -  |                      |
| 10-5-7017300-0301 Office Supplies                       | 3,000            | -                | (3,000)                                  | REC-1                |
| 10-5-7017300-0331 Refrigeration Maintenance             | 50,000           | 50,000           | -  |                      |
| 10-5-7017300-0336 Contracted Services                   | 40,000           | 40,000           | -  |                      |
| 10-5-7017300-0345 Mobile Devices                        | 2,000            | 2,000            | -  |                      |
| 10-5-7017300-0350 Memberships                           | 1,500            | 1,700            | 200                                      | LIB-3                |
| 10-5-7017300-0351 Training and Professional Development | 8,000            | 6,000            | (2,000)                                  | LIB-3                |
| 10-5-7017300-0352 Travel and Mileage                    |                  | 2,000            | 2,000                                    | LIB-3                |
| 10-5-7017300-0505 Credit Card Charges                   | 5,000            | 5,000            | -  | LIB-3                |
| <b>Total General Expenses - Libro Centre</b>            | <b>124,500</b>   | <b>121,700</b>   | <b>(2,800)</b>                           |                      |
| <b>Building:</b>  |                  |                  |  |                      |
| 10-5-7017300-0316 Utilities                             | 480,000          | 613,000          | 133,000                                  | LIB-2 and LIB-5      |
| 10-5-7017300-0317 Building Maintenance                  | 110,000          | 110,000          | -  |                      |
| 10-5-7017300-0725 Parking Lot Maintenance               | 1,000            | 11,000           | 10,000                                   | LIB-1                |
| 10-5-7017300-0318 Janitorial Supplies                   |                  | -                | -  |                      |
| 10-5-7017300-0960 Outdoor Soccer (Nat Turf)             | 5,000            | 5,000            | -  |                      |
| 10-5-7017300-0961 Outdoor/Football Field Turf           | 700              | 700              | -  |                      |
| 10-5-7017300-0962 Premier Baseball Field                | 8,000            | 8,000            | -  |                      |
| <b>Total Building - Libro Centre</b>                    | <b>604,700</b>   | <b>747,700</b>   | <b>143,000</b>                           |                      |
| <b>Equipment and Vehicles:</b>                          |                  |                  |  |                      |
| 10-5-7017300-0401 Propane                               | 6,000            | 7,000            | 1,000                                    | LIB-3                |
| 10-5-7017300-0402 Vehicle and Equipment Maintenance     | 10,000           | 10,000           | -  |                      |
| <b>Total Equipment and Vehicles - Libro Centre</b>      | <b>16,000</b>    | <b>17,000</b>    | <b>1,000</b>                             |                      |
| <b>Total Expenses</b>                                   | <b>1,909,599</b> | <b>2,095,644</b> | <b>186,045</b>                           |                      |
| <b>Debt Charges</b>                                     |                  |                  |  |                      |
| <b>Total Debt Charges</b>                               | <b>395,025</b>   | <b>395,025</b>   | <b>(0)</b>                               | CSGL-8               |
| <b>Transfer to (from) Reserves</b>                      |                  |                  |  |                      |
| 10-5-7017300-2002 Transfer to Reserves                  | 55,000           | 50,000           | (5,000)                                  |                      |
| <b>Total Reserve Transfers</b>                          | <b>55,000</b>    | <b>50,000</b>    | <b>(5,000)</b>                           |                      |
| <b>Total Expenses - Libro Centre Division</b>           | <b>2,359,624</b> | <b>2,540,669</b> | <b>181,045</b>                           |                      |
| <b>Net Operating Budget</b>                             | <b>1,600,874</b> | <b>1,803,269</b> | <b>202,395</b>                           |                      |

| Capital Budget Description   | Cost              | Reserves          | Funding Other | Tax         |
|------------------------------|-------------------|-------------------|---------------|-------------|
| LIB-1-Zamboni                | \$ 108,000        | \$ 108,000        | \$ -          | \$ -        |
| <b>Total Capital Request</b> | <b>\$ 108,000</b> | <b>\$ 108,000</b> | <b>\$ -</b>   | <b>\$ -</b> |

Total Requirement for Taxes for 2019 1,803,269

\* Note: The 2018 Budget has been reclassified within the budget centre format used for 2019 with no change to approved revenue or expenditures



## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | LIB-1                                     |
| <b>Community Based Strategic Plan Pillar:</b> | Fiscal Sustainability                     |
| <b>Budget Issue Classification:</b>           | Budget Enhancement                        |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Libro Centre                              |
| <b>Budget Impact:</b>                         | \$10,000                                  |

|                            |                                  |
|----------------------------|----------------------------------|
| <b>Budget Issue Title:</b> | Increase Parking Lot Maintenance |
|----------------------------|----------------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>   |
|--|
| <p>In efforts to prolong the life and preserve the safety of parking lots, it is recommended a crack sealing be completed as part of a preventative maintenance plan, which could extend the life of the asphalt as many as 10-15 years. The crack sealing should be done before each winter season. Crack sealing prevents water from infiltrating down to the sub grade, prevents potholes, extends the life of the parking lot, prevents trip and falls, and delays costly milling and paving. The crack is cleaned with a hot air lance or air blower, removing any/all vegetation or moisture that will prevent the crack sealer from adhering to the walls of the crack. A hot rubberized crack sealant is installed, properly sealing and waterproofing the crack. Once completed, the parking lot is open to traffic immediately. The current parking lot at the Libro is starting to fail and will present safety risks and higher cost maintenance if not addressed.</p> |

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Parking Lot Maintenance     | 10-7017300-0725       | \$10,000             |
| <b>Total Budget Impact:</b> |                       | <b>\$10,000</b>      |



## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | LIB-2                                     |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                            |
| <b>Budget Issue Classification:</b>           | Budget Pressure                           |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Libro Centre                              |
| <b>Budget Impact:</b>                         | \$220,000                                 |

|                            |                    |
|----------------------------|--------------------|
| <b>Budget Issue Title:</b> | Increase Utilities |
|----------------------------|--------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>  |                  |                   |                   |          |      |         |  |  |      |         |         |           |      |         |         |           |      |         |         |          |
|---|------------------|-------------------|-------------------|----------|------|---------|--|--|------|---------|---------|-----------|------|---------|---------|-----------|------|---------|---------|----------|
| <p>The Town has an electricity agreement with Local Authority Services (LAS), which is a preferred provider of competitively priced and sustainable co-operative business services for Ontario municipalities and the broader public sector. This ensures we are getting the best rates through bulk purchasing. The Libro Centre currently operates two ice pads and one goalie pad for 10 months of the year. This recommendation to increase the Libro Centre Utilities budget by \$220,000 based on historical data and trends. Going forward, it is possible to mitigate rising hydro costs by increasing the time the ice pads are dry and provide opportunities for additional programs.</p> |                  |                   |                   |          |      |         |  |  |      |         |         |           |      |         |         |           |      |         |         |          |
| <table border="1"> <thead> <tr> <th>Year</th> <th>Utilities Budget</th> <th>Utilities Actuals</th> <th>Variance</th> </tr> </thead> <tbody> <tr> <td>2018</td> <td>480,000</td> <td></td> <td></td> </tr> <tr> <td>2017</td> <td>480,000</td> <td>659,586</td> <td>(179,586)</td> </tr> <tr> <td>2016</td> <td>360,000</td> <td>587,379</td> <td>(227,379)</td> </tr> <tr> <td>2015</td> <td>360,000</td> <td>443,503</td> <td>(83,503)</td> </tr> </tbody> </table>  | Year             | Utilities Budget  | Utilities Actuals | Variance | 2018 | 480,000 |  |  | 2017 | 480,000 | 659,586 | (179,586) | 2016 | 360,000 | 587,379 | (227,379) | 2015 | 360,000 | 443,503 | (83,503) |
| Year  | Utilities Budget | Utilities Actuals | Variance          |          |      |         |  |  |      |         |         |           |      |         |         |           |      |         |         |          |
| 2018  | 480,000          |                   |                   |          |      |         |  |  |      |         |         |           |      |         |         |           |      |         |         |          |
| 2017  | 480,000          | 659,586           | (179,586)         |          |      |         |  |  |      |         |         |           |      |         |         |           |      |         |         |          |
| 2016  | 360,000          | 587,379           | (227,379)         |          |      |         |  |  |      |         |         |           |      |         |         |           |      |         |         |          |
| 2015  | 360,000          | 443,503           | (83,503)          |          |      |         |  |  |      |         |         |           |      |         |         |           |      |         |         |          |
| <p>Budget Issue LIB-5-Reduce Ice Time relates to this Budget Issue. Should Council approve LIB-5 then LIB-2 will be reduced accordingly.</p>  |                  |                   |                   |          |      |         |  |  |      |         |         |           |      |         |         |           |      |         |         |          |

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Utilities                   | 10-5-7017300-0316     | \$220,000            |
| <b>Total Budget Impact:</b> |                       | <b>\$220,000</b>     |



## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | LIB-3                                     |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                            |
| <b>Budget Issue Classification:</b>           | Budget Reduction                          |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Libro Centre                              |
| <b>Budget Impact:</b>                         | \$14,927                                  |

|                            |                          |
|----------------------------|--------------------------|
| <b>Budget Issue Title:</b> | Line by Line Adjustments |
|----------------------------|--------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>   |
|--|
| <p>Membership Budget Increase- \$200</p> <p>Memberships in Ontario Recreation and Facility Association (ORFA) and Ontario Parks Association (OPA) Parks Recreation Ontario (PRO) costs \$1,700, which requires an increase to the budget of \$200.</p> <p>Training and Professional Development Budget Decrease- (\$2,000).</p> <p>This budget allows for health and safety certification, the Director to attend ORFA and OPA and allows for two IBEW staff to attend ORFA Certified Ice Technician course, which is a 2-year program.</p> <p>Travel and Mileage Budget Increase-\$2,000</p> <p>A budget of \$2,000 is required to establish a Travel and Mileage budget for the training and professional development opportunities.</p> <p>Propane Budget Increase \$1,000</p> <p>The Propane budget requires an increase of \$1,000, which reflects the actuals trend over the past three years.</p> <p>Overtime Budget Decrease \$16,127</p> <p>Administration is recommending a budget of reduction of \$16,127 to a level of \$10,000 based on historical trends.</p> |

| <b>Budget Impact</b>                  |                       |                      |
|---------------------------------------|-----------------------|----------------------|
| <b>Account Name</b>                   | <b>Account Number</b> | <b>Budget Change</b> |
| Memberships                           | 10-5-7017300-0350     | \$200                |
| Travel and Mileage                    | 10-5-7017300-0352     | \$2,000              |
| Training and Professional Development | 10-5-7017300-0351     | (\$2,000)            |
| Overtime                              | 10-5-7017300-0102     | \$(16,127)           |
| Propane                               | 10-5-7017300-0401     | \$1,000              |
| <b>Total Budget Impact:</b>           |                       | <b>\$ (14,927)</b>   |





## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | LIB-4                                     |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                            |
| <b>Budget Issue Classification:</b>           | Budget Reduction                          |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Libro Centre                              |
| <b>Budget Impact:</b>                         | \$19,350                                  |

|                            |                  |
|----------------------------|------------------|
| <b>Budget Issue Title:</b> | Revenue Decrease |
|----------------------------|------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

### Budget Issue Detail

The recommendation to reduce the Ice Rentals budget line by \$27,750. The revenue budget has not been reached since the budget was established. Over three years, the lowest shortfall was (33,146). This budget reduction will be a more realistic revenue target of (544,000). As a result of the reduction in ice rental revenue projections for the year, a budget reduction in capital surcharge revenue will also be realized.

The following chart shows the revenue shortfalls for the past four years:

| Year | Revenue Budget | Revenue Actuals | Revenue Shortfall |
|------|----------------|-----------------|-------------------|
| 2018 | (571,750)      |                 |                   |
| 2017 | (580,000)      | (546,854)       | (33,146)          |
| 2016 | (575,000)      | (527,652)       | (47,348)          |
| 2015 | (572,500)      | (527,627)       | (44,873)          |

The Town has a new tenant agreement for the Pro-Skate Shop space. The new rent agreement will provide (\$9,400) revenue, which represents a budget increase of (\$1,400).

Premier Diamond Rental will see an increase in revenue due to the increased rentals rates. Rental rates do not take effect until September 1 of the current year, which does not affect user groups of the Premier Diamond until the following year as their seasons are generally over at the beginning of September (i.e Ontario Baseball Championships takes place on Labour Day Weekend). The rate increases approved in 2018 for the Premier Diamond will be realized in 2019.

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Ice Rentals                 | 10-4-7017300-1410     | \$27,750             |
| Capital Surcharge           | 10-4-7017300-1413     | \$5,000              |
| Capital Surcharge Reserve   |                       | (\$5,000)            |
| Pro (Skate Shop) Rental     | 10-4-7017300-1420     | (\$1,400)            |
| Premier Diamond Rental      | 10-4-7017300-1473     | (\$3,000)            |
| Libro-Miscellaneous         | 10-4-7017300-1450     | (\$4,000)            |
| <b>Total Budget Impact:</b> |                       | <b>\$19,350</b>      |



## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | LIB-5                                     |
| <b>Community Based Strategic Plan Pillar:</b> | Fiscal Sustainability                     |
| <b>Budget Issue Classification:</b>           | Budget Reduction                          |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Libro Centre                              |
| <b>Budget Impact:</b>                         | (\$85,000)                                |

|                            |                 |
|----------------------------|-----------------|
| <b>Budget Issue Title:</b> | Reduce Ice Time |
|----------------------------|-----------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

### Budget Issue Detail

Reduce service levels and hours of operation thus reducing operating costs resulting in reduced budget request.

Administration believes that Council may wish to consider the time period ice is offered to users. It should be noted that Ice Rentals include Goalie Pad rentals and rentals during the summer months when ice is removed from the rinks and replaced with a dry floor rental opportunity.

Of the \$571,750 ice rental budget for the year, the following is a breakdown of summer ice rental (April – August) for 2018, not including dry floor rentals:

|               | Movati Rink  |                       | Rink A       |                       | Goalie Pad Rink |                      | Totals       |                    |
|---------------|--------------|-----------------------|--------------|-----------------------|-----------------|----------------------|--------------|--------------------|
|               | Rental Hours | Revenue @ \$132.53/hr | Rental Hours | Revenue @ \$132.53/hr | Rental Hours    | Revenue @ \$31.21/hr | Rental Hours | Revenue            |
| April         | 59           | \$7,819.27            | 0            | \$0.00                | 86              | \$2,684.06           | 145          | \$10,503.33        |
| May           | 69.5         | \$9,210.84            | 0            | \$0.00                | 89              | \$2,777.69           | 158.5        | \$11,988.53        |
| June          | 0            | \$0.00                | 0            | \$0.00                | 0               | \$0.00               | 0            | \$0.00             |
| July          | 0            | \$0.00                | 0            | \$0.00                | 0               | \$0.00               | 0            | \$0.00             |
| August        | 59           | \$7,819.27            | 52.5         | \$6,957.83            | 77              | \$2,403.17           | 188.5        | \$17,180.27        |
| <b>Totals</b> | <b>187.5</b> | <b>\$24,849.38</b>    | <b>52.5</b>  | <b>\$6,957.83</b>     | <b>252</b>      | <b>\$7,864.92</b>    | <b>492</b>   | <b>\$39,672.13</b> |

As indicated, ice rentals are low during the months of May to July. Revenue generated during this period is calculated at **\$11,989**. With all three ice surfaces running, along with all other activity within the Libro Centre, the average cost of utilities is \$49,000 per month + HST for a utility cost of \$147,000 +HST. When one ice surface is removed and a dry floor is substituted in as a rental opportunity, the average cost of utilities is reduced to \$40,000 per month + HST. It is estimated utilities for the Libro Centre without any ice production would cost approximately \$20,000.00 +HST per month resulting an estimated savings of \$29,000 per month.

For illustrative purposes, a review of the last six years' May-July Rental Hours demonstrates a downward trend.

| May-July for the Year | Movati Rink Rental Hours | Rink A Rental Hours | Goalie Pad Rental Hours |
|-----------------------|--------------------------|---------------------|-------------------------|
| 2013                  | 308                      | 43                  | 85                      |
| 2014                  | 16                       | 331                 | 152                     |
| 2015                  | 154.5                    | 12                  | 143                     |
| 2016                  | 88                       | 104.5               | 117                     |
| 2017                  | 53                       | 0                   | 0                       |
| 2018                  | 69.5                     | 0                   | 89                      |

If the Town was to shut down the ice making plant between the months of May and July, an estimated cost savings on utilities alone would be approximately \$87,000.00. In addition, other savings or benefits that may be realized are:

- Reduced staffing levels or repurposing staff for other municipal purposes
- Reduced wear and tear on refrigeration system and pumps therefore extending the useful life of the equipment
- Opportunity for annual maintenance and inspections outside of operating hours

Should Council choose to move forward with this option, Administration will explore new recreation programming opportunities utilizing the second dry floor surface. Possible opportunities include:

- Ball Hockey Leagues and tournaments (adult and youth)
- In Line Hockey Leagues
- Added Pickleball courts (would now have ability to run tournaments and leagues)
- Parent/Tot Activity Centre
- Basketball/Dodgeball Leagues
- Indoor Tennis Camps/Leagues
- Other rentals e.g. home shows, roller derby exhibitions, auctions, etc

Recreation revenue would be generated from these new opportunities that would offset the loss of revenue that is generated from ice rentals, while at the same time adding to the overall cost savings in the operation of the Libro Centre in the summer months and maximizing use of the facilities.

| <b>Budget Impact</b>        |                             |                   |
|-----------------------------|-----------------------------|-------------------|
| Account Name                | Account Number              | Budget Change     |
| Ice Rentals Revenue         | 10-4-7017300-1410           | \$10,000          |
| Utilities                   | 10-5-7017300-0316           | (\$87,000)        |
| Drop In Programming Revenue | 10-4-7010000-1465           | (\$3,000)         |
| Adult Programming           | 10-4-7010000-1464           | (\$5,000)         |
|                             |                             |                   |
|                             |                             |                   |
|                             | <b>Total Budget Impact:</b> | <b>(\$85,000)</b> |

Town of Amherstburg  
 Department: Parks, Facilities, Recreation & Culture  
 Budget Centre: Recreation Services  
 2019 Budget  
 Year ending December 31, 2019

|  | 2018 Budget*                            | 2019 Budget      | Budget Increase/<br>(Decrease) 2018 to<br>2019 | Issue Paper Ref. No.   |
|--|---|------------------|--|------------------------|
| <b>Revenue:</b>                              |   |                  |  |                        |
| 10-4-7010000-1306                            | Birthday Party (UCCU) (6,000)           | (10,000)         | (4,000)  | REC-2                  |
| 10-4-7010000-1415                            | Public Skating Program (6,000)          | (10,000)         | (4,000)  | REC-2                  |
| 10-4-7010000-1320                            | Lions' Pool Registration (6,000)        | -                | 6,000  | FAC-1                  |
| 10-4-7010000-1325                            | Lions' Pool Admittance Fee (5,000)      | -                | 5,000  | FAC-1                  |
| 10-4-7010000-1462                            | Preschool Programming (13,000)          | (13,000)         | -  |                        |
| 10-4-7010000-1463                            | Youth Programming (20,000)              | (20,000)         | -  |                        |
| 10-4-7010000-1464                            | Adult Programming (10,150)              | (20,000)         | (9,850)  | REC-2 and LIB-5        |
| 10-4-7010000-1449                            | Activity Guide Revenue (4,000)          | (4,000)          | -  |                        |
| 10-4-7010000-1465                            | Drop In Programming (12,000)            | (19,000)         | (7,000)  | REC-2 and LIB-5        |
| 10-4-7010000-1451                            | Day Camp (45,000)                       | (35,000)         | 10,000   | REC-2                  |
| 10-4-7010000-1307                            | Special Events (12,000)                 | (12,000)         | -  |                        |
| 10-4-7010000-1430                            | Ancillary Complex Income (30,000)       | (30,000)         | -  |                        |
| 10-4-7010000-1405                            | Canteen Sales (Indoor) (160,000)        | (160,000)        | -  |                        |
| 10-4-7010000-1407                            | Vending Machine Sales (10,000)          | (12,500)         | (2,500)  | REC-2                  |
| 10-4-7010000-1075                            | Income from Memorials (Benches) (3,400) | -                | 3,400  | REC-3                  |
| 10-4-7010000-0705                            | Essex Power Youth in Comm Fund Grant    | (10,000)         | (10,000)                                       | REC-6                  |
| 10-4-7010000-0626                            | Provincial Grants (6,318)               | (10,000)         | (3,682)  | REC-7                  |
| <b>Total Revenue - Recreation Services</b>   | <b>(348,868)</b>                        | <b>(365,500)</b> | <b>(16,632)</b>                                |                        |
| <b>Expenses:</b>                             |   |                  |  |                        |
| <b>Salaries and Wages:</b>                   |   |                  |  |                        |
| 10-5-7010000-0101                            | Salaries - Full Time 149,415            | 153,599          | 4,184  | CORP-STAFFING          |
| 10-5-7010000-0102                            | Salaries - Overtime                     | 2,500            | 2,500  | REC-5                  |
| 10-5-7010000-0122                            | Salaries - Part Time/Temporary 246,879  | 264,054          | 17,175   | CORP- STAFFING & REC-8 |
| <b>Total Salaries and Wages - Recreation</b> | <b>396,294</b>                          | <b>420,152</b>   | <b>23,858</b>                                  |                        |
| <b>Benefits:</b>                             |   |                  |  |                        |
| <b>Total Benefits - Recreation</b>           | <b>91,267</b>                           | <b>104,168</b>   | <b>12,901</b>                                  |                        |
| <b>General Expenses (Recreation):</b>        |   |                  |  |                        |
| 10-5-7010000-0252                            | Uniforms 1,500                          | 1,500            | -  |                        |
| 10-5-7010000-0301                            | Office Supplies 3,000                   | 6,000            | 3,000  | REC-1                  |
| 10-5-7010000-0307                            | Advertising 17,500                      | 17,500           | -  |                        |
| 10-5-7010000-0345                            | Mobile Devices 1,500                    | 1,500            | -  |                        |
| 10-5-7010000-0349                            | Marketing 20,000                        | 20,000           | -  |                        |
| 10-5-7010000-0350                            | Memberships 2,500                       | 2,500            | -  |                        |
| 10-5-7010000-0351                            | Training and Conferences 7,000          | 7,000            | -  |                        |
| 10-5-7010000-0352                            | Travel and Mileage                      | -                | -  |                        |
| 10-5-7010000-0420                            | Recreation Equipment & Supplies 27,500  | 27,500           | -  |                        |
| 10-5-7010000-0421                            | Concession Equipment 8,000              | 8,000            | -  |                        |
| 10-5-7010000-0422                            | Concession Equipment Maintenance 5,000  | 5,000            | -  |                        |
| 10-5-7010000-0740                            | Signage Maintenance 2,000               | 2,000            | -  |                        |
| 10-5-7010000-0771                            | Special Events 8,000                    | 8,000            | -  |                        |
| 10-5-7010000-0775                            | Giver Project Expenses                  | -                | -  |                        |
| 10-5-7010000-0776                            | Essex Power Youth in Comm Fund Exp      | 10,000           | 10,000   | REC-6                  |
| 10-5-7010000-0384                            | Concession Product                      | 95,000           | 19,000   | REC-4                  |
| <b>Total General Expenses - Recreation</b>   | <b>179,500</b>                          | <b>211,500</b>   | <b>32,000</b>                                  |                        |
| <b>Total Expenses -Recreation</b>            | <b>667,061</b>                          | <b>735,820</b>   | <b>68,759</b>                                  |                        |
| <b>Net Operating Budget</b>                  | <b>318,193</b>                          | <b>370,320</b>   | <b>52,127</b>                                  |                        |

| Capital Budget<br>Description | Funding       |               |       |     |
|-------------------------------|---------------|---------------|-------|-----|
|                               | Cost          | Reserves      | Other | Tax |
| REC-1-Security for Libro      | 30,500        | 30,500        |       |     |
| <b>Total Capital Request</b>  | <b>30,500</b> | <b>30,500</b> | -     | -   |

Total Requirement for Taxes for 2019 370,320

\* Note: The 2018 Budget has been reclassified within the budget centre format used for 2019 with no change to approved revenue or expenditures



## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | REC-1                                     |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                            |
| <b>Budget Issue Classification:</b>           | Budget Enhancement                        |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Recreation Services                       |
| <b>Budget Impact:</b>                         | \$0                                       |

|                            |                 |
|----------------------------|-----------------|
| <b>Budget Issue Title:</b> | Office Supplies |
|----------------------------|-----------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>  |
|---|
| <p>Recreation Services takes on the responsibility of ordering offices supplies for their division as well as the Libro Centre. Often orders are not separated by cost centre. Recreation Services recommends that the base amounts in the two cost centres be combined into one budget to save on staff time separating out orders.</p> <p>Recreation Services is willing to continue ordering the supplies as needed.</p> |

| <b>Budget Impact</b>           |                       |                      |
|--------------------------------|-----------------------|----------------------|
| <b>Account Name</b>            | <b>Account Number</b> | <b>Budget Change</b> |
| Office Supplies (Rec Services) | 10-5-7010000-0301     | \$3,000              |
| Office Supplies (Libro Centre) | 10-5-7017300-0301     | (\$3,000)            |
| <b>Total Budget Impact:</b>    |                       | <b>\$0</b>           |



## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | REC-2                                     |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                            |
| <b>Budget Issue Classification:</b>           | Budget Enhancement                        |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Recreation Services                       |
| <b>Budget Impact:</b>                         | (\$9,350)                                 |

|                            |                      |
|----------------------------|----------------------|
| <b>Budget Issue Title:</b> | Increase of Revenues |
|----------------------------|----------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

### Budget Issue Detail

Since 2016, Recreation Services has experienced an increase in revenues generated from their Birthday Party Program. Recreation Services staff have created a program that is widely sought after showing the ability to be flexible to the needs of the residents. It is expected that this trend will continue and thus wishes to increase expectations of revenue by increasing the budget line from (\$6,000.00) to (\$10,000.00)

Annually, the Public Skating Program has maintained a consist level of revenue. Recreation Services has been approached by Amherstburg Community Services to sponsor additional public skates along with other public recreation programming (ie. Turf Tots). The sponsorship of these events bring additional funding to the program. Recreation wishes to increase the revenue base for the Public Skating Program from (\$6,000) to (\$10,000).

As evidenced in the 2016 Census, Amherstburg's residents are getting older, with older adults (65 years and older) making up 18% of Amherstburg's current population. This means a greater demand for age appropriate recreation programming. Recreation Services has identified trends in programming and will be introducing several new older adult only offerings while maintaining our current lineup of programs geared towards seniors. In addition, Recreation Services will be working closely with Amherstburg Community Services to provide recreation opportunities, identified by ACS but unable to provide due to expertise and/or facility, to the clientele.

There are two types of programming offered – structure and un-structured, or drop-in programming. Through the “Framework for Recreation in Canada – Pathways to Wellbeing” was developed by Canadian Parks and Recreation Association, endorsed by all provincial/territorial governments, provides new vision of engagement in meaningful, accessible recreation. The Framework identifies that as Canadians get older they shift recreation focus from structured (programs and team play) to un-structured (drop-in activities). Drop-in activities provide adults with opportunities to participate in recreation without being tied to a commitment to continue to participate.

Pickleball is Recreation Services' most popular drop in program which takes place between April and July (with some winter sessions in a school gymnasium) at the Libro Centre. The feedback from the seniors is they would like to see this program offered 5 days a week instead of 3 days. This can be accommodated as the program takes place during a time when only the Summer Camp participants are using the facility.

Resulting from the sale of Centennial Park to the Windsor Essex Greater District School Board, 2018 was the last year for the seasonal pool, Lions Pool. As part of the Parks Master Plan,

expected to be approved by Council, there is a recommendation that further study should be done to determine the need and feasibility of constructing a new pool at a different location. However, for the 2019 budget and beyond, there will be no expectation of revenue generation from an aquatic facility.

Vending Machine Sales have exceeded the budget for the past two years. Administration recommends increasing this budget line by (\$2,500).

Day Camps have Seen a decline in revenue in 2018 and it is recommended a downwards budget adjustment be made of \$10,000

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Birthday Party              | 10-4-7010000-1306     | (\$4,000)            |
| Public Skating Program      | 10-4-7010000-1415     | (\$4,000)            |
| Adult Programming           | 10-4-7010000-1464     | (\$4,850)            |
| Drop In Programming         | 10-4-7010000-1465     | (\$4,000)            |
| Day Camps                   | 10-4-7010000-1451     | \$10,000             |
| Vending Machine Sales       | 10-4-7010000-1405     | (\$2,500)            |
| <b>Total Budget Impact:</b> |                       | <b>(\$9,350)</b>     |



## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | REC-3                                     |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                            |
| <b>Budget Issue Classification:</b>           | Budget Reduction                          |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Recreation Services                       |
| <b>Budget Impact:</b>                         | \$0                                       |

|                            |                              |
|----------------------------|------------------------------|
| <b>Budget Issue Title:</b> | Income From Memorial Benches |
|----------------------------|------------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail  |
|--|
| <p>The revenue generated from the Memorial Bench program currently resides in Recreation. However, this is a function of Parks. This budget issue will transfer the Memorial Bench revenue to the Parks budget where the costs reside.</p> |

| Budget Impact                   |                   |               |
|---------------------------------|-------------------|---------------|
| Account Name                    | Account Number    | Budget Change |
| Income from Memorials (Benches) | 10-4-7010000-1015 | \$3,400       |
| Income from Memorials (Benches) | 10-4-7017000-1015 | (\$3,400)     |
| <b>Total Budget Impact:</b>     |                   | <b>\$0</b>    |





## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | REC-4                                     |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                            |
| <b>Budget Issue Classification:</b>           | Budget Pressure                           |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Recreation Services                       |
| <b>Budget Impact:</b>                         | \$19,000                                  |

|                            |                    |
|----------------------------|--------------------|
| <b>Budget Issue Title:</b> | Concession Product |
|----------------------------|--------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>  |
|---|
| <p>Recreation Services historically reports a negative variance for this line item. Product cost from suppliers have increased overall 4% over the last 3 years, which was attributed to various outside forces, such as rising fuel costs.</p> <p>Currently, Food Services Dept. is evaluating annual order levels with all suppliers to negotiate the best pricing for the product purchase in 2019. This exercise will not be completed until mid-February, so we are unable reflect any potential savings in the budget draft. However, it is hoped that this will be a 2-4% reduction in costs.</p> <p>Additionally, Food Services were absorbing the costs of in-house catering for other departmental uses as well as additional food costs for special events into the budget line. Starting in 2018, the department has started to adjust these expenses and reallocate these amounts into the appropriate budget centres.</p> <p>Completing both of these exercises, will provide a clear understanding of the level of product use specific to operation of the concession by separating out the in-house catering and special event functions of Food Services.</p> |

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Concession Product          | 10-5-7010000-0384     | \$19,000             |
| <b>Total Budget Impact:</b> |                       | <b>\$19,000</b>      |



## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | REC-5                                     |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                            |
| <b>Budget Issue Classification:</b>           | Budget Enhancement                        |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Recreation Services                       |
| <b>Budget Impact:</b>                         | \$2,500                                   |

|                            |          |
|----------------------------|----------|
| <b>Budget Issue Title:</b> | Overtime |
|----------------------------|----------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>  |
|---|
| <p>Generally, Recreation Services has successfully maintained staffing levels and schedules that did not require paying staff overtime. However, 2018 has seen significant changes and will experience additional changes at the time of the writing of this issue paper.</p> <p>Recreation Services is fluid in the fact that it adapts to trending events (ie. Woofa-Roo, Day of Champions etc.) and outside entity involvement (ie. WE-CIM, WECHU) which requires a staffing component and possibly payment of overtime hours.</p> <p>It is prudent to have a base budget line amount for overtime to cover unforeseen staffing changes.</p> |

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Salaries - Overtime         | 10-5-7010000-0102     | \$2,500              |
| <b>Total Budget Impact:</b> |                       | <b>\$2,500</b>       |



## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | REC-6                                     |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                            |
| <b>Budget Issue Classification:</b>           | Non-Discretionary                         |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Recreation Services                       |
| <b>Budget Impact:</b>                         | \$0                                       |

|                            |                                     |
|----------------------------|-------------------------------------|
| <b>Budget Issue Title:</b> | Essex Power Youth in Community Fund |
|----------------------------|-------------------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail  |
|--|
| <p>Essex Power Corporation provides \$10,000 to each of the 4 municipal shareholders for youth programming. The fund has assisted in the past for Summer Camp transportation on day trips, program expenses associated with Essex Empowerment Girls Group, Wildcats Gymnastics Programs, Family Appreciation Fun Day, and so on. This is a budget neutral item as Essex Power requires the shareholders to provide a report to their Board on how the full \$10,000 was spent.</p> |

| Budget Impact                       |                   |               |
|-------------------------------------|-------------------|---------------|
| Account Name                        | Account Number    | Budget Change |
| Essex Power Youth in Community Fund | 10-4-7010000-0705 | (\$10,000)    |
| Essex Power Youth in Community Fund | 10-5-7010000-0776 | \$10,000      |
| <b>Total Budget Impact:</b>         |                   | <b>\$0</b>    |



## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | REC-7                                     |
| <b>Community Based Strategic Plan Pillar:</b> | Fiscal Sustainability                     |
| <b>Budget Issue Classification:</b>           | Budget Enhancement                        |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Recreation Services                       |
| <b>Budget Impact:</b>                         | (\$3,682)                                 |

|                            |                   |
|----------------------------|-------------------|
| <b>Budget Issue Title:</b> | Provincial Grants |
|----------------------------|-------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>   |
|--|
| <p>Administration has been successful in obtaining several micro-grants to help offset existing recreation programming. The grants like the Ontario Sport and Recreation Communities Fund are offered to support a vision of getting and keeping citizens active in community sport, recreation and physical activity. Administration continues to monitor Ministry websites for grant opportunities specific to the recreation industry</p> <p>Recreation Services also continues to research grant opportunities from for-profit organizations such as the Libro Credit Union's Community Grants to offset operational expenses for recreation programming and/or youth events such as Spooktacular, Breakfast With Santa and Easter Egg Hunt.</p> |

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Provincial Grants           | 10-4-7010000-0626     | (\$3,682)            |
| <b>Total Budget Impact:</b> |                       | (\$3,682)            |



## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | REC-8                                     |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                            |
| <b>Budget Issue Classification:</b>           | Non-Discretionary                         |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Recreation Services                       |
| <b>Budget Impact:</b>                         | \$16,773                                  |

|                            |                 |
|----------------------------|-----------------|
| <b>Budget Issue Title:</b> | Part-Time Wages |
|----------------------------|-----------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>   |
|--|
| <p>In 2017, service level enhancements were added to front desk coverage to add additional guest services coverage between 8pm-10pm due to increased public needs. The 2017 &amp; 2018 Budgets did not capture this in the hourly staffing models.</p> <p>The staffing model used for the 2018 budget for 5 part time staff at 700 hours each for a total 3500 hours. The staffing model that is currently used requires the following hours:</p> <ul style="list-style-type: none"> <li>• Jan 1 – Apr 30: 17.5 weeks @ 81 hours = 1,417.5 hours</li> <li>• May 1 – Aug 31: 17.5 weeks @ 72 hours = 1,260.0 hours</li> <li>• Sep 1 – Dec 31: 17.0 weeks @ 81 hours = 1,377.0 hours</li> <li>• Coverage for FT Staff Vacation and Sickness: 100 hours</li> <li>• GS Monthly Meetings: 3 staff (2 already on shift) x 2 hours x 12 = 72 hours</li> <li>• Special Events (Hospice Tournament, Woofa-Roo etc.) = 50</li> <li>• Subtract for Stat Holidays: -90 hours</li> </ul> <p>Total number of base hours = 4,186.5</p> <p>Total Cost of increase in wages \$14,179<br/>Additional Benefit Cost of \$3,044</p> |

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Salaries – Part Time        | 10-4-7010000-0112     | \$16,773             |
| <b>Total Budget Impact:</b> |                       | <b>\$16,773</b>      |

Town of Amherstburg  
 Department: Parks, Facilities, Recreation & Culture  
 Budget Centre: Parks  
 2019 Budget  
 Year ending December 31, 2019

|   | 2018 Budget*     | 2019 Budget      | Budget Increase/<br>(Decrease) 2018 to<br>2019 | Issue Paper Ref. No.                     |
|---|------------------|------------------|--|--|
| <b>Revenue:</b>   |                  |                  |  |  |
| <b>Total Revenue - Parks</b>                            | <b>(7,000)</b>   | <b>(10,400)</b>  | <b>(3,400)</b>                                 | REC-3                                    |
| <b>Expenses:</b>  |                  |                  |  |  |
| <b>Salaries and Wages:</b>                              |                  |                  |  |  |
| 10-5-7017000-0101 Salaries - Full Time                  | 465,595          | 477,097          | 11,502   | CORP-STAFFING & PARKS-4                  |
| 10-5-7017000-0102 Salaries - Overtime                   | 5,000            | 5,000            | -  |  |
| 10-5-7017000-0117 Salaries - Part Time/Temporary        | 81,018           | 169,748          | 88,730   | PARKS-STAFFING                           |
| <b>Total Salaries and Wages - Parks</b>                 | <b>551,613</b>   | <b>651,845</b>   | <b>100,232</b>                                 | CORP-STAFFING & PARKS-STAFFING & PARKS-5 |
| <b>Benefits:</b>  |                  |                  |  |  |
| <b>Total Benefits - Parks</b>                           | <b>181,268</b>   | <b>214,585</b>   | <b>33,317</b>                                  | CORP-STAFFING & PARKS-STAFFING           |
| <b>General Expenses:</b>                                |                  |                  |  |  |
| 10-5-7017000-0161 Clothing                              | 2,000            | 4,700            | 4,700  | PARKS-3 & PARKS-STAFFING                 |
| 10-5-7017000-0301 Office Supplies                       | 57,500           | 2,000            | (55,500)                                       |  |
| 10-5-7017000-0336 Contracted Services                   | 1,000            | 67,500           | 66,500   | PARKS-1                                  |
| 10-5-7017000-0345 Mobile Devices                        | 5,500            | 1,000            | (4,500)  |  |
| 10-5-7017000-0351 Training and Professional Development | 7,500            | 6,800            | (700)  | PARKS-2 & PARKS-STAFFING                 |
| 10-5-7017000-0352 Travel and Mileage (Parks)            | 2,000            | 3,500            | 1,500  |  |
| 10-5-7017000-0404 Service Agreement - Radios            | 2,000            | (4,000)          | (6,000)  | CSIT-5                                   |
| 10-5-7017000-0771 Special Events                        | 75,500           | 2,000            | (73,500)                                       |  |
| <b>Total General Expenses - Parks</b>                   | <b>75,500</b>    | <b>82,800</b>    | <b>7,300</b>                                   |  |
| <b>Municipal Partnerships:</b>                          |                  |                  |  |  |
| 10-5-7017000-1300 CO-AN Park                            | 17,500           | 17,500           | -  |  |
| 10-5-7017000-1310 River Canard Community Centre         | 5,000            | 5,000            | -  |  |
| <b>Total Municipal Partnerships - Parks</b>             | <b>22,500</b>    | <b>22,500</b>    | <b>-</b>                                       |  |
| <b>Materials and Supplies:</b>                          |                  |                  |  |  |
| 10-5-7017000-0322 General Supplies                      | 103,500          | 125,100          | 21,600   | PARKS-3 & PARKS-STAFFING                 |
| 10-5-7017000-0402 Vehicle and Equip. Maint.             | 30,000           | 30,000           | -  |  |
| NEW Equipment Financing                                 | -                | 36,050           | 36,050   | PARKS-5                                  |
| 10-5-7017000-0420 Parks Tools and Equip.                | 9,000            | 9,000            | -  |  |
| 10-5-7017000-0650 Tree Maintenance                      | 10,000           | 10,000           | -  |  |
| <b>Total Maintenance - Parks</b>                        | <b>152,500</b>   | <b>210,150</b>   | <b>57,650</b>                                  |  |
| <b>Debt Charges</b>                                     |                  |                  |  |  |
| <b>Total Debt Charges</b>                               | <b>94,527</b>    | <b>67,969</b>    | <b>(26,558)</b>                                | CSSL-8                                   |
| <b>Total Expenses - Parks</b>                           | <b>1,077,908</b> | <b>1,249,848</b> | <b>171,940</b>                                 |  |
| <b>Net Operating Budget</b>                             | <b>1,070,908</b> | <b>1,239,448</b> | <b>168,540</b>                                 |  |

| Capital Budget<br>Description                        | Funding           |                   |             |                  |
|--|-------------------|-------------------|-------------|------------------|
|  | Cost              | Reserves          | Other       | Tax              |
| PARKS-1-Trailer for Dump Truck - New                 | \$ 12,000         |                   |             | \$ 12,000        |
| PARKS-2-Malden Park - Ball Diamond Fencing/Backstops | \$ 25,000         |                   |             | \$ 25,000        |
| PARKS-3-Refurbish Playground at Beaudoin Park        | \$ 170,000        | \$ 170,000        |             | \$ -             |
| PARKS-4-Accessible Swing Fencing                     | \$ 8,000          |                   |             | \$ 8,000         |
| PARKS-5 - Capital Upgrades at Co-An Park             | \$ 15,000         |                   |             | \$ 15,000        |
| <b>Total Capital Request</b>                         | <b>\$ 230,000</b> | <b>\$ 170,000</b> | <b>\$ -</b> | <b>\$ 60,000</b> |

**Total Requirement for Taxes for 2019** 1,299,448  
 \* Note: The 2018 Budget has been reclassified within the budget centre format used for 2019 with no change to approved revenue or expenditures



## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | PARKS-STAFFING                            |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure              |
| <b>Budget Issue Classification:</b>           | Budget Enhancement                        |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Parks                                     |
| <b>Budget Impact:</b>                         | \$128,961                                 |

|                            |                                 |
|----------------------------|---------------------------------|
| <b>Budget Issue Title:</b> | Part-Time General Labourers (3) |
|----------------------------|---------------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail                                 |
|---|
| <p>Please refer to the Council Report attached.</p> |

| Budget Impact                         |                   |                  |
|---------------------------------------|-------------------|------------------|
| Account Name                          | Account Number    | Budget Change    |
| Salaries-Part-Time                    | 10-5-7017000-0112 | \$97,470         |
| Benefits                              | Various           | \$29,991         |
| Training and Professional Development | 10-5-7017000-0351 | \$300            |
| Clothing                              | 10-5-7017000-0161 | \$1,200          |
| <b>Total Budget Impact:</b>           |                   | <b>\$128,961</b> |



**THE CORPORATION OF THE TOWN OF AMHERSTBURG**

**OFFICE OF PARKS, FACILITIES, RECREATION & CULTURE**

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

|   |  |
|---|--|
| <b>Author's Name: Annette Zahaluk</b>         | <b>Report Date: August 8, 2018</b>       |
| <b>Author's Phone: 519 736-3664 ext. 2317</b> | <b>Date to Council: January 21, 2019</b> |
| <b>Author's E-mail: Annette Zahaluk</b>       | <b>Resolution #:</b>                     |

**To: Mayor and Members of Town Council**

**Subject: Request for Staffing; Part Time Groundskeeper/General Labourer**

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**1. RECOMMENDATION:**

It is recommended that:

1. The report from the Manager of Parks and Naturalized Areas dated Aug 8, 2018 regarding three (3) Part Time Groundskeeper/General Labourer **BE RECEIVED.**

**EXECUTIVE SUMMARY:**

This report will outline the need for additional staffing in the Parks Division to continue maintaining the Town of Amherstburg to proper industry standards in a safe and efficient manner as well as provide ample support to the Tourism and Culture Division to facilitate Festivals and Events.

**2. BACKGROUND:**

The Economic Development pillar in the Community Based Strategic Plan (CBSP 2016-2021) recognizes the need to properly maintain and develop our existing natural 'living' assets which aids in attracting and retaining new businesses and potential new residents, as well as providing the necessary background for Festivals and Events.

Tourism and Culture is identified as an integral pillar in the CBSP and is a significant driver for economic development for the Town of Amherstburg. The Parks Division are the main 'boots on the ground' when it comes to Event support, which is on the rise and growing with each success.

Without the proper assistance from the Parks Division relative to set up, support during events as well as take down and storage, the ultimate success of the events will suffer.



### **3. DISCUSSION:**

Statistics from the Town of Amherstburg Tourism and Culture Division indicate a significant increase in visitation over 2016. Forecasts show continued growth in the tourism and culture industry for the municipality.

The Parks Division is a 7 day a week, full service division facilitating all festivals, preparing the grounds, providing staff support, delivering Town inventory prior to as well as take down for the following events:

- Downton Abbey Garden Tea Party
- Ribs & Ragtime
- Windsor Telus Ride for Dad
- Bike Rodeo
- Canada D'Eh 5k Run
- Canada Day Treats N Eats Festival
- Woofa-Roo Pet Fest
- Rotary Rib Fest
- Amherstburg's Gone Car Crazy
- Amherstburg Uncommon
- Art by the River
- Super Santa Run
- River Lights
- Santa Claus Parade
- Pavilion bookings at Toddy Jones park and Splash pad
- Gazebo bookings for weddings at King's Navy Yard Park

The Parks Division is also responsible for providing exterior property maintenance at the Library, Town Hall, Public Works, Police Station, Angstrom Park, Libro Centre, Wyandotte Cemetery, Laird Boulevards, Alma west Lookout, South Gateway, Seagrams Gardens, Wigle Walkway, Kings Navy Yard Park, signature Hosta Garden, Toddy Jones, Scout Hall, all 16 playgrounds, splash pad, all natural turf sports fields, tennis/pickle ball courts, and all maintenance aspects of the many award winning floral programs.

The Town of Amherstburg has a huge Investment in Infrastructure which needs proper maintenance to sustain it as well as attract businesses and new housing and retaining existing residents and industries.

The Parks Division used to run with seven (7) Seasonal staff from April 1 until Dec 15 and two (2) full time staff year.

Three years ago the Seasonal component was eliminated to help prevent attrition and five (5) full time positions were created, and one (1) full time position was kept resulting in a more efficient winter work production and more staffing for snow removal but greatly adding to an already heavy work load in the peak season from April- October.

These three (3) part time positions would bring the staffing levels back up to nine (9) during high season to provide the level of service the residents have come to expect.

**4. RISK ANALYSIS:**

- Risk of not having the proper staffing levels has already been noticed in the amount of increased residents' complaints on the quality of work on some key properties as compared to prior years. Lack of staff doing preventative maintenance on playgrounds will leave the Town open to possible and avoidable liabilities.
- Risk of not having available staff to assist with Events will put an added strain on the Tourism Division resulting in less relevant and sizable events
- Risk of not having appropriate staffing levels will result in higher work place injuries from burn out from rushing to get to the next task to meet deadlines
- Risk of not hiring part time staff will hinder succession planning with the forth coming addition of the former Duffy's property and possible future site of the Belle Vue Gardens

**5. FINANCIAL MATTERS:**

The cost for three (3) positions would be \$ 42,987 each, totalling \$ 128,961.

Therefore the total increase from 2018 to 2019 is:

|                   |              |                 |
|-------------------|--------------|-----------------|
| \$ 97,470         | salaries PT  | (\$32,490 each) |
| \$ 29,991         | benefits     | (\$9,997 each)  |
| \$ 300            | training     | (\$100 each)    |
| \$ 1,200          | uniforms     | (\$400 each)    |
| <b>\$ 128,961</b> | <b>Total</b> |                 |

No other equipment, cell phone or office is required.

**6. CONSULTATIONS:**

CAO was consulted on this request.

Manager of Tourism and Culture was consulted on this request

Manager of HR was consulted on this request.

**7. CONCLUSION:**

Amherstburg is currently busting at the seams! New restaurants and businesses are popping up as well as new housing at every corner. Amherstburg has won accolades in respect to the curb appeal that has been established and is the envy of surrounding municipalities with the successful events held at the beautiful venues provided in part by the Parks Division.

The addition of staffing for the Parks will only continue to enhance and provide high quality green spaces, parks and gardens to be enjoyed for years to come.

*Annette Zahaluk*

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Annette Zahaluk  
**Manager of Parks and Naturalized Areas**

|   |
|---|
| <b>DEPARTMENTS/OTHERS CONSULTED:</b><br>Name:<br>Phone #: 519                      ext. |
|---|

| <b>NOTIFICATION :</b> |         |               |           |     |
|-----------------------|---------|---------------|-----------|-----|
| Name                  | Address | Email Address | Telephone | FAX |
|                       |         |               |           |     |



## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | PARKS-1                                   |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure              |
| <b>Budget Issue Classification:</b>           | Budget Enhancement                        |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Parks                                     |
| <b>Budget Impact:</b>                         | \$10,000                                  |

|                            |                                 |
|----------------------------|---------------------------------|
| <b>Budget Issue Title:</b> | Increase to Contracted Services |
|----------------------------|---------------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>   |
|--|
| <p>The Parks Department is recommending increases in the following area's:</p> <p>Annual tennis court maintenance \$ 5,000<br/>           Power washing \$ 2,000<br/>           Grass Tender increases \$ 1,000<br/>           Playground Hornet Spraying \$ 2,000</p> |

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Contracted Services         | 10-5-7017000-0336     | \$10,000             |
| <b>Total Budget Impact:</b> |                       | <b>\$10,000</b>      |



## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | PARKS-2                                   |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                            |
| <b>Budget Issue Classification:</b>           | Budget Enhancement                        |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Parks                                     |
| <b>Budget Impact:</b>                         | \$1,000                                   |

|                            |                                       |
|----------------------------|---------------------------------------|
| <b>Budget Issue Title:</b> | Training and Professional Development |
|----------------------------|---------------------------------------|

|                                       |          |
|---------------------------------------|----------|
| <b>Budget Request Classification:</b> | One-Time |
|---------------------------------------|----------|

| <b>Budget Issue Detail</b>                                    |
|---|
| Certified Playground Inspector Course for Lead hand - \$1,000 |

| <b>Budget Impact</b>                  |                       |                      |
|---------------------------------------|-----------------------|----------------------|
| <b>Account Name</b>                   | <b>Account Number</b> | <b>Budget Change</b> |
| Training and Professional Development | 10-5-7017000-0351     | \$1,000              |
| <b>Total Budget Impact:</b>           |                       | <b>\$1,000</b>       |



## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | PARKS-3                                   |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure              |
| <b>Budget Issue Classification:</b>           | Budget Pressure                           |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Parks                                     |
| <b>Budget Impact:</b>                         | \$25,000                                  |

|                            |                              |
|----------------------------|------------------------------|
| <b>Budget Issue Title:</b> | Increase to General Supplies |
|----------------------------|------------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail  |
|--|
| <p>With the Parks Master Plan now in place, the General Supplies portion of the budget that was reduced in prior years needs to be re-established to allow for proper upkeep of the Parks infrastructure.</p> <p>Reactive maintenance has been occurring on existing play structures, but a proactive preventative maintenance program on a consistent basis helps eliminate potential safety concerns occurring from daily wear and tear, \$15,000.</p> <p>Regular fertilizing and over seeding practices were lessened and some of the sites have suffered in turf quality and health as a result. As the Town focuses on Tourism and promoting events, an overall 'curb appeal' to draw future investors and new residents is beneficial across the board, \$5,000.</p> <p>Annual applications of quality mulch to suppress weeds have been lessened, and many of the properties have become unmanageable resulting in increasing complaints from concerned residents. Consistent and proper maintenance practices are crucial when dealing with living, growing commodities, \$5,000.</p> <p>This budget issue will also move clothing budget from general supplies to the clothing account.</p> |

| Budget Impact               |                   |                 |
|-----------------------------|-------------------|-----------------|
| Account Name                | Account Number    | Budget Change   |
| General Supplies            | 10-5-7017000-0322 | \$25,000        |
| General Supplies            | 10-5-7017000-0322 | (\$3,500)       |
| Clothing                    | 10-5-7017000-0161 | \$3,500         |
| <b>Total Budget Impact:</b> |                   | <b>\$25,000</b> |



## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | PARKS-4                                   |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                            |
| <b>Budget Issue Classification:</b>           | Budget Enhancement                        |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Parks                                     |
| <b>Budget Impact:</b>                         | \$4,160                                   |

|                            |                   |
|----------------------------|-------------------|
| <b>Budget Issue Title:</b> | Lead Hand Request |
|----------------------------|-------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>  |
|---|
| <p>Increase hourly wage by \$2.00/hour for one existing F.T. Parks staff as Lead Hand that works on the job as well as overlooks other employees to assist the Manager of Parks and Naturalized areas with day to day duties as needed as well as coverage during the Managers allotted vacations and/or sick time.</p> <p>2080 hours x \$2.00 = \$4,160</p> <p>This also includes the 24/7 on call duties when Manager is off or unavailable. Please note four area Municipalities were canvassed and all use the Lead Hand position; 3 of the 4 have Supervisors as well as Lead Hands.</p> |

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Salaries – Full time        | 10-5-7017000-0101     | \$4,160              |
| <b>Total Budget Impact:</b> |                       | <b>\$4,160</b>       |



## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | PARKS-5                                   |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure              |
| <b>Budget Issue Classification:</b>           | Non-Discretionary                         |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Parks                                     |
| <b>Budget Impact:</b>                         | \$36,050                                  |

|                            |                     |
|----------------------------|---------------------|
| <b>Budget Issue Title:</b> | Equipment Financing |
|----------------------------|---------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail   |
|---|
| <p>There is a financing cost of the purchase of 3 sidewalk maintenance units which are retrofitted to be used as Lawn Maintenance machines in the Summer months. The 2019 cost of financing is \$72,046 to be equally shared with Public Works, each responsible for \$ 36,050.</p> |

| Budget Impact               |                   |                  |
|-----------------------------|-------------------|------------------|
| Account Name                | Account Number    | Budget Change    |
| Equipment financing         | 10-5-7017000-XXXX | \$ 36,050        |
| <b>Total Budget Impact:</b> |                   | <b>\$ 36,050</b> |



Town of Amherstburg

Department: Parks, Facilities, Recreation & Culture  
 Budget Centre: Tourism and Culture  
 2019 Budget  
 Year ending December 31, 2019

|   | 2018 Budget*    | 2019 Budget     | Budget Increase/<br>(Decrease) 2018<br>to 2019 | Issue Paper Ref. No.       |
|---|-----------------|-----------------|--|----------------------------|
| <b>Revenue:</b>                                       |                 |                 |  |                            |
| 10-4-8020000-1840 Retail Sales - Tourism Info. Centre | (6,000)         | (10,000)        | (4,000)  | TOUR-1                     |
| 10-4-8020000-1306 Event Revenue                       | (6,000)         | (35,000)        | (29,000)                                       | TOUR-1                     |
| 10-4-8020000-0626 Provincial Grants and Donation      | (30,000)        | (45,000)        | (15,000)                                       | TOUR-1                     |
| <b>Total Revenue - Tourism and Culture</b>            | <b>(42,000)</b> | <b>(90,000)</b> | <b>(48,000)</b>                                |                            |
| <b>Expenses:</b>                                      |                 |                 |  |                            |
| <b>Salaries and Wages:</b>                            |                 |                 |  |                            |
| 10-5-8020000-#### Salaries - Full Time                | 151,483         | 257,523         | 106,040  | CORP-STAFFING & TOUR STAFF |
| 10-5-8020000-0102 Salaries - Overtime                 |                 |                 | -  |                            |
| 10-5-8020000-#### Salaries - Part Time/Temporary      | 100,193         | 19,143          | (81,050)                                       | CORP-STAFFING & TOUR STAFF |
| <b>Total Salaries and Wages - Tourism and Culture</b> | <b>251,676</b>  | <b>276,665</b>  | <b>24,989</b>                                  | CORP-STAFFING & TOUR STAFF |
| <b>Benefits:</b>                                      |                 |                 |  |                            |
| <b>Total Benefits - Tourism and Culture</b>           | <b>62,377</b>   | <b>93,892</b>   | <b>31,515</b>                                  | CORP-STAFFING & TOUR STAFF |
| <b>General Expenses</b>                               |                 |                 |  |                            |
| 10-5-8020000-0301 Office Supplies                     | 1,000           | 1,000           | -  |                            |
| 10-5-8020000-0307 Advertising                         | 35,000          | 45,000          | 10,000   | TOUR-2                     |
| 10-5-8020000-0336 Contracted Services                 |                 |                 | -  |                            |
| 10-5-8020000-0340 Community Events                    | 65,000          | 110,000         | 45,000   | TOUR-4                     |
| 10-5-8020000-0345 Mobile Devices                      | 1,700           | 3,500           | 1,800  | TOUR-3                     |
| 10-5-8020000-0350 Memberships                         | 1,000           | 1,000           | -  |                            |
| 10-5-8020000-0351 Training and Conferences            | 2,000           | 2,000           | -  |                            |
| 10-5-8020000-0352 Travel and Mileage                  | 1,200           | 2,000           | 800  | TOUR-5                     |
| 10-5-8020000-0355 Promotions                          | 15,000          | 86,500          | 71,500   | TOUR-6 & TOUR-7            |
| 10-5-8020000-0503 Bank Charges - Special Events       | 500             | 500             | -  |                            |
| <b>Total General Expenses - Tourism and Culture</b>   | <b>122,400</b>  | <b>251,500</b>  | <b>129,100</b>                                 |                            |
| <b>Debt Charges</b>                                   |                 |                 |  |                            |
| <b>Total Debt Charges</b>                             | <b>28,983</b>   | <b>10,427</b>   | <b>(18,556)</b>                                | CSGL-8                     |
| <b>Transfer to (from) Reserves</b>                    |                 |                 |  |                            |
| NEW Transfer from Reserves                            | -               | (64,500)        | (64,500)                                       | TOUR-7                     |
| <b>Total Reserve Transfers</b>                        | <b>-</b>        | <b>(64,500)</b> | <b>(64,500)</b>                                |                            |
| <b>TOTAL EXPENSES TOURISM AND CULTURE</b>             | <b>465,436</b>  | <b>567,984</b>  | <b>102,548</b>                                 |                            |
| <b>Net Operating Budget</b>                           | <b>423,436</b>  | <b>477,984</b>  | <b>54,548</b>                                  |                            |

| Capital Budget<br>Description | Funding |          |       |     |
|-------------------------------|---------|----------|-------|-----|
|                               | Cost    | Reserves | Other | Tax |
| <b>Total Capital Request</b>  | -       | -        | -     | -   |

**Total Requirement for Taxes for 2019**

**477,984**

\* Note: The 2018 Budget has been reclassified within the budget centre format used for 2019 with no change to approved revenue or expenditures



## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | TOUR-STAFFING                             |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                            |
| <b>Budget Issue Classification:</b>           | Budget Pressure                           |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Tourism and Culture                       |
| <b>Budget Impact:</b>                         | \$147,038                                 |

|                            |                       |
|----------------------------|-----------------------|
| <b>Budget Issue Title:</b> | Event Coordinator (2) |
|----------------------------|-----------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail                                 |
|---|
| <p>Please refer to the Council Report attached.</p> |

| Budget Impact               |                   |                  |
|-----------------------------|-------------------|------------------|
| Account Name                | Account Number    | Budget Change    |
| Salaries-Fulltime           | 10-5-8020000-0101 | \$104,870        |
| Benefits                    | Various           | \$40,368         |
|                             |                   | \$1,800          |
| <b>Total Budget Impact:</b> |                   | <b>\$147,038</b> |



**THE CORPORATION OF THE TOWN OF AMHERSTBURG**

**OFFICE OF PARKS, FACILITIES, RECREATION & CULTURE**

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

|   |  |
|---|--|
| <b>Author's Name: Anne M. Rota</b>            | <b>Report Date: September 11, 2018</b>   |
| <b>Author's Phone: 519 736-0012 ext. 2218</b> | <b>Date to Council: January 21, 2019</b> |
| <b>Author's E-mail: Anne M. Rota</b>          | <b>Resolution #:</b>                     |

**To: Mayor and Members of Town Council**

**Subject: Request for Staffing; Tourism Coordinators**

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**1. RECOMMENDATION:**

It is recommended that:

1. The report from the Manager of Tourism and Culture dated September 11, 2018 regarding two (2) regular full time Tourism Coordinators **BE RECEIVED**; and,
2. That Council approve that the 2018 current 1.5 full time contract positions change to two (2) regular full time Coordinator positions.

**EXECUTIVE SUMMARY:**

This report will demonstrate that changing the current 1.5 contract, full time Tourism Coordinator positions that were created and implemented in 2018 to two (2) regular, full time positions is a viable and justifiable return on investment for the Town of Amherstburg.

**2. BACKGROUND:**

The resounding endorsement of the Community Based Strategic Plan (CBSP) 2016-2021) indicates that Amherstburg is poised for growth and prosperity.

Tourism and Culture is identified as a key pillar for expedient growth and is a significant driver for economic development for the Town of Amherstburg.

In 2018, the 1.5 contract full time positions operated in unison with the goals of the CBSP with measurable success.

### 3. **DISCUSSION:**

Tourism statistics for the Town of Amherstburg indicate a 68% increase in visitation over 2016. Indicators forecast continued growth in the tourism and culture industry for the municipality.

Each year through information tracking and stakeholder reporting, visitation from tourists continue to increase.

| <b>Tourist Visitation for the Town of Amherstburg</b> |   |                                     |              |                                  |
|---|---|-------------------------------------|--------------|----------------------------------|
| <b>Year</b>   | <b>Gordon House and Cabin on Sandwich St. centers</b> | <b>Special Events &amp; Museums</b> | <b>Total</b> | <b>Notes</b>                     |
| 2009  | 2,310   | 40,260                              | 42,570       |                                  |
| 2010  | 2,400   | 43,942                              | 46,342       |                                  |
| 2011  | 8,190   | 65,097                              | 73,283       |                                  |
| 2012  | 9,047   | 105,097                             | 114,144      | Due to bicentennial celebrations |
| 2013  | 8,657   | 89,357                              | 98,011       |                                  |
| 2014  | 8,968   | 93,686                              | 102,654      |                                  |
| 2015  | 6,857   | 91,003                              | 97,860       | Wine Festival ceased             |
| 2016  | 7,564   | 98,564                              | 110,128      |                                  |
| 2017  | 7,504   | 172,197                             | 179,701      | Due to Canada 150                |
| 2018  | n/a at time of this report                            |                                     |              |                                  |

The Tourism and Culture department is a full service, 7 day a week operations from May to October. The department also services visitors and residents beyond traditional working hours and on weekends.

#### **Benefits and additional services rendered by the currently filled positions;**

##### **Increased Revenue**

Event and Grants/Donations Revenue: (\*as of period ending December 31, 2018).

| <b>Year</b> | <b>Retail Sales</b> | <b>Event Revenue</b> | <b>Provincial Grants And Donations</b> | <b>Total</b> |
|-------------|---------------------|----------------------|--|--------------|
| 2017        | \$13,482.00         | \$7,017              | \$33,618                               | \$54,117.00  |
| 2018        | \$15,288.39         | \$62,042.12          | \$112,581.78                           | \$189,912.29 |

This is a 250.92% increase in part due to additional staff support to work on additional projects, sponsorships and grants in 2018.

## **Enhanced and New Events/Projects**

New or enhanced events continue to draw increased visitation. This will assist with the ratio of overnight visitors in further attracting and supporting an accommodations partner. Tourism and Culture is a key driver for these numbers. \* **Daytime spend for a visitor is \$104 average, overnight is \$180 per day.** When a new hotel development occurs in Amherstburg, the Tourism and Culture department will also work with the operators to support occupancy through tourism and event initiatives.

\*RTO1 Regional Tourism Ontario visitor spend formula.

Enhanced new events and projects organized and serviced by the Town of Amherstburg in 2018 with the additional support staff included:

- Organized and Implemented Amherstburg Rhododendron Garden Tea Party
- Organized and Implemented Amherstburg Uncommon signature event
- Organizing and implementing The River Lights Winter Festival
- Organizing and implementing Gone Car Crazy Show
- Organized and Implemented 6 new community engagement sessions
- Activated new sponsors and investment
- Made application to additional funding agencies with positive results
- Activating new Belle Vue fundraising and marketing efforts. Of note, the Tourism and Culture department prepared a successful \$100,000 grant application to Parks Canada
- Sourced new cost effective entertainment and logistic suppliers
- Increased social media presence and new markets
- Initiated Business Improvement Association (BIA) Strategic plan
- Creation of a new \* Volunteer policy and application manual
- Organizing a Volunteer Recognition Event
- Balanced work schedule for department staff members in reduced overtime and properly scheduled vacation/lieu time

\*Volunteers play an integral and significant role in the success of many special events and projects. Volunteers add value to the bottom line for the Town of Amherstburg but more importantly they reinforce community support and engagement. Recruitment, training and retention of active volunteers will be key for sustainable growth.

Here is an example of a volunteer's monetary value to a project.

150 volunteers donating 4 hours each @ \$14.00 per hour (Ontario general minimum wage) = \$8400.00 to that one project or event.

Volunteers are citizens that are looking for meaningful activities to add to their active lifestyle. This is often a key factor as a decision maker for someone looking to relocate. A systematic process must be administered by knowledgeable staff adhering to the new volunteer policy and procedures guide (forthcoming fall of 2018)

#### **4. RISK ANALYSIS:**

- Risk of not reinstating the Tourism Coordinators will result in either eliminating or not properly and effectively managing a new or enhanced event or project reducing the

number of visitors choosing Amherstburg as a destination of choice for tourism related spending.

- Risk of not reinstating the Tourism Coordinators will result in lower revenues in recruiting new sponsors, donors and grants. The additional site acquisitions for the Town of Amherstburg will need attention in developing a strategic plan for use and funding sources for future development.
- Risk of not reinstating the Tourism Coordinators will result in either eliminating or not being able to properly and effectively manage a growing facet of volunteers.
- Risk of not reinstating the Tourism Coordinators there is a high probability of severe staff burn out. Two full time staff simply cannot manage the workload involved in a 7 day a week and special events/projects portfolio as is currently presented.
- Risk of not reinstating the Tourism Coordinators will hinder succession planning in a fast paced, result oriented, revenue generating department should one or the other current employee not be able to fulfill their duties in unforeseen circumstances.

## **5. FINANCIAL MATTERS:**

The 2018 budget for the 1.5 Tourism Coordinator positions was \$88,548. Converting these positions to two (2) regular, full time positions would require an additional \$58,490 for 2019.

The total budget for 2019 is:

|                  |                                    |
|------------------|------------------------------------|
| \$104,870        | salaries and wages (\$52,435 each) |
| \$ 40,368        | benefits (\$20,184 each)           |
| <u>\$ 1,800</u>  | cell phones (\$900 each)           |
| <b>\$147,038</b> | <b>Total</b>                       |

No other equipment or office is required.

## **6. CONSULTATIONS:**

CAO was consulted on this request.

Director of Corporate Services was consulted on this request

Manager of HR was consulted on this request.

## **7. CONCLUSION:**

Amherstburg continues to attract high yielding events and projects. The Tourism and Culture department is a revenue generating department both internally and externally, providing opportunity for our retail and hospitality businesses. There is clear indication from our statistics that visitors will continue to choose Amherstburg as their destination of choice within our region and Ontario.

The Tourism Coordinator position(s) will effectively and positively service the increase in consumer market share and continue to increase revenue for the Town of Amherstburg.



---

Anne M. Rota  
**Manager of Tourism and Culture**

**AR**

|   |
|---|
| <b>DEPARTMENTS/OTHERS CONSULTED:</b><br><b>Name:</b><br><b>Phone #: 519                    ext.</b> |
|---|

| <b>NOTIFICATION :</b> |         |               |           |     |
|-----------------------|---------|---------------|-----------|-----|
| Name                  | Address | Email Address | Telephone | FAX |
|                       |         |               |           |     |



## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | TOUR-1                                    |
| <b>Community Based Strategic Plan Pillar:</b> | Economic Development                      |
| <b>Budget Issue Classification:</b>           | Budget Reduction                          |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Tourism and Culture General Expenses      |
| <b>Budget Impact:</b>                         | (\$48,000)                                |

|                            |                  |
|----------------------------|------------------|
| <b>Budget Issue Title:</b> | Revenue Increase |
|----------------------------|------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>  |
|---|
| <p>Tourism is recommending a total revenue increase of (\$48,000)</p> <p>Provincial Grants and Donations-Increase (\$15,000)<br/>           Government grants and donations are never a guarantee however, the Tourism and Culture department has been successful in being awarded most of the applications that we apply for. Historically, we have applied to Canadian Heritage for Canada Day celebrations, Celebrate Ontario for special events and other heritage and tourism based grants. Sponsorship packages are developed annually and corporate or business donors are pursued.</p> <p>Tourism plans to:</p> <ul style="list-style-type: none"> <li>-Increase corporate sponsorship for special events and new projects ie: waterfront development.</li> <li>-Focus on applying for new grants with a goal to increase the number and dollar amount of government grants that are relevant to Tourism and Culture for the Town of Amherstburg.</li> <li>-Continue the programming of the River Lights Winter Festival from the Chamber of Commerce 2018 cash transfer.</li> </ul> <p>Retail Sales-Increase (\$4,000)<br/>           Tourism is anticipating increased revenue due to rebranded merchandise.</p> <p>Event Revenue-Increase (\$29,000)<br/>           The focus in 2019 will be to:</p> <ul style="list-style-type: none"> <li>-Increase vendors and participants at special events</li> <li>-Increase ticketed events vs. free events. In 2019</li> </ul> |

| <b>Budget Impact</b>            |                       |                      |
|---------------------------------|-----------------------|----------------------|
| <b>Account Name</b>             | <b>Account Number</b> | <b>Budget Change</b> |
| Provincial Grants and Donations | 10-4-8020000-0626     | (\$15,000)           |
| Retail Sales                    | 10-4-8020000-1840     | (\$4,000)            |
| Event Revenue                   | 10-4-8020000-1306     | (\$29,000)           |
| <b>Total Budget Impact:</b>     |                       | <b>(\$48,000)</b>    |





## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | TOUR-2                                    |
| <b>Community Based Strategic Plan Pillar:</b> | Marketing and Promotion                   |
| <b>Budget Issue Classification:</b>           | Budget Pressure                           |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Tourism and Culture General Expenses      |
| <b>Budget Impact:</b>                         | \$10,000                                  |

|                            |             |
|----------------------------|-------------|
| <b>Budget Issue Title:</b> | Advertising |
|----------------------------|-------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>   |
|--|
| <p>Advertising includes the annual Visitors Guide 25,000 copies, new graphic design ads with new branding, radio announcements for special events, billboards, US marketing in magazines and community papers, banners, signage, social media ads, posters, billboards, printing of sponsorship packages</p> <p>The increase to budget will accommodate increased sponsor signage, new events marketing and signage (ie - Rhodo Garden Party, Amherstburg Uncommon, additional downtown programming and the transfer of River Lights Winter Festival), and the launch of the Town's new brand ( ie. signage, ads in new markets, billboards, social media platforms).</p> <p>The budget increase will also provide for inflationary and industry pricing escalations in advertising.</p> |

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Advertising                 | 10-4-8020000-0307     | \$10,000             |
| <b>Total Budget Impact:</b> |                       | <b>\$10,000</b>      |



## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | TOUR-3                                    |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                            |
| <b>Budget Issue Classification:</b>           | Budget Pressure                           |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Tourism and Culture                       |
| <b>Budget Impact:</b>                         | \$1,800                                   |

|                            |                   |
|----------------------------|-------------------|
| <b>Budget Issue Title:</b> | Cell Phone budget |
|----------------------------|-------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail  |
|--|
| <p>In 2018, cell phone was reallocated to each department from global.</p> <p>The staff complement increased by 1.5 in temporary staffing in 2018 requiring additional cell phones for the budget centre.</p> <p>The Tourism and Culture department is a 7 day a week operation and often, after office hours. The enhancement will accommodate the trending cost.</p> |

| Budget Impact               |                   |                |
|-----------------------------|-------------------|----------------|
| Account Name                | Account Number    | Budget Change  |
| Cell Phone                  | 10-4-8020000-0345 | \$1,800        |
| <b>Total Budget Impact:</b> |                   | <b>\$1,800</b> |



## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | TOUR-4                                    |
| <b>Community Based Strategic Plan Pillar:</b> | Economic Development                      |
| <b>Budget Issue Classification:</b>           | Budget Pressure                           |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Tourism and Culture General Expenses      |
| <b>Budget Impact:</b>                         | \$45,000                                  |

|                            |                  |
|----------------------------|------------------|
| <b>Budget Issue Title:</b> | Community Events |
|----------------------------|------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail  |
|--|
| <p>Tourism statistics for the Town of Amherstburg indicate a 32% increase in visitation. Festivals such as Canada 150 (2017) generated an estimated \$775,000 in additional economic impact for the community. *Enigma research study.</p> <p>New events organized by the town such as the garden tourism Rhodo Garden Party, Amherstburg Uncommon, additional downtown promotions and the transfer of River Lights Winter Festival will require the additional funding for programming.</p> <p>New or enhanced events increase tourism visitation and tourism spending within the community. New or enhanced events increase accommodation and overnight stay justification. New or enhanced events require additional activation that is generated and offset by the government grant criteria and corporate sponsorship/donation obligations.</p> <p>The goal is to offset or exceed the 2019 budget increase by the additional 2019 revenue that will be attained.</p> |

| Budget Impact               |                   |                 |
|-----------------------------|-------------------|-----------------|
| Account Name                | Account Number    | Budget Change   |
| Community Events            | 10-5-8020000-0340 | \$45,000        |
| <b>Total Budget Impact:</b> |                   | <b>\$45,000</b> |



## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | TOUR-5                                    |
| <b>Community Based Strategic Plan Pillar:</b> | Fiscal Sustainability                     |
| <b>Budget Issue Classification:</b>           | Budget Pressure                           |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Tourism and Culture                       |
| <b>Budget Impact:</b>                         | \$800                                     |

|                            |                    |
|----------------------------|--------------------|
| <b>Budget Issue Title:</b> | Travel and Mileage |
|----------------------------|--------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail   |
|---|
| <p>Tourism has experienced an increase in events and involvement in regional initiatives. This requires increased staff involvement at various meetings throughout the County. There is also a constant effort to meet with stakeholders and donors, which is reflected in sponsorship revenue attained.</p> <p>The recommendation to increase the mileage budget by \$800 will cover the increased mileage as well as the fuel increase we are experiencing.</p> |

| Budget Impact               |                   |               |
|-----------------------------|-------------------|---------------|
| Account Name                | Account Number    | Budget Change |
| Travel and Mileage          | 10-5-8020000-0352 | \$800         |
| <b>Total Budget Impact:</b> |                   | <b>\$800</b>  |



## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | TOUR-6                                    |
| <b>Community Based Strategic Plan Pillar:</b> | Marketing and Promotion                   |
| <b>Budget Issue Classification:</b>           | Budget Pressure                           |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Tourism and Culture                       |
| <b>Budget Impact:</b>                         | \$7,000                                   |

|                            |            |
|----------------------------|------------|
| <b>Budget Issue Title:</b> | Promotions |
|----------------------------|------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>   |
|--|
| <p>Promotion costs are partially offset by retail sales revenue. Promotions expenditures include branded merchandise, swag for outreach/trade shows, Council requests (pins, bags etc.), and student uniforms (t shirts) that are the required attire at each event.</p> <p>The Town invested in a branding initiative in 2018. The launch of the new logo and rolling out of the new brand requires new signage, and promotional materials.</p> |

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Promotions                  | 10-5-8020000-0355     | \$7,000              |
| <b>Total Budget Impact:</b> |                       | <b>\$7,000</b>       |



## 2019 Operating Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | TOUR-7                                    |
| <b>Community Based Strategic Plan Pillar:</b> | Marketing and Promotion                   |
| <b>Budget Issue Classification:</b>           | Lifecycle                                 |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Tourism and Culture                       |
| <b>Budget Impact:</b>                         | \$Nil                                     |

|                            |                  |
|----------------------------|------------------|
| <b>Budget Issue Title:</b> | Branding Project |
|----------------------------|------------------|

|   |                 |
|---|-----------------|
| <b>Budget Request Classification:</b>           | Choose an item. |
| <b>DC Study Project ID: (or Not Applicable)</b> | N/A             |

| Budget Issue Detail  |
|--|
| <p>On December 12th, 2017, Council approved \$80,000 for an overall Amherstburg Branding Strategy within the 2018 Capital budget. Cinnamon Toast New Media Inc. was the successful applicant from the RFP process.</p> <p>Key Project Deliverables for the Amherstburg Branding Strategy are;</p> <ul style="list-style-type: none"> <li>a) Development of a comprehensive research paper including data regarding perceptions of internal and external audiences, the source of those perceptions, suggestions for changing said perceptions through a new brand image, and marketing implications.</li> <li>b) Brand Visual/Image Creation including the creative development of logo and communications for print and digital for the purpose of incenting visitation and targeting high yield consumer segments.</li> <li>c) Creative development of a new tourism website.</li> <li>d) Communications Strategy.Brand Identity Manual (Visual Identity Standards) and Communications plan</li> </ul> <p>At this time, the new logo has been developed. The new website and balance of the branding initiative to be completed by early 2019.</p> <p>\$15,537.50 has been spent so far in 2018 with a request for the balance of \$64,462.50 to fulfill the contracted agreement.</p> |

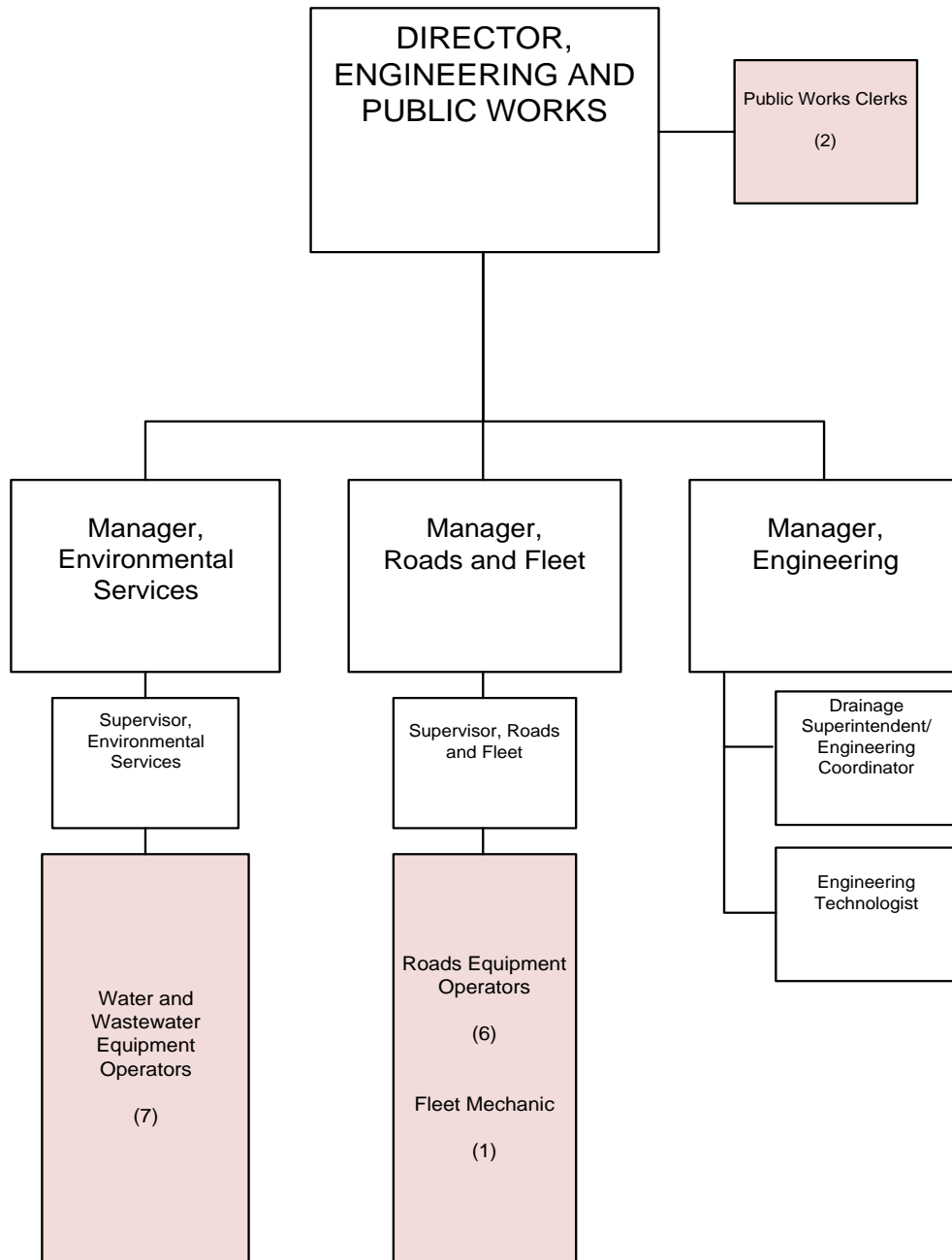
| Budget Impact               |                |
|-----------------------------|----------------|
| Account Name                | Budget Impacts |
| 40-7-8020000-0001           | \$64,500       |
| Transfer from Reserves      | (64,500)       |
| <b>Total Budget Impact:</b> | Nil            |



### A. Department Overview

#### Mission

The mission of the Engineering and Public Works Office is to provide quality workmanship and response to the residents of Amherstburg and outstanding customer service to both our residents and internal use.





## Department Description

### Engineering and Public Works Department

The Engineering and Public Works Department is responsible for the construction, operation and maintenance of the Town's public works infrastructure, including water, sanitary and storm sewers, municipal drains and roads.

- Roads - Roads and Sidewalks, Winter Maintenance, Road Closures, Garbage and Recycle
- Environmental Services - Water and Wastewater
- Engineering and Operations – Infrastructure and Drainage

Included in these services, the Engineering and Public Works Department is responsible for:

- Provision of safe drinking water
- Road maintenance and patching
- Gravel resurfacing
- Grading and dust control
- Street cleaning
- Road closings
- Catch basin maintenance/ repairs
- Removal of dead animals
- Boulevard maintenance
- Sidewalk maintenance
- Weed spraying
- Tree planting and trimming/removal on road allowances
- Sign maintenance / replacement
- Fleet management
- Drainage



**B. - Budgeted Staffing Resources- Engineering and Public Works**

The following is a breakdown of the staffing resources in the Engineering and Public Works Office:

**Engineering and Public Works-Tax Rate**

| <b>Permeant FTE's</b> | <b>2018 Budget</b> | <b>2019 Proposed</b> |
|-----------------------|--------------------|----------------------|
| Full-Time FTE's       | 13.00              | 13.00                |
| Part-Time FTE's       | 0.00               | 0.00                 |
| <b>Total FTE</b>      | <b>13.00</b>       | <b>13.00</b>         |
| Net Change            | 0.00               | 0.00                 |

**Staffing Complement Includes:**

| <b>Position Description</b>              | <b>Position Profile</b> | <b>Number of Staff</b> | <b>FTE</b> |
|--|-------------------------|------------------------|------------|
| Director of Engineering and Public Works | Senior Management Team  | 1.00                   | 1.00       |
| Manager of Engineering                   | Management              | 1.00                   | 1.00       |
| Manager of Roads and Fleet               | Management              | 1.00                   | 1.00       |
| Supervisor of Roads and Fleet            | Management              | 1.00                   | 1.00       |
| Drainage Superintendent                  | Non-Union               | 1.00                   | 1.00       |
| Roads Equipment Operators                | Union                   | 6.00                   | 6.00       |
| Fleet Mechanic                           | Union                   | 1.00                   | 1.00       |
| Public Works Clerk                       | Union                   | 1.00                   | 1.00       |

**Engineering and Public Works- Water and Wastewater Rate**

| <b>Permeant FTE's</b> | <b>2018 Budget</b> | <b>2019 Proposed</b> |
|-----------------------|--------------------|----------------------|
| Full-Time FTE's       | 10.00              | 10.00                |
| Part-Time FTE's       | 0.00               | 0.00                 |
| <b>Total FTE</b>      | <b>10.00</b>       | <b>10.00</b>         |
| Net Change            | 0.00               | 0.00                 |

**Staffing Complement Includes:**

| <b>Position Description</b>              | <b>Position Profile</b> | <b>Number of Staff</b> | <b>FTE</b> |
|--|-------------------------|------------------------|------------|
| Manager of Environmental Services        | Management              | 1.00                   | 1.00       |
| Supervisor of Environmental Services     | Management              | 1.00                   | 1.00       |
| Water and Wastewater Equipment Operators | Union                   | 7.00                   | 7.00       |
| Environmental Services Clerk             | Union                   | 1.00                   | 1.00       |

Town of Amherstburg

Department: Engineering and Public Works

Budget Centre: Public Works

2019 Budget

Year ending December 31, 2019

|  |  | 2018 Budget*     | 2019 Budget      | Budget Increase/<br>(Decrease) 2018 to<br>2019 | Issue Paper Ref. No. |
|--|--|------------------|------------------|--|----------------------|
| <b>Revenue:</b>                                    |  |                  |                  |  |                      |
| 10-4-3010000-1018                                  | Recoveries - Wastewater expenses               | (463,947)        | (528,700)        | (64,753)                                       | CS-GL-5              |
| 10-4-3010000-1019                                  | Recoveries - Water expenses                    | (64,922)         | (80,000)         | (15,078)                                       | CS-GL-5              |
| 10-4-3010000-1041                                  | Recoveries - Pelee Drainage Superintending     |                  | (42,000)         | (42,000)                                       | EPW-10               |
|  | Fee Revenue                                    | (1,000)          | (36,000)         | (35,000)                                       | EPW-19               |
| 10-4-3010000-1040                                  | Service Charges                                | (5,000)          | (5,000)          | -  |                      |
| 10-4-3010000-6500                                  | Proceeds on Sale of Assets                     |                  |                  | -  |                      |
| 10-4-3010000-6510                                  | Proceeds on Sale of Materials                  |                  |                  | -  |                      |
| <b>Total Revenue - Public Works</b>                |  | <b>(534,869)</b> | <b>(691,700)</b> | <b>(156,831)</b>                               |                      |
| <b>Expenses:</b>                                   |  |                  |                  |  |                      |
| <b>Salaries and Wages:</b>                         |  |                  |                  |  |                      |
| 10-5-3010000-0101                                  | Salaries - Full Time                           | 995,767          | 1,036,791        | 41,024   | CORP-STAFFING        |
| 10-5-3010000-0102                                  | Salaries - Overtime                            | 25,000           | 50,000           | 25,000   | EPW-17               |
| 10-5-3010000                                       | Salaries - Part Time/Temporary                 | 57,380           | 57,428           | 48   | CORP-STAFFING        |
| <b>Total Salaries and Wages - Public Works</b>     |  | <b>1,078,147</b> | <b>1,144,219</b> | <b>66,072</b>                                  |                      |
| <b>Benefits:</b>                                   |  |                  |                  |  |                      |
| <b>Total Benefits - Public Works</b>               |  | <b>358,653</b>   | <b>352,076</b>   | <b>(6,577)</b>                                 | CORP-STAFFING        |
| 10-5-3010000-2020                                  | Allocation of Salaries and Benefits to Capital | (110,000)        | -                | 110,000  | EPW-17               |
| <b>General Expenses:</b>                           |  |                  |                  |  |                      |
| 10-5-3010000-0161                                  | Clothing                                       | 7,500            | 7,500            | -  |                      |
| 10-5-3010000-0250                                  | Health and Safety                              | -                | -                | -  |                      |
| 10-5-3010000-0301                                  | Office Supplies                                | 5,000            | 5,000            | -  |                      |
| 10-5-3010000-0345                                  | Mobile Devices                                 | 5,000            | 5,200            | 200  | EPW-5                |
| 10-5-3010000-0350                                  | Memberships                                    | 1,000            | 3,000            | 2,000  | EPW-5                |
| 10-5-3010000-0351                                  | Training and Conferences                       | 10,000           | 14,500           | 4,500  | EPW-11               |
|  | Professional Fees                              | 22,000           | 97,000           | 75,000   | EPW-7                |
| 10-5-3010000-0381                                  | Property Taxes                                 | 3,500            | 3,500            | -  |                      |
| <b>Total General Expenses</b>                      |  | <b>54,000</b>    | <b>135,700</b>   | <b>81,700</b>                                  |                      |
| <b>Equipment and Vehicles:</b>                     |  |                  |                  |  |                      |
| 10-5-3010000-0401                                  | Vehicle and Equipment - Fuel                   | 130,000          | 161,000          | 31,000   | EPW-15               |
| 10-5-3010000-0402                                  | Vehicle and Equipment - Maintenance            | 110,000          | 110,000          | -  |                      |
| 10-5-3010000-0425                                  | Vehicle Licences                               | 15,000           | 15,000           | -  |                      |
| 10-5-3010000-0404                                  | Service Agreement - Radios                     | 35,000           | 9,400            | (25,600)                                       | CSIT-5               |
|  | Small Equipment                                | 16,500           | 16,500           | -  |                      |
| 10-5-3010000-0480                                  | Equipment Rental                               | 5,000            | 5,000            | -  |                      |
| <b>Total Equipment and Vehicles - Public Works</b> |  | <b>311,500</b>   | <b>316,900</b>   | <b>5,400</b>                                   |                      |
| <b>Road Maintenance:</b>                           |  |                  |                  |  |                      |
| 10-5-3010000-0735                                  | Weedcutting and Spraying                       | 35,000           | 35,000           | -  |                      |
| 10-5-3010000-0736                                  | West Nile Virus Prevention                     | 4,000            | 4,000            | -  |                      |
| 10-5-3010000-0765                                  | Municipal Drain Expense                        | 15,000           | 120,000          | 105,000  | EPW-6                |
|  | Road Maintenance                               | 155,000          | 457,000          | 302,000  | EPW-1                |
| 10-5-3020000-0720                                  | Railway Crossings                              | 3,500            | 3,700            | 200  | EPW-8                |
| 10-5-3020000-0730                                  | Culverts and Bridges                           | 25,000           | 25,000           | -  |                      |
| 10-5-3020000-0756                                  | Cleaning and Grading of Ditches                | 10,000           | 10,000           | -  |                      |
| 10-5-3020000-0757                                  | Storm and Sewer Drains                         | 45,000           | 45,000           | -  |                      |
| 10-5-3020000-0338                                  | Weed Control                                   | 10,000           | 10,000           | -  |                      |
| 10-5-3030000-0710                                  | Winter Control                                 | 165,000          | 165,000          | -  |                      |
| 10-5-3060000-0331                                  | Sidewalk Maintenance and Repairs               | 60,000           | 60,000           | -  |                      |
| <b>Total Road Maintenance - Public Works</b>       |  | <b>527,500</b>   | <b>934,700</b>   | <b>407,200</b>                                 |                      |

Town of Amherstburg  
 Department: Engineering and Public Works  
 Budget Centre: Public Works  
 2019 Budget  
 Year ending December 31, 2019

|  | 2018 Budget*     | 2019 Budget      | Budget Increase/<br>(Decrease) 2018 to<br>2019 | Issue Paper Ref. No. |
|--|------------------|------------------|--|----------------------|
| <b>Traffic Signal Maintenance:</b>                     |                  |                  |  |                      |
| 10-5-3250000-0740 Traffic Signal Maintenance           | 15,000           | 15,000           | -  |                      |
| 10-5-3250000-0741 Traffic Signs and Devices            | 35,000           | 40,000           | 5,000  | EPW-8                |
| 10-5-3250000-0316 Utilities for Traffic Control        | 15,000           | 15,000           | -  |                      |
| <b>Total Traffic Signal Maintenance - Public Works</b> | <b>65,000</b>    | <b>70,000</b>    | <b>5,000</b>                                   |                      |
| <b>Traffic Street Light Maintenance:</b>               |                  |                  |  |                      |
| 10-5-3050000-0316 Streetlights - Utilities             | 190,000          | 110,000          | (80,000)                                       | EPW-9                |
| 10-5-3050000-0737 LED Replacement Program              | 50,000           | -                | (50,000)                                       | EPW-9                |
| 10-5-3050000-0331 General Maintenance                  | 75,000           | 50,000           | (25,000)                                       | EPW-9                |
| 10-5-3050000-0332 Streetlights - Rural Intersection    | 12,000           | -                | (12,000)                                       | EPW-9                |
| <b>Total Street Light Maintenance - Public Works</b>   | <b>327,000</b>   | <b>160,000</b>   | <b>(167,000)</b>                               |                      |
| <b>Tree Maintenance</b>                                |                  |                  |  |                      |
| <b>Total Tree Maintenance - Public Works</b>           |                  | <b>155,000</b>   | <b>155,000</b>                                 | EPW-3                |
| <b>Other Expenses</b>                                  |                  |                  |  |                      |
| 10-5-3010000-0738 Mosquito Control Program             | 55,000           | 35,000           | (20,000)                                       | EPW-16               |
| <b>Total Other Expenses</b>                            | <b>55,000</b>    | <b>35,000</b>    | <b>(20,000)</b>                                |                      |
| <b>Solid Waste</b>                                     |                  |                  |  |                      |
| <b>Total Solid Waste</b>                               | <b>1,247,120</b> | <b>1,335,300</b> | <b>88,180</b>                                  | EPW-4, EPW-12        |
| <b>Total Expenses - Public Works Department</b>        | <b>3,913,920</b> | <b>4,638,894</b> | <b>724,974</b>                                 |                      |
| <b>Debt Charges</b>                                    |                  |                  |  |                      |
| <b>Total Debt Charges</b>                              | <b>743,125</b>   | <b>664,258</b>   | <b>(78,867)</b>                                | CSGL-8               |
| <b>Transfer to (from) Reserves</b>                     |                  |                  |  |                      |
| 10-4-3020000-3000 Plans and Studies                    | -                | 45,000           | 45,000   | EPW-13 & EPW-14      |
| Development Charge Reserve Fund                        |                  | 147,300          | 147,300  | EPW-9                |
| Streetlights - New                                     |                  | 12,000           | 12,000   | EPW-9                |
| 10-5-3010000-2002 Lifecycle Reserve - Fleet            | 75,000           | 100,000          | 25,000   | EPW-2                |
| <b>Total Reserve Transfers</b>                         | <b>75,000</b>    | <b>304,300</b>   | <b>229,300</b>                                 |                      |
| <b>Total Expenses - Public Works Department</b>        | <b>4,732,045</b> | <b>5,607,452</b> | <b>875,407</b>                                 |                      |
| <b>Net Operating Budget</b>                            | <b>4,197,176</b> | <b>4,915,752</b> | <b>(1,032,238)</b>                             |                      |

| Capital Budget<br>Description  | Funding          |                |                  |                  |                |
|--|------------------|----------------|------------------|------------------|----------------|
|  | Cost             | Reserves       | Other            | Lifecycle        | Tax            |
| EPW-1-25 ft Boom Brusher Unit - NEW  | 57,000           |                |                  |                  | 57,000         |
| EPW-2-Pickering Drive Rehab  | 129,000          |                | 129,000          |                  | -              |
| EPW-3-Vehicle 206 Replacement w/plow/salter                                    | 300,000          | 300,000        |                  |                  | -              |
| EPW-4-Bridge No. 3008 Replacement-Long Marsh Drain at Conc 2                   | 1,182,600        | 200,000        | 982,600          |                  | -              |
| EPW-5-Bridge No. 3012 River Canard at Conc 5 North - Eng/Final Design          | 600,000          |                | -                | 600,000          | -              |
| EPW-6-Culvert No. 3 Collision Drain at Collision Rd - Engineering              | 30,000           |                |                  | 30,000           | -              |
| EPW-7-Culvert No. 59 Hamel Bezaire Drain at Conc 4 North - Engineering         | 45,000           |                |                  | 45,000           | -              |
| EPW-8-Reconstruction - Conc 5 North (Alma St to Cty Rd 10)                     | 2,000,000        |                | 2,000,000        |                  | -              |
| EPW-9-Geotechnical Investigation   | 25,000           |                |                  | 25,000           | -              |
| EPW-10-Interlocking Brick Sidewalk Removal Program                             | 50,000           |                |                  | -                | 50,000         |
| EPW-11-McLeod Ave - Engineering  | 100,000          |                |                  | 100,000          | -              |
| EPW-12-Mill and Pave Program   | -                |                |                  | -                | -              |
| EPW-13-Engineering - Paved Shoulder Installation-Alma St (Fryer to Meloche Rd) | 45,000           |                |                  | -                | 45,000         |
| EPW-14-Sandwich St Bike Lanes (Pickering Dr to Lowes Sdrd)                     | 30,000           |                | 12,000           |                  | 18,000         |
| EPW-15-South Riverview (Beneteau to Conc 2) - Engineering                      | 75,000           |                |                  | 75,000           | -              |
| EPW-16-Texas Road  | 800,000          |                | 783,800          | 16,200           | -              |
| EPW-17-Walnut Street (McCurdy to Hawthorn) (joint w/ water)                    | 160,000          |                |                  | 160,000          | -              |
| EPW-18-Creek Road Surface Asphalt  | 390,000          | 390,000        |                  |                  | -              |
| <b>Total Capital Request</b>   | <b>6,018,600</b> | <b>890,000</b> | <b>3,907,400</b> | <b>1,051,200</b> | <b>170,000</b> |

**Total Requirement for Taxes for 2019** 5,085,752

\* Note: The 2018 Budget has been reclassified within the budget centre format used for 2019 with no change to approved revenue or expenditures

Town of Amherstburg  
 Department: Engineering and Public Works  
 Budget Centre: Drainage  
 2019 Budget  
 Year ending December 31, 2019

|  |  | 2018 Budget*    | 2019 Budget        | Budget Increase/<br>(Decrease) 2018<br>to 2019 | Issue Paper Ref. No. |
|--|--|-----------------|--------------------|--|----------------------|
| <b>Revenue:</b>                            |  |                 |                    |  |                      |
|  | Recoveries - Landowners                    |                 | (1,018,000)        | (1,018,000)                                    |                      |
| <b>Grants</b>                              |  |                 |                    |  |                      |
| 10-4-0000000-0626                          | Provincial Grant - Drainage Superintending | (20,000)        | (46,476)           | (26,476)                                       |                      |
|  | Provincial Grant - Drain Maintenance       |                 | (58,000)           | (58,000)                                       |                      |
|  | Provincial Grant - Drainage Construction   |                 | (104,000)          | (104,000)                                      |                      |
| <b>Local Improvements</b>                  |  |                 |                    |  |                      |
| 10-4-0000000-0240                          | Recoveries - Debenture Repayment           | (3,029)         | (2,304)            | 725  |                      |
| 10-4-8058010-0220                          | Tile Loans                                 | (13,831)        | (8,736)            | 5,095  |                      |
| <b>Other</b>                               |  |                 |                    |  |                      |
|  | Permit Fee - Drainage Entrance Permit      |                 | (2,500)            | (2,500)  |                      |
| <b>Total Revenue</b>                       |  | <b>(36,860)</b> | <b>(1,240,016)</b> | <b>(1,203,156)</b>                             | EPW-18               |
| <b>Expenses:</b>                           |  |                 |                    |  |                      |
| <b>Salaries and Wages:</b>                 |  |                 |                    |  |                      |
|  | Salaries - Full Time                       |                 | 107,563            | 107,563  | CORP-STAFFING        |
| <b>Total Salaries and Wages - Drainage</b> |  | <b>-</b>        | <b>107,563</b>     | <b>107,563</b>                                 |                      |
| <b>Benefits:</b>                           |  |                 |                    |  |                      |
| <b>Total Benefits - Drainage</b>           |  | <b>-</b>        | <b>33,329</b>      | <b>33,329</b>                                  | CORP-STAFFING        |
| <b>General Expenses:</b>                   |  |                 |                    |  |                      |
|  | Clothing                                   |                 | 500                | 500  |                      |
|  | Professional and Engineering Fees          |                 | 250                | 250  |                      |
|  | Mobile Devices                             |                 | 900                | 900  |                      |
|  | Memberships                                |                 | 175                | 175  |                      |
|  | Training and Professional Development      |                 | 1,500              | 1,500  |                      |
|  | Write-offs                                 |                 | 5,000              | 5,000  |                      |
| <b>Total General Expenses</b>              |  | <b>-</b>        | <b>8,325</b>       | <b>8,325</b>                                   | EPW-18               |
| <b>Equipment and Vehicles:</b>             |  |                 |                    |  |                      |
|  | Gasoline                                   |                 | 4,500              | 4,500  |                      |
|  | Vehicle and Equipment Maintenance          |                 | 1,000              | 1,000  |                      |
|  | Small Equipment                            |                 | 1,000              | 1,000  |                      |
|  | Vehicle Licences                           |                 | 150                | 150  |                      |
| <b>Total Equipment and Vehicles</b>        |  | <b>-</b>        | <b>6,650</b>       | <b>6,650</b>                                   | EPW-18               |
| <b>Other Expenses</b>                      |  |                 |                    |  |                      |
|  | Drain Construction                         |                 | 930,000            | 930,000  |                      |
|  | Drain Maintenance                          |                 | 250,000            | 250,000  |                      |
| <b>Total Other Expenses</b>                |  | <b>-</b>        | <b>1,180,000</b>   | <b>1,180,000</b>                               | EPW-18               |
| <b>Debt Repayment</b>                      |  |                 |                    |  |                      |
| <b>Total Debt Charges</b>                  |  | <b>21,343</b>   | <b>16,247</b>      | <b>(5,096)</b>                                 | EPW-18               |
| <b>Total Expenses</b>                      |  | <b>21,343</b>   | <b>1,352,115</b>   | <b>1,330,772</b>                               |                      |
| <b>Net Operating Budget</b>                |  | <b>(15,517)</b> | <b>112,099</b>     | <b>127,616</b>                                 | EPW-18               |
| <b>Capital Budget</b>                      |  |                 |                    |  |                      |
| Description                                |  | Cost            | Reserves           | Funding<br>Other                               | Tax                  |
| <b>Total Capital Request</b>               |  | <b>-</b>        | <b>-</b>           | <b>-</b>                                       | <b>-</b>             |

Total Requirement for Taxes for 2019

112,099

\* Note: The 2018 Budget has been reclassified within the budget centre format used for 2019 with no change to approved revenue or expenditures



## 2019 Operating Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-1                        |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | Budget Enhancement           |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$302,000                    |

|                            |                  |
|----------------------------|------------------|
| <b>Budget Issue Title:</b> | Road Maintenance |
|----------------------------|------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

|   |                   |                 |                             |            |                          |            |                        |           |                   |                   |
|---|-------------------|-----------------|-----------------------------|------------|--------------------------|------------|------------------------|-----------|-------------------|-------------------|
| <p><b>Budget Issue Detail</b></p> <p><a href="#">Click here to enter text.</a></p> <p><b>Centre Line Painting Budget Increase- \$20,000</b></p> <p>Public Works provides for the road painting markings including stop bars, cross walks and parking lot lines which are completed in house. We use a contractor to complete more complicated or unusual applications. County of Essex completes the centre line painting throughout the Town of Amherstburg, at the town's expense.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Current Budget</td> <td style="text-align: right;"><b>\$35,000</b></td> </tr> <tr> <td>County Centre Line Painting</td> <td style="text-align: right;">(\$35,000)</td> </tr> <tr> <td>Contractor Line Painting</td> <td style="text-align: right;">(\$15,000)</td> </tr> <tr> <td>In-House Line Painting</td> <td style="text-align: right;">(\$5,000)</td> </tr> <tr> <td>Budget Shortfall:</td> <td style="text-align: right;"><b>(\$20,000)</b></td> </tr> </table> <p><b>Crack Sealing Budget Reprofiling -\$125,000</b></p> <p>This amount was included in the 2018 Capital Budget. This program does not meet the criteria for as a capital asset. The crack sealing program extends the current life of the assets and be is being moved from capital to the 2019 Public Works Operations Budget as a maintenance item.</p> <p>Public Works performs crack sealing and spray patching of road surfaces to improve the integrity of the asphalt surface which will prolong the life of the road. This program is part of the asset management plan for road maintenance.</p> <p><b>Dust Control Budget Increase-\$2,000</b></p> <p>The Town has approximately 40 kilometres of roads. In the summer months, the gravel roads become dry due to lack of rain and moisture which in turn causes dust to be created by the vehicles travelling on the gravel roads. The dust can be controlled by applying dust suppression to the surface for the gravel roads.</p> <p>The dust suppression used by the Town is brine mixture. The brine mixture seals the gravel road which reduces dust, reduces the movement of granular material and causes the road surface to harden. The cost of dust suppression has continued to increase in cost due to fuel cost and the cost of material.</p> | Current Budget    | <b>\$35,000</b> | County Centre Line Painting | (\$35,000) | Contractor Line Painting | (\$15,000) | In-House Line Painting | (\$5,000) | Budget Shortfall: | <b>(\$20,000)</b> |
| Current Budget  | <b>\$35,000</b>   |                 |                             |            |                          |            |                        |           |                   |                   |
| County Centre Line Painting   | (\$35,000)        |                 |                             |            |                          |            |                        |           |                   |                   |
| Contractor Line Painting  | (\$15,000)        |                 |                             |            |                          |            |                        |           |                   |                   |
| In-House Line Painting  | (\$5,000)         |                 |                             |            |                          |            |                        |           |                   |                   |
| Budget Shortfall:   | <b>(\$20,000)</b> |                 |                             |            |                          |            |                        |           |                   |                   |



## 2019 Operating Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-2                        |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | Budget Enhancement           |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$25,000                     |

|                            |                          |
|----------------------------|--------------------------|
| <b>Budget Issue Title:</b> | Transfer – Fleet Reserve |
|----------------------------|--------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail   |
|---|
| <p>Public Works has 17 vehicles ranging from pick-up trucks to tandem dump trucks.</p> <p>The total value of replacement of the Public Works fleet is \$1,820,000 and the average replacement life cycle is 10 years. Based on the total value of the assets and the 10 year replacement of the fleet, Public Works fleet reserve should be \$182,000 annual. The current annual reserve transfer is \$75,000. To mitigate budget pressures, Administration is recommending a budget increase of \$25,000 bringing the total Fleet Reserve Budget to \$100,000 for 2019. Increases to this reserve will be brought forward for consideration in future years.</p> <p>The recommendation is to increase the fleet reserve by \$25,000.</p> |

| Budget Impact               |                   |                 |
|-----------------------------|-------------------|-----------------|
| Account Name                | Account Number    | Budget Change   |
| Fleet Reserve               | 10-5-3010000-2002 | \$25,000        |
| <b>Total Budget Impact:</b> |                   | <b>\$25,000</b> |



## 2019 Operating Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-3                        |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | Budget Enhancement           |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$155,000                    |

|                            |                                   |
|----------------------------|-----------------------------------|
| <b>Budget Issue Title:</b> | Forestry Street Trees Maintenance |
|----------------------------|-----------------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail   |                  |           |                        |           |               |           |                            |          |                   |           |  |                  |
|---|------------------|-----------|------------------------|-----------|---------------|-----------|----------------------------|----------|-------------------|-----------|--|------------------|
| <p><b>Forestry Trees Maintenance Budget Reprofitting \$155,000</b></p> <p>The Reforestation Program budget was included in the 2018 Capital Budget. This program does not meet the criteria required to be capitalized. This budget issue will eliminate the Reforestation Program from capital and establish the budget in operating, as a maintenance program.</p> <p>The Public Works budget would include the Reforestation section broken into following budget lines: Tree Trimming, Tree and Stump Removal, Tree Planting and Tree Maintenance Equipment.</p> <p>This would mean a reduction in the Capital Budget of \$150,000 and an increase of \$150,000 in the Public Works Operations Budget Centre. Total increase is \$185,000 which includes funding for equipment and arborist services.</p> <table border="1" style="margin-left: 40px;"> <tr> <td>Tree Trimming</td> <td style="text-align: right;">\$ 75,000</td> </tr> <tr> <td>Tree and Stump Removal</td> <td style="text-align: right;">\$ 30,000</td> </tr> <tr> <td>Tree Planting</td> <td style="text-align: right;">\$ 30,000</td> </tr> <tr> <td>Tree Maintenance Equipment</td> <td style="text-align: right;">\$ 5,000</td> </tr> <tr> <td>Arborist Services</td> <td style="text-align: right;">\$ 20,000</td> </tr> <tr> <td><b>Total Reforestation Budget Request:</b></td> <td style="text-align: right;"><b>\$155,000</b></td> </tr> </table> | Tree Trimming    | \$ 75,000 | Tree and Stump Removal | \$ 30,000 | Tree Planting | \$ 30,000 | Tree Maintenance Equipment | \$ 5,000 | Arborist Services | \$ 20,000 | <b>Total Reforestation Budget Request:</b> | <b>\$155,000</b> |
| Tree Trimming   | \$ 75,000        |           |                        |           |               |           |                            |          |                   |           |  |                  |
| Tree and Stump Removal  | \$ 30,000        |           |                        |           |               |           |                            |          |                   |           |  |                  |
| Tree Planting   | \$ 30,000        |           |                        |           |               |           |                            |          |                   |           |  |                  |
| Tree Maintenance Equipment  | \$ 5,000         |           |                        |           |               |           |                            |          |                   |           |  |                  |
| Arborist Services   | \$ 20,000        |           |                        |           |               |           |                            |          |                   |           |  |                  |
| <b>Total Reforestation Budget Request:</b>  | <b>\$155,000</b> |           |                        |           |               |           |                            |          |                   |           |  |                  |

| Budget Impact               |                |                  |
|-----------------------------|----------------|------------------|
| Account Name                | Account Number | Budget Change    |
| Tree Trimming               | NEW            | \$75,000         |
| Tree and Stump Removal      | NEW            | \$30,000         |
| Tree Planting               | NEW            | \$30,000         |
| Tree Maintenance Equipment  | NEW            | \$5,000          |
| Arborist Services           | NEW            | \$20,000         |
| <b>Total Budget Impact:</b> |                | <b>\$155,000</b> |



## 2019 Operating Budget Request

|   |                                 |
|---|---------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-4                           |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure    |
| <b>Budget Issue Classification:</b>           | Non-Discretionary               |
| <b>Department:</b>                            | Engineering and Public Works    |
| <b>Budget Centre:</b>                         | Environmental Services Division |
| <b>Budget Impact:</b>                         | \$90,000                        |

|                            |                    |
|----------------------------|--------------------|
| <b>Budget Issue Title:</b> | Garbage Collection |
|----------------------------|--------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail  |                  |            |                   |           |                                    |          |                                  |          |                                      |            |                               |                  |
|--|------------------|------------|-------------------|-----------|------------------------------------|----------|----------------------------------|----------|--------------------------------------|------------|-------------------------------|------------------|
| <p>In 2017, Council approved a 10 year contract with Windsor Disposal Services Limited increasing the base budget from \$420,000.00 to \$490,000.00. This contractual increase was not captured in the 2018 Operational Budget.</p> <p>In addition to the increase base budget, the contract has an annual Consumer Price Index clause for the length of the contract. The 2018 CPI increase was 1.9%. There should be a 2% increase annually for CPI increase.</p>  |                  |            |                   |           |                                    |          |                                  |          |                                      |            |                               |                  |
| <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Current Budget</td> <td style="text-align: right;">\$ 420,000</td> </tr> <tr> <td>Contract Increase</td> <td style="text-align: right;">\$ 70,000</td> </tr> <tr> <td>2018 Contractual CPI 1.9% Increase</td> <td style="text-align: right;">\$ 9,310</td> </tr> <tr> <td>2019 Contractual CPI 2% Increase</td> <td style="text-align: right;">\$ 9,986</td> </tr> <tr> <td>2019 Total Refuse Collection Budget:</td> <td style="text-align: right;">\$ 509,296</td> </tr> <tr> <td style="text-align: right;"><b>2019 Budget Shortfall:</b></td> <td style="text-align: right;"><b>\$ 89,296</b></td> </tr> </table> | Current Budget   | \$ 420,000 | Contract Increase | \$ 70,000 | 2018 Contractual CPI 1.9% Increase | \$ 9,310 | 2019 Contractual CPI 2% Increase | \$ 9,986 | 2019 Total Refuse Collection Budget: | \$ 509,296 | <b>2019 Budget Shortfall:</b> | <b>\$ 89,296</b> |
| Current Budget   | \$ 420,000       |            |                   |           |                                    |          |                                  |          |                                      |            |                               |                  |
| Contract Increase  | \$ 70,000        |            |                   |           |                                    |          |                                  |          |                                      |            |                               |                  |
| 2018 Contractual CPI 1.9% Increase   | \$ 9,310         |            |                   |           |                                    |          |                                  |          |                                      |            |                               |                  |
| 2019 Contractual CPI 2% Increase   | \$ 9,986         |            |                   |           |                                    |          |                                  |          |                                      |            |                               |                  |
| 2019 Total Refuse Collection Budget:   | \$ 509,296       |            |                   |           |                                    |          |                                  |          |                                      |            |                               |                  |
| <b>2019 Budget Shortfall:</b>  | <b>\$ 89,296</b> |            |                   |           |                                    |          |                                  |          |                                      |            |                               |                  |

| Budget Impact               |                   |                 |
|-----------------------------|-------------------|-----------------|
| Account Name                | Account Number    | Budget Change   |
| Garbage Collection          | 10-5-4057710-0602 | \$90,000        |
| <b>Total Budget Impact:</b> |                   | <b>\$90,000</b> |





## 2019 Operating Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-5                        |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | Budget Pressure              |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$2,000                      |

|                            |                              |
|----------------------------|------------------------------|
| <b>Budget Issue Title:</b> | Memberships & Mobile Devices |
|----------------------------|------------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail  |                                    |                |
|--|------------------------------------|----------------|
| <b>Membership- Increase \$1950</b>   |                                    |                |
| Director of Engineering and Public Works   | Professional Engineers             | \$ 300         |
| Manager of Roads & Fleet   | C.E.T. and Roads Supervisor Assoc. | \$ 500         |
| Manager of Engineering   | C.E.T.                             | \$ 300         |
| Engineering Technician   | C.E.T.                             | \$ 250         |
| Roads & Fleet Supervisor   | Roads Supervisor Assoc.            | \$ 250         |
| Town   | Ontario Good Roads Assoc.          | \$1,400        |
| Total Memberships:   |                                    | \$3,000        |
| Current Budget:  |                                    | \$1,000        |
| <b>Budget Shortfall:</b>   |                                    | <b>\$2,000</b> |
| <b>Mobile Devices- Increase \$200</b>  |                                    |                |
| <p>Mobile Devices in Engineering and Public Works include five cell phones for the following positions: Director of Engineering and Public Works, Manager of Engineering, Engineering Technician, Manager of Roads and Roads Supervisor. In addition, the department utilizes two tablets for functions such as Road Patrol, Asset Inventory, Mapping/GIS updates. Each cell phone device and tablet require monthly cellular service. A budget short fall of \$200 currently exist.</p> |                                    |                |

| Budget Impact               |                   |                |
|-----------------------------|-------------------|----------------|
| Account Name                | Account Number    | Budget Change  |
| Cell Phones                 | 10-5-3010000-0345 | \$200          |
| Memberships                 | 10-5-3010000-0350 | \$2,000        |
| <b>Total Budget Impact:</b> |                   | <b>\$2,200</b> |



## 2019 Operating Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-6                        |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | Budget Pressure              |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Engineering and Public Works |
| <b>Budget Impact:</b>                         | \$105,000                    |

|                            |                         |
|----------------------------|-------------------------|
| <b>Budget Issue Title:</b> | Municipal Drain Expense |
|----------------------------|-------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>  |
|---|
| <p>Under the provisions of the Drainage Act, the cost to complete works of maintenance and construction on a Municipal Drain is paid for by lands that use the drain according to a schedule of assessment that is prepared by an engineer and adopted under municipal by-law. The Town of Amherstburg is responsible for paying its share of drainage assessments relating to the ownership of its lands and roads for drainage works.</p> <p>Under the 2018 budget structure, the Town's share of drainage assessments was funded through an \$85,000 Capital budget item. Smaller, unforeseen expenses were funded through a \$15,000 allocation in the Municipal Drain Operational budget.</p> <p>Public Works, through its discussions with Corporate Services, recommends that all of the Town's drainage assessments estimated for 2019 be funded entirely through the Municipal Drain Operational budget.</p> <p>The total estimated cost of drainage maintenance and construction is \$1,300,000, of which an estimated \$120,000 represents the Town's assessments for its lands and roads. The remaining \$1,180,000 is funded through landowner assessments (\$1,018,000) and grants from the Ontario Ministry of Agriculture, Food and Rural Affairs (\$162,000).</p> <p>Drain maintenance and construction projects are yearly occurrences that require Town funding to pay for its share of drainage assessments. Failure to carry forward with these projects could place landowners and Town property at risk of flooding and other damage resulting from poor storm water conveyance.</p> |

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Municipal Drain Expense     | 10-5-3010000-0765     | \$105,000            |
| <b>Total Budget Impact:</b> |                       | <b>\$105,000</b>     |



## 2019 Operating Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-7                        |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | Budget Enhancement           |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$75,000                     |

|                            |                           |
|----------------------------|---------------------------|
| <b>Budget Issue Title:</b> | Transit Feasibility Study |
|----------------------------|---------------------------|

|                                       |          |
|---------------------------------------|----------|
| <b>Budget Request Classification:</b> | One-Time |
|---------------------------------------|----------|

| Budget Issue Detail  |
|--|
| <p>At their meeting of September 11, 2017, Council passed resolution #20170911-875 as follows:</p> <p>“That Administration BE DIRECTED to investigate the feasibility of a public transportation system that would benefit our residents, especially our seniors and our post-secondary students, to travel to and from Windsor.”</p> <p>In order to move forward on planning for transportation demands of the Town, and to improve the possibility of receiving funding from senior levels of government to support services to meet those demands, Administration will prepare to move forward with completion of a Transportation Feasibility Study.</p> <p>Completion of a feasibility study will develop the data and research needed to verify mobility needs and unmet transportation needs for Town of Amherstburg residents; which will form the basis for establishing service levels for a municipal transit service in the Town.</p> <p>There is a risk to the Town that they may not be successful in future funding applications for transportation services if a feasibility study is not completed.</p> |

| Budget Impact               |                |                 |
|-----------------------------|----------------|-----------------|
| Account Name                | Account Number | Budget Change   |
| Professional Fees           |                | \$75,000        |
| <b>Total Budget Impact:</b> |                | <b>\$75,000</b> |



## 2019 Operating Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-8                        |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | Budget Pressure              |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$5,200                      |

|                            |                   |
|----------------------------|-------------------|
| <b>Budget Issue Title:</b> | Signs and Devices |
|----------------------------|-------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>  |
|---|
| <p>Under the Maintenance Standard, traffic signs need to be inspected once per calendar year for retro-reflectivity requirements under the Ontario Traffic Manual. This account has been over spent in order to maintain the existing signs to meet maintenance standards.</p> <p>The maintenance budget for railway crossings requires a \$200 increase. These funds primarily maintain the Texas Road Railway crossing.</p> |

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Signs and Devices           | 10-5-3250000-0741     | \$5,000              |
| Railway Crossings           | 10-5-3020000-0720     | \$200                |
| <b>Total Budget Impact:</b> |                       | <b>\$5,200</b>       |



## 2019 Operating Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-9                        |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | Budget Reduction             |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | (\$7,700)                    |

|                            |                            |
|----------------------------|----------------------------|
| <b>Budget Issue Title:</b> | Reduce Street Light Budget |
|----------------------------|----------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>  |
|---|
| <p>In 2018, the Engineering division completed the LED conversion for all of the Street Lights in the Town of Amherstburg. Based on the report to Council, this account would see a reduction in hydro cost due to the new LED lights. On average, a single LED light would use \$56.11 per year. Additionally, there were 1443 lights identified to be converted. There were an additional 210 added which brings the new total of lights to 1653 lights that were converted to LED.</p> <p>1653 lights @ \$56.11 per month average equals = \$92,748.57</p> <p>The current Street Light-Utilities budget is \$190,000<br/>There are still unconverted lights in parks and other locations charged to this account. This budget number includes \$18,000 for unknown lights that are being charged to this account.</p> <p>The new LED light fixtures are covered by a 5 year warranty, which allows for a reduction in the Street Lights-General Maintenance budget. However, the warranty does not cover any damages to the lights or electrical service repairs.</p> <p>The current Street Light-General Maintenance budget is \$75,000.</p> <p>The LED program was internally financed with DC funds to be repaid over a ten year period. The savings presented in the Utilities and the General Maintenance accounts will be offset by the loan payment.</p> <p>Also administration recommends reprofiling Streetlights intersections to a streetlight to a reserve the adjustment moves 12,000</p> |

| <b>Budget Impact</b>                 |                       |                      |
|--------------------------------------|-----------------------|----------------------|
| <b>Account Name</b>                  | <b>Account Number</b> | <b>Budget Change</b> |
| Street Light - Utilities             | 10-5-3050000-0316     | \$(80,000)           |
| Street Light-General Maintenance     | 10-5-3050000-0331     | \$(25,000)           |
| LED Replacement Program Loan Payback | 10-5-3050000-0737     | \$(50,000)           |
| Development Charge Reserve Fund      |                       | \$147,300            |
| Streetlights –Rural Intersections    | 10-5-3050000-0332     | \$(12,000)           |
| Streetlights New                     |                       | \$12,000             |
| <b>Total Budget Impact:</b>          |                       | <b>\$(7,700)</b>     |

## >> Amortizing Debenture Schedule

|                             |                     |
|-----------------------------|---------------------|
| Organization Name           | Town of Amherstburg |
| Principal Amount            | \$1,256,009.00      |
| Annual Interest Rate        | 3.00 %              |
| Loan Term (Year)            | 10                  |
| Debenture Date (mm/dd/yyyy) | 01/01/2019          |
| Maturity Date (mm/dd/yyyy)  | 01/01/2029          |
| Payment Frequency           | Annual              |
| Loan Type                   | Amortizing          |

| Payment Date | Total Payment         | Principal Amount      | Interest Amount     | Principal Balance |
|--------------|-----------------------|-----------------------|---------------------|-------------------|
| 01/01/2020   | \$147,242.57          | \$109,562.30          | \$37,680.27         | \$1,146,446.70    |
| 01/01/2021   | \$147,242.57          | \$112,849.17          | \$34,393.40         | \$1,033,597.53    |
| 01/01/2022   | \$147,242.57          | \$116,234.64          | \$31,007.93         | \$917,362.89      |
| 01/01/2023   | \$147,242.57          | \$119,721.68          | \$27,520.89         | \$797,641.21      |
| 01/01/2024   | \$147,242.57          | \$123,313.33          | \$23,929.24         | \$674,327.88      |
| 01/01/2025   | \$147,242.57          | \$127,012.73          | \$20,229.84         | \$547,315.15      |
| 01/01/2026   | \$147,242.57          | \$130,823.12          | \$16,419.45         | \$416,492.03      |
| 01/01/2027   | \$147,242.57          | \$134,747.81          | \$12,494.76         | \$281,744.22      |
| 01/01/2028   | \$147,242.57          | \$138,790.24          | \$8,452.33          | \$142,953.98      |
| 01/01/2029   | \$147,242.60          | \$142,953.98          | \$4,288.62          | \$0.00            |
|              | <b>\$1,472,425.73</b> | <b>\$1,256,009.00</b> | <b>\$216,416.73</b> |                   |

**DISCLAIMER:**

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This calculator is provided for general illustrative purposes only and does not constitute investment advice. To take into account your specific circumstances, you should obtain professional investment, legal and/or tax advice, as appropriate.



## 2019 Operating Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-10                       |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | Budget Enhancement           |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | (\$42,000)                   |

|                            |                                 |
|----------------------------|---------------------------------|
| <b>Budget Issue Title:</b> | Pelee – Drainage Superintendent |
|----------------------------|---------------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>   |
|--|
| <p>The Manager of Roads and Fleet performs Drainage Superintendent Services for the Township of Pelee. These hours are recovered from the Township of Pelee.</p> <p>Approximately 350 hours per year @ \$120.00 per hour = \$42,000</p> <p>The revenue will reside in the Public Works budget to offset the Roads and Fleet Supervisor's salary.</p> |

| <b>Budget Impact</b>            |                       |                      |
|---------------------------------|-----------------------|----------------------|
| <b>Account Name</b>             | <b>Account Number</b> | <b>Budget Change</b> |
| Pelee – Drainage Superintendent | NEW                   | (\$42,000)           |
| <b>Total Budget Impact:</b>     |                       | <b>(\$42,000)</b>    |



## 2019 Operating Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-11                       |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | Budget Pressure              |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$4,500                      |

|                            |                                       |
|----------------------------|---------------------------------------|
| <b>Budget Issue Title:</b> | Training and Professional Development |
|----------------------------|---------------------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>  |                        |
|---|------------------------|
| <p>This budget provides continuing education through training and/or attending related workshops and conferences, for the union and non-union staff in the following Divisions – Public Works, Engineering and Roads &amp; Fleet.</p> |                        |
| <b>Position</b>   | <b>Budget Required</b> |
| Director of Engineering and Public Works  | \$ 1,500               |
| Manager of Engineering  | \$ 1,500               |
| Manager of Roads & Fleet  | \$ 1,500               |
| Engineering Technician  | \$ 1,000               |
| Road Supervisor   | \$ 1,000               |
| 9 Union Staff (6 Roads, 1 Mechanic, 2 Clerical)   | \$ 8,000               |
| Total Training and Conferences Budget Required:   | \$14,500               |
| Current Budget:   | \$10,000               |
| <b>Base Budget Request:</b>   | <b>\$ 4,500</b>        |

| <b>Budget Impact</b>                  |                   |                |
|---------------------------------------|-------------------|----------------|
| Account Name                          | Account Number    | Budget Change  |
| Training and Professional Development | 10-5-3010000-0351 | \$4,500        |
| <b>Total Budget Impact:</b>           |                   | <b>\$4,500</b> |





## 2019 Operating Budget Request

|   |                                 |
|---|---------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-12                          |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                  |
| <b>Budget Issue Classification:</b>           | Budget Reduction                |
| <b>Department:</b>                            | Engineering and Public Works    |
| <b>Budget Centre:</b>                         | Environmental Services Division |
| <b>Budget Impact:</b>                         | (\$1,820)                       |

|                            |                         |
|----------------------------|-------------------------|
| <b>Budget Issue Title:</b> | Waste Disposal Expenses |
|----------------------------|-------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>  |
|---|
| <p>Based on 2017 Year-end Actuals, there were \$6,016 white goods pick-up expenses from Essex-Windsor Solid Waste Authority (EWSWA).</p> <p>The current budget is \$4,000. This budget request includes a 2% increase due to CPI adjustments, per the agreement with EWSWA.</p> <p>This will bring the White Goods (EWSWA) budget to \$6,300.</p> <p>Costs for the Collection Calendar continue to increase, requiring a budget increase of \$300.</p> <p>A minor budget increase of \$80 to Refuse-Landfill Tipping Fees is requested, bringing the budget line to \$669,000.</p> <p>The volume of yard waste has remained steady and Administration recommends decrease of (\$3,000) to the yard waste-Landfill Tipping Fees budget line and a decrease of (\$1,500) to the PWD Yard Clean-up Expenses budget line.</p> |

| <b>Budget Impact</b>             |                       |                      |
|----------------------------------|-----------------------|----------------------|
| <b>Account Name</b>              | <b>Account Number</b> | <b>Budget Change</b> |
| White Goods (EWSWA)              | 10-5-4057710-0603     | \$2,300              |
| Collection Calendar Expense      | 10-5-4067715-0307     | \$300                |
| Refuse-Landfill Tipping Fees     | 10-5-4067715-0602     | \$80                 |
| Yard Waste-Landfill Tipping Fees | 10-5-4067715-0601     | (\$3,000)            |
| PWD Yard Clean-up Expenses       | 10-5-4057710-0607     | (\$1,500)            |
| <b>Total Budget Impact:</b>      |                       | <b>(\$1,820)</b>     |



## 2019 Operating Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-13                       |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | Budget Enhancement           |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$27,000                     |

|                            |                  |
|----------------------------|------------------|
| <b>Budget Issue Title:</b> | Road Needs Study |
|----------------------------|------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>   |
|--|
| <p>In 2016, the Town completed a Road Needs Study for all Town owned roads.</p> <p>It is recommended that this study be completed every 5 years to maintain accurate information regarding the condition of the roads. The request is to establish a \$27,000 annual transfer to reserve budget.</p> <p>The Road Needs Study will be completed in 2021, with an estimated cost of \$81,000.</p> <p>After 2021, the budget impact will be adjusted for a 5 year window and accurate pricing for the 2026 study.</p> |

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Transfer to Reserve         | 10-4-3020000-0300     | \$27,000             |
| <b>Total Budget Impact:</b> |                       | <b>\$27,000</b>      |



## 2019 Operating Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-14                       |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | Budget Enhancement           |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$18,000                     |

|                            |                              |
|----------------------------|------------------------------|
| <b>Budget Issue Title:</b> | Bi-Annual Bridge Inspections |
|----------------------------|------------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail  |
|--|
| <p>The Province requires the town to complete an inspection of our bridges (&gt;3m span) every 2 years.</p> <p>The request is to establish an annual transfer to reserve of \$18,000 for this item.</p> <p>The work will be completed in 2020 and the department estimates the work will cost \$36,000; the transfer amount will be reviewed each year to ensure sufficient reserves are established to carry out the work every other year.</p> |

| Budget Impact               |                   |                 |
|-----------------------------|-------------------|-----------------|
| Account Name                | Account Number    | Budget Change   |
| Transfer to Reserve         | 10-4-3020000-0300 | \$18,000        |
| <b>Total Budget Impact:</b> |                   | <b>\$18,000</b> |



## 2019 Operating Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-15                       |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | Budget Enhancement           |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$31,000                     |

|                            |                              |
|----------------------------|------------------------------|
| <b>Budget Issue Title:</b> | Vehicle and Equipment - Fuel |
|----------------------------|------------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail   |
|---|
| <p>The following is the estimated fuel use for 2019</p> <p>\$80,250 - Unleaded Gas - 75,000 litres @ \$1.07<br/>           \$54,500 - Clear Diesel - 50,000 litres @\$1.09<br/>           \$26,250 - Marked Diesel - 25,000 litres @ \$1.05<br/>           \$161,000 Total Fuel Cost incl Net HST</p> |

| Budget Impact                |                   |                 |
|------------------------------|-------------------|-----------------|
| Account Name                 | Account Number    | Budget Change   |
| Vehicle and Equipment - Fuel | 10-5-3010000-0401 | \$31,000        |
| <b>Total Budget Impact:</b>  |                   | <b>\$31,000</b> |



## 2019 Operating Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-16                       |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | Budget Reduction             |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$(20,000)                   |

|                            |                          |
|----------------------------|--------------------------|
| <b>Budget Issue Title:</b> | Mosquito Control Program |
|----------------------------|--------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail   |
|---|
| <p>Mosquito Control Program:</p> <p>Annual Nuisance Mosquito Program in and around Honeywell and Fraserville was reduced in 2018 on the recommendation of the pest control subcontractor and it is recommended remains the same in 2019</p> |

| Budget Impact               |                   |                   |
|-----------------------------|-------------------|-------------------|
| Account Name                | Account Number    | Budget Change     |
| Mosquito Control Program    | 10-5-3010000-0738 | \$(20,000)        |
| <b>Total Budget Impact:</b> |                   | <b>\$(20,000)</b> |



## 2019 Operating Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-17                       |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | Budget Pressure              |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$135,000                    |

|                            |          |
|----------------------------|----------|
| <b>Budget Issue Title:</b> | Overtime |
|----------------------------|----------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

|  |
|--|
| <p><b>Budget Issue Detail</b></p> <p>Overtime Increase-\$25,000</p> <p>A review was done to correct the application of overtime per the employment standards act. As such administration is recommending a increase in overtime in this budget centre.</p> <p>As well historical trends have indicated over expenditures in this area as Winter Control over time is posted in this area as well and has increased in recent years.</p> <p>Allocation to Capital Projects Increase \$110,000</p> <p>In prior years cost of engineering staff were allocated on percentage of time basis to major capital projects, however without a time tracking system these estimates are best guess, it is recommended to discontinue this practice and only capitalize external engineering cost to projects for Tangible Capital Asset purposes</p> |
|--|

| <b>Budget Impact</b>                           |                       |                      |
|--|-----------------------|----------------------|
| <b>Account Name</b>                            | <b>Account Number</b> | <b>Budget Change</b> |
| Overtime                                       | 10-5-3010000-0102     | \$25,000             |
| Allocation of Salaries and Benefits to Capital | 10-5-3010000-2020     | \$110,000            |
| <b>Total Budget Impact:</b>                    |                       | <b>\$135,000</b>     |



## 2019 Operating Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-18                       |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable               |
| <b>Budget Issue Classification:</b>           | Non-Discretionary            |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Drainage                     |
| <b>Budget Impact:</b>                         | \$112,099                    |

|                            |                        |
|----------------------------|------------------------|
| <b>Budget Issue Title:</b> | Drainage Budget Centre |
|----------------------------|------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

|  |
|--|
| <p><b>Budget Issue Detail</b></p> <p>In previous years, details of the Drainage Budget were not broken down in the Engineering and Public Works Budget Centre. The Public Works Operational budget presented to Council provided a single account that allocated the costs attributed to the Roads share of drainage assessments for Maintenance and Construction related drainage activities.</p> <p>This budget number did not show how this cost was typically derived, nor did it show the true costs that are associated with the operation of the drainage work within the Engineering and Public Works Department.</p> <p>It is for these reasons that Administration has elected to separate all costs related to Drainage from the Engineering and Public Works Budget Centre and create a new Budget Centre specifically for Drainage. Within this new Budget Centre, revenues and expenses will be tracked.</p> <p>Revenues will include recoveries from landowner drainage assessments, grants from the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA), and Town administrative fees for various works associated with drainage work. Expenses will include all project (construction and engineering) costs, salaries and benefits of the Drainage Superintendent, general expenses, and equipment and vehicle expenses. Debt repayment for all drainage and tile drainage work is also considered under the new Drainage Budget Centre.</p> <p>Impacts are as follows:</p> <p>Salary and Benefits reprofiled from EPW= 140,892<br/>         General Expenses = 8,325<br/>         Equipment and Vehicle Expenses=6,650<br/>         Debt Payments reprofiled from Non- Departmental= 16,247<br/>         Less:<br/>         Superintending Grant = (46,476)<br/>         Recovery of Debentures= (11,040)<br/>         Permit Fees= (2,500)</p> <p>Total = 112,099</p> |
|--|

|                             |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Budget Impact –</b>      |                       |                      |
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Drainage Department         | NEW                   | \$112,099            |
| <b>Total Budget Impact:</b> |                       | <b>\$112,099</b>     |



## 2019 Operating Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-19                       |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | Budget Reduction             |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | (\$35,000)                   |

|                            |                          |
|----------------------------|--------------------------|
| <b>Budget Issue Title:</b> | Right of Way Permit Fees |
|----------------------------|--------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>   |
|--|
| <p>In 2018, the Town instituted a right of way policy to control work being completed in the Town's ROW. This includes hard surfacing of driveways and utility installations. The revenue generated is estimated to be - 175 permits @ \$200/permit = (\$35,000)</p> |

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| PW-Right of Way Permit Fees | 10-4-3010000-1035     | (\$35,000)           |
|                             |                       |                      |
|                             |                       |                      |
| <b>Total Budget Impact:</b> |                       | <b>(\$35,000)</b>    |





## 2019 Operating Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-20                       |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable               |
| <b>Budget Issue Classification:</b>           | Budget Enhancement           |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Various                      |
| <b>Budget Impact:</b>                         | \$500                        |

|                            |                            |
|----------------------------|----------------------------|
| <b>Budget Issue Title:</b> | Boat for Open Water Rescue |
|----------------------------|----------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>  |
|---|
| <p>A ATV (2009 CAN AM 650) and trailer formerly used by the Amherstburg Police Service was slated for disposal on transition of policing to a contract service with Windsor Police. Proceeds on disposal were to offset police transition costs; the value of proceeds on disposal is not determined.</p> <p>The manager of fleets has requested that instead of disposal, the ATV and trailer be retained for their use to provide support to Fire in water rescue and brush fire fighting in rural areas. Additional support for drainage review in rural area for public work, as well as support for By-Law, Libro, and Toursim to deal with events and complaints.</p> <p>In the past when needed the ATV was used by Town staff for these activities.</p> <p>The proposed annual fuel and maintenance cost for the ATV is \$500.</p> <p>The cost of insurance will impact the Clerk's Office budget centre and the cost of renewal for these assets will require consideration under the transfer to fleet and equipment reserve in a future budget.</p> <p>If the asset transfer is approved, the foregone proceeds on disposal will not be available to offset police transition costs. As the transfer is recommended, those proceeds are not anticipated as a funding source for police transition costs in the draft budget.</p> |

| <b>Budget Impact</b>              |                       |                      |
|-----------------------------------|-----------------------|----------------------|
| <b>Account Name</b>               | <b>Account Number</b> | <b>Budget Change</b> |
| Vehicle and Equipment Maintenance | 10-5-2010000-0402     | \$500                |
| <b>Total Budget Impact:</b>       |                       | <b>\$500</b>         |

Town of Amherstburg  
 Department: Engineering and Public Works  
 Budget Centre: Water  
 2019 Budget  
 Year ending December 31, 2019

|  |  | 2018 Budget*       | 2019 Budget        | Budget Increase/<br>(Decrease) 2018 to<br>2019 | Issue Paper Ref.<br>No. |
|--|--|--------------------|--------------------|--|-------------------------|
| <b>REVENUES:</b>                           |  |                    |                    |  |                         |
| <b>Total Revenues - Water</b>              |  | <b>(4,699,000)</b> | <b>(4,833,033)</b> | <b>(134,033)</b>                               | WATER-2                 |
| <b>EXPENSES:</b>                           |  |                    |                    |  |                         |
| <b>Salaries and Wages</b>                  |  |                    |                    |  |                         |
| 80-5-0000000-0101                          | Salaries - Full Time                       | 636,839            | 684,044            | 47,205   | CORP-STAFFING           |
| 80-5-0000000-0102                          | Salaries - Overtime                        | 27,500             | 27,500             | -  |                         |
| 80-5-0000000-0109                          | Salaries - Part Time/Temporary             | 10,409             | 9,289              | (1,120)  | CORP-STAFFING           |
| <b>Total Salaries and Wages - Water</b>    |  | <b>674,748</b>     | <b>720,834</b>     | <b>46,086</b>                                  | CORP-STAFFING           |
| <b>Benefits</b>                            |  |                    |                    |  |                         |
| <b>Total Benefits - Water</b>              |  | <b>253,810</b>     | <b>267,571</b>     | <b>13,761</b>                                  | CORP-STAFFING           |
| <b>General Expenses</b>                    |  |                    |                    |  |                         |
| 80-5-0000000-0130                          | Cost Allocation - Overhead                 | 521,004            | 574,200            | 53,196   | WATER & WW-1            |
| 80-5-0000000-0161                          | Clothing                                   | 7,500              | 7,500              | -  |                         |
| 80-5-0000000-0249                          | Training and Conferences                   | 8,500              | 8,500              | -  |                         |
| 80-5-0000000-0300                          | Cost Allocation - Operating Expenses       | 64,922             | 80,000             | 15,078   | WATER & WW-1            |
| 80-5-0000000-0301                          | Office Supplies                            | 1,000              | 1,000              | -  |                         |
| 80-5-0000000-0307                          | Advertising                                | 750                | 750                | -  |                         |
| 80-5-0000000-0327                          | Professional Fees                          | 100,000            | 100,000            | -  |                         |
| 80-5-0000000-0345                          | Mobile Devices                             | -                  | 3,600              | 3,600  | WATER-1                 |
| 80-5-0000000-0350                          | Memberships                                | 1,000              | 1,000              | -  |                         |
| 80-5-0000000-0550                          | Conservation Authority Levy                | 68,000             | 70,000             | 2,000  | WATER-1                 |
| 80-5-0000000-1450                          | Transitional Cost of Water Billing         | 60,000             | -                  | (60,000)                                       | WATER-1                 |
| <b>Total General Expenses</b>              |  | <b>832,676</b>     | <b>846,550</b>     | <b>13,874</b>                                  |                         |
| <b>Building Expenses</b>                   |  |                    |                    |  |                         |
| 80-5-0000000-0314                          | General Insurance                          | 36,000             | 36,000             | -  |                         |
| 80-5-0000000-0316                          | Utilities                                  | 210,000            | 210,000            | -  |                         |
| 80-5-0000000-0331                          | General Maintenance                        | 7,000              | 207,000            | 200,000  | WATER-3                 |
| 80-5-0000000-0381                          | Property Taxes                             | 28,000             | 28,000             | -  |                         |
| <b>Total Building Expenses - Water</b>     |  | <b>281,000</b>     | <b>481,000</b>     | <b>200,000</b>                                 |                         |
| <b>Equipment and Vehicles</b>              |  |                    |                    |  |                         |
| 80-5-0000000-0402                          | Vehicle and Equipment Maintenance          | 17,000             | 17,000             | -  |                         |
| 80-5-0000000-0404                          | Service Agreement - Radios                 | 20,000             | 9,400              | (10,600)                                       | CSIT-5                  |
| 80-5-0000000-0420                          | Miscellaneous Water Equipment              | 20,000             | 20,000             | -  |                         |
| 80-5-0000000-0504                          | Collection and Billing Expense             | 180,000            | 180,000            | -  |                         |
| <b>Total Equipment and Vehicle - Water</b> |  | <b>237,000</b>     | <b>226,400</b>     | <b>(10,600)</b>                                |                         |
| <b>Contracted Services</b>                 |  |                    |                    |  |                         |
| 80-5-0000000-0604                          | Contract OCWA                              | 630,000            | 630,000            | -  |                         |
| 80-5-0000000-0612                          | OCWA Maintenance Items                     | 50,000             | 50,000             | -  |                         |
| <b>Total Contracted Services - Water</b>   |  | <b>680,000</b>     | <b>680,000</b>     | <b>-</b>                                       |                         |
| <b>Service Maintenance</b>                 |  |                    |                    |  |                         |
| 80-5-0000000-0755                          | Service Maintenance                        | 103,000            | 103,000            | -  |                         |
| 80-5-0000000-0810                          | Main Maintenance                           | 60,000             | 60,000             | -  |                         |
| 80-5-0000000-0815                          | Backflow Prevention                        | 27,000             | 27,000             | -  |                         |
| 80-5-0000000-0833                          | Water Meter Repairs and Maintenance        | 85,000             | 85,000             | -  |                         |
| 80-5-0000000-0835                          | Sample Station Repairs                     | 2,000              | 2,000              | -  |                         |
| 80-5-0000000-0840                          | Water Valve Repair and Maintenance Program | 19,000             | 19,000             | -  |                         |
| 80-5-0000000-0845                          | Blowoff Repairs, Upgrades, New Installs    | 3,000              | 3,000              | -  |                         |
| 80-5-0000000-0850                          | Fire Hydrant Repair and Maintenance        | 10,000             | 10,000             | -  |                         |
| 80-5-0000000-0855                          | Coin Operated Filling Stations (2)         | 3,000              | 3,000              | -  |                         |
| <b>Total Service Maintenance - Water</b>   |  | <b>312,000</b>     | <b>312,000</b>     | <b>-</b>                                       |                         |

|   |  |                  |                  |                 |
|---|--|------------------|------------------|-----------------|
| <b>Water Programs</b>   |  |                  |                  |                 |
| 80-5-0000000-0920   | DWQMS Audit expenses                       | 5,000            | 5,000            | -               |
| 80-5-0000000-0951   | Water Conservation Program                 | 1,500            | 1,500            | -               |
| <b>Total Water Programs - Water</b>                                       |  | <b>6,500</b>     | <b>6,500</b>     | <b>-</b>        |
| <b>Other Expenses - Transferred from Capital</b>                          |  |                  |                  |                 |
| 80-5-0000000-1400   | Software licensing                         | 24,300           | -                | (24,300)        |
| <b>Total Other Expenses-Transferred from Capital</b>                      |  | <b>24,300</b>    | <b>-</b>         | <b>(24,300)</b> |
| <b>Total Expenses before Reserves and Debt Charges - Water Department</b> |  | <b>3,302,034</b> | <b>3,540,855</b> | <b>238,821</b>  |
| <b>Transfer to/from Reserves</b>  |  |                  |                  |                 |
| 80-5-0000000-2001   | Transfer to Capital                        | 640,000          | 755,000          | 115,000         |
| 80-5-0000000-2009   | Transfer to Reserves                       | 325,304          | (17,200)         | (342,504)       |
|   | Transfer to Capital from Reserves          | 458,000          |                  | (458,000)       |
| 80-5-0000000-2019   | Life Cycle replacement                     | 225,700          | 200,000          | (25,700)        |
|   | Transfer in of 2017 Life Cycle Replacement | (160,000)        | -                | 160,000         |
| 80-4-0000000-3000   | Transfer from Reserves                     | (458,000)        | -                | 458,000         |
| <b>Total Transfer to Reserve - Water</b>                                  |  | <b>1,031,004</b> | <b>937,800</b>   | <b>(93,204)</b> |
| <b>Debt Charges - Water</b>   |  |                  |                  |                 |
| <b>Total Debt Charges - Water</b>   |  | <b>365,962</b>   | <b>354,378</b>   | <b>(11,584)</b> |
| <b>Total Expenses - Water</b>   |  | <b>4,699,000</b> | <b>4,833,033</b> | <b>134,033</b>  |
| <b>Net Revenues and Expenses - Surplus/(Deficit)</b>                      |  | <b>-</b>         | <b>0</b>         | <b>0</b>        |

| Capital Budget Description                               | Cost                | Reserves          | Funding Other | Rates             |
|--|---------------------|-------------------|---------------|-------------------|
| WATER-1-Clarifier Redundancy-Engineering                 | \$ 700,000          | \$ 350,000        |               | \$ 350,000        |
| WATER-2-Concession 2 Watermain Installation              | \$ 50,000           |                   | \$ -          | \$ 50,000         |
| WATER-3-Lowes Sideroad Watermain Installation            | \$ 50,000           |                   | \$ -          | \$ 50,000         |
| WATER-4-SCADA Installation- Engineering                  | \$ 100,000          | \$ 20,000         |               | \$ 80,000         |
| WATER-5-Pacific Street Watermain Replacement-Engineering | \$ 45,000           |                   |               | \$ 45,000         |
| WATER-6-Walnut Street Watermain Replacement              | \$ 180,000          |                   |               | \$ 180,000        |
| WATER-7-Lifecycle Replacement                            | \$ 200,000          |                   |               | \$ 200,000        |
| <b>Total Capital Request</b>                             | <b>\$ 1,325,000</b> | <b>\$ 370,000</b> | <b>\$ -</b>   | <b>\$ 955,000</b> |

**Total Net Budget for 2019**

**0**

\* Note: The 2018 Budget has been reclassified within the budget centre format used for 2019 with no change to approved revenue or expenditures



## 2019 Operating Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | WATER & WW-1                 |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable               |
| <b>Budget Issue Classification:</b>           | Non-Discretionary            |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Non- Departmental            |
| <b>Budget Impact:</b>                         | \$140,337                    |

|                            |                              |
|----------------------------|------------------------------|
| <b>Budget Issue Title:</b> | Administrative Cross Charges |
|----------------------------|------------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail   |
|---|
| <p>The Town taxation funded operations recovers both administrative overhead expenses from water and wastewater funded operations, as well as a calculation of public works expenses incurred to in both water and wastewater funded operations.</p> <p>These overhead allocations are determined based off preliminary budget figures and calculations based off overhead assumptions as a result of the calculation the following changes are proposed in the 2019 taxation budget.</p> |

| <b>Budget Impact</b>        |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Admin Charges-Water         | 80-5-0000000-0130     | \$53,196             |
| Admin Charges-Wastewater    | 10-4-1001020-1017     | \$7,310              |
| Recovery-Wastewater         | 10-4-3010000-1018     | \$65,753             |
| Recovery-Water              | 80-5-0000000-0300     | \$15,078             |
| <b>Total Budget Impact:</b> |                       | <b>\$140,337</b>     |



## 2019 Operating Budget Request

|   |                    |
|---|--------------------|
| <b>Budget Issue Number:</b>                   | WATER & WW-2       |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable     |
| <b>Budget Issue Classification:</b>           | Budget Pressure    |
| <b>Department:</b>                            | Corporate Services |
| <b>Budget Centre:</b>                         | Non- Departmental  |
| <b>Budget Impact:</b>                         | \$345,181          |

|                            |                         |
|----------------------------|-------------------------|
| <b>Budget Issue Title:</b> | Debt Payment Adjustment |
|----------------------------|-------------------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail  |
|--|
| <p>The Water and Wastewater Debt Repayments of both Principal and Interest are expected to decrease by \$59,013 for a portion of debt retired in 2019.</p> <p>For Wastewater, the Development Charge (DC) collections are not keeping pace with the growth related share of debt service demands. Therefore, the DC share of debt service cannot be included in the cash based budget as a funding source in 2019. However, the growth related (DC) share will continue to be tracked and recovered as DCs are collected going forward, so that growth continues to pay for growth; and those funds will be transferred to a Wastewater Reserve account.</p> |

| Budget Impact               |   |                  |
|-----------------------------|---|------------------|
| Account Name                | Account Number                            | Budget Change    |
| Water Debt Reduction        | <a href="#">Click here to enter text.</a> | \$(11,584)       |
| Waste Water Debt Reduction  |   | (\$47,429)       |
| DC Portion                  |   | \$404,194        |
| <b>Total Budget Impact:</b> |   | <b>\$345,181</b> |



## 2019 Operating Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | WATER-1                      |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable               |
| <b>Budget Issue Classification:</b>           | Non-Discretionary            |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Water                        |
| <b>Budget Impact:</b>                         | (\$74,000)                   |

|                            |              |
|----------------------------|--------------|
| <b>Budget Issue Title:</b> | Line by Line |
|----------------------------|--------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail   |
|---|
| <p><b>Locate Expenses-Increase \$4,700</b><br/>           Adding a new GL to separate Locates from other expenses. Locates will be an ongoing expense moving forward.</p>   |
| <p><b>Transitional Cost of Water Billing- (\$60,000)</b><br/>           In 2018 a business case was brought forward to insource water billing by administration and Essex Power Corporation has asked that we review businesses processes and to see if we can improve upon the current procedures to help achieve cost savings for the municipality.</p> <p>Administration is currently working to achieve this goal before undertaking the changeover of water billing.</p> |
| <p><b>Furniture and Equipment &amp; Software-(\$24,300)</b><br/>           This was a one-time budget item for 2018 and can be eliminated due to the delay in water billings being insourced.</p>   |
| <p><b>ERCA- Clean Water – Green Spaces</b><br/>           The following is an agreement with ERCA and all the lower tier municipalities as part of the ERCA levy, Administration is factoring in an increase of \$2,000 in 2019</p>   |
| <p><b>Mobile Devices- Increase \$3,600</b><br/>           Historically the mobile devices such as cell phones and tablets have been expensed in public works budget centre. Administration is recommending moving these cost to the water budget centre.</p>  |

| Budget Impact                       |                   |                   |
|-------------------------------------|-------------------|-------------------|
| Account Name                        | Account Number    | Budget Change     |
| Locate Expenses                     | 80-5-0000000-XXXX | \$4,700           |
| Transitional Cost of Water Billings | 80-5-0000000-1450 | (\$60,000)        |
| ERCA- Clean Water-Green Spaces      | 80-5-0000000-0550 | \$2,000           |
| Mobile Devices                      |                   | \$3,600           |
| Furniture and Equipment & Software  | 80-5-0000000-1400 | (\$24,300)        |
| <b>Total Budget Impact:</b>         |                   | <b>(\$74,000)</b> |



## 2019 Operating Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | WATER-2                      |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable               |
| <b>Budget Issue Classification:</b>           | Non-Discretionary            |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Water                        |
| <b>Budget Impact:</b>                         | (\$134,033)                  |

|                            |         |
|----------------------------|---------|
| <b>Budget Issue Title:</b> | Revenue |
|----------------------------|---------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| Budget Issue Detail  |
|--|
| <p><b>Water tower Licenses Agreement Increase in Revenue (\$18,663)</b></p> <p>The Town has entered into a few agreements with telecommunication companies to rent space on the water tower in late 2017 &amp; 2018, this request is to establish the revenue in the budget.</p> |
| <p><b>Water Rates Increase ( \$115,400)</b></p> <p>The 2017 Asset Management Plan called for a 2% increase in water area to help fund infrastructure. Administration is requesting a 2.5% increase to water rates to help fund infrastructure and operational cost in 2019.</p>  |

| Budget Impact               |                  |                    |
|-----------------------------|------------------|--------------------|
| Account Name                | Account Number   | Budget Change      |
| Sale of Water               | 80-4-000000-1610 | \$(115,400)        |
| Water tower Agreements      | 80-4-000000-6600 | \$(18,633)         |
| <b>Total Budget Impact:</b> |                  | <b>\$(134,033)</b> |



## 2019 Operating Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | WATER-3                      |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | New                          |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$200,000                    |

|                            |  |
|----------------------------|--|
| <b>Budget Issue Title:</b> | Water Treatment Plant Structural Repairs |
|----------------------------|--|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> |                        |

|                            |
|----------------------------|
| <b>Budget Issue Detail</b> |
|----------------------------|

Repairs to some structural components of the plant damaged by a drainage leak.

| <b>Budget Impact</b>        |                       |
|-----------------------------|-----------------------|
| <b>Account Name</b>         | <b>Budget Impacts</b> |
| General Maintenance         | \$200,000             |
| <b>Total Budget Impact:</b> | <b>\$200,000</b>      |



|   | 2018 Budget*       |  | 2019 Budget        | Budget Increase/<br>(Decrease) 2018 to<br>2019 | Issue Paper Ref.<br>No. |
|---|--------------------|--|--------------------|--|-------------------------|
| <b>REVENUES:</b>  |                    |  |                    |  |                         |
| <b>Total Revenue - Waste Water</b>                                  | <b>(6,255,775)</b> |  | <b>(6,337,513)</b> | <b>(81,738)</b>                                | WW-1                    |
| <b>EXPENSES:</b>  |                    |  |                    |  |                         |
| <b>Sanitary Sewer Collection System (SSCS)</b>                      |                    |  |                    |  |                         |
| <b>Building</b>   |                    |  |                    |  |                         |
| 10-5-4010000-0314 General Insurance                                 | 30,000             |  | 30,000             | -  |                         |
| 10-5-4010000-0381 Property Taxes                                    | 25,000             |  | 30,000             | 5,000  | WW-2                    |
| <b>Total Building - SSSCS</b>                                       | <b>55,000</b>      |  | <b>60,000</b>      | <b>5,000</b>                                   |                         |
| <b>General Expenses</b>   |                    |  |                    |  |                         |
| 10-5-4010000-0130 Cost allocation - Overhead                        | 196,590            |  | 203,900            | 7,310  | WATER & WW-1            |
| 10-5-4010000-0131 Cost allocation - operating expenses              | 463,947            |  | 528,700            | 64,753   | WATER & WW-1            |
| 10-5-4010000-0328 Engineering Fees                                  | 30,000             |  | 30,000             | -  |                         |
| 10-5-4017740-0504 Collection and Billing Expense                    | 13,000             |  | 13,000             | -  |                         |
| <b>Total General Expenses - SSSCS</b>                               | <b>703,537</b>     |  | <b>775,600</b>     | <b>72,063</b>                                  |                         |
| <b>Environmental Services</b>                                       |                    |  |                    |  |                         |
| 10-5-4017740-0331 General Maintenance                               | 15,000             |  | 15,000             | -  |                         |
| 10-5-4017740-0750 Sewer Flushing                                    | 35,000             |  | 35,000             | -  |                         |
| 10-5-4017740-0758 Service Connection Inspection and Camera          | 2,000              |  | 2,000              | -  |                         |
| 10-5-4017740-0759 Service Connection Repair and Maintenance         | 35,000             |  | 35,000             | -  |                         |
| Maintenance - Inflow and Infiltration                               | -                  |  | 360,000            | 360,000  | WW-3                    |
| 10-5-4017740-0760 Manhole Cleaning and Maintenance                  | 10,000             |  | 10,000             | -  |                         |
| <b>Total Environmental Services - SSSCS</b>                         | <b>97,000</b>      |  | <b>457,000</b>     | <b>360,000</b>                                 |                         |
| <b>Total Expenses - Sanitary Sewage Collection System</b>           | <b>855,537</b>     |  | <b>1,292,600</b>   | <b>437,063</b>                                 |                         |
| <b>Amherstburg Sanitary Sewer Treatment System (ASSTS)</b>          |                    |  |                    |  |                         |
| <b>General</b>  |                    |  |                    |  |                         |
| 10-5-4017740-0316 Utilities   | 315,000            |  | 315,000            | -  |                         |
| 10-5-4017740-0381 Property Taxes                                    | 6,800              |  | 8,000              | 1,200  | WW-2                    |
| <b>Total General - ASSTS</b>  | <b>321,800</b>     |  | <b>323,000</b>     | <b>1,200</b>                                   |                         |
| <b>Environmental Services</b>                                       |                    |  |                    |  |                         |
| 10-5-4017740-0602 Sludge - Landfill Tipping Fees                    | 50,000             |  | 50,000             | -  |                         |
| 10-5-4017740-0604 Contract OCWA - A'burg Plant                      | 340,000            |  | 340,000            | -  |                         |
| 10-5-4017740-0612 OCWA Maintenance Items                            | 110,000            |  | 110,000            | -  |                         |
| 10-5-4017740-0613 OCWA After Hour Call In                           | 25,000             |  | 25,000             | -  |                         |
| <b>Total Environmental Services - ASSTS</b>                         | <b>525,000</b>     |  | <b>525,000</b>     | <b>-</b>                                       |                         |
| <b>Total Expenses - Amherstburg Sanitary Sewer Treatment System</b> | <b>846,800</b>     |  | <b>848,000</b>     | <b>1,200</b>                                   |                         |
| <b>McGregor Sewage Lagoon System (MSLS)</b>                         |                    |  |                    |  |                         |
| <b>Building</b>   |                    |  |                    |  |                         |
| 10-5-4017720-0316 Utilities   | 27,000             |  | 27,000             | -  |                         |
| 10-5-4017720-0381 Property Taxes                                    | 2,000              |  | 2,500              | 500  | WW-2                    |
| <b>Total Building Expenses - MSLS</b>                               | <b>29,000</b>      |  | <b>29,500</b>      | <b>500</b>                                     |                         |
| <b>Environmental Services</b>                                       |                    |  |                    |  |                         |
| 10-5-4017720-0604 Contract OCWA - McGregor                          | 164,000            |  | 164,000            | -  |                         |
| 10-5-4017720-0612 OCWA Plant Maintenance Items                      | 35,000             |  | 35,000             | -  |                         |
| 10-5-4017720-0613 OCWA After Hour Call In                           | 10,000             |  | 10,000             | -  |                         |
| 10-5-4017720-0771 Lucier Estates Pump Station Operations            | -                  |  | -                  | -  |                         |
| <b>Total Environmental Services - MSLS</b>                          | <b>209,000</b>     |  | <b>209,000</b>     | <b>-</b>                                       |                         |
| <b>Total Expenses - McGregor Sewage Lagoon System</b>               | <b>238,000</b>     |  | <b>238,500</b>     | <b>500</b>                                     |                         |

| <b>Edgewater Sewage Lagoon System (ESLS)</b>                             |   |                     |                            |                      |                   |                  |
|--|---|---------------------|----------------------------|----------------------|-------------------|------------------|
| <b>Building</b>  |   |                     |                            |                      |                   |                  |
| 10-5-4017730-0316  | Utilities                                     | 35,000              |                            | 35,000               | -                 |                  |
| 10-5-4017730-0381  | Property Taxes                                | 30,000              |                            | 35,000               | 5,000             | WW-2             |
| <b>Total Building - ESLS</b>   |   |                     |                            | <b>65,000</b>        | <b>70,000</b>     | <b>5,000</b>     |
| <b>Environmental Services</b>  |   |                     |                            |                      |                   |                  |
| 10-5-4017730-0331  | General Maintenance                           |                     |                            |                      |                   |                  |
| 10-5-4017730-0604  | Contract OCWA - Edgewater                     | 170,000             |                            | 170,000              | -                 |                  |
| 10-5-4017730-0609  | Lagoon Treatment                              | 75,000              |                            | 75,000               | -                 |                  |
| 10-5-4017730-0612  | OCWA Plant Maintenance Items                  | 45,000              |                            | 45,000               | -                 |                  |
| 10-5-4017730-0613  | OCWA After Hour Call In                       | 5,000               |                            | 5,000                | -                 |                  |
| 10-5-4017730-0771  | OCWA Meyers Pump Stations                     | 10,000              |                            | 10,000               | -                 |                  |
| <b>Total Environmental Services - ESLS</b>                               |   |                     |                            | <b>305,000</b>       | <b>305,000</b>    | <b>-</b>         |
| <b>Total Expenses - Edgewater Sewage Lagoon System</b>                   |   |                     |                            | <b>370,000</b>       | <b>375,000</b>    | <b>5,000</b>     |
| <b>Big Creek Sewage Treatment and Collection System ( Big Creek)</b>     |   |                     |                            |                      |                   |                  |
| <b>Building</b>  |   |                     |                            |                      |                   |                  |
| 10-5-4017750-0316  | Utilities                                     | 30,000              |                            | 30,000               | -                 |                  |
| <b>Total Building - Big Creek</b>  |   |                     |                            | <b>30,000</b>        | <b>30,000</b>     | <b>-</b>         |
| <b>Environmental Services</b>  |   |                     |                            |                      |                   |                  |
| 10-5-4017750-0604  | Contract OCWA - Big Creek Plant               | 120,000             |                            | 120,000              | -                 |                  |
| 10-5-4017750-0612  | OCWA Plant Maintenance Items                  | 12,500              |                            | 12,500               | -                 |                  |
| 10-5-4017750-0613  | OCWA After Hour Call In                       | 5,000               |                            | 5,000                | -                 |                  |
| <b>Total Environmental Service - Big Creek</b>                           |   |                     |                            | <b>137,500</b>       | <b>137,500</b>    | <b>-</b>         |
| <b>Total Expenses - Big Creek Sewage Treatment and Collection System</b> |   |                     |                            | <b>167,500</b>       | <b>167,500</b>    | <b>-</b>         |
| <b>McLeod SBR Sewage Treatment and Collection System (McLeod)</b>        |   |                     |                            |                      |                   |                  |
| <b>Building</b>  |   |                     |                            |                      |                   |                  |
| 10-5-4017755-0316  | Utilities                                     | 75,000              |                            | 75,000               | -                 |                  |
| 10-5-4017755-0381  | Property Taxes                                | 20,000              |                            | 21,000               | 1,000             | WW-2             |
| <b>Total Building - McLeod</b>   |   |                     |                            | <b>95,000</b>        | <b>96,000</b>     | <b>1,000</b>     |
| <b>Environmental Services</b>  |   |                     |                            |                      |                   |                  |
| 10-5-4017755-0604  | Contract OCWA - McLeod Plant                  | 185,000             |                            | 185,000              | -                 |                  |
| 10-5-4017755-0612  | OCWA Plant Maintenance Items                  | 30,000              |                            | 30,000               | -                 |                  |
| 10-5-4017755-0613  | OCWA After Hour Call In                       | 12,000              |                            | 12,000               | -                 |                  |
| <b>Total Environmental Services - McLeod</b>                             |   |                     |                            | <b>227,000</b>       | <b>227,000</b>    | <b>-</b>         |
| <b>Total Expenses - McLeod Sewage Treatment and Collection System</b>    |   |                     |                            | <b>322,000</b>       | <b>323,000</b>    | <b>1,000</b>     |
| <b>Boblo Island Sewage Treatment System</b>                              |   |                     |                            |                      |                   |                  |
| <b>Building</b>  |   |                     |                            |                      |                   |                  |
| 10-5-4017760-0316  | Utilities                                     | 30,000              |                            | 30,000               | -                 |                  |
| <b>Total Building - Boblo</b>  |   |                     |                            | <b>30,000</b>        | <b>30,000</b>     | <b>-</b>         |
| <b>Environmental Services</b>  |   |                     |                            |                      |                   |                  |
| 10-5-4017760-0604  | Contract OCWA - Boblo Plant                   | 95,000              |                            | 95,000               | -                 |                  |
| 10-5-4017760-0612  | OCWA Plant Maintenance Items                  | 15,000              |                            | 15,000               | -                 |                  |
| 10-5-4017760-0613  | OCWA After Hours Call In                      | 2,200               |                            | 2,200                | -                 |                  |
| <b>Total Environmental Service - Boblo</b>                               |   |                     |                            | <b>112,200</b>       | <b>112,200</b>    | <b>-</b>         |
| <b>Total Expenses - Boblo Island Sewage Treatment System</b>             |   |                     |                            | <b>142,200</b>       | <b>142,200</b>    | <b>-</b>         |
| <b>Total Expenses before Reserves and Debt Charges</b>                   |   |                     |                            | <b>2,942,037</b>     | <b>3,386,800</b>  | <b>444,763</b>   |
| <b>Capital/Reserve Transfers</b>   |   |                     |                            |                      |                   |                  |
| 10-5-4010000-0680  | Life Cycle expenses                           |                     |                            |                      | -                 |                  |
| 10-5-4010000-2001  | Transfer to Capital                           | 843,000             |                            | 130,000              | (713,000)         |                  |
|  | Transfer to Capital                           | 774,000             |                            |                      | (774,000)         |                  |
| 10-5-4010000-2002  | Transfer to Reserves                          | 285,135             |                            | 664,346              | 379,211           |                  |
| 10-5-4010000-2019  | Life Cycle replacement                        | 467,000             |                            | 250,000              | (217,000)         |                  |
| 10-4-4010000-3000  | Transfer of 2017 Life Cycle replacement Funds | (191,000)           |                            |                      | 191,000           |                  |
|  | Transfer in from Working Capital              | (774,000)           |                            | (360,000)            | 414,000           |                  |
|  |   |                     |                            | <b>1,404,135</b>     | <b>684,346</b>    | <b>- 719,789</b> |
| <b>Debt Charges - Waste Water</b>  |   |                     |                            |                      |                   |                  |
| <b>Total Debt Charges - Waste Water</b>                                  |   |                     |                            | <b>1,909,603</b>     | <b>2,266,368</b>  | <b>356,765</b>   |
| <b>Total Expenses - Waste Water Department</b>                           |   |                     |                            | <b>6,255,775</b>     | <b>6,337,514</b>  | <b>81,739</b>    |
| <b>Net Operating Budget</b>  |   |                     |                            | <b>-</b>             | <b>(0)</b>        | <b>0</b>         |
| <b>Capital Budget</b>  |   |                     |                            |                      |                   |                  |
| <b>Description</b>   |   | <b>Cost</b>         | <b>Reserves &amp; Debt</b> | <b>Funding Other</b> | <b>Rates</b>      |                  |
| WW-1-Generator Replacement   |   | \$ 80,000           |                            |                      | \$ 80,000         |                  |
| WW-2-Lowes-Fryer Sanitary Forcemain Installation                         |   | \$ 350,000          |                            | \$ 350,000           | \$ -              |                  |
| WW-3-Lowes Sideroad Sanitary Installation                                |   | \$ -                |                            |                      | \$ -              |                  |
| WW-4-SE Quadrant Pump Station Installation                               |   | \$ 150,000          |                            | \$ 150,000           | \$ -              |                  |
| WW-5-SE Quadrant Environmental Assessment                                |   | \$ 50,000           | \$ -                       |                      | \$ 50,000         |                  |
| WW-6-Lifecycle Replacement   |   | \$ 250,000          |                            |                      | \$ 250,000        |                  |
| WW-7-Edgewater Forcemain and Pump Station                                |   | \$ 4,480,000        | \$ 4,480,000               |                      | \$ -              |                  |
| <b>Total Capital Request</b>   |   | <b>\$ 5,360,000</b> | <b>\$ 4,480,000</b>        | <b>\$ 500,000</b>    | <b>\$ 380,000</b> |                  |
| <b>Total Net Budget for 2019</b>   |   |                     |                            | <b>(0)</b>           |                   |                  |

\* Note: The 2018 Budget has been reclassified within the budget centre format used for 2019 with no change to approved revenue or expenditures



## 2019 Operating Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | WW-1                         |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable               |
| <b>Budget Issue Classification:</b>           | Non-Discretionary            |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Water                        |
| <b>Budget Impact:</b>                         | (\$81,738)                   |

|                            |         |
|----------------------------|---------|
| <b>Budget Issue Title:</b> | Revenue |
|----------------------------|---------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

|  |
|--|
| <b>Budget Issue Detail</b>   |
| <p><b>Waste Water Rates Increase ( \$81,738)</b></p> <p>The 2017 Asset Management Plan called for a 1.3% increase in waste water area to help fund infrastructure. Administration is requesting a 1.5% increase to water rates to help fund infrastructure and operational cost in 2019.</p> |

|                             |                       |                      |
|-----------------------------|-----------------------|----------------------|
| <b>Budget Impact</b>        |                       |                      |
| <b>Account Name</b>         | <b>Account Number</b> | <b>Budget Change</b> |
| Waste water Revenue         |                       | (\$81,738)           |
| <b>Total Budget Impact:</b> |                       | <b>\$(81,738)</b>    |



## 2019 Operating Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | WW-2                         |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable               |
| <b>Budget Issue Classification:</b>           | Non-Discretionary            |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Water                        |
| <b>Budget Impact:</b>                         | \$12,700                     |

|                            |              |
|----------------------------|--------------|
| <b>Budget Issue Title:</b> | Line by Line |
|----------------------------|--------------|

|                                       |             |
|---------------------------------------|-------------|
| <b>Budget Request Classification:</b> | Base Budget |
|---------------------------------------|-------------|

| <b>Budget Issue Detail</b>  |
|---|
| <p><b>Property Tax Adjustments Budget Increase \$12,700</b></p> <p>There are a number of Municipal properties that hold wastewater pumping stations or plants, administration has done a review of all the property taxes and is recommending increases to the budget allocation for 2019</p> |

| <b>Budget Impact</b>               |                       |                      |
|------------------------------------|-----------------------|----------------------|
| <b>Account Name</b>                | <b>Account Number</b> | <b>Budget Change</b> |
| Property Taxes                     | 10-5-4017755-0381     | \$1,000              |
| Property Taxes                     | 10-5-4017730-0381     | \$5,000              |
| Property Taxes                     | 10-5-4017720-0381     | \$500                |
| Property Taxes                     | 10-5-4010000-0381     | \$1,200              |
| Furniture and Equipment & Software | 80-5-0000000-1400     | \$5,000              |
| <b>Total Budget Impact:</b>        |                       | <b>\$12,700</b>      |

force-main project (wastewater), which will require debt to be issued on completion of that project, in 2019 or 2020. Debt issuance of just over \$3.3 million is anticipated in 2019 for infrastructure projects approved in previous budgets. Debt service payments for these issuances will impact operating budgets in the Public Works and Wastewater budget centres starting after 2019; therefore allowances to repay that debt have not been included in this Budget.

While some progress has been made in the 2019 plan to augment reserve and reserve funds, Administration will be undertaking a detailed review of reserve and reserve fund structure and policy in 2019. Administration expects to bring related recommendations to Council prior to 2020 Budget development.

The Town's **Asset Management Plan (AMP)** recommends annual increases to taxation and user rates to provide for future renewal of the Town's ageing infrastructure. The recommended annual increases are 1.5% on the municipal tax rate and 2% and 1.3% on the water and wastewater rates respectively. The Budget includes the recommended increases for asset management.

It is important to note that the AMP recommendations are only for future replacements and do not address the assets and infrastructure that have already been fully utilized and reached the end of their useful lives, or the **existing infrastructure deficit**. Additional levy and rate increases would be required to address the existing infrastructure deficit and, though this Budget does not include rate increases beyond the AMP recommendations, Administration will continue to monitor opportunities for further enhancements to AMP funding in future budgets.

Further, the Budget includes funding for a Facility Needs and Condition Assessment Study and a Libro Facility Master Plan. These initiatives will identify **investment in infrastructure demands** for existing facilities. Funding is also included for initiatives to enrich data under in the AMP, which is relied on for asset investment demands and priorities.

Over \$6 million in infrastructure investment toward road and bridge projects is recommended in the Public Works budget centre. In addition, some investments in parks, as recommended under the Parks Master Plan, are included in the Parks budget centre for consideration.

## 2019 Operating Budget

Adjustments have been included in the Budget to address pressures and challenges related to continuation of **current service levels** for Town operations. Particulars are outlined for each budget centre.

Some highlights are as follows:

- The **Clerk's Office** budget centre includes funding demands for four additional committees that Council is looking to establish for 2019.
- Administration has undertaken a review of the changes to the Municipal Act removing the one-third tax exemption for Council. A budgetary increase is included in the **Council and Committees** Budget centre to adjust Council's gross pay to achieve the same net pay as would have been achieved were the tax exemption still applicable.
- Human Resources budget centre includes allowances for collective bargaining in 2019 and staff development costs to support escalating demands under employment and health and safety legislation in Ontario.
- A number of adjustments impacting the Budget have been made to ensure that programs and expenditures are appropriately **classified as operating or capital**. As a result of these adjustments, there may appear to be a significant increase in the operating budget in some budget centres. The largest impact is seen in the Public Works budget centre; where various asset maintenance activities have been moved under the operating budget on the basis that they do not create assets nor enhance or extend the useful life of assets; rather they help ensure that the asset reaches its useful life.
- **Public works** budget centre includes costs for a supervisor position which was approved in year for 2018, which is partially offset by revenue for provision of drainage superintending services for Pelee Island.
- Administration has also introduced a **Drainage** budget centre to help provide greater transparency on the level of service and taxation funded portion of services provided under the Drainage Act.
- The Libro budget centre includes increases to **utilities** expense based on expected operations and estimated market rates.
- Various budget centres include requests related to optimizing customer service, asset data and risk management through implementation and enhancement of **technology**, including technology to support field mobile.
- The largest change in 2018 that is reflected in the Police budget centre, to reflect the **change in service delivery model** from direct service provision to a contract policing model. The Budget includes an allowance for transitional costs of up to \$930,000, which will be offset by savings under the police contract and transfers from reserves.

Funding for the Budget is derived from rates (tax, water, and wastewater), grants, user fees, reserves/funds and other miscellaneous sources.

The draft Budget was developed based on the best information available at the time and actual results may vary from the estimates used. Some specific areas of **risk** include: the economy (interest rates, construction index), market rates (utilities, fuel, etc.), Ontario and Canada grants, contractual obligations, and customer service demands (recreation, water, building, etc.).

The recommended Budget requires a **tax rate** increase of 2.65%. It is important to note that when the Town's levy demand is combined with the estimated increases and decreases of the County and School Board levy demands, the overall increase to ratepayers is expected to be 1.93% on the total property tax bill; which is within recent cost of living (CPI) increases.

The projected 1.93% increase would result in an additional \$78 in taxes for the average home valued at \$250,000 in the Town of Amherstburg, or \$0.21 per day.

The recommended **water user rate** increase for 2019 is 2.5%, and the recommended **wastewater user rate** increase for 2019 is 1.5%. The increases include the long term financial stability plan adjustments outlined in the Town's Asset Management Plan, as noted above.

The 2.5% increase in the water user rate would result in an average annual billing increase by \$6, from \$467 to \$473. The 1.5% increase in the wastewater user rate would result in an average annual billing increase by \$12, from \$785 to \$797. These increases factor in both user rate and usage (flow) estimates. Based on the recommended user rate adjustments, the average consumer of both water and wastewater in the town would see a household effect of \$18 a year, or 5 cents a day.

The 2019 Operating Budget plan balances increasing demands for current and increased service levels against limited resources and funding options for the Town. This recommended rate increases are necessary to fund that plan and have been constrained within a level that is fiscally responsible to the ratepayers of the Town.

The Budget is also based on recommendations to continue the use of both the capital reserve levy and the capital replacement levy at a current rate of 2.75% each.

# Town of Amherstburg



## 2019 Capital Budget



## **2019 Capital Budget**

The recommended 2019 Capital Budget for the Town of Amherstburg provides significant capital investment in municipal infrastructure totaling \$14,498,700 for taxation, water and wastewater.

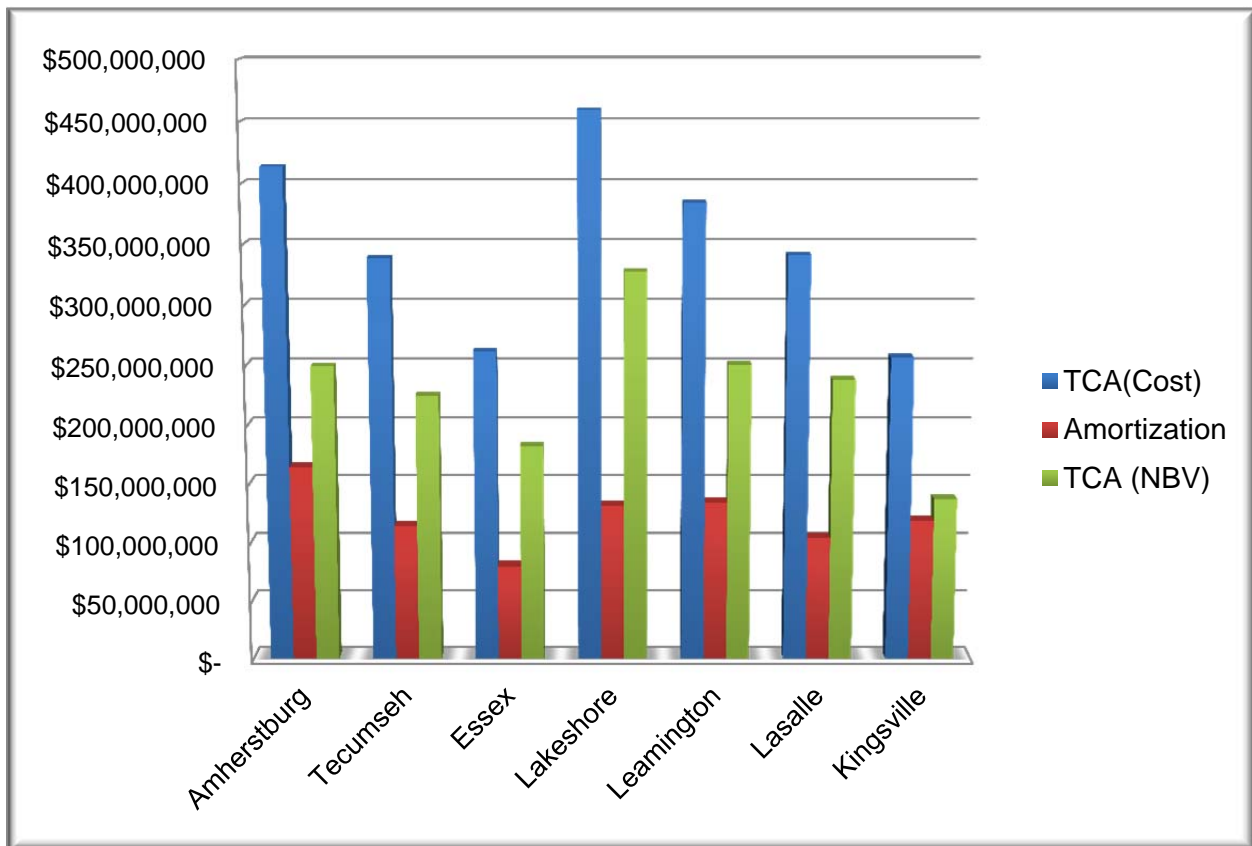
This level of investment in infrastructure will be achieved by augmenting the contribution to lifecycle reserves. This is a step forward in realizing “the pay as you go” philosophy and sustainable funding for the Town’s capital program, while moving away from reliance on long-term debt.

### **Capital Investment – Local Context:**

Based on audited 2016 Financial Statements of neighbouring municipalities, the Town of Amherstburg has the highest per resident investment in infrastructure, as illustrated by the following table:

| <b>Assets Per Capita (December 31, 2016)</b> | <b>TCA(COST)</b> | <b>TCA(NBV)</b> | <b>Population (Stats Can 2016)</b> | <b>Assets Per Capita (COST)</b> | <b>Assets Per Capita (NBV)</b> |
|--|------------------|-----------------|------------------------------------|---------------------------------|--------------------------------|
| Town of Amherstburg                          | \$413,417,801    | \$249,018,630   | 21,936                             | \$18,846                        | \$11,352                       |
| Town of Tecumseh (2015)                      | \$339,031,907    | \$224,696,121   | 23,229                             | \$14,595                        | \$9,673                        |
| Town of Essex(2015)                          | \$261,380,983    | \$181,714,095   | 20,427                             | \$12,796                        | \$8,896                        |
| Municipality of Lakeshore                    | \$459,499,140    | \$327,668,738   | 36,611                             | \$12,551                        | \$8,950                        |
| Municipality of Leamington                   | \$384,378,783    | \$250,026,611   | 27,595                             | \$13,929                        | \$9,061                        |
| Town of LaSalle (2015)                       | \$341,653,437    | \$237,524,933   | 30,180                             | \$11,321                        | \$7,870                        |
| Town of Kingsville                           | \$256,359,545    | \$137,334,512   | 21,552                             | \$11,895                        | \$6,372                        |

The following graph illustrates the total asset cost, amortization and netbook value in the region:



The above is both good and bad news, as it means the Town has the highest value of infrastructure for citizens to enjoy; however it also means in the future the Town will have the highest burden per capita for infrastructure replacement.

The difference between the capital needs of a municipality and that which the municipality can afford, is called the **infrastructure funding gap**. The best way for a municipality to guard itself against the growing infrastructure funding gap is by implementing a reserve structure that supports asset renewals as they come due.

The Town of Amherstburg suffers from annual infrastructure funding gaps because project costs and needs surpass the amount of project funds available. Without significant reserve funds, as mentioned above, it is hard for the Town to manage its infrastructure funding gap without increased capital borrowing.

The following charts come from the Town's Asset Management Plan and explain the funding deficits that existed at the creation of the plan in 2016.

TABLE 34 SUMMARY OF INFRASTRUCTURE REQUIREMENTS AND CURRENT FUNDING AVAILABLE: TAX FUNDED ASSETS

| Asset Category         | Average Annual Investment Required | 2016 Funding Available |                  |                |                   | Total Funding Available | Annual Deficit   |
|------------------------|------------------------------------|------------------------|------------------|----------------|-------------------|-------------------------|------------------|
|                        |                                    | Taxes                  | Gas Tax          | OCIF           | Taxes to Reserves |                         |                  |
| Road Network           | 6,692,000                          | 247,000                | 655,000          | 191,000        | 640,000           | 1,733,000               | 4,959,000        |
| Bridges & Culverts     | 645,000                            | 276,000                | 345,000          | 256,000        | 16,000            | 893,000                 | -248,000         |
| Storm Sewer            | 701,000                            | 0                      | 0                | 0              | 20,000            | 20,000                  | 681,000          |
| Machinery & Equipment  | 296,000                            | 83,000                 | 0                | 0              | 0                 | 83,000                  | 213,000          |
| Buildings              | 1,687,000                          | 46,000                 | 0                | 0              | 0                 | 46,000                  | 1,641,000        |
| Land Improvements      | 426,000                            | 12,000                 | 0                | 0              | 0                 | 12,000                  | 414,000          |
| Vehicles               | 973,000                            | 251,000                | 0                | 0              | 0                 | 251,000                 | 872,000          |
| Information Technology | 262,000                            | 285,000                | 0                | 0              | 0                 | 285,000                 | -23,000          |
| <b>Total</b>           | <b>11,682,000</b>                  | <b>1,200,000</b>       | <b>1,000,000</b> | <b>447,000</b> | <b>676,000</b>    | <b>3,323,000</b>        | <b>8,359,000</b> |

TABLE 37 SUMMARY OF INFRASTRUCTURE REQUIREMENTS AND CURRENT FUNDING AVAILABLE

| Asset Category     | Average Annual Investment Required | 2016 Annual Funding Available |                   |          | Total            | Annual Deficit   |
|--------------------|------------------------------------|-------------------------------|-------------------|----------|------------------|------------------|
|                    |                                    | Rates                         | To Operations     | Other    |                  |                  |
| Wastewater Network | 2,638,000                          | 5,715,000                     | -4,608,000        | 0        | 1,107,000        | 1,531,000        |
| Water Network      | 2,632,000                          | 4,505,000                     | -3,719,000        | 0        | 786,000          | 1,846,000        |
| <b>Total</b>       | <b>5,270,000</b>                   | <b>10,220,000</b>             | <b>-8,327,000</b> | <b>0</b> | <b>1,893,000</b> | <b>3,377,000</b> |

The Asset Management Plan calls for the following strategies to be used inclusive of 1.5% increase in taxation, 2% increase in water, 1.3% increase in wastewater based on the 'With capturing changes' for debt repayment under a 20 year sustainability plan.

TABLE 36 EFFECT OF CHANGES IN OCIF FUNDING AND REALLOCATING DECREASES IN DEBT COSTS

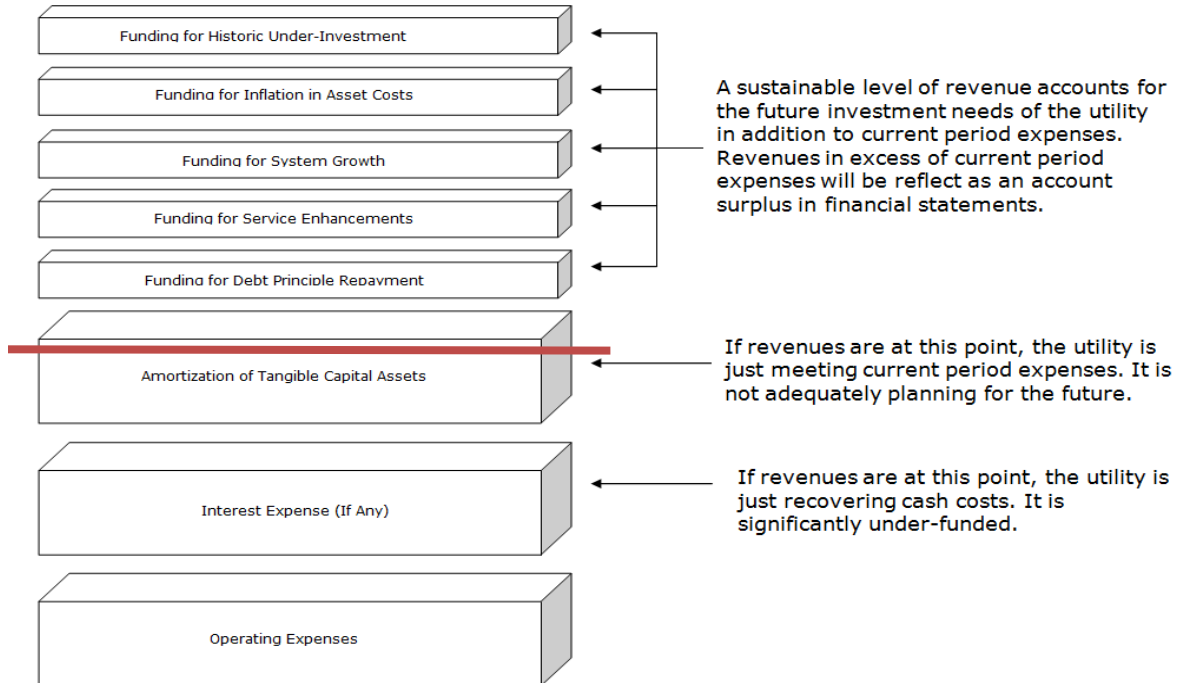
|                                  | Without capturing changes |           |           |           | With capturing changes |            |            |            |
|----------------------------------|---------------------------|-----------|-----------|-----------|------------------------|------------|------------|------------|
|                                  | 5 Years                   | 10 Years  | 15 Years  | 20 Years  | 5 Years                | 10 Years   | 15 Years   | 20 Years   |
| Infrastructure Deficit           | 8,359,000                 | 8,359,000 | 8,359,000 | 8,359,000 | 8,359,000              | 8,359,000  | 8,359,000  | 8,359,000  |
| Change in OCIF Grant             | N/A                       | N/A       | N/A       | N/A       | -1,273,000             | -1,273,000 | -1,273,000 | -1,273,000 |
| Changes in Debt Costs            | N/A                       | N/A       | N/A       | N/A       | -1,112,000             | -1,130,000 | -1,133,000 | -1,422,000 |
| Resulting Infrastructure Deficit | 8,359,000                 | 8,359,000 | 8,359,000 | 8,359,000 | 5,974,000              | 5,956,000  | 5,953,000  | 5,664,000  |
| Resulting Tax Increase Required: |                           |           |           |           |                        |            |            |            |
| Total Over Time                  | 43.0%                     | 43.0%     | 43.0%     | 43.0%     | 30.8%                  | 30.7%      | 30.6%      | 29.2%      |
| Annually                         | 8.6%                      | 4.3%      | 2.9%      | 2.2%      | 6.2%                   | 3.1%       | 2.0%       | 1.5%       |

TABLE 40 WITH CHANGE IN DEBT COSTS

|  | Wastewater Network |           |           | Water Network |           |           |
|--|--------------------|-----------|-----------|---------------|-----------|-----------|
|  | 5 Years            | 10 Years  | 15 Years  | 5 Years       | 10 Years  | 15 Years  |
| Infrastructure Deficit                     | 1,531,000          | 1,531,000 | 1,531,000 | 1,846,000     | 1,846,000 | 1,846,000 |
| Change in Debt Costs                       | -86,000            | -453,000  | -391,000  | -376,000      | -473,000  | -473,000  |
| Resulting Infrastructure Deficit (Surplus) | 1,445,000          | 1,078,000 | 1,140,000 | 1,470,000     | 1,373,000 | 1,373,000 |
| Resulting Rate Increase Required:          |                    |           |           |               |           |           |
| Total Over Time                            | 25.3%              | 18.9%     | 19.9%     | 32.6%         | 30.5%     | 30.5%     |
| Annually                                   | 5.1%               | 1.9%      | 1.3%      | 6.5%          | 3.1%      | 2.0%      |

Administration is using the financial modeling strategy of the Asset Management Plan to help achieve the desired result of a financially sustainable community for generations to come.

A complete budget that deals with every fiscal issue a municipality would face is illustrated below:



The Town of Amherstburg, much like other municipalities, cannot afford to budget for all of the above as it would be too costly to the ratepayers. The red line indicates the current funding level of the Town, which demonstrates that there is still opportunity for improvement in moving toward financial sustainability.

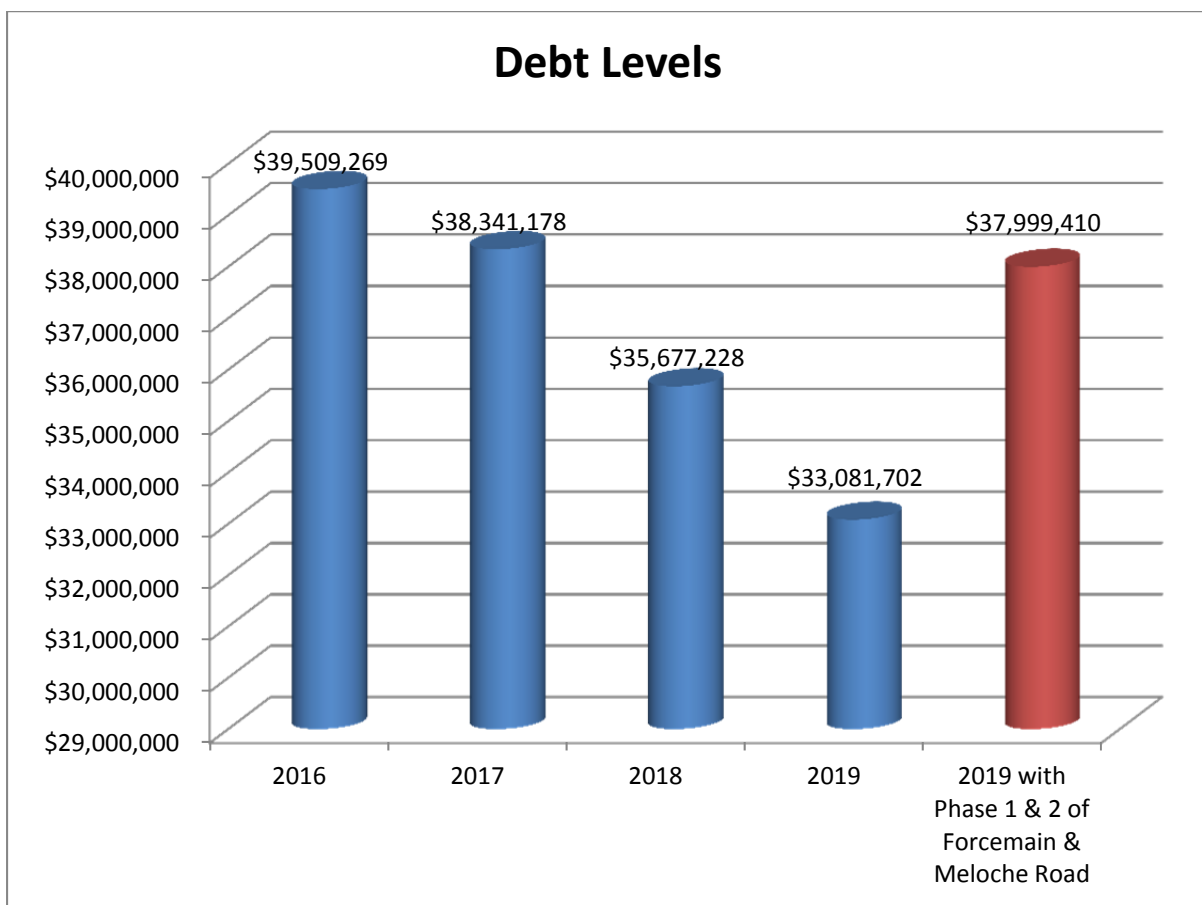
## **Capital Budget Highlights**

In 2019, the Budget includes capital investment of \$14,498,700.

Debt issuance of \$1.6 million is required in the Budget to fund the Edgewater Forcemain project (Ph2) in the Wastewater budget centre.

The debt level will also increase when debt for pre-2019 projects is issued in 2019; including \$1.6 million for the Edgewater Forcemain project (Ph1) and just over \$1.6 million for Meloche Road improvements; which are wastewater user rate and taxation funded respectively.

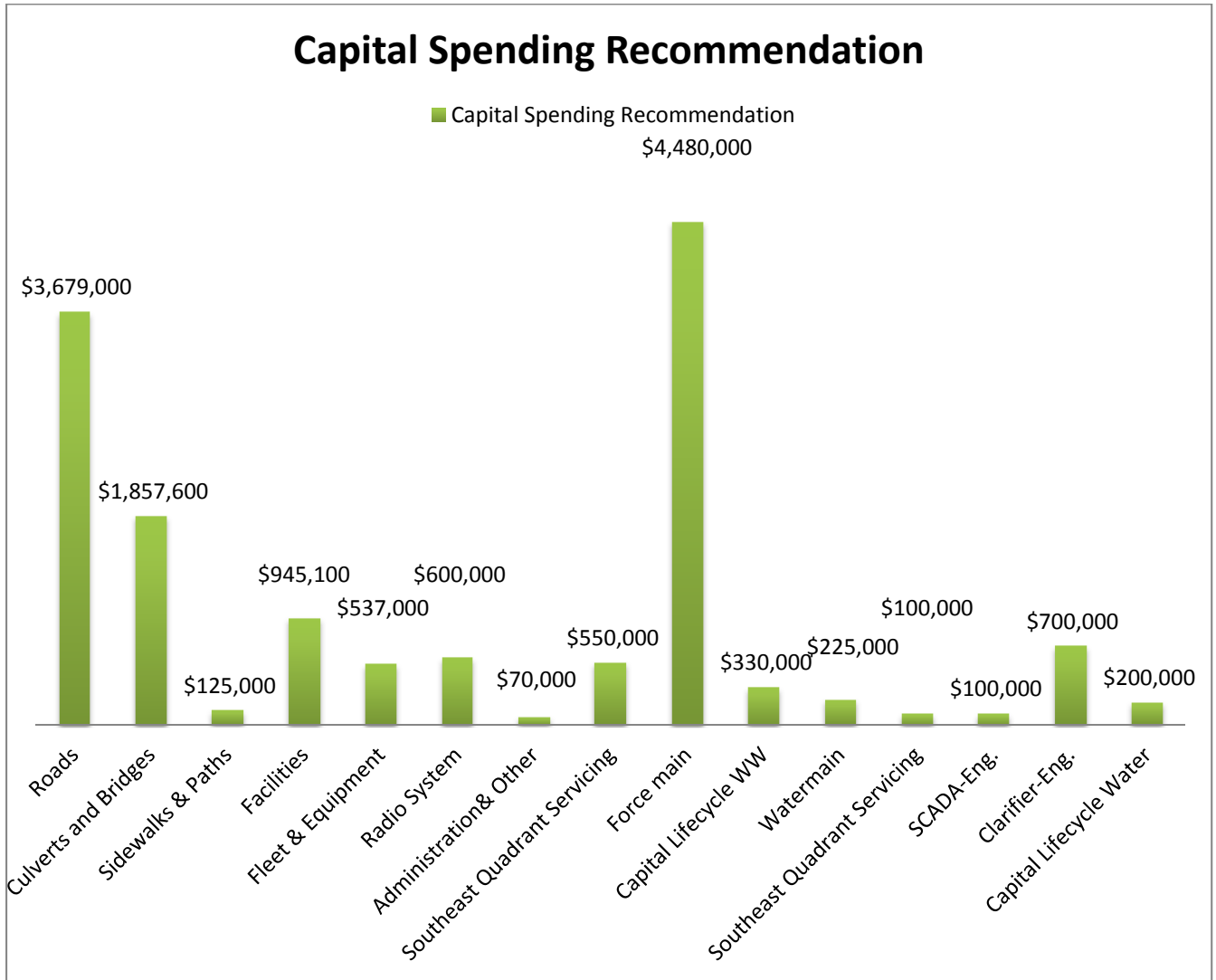
The following illustrates the projected debt levels from the Town based on the above:



The debt level depicted above is calculated based on the funding model in the estimates reported to Council. Final project costs may differ and debt levels may change accordingly.

## Capital Investment Projects:

The Budget includes capital investment in the amount of \$14,498,700 and the breakdown by project is as follows:

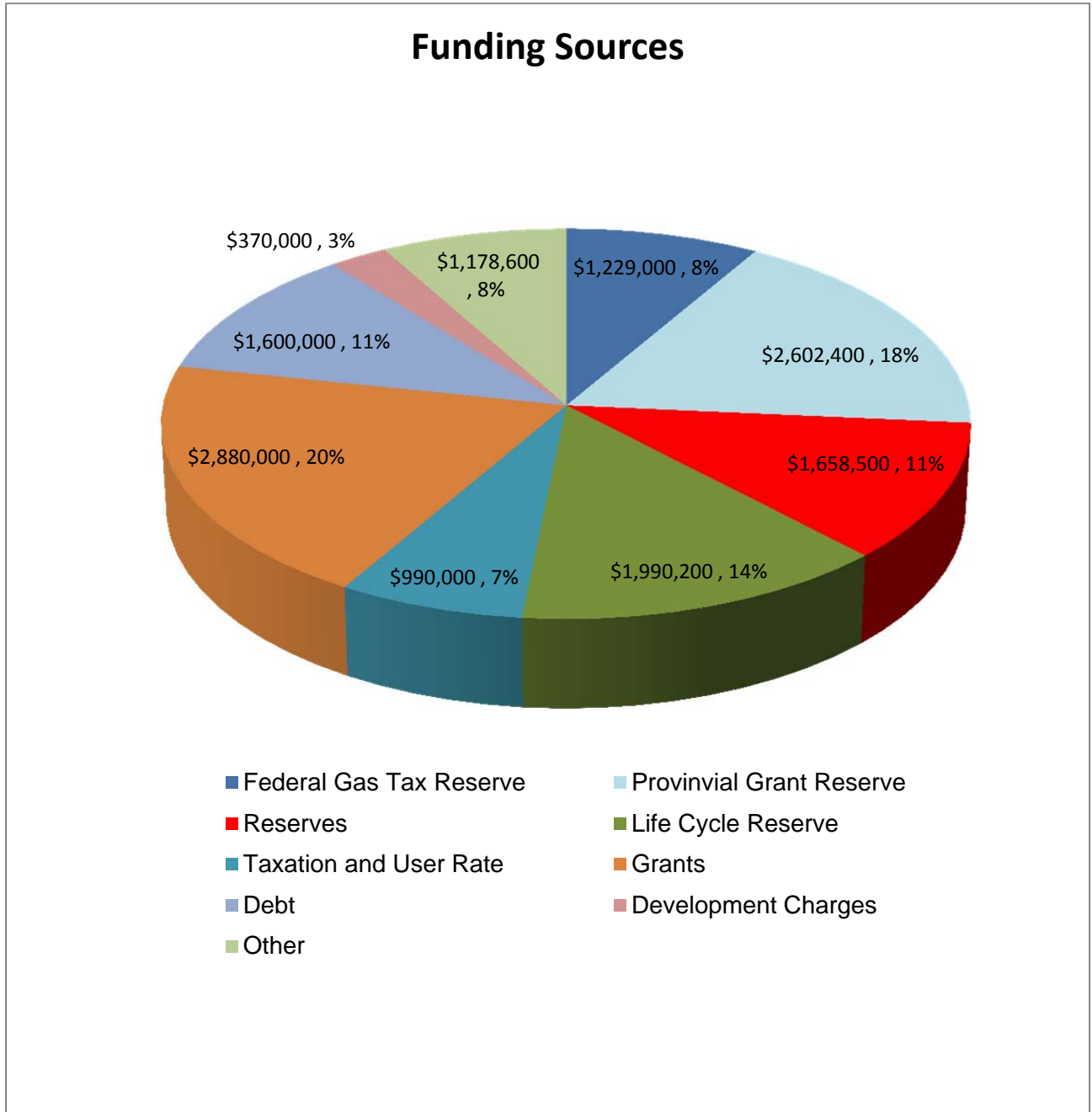


All projects will be funded with 2019 current revenues except for the Edgewater Forcemain, as noted above.

It is very important to note that the majority of the Town's capital projects are funded using Provincial and Federal Government programs. Dependence on senior government grant funding poses a risk to the Town's financial sustainability funding may be reduced over time as senior governments face their own fiscal pressures.

## Capital Funding Sources:

Town of Amherstburg capital funding sources for 2019 are as follows:



The 2019 Capital Budget is outlined in the following pages, including project details.



| TOWN OF AMHERSTBURG - 2019 Capital Budget |             |   |                   |   |                     |                  |                  |                |                    |               |                  |
|---|-------------|---|-------------------|---|---------------------|------------------|------------------|----------------|--------------------|---------------|------------------|
| Budget Centre                             | Issue Paper | Project   | Capital Cost (\$) | Reasoning   | Taxation/User Rates | Federal Gas Tax  | Grants           | Reserves       | Life Cycle Reserve | Other         | Total Funding    |
| <b>Roads</b>                              |             |   |                   |   |                     |                  |                  |                |                    |               |                  |
| Engineering                               | EPW-2       | <b>Resurfacing - Finalize</b> Pickering Drive Resurfacing. King Street to Fryer. Including milling of existing all asphalt and placement of a minimum of 90mm of asphalt overlay. Length = 580metres. Width = 8.2 metres.   | 129,000           | Required due to lifecycle renewal. Asphalt is crumbling. This work will be coordinated with Watermain replacement in 2017 to maximize funding.  | -                   | 129,000          |                  |                |                    |               | 129,000          |
| Engineering                               | EPW-18      | <b>Reconstruction -Finalize</b> Creek Road Reconstruction from Meloche Road to County 20. Full reconstruction including 100mm asphalt (This would be determined with borehole investigation) Length = 2820m Width 6.9m  | 390,000           | Required due to lifecycle renewal. Asphalt is cracked and breaking apart.   | -                   |                  |                  | 390,000        |                    |               | 390,000          |
| Engineering                               | EPW-16      | <b>Reconstruction - Texas Road - Thomas Road to 3rd Concession N.</b> Cold in Place asphalt recycling with expanded asphalt and installation of 50mm surface asphalt. Length = 1360 metres. Width = 6.6 metres  | 800,000           | Required due to lifecycle renewal. Asphalt has severe alligator cracking and is breaking apart.   | -                   |                  | 719,800          |                | 80,200             |               | 800,000          |
| Engineering                               | EPW-8       | <b>Reconstruction - 5th Concession North</b> rehabilitation from Alma to County Road 10. Cold in Place asphalt recycling with expanded asphalt and installation of 50mm surface asphalt. (This would be determined with borehole investigation) Length = 3680m Width = 6.8m | 2,000,000         | Required due to lifecycle renewal.  | -                   | 1,000,000        | 1,000,000        |                |                    |               | 2,000,000        |
| Engineering                               | EPW-17      | <b>Resurfacing - Walnut Drive</b> from Hawthorn Crescent to McCurdy Drive including removal of existing asphalt and placement of a minimum of 90mm of asphalt overlay. Length = 175 metres. Width = 8.6 metres.   | 160,000           | Required due to lifecycle renewal. Asphalt is crumbling. Entire asphalt surface will need to be removed and replaced. This work is being completed in conjunction with the watermain replacement  | -                   |                  |                  |                | 160,000            |               | 160,000          |
| Engineering                               | EPW-11      | <b>Engineering - for McLeod Avenue Rehabilitation</b> for from 3rd Concession South to Lakewood Drive. Full reconstruction recommended. 1200 metres in length.  | 100,000           | Required due to lifecycle renewal. Asphalt is cracked and breaking apart.   | -                   |                  |                  |                | 100,000            |               | 100,000          |
| Engineering                               | EPW-15      | <b>Engineering</b> for South Riverview Rehabilitation from Beneteau to the 2nd Concession. Full Reconstruction recommended. 850 metres in length. 6.7m wide.  | 75,000            | Required due to lifecycle renewal. Road is breaking apart. Ongoing maintenance costs. Engineering in 2019 for 2020 construction   | -                   |                  |                  |                | 75,000             |               | 75,000           |
| Engineering                               | EPW-9       | <b>Pre-Construction - Geotechnical investigation</b> for 2020 projects  | 25,000            | Preengineering allows for more accurate budget estimates and earlier tendering  | -                   |                  |                  |                | 25,000             |               | 25,000           |
| <b>TOTALS</b>                             |             |   | <b>3,679,000</b>  |   | -                   | <b>1,129,000</b> | <b>1,719,800</b> | <b>390,000</b> | <b>440,200</b>     | -             | <b>3,679,000</b> |
| <b>Sidewalks &amp; Pathways</b>           |             |   |                   |   |                     |                  |                  |                |                    |               |                  |
| Roads                                     | EPW-13      | <b>Construct</b> Paved shoulders on Alma Street between Fryer and Meloche Road as per CWATS plan.   | 45,000            | Paved Shoulders as identified in the CWATS plan. Engineering in 2019, construction in 2020. Estimate based on CWATS costing.  | 45,000              |                  |                  |                |                    |               | 45,000           |
| Roads                                     | EPW-10      | <b>Replace</b> interlocking sidewalks with concrete   | 50,000            | Sidewalks that have interlocking bricks are prone to trip hazard and require ongoing maintenance.   | 50,000              |                  |                  |                |                    |               | 50,000           |
| Roads                                     | EPW-14      | <b>Construct</b> Bike Lanes on Sandwich Street between Lowes Sideroad and Pickering Street  | 30,000            | The project is the establishment of bike lanes on Sandwich Street Between Lowes and Pickering. The project was approved by Council, resolution #20180514-148  | 18,000              |                  |                  |                |                    | 12,000        | 30,000           |
| <b>TOTALS</b>                             |             |   | <b>125,000</b>    |   | <b>113,000</b>      | -                | -                | -              | -                  | <b>12,000</b> | <b>125,000</b>   |
| Engineering                               | EPW-4       | <b>Replace Bridge 3008 - Long Marsh Drain</b> at Concession 2 North   | 1,182,600         | This project was issued as design/build project and was awarded to Front Construction after the 2018 budget was approved. Due to delays relating to securing the required environmental approvals the work cannot be completed in 2018. Money must be carried forward to pay for this project.                        | -                   | 100,000          | 882,600          | 200,000        |                    |               | 1,182,600        |
| Engineering                               | EPW-5       | <b>Engineering - Bridge No. 3012</b> for future replacement of River Canard at 5th Concession North   | 600,000           | The 2016 Bridge Study recommended that this bridge receive further structural investigation. This investigation was completed in 2017 and revealed severe deterioration of beams in the travel portion of the roadway.  | -                   |                  |                  |                | 600,000            |               | 600,000          |
| Engineering                               | EPW-6       | <b>Engineering - Culvert No. 3 - Engineering</b> for future replacement of culvert on Collison Sideroad over Collison Drain with a 3 - sided precast culvert.   | 30,000            | Lifecycle replacement.  | -                   |                  |                  |                | 30,000             |               | 30,000           |
| Engineering                               | EPW-7       | <b>Engineering - Culvert No. 59 - For</b> future replacement of culvert over Hamel Bezaire Drain at 4th Concession North  | 45,000            | The 2016 Bridge Study recommended that this culvert receive further structural investigation. This investigation was completed in 2017 and revealed excessive structural decay and spalling of the underside of deck. This culvert may be load limited with potential for closure dependant on timing for replacement | -                   |                  |                  |                | 45,000             |               | 45,000           |
| <b>TOTALS</b>                             |             |   | <b>1,857,600</b>  |   | -                   | <b>100,000</b>   | <b>882,600</b>   | <b>200,000</b> | <b>675,000</b>     | -             | <b>1,857,600</b> |

| TOWN OF AMHERSTBURG - 2019 Capital Budget  |             |   |                   |  |                     |                  |                  |                  |                    |                |                  |
|--|-------------|---|-------------------|--|---------------------|------------------|------------------|------------------|--------------------|----------------|------------------|
| Budget Centre                              | Issue Paper | Project   | Capital Cost (\$) | Reasoning  | Taxation/User Rates | Federal Gas Tax  | Grants           | Reserves         | Life Cycle Reserve | Other          | Total Funding    |
| <b>Fleet and Equipment</b>                 |             |   |                   |  |                     |                  |                  |                  |                    |                |                  |
| PW   | EPW-3       | Replace Unit R206 - tandem axle dump truck with plow and salter | 300,000           | New equipment is required due to lifecycle replacement as per the Asset Management Plan.   | -                   |                  |                  | 300,000          |                    |                | 300,000          |
| PW   | EPW-1       | Purchase 25' boom mower for tractor unit - New                  | 57,000            | New equipment to provide improved road side ditch maintenance and to assist with sight line issues.  | 57,000              |                  |                  |                  |                    |                | 57,000           |
| Parks                                      | PARKS-1     | Purchase - Equipment - Dump Trailer - New                       | 12,000            | Purchase of a tandem-axle dump trailer with tarp for property maintenance purposes.  | 12,000              |                  |                  |                  |                    |                | 12,000           |
| Recreation                                 | LIBRO-1     | Replace 2001 Zamboni - RS-2 - Ice Resurfacer                    | 108,000           | New equipment is required due to lifecycle replacement as per the Asset Management Plan.   | -                   |                  |                  | 108,000          |                    |                | 108,000          |
| Fire                                       | FIRE-1      | Replace Water & Ice Rescue Equipment                            | 25,000            | Replacement of aging lifesaving equipment.   | 25,000              |                  |                  |                  |                    |                | 25,000           |
| Fire                                       | FIRE-2      | Replace Auto Extrication Equipment                              | 35,000            | Replacement of one set of auto extrication equipment. The current equipment is aging, at the end of its service life and not designed to handle the materials and design of today's vehicles.                  | 35,000              |                  |                  |                  |                    |                | 35,000           |
| Fire                                       | FIRE-3      | Purchase Public Alert System                                    | -                 | Council directed that enhancements to the public alert system be considered during 2019 Budget deliberations; an issue paper is included for Council's consideration with no recommended expenditure for 2019. | -                   |                  |                  |                  |                    |                | -                |
| <b>TOTALS</b>                              |             |   | <b>537,000</b>    |  | <b>129,000</b>      | <b>-</b>         | <b>-</b>         | <b>408,000</b>   | <b>-</b>           | <b>-</b>       | <b>537,000</b>   |
| <b>TOTAL 2019 PUBLIC WORKS &amp; FLEET</b> |             |   | <b>6,198,600</b>  |  | <b>242,000</b>      | <b>1,229,000</b> | <b>2,602,400</b> | <b>998,000</b>   | <b>1,115,200</b>   | <b>12,000</b>  | <b>6,198,600</b> |
| <b>Facilities</b>                          |             |   |                   |  |                     |                  |                  |                  |                    |                |                  |
| CAO  | CAO-1       | Construct - 320 Richmond St. Leasehold Improvements             | 666,600           | Council approved construction of leasehold improvements for the Essex County Nurse Practitioners Clinic to be fully funded by Ontario through the Clinic   | -                   |                  |                  |                  |                    | 666,600        | 666,600          |
| CAO  | CAO-2       | Pre-construction - Finalize Waterfront Property EA              | 30,000            | Allowance for costs to finalize the Environmental Assessment (EA) initiated in 2018 on the Waterfront Property (former Duffy's property)   | 30,000              |                  |                  |                  |                    |                | 30,000           |
| Recreation                                 | REC-1       | Replace - Security System at Libro Centre                       | 30,500            | Supply and install cameras to replace and enhance the security system at the Libro Centre  | -                   |                  |                  | 30,500           |                    |                | 30,500           |
| Parks                                      | PARKS-2     | Replace Ball Diamond Fencing at Malden Park                     | 25,000            | Remove and replace backstops and fencing areas (approx. 650'), apply aluminum paint to posts, new hardware on gates where needed, and replace deteriorating white fence guards with yellow safety caps.        | 25,000              |                  |                  |                  |                    |                | 25,000           |
| Parks                                      | PARKS-3     | Construct or Replace - Capital Upgrades at Beaudoin Park        | 170,000           | Allowance for replacement of Beaudoin Park amenities, including playstructure, subject to further public consultation.   | -                   |                  |                  | 170,000          |                    |                | 170,000          |
| Parks                                      | PARKS-4     | Construct Fence for Accessible Swing Enclosure at Libro         | 8,000             | Remove and replace non-compliant donated fencing at Libro to facilitate re-opening the accessible swing for safe public use.   | 8,000               |                  |                  |                  |                    |                | 8,000            |
| Parks                                      | PARKS-5     | Construct or Replace - Capital Upgrades at Co-An Park           | 15,000            | Allowance for capital purchase or replacement of Co-An Park amenities, based on capital expenditures prioritized by the Co-An Park Board.  | 15,000              |                  |                  |                  |                    |                | 15,000           |
| <b>TOTALS</b>                              |             |   | <b>945,100</b>    |  | <b>78,000</b>       | <b>-</b>         | <b>-</b>         | <b>200,500</b>   |                    | <b>666,600</b> | <b>945,100</b>   |
| <b>Other</b>                               |             |   |                   |  |                     |                  |                  |                  |                    |                |                  |
| IT   | POLICE-1    | Replace - Police Radio System                                   | 600,000           | Lifecycle replacement of 21 laptops, 20 monitors and 21 wireless access points that are beyond their useful life requirements for operational support and customer service                                     | -                   |                  |                  | 400,000          | 200,000            |                | 600,000          |
| IT   | IT-1        | Replace - Computer Equipment                                    | 60,000            |  | -                   |                  |                  | 60,000           |                    |                | 60,000           |
| Facilities                                 | FAC-1       | Replace - Furniture and Fixtures                                | 10,000            | Allowance for replacement of furniture and fixtures at municipal worksites to meet operational and ergonomic demands and maintain a safe working environment for staff and visitors.                           | 10,000              |                  |                  |                  |                    |                | 10,000           |
| <b>TOTALS</b>                              |             |   | <b>670,000</b>    |  | <b>10,000</b>       | <b>-</b>         | <b>-</b>         | <b>460,000</b>   | <b>200,000</b>     | <b>-</b>       | <b>670,000</b>   |
| <b>Taxation Funded Total</b>               |             |   | <b>7,813,700</b>  |  | <b>330,000</b>      | <b>1,229,000</b> | <b>2,602,400</b> | <b>1,658,500</b> | <b>1,315,200</b>   | <b>678,600</b> | <b>7,813,700</b> |

| TOWN OF AMHERSTBURG - 2019 Capital Budget                     |             |   |                     |   |                     |                 |          |          |                    |                  |                  |
|---|-------------|---|---------------------|---|---------------------|-----------------|----------|----------|--------------------|------------------|------------------|
| Budget Centre   | Issue Paper | Project   | Capital Cost (\$)   | Reasoning   | Taxation/User Rates | Federal Gas Tax | Grants   | Reserves | Life Cycle Reserve | Other            | Total Funding    |
| <b>Sewage Collection System - Upgrades &amp; Replacements</b> |             |   |                     |   |                     |                 |          |          |                    |                  |                  |
| Wastewater  | WW-7        | Engineering - Complete the servicing Study Southeast Quadrant EA                            | 50,000              | To complete the Environmental Assessment process for the servicing of the new building lots in the Fryer/ Lowes area. This budget is to fund dollars from the 2018 budget that were not spent and will be spent in 2019, this is an estimate of where the project will be at the end of 2018. | 50,000              |                 |          |          |                    |                  | 50,000           |
| <b>TOTALS</b>   |             |   | <b>50,000</b>       |   | <b>50,000</b>       | -               | -        | -        | -                  | -                | <b>50,000</b>    |
| <b>Southeast Quadrant Servicing</b>                           |             |   |                     |   |                     |                 |          |          |                    |                  |                  |
| Wastewater  | WW-4        | Engineering - for future installation of Lowes Sideroad and Fryer Street Sanitary forcemain | 350,000             | Required as a component of the Southeast Quadrant servicing initiative  | -                   |                 |          |          |                    | 350,000          | 350,000          |
| Wastewater  | WW-5        | Engineering - for future construction of Lowes sideroad sanitary sewer                      | 150,000             | Required as a component of the Southeast Quadrant servicing initiative  | -                   |                 |          |          |                    | 150,000          | 150,000          |
| <b>TOTALS</b>   |             |   | <b>500,000</b>      |   | <b>-</b>            | <b>-</b>        | <b>-</b> | <b>-</b> | <b>-</b>           | <b>500,000</b>   | <b>500,000</b>   |
| <b>Sewage Collection System - Pump Stations</b>               |             |   |                     |   |                     |                 |          |          |                    |                  |                  |
| Wastewater  | WW-3        | Replace - Generator for Edgewater Pump Station #10 (site 29)                                | 80,000              | Lifecycle replacement as recommended in the 2016 facility condition assessment  | 80,000              |                 |          |          |                    |                  | 80,000           |
| <b>TOTALS</b>   |             |   | <b>80,000</b>       |   | <b>80,000</b>       | -               | -        | -        | -                  | -                | <b>80,000</b>    |
| <b>Environmental - Edgewater Lagoon System</b>                |             |   |                     |   |                     |                 |          |          |                    |                  |                  |
| Wastewater  | WW-10       | Construct - Complete construction of Edgewater Forcemain Connection                         | \$ 4,480,000        | This project was awarded to JJ Lepera on July 11, 2018. The project will not be completed by the end of 2018. Money is required in the 2019 budget to pay for the remainder of this project. \$4,480,000 is the estimated amount of work that will be remaining to be completed in 2019.      | -                   |                 |          |          |                    | 4,480,000        | 4,480,000        |
| <b>TOTALS</b>   |             |   | <b>\$ 4,480,000</b> |   | <b>-</b>            | <b>-</b>        | <b>-</b> | <b>-</b> | <b>-</b>           | <b>4,480,000</b> | <b>4,480,000</b> |
| <b>Wastewater - Equipment</b>                                 |             |   |                     |   |                     |                 |          |          |                    |                  |                  |
| Wastewater  | WW-3        | Replace Plant capital renewals  | \$ 250,000          | OCWA Projects for LifeCycle   | -                   |                 |          |          | 250,000            |                  | 250,000          |
| <b>TOTALS</b>   |             |   | <b>\$ 250,000</b>   |   | <b>-</b>            | <b>-</b>        | <b>-</b> | <b>-</b> | <b>250,000</b>     | <b>-</b>         | <b>250,000</b>   |
| <b>Wastewater Rate Funded Total</b>                           |             |   | <b>5,360,000</b>    |   | <b>130,000</b>      | <b>-</b>        | <b>-</b> | <b>-</b> | <b>250,000</b>     | <b>4,980,000</b> | <b>5,360,000</b> |

| TOWN OF AMHERSTBURG - 2019 Capital Budget                            |             |  |                   |   |                     |                 |        |          |                    |                |                  |
|--|-------------|--|-------------------|---|---------------------|-----------------|--------|----------|--------------------|----------------|------------------|
| Budget Centre  | Issue Paper | Project  | Capital Cost (\$) | Reasoning   | Taxation/User Rates | Federal Gas Tax | Grants | Reserves | Life Cycle Reserve | Other          | Total Funding    |
| <b>Distribution System - Upgrades &amp; Replacements</b>             |             |  |                   |   |                     |                 |        |          |                    |                |                  |
| Water  |             | Replace - Walnut Street Watermain from Hawthorn to McCurdy                     | 180,000           | Required due to lifecycle renewal. Elimination of ductile iron pipe. Engineering in 2018. Construction in 2019. Will be coordinated with asphalt replacement  | -                   |                 |        |          | 180,000            | -              | 180,000          |
| Water  |             | Engineering - Pacific Avenue Watermain from Simcoe to Richmond detailed design | 45,000            | Required due to lifecycle renewal. Elimination of ductile iron pipe. Engineering in 2019. Construction in 2020. Will be coordinated with asphalt replacement  | -                   |                 |        |          | 45,000             | -              | 45,000           |
| <b>TOTALS</b>  |             |  | <b>225,000</b>    |   | -                   | -               | -      | -        | <b>225,000</b>     |                | <b>225,000</b>   |
| <b>Southeast Quadrant Servicing</b>                                  |             |  |                   |   |                     |                 |        |          |                    |                |                  |
| Water  |             | Engineering - Concession 2 Watermain detailed design                           | 50,000            | New infrastructure required as a component of the Southeast Quadrant servicing initiative   | 50,000              |                 |        |          |                    | -              | 50,000           |
| Water  |             | Engineering - Lowes Sideroad Watermain detailed design                         | 50,000            | New infrastructure required as a component of the Southeast Quadrant servicing initiative   | 50,000              |                 |        |          |                    | -              | 50,000           |
| <b>TOTALS</b>  |             |  | <b>100,000</b>    |   | <b>100,000</b>      | -               | -      | -        |                    |                | <b>100,000</b>   |
| <b>Amherstburg Water Treatment Plant - Upgrades and Replacements</b> |             |  |                   |   |                     |                 |        |          |                    |                |                  |
| Water  |             | Replace Plant capital renewals   | 200,000           | OWCA Life Cycle Projects  | -                   |                 |        |          | 200,000            | -              | 200,000          |
| Water  |             | Engineering - Supervisory Control and Data Acquisition (SCADA) Upgrade.        | 100,000           | Complete engineering to facilitate automated plant operations through future implementation of a computer system and upgrades to electrical systems; which will provide improved reporting, efficiency and risk management. | 80,000              |                 |        |          |                    | 20,000         | 100,000          |
| Water  |             | Engineering - for future construction of an additional clarifier               | 700,000           | Construction of an additional clarifier would provide redundancy within the treatment process as recommended by the Ministry of Environment, Conservation and Parks   | 350,000             |                 |        |          |                    | 350,000        | 700,000          |
| <b>TOTALS</b>  |             |  | <b>1,000,000</b>  |   | <b>430,000</b>      | -               | -      | -        | <b>200,000</b>     | <b>370,000</b> | <b>1,000,000</b> |
| <b>Water Rate Funded Total</b>                                       |             | <b>TOTAL 2019 WATER CAPITAL BUDGET</b>   | <b>1,325,000</b>  |   | <b>530,000</b>      | -               | -      | -        | <b>425,000</b>     | <b>370,000</b> | <b>1,325,000</b> |



## 2019 Capital Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | CAO-1                                      |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure               |
| <b>Budget Issue Classification:</b>           | New  |
| <b>Department:</b>                            | Office of the Chief Administrative Officer |
| <b>Budget Centre:</b>                         | CAO's Office                               |
| <b>Budget Impact:</b>                         | \$ 666,600                                 |

|                            |                                       |
|----------------------------|---------------------------------------|
| <b>Budget Issue Title:</b> | 320 Richmond – Leasehold Improvements |
|----------------------------|---------------------------------------|

|   |                |
|---|----------------|
| <b>Budget Request Classification:</b>           | Growth Related |
| <b>DC Study Project ID: (or Not Applicable)</b> | N/A            |

### Budget Issue Detail

On January 14, 2019, Council directed that Administration proceed with leasehold improvements to 320 Richmond for the Essex County Nurse Practitioners Clinic (ECNPC).

The improvements will be to an upset limit of \$655,000 plus HST and will be fully funded by Ontario through the EKNPC.

| <b>Budget Impact</b>                      |                       |
|---|-----------------------|
| <b>Account Name</b>                       | <b>Budget Impacts</b> |
| <a href="#">Click here to enter text.</a> | \$666,600             |
| <b>Total Budget Impact:</b>               | \$ 666,600            |



## 2019 Capital Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | CAO-2                                      |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure               |
| <b>Budget Issue Classification:</b>           | New  |
| <b>Department:</b>                            | Office of the Chief Administrative Officer |
| <b>Budget Centre:</b>                         | CAO's Office                               |
| <b>Budget Impact:</b>                         | \$ 30,000                                  |

|                            |                                 |
|----------------------------|---------------------------------|
| <b>Budget Issue Title:</b> | Finalize Waterfront Property EA |
|----------------------------|---------------------------------|

|   |                |
|---|----------------|
| <b>Budget Request Classification:</b>           | Growth Related |
| <b>DC Study Project ID: (or Not Applicable)</b> | N/A            |

|                            |
|----------------------------|
| <b>Budget Issue Detail</b> |
|----------------------------|

Funding is included to allow for the balance of work to finalize the Environmental Assessment (EA) on the Waterfront Property (former Duffy's property).

The EA was largely completed in 2018; however, final costs to complete the study process would be incurred in 2019.

| <b>Budget Impact</b>        |                       |
|-----------------------------|-----------------------|
| <b>Account Name</b>         | <b>Budget Impacts</b> |
| Click here to enter text.   | \$30,000              |
| <b>Total Budget Impact:</b> | <b>\$ 30,000</b>      |



## 2019 Capital Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | FIRE-1                                 |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable                         |
| <b>Budget Issue Classification:</b>           | Lifecycle                              |
| <b>Department:</b>                            | Fire                                   |
| <b>Budget Centre:</b>                         | Replace Water and Ice Rescue Equipment |
| <b>Budget Impact:</b>                         | \$25,000                               |

|                            |   |
|----------------------------|---|
| <b>Budget Issue Title:</b> | Water and Ice Rescue Equipment Life Cycle |
|----------------------------|---|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> | N/A                    |

|  |
|--|
| <p><b>Budget Issue Detail</b></p> <p>Within the Town of Amherstburg there is 43.7 kilometers of shoreline along the Detroit River and Lake Erie, as well as 12.4 kilometers of shoreline on inland waterways for which the municipality is solely responsible to provide rescue services. The Canadian Coastguard is responsible for the Federal Waterway.</p> <p>Replacement of Water and Ice Rescue Equipment is required for the Town to fulfill its responsibilities on the various open and inland waterways within the municipality.</p> <p>Demands for services include water and ice rescue, on-water firefighting capabilities year-round, as well as calls for environmental protection.</p> <p>Funding is recommended in the 2019 Budget for replacement of aging lifesaving equipment. Administration will also seek funding from other sources, such as private sponsorships, where possible.</p> |
|--|

|   |                       |
|---|-----------------------|
| <b>Budget Impact</b>                        |                       |
| <b>Account Name</b>                         | <b>Budget Impacts</b> |
| Replacement of Water & Ice Rescue Equipment | \$25,000              |
| <b>Total Budget Impact:</b>                 | <b>\$25,000</b>       |



## 2019 Capital Budget Request

|   |                |
|---|----------------|
| <b>Budget Issue Number:</b>                   | FIRE-2         |
| <b>Community Based Strategic Plan Pillar:</b> | Not Applicable |
| <b>Budget Issue Classification:</b>           | Lifecycle      |
| <b>Department:</b>                            | Fire           |
| <b>Budget Centre:</b>                         | Fire           |
| <b>Budget Impact:</b>                         | \$35,000       |

|                            |                            |
|----------------------------|----------------------------|
| <b>Budget Issue Title:</b> | Auto Extrication Equipment |
|----------------------------|----------------------------|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> | N/A                    |

| Budget Issue Detail  |
|--|
| <p>Auto Extrication Equipment is essential equipment used in the fire service. It assists firefighters in heavy rescue operations and special circumstances which may arise during automobile and industrial accidents. Specifically the equipment is utilized to make readily accessible occupants through the controlled relocation of material.</p> <p>The current auto extrication equipment is aging and at the end of its service life and not designed to handle the materials and design of today's vehicles.</p> <p>The new proposed equipment is better suited and more effective in dealing with new vehicle design and the hardened alloys commonly found in new vehicles. This specialized equipment is strategically located on response vehicles throughout the Town to ensure capabilities of removal and assistance of customers in vehicular accidents.</p> <p>The Town has three sets of extrication equipment and the funding is recommended in the 2019 Budget to replace one set, with recommendations for replacement of the remaining two sets anticipated in future budgets.</p> <p>Failure to replace this aging and obsolete lifesaving equipment may result in injury to staff and the public. Should this equipment fail during use the Municipality would be exposed to liability.</p> |

| Budget Impact               |                 |
|-----------------------------|-----------------|
| Account Name                | Budget Impacts  |
| Auto Extrication Equipment  | \$35,000        |
| <b>Total Budget Impact:</b> | <b>\$35,000</b> |





## 2019 Capital Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | Fire-3                       |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | New                          |
| <b>Department:</b>                            | Fire                         |
| <b>Budget Centre:</b>                         | Capital Budget               |
| <b>Budget Impact:</b>                         | \$0                          |

|                            |                             |
|----------------------------|-----------------------------|
| <b>Budget Issue Title:</b> | Public Alerting Enhancement |
|----------------------------|-----------------------------|

|   |                |
|---|----------------|
| <b>Budget Request Classification:</b>           | Growth Related |
| <b>DC Study Project ID: (or Not Applicable)</b> | N/A            |

|                            |
|----------------------------|
| <b>Budget Issue Detail</b> |
|----------------------------|

It is a legislated responsibility of the Municipality to ensure the safety and well-being of its residents under the Emergency Management and Civil Protection Act (EMCPA). In the event of an emergency, notification of the Public regarding imminent events of Weather/ Acts of God/ or other catastrophes is required.

In a report from Administration provided to Council on October 23, 2018, Council was made aware of an event that occurred on September 25, 2018 involving a probable Tornado. Council directed Administration to bring the report regarding the Storm on September 25, 2018, to the 2019 Budget; and further, directed the Fire Chief/CEMC to address the warning systems for the community and the Libro Centre (Sports Fields).

**Option #1:**

- Continue with the current “Amherstburg Alerts” mass notification system which currently has approximately 13,500 Registered Users from the Town of Amherstburg.
- Continue to operate the 5 siren location system in the Primary Zone.
- Enhance the Public education program regarding resident readiness for the first 72 hours of an emergency, nuclear preparedness, Severe Weather preparedness and what to do in cases of Earthquakes.
- Costs for new print materials and supports for enhanced Public education \$ 8,000.00

**Option #2:**

- Consider purchasing a Weather Alert computerized module which would transfer weather alerts from the US National Weather Service to our Mass Notification System and to our 5 Sirens automatically.
- This option would require computer and technology upgrades to the ATI Siren System and computers.
- Council’s input into alert criteria would be required in order that citizens not be inconvenienced by multiple and/or frequent weather events not requiring actions to be taken but are of an awareness type. Failure to do so would reduce the willingness of the public to pay attention.
- Although research into this option is not complete (due to Budget Process Timelines), we are confident, based on information received, it can be installed.
- Costs include an annual subscription for the service, Technology upgrades and the Public Education initiatives outlined in Option #1
- Total estimated costs are: Public Education \$8,000; Computer/Software and technology Upgrades 15,000; Subscription services (dependent on number of addresses) \$10,000/year.

**Option # 3:**

- The current locations of the 5 public Warning Sirens have been identified using GIS mapping.
- Using the same criteria and taking into consideration the growth in the community since Amalgamation of the former Town of Amherstburg, Townships of Anderdon and Malden (attached) 7 additional siren sites are required to improve public warning in the settlement areas of the community.
- Costs have been estimated by our current provider but are not all inclusive.
- \$35,000 - \$40,000 per site for Hardware ATI system, radios. batteries, antenna, cable, on-site installation, ATI Engineering and integration of the new site
- Cost not included: Telephone pole and installation; Hydro to pole and hook up; Manlift, site and height dependent for Siren Mounting
- In addition, suitable sites would require location and if not currently owned by the municipality, Use/lease arrangements would be necessary.

The Attached Council Report outlines Options for Consideration that range in budget impacts of:

Option #1 - \$8,000

Option #2 -\$23,000 + \$10,000 annually

Option #3 – \$350,000

As reported to Council , no enhancement to the current public alert system is recommended and no funding is included in the recommended 2019 Budget. As Council directed that the matter be considered during 2019 Budget deliberations, this issue paper is provided for reference.

If Council directs action under one of the options outlined above, or a different option, the inclusion of related costs would be incorporated into the operating or capital budget based on the nature of the expenditures and would increase the demands on the property tax levy and the tax rate.

| <b>Budget Impact</b>                  |                       |
|---------------------------------------|-----------------------|
| <b>Account Name</b>                   | <b>Budget Impacts</b> |
| Public Alert System – not recommended | \$0                   |
| <b>Total Budget Impact:</b>           | <b>\$0</b>            |



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF THE CAO

**MISSION STATEMENT:** *Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

|   |   |
|---|---|
| Author's Name: Bruce Montone  | Report Date: November 5, 2018                       |
| Author's Phone: 519 736-6500 ext. 2241  | Date to Council: 2019 Budget Deliberations Feb 2019 |
| Author's E-mail: <a href="mailto:bmontone@amherstburg.ca">bmontone@amherstburg.ca</a> | Resolution #:                                       |

To: Mayor and Members of Town Council

Subject: Public Alerting Budget Considerations

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#### 1. RECOMMENDATION:

It is recommended that:

The report from the Fire Chief dated November 5, 2018, regarding the direction received from council (Administration to bring the report regarding the Storm on September 25, 2018, to the 2019 Budget; and further, directed the Fire Chief/CEMC to address the warning systems for the community and the Libro Centre.) **BE RECEIVED for information.**

#### 2. BACKGROUND:

On October 9, 2018, Council adopted Resolution # 20181009-339:

*"That the Fire Chief or Deputy Fire Chief provide Council with a complete report regarding the storm on September 25th, whereby Environment Canada issued a statement confirming tornado activity in the Amherstburg/McGregor area. This report must be available at our next Council meeting and must be made public. This report should include if a portion or portions of the emergency plan was enacted and why our emergency sirens were not activated." That report (Attached) was presented to Council on October 23, 2018.*

Council further directed Administration to bring the report regarding the Storm on September 25, 2018, to the 2019 Budget; and further, directed the Fire Chief/CEMC to address the warning systems for the community and the Libro Centre.

A component requirement of the Nuclear Emergency Response Plan is to have a Public Alerting system specifically designed for Public Notification during Nuclear Emergencies.

A Public Alerting System (5 Siren Sites) was Lease/purchased in June of 2013 for the then Primary Zone of the Municipality. Council in May of 2017 reduced the Primary Zone from 23Km to 16.1 km and currently there are 260 Households within the Primary Zone (now referred to as the Detailed Planning Zone)

The system includes:

2 Control Boards:

- |                                |                         |
|--------------------------------|-------------------------|
| The main board at Station 2.   | - 3400 Middleside Rd.   |
| The backup board at Station 1. | - 271 Sandwich Street S |

5 sirens in the Town of Amherstburg:

1. 195 Texas Rd.
2. North Side Rd. near 2070
3. Centennial Park (Old Arena), 209 Victoria St. S.
4. 2568 Fryer and Conc. 2
5. Con 3 S., South of 3857

A 60 month Lease to Own Agreement was approved and signed in October 2013.

As outlined in the annexed Amherstburg Nuclear Emergency Response Plan:

**7.3.1 General**

*The Provincial Nuclear Emergency Response Plan details the public alerting requirements for designated municipalities in Ontario.*

**7.3.2 Criteria for Activation**

*The Public Alerting System in the Primary Zone will be activated by the Community Emergency Management Coordinator under the following conditions:*

1. *When requested by the Provincial Emergency Operations Centre.*
2. *In the case of a nuclear emergency with an ongoing or imminent emission of radioactivity the Municipality is authorized to immediately initiate the public alerting system. The PEOC will issue the appropriate Emergency Bulletin.*

**7.3.3 Responsibilities**

1. *The Community Emergency Management Coordinator is responsible for activating the Public Alerting System when requested by the Provincial Emergency Operations Centre.*

2. *The Provincial Emergency Operations Centre will coordinate all Emergency Bulletins.*

Public Education Campaigns have not taken place regularly in recent years but the Basic messages delivered to Residents since the 1990's was about Nuclear Emergencies and Residents were advised to *Shelter In Place*, tune to local radio stations, turn off furnaces and A/C Also to prepare for potential evacuation by gathering necessary articles while inside. Do Not evacuate unless directed to do so.

As compared to different actions should a severe weather event approach.

Tornados require:

- Sheltering in a basement

- Avoid windows door and outside walls
- In Large Buildings avoid unsupported roof areas or get under something sturdy like stairways

In the case of an Earthquake:

- **DROP** where you are, onto your hands and knees. This position protects you from being knocked down and also allows you to stay low and crawl to shelter if nearby.
- **COVER** your head and neck with one arm and hand
- If a sturdy table or desk is nearby, crawl underneath it for shelter
- If no shelter is nearby, crawl next to an interior wall (away from windows)
- Stay on your knees; bend over to protect vital organs
- **HOLD ON** until the shaking stops.
- Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts
- No shelter: hold on to your head and neck with both arms and hands.

If there is no table or desk near you, drop to the ground and then if possible move to an inside corner of the room. Be in a crawling position to protect your vital organs and be ready to move if necessary, and cover your head and neck with your hands and arms.

### 3. **DISCUSSION:**

The reliability and audibility of the current Siren System is dependent on many factors, including weather (Temperature, Wind speed and Direction), proximity of residents in relation to the Siren Sites. Also if residents are inside or outside and whether there is any background noise e.g. Yard equipment, traffic, etc. Residents and staff have reported regularly that sirens cannot or have not been heard confirming the short comings of the system.

To address these short comings and to leverage broad public use of new technology, the Town of Amherstburg in 2017 purchased and installed the Amherstburg emergency notification system, powered by Everbridge. This system, “Amherstburg Alert” allows us to send messages about situations as they happen across multiple devices, including your home phone, mobile device, email, and more. We can provide very specific actions to be taken by residents and inform them as a community emergency evolves and requires the public to act. However we must receive credible, timely and accurate information in advance in order to inform the public. The Everbridge notification system currently has 15,588 Contacts registered. It also should be noted that the Amherstburg Fire Department although an all hazards response organization, It is not organized nor resourced as a weather or seismic service. The Fire Department is prepared to respond in many ways to assist the public following an emergency but relies heavily on receiving notification of events and incidents in order to render assistance.

Our Community Emergency Response Plan was not activated for the event in question.

Our Community’s safety is our top concern and we want to make sure residents know about emergencies and incidents as they happen.

The “Probable Tornado” which occurred on Tuesday, September 25th 2018 did not create an emergency. Fire Services did not receive a single call for service throughout the evening.

Currently there are two means (listed below) of receiving important public safety information.

## 1) **The National (Canada Wide) Alert Ready System**

Alert Ready is designed to deliver critical and potentially life-saving alerts to Canadians through television, radio and recently the LTE cellular network. The Alert Ready system is developed in partnership with federal, provincial and territorial emergency management officials, Environment and Climate Change Canada, The Weather Network and the broadcasting industry and wireless service providers, to ensure the public receive alerts immediately and know when to take action to keep individuals and their families safe.

For Example:

- An Urban Fire that threatens multiple residential or commercial properties
- An Industrial Chemical Incident that poses a threat to public health
- A wildfire that involves a large area of natural combustibles and threatens human safety

## 2) **Ontario Warnings system**

Provides Warnings/Advisories and Alerts regarding tornados and other weather events.

An Emergency Information Advisory provides information to Ontarians about current or evolving emergency situations or significant events. Advisories may recommend protective actions to take.

The province issues an Emergency Alert to provide recommended immediate actions to protect citizens, their families and others when there is an imminent threat to life, public safety or property.

The Public may register for receiving these at:

<https://www.emergencymanagementontario.ca/english/alertready/alertreadyON.html>

On September 25, 2018, the Community Emergency Management Coordinator received, like many members of the public and media the National Alert Ready Message and the Provincial Warning as stated below:

*Environment Canada has issued a **TORNADO WARNING** for **South-western Ontario**.*

*This is a dangerous and potentially life-threatening situation. Take cover immediately, if threatening weather approaches. If you hear a roaring sound or see a funnel cloud, swirling debris near the ground, flying debris, or any threatening weather approaching, take shelter immediately.*

No alert or credible information regarding an imminent event directly to the Town of Amherstburg was ever received.

Through discussion, it is identified that due to this community's close proximity to the

United States, often weather forecasts from Local US television and radio stations are useful as most of the weather patterns occurring come from Monroe and Wayne Counties in the State of Michigan. It has been reported that the severe weather that occurred on September 25, 2018 was reported as coming towards Amherstburg by at least one US television station.

The emergency siren system within the Nuclear Primary Zone which was designed primarily for the threat of Nuclear Exposure, does not provide the majority (Primary Zone contains approx. 260 Households of a total of 8,951 households within the Municipality) of the Amherstburg public with specific information about what type of emergency exists nor emergency instructions or appropriate actions to take during a weather event.

Council has Options of providing direction to administration.

**Option #1:**

Continue with the current “Amherstburg Alerts” mass notification system which currently has approx. 15,588 Registered Contacts from the Town of Amherstburg.

Continue to operate the 5 siren location system in the Primary Zone and enhance the Public education program regarding resident readiness for the first 72 hrs of an emergency, nuclear preparedness, Severe Weather preparedness and what to do in cases of Earthquakes.

Costs for new print materials and supports for enhanced Public education \$ 8,000.00

**Option #2:**

Consider purchasing a Weather Alert computerized module for the Everbridge System which would transfer weather alerts from US National Weather Service to our Mass Notification System and to our 5 Sirens automatically. This option would require Computer and technology upgrades to the ATI Siren System and computers. Councils input into alert criteria would be required in order that citizens not be inconvenienced by multiple and/or frequent weather events not requiring actions to be taken but are of an awareness type. Failure to do so would reduce the willingness of the public to pay attention. Although research into this option is not complete (due to Budget Process Timelines), we are confident based on information received it can be installed. Costs include an annual subscription for the services, Technology upgrades and the Public Education initiatives outlined in Option #1

Total estimated costs are:

- Public Education \$8,000.00
- Computer/Software and technology Upgrades to Siren system 28,000.00
- Subscription services dependent on number of addresses \$22,000.00/year

**Option # 3:**

Staff have looked at GIS mapping utilized to select the current Locations of the 5 public

Warning Sirens. Utilizing the same criteria and taking into consideration the growth in the community since Amalgamation of the former Town of Amherstburg, Townships of Anderdon and Malden (Attached)

7 Additional Siren Sites are required to improve public warning in the settlement areas of the Community and would be audible from the sports fields at the Libro Centre

Costs have been estimated by our current provider but are not all inclusive;

**35K-40K per site including;**

Hardware  
ATI system, radios, batteries, antenna, cable  
On site Installation  
ATI Engineering and integration of the new site

**Not included**

Telephone pole itself plus install of the pole  
Hydro to pole and hook up  
Manlift, site and height dependent for Siren Mounting

In addition suitable sites would require location and if not currently owned by the municipality, Use/lease arrangements would be necessary.

This would also require the \$22,000 in annual subscription costs identified in Option 2.

**4. RISK ANALYSIS:**

Failure to direct any of the options would result in public criticism and a decline in Corporate Confidence by the public. Liability may accrue to the Municipality should a future catastrophe occur with no enhancement to our preparedness.

**5. FINANCIAL MATTERS:**

**Option # 1** - Costs for new print materials and supports for enhanced Public education  
\$ 8,000.00

**Option #2-** Public Education \$8,000.00  
Computer/Software and technology Upgrades to Siren system 28,000.00  
Subscription services dependent on number of addresses  
\$22,000.00/year for the Operating Budget

**Option #3** - 35K-40K per site X 7 = \$280,000.00  
Public Education \$8,000.00  
Computer/Software and technology Upgrades to Siren system 28,000.00

**Not included** Estimated \$42,000.00  
Telephone pole itself plus install of the pole



Hydro to pole and hook up  
Manlift, site and height dependent for Siren Mounting

In addition suitable sites would require location and if not currently owned by the municipality, Use/lease arrangements would be necessary.

This would also require the \$22,000 in annual subscription costs identified in Option 2.

## **6. CONSULTATIONS:**

Kelcom Communications - Tim Schweyer  
Everbridge Canada – Martin Harris

## **7. CONCLUSION:**

It is very important that the Public be provided with accurate information and guidance. Unlike other sources of information which may only be partly accurate which could mean incorrect or non-effective guidance to the public which could result in needless worry and panic, accidents and additional injury caused by inappropriate guidance. An additional consideration is significant loss of credibility and accrued liability to the Municipality.

In the case of the Earthquake that occurred locally in the spring of this year it took 53 minutes following the quake for us to receive credible information.

All of our initial effort was for the explicit purpose of: determining what had occurred, where, and the extent. Also, was major infrastructure impacted? (i.e. roads, bridges, water supply, and of course, the state or impact to Fermi 2.) That is why crews were immediately dispatched to every neighbourhood in the community.

At all times regardless of the type of event we are very cognizant of public concern, and are focussed on getting credible, accurate and corroborated information, from which, decisions can be made and appropriate actions taken.

The “Probable Tornado” that has been reported more than 4 days following the event is as a result of local information provided by the Municipality rather than any scientific visit and investigation. It was absolutely very windy on that evening and the damage done in a wind storm is not unusual.

This event did not require the Emergency Operation Centre to be opened. There was not mass damage, no injury or worse, and no emergency calls for help were received.

Lastly, we would suggest that the largest impact to public safety can be achieved utilizing public education activities and messaging.

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Bruce Montone  
**Fire Chief**



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF THE CAO

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

|   |                                   |
|---|-----------------------------------|
| Author's Name: Bruce Montone  | Report Date: October 12, 2018     |
| Author's Phone: 519 736-6500 ext. 2241  | Date to Council: October 29, 2018 |
| Author's E-mail: <a href="mailto:bmontone@amherstburg.ca">bmontone@amherstburg.ca</a> | Resolution #: 20181009-339        |

To: Mayor and Members of Town Council

Subject: Storm on September 25, 2018

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#### 1. RECOMMENDATION:

It is recommended that:

1. The report from the Fire Chief dated October 12, 2018 regarding the Storm on September 25, 2018 **BE RECEIVED for information.**

#### 2. BACKGROUND:

On October 9, 2018, Council adopted Resolution # 20181009-339:

*"That the Fire Chief or Deputy Fire Chief provide Council with a complete report regarding the storm on September 25th, whereby Environment Canada issued a statement confirming tornado activity in the Amherstburg/McGregor area. This report must be available at our next Council meeting and must be made public. This report should include if a portion or portions of the emergency plan was enacted and why our emergency sirens were not activated."*

It is the responsibility of the Municipality to ensure the safety and well-being of its residents.

Municipal Emergency Management Programs are created under the *Emergency Management and Civil Protection Act (EMCPA)*.

The aim of the Amherstburg Emergency Response plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses

and visitors of the Town of Amherstburg when faced with an emergency.

It enables a centralized controlled and coordinated response to emergencies in or impacting the Town of Amherstburg, and meets the legislated requirements of the *Emergency Management and Civil Protection Act*. R.S.O.2000.

As part of the Community Emergency Response Plan is a subordinate plan for Nuclear Emergencies which was last updated and approved by Council in 2017.

A component requirement of this Nuclear Emergency Response Plan is to have a Public Alerting system specifically designed for Public Notification during Nuclear Emergencies.

A newer Public Alerting System (5 Siren Sites) was Lease/purchased in June of 2013 for the then Primary Zone of the Municipality.

The system includes:

2 Control Boards:

- |                                |                         |
|--------------------------------|-------------------------|
| The main board at Station 2.   | - 3400 Middleside Rd.   |
| The backup board at Station 1. | - 271 Sandwich Street S |

5 sirens in the Town of Amherstburg:

1. 195 Texas Rd.
2. North Side Rd. near 2070
3. Centennial Park (Old Arena), 209 Victoria St. S.
4. 2568 Fryer and Conc. 2
5. Con 3 S., South of 3857

A 60 month Lease to Own Agreement was approved and signed in October 2013.

As outlined in the Amherstburg Nuclear Emergency Response Plan annexed to the Municipal ERP in the section- Public Alerting System:

**7.3.1 General**

*The Provincial Nuclear Emergency Response Plan details the public alerting requirements for designated municipalities in Ontario.*

**7.3.2 Criteria for Activation**

*The Public Alerting System in the Primary Zone will be activated by the Community Emergency Management Coordinator under the following conditions:*

1. *When requested by the Provincial Emergency Operations Centre.*
2. *In the case of a nuclear emergency with an ongoing or imminent emission of radioactivity the Municipality is authorized to immediately initiate the public alerting system. The PEOC will issue the appropriate Emergency Bulletin.*

**7.3.3 Responsibilities**

1. *The Community Emergency Management Coordinator is responsible for activating the Public Alerting System when requested by the Provincial Emergency Operations Centre.*

## 2. *The Provincial Emergency Operations Centre will coordinate all Emergency Bulletins.*

Public Education Campaigns have not taken place regularly in past years but the Basic messages delivered to Residents since the 1990 was about Nuclear Emergency and Residents were advised to *Shelter In Place*, tune to local radio stations, turn off furnaces and A/C. Do Not evacuate unless directed to do so.

Also to prepare for potential evacuation by gathering necessary articles while inside. As compared to different actions should a severe weather event approach (e.g. Tornados require shelter in a basement, avoid windows door and outside walls, In Large Buildings avoid unsupported roof areas or get under something sturdy like stairways)

The reliability and audibility of the current Siren System is dependent on many factors, including weather (Temperature, Wind speed and Direction), proximity of residents in relation to the Siren Sites, If residents are inside or outside and whether there is any background noise i.e. Yard equipment, traffic, etc. Residents and Staff Have reported regularly that sirens cannot or have not been heard confirming the large inadequacy of the system.

To address these short comings the Town of Amherstburg in 2017 purchased and installed the Amherstburg emergency notification system, powered by Everbridge. This system, "Amherstburg Alert" allows us to send messages about situations as they happen across multiple devices, including your home phone, mobile device, email, and more. We can provide very specific actions to be taken by residents and inform them as a community emergency evolves and requires the public to act. However we must receive credible, timely and accurate information in advance in order to inform the public.

### 3. **DISCUSSION:**

Our Community Emergency Response Plan was not activated for the event in question.

Our Community's safety is our top concern and wants to make sure residents know about emergencies and incidents as they happen.

The Tuesday, September 25th circumstances, an emergency did not exist nor did it occur. In fact, Fire Services did not receive a single call for service throughout the evening.

We also do not want to duplicate the two additional means (listed below) of receiving important information as this only cause's confusion as well as the potential for mis-information creating unnecessary public panic.

#### 1) **The National (Canada Wide) Alert Ready System**

Alert Ready is designed to deliver critical and potentially life-saving alerts to Canadians through television, radio and recently the LTE cellular network. The Alert Ready system is developed in partnership with federal, provincial and territorial emergency management officials, Environment and Climate Change Canada, The Weather Network and the broadcasting industry and wireless service providers, to ensure the

public receive alerts immediately and know when to take action to keep individuals and their families safe.

For Example:

- An Urban Fire that threatens multiple residential or commercial properties
- An Industrial Chemical Incident that poses a threat to public health
- A wildfire that involves a large area of natural combustibles and threatens human safety

## 2) **Ontario Warnings system**

Provides Warnings/Advisories and Alerts regarding tornados and other weather events.

An Emergency Information Advisory provides information to Ontarians about current or evolving emergency situations or significant events. Advisories may recommend protective actions to take.

The province issues an Emergency Alert to provide recommended immediate actions to protect citizens, their families and others when there is an imminent threat to life, public safety or property.

The Public may register for receiving these at:

<https://www.emergencymanagementontario.ca/english/alertready/alertreadyON.html>

On September 25, 2018, the Community Emergency Management Coordinator received, like many members of the public and media the National Alert Ready Message and the Provincial Warning as stated below:

*Environment Canada has issued a **TORNADO WARNING** for **South-western Ontario**.*

*This is a dangerous and potentially life-threatening situation. Take cover immediately, if threatening weather approaches. If you hear a roaring sound or see a funnel cloud, swirling debris near the ground, flying debris, or any threatening weather approaching, take shelter immediately.*

No alert or credible information regarding an imminent event directly to the Town of Amherstburg was ever received.

The emergency siren system within the Nuclear Primary Zone which was designed specifically for the threat of Nuclear Exposure, does not provide the majority (Primary Zone contains approx. 260 Households of a total of 8,951 households within the Municipality) of the Amherstburg public with specific information about what type of emergency exists nor emergency instructions or appropriate actions to take during a weather event.

#### 4. **RISK ANALYSIS:**

N/A

#### 5. **FINANCIAL MATTERS:**

N/A

6. **CONSULTATIONS:**

N/A

7. **CONCLUSION:**

It is very important that the Public be provided with accurate information and guidance. Unlike other sources of information which may only be partly accurate which could mean incorrect or non-effective guidance to the public which could result in needless worry and panic, accidents and additional injury caused by inappropriate guidance. An additional consideration is significant loss of credibility and accrued liability to the Municipality.

In the case of the Earthquake that occurred locally in the spring of this year it took 53 minutes following the quake for us to receive credible information.


All of our initial effort was for the explicit purpose of: determining what had occurred, where, and the extent. Also, was major infrastructure impacted? (i.e. roads, bridges, water supply, and of course, the state or impact to Fermi 2.) That is why crews were immediately dispatched to every neighbourhood in the community.

At all times regardless of the type of event we are very cognizant of public concern, and are focussed on getting credible, accurate and corroborated information, from which, decisions can be made and appropriate actions taken.

The “Probable Tornado” that has been reported more than 4 days following the event is as a result of local information provided by the Municipality rather than any scientific visit and investigation.

This event was not a significant emergency requiring the Emergency Operation Centre to be opened. There was not mass damage, no injury or worse, and no emergency calls for help were received. This event did not require the Mayor to consider declaring a state of Emergency; this event did not require the Emergency Control Group or our Municipal ERP to be activated. There was extremely little damage to property. (We have one report and a report of a number of trees down or damaged).

Lastly, we would suggest that if our “Alert” system locally was used for every potential weather event, rather than credible imminent events, the willingness of the public to pay attention would be significantly diminished.



---

Bruce Montone  
**Fire Chief**

## Report Approval Details

|                      |                              |
|----------------------|------------------------------|
| Document Title:      | Storm on September 25th.docx |
| Attachments:         | N/A                          |
| Final Approval Date: | Oct 16, 2018                 |

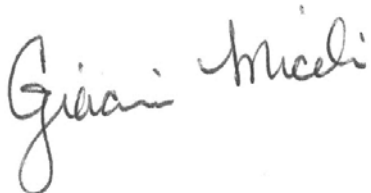
This report and all of its attachments were approved and signed as outlined below:



**Mark Galvin - Oct 12, 2018 - 5:33 PM**



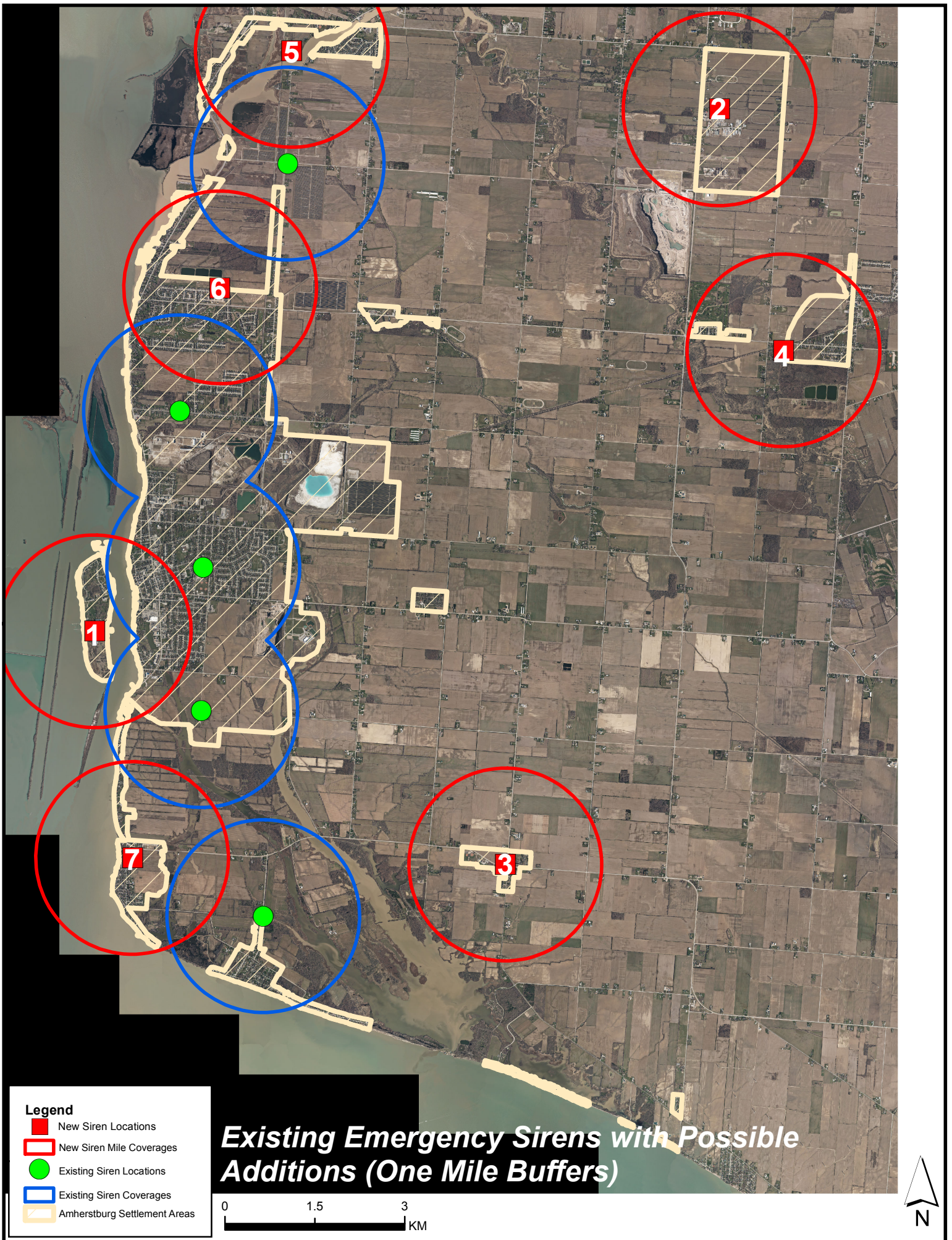
**Cheryl Horrobin - Oct 12, 2018 - 6:09 PM**



**John Miceli - Oct 15, 2018 - 11:36 AM**



**Paula Parker - Oct 16, 2018 - 12:30 PM**







## 2019 Capital Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | CSIT-1                       |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | Lifecycle                    |
| <b>Department:</b>                            | Corporate Services           |
| <b>Budget Centre:</b>                         | Information Technology       |
| <b>Budget Impact:</b>                         | \$60,000                     |

|                            |                                |
|----------------------------|--------------------------------|
| <b>Budget Issue Title:</b> | Computer Hardware Replacements |
|----------------------------|--------------------------------|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> |                        |

| Budget Issue Detail   |
|---|
| <p>In order to maintain an efficient and reliable level of performance with respect to computer equipment, a number of laptops have met or, in some cases, well exceeded their useful life expectancy and are due for replacement in 2019. Replacement of the following equipment is recommended to ensure that customer service levels for municipal operations can be maintained:</p> <p>\$ 51,100    21 laptops, docks, and accessories<br/>           \$ 4,000    20 computer monitors<br/>           \$ 4,900    21 wireless access points and accessories</p> |

| Budget Impact               |                 |
|-----------------------------|-----------------|
| Account Name                | Budget Impacts  |
| Computer Hardware           | \$60,000        |
| <b>Total Budget Impact:</b> | <b>\$60,000</b> |



## 2019 Capital Budget Request

|   |  |
|---|--|
| <b>Budget Issue Number:</b>                   | POLICE-1                                       |
| <b>Community Based Strategic Plan Pillar:</b> | Fiscal Sustainability                          |
| <b>Budget Issue Classification:</b>           | New  |
| <b>Department:</b>                            | Planning, Development and Legislative Services |
| <b>Budget Centre:</b>                         | Police-1                                       |
| <b>Budget Impact:</b>                         | \$600,000                                      |

|                            |              |
|----------------------------|--------------|
| <b>Budget Issue Title:</b> | Radio System |
|----------------------------|--------------|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> |                        |

|                            |
|----------------------------|
| <b>Budget Issue Detail</b> |
|----------------------------|

As outlined during the Police transition review the radio system that supports the dispatching and communications of the police force is at the end of its lifecycle and in need of replacement.

| <b>Budget Impact</b>        |                       |
|-----------------------------|-----------------------|
| <b>Account Name</b>         | <b>Budget Impacts</b> |
| Capital                     | \$600,000             |
| <b>Total Budget Impact:</b> |                       |



## 2019 Capital Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | FAC-1                                     |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure              |
| <b>Budget Issue Classification:</b>           | New                                       |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Facilities                                |
| <b>Budget Impact:</b>                         | \$ 10,000                                 |
| <b>Budget Issue Title:</b>                    | Furniture and Fixtures Replacement        |

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> | N/A                    |

|                            |
|----------------------------|
| <b>Budget Issue Detail</b> |
|----------------------------|

Allowance is included in the budget for replacement of furniture and fixtures at municipal worksites to meet operational and ergonomic demands and maintain a safe working environment for staff and visitors

| <b>Budget Impact</b>               |                       |
|------------------------------------|-----------------------|
| <b>Account Name</b>                | <b>Budget Impacts</b> |
| Furniture and Fixtures Replacement | \$ 10,000             |
| <b>Total Budget Impact:</b>        | <b>\$ 10,000</b>      |



## 2019 Capital Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | REC-1                                     |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure              |
| <b>Budget Issue Classification:</b>           | New                                       |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Recreation                                |
| <b>Budget Impact:</b>                         | \$ 32,400                                 |
| <b>Budget Issue Title:</b>                    | Libro Security Cameras                    |

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> |                        |

|                            |
|----------------------------|
| <b>Budget Issue Detail</b> |
|----------------------------|

Purchase Surveillance System for the Libro Centre. This project was approved in the 2018 Capital Budget however; the project was not completed in 2018.

Upgrades are needed to the surveillance system currently located at the Libro Centre. The current analog system hosts 24 cameras. There are different cameras located throughout the facility both inside and out. The new system will move from static video to cameras that pan and zoom and some equipped with motion sensors; replacing old technology with new cameras in high traffic areas, giving greater coverage area.

Administration recently went through an audit of the current system and determined that two key components of the system need to be upgraded - system software and hardware (cameras). The software needs to be compatible and transferrable when requiring utilizing surveillance footage in disputes and/or disciplinary issues. The current software is only accessible at the server, which makes it difficult to use when footage is needed to be transferred to police for investigation or for disciplinary purposes. New software would allow improve the speed of access to surveillance data and when attempting to utilize the footage outside of the server room.

The new system will enhance safety and security for employees and users of the facility by allowing monitoring of surveillance cameras both onsite and remotely.

| <b>Budget Impact</b>                      |                       |
|---|-----------------------|
| <b>Account Name</b>                       | <b>Budget Impacts</b> |
| Capital Purchase – Cameras & Installation | \$ 30,500             |
| IT-Computer Maintenance                   | \$1,900               |
| <b>Total Budget Impact:</b>               | <b>\$ 32,400</b>      |



## 2019 Capital Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | LIB-1                                     |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure              |
| <b>Budget Issue Classification:</b>           | Lifecycle                                 |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Libro Centre                              |
| <b>Budget Impact:</b>                         | \$108,000                                 |

|                            |                     |
|----------------------------|---------------------|
| <b>Budget Issue Title:</b> | Replace One Zamboni |
|----------------------------|---------------------|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> | Not Applicable         |

|                            |
|----------------------------|
| <b>Budget Issue Detail</b> |
|----------------------------|

The Libro Centre requires two operating Zambonis at all times. The manufacturer states the lifespan of a Zamboni is 8-10 years. One of the Libro Centre Zambonis was purchased in 2001 and used at the old arena, the second machine was purchased in 2010. The 17 year old machine has approximately 7700 hours of use to date and often requires service which leaves the Libro Centre with only one operating machine. The second Zamboni is just reaching the recommended lifespan, however it is having some difficulty starting but operating sufficiently, however major repairs are pending. The older machine needs replacing now and the second machine will likely need replacing within the next 3-5 years. There is a trade-in value that can only be assessed at time of purchase, and is not factored in to this request.

| <b>Budget Impact</b>                      |                       |
|---|-----------------------|
| <b>Account Name</b>                       | <b>Budget Impacts</b> |
| <a href="#">Click here to enter text.</a> | \$108,000             |
| <b>Total Budget Impact:</b>               | <b>\$108,000</b>      |



## 2019 Capital Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | PARKS-1                                   |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure              |
| <b>Budget Issue Classification:</b>           | New                                       |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Parks                                     |
| <b>Budget Impact:</b>                         | \$ 12,000                                 |

|                            |                       |
|----------------------------|-----------------------|
| <b>Budget Issue Title:</b> | Purchase Dump Trailer |
|----------------------------|-----------------------|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> | N/A                    |

|                            |
|----------------------------|
| <b>Budget Issue Detail</b> |
|----------------------------|

The budget includes a \$12,000 request for purchase of a tandem-axle dump trailer with tarp.

The trailer would be added to the Town's Tangible Capital Asset inventory and be considered in future recommendations for asset management and renewal.

The trailer will improve efficiency for collection and disposal of grass and reduce risk of ergonomic issues for staff performing that function.

| <b>Budget Impact</b>        |                       |
|-----------------------------|-----------------------|
| <b>Account Name</b>         | <b>Budget Impacts</b> |
| Click here to enter text.   | \$ 12,000             |
| <b>Total Budget Impact:</b> | <b>\$ 12,000</b>      |



## 2019 Capital Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | PARKS-2                                   |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure              |
| <b>Budget Issue Classification:</b>           | Lifecycle                                 |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Parks                                     |
| <b>Budget Impact:</b>                         | \$ 25,000                                 |

|                            |   |
|----------------------------|---|
| <b>Budget Issue Title:</b> | <b>Replace Baseball Diamond Fencing – Malden Park</b> |
|----------------------------|---|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> |                        |

| Budget Issue Detail   |
|---|
| <p>Funding is recommended in the budget for upgrades to the five (5) baseball diamonds at Malden Park.</p> <p>The budget will go towards removing, hauling away and replacing worn/damaged backstops and fencing areas (approx. 650'), apply aluminum paint to posts, new hardware on gates where needed, and replace deteriorating white fence guards with yellow safety caps.</p> |

| Budget Impact                         |                  |
|---------------------------------------|------------------|
| Account Name                          | Budget Impacts   |
| Malden Centre Sports Field - upgrades | \$ 25,000        |
| <b>Total Budget Impact:</b>           | <b>\$ 25,000</b> |



## 2019 Capital Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | PARKS-3                                   |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure              |
| <b>Budget Issue Classification:</b>           | New                                       |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Parks                                     |
| <b>Budget Impact:</b>                         | \$ 170,000                                |

|                            |                                   |
|----------------------------|-----------------------------------|
| <b>Budget Issue Title:</b> | Capital Upgrades to Beaudoin Park |
|----------------------------|-----------------------------------|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> |                        |

| Budget Issue Detail   |
|---|
| <p>The 2018 Parks Master Plan identified a high priority to initiate a park renewal project for Beaudoin Park. Priority has been determined based on an assessment of need, as identified throughout the Parks Master Plan planning process (including public engagement, trend and demographic analysis, assessments of facilities, parks, services, etc.).</p> <p>This would require removal of most or all existing park amenities. Consultation with neighbouring residents and stakeholders is recommended to help establish a park concept.</p> <p>The actual capital works to be completed would be verified through the park specific consultation process; an allowance of \$170,000 is recommended in anticipation of replacing the playstructure at this park.</p> |

| Budget Impact                     |                   |
|-----------------------------------|-------------------|
| Account Name                      | Budget Impacts    |
| Capital Upgrades to Beaudoin Park | \$ 170,000        |
| <b>Total Budget Impact:</b>       | <b>\$ 170,000</b> |





## 2019 Capital Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | PARKS-4                                   |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure              |
| <b>Budget Issue Classification:</b>           | New                                       |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Parks                                     |
| <b>Budget Impact:</b>                         | \$ 8,000                                  |

|                            |   |
|----------------------------|---|
| <b>Budget Issue Title:</b> | Fence for Accessible Swing Enclosure at Libro |
|----------------------------|---|

|   |                |
|---|----------------|
| <b>Budget Request Classification:</b>           | Growth Related |
| <b>DC Study Project ID: (or Not Applicable)</b> | N/A            |

| Budget Issue Detail   |
|---|
| <p>In 2016, volunteers involved with the Miracle League approached Council to add an accessible wheel chair swing at the Libro Playground area. All the costs of the project were to be financed through the Miracle league. However, the fencing that was installed at the site by the Miracle League does not meet the safety criteria of the Town of Amherstburg Risk Management assessment, as well as a Third Party Certified Playground Inspector. At this point in time the Miracle League has exhausted their funding, so until the fencing is replaced the site has been taped off and will remain out of service.</p> <p>The budget includes funding to replace the fencing around the accessible swing enclosure to meet the standards needed to pass the safety inspection and allow the swing to be opened for public use.</p> |

| Budget Impact                                 |                 |
|---|-----------------|
| Account Name                                  | Budget Impacts  |
| Fence for Accessible Swing Enclosure at Libro | \$ 8,000        |
| <b>Total Budget Impact:</b>                   | <b>\$ 8,000</b> |



## 2019 Capital Budget Request

|   |   |
|---|---|
| <b>Budget Issue Number:</b>                   | PARKS-5                                   |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure              |
| <b>Budget Issue Classification:</b>           | New                                       |
| <b>Department:</b>                            | Parks, Facilities, Recreation and Culture |
| <b>Budget Centre:</b>                         | Parks                                     |
| <b>Budget Impact:</b>                         | \$ 15,000                                 |

|                            |                                |
|----------------------------|--------------------------------|
| <b>Budget Issue Title:</b> | Capital Upgrades at Co-An Park |
|----------------------------|--------------------------------|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> |                        |

|  |
|--|
| <p><b>Budget Issue Detail</b></p> <p>CO-AN Park is a jointly owned by the Town of Amherstburg and the Town of Essex. The park is currently operated by a separate Board, under agreement with the Towns.</p> <p>The agreements provide for an annual contribution to park capital costs in the amount of \$30,000; which is shared equally by the Towns.</p> <p>As the specific capital expenditures are determined after the Town's budget production, the budget includes an allowance for the Town's share of up to \$15,000 in capital expenditures at Co-An Park. The Town pays for actual costs up to the budgeted amount each year and the balance of the capital levy for this purpose is transferred to a reserve for future obligations related to the park.</p> |
|--|

|                                |                       |
|--------------------------------|-----------------------|
| <b>Budget Impact</b>           |                       |
| <b>Account Name</b>            | <b>Budget Impacts</b> |
| Capital Upgrades at Co-An Park | \$ 15,000             |
| <b>Total Budget Impact:</b>    | <b>\$ 15,000</b>      |



## 2019 Capital Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-1                        |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | New                          |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Capital Fleet and Equipment  |
| <b>Budget Impact:</b>                         | \$57,000                     |

|                            |                  |
|----------------------------|------------------|
| <b>Budget Issue Title:</b> | 25' Boom Brusher |
|----------------------------|------------------|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> | No Applicable          |

|                            |
|----------------------------|
| <b>Budget Issue Detail</b> |
|----------------------------|

In the 2018 Operations Budget, Council approved a Phragmites Spray Program. The purchase of a 25' boom brusher unit will provide the Administration to cut and chop the phragmites to assist in the control and maintenance of the phragmites. In addition, the boom brusher unit will assist Administration with maintaining roadside ditches and municipal drain. The boom brusher unit will improve the storm water flows. Furthermore, the boom brusher will reduce the sight line issues and visibility for motorists.

| <b>Budget Impact</b>                      |                       |
|---|-----------------------|
| <b>Account Name</b>                       | <b>Budget Impacts</b> |
| <a href="#">Click here to enter text.</a> | \$57,000              |
| <b>Total Budget Impact:</b>               | <b>\$57,000</b>       |



## 2019 Capital Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-2-Pickering Drive Rehab  |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | Lifecycle                    |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$129,000                    |

|                            |  |
|----------------------------|--|
| <b>Budget Issue Title:</b> | Pickering Drive Rehabilitation – Surface Asphalt and Final Restoration |
|----------------------------|--|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> |                        |

|                            |
|----------------------------|
| <b>Budget Issue Detail</b> |
|----------------------------|

Pickering Drive Rehabilitation was completed in 2018. Due to timing and weather the surface asphalt and final restoration was not completed for this project. The surface asphalt and restoration will be done in the spring/summer of 2019.

| <b>Budget Impact</b>        |                       |
|-----------------------------|-----------------------|
| <b>Account Name</b>         | <b>Budget Impacts</b> |
| Capital                     | \$129,000             |
| <b>Total Budget Impact:</b> | <b>\$129,000</b>      |



## 2019 Capital Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-3                        |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | Lifecycle                    |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Fleet                        |
| <b>Budget Impact:</b>                         | \$300,000                    |

|                            |                              |
|----------------------------|------------------------------|
| <b>Budget Issue Title:</b> | 206 Tandem Truck Replacement |
|----------------------------|------------------------------|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> | No Applicable          |

|                            |
|----------------------------|
| <b>Budget Issue Detail</b> |
|----------------------------|

This capital request is for the replacement of a 1999 Tandem Dump Truck with plow equipment. The truck is beyond the life expectancy and requires replacement.

Based on maintenance records, this truck has cost the Town \$56,350 excluding mechanic's rate, over the past 3 years to maintain. Unit 206 is one of the main rural winter plow trucks. This truck maintains the North East Rural Area of the Town of Amherstburg.

The plan is to have the truck outfitted with front plow and passenger side wing. The wing will make winter operations more efficient and effective during drifting events due to blowing snow.

| <b>Budget Impact</b>                      |                       |
|---|-----------------------|
| <b>Account Name</b>                       | <b>Budget Impacts</b> |
| <a href="#">Click here to enter text.</a> | \$300,000             |
| <b>Total Budget Impact:</b>               | \$300,000             |



## 2019 Capital Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-4                        |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | New                          |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$1,182,600                  |

|                            |  |
|----------------------------|--|
| <b>Budget Issue Title:</b> | Bridge No. 3008 Replacement – Long Marsh Drain at Concession 2 North |
|----------------------------|--|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> |                        |

| Budget Issue Detail   |
|---|
| <p>This work was identified in the 2018 Capital Budget, which approved \$1,182,600 funds for the project.</p> <p>This project was issued as design/build project and was awarded to Front Construction after the 2018 budget was approved. Due to delays relating to securing the required environmental approvals, the work cannot be completed in 2018.</p> <p>Money must be carried forward into 2019 to pay for this project.</p> |

| Budget Impact \$1,126,000   |                    |
|-----------------------------|--------------------|
| Account Name                | Budget Impacts     |
| Capital 2019                | \$1,182,600        |
| <b>Total Budget Impact:</b> | <b>\$1,182,600</b> |



## 2019 Capital Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-5                        |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | New                          |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$2,600,000                  |

|                            |  |
|----------------------------|--|
| <b>Budget Issue Title:</b> | Bridge No. 3012 Replacement – River Canard at Concession 5 North |
|----------------------------|--|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> |                        |

| Budget Issue Detail   |
|---|
| <p>The 2016 Bridge Study recommended that this bridge receive further structural investigation. This investigation was completed in 2017 and revealed severe deterioration of beams in the travel portion of the roadway. This bridge may be load limited or possibly closed dependent on future structural reviews.</p> <p>The intention is to complete the engineering in 2019 and bridge replacement in 2020</p> |

| <b>Budget Impact \$1,126,000</b> |                    |
|----------------------------------|--------------------|
| Account Name                     | Budget Impacts     |
| Capital 2019                     | \$600,000          |
| Capital 2020                     | \$2,000,000        |
| <b>Total Budget Impact:</b>      | <b>\$2,600,000</b> |



## 2019 Capital Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-6                        |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | New                          |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$140,000                    |

|                            |  |
|----------------------------|--|
| <b>Budget Issue Title:</b> | Culvert No.3 Replacement – Collison Drain at Collison Road |
|----------------------------|--|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> |                        |

|                            |
|----------------------------|
| <b>Budget Issue Detail</b> |
|----------------------------|

The 2016 Bridge Study recommended that this culvert be replaced. It is currently a concrete culvert with an estimated installation year of 1930. The cost estimate is from the 2016 Bridge Study and will be verified through the engineers design.

The intent is to complete engineering design in 2019 and complete replacement in 2020. This is a lifecycle replacement

|                                |                       |
|--------------------------------|-----------------------|
| <b>Budget Impact \$140,000</b> |                       |
| <b>Account Name</b>            | <b>Budget Impacts</b> |
| Capital 2019                   | \$30,000              |
| Capital 2020                   | 110,000               |
| <b>Total Budget Impact:</b>    | <b>\$140,000</b>      |





## 2019 Capital Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-7                        |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | New                          |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$345,000                    |

|                            |  |
|----------------------------|--|
| <b>Budget Issue Title:</b> | Culvert No.59 Replacement – Hamel Bezaire Drain at 4th Concession N. |
|----------------------------|--|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> |                        |

| Budget Issue Detail  |
|--|
| <p>The 2016 Bridge Study recommended that this culvert be replaced. It is currently a concrete culvert with an estimated installation year of 1930. The cost estimate is from the 2016 Bridge Study and will be verified through the engineers design.</p> <p>The intent is to complete engineering design in 2019 and complete replacement in 2020. This is a lifecycle replacement</p> |

| Budget Impact \$140,000     |                  |
|-----------------------------|------------------|
| Account Name                | Budget Impacts   |
| Capital 2019                | \$45,000         |
| Capital 2020                | \$300,000        |
| <b>Total Budget Impact:</b> | <b>\$345,000</b> |



## 2019 Capital Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-8                        |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | Lifecycle                    |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$2,000,000                  |

|                            |  |
|----------------------------|--|
| <b>Budget Issue Title:</b> | Road Rehabilitation - 5th Concession North – Alma Street to County Road 10 |
|----------------------------|--|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> |                        |

|  |
|--|
| <p><b>Budget Issue Detail</b></p> <p>These sections of roadway are ranked as priority 3 and priority 4 in the 2016 Road Needs Study.</p> <p>The rehabilitation will include pulverization of the existing surface, granular 'A' topping and 90mm of asphalt pavement and shoulder improvements.</p> <p>A request for proposal was issued for Engineering Services and awarded to Hrycay Engineering. The cost of the balance of engineering work to be completed in 2019 is included in this budget request.</p> |
|--|

|                             |                       |
|-----------------------------|-----------------------|
| <b>Budget Impact</b>        |                       |
| <b>Account Name</b>         | <b>Budget Impacts</b> |
| Capital                     | \$2,000,000           |
| <b>Total Budget Impact:</b> | <b>\$2,000,000</b>    |



## 2019 Capital Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-9                        |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | Lifecycle                    |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$25,000                     |

|                            |  |
|----------------------------|--|
| <b>Budget Issue Title:</b> | Geotechnical Investigation for 2021 projects |
|----------------------------|--|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> |                        |

|                            |
|----------------------------|
| <b>Budget Issue Detail</b> |
|----------------------------|

The completion of geotechnical investigation for projects prior to the issuance of an engineering RFP will assist with accurate pricing from engineers and allow Administration to move forward immediately to detailed design.

|                               |                       |
|-------------------------------|-----------------------|
| <b>Budget Impact \$25,000</b> |                       |
| <b>Account Name</b>           | <b>Budget Impacts</b> |
| Capital 2019                  | \$25,000              |
| <b>Total Budget Impact:</b>   | <b>\$25,000</b>       |



## 2019 Capital Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-10                       |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | Lifecycle                    |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         |                              |
| <b>Budget Impact:</b>                         | \$50,000                     |

|                            |                                    |
|----------------------------|------------------------------------|
| <b>Budget Issue Title:</b> | Interlocking Brick Removal Program |
|----------------------------|------------------------------------|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> | N/A                    |

| Budget Issue Detail  |
|--|
| <p>This project continues the Interlocking Brick Sidewalk Removal Program.</p> <p>To date, EPW has replaced the interlocking brick sidewalks along Sandwich and Crown Ridge.</p> <p>The EPW Department will focus this program on the interlocking sidewalk along County Road 10 in the Pointe West/Golfview area. There is approximately 925 metres of interlock sidewalk running on the south side of County Road 10.</p> <p>The plan is to replace the interlock with an asphalt multi-use pathway.</p> |

| Budget Impact                                |                 |
|--|-----------------|
| Account Name                                 | Budget Impacts  |
| Replace Interlocking sidewalks with concrete | \$50,000        |
| <b>Total Budget Impact:</b>                  | <b>\$50,000</b> |



## 2019 Capital Budget Request

|   |                                     |
|---|-------------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-11                              |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure        |
| <b>Budget Issue Classification:</b>           | Lifecycle                           |
| <b>Department:</b>                            | Engineering and Public Works        |
| <b>Budget Centre:</b>                         | Public Works                        |
| <b>Budget Impact:</b>                         | \$100,000 in 2019 \$750,000 in 2020 |

|                            |   |
|----------------------------|---|
| <b>Budget Issue Title:</b> | Road Rehabilitation – McLeod Avenue Lakewood to 3rd Concession S. |
|----------------------------|---|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> |                        |

| Budget Issue Detail   |
|---|
| <p>This section of roadway is ranked as the 11th priority in the 2016 Road Needs Study.</p> <p>The rehabilitation will include pulverization of the existing surface, granular 'A' topping and 100mm of asphalt pavement and shoulder improvements.</p> <p>The cost of engineering is included in the 2019 budget with construction impact in 2020.</p> |

| Budget Impact               |                  |
|-----------------------------|------------------|
| Account Name                | Budget Impacts   |
| Capital 2019                | \$100,000        |
| Capital 2020                | \$750,000        |
| <b>Total Budget Impact:</b> | <b>\$850,000</b> |



## 2019 Capital Budget Request

|   |                                    |
|---|------------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-13                             |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure       |
| <b>Budget Issue Classification:</b>           | New                                |
| <b>Department:</b>                            | Engineering and Public Works       |
| <b>Budget Centre:</b>                         | Public Works                       |
| <b>Budget Impact:</b>                         | \$45,000 in 2019 \$490,000 in 2020 |

|                            |  |
|----------------------------|--|
| <b>Budget Issue Title:</b> | Paved Shoulders – Alma Street – Fryer Street to Meloche Road |
|----------------------------|--|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> |                        |

| Budget Issue Detail   |
|---|
| <p>This project is for the installation of paved shoulders on Alma from Fryer Street to Meloche Road.</p> <p>This initiative is included and supported by the County Wide Active Transportation System (CWATS).</p> <p>The project will receive 40% funding from the County of Essex as it is within the connecting link. The Town also received \$97,000 in Ontario Municipal Commuter Cycling that has been identified for this project.</p> <p>If this project is not completed by the end of 2020 this funding will be forfeited.</p> |

| Budget Impact               |                  |
|-----------------------------|------------------|
| Account Name                | Budget Impacts   |
| Capital 2019                | \$45,000         |
| Capital 2020                | \$490,000        |
| <b>Total Budget Impact:</b> | <b>\$535,000</b> |



## 2019 Capital Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-14                       |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | New                          |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$30,000                     |

|                            |   |
|----------------------------|---|
| <b>Budget Issue Title:</b> | Bike Lane Creation – Sandwich Street - Lowes to Pickering |
|----------------------------|---|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> |                        |

| Budget Issue Detail   |
|---|
| <p>On May 14, 2018, Administration provided Council with a report that detailed a review of active transportation options along Sandwich Street. Council provided direction (Resolution # 20180514-148) to establish bike lanes along Sandwich Street from Lowes Sideroad to Pickering Drive.</p> <p>To establish these bike lanes would involve new pavement markings, symbols and signage as well as some minor curb and catchbasin work at the Crownridge intersection. It should be noted that when the Pickering / Sandwich intersection was reconstructed the new curbs were designed to allow for bike lanes. This section of Sandwich Street is currently identified as a signed route in the County Wide Active Transportation System (CWATS). Administration has applied to have the designation changed from the current signed route designation to a bike lane designation within CWATS.</p> <p>The costs to implement this recommendation could receive 40% funding from the County as this section is within the connecting link. The possible County funding is not calculated in this request.</p> |

| Budget Impact               |                 |
|-----------------------------|-----------------|
| Account Name                | Budget Impacts  |
| Capital                     | \$30,000        |
| <b>Total Budget Impact:</b> | <b>\$30,000</b> |



## 2019 Capital Budget Request

|   |                                    |
|---|------------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-15                             |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure       |
| <b>Budget Issue Classification:</b>           | Lifecycle                          |
| <b>Department:</b>                            | Engineering and Public Works       |
| <b>Budget Centre:</b>                         | Public Works                       |
| <b>Budget Impact:</b>                         | \$75,000 in 2019 \$600,000 in 2020 |

|                            |  |
|----------------------------|--|
| <b>Budget Issue Title:</b> | Road Rehabilitation – South Riverview – Beneteau to 2nd Concession |
|----------------------------|--|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> |                        |

| Budget Issue Detail   |
|---|
| <p>This section of roadway is ranked as the 6th priority in the 2016 Road Needs Study. The rehabilitation will include pulverization of the existing surface, granular 'A' topping and 100mm of asphalt pavement and shoulder improvements.</p> <p>The cost of engineering is included in the 2019 budget with construction impact in 2020.</p> <p>This road would be a great candidate for an active transportation facility such as paved shoulders or bike lanes as it travels along River Canard and ties into the 2nd Concession. The 2nd Concession and South Riverview are both part of the Great Lakes provincial waterfront trail. Unfortunately it only has a 40' ROW and any attempt to place additional facilities would require an EA and land acquisition and would be very challenging due to the proximity to the river and adjacent homes.</p> <p>The current budget is based on a standard rehabilitation with no active transportation facilities.</p> |

| Budget Impact               |                  |
|-----------------------------|------------------|
| Account Name                | Budget Impacts   |
| Capital 2019                | \$75,000         |
| Capital 2020                | \$600,000        |
| <b>Total Budget Impact:</b> | <b>\$675,000</b> |





## 2019 Capital Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-16                       |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | Lifecycle                    |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$800,000                    |

|                            |   |
|----------------------------|---|
| <b>Budget Issue Title:</b> | Road Rehabilitation - Texas Road – 2nd Concession to 3rd Concession |
|----------------------------|---|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> |                        |

| Budget Issue Detail  |
|--|
| <p>This section of roadway is ranked as the highest priority in the 2016 Road Needs Study.</p> <p>The rehabilitation will include pulverization of the existing surface, granular ‘A’ topping and 90mm of asphalt pavement and shoulder improvements.</p> <p>A request for proposal was issued for Engineering Services and awarded to Hrycay Engineering. The cost of the balance of engineering work to be completed in 2019 is included in this budget request.</p> |

| Budget Impact               |                  |
|-----------------------------|------------------|
| Account Name                | Budget Impacts   |
| Capital                     | \$800,000        |
| <b>Total Budget Impact:</b> | <b>\$800,000</b> |



## 2019 Capital Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-17                       |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | Lifecycle                    |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$160,000                    |

|                            |   |
|----------------------------|---|
| <b>Budget Issue Title:</b> | Road Rehabilitation - Walnut Drive – McCurdy Drive to Hawthorn Crescent |
|----------------------------|---|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> |                        |

| Budget Issue Detail   |
|---|
| <p>These sections of roadway are ranked as priority 14 in the 2016 Road Needs Study.</p> <p>The rehabilitation will include complete removal of all asphalt and the placement of 90mm of new asphalt pavement. This project is being completed in conjunction with the replacement of the ductile watermain.</p> <p>A request for proposal was issued for Engineering Services and awarded. The cost of the balance of engineering work to be completed in 2019 is included in this budget request.</p> |

| Budget Impact               |                  |
|-----------------------------|------------------|
| Account Name                | Budget Impacts   |
| Capital                     | \$160,000        |
| <b>Total Budget Impact:</b> | <b>\$160,000</b> |



## 2019 Capital Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | EPW-18                       |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | Lifecycle                    |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$390,000                    |

|                            |   |
|----------------------------|---|
| <b>Budget Issue Title:</b> | Creek Road Rehabilitation - Surface Asphalt and Final Restoration |
|----------------------------|---|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> | .                      |

| Budget Issue Detail  |
|--|
| <p>Creek Road Rehabilitation was completed in 2018. Due to timing and weather the surface asphalt and final restoration was not completed for this project. The surface asphalt and restoration will be done in the spring/summer of 2019.</p> |

| Budget Impact               |                  |
|-----------------------------|------------------|
| Account Name                | Budget Impacts   |
| Capital                     | \$390,000        |
| <b>Total Budget Impact:</b> | <b>\$390,000</b> |



## 2019 Capital Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | WATER-1                      |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | New                          |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$700,000                    |

|                            |  |
|----------------------------|--|
| <b>Budget Issue Title:</b> | Clarifier Redundancy – Engineering Costs |
|----------------------------|--|

|   |                |
|---|----------------|
| <b>Budget Request Classification:</b>           | Growth Related |
| <b>DC Study Project ID: (or Not Applicable)</b> |                |

|                            |
|----------------------------|
| <b>Budget Issue Detail</b> |
|----------------------------|

The construction of a second clarifier at the water treatment plant will provide 100% redundancy of the existing clarifier and provide a cleaner and more secure filtering process. This facilitates operations, reduces stress on the filters and comes highly recommended by the Ministry.

2019 will incur the engineering costs and the construction is planned for 2020.

| <b>Budget Impact</b>        |                       |
|-----------------------------|-----------------------|
| <b>Account Name</b>         | <b>Budget Impacts</b> |
| Capital 2019                | \$700,000             |
| <b>Total Budget Impact:</b> | <b>\$700,000</b>      |



## 2019 Capital Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | WATER-2                      |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | New                          |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$50,000                     |

|                            |  |
|----------------------------|--|
| <b>Budget Issue Title:</b> | Concession 2 Watermain Installation – Fryer Street Southerly |
|----------------------------|--|

|   |                |
|---|----------------|
| <b>Budget Request Classification:</b>           | Growth Related |
| <b>DC Study Project ID: (or Not Applicable)</b> |                |

| Budget Issue Detail  |
|--|
| <p>This watermain project is part of the Southeast quadrant servicing initiative. This watermain will provide water availability to the surrounding development lands.</p> <p>The cost of installing this infrastructure will be recovered from the developers participating in the Southeast Quadrant Servicing Initiative.</p> |

| Budget Impact               |                 |
|-----------------------------|-----------------|
| Account Name                | Budget Impacts  |
| Capital 2019                | \$50,000        |
| <b>Total Budget Impact:</b> | <b>\$50,000</b> |



## 2019 Capital Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | WATER-3                      |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | New                          |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$50,000                     |

|                            |  |
|----------------------------|--|
| <b>Budget Issue Title:</b> | Lowes Sideroad Watermain Installation – Fryer Street to Meloche Road |
|----------------------------|--|

|   |                |
|---|----------------|
| <b>Budget Request Classification:</b>           | Growth Related |
| <b>DC Study Project ID: (or Not Applicable)</b> |                |

| Budget Issue Detail  |
|--|
| <p>This watermain project is part of the Southeast quadrant servicing initiative. This watermain will provide water availability to the surrounding development lands.</p> <p>The cost of installing this infrastructure will be recovered from the developers participating in the Southeast Quadrant Servicing Initiative.</p> |

| Budget Impact               |                 |
|-----------------------------|-----------------|
| Account Name                | Budget Impacts  |
| Capital 2019                | \$50,000        |
| <b>Total Budget Impact:</b> | <b>\$50,000</b> |



## 2019 Capital Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | WATER-4                      |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | New                          |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$100,000                    |

|                            |  |
|----------------------------|--|
| <b>Budget Issue Title:</b> | SCADA Eng. at the Amherstburg Water Treatment Plan |
|----------------------------|--|

|   |                |
|---|----------------|
| <b>Budget Request Classification:</b>           | Growth Related |
| <b>DC Study Project ID: (or Not Applicable)</b> |                |

| Budget Issue Detail  |
|--|
| <p>Supervisory Control and Data Acquisition (SCADA) for the plant and tower.</p> <p>The installation will alleviate pressures by the Ministry to update our plant for automation, access to historical data and reporting.</p> <p>We are the only plant in Ontario without SCADA.</p> <p>This automation will provide up to the minute data for the treatment and storage processes allowing for accurate and safe operations. It also improves the ability to treat, relay and report plant functions. Included in this cost are the electrical upgrades to the plant, replacement of outdated MCC panels, cables, and conduit.</p> |

| Budget Impact               |                  |
|-----------------------------|------------------|
| Account Name                | Budget Impacts   |
| Capital 2019                | \$100,000        |
| <b>Total Budget Impact:</b> | <b>\$100,000</b> |



## 2019 Capital Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | WATER-5                      |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | New                          |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$45,000                     |

|                            |   |
|----------------------------|---|
| <b>Budget Issue Title:</b> | Pacific Avenue Watermain Replacement – Simcoe to Richmond – Engineering Detailed Design |
|----------------------------|---|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> |                        |

|   |
|---|
| <b>Budget Issue Detail</b>  |
| <p>This project involves the engineering and detailed design replacement of the ductile iron watermain on Pacific Avenue from Simcoe Street to Richmond Street.</p> |

|                             |                       |
|-----------------------------|-----------------------|
| <b>Budget Impact</b>        |                       |
| <b>Account Name</b>         | <b>Budget Impacts</b> |
| Capital 2019                | \$45,000              |
| <b>Total Budget Impact:</b> | <b>\$45,000</b>       |





## 2019 Capital Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | WATER-6                      |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | New                          |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$180,000                    |

|                            |  |
|----------------------------|--|
| <b>Budget Issue Title:</b> | Walnut Street Watermain Replacement –McCurdy to Hawthorn |
|----------------------------|--|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> |                        |

|                            |
|----------------------------|
| <b>Budget Issue Detail</b> |
|----------------------------|

This project involves the replacement of the ductile iron watermain on Walnut Street from McCurdy Drive to Hawthorn Crescent. This work will be coordinated with the asphalt replacement.

| <b>Budget Impact</b>        |                       |
|-----------------------------|-----------------------|
| <b>Account Name</b>         | <b>Budget Impacts</b> |
| Capital 2019                | \$180,000             |
| <b>Total Budget Impact:</b> | <b>\$180,000</b>      |



# 2019 Capital Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | WATER-7                      |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | New                          |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$200,000                    |

|                            |  |
|----------------------------|--|
| <b>Budget Issue Title:</b> | LifeCycle Replacement Program Work – Water |
|----------------------------|--|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> |                        |

### Budget Issue Detail

The LifeCycle Replacement Program Work is dedicated to unexpected works performed by OCWA for the replacement of items due to the end of their lifecycle.

| <b>Budget Impact</b>        |                       |
|-----------------------------|-----------------------|
| <b>Account Name</b>         | <b>Budget Impacts</b> |
| Capital 2019                | \$200,000             |
| <b>Total Budget Impact:</b> | <b>\$200,000</b>      |



## 2019 Capital Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | WW-1                         |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | New                          |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | 80,000                       |

|                            |  |
|----------------------------|--|
| <b>Budget Issue Title:</b> | Generator Replacement – Edgewater PS10 |
|----------------------------|--|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> |                        |

|   |
|---|
| <b>Budget Issue Detail</b>  |
| Lifecycle replacement as recommended in the 2016 facility condition assessment. |

|                               |                       |
|-------------------------------|-----------------------|
| <b>Budget Impact \$80,000</b> |                       |
| <b>Account Name</b>           | <b>Budget Impacts</b> |
| Capital 2019                  | \$80,000              |
| <b>Total Budget Impact:</b>   | <b>\$80,000</b>       |



## 2019 Capital Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | WW-2                         |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | New                          |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$350,000                    |

|                            |                                      |
|----------------------------|--------------------------------------|
| <b>Budget Issue Title:</b> | Lowes Sideroad Sanitary Installation |
|----------------------------|--------------------------------------|

|   |                |
|---|----------------|
| <b>Budget Request Classification:</b>           | Growth Related |
| <b>DC Study Project ID: (or Not Applicable)</b> |                |

| <b>Budget Issue Detail</b>  |
|---|
| <p>Lowes Sideroad Sanitary Installation – West of Sandwich Street to west of the 2nd Concession Drain Crossing</p> <p>This sanitary sewer project is part of the Southeast quadrant servicing initiative. This sewer will provide trunk sewer capacity for the surrounding development lands as well as providing sanitary sewers to the existing homes along Fryer Street.</p> <p>The cost of installing this infrastructure will be recovered from the developers participating in the Southeast Quadrant Servicing Initiative and well as the property owners on Lowes Sideroad.</p> |

|                                |                       |
|--------------------------------|-----------------------|
| <b>Budget Impact \$525,000</b> |                       |
| <b>Account Name</b>            | <b>Budget Impacts</b> |
| Capital 2019                   | \$350,000             |
| <b>Total Budget Impact:</b>    | <b>\$350,000</b>      |



## 2019 Capital Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | WW-4                         |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | New                          |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | 150,000                      |

|                            |  |
|----------------------------|--|
| <b>Budget Issue Title:</b> | Southeast Quadrant Pump Station - Lowes Sideroad |
|----------------------------|--|

|   |                |
|---|----------------|
| <b>Budget Request Classification:</b>           | Growth Related |
| <b>DC Study Project ID: (or Not Applicable)</b> |                |

| Budget Issue Detail   |
|---|
| <p>This sanitary Pump Station project is part of the Southeast quadrant servicing initiative. This pump station will collect and pump the sewage collected from the surrounding development lands to the forcemain.</p> <p>The cost of installing this infrastructure will be recovered from the developers participating in the Southeast Quadrant Servicing Initiative and well as the property owners on Lowes Sideroad.</p> |

| Budget Impact               |                  |
|-----------------------------|------------------|
| Account Name                | Budget Impacts   |
| Capital 2019                | \$150,000        |
| <b>Total Budget Impact:</b> | <b>\$150,000</b> |



## 2019 Capital Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | WW-5                         |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | New                          |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$50,000                     |

|                            |   |
|----------------------------|---|
| <b>Budget Issue Title:</b> | Southeast Quadrant Servicing Environmental Assessment |
|----------------------------|---|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> |                        |

| Budget Issue Detail   |
|---|
| <p>This project commenced in 2018 by Stantec, and the project is progressing well.</p> <p>The funds are required in the 2019 budget to pay for the remainder of this project.</p> |

| Budget Impact               |                 |
|-----------------------------|-----------------|
| Account Name                | Budget Impacts  |
| Capital 2019                | \$50,000        |
| <b>Total Budget Impact:</b> | <b>\$50,000</b> |



## 2019 Capital Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | WW-6                         |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | New                          |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$250,000                    |

|                            |   |
|----------------------------|---|
| <b>Budget Issue Title:</b> | LifeCycle Replacement Program Work – Wastewater |
|----------------------------|---|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> |                        |

|                            |
|----------------------------|
| <b>Budget Issue Detail</b> |
|----------------------------|

The LifeCycle Replacement Program Work is dedicated to unexpected works performed by OCWA for the replacement of items due to the end of their lifecycle

| <b>Budget Impact</b>        |                       |
|-----------------------------|-----------------------|
| <b>Account Name</b>         | <b>Budget Impacts</b> |
| Capital 2019                | \$250,000             |
| <b>Total Budget Impact:</b> | <b>\$250,000</b>      |



## 2019 Capital Budget Request

|   |                              |
|---|------------------------------|
| <b>Budget Issue Number:</b>                   | WW-7                         |
| <b>Community Based Strategic Plan Pillar:</b> | Investment in Infrastructure |
| <b>Budget Issue Classification:</b>           | New                          |
| <b>Department:</b>                            | Engineering and Public Works |
| <b>Budget Centre:</b>                         | Public Works                 |
| <b>Budget Impact:</b>                         | \$4,480,000                  |

|                            |  |
|----------------------------|--|
| <b>Budget Issue Title:</b> | Edgewater Forcemain, PS22 and PS28Upgrades - |
|----------------------------|--|

|   |                        |
|---|------------------------|
| <b>Budget Request Classification:</b>           | Existing Service Level |
| <b>DC Study Project ID: (or Not Applicable)</b> |                        |

| Budget Issue Detail   |
|---|
| <p>This project was awarded to JJ Lepera on July 11, 2018.</p> <p>The project will not be completed by the end of 2018. Funding is required in the 2019 budget to pay for the remainder of this project.</p> <p>\$4,480,000 is the estimated amount of work that will be remaining to be completed in 2019.</p> |

| Budget Impact               |                    |
|-----------------------------|--------------------|
| Account Name                | Budget Impacts     |
| Capital 2019                | \$4,480,000        |
| <b>Total Budget Impact:</b> | <b>\$4,480,000</b> |



## **Capital Demands Forecast**

The following pages outline the infrastructure projects that the Town of Amherstburg is contemplating over the next five years and beyond, with a total scope of work is over \$135 million. The Town is unable to fund the demands of this forecast and priorities may change based on coordination of works, development, and the state of the infrastructure and assets moving forward.

It is very important for Council to consider that the infrastructure requests will continue to increase over time while the funding envelope for capital works will be limited.

Therefore Council will need provide funding for and support prioritization of capital works in a manner that will maximize community benefit and optimize the useful life of municipal assets.

| TOWN OF AMHERSTBURG - 5 TO 10 YEAR CAPITAL OUTLOOK TAX FUNDED |   |                            |           |         |           |           |      |           |
|---|---|----------------------------|-----------|---------|-----------|-----------|------|-----------|
| Budget Centre   | Initiative  | Total Capital Requirements | 2019      | 2020    | 2021      | 2022      | 2023 | 2024-2029 |
| <b>Roads - Information based on 2016 Road Needs Study</b>     |   |                            |           |         |           |           |      |           |
| Engineering   | Texas Road - Thomas Road to 3rd Concession N. Cold in Place asphalt recycling with expanded asphalt and installation of 50mm surface asphalt. Length = 1360 metres. Width = 6.6 metres  | 800,000                    | 800,000   |         |           |           |      |           |
| Engineering   | Geotechnical investigation for 2020 projects  | 25,000                     | 25,000    |         |           |           |      |           |
| Engineering   | 5th Concession North rehabilitation from Alma to County Road 10. Cold in Place asphalt recycling with expanded asphalt and installation of 50mm surface asphalt. (This would be determined with borehole investigation) Length = 3680m Width = 6.8m | 2,000,000                  | 2,000,000 |         |           |           |      |           |
| Engineering   | Resurfacing of Walnut Drive from Hawthorn Crescent to McCurdy Drive including removal of existing asphalt and placement of a minimum of 90mm of asphalt overlay. Length = 175 metres. Width = 8.6 metres.   | 160,000                    | 160,000   |         |           |           |      |           |
| Engineering   | McLeod Avenue Rehabilitation from 3rd Concession South to Lakewood Drive. Full reconstruction recommended. 1200 metres in length.   | 850,000                    | 100,000   | 750,000 |           |           |      |           |
| Engineering   | South Riverview Rehabilitation from Beneteau to the 2nd Concession. Full Reconstruction recommended. 850 metres in length. 6.7m wide.   | 675,000                    | 75,000    | 600,000 |           |           |      |           |
| Engineering   | Fryer Street from Richmond to Alma. Recommendation would be a full reconstruction including curb and gutter, storm sewers   | 1,600,000                  |           | 200,000 | 1,400,000 |           |      |           |
| Engineering   | Fryer Street From Lowes to Pickering. Full reconstruction including storm sewers, curbs, etc. This work will follow the SE Quadrant servicing forcemain installation.   | 2,600,000                  |           | 250,000 | 2,350,000 |           |      |           |
| Engineering   | Lowes Sideroad from Sandwich St. to Meloche. Full reconstruction including storm sewers, curbs, etc. This work will follow the SE Quadrant servicing forcemain and sanitary sewer installation.   | 5,600,000                  |           | 500,000 | 2,500,000 | 2,600,000 |      |           |
| Engineering   | St. Therese Subdivision Resurfacing. Resurfacing of St. Therese, Woodside Avenue and Durango Avenue including milling of existing asphalt and placement of a minimum of 90mm of asphalt overlay. Length = 360 metres. Width = 7.2 metres.           | 160,000                    | 160,000   |         |           |           |      |           |
| Engineering   | Smith Sideroad Resurfacing from County Rd. 18 to Malden / Colchester Townline. CIP recycled with expanded asphalt and installation of 50mm of asphalt. 4150 metres in length.   | 550,000                    | 550,000   |         |           |           |      |           |
| Engineering   | 4th Concession North rehabilitation from Alma to County Road 10. Cold in Place asphalt recycling with expanded asphalt and installation of 50mm surface asphalt. (This would be determined with borehole investigation) Length = 3680m Width = 6.6m | 1,150,000                  | 1,150,000 |         |           |           |      |           |

| TOWN OF AMHERSTBURG - 5 TO 10 YEAR CAPITAL OUTLOOK TAX FUNDED                                    |   |                            |                   |                  |                  |                  |                  |                   |
|--|---|----------------------------|-------------------|------------------|------------------|------------------|------------------|-------------------|
| Budget Centre  | Initiative  | Total Capital Requirements | 2019              | 2020             | 2021             | 2022             | 2023             | 2024-2029         |
| Engineering  | 8th Concession North rehabilitation between Texas Road and County Road 10. Cold in Place asphalt recycling with expanded asphalt and installation of 50mm surface asphalt. Length = 3660 metres. Width = 7.0 metres                                 | 1,150,000                  | 1,150,000         |                  |                  |                  |                  |                   |
| Engineering  | 2nd Concession North rehabilitation from County Road 10 to South Riverview. Cold in Place asphalt recycling with expanded asphalt and installation of 50mm surface asphalt. 4000 metres in length.  | 2,800,000                  | 2,800,000         |                  |                  |                  |                  |                   |
| Engineering  | 6th Concession North rehabilitation from Alma to County Road 10. Cold in Place asphalt recycling with expanded asphalt and installation of 50mm surface asphalt. (This would be determined with borehole investigation) Length = 3680m Width = 6.6m | 1,150,000                  | 1,150,000         |                  |                  |                  |                  |                   |
| Engineering  | Resurfacing of Ventnor Avenue from Baltic to Atlantic including removal of existing asphalt and placement of a minimum of 90mm of asphalt overlay. Length = 550 metres. Width = 8.4 metres.   | 250,000                    | 250,000           |                  |                  |                  |                  |                   |
| Engineering / Development  | Boblo Island placement of asphalt. Complete removal of existing asphalt and place 90mm of asphalt on all residential roads on the island.   | 387,500                    | 387,500           |                  |                  |                  |                  |                   |
| Engineering  | Remaining Roads projects in the now category as per the 2016 road Needs Study   | 13,669,265                 | 13,669,265        |                  |                  |                  |                  |                   |
| Engineering  | Roads projects in the 1-5 year category as per the 2016 road Needs Study  | 8,786,000                  | -                 | 1,757,200        | 1,757,200        | 1,757,200        | 1,757,200        | 1,757,200         |
| Engineering  | Roads projects in the 6-10 year category as per the 2016 road Needs Study   | 8,534,000                  |                   |                  |                  |                  |                  | 8,534,000         |
|  | <b>TOTALS</b>   | <b>52,896,765</b>          | <b>24,426,765</b> | <b>4,057,200</b> | <b>8,007,200</b> | <b>4,357,200</b> | <b>1,757,200</b> | <b>10,291,200</b> |
| <b>Sidewalks &amp; Pathways</b>  |   |                            |                   |                  |                  |                  |                  |                   |
| Roads  | Paved shoulders on Alma Street between Fryer and Meloche Road as per CWATS plan.  | 535,000                    | 45,000            | 490,000          |                  |                  |                  |                   |
| Roads  | Replace interlocking sidewalks with concrete  | 50,000                     | 50,000            |                  |                  |                  |                  |                   |
| Roads  | Bike Lanes on Sandwich Street between Lowes Sideroad and Pickering Street   | 30,000                     | 30,000            |                  |                  |                  |                  |                   |
| Roads  | New Sidewalk on County Road 10 from Walker Road to the ERCA trail.  | 185,000                    | 185,000           |                  |                  |                  |                  |                   |
|  | <b>TOTALS</b>   | <b>800,000</b>             | <b>310,000</b>    | <b>490,000</b>   | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>          |
| <b>Streetlight Installation and Upgrades</b>   |   |                            |                   |                  |                  |                  |                  |                   |
| Engineering  | Installation of streetlights On County Road 20 from North Sideroad to County Road 3   | 235,000                    |                   | 235,000          |                  |                  |                  |                   |
|  | <b>TOTALS</b>   | <b>-</b>                   | <b>-</b>          | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>          |
| <b>Culverts and Bridges - Based on 2016 Bridge Inspection and further Structural Evaluations</b> |   |                            |                   |                  |                  |                  |                  |                   |

| TOWN OF AMHERSTBURG - 5 TO 10 YEAR CAPITAL OUTLOOK TAX FUNDED |  |                            |                  |                  |          |          |          |           |
|---|--|----------------------------|------------------|------------------|----------|----------|----------|-----------|
| Budget Centre   | Initiative   | Total Capital Requirements | 2019             | 2020             | 2021     | 2022     | 2023     | 2024-2029 |
| Engineering   | Long Marsh Drain at Concession 2 North - <b>Bridge No. 3008</b> . Complete Replacement   | 1,126,000                  | 1,126,000        |                  |          |          |          |           |
| Engineering   | River Canard at 5th Concession North - <b>Bridge No. 3012</b> . Complete Replacement   | 2,600,000                  | 600,000          | 2,000,000        |          |          |          |           |
| Engineering   | Collison Sideroad over Collison Drain - <b>Culvert No. 3</b> . Culvert should be replaced with a 3 - sided precast culvert. Natural gas line noted on the south side.                          | 138,000                    | 30,000           | 108,000          |          |          |          |           |
| Engineering   | Hamel Bezaire Drain at 4th Concession North - <b>Culvert No. 59</b> . Complete replacement recommended   | 345,000                    | 45,000           | 300,000          |          |          |          |           |
| Engineering   | Long Marsh Bridge at Alma Street - <b>Bridge No. 3007</b> . Miscellaneous concrete repairs, waterproof and pave. Replacement of barrier wall and approach guiderail. Deck drain work required. | 199,000                    | 199,000          |                  |          |          |          |           |
| Engineering   | Long Marsh Drain at Concession 3 North - <b>Bridge No. 3009</b> . Recommend deck condition survey in 2015 to determine condition of deck top.  | 266,000                    | 266,000          |                  |          |          |          |           |
| Engineering   | Alma Street over Renaud Drain - <b>Culvert No. 33</b> . Review the need for guide rail at the north end.   | 24,000                     | 24,000           |                  |          |          |          |           |
| Engineering   | North Sideroad over Shaw Drain North - <b>Culvert No. 67</b> . Repairs are necessary to halt damage. Interior walls and soffit are currently in good condition.                                | 29,000                     | 29,000           |                  |          |          |          |           |
| Engineering   | Deslippe Drain over the Sixth Concession South - <b>Culvert No. 72</b> Replace with concrete box culvert with greater length and cover   | 162,000                    | 162,000          |                  |          |          |          |           |
| Engineering   | Concession 8 over 8th Concession Drain North - <b>Culvert No. 74</b> . New steel culvert.  | 120,000                    | 120,000          |                  |          |          |          |           |
| Engineering   | Fifth Concession North over Thrasher D&W - <b>Culvert No. 75</b> . New steel culvert.  | 87,000                     | 87,000           |                  |          |          |          |           |
| Engineering   | Seventh Concession South over McGuire Branch of the North 7th Concession Drain - <b>Culvert No. 25</b> . New steel culvert.  | 106,000                    | 106,000          |                  |          |          |          |           |
| Engineering   | Sucker Creek Bridge - <b>Bridge No. 3020</b> . Miscellaneous concrete repairs. Replacement of barrier wall, expansion joint, approach guiderail and existing girders.                          | 343,000                    | 343,000          |                  |          |          |          |           |
| Engineering   | Sixth Concession North over Sinasac Drain - <b>Culvert No. 45</b> . Culvert should be renewed in the next couple of years.   | 117,000                    | 117,000          |                  |          |          |          |           |
| Engineering   | Seventh Concession South over Beaudoin Drain South - <b>Culvert No. 5</b> . New concrete culvert.  | 225,000                    | 225,000          |                  |          |          |          |           |
| Engineering   | North Sideroad over 2nd Concession Road Drain North - <b>Culvert No. 61</b> . New steel culvert.   | 208,000                    | 208,000          |                  |          |          |          |           |
| Engineering   | Fifth Concession South over the Albert McGee drain-lower. <b>Culvert No. 8</b> . Small bridge should be replaced with precast concrete box culvert.  | 330,000                    | 330,000          |                  |          |          |          |           |
|   | <b>TOTALS</b>  | <b>6,425,000</b>           | <b>4,017,000</b> | <b>2,408,000</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b>  |
| <b>Fleet and Equipment</b>                                    |  |                            |                  |                  |          |          |          |           |
| PWD   | Unit M-2 - Dodge Ram 1500 Pick Up Light Duty Pick Up Truck. LISTED IN NOW UNDER THE ASSET MANAGEMENT PLAN.   | 40,000                     |                  |                  | 40,000   |          |          |           |
| PWD   | Unit 116 - International 4300 Dump Truck with Plow and Salter - Complete Unit Replacement. LISTED IN NOW UNDER THE ASSET MANAGEMENT PLAN.  | 150,000                    |                  | 150,000          |          |          |          |           |

**TOWN OF AMHERSTBURG - 5 TO 10 YEAR CAPITAL OUTLOOK TAX FUNDED**

| Budget Centre | Initiative  | Total Capital Requirements | 2019    | 2020   | 2021    | 2022    | 2023    | 2024-2029 |
|---------------|---|----------------------------|---------|--------|---------|---------|---------|-----------|
| PWD           | Unit R306 - 8-ton single axle dump truck with plow and salter. Complete unit replacement. LISTED IN NOW UNDER THE ASSET MANAGEMENT PLAN.                                  | 280,000                    | 280,000 |        |         |         |         |           |
| PWD           | Unit R205 - 6-ton single axle dump truck with plow and salter. Complete unit replacement. LISTED IN NOW UNDER THE ASSET MANAGEMENT PLAN.                                  | 250,000                    | 250,000 |        |         |         |         |           |
| PWD           | Unit R206 - tandem axle dump truck with plow and salter. Complete unit replacement. LISTED IN NOW UNDER THE ASSET MANAGEMENT PLAN.  | 300,000                    | 300,000 |        |         |         |         |           |
| PWD           | Unit 210 - Ford Ranger - Light Duty Pick Up Truck. LISTED IN NOW UNDER THE ASSET MANAGEMENT PLAN.   | 35,000                     |         | 35,000 |         |         |         |           |
| PWD           | Unit 510 - Chevy Silverado - Light Duty Pick Up Truck. LISTED IN NOW UNDER THE ASSET MANAGEMENT PLAN.   | 40,000                     | 40,000  |        |         |         |         |           |
| PWD           | Unit 111 - Chevy Express Cargo Van - Complete unit replacement. LISTED IN NOW UNDER THE ASSET MANAGEMENT PLAN.  | 35,000                     |         |        |         | 35,000  |         |           |
| PWD           | Unit R209 - GMC single axle dump truck with plow and salter. Complete unit replacement. Listed to be replaced in 2019 UNDER THE ASSET MANAGEMENT PLAN.                    | 150,000                    |         |        |         | 150,000 |         |           |
| PWD           | Unit M-1 - Ford Ranger - Light Duty Pick Up Truck. Listed to be replaced in 2019 UNDER THE ASSET MANAGEMENT PLAN..  | 30,000                     |         |        |         | 30,000  |         |           |
| PWD           | Unit 410 - Dodge 2500 - Light Duty Pick Up Truck. Listed to be replaced in 2020 UNDER THE ASSET MANAGEMENT PLAN..   | 40,000                     |         |        |         | 40,000  |         |           |
| PWD           | Unit 220 - John Deere Grader. Required to maintain all gravel roads as well as assist in winter control. LISTED IN NOW UNDER THE ASSET MANAGEMENT PLAN                    | 350,000                    |         |        |         |         | 350,000 |           |
| PWD           | Unit 207 - John Deere Front End Loader - LISTED IN NOW UNDER THE ASSET MANAGEMENT PLAN  | 200,000                    |         |        |         |         | 200,000 |           |
| PWD           | Unit SS-1 - Elgin Whirlwind Street Sweeper - Utilized to clean roads and hydro vac catch basins and holes. Listed to be replaced in 2020 UNDER THE ASSET MANAGEMENT PLAN. | 250,000                    |         |        | 250,000 |         |         |           |
| PWD           | 25' boom mower for tractor unit   | 57,000                     | 57,000  |        |         |         |         |           |
| Parks         | Unit 710 - Chevy Silverado - Light Duty Pick Up Truck. LISTED IN NOW UNDER THE ASSET MANAGEMENT PLAN.   | 35,000                     |         |        | 35,000  |         |         |           |
| Parks         | Unit RS-1 - Chevy Silverado - Light Duty Pick Up Truck with Plow and Salter. LISTED IN NOW UNDER THE ASSET MANAGEMENT PLAN.   | 35,000                     |         |        | 35,000  |         |         |           |
| Parks         | Unit PG-1 - Dodge Ram 4 x 4 - Light Duty Pick Up Truck with Plow and Salter. Listed for replacement in 2020   | 40,000                     |         |        |         | 40,000  |         |           |
| Parks         | Unit RM-1 - Dodge Ram 4 x 4 - Light Duty Pick Up Truck with Plow and Salter. Listed for replacement in 2021   | 35,000                     |         |        |         |         | 35,000  |           |
| Parks         | Replace 2008 42" Zero Turn Exmark Navigator with bagger   | 18,000                     | 18,000  |        |         |         |         |           |
| Parks         | Replace 2006 Kubota 4 x 4 - 25 HP RTV   | 45,000                     | 45,000  |        |         |         |         |           |

**TOWN OF AMHERSTBURG - 5 TO 10 YEAR CAPITAL OUTLOOK TAX FUNDED**

| Budget Centre | Initiative   | Total Capital Requirements | 2019    | 2020   | 2021    | 2022   | 2023 | 2024-2029 |
|---------------|--|----------------------------|---------|--------|---------|--------|------|-----------|
| Parks         | Purchase New Dump Trailer -  | 12,000                     | 12,000  |        |         |        |      |           |
| Parks         | Purchase wide area deck mower for Trackless Unit (replaces 12 year old existing machine \$120,000)   | 30,000                     | 30,000  |        |         |        |      |           |
| Parks         | Unit 208 - John Deere Mini Backhoe w Cab and Sweeper - LISTED IN NOW UNDER THE ASSET MANAGEMENT PLAN | 90,000                     |         | 90,000 |         |        |      |           |
| Rec           | Replace 2001 Zamboni - RS-2 - Ice Resurfacers  | 108,000                    | 108,000 |        |         |        |      |           |
| Rec           | GPS Athletic Field Marker and Field Painter  | 125,000                    | 125,000 |        |         |        |      |           |
| Rec           | Level-Ice Laser Leveling System  | 125,000                    | 125,000 |        |         |        |      |           |
| Rec           | Field Cut Striper Unit   | 136,000                    | 136,000 |        |         |        |      |           |
| Facilities    | Unit FM-01 - Replace 2003 Savana Van   | 35,000                     |         | 35,000 |         |        |      |           |
| Fire          | Unit Tanker 3 - Fire Station 3   | 580,000                    |         |        | 580,000 |        |      |           |
| Fire          | Replace 2010 Dodge Truck   | 55,000                     |         | 55,000 |         |        |      |           |
| Fire          | Replace 2011 Dodge Truck   | 55,000                     |         |        |         | 55,000 |      |           |
| Fire          | Auto Extrication Equipment   | 75,000                     | 25,000  | 25,000 | 25,000  |        |      |           |
| Fire          | Replacement of Water & Ice Rescue Equipment  | 75,000                     | 25,000  | 25,000 | 25,000  |        |      |           |
| Fire          | Replace 2017 Dodge Van   | 55,000                     |         |        |         | 55,000 |      |           |

| TOWN OF AMHERSTBURG - 5 TO 10 YEAR CAPITAL OUTLOOK TAX FUNDED |   |                            |                   |                  |                  |                  |                   |                   |
|---|---|----------------------------|-------------------|------------------|------------------|------------------|-------------------|-------------------|
| Budget Centre   | Initiative  | Total Capital Requirements | 2019              | 2020             | 2021             | 2022             | 2023              | 2024-2029         |
| Building  | Unit BP-02 - Ford Ranger - Light Duty Pick Up Truck. LISTED IN NOW UNDER THE ASSET MANAGEMENT PLAN.   | 30,000                     | 30,000            |                  |                  |                  |                   |                   |
|   | <b>TOTALS</b>   | <b>4,001,000</b>           | <b>1,606,000</b>  | <b>735,000</b>   | <b>965,000</b>   | <b>695,000</b>   | <b>-</b>          | <b>-</b>          |
| <b>TOTAL 2019 PUBLIC WORKS DEPARTMENT</b>                     |   | <b>64,122,765</b>          | <b>30,359,765</b> | <b>7,690,200</b> | <b>8,972,200</b> | <b>5,052,200</b> | <b>1,757,200</b>  | <b>10,291,200</b> |
| <b>Facilities</b>   |   |                            | -                 |                  |                  |                  |                   |                   |
| PWD   | PWD Shop HVAC System Replacement. 3-Year Project. \$50,000 required in 2014, 2015 & 2016.   | 150,000                    | -                 | 50,000           | 50,000           | 50,000           |                   |                   |
| Town  | Replacement of windows in the Town Hall   | 50,000                     | -                 | 50,000           |                  |                  |                   |                   |
| Rec   | Grandstands at Libro Center ( For Possible Football Club)   | 295,000                    | -                 | 295,000          |                  |                  |                   |                   |
| PWD   | Build new consolidated Public Works/Parks & Facilities to house consolidated operations inclusive of garage and salt shed   | 3,000,000                  |                   |                  |                  |                  | 3,000,000         |                   |
| Fire  | Consolidation of Fire Station   | 3,000,000                  |                   |                  | 1,500,000        | 1,500,000        |                   |                   |
| Fire  | Fire Servicing for Boblo Island   | 675,000                    | -                 | 675,000          |                  |                  |                   |                   |
| Fire  | Emergency Operations Centre Power Generator   | 300,000                    | -                 | 300,000          |                  |                  |                   |                   |
| Fire  | Fire Station Security   | 10,000                     | 10,000            |                  |                  |                  |                   |                   |
| Fire  | Emergency Operations Centre upgrade   | 75,000                     |                   | 75,000           |                  |                  |                   |                   |
| Facilities  | Security for Libro  | 30,000                     | 30,000            |                  |                  |                  |                   |                   |
| Parks   | Co-An Park Capital Funding  | 150,000                    | 15,000            | 15,000           | 15,000           | 15,000           | 15,000            | 75,000            |
| Parks   | Malden Park- Ball Diamond Fencing   | 25,000                     | 25,000            |                  |                  |                  |                   |                   |
| Parks   | Refurbish Beaudoin Park   | 170,000                    | 170,000           |                  |                  |                  |                   |                   |
| Town  | Town Hall Upgrades/ Relocation  | 2,600,000                  |                   |                  |                  |                  | 2,600,000         |                   |
| Town  | Development of Duffy's Waterfront   | 5,250,000                  |                   | 3,000,000        | 2,250,000        |                  |                   |                   |
| Town  | BelleVue Restoration  | 6,900,000                  |                   | 2,500,000        |                  |                  | 4,400,000         |                   |
| Town  | Library   | 950,000                    |                   |                  |                  |                  | 950,000           |                   |
| Town  | Scout Hall  | 230,000                    |                   |                  |                  |                  | 230,000           |                   |
| PWD   | Public Works Garage   | 875,000                    |                   |                  |                  |                  | 875,000           |                   |
|   | <b>TOTALS</b>   | <b>24,735,000</b>          | <b>250,000</b>    | <b>6,960,000</b> | <b>3,815,000</b> | <b>1,565,000</b> | <b>12,070,000</b> | <b>75,000</b>     |
| <b>South-East Quadrant Servicing Requirements</b>             |   |                            |                   |                  |                  |                  |                   |                   |
| Engineering   | Fryer Street Reconstruction from Pickering to Lowes Sideroad. This reconstruction will convert the road from it's current rural cross section to an urban cross section with curb & gutter as well as storm sewers. 985m in length.   | 2,550,000                  |                   |                  | 2,550,000        |                  |                   |                   |
| Engineering   | Lowes Sideroad Reconstruction from Sandwich Street to Fryer. This reconstruction will convert the road from it's current rural cross section to an urban cross section with curb & gutter as well as storm sewers. 785m in length   | 1,300,000                  |                   |                  | 1,300,000        |                  |                   |                   |
| Engineering   | Lowes Sideroad Reconstruction from Fryer Street to Meloche Road. This reconstruction will convert the road from it's current rural cross section to an urban cross section with curb & gutter as well as storm sewers. 1315m in length.   | 2,225,000                  |                   |                  | 2,225,000        |                  |                   |                   |
| Engineering   | 2nd Concession South (Fryer Street) Reconstruction from Lowes Sideroad to Southern limit of the Malden Properties lands. This reconstruction will convert the road from it's current rural / gravel cross section to an urban cross section with curb & gutter as well as storm sewers. 410m in length. | 1,100,000                  |                   |                  | 1,100,000        |                  |                   |                   |

| TOWN OF AMHERSTBURG - 5 TO 10 YEAR CAPITAL OUTLOOK TAX FUNDED |  |                            |                   |                   |                   |                  |                   |                   |
|---|--|----------------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------------|
| Budget Centre   | Initiative   | Total Capital Requirements | 2019              | 2020              | 2021              | 2022             | 2023              | 2024-2029         |
| Municipal Drain   | Pike Road Drain Relocation - Includes the rerouting of a portion of the Pike Road Drain and 2nd Concession Drain | 1,700,000                  |                   |                   | 1,700,000         |                  |                   |                   |
|   | <b>TOTALS</b>  | 8,875,000                  | -                 | -                 | 8,875,000         | -                | -                 | -                 |
| <b>Other</b>  |  |                            |                   |                   |                   |                  |                   |                   |
| IT  | Police Radio System  | \$ 600,000                 | 600,000           |                   |                   |                  |                   |                   |
| IT  | IT Life Cycle Capital  | \$ 60,000                  | 60,000            |                   |                   |                  |                   |                   |
|   | <b>TOTALS</b>  | 660,000                    | 660,000           | -                 | -                 | -                | -                 | -                 |
|   |  | <b>98,392,765</b>          | <b>31,269,765</b> | <b>14,650,200</b> | <b>21,662,200</b> | <b>6,617,200</b> | <b>13,827,200</b> | <b>10,366,200</b> |



| WATER BUDGET CENTRE - 2019 CAPITAL BUDGET   |                            |              |  |                |           |             |      |           |           |             |
|---|----------------------------|--------------|--|----------------|-----------|-------------|------|-----------|-----------|-------------|
| Initiative  | Total Capital Requirements | Net          | Reasoning  | Funding Source | 2019      | 2020        | 2021 | 2022      | 2023      | 2024-2029   |
| <b>Distribution System - Upgrades &amp; Replacements</b>  |                            |              |  |                |           |             |      |           |           |             |
| Walnut Street Watermain Replacement from Hawthorn to McCurdy. Upgrade 150mm ductile pipe watermain to class 150. 175m   | \$ 180,000                 | \$ 180,000   | Required due to lifecycle renewal. Elimination of ductile iron pipe. Engineering in 2018. Construction in 2019. Will be coordinated with asphalt replacement   |                | \$180,000 |             |      |           |           |             |
| Pacific Avenue Watermain Replacement from Simcoe to Richmond. Upgrade 200mm ductile pipe watermain to class 150. 600m   | \$ 495,000                 | \$ 495,000   | Required due to lifecycle renewal. Elimination of ductile iron pipe. Engineering in 2019. Construction in 2020. Will be coordinated with asphalt replacement   |                | \$45,000  | \$450,000   |      |           |           |             |
| MXU (transmitter replacement)   | \$ 1,500,000               | \$ 1,500,000 | Transmitter (MXU) replacement toward the idea of an AMI tower system   |                |           |             |      | \$300,000 | \$400,000 | \$800,000   |
| AMI Tower for meter reads   | \$ 300,000                 | \$ 300,000   | Tower transmission of reads  |                |           |             |      |           |           | \$300,000   |
| Future Watermain Replacements 2021-2027. Allow \$500,000 per year for replacement of old watermain materials and upgrades.  | \$ 3,500,000               | \$ 3,500,000 | Funds would provide for future lifecycle renewals and upgrades.  |                |           |             |      | \$500,000 | \$500,000 | \$2,500,000 |
| <b>TOTALS</b>   | \$ 5,975,000               | \$ 5,975,000 |  |                | \$225,000 | \$450,000   | \$0  | \$800,000 | \$900,000 | \$3,600,000 |
| <b>Southeast Quadrant Servicing</b>   |                            |              |  |                |           |             |      |           |           |             |
| Concession 2 Watermain  | \$ 500,000                 | \$ 500,000   | New infrastructure required as a component of the Southeast Quadrant servicing initiative  |                | \$50,000  | \$450,000   |      |           |           |             |
| Lowes Sideroad Watermain  | \$ 800,000                 | \$ 800,000   | New infrastructure required as a component of the Southeast Quadrant servicing initiative  |                | \$50,000  | \$750,000   |      |           |           |             |
| <b>TOTALS</b>   | \$ 1,300,000               | \$ 1,300,000 |  |                | \$100,000 | \$1,200,000 | \$0  | \$0       |           | \$0         |
| <b>Amherstburg Water Treatment Plant - Upgrades and Replacements</b>  |                            |              |  |                |           |             |      |           |           |             |
| LifeCycle Replacement Program Work  | \$ 235,000                 | \$ 235,000   | OWCA Life Cycle Projects   |                | \$235,000 |             |      |           |           |             |
| Supervisory Control and Data Acquisition (SCADA) Upgrade. New computer system to operate the plant. Upgrades to MCC electrical, panels, cabling and conduit to be done at the plant as well   | \$ 2,000,000               | \$ 2,000,000 | Plant is currently not automated. Controls are all manual. Will fully automate plant. SCADA provides improved reporting procedures because of the data that can be acquired more efficiently. (20% growth related). This is to be done before the plant upgrade. |                | \$100,000 | \$1,900,000 |      |           |           |             |
| Construction of a new clarifier at the water treatment plant to provide 100% redundancy of the existing clarifier. \$262,000 for engineering in 2019 and \$2,358,000 for construction in 2020 | \$ 2,620,000               | \$ 2,620,000 | Rundancy is not in place now. Recommended by the Ministry of the Environment and Climate Change  |                | \$700,000 | \$1,920,000 |      |           |           |             |
| Water plant structural repairs  | \$ 200,000                 | \$ 200,000   | Repairs to the drainage under the plant to repair a sinking area due to a broken drain.  |                | \$200,000 |             |      |           |           |             |

| WATER BUDGET CENTRE - 2019 CAPITAL BUDGET   |                            |                      |   |                           |                    |                    |                  |                     |                    |            |
|---|----------------------------|----------------------|---|---------------------------|--------------------|--------------------|------------------|---------------------|--------------------|------------|
| Initiative  | Total Capital Requirements | Net                  | Reasoning   | Funding Source            | 2019               | 2020               | 2021             | 2022                | 2023               | 2024-2029  |
| Filter #2 & #3 underdrain replacement   | \$ 480,000                 | \$ 480,000           | This work is required to avoid the failure that was experienced with filter underdrain of Filter #4. Includes removal and full replacement of the existing filter media and underdrain. | Transfer from Operational |                    | \$480,000          |                  |                     |                    |            |
| WTP Chlorine driveway   | \$ 75,000                  | \$ 75,000            | Repositioning of driveway, curb cut etc... In-house??   |                           |                    |                    | \$75,000         |                     |                    |            |
| Reservoir Replacement Redundancy. Installation of new 7,400 cubic metre reservoir.  | \$ 7,200,000               | \$ 7,200,000         | Currently no redundant system for reservoir. This redundancy would also be in preparation for Phase 2 capacity increase during plant upgrades   |                           |                    |                    | \$200,000        | \$7,000,000         |                    |            |
| Existing Reservoir Modifications and Refurbishment  | \$ 1,400,000               | \$ 1,400,000         | Reservoir Modifications required to maximize chlorine contact time and eliminate short curcuiting of the reservoir.   |                           |                    |                    |                  | \$200,000           | \$1,200,000        |            |
| Process Waste Treatment Facility Construction. Collection, thickening, and dewatering for plant rated flow of 22,400 cubic metres per day. (20% growth related) | \$ 5,000,000               | \$ 5,000,000         | Backwash and filter waste currently not treated. This will provide treatment prior to discharge.  |                           |                    |                    | \$500,000        | \$4,500,000         |                    |            |
| <b>TOTALS</b>   | <b>\$ 19,210,000</b>       | <b>\$ 19,210,000</b> |   |                           | <b>\$1,235,000</b> | <b>\$4,300,000</b> | <b>\$775,000</b> | <b>\$11,700,000</b> | <b>\$1,200,000</b> | <b>\$0</b> |

| WATER BUDGET CENTRE - 2019 CAPITAL BUDGET   |                            |               |   |                |              |              |            |               |              |              |
|---|----------------------------|---------------|---|----------------|--------------|--------------|------------|---------------|--------------|--------------|
| Initiative  | Total Capital Requirements | Net           | Reasoning   | Funding Source | 2019         | 2020         | 2021       | 2022          | 2023         | 2024-2029    |
| <b>Amherstburg Water Treatment Plant - Upgrades and Replacements - Growth Related</b>   |                            |               |   |                |              |              |            |               |              |              |
| New Filter Construction at Water Treatment Plant. Upgrade require to increase capacity for water treatment plant from 18,124 cubic metres to 22,400 cubic metres per day.   | \$ 2,500,000               | \$ 2,500,000  | 18,124 cubic metres per day would not sustain continued growth and would require an additional 4,276 cubic metres per day.  |                |              |              |            |               |              | \$2,500,000  |
| New Construction of Second Screen at Water Treatment Plant to augment capacity upgrade. Upgrade require to increase capacity for water treatment plant from 18,124 cubic metres to 22,400 cubic metres per day.                         | \$ 1,000,000               | \$ 1,000,000  | 18,124 cubic metres per day would not sustain continued growth and would require an additional 4,276 cubic metres per day. This is a preliminary estimate of cost |                |              |              |            |               |              | \$1,000,000  |
| New Construction of Additional Low Lift Pump at Water Treatment Plant to augment capacity upgrade. Upgrade require to increase capacity for water treatment plant from 18,124 cubic metres to 22,400 cubic metres per day.              | \$ 220,000                 | \$ 220,000    | 18,124 cubic metres per day would not sustain continued growth and would require an additional 4,276 cubic metres per day. This is a preliminary estimate of cost |                |              |              |            |               |              | \$220,000    |
| New Construction of Chemical Storage Room at Water Treatment Plant to augment capacity upgrade. Upgrade require to increase capacity for water treatment plant from 18,124 cubic metres to 22,400 cubic metres per day.                 | \$ 2,000,000               | \$ 2,000,000  | 18,124 cubic metres per day would not sustain continued growth and would require an additional 4,276 cubic metres per day. This is a preliminary estimate of cost |                |              |              |            |               |              | \$2,000,000  |
| Purchase and installation of additional diesel generator for Water Treatment Plant to augment capacity upgrade. Upgrade require to increase capacity for water treatment plant from 18,124 cubic metres to 22,400 cubic metres per day. | \$ 400,000                 | \$ 400,000    | 18,124 cubic metres per day would not sustain continued growth and would require an additional 4,276 cubic metres per day. This is a preliminary estimate of cost |                |              |              |            |               |              | \$400,000    |
| <b>TOTALS</b>   | \$ 6,120,000               | \$ 6,120,000  |   |                | \$0          |              |            |               |              | \$6,120,000  |
| <b>Water Distribution - Equipment</b>   |                            |               |   |                |              |              |            |               |              |              |
| Vehicle Replacement - WM-03. 2007 1/2 ton van. Replace with 3/4 ton van - Budget \$51,500 - 60% Water 40% Sewer   | \$ 31,000                  | \$ 31,000     | Required due to lifecycle renewal.  |                | \$31,000     |              |            |               |              |              |
| Vehicle Replacement - Unit WM-07. 2007 Ford Ranger 4x4 - Budget \$35,000 - 60% Water 40% Sewer  | \$ 21,000                  | \$ 21,000     | Required due to lifecycle renewal.  |                |              | \$21,000     |            |               |              |              |
| Vehicle Replacement - Unit SW-1: Sewer Truck - Replace with 3/4 ton van - Budget \$45,000 - 60% Water 40% Sewer   | \$ 27,000                  | \$ 27,000     | Required due to lifecycle replacement.  |                |              |              | \$27,000   |               |              |              |
| Allowance for equipment purchases 2023 to 2027. Budget \$350,000 - 60% Water 40% Sewer  | \$ 210,000                 | \$ 210,000    | Included in water rate review for future cost planning  |                |              |              |            | \$30,000      |              | \$180,000    |
| <b>TOTALS</b>   | \$ 289,000                 | \$ 289,000    |   |                | \$31,000     | \$21,000     | \$27,000   | \$30,000      | \$0          | \$180,000    |
| <b>TOTAL 2019 WATER CAPITAL BUDGET</b>  | \$ 32,894,000              | \$ 32,894,000 |   |                | \$ 1,591,000 | \$ 5,971,000 | \$ 802,000 | \$ 12,530,000 | \$ 2,100,000 | \$ 9,900,000 |

| WASTEWATER BUDGET CENTRE - 2019 CAPITAL BUDGET  |                            |              |   |                |                                    |               |                |              |              |              |                |
|---|----------------------------|--------------|---|----------------|------------------------------------|---------------|----------------|--------------|--------------|--------------|----------------|
| Initiative  | Total Capital Requirements | Net          | Reasoning   | Funding Source | Council Approved in Previous Years | 2019          | 2020           | 2021         | 2022         | 2023         | 2024-2029      |
| <b>Sewage Collection System - Upgrades &amp; Replacements</b>   |                            |              |   |                |                                    |               |                |              |              |              |                |
| Inflow and Infiltration study - Engineering   | \$ 660,000                 | \$ 660,000   | Engineering component of the project. Can include additional sewer investigation. Address the sewer inflow and infiltration the plagues the AWWTP catchment area. This will reduce comined storm / sanitary bypass.   |                |                                    | \$60,000.00   | \$60,000.00    | \$60,000.00  | \$60,000.00  | \$60,000.00  | \$360,000.00   |
| Inflow and Infiltration - Program<br>Sanitary sewer renewal and repair  | \$ 4,700,000               | \$ 4,700,000 | Sanitary sewer renewal and repairs to address the sewer inflow and infiltration the plagues the AWWTP catchment area. This will reduce comined storm / sanitary byass. This will also fund the basement flooding protection subsidy program.  |                |                                    | \$200,000.00  | \$500,000.00   | \$500,000.00 | \$500,000.00 | \$500,000.00 | \$2,500,000.00 |
| Servicing Study Southeast Quadrant EA   | \$ 50,000                  | \$ 50,000    | To complete the Environmental Assessment process for the servicing of the new building lots in the Fryer/ Lowes area. This budget is to fund dollars from the 2018 budget that were not spent and will be spent in 2019, this is an estimate of where the project will be at the end of 2018. |                |                                    | \$50,000.00   |                |              |              |              |                |
| <b>TOTALS</b>   | \$ 5,410,000               | \$ 5,410,000 |   |                |                                    | \$310,000.00  | \$560,000.00   | \$560,000.00 | \$560,000.00 | \$560,000.00 | \$2,860,000.00 |
| <b>Southeast Quadrant Servicing</b>   |                            |              |   |                |                                    |               |                |              |              |              |                |
| Lowes Sideroad and Fryer Street Sanitary forcemain installation   | \$ 1,000,000               | \$ 1,000,000 | Required as a component of the Southeast Quadrant servicing initiative  |                |                                    | \$ 350,000    | \$ 650,000     |              |              |              |                |
| Lowes sideroad sanitary sewer   | \$ 525,000                 | \$ 525,000   | Required as a component of the Southeast Quadrant servicing initiative  |                |                                    | \$ 150,000    | \$ 375,000     |              |              |              |                |
| Southeast Quadrant Pump Station   | \$ 1,750,000               | \$ 1,750,000 | Required as a component of the Southeast Quadrant servicing initiative  |                |                                    |               | \$ 1,750,000   |              |              |              |                |
| Pump Station west of Big Creek and associated forcemain   | \$ 2,800,000               | \$ 2,800,000 | Required as a component of the Southeast Quadrant servicing initiative  |                |                                    |               | \$ 2,800,000   |              |              |              |                |
| <b>TOTALS</b>   | \$ 6,075,000               | \$ 6,075,000 |   |                |                                    | \$500,000.00  | \$5,575,000.00 | \$0.00       | \$0.00       | \$0.00       | \$0.00         |
| <b>Sewage Collection System - Pump Stations</b>   |                            |              |   |                |                                    |               |                |              |              |              |                |
| Generator replacement for Edgewater PS#10 (site 29)   | \$ 80,000                  | \$ 80,000    | Lifecycle replacement as recommended in the 2016 facility condition assessment  |                |                                    | \$80,000.00   |                |              |              |              |                |
| Generator replacement for McGregor PS#1 (Site 9)  | \$ 80,000                  | \$ 80,000    | Lifecycle replacement as recommended in the 2016 facility condition assessment  |                |                                    |               | \$80,000.00    |              |              |              |                |
| <b>TOTALS</b>   | \$ 160,000                 | \$ 160,000   |   |                |                                    | \$80,000.00   | \$80,000.00    | -            | -            | -            | -              |
| <b>Environmental - McGregor Wastewater Lagoon System</b>  |                            |              |   |                |                                    |               |                |              |              |              |                |
| MCG WW Lagoon System - Inflow & Infiltration Program-<br>Investigation of PS#1 with repect to increasing flow capacity to the lagoon. | \$ 100,000                 | \$ 100,000   | The review of the pump station and options for increasing capacity to the lagoon may help with the sewer surcharging experienced in McGregor.   |                |                                    | \$100,000.00  |                |              |              |              |                |
| Install Fencing along County Road 11 (Walker Road)  | \$ 60,000                  | \$ 60,000    | Provide security for the Lagoon facility. Current fencing is inadequate.  |                |                                    |               |                | \$60,000.00  |              |              |                |
| <b>TOTALS</b>   | \$ 160,000                 | \$ 160,000   |   |                |                                    | \$ 100,000.00 | \$ -           | \$ 60,000.00 | \$ -         |              | \$ -           |

| WASTEWATER BUDGET CENTRE - 2019 CAPITAL BUDGET  |                            |               |  |                |                                    |                 |                 |               |               |               |                 |
|---|----------------------------|---------------|--|----------------|------------------------------------|-----------------|-----------------|---------------|---------------|---------------|-----------------|
| Initiative  | Total Capital Requirements | Net           | Reasoning  | Funding Source | Council Approved in Previous Years | 2019            | 2020            | 2021          | 2022          | 2023          | 2024-2029       |
| <b>Environmental - Edgewater Lagoon System</b>  |                            |               |  |                |                                    |                 |                 |               |               |               |                 |
| Edgewater Forcemain Connection  | \$ 4,480,000               | \$ 4,480,000  | This project was awarded to JJ Lepera on July 11, 2018. The project will not be completed by the end of 2018. Money is required in the 2019 budget to pay for the remainder of this project. \$4,480,000 is the estimated amount of work that will be remaining to be completed in 2019. |                |                                    | \$4,480,000.00  |                 |               |               |               |                 |
| Edgewater Lagoon Decommissioning  | \$ 1,055,000               | \$ 1,055,000  | To physically decommission lagoons and connect Edgewater sewage area to new treatment plant, providing secondary treatment.  |                |                                    |                 | \$1,055,000.00  |               |               |               |                 |
|   | \$ -                       | \$ -          |  |                |                                    |                 |                 |               |               |               |                 |
| <b>TOTALS</b>   | \$ 5,535,000               | \$ 5,535,000  |  |                |                                    | \$ 4,480,000.00 | \$ 1,055,000.00 | -             | -             |               | -               |
| <b>TOTALS</b>   | \$ -                       |               |  |                |                                    | -               |                 |               |               |               | -               |
| <b>Wastewater - Equipment</b>   |                            |               |  |                |                                    |                 |                 |               |               |               |                 |
| LifeCycle Replacement Program Work  | \$ 250,000                 | \$ 250,000    | OCWA Projects for LifeCycle  |                |                                    | \$250,000.00    |                 |               |               |               |                 |
| Vehicle Replacement - WM-05. 2007 1/2 ton van. Replace with 3/4 ton van - Budget \$51,500 - 60% Water 40% Sewer | \$ 21,000                  | \$ 21,000     | Required due to lifecycle renewal. Transmission in current unit is failing   |                |                                    | \$21,000.00     |                 |               |               |               |                 |
| Vehicle Replacement - Unit WM-07. 2007 Ford Ranger 4x4 - Budget \$35,000 - 60% Water 40% Sewer                  | \$ 14,000                  | \$ 14,000     | Required due to lifecycle renewal.   |                |                                    |                 | \$14,000.00     |               |               |               |                 |
| Vehicle Replacement - Unit SW-1: Sewer Truck - Replace with 3/4 ton van - Budget \$45,000 - 60% Water 40% Sewer | \$ 18,000                  | \$ 18,000     | Required due to lifecycle replacement.   |                |                                    |                 |                 | \$18,000.00   |               |               |                 |
| Allowance for equipment purchases 2022 to 2027. Budget \$350,000 - 60% Water 40% Sewer                          | \$ 140,000                 | \$ 140,000    | Required due to lifecycle replacement.   |                |                                    |                 |                 |               |               | \$20,000.00   | \$120,000.00    |
| <b>TOTALS</b>   | \$ 443,000                 | \$ 443,000    |  |                |                                    | \$ 271,000.00   | \$ 14,000.00    | \$ 18,000.00  | \$ -          | \$ 20,000.00  | \$ 120,000.00   |
| <b>TOTAL 2019 WASTEWATER CAPITAL BUDGET</b>   | \$ 17,783,000              | \$ 17,783,000 |  |                |                                    | \$ 5,741,000.00 | \$ 7,284,000.00 | \$ 638,000.00 | \$ 560,000.00 | \$ 580,000.00 | \$ 2,980,000.00 |