



## TOWN OF AMHERSTBURG SPECIAL COUNCIL MEETING

### AGENDA

View Livestream at the time of the proceedings at  
<https://www.amherstburg.ca/livestream>

Wednesday, January 26, 2022

6:00 PM

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Pages

1. CALL TO ORDER
2. ROLL CALL
3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

#### 4. LAND ACKNOWLEDGEMENT

We will begin by acknowledging that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations (comprising the Ojibway, the Odawa, and the Potawatomie Peoples), and of the Huron-Wendat and Wyandot Peoples. We recognize the land as an expression of gratitude to those whose traditional territory we reside on, and a way of honouring the Indigenous people who have been living and thriving on the land since time immemorial. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island.

#### 5. PUBLIC ENGAGEMENT SURVEY - RESULTS

3

That the Public Engagement Survey results **BE RECEIVED**.

#### 6. 2022 OPERATING BUDGET

23

That the post budget submission changes **BE RECEIVED**.

#### 7. CONSENT OTHER MINUTES

That the following minutes **BE RECEIVED**:

##### 7.1. Audit and Finance Advisory Committee Meeting Minutes of January 17, 2022

196

#### 8. ADJOURNMENT

That Council rise and adjourn at     p.m.

# Executive Summary

## Public Engagement Survey



The 2022 Operating Budget Public Engagement Survey was open for participation between January 10-18, 2022. The purpose of the survey is to assist Council and Town Administration understand the priorities and service levels residents' value most amongst the various services the Town provides. This survey, first introduced for this purpose in 2022 resulted in 135 participants, surpassing prior years levels of public engagement.

To understand the demographics of the participants who completed the survey, the survey looked at household size, age of participant and their primary source of information regarding the budget. The highlights can be summarized as follows:

- 84% of participants have a household size between 2-4 people
- 87% of participants are between the ages of 30-69
  - 25% are 30-39 years of age
  - 20% are 40-49 years of age
  - 23% are 50-59 years of age
  - 19% are 60-69 years of age
- 79% of the participants reported their primary source of information for the Town's budget is from social media, Town's website and local media
  - 38% from social media
  - 21% from local media
  - 20% Town's website
- 59% of the participants submitted comments with a variety of perspectives

The overall scoring from the list of Town Services indicates:

- 11% of participant reported service levels should be reduced
- 20% should be enhanced
- 69% (majority of participants) reported service levels should be maintained

Only two service areas where greater than 25% of the participants reported to see a reduction in service levels are in Arts, Cultural Programs & Heritage Preservation and in Land Use Planning.

For enhanced service levels, greater than 40% of participants reported this for Road Maintenance and Parks & Sports Field.

Lastly, Town Services received greater than 80% satisfaction for Winter Control; Street Lighting; Fire; Sanitary Sewer System and Water Distribution System.

# 2022 Budget Public Engagement Survey

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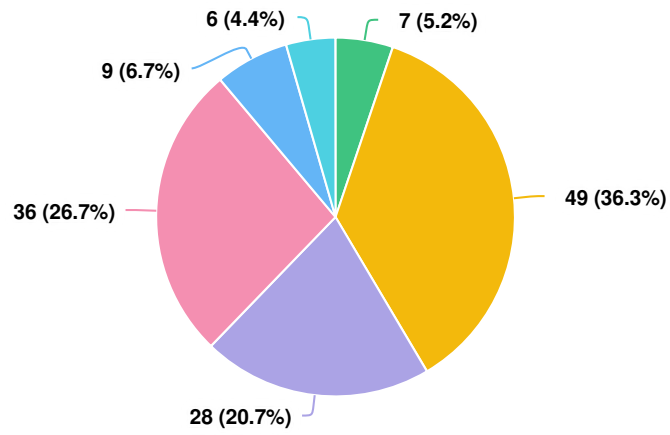
## SURVEY RESPONSE REPORT

10 January 2022 - 18 January 2022

### PROJECT NAME:

2022 Budget

**Q1** How many people in your household?

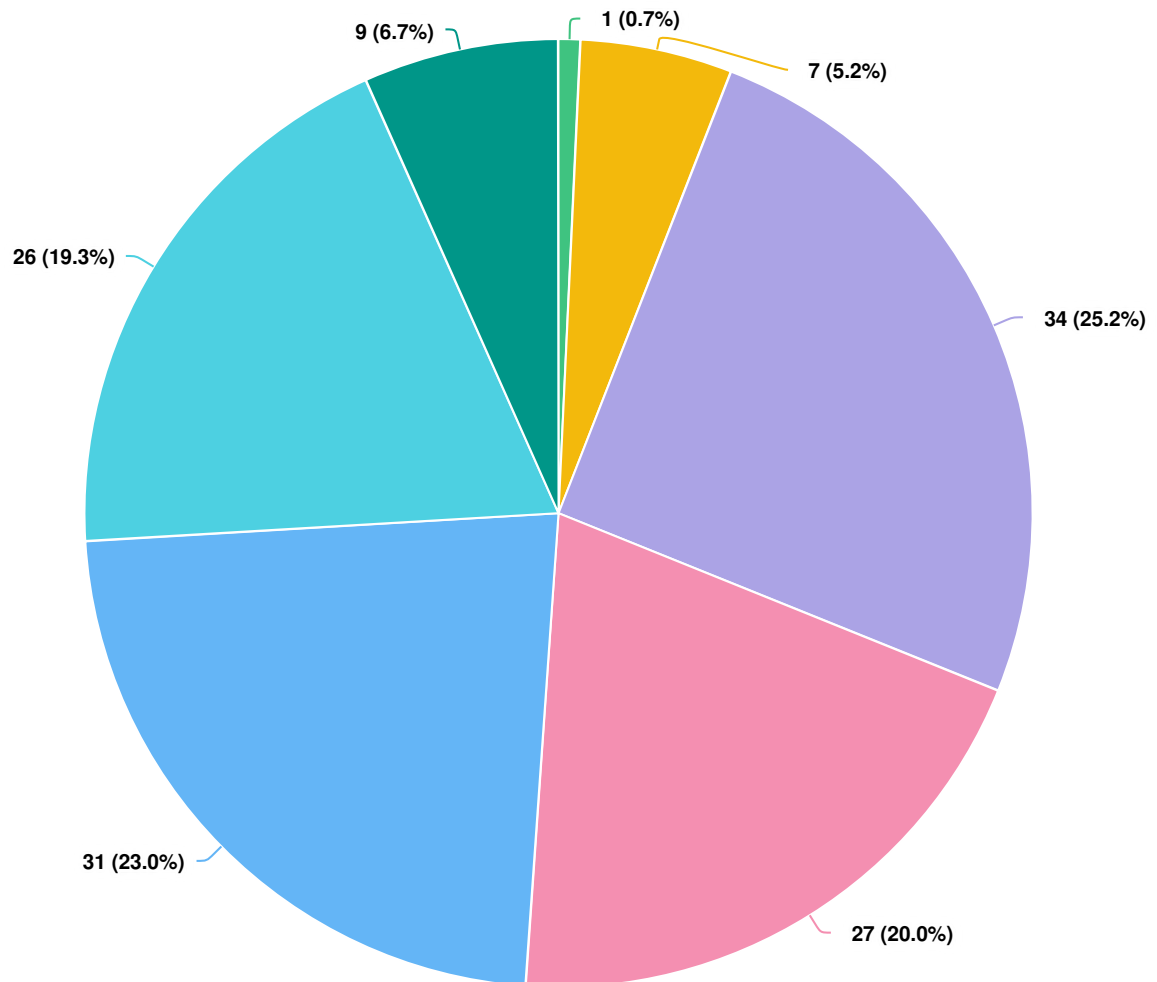


**Question options**

- 1
- 2
- 3
- 4
- 5
- 6+

Mandatory Question (135 response(s))  
Question type: Radio Button Question

**Q2** What is the age of the person completing this survey?

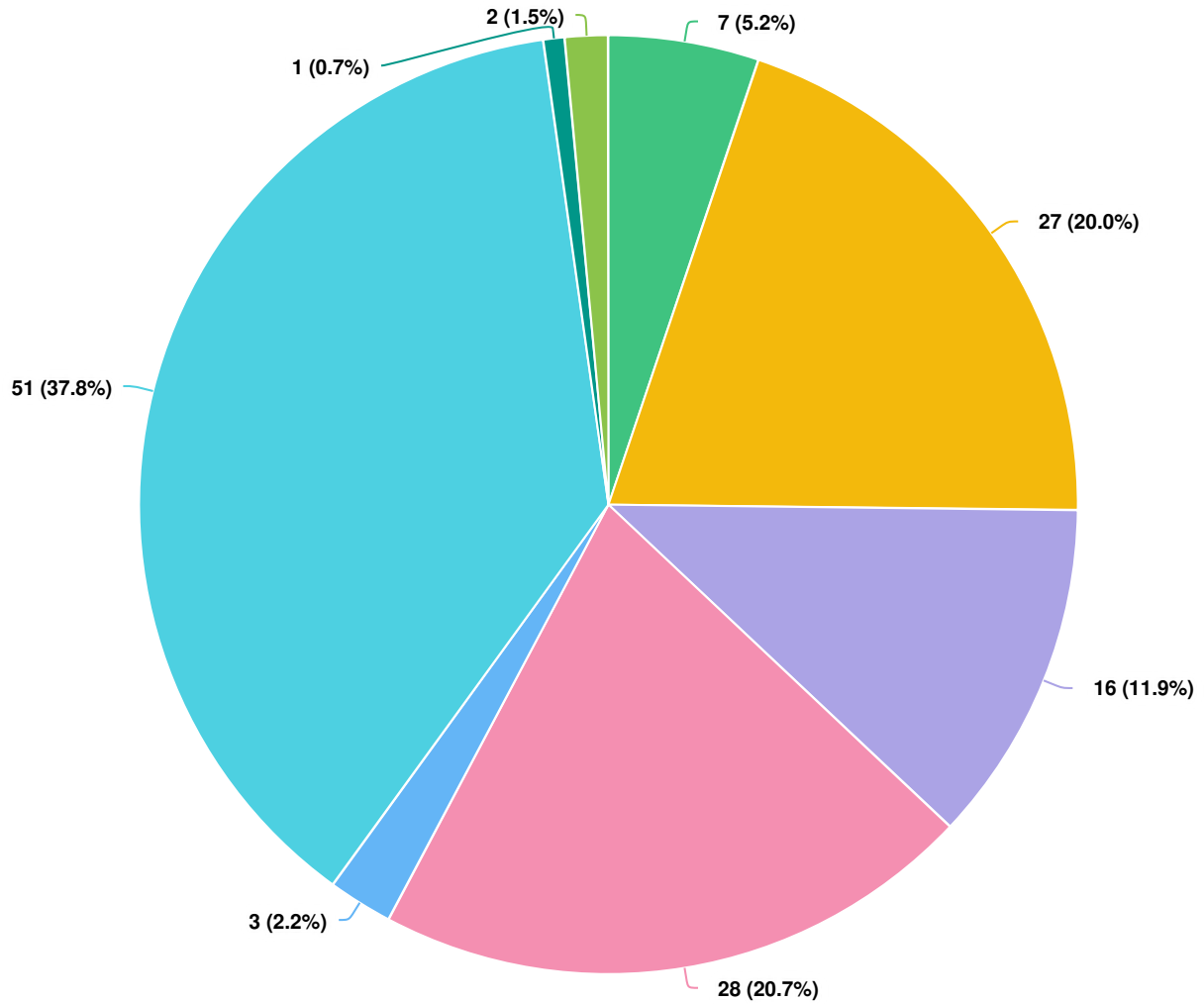


**Question options**

- Under 18
- 18-29
- 30-39
- 40-49
- 50-59
- 60-69
- 70+

Mandatory Question (135 response(s))  
Question type: Radio Button Question

**Q3** What is your primary source for information regarding the Town's budget?

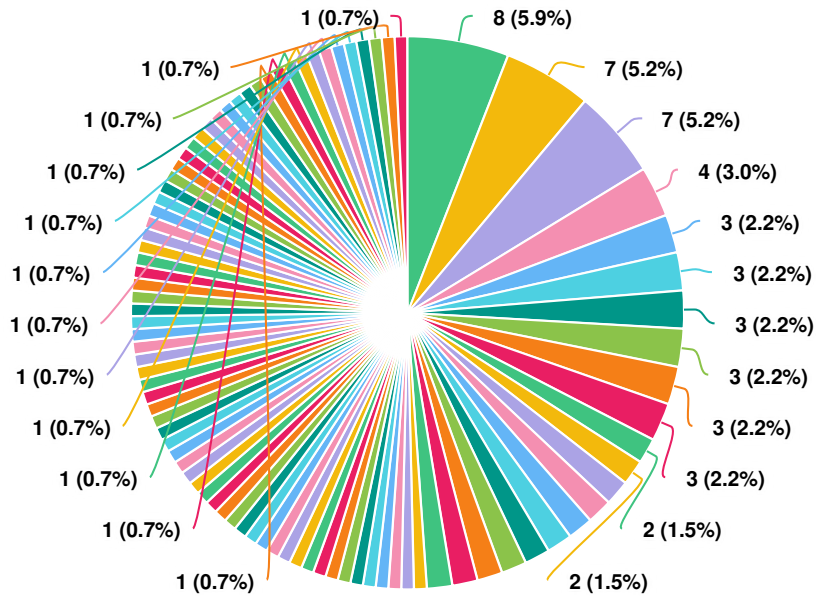


**Question options**

- Talk the Burg
- Town of Amherstburg Website
- Public Council Meetings
- Local Media
- Local Councillor
- Social Media
- Didn't see any information
- Other

Mandatory Question (135 response(s))  
Question type: Radio Button Question

**Q4 What is your postal code?**



**Question options**

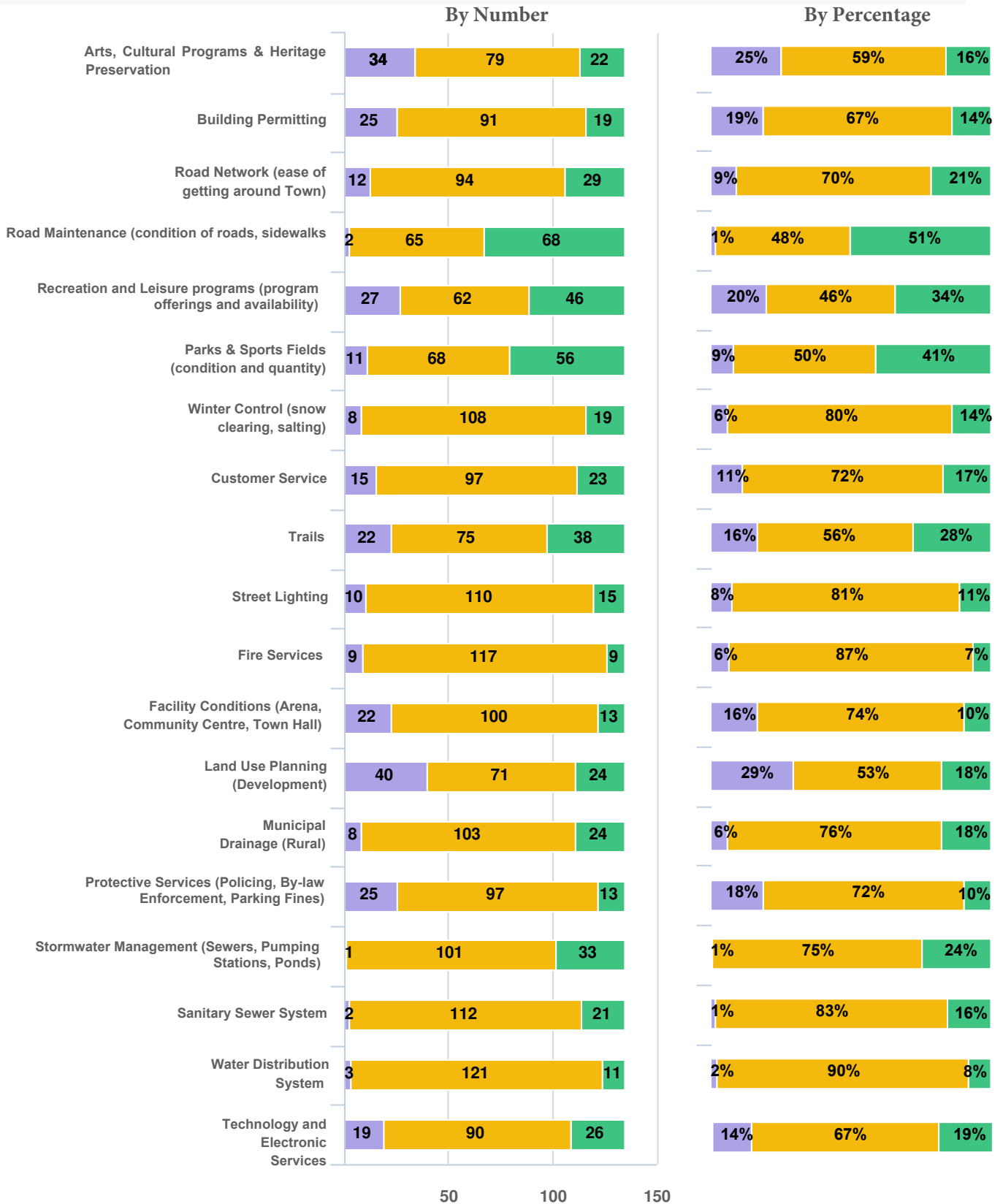
- Amherstburg, ON, N9V2Y9
- Amherstburg, ON, N9V0C5
- Amherstburg, ON, N9V3W4
- Amherstburg, ON, N9V1Z4
- Amherstburg, ON, N9V3Y7
- Amherstburg, ON, N9V3Y3
- Amherstburg, ON, N9V2P3
- Amherstburg, ON, N9V2R2
- Amherstburg, ON, N9V4C8
- Amherstburg, ON, N9V4C8
- Amherstburg, ON, N9V3V4
- Amherstburg, ON, N9V3Y2
- Amherstburg, ON, N9V1V3
- Amherstburg, ON, N9V0B6
- Amherstburg, ON, N9V1G8
- Amherstburg, ON, N9V1R6
- Amherstburg, ON, N9V0C8
- Amherstburg, ON, N9V2T7
- Amherstburg, ON, N9V0A8
- Amherstburg, ON, N9V3R3
- Amherstburg, ON, N9V4E4
- Amherstburg, ON, N9V4C3
- Amherstburg, ON, N9V1A7
- Amherstburg, ON, N9V4A4
- Amherstburg, ON, N9V0B2
- Amherstburg, ON, N9V3M4
- Amherstburg, ON, N9V4C9
- Amherstburg, ON, N9V3Y4
- Amherstburg, ON, N9V3M8
- Amherstburg, ON, N9V0C2
- Amherstburg, ON, N9V1W3
- Amherstburg, ON, N9V2X2
- Amherstburg, ON, N9V1Z5
- Amherstburg, ON, N9V2Y8
- Amherstburg, ON, N0R1J0
- Amherstburg, ON, N9V1N3
- Amherstburg, ON, N9V2M3
- Amherstburg, ON, N9V0B7
- Amherstburg, ON, N9V0A7
- Amherstburg, ON, N9V2E1
- Amherstburg, ON, N9V2R7
- Amherstburg, ON, N9V3J3
- Amherstburg, ON, N9V0G4
- Amherstburg, ON, N9V2J5
- Amherstburg, ON, N9V2V7
- Amherstburg, ON, N9V2V1
- Amherstburg, ON, N9V2G7
- Amherstburg, ON, N9V3Z9
- Amherstburg, ON, N9V3S1
- Amherstburg, ON, N9V4B4

▲ 1/2 ▼

Mandatory Question (135 response(s))  
Question type: Region Question



**Q5** Below is a list of Town Services. Please indicate if you feel the service levels should be Enhanced, Maintained or Reduced.

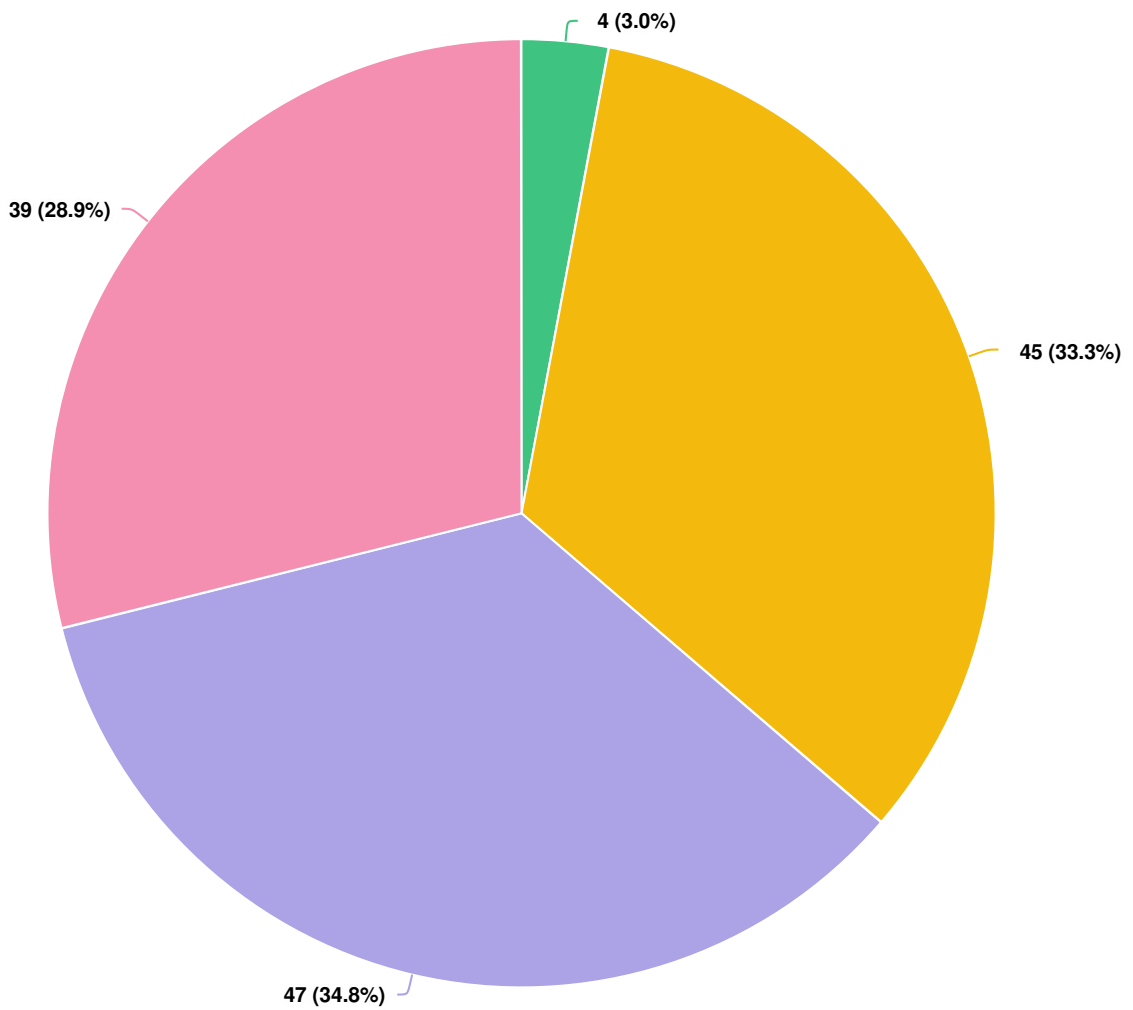


Mandatory Question (135 response(s))  
 Question type: Likert Question

**Question options**

- Reduced ●
- Maintained ●
- Enhanced ●

**Q6** | Approximately one half of the property tax that you pay goes to the Town of Amherstburg. The remainder supports County services & education. Thinking about all the service you receive from the Town, how much value would you say you receive for ...



**Question options**

- Poor
- Fair
- Good
- Excellent

Mandatory Question (135 response(s))  
Question type: Radio Button Question

**Q7** Please provide any specific comment regarding service levels. Max 250 words.

1/11/2022 10:42 AM  
Based on the growing population in kingsbridge, more has to be done with the park to accommodate the large number of residents.

1/11/2022 11:49 AM  
It always seems the town starts off suggesting a high tax increase . almost like a "scare tactic" and then agrees on a 2 to 3% tax hike. During these trying times and the economy and the world the way it is I would like to see town council hold a ZERO tax increase for this year

1/11/2022 11:52 AM  
I don't agree with 3.35% tax increase. I live near a natural path that the town owns, and there is a lot of littering. I asked for a garbage bin and I was told by public service (next to the police station) that no bin was going to be there, neither serviced by the town. I had to put a bin on my own, and I service it every sunday. Littering has reduced significantly since then. I feel like all the time taxes are being raised, and every so many years employees filling their pockets and then been fired and investigated. During a pandemic, where people is being laid off, there is no room for 3.35% increase.

1/11/2022 11:55 AM  
By law only in effect during covid. No parking places given warning not ticket. Ticket the offenders don't raise my taxes for others with lower taxes to use for free. Taxes have already tripled in past 10 years

1/11/2022 02:13 PM  
Such a vague survey. Most people (the average person) do not know how to accurately answer these questions as written (re:town services)

1/11/2022 02:17 PM  
Please show the residents exactly where the funds are spent. The pandemic should have reduced expenses, not increase them. Taxes should not be increasing other than inflation.

1/11/2022 02:30 PM  
Each year, our town is managed poorer and poorer, yet they always want more from us. It's sickening.

1/11/2022 02:33 PM  
I feel we have not received any reduction in taxes when it comes to switching to Windsor Police.

1/11/2022 03:34 PM Town needs better parks and in more accessible locations other than the libro centre.

1/11/2022 04:04 PM Start by coming back with either a reduced tax base for this year or a maximum 0 percent increase. Get rid of a useless tourism department would be a good start

1/11/2022 04:11 PM We should be providing more entertainment and amenities for families throughout the year. We do a great job with festivals etc... let's take it up a notch.

1/11/2022 04:14 PM As a Malden native, living in rural Amherstburg I see very little benefit from the Town of Amherstburg or increased taxes. Do not increase taxes, the staff vacancies should already be part of the existing budget without increases and with all the land sold off and halted services because of COVID why should taxes continue to increase substantially?

1/11/2022 04:33 PM We are on the 6th North and it's horrible. I've lived here since 2009 and it was bad even before then. We pay over \$5000 in taxes and I really don't see anything for it. Some days my recycle doesn't get picked up, my garbage doesn't get picked up. On the windy days we put it out and it doesn't get picked up until very late in the evening. It gets really windy here and ends up all scattered in the farmers field.

1/11/2022 05:01 PM I do not support another tax increase. I am concerned about the recent staffing levels, and experience at the Town offices.

1/11/2022 06:59 PM Concerned about the budget considering the number of top management personnel are gone. Too much expertise and knowledge has left.

1/11/2022 07:09 PM What a waste of upping taxes. For what... christmas lights? You're pushing people out of Amherstburg. You know people are already struggling, and you propose this ridiculous and asinine tax hike? Give your heads a shake here.

1/11/2022 07:22 PM In my specific case I live out in the county, I see almost no value from the already expensive taxes I pay. You are lucky to see the town mow

the ditches once during the summer months, there are no sewers to maintain, I have a guard rail in front of my property that is damaged from a car hitting it and has never been repaired by the town. There are basically no activities at the arena for my young children, I have to go to other communities to put them in their activities. As much as I would love my taxes to go down. The probability of that is very low but the least we could do is get our moneys worth. I believe the taxes in this town are getting out of hand and will soon price most people out of this community.

1/11/2022 08:37 PM

Parks and associated infrastructure could be enhanced significantly. Dog park is desperately needed in our community. Other ideas: band shell, community gardens, disc golf, outdoor exercise equipment, more trees and shade, picnic tables, pollinator gardens. Land use planning (development) not sure what you are asking specifically. We need to prioritize the implementation of the natural heritage strategy, and reduce all the residential developments with minimized green spaces. Think more long term about how to restore and protect natural heritage, connect storm water systems and waterways, and create more corridors for wildlife and trails. Consider a volunteer management program and coordinator role. Municipality's that invest in community engagement get more done for less money and create community spirit. (E.g. Township of Tiny)

1/11/2022 08:50 PM

As a rural resident we are over taxed compared to other municipalities. This needs to be corrected. The worst thing to ever happen to the rural communities of Anerdon and Malden were the amalgamation into the town of Amherstburg. We pay far too much for nearly zero useful services (maybe neglectful snow removal that is needed extremely rarely), we are used as a drag strip for people commuting to work every day (most people speeding excessively), this needs to be addressed as well. A ward system would greatly serve the needs of the rural communities that are extremely neglected. As a life long resident, if it were not for long standing historical roots in this area as well as family, there is zero chance I would still live here. People I grew up with have and are being forced out of the housing market in this area more and more every day.

1/11/2022 09:08 PM

The towns permit officers for septic systems and some staff dealing with rural drainage have demonstrated a significant lack of competence.

1/11/2022 09:39 PM

We already pay 6500\$ yearly in taxes to live on concession 3 north... no sidewalks... over travelled due 2nd 4th and 5th being closed..

garbage collection is horrible... untimely... and they're lazy. And u allowed st Josephs school to put a parking lot on the corner causing even more traffic I front of our house.. why do we pay so much.. the sewers were put in years ago.. I think they've been paid off.. years ago...

1/11/2022 10:13 PM

The amount of taxes that we pay I do not feel are reflected in the services provided by the town. We've had a few incidents where our recycle or garbage was not picked up on the proper day. Our policing services have declined greatly since switching to Windsor. The park in our neighbourhood could really benefit from tennis or basketball courts. A dog park has been in the works for two years, if that could happen this year that would be great.

1/12/2022 12:01 AM

New org. Chart needed at townhall, administration and workforce reorganized, more staff doesn't mean better, townhall has to learn to work smarter. More transparency is needed in all departments.

1/12/2022 02:21 AM

Sell that monstrosity Bellevue, waste of money, could be used to lower taxes. It can never be repaired or used for anything eyesore!  
MORE BIKE PATHS !

1/12/2022 08:06 AM

We receive little services from the town in our rural setting, most comes from the county. The last time the town gave us any service they killed our grass while spraying the ditch. There is far too much drama and waste in this town and considering that Amherstburg has one of the highest mill rates in the county based on our population we have not gotten the services expected from what we pay in many years and I say this as a 7th generation Amherstburg area family. Town council has been wasteful with our taxes and do not and have not in some time properly represented the tax payers of Amherstburg. Given the current state of our economy a raise in property tax is irresponsible.

1/12/2022 08:50 AM

Excellent waste, recycle and yard waste service and snow clearing. Town staff are always knowledgeable and pleasant when contacted with inquiries

1/12/2022 09:44 AM

6 consesion between Alma and CR10 needs re-paving BADLY.  
Essex 20 could use more lighting

1/12/2022 11:13 AM

We've owned our home for two years, Ive been laid off from Chrysler on and off for the entirety of those two years. We've been stuck in our houses the entire time, I've gone to the river lights for 20 minutes in the last 2 years, the only town service we (or most people) have used at all in that time. An increase in taxes is absolutely ridiculous, it's almost like the town wants young people to fail in this market. Thank you for the complete lack of support and understanding, I look forward to witnessing more incompetence when it comes to simple things like a budget to build a school.

1/12/2022 11:26 AM

There needs to be more trash cans, ideally 1 at every bench around town. We have a huge litter problem, and i think having more trash cans will encourage people to pick up after themselves.

1/12/2022 01:22 PM

Why is the Town still entertaining contracted services to manage the water and wastewater services? Do we not have the competencies to manage our own services? Now going into a 5 year contract, we should have planned to manage these systems "in-house". Also, chemicals will be purchased for the water plant by the twin only? Why not wastewater as well?

1/12/2022 01:33 PM

Adequate for size of town

1/12/2022 01:45 PM

Towns parks and amenities depleted . Roads are terrible . Too many projects that are wants and not needs.

1/12/2022 02:29 PM

Please update the arena and recreational facilities for the kids. We are losing them and causing families to go out Amherstburg. The soccer program needs help especially for youth girls. The baseball diamonds and swimming pool are gone. The Libro offers the bare minimum. We need to add to the arena and keep it open my often. I am sick of driving to Harrow, Essex and Lasalle to do things with my kids that's should be offered in Amherstburg.

1/12/2022 03:00 PM

Property taxes in this town for the last 10 years I've lived here are ridiculous. Time zero out the tax increases for a few years

1/12/2022 03:16 PM

In general I am happy with the services I receive from the Town (snow removal; road repairs; parks upkeep and cleanliness; garbage and yard waste pick up, open-air and tourism initiatives, etc.....). Please spend some money this year, on repairing the sidewalks on

Richmond Street Downtown area - the sidewalks are very difficult to navigate for those who use mobility devices (tree roots are raising the bricks, the bricks are sticking up, a very small amount of space to get around trees with a wheelchair or walker, the indentations that permit wheelchairs/strollers etc onto the sidewalks are not all flush and make navigating them difficult). These sidewalks are a tripping hazard, for everyone, but particularly for those with mobility device needs. I believe the Town needs to move forward and begin enhancing Duffy's and Belle Vue, which is an asset for the Town, tourist attraction, etc and let 2022 be the year that the taxpayers can enjoy these properties (even if it is for limited use, while the enhancements are taking place). For goodness sake, think big picture, planning and forward thinking. I will leave you with this "When you fail to plan, you plan to fail"

1/12/2022 04:00 PM

Taxes are to high already. Much of it from poorly run departments. We need a hotel as promised. Need street lighting to extend north on front rd. Stop with the frivolous stuff like rain barrels!

1/12/2022 06:33 PM

Good services from staff

1/12/2022 07:54 PM

Well thought out budget with focus on attracting and keeping staff, training and ensuring adequate staffing is key. Enhancing parks, sports facilities, leisure and tourism/events is a must

1/12/2022 08:52 PM

Reduce tourism

1/12/2022 10:18 PM

Did we know that the police cost was going up this year? We need to invest in Duffy's and the Libro Centre and get them developed. I think the snow clearing on sidewalks is excellent and should continue.

1/13/2022 09:55 AM

There is too much residential development happening. Enhancement in industrial development should be occurring.

1/13/2022 10:52 AM

We'll done

1/13/2022 12:31 PM

Keep maintaining what we already have making sure sidewalks, roads, ditches, street lights, parks are not allowed to deteriorate. We find it so long most days to get from one end of town to the other .



Adjusting the traffic lights to make traffic move more efficiently through town would be a God send. Overall we are pleased with the work our Town Council is doing.

1/13/2022 03:54 PM

Roads could be kept cleaner.

1/14/2022 11:25 AM

The town of Amherstburg administration needs to work smarter. Departments need to work cohesively, not as separate entities with the attitude of I'll get to it when I'm ready. With all of the "changes" in staff we need people who are honest and dedicated to doing an exceptional job while finding ways to save money through innovation an co-operation. Think outside the box, not the status quo.

1/14/2022 11:50 AM

Sidewalks along Front Road North are in poor condition. Need to do something with the old Duffy's site.

1/14/2022 01:35 PM

Please continue to digitize municipal services and reopen recreation centres.

1/14/2022 01:43 PM

Out town has more employees than any other municipalities, why is that?? We do not need a tourism department, people do not come here for tourism. 4 employees in a town this size, shake your heads! What are we doing with so many arena employees, it's just stupid how our town wastes so much money on needless things. First they move the seniors from the cultural centre, then they move them to the arena, now there's no room for them at the new hub, that was promised to them. Now we play cards in a hallway. Good job people, you forget who built this town. Shame on you

1/14/2022 03:10 PM

I would rather see the town maintain our infrastructure more. All private interest to develop Duffy's and Bell Vue. Tax waste i my opinion.

1/14/2022 06:04 PM

It would be a valuable and useful addition to the town's recreation program to have a swimming pool considered for the Libro Centre in the future. External water consumption , I.e. water for hydrating grass and landscaping, as well as outdoor water use for washing cars, windows, etc. should be exempted from the sewer service charge since this water does not enter the sewer system. This volume of water can be calculated using a separate meter and could be subtracted from the total volume of water discharged into the sewer

system. Minimum lot sizes should be increased, snout housing reduced, and multiply attached row housing reduced as a safety feature ( fire safety and personal protection.)

1/14/2022 08:30 PM

I've lived in a number of other communities throughout Canada. The level of service is comparable and in some cases superior to other municipalities, IE; snow removal. However we need an indoor multi-use sports facility (gymnasium)to better support youth and adult fitness programs. Many residents of Amherstburg travel to other municipalities or are choosing to live in other communities based on activities this type of facility supports.

1/15/2022 07:25 AM

With the ever expanding development there are continual drainage issues and concerns regarding road safety due to increased traffic flow with limited exits/entrances.

1/15/2022 11:46 AM

the town is wasting way too much money on services not needed. staffing as well! during these difficult times when everyone is either losing their jobs or getting significantly lower hours when all the prices of things are going up we should not be wasting money on watering flowers and recreation things when people are struggling to put food on their tables!!!! funding these programs make our taxes go up and people cannot afford it right now!

1/15/2022 04:56 PM

We need to rein in the out of control spending and reducing the size of our local government. Also the money we are spending on Fire, Policing are out of control and also Tourism is not a key mandated service. We have spent over 10 million since the departments inception, my taxes have never gone down.

1/15/2022 09:27 PM

Our taxes keep going up. We have been here for 15 years and started a family. Our taxes keep rising and we are getting less and less out of ohr community. Expecially recreationally. We go into windosor for gymnastics, and lasalle for baseball and soccer. We shouldnt have to leave the town. With the high rates we pay these options should be local. Our taxes are comparable to windsor. Thats crazy! And our kids cant even get a decent skate park. And you tool the diamonds away ... And the diamonds that are left at the libro nobody ever uses! So frusterating. We honestly wont be able to afford to live her if the rates keep increasing like this

Put a hold on the development of the Duffy and Belle project and the

1/16/2022 08:27 AM

Libro trail project

Living in the rural part of town one feels forgotten with the focus seemingly all on downtown core area. The amount of time and money spent on closing streets off downtown to the detriment of some business's and parking in the area doesn't add up for this taxpayer! Perhaps I'm off the mark but focusing on the basics and being frugal with the towns money would be welcome.

1/16/2022 09:12 PM

We actually had to call the Town office last week. We actually got to speak to a person who then gave us the name of the person we were being transferred to and the issue was resolved in 2 minutes!! Thank you!!

1/17/2022 08:11 AM

Snow removal in our community can definitely be improved as well as street cleaning. Accountability of the home building contractors to abide by town bylaws and respect the community they are working in.

1/17/2022 09:00 AM

Building permit department needs to be address as it took forever for our renovations to be processed.

1/17/2022 11:14 AM

I think our drainage system for roads should be better managed after big rainstorms. Roads like Pickering are always flooded

1/17/2022 11:25 AM

Our property taxes are way too high

1/17/2022 01:52 PM

If 1/2 of the property tax that I pay goes to the Town of Amherstburg and the town is using any of it for council, I feel my money is being wasted and it's a misuse of Town funds. This current council is out of control and the fact that any of my tax money goes to them for any reason is a shame!

1/17/2022 04:01 PM

There are too many municipal staff employees for a town our size.

1/18/2022 10:13 AM

Taxes have risen almost 40% over the past 8 years. We need to reduce spending that is not legislated, get back to basics reduce the number of employees we have and make better business decisions rather than concentrating on the warm and fuzzy feelings our current

council want to provide. You have to remember that the majority of tax payers use less than 20% of the actual services the municipality provides. PS This survey is really not public engagement.

1/18/2022 10:20 AM

Service levels are good even though the number of employees is down.

1/18/2022 10:46 AM

I do not believe that the Town of Amherstburg should not be helping out local businesses unless they can help out all businesses ( open air )

1/18/2022 11:42 AM

I would like to see a focus on returning lost amenities to our parks and adding recreation programming. Things that enhance the quality of life of the taxpayers should be our main focus in 2022. Perhaps it is time for things like tourism to be left to the businesses and funds to be funneled towards bettering the lives of those who live here and not so much the lives of those who visit here. It seems there is a divide in Amherstburg and we are lacking a sense of community. It is time to start focusing on community uplifting like positive police engagement, youth and teen programming, family programming. When it comes to road/park maintenance perhaps we can hold off on buying expensive new equipment every year and focus more on the maintenance of equipment we already have

1/18/2022 11:44 AM

When speaking of Arts, Cultural Programs & Heritage Preservation, I want to clarify, I am not speaking of the town's tourism department. I have been follow council meetings and I am surprised nothing of tourism was presented on this survey, so I can only think that it being budgeted under another town service. We need more Arts, Cultural Programs & Heritage Preservation for the people who live here. Tourism department, should receive less funding. More police community interaction at schools, community events, sporting events, and youth programs. Should not receive increase funding but budgeted in. Facilities budget need to increase as I see youth and senior activities and amenities decreasing. Please look into community pool at the Libro. Dog park is missing in Amherstburg. Again no more money spent on tourism, focus on residents.

1/18/2022 11:55 AM

The endless studies and reports are wasteful, comparisons to towns/cities..wasteful. Council should focus on affordability to Amherstburg and Amherstburg only. Poor planning in the displacement of ball diamonds is concerning and disappointing. Lack of transparency and poor excuses in regards to departures of town

staff also concerning and disappointing. Poor communication among staff and council, too many chefs not enough cooks.

1/18/2022 01:23 PM

The roads are terrible in Amherstburg. Specifically Angstrom Cres is a disgrace to our beautiful community. With high property taxes being paid by people on that street, we should expect better care of our roads for the sake of the families and children who walk and ride bikes in that area. It is unsafe.

1/18/2022 01:30 PM

We need to move this towns focus onto the residents and their non existent amenities. We've lost 2 pools and one major park in the last few years. How about doing reasonable rebuilding plans of these parks, without out all the overpriced flashy stuff. The new designs planned are ridiculous. Just keep the parks, parks and lets give the kids their playgrounds, diamonds and pools back. Cut your payroll down from having too many employees and put those dollars to work. We've lost our police service, playgrounds and pools, time to start focusing on the residents!!!

1/18/2022 01:41 PM

Employee levels are glutinous compared to surrounding communities. Decorating downtown businesses on my dollar should stop. Liability issue if faulty wiring cause a fire. Lawsuits would follow. Closing of downtown streets should be fully funded by businesses within the closed areas not local taxpayers. 4 people in tourism is a sin , Windsor doesn't even have 4 on their staff.

1/18/2022 03:54 PM

I have no real complaints - only the desire for caution of growing too fast at risk of losing the community feel that makes the town special. It would be nice to prioritize having a public pool. And I do think the town needs a longer term vision or goal to work towards.

1/18/2022 04:17 PM

There is a problem with the electric grid. Power has been disrupted more in one year at my present address than in over 25 years at my previous address in Central Ontario. Counsel should be able to pressure the power utilities that services the town to take this issue seriously, and fix it.

1/18/2022 04:26 PM

I understand that Covid costs everyone more. But what about us residents? Already paying the most property tax in the region given services that we have (I live on 6th Concession North). You have to find ways to reduce if you can.

1/18/2022 05:21 PM

You have taken away our public pool. No replacement. You lied. New houses keep coming in but our tax rates go up by double the rates of surrounding areas. Why? No haven't provided very many services with covid in place. There should be money there to use. Counsel members make so many promises and keep none.

1/18/2022 07:00 PM

Enhance wetland management. Suggest wetlands evaluator course be undertaken by existing staff member to assist planning and development internally. <https://www.ontario.ca/page/wetlands-evaluation#section-5> Enhance reduction of combustion engine usage. 1. Move to electric small motor tool replacement for gardening and road care equipment. 2. Move to erect "no idling signage" in all municipal lots to reduce carbon emissions and to demonstrate leadership in this effort encouraging the reduction idling of town vehicles and equipment. Commit to electric engines purchases for the fleet replacement everywhere possible.. Enhance our capabilities to respond to a extreme weather event. Create and set aside monies earmarked for a climatic crisis. Small municipalities that having fallen victim to climactic events are stating their inability to move immediately and independent of of higher levels of government was a handicap in helping more people to safety and protecting property.

1/18/2022 07:07 PM

Improvements are needed in sewage & storm water management systems. The water treatment plant also needs improvements. This is necessary because of the age of the systems and because of the number of new homes that have been built in the last 5 years and that are planned on being built in the next 5 years. We also need more facilities for leisure activities. i.e. baseball diamonds, swimming pool, basketball courts, tennis courts, senior activities. The number of building permits issued is foolish without the basic infrastructure in place.

1/18/2022 09:19 PM

We would prefer road network be reduced in favour of pedestrian networks being increased. Small business development, housing support, and environmental stewardship are areas we hope our council will focus on. And we thank you for your service.

**Optional question** (80 response(s), 55 skipped)

**Question type:** Essay Question



# View Toward Sustainability

## 2022 PROPOSED OPERATING BUDGET





## Transmittal Letter

Mayor DiCarlo & Members of Council:

In accordance with the provisions of *The Municipal Act* and Council policy, we are pleased to submit the 2022 Proposed Operating Budgets and Business Plans for the Town of Amherstburg. The recommended budget, including department business plans, supports the Town's Strategic Pillars as well as the various Master Plans developed to guide the program and service delivery.

The budget requires an increase to the municipal tax rate of 3.35%, which will raise an additional \$1.53 M in property tax revenue over the 2021 approved municipal levy. The municipal portion of taxes (61.5% of the total residential tax bill) represents an increase in the municipal tax bill of approximately \$33.66 per \$100,000 of assessed value.

Water and Wastewater increases were calculated by the sum of the Capital CPI as per the 2016 AMP and the Q3 2021 Non-Residential Construction CPI rate:

The 2016 Asset Management Plan for Water indicates a 2% Capital CPI.

The 2016 Asset Management Plan for Wastewater indicates 1.3% Capital CPI.

The CPI for non-residential construction at Q3 2021 is at 8.3%.

The 2022 Operating Budget proposes to:

- Return to pre-COVID base levels of service
- Includes inflationary allowances (both consumer & construction)
- Reflects revised User Fees
- Addresses CBA settlements
- Implements organizational refinements
- Recognizes annual assessment growth

In closing, we extend our appreciation to Town staff that have worked tirelessly, with reduced resources to develop a budget that maintains service levels and addresses infrastructure renewal needs. Managing through the challenges of the pandemic and staff turnover had significant impacts in 2021. The 2022 budget reflects efforts to balance fiscal prudence and affordability with quality program and service delivery while facing growing inflationary and market pressures during a pandemic which has extended longer than expected. We will continue the commitment to work collaboratively with stakeholders and Council to meet the expectations for growth and development of the Amherstburg community.

Tony Haddad  
Chief Administrative Officer (Interim)

Tiffany Hong  
Acting Manager Financial Services & Deputy Treasurer



# Executive Summary



The 2022 Proposed Budgets and Business Plans for the Town of Amherstburg represents the Operating, Lifecycle and Reserve Budgets as presented to Council on January 10, 2022. The Municipal General Tax Levy is one of three levies included in the property tax bill. County Tax Levy and Education Tax Levy are the other two components. The three levies combined comprise the property tax levy and are referred to as the Consolidated Property Tax Levy.

The 2022 budget provides for:

- Assessment growth of \$65.5M generates \$624,734 in new municipal revenue.
- A modest increase to Lifecycle Reserves of \$5.6M. Projects to be funded from Lifecycle Reserves in 2022 include fleet replacement, annual asphaltting program, and storm sewer and road capital improvements. Details will be included in the departmental capital budgets to be presented to Council in February.
- Funding for municipal elections will be drawn from the election reserve.
- Sustained Building Permit revenues of \$833,700 as several development projects continue to add to the Town's residential growth.
- Provision for increases to salaries and benefits resulting from Collective Bargaining Agreement renewals, the Service Delivery Review and the CAO's Organizational Review.
- Provisions to implement the results of the Compensation Review are not included in the 2022 budget. An allocation, if needed, can be made from the Tax Rate Stabilization Reserve for 2022 with a base budget allocation to be made in the 2023 budget.
- Provision for a capital budget program for 2022, approximately equal to that of 2021 will be drawn from the Capital Reserve and other Reserve Funds. The capital budget will be presented to Council for consideration and approval in February.
- Municipal tax rate increase of 3.35% net of growth, will raise an additional \$1.53M over the 2021 budgeted municipal levy.

The goal of the municipal budget process is to produce a balanced budget while maintaining fiscal policies:

- The use of Reserve Funds where applicable
- The use of Reserves to fund one-time expenditures
- Adherence to capital asset plan
- Debt issuance for long-term projects

The 2022 budget is focused on the following Strategic Pillars detailed in the Community Based Strategic Plan:

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

The Town's budget development for 2022 is based on a single year. Subsequent budgets, commencing in 2023 should adopt a multi-year approach. This comprises the current year budget plus forecasts for the subsequent two years.

## Impact to Property Owners

The 2022 budget requires a municipal tax levy increase of 3.35% net of growth. A residential dwelling per \$100,000 of assessed value will see a \$33.66 increase or on a property assessed at \$250,000 will result in an increase of \$84.14 to the municipal portion of their tax levy.

Table 1 below details the estimated Consolidated Tax Levy for a residential property valued at \$250,000.

Table 1

Residential	2022	2021	\$ Change	% Change
Municipal	\$ 2,595.76	\$ 2,511.62	\$ 84.14	3.35%
County	\$ 1,242.60	\$ 1,223.58	\$ 19.02	1.55%
Education (est.)	\$ 382.50	\$ 382.50	\$ 0.00	0.00%
<b>Total Consolidated</b>	<b>\$ 4,220.86</b>	<b>\$ 4,117.70</b>	<b>\$ 103.16</b>	<b>2.51%</b>

Table 2 below details the estimated Water and Wastewater charges based on 20m3/mo of water usage.

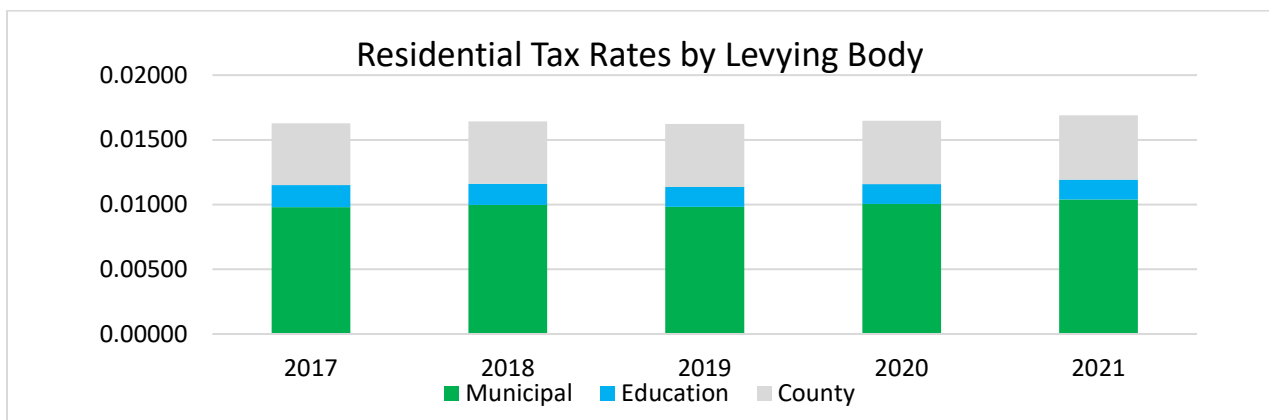
Table 2

	2021 Actual Rate	2022 Rate Increase %	2022 Proposed Rate	2022 Cost
<b>Water</b>				
Monthly Fixed Charge	\$ 23.12	10.3%	\$ 25.51	\$ 306.14
Metered (20m3/mo)	\$ 1.22	10.3%	\$ 1.34	\$ 322.16
<b>Total Water Cost</b>				<b>\$ 628.30</b>
<b>Wastewater</b>				
Monthly Fixed Charge	\$ 33.23	9.6%	\$ 36.42	\$ 437.04
Metered (20m3/mo)	\$ 2.25	9.6%	\$ 2.47	\$ 591.84
<b>Total Wastewater Cost</b>				<b>\$ 1,028.88</b>

Due to the COVID-19 pandemic, the Ontario government has once again postponed the 2020 MPAC Assessment Update. They have indicated that property assessments for the 2022 property tax year will continue to be based on the fully phased-in January 1, 2016 current values. This means that a property assessment for the 2022 property tax year will be the same as the 2021 tax year, assuming no changes to the property.

## Tax Burden by Levying Body & Impact of Property Value Assessment

### Total Residential Tax Rates



Based on data available from MPAC, CVA for Ontario properties, on average, increased 23% over 2012 valuation. The CVA for Amherstburg properties increased by 9.27% during that same re-valuation period. This disparity in assessment valuation change affects the Education Levy imposed on municipalities as the Education Levy is assessed province-wide. Declining proportion of province-wide assessment combined with a relatively stable provincial Education Levy has resulted in declining municipal Education levies for the Town. This trend has continued through the current assessment cycle.

The estimated consolidated tax levy increase will impact property classes differently as Municipal/ County/Education levy weightings differ for Residential versus Non-residential classes. Additionally, CVA updates from the 2012 base year to the 2016 base year have shown larger increases to Residential valuations as compared to increases to Non-residential valuations. Table 3 illustrates the weighted assessment values by class for 2022.

Table 3

<b>Town of Amherstburg Weighted Assessment Values by Class</b>	<b>2022</b>	<b>%</b>
Residential	2,329,789,351	90%
Commercial	188,141,364	7%
Industrial	72,094,227	3%
<b>Total</b>	<b>2,590,024,942</b>	<b>100%</b>

The recent trends of increasing Municipal and County levies and declining Education levies combined with Residential CVA increases exceeding Non-residential CVA increases has resulted in a shift in total tax burden from Commercial/Industrial classes to Residential classes. This result means that Residential properties will generally experience a larger percentage levy increase than Non-residential properties.

### Budget Highlights

- Maintain current programs & services
- Maintain current service levels
- Enhancements – Issue Paper supporting proposals
- Risk Management & Insurance
- Healthcare Benefits
- Contribution to Taxation Capital Fund
- Contribution to Fleet Lifecycle Reserve
- Capital Asset Plan – Lifecycle Reserve contributions
- Increase in OCIF Grant
- Police contract
- CBA salary & wage adjustments
- Utilities & Fuel

# By the Numbers



## Parks, Recreation, Facilities & Tourism

- 100 Hectares of parkland (247 Acres)
- 6.7 km of trails:
  - CWATS 29 km
  - Others 31.2 km
- 27 facilities
- 23 tourism events
- Recreation facilities
  - 2 NHL regulation size ice surfaces
  - 1 mini ice surface for training
  - 1 indoor turf field & track
  - 1 CFL/FIFA regulation size turf field
  - 1 premier diamond
  - 1 miracle league diamond
  - 17 grass soccer pitches
  - 6 grass field baseball diamonds
  - 5 Tennis and Pickleball courts
  - 6 Basketball courts
  - 1 Beach volleyball court
  - 36 Playground components
  - 5 Pavilion/Gazebo/shade
  - 1 Splashpad
  - 2 events at Libro Centre (Woofa-Roo & Rotary Ribfest)
- 69 recreation programs
- Successful floral program, operated by Parks Department
  - 110 planters
  - 225 hanging baskets throughout the urban core
  - Multiple gardens & arrangements in King's Navy Yard Park
  - Alma West Lookout
  - Angstrom Park
  - North Gateway
  - Seagram's Garden
  - South Gateway

## Infrastructure & Engineering

- Km of roads – 245km
- Lane km – 490km
- Sidewalks – 65km
- Tonnes of refuse collected (2020) - 7410
- Tonnes of recycling collected (2020) - 1395
- Tonnes of yard waste collected (2020) - 1404
- Km of linear sanitary sewers – 115km
- Km of linear storm sewers – 98km
- 27 Bridges
- 80 Culverts
- Km of linear watermain maintained – 355km
- Streetlights – 2000+
- 23 sanitary pump stations
- 8 Storm / Municipal Drain Pump Stations
- 58 units of fleet (including Fire)

## Fire

- Total response calls – 357 calls (2021)
  - Fires – 57
  - Fire Alarm calls – 108
  - Public Hazard – 39
  - Rescues (MVA, etc.) – 62
  - Medical – 43
  - Others - 48
- 13 fleet units – 7 heavy fleet vehicles, 6 light fleet vehicles
- Other – water rescue equipment - 2 inflatable boats in a trailer, 22' Limestone boat (Marine 2) including trailer, 4-wheeler on a trailer & Nuclear Emergency Worker Centre trailer
- 69 Fire Prevention Inspections
- 23 Business License Inspections
- 134 Fire Prevention Program Activities
- 250 Fire Safety Plan Reviews
- 34 Vulnerable Occupancy Annual Inspections
- 86 Smoke & CO Alarm Installs
- 531 Fire Permits Issued
- 63 Fire Permit Inspections
- \$734,500 Total Fire \$ Loss (Estimate)
- \$8,823,000 Total Property \$ Saved (Estimate)

## Development Services

### Building

- 550 building permits
- 225 Residential permits (including semi-detached & townhouses)
- \$130 Million value building permits

### Planning

- Official Plan Amendments – 2 ongoing applications
- Zoning Bylaw Amendments – 13 applications
- Heritage designations – 3 new designations; support for heritage initiatives and committee meetings
- Site Plan Agreements – 10 applications
- Committee of Adjustment applications:
  - Consents – 69 applications
  - Minor Variances – 44 applications
- Part Lot Control – 3 applications
- Plan of Subdivision – 6 ongoing applications
- Support for Official Plan & Community Improvement Initiatives

## Corporate Services

### Human Resources

- 49 Job posting recruitments
- 89 full-time staff
- 51 part-time staff
- 65 part-time (volunteer) firefighters

### Finance

- 2,673,191,650 Total Assessment
- 9,671 Households as per MPAC
- 10,020 Tax Bills
- 600 Accounts Receivable transactions
- 6,500 Accounts Payable transactions
- 7,523 Payroll slips issued

## Information Technology

- 403 devices supported
  - 131 Computers
  - 72 Cell Phones
  - 67 Networking devices
  - 25 Business Printers
  - 92 Desk Phones
  - 16 Physical servers
- Sites Supported: Town Hall, 3 Fire Stations, Libro Centre, Public Works, 99 Thomas, The Hub, Water Pump Stations, McLeod Water Station.
- Average 1,350 Support Tickets annually

## Legislative Services

### Bylaw Enforcement

- 280 Complaints Received
- 195 parking tickets issued
- 25 *Provincial Offences Act* Tickets Issues/Charges Laid
- 45 Marriage Licences issued
- 30 Business/Taxi Licenses issued
- 715 Dog Tags issued
- 165 Vital Statistics/Burial Permits Issued
- 60 Vouchers issued & redeemed pursuant to the Cat Spay & Neuter Program

### Clerk

- 21 Regular Public Council Meetings
- 13 Special Public Council Meetings
- 20 In-camera Council Meetings
- 69 Committee Meetings
- 17 policies reviewed & revised
- 10 Insurance Claims processed against the Town
- 48 Subrogated Loss Claims initiated on behalf of the Town



# 2022 Action Items

## Parks, Recreation, Facilities & Tourism

1. Develop Preventative Maintenance programs for physical plant, equipment & facilities.
2. Complete Facilities Condition Assessment, report to Council with recommended implementation plan.
3. Develop Business Plans for capital development of:
  - a. Duffy's site
  - b. Belle Vue site
4. Develop Business Plans for:
  - a. Community Hub site
  - b. Libro Centre
5. Complete sale of any other deemed surplus properties.
6. Complete sale of former Fighting Island Boxing Club site
7. Complete development report for Community Hub
8. Develop site plan for Skate Park at Libro Centre
9. Develop 20-year Capital Forecast
10. Other

## Infrastructure & Engineering

1. Revise Fleet Management Plan
2. Complete Asset Management Plan
3. Develop 20-year Capital Forecast
4. Water and Wastewater Rate Study
5. Other

## Fire

1. Develop Implementation Plan for Fire Master Plan
2. Develop 20-year Capital Forecast
3. Revise Fleet Management Plan
4. Complete Asset Management Plan
5. Other



## Development Services

### Building

1. Implementation Plan for CityView
2. Other

### Planning

1. Complete Official Plan Update
2. Complete Zoning Bylaw Update
3. Complete Heritage District Plan
4. Develop Climate Change Strategy
5. Other

### Economic Development

1. Develop Economic Development Plan
2. Review recommendations from Economic Development Committee
3. Other

## Corporate Services

### Human Resources

1. Develop Staff Alternate Workplace Plan & Policy
2. Develop Staff Training Plan
3. Complete Compensation Review
4. Other

### Finance

1. Complete Asset Management Plan
2. Develop Long-term Financial Plan
3. Develop 20-year Capital Forecast
4. Develop a Lifecycle Plan
5. Develop multi-year operating budget
6. Implement budget development system
7. Other

## **Information Technology**

1. Complete Asset Management Plan
2. Develop Cyber-security plan
3. Develop Business Continuity Plan
4. Other

## **Legislative Services**

### **Bylaw Enforcement**

1. Review and revise Licensing Bylaw
2. Review and revise Bylaw fees and processes
3. Other

### **Council Services**

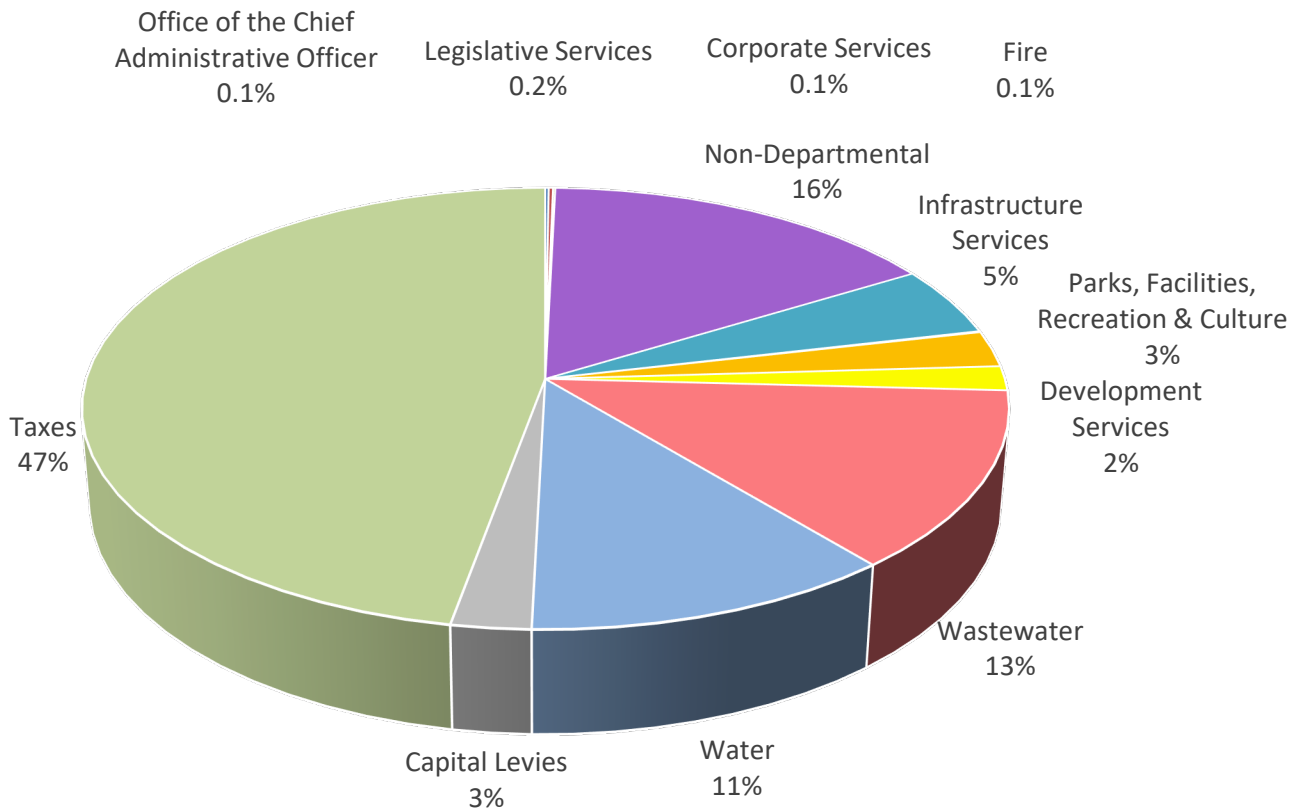
1. Complete Municipal Election Plan
2. Review Risk Management Plan
3. Complete Policy review & revisions
4. Develop Records Management System
5. Review & refresh Procedural Bylaw
6. Review Council Committees
7. Issue RFP for Risk Management & Insurance
8. Other

## **Chief Administrative Office**

1. Support Recruiter & Selection Committee for new CAO
2. Liaise with KPMG on Audit Review
3. Continue recruitment for vacancies
4. Direct & support SMT
5. Advise & support Council
6. Liaise with development sector
7. Direct Corporate Services & Development Services in absence of Directors
8. Develop & present 2022 operating & capital budgets
9. Address some of the 2016-21 strategic plan Actions
10. Facilitate new Strategic Plan with incoming Council
11. Other

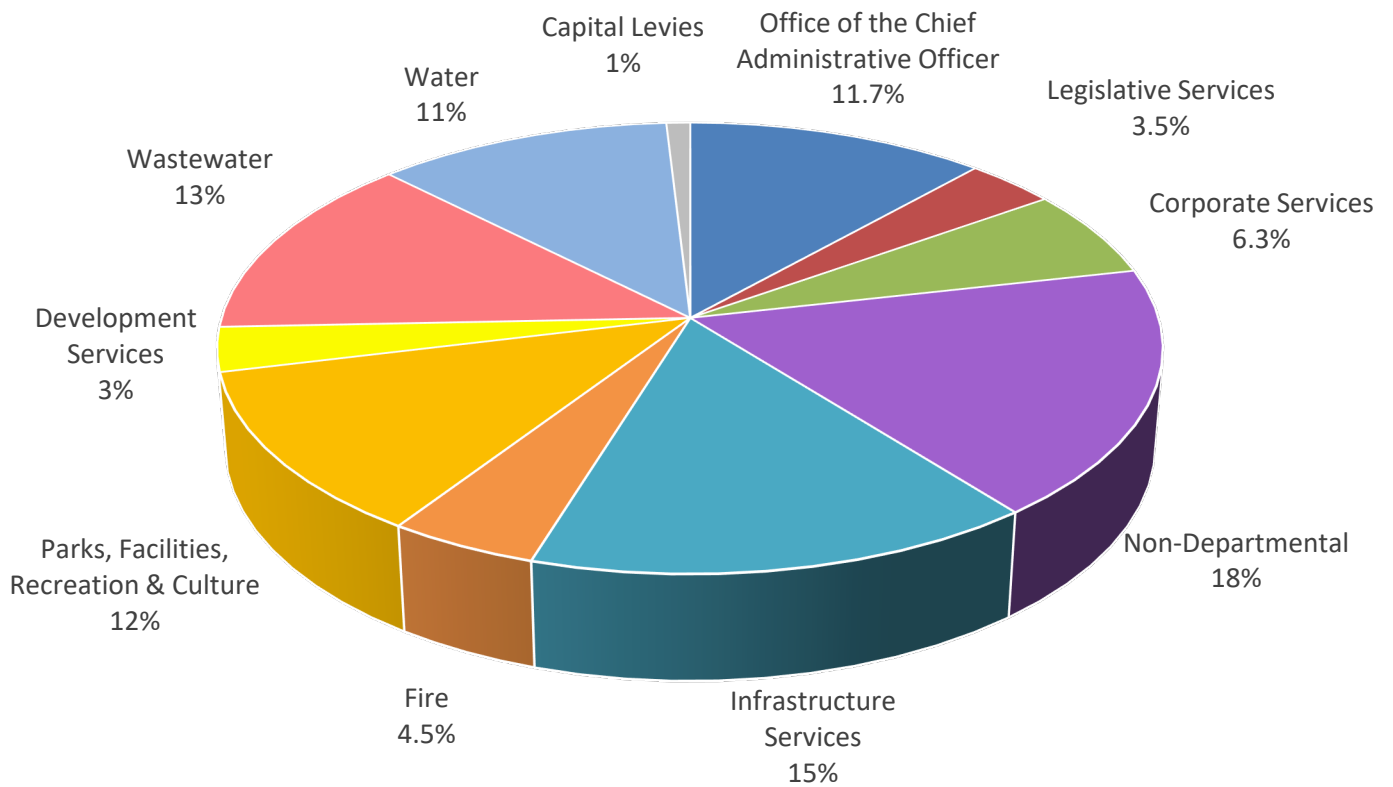
## 2022 Operational Revenues

Following is a breakdown of the \$54,226,237 total operating revenue in the Budget for taxation, water rate and wastewater rate funded budget centres in 2022:



## 2022 Operational Expenses

Following is a breakdown of the \$54,226,237 total operating expenses in the Budget for taxation, water rate and wastewater rate funded budget centres in 2022:



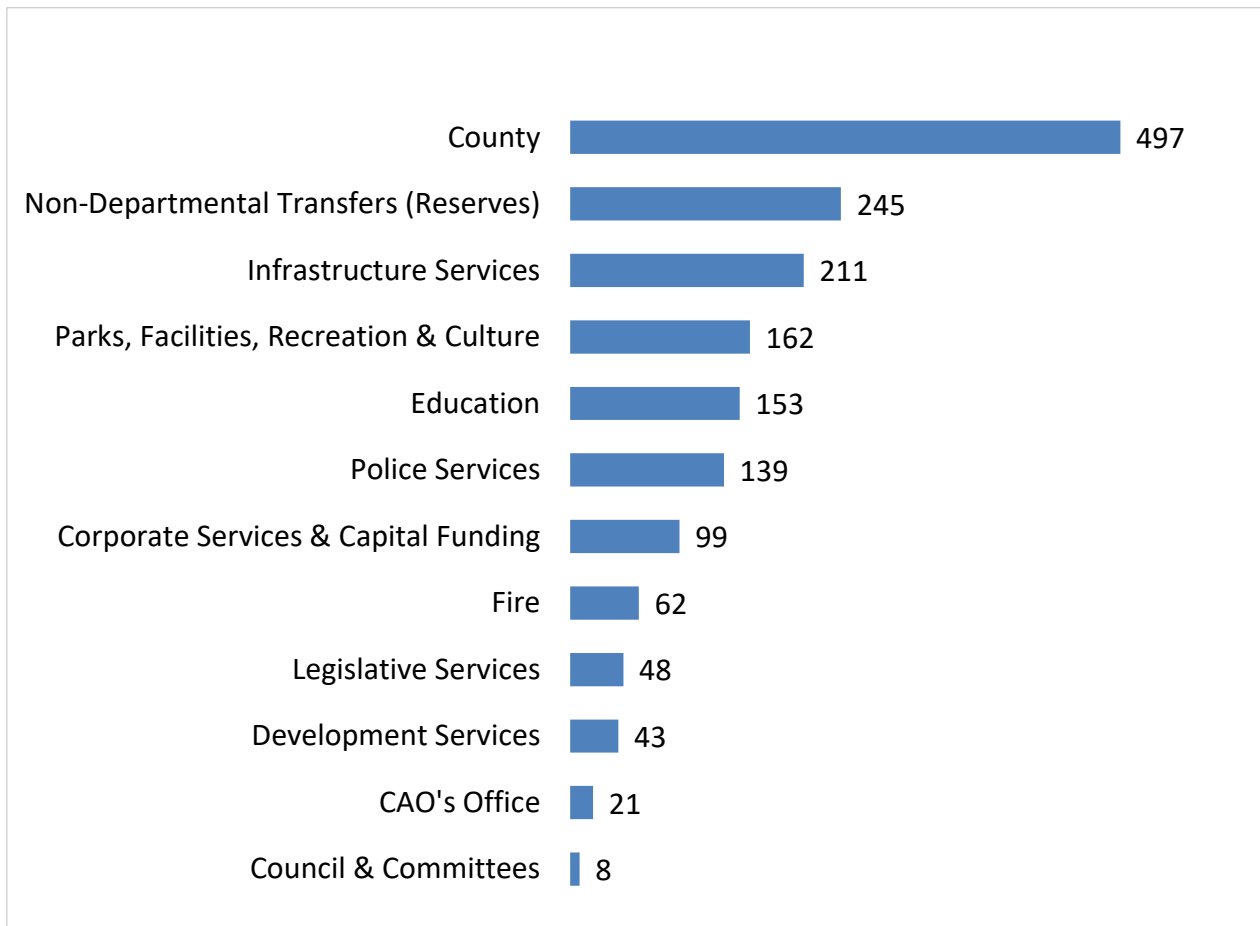
## 2022 Property Taxes

Following is a breakdown of the services funded by property taxes in 2022:

### How Amherstburg Tax Dollars Work for You in 2022

Based on Residential Dwelling per \$100,000 of assessed value

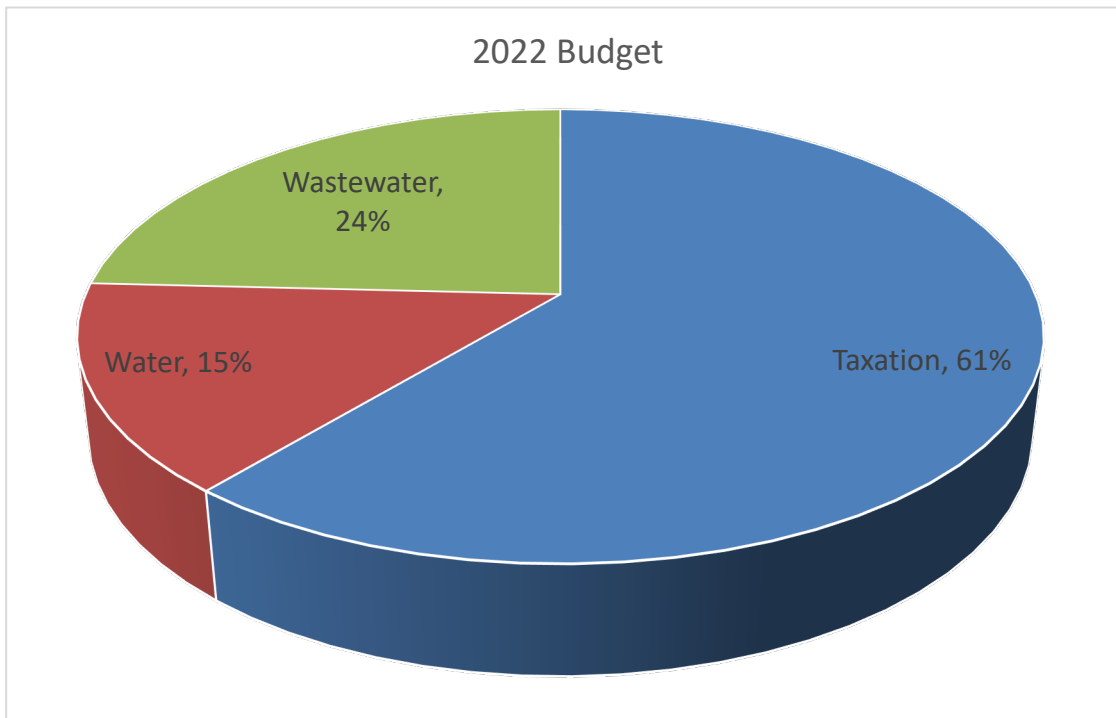
Amherstburg Levy	\$ 1,038
County Levy	497
Education Levy	153
Total Tax Bill	<u>\$ 1,688</u>



## 2022 Summary of Impact - Tax, Water and Wastewater

Following is a breakdown of property tax and user fees for 2022:

Taxation	\$	2,596
Water		628
Wastewater		1,029
	\$	<u>4,253</u>



### Assumptions:

Based on Residential Dwelling Valued at \$250,000

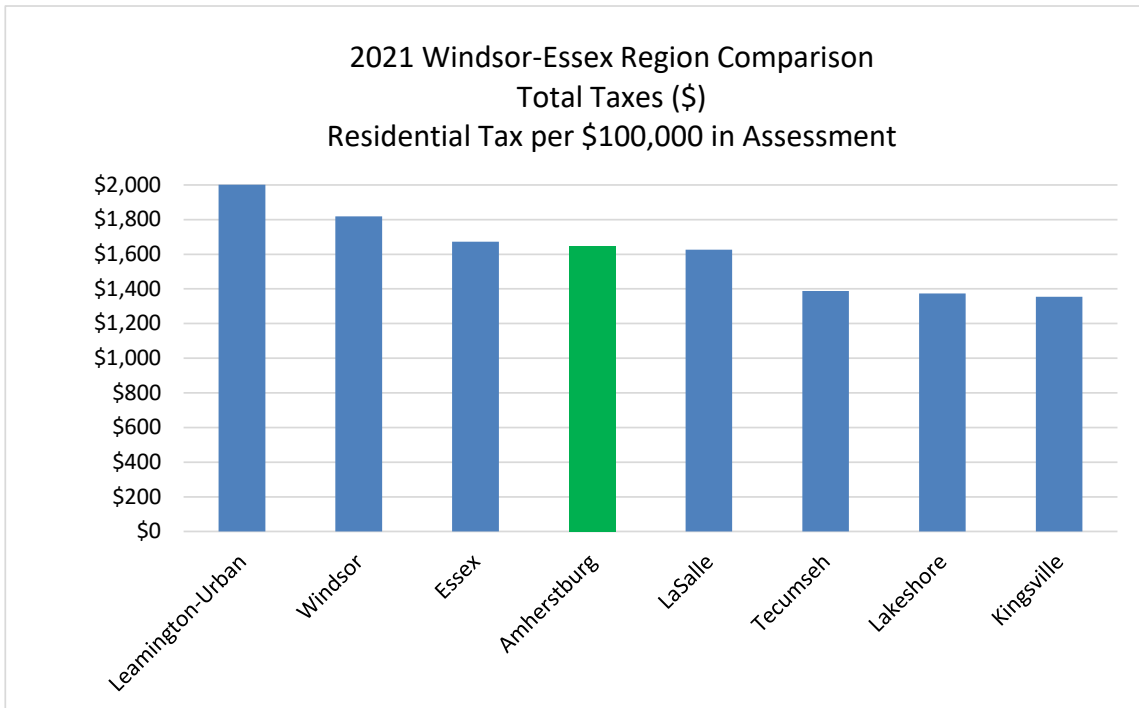
Water rate increase of 10.3% over 2021

Wastewater rate increase of 9.6% over 2021

Water usage of 20m<sup>3</sup>/mo

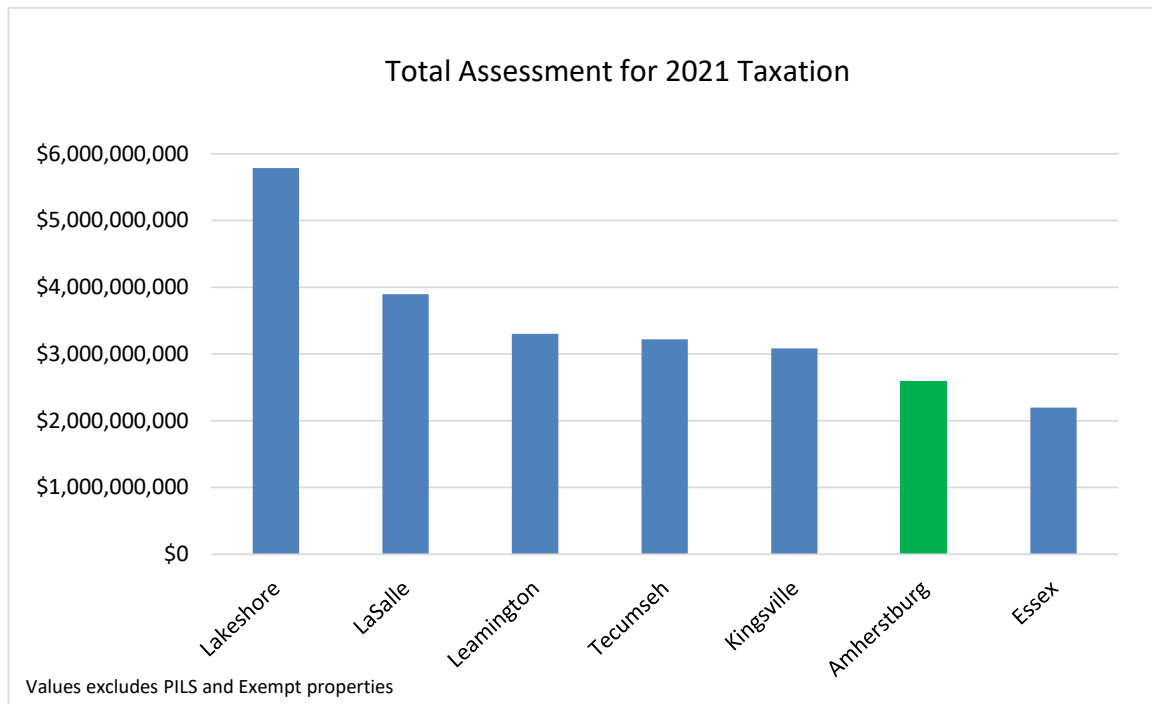
**2021 Property Taxes**

Following is a comparison of property taxes charged by various municipalities in the Windsor Essex region:



**2021 Total Assessment**

Assessment from 2021 Assessment Totals Report



**Town of Amherstburg  
2022 Budget  
Issue Paper Summary**

<b>Department</b>	<b>Budget Centre</b>	<b>Budget Issue #</b>	<b>Budget Impact Unfav/(Fav)</b>	<b>Budget Centre Totals</b>	<b>Tax Rate Impact Unfav/(Fav)</b>
Office of the CAO	CAO's Office	CAO-001	(62,000)		-0.25%
		CAO-002	30,000	(32,000)	0.12%
Office of the CAO	Police	POLICE-001	(75,000)	(75,000)	-0.30%
Legislative Services	Clerk's Office	CLERKS-001	10,000		0.04%
		CLERKS-002	0		0.00%
		CLERKS-003	136,500		0.55%
		CLERKS-004	(10,000)	136,500	-0.04%
Legislative Services	Licensing and Enforcement	LIC-001	13,700	13,700	0.05%
Corporate Services	Financial Services	FIN-001	(6,000)		-0.02%
		FIN-002	5,000	(1,000)	0.02%
		FIN-003	0	(1,000)	0.00%
Corporate Services	Human Resources	HR-001	10,000		0.04%
		HR-002	20,000		0.08%
		HR-003	5,000	35,000	0.02%
Corporate Services	Information Technology	IT-001	22,900		0.09%
		IT-002	11,000	33,900	0.04%
Corporate Services	Non Departmental	NONDEPT-001	0		0.00%
		NONDEPT-002	(179,600)		-0.72%
		NONDEPT-003	(39,000)		-0.16%
		NONDEPT-004	812,669		3.25%
		NONDEPT-005	(11,779)		-0.05%
		NONDEPT-006	6,000	588,290	0.02%
Fire Services	Fire	FIRE-001	92,581		0.37%
		FIRE-002	(16,000)		-0.06%
		FIRE-003	6,100	82,681	0.02%
Parks, Facilities, Recreation & Culture	Facilities	FAC-001	41,984		0.17%
		FAC-002	0		0.00%
		FAC-003	7,900		0.03%
		FAC-004	0		0.00%
		FAC-005	99,200	149,084	0.40%
Parks, Facilities, Recreation & Culture	Libro	LIBRO-001	5,400		0.02%
		LIBRO-002	0		0.00%
		LIBRO-003	12,300		0.05%
		LIBRO-004	35,300		0.14%
		LIBRO-005	16,200		0.06%
		LIBRO-006	14,000		0.06%
		LIBRO-007	6,500		0.03%
		LIBRO-008	0		0.00%
		LIBRO-009	5,000	94,700	0.02%
Parks, Facilities, Recreation & Culture	Parks	PARKS-001	(5,500)		-0.02%
		PARKS-002	11,235		0.04%
		PARKS-003	7,200		0.03%
		PARKS-004	31,275	44,210	0.13%
Parks, Facilities, Recreation & Culture	Recreation	REC-001	(59,213)	(59,213)	-0.24%
Parks, Facilities, Recreation & Culture	Tourism and Culture	TOUR-001	(15,000)		-0.06%
		TOUR-002	33,371	18,371	0.13%
Development Services	Building	BLDG-001	(319,040)		-1.28%
		BLDG-002	33,028		0.13%
		BLDG-003	0		0.00%
		BLDG-004	5,125	(280,887)	0.02%
Development Services	Planning Services	PLAN-001	(27,835)		-0.11%
		PLAN-002	71,327		0.29%
		PLAN-003	50,000	93,492	0.20%
Development Services	Economic Development	ECDEV-001	0	0	0.00%
Engineering & Infrastructure Services	Drainage	DRAIN-001	488,000		1.95%
		DRAIN-002	493,000	981,000	1.97%
Engineering & Infrastructure Services	Public Works	EPW-001	(5,000)		-0.02%
		EPW-002	86,103		0.34%
		EPW-003	0		0.00%
		EPW-004	61,170		0.24%
		EPW-005	5,000		0.02%
		EPW-006	0		0.00%
		EPW-007	5,000		0.02%
		EPW-008	10,000		0.04%
		EPW-009	15,000		0.06%
		EPW-010	20,000		0.08%
		EPW-011	(10,000)		-0.04%
		EPW-012	43,000		0.17%
		EPW-013	250,000		1.00%
		EPW-014	0	480,273	0.00%
<b>Total Impact funded by Taxation</b>				<b>2,302,101</b>	<b>9.21%</b>



Town of Amherstburg  
 2022 Budget  
 Issue Paper Summary

Department	Budget Centre	Budget Issue #	Budget Impact Unfav/(Fav)	Budget Centre Totals	Tax Rate Impact Unfav/(Fav)
Engineering & Infrastructure Services	Water	WATER-001	975,864	1,276,537	3.90%
		WATER-002	12,373		0.05%
		WATER-003	75,000		0.30%
		WATER-004	158,300		0.63%
		WATER-005	25,000		0.10%
		WATER-006	30,000		0.12%
Engineering & Infrastructure Services	Wastewater	WW-001	435,612	700,432	1.74%
		WW-002	5,000		0.02%
		WW-003	202,500		0.81%
		WW-004	32,320		0.13%
		WW-005	25,000		0.10%
<b>Total Impact funded by Water/Wastewater</b>				<b>1,976,969</b>	<b>7.91%</b>

Town of Amherstburg  
 Summary of Revenues  
 2022 Budget  
 Year ending December 31, 2022

	2020 Budget	2021 Budget	2021 Nov YTD Actuals	2022 Budget	2021 vs 2022 Budget Variance Fav/(Unfav)
<b>Department</b>					
Budget Centre					
<b>Office of the Chief Administrative Officer</b>					
Police	70,000	-	53,700	75,000	75,000
<b>Legislative Services</b>					
Clerk's Office	14,000	17,000	17,000	22,000	5,000
Licensing & Enforcement	76,100	68,100	68,100	71,600	3,500
<b>Corporate Services</b>					
Financial Services	47,000	41,000	41,000	48,000	7,000
<b>Non-Departmental</b>	6,159,100	5,177,887	5,177,887	8,628,153	3,450,266
<b>Fire</b>	46,000	46,000	46,000	45,000	(1,000)
<b>Parks, Facilities, Recreation &amp; Culture</b>					
Facilities	384,763	359,763	359,763	342,779	(16,984)
Libro Centre	757,950	501,021	501,021	767,621	266,600
Parks	6,500	-	-	5,500	5,500
Recreation Services	372,000	200,700	200,700	202,000	1,300
Tourism & Culture	90,000	75,000	75,000	105,000	30,000
<b>Development Services</b>					
Building	520,090	538,360	896,546	857,400	319,040
Planning	79,725	79,725	79,725	107,560	27,835
<b>Infrastructure Services</b>					
Drainage	1,268,240	1,468,720	1,468,720	1,961,720	493,000
Public Works	703,900	672,200	672,200	774,000	101,800
<b>Total Non-Taxation Revenues</b>	<b>10,595,368</b>	<b>9,245,476</b>	<b>9,657,362</b>	<b>14,013,333</b>	<b>4,767,857</b>
<b>Capital Special Levy</b>	1,302,664	1,302,664	1,303,150	1,336,489	33,825
<b>TAXES LEVIED</b>	22,985,489	24,059,492	24,060,482	25,555,959	1,496,468
<b>TOTAL TAX LEVY</b>	<b>24,288,153</b>	<b>25,362,156</b>	<b>25,363,631</b>	<b>26,892,449</b>	<b>1,530,293</b>
<b>TOTAL TAX REVENUE</b>	<b>34,883,520</b>	<b>34,607,631</b>	<b>35,020,993</b>	<b>40,905,781</b>	<b>6,298,150</b>
<b>TOTAL WATER REVENUE</b>	4,951,293	5,236,633	5,225,137	6,202,497	965,864
<b>TOTAL WASTEWATER REVENUE</b>	6,485,959	6,682,347	6,554,420	7,117,959	435,612
<b>TOTAL TOWN REVENUE</b>	<b>46,320,772</b>	<b>46,526,611</b>	<b>46,800,550</b>	<b>54,226,237</b>	<b>7,699,626</b>

Town of Amherstburg  
 Summary of Expenses  
 2022 Budget  
 Year ending December 31, 2022

	2020 Budget	2021 Budget	2021 Nov YTD Actuals	2022 Budget	2021 vs 2022 Budget Variance Fav/(Unfav)
<b>Department:</b>					
<b>Budget Centre:</b>					
<b>Council &amp; Committees</b>	329,812	326,184	214,151	330,429	(4,245)
<b>Office of the Chief Administrative Officer</b>					
CAO's Office	534,180	840,517	702,126	811,942	28,575
Police Services	5,365,253	5,411,932	4,943,188	5,472,437	(60,505)
<b>Legislative Services</b>					
Clerk's Office	1,238,236	1,289,134	1,270,765	1,428,519	(139,385)
Licensing & Enforcement	450,163	461,413	392,610	471,162	(9,749)
<b>Corporate Services</b>					
Financial Services	1,374,513	1,530,387	1,331,112	1,559,654	(29,267)
Human Resources	735,017	772,193	616,373	757,685	14,508
Information Technology	1,064,918	1,174,162	912,563	1,077,051	97,111
<b>Non-Departmental</b>	6,808,904	5,433,147	4,704,815	9,633,028	(4,199,881)
<b>Fire</b>	2,117,867	2,336,059	1,803,949	2,446,165	(110,106)
<b>Parks, Facilities, Recreation &amp; Culture</b>					
Facilities	824,382	871,672	753,364	959,974	(88,302)
Libro Centre	2,582,885	2,738,419	1,825,571	2,850,472	(112,053)
Parks	1,156,108	1,327,060	1,017,080	1,369,647	(42,588)
Recreation Services	783,968	568,007	259,569	637,085	(69,078)
Tourism & Culture	577,680	516,871	494,838	578,917	(62,046)
<b>Development Services</b>					
Building	520,090	538,360	465,107	857,400	(319,040)
Planning	818,978	565,875	369,525	679,586	(113,711)
Economic Development	-	-	-	174,304	(174,304)
<b>Infrastructure Services</b>					
Drainage	1,365,214	1,557,804	579,044	2,053,110	(495,306)
Public Works	5,446,893	5,851,479	4,925,194	6,257,215	(405,736)
<b>TOTAL OPERATING EXPENSES</b>	<b>34,095,062</b>	<b>34,110,674</b>	<b>27,580,942</b>	<b>40,405,782</b>	<b>(6,295,108)</b>
<b>TAXATION FUNDED CAPITAL EXPENDITURES</b>	788,458	496,958	496,958	500,000	(3,042)
<b>TOTAL TAXATION FUNDED EXPENDITURES</b>	<b>34,883,520</b>	<b>34,607,631</b>	<b>28,077,900</b>	<b>40,905,781</b>	<b>(6,298,150)</b>
<b>TOTAL WATER EXPENSES</b>					
OPERATING EXPENSES	4,021,293	3,796,473	3,955,628	3,857,758	(61,284)
CAPITAL EXPENDITURES	930,000	1,440,160	1,440,160	2,344,740	(904,580)
<b>TOTAL WASTEWATER EXPENSES</b>					
OPERATING EXPENSES	6,134,285	6,421,507	5,613,655	5,360,863	1,060,644
CAPITAL EXPENDITURES	351,674	260,840	260,840	1,757,096	(1,496,256)
<b>TOTAL EXPENSES</b>	<b>46,320,772</b>	<b>46,526,611</b>	<b>39,348,182</b>	<b>54,226,237</b>	<b>(7,699,627)</b>

Town of Amherstburg  
 Summary of Expenses By Type  
 2022 Budget  
 Year ending December 31, 2022

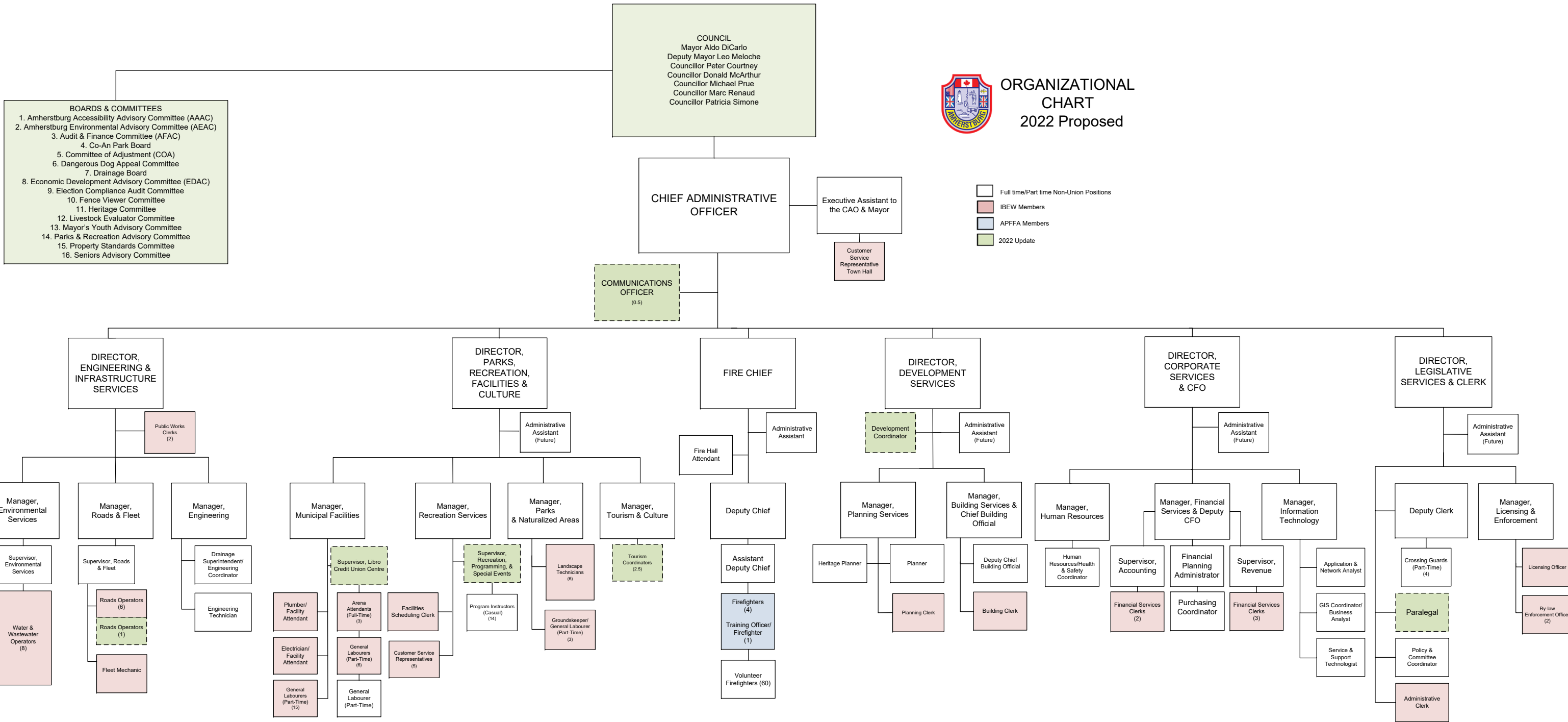
	2020 Budget	2021 Budget	2021 Nov YTD Actuals	2022 Budget	2021 vs 2022 Budget Variance Fav/(Unfav)
<b>Department:</b>					
<b>Budget Centre:</b>					
Salaries	8,558,210	8,981,101	7,247,323	9,528,593	(547,492)
Benefits	2,394,387	2,631,055	2,158,724	2,893,244	(262,189)
<b>Subtotals</b>	<b>10,952,597</b>	<b>11,612,156</b>	<b>9,406,048</b>	<b>12,421,837</b>	<b>(809,681)</b>
General Expenses	3,612,670	3,833,549	2,806,039	3,850,479	(16,930)
Contracted Services	5,013,902	5,118,581	4,692,033	5,254,086	(135,505)
Equipment and Vehicles	572,550	624,550	600,215	713,680	(89,130)
Maintenance	872,300	900,800	717,312	1,137,075	(236,275)
Utilities	1,019,800	1,099,600	563,786	1,142,800	(43,200)
Road Maintenance	1,018,750	1,431,750	953,056	1,166,750	265,000
Solid Waste	1,363,900	1,466,700	1,235,790	1,509,700	(43,000)
Other Expenses	1,462,250	1,748,250	593,618	2,077,000	(328,750)
Debt Payments	989,847	979,719	980,872	778,567	201,152
Committees	35,575	29,800	(1,046)	33,800	(4,000)
Crossing Guards	81,873	23,832	(29)	24,934	(1,102)
Grants and Waivers	176,779	161,967	66,897	154,400	7,567
Retiree Benefits	371,570	349,570	297,877	349,570	-
Transfers to Reserves	6,550,698	4,729,849	4,668,474	9,791,103	(5,061,254)
<b>Subtotals</b>	<b>23,142,465</b>	<b>22,498,517</b>	<b>18,174,894</b>	<b>27,983,944</b>	<b>(5,485,427)</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>34,095,062</b>	<b>34,110,673</b>	<b>27,580,942</b>	<b>40,405,781</b>	<b>(6,295,108)</b>
<b>TAXATION FUNDED CAPITAL EXPENDITURES</b>	788,458	496,958	496,958	500,000	(3,042)
<b>TOTAL TAX EXPENSES</b>	<b>34,883,520</b>	<b>34,607,631</b>	<b>28,077,900</b>	<b>40,905,781</b>	<b>(6,298,150)</b>
<b>WATER EXPENSES</b>					
Salaries	820,338	865,586	775,892	902,147	(36,561)
Benefits	301,549	325,163	283,359	344,061	(18,898)
	1,121,887	1,190,749	1,059,251	1,246,208	(55,459)
General Expenses	788,050	811,250	757,991	914,450	(103,200)
Equipment and Vehicles	226,400	232,000	169,473	301,400	(69,400)
Contracted Services	680,000	692,600	694,548	850,900	(158,300)
Maintenance	606,000	536,500	486,166	502,900	33,600
Utilities	210,000	210,000	166,914	210,000	-
Other Expenses	6,500	6,500	-	6,500	-
Debt Payment	354,377	354,379	354,379	354,379	-
Transfer to Reserves & Capital	958,079	1,202,656	1,707,065	1,815,761	(613,105)
<b>Subtotal Water Operating Expenses</b>	<b>4,951,293</b>	<b>5,236,633</b>	<b>5,395,788</b>	<b>6,202,497</b>	<b>(965,865)</b>
<b>WASTEWATER EXPENSES</b>					
General Expenses	789,200	800,000	751,519	899,800	(99,800)
Environmental Services	1,922,700	1,944,280	1,420,600	2,184,100	(239,820)
Building and Utilities	753,500	834,800	585,984	860,950	(26,150)
Debt Payment	2,344,133	2,312,896	2,312,896	2,312,679	217
Transfer to Reserves & Capital	676,426	790,371	803,496	860,430	(70,059)
<b>Subtotal Wastewater Operating Expenses</b>	<b>6,485,959</b>	<b>6,682,347</b>	<b>5,874,495</b>	<b>7,117,959</b>	<b>(435,612)</b>
<b>TOTAL EXPENSES</b>	<b>46,320,772</b>	<b>46,526,611</b>	<b>39,348,182</b>	<b>54,226,237</b>	<b>(7,699,627)</b>

**TOWN OF AMHERSTBURG  
TAX LEVY CALCULATION  
2022 Budget**

	Final 2021 Budget	2022 Budget	Increase
<b>Total Collectable Tax Levy General</b>	\$ 24,059,492	\$ 25,555,959	\$ 1,496,468 6.22%
<b>Total Collectable Tax Levies Special Purpose</b>			
Funds Raised By Capital Replacement Levy	\$ 651,332	\$ 668,245	
Funds Raised By Capital Reserve Levy	\$ 651,332	\$ 668,245	
	\$ 1,302,664	\$ 1,336,489	
<b>Total Collectable Tax Levies</b>	\$ 25,362,156	\$ 26,892,449	\$ 1,530,293 6.03%
<b>Tax Rate Calculation Data:</b>			
Taxable Assessment as provided by MPAC	2,600,000,250	2,673,191,650	
Weighted Assessment (calculated using tax ratios provided by the County of Essex)	2,524,482,655	2,590,033,942	2.60% Net Growth
<b>Average Tax Rate Calculation</b>	0.0095305	0.0098670	3.53%
Total Collectable (through tax rates)/ Weighted Assessment			
<b>Capital Replacement Rate</b>	0.0002580	0.0002580	0.00%
<b>Capital Reserve Rate</b>	0.0002580	0.0002580	0.00%
<b>Total Tax and Capital Rate</b>	0.0100465	0.0103830	3.35%
<b>Amount Per \$100,000 in Assessment</b>			
Total General Levy Taxes on \$100,000 in assessed value	\$ 953.05	\$ 986.70	
Total Capital Replacement Levy on \$100,000 in assessed value	\$ 25.80	\$ 25.80	
Total Capital Reserve Levy on \$100,000 in assessed value	\$ 25.80	\$ 25.80	
Total Municipal Tax Bill on \$100,000 in assessed value	\$ 1,004.65	\$ 1,038.30	\$ 33.66

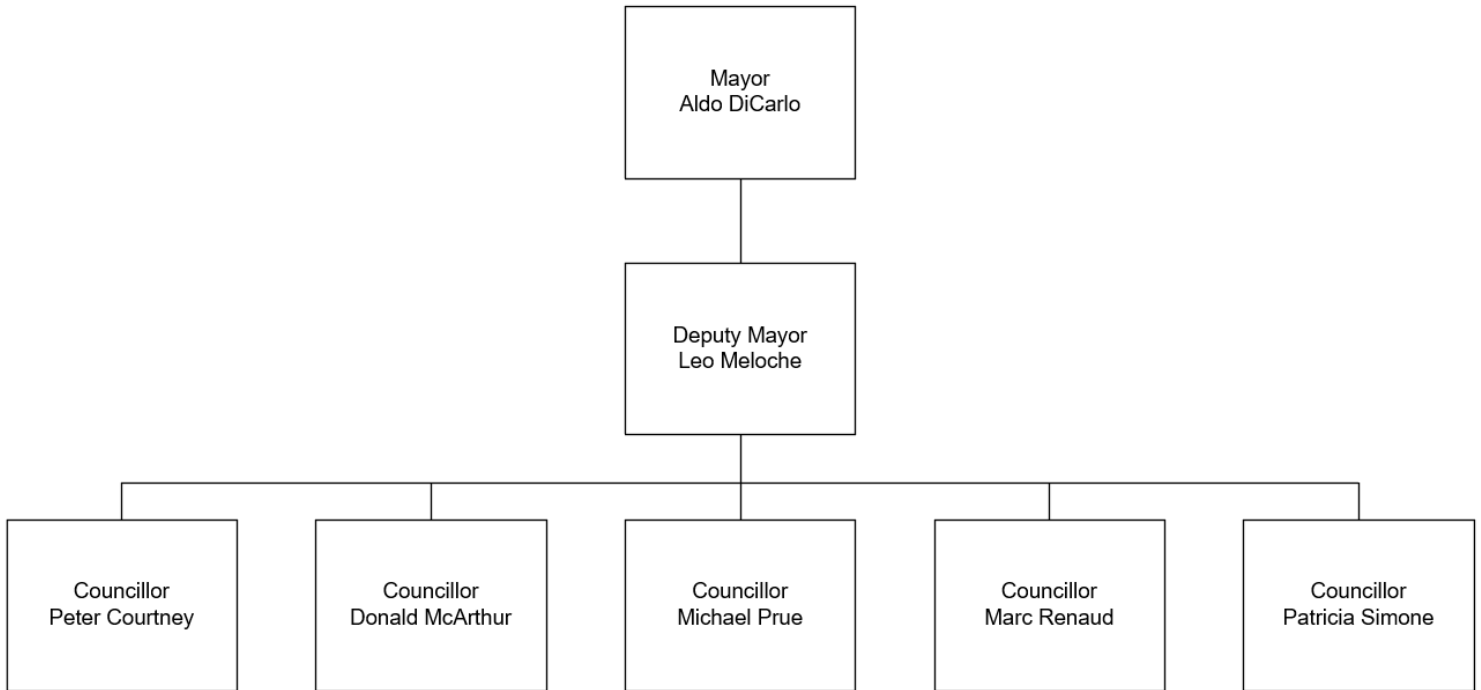
**TOWN OF AMHERSTBURG**  
**Consolidated Schedule of Reserve and**  
**Reserve Funds**  
**2022 Budget - Forecast**

	Opening 2021	2021 Adjustments (2020 Year End Adj approved by Council)	2021 Transfers In	2021 Transfers Out	Forecasted Opening 2022	2022 Transfers In	2022 Transfers Out	Forecasted Ending 2022
<b>GENERAL RATED RESERVES</b>								
AODA Compliance Reserve	150,919		50,000		200,919	50,000		250,919
Building Services (OBCA) Capital Reserve Fund	91,527			(35,000)	56,527		-	56,527
Building Services (OBCA) Operating Reserve Fund	(388,418)		15,069		(373,349)	141,575		(231,774)
Co-Ann Park	14,446		15,000	(20,000)	9,446	15,000	-	24,446
Community Improvement Plan (CIP) Reserve	284,798		-	(100,000)	184,798	-	-	184,798
Contingency	244,484		118,600	(50,000)	313,084	118,600	(30,000)	401,684
Developer Deposits Reserve	17,253				17,253			17,253
Economic Development Reserve	-				-			-
Election Reserve	96,116		33,600		129,716	34,600	(135,000)	29,316
Employee Related Reserve	101,488		25,000		126,488	25,000		151,488
Events	31,677				31,677			31,677
Fire Reserve	211,941		53,000	(50,000)	214,941	53,000	(50,000)	217,941
Fleet and Equipment Reserve	179,714	500,000	300,000	(210,000)	769,714	550,000		1,319,714
Information Technology Reserve	460,077		123,000	(55,800)	527,277	73,000		600,277
Insurance Reserve	461,877		5,000	(10,000)	456,877	5,000	(10,000)	451,877
Legal Reserve	101,488		-		101,488	25,000		126,488
Libro Centre Reserve	17,074	45,000	31,000		93,074	50,000		143,074
Municipal Drain Reserve	340,373			(235,000)	105,373		(25,000)	80,373
Park Reserve	698,331		180,000	(20,000)	858,331	160,000		1,018,331
Plans and Studies Reserve	367,064		(36,000)	(145,000)	186,064	45,000	(150,000)	81,064
Police Reserve	451,394		100,000		551,394	-		551,394
Risk Management Reserve	50,744				50,744			50,744
Streetlights (New) Reserve	21,281		12,000		33,281	12,000		45,281
Tax Stabilization	314,377	835,000	160,000		1,309,377	325,000		1,634,377
Transit	-		50,000	(50,000)	-	-	-	-
Winter Control	81,190				81,190			81,190
Working Capital - General	1,067,528			(150,000)	917,528	3,100	(17,500)	903,128
<b>Subtotal</b>	<b>5,468,741</b>	<b>1,380,000</b>	<b>1,235,269</b>	<b>(1,130,800)</b>	<b>6,953,210</b>	<b>1,685,875</b>	<b>(417,500)</b>	<b>8,221,585</b>
<b>WATER &amp; WASTEWATER RESERVES</b>								
Working Capital - Wastewater Funded	4,030,998		279,531	(900,000)	3,410,529	554,531	(1,451,197)	2,513,863
Working Capital - Water Funded	3,581,150		(437,504)	-	3,143,646	225,000	(753,979)	2,614,667
<b>Subtotal</b>	<b>7,612,149</b>	<b>-</b>	<b>(157,973)</b>	<b>(900,000)</b>	<b>6,554,176</b>	<b>779,531</b>	<b>(2,205,176)</b>	<b>5,128,531</b>
	<b>13,080,889</b>	<b>1,380,000</b>	<b>1,077,296</b>	<b>(2,030,800)</b>	<b>13,507,385</b>	<b>2,465,406</b>	<b>(2,622,676)</b>	<b>13,350,115</b>
<b>RESERVE FUNDS</b>								
General Reserve Fund	4,177,783	442,654	4,027,244	(3,464,641)	5,183,040	5,073,738	-	10,256,778
Capital New	500,000		500,000	(450,000)	550,000	500,000	-	1,050,000
Donations	48,092				48,092			48,092
Gas Tax Reserve Fund	1,846,855		1,110,000	(1,100,000)	1,856,855	1,132,000	-	2,988,855
Grants Reserve Fund	1,114,964			(375,000)	739,964	3,208,479	(55,000)	3,893,443
Parkland Dedication Reserve Fund	298,306				298,306			298,306
Post Retirement Benefits	570,063		96,438		666,502	133,250		799,752
Renta Memorial Park Bequest Reserve	173,940				173,940			173,940
Tree Planting	2,537				2,537			2,537
Watermain Reserve Fund	462,965		-	-	462,965	-	-	462,965
<b>Subtotal</b>	<b>9,195,505</b>	<b>442,654</b>	<b>5,733,682</b>	<b>(5,389,641)</b>	<b>9,982,201</b>	<b>10,047,467</b>	<b>(55,000)</b>	<b>19,974,668</b>
<b>TOTAL</b>	<b>22,276,395</b>	<b>1,822,654</b>	<b>6,810,978</b>	<b>(7,420,441)</b>	<b>23,489,586</b>	<b>12,512,873</b>	<b>(2,677,676)</b>	<b>33,324,783</b>





### A. Department Overview



- BOARDS & COMMITTEES**
1. Amherstburg Accessibility Advisory Committee (AAAC)
  2. Amherstburg Environmental Advisory Committee (AEAC)
  3. Audit & Finance Committee (AFAC)
  4. Co-An Park Board
  5. Committee of Adjustment (COA)
  6. Dangerous Dog Appeal Committee
  7. Drainage Board
  8. Economic Development Advisory Committee (EDAC)
  9. Election Compliance Audit Committee
  10. Fence Viewer Committee
  11. Heritage Committee
  12. Livestock Evaluator Committee
  13. Mayor's Youth Advisory Committee
  14. Parks & Recreation Advisory Committee
  15. Property Standards Committee
  16. Seniors Advisory Committee



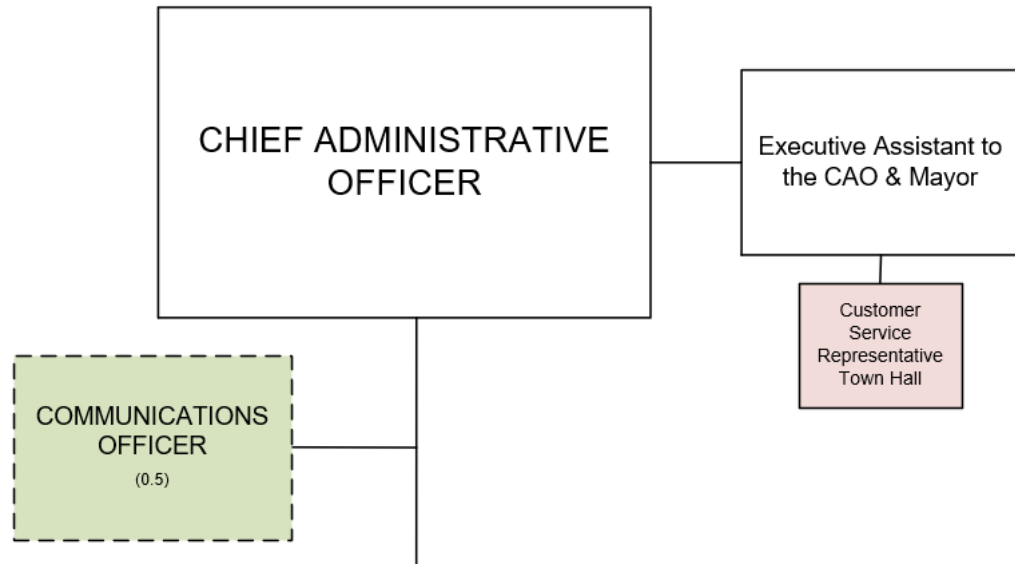
Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

**Council & Committees**  
**Council & Committees**

	2021 Total Budget	2022 Requested					2022 Recommended			
		2022 Base Budget	Request - Base Budget	Request - One Time	Request - Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)
<b>Expenses:</b>										
<b>Salaries and Wages:</b>										
Total Salaries and Wages	204,697	204,697	3,953	-	-	208,650		-	208,650	3,953
<b>Benefits:</b>										
Total Benefits	31,087	31,087	1,092	-	-	32,179		-	32,179	1,092
<b>General Expenses:</b>										
Public Receptions	6,000	6,000	-	-	-	6,000		-	6,000	-
Office Supplies	500	500				500		-	500	-
Mobile Devices	1,600	800		800		1,600		-	1,600	-
Training	5,000	5,000			2,800	7,800	(2,800)	5,000	5,000	-
Conventions and Seminars	14,000	14,000	-	-	-	14,000		-	14,000	-
Travel and Mileage	4,000	4,000	-	-	-	4,000		-	4,000	-
Communications	10,500	10,500	-	-	-	10,500	(4,800)	5,700	5,700	(4,800)
<b>Total General Expenses</b>	<b>41,600</b>	<b>40,800</b>	<b>-</b>	<b>800</b>	<b>2,800</b>	<b>44,400</b>	<b>(7,600)</b>	<b>36,800</b>	<b>36,800</b>	<b>(4,800)</b>
<b>Other Expenses:</b>										
Legal Fees - Council	15,000	15,000				15,000		-	15,000	-
Meeting Expenses	2,000	2,000				2,000		-	2,000	-
Donations	2,000	2,000				2,000		-	2,000	-
<b>Total Other Expenses</b>	<b>19,000</b>	<b>19,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>19,000</b>	<b>-</b>	<b>19,000</b>	<b>19,000</b>	<b>-</b>
<b>Committees:</b>										
Per Diems - Drainage	4,500	4,500				4,500		-	4,500	-
Per Diems - Committee of Adjustment	4,500	4,500				4,500		-	4,500	-
Per Diems - Accessibility Advisory	3,700	4,200				4,200		500	4,200	500
Accessibility Committee - Expenses	1,500	1,500	500			2,000		500	2,000	500
Committee Meetings - Sundries	1,500	1,500				1,500		-	1,500	-
Drainage Committee Expenses	2,100	2,100				2,100		-	2,100	-
Heritage Committee - Expenses	3,000	3,000	1,500			4,500		1,500	4,500	1,500
Parks & Rec Advisory Committee- Exp	2,500	2,500				2,500		-	2,500	-
Economic Dev Advisory Comm Expenses	1,000	1,500				1,500		500	1,500	500
Audit-Finance Advisory Committee - Expen	1,000	1,500				1,500		500	1,500	500
Seniors Advisory Committee Expenses	1,000	1,500				1,500		500	1,500	500
Mayor's Youth Advisory - Expenses	1,000	1,500				1,500	(500)	1,000	1,000	-
Environmental Advisory Committee	1,000	1,000				1,000		-	1,000	-
Committee Office Supplies	1,500	1,500				1,500		-	1,500	-
<b>Total Expenses - Committees</b>	<b>29,800</b>	<b>32,300</b>	<b>2,000</b>	<b>-</b>	<b>-</b>	<b>34,300</b>	<b>(500)</b>	<b>33,800</b>	<b>33,800</b>	<b>4,000</b>
<b>Total Expenses</b>	<b>326,184</b>	<b>327,884</b>	<b>7,045</b>	<b>800</b>	<b>2,800</b>	<b>338,529</b>	<b>(8,100)</b>	<b>330,429</b>	<b>330,429</b>	<b>4,245</b>
<b>Transfer to (from) Reserves</b>										
Total Reserve Transfers	-	-	-	-	-	-		-	-	-
<b>Total Operating Expenses and Transfers</b>	<b>326,184</b>	<b>327,884</b>	<b>7,045</b>	<b>800</b>	<b>2,800</b>	<b>338,529</b>	<b>(8,100)</b>	<b>330,429</b>	<b>330,429</b>	<b>4,245</b>
<b>Net Operating Budget</b>	<b>326,184</b>	<b>327,884</b>	<b>7,045</b>	<b>800</b>	<b>2,800</b>	<b>338,529</b>	<b>(8,100)</b>	<b>330,429</b>	<b>330,429</b>	<b>4,245</b>
Incr/(Decr) from 2021						3.8%			1.3%	



### A. Department Overview





**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.

**B. Budgeted Staffing Resources**

<b>Permanent FTE's</b>	<b>2020</b>	<b>2021</b>	<b>2022 Proposed</b>
CAO	2.50	3.50	4.00
<b>Total FTE</b>	<b>2.50</b>	<b>3.50</b>	<b>4.00</b>
<b>Net Change</b>	<b>0.00</b>	<b>1.00</b>	<b>0.50*</b>

**\*Proposed Changes:**

A 0.5 FTE Communications Officer is proposed with no impact to the budget. Half of a Tourism Coordinator position will be allocated here. The 0.5 FTE reduction will be realized in the Tourism budget.



## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	CAO-001
<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>	\$(62,000)

<b>Budget Issue Title:</b>	Communications Officer
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<b>Budget Request Classification:</b>	Base Budget
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**Budget Issue Detail**

Effective communications across all levels of the Municipality is key to ensuring timely, consistent messaging on all matters. Amherstburg is the only local municipality that does not have a dedicated Communications resource. This position will be responsible for effective communications with taxpayers, the media, investors, suppliers, social media and the community as a whole. The Communications Advisor will also play a critical role in public consultations across the organization, driving strategic priorities throughout the process.

Throughout the pandemic, this work has been successfully performed by one of the current Tourism Coordinators. Administration proposes using the Tourism Coordinator person to continue the Communication Officer duties on a part-time basis. The salary and related costs for the new position will be funded by reallocating 50% of the existing budget in Tourism. A Tourism Coordinator position will be reduced by 50% and a 50% Communications Officer will be added to the CAO Office, at no additional cost to the taxpayers.

In addition, the recommended budget change will reduce the provision for the solicitor position by \$62,000.

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Salary-CAO	\$65,356	\$32,678
Benefits - CAO	\$25,216	\$12,608
Salary-Tourism		\$(32,678)
Benefits -Tourism		\$(12,608)
Salaries – Full Time (CAO)		\$(62,000)
<b>Total Budget Impact:</b>		<b>\$(62,000)</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	CAO-002
<b>Budget Issue Classification:</b>	Budget Increase
<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>	Professional Fees
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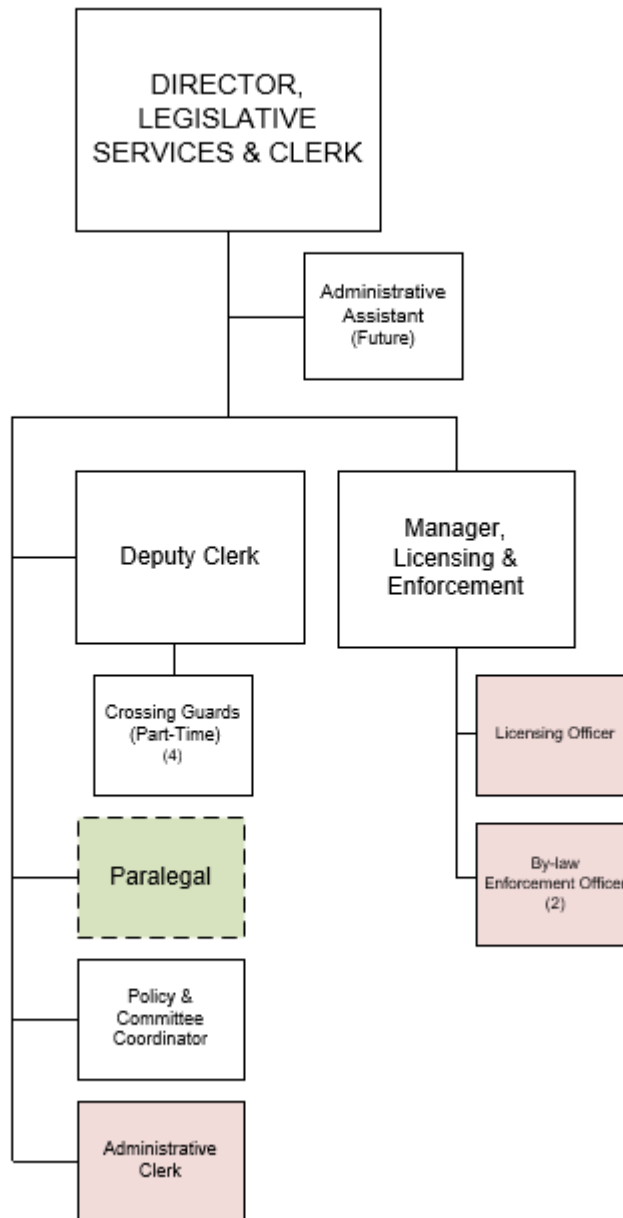
<b>Budget Request Classification:</b>	One-Time
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<b>Budget Issue Detail</b>
<p>Provision to allow for an audit as directed by Council.</p> <p>\$30,000 - One-time Request to fund audit</p>

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Proposed Budget Change</b>	<b>Recommended Budget Change</b>
Professional Fees	\$30,000	\$30,000
<b>Total Budget Impact:</b>		<b>\$30,000</b>



### A. Department Overview





### Department Description

#### 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

#### Licensing and Enforcement Division

Licensing and By-Law Enforcement Division 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

#### B. Budgeted Staffing Resources- Legislative Services and Clerk

Permanent FTE's	2020	2021	2022 Proposed
Full-Time	8.00	8.00	8.00
Total FTE	8.00	8.00	8.00
<b>Net Change</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>





**Staffing Complement Includes:**

*Full Time*

- 1.00 Director of Legislative Services and Clerk
- 1.00 Deputy Clerk
- 1.00 Policy and Committee Coordinator
- 1.00 Administrative Assistant
- 1.00 Manager of Licensing and Enforcement
- 1.00 Licensing Officer
- 2.00 By-Law Enforcement Officers

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

Office of the Chief Administrative Officer  
 Police

	2021 Total Budget	2022 Requested					Issue Paper Ref. No.	2022 Recommended		
		2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget		Adjustments	2022 Total Budget	Budget Increase/ (Decrease)
<b>Revenue:</b>										
<b>Total Revenues</b>	-	-	75,000	-	-	75,000	POLICE-001	-	75,000	75,000
<b>Expenses:</b>										
<b>General Expenses</b>										
Service Contract	5,118,581	5,118,581	135,505		5,254,086			5,254,086	135,505	
Uniforms	-	-			-			-	-	
Police Training	-	-			-			-	-	
Photocopier Supplies	-	-			-			-	-	
Forensic Identification Expense	-	-			-			-	-	
Internet Access	-	-			-			-	-	
Transitional Cost	-	-			-			-	-	
Credit Card Charges	-	-			-			-	-	
Legal Fees	25,000	25,000			25,000			25,000	-	
<b>Total General Expenses</b>	<b>5,143,581</b>	<b>5,143,581</b>	<b>135,505</b>	-	<b>5,279,086</b>			<b>5,279,086</b>	<b>135,505</b>	
<b>Building</b>										
General Insurance	-	-			-			-	-	
Telephone	6,000	6,000			6,000			6,000	-	
Utilities	28,000	28,000			28,000			28,000	-	
Building Maintenance	15,000	15,000			15,000			15,000	-	
Janitorial	-	-	25,000		25,000	FAC-002		25,000	25,000	
Miscellaneous expense	-	-			-			-	-	
<b>Total Building</b>	<b>49,000</b>	<b>49,000</b>	<b>25,000</b>	-	<b>74,000</b>			<b>74,000</b>	<b>25,000</b>	
<b>Other Expenses:</b>										
Dispatching	77,000	77,000	-	-	77,000			77,000	-	
<b>Total Other Expenses</b>	<b>77,000</b>	<b>77,000</b>	-	-	<b>77,000</b>			<b>77,000</b>	-	
<b>Equipment and Vehicle</b>										
Radio Maintenance	31,000	31,000			31,000			31,000	-	
Vehicle and Equipment Maintenance	-	-			-			-	-	
<b>Total Equipment and Vehicle</b>	<b>31,000</b>	<b>31,000</b>	-	-	<b>31,000</b>			<b>31,000</b>	-	
<b>Debt Charges</b>										
<b>Total Debt Charges</b>	<b>11,351</b>	<b>11,351</b>	-	-	<b>11,351</b>			<b>11,351</b>	-	
<b>Reserve Transfers</b>										
<b>Total Reserve Transfers</b>	<b>100,000</b>	<b>100,000</b>	-	-	<b>100,000</b>			<b>(100,000)</b>	-	<b>(100,000)</b>
<b>Total Operating Expenses and Transfers</b>	<b>5,411,932</b>	<b>5,411,932</b>	<b>160,505</b>	-	<b>5,572,437</b>			<b>(100,000)</b>	<b>5,472,437</b>	<b>60,505</b>
<b>Net Operating Budget</b>	<b>5,411,932</b>	<b>5,411,932</b>	<b>85,505</b>	-	<b>5,497,437</b>			<b>(100,000)</b>	<b>5,397,437</b>	<b>(14,495)</b>
Incr/(Decr) from 2021										-0.3%

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	POLICE-001
<b>Budget Issue Classification:</b>	Budget Reduction
<b>Department:</b>	Legislative Services
<b>Budget Centre:</b>	Police
<b>Budget Impact:</b>	\$(75,000)

<b>Budget Issue Title:</b>	POA Revenue
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<b>Budget Request Classification:</b>	Base Budget
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<p><b>Budget Issue Detail</b></p> <p>For the 2021 Operating Budget, Administration recommended a decrease to the Provincial Offences Act Fee Revenue due to COVID-19 and the fire at the Court Offices Building in Windsor.</p> <p>The City of Windsor recently provided their Budget for 2022 POA Revenue distribution. The Town of Amherstburg weighted average portion has been budgeted at \$75,000.</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Revenue – POA Fines	\$(75,000)	\$(75,000)
<b>Total Budget Impact:</b>		<b>\$(75,000)</b>

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

Legislative Services  
 Clerk's Services

	2021 Total Budget	2022 Requested					2022 Recommended			
		2022 Base Budget	Request - Base Budget	Request - One Time	Request - Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)
<b>Revenue:</b>										
Fee Revenue - Insurance Admin Fee	10,000	10,000			10,000	CLERKS-004	5,000	15,000	5,000	
Fee Revenue - Various	2,000	2,000			2,000			2,000	-	
Fee Revenue - Property Damage Claims	5,000	5,000			5,000			5,000	-	
Fee Revenue	17,000	17,000	-	-	17,000	CLERKS-004	5,000	22,000	5,000	
<b>Total Revenue</b>	<b>17,000</b>	<b>17,000</b>	<b>-</b>	<b>-</b>	<b>17,000</b>		<b>5,000</b>	<b>22,000</b>	<b>5,000</b>	
<b>Expenses:</b>										
<b>Salaries and Wages</b>										
Salaries - Full Time	315,685	315,685	9,374	-	325,059		-	325,059	9,374	
Salaries - Overtime	2,500	2,500	-	-	2,500	CLERKS-001	10,000	12,500	10,000	
Salaries - Part Time/Temporary	-	-	-	17,250	17,250	CLERKS-002		17,250	17,250	
<b>Total Salaries and Wages</b>	<b>318,185</b>	<b>318,185</b>	<b>9,374</b>	<b>17,250</b>	<b>344,809</b>		<b>10,000</b>	<b>354,809</b>	<b>36,624</b>	
<b>Benefits:</b>										
<b>Total Benefits</b>	<b>109,467</b>	<b>109,467</b>	<b>7,709</b>	<b>-</b>	<b>117,176</b>		<b>-</b>	<b>117,176</b>	<b>7,709</b>	
<b>General Expenses:</b>										
Subscriptions & Publications	500	500	-	-	500			500	-	
Office Supplies	7,500	7,500	-	-	7,500		-	7,500	-	
Professional Fees	30,500	30,500	-	-	30,500			30,500	-	
Meeting Expenses	500	500	-	-	500			500	-	
Mobile Devices	2,150	1,600	-	-	1,600			1,600	(550)	
Memberships	2,000	2,000	-	-	2,000		2,000	4,000	2,000	
Training and Prof. Development	10,000	10,000	-	-	10,000			10,000	-	
Travel and Mileage	500	500	-	-	500			500	-	
Vehicle and Equipment Maintenance	-	-	-	-	-			-	-	
Insurance - Premiums	619,000	619,000	107,950	-	726,950	CLERKS-003		726,950	107,950	
Insurance - Deductible	75,000	75,000	-	-	75,000			75,000	-	
Insurance - Claims Cost	10,000	10,000	-	-	10,000			10,000	-	
Insurance Expense	704,000	704,000	107,950	-	811,950		-	811,950	107,950	
<b>Total General Expenses</b>	<b>757,650</b>	<b>757,100</b>	<b>107,950</b>	<b>-</b>	<b>865,050</b>		<b>2,000</b>	<b>867,050</b>	<b>109,400</b>	
<b>Election:</b>										
Election Expenses	1,400	1,400	800	117,750	119,950	CLERKS-002		119,950	118,550	
<b>Elections Salaries and Benefits</b>										
<b>Total Salaries and Wages - Election</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>	
<b>Crossing Guards:</b>										
Salaries - Crossing Guards	20,923	20,923	947	-	21,870			21,870	947	
Benefits - Crossing Guards	1,909	1,909	155	-	2,064		-	2,064	155	
Uniforms	1,000	1,000	-	-	1,000			1,000	-	
Advertising	-	-	-	-	-			-	-	
<b>Total Expenses - Crossing Guards</b>	<b>23,832</b>	<b>23,832</b>	<b>1,102</b>	<b>-</b>	<b>24,934</b>		<b>-</b>	<b>24,934</b>	<b>1,102</b>	
<b>Total Expenses</b>	<b>1,210,534</b>	<b>1,209,984</b>	<b>126,935</b>	<b>135,000</b>	<b>1,471,919</b>		<b>12,000</b>	<b>1,483,919</b>	<b>273,385</b>	

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

**Legislative Services  
 Clerk's Services**

	2021 Total Budget	2022 Requested					Issue Paper Ref. No.	2022 Recommended		
		2022 Base Budget	Request - Base Budget	Request - One Time	Request - Enhancement	2022 Total Budget		Adjustments	2022 Total Budget	Budget Increase/ (Decrease)
<b>Transfer to (from) Reserves</b>										
Transfer to Reserve - Election	33,600	33,600	1,000	-		34,600		34,600	1,000	
Transfer from Reserve - Insurance	(10,000)	(10,000)	-	-		(10,000)		(10,000)	-	
Transfer to Reserve - Risk Mgmt	-	-	-	-		-		-	-	
Transfer to Reserve - AODA Compliance	50,000	50,000	-	-		50,000		50,000	-	
Transfer to Reserve - Insurance	5,000	5,000	-	-		5,000		5,000	-	
Transfer from Election Reserve	-	-	-	(135,000)		(135,000)	CLERKS-002	(135,000)	(135,000)	
<b>Total Reserve Transfers</b>	<b>78,600</b>	<b>78,600</b>	<b>1,000</b>	<b>(135,000)</b>		<b>(55,400)</b>		<b>(55,400)</b>	<b>(134,000)</b>	
<b>Total Operating Expenses and Transfers</b>	<b>1,289,134</b>	<b>1,288,584</b>	<b>127,935</b>	<b>-</b>		<b>1,416,519</b>		<b>12,000</b>	<b>1,428,519</b>	<b>139,385</b>
<b>Net Operating Budget</b>	<b>1,272,134</b>	<b>1,271,584</b>	<b>127,935</b>	<b>-</b>		<b>1,399,519</b>		<b>7,000</b>	<b>1,406,519</b>	<b>134,385</b>
Incr/(Decr) from 2021						10.0%			10.6%	

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	CLERKS-001
<b>Budget Issue Classification:</b>	Budget Increase
<b>Department:</b>	Legislative Services
<b>Budget Centre:</b>	Clerk's Office
<b>Budget Impact:</b>	\$10,000

<b>Budget Issue Title:</b>	Overtime
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<b>Budget Request Classification:</b>	Base Budget
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<p><b>Budget Issue Detail</b></p> <p>There are several Committees of Council that typically meet after regular work hours, requiring the Policy and Committee Coordinator to work overtime. There is not sufficient budget dollars to support the overtime required of the staff in the department.</p> <p>The recommended budget adjustment of \$10,000 will avoid further negative variances for overtime that are projected in the department.</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Salaries - Overtime	\$0	\$10,000
<b>Total Budget Impact:</b>		<b>\$10,000</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	CLERKS-002
<b>Budget Issue Classification:</b>	Budget Increase
<b>Department:</b>	Legislative Services
<b>Budget Centre:</b>	Clerk's Office
<b>Budget Impact:</b>	\$0

<b>Budget Issue Title:</b>	Election Expenses
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<b>Budget Request Classification:</b>	One-Time
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<p><b>Budget Issue Detail</b></p> <p>Each year, there is a budgeted \$33,600 Transfer to Reserve to cover the cost of elections every 4<sup>th</sup> year. In addition to the annual transfer into the reserve, given this is an election year, there is a one-time request for a Transfer From Reserve of \$135,000.</p> <p>The \$135,000 is intended to cover the Part-Time/Temporary wages for election staff as well as other expenses related to the election, such as the rental of vote tabulators.</p> <p>Council orientation costs are included in this budget line, such as the Council Guides and training.</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Salaries – Part Time/Temporary	\$17,250	\$17,250
Election Expenses	\$117,750	\$117,750
Transfer from Reserve-Election	\$(135,000)	\$(135,000)
<b>Total Budget Impact:</b>		<b>\$0</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	CLERKS-003
<b>Budget Issue Classification:</b>	Budget Increase
<b>Department:</b>	Legislative Services
<b>Budget Centre:</b>	Clerk's Office
<b>Budget Impact:</b>	\$136,500

<b>Budget Issue Title:</b>	Insurance Premiums
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<b>Budget Request Classification:</b>	Base Budget
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<b>Budget Issue Detail</b>
<p><b>Insurance – Premiums – Increase \$107,950 (tax) \$26,150 (WW) \$2,400 (Water)</b></p> <p>The COVID-19 pandemic continues to impose negative impacts on insurance costs. Insurance companies rely on premiums <i>and</i> investment income to pay claims. So, in a time with low investment returns and an increase in claim payouts, insurers have to take certain measures to make sure they'll always have enough money on hand to protect their customers. These measures make it <i>harder</i> for the average person to find affordable insurance coverage which leads to a “hard market.” To make sure they have enough money on hand to fairly pay their customers’ claims during a hard market, insurance companies have to impose stricter rules when it comes to issuing new policies, limit the number of new policies they sell, <u>and reassess the premiums they charge.</u></p> <p>While there are no significant changes to the Town’s exposure, the insurer will likely reassess what the Town currently pays based on consideration of the hard market.</p> <p>The Town may go to market for insurance coverage for the 2022-2023 policy period to ensure premiums remain competitive. However, considering the hard market, insurers may not be willing to take on new policies.</p>

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Insurance - Premiums	\$107,950	\$107,950
Insurance – Premiums WW	\$26,150	\$26,150
Insurance- Premiums Water	\$2,400	\$2,400
<b>Total Budget Impact:</b>		<b>\$136,500</b>



## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	CLERKS-004
<b>Budget Issue Classification:</b>	Budget Reduction
<b>Department:</b>	Legislative Services
<b>Budget Centre:</b>	Clerk's Office
<b>Budget Impact:</b>	\$(10,000)

<b>Budget Issue Title:</b>	Revenue Increase
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<b>Budget Request Classification:</b>	Base Budget
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<b>Budget Issue Detail</b>
<p>Administration is recommending an increase to the Fee Revenue and the Fee Revenue -Insurance Admin Fee of \$5,000 each. This will bring them more in-line with the actuals that have been realized over the past few years.</p>

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Fee Revenue – Insurance Admin Fee	\$0	\$(5,000)
Fee Revenue	\$0	\$(5,000)
<b>Total Budget Impact:</b>		<b>\$(10,000)</b>

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

Legislative Services  
 Licencing and Enforcement

	2021 Total Budget	2022 Requested					Issue Paper Ref. No.	2022 Recommended		
		2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget		Adjustments	2022 Total Budget	Budget Increase/ (Decrease)
<b>Revenue:</b>										
Lottery Licences	18,500	22,000				22,000		22,000	3,500	
Liquor Licences	100	100				100		100	-	
Business Licences	4,000	4,000				4,000		4,000	-	
Marriage Licences	13,000	13,000				13,000		13,000	-	
Animal Control - Dog Tags and Fine:	17,000	17,000				17,000		17,000	-	
Pool Permits	-	-				-		-	-	
Sign Permits	2,000	2,000				2,000		2,000	-	
Encroachment Fees	2,000	2,000				2,000		2,000	-	
Parking Tickets	7,000	7,000				7,000		7,000	-	
Fees waived	-	-				-		-	-	
Other Revenues	4,500	4,500				4,500		4,500	-	
<b>Total Revenue</b>	<b>68,100</b>	<b>71,600</b>	-	-	-	<b>71,600</b>		<b>71,600</b>	<b>3,500</b>	
<b>Expenses:</b>										
<b>Salaries and Wages:</b>										
Salaries - Full Time	292,769	292,769	(10,354)			282,415		282,415	(10,354)	
Salaries - STD/LTD Credit	-	-				-		-	-	
Salaries - Full Time	292,769	292,769	(10,354)	-	-	282,415		282,415	-	
Salaries - Overtime	1,000	1,000				1,000		1,000	-	
Salaries - Part Time/Temporary	-	-				-		-	-	
<b>Total Salaries and Wages</b>	<b>293,769</b>	<b>293,769</b>	<b>(10,354)</b>	-	-	<b>283,415</b>		<b>283,415</b>	<b>(10,354)</b>	
<b>Benefits:</b>										
<b>Total Benefits</b>	<b>101,894</b>	<b>101,894</b>	<b>2,253</b>	-	-	<b>104,147</b>		<b>104,147</b>	<b>2,253</b>	
<b>General Expenses:</b>										
Uniforms	2,700	2,700	-	9,100	1,500	13,300	LIC-001	13,300	10,600	
Office Supplies	1,500	1,500				1,500		1,500	-	
Mobile Devices	3,750	3,200				3,200		3,200	(550)	
Professional Fees	1,500	1,500				1,500		1,500	-	
Meeting Expenses	-	-				-		-	-	
Memberships	1,150	1,150				1,150		1,150	-	
Training and Professional Developm	8,550	8,550				8,550		(4,550)	4,000	(4,550)
Travel & Mileage	500	500				500		500	-	
Vehicle and Equipment Maintenance	1,800	1,800				1,800		1,800	-	
Service Agreement - Radios	1,300	1,300	(1,300)			-		-	(1,300)	
Legal Fees	10,000	-				-		-	(10,000)	
Animal Control - Tags	600	600				600		600	-	
Animal Control - Contract	32,000	32,000	1,000			33,000		33,000	1,000	
Animal Control - Other	7,750	7,750				7,750		7,750	-	
Marriage Licences	2,400	7,200				7,200		7,200	4,800	
<b>Total General Expenses</b>	<b>75,500</b>	<b>69,750</b>	<b>(300)</b>	<b>9,100</b>	<b>1,500</b>	<b>80,050</b>		<b>(4,550)</b>	<b>75,500</b>	<b>-</b>

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

**Legislative Services  
 Licencing and Enforcement**

	2021 Total Budget	2022 Requested					Issue Paper Ref. No.	2022 Recommended		
		2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget		Adjustments	2022 Total Budget	Budget Increase/ (Decrease)
<b>Other Expenses:</b>										
Fuel			5,000			5,000			5,000	5,000
Livestock Compensation Expense	250	250				250		(250)	-	(250)
<b>Total Other Expenses</b>	<b>250</b>	<b>250</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>5,250</b>		<b>(250)</b>	<b>5,000</b>	<b>4,750</b>
<b>Total Expenses</b>	<b>471,413</b>	<b>465,663</b>	<b>(3,401)</b>	<b>9,100</b>	<b>1,500</b>	<b>472,862</b>		<b>(4,800)</b>	<b>468,062</b>	<b>(3,351)</b>
<b>Transfer to (from) Reserves</b>										
Transfer from Reserves	(10,000)	-				-			-	10,000
Transfer to Reserves	-	-				-	LIC-001	3,100	3,100	3,100
<b>Total Reserve Transfers</b>	<b>(10,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>3,100</b>	<b>3,100</b>	<b>13,100</b>
<b>Total Operating Expenses and Transf</b>	<b>461,413</b>	<b>465,663</b>	<b>(3,401)</b>	<b>9,100</b>	<b>1,500</b>	<b>472,862</b>		<b>(1,700)</b>	<b>471,162</b>	<b>9,749</b>
<b>Net Operating Budget</b>	<b>393,313</b>	<b>394,063</b>	<b>(3,401)</b>	<b>9,100</b>	<b>1,500</b>	<b>401,262</b>		<b>(1,700)</b>	<b>399,562</b>	<b>6,249</b>
Incr/(Decr) from 2021						2.0%			1.6%	

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	LIC-001
<b>Budget Issue Classification:</b>	Budget Enhancement
<b>Department:</b>	Legislative Services
<b>Budget Centre:</b>	Licensing and Enforcement
<b>Budget Impact:</b>	\$9,100 One-Time and \$4,600 Base Budget

<b>Budget Issue Title:</b>	Body Worn Cameras
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<b>Budget Request Classification:</b>	One-Time and Base Budget
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<p><b>Budget Issue Detail</b></p> <p>Body-worn cameras provide an unbiased, independent account of officer/community interactions which enhance accountability and transparency. There is a one-time \$9,100 cost to purchase and an annual licensing fee of \$1,500. Administration has also included an annual \$3,100 Transfer to Reserve for future replacement.</p> <p>The Town of Amherstburg By-law Enforcement Officers will employ Body Worn Cameras (BWCs) in an overt capacity in support of their functions as Municipal Law Enforcement Officers. Officers will take reasonable steps to balance the privacy rights of individuals with the anticipated benefits of using BWCs for Law Enforcement purposes.</p> <p>Reasonable steps will include a BWC policy which will be evaluated on an ongoing basis. The policy will ensure that an appropriate balance is achieved between the needs of Law Enforcement and the privacy rights of individuals as well as to comply with the Canadian Charter of Rights and Freedoms, the Criminal Code and provincial legislation.</p> <p>Officers will consider activating their BWC whenever the information gathered will support a charge being laid, when tensions escalate, when assisting other Enforcement Agencies or when activating the BWC will assist in deescalating a situation by affecting the behaviour of individuals who are aware of the recording is in progress.</p> <p>All BWC recordings will be handled as evidentiary exhibits in the custody of the Town of Amherstburg as stated in the Evidence Act of Ontario, the Canada Evidence Act as well as the Freedom of information and Protection or Privacy Act.</p> <p>All of the BWC data will be stored in a Canadian-based cloud system meaning all data stored in the cloud will remain in Canada. Access to recordings are only available to the Manager of Licensing and Enforcement. Significant steps have been taken to ensure the security of the video once it's been recorded. These include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• recordings are encrypted when captured</li> <li>• recordings cannot be edited, altered, or deleted from the camera</li> <li>• secure and encrypted uploading from the camera to storage</li> <li>• security authentication steps in place to ensure only those with authorized access can view recordings once uploaded</li> </ul>
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- automatic purging of videos based on established retention schedules
- redaction abilities for recordings required for disclosure purposes

If body-worn cameras were deployed, we have set goals in mind:

1. Enhancing transparency, public trust and confidence

Body-worn cameras will result in better transparency and accountability and thus may improve law enforcement legitimacy. Video footage captured during these officer-community interactions might provide better documentation to help confirm the nature of events and support accounts articulated by officers and community residents.

2. Enhancing officer accountability and professionalism, and providing real-life training examples.

Investigations of cases that involve inconsistent accounts of the encounter from officers and citizens are often found to be “not sustained” and are subsequently closed when there is no video footage nor independent or corroborating witnesses. Video captured by body-worn cameras may help corroborate the facts of the encounter and result in a quicker resolution.

3. De-escalating situations and reducing incidences by affecting the behaviour of individuals who are aware of the recording in progress.

Body-worn cameras may also result in higher rates of citizen compliance during encounters and fewer complaints lodged against law enforcement. Citizens often change their behavior toward officers when they are informed that the encounter is being recorded. This “civilizing effect” may also prevent certain situations from escalating.

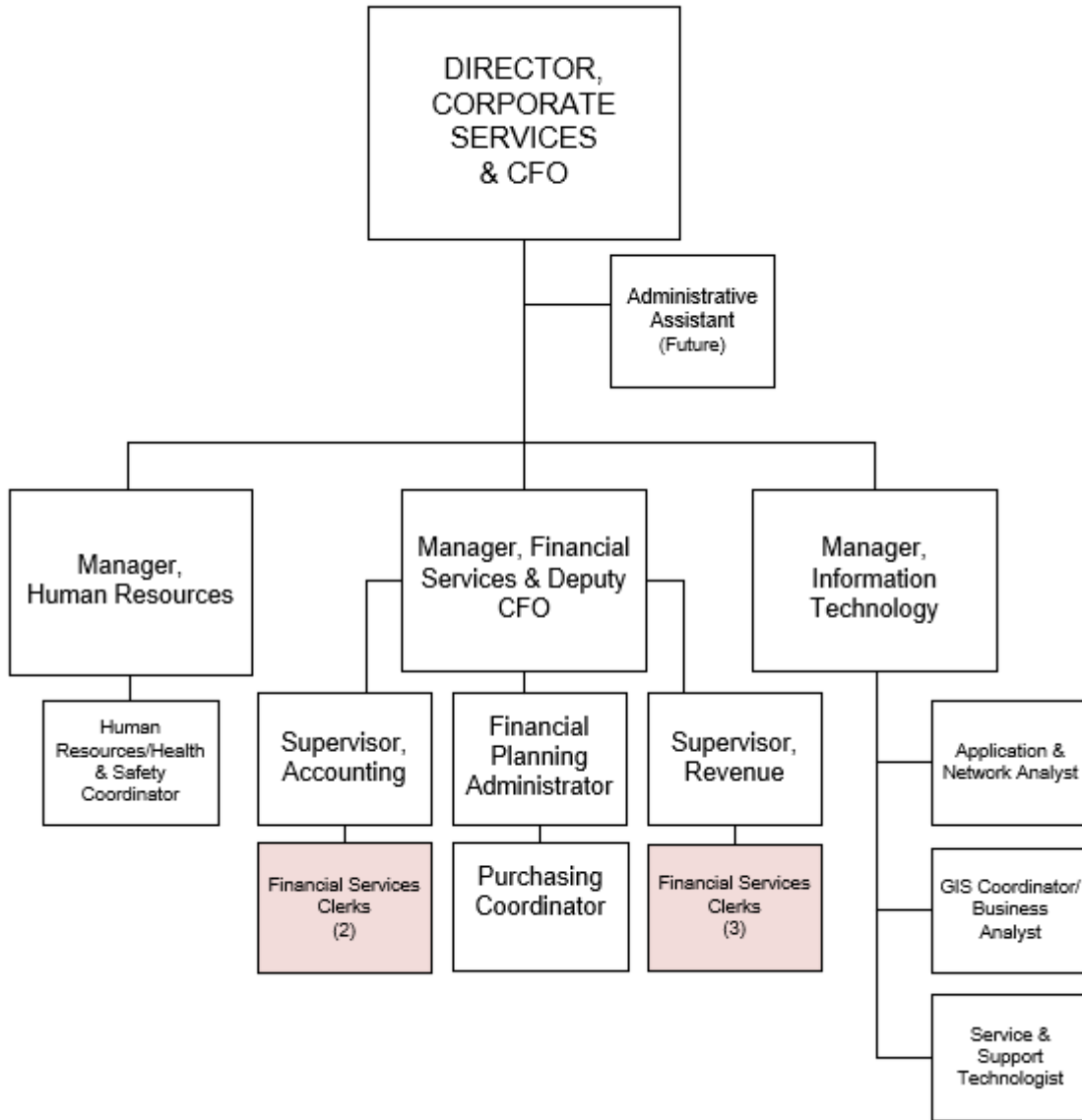
4. Improving evidence collection, documentation, and prosecution, including early case resolution

Footage captured may also be used as evidence in prosecutions. Proponents have suggested that video captured by body-worn cameras may help document the occurrence and nature of various types of infractions, reduce the overall amount of time required for officers to complete paperwork for case files, corroborate evidence presented by prosecutors, and lead to higher numbers of guilty pleas in court proceedings.

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Uniforms (One-Time)	\$9,100	\$9,100
Uniforms (Base Budget)	\$1,500	\$1,500
Transfer to Reserve (Depreciation)	\$0	\$3,100
<b>Total Budget Impact:</b>		<b>\$13,700</b>



### A. Department Overview





## 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**

<b>Permanent FTE's</b>	<b>2020</b>	<b>2021</b>	<b>2022 Proposed</b>
Full Time	17.00	18.00	18.00
Total FTE	17.00	18.00	18.00
<b>Net Change</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Staffing Complement includes:**

*Full Time*

- 1.00 Director of Corporate Services
- 1.00 Treasurer
- 3.00 Managers: Finance, Human Resources, Information Technology
- 3.00 Finance Supervisors
- 1.00 Purchasing Coordinator
- 5.00 Financial Clerks
- 1.00 Human Resources Coordinator
- 1.00 Application and Network Analyst
- 1.00 GIS Technician/Business Analyst
- 1.00 Service & Support Technologist



Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

Corporate Services  
 Financial Services

	2021 Total Budget	2022 Requested				2022 Total Budget	Issue Paper Ref. No.	2022 Recommended	
		2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement			Adjustments	2022 Total Budget
<b>Revenue:</b>									
Fees - Tax Certificates	27,000	27,000	6,000		33,000	FIN-001		33,000	6,000
Fees - Administrative Charges	14,000	14,000	1,000		15,000			15,000	1,000
<b>Total Revenue</b>	<b>41,000</b>	<b>41,000</b>	<b>7,000</b>	<b>-</b>	<b>48,000</b>		<b>-</b>	<b>48,000</b>	<b>7,000</b>
<b>Expenses:</b>									
<b>Salaries and Wages:</b>									
Salaries - Full Time	1,037,842	1,064,951	11,715	-	1,076,666		-	1,076,666	38,824
Salaries - Overtime	7,000	7,000			7,000			7,000	-
<b>Total Salaries and Wages</b>	<b>1,044,842</b>	<b>1,071,951</b>	<b>11,715</b>	<b>-</b>	<b>1,083,666</b>		<b>-</b>	<b>1,083,666</b>	<b>38,824</b>
<b>Benefits:</b>									
<b>Total Benefits</b>	<b>346,845</b>	<b>355,544</b>	<b>18,844</b>	<b>-</b>	<b>374,388</b>		<b>-</b>	<b>374,388</b>	<b>27,543</b>
<b>General Expenses:</b>									
Office Supplies	7,500	7,500			7,500			7,500	-
Audit Fees	38,000	32,000	5,000		37,000	FIN-002		37,000	(1,000)
Professional Fees	90,000	10,000		55,000	65,000	FIN-003		65,000	(25,000)
Contracted Services - Brinks	19,000	19,000			19,000			19,000	-
Meeting Expenses	750	750			750			750	-
Mobile Devices	2,900	1,800			1,800			1,800	(1,100)
Memberships	7,800	7,800			7,800			7,800	-
Training and Prof. Developmt	17,000	17,000			17,000			17,000	-
Travel and Mileage	750	750			750			750	-
<b>Total General Expenses</b>	<b>183,700</b>	<b>96,600</b>	<b>5,000</b>	<b>55,000</b>	<b>156,600</b>		<b>-</b>	<b>156,600</b>	<b>(27,100)</b>
<b>Total Expenses</b>	<b>1,575,387</b>	<b>1,524,095</b>	<b>35,559</b>	<b>55,000</b>	<b>1,614,654</b>		<b>-</b>	<b>1,614,654</b>	<b>39,267</b>
<b>Transfer to (from) Reserves</b>									
Transfer from Reserves	(45,000)	-		(55,000)	(55,000)	FIN-003		(55,000)	(10,000)
Transfer to Reserves	-	-			-			-	-
<b>Total Reserve Transfers</b>	<b>(45,000)</b>	<b>-</b>	<b>-</b>	<b>(55,000)</b>	<b>(55,000)</b>		<b>-</b>	<b>(55,000)</b>	<b>(10,000)</b>
<b>Total Operating Expenses and Transfe</b>	<b>1,530,387</b>	<b>1,524,095</b>	<b>35,559</b>	<b>-</b>	<b>1,559,654</b>		<b>-</b>	<b>1,559,654</b>	<b>29,267</b>
<b>Net Operating Budget</b>	<b>1,489,387</b>	<b>1,483,095</b>	<b>28,559</b>	<b>-</b>	<b>1,511,654</b>		<b>-</b>	<b>1,511,654</b>	<b>22,267</b>
Incr/(Decr) from 2021					1.5%			1.5%	

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	FIN-001
<b>Budget Issue Classification:</b>	Budget Reduction
<b>Department:</b>	Corporate Services
<b>Budget Centre:</b>	Financial Services
<b>Budget Impact:</b>	\$(6,000)

<b>Budget Issue Title:</b>	Increase Tax Certificate Revenue
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<b>Budget Request Classification:</b>	Base Budget
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<b>Budget Issue Detail</b>
<p>An increase of \$6,000 dollars is proposed for tax certificate revenue as new housing starts have increased and lawyers are pulling more and more tax certificates and water certificates in reaction to the Town adding outstanding charges from prior owners that attach to the property.</p>

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Fees-Tax Certificates	\$(6,000)	\$(6,000)
<b>Total Budget Impact:</b>		<b>\$(6,000)</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	FIN-002
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Department:</b>	Corporate Services
<b>Budget Centre:</b>	Financial Services
<b>Budget Impact:</b>	\$5,000

<b>Budget Issue Title:</b>	Audit Fees
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<b>Budget Request Classification:</b>	Base Budget
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<b>Budget Issue Detail</b>
<p>An increase of \$5,000 dollars is required for the annual year-end financial audit. This budget line has been consistently over-spent for the past 4 years. The budget was reduced in 2020, this will bring the budget back to a sufficient base.</p>

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Audit Fees	\$5,000	\$5,000
<b>Total Budget Impact:</b>		<b>\$5,000</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	FIN-003
<b>Budget Issue Classification:</b>	Budget Enhancement
<b>Department:</b>	Corporate Services
<b>Budget Centre:</b>	Financial Services
<b>Budget Impact:</b>	\$0

<b>Budget Issue Title:</b>	AMP cost for 2022
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<b>Budget Request Classification:</b>	One-Time
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<p><b>Budget Issue Detail</b></p> <p><b>Asset Management Plan Initiative – Budget Increase \$ 55,000 in Professional Fees to be funded by a \$55,000 Transfer from Grants Reserve; net budget impact \$Nil.</b></p> <p>This request is for completion of the Asset Management initiative approved in the 2020 Budget.</p> <p>The initiative will facilitate compliance with legislative requirements for asset management. Further, it will assist in boosting completeness and accuracy of asset information (data confidence) and provide a plan for infrastructure renewal to get the most out of the Town’s investment in assets. This will help the municipality find the balance between assets and investment, prioritize projects and secure funding.</p> <p>As noted, this was part of the 2021 work plan approved by Council; and work will continue on in 2022. The estimated cost of work to be complete in 2022 is \$55,000, which will be offset by a transfer from the Grants Reserve as the Town has Received FCM funding for the project.</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Transfer from Reserve	\$(55,000)	\$(55,000)
Professional Fees	\$55,000	\$55,000
<b>Total Budget Impact:</b>		<b>\$0</b>

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

**Corporate Services  
 Human Resources**

	2021 Total Budget	2022 Requested					Issue Paper Ref. No.	2022 Recommended		
		2022 Base Budget	Request - Base Budget	Request - One Time	Request-Enhancement	2022 Total Budget		Adjustments	2022 Total Budget	Budget Increase/ (Decrease)
<b>Expenses:</b>										
<b>Salaries and Wages:</b>										
Salaries - Full Time	210,024	210,024	(8,425)		101,060	302,659	HR-002	(101,060)	201,599	(8,425)
Salaries - Overtime	-	-	4,000			4,000			4,000	4,000
Salaries - Part Time/Temporary	-	-				-	HR-002	20,000	20,000	20,000
<b>Total Salaries and Wages</b>	<b>210,024</b>	<b>210,024</b>	<b>(4,425)</b>	<b>-</b>	<b>101,060</b>	<b>306,659</b>		<b>(81,060)</b>	<b>225,599</b>	<b>15,575</b>
<b>Benefits:</b>										
<b>Total Benefits</b>	<b>72,124</b>	<b>72,124</b>	<b>1,542</b>	<b>-</b>	<b>-</b>	<b>73,666</b>		<b>-</b>	<b>73,666</b>	<b>1,542</b>
<b>General Expenses:</b>										
Employee Recognition	11,275	10,000	1,000			11,000			11,000	(275)
Corporate Training	12,000	12,000				12,000			12,000	-
Health and Safety	17,500	17,500				17,500			17,500	-
Office Supplies	1,000	1,000				1,000			1,000	-
Professional Fees	68,500	22,000				22,000			22,000	(46,500)
Meeting Expenses	1,000	1,000				1,000			1,000	-
Mobile Devices	800	800				800			800	-
Memberships	2,300	2,950	(500)			2,450			2,450	150
Training and Prof. Developmt	5,500	5,500				5,500	HR-001	10,000	15,500	10,000
Travel and Mileage	1,000	1,000				1,000			1,000	-
Recruitment Expenses	19,600	19,600		5,000		24,600	HR-003		24,600	5,000
<b>Total General Expenses</b>	<b>140,475</b>	<b>93,350</b>	<b>500</b>	<b>5,000</b>	<b>-</b>	<b>98,850</b>		<b>10,000</b>	<b>108,850</b>	<b>(31,625)</b>
<b>Retiree Benefits</b>										
Benefits - Administrative Retirees	67,000	67,000				67,000			67,000	-
Benefits - Fire Retiree Benefits	28,150	28,150				28,150			28,150	-
Benefits - Police Retiree Benefits	112,100	112,100				112,100			112,100	-
Benefits - Development Services Re	12,320	12,320				12,320			12,320	-
Benefits - Public Works Retirees	101,100	101,100				101,100			101,100	-
Benefits - Arena Retirees	28,900	28,900				28,900			28,900	-
<b>Total Expenses - Retiree Benefits</b>	<b>349,570</b>	<b>349,570</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>349,570</b>		<b>-</b>	<b>349,570</b>	<b>-</b>
<b>Total Expenses</b>	<b>772,193</b>	<b>725,068</b>	<b>(2,383)</b>	<b>5,000</b>	<b>101,060</b>	<b>828,745</b>		<b>(71,060)</b>	<b>757,685</b>	<b>(14,508)</b>
<b>Transfer to (from) Reserves</b>										
Transfer from Reserves	-	-	-			-			-	-
Transfer to Reserves	-	-	-			-			-	-
<b>Total Reserve Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Operating Budget</b>	<b>772,193</b>	<b>725,068</b>	<b>(2,383)</b>	<b>5,000</b>	<b>101,060</b>	<b>828,745</b>		<b>(71,060)</b>	<b>757,685</b>	<b>(14,508)</b>
Incr/(Decr) from 2021						7.3%			-1.9%	

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	HR-001
<b>Budget Issue Classification:</b>	Budget Increase
<b>Department:</b>	Corporate Services
<b>Budget Centre:</b>	Financial Services
<b>Budget Impact:</b>	\$10,000

<b>Budget Issue Title:</b>	Training and Professional Development
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<b>Budget Request Classification:</b>	Base Budget
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<b>Budget Issue Detail</b>
<p>Staff development is a critical component of an organization’s ability to ensure training, professional development and coaching for staff at all levels. In addition, succession planning must also be an active element to accommodate staff turnover, retirements and the overall recruitment process. The CAO and the SMT, guided by HR will review and implement plans for the municipality to optimize the talent of staff and develop them to full potential.</p>

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Training and Prof Development	\$0	\$10,000
<b>Total Budget Impact:</b>		<b>\$10,000</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	HR-002
<b>Budget Issue Classification:</b>	Budget Enhancement
<b>Department:</b>	Corporate Services
<b>Budget Centre:</b>	Human Resources
<b>Budget Impact:</b>	\$20,000

<b>Budget Issue Title:</b>	Staff Request
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<b>Budget Request Classification:</b>	Base Budget
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<b>Budget Issue Detail</b>
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**Administration is recommending a \$20,000 budget be established for student help on a part-time, as needed basis, in lieu of adding a full-time staff position.**

Human Resources is requesting a base budget enhancement of \$101,060 including benefits for the purpose of hiring a permanent full time Human Resources Coordinator.

In past, the human resources (HR) team was comprised of a full time HR manager and an HR coordinator responsible for end to end **manual** processes including recruitment, retirements, job evaluation/pay equity, corporate training, onboarding/orientation, performance management, compensation and benefits administration, claims/return to work/accommodations management, directing payroll, labour relations, staff engagement, time and attendance, employee recognition activities, records management, legislative compliance, development and maintenance of policy and procedures, development and maintenance of statistics, budget development and maintenance, workflow/approval processes, and employee wellness initiatives.

Since the added responsibility of corporate health and safety to the HR portfolio in 2017, the HR team was restructured to include an HR Manager and a dual role of a Human Resources/Health and Safety Coordinator, which means that the two full time equivalent (FTE) staff responsible for HR processes was cut down to 1.5 FTEs and .5 FTE is dedicated to health and safety.

According to the Society for Human Resources Management’s 2017 Human Capital Benchmarking Study, the world’s largest HR membership organization devoted to human resource management reports that the average HR-to-employee ratio is 2.57 for every 100 employees for all organizations (small to large). According to Bloomberg’s BNA HR Department Benchmarks and Analysis report, the median HR to staff ratio is 1.4 HR staff for every 100 employees.

The Town of Amherstburg’s HR to staff ratio is .85 HR staff for every 100 employees. The Town employs 1.5 HR staff for 236 budgeted positions in 2021. To calculate the HR to staff ratio, the number of HR FTEs is divided by the total number of FTE employees and multiplied by 100.

$$1.5 \text{ FTEs} / 176.31 \text{ FTEs} \times 100 = .85$$

The requested HR staff member would bring the HR centric staff to 2.5 FTEs with .5 FTE staff dedicated to health and safety. This would bring the staff complement in line with the lower of the two reported HR to staff ratios of 1.4 HR staff for every 100 employees as shown below.

$$2.5 \text{ FTEs} / 176.31 \text{ FTEs} \times 100 = 1.4$$

The role of HR professionals has dramatically evolved over the years. HR functions are a collection of specialized work that is conducted within the division and affects the entire organization. For each functional area, HR professionals are responsible for key activities that help the organization move forward.

The need for an additional HR staff is paramount. The volume of day-to-day and month-to-month activities is highly cumbersome. The HR team is unable to keep up with development and/or maintenance of policies and procedures, job descriptions, staff engagement, corporate training initiatives based on needs, corporate time and attendance, transferring to digital records, statistics, and employee wellness initiatives. In addition, the 1.5 FTEs do not have adequate time required to focus on comprehensive strategic initiatives such as performance development, succession planning, retention strategies, employee engagement and culture, and physical and mental wellness that require attention in order to improve the Town's ability to attract and retain staff.

The municipal job market is dwindling and municipalities are having a difficult time finding experienced talent without having to poach talent from other municipalities. The Town needs to be able to provide its employees with a comprehensive employee experience including a positive workplace culture, collaborative working environment, supportive leadership, work-life balance, flexibility, meaningful performance appraisals that drive professional growth and development and also a competitive salary and benefits package. All of these elements are driven by Human Resources and it is highly recommended to increase the number of HR staff to begin to operate in a manner where HR can improve their services and begin to help the corporation make strategic decisions about its people and its future.

<b>Budget Impact</b>		
<b>Account Name Full Time Salaries</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Salaries – Full-Time	\$101,060	\$0
Salaries – Part-Time/Temporary		\$20,000
<b>Total Budget Impact:</b>		<b>\$20,000</b>



## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	HR-003
<b>Budget Issue Classification:</b>	Budget Enhancement
<b>Department:</b>	Corporate Services
<b>Budget Centre:</b>	Human Resources
<b>Budget Impact:</b>	\$5,000

<b>Budget Issue Title:</b>	Recruitment Expenses
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<b>Budget Request Classification:</b>	Base Budget
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<p><b>Budget Issue Detail</b></p> <p>Administration is requesting a budget enhancement to the Recruitment Expenses account in the amount of \$5,000.</p> <p>Advertising costs are rising and Administration posts for new or vacant positions to numerous websites (within reason) to reach a broad applicant pool, sometimes on a national level for management level positions. In 2020, the actual recruitment costs were \$21,839 and as of July 26, 2021, the actual recruitment costs are \$18,620 with half a year to go.</p> <p>Administration is beginning to see a trend in its inability to recruit qualified applicants for mid to upper level positions within the municipality. Some jobs are being posted two to three times before finding a suitable candidate, which is increasing recruitment costs.</p>
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<b>Budget Impact \$5000</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Recruitment Expenses	\$5,000	\$5,000
<b>Total Budget Impact:</b>		<b>\$5,000</b>

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

Corporate Services  
 Information Technology

	2021 Nov YTD Actuals	2022 Requested					2022 Recommended			
		2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)
<b>Expenses:</b>										
<b>Salaries &amp; Wages:</b>										
Salaries - Full Time	296,668	350,177	5,548			355,725		355,725	59,057	
Salaries - STD/LTD Credit	(37,926)	-				-		-	37,926	
Salaries - Full Time	258,742	350,177	5,548	-	-	355,725	-	355,725	96,983	
Salaries - Overtime	-	2,500				2,500		2,500	2,500	
Salaries - Part Time/Temporary	61,766	9,455	1,195			10,650		10,650	(51,116)	
<b>Total Salaries and Wages</b>	<b>320,508</b>	<b>362,132</b>	<b>6,743</b>	<b>-</b>	<b>-</b>	<b>368,875</b>		<b>368,875</b>	<b>48,367</b>	
<b>Benefits:</b>										
<b>Total Benefits</b>	<b>100,434</b>	<b>117,606</b>	<b>8,195</b>	<b>-</b>	<b>-</b>	<b>125,801</b>		<b>125,801</b>	<b>25,367</b>	
<b>General Expenses:</b>										
Office Supplies	702	1,200				1,200		1,200	498	
Photocopies	17,306	23,400				23,400		23,400	6,094	
Computer Maintenance	257,760	347,375	-	1,800	21,100	370,275	IT-001	(12,200)	358,075	100,315
Website	9,970	12,000				12,000		12,000	2,030	
Telephone	18,096	28,000				28,000		28,000	9,904	
Internet Access	36,629	49,000	(1,500)			47,500		47,500	10,871	
Mobile Devices	5,059	6,200				6,200		6,200	1,141	
Memberships	454	500				500		500	46	
Training and Prof. Developmt	2,793	9,500				9,500		9,500	6,707	
Travel and Mileage	503	1,500				1,500		1,500	997	
GPS	7,851	10,500	11,000			21,500	IT-002		21,500	13,649
<b>Total General Expenses</b>	<b>357,122</b>	<b>489,175</b>	<b>9,500</b>	<b>1,800</b>	<b>21,100</b>	<b>521,575</b>		<b>(12,200)</b>	<b>509,375</b>	<b>152,253</b>
<b>Total Expenses</b>	<b>778,064</b>	<b>968,912</b>	<b>24,439</b>	<b>1,800</b>	<b>21,100</b>	<b>1,016,251</b>		<b>(12,200)</b>	<b>1,004,051</b>	<b>225,987</b>
<b>Transfer to (from) Reserves</b>										
Transfer to Reserve	123,000	-	-	-	-	-		-	(123,000)	
Transfer to Reserve - Computer	-	123,000	-	-	-	123,000		(50,000)	73,000	
Transfer from Reserve	11,499	-	-	-	-	-		-	(11,499)	
<b>Total Reserve Transfers</b>	<b>134,499</b>	<b>123,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>123,000</b>		<b>(50,000)</b>	<b>73,000</b>	
<b>Net Operating Budget</b>	<b>912,563</b>	<b>1,091,912</b>	<b>24,439</b>	<b>1,800</b>	<b>21,100</b>	<b>1,139,251</b>		<b>(62,200)</b>	<b>1,077,051</b>	<b>164,488</b>
Incr/(Decr) from 2021						-3.0%			-8.3%	

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	IT-001
<b>Budget Issue Classification:</b>	Budget Enhancement
<b>Department:</b>	Corporate Services
<b>Budget Centre:</b>	Information Technology
<b>Budget Impact:</b>	\$21,100 Base & \$1,800 One-Time

<b>Budget Issue Title:</b>	Computer Maintenance
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<b>Budget Request Classification:</b>	Base Budget
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<p><b>Budget Issue Detail</b></p> <p><b>Abledocs User Licenses – Budget Increase \$3,400 (Recommended)</b>          On March 22, 2021 Council approved the purchase of remediation software licenses to assist with the remediation of website content to ensure AODA Compliance by December 31, 2021. Going forward, compliance must be maintained annually, as legislated. To ensure that the Corporation remains compliant, it is requested that additional licenses be purchased to support content creators with adding complaint materials to the Town’s website.</p> <p><b>Fire: Incident Dashboard–Tablet Command Tool – Budget Increase \$10,000 (Not Recommended)</b>          The AFD is requesting a technology tool that provides instant access to critical incident data including type, location, units responding and status, occupancy history, pre plans, hydrants, addresses with turn by turn navigation.</p> <p>The tool would provide incident overview screens automatically and load all assigned units when dispatched. The overview screen would also have options to view internal GIS map layers, navigate to the incident and manage the incident. From the same screen, we could view our municipal GIS layers including hydrants and pre-plans from the incident, providing all municipal file information relevant to the incident needs.</p> <p>With a quick tap, units could change status to "Responding", "On Scene", and back to "Available" with clear visual confirmation from CAD. This would also free radio traffic to enable critical information i.e. FF safety concerns to utilize the radio channels without congestion or delay. AFD could self-configure next logical status, and unit status as color from the web console, keeping the user interface as simple and informative as possible for responders in the field.</p> <p>All CAD status options would be supported including complex status like, vulnerable occupancy location, number of patients, priority and response level. Tablet drag and drop unit placement, map based accountability, and shared situational awareness including feeds from the “I am responding” app requested this budget cycle.</p> <p>Viewing incident details and management in real time from any device is a significant feature. This will provide incident management data to everyone in the organization in real time and will cut down on radio traffic and increase situational awareness for everyone.</p> <p>A tablet solution must use AES 256-bit encryption to protect our data and communication while it is being transmitted from our CAD or between devices. The tool will configure checklists, resources, and assignments to match our department. Updated resource configurations are shared instantly among all department devices.</p>
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The solution will continue to work even when internet connectivity is lost. As long as the command functionality is app-based. We will receive CAD notifications, access turn by turn navigation and monitor incidents in progress on all smart phones.

**Laserfiche Import Agent – Budget Increase \$400 plus One-Time \$1,800 (Not Recommended)**

Import Agent is a pre-established system which is scheduled to import files directly from a folder outside of the Laserfiche repository and files the record into the repository according to a template and workflow established for it.

This software module will provide service delivery efficiencies to the Administrative Clerk's position within the Clerk's Office as well as throughout the organization. Once a file has ended its active stage and enters its retention period, the Administrative Clerk will add the file into a preset folder to allow the custom workflow to import the file to the repository. The Administrative Clerk will monitor the process and ensure that processes are streamlined for integration in the Corporation.

**Fire-Staffing Response Notification Tool – Budget Increase \$3,000 (Recommended)**

The AFD is requesting a technology tool that provides instant, live, real-time access to staff who are responding to emergency calls. The tool would provide incident overview screens automatically and load all assigned units when dispatched. The overview screen would also have options to view internal GIS map layers, navigate to the incident and manage the incident.

With a quick tap, staff could change status to "Responding", "On Scene", and back to "Available" with clear visual confirmation. This would provide officers responding with the live knowledge of who is coming, who is on scene and who is not available to enable critical information to assist decision making...Do we need to call another station, can we down grade responding units...etc. We will know immediately who is available to respond to our incidents, and will be able to get more complete, more effective and safer crews out faster. Operational tasks and decisions at the station will be streamlined, and tactical decisions on the scene will be more informed and tailored to who is actually responding to the incident.

The tool could also be integrated with the command tools requested in this budget. All CAD status options would be supported including complex status like, vulnerable occupancy location, number of patients, priority and response level for fire fighters so they are aware of what they are responding to.

The solution will continue to work even when internet connectivity is lost. As long as the functionality is app-based. We will receive CAD notifications, access turn by turn navigation and monitor incidents in progress on all smart phones.

The right tool will:

- Receive dispatch notifications to our mobile devices via push, text, and email, all simultaneously.
- Know who is responding to the station, scene or any other location.
- Enable us to stop waiting for members who are not on their way, and stop leaving the station just as others are coming around the corner.
- Reduce response times and get out with more complete, more effective and safer crews faster.
- See where we are going, and what we will find when we get there.

**Fire – Peer Connect Wellness Tool – Budget Increase \$4,300 (Recommended)**

Amherstburg Fire Department continues to be an active member of the Windsor/Essex Peer Support First Responder Coalition. Across the coalition, hundreds of responders and family members from

Fire Services, Police, EMS and the Health Care fields have been trained in awareness and of the impacts of stress along with health and wellness best practices.

Members of the department are trained in Peer Support activities to assist responders who may have difficulties following attendance at emergencies and other traumatic events. This assistance is clinician guided and peer driven.

Peer support members are available to assist when called upon, but some stigma still exists which impact member willingness to reach out for the support and assistance they need. A tool is necessary to confidentially connect members to fellow peer support workers who have been trained to assist members in connecting to the tools and resources provided or recommended by their organization.

A tool that can provide two distinct elements: an easy to use mobile application for use by frontline staff and members, and an administrative dashboard that can demonstrate success indicators, reduce barriers and generate reports on a variety of analytics.

When a member is overwhelmed by concerns at work or home, they can request contact from a member of their organization’s Peer Support team or other coalition organizations. The appropriate Peer Support person is then alerted and the request is responded to and managed by the wellness team. Concerns about privacy and best practices are maintained, ensuring a safe and secure delivery model. The fire service wishes to equip the organization to implement, track, and manage a peer-support based wellness initiative.

**BENEFITS**

- Increase organizational wellness and resilience
- Use proactive connections to reduce mental health stigma and anxiety
- Structured data for Metrics, KPIs, and reporting
- Decrease barriers to connecting with peer supports
- Strengthen the culture/commitment within our fire service community
- Increase communications with members
- Newsfeed, communication, and resources availability 24/7
- Increase organizational impact of wellness coordinators

The proper tool will be a proactive peer management tool, provide evidence based self-assessment tools, function in both an ios and android environment, collaborate resource sharing, and measures: live, monthly, and quarterly. Windsor Police and Essex Windsor EMS have done the evaluations and have implemented a brand called “Peer Connect” App.

Costs are: Licences- \$3/member/mth X 69 = \$2,500/year  
 System Maintenance \$150/mth X12 = \$1,800/year

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Computer Maintenance (Base Budget)	\$21,100	\$10,700
Computer Maintenance (One-Time)	\$1,800	\$0
<b>Total Budget Impact:</b>		<b>\$22,900</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	IT-002
<b>Budget Issue Classification:</b>	Budget Enhancement
<b>Department:</b>	Corporate Services
<b>Budget Centre:</b>	Information Technology
<b>Budget Impact:</b>	\$11,000

<b>Budget Issue Title:</b>	GPS Unit Upgrades
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<b>Budget Request Classification:</b>	Base Budget
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### Budget Issue Detail

Administration is recommending a base-budget increase of \$11,000 to the GPS units. The Town currently has GPS units in a portion of the vehicles and equipment. Primarily, the units are in the Environmental Services and Public Works Services. The intention is to include the units in all of the vehicles and a select number of equipment. The current system is old and the ability to obtain information has been limited. The Town utilizes the GPS units to track movements as well as provide maintenance information for the legal claims. In the near future, the Town is planning to transition to Cityworks for work orders and permitting. The GPS units will be able to link with Cityworks to track movements and assist staff in being more efficient with managing calls and work orders.

Currently, 26 units have GPS units in the vehicles and equipment. We would like to expand the GPS to 54 total units. This will include following departments:

Department	Winter Units	Regular Units	Total Units
Roads	11	13	24
Water/ Waste Water	0	9	9
<b>Bylaw</b>	<b>0</b>	<b>2</b>	<b>2</b>
<b>Parks</b>	<b>3</b>	<b>7</b>	<b>10</b>
<b>Facilities</b>	<b>0</b>	<b>5</b>	<b>5</b>
<b>Building</b>	<b>0</b>	<b>2</b>	<b>2</b>
<b>Drainage/Engineering</b>	<b>0</b>	<b>2</b>	<b>2</b>
	<b>14</b>	<b>40</b>	<b>54</b>

On March 4, 2021, Administration asked for proposal on updating the GPS units in the vehicles. Administration received and reviewed two quotes for updating the existing 26 units with GPS units. The following was the outcome of the Request for Proposal using the expanded number of GPS units to 54:

Company	Annual Cost
Sky Mobile	\$21,120
Titan GPS	\$29,815

<b>Budget Impact</b>		
Account Name	Requested Budget Change	Recommended Budget Change
General Expenses – GPS Communications	\$11,000	\$11,000
<b>Total Budget Impact:</b>		<b>\$11,000</b>

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

**Corporate Services  
 Non-Departmental**

	2021 Total Budget	2022 Requested					2022 Recommended			
		2022 Base Budget	Request - Base Budget	Request - One Time	Request-Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)
<b>Revenue:</b>										
<b>Administrative Income</b>										
Recoveries - Water Overhead	613,800	613,800	78,700		692,500			692,500	78,700	
Recoveries-Building	81,887	81,887	52,887		134,774			134,774	52,887	
Recoveries - Wastewater Overhead	210,600	210,600	31,000		241,600			241,600	31,000	
<b>Total Administrative Income - Non Department</b>	<b>906,287</b>	<b>906,287</b>	<b>162,587</b>	-	<b>1,068,874</b>			<b>1,068,874</b>	<b>162,587</b>	
<b>Taxation Revenue</b>										
Supplementary Taxes	510,000	510,000	200,000		710,000	NONDEPT-002		710,000	200,000	
Payment in Lieu of Taxes	278,500	278,500	(35,000)	-	243,500			243,500	(35,000)	
<b>Total Taxation Revenue</b>	<b>788,500</b>	<b>788,500</b>	<b>165,000</b>	-	<b>953,500</b>			<b>953,500</b>	<b>165,000</b>	
<b>Grants</b>										
Other Federal Grants	-	-	-	-	-	PLAN-003	75,000	75,000	75,000	
Provincial Grant	240,000	-			-			-	(240,000)	
Federal Gas Tax Funding	1,110,000	1,110,000	22,000		1,132,000	NONDEPT-001		1,132,000	22,000	
OCIF Formula Based Funding	-	-		1,732,420		NONDEPT-001	1,462,459	3,194,879	3,194,879	
Ontario Municipal Partnership Fund	1,325,800	1,325,800	26,200		1,352,000	NONDEPT-001		1,352,000	26,200	
<b>Total Other Grants</b>	<b>2,675,800</b>	<b>2,435,800</b>	<b>48,200</b>	<b>1,732,420</b>	<b>4,216,420</b>		<b>1,537,459</b>	<b>5,753,879</b>	<b>3,078,079</b>	
<b>Investment Income</b>										
Dividends on Investment	248,000	248,000			248,000	NONDEPT-002	17,800	265,800	17,800	
Interest on Bank Accounts	30,000	30,000	25,000		55,000	NONDEPT-003		55,000	25,000	
<b>Total Investment Income</b>	<b>278,000</b>	<b>278,000</b>	<b>25,000</b>	-	<b>303,000</b>		<b>17,800</b>	<b>320,800</b>	<b>42,800</b>	
<b>Other Income</b>										
Ontario Aggregate Fees	235,000	75,000		165,000	240,000	NONDEPT-001		240,000	5,000	
Donations-Global	-	-			-			-	-	
Penalties and Interest on Taxes	285,000	285,000	15,000		300,000	NONDEPT-002	(15,000)	285,000	-	
Sale of Municipal Property	-	-			-			-	-	
Rebate - Natural Gas ( LAS)	-	-			-			-	-	
Donations	-	-			-			-	-	
Miscellaneous Revenue	5,000	5,000			5,000			5,000	-	
Greenshield Surplus	-	-			-			-	-	
Miscellaneous Revenue	5,000	5,000	-	-	5,000			-	-	
<b>Total Other Income</b>	<b>525,000</b>	<b>365,000</b>	<b>15,000</b>	<b>165,000</b>	<b>545,000</b>		<b>(15,000)</b>	<b>530,000</b>	<b>5,000</b>	
<b>Local Improvement Recoveries</b>										
Watermains on Taxes	4,300	4,300	(3,200)		1,100	NONDEPT-002		1,100	(3,200)	
<b>Total Local Improvements</b>	<b>4,300</b>	<b>4,300</b>	<b>(3,200)</b>	-	<b>1,100</b>		<b>-</b>	<b>1,100</b>	<b>(3,200)</b>	
<b>Total Revenue</b>	<b>5,177,887</b>	<b>4,777,887</b>	<b>412,587</b>	<b>1,897,420</b>	<b>7,087,894</b>		<b>1,540,259</b>	<b>8,628,153</b>	<b>3,450,266</b>	

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

**Corporate Services  
 Non-Departmental**

	2021 Total Budget	2022 Requested					2022 Recommended			
		2022 Base Budget	Request - Base Budget	Request - One Time	Request-Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)
<b>Expenses:</b>										
<b>General Expenses:</b>										
Postage	46,000	46,000	3,000		49,000			49,000	3,000	
Advertising	18,000	18,000			18,000			18,000	-	
Cash Short/ Over	-	-			-			-	-	
Municipal Tax Write Offs	235,000	235,000			235,000			235,000	-	
Interest Expense	15,000	15,000	(5,000)		10,000	NONDEPT-003	(9,000)	1,000	(14,000)	
Charity Rebate	-	-			-			-	-	
Heritage Tax Rebates	-	-	6,000		6,000	NONDEPT-006		6,000	6,000	
Conservation Authority Levy	144,000	144,000	4,300		148,300			148,300	4,300	
Miscellaneous expense	-	-			-			-	-	
<b>Total General Expenses</b>	<b>458,000</b>	<b>458,000</b>	<b>8,300</b>	<b>-</b>	<b>466,300</b>		<b>(9,000)</b>	<b>457,300</b>	<b>(700)</b>	
<b>Expenses - Grants &amp; Waivers</b>										
Grants to Organizations	39,188	43,400			43,400	NONDEPT-005	(11,779)	31,621	(7,567)	
Grants for Community Rentals	122,779	122,779			122,779			122,779	-	
Waiver of Fees	-	-			-			-	-	
<b>Total Expenses - Grants &amp; Waivers</b>	<b>161,967</b>	<b>166,179</b>	<b>-</b>	<b>-</b>	<b>166,179</b>		<b>(11,779)</b>	<b>154,400</b>	<b>(7,567)</b>	
<b>Debt Charges</b>										
Principal Payments - Admin Debt	200,000	200,000	(200,000)		-	NONDEPT-004		-	(200,000)	
Interest Payments - Admin Debt	-	-			-			-	-	
<b>Total Debt Charges</b>	<b>200,000</b>	<b>200,000</b>	<b>(200,000)</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>(200,000)</b>	
<b>Total Expenses</b>	<b>819,967</b>	<b>824,179</b>	<b>(191,700)</b>	<b>-</b>	<b>632,479</b>		<b>(20,779)</b>	<b>611,700</b>	<b>(208,267)</b>	
<b>Transfer to (from) Reserves</b>										
Transfer from Reserves	-	-			-			-	-	
Transfer to Reserve Fund - Federal Gas Tax	1,110,000	1,110,000	22,000	1,732,420	1,132,000	NONDEPT-001		1,132,000	22,000	
Transfer to Reserve Fund - Provincial Grants	-	(12,600)	26,200		1,746,020	NONDEPT-001	1,462,459	3,208,479	3,208,479	
Transfer to Reserve - Contingency	118,600	118,600			118,600			118,600	-	
Transfer to Reserve Fund - General (Life Cycle)	2,724,580	2,724,580	1,483,089		4,207,669	NONDEPT-004	(470,420)	3,737,249	1,012,669	
Transfer to Reserve Fund	-	-			-			-	-	
Transfer to Reserve Funds - Capital New	500,000	500,000			500,000			500,000	-	
Transfer from Operations to CAP YE	-	-			-			-	-	
Transfer to Reserve - Tax Rate Stabilization	160,000	160,000		165,000	325,000	NONDEPT-001		325,000	165,000	
<b>Total Reserve Transfers</b>	<b>4,613,180</b>	<b>4,600,580</b>	<b>1,531,289</b>	<b>1,897,420</b>	<b>8,029,289</b>		<b>992,039</b>	<b>9,021,328</b>	<b>4,408,148</b>	
<b>Total Expenses and Transfers</b>	<b>5,433,147</b>	<b>5,424,759</b>	<b>1,339,589</b>	<b>1,897,420</b>	<b>8,661,768</b>		<b>971,260</b>	<b>9,633,028</b>	<b>4,199,881</b>	
<b>Total Operating Expenses and Transfers</b>	<b>5,433,147</b>	<b>5,424,759</b>	<b>1,339,589</b>	<b>1,897,420</b>	<b>8,661,768</b>		<b>971,260</b>	<b>9,633,028</b>	<b>4,199,881</b>	
<b>Net Operating Budget</b>	<b>255,260</b>	<b>646,872</b>	<b>927,002</b>	<b>-</b>	<b>1,573,874</b>		<b>(568,999)</b>	<b>1,004,875</b>	<b>749,615</b>	
Incr/(Decr) from 2021					516.6%			293.7%		



## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	NONDEPT-001
<b>Budget Issue Classification:</b>	Budget Reduction
<b>Department:</b>	Corporate Services
<b>Budget Centre:</b>	Non Departmental
<b>Budget Impact:</b>	\$0

<b>Budget Issue Title:</b>	Funding Increase
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<b>Budget Request Classification:</b>	Base Budget
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<p><b>Budget Issue Detail</b></p> <p><b>The following funding increases are offset by transfers to their corresponding reserves.</b></p> <p><b>Federal Gas Tax Funding- Increase \$(22,000)</b> Federal gas tax funding for 2022 is expected to increase by \$22,000; the full funding amount is transferred to an obligatory reserve fund and is applied to fund eligible projects as a key funding source in the 2022 Budget for capital works.</p> <p><b>OCIF Formula Funding- Increase \$(3,194,879) – One-Time</b> The Town originally anticipated funding of \$1,732,420. In October, the Premier announced the OCIF would be doubled for 2022 and 2023. The provincial government has confirmed funding for the Town in the amount of \$3,194,879 for 2022. The funding is offset by an increase in the transfer to the obligatory reserve fund; these funds have been a significant source for capital funding in the Town’s budget should the funds not be received capital projects may need to be deferred.</p> <p><b>OMPF Funding- Increase (\$26,200)</b> The reduction reflects the Town’s allotment under the 2022 OMPF Funding Allocation Notice.</p> <p><b>Ontario Aggregate Fees- Increase \$(165,000) One-Time</b> A fee is paid to the municipality based on the amount of tonnes removed from the quarries. The 2022 Budget estimate for Ontario Aggregate Fees is based on the prior year production level, resulting in an estimated one-time increase of \$165,000. It is important to note that Ontario Aggregate Fees are outside of the control of the Town and can vary significantly from year to year. To mitigate the financial risk associated with this high level of uncertainty, Administration has recommended that the estimated one-time increase be transferred to the Tax Stabilization Reserve. The Town’s “Tax Stabilization Reserve” Policy establishes that a minimum balance target for the Tax Stabilization Reserve is set at 5% of the Town’s gross tax revenue. Based on the 2021 Budget, the minimum balance in the Reserve should be approximately \$1.23 Million.</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Federal Gas Tax	\$(22,000)	\$(22,000)
Ontario Municipal Partnership Fund	\$(26,200)	\$(26,200)
OCIF Formula Funding (One Time)	\$(1,732,420)	\$(3,194,879)
Ontario Aggregates Fees (One Time)	\$(165,000)	\$(165,000)
Transfer to Reserves		\$3,408,079
<b>Total Budget Impact:</b>		<b>\$0</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	NONDEPT-002
<b>Budget Issue Classification:</b>	Budget Reduction
<b>Department:</b>	Corporate Services
<b>Budget Centre:</b>	Non Departmental
<b>Budget Impact:</b>	\$(179,600)

<b>Budget Issue Title:</b>	Revenue- Taxation and Miscellaneous
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<b>Budget Request Classification:</b>	Base Budget
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<b>Budget Issue Detail</b>
<p><b>Revenue - Supplementary Taxes – Budget Increase \$(200,000)</b>                  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 \$200,000 over the prior year’s budget.</p> <p><b>Revenue - Payments in lieu (PIL) of taxes- Budget Decrease \$35,000</b>                  PIL vary from year to year based on the types of government funded organizations within the municipality. Administration has done a review of prior year PIL and assessment values. These changes bring less revenue into the budget of \$35,000 over the prior year’s budget.</p> <p><b>Revenue - Penalties and Interest on Taxes – Budget Increase \$(15,000)</b>                  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. The recommended budget change removed this increase request, based on actual trends.</p> <p><b>Local Improvement Revenue –Decrease in revenue \$3,200</b>                  Administration is recommending a recovery decrease equal to the amount that is known to have ended in 2021.</p> <p><b>Dividends on Investment –Increase in revenue \$(17,800)</b>                  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. Administration is projecting an increase to the dividend payment for 2022.</p>

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Local Improvement Recoveries-Watermains on Taxes	\$3,200	\$3,200
Supplementary Taxes	\$(200,000)	\$(200,000)
PIL Revenue-Federal Government	\$(1,000)	\$(1,000)
PIL Revenue-Municipal	\$(1,000)	\$(1,000)
PIL Revenue-Not given to School Board	\$36,000	\$36,000
PIL Revenue-Essex Terminal	\$1,000	\$1,000
Penalties and Interest on Taxes	\$(15,000)	\$0
Dividends on Investment	\$0	\$(17,800)
<b>Total Budget Impact:</b>		<b>\$(179,600)</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	NONDEPT-003
<b>Budget Issue Classification:</b>	Budget Reduction & Budget Pressure
<b>Department:</b>	Corporate Services
<b>Budget Centre:</b>	Non Departmental
<b>Budget Impact:</b>	\$(39,000)

<b>Budget Issue Title:</b>	Interest Expense & Revenue
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<b>Budget Request Classification:</b>	Base Budget
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<b>Budget Issue Detail</b>
<p><b>Revenue - Interest – Increase \$25,000 and Expense – Interest – Decrease (\$14,000)</b></p> <p>Interest earned will be reflected as a revenue and interest expense incurred will be shown as an expense, to improve transparency in disclosure of the Town’s financial activity. The estimated interest earned and the reduction in interest expense reflects progress in moving away from reliance on the Town’s operating line of credit. The noted adjustments are required to reflect the estimated income and expense for 2022.</p>

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Interest Expense	\$(5,000)	\$(14,000)
Interest Earned on Bank Accounts	\$(25,000)	\$(25,000)
<b>Total Budget Impact:</b>		<b>\$(39,000)</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	NONDEPT-004
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Department:</b>	Corporate Services
<b>Budget Centre:</b>	Non Departmental
<b>Budget Impact:</b>	\$812,669

<b>Budget Issue Title:</b>	Capital Funding and Reserves Transfer
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<b>Budget Request Classification:</b>	Base Budget
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<b>Budget Issue Detail</b>	
<b>Capital Investment:</b>	
The financial sustainability model in the Town's Asset Management Plan (AMP) calls for the following capital funding enhancements, at a minimum, for taxation funded assets:	
Prior Year Capital from Rates	\$496,958
Prior Year Capital Tax Levies	<u>2,724,580</u>
Total Prior Year Capital Funds	<u>3,221,538</u>
Construction Index (Non-Residential)	8.30%
Annual % Increase (AMP funding)	<u>1.50%</u>
	9.80%
2022 Capital Funding per AMP Recommendations	3,537,249
2021 Capital Funding	<u>2,724,580</u>
2022 Capital Funding Increase	<u>\$812,669</u>
Debt repayment of the BelleVue property matured in 2021 resulting in a reduction in Debt Service Cost. AMP calls for all debt reduction to be converted to capital funding.	
2022 Capital Funding Increase	\$812,669
Add: Reduction in Debt Service Cost 2022	<u>200,000</u>
2022 Capital Funding per AMP Recommendations	<u>\$1,012,669</u>
In the 2021 Budget, an increase to capital lifecycle funding of \$708,800 was requested. However only \$238,380 was approved. Resulting in a capital funding shortage of \$470,420. Administration is requesting that the revised 2022 Capital Funding include this shortfall.	
2022 Capital Funding per AMP Recommendations	\$1,012,669
2021 Capital Funding Shortage	<u>470,420</u>
Total Capital Funding per AMP Recommendations	<u>\$1,483,089</u>
It is important to note that the Town does not currently have a fully funded AMP, and the current level of capital investment is falling significantly short of the current capital demands for asset renewals, resulting in failure to meet service level demands and increased maintenance and repair costs for failing assets. While progress has been made in the past several years to enhance the	

level of investment in asset renewals, it is anticipated that much more significant investments will be required to meet the Town's legislated obligations under fully-funded AMP.

Administration has developed the 2022 Budget with a focus on balancing operating costs to meet existing service level demands, new capital investment demands and asset management priorities.

Further, the AMP does not include 'new' assets that provide new and enhanced service levels, such as those recommended in this budget and or assets to be donated to the Town as new developments are completed, such as roads, sidewalks, streetlights, etc. All of these new assets will increase the Town's service costs for asset maintenance and replacement/renewal going forward.

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Transfer to Reserves-General (Life Cycle)	\$1,483,089	\$1,012,669
Principal Payments-Admin Debt	\$(200,000)	\$(200,000)
<b>Total Budget Impact:</b>		<b>\$812,669</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	NONDEPT-005
<b>Budget Issue Classification:</b>	Budget Reduction
<b>Department:</b>	Corporate Services
<b>Budget Centre:</b>	Non Departmental
<b>Budget Impact:</b>	\$(11,779)

<b>Budget Issue Title:</b>	Grants to Organizations
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<b>Budget Request Classification:</b>	Base Budget
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<b>Budget Issue Detail</b>
<p>There was a total \$31,621 requests received from 7 outside organizations for the 2022 budget year.</p> <p>Amherstburg Food and Fellowship Mission \$10,000          Amherstburg Freedom Museum \$8,500          Amherstburg Community Services \$8,000          Amherstburg Cat Support Crew \$2,500          GAHS 100 Year Celebration Organizing Committee \$1,871          Fort Malden Golden Age Centre – \$0 – Request to Waive Capital Surcharge Fees          Christ Church Anglican \$750</p>

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Grants to Organizations		\$(11,779)
<b>Total Budget Impact:</b>		\$(11,779)

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	NONDEPT-006
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Department:</b>	Corporate Services
<b>Budget Centre:</b>	Non-Departmental
<b>Budget Impact:</b>	\$6,000

<b>Budget Issue Title:</b>	Heritage Property Tax Rebate
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<b>Budget Request Classification:</b>	Base Budget
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<b>Budget Issue Detail</b>
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At Councils July 12, 2021 meeting, the following resolution (#20210712-233) was carried under Agenda Item – Heritage Tax Rebate Applications for the 2018, 2019 and 2020 Taxation Years: “That Administration be directed to dedicate a line item for heritage rebates in future budgets starting in the 2022 Budget.”

The Planning Department recommends that the amount dedicated for the 2022 budget be \$6,000. This is based on a review of amounts applied for / paid out over the past 6 years, which are as follows:

- 2020 - \$1631 (denied)
- 2019 - \$5533
- 2018 – \$2408
- 2017 - \$1611
- 2016 - \$2434
- 2015 - \$4842
- 2014 - \$5534

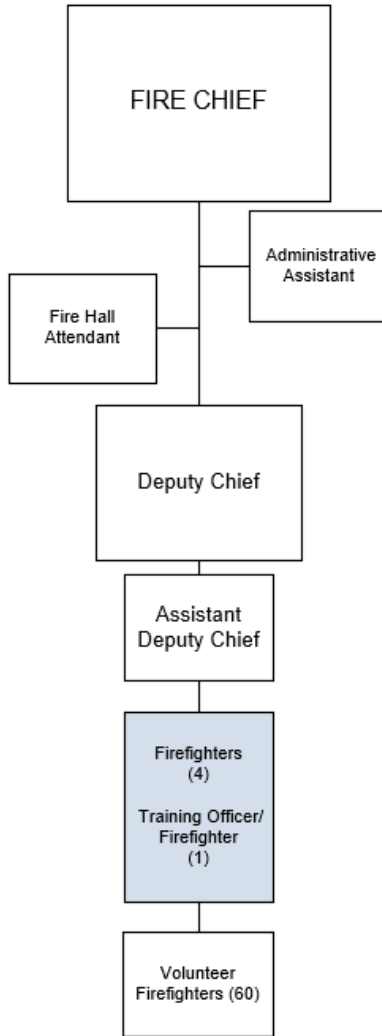
A dedication of \$6000 for 2022 would be cover other recent maximums amounts paid out in 2014 and 2019 of \$5534 and \$5533, respectively. A nominal additional uptake may occur in 2022 due to greater prominence of the Town’s heritage program with a dedicated heritage planner as of July 2021.

Given that numerous revisions need to be made to the tax program, heritage planning does not plan to significantly promote the incentive in the interim. A report to Council with changes to the program is targeted for Q4 2021. Changes to the program may require additional funding starting with 2023 budget and would not affect the 2022 budget.

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Heritage Tax Rebates	\$6,000	\$6,000
<b>Total Budget Impact:</b>		<b>\$6,000</b>



### A. Department Overview







## Department Description

The goal 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**

<b>Permanent FTE's</b>	<b>2020</b>	<b>2021</b>	<b>2022 Proposed</b>
Fire	8.50	8.50	8.50
<b>Total FTE</b>	<b>8.50</b>	<b>8.50</b>	<b>8.50</b>
<b>Net Change</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Volunteer Fire Fighters</b>	<b>2020</b>	<b>2021</b>	<b>2022 Proposed</b>
Volunteer Compliments	60.00	60.00	60.00
<b>Total</b>	<b>60.00</b>	<b>60.00</b>	<b>60.00</b>
<b>Net Change</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

Fire  
 Fire

	2021 Total Budget	2022 Requested				2022 Total Budget	Issue Paper Ref. No.	2022 Recommended	
		2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement			Adjustments	2022 Total Budget
<b>Revenue:</b>									
Grant Revenue	3,000	3,000			3,000			3,000	-
Fee Revenue - Fire Reports	1,000	1,000			1,000			1,000	-
Fee Revenue - Open Burn Permits	-	-			-			-	-
Fee Revenue - Inspn Reports, Serv C	17,000	17,000			17,000			17,000	-
Fee Revenue	21,000	21,000	-	-	21,000		-	21,000	-
Misc Rev - PPE Refund	-	-			-			-	-
Sale of Equipment/Vehicles	-	-			-			-	-
Sale of Equipment/Vehicles	-	-			-			-	-
Miscellaneous Revenue	25,000	25,000	(1,000)		24,000			24,000	(1,000)
<b>Total Revenues</b>	<b>46,000</b>	<b>46,000</b>	<b>(1,000)</b>	<b>-</b>	<b>45,000</b>		<b>-</b>	<b>45,000</b>	<b>(1,000)</b>
<b>Expenses:</b>									
<b>Salaries and Wages:</b>									
Salaries - Full Time	892,485	882,397	26,611		1,020,426	FIRE-001		1,020,426	127,941
Salaries - STD/LTD Credit	-	-			-			-	-
Salaries - Full Time	892,485	882,397	26,611	-	1,020,426	FIRE-001	-	1,020,426	127,941
Salaries - Overtime	109,525	109,525			49,000	FIRE-001		49,000	(60,525)
Salaries - Volunteer Training	303,170	303,170	(7,000)		296,170			296,170	(7,000)
Salaries - Volunteer Response	241,384	241,384	25,000		266,384			266,384	25,000
Salaries - Part Time/Temporary	18,495	18,495	2,077		20,572			20,572	2,077
<b>Total Salaries and Wages</b>	<b>1,565,059</b>	<b>1,554,971</b>	<b>46,689</b>	<b>-</b>	<b>1,652,552</b>		<b>-</b>	<b>1,652,552</b>	<b>87,493</b>
<b>Benefits:</b>									
Benefits - CPP	24,679	23,122	1,173		27,185			27,185	2,506
Benefits - EI	8,896	8,259	455		9,746			9,746	850
Benefits - OMERS	76,133	73,560	1,407		87,872			87,872	11,739
Benefits - EHT	19,876	19,332	(250)		21,255			21,255	1,379
Benefits - Greenshield	45,849	42,778	4,021		52,694			52,694	6,845
Benefits - Life and Disability	60,924	60,243	(248)		67,348			67,348	6,424
Benefits - WSIB	43,957	43,076	1,411		47,687			47,687	3,730
Auto Allowance	9,440	9,440	0		9,440			9,440	-
Benefits - Post Retirement	6,110	6,110	0		7,150			7,150	1,040
<b>Total Benefits</b>	<b>295,865</b>	<b>285,920</b>	<b>7,969</b>	<b>-</b>	<b>330,377</b>		<b>-</b>	<b>330,377</b>	<b>34,513</b>
<b>General Expenses:</b>									
Fire Prevention	12,000	12,000			12,000			12,000	-
Uniforms	19,950	19,750	1,200		20,950	FIRE-001		20,950	1,000
Training Supplies	7,000	7,000			7,000			7,000	-
Office Supplies	1,500	1,500	1,000		2,500			2,500	1,000
Operating Supplies	6,000	6,000			6,000			6,000	-
Advertising	6,000	6,000			6,000			6,000	-
Service Contract - Dispatching	41,185	41,185	2,000		43,185			43,185	2,000
Employee Recognition	5,000	5,000			5,000			5,000	-
Mobile Devices	9,000	9,000			9,000			9,000	-
Memberships	2,000	2,000			2,000			2,000	-
Training and Prof. Developmt	36,800	26,800	(16,000)		10,800	FIRE-002		10,800	(26,000)
Travel and Mileage	3,000	3,000			3,000			3,000	-
OFM investigation	-	-			-			-	-
Investigation expense	700	700			700			700	-
EOC Spending	40,000	40,000			40,000			40,000	-
Professional Fees	1,500	1,500			1,500			1,500	-

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

Fire  
 Fire

	2021 Total Budget	2022 Requested				2022 Total Budget	Issue Paper Ref. No.	2022 Recommended	
		2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement			Adjustments	2022 Total Budget
Bank Charges-Paypal Fees	-	-	-	-	-	-	-	-	
Open Burn Permit Fee Expenses	-	-	-	-	-	-	-	-	
<b>Total General Expenses</b>	<b>191,635</b>	<b>181,435</b>	<b>(11,800)</b>	<b>-</b>	<b>-</b>	<b>169,635</b>	<b>-</b>	<b>(22,000)</b>	
<b>Equipment and Vehicles:</b>									
Service Agrmnt - Radios and Pagers	40,500	40,500	6,100	-	46,600	FIRE-003	46,600	6,100	
Vehicle and Equipment Maintenance	80,000	80,000	-	-	80,000		80,000	-	
Firefighting Equipment	70,000	70,000	-	-	70,000		70,000	-	
Personal Protective Equipment	50,000	50,000	-	4,000	54,000	FIRE-001	54,000	4,000	
Communication Equipment Mntce	15,000	15,000	-	-	15,000		15,000	-	
Training Simulator	-	-	-	-	-		-	-	
Water Rescue Equip/Program	-	-	-	-	-		-	-	
<b>Total Equipment and Vehicles</b>	<b>255,500</b>	<b>255,500</b>	<b>6,100</b>	<b>4,000</b>	<b>-</b>	<b>265,600</b>	<b>-</b>	<b>10,100</b>	
<b>Total Expenses</b>	<b>2,308,059</b>	<b>2,277,826</b>	<b>48,959</b>	<b>4,000</b>	<b>87,381</b>	<b>2,418,165</b>	<b>-</b>	<b>110,106</b>	
<b>Debt Charges</b>									
Principal Payments	-	-	-	-	-	-	-	-	
Interest Payments	-	-	-	-	-	-	-	-	
<b>Total Debt Charges</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Transfer to (from) Reserves</b>									
Transfer to Capital - Fire	-	-	-	-	-	-	-	-	
Transfer to Reserve - Fire	53,000	53,000	-	-	53,000		53,000	-	
Transfer to Reserve	25,000	25,000	-	-	25,000		25,000	-	
Transfer from Reserves	(50,000)	(50,000)	-	-	(50,000)		(50,000)	-	
<b>Total Reserve Transfers</b>	<b>28,000</b>	<b>28,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>28,000</b>	<b>-</b>	<b>-</b>	
<b>Total Operating Expenses and Transfe</b>	<b>2,336,059</b>	<b>2,305,826</b>	<b>48,959</b>	<b>4,000</b>	<b>87,381</b>	<b>2,446,165</b>	<b>-</b>	<b>110,106</b>	
<b>Net Operating Budget</b>	<b>2,290,059</b>	<b>2,259,826</b>	<b>49,959</b>	<b>4,000</b>	<b>87,381</b>	<b>2,401,165</b>	<b>-</b>	<b>111,106</b>	
Incr/(Decr) from 2021						4.9%		4.9%	

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	FIRE-001
<b>Budget Issue Classification:</b>	Budget Enhancement
<b>Department:</b>	Fire Services
<b>Budget Centre:</b>	Fire
<b>Budget Impact:</b>	\$88,581 (Base) and \$4,000 (One-Time)

<b>Budget Issue Title:</b>	Training Officer/Fire Fighter Position
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<b>Budget Request Classification:</b>	Base Budget
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<p><b>Budget Issue Detail</b></p> <p>Council approved on March 9, 2020 the minutes of settlement, following a negotiated 5 year, new collective agreement with the (APFFA) Amherstburg Professional Fire Fighters Association.</p> <p>Included in the minutes of Settlement was a 42 hour work week and in year 3 the addition of a FF position to address the staffing ratio required to fill the gap in the work week reduction as well as to cover the shifts required to allow current staff to take scheduled vacation, training time, bereavement, Union leave and sick leave days. An estimated total of 58 fulltime shifts of 24hours. Currently covered by Overtime.</p> <p>The Agreement included a start date of the new position of no later than January 31, 2022.</p> <p>As a result of the additional staff, there is a reduction of \$60,525 to the Overtime budget.</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Salaries – Full Time	\$111,418	\$111,418
Benefits – (Fire)	\$36,488	\$36,488
Uniforms	\$1,200	\$1,200
Personal Protective Equipment (One-Time)	\$4,000	\$4,000
<b>Total Budget Impact:</b>		<b>\$92,581</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	FIRE-002
<b>Budget Issue Classification:</b>	Budget Reduction
<b>Department:</b>	Fire Services
<b>Budget Centre:</b>	Fire
<b>Budget Impact:</b>	\$(16,000)

<b>Budget Issue Title:</b>	Fire Simulator Training Trailer
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<b>Budget Request Classification:</b>	Base Budget
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<b>Budget Issue Detail</b>
<p>The five-year financial obligation to the partnership agreement with the City of Windsor, for the Fire Simulator Training Trailer has ended. The final payment was made in 2021, allowing a base budget reduction of \$(16,000) in the Training and Professional Development budget line.</p>

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Training & Professional Development	\$(16,000)	\$(16,000)
<b>Total Budget Impact:</b>		<b>\$(16,000)</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	FIRE-003
<b>Budget Issue Classification:</b>	Non-Discretionary
<b>Department:</b>	Fire Services
<b>Budget Centre:</b>	Fire
<b>Budget Impact:</b>	\$6,100

<b>Budget Issue Title:</b>	Radio System Service Contract
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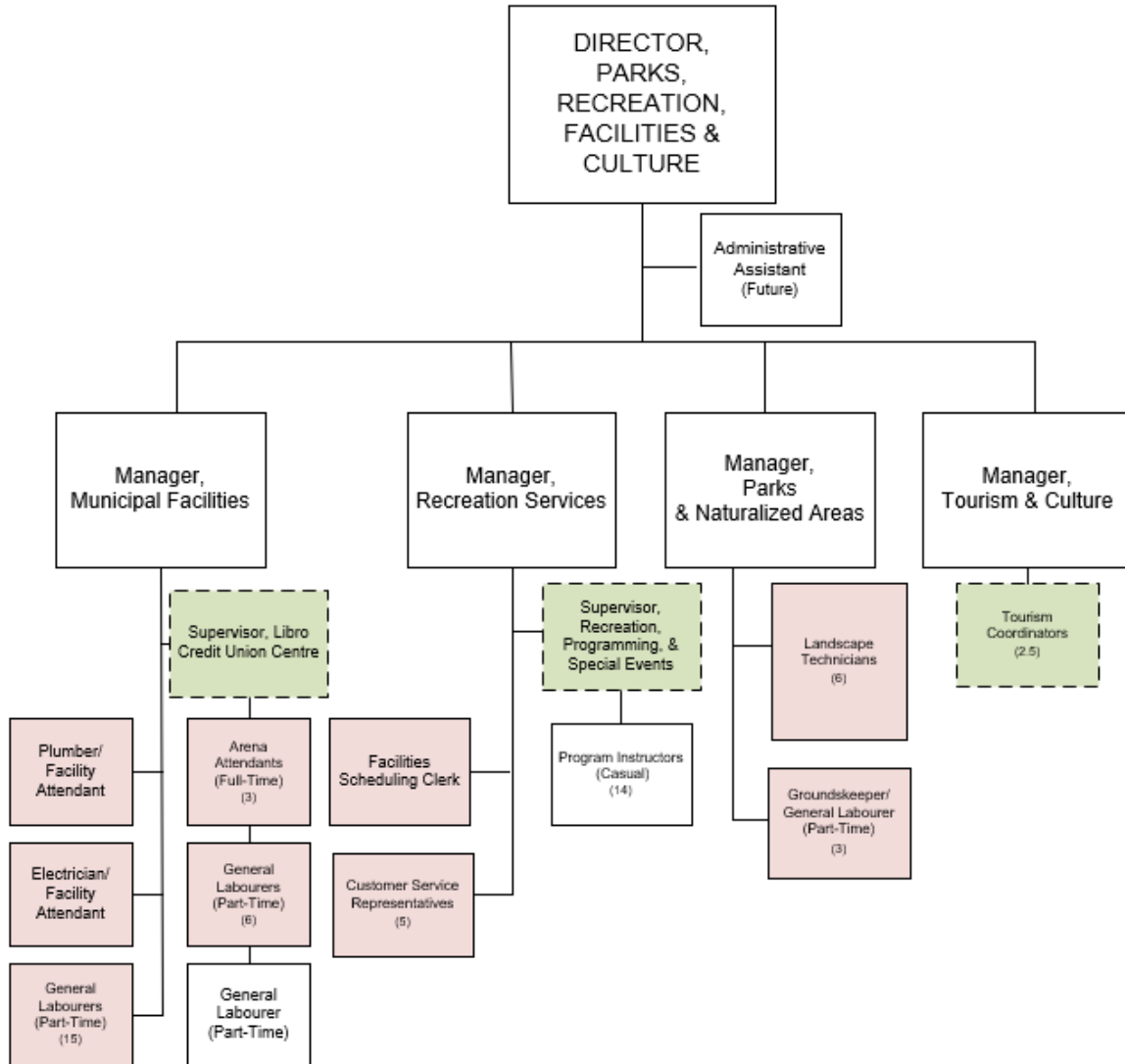
<b>Budget Request Classification:</b>	Base Budget
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<p><b>Budget Issue Detail</b></p> <p>In 2018, 12 additional portable radios were purchased to move towards meeting our obligations for the Emergency Operations Centre under the council approved Emergency Response Plan and to progressively add to the capacity of our Fire Operations Safety Initiatives to eventually have each fire fighter on scene to have communications capability, Mayday broadcasting and to receive Emergency Traffic Communications from both the Incident Commander and the Dispatch Centre. These additional radios will assure 12 radios per station are available for use by responding firefighters.</p> <p>Fire has submitted a Capital request to purchase 13 additional radios to complete the intended goal of each firefighter being equipped with a radio.</p> <p>As a result of the Capital request, an additional \$6,100 is required in the Operating Base Budget, based on the current service agreement with Kelcom, the service provider.</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Service Agreement Radios	\$6,100	\$6,100
<b>Total Budget Impact:</b>		<b>\$6,100</b>



### A. Department Overview







### 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 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. The department also manages the building maintenance responsibilities for all municipal properties.

#### Budgeted Staffing Resources- Parks, Facilities, Recreation and Culture Department

Permanent FTE's	2020	2021	2022 Proposed
Full-Time FTE	20.00	20.00	19.50
Part-Time FTE	22.68	22.68	19.86
Students	3.35	3.35	3.35
<b>Total FTE</b>	<b>46.03</b>	<b>46.03</b>	<b>53.00</b>
<b>Net Change</b>	<b>0.00</b>	<b>0.00</b>	<b>-3.32*</b>

#### Staffing Complement includes:

*Full Time = 19.50 FTEs*

- 1.00 Director of Parks, Facilities, Recreation & Culture
- 4.00 Managers: Parks, Facilities, Recreation, Tourism
- 2.00 Facilities Trades
- 6.00 Parks Landscape Technicians
- 3.00 Libro Arena Attendants
- 2.50 Tourism Coordinators
- 1.00 Recreation Scheduling Clerk

*Part Time = 19.86 FTEs*

- 12.95 Libro General Labourers (22 Positions)
- 2.15 Recreation Customer Service Representatives (5 Positions)
- 0.82 Recreation Program Coordinator (1 Position)
- 1.54 Recreation Program Instructors (14 Positions)
- 2.40 Parks General Labourers (3 Positions)

*Students = 3.35 FTEs*

- 1.49 Parks Student Labourers (5 Positions)
- 1.64 Tourism Parks Student (6 Positions)
- 0.22 Recreation Camp Students (2 Positions)



**\*Proposed Changes:**

- A 0.5 FTE Communications Officer was added to the Office of the CAO from the Tourism Division. A Tourism Coordinator position was reduced to 0.50 FTE and a 0.50 FTE was added to the CAO budget centre.
- 2.82 FTEs are eliminated in the proposed 2022 Budget with the changes proposed for Canteen Services.

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

**Parks, Facilities, Recreation & Culture  
 Facilities**

	2021 Total Budget	2022 Requested					Issue Paper Ref. No.	2022 Recommended		
		2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget		Adjustments	2022 Total Budget	Budget Increase/ (Decrease)
<b>Revenue:</b>										
Facility Rentals	-	-	-	-	-		-	-	-	
Rent - Gordon House	-	-	-	-	-		-	-	-	
Rent- Grants in Lieu	122,779	122,779	-	-	122,779		122,779	-	-	
Recovery from Water	-	-	-	-	-		-	-	-	
Rent - Municipal Bldg. & Property	236,984	236,984	(41,984)	-	195,000	FAC-001	195,000	(41,984)		
Recovery from Police	-	-	25,000	-	25,000	FAC-002	25,000	25,000		
<b>Total Revenue</b>	<b>359,763</b>	<b>359,763</b>	<b>(16,984)</b>	<b>-</b>	<b>342,779</b>		<b>-</b>	<b>342,779</b>	<b>(16,984)</b>	
<b>Expenses:</b>										
<b>Salaries and Wages:</b>										
Salaries - Full Time	140,275	140,275	2,787	-	143,062		143,062	2,787		
Salaries-Temp	-	-	-	-	-		-	-	-	
Salaries - Overtime	4,500	4,500	-	-	4,500		4,500	-	-	
<b>Total Salaries and Wage</b>	<b>144,775</b>	<b>144,775</b>	<b>2,787</b>	<b>-</b>	<b>147,562</b>		<b>-</b>	<b>147,562</b>	<b>2,787</b>	
<b>Benefits:</b>										
<b>Total Benefits</b>	<b>52,497</b>	<b>52,497</b>	<b>1,115</b>	<b>-</b>	<b>53,612</b>		<b>-</b>	<b>53,612</b>	<b>1,115</b>	
<b>General Expenses:</b>										
Mobile Devices	1,300	1,300	-	-	1,300		1,300	-	-	
Uniforms	3,000	3,000	1,300	-	4,300		4,300	1,300		
Training and Professional Developmen	1,000	1,000	-	-	1,000		1,000	-	-	
Professional fees	150,000	-	-	-	-		-	(150,000)		
Memberships	1,000	1,000	-	-	1,000		1,000	-	-	
<b>Total General Expenses</b>	<b>156,300</b>	<b>6,300</b>	<b>1,300</b>	<b>-</b>	<b>7,600</b>		<b>-</b>	<b>7,600</b>	<b>(148,700)</b>	
<b>Facility Maintenance:</b>										
Town Hall	54,000	35,000	49,200	156,100	240,300	FAC-005	(106,100)	134,200	80,200	
Public Works	32,000	32,000	-	-	32,000		-	32,000	-	
Fire Halls	40,000	40,000	-	-	40,000		-	40,000	-	
Police	-	-	-	-	-		-	-	-	
KNY Park	-	-	-	-	-		-	-	-	
Scout Hall	1,000	1,000	(1,000)	-	-		-	-	(1,000)	
Parks Buildings	13,000	13,000	-	-	13,000		-	13,000	-	
Massen Property	-	-	-	-	-		-	-	-	
99 Thomas	2,000	2,000	-	-	2,000		-	2,000	-	
Carnegie Library	4,000	4,000	-	-	4,000		-	4,000	-	
Malden Community Centre	-	-	-	-	-		-	-	-	
ACS Building	1,000	1,000	(1,000)	-	-		-	-	(1,000)	
Bellevue House	-	-	-	-	-		-	-	-	
Gordon House	6,000	6,000	-	-	6,000		-	6,000	-	
McGregor Community Ctr/Library	30,000	30,000	-	-	30,000		-	30,000	-	
North Gate Visitor Centre	1,500	1,500	-	-	1,500		-	1,500	-	
320 Richmond	17,500	17,500	2,000	-	19,500		-	19,500	2,000	
Cultural Kiosks	5,000	-	-	-	-		-	-	(5,000)	
Gibson Gallery	2,500	2,500	-	-	2,500		-	2,500	-	
Janitorial Supplies	55,000	55,000	17,500	-	72,500	FAC-004	-	72,500	17,500	
Operating Supplies	2,000	2,000	-	-	2,000		-	2,000	-	
<b>Total Facility Maintenance</b>	<b>266,500</b>	<b>242,500</b>	<b>66,700</b>	<b>156,100</b>	<b>465,300</b>		<b>(106,100)</b>	<b>359,200</b>	<b>92,700</b>	

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

**Parks, Facilities, Recreation & Culture  
 Facilities**

	2021 Total Budget	2022 Requested					Issue Paper Ref. No.	2022 Recommended		
		2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget		Adjustments	2022 Total Budget	Budget Increase/ (Decrease)
<b>Utilities:</b>										
Town Hall	44,000	44,000				44,000		44,000	-	
Public Works	45,000	45,000				45,000		45,000	-	
Fire Hall	10,000	10,000				10,000		10,000	-	
KNY Park Washrooms	15,000	15,000				15,000		15,000	-	
Toddy Jones	42,000	42,000	10,000			52,000	FAC-003	52,000	10,000	
Scout Hall	4,000	4,000	(4,000)			-	FAC-003	-	(4,000)	
Massen Property	-	-				-		-		
Anderdon Tennis Ct	600	600	150			750	FAC-003	750	150	
Wigle Park Washrooms	3,000	3,000				3,000		3,000	-	
Centennial Park	-	-				-		-		
Malden Park Washrooms	1,000	1,000				1,000		1,000	-	
Parks Storage	1,000	1,000				1,000		1,000	-	
Malden Community Centre	3,500	3,500				3,500		3,500	-	
ACS Building	6,000	6,000				6,000		6,000	-	
Gordon House	5,500	5,500				5,500		5,500	-	
99 Thomas (former Nexen Building)	7,000	7,000	1,500			8,500	FAC-003	8,500	1,500	
North Gate Visitor Centre	6,000	6,000				6,000		6,000	-	
Bellevue House	1,000	1,000				1,000		1,000	-	
Carnegie Library Fountain	1,200	1,200				1,200		1,200	-	
Waterfront Property (former Duffy's)	-	-				-		-		
Gateway signs	800	800	100			900	FAC-003	900	100	
320 Richmond	45,000	45,000	150			45,150	FAC-003	45,150	150	
<b>Total Utilities</b>	<b>241,600</b>	<b>241,600</b>	<b>7,900</b>	<b>-</b>	<b>-</b>	<b>249,500</b>		<b>249,500</b>	<b>7,900</b>	
<b>Lions' Pool:</b>										
Pool Building Maintenance	-	-				-		-		
Health and Safety	-	-				-		-		
Utilities	-	-				-		-		
General Supplies	-	-				-		-		
<b>Total Lions' Pool - Libro Centre</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	
<b>Total Expenses</b>	<b>861,672</b>	<b>687,672</b>	<b>79,802</b>	<b>156,100</b>	<b>-</b>	<b>923,574</b>		<b>(106,100)</b>	<b>817,474</b>	<b>(44,198)</b>
<b>Transfer to (from) Reserves</b>										
Transfer from Reserves	(150,000)	-				-	FAC-004	(17,500)	(17,500)	132,500
Transfer to Capital	-	-				-		-	-	
Transfer to Reserves	160,000	160,000				160,000		160,000		
<b>Total Reserve Transfers</b>	<b>10,000</b>	<b>160,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>160,000</b>		<b>(17,500)</b>	<b>142,500</b>	<b>132,500</b>
<b>Total Operating Expenses and Transfer</b>	<b>871,672</b>	<b>847,672</b>	<b>79,802</b>	<b>156,100</b>	<b>-</b>	<b>1,083,574</b>		<b>(123,600)</b>	<b>959,974</b>	<b>88,302</b>
<b>Net Operating Budget</b>	<b>511,909</b>	<b>487,909</b>	<b>96,786</b>	<b>156,100</b>	<b>-</b>	<b>740,795</b>		<b>(123,600)</b>	<b>617,195</b>	<b>105,286</b>
Incr/(Decr) from 2021						44.7%		20.6%		

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	FAC-001
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Department:</b>	Parks, Facilities, Recreation & Culture
<b>Budget Centre:</b>	Facilities
<b>Budget Impact:</b>	\$41,984

<b>Budget Issue Title:</b>	Rent Revenue
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<b>Budget Request Classification:</b>	Base Budget
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<p><b>Budget Issue Detail</b></p> <p>The Rent Revenue budget requires a reduction of \$41,984 as the anticipated leases were not fully realized at time of budget.</p> <p>The current Rent Revenue for active and tentative lease agreements of municipal buildings and property are:</p> <p>Current Lease Agreements: \$153,000  Tentative Lease Agreements: \$ 42,000 (320 Richmond)  <b>Total Current &amp; Tentative Lease Agreements: \$195,000 (320 Richmond)</b></p> <p>Current Revenue Budget: \$236,984  <b>Required Revenue Budget Reduction: \$41,984</b></p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Rent-Municipal Bldg & Property	\$(41,984)	\$(41,984)
<b>Total Budget Impact:</b>		<b>\$(41,984)</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	FAC-002
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Department:</b>	Parks, Facilities, Recreation & Culture
<b>Budget Centre:</b>	Facilities
<b>Budget Impact:</b>	\$0

<b>Budget Issue Title:</b>	Recovery from Police
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<b>Budget Request Classification:</b>	Base Budget
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<b>Budget Issue Detail</b>
<p>There is a dedicated staff janitorial person for the Police building. This request is to reestablish the cost in the Police budget and the recovery in the Facilities budget.</p> <p>There is no effect on the budget, but shows the true cost of maintaining the Police facility.</p>

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Recovery from Police (Facilities)	\$(25,000)	\$(25,000)
Janitorial (Police)	\$25,000	\$25,000
<b>Total Budget Impact:</b>		<b>\$0</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	FAC-003
<b>Budget Issue Classification:</b>	Non-Discretionary
<b>Department:</b>	Parks, Facilities, Recreation & Culture
<b>Budget Centre:</b>	Facilities
<b>Budget Impact:</b>	\$7,900

<b>Budget Issue Title:</b>	Utilities
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<b>Budget Request Classification:</b>	Base Budget
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<b>Budget Issue Detail</b>
<p>A budget request of \$7,900 in the utilities budget will be allocated, based on usage, across all the municipal facilities' utility accounts due to market rates.</p> <p>The Libro Centre utility budget resides in the Libro budget centre and is not included in this request.</p>

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Utilities	\$7,900	\$7,900
<b>Total Budget Impact:</b>		<b>\$7,900</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	FAC-004
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Department:</b>	Parks, Facilities, Recreation & Culture
<b>Budget Centre:</b>	Facilities
<b>Budget Impact:</b>	\$0

<b>Budget Issue Title:</b>	Janitorial Supplies
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<b>Budget Request Classification:</b>	Base Budget
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<p><b>Budget Issue Detail</b></p> <p>The increased service level required to maintain municipal facilities during the pandemic is resulting in increased costs to the Town. The enhanced cleaning service level includes sanitizing administrative and public spaces with more frequency, and impacts quantity and supply products for advanced cleaning, including small equipment and maintenance services. Facilities provides service and supplies for all Town facilities and operations.</p> <p>In addition, the cost of janitorial supplies was already outpacing the approved budget allotment prior to the pandemic emergency in 2021.</p> <p>The 2022 Budget includes a base budget increase of \$17,500 in facility maintenance expense to provide a sufficient allowance for the estimated demands and cost for janitorial supplies.</p> <p>Administration is recommending a One-Time Transfer from Reserve to fund the 2022 increase.</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Janitorial Supplies	\$17,500	\$17,500
Transfer from Reserve (One-Time)	\$0	\$(17,500)
<b>Total Budget Impact:</b>		<b>\$0</b>



## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	FAC-005
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Department:</b>	Parks, Facilities, Recreation and Culture
<b>Budget Centre:</b>	Facilities
<b>Budget Impact:</b>	\$99,200

<b>Budget Issue Title:</b>	Facility Maintenance
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<b>Budget Request Classification:</b>	Base Budget
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<b>Budget Issue Detail</b>
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The Town has a very limited preventative maintenance programs in place for Town facilities and property maintenance. There are a number of Town assets that require a higher level of preventative maintenance not currently in place in order to keep these facilities operable and in safe working condition. For example, HVAC units, boiler maintenance, rollup doors, automated systems, weather stripping replacement, pointing and masonry repairs, artificial turf repair and cleaning, window services, floor drain repairs and cleanouts to name a few. These are all general maintenance items that need to be addressed in order to preserve the life expectancy of some of our town assets.

It should be noted that this budget issue paper will allow for very limited scope of preventative maintenance for a handful of our town facilities. A comprehensive facility condition assessment report was under taken in mid to late 2021 by consultant J.S. HELD. ULC. A full report will come to council in early 2022 with the findings outlining the overall life expectancy of these town assets, required funding to bring them into compliance, upgrades and repairs needed as well as upgrades required for accessibility compliance.

Included in this increase are the following:

**99 Thomas**

99 Thomas

HVAC service quarterly on all units plus misc. pairs. The rollup & man doors will require PM Misc electrical and plumbing repairs as needed.

**Fire Stations – Town Wide**

Weather stripping, minimal floor drain repairs and boiler replacement for Fire Station 2.

**HUB 320 Richmond -**

A comprehensive report will be coming to council in the first quarter of 2022 with more details on final build out of the HUB as well as future preventative maintenance required for this facility. This funding will be used to address minor roof repairs HVAC servicing, painting, door threshold adjustments, concrete approaches.

**Gordon House**

The Gordon house is one of our Heritage buildings that will required a more detailed plan for preservation and upkeep coming forward in the 2022 Facility Condition Assessment Report.

**Carnegie Library**

Painting is peeling and is showing signs of fading from the elements. Areas that require attention are the front soffits, back awning, 2 doors, 2 gable louvered vents, 33 windows and frames expect for areas protected by storm windows. Preventative maintenance on the air conditioning and boiler are also required

There are 22 Town owned facility buildings that require ongoing preventative maintenance. The Facility Condition Assessment Report will outline future Operating and Capital expenditures required as well as options for amalgamation of services moving forward.

**Ongoing Cost** \$ 49,200  
**One time Cost** \$156,100  
**Total Cost**     **\$205,300**

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Facility Maintenance (One-Time)	\$156,100	\$50,000
Facility Maintenance (Base Budget)	\$49,200	\$49,200
	<b>Total Budget Impact:</b>	<b>\$99,200</b>

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

Parks, Facilities, Recreation & Culture  
 Libro Centre

	2021 Total Budget	2022 Requested					2022 Recommended			
		2022 Base Budget	Request - Base Budget	Request - One Time	Request - Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)
<b>Revenue:</b>										
10-4-7017300-1410 Ice Rentals	328,000	549,000			549,000			549,000	221,000	
10-4-7017300-1413 Capital Surcharge	31,000	50,000			50,000			50,000	19,000	
10-4-7017300-1420 Lease Revenue	37,471	37,471	(5,400)		32,071	LIBRO-001		32,071	(5,400)	
10-4-7017300-1425 Room Rentals	27,500	29,500			29,500			29,500	2,000	
10-4-7017300-1473 Diamond Rental	7,250	7,250			7,250			7,250	-	
10-4-7017300-1450 Libro - Miscellaneous	4,000	4,000			4,000			4,000	-	
10-4-7017300-1467 Outdoor Turf Rental	8,800	8,800			8,800			8,800	-	
10-4-7017300-1466 Indoor Turf Rental	30,000	60,000			60,000			60,000	30,000	
10-4-7017300-5520 Solar Panel Rental Revenue	9,888	9,888			9,888			9,888	-	
10-4-7017300-5525 Solar Panel Special Share Dividend	17,112	17,112			17,112			17,112	-	
<b>Total Revenue</b>	<b>501,021</b>	<b>773,021</b>	<b>(5,400)</b>	<b>-</b>	<b>767,621</b>			<b>767,621</b>	<b>266,600</b>	
<b>Expenses:</b>										
<b>Salaries and Wages:</b>										
10-5-7017300-0101 Salaries - Full Time	455,088	449,665	282	103,968	553,915	LIBRO-002	(103,968)	449,947	(5,141)	
10-5-7017300-0104 Salaries - Cr. Re:WSIB	-	-			-			-	-	
10-5-7017300-0105 Salaries - STD/LTD Credit	-	-			-			-	-	
10-5-7017300-#### Salaries - Full Time	455,088	449,665	282	103,968	553,915		(103,968)	449,947	(5,141)	
10-5-7017300-0102 Salaries - Overtime	10,000	10,000			10,000			10,000	-	
10-5-7017300-0112 Salaries - Part Time/Temporary	595,506	595,506			595,506			595,506	-	
<b>Total Salaries and Wages</b>	<b>1,060,594</b>	<b>1,055,171</b>	<b>282</b>	<b>-</b>	<b>1,159,421</b>		<b>(103,968)</b>	<b>1,055,453</b>	<b>(5,141)</b>	
<b>Benefits:</b>										
<b>Total Benefits</b>	<b>283,460</b>	<b>283,460</b>	<b>(3,546)</b>	<b>-</b>	<b>279,914</b>		<b>-</b>	<b>279,914</b>	<b>(3,546)</b>	
<b>General Expenses:</b>										
10-5-7017300-0161 Clothing	10,000	10,000	5,100		15,100			15,100	5,100	
10-5-7017300-0250 Health and Safety	5,000	5,000			5,000			5,000	-	
10-5-7017300-0319 Radio Maintenance	-	-	12,300		12,300	LIBRO-003		12,300	12,300	
10-5-7017300-0301 Office Supplies	-	-			-			-	-	
10-5-7017300-0331 Refrigeration Maintenance	50,000	50,000	1,500		51,500			51,500	1,500	
10-5-7017300-0336 Contracted Services	40,000	40,000	(40,000)		-	LIBRO-005		-	(40,000)	
10-5-7017300-0345 Mobile Devices	1,700	1,700	2,340		4,040			4,040	2,340	
10-5-7017300-0350 Memberships	1,700	1,700	1,700		3,400			3,400	1,700	
10-5-7017300-0327 Professional Fees	-	-			-			-	-	
10-5-7017300-0351 Training and Professional Development	6,000	6,000			6,000			6,000	-	
10-5-7017300-0352 Travel and Mileage	1,000	1,000	1,000		2,000			2,000	1,000	
10-5-7017300-0505 Credit Card Charges	5,000	5,000			5,000			5,000	-	
<b>Total General Expenses</b>	<b>120,400</b>	<b>120,400</b>	<b>(16,060)</b>	<b>-</b>	<b>104,340</b>		<b>-</b>	<b>104,340</b>	<b>(16,060)</b>	
<b>Facility Maintenance:</b>										
10-5-7017300-0316 Utilities	705,000	705,000	35,300		740,300	LIBRO-004		740,300	35,300	
10-5-7017300-0317 Building Maintenance	110,000	110,000	56,200		166,200	LIBRO-005		166,200	56,200	
10-5-7017300-0725 Parking Lot Maintenance	11,000	11,000	14,000		25,000	LIBRO-006		25,000	14,000	
10-5-7017300-0318 Janitorial Supplies	-	-			-			-	-	
10-5-7017300-0960 Outdoor Soccer (Nat Turf)	5,000	5,000	7,100		12,100	LIBRO-007		12,100	7,100	
10-5-7017300-0961 Outdoor/Football Field Turf	700	700			700			700	-	
10-5-7017300-0962 Premier Baseball Field	8,000	8,000		20,000	28,000	LIBRO-008	(20,000)	8,000	-	
<b>Total Facility Maintenance</b>	<b>839,700</b>	<b>839,700</b>	<b>112,600</b>	<b>-</b>	<b>972,300</b>		<b>(20,000)</b>	<b>952,300</b>	<b>112,600</b>	

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

**Parks, Facilities, Recreation & Culture  
 Libro Centre**

	2021 Total Budget	2022 Requested					Issue Paper Ref. No.	2022 Recommended		
		2022 Base Budget	Request - Base Budget	Request - One Time	Request-Enhancement	2022 Total Budget		Adjustments	2022 Total Budget	Budget Increase/ (Decrease)
<b>Equipment and Vehicles:</b>										
10-5-7017300-0401 Propane	7,000	7,000	200		7,200			7,200	200	
10-5-7017300-0402 Vehicle and Equipment Maintenance	10,000	10,000	10,000		20,000	LIBRO-009	(5,000)	15,000	5,000	
<b>Total Equipment and Vehicles</b>	<b>17,000</b>	<b>17,000</b>	<b>10,200</b>	<b>-</b>	<b>27,200</b>		<b>(5,000)</b>	<b>22,200</b>	<b>5,200</b>	
<b>Total Expenses</b>	<b>2,321,154</b>	<b>2,315,730</b>	<b>103,476</b>	<b>-</b>	<b>123,968</b>		<b>(128,968)</b>	<b>2,414,207</b>	<b>93,053</b>	
<b>Debt Charges</b>										
10-5-7017300-2005 Principal Payments	152,217	152,217			152,217			152,217	-	
10-5-7017300-2006 Interest Payments	234,048	234,048			234,048			234,048	-	
<b>Total Debt Charges</b>	<b>386,265</b>	<b>386,265</b>	<b>-</b>	<b>-</b>	<b>386,265</b>		<b>-</b>	<b>386,265</b>	<b>-</b>	
<b>Transfer to (from) Reserves</b>										
10-4-7017300-3000 Transfer from Reserves	-	-			-			-	-	
10-5-7017300-2001 Transfer to Capital Libro	-	-			-			-	-	
10-5-7017300-2002 Transfer to Reserves	31,000	50,000			50,000			50,000	19,000	
<b>Total Reserve Transfers</b>	<b>31,000</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>50,000</b>		<b>-</b>	<b>50,000</b>	<b>19,000</b>	
<b>Total Operating Expenses and Transfers</b>	<b>2,738,419</b>	<b>2,751,996</b>	<b>103,476</b>	<b>-</b>	<b>123,968</b>		<b>(128,968)</b>	<b>2,850,472</b>	<b>112,053</b>	
<b>Net Operating Budget</b>	<b>2,237,398</b>	<b>1,978,975</b>	<b>108,876</b>	<b>-</b>	<b>123,968</b>		<b>(128,968)</b>	<b>2,082,851</b>	<b>(154,547)</b>	
Incr/(Decr) from 2021										-1.14%
										-6.91%



## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	LIBRO-001
<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
<b>Budget Impact:</b>	\$5,400

<b>Budget Issue Title:</b>	Lease Revenue Decrease
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<b>Budget Request Classification:</b>	Base Budget
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<b>Budget Issue Detail</b>
<p>With the Nantais Sports lease termination, there was a reduction to lease revenue of \$9,400.</p> <p>The newly negotiated Canteen Services lease will result in \$4,000 rent revenue for 2022.</p> <p>Overall, the lease revenue for the Libro requires a reduction of \$5,400.</p>

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Salaries – Full Time with Benefits	\$5,400	\$5,400
<b>Total Budget Impact:</b>		<b>\$5,400</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	LIBRO-002
<b>Budget Issue Classification:</b>	Budget Enhancement
<b>Department:</b>	Parks, Facilities, Recreation and Culture
<b>Budget Centre:</b>	LIBRO
<b>Budget Impact:</b>	\$0

<b>Budget Issue Title:</b>	Administrative and Technical Support Person
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<b>Budget Request Classification:</b>	Base Budget
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<p><b>Budget Issue Detail</b></p> <p>This position would support the administrative and technical needs of all four divisions including Parks, Facilities, Recreation and Culture. Reporting to the Director of the division this position is requested for heavy work load to support the many Town projects and initiatives currently underway including but not limited to:</p> <ul style="list-style-type: none"> <li>Jack Purdie Park Re-development</li> <li>Centennial Park Re-development</li> <li>New Fire Hall planning</li> <li>Libro Secondary Master Plan</li> <li>Parks town Mapping</li> <li>Park Standards</li> <li>Town Asset data collection</li> <li>Kings Navy Yard Park Expansion</li> <li>Ranta Park Re-Development (dog park)</li> <li>Libro Trail</li> <li>Warren Mickle Park development</li> <li>Parks Master Plan and design</li> <li>Administrative support with Council report writing and background data Collection</li> <li>Pricing and Project Management Duties</li> <li>Drafting and Design</li> <li>HUB build out planning and development</li> <li>Technical support analyst</li> </ul> <p>If this position cannot be funded on a full time basis the Department is requesting a contract position for a 3 to 5 year limited duration to help with heavy workload.</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Salaries – Full Time with Benefits	\$103,968	\$0
<b>Total Budget Impact:</b>		<b>\$0</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	LIBRO-003
<b>Budget Issue Classification:</b>	Budget Enhancement
<b>Department:</b>	Community and Protective Services
<b>Budget Centre:</b>	Libro Centre
<b>Budget Impact:</b>	\$12,300

<b>Budget Issue Title:</b>	Radio Maintenance
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<b>Budget Request Classification:</b>	Base Budget
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<p><b>Budget Issue Detail</b></p> <p>Libro staff are often working alone and travelling to various locations during the day and at night. For Health &amp; Safety reasons, staff should be provided radios to communicate with other staff.</p> <p>During Town events such as Open Air, Uncommon Festival and River Lights (Tree Lighting Ceremony) staff need to communicate with each other to ensure a smooth operation from start to finish. Use of a reliable radio system will help staff troubleshoot and resolve issues in real time rather than using the current cell phone communication tool.</p> <p>Adding radios to the existing KEL-COM radio use agreement will meet both the communication needs and health and safety issues.</p> <p><b><u>Communication Needs:</u></b>          12 radios          12 extra batteries          2 multi-radio charging stations          2 single radio charging stations</p> <p>Cost per radio per month: \$85.00          Total Cost per month: \$1,020.00          Total Annual Cost: \$12,240.00</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Radio Maintenance	\$12,300	\$12,300
	<b>Total Budget Impact:</b>	<b>\$12,300</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	LIBRO-004
<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
<b>Budget Impact:</b>	\$35,300

<b>Budget Issue Title:</b>	Utilities
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<b>Budget Request Classification:</b>	Base Budget
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<b>Budget Issue Detail</b>
<p>Due to increasing rates, a request of \$35,300 be added to the Libro Centre utilities budget.</p>

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Utilities	\$35,300	\$35,300
<b>Total Budget Impact:</b>		<b>\$35,300</b>



## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	LIBRO-005
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Department:</b>	Community and Protective Services
<b>Budget Centre:</b>	Libro
<b>Budget Impact:</b>	\$16,200

<b>Budget Issue Title:</b>	Building Maintenance
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<b>Budget Request Classification:</b>	Base Budget
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<p><b>Budget Issue Detail</b></p> <p>Limited preventative maintenance programs are currently in place at the Libro Centre. There are a number of preventative maintenance initiatives not currently in place. In order to keep the Libro Centre functioning and in good operable and safe working condition the increase cost outlined below are necessary. Preventative maintenance for Geo thermal system, exterior facility maintenance including windows, pointing, caulking, weather stripping and automated systems. This increase request will allow for scheduled preventative maintenance programs which will aim to prevent break down and lost time of service delivery to the community. Infrastructure such as HVAC servicing required on quarterly basis for all units should be done a routine basis. Failure to approve this could result in building closure or lost time and revenue to the town due to mechanical system breakdown.</p> <p>This cost centre will represent sanitizing products, wipes, clothes, floor stickers, signage and any other product for the purpose of social distancing. These figures are included to the total Request Base Budget 2022</p> <p>Preventative maintenance programs for weather stripping, geo thermal maintenance, grease interceptors, kitchen hoods, window service, door operator service and other related general maintenance services including dasher board maintenance and repairs. \$50,000</p> <p>2021 Approved Budget: \$110,000                  202 Proposed Budget: \$166,200  <b>Increase Difference : \$ 56,200</b></p> <p>There is \$40,000 in the Libro Contracted Services budget line that will be reallocated to Building Maintenance as this budget was intended for some of these costs and is underspent. This reduces the required increase to \$16,200.</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Building Maintenance	\$56,200	\$56,200
Contracted Services	\$(40,000)	\$(40,000)
	<b>Total Budget Impact:</b>	<b>\$16,200</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	LIBRO-006
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Budget Centre:</b>	Libro
<b>Budget Impact:</b>	\$14,000

<b>Budget Issue Title:</b>	Parking Lot Maintenance – Town Wide
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<b>Budget Request Classification:</b>	Base Budget
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<p><b>Budget Issue Detail</b></p> <p>Annual preventative maintenance for parking lots town wide:</p> <p>This will address the general repair and ongoing maintenance for parking lots repairing pot holes leveling out granular A base and various patching and repair work for both asphalt and concrete parking lots town wide. Performing general maintenance and repairs for the Town’s parking lots will help preserve these capital assets extending the life and longevity of them thereby potentially mitigating damage claims from pot holes and or health and safety issues due to trips slips and falls.</p> <p>Many of the Town’s parking lots are in very poor condition and have not been on a regular maintenance program. Flushing of catch basins to prevent flooding in parking areas should also be part of the regular routine maintenance under this account.</p> <p>2021 Approved Budget: \$11,000  <u>2022 Proposed Budget: \$25,000</u>                  2022 Increase Difference: \$14,000</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Parking Lot Maintenance	\$14,000	\$14,000
<b>Total Budget Impact:</b>		<b>\$14,000</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	LIBRO-007
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Department:</b>	Parks, Facilities, Recreation & Culture
<b>Budget Centre:</b>	Libro
<b>Budget Impact:</b>	\$6,500

<b>Budget Issue Title:</b>	Outdoor Soccer (Natural Turf)
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<b>Budget Request Classification:</b>	Base Budget
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<p><b>Budget Issue Detail</b></p> <p>Goal post maintenance and repairs, net repairs, installation, bench repairs and paint for field lines. Field paint has increase over 20% from 2020, refill the 1,000 litre tank on 4 occasions per year</p> <p>Initial delivery of 1,000 litres = \$2.59/L          Refill after initial delivery minimum 500 litres = \$2.33/L</p> <p>Initial paint order-\$2,600          3-refill when ¾ empty=\$7,000</p> <p>Annual repairs (ie bench boards) and supplies (ie spray paint, tie wraps, netting) \$2,500</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Libro- Outdoor Soccer (Natural Turf)	\$7,100	\$7,100
<b>Total Budget Impact:</b>		<b>\$7,100</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	LIBRO-008
<b>Budget Issue Classification:</b>	Budget Enhancement
<b>Department:</b>	Community and Protective Services
<b>Budget Centre:</b>	Libro Centre
<b>Budget Impact:</b>	\$0

<b>Budget Issue Title:</b>	Premier Baseball Field
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<b>Budget Request Classification:</b>	Base Budget
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<p><b>Budget Issue Detail</b></p> <p>Premier sports fields at the Libro require preventative maintenance in order to maintain the investment of the asset for the town in operable premium condition for rentals in order to help generate revenue for the complex. Netting and fencing maintenance and repairs, paint, chalk, weed control infield mix material, bases, small tools, base plugs, pitching rubber, home plate, Redi mound materials for the pitcher’s mound and home plate, fencing gates and goal posts are all items that require routine maintenance in order to offer premium level of service to the community for rentals in competition with other municipalities. The Libro also has a crumb rubber infill which requires maintenance grooming with special equipment and replenishment of material periodically throughout the season in order to keep it in good condition.</p> <p>Administration notes that there are 2021 Capital funds allocated to the Premier Baseball Diamond that remain available and will be carry-forward into 2022 for this purpose.</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Premier Diamond	\$20,000	\$0
<b>Total Budget Impact:</b>		<b>\$0</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	LIBRO-009
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Budget Centre:</b>	Libro
<b>Budget Impact:</b>	\$5,000

<b>Budget Issue Title:</b>	Vehicle & Equipment Maintenance
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<b>Budget Request Classification:</b>	Base Budget
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<b>Budget Issue Detail</b>
<p>This budget line is for the ongoing preventative maintenance and repairs for 6 vehicles, 2 Zambonis, 2 golf carts, 2 gas blowers, snow blower, 2 ice edgers.</p> <p>Ongoing preventative maintenance for Libro fleet equipment continue to rise.</p> <p>Also, in 2022, the older Zamboni needs to go to the manufacturer's Brantford facility for necessary repairs to the conditioner. Estimated cost: \$6,000 for repairs and \$2,000 for cartage to/from Brantford.</p> <p>In 2023, the conditioner on the new unit will require maintenance.</p> <p>2021 Approved Budget: \$10,000 2022 Requested Budget: \$20,000</p> <p><b>Request Increase: \$10,000</b></p>

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Vehicle & Equipment Maintenance	\$10,000	\$5,000
<b>Total Budget Impact:</b>		<b>\$5,000</b>

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

**Parks, Facilities, Recreation & Culture  
 Parks**

	2021 Total Budget	2022 Requested					2022 Recommended			
		2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)
<b>Revenue:</b>										
<b>Total Revenue</b>	<u>-</u>	<u>-</u>	<u>5,500</u>	<u>-</u>	<u>-</u>	<u>5,500</u>	PARKS-001	<u>-</u>	<u>5,500</u>	<u>5,500</u>
<b>Expenses:</b>										
<b>Salaries and Wages:</b>										
Salaries - Full Time	491,936	491,936	3,259	-	-	495,195		-	495,195	3,259
Salaries - Overtime	15,000	15,000	-	-	-	15,000		-	15,000	-
Salaries - Part Time/Temporary	224,001	179,716	23,717	-	9,953	213,386	PARKS-002	-	213,386	(10,615)
<b>Total Salaries and Wages</b>	<u>730,937</u>	<u>686,651</u>	<u>26,977</u>	<u>-</u>	<u>9,953</u>	<u>723,581</u>		<u>-</u>	<u>723,581</u>	<u>(7,356)</u>
<b>Benefits:</b>										
<b>Total Benefits</b>	<u>229,123</u>	<u>223,554</u>	<u>12,755</u>	<u>-</u>	<u>1,282</u>	<u>237,591</u>	PARKS-002	<u>-</u>	<u>237,591</u>	<u>8,468</u>
<b>General Expenses:</b>										
Clothing	4,300	4,300	7,200	-	-	11,500	PARKS-003	-	11,500	7,200
Office Supplies	2,000	2,000	-	-	-	2,000		-	2,000	-
Contracted Services	67,500	67,500	-	-	-	67,500		-	67,500	-
Mobile Devices	900	900	-	-	-	900		-	900	-
Training and Professional Development	6,700	6,700	2,000	-	-	8,700		-	8,700	2,000
Service Agreement - Radios	3,500	3,500	-	-	-	3,500		-	3,500	-
Special Events	3,500	3,500	-	-	-	3,500		-	3,500	-
<b>Total General Expenses</b>	<u>88,400</u>	<u>88,400</u>	<u>9,200</u>	<u>-</u>	<u>-</u>	<u>97,600</u>		<u>-</u>	<u>97,600</u>	<u>9,200</u>
<b>Other Expenses:</b>										
Co-An Park	20,000	20,000	1,000	-	-	21,000		-	21,000	1,000
Joint Use Agreements	25,000	5,000	-	-	-	5,000		-	5,000	(20,000)
<b>Total Other Expenses</b>	<u>45,000</u>	<u>25,000</u>	<u>1,000</u>	<u>-</u>	<u>-</u>	<u>26,000</u>		<u>-</u>	<u>26,000</u>	<u>(19,000)</u>
<b>Maintenance:</b>										
Radio Air Time	-	-	-	-	-	-		-	-	-
General Supplies	125,100	125,100	31,275	-	-	156,375	PARKS-004	-	156,375	31,275
Vehicle and Equip. Maint.	50,000	50,000	-	-	-	50,000		-	50,000	-
Equipment Financing	-	-	-	-	-	-		-	-	-
Parks Tools and Equip.	9,000	9,000	-	-	-	9,000		-	9,000	-
Tree Maintenance	54,500	54,500	-	-	-	54,500		-	54,500	-
<b>Total Maintenance</b>	<u>238,600</u>	<u>238,600</u>	<u>31,275</u>	<u>-</u>	<u>-</u>	<u>269,875</u>		<u>-</u>	<u>269,875</u>	<u>31,275</u>
<b>Debt Charges</b>										
<b>Total Debt Charges</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Expenses</b>	<u>1,332,060</u>	<u>1,262,205</u>	<u>81,207</u>	<u>-</u>	<u>11,235</u>	<u>1,354,647</u>		<u>-</u>	<u>1,354,647</u>	<u>22,588</u>
<b>Transfer to (from) Reserves</b>										
Transfer from Reserves	(20,000)	-	-	-	-	-		-	-	20,000
Transfer to Capital-Parks	-	-	-	-	-	-		-	-	-
Transfer to Reserves	15,000	15,000	-	-	-	15,000		-	15,000	-
<b>Total Reserve Transfers</b>	<u>(5,000)</u>	<u>15,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>15,000</u>		<u>-</u>	<u>15,000</u>	<u>20,000</u>
<b>Total Operating Expenses and Transfers</b>	<u>1,327,060</u>	<u>1,277,205</u>	<u>81,207</u>	<u>-</u>	<u>11,235</u>	<u>1,369,647</u>		<u>-</u>	<u>1,369,647</u>	<u>42,588</u>
<b>Net Operating Budget</b>	<u>1,327,060</u>	<u>1,277,205</u>	<u>75,707</u>	<u>-</u>	<u>11,235</u>	<u>1,364,147</u>		<u>-</u>	<u>1,364,147</u>	<u>37,088</u>
Incr/(Decr) from 2021										
										2.8%

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	PARKS-001
<b>Budget Issue Classification:</b>	Budget Enhancement
<b>Department:</b>	Parks, Facilities, Recreation & Culture
<b>Budget Centre:</b>	Parks Department
<b>Budget Impact:</b>	\$(5,500)

<b>Budget Issue Title:</b>	Revenue Increase
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<b>Budget Request Classification:</b>	Base Budget
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<b>Budget Issue Detail</b>
<p>Property maintenance contract with Indigenous Services Canada Ontario Region to provide weekly maintenance at the Wyandotte Cemetery.</p>

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Other Income	\$(5,500)	\$ (5,500)
<b>Total Budget Impact:</b>		<b>\$(5,500)</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	PARKS-002
<b>Budget Issue Classification:</b>	Budget Enhancement
<b>Department:</b>	Parks, Facilities, Recreation and Culture
<b>Budget Centre:</b>	Parks
<b>Budget Impact:</b>	\$11,235

<b>Budget Issue Title:</b>	Students
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<b>Budget Request Classification:</b>	Base Budget
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<p><b>Budget Issue Detail</b></p> <p><b>Parks Students – Budget Increase \$11,235</b>  Parks needs 9 students to work May 9, 2022 @ 37.50 hours per week until Sept 6, 2022; the department currently has 8 students budgeted.</p> <p>Over a 7-day period, students will be performing property maintenance including but not limited to spring cleanup, installing annuals, watering baskets, planters and raised beds, cutting grass, weed whipping, weeding, mulching, daily garbage removal, sports field maintenance, assisting with event set up and take down, lining soccer fields and generally assisting FT/PT staff with daily duties. (Please note - 2022 will be the first year Parks is lining soccer fields adding to the work load.)</p> <p>From Sept 10, 2022 until October 11, 2022 will need 30 hours a week to cover watering/garbage collection duties on weekends with students.</p> <p>Depending on the amount of winter control needed each year, the 6 Full Time Parks Landscape Technicians are called out to assist the Roads Department after hours and are allowed to accumulate 100 hours of lieu time each. These hours are banked at the rate equivalent to the prevailing overtime rate to provide the employee working hours off with pay for each hour banked. This lieu time is then time off from the Parks Department throughout the year along with regular vacation time/sick days/municipal and stat holidays, which then takes away from the Parks daily work force.</p> <p>Without sufficient Students in place to backfill, the Towns 'living' assets are at risk and cannot be properly maintained when the regular labour force is off on earned vacation and/or banked lieu time.</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Salaries – Students (Parks)	\$9,953	\$9,953
Benefits – (Parks)	\$1,282	\$1,282
<b>Total Budget Impact:</b>		<b>\$11,235</b>



## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	PARKS-003
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Department:</b>	Community and Protective Services
<b>Budget Centre:</b>	Parks Department
<b>Budget Impact:</b>	\$7,200

<b>Budget Issue Title:</b>	Clothing
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<b>Budget Request Classification:</b>	Base Budget
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<b>Budget Issue Detail</b>
<p>Parks clothing budget is dictated by the collective agreement and includes safety boots, winter gear, rain gear, gloves, hats and operational uniform allotments for 2 Administration, 6 FT staff, 3 PT staff and safety vests for 9 summer students.</p> <p>This additional budget will bring the budget in line with actuals.</p>

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Clothing	\$7,200	\$7,200
<b>Total Budget Impact:</b>		<b>\$7,200</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	PARKS-004
<b>Budget Issue Classification:</b>	Budget Enhancement
<b>Department:</b>	Parks, Facilities, Recreation & Culture
<b>Budget Centre:</b>	Parks
<b>Budget Impact:</b>	\$31,275

<b>Budget Issue Title:</b>	General Supplies
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<b>Budget Request Classification:</b>	Base Budget
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<b>Budget Issue Detail</b>
<p>Material costs for basic maintenance have seen a substantial increase with some as high as 35%.</p> <p>This request represents a 25% increase in general supplies such as wood, concrete, steel and plastic that Parks depends on to beautify the Town's greenspace.</p>

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
General supplies	\$31,275	\$31,275
<b>Total Budget Impact:</b>		<b>\$31,275</b>

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

**Parks, Facilities, Recreation & Culture  
 Recreation Services**

	2021 Total Budget	2022 Requested					2022 Recommended			
		2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)
<b>Revenue:</b>										
Birthday Party (UCCU)	8,700	10,000			10,000			10,000	1,300	
Public Skating Program	5,000	10,000			10,000			10,000	5,000	
Lions' Pool Registration	-	-			-			-	-	
Preschool Programming	11,600	13,000			13,000			13,000	1,400	
Youth Programming	32,100	27,500			27,500			27,500	(4,600)	
Adult Programming	21,900	21,000			21,000			21,000	(900)	
Activity Guide Revenue	4,000	4,000			4,000			4,000	-	
Miscellaneous	-	-			-			-	-	
Drop In Programming	11,900	11,000			11,000			11,000	(900)	
Day Camp	35,000	35,000			35,000			35,000	-	
Special Events	12,000	12,000			12,000			12,000	-	
Ancillary Complex Income	25,000	25,000			25,000			25,000	-	
Canteen Sales (Indoor)	-	160,000			(160,000)	REC-001		-	-	
Vending Machine Sales	8,000	8,000			8,000			8,000	-	
Income from Memorials (Benches)	-	-			-			-	-	
Essex Power Youth in Comm Fund Grant	10,000	10,000			10,000			10,000	-	
Per Player Registration Fees	12,000	12,000			12,000			12,000	-	
Pavilion Rentals	3,000	3,000			3,000			3,000	-	
Tennis Court Rentals	500	500			500			500	-	
Provincial Grants	-	-			-			-	-	
<b>Total Revenue</b>	<b>200,700</b>	<b>362,000</b>	<b>-</b>	<b>-</b>	<b>(160,000)</b>	<b>202,000</b>		<b>-</b>	<b>202,000</b>	<b>1,300</b>
<b>Expenses:</b>										
<b>Salaries and Wages:</b>										
Salaries - Full Time	159,631	159,631	70,541		230,172			230,172	70,541	
Salaries - Overtime	2,500	2,500			2,500			2,500	-	
Salaries - Students	6,373	6,373	335		6,708			6,708	335	
Salaries - Part Time	183,638	183,638	(31,108)		152,530			152,530	(31,108)	
Salaries - Food & Beverage Services	0	98,989			(98,989)	REC-001		-	-	
Salaries - Part Time/Temporary	190,011	289,000	(30,772)		(98,989)			159,238	(30,772)	
<b>Total Salaries and Wages</b>	<b>352,141</b>	<b>451,130</b>	<b>39,769</b>	<b>-</b>	<b>(98,989)</b>	<b>391,910</b>		<b>-</b>	<b>391,910</b>	<b>39,769</b>
<b>Benefits:</b>										
<b>Total Benefits</b>	<b>99,265</b>	<b>111,724</b>	<b>23,625</b>	<b>-</b>	<b>(16,224)</b>	<b>119,125</b>	REC-001	<b>-</b>	<b>119,125</b>	<b>19,860</b>
<b>General Expenses:</b>										
Uniforms	1,500	1,500			1,500			1,500	-	
Office Supplies	6,500	6,500			6,500			6,500	-	
Advertising	17,500	17,500			17,500			17,500	-	
Mobile Devices	1,350	800			800			800	(550)	
Marketing	20,000	20,000			20,000			20,000	-	
Memberships	3,000	3,000			3,000			3,000	-	
Training and Conferences	6,500	6,500			6,500			6,500	-	
Travel and Mileage	500	500			500			500	-	
Recreation Equipment & Supplies	30,750	29,750			29,750			29,750	(1,000)	
Concession Product	-	95,000			(95,000)	REC-001		-	-	
Concession Equipment	4,000	4,000			(4,000)	REC-001		-	(4,000)	

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

**Parks, Facilities, Recreation & Culture  
 Recreation Services**

	2021 Total Budget	2022 Requested				2022 Total Budget	Issue Paper Ref. No.	2022 Recommended		
		2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement			Adjustments	2022 Total Budget	Budget Increase/ (Decrease)
Concession Equipment Maintenance	5,000	5,000			(5,000)	-	REC-001	-	(5,000)	
Signage Maintenance	2,000	2,000				2,000		2,000	-	
Special Events	8,000	8,000				8,000		8,000	-	
Swim Program	-	20,000				20,000		20,000	20,000	
Essex Power Youth in Comm Fund Exp	10,000	10,000				10,000		10,000	-	
<b>Total General Expenses</b>	<b>116,600</b>	<b>230,050</b>	<b>-</b>	<b>-</b>	<b>(104,000)</b>	<b>126,050</b>		<b>-</b>	<b>126,050</b>	<b>9,450</b>
<b>Total Expenses</b>	<b>568,007</b>	<b>792,904</b>	<b>63,394</b>	<b>-</b>	<b>(219,213)</b>	<b>637,085</b>		<b>-</b>	<b>637,085</b>	<b>69,079</b>
<b>Transfer to (from) Reserves</b>										
Transfer from Reserves	-	-				-		-	-	
Transfer to Reserves	-	-				-		-	-	
<b>Total Reserve Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Operating Expenses and Transfers</b>	<b>568,007</b>	<b>792,904</b>	<b>63,394</b>	<b>-</b>	<b>(219,213)</b>	<b>637,085</b>		<b>-</b>	<b>637,085</b>	<b>69,079</b>
<b>Net Operating Budget</b>	<b>367,307</b>	<b>430,904</b>	<b>63,394</b>	<b>-</b>	<b>(59,213)</b>	<b>435,085</b>		<b>-</b>	<b>435,085</b>	<b>67,779</b>
Incr/(Decr) from 2021						18.5%			18.5%	

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	REC-001
<b>Budget Issue Classification:</b>	Budget Reduction
<b>Department:</b>	Parks, Facilities, Recreation and Culture
<b>Budget Centre:</b>	Recreation
<b>Budget Impact:</b>	\$(59,213)

<b>Budget Issue Title:</b>	Canteen Services
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<b>Budget Request Classification:</b>	Base Budget
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<p><b>Budget Issue Detail</b></p> <p><b>Canteen Services – Budget Reduction \$(59,213)</b></p> <p>The Concession Services business model at the onset of the Libro Credit Union Centre was more service based rather than financial based, budgeted at a loss in excess of \$59,000.</p> <p>The canteen was closed along with the facility in 2020, due to COVID and the canteen services budget was removed in the 2021 budget with the direction that Administration will review an alternative solution.</p> <p>An Expression of Interest was issued in 2021, the Town moved forward with negotiations and a 5-year lease agreement has been signed for indoor and outdoor canteen services with an annual rent revenue of \$4,000. The lease includes the first right of refusal for canteen services within the parks during special events, at a per event cost, which is not included in the revenue base and will be treated as surplus if realized.</p> <p>The lease revenue budget resides in the Libro budget centre and is shown in Budget Issue LIBRO-001.</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Canteen Sales - Indoor Revenue	\$160,000	\$160,000
Concession Product Expense	(\$95,000)	(\$95,000)
Concession Equipment Expense	(\$4,000)	(\$4,000)
Concession Equipment Maintenance	(\$5,000)	(\$5,000)
Salaries – Food & Beverage (Recreation)	\$(98,989)	\$(98,989)
Benefits (Recreation)	\$(16,224)	\$(16,224)
<b>Total Budget Impact:</b>		<b>\$(59,213)</b>

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

**Parks, Facilities, Recreation & Culture  
 Tourism and Culture**

	2021 Total Budget	2022 Requested					Issue Paper Ref. No.	2022 Recommended		
		2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget		Adjustments	2022 Total Budget	Budget Increase/ (Decrease)
<b>Revenue:</b>										
Retail Sales - Tourism Info. Centre	5,000	10,000				10,000		10,000	5,000	
Event Revenue	10,000	35,000				35,000		35,000	25,000	
Tourism-Grants		-	45,000	15,000		60,000	TOUR-001	60,000	60,000	
Provincial Grants & Donation	60,000	45,000	(45,000)			-		-	(60,000)	
<b>Total Revenue</b>	<b>75,000</b>	<b>90,000</b>	<b>-</b>	<b>15,000</b>	<b>-</b>	<b>105,000</b>		<b>-</b>	<b>105,000</b>	<b>30,000</b>
<b>Expenses:</b>										
<b>Salaries and Wages:</b>										
Salaries - Full Time	282,366	282,366	11,703	-	-	294,069	CA0-001	(32,678)	261,391	(20,975)
Salaries - Overtime	-	-				-		-	-	
Salaries - Part Time/Temporary	(0)	19,143	763	-	29,858	49,764	TOUR-002	-	49,764	49,764
<b>Total Salaries and Wages</b>	<b>282,366</b>	<b>301,509</b>	<b>12,466</b>	<b>-</b>	<b>29,858</b>	<b>343,833</b>		<b>(32,678)</b>	<b>311,155</b>	<b>28,789</b>
<b>Benefits:</b>										
<b>Total Benefits</b>	<b>99,444</b>	<b>101,657</b>	<b>9,140</b>	<b>-</b>	<b>3,512</b>	<b>114,309</b>		<b>(12,608)</b>	<b>101,701</b>	<b>2,257</b>
<b>General Expenses</b>										
Clothing	1,000	1,000				1,000		1,000	-	
Office Supplies	2,000	2,000				2,000		2,000	-	
Advertising	30,000	30,000				30,000		30,000	-	
Community Events	80,000	110,000				110,000		110,000	30,000	
Mobile Devices	3,200	3,200				3,200		3,200	-	
Memberships	1,000	1,000				1,000		1,000	-	
Training and Conferences	2,000	3,000				3,000		3,000	1,000	
Travel and Mileage	1,000	1,000				1,000		1,000	-	
Promotions	10,000	10,000				10,000		10,000	-	
Bank Charges - Special Events	500	500				500		500	-	
<b>Total General Expenses</b>	<b>130,700</b>	<b>161,700</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>161,700</b>		<b>-</b>	<b>161,700</b>	<b>31,000</b>
<b>Debt Charges</b>										
Principal Payments	3,807	3,807				3,807		3,807	-	
Interest Payments	554	554				554		554	-	
<b>Total Debt Charges</b>	<b>4,361</b>	<b>4,361</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,361</b>		<b>-</b>	<b>4,361</b>	<b>-</b>
<b>Transfer to (from) Reserves</b>										
Transfer from Reserves	-	-				-		-	-	
Transfer to Reserve	-	-				-		-	-	
<b>Total Reserve Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Operating Expenses and Transf</b>	<b>516,871</b>	<b>569,227</b>	<b>21,606</b>	<b>-</b>	<b>33,370</b>	<b>624,203</b>		<b>(45,286)</b>	<b>578,917</b>	<b>62,046</b>
<b>Net Operating Budget</b>	<b>441,871</b>	<b>479,227</b>	<b>21,606</b>	<b>(15,000)</b>	<b>33,370</b>	<b>519,203</b>		<b>(45,286)</b>	<b>473,917</b>	<b>32,046</b>
Incr/(Decr) from 2021						17.5%			7.3%	

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	TOUR-001
<b>Budget Issue Classification:</b>	Budget Enhancement
<b>Department:</b>	Community and Protective Services
<b>Budget Centre:</b>	Tourism and Culture
<b>Budget Impact:</b>	\$(15,000)

<b>Budget Issue Title:</b>	Grant Revenue Increase
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<b>Budget Request Classification:</b>	Base Budget
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<b>Budget Issue Detail</b>
<p>New government grant opportunities have arisen in late December that we feel we may be successful with our submissions therefore increasing the Tourism Grant revenue.</p>

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Tourism-Grants Revenue	\$(15,000)	\$(15,000)
<b>Total Budget Impact:</b>		<b>\$(15,000)</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	TOUR-002
<b>Budget Issue Classification:</b>	Budget Enhancement
<b>Department:</b>	Parks, Facilities, Recreation and Culture
<b>Budget Centre:</b>	Tourism
<b>Budget Impact:</b>	\$33,371

<b>Budget Issue Title:</b>	Students
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<b>Budget Request Classification:</b>	Base Budget
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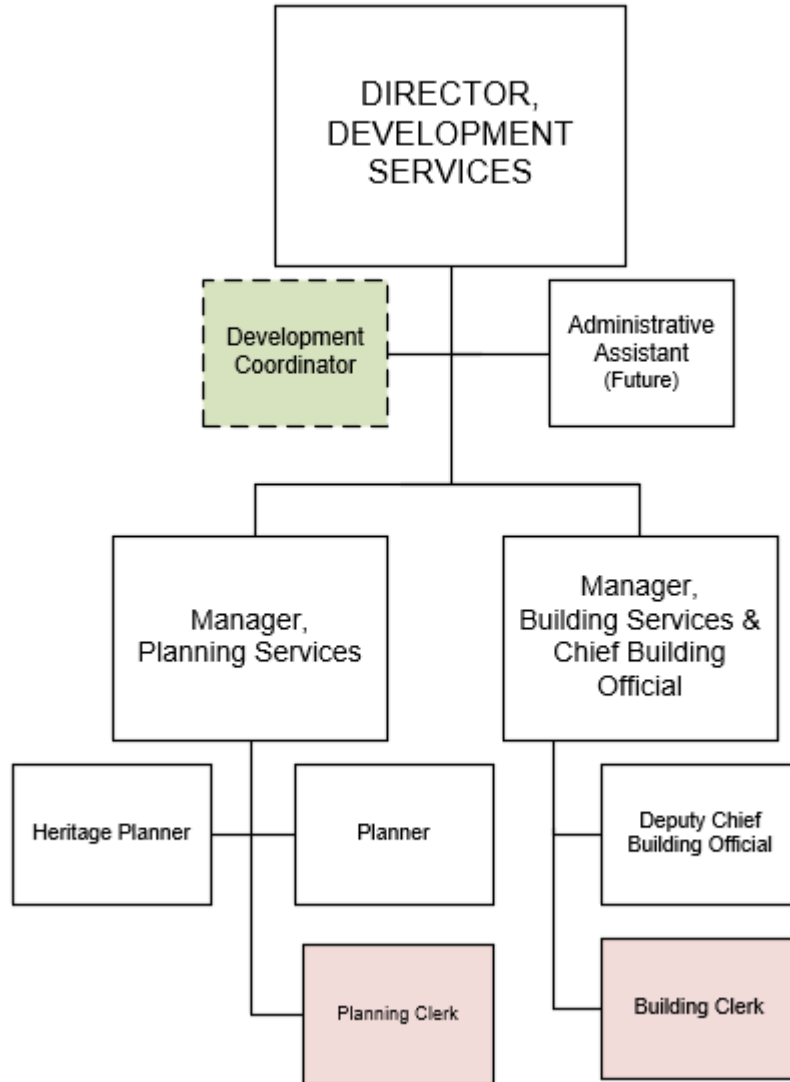
<p><b>Budget Issue Detail</b></p> <p><b>Tourism – Budget Increase \$33,371</b>                  Additional students are needed for logistics (set up, tear down) and programming support for the Open Air Weekends program, May 24, 2022 to October 2, 2022. In 2021, this particular budget item was allocated in the Parks department.</p> <p>These students would be responsible for the complete logistical set up, tear down, refuse management, operations, goodwill ambassadors and guest services assistance in the designated 2022 Open Air footprint under the management of the Tourism and Culture Department.</p> <p>Please note; Survey results from the November 22, 2021 report to Council estimated 64,310 people between August and September of 2021 were serviced. That is a lot of people!</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Salaries - Students (Tourism)	\$29,858	\$29,858
Benefits – (Tourism)	\$3,512	\$3,512
<b>Total Budget Impact:</b>		<b>\$33,371</b>





### A. Department Overview





## Department Description

The Amherstburg Planning Division 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 Division 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

## Building Division

The Building Division 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



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

<b>Permanent FTE's</b>	<b>2020</b>	<b>2021</b>	<b>2022 Proposed</b>
Full Time	7.00	8.00	9.00
Total FTE	7.00	8.00	9.00
<b>Net Change</b>	<b>0.00</b>	<b>1.00</b>	<b>+1.00*</b>

**Staffing Complement includes:**

*Full Time*

- 1.00 Director of Development Services
- 1.00 Chief Building Official
- 1.00 Managers of Planning
- 1.00 Deputy Building Official
- 2.00 Planners
- 2.00 Clerical Staff

**\*Proposed Changes:**

An Economic Development Officer was brought forward in the 2022 budget process but not recommended by Administration.

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

**Development Services  
 Building Services**

	2021 Total Budget	2022 Requested					2022 Recommended			
		2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)
<b>Revenue:</b>										
Administrative Charges	-	-	-	-	-	-		-	-	-
Indemnity Deposit Admin. Fees	11,760	11,760	9,040	-	20,800	BLDG-001		20,800	9,040	
Build Dept-Permits	523,700	523,700	310,000	-	833,700	BLDG-001		833,700	310,000	
Build Dept - Building Letters	2,900	2,900	-	-	2,900			2,900	-	
<b>Total Revenue</b>	<b>538,360</b>	<b>538,360</b>	<b>319,040</b>	<b>-</b>	<b>857,400</b>			<b>857,400</b>	<b>319,040</b>	
<b>Expenses:</b>										
<b>Salaries and Wages:</b>										
Salaries - Full Time	290,846	290,846	85,805	-	376,651			376,651	85,805	
Salaries - STD/LTD Credit	-	-	-	-	-			-	-	
Salaries - Full Time	290,846	290,846	85,805	-	376,651			376,651	85,805	
Salaries - Overtime	-	-	1,000	-	1,000			1,000	1,000	
Salaries - Part Time/Temporary	-	-	-	14,602	14,602	BLDG-002		14,602	14,602	
<b>Total Salaries and Wages</b>	<b>290,846</b>	<b>290,846</b>	<b>86,805</b>	<b>-</b>	<b>392,252</b>			<b>392,252</b>	<b>101,407</b>	
<b>Benefits:</b>										
<b>Total Benefits</b>	<b>119,721</b>	<b>119,721</b>	<b>34,012</b>	<b>-</b>	<b>155,644</b>	BLDG-002		<b>155,644</b>	<b>35,922</b>	
<b>General Expenses:</b>										
Uniforms	2,000	2,000	1,000	-	3,000			3,000	1,000	
Office Supplies	4,000	4,000	-	-	4,000			4,000	-	
Mobile Devices	1,500	1,500	720	-	2,220			2,220	720	
Memberships	1,400	1,400	630	-	2,030			2,030	630	
Training and Professional Developmen	6,450	6,450	1,000	-	7,450			7,450	1,000	
Travel and Mileage	500	500	-	-	500			500	-	
Professional Fees	4,000	4,000	-	6,000	10,000	BLDG-003	(6,000)	4,000	-	
Contracted Services	10,000	-	10,250	-	10,250	BLDG-004	(5,125)	5,125	(4,875)	
Cost Allocation - Overhead	81,874	81,874	52,900	-	134,774	NONDEPT-002		134,774	52,900	
Equipment	-	-	-	-	-			-	-	
<b>Total General Expenses</b>	<b>111,724</b>	<b>101,724</b>	<b>66,500</b>	<b>6,000</b>	<b>174,224</b>			<b>(11,125)</b>	<b>163,099</b>	<b>51,375</b>
<b>Equipment and Vehicle:</b>										
Gasoline	-	-	3,830	-	3,830			3,830	3,830	
Vehicle & Equipment Maintenance	1,000	1,000	-	-	1,000			1,000	-	
<b>Total Equipment and Vehicle</b>	<b>1,000</b>	<b>1,000</b>	<b>3,830</b>	<b>-</b>	<b>4,830</b>			<b>-</b>	<b>4,830</b>	<b>3,830</b>
<b>Total Expenses</b>	<b>523,291</b>	<b>513,291</b>	<b>191,147</b>	<b>6,000</b>	<b>726,950</b>			<b>(11,125)</b>	<b>715,825</b>	<b>192,534</b>
<b>Transfers to/(from) Reserves &amp; Funds:</b>										
Building Services Reserve Fund	15,069	25,069	105,381	-	130,450			11,125	141,575	126,506
Building Services Capital Reserve Fun	-	-	-	-	-			-	-	-
<b>Total Reserve Transfers</b>	<b>15,069</b>	<b>25,069</b>	<b>105,381</b>	<b>-</b>	<b>130,450</b>			<b>11,125</b>	<b>141,575</b>	<b>126,506</b>
<b>Total Operating Expenses and Transfer</b>	<b>538,360</b>	<b>538,360</b>	<b>296,528</b>	<b>6,000</b>	<b>857,400</b>			<b>-</b>	<b>857,400</b>	<b>319,040</b>
<b>Net Operating Budget</b>	<b>(0)</b>	<b>(0)</b>	<b>(22,512)</b>	<b>6,000</b>	<b>16,512</b>			<b>-</b>	<b>(0)</b>	<b>0</b>
Incr/(Decr) from 2021										0.0%

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	BLDG-001
<b>Budget Issue Classification:</b>	Budget Reduction
<b>Department:</b>	Planning & Development
<b>Budget Centre:</b>	Building
<b>Budget Impact:</b>	\$(319,040)

<b>Budget Issue Title:</b>	Revenue Increase
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<b>Budget Request Classification:</b>	Base Budget
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<b>Budget Issue Detail</b>	
<b>Indemnity Deposit Admin Fees – Revenue Increase \$9,040</b>	
This is an increase in forecasted revenue based on an estimated increase in permits. The indemnity deposit admin fee is applied to all permits that require indemnity deposits and the administration involved with processing the deposit refunds.	
<b>Building Permit Revenue – Revenue Increase \$310,000</b>	
Later this summer of 2021 Phase 7, 9 and 10 of Kingsbridge subdivision will open for permit applications. This will be a creation of over 380 lots, which is expected to sustain permit activity for the next 2 years. Other developments are currently in the planning and approval process, which is expected to be in the development stage within the next few years.	
It is expected that hotel development will be coming in 2022, continuation of the greenhouse development and the next phase of Boblo Island south end.	
Historical Permit Revenues	
2019	\$ 458,222
2020	\$1,042,932
2021*	\$1,000,000
<b>3-yr Avg</b>	<b>\$ 833,730</b>
*Projected	

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Indemnity Deposit Admin Fee	\$(9,040)	\$(9,040)
Building Permit Revenue	\$(310,000)	\$(310,000)
<b>Total Budget Impact:</b>		<b>\$(319,040)</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	BLDG-002
<b>Budget Issue Classification:</b>	Budget Enhancement
<b>Department:</b>	Planning & Development
<b>Budget Centre:</b>	Building/Planning
<b>Budget Impact:</b>	\$33,028

<b>Budget Issue Title:</b>	Part-Time Clerical (New)
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<b>Budget Request Classification:</b>	Base Budget
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<p><b>Budget Issue Detail</b></p> <p>This is a proposed, new, part-time position to assist in the clerical duties in both Building and Planning. The position may be filled from our existing part-time pool of employees and not necessarily a new hire.</p> <p>The position salary is estimated at \$29,203 (including vacation pay) plus benefits, based on a 24 hour work week at \$22.50/hour. The budget would be equally split between Building and Planning.</p> <p>The position will be required to assist in clerical duties which will include but not limited to:</p> <ul style="list-style-type: none"> <li>• Answering phone calls</li> <li>• Scheduling</li> <li>• Assist in document processing</li> <li>• Digital Filing</li> <li>• Clearance and closing out outstanding permits</li> </ul>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Salaries - Part-Time (Building)	\$14,602	\$14,602
Benefits – (Building)	\$1,912	\$1,912
Salaries - Part-Time (Planning)	\$14,602	\$14,602
Benefits – (Planning)	\$1,912	\$1,912
<b>Total Budget Impact:</b>		<b>\$33,028</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	BLDG-003
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Department:</b>	Planning & Development
<b>Budget Centre:</b>	Building
<b>Budget Impact:</b>	\$0

<b>Budget Issue Title:</b>	Professional Fees
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<b>Budget Request Classification:</b>	One-Time
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<b>Budget Issue Detail</b>
<p>It is anticipated that a new hotel and a proposed 6 storey apartment building applications will be submitted in the 2022 year. These building require specialize plan review as they are more complicated and require professional assistance</p>

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Professional Fees	\$6,000	\$6,000
<b>Total Budget Impact:</b>		<b>\$0</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	BLDG-004
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Department:</b>	Planning & Development
<b>Budget Centre:</b>	Building
<b>Budget Impact:</b>	\$5,125

<b>Budget Issue Title:</b>	Contracted Services
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<b>Budget Request Classification:</b>	Base Budget
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<p><b>Budget Issue Detail</b></p> <p>With the increase in building activity in the Town, it has become increasingly challenging for Administration to continue to deliver services in an efficient manner and within the timelines prescribed by the province. Managing the increased workload and accommodating staff vacation requests in a timely and efficient manner is becoming difficult to accomplish. Meeting service demands for permit processing during staff vacation has become an issue, as there are approximately 8 weeks of vacation leave to cover between the CBO and DCBO. Permits may not be able to be issued on a timely basis during a leave CBO or DCBO vacation leave as one or the other will have to cover for the mandatory inspections. Service levels will be negatively impacted without the consideration of additional resources to support the current level of building activity.</p> <p>Based on planning applications and development agreements already in place, growth in the Town of Amherstburg is projected to increase over the next 2 to 5 years and will be predominantly residential construction with some commercial construction anticipated as well.</p> <p>Contract service will also perform specialized plan review and inspections. (ie. Commercial, industrial and septic)</p> <p>The service is based on 6-weeks full time. The service can be used throughout the year and not necessary consecutive days.</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Contract Services	\$10,250	\$5,125
<b>Total Budget Impact:</b>		<b>\$5,125</b>



Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

Development Services  
 Planning

	2021 Total Budget	2022 Requested				2022 Total Budget	Issue Paper Ref. No.	2022 Recommended		
		2022 Base Budget	Request - Base Budget	Request - One Time	Request-Enhancement			Adjustments	2022 Total Budget	Budget Increase/ (Decrease)
<b>Revenue:</b>										
Planning -Consent and Minor Variances Fees	26,725	26,725	27,835		54,560	PLAN-001		54,560	27,835	
Planning - Flat Fees	53,000	53,000			53,000			53,000	-	
Planning - ERCA Plan Review Fees	-	-			-			-	-	
Planning-Legal Fees Recovery	-	-			-			-	-	
<b>Total Revenue</b>	<b>79,725</b>	<b>79,725</b>	<b>27,835</b>	<b>-</b>	<b>107,560</b>			<b>107,560</b>	<b>27,835</b>	
<b>Expenses:</b>										
<b>Salaries and Wages:</b>										
Salaries - Full Time	386,264	458,964	(115,853)		71,327	PLAN-002	(71,327)	343,111	(43,153)	
Salaries Overtime	-	-	1,000					1,000	1,000	
Salaries - CR.Re:S.T.D.	-	-			-			-	-	
Salaries - Part Time/Temporary	-	-			14,602	BLDG-002	-	14,602	14,602	
<b>Total Salaries and Wages</b>	<b>386,264</b>	<b>458,964</b>	<b>(114,853)</b>	<b>-</b>	<b>85,929</b>		<b>(71,327)</b>	<b>358,713</b>	<b>(27,551)</b>	
<b>Benefits:</b>										
<b>Total Benefits</b>	<b>127,897</b>	<b>151,661</b>	<b>(30,839)</b>	<b>-</b>	<b>1,911</b>	BLDG-002	<b>-</b>	<b>122,733</b>	<b>(5,164)</b>	
<b>General Expenses:</b>										
Office Supplies	3,000	3,000	(500)		2,500			2,500	(500)	
Mobile Devices	3,100	2,000	(264)		1,736			1,736	(1,364)	
Memberships	2,615	2,615	890		3,505			3,505	890	
Training and Professional Development	5,500	5,500	(2,000)		3,500			3,500	(2,000)	
Travel and Mileage	1,500	1,500	(500)		1,000			1,000	(500)	
Meeting Expenses	1,000	1,000	(100)		900			900	(100)	
Miscellaneous	-	-			-			-	-	
Legal Fees	-	-			-			-	-	
Professional Fees	135,000	35,000		197,500	232,500	PLAN-003	(47,500)	185,000	50,000	
<b>Total General Expenses</b>	<b>151,715</b>	<b>50,615</b>	<b>(2,474)</b>	<b>197,500</b>	<b>-</b>		<b>(47,500)</b>	<b>198,141</b>	<b>46,426</b>	
<b>Other Expenses:</b>										
LPAT Expenses	-	-			-			-	-	
ERCA Fee Remittance	-	-			-			-	-	
CIP Incentive Program	100,000	100,000			100,000		(100,000)	-	(100,000)	
<b>Total Other Expenses</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>(100,000)</b>	<b>-</b>	<b>(100,000)</b>	
<b>Total Expenses</b>	<b>765,875</b>	<b>761,240</b>	<b>(148,166)</b>	<b>197,500</b>	<b>87,839</b>		<b>(218,827)</b>	<b>679,586</b>	<b>(86,289)</b>	
<b>Transfer to (from) Reserves</b>										
Transfer from Reserve	(100,000)	-			-	PLAN-003	(25,000)	(25,000)	75,000	
Transfer to Reserves	-	-			-			-	-	
Transfer to Reserve - CIP	-	100,000			100,000		(100,000)	-	-	
Transfer from Reserve - CIP	(100,000)	(100,000)			(100,000)		100,000	-	100,000	
Transfer to Reserve	-	25,000			25,000			25,000	25,000	
<b>Total Reserve Transfers</b>	<b>(200,000)</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>(25,000)</b>	<b>-</b>	<b>200,000</b>	
<b>Total Operating Expenses and Transfers</b>	<b>565,875</b>	<b>786,240</b>	<b>(148,166)</b>	<b>197,500</b>	<b>87,839</b>		<b>(243,827)</b>	<b>679,586</b>	<b>113,711</b>	
<b>Net Operating Budget</b>	<b>486,150</b>	<b>706,515</b>	<b>(176,001)</b>	<b>197,500</b>	<b>87,839</b>		<b>(243,827)</b>	<b>572,026</b>	<b>85,876</b>	
Incr/(Decr) from 2021										
										67.8%
										17.7%

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	PLAN-1
<b>Budget Issue Classification:</b>	Budget Enhancement
<b>Department:</b>	Planning Services
<b>Budget Centre:</b>	Planning Services
<b>Budget Impact:</b>	\$(27,835)

<b>Budget Issue Title:</b>	Revenue Increase
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<b>Budget Request Classification:</b>	Base Budget
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<p><b>Budget Issue Detail</b></p> <p>The Planning Department has been experiencing a steady increase in the amount of Planning Act applications received. It is expected that the demand for minor variances and specifically consents and lot creation applications will continue into the foreseeable future.</p> <p>The base budget has been set as an average of consent and minor variance applications over the past three years.</p> <p>Three year average:          Consents 34 (34 x \$1020 per application = \$34680)          Minor Variances 28 (28 x \$710 per application = \$19880)</p> <p>Total \$54,560          This will result in an increase of \$27,835 in revenue.</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Minor Variance and Consents	\$(27,835)	\$(27,835)
<b>Total Budget Impact:</b>		<b>\$(27,835)</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	PLAN-002
<b>Budget Issue Classification:</b>	Budget Enhancement
<b>Department:</b>	Planning Services
<b>Budget Centre:</b>	Planning Services
<b>Budget Impact:</b>	\$71,327

<b>Budget Issue Title:</b>	Development Coordinator Position
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<b>Budget Request Classification:</b>	Base Budget
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### Budget Issue Detail

The Planning and Building Department has been experiencing a steady increase in the amount of Planning Act applications received. The Planning Act, Municipal Act, Building Code, and Provincial regulations outline the requirements for development applications, including mandatory consultations, increase in standard application information, and an increased standard in site plan approvals. It is expected that the Town will continue to expand its mandate for developers to enter into site plan agreement and development agreements to assist with ongoing development concerns and enforcing a high standard.

The Development Coordinator would be primarily responsible for carrying out the development review process of site plan and subdivision applications from submission to completion, including pre-consultation and formal applications, through liaison with internal departments and external agencies, and communicating the process and requirements for each development to the applicant in a timely manner.

The Development Coordinator would also be responsible for conducting on-site inspections during the construction and development phase to ensure compliance with legislation and agreements. This will be a proactive approach to monitoring and rectifying the nuisances during construction phases of development.

Position	Amherstburg	Lakeshore	Kingsville	Leamington	LaSalle	Essex
Director	1	1	1	1	1	1
Manager	1	1	1	2	1-supervisor	1
Planner	1	2	1	6	1-tech	2
Clerk	1		1	1	1	
Contract						1
Other	1 - Heritage				1-Plans Review	
Student		2		1		
<b>TOTAL STAFF</b>	<b>5</b>	<b>6</b>	<b>4</b>	<b>11</b>	<b>5</b>	<b>5</b>

### Budget Impact

Account Name	Requested Budget Change	Recommended Budget Change
Salaries – Full Time	\$71,327	\$0
<b>Total Budget Impact:</b>		<b>\$0</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	PLAN-003
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Department:</b>	Planning Services
<b>Budget Centre:</b>	Planning Services
<b>Budget Impact:</b>	\$50,000

<b>Budget Issue Title:</b>	Professional Fees
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<b>Budget Request Classification:</b>	One-Time
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### Budget Issue Detail

**Climate Change Adaptation Plan – Budget Increase \$0 (\$25,000 to be funded by Transfer from Reserve)**

The Windsor-Essex County Environment Committee is sounding the alarm and urging the City of Windsor and the County of Essex to declare Climate Emergencies and work together to reduce emissions; and the Council of the Town of Amherstburg declared a Climate Change emergency on November 12, 2019.

The preparation of a Climate Change Adaptation Plan for the Town of Amherstburg would engage the effort of Town Council, community stakeholders, Town Administration, and residents. The time, efforts, and local knowledge of these individuals is crucial in building community resilience in the face of a changing climate. A climate adaptation plan would inspire both Town Administration and community members in working together towards addressing local climate issues. The climate adaptation plan would be a reference and guide, not limited to the Administration of the Town of Amherstburg, but also intended for use by Members of Council, various stakeholders and partners, and members of the public.

The purpose of the Climate Adaptation Plan project is:

- To build capacity in the selected municipalities for integrating adaptation across the wider community and municipality; and
- To develop opportunities to collaborate with local stakeholders in carrying out vulnerability and risk assessments, create an adaptation plan/strategy to address the identified climate risks, and to support the implementation of a community-orientated adaptive action.

An estimate on the cost of the project was researched and supported from surrounding municipalities which recently completed a Climate Adaptation Plan. The cost of the project included an 18 month contract position from a qualified professional in developing climate adaptation plans. The cost of the project without grants was estimated at \$125,000. If the Town of Amherstburg is successful in receiving grants, the cost of the project would reduce the budget impact. This project will be contingent on successful grant funding from FCM.

**Planning Applications – Budget Increase \$50,000**

The Planning Department has recently seen a major increase in *Planning Act* applications including several major site plan agreements, plans of subdivisions, and an increase in Committee of Adjustment applications. The overall increase in *Planning Act* applications is expected to continue into 2022. The increase in interest for development projects in the Town has created a backlog of Planning Applications and the increase is expected to continue with major development projects projected for 2022.

Furthermore recent amendments to the *Planning Act* have also shortened the timelines for Municipalities to process and make decisions on *Planning Act* applications.

A one-time budget increase of \$50,000 is being requested to assist with the backlog of Planning applications and ensure that applications are processed in an efficient manner as required in the *Planning Act*.

**Noise Attenuation Special Policy – Budget Increase \$17,500**

The Council of the Town of Amherstburg recently directed staff to explore the opportunities for “agent of change” and by-laws to recognize noise and festivals. The Town of Amherstburg Official Plan currently has policies which address these items and can require supporting information including noise study’s during the Site plan approval process. However Council indicated that further by-laws should be explored. The potential by-law would outline a potential special policy area for the proposed music venue at the former Duffy’s site.

A special policy could strengthen the need for noise attenuation and outline the importance of integrating the public space and providing harmony with future development proposals.

Furthermore administration will be responsible for providing a noise review of potential development applications which are located in close proximity to the future public space. It is not expected to receive a large amount of Planning applications within the area, however any Planning application would require a professional noise engineer to provide an extra review of the proponents’ studies.

**Heritage Consulting – Budget Increase \$5,000**

This request is for consulting services to research and document heritage properties re designation (legal protection under Part IV of the Ontario Heritage Act) - to facilitate both new potential designation requests from property owners, and to amend existing designation bylaws and Properties of Interest as needed. The funding would help accommodate “issues arising” where documentation / research services are needed, as well improve the documentation of heritage properties in association with the potential development of a heritage conservation district(s)

The majority of the Town’s heritage designation bylaws are lacking in sufficient and/or accurate/ complete documentation requirements as per the Ontario Heritage Act. This doesn’t present a problem unless heritage designation bylaw amendments are requested by property owners or amendments are needed for other reasons at which point the property may need to be re-documented to meet the Acts current requirements. Additionally (and hopefully) we see more property owners coming forward to designate their properties, in which case the property would need to be researched/ documented. Also, the Town should proactively work at revising some of these designation bylaws each year to make them align with current Act requirements. Having accurate and defensible documentation of designated properties and Places of Interest will also be fundamental in forming the basis for a heritage conservation district and preclude appeals on the basis of accurate information.

While the Heritage Planner can take on some of this documentation work, as time permits, this is the type of work that a consultant can more efficiently undertake, leaving the Heritage Planner to focus on other work / priorities which must be done in-house. The Marsh Collection is an obvious choice to continue to contract or keep on retainer for some of this work. The Marsh Collection has been doing much work for the Town in the past, and such documentation work will need to continue.

This funding could potentially also be used to supplement other costs of Heritage Conservation District work if “issues arising” and the identified work does not completely use the funds.

**Budget Impact**

<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Professional Fees – Climate Change Adaptation Plan	\$125,000	\$100,000
Transfer from Reserve (to fund Climate Plan)	\$0	\$(25,000)
Federal Grant- Non-Departmental (one time)	\$0	\$(75,000)
Professional Fees – Planning Applications	\$50,000	\$50,000
Professional Fees – Noise Attenuation Policy	\$17,500	\$0
Professional Fees – Heritage Consulting	\$5,000	\$0
<b>Total Budget Impact:</b>		<b>\$50,000</b>

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

**Development Services  
 Economic Development**

	2021 Total Budget	2022 Requested					Issue Paper Ref. No.	2022 Recommended		
		2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget		Adjustments	2022 Total Budget	Budget Increase/ (Decrease)
<b>Revenue:</b>										
<b>Total Revenue</b>	-	-	-	-	-	-	-	-	-	-
<b>Expenses:</b>										
<b>Salaries and Wages:</b>										
Salaries - Full Time	-	-	127,704	-	75,960	203,664	ECDEV-001	(75,960)	127,704	127,704
Salaries Overtime	-	-	-	-	-	-		-	-	-
Salaries - CR.Re:S.T.D.	-	-	-	-	-	-		-	-	-
Salaries - Part Time/Temporary	-	-	-	-	-	-		-	-	-
<b>Total Salaries and Wages</b>	-	-	<b>127,704</b>	-	<b>75,960</b>	<b>203,664</b>		<b>(75,960)</b>	<b>127,704</b>	<b>127,704</b>
<b>Benefits:</b>										
<b>Total Benefits</b>	-	-	<b>40,736</b>	-	<b>28,812</b>	<b>69,548</b>	ECDEV-001	<b>(28,812)</b>	<b>40,736</b>	<b>40,736</b>
<b>General Expenses:</b>										
Office Supplies	-	-	500	2,000	500	3,000	ECDEV-001	(2,500)	500	500
Mobile Devices	-	-	264	-	480	744	ECDEV-001	(480)	264	264
Memberships	-	-	2,500	-	1,500	4,000	ECDEV-001	(1,500)	2,500	2,500
Training and Professional Development	-	-	2,000	-	750	2,750	ECDEV-001	(750)	2,000	2,000
Travel and Mileage	-	-	500	-	-	500		-	500	500
Meeting Expenses	-	-	100	-	-	100		-	100	100
Miscellaneous	-	-	-	-	-	-		-	-	-
Legal Fees	-	-	-	-	-	-		-	-	-
Professional Fees	-	-	-	-	-	-		-	-	-
<b>Total General Expenses</b>	-	-	<b>5,864</b>	<b>2,000</b>	<b>3,230</b>	<b>11,094</b>		<b>(5,230)</b>	<b>5,864</b>	<b>5,864</b>
<b>Other Expenses:</b>										
<b>Total Other Expenses</b>	-	-	-	-	-	-		-	-	-
<b>Total Expenses</b>	-	-	<b>174,304</b>	<b>2,000</b>	<b>108,002</b>	<b>284,306</b>		<b>(110,002)</b>	<b>174,304</b>	<b>174,304</b>
<b>Transfer to (from) Reserves</b>										
<b>Total Reserve Transfers</b>	-	-	-	-	-	-		-	-	-
<b>Total Operating Expenses and Transfers</b>	-	-	<b>174,304</b>	<b>2,000</b>	<b>108,002</b>	<b>284,306</b>		<b>(110,002)</b>	<b>174,304</b>	<b>174,304</b>
<b>Net Operating Budget</b>	-	-	<b>174,304</b>	<b>2,000</b>	<b>108,002</b>	<b>284,306</b>		<b>(110,002)</b>	<b>174,304</b>	<b>174,304</b>
Incr/(Decr) from 2021						100.0%			100.0%	

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	ECDEV-001
<b>Budget Issue Classification:</b>	Budget Enhancement
<b>Department:</b>	Economic Development
<b>Budget Centre:</b>	Economic Development
<b>Budget Impact:</b>	\$0

<b>Budget Issue Title:</b>	Economic Development Officer
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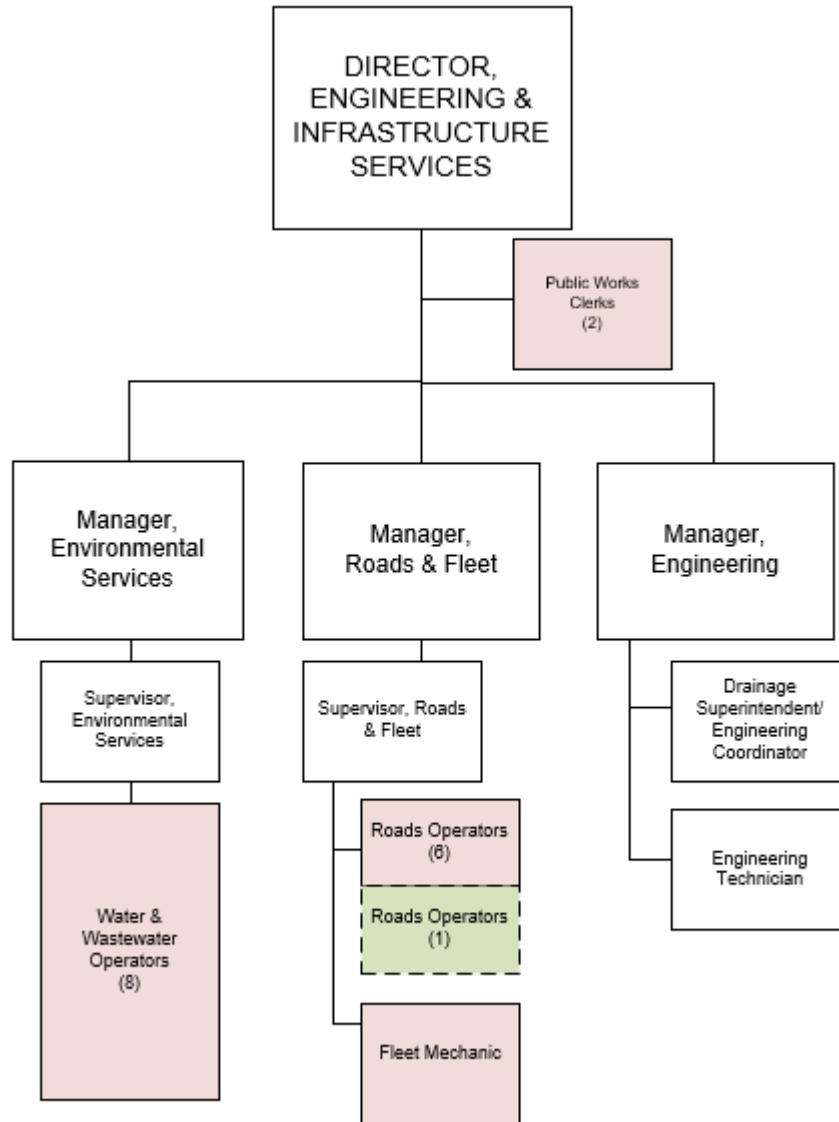
<b>Budget Request Classification:</b>	Base Budget
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<p><b>Budget Issue Detail</b></p> <p>This position is presented as a recommendation from the Economic Development Advisory Committee. Administration has not recommended this position at this time.</p> <p>Building activity is growing exponentially in Amherstburg making it even more evident that Amherstburg is the place to be.</p> <p>An Economic Development Officer would build on this momentum and create logical and sustainable growth, ensuring that economic development will benefit the residents, both present and future.</p> <p>This position will provide the leadership necessary to create a comprehensive economic development program with focus on continued business growth and job creation, generating increased tax revenue and employment income which will improve municipal finances and strengthen the Town's portfolio as a place to live, work and play.</p> <p>This is projected to be a Grade 6 position and the budget is presented at Level 3. Once approved, the position will be subject to salary review.</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Salary	\$75,960	\$0
Benefits	\$28,812	\$0
Office Supplies (Furniture/Fixtures) One-time & Base	\$2,500	\$0
Memberships	\$1,500	\$0
Training & Professional Development	\$750	\$0
Mobile Devices	\$480	\$0
<b>Total Budget Impact:</b>		<b>\$0</b>



### A. Department Overview







## 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**

<b>Permanent FTE's</b>	<b>2020</b>	<b>2021</b>	<b>2022 Proposed</b>
Full Time	25.00	25.00	26.00
Total FTE	25.00	25.00	26.00
<b>Net Change</b>	<b>0.00</b>	<b>0.00</b>	<b>+1.00*</b>

**Staffing Complement includes:**

*Full Time*

- 1.00 Director of Engineering & Public Works
- 3.00 Managers: Engineering, Roads & Fleet and Environmental Services
- 2.00 Clerical Staff
- 2.00 Supervisors: Roads & Fleet and Environmental Services
- 1.00 Drainage Superintendent
- 8.00 Water & Wastewater Operators
- 7.00 Roads Operators
- 1.00 Mechanic
- 1.00 Engineering Technician

**\*Proposed Changes:**

One Roads Operator position is proposed.

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

**Infrastructure Services  
 Drainage**

	2021 Total Budget	2022 Requested					2022 Recommended			
		2022 Base Budget	Request - Base Budget	Request - One Time	Request-Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)
<b>Revenue:</b>										
Recoveries - Landowners	1,265,000	1,265,000	480,000			1,745,000	DRAIN-001		1,745,000	480,000
<b>Grants</b>										
Provincial Grant - Drainage Superintending	58,000	58,000	(5,000)			53,000	DRAIN-001		53,000	(5,000)
Provincial Grant - Drain Maintenance	37,000	37,000	(7,000)			30,000	DRAIN-001		30,000	(7,000)
Provincial Grant -Drainage Construction	100,000	100,000	20,000			120,000	DRAIN-001		120,000	20,000
<b>Recoveries</b>										
Recoveries - Debenture Repayment	1,152	1,152				1,152			1,152	-
Tile Loans on Taxes	5,068	5,068				5,068			5,068	-
<b>Other</b>										
Inspection Fees - Tile Loans	-	-				-			-	-
Permit Fee-Drainage Entrance permit	-	-	2,500			2,500			2,500	2,500
Drainage Apportionments	2,500	2,500	2,500			5,000			5,000	2,500
<b>Total Revenue</b>	<b>1,468,720</b>	<b>1,468,720</b>	<b>493,000</b>	<b>-</b>	<b>-</b>	<b>1,961,720</b>			<b>1,961,720</b>	<b>493,000</b>
<b>Expenses:</b>										
<b>Salaries and Wages:</b>										
Salaries - Full Time	98,278	98,278	1,799			100,077			100,077	1,799
Salaries - Overtime	6,500	6,500				6,500			6,500	-
<b>Total Salaries and Wages</b>	<b>104,778</b>	<b>104,778</b>	<b>1,799</b>	<b>-</b>	<b>-</b>	<b>106,577</b>			<b>106,577</b>	<b>1,799</b>
<b>Benefits:</b>										
<b>Total Benefits</b>	<b>32,431</b>	<b>32,431</b>	<b>1,909</b>	<b>-</b>	<b>-</b>	<b>34,340</b>			<b>34,340</b>	<b>1,909</b>
<b>General Expenses:</b>										
Clothing	500	500				500			500	-
Professional and Engineering Fees	-	-				-			-	-
Mobile Devices	800	800	(300)			500			500	(300)
Memberships	425	425	50			475			475	50
Training and Professional Development	1,500	1,500				1,500			1,500	-
Write-offs	5,000	5,000				5,000			5,000	-
<b>Total General Expenses</b>	<b>8,225</b>	<b>8,225</b>	<b>(250)</b>	<b>-</b>	<b>-</b>	<b>7,975</b>			<b>7,975</b>	<b>(250)</b>
<b>Equipment and Vehicles:</b>										
Gasoline	2,000	2,000				2,000			2,000	-
Vehicle and Equipment Maintenance	1,000	1,000				1,000			1,000	-
Small Equipment	1,000	1,000				1,000			1,000	-
Vehicle Licences	150	150				150			150	-
<b>Total Equipment and Vehicles</b>	<b>4,150</b>	<b>4,150</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,150</b>			<b>4,150</b>	<b>-</b>
<b>Other Expenses</b>										
Drain Construction	1,153,000	1,153,000	562,000			1,715,000	DRAIN-002		1,715,000	562,000
Drain Maintenance	249,000	249,000	(69,000)			180,000	DRAIN-002		180,000	(69,000)
<b>Total Other Expenses</b>	<b>1,402,000</b>	<b>1,402,000</b>	<b>493,000</b>	<b>-</b>	<b>-</b>	<b>1,895,000</b>			<b>1,895,000</b>	<b>493,000</b>
<b>Debt Repayment</b>										
Drainage Debt - Principal	1,130	1,130	(1,130)			-			-	(1,130)
Drainage Debt - Interest	22	22	(22)			-			-	(22)
Tile Drainage Debt - Principal	4,510	4,510	271			4,781			4,781	271
Tile Drainage Debt - Interest	557	557	(271)			287			287	(271)
<b>Total Debt Charges</b>	<b>6,220</b>	<b>6,220</b>	<b>(1,152)</b>	<b>-</b>	<b>-</b>	<b>5,068</b>			<b>5,068</b>	<b>(1,152)</b>

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

**Infrastructure Services  
 Drainage**

	2021 Total Budget	2022 Requested					2022 Recommended			
		2022 Base Budget	Request - Base Budget	Request - One Time	Request-Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)
<b>Total Expenses</b>	<u>1,557,804</u>	<u>1,557,804</u>	<u>495,306</u>	<u>-</u>	<u>-</u>	<u>2,053,110</u>		<u>-</u>	<u>2,053,110</u>	<u>495,306</u>
<b>Transfer to (from) Reserves</b>										
Transfer from Reserves	-	-	-	-	-	-		-	-	-
Transfer to Reserves	-	-	-	-	-	-		-	-	-
<b>Total Reserve Transfers</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Operating Expenses and Transfers</b>	<u>1,557,804</u>	<u>1,557,804</u>	<u>495,306</u>	<u>-</u>	<u>-</u>	<u>2,053,110</u>		<u>-</u>	<u>2,053,110</u>	<u>495,306</u>
<b>Net Operating Budget</b>	<u>89,084</u>	<u>89,084</u>	<u>2,306</u>	<u>-</u>	<u>-</u>	<u>91,390</u>		<u>-</u>	<u>91,390</u>	<u>2,306</u>
Incr/(Decr) from 2021						2.6%			2.6%	

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	DRAIN-001
<b>Budget Issue Classification:</b>	Budget Reduction
<b>Department:</b>	Infrastructure Services
<b>Budget Centre:</b>	Drainage
<b>Budget Impact:</b>	\$488,000

<b>Budget Issue Title:</b>	Increase Revenue - Drainage
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<b>Budget Request Classification:</b>	Base Budget
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<p><b>Budget Issue Detail</b></p> <p>The Ontario Ministry of Food and Rural Affairs (OMAFRA) provides grants to landowners to encourage the development of agricultural land in an environmentally responsible manner. These grants help to offset the cost of municipal drain construction, improvement, maintenance, repair and operations. The provision of these grants for activities under the Drainage Act is called the Agricultural Drainage Infrastructure Program (ADIP). Also, under the ADIP, the Ministry provides grant to the Municipality for the cost of employing a Drainage Superintendent. The application for each of these grants is submitted to OMAFRA annually, with the value of the grants varying depending on the volume of work performed. From year to year, the scope of drain maintenance and construction work fluctuates. With this fluctuation, so too will the value of the ADIP maintenance and construction grants. Likewise, the grant for the cost of employing a Drainage Superintendent also varies, depending on the yearly hours spent by the Superintendent performing the duties that the Ministry considers eligible under the Drainage Act.</p> <p>It should be noted that the Drain Maintenance and Drain Construction grants are applied for by the Municipality on behalf of the eligible landowners to offset their assessments; the combination of grants and recoveries from landowners provides funding for the cost of the works that benefit the landowners. The estimated cost of works to be assessed as benefitting the Town (road share) is included as an expense under the Public Works budget centre.</p> <p>For the year 2022, the estimated grants are as follows:          \$ 30,000 - Drain Maintenance, requiring a budget impact of \$7,000          \$120,000 - Drain Construction, requiring a budget impact of \$(20,000)  <u>\$ 53,000</u> - Drainage Superintending, requiring a budget impact of \$5,000          \$203,000 Total – a net increase of \$8,000 in revenue from the base budget.</p> <p>Recoveries from landowners for drainage costs are estimated at \$1,745,000, a budget increase of \$480,000 based on projects planned for the year (see IP Drain-3).</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Recoveries from Landowners	\$(480,000)	\$(480,000)
Provincial Grant – Drainage Superintending	\$5,000	\$5,000
Provincial Grant – Drain Maintenance	\$7,000	\$7,000
Provincial Grant – Drain Construction	\$(20,000)	\$(20,000)
<b>Total Budget Impact:</b>		<b>\$(488,000)</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	DRAIN-002
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Department:</b>	Infrastructure Services
<b>Budget Centre:</b>	Drainage
<b>Budget Impact:</b>	\$493,000

<b>Budget Issue Title:</b>	Increase Drain Construction and Drain Maintenance Expense
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<b>Budget Request Classification:</b>	Base Budget
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<p><b>Budget Issue Detail</b></p> <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. From year to year, the scope of drain maintenance and construction work varies, depending largely on the number of requests received from landowners. Other factors, such as environmental restrictions, the timing of farming activities, and the processes by which new works of drainage are required to follow under the Drainage Act, affect the volume of work that may be completed on a yearly basis.</p> <p>Expenses for 2022 drainage works are estimated as follows:</p> <p>\$ 180,000 – Drain Maintenance (to finalize twenty (20) projects) – budget reduction of \$69,000  <u>\$1,715,000</u> – Drain Construction (for fifteen (23) projects) – budget increase of \$562,000  <b>\$1,895,000 – Total – a net increase of \$493,000 over base budget</b></p> <p>Funding for 2022 Drainage maintenance and construction is estimated as follows, adjustments are reflected in Issue Paper DRAIN-001:</p> <p>\$1,745,000 – recoveries from landowners and Town assessments – budget increase of \$480,000  <u>\$ 150,000</u> – Provincial Grants – budget reduction of \$13,000  <b>\$1,895,000 – Total – a net increase of \$493,000 over base budget</b></p> <p>Public Works expects to finalize twenty (20) Drain Maintenance projects at an estimated cost of \$249,000.00, and fifteen (15) Drain Construction Projects at an estimated cost of \$1,153,000. The total value of these projects is estimated at \$1,402,000.00.</p> <p>Assessments for Town Lands and Roads noted above will be funded under the Municipal Drain Expense item in the Public Works Budget Centre and are addressed under an Issue Paper for that budget centre.</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Drain Construction Expense	\$562,000	\$562,000
Drain Maintenance Expense	(\$69,000)	(\$69,000)
<b>Total Budget Impact:</b>		<b>\$493,000</b>

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

Infrastructure Services  
 Public Works

	2021 Total Budget	2022 Requested					2022 Recommended			
		2022 Base Budget	Request - Base Budget	Request - One Time	Request-Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)
<b>Revenue:</b>										
Recoveries - Wastewater expenses	516,400	516,400	83,800		600,200	NONDEPT-002		600,200	83,800	
Recoveries - Water expenses	80,300	80,300	13,000		93,300	NONDEPT-002		93,300	13,000	
Recoveries - Pelee Drainage Superint	35,000	35,000			35,000			35,000	-	
Fee Revenue	35,500	35,500	5,000	-	40,500	EPW-001		40,500	5,000	
Service Charges	5,000	5,000			5,000			5,000	-	
Proceeds on Sale of Assets	-	-			-			-	-	
Proceeds on Sale of Materials	-	-			-			-	-	
<b>Total Revenue</b>	<b>672,200</b>	<b>672,200</b>	<b>101,800</b>	<b>-</b>	<b>774,000</b>			<b>-</b>	<b>774,000</b>	<b>101,800</b>
<b>Expenses:</b>										
<b>Salaries and Wages:</b>										
Salaries - Full Time	1,098,813	1,098,813	25,972	-	134,971	EPW-002 & 014	(74,589)	1,185,167	86,354	
Salaries - Overtime	50,000	50,000	-	-	50,000			50,000	-	
Salaries - Part Time/Temporary	75,431	75,431	4,207	-	79,638			79,638	4,207	
<b>Total Salaries and Wages</b>	<b>1,224,244</b>	<b>1,224,244</b>	<b>30,179</b>	<b>-</b>	<b>1,389,394</b>		<b>(74,589)</b>	<b>1,314,805</b>	<b>90,561</b>	
<b>Benefits:</b>										
<b>Total Benefits</b>	<b>382,163</b>	<b>382,163</b>	<b>21,881</b>	<b>-</b>	<b>455,406</b>		<b>(27,568)</b>	<b>427,838</b>	<b>45,675</b>	
<b>General Expenses:</b>										
Uniforms	7,500	7,500	1,000		8,500	EPW-002 & 014	(500)	8,000	500	
Health and Safety	-	-			-			-	-	
Office Supplies	5,000	5,000			5,000			5,000	-	
Mobile Devices	5,200	5,200		120	5,320	EPW-002 & 014	(120)	5,200	-	
Memberships	3,000	3,000			3,000			3,000	-	
Training and Conferences	20,500	20,500	2,000		22,500	EPW-002 & 014	(1,000)	21,500	1,000	
Professional Fees	103,000	22,000		250,000	272,000	EPW-003	(125,000)	147,000	44,000	
Property Taxes	4,000	4,000			4,000			4,000	-	
<b>Total General Expenses</b>	<b>148,200</b>	<b>67,200</b>	<b>3,000</b>	<b>-</b>	<b>320,320</b>		<b>(126,620)</b>	<b>193,700</b>	<b>45,500</b>	
<b>Equipment and Vehicles:</b>										
Radio Maintenance	-	-	9,400		9,400			9,400	9,400	
Vehicle and Equipment - Fuel	130,000	130,000	65,000		195,000	EPW-004		195,000	65,000	
Vehicle and Equipment - Maintenance	140,000	140,000			140,000			140,000	-	
Vehicle Licences	15,000	15,000	5,000		20,000	EPW-005		20,000	5,000	
Service Agreement - Radios	9,400	9,400	(9,400)		-			-	(9,400)	
Small Equipment	16,500	16,500	-	6,500	23,000	EPW-014	(6,500)	16,500	-	
Equipment Rental	5,000	5,000			5,000			5,000	-	
<b>Total Equipment and Vehicles</b>	<b>315,900</b>	<b>315,900</b>	<b>70,000</b>	<b>-</b>	<b>392,400</b>		<b>(6,500)</b>	<b>385,900</b>	<b>70,000</b>	
<b>Road Maintenance:</b>										
West Nile Virus Prevention	7,000	7,000			7,000			7,000	-	
Municipal Drain Expense	400,000	165,000		25,000	190,000	EPW-006		190,000	(210,000)	
Road Maintenance	836,050	751,050	5,000	-	756,050	EPW-007		756,050	(80,000)	
Railway Crossings	3,700	3,700			3,700			3,700	-	
Culverts and Bridges	25,000	25,000			25,000			25,000	-	
Storm and Sewer Drains	100,000	100,000	7,500	2,500	110,000	EPW-008		110,000	10,000	
Sidewalk Maintenance and Repairs	60,000	60,000	15,000		75,000	EPW-009		75,000	15,000	
<b>Total Road Maintenance</b>	<b>1,431,750</b>	<b>1,111,750</b>	<b>27,500</b>	<b>27,500</b>	<b>1,166,750</b>		<b>-</b>	<b>1,166,750</b>	<b>(265,000)</b>	

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

**Infrastructure Services  
 Public Works**

	2021 Total Budget	2022 Requested					Issue Paper Ref. No.	2022 Recommended		
		2022 Base Budget	Request - Base Budget	Request - One Time	Request-Enhancement	2022 Total Budget		Adjustments	2022 Total Budget	Budget Increase/(Decrease)
<b>Traffic Signal Maintenance:</b>										
Traffic Signal Maintenance	15,000	15,000	5,000			20,000	EPW-010	20,000	5,000	
Traffic Signs and Devices	40,000	40,000	15,000			55,000	EPW-010	55,000	15,000	
Utilities for Traffic Control	15,000	15,000				15,000		15,000	-	
<b>Total Traffic Signal Maintenance - Public Works</b>	<b>70,000</b>	<b>70,000</b>	<b>20,000</b>	<b>-</b>	<b>-</b>	<b>90,000</b>		<b>90,000</b>	<b>20,000</b>	
<b>Traffic Street Light Maintenance:</b>										
Streetlights - Utilities	110,000	110,000				110,000		110,000	-	
General Maintenance	50,000	50,000	(10,000)			40,000	EPW-011	40,000	(10,000)	
Streetlights - Rural Intersection	-	-				-		-	-	
<b>Total Street Light Maintenance</b>	<b>160,000</b>	<b>160,000</b>	<b>(10,000)</b>	<b>-</b>	<b>-</b>	<b>150,000</b>		<b>150,000</b>	<b>(10,000)</b>	
<b>Tree Maintenance</b>										
<b>Total Tree Maintenance</b>	<b>135,000</b>	<b>135,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>135,000</b>		<b>135,000</b>	<b>-</b>	
<b>Other Expenses</b>										
Mosquito Control Program	55,000	55,000				55,000		55,000	-	
Transit expense	50,000	-				-		-	(50,000)	
<b>Total Other Expenses</b>	<b>105,000</b>	<b>55,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>55,000</b>		<b>55,000</b>	<b>(50,000)</b>	
<b>Solid Waste</b>										
<b>Total Solid Waste</b>	<b>1,466,700</b>	<b>1,466,700</b>	<b>43,000</b>	<b>-</b>	<b>-</b>	<b>1,509,700</b>	EPW-012	<b>1,509,700</b>	<b>43,000</b>	
<b>Total Expenses</b>	<b>5,438,957</b>	<b>4,987,957</b>	<b>205,560</b>	<b>27,500</b>	<b>442,953</b>	<b>5,663,970</b>		<b>(235,277)</b>	<b>5,428,693</b>	<b>(10,264)</b>
<b>Debt Charges</b>										
Principal Payments	226,956	226,956				226,956		226,956	-	
Interest Payments	144,566	144,566				144,566		144,566	-	
<b>Total Debt Charges</b>	<b>371,522</b>	<b>371,522</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>371,522</b>		<b>371,522</b>	<b>-</b>	
<b>Transfer to (from) Reserves</b>										
Transfer from Reserves	(235,000)	-		(25,000)		(25,000)	EPW-006 & 003	(125,000)	(150,000)	85,000
TRANSFERS FROM DEFERRED REVENUE										
Transfer from DC Reserve	(50,000)	-				-		-	50,000	
Transfer to Reserve - Plans and Studies	(36,000)	45,000				45,000		45,000	81,000	
Transfer to Reserve Fund - DCs	-	-				-		-	-	
Transfer to Reserve - Streetlights - New	12,000	12,000				12,000		12,000	-	
Capital Expenditures	-	-				-		-	-	
Transfer to Reserve - Fleet	300,000	300,000	250,000			550,000	EPW-013	550,000	250,000	
Transfer to Reserves	50,000	-				-		-	(50,000)	
<b>Total Reserve Transfers</b>	<b>41,000</b>	<b>357,000</b>	<b>250,000</b>	<b>(25,000)</b>	<b>-</b>	<b>582,000</b>		<b>(125,000)</b>	<b>457,000</b>	<b>416,000</b>
<b>Total Operating Expenses and Transfers</b>	<b>5,851,479</b>	<b>5,716,479</b>	<b>455,560</b>	<b>2,500</b>	<b>442,953</b>	<b>6,617,492</b>		<b>(360,277)</b>	<b>6,257,215</b>	<b>405,736</b>
<b>Net Operating Budget</b>	<b>5,179,279</b>	<b>5,044,279</b>	<b>353,760</b>	<b>2,500</b>	<b>442,953</b>	<b>5,843,492</b>		<b>(360,277)</b>	<b>5,483,215</b>	<b>303,936</b>
Incr/(Decr) from 2021						12.8%		5.9%		



## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	EPW-001
<b>Budget Issue Classification:</b>	Budget Reduction
<b>Department:</b>	Engineering and Public Works
<b>Budget Centre:</b>	Public Works
<b>Budget Impact:</b>	\$(5,000)

<b>Budget Issue Title:</b>	Right-Of-Way Revenue Increase
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<b>Budget Request Classification:</b>	Base Budget
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<b>Budget Issue Detail</b>
<p>Administration is recommending a \$5,000 increase to Right-Of-Way Revenue based on historical actuals:</p> <p style="padding-left: 40px;">2018: \$24,200                  2019: \$38,800                  2020: \$47,600                  2021: \$57,500 <i>as at Nov 30, 2021</i></p>

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Fee Revenue - Right-Of-Way	\$(5,000)	\$(5,000)
<b>Total Budget Impact:</b>		<b>\$(5,000)</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	EPW-002
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Department:</b>	Engineering and Public Works
<b>Budget Centre:</b>	Public Works
<b>Budget Impact:</b>	\$86,103

<b>Budget Issue Title:</b>	Staff Request – Roads Operator
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<b>Budget Request Classification:</b>	Base Budget
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### Budget Issue Detail

Administration is recommending 1 Full-Time Roads Operator position to assist with the day to day operations in the Roads Division.

The Roads Division in the Infrastructure Services Department is responsible for the maintenance of many components of the Town's infrastructure. A large amount of time and resources in this area is dedicated to ensure the Town's compliance to the Ontario Regulation 366/18 – Minimum Maintenance Standards for Municipal Highways which provides municipalities with the minimum requirements for the following items:

- Road Maintenance
  - Road Patrol
  - Potholes
  - Shoulder Drop-Offs
  - Surface Discontinuities
  - Cracks
- Luminaires/Street lights
- Traffic Lights
- Traffic Signs
- Sidewalk Maintenance
- Winter Control
  - Roads
  - Sidewalks
  - Bike Lanes

In addition to the work required to meet the Maintenance Standards, the Roads Division has the following additional programs which are completed on an annual basis:

- Street Sweeping
- Weed Spraying
- Tree Maintenance
- Trimming
- Planting
- Removals
- Roadside and Wide Area Cutting
- Brushing Mowing
- Storm Pumps and Outlets
- Catch Basin Maintenance and Repairs

The street sweeper and roadside & wide area cutting require dedicated staff from spring to fall.

When performing the duties required for Road Patrol, a staff person must drive all roads based on Road Classification and Patrolling Frequencies required under the Ontario Regulation. The Road Classification has been updated with the information from the current Roads Needs Study. Road Patrol duties have increased due to the increase in daily traffic counts and additional road networks being constructed in the Town. The following are the roads which identify the classification and frequencies of patrolling:

Road Classification	Patrolling Frequencies	Amherstburg Roads
Class 2	2 times every 7 days	Concession 3 N – County Road 8 to North Side Road Alma Street – Meloche Road to Walker Road
Class 3	Once every 7 days	Concession 2 N North Sideroad Concession 3 N Concession 5 N Concession 6 N Concession 8 N Texas Road Concession 6 S Concession 7 S South Sideroad
Class 4	Once every 14 days	Concession 2 N Concession 4 N Concession 8 N Texas Road South Sideroad Concession 4 N Concession 5 N Fryer Street Lowe's Sideroad Meloche Road Richmond Street Dalhousie Street Malden Colchester Townline
Class 5/6	Once every 30 days	Subdivisions and remaining roads

Any concerns found during Road Patrol are noted in work orders and must be addressed according to timelines set out in the regulations. Adequate staffing is needed to ensure issues are rectified as required.

Currently, the Public Works - Roads Division has 6 full-time union staff to complete all of the services outlined above. All of these services improve the quality of the life for residents of the Town as well as mitigating risk and liability to the municipality by performing required maintenance to Town infrastructure. The additional staff will assist with a more effective and efficient delivery of these services.

In review of the Winter Control Maintenance, the Town has 8 winter plow routes for roadways and 3 winter plow routes for sidewalks. Winter Control is completed by Roads and Water/Wastewater staff which currently has a combined staff compliment of 13 staff. The Equipment Operators are limited to the amount of driving time under the Hours of Service Regulations. Under the Hours of Service Regulations, Equipment Operators are able to work 14 hours and of which, 13 hours can be driving. After 14 hours of work, the Equipment Operators are required to have 10 hours off-duty of which, 8 hours has to be consecutive. In larger snow events experience in recent years, Equipment Operators have timed out in their driving hours which has limited the Town's ability to maintain snow covered roads and sidewalks. This would have liability concerns when the Town is not able to meet the regulated minimum standards. The addition of a Roads Operator will reduce the risk of not meeting regulated standards.

Without adequate staffing levels, the Town's ability to meet provincial regulations may be at risk. If required inspections and remedial work are not performed in a timely manner the Town could face liabilities from damage to property or harm to residents. Furthermore, not having the proper staffing levels has already been noticed in the amount of increased residential complaints on the timeliness of road related work. The lack of staff doing preventive road maintenance will leave the Town open to possible and avoidable liabilities.

Also, not having appropriate staffing levels will result in higher risk for workplace injuries from burn out or from rushing to get to the next task to meet requirements.

The additional staff will assist with a more effective and efficient delivery of the services provided by the Roads Division of Infrastructure Services Department and reduce the risk of liability to the Town.

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Salaries – Full Time	\$60,382	\$60,382
Benefits - CPP	\$3,431	\$3,431
Benefits - EI	\$1,125	\$1,125
Benefits - OMERS	\$5,454	\$5,454
Benefits - EHT	\$1,177	\$1,177
Benefits - Greenshield	\$5,663	\$5,663
Benefits - Sunlife	\$3,985	\$3,985
Benefits - WSIB	\$1,946	\$1,946
Benefits – Post Retirement Benefits	\$1,040	\$1,040
Uniforms	\$500	\$500
Training and Professional Development	\$1000	\$1000
Computer Cost (capital cost)	\$400	\$400
	<b>Total Budget Impact:</b>	<b>\$86,103</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	EPW-003
<b>Budget Issue Classification:</b>	Budget Enhancement
<b>Department:</b>	Engineering and Public Works
<b>Budget Centre:</b>	Public Works
<b>Budget Impact:</b>	\$0

<b>Budget Issue Title:</b>	Transportation Masterplan - Downtown Movement and Parking Study
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<b>Budget Request Classification:</b>	One-Time
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<p><b>Budget Issue Detail</b></p> <p>Administration is recommending a Transportation Masterplan be initiated in 2022.</p> <p>The objective of the Plan is to ensure that the Town’s transportation system can accommodate growth and meet the needs of pedestrians, cyclists, transit users, goods movement and automobiles up to 2052.</p> <p>This plan will also include speed limit review, traffic calming and an extensive review of the downtown core which will include parking and traffic movement. The consultant who completes the study will be required to complete extensive public consultation.</p> <p>The estimated budget required for this study is \$250,000 and will be split over two years.</p> <p>2022 expenditure will be funded from Plan &amp; Studies reserve.</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Professional Fees	\$250,000	\$125,000
Transfer from Reserve (one-time)	\$0	(\$125,000)
<b>Total Budget Impact:</b>		<b>\$0</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	EPW-004
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Department:</b>	Engineering and Public Works
<b>Budget Centre:</b>	Public Works
<b>Budget Impact:</b>	\$61,170

<b>Budget Issue Title:</b>	Increase to Fuel
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<b>Budget Request Classification:</b>	Base Budget
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### Budget Issue Detail

Fuel Prices fluctuated throughout 2021 to extremes, even dropping below the January rates at times, but closed the year with a significant increase from Jan 2021 to Dec 2021:

Per L Prices at Jan 3, 2021		Per L Prices at Dec 5, 2021		Increase
Diesel	\$0.935	Diesel	\$1.235	32%
Dyed Diesel	\$0.855	Dyed Diesel	\$1.155	35%
Unleaded	\$0.890	Unleaded	\$1.230	38%

It is expected that the Fleet will be slightly more active as the pandemic restrictions subside and work levels return to normal. Administration is estimating the quantity of fuel to increase by 2% in 2022 and the rates to increase by 5%, which results in a projected \$65,000 increase of fuel costs.

#### Overall 2021 Usage and Cost:

2021	Quantity (L)	Rate/L (\$)	Cost (\$)
Diesel	38,998	0.86	33,705
Dyed Diesel	26,009	0.76	19,831
Unleaded	83,972	0.77	64,503
<b>Total Fuel Costs Jan 3-Dec 5, 2021:</b>			<b>\$118,040</b>

#### 2022 Projected Usage and Cost, with 2% increase to Quantity and 5% increase over Dec 2021:

2021	Quantity (L)	Rate/L (\$)	Cost (\$)
Diesel	39,778	1.30	51,582
Dyed Diesel	26,529	1.21	32,173
Unleaded	85,651	1.29	110,619
<b>2022 Total Projected Costs:</b>			<b>\$194,374</b>

The current budget for fuel is \$130,000 and resides in the Public Works department. The increase recommended is \$65,000 which will bring the total Town fuel budgets to \$195,000. Administration is also recommending the fuel budgets be reallocated to the departments that have fleet, based on their 2021 consumption however, the data will be monitored and reallocated each year as there was only one year of data available when determining the department fuel allocation.

Fuel will continue to be managed overall by the Public Works department, using software that tracks usage to the end user departments.

Recommended Fuel 2022 Budgets by Department:

	2021	2022	Required Increase & Reallocation
Public Works	\$130,000	\$83,180	\$(46,820)
Water/WW		\$36,002	\$36,002
Bylaw		\$4,793	\$4,793
Parks		\$18,786	\$18,786
Building		\$3,830	\$3,830
Clerks		\$1,472	\$1,472
Facilities		\$12,951	\$12,951
<b>Totals:</b>	<b>\$130,000</b>	<b>\$195,000</b>	<b>\$65,000</b>

**Budget Impact**

Account Name	Requested Budget Change	Recommended Budget Change
Vehicle & Equipment Fuel - Public Works	\$65,000	\$(46,820)
Vehicle & Equipment Fuel – Water/WW		\$36,002
Vehicle & Equipment Fuel - Bylaw		\$4,793
Vehicle & Equipment Fuel - Fire		\$18,786
Vehicle & Equipment Fuel - Parks		\$33,986
Vehicle & Equipment Fuel - Building		\$3,830
Vehicle & Equipment Fuel - Clerks		\$1,472
Vehicle & Equipment Fuel - Facilities		\$12,951
<b>Total Budget Impact:</b>		<b>\$65,000</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	EPW-005
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Department:</b>	Engineering and Public Works
<b>Budget Centre:</b>	Public Works
<b>Budget Impact:</b>	\$5,000

<b>Budget Issue Title:</b>	Vehicle Licenses
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<b>Budget Request Classification:</b>	Base Budget
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<b>Budget Issue Detail</b>
<p>This budget centre covers the annual license plate renewal for the entire fleet. The entire fleet consist of 49 units that request plate renewal. Annual License Plate Renewal cost \$120 per vehicle for common vehicles to \$2,000 for tandem dump truck.</p> <p>Based on 2020 Actuals a \$5,000 increase to the base budget is required.</p>

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Vehicle Licenses	\$5,000	\$5,000
<b>Total Budget Impact:</b>		<b>\$5,000</b>



## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	EPW-006
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Department:</b>	Engineering and Public Works
<b>Budget Centre:</b>	Public Works
<b>Budget Impact:</b>	\$0

<b>Budget Issue Title:</b>	Increase to Municipal Drain Expense
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<b>Budget Request Classification:</b>	One-Time
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<p><b>Budget Issue Detail</b></p> <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. From year to year, the scope of drain maintenance and construction work varies, depending largely on the number of requests received from landowners. Other factors, such as environmental restrictions, the timing of farming activities, and the processes by which new works of drainage are required to follow under the Drainage Act, affect the volume of work that may be completed on a yearly basis.</p> <p>Drain maintenance and construction projects are yearly occurrences that require Town funding to pay for its share of drainage assessments. Failure to move forward with these projects could place landowners and Town property at risk of flooding and other damage resulting from poor storm water conveyance.</p> <p>Assessments for Town Lands and Roads are funded under the Municipal Drain Expense item in the Public Works Budget Centre. This value has increased from the 2021 base budget of \$165,000 to \$190,000 due to the forecasted number and cost of maintenance and construction projects in 2022. The projected Town share of drainage assessments for numerous other drain construction and maintenance projects have been factored into the 2022 Construction and Maintenance Expense estimates, resulting in a budget increase of \$25,000.</p> <p>The one-time cost to be funded by Transfer from Reserve.</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Municipal Drain Expense (One-Time)	\$25,000	\$25,000
Transfer from Reserve (One-Time)	\$(25,000)	\$(25,000)
<b>Total Budget Impact:</b>		<b>\$0</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	EPW-007
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Department:</b>	Engineering and Public Works
<b>Budget Centre:</b>	Road Maintenance
<b>Budget Impact:</b>	\$5,000

<b>Budget Issue Title:</b>	Road Maintenance – Dust Control
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<b>Budget Request Classification:</b>	Base Budget
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<b>Budget Issue Detail</b>	
<p>There are approximately 30.757 kilometres (61 lane kilometers) of gravel roads in the Town of Amherstburg. The follow chart outlines the locations and kms:</p>	
<b>Road Name</b>	<b>KM of Gravel Roads</b>
North Sideroad	6.126
Texas Road	5.654
Concession 9 South	5.251
South Sideroad	3.624
Colchester-Malden Road	1.994
Concession 7 South	2.822
Concession 5 South	1.075
Knapps Island Road	1.647
McLeod Road	1.587
Concession 2 South	0.633
Victoria Street North	0.344
<b>Total</b>	<b>30.757 km</b>
<p>It takes approximately 300,000 litres of material to treat the gravel roads with a single treatment of dust control.</p>	

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Road Maintenance – Dust Control	\$5,000	\$5,000
<b>Total Budget Impact:</b>		<b>\$5,000</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	EPW-008
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Department:</b>	Engineering and Public Works
<b>Budget Centre:</b>	Public Works
<b>Budget Impact:</b>	\$10,000

<b>Budget Issue Title:</b>	Storm Drain Maintenance
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<b>Budget Request Classification:</b>	Base Budget and One-Time
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<p><b>Budget Issue Detail</b></p> <p>Infrastructure Services has installed 7 weather stations across the Town in order to track and collect data on weather events. The units provide information on rain amounts, rain rates, wind speeds and direction and temperature. The weather stations provide information that is useful for collecting data during rain events, information for winter control and during emergency responses for wind speed and direction.</p> <p>This request will be replace existing weather stations located at Public Works and McGregor Lagoons. These units were installed in 2011 and require replacement. In addition to the weather station replacements, this request includes monthly maintenance to be completed from March to November.</p> <p>Weather Station Replacement @ \$1,250 per unit = \$2,500  Weather Station Maintenance 10 months @ \$750 = \$7,500</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Storm Drain Maintenance (One-Time)	\$2,500	\$2,500
Storm Drain Maintenance (Base Budget)	\$7,500	\$7,500
<b>Total Budget Impact:</b>		<b>\$10,000</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	EPW-009
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Department:</b>	Engineering and Public Works
<b>Budget Centre:</b>	Public Works
<b>Budget Impact:</b>	\$15,000

<b>Budget Issue Title:</b>	Sidewalk Maintenance
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<b>Budget Request Classification:</b>	Base Budget
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<b>Budget Issue Detail</b>
<p>Currently, the Sidewalk Maintenance and Repair Budget is \$60,000. This amount is utilized to complete spot repairs. Annually, the Town completes the inspection and identifies any hazards that require repairs. The Roads Division utilizes a concrete scarifier unit to grind down trip ledges. In addition, the Town contracts the replacement of section of sidewalks as required and identified in the annual inspections. This budget line has been overspent for the past few years. The additional funds will provide for more repairs and reduce the risk of sidewalk trip and fall claims.</p>

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Sidewalk Maintenance	\$15,000	\$15,000
<b>Total Budget Impact:</b>		<b>\$15,000</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	EPW-010
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Department:</b>	Engineering and Public Works
<b>Budget Centre:</b>	Public Works
<b>Budget Impact:</b>	\$15,000

<b>Budget Issue Title:</b>	Traffic Signals
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<b>Budget Request Classification:</b>	Base Budget
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<p><b>Budget Issue Detail</b></p> <p><b>Traffic Signal Maintenance – Budget Increase \$5,000</b>          This additional budget increase is to cover the cost to maintain the aging Traffic Signal Infrastructure. There are 5 intersections and one pedestrian crossing in Town that are managed by Traffic Signalization.</p> <p><b>Traffic Signs and Devices – Budget Increase \$15,000</b>          The traffic sign depend on illumination by way of vehicle lights and streetlights to be seen by driver’s driving at night. Currently, the Town completes retroreflective inspections on the traffic signs in the rural areas of the Amherstburg. The plan is expand the retro reflectivity inspections to include the urban area to ensure that all traffic signs are inspected annual for their reflective properties. The current cost to inspect the rural signs are \$7,600 excluding HST. The estimated cost of completing retro reflectivity inspections for urban area is \$10,000. The outcomes of the retro reflectivity inspections will cause signs to be replaced due to failure. The increase budget includes an additional \$5,000 to replace the failed signs.</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Traffic Signal Maintenance	\$5,000	\$5,000
Traffic Signs and Devices	\$15,000	\$15,000
<b>Total Budget Impact:</b>		<b>\$20,000</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	EPW-011
<b>Budget Issue Classification:</b>	Budget Reduction
<b>Department:</b>	Engineering and Public Works
<b>Budget Centre:</b>	Public Works
<b>Budget Impact:</b>	\$(10,000)

<b>Budget Issue Title:</b>	Streetlight Maintenance
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<b>Budget Request Classification:</b>	Base Budget
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<b>Budget Issue Detail</b>
<p>A few years ago the Town converted all our streetlights to LED. We kept the budget at \$50,000 as we were unsure of what we would experience after the conversion program. However, in seeing the trend for the last few years, we would be comfortable reducing it to \$40,000.</p>

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Sidewalk Maintenance	\$(10,000)	\$(10,000)
<b>Total Budget Impact:</b>		<b>\$(10,000)</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	EPW-012
<b>Budget Issue Classification:</b>	Non-Discretionary
<b>Department:</b>	Engineering and Public Works
<b>Budget Centre:</b>	Waste Collection
<b>Budget Impact:</b>	\$43,000

<b>Budget Issue Title:</b>	Waste Collection
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<b>Budget Request Classification:</b>	Base Budget
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### Budget Issue Detail

The Garbage and Yard Waste Collection is a contracted service provided by Windsor Disposal Services Limited until 2027. The White Goods Collection and the Collection Calendar are under programs through the EWSWA.

Based on the contract, the Garbage and Yard Waste Collections costs increase by the Consumer Price Index on an annual basis. In addition to the CPI, the Town will have approximately 350 new home constructions. Based on growth and the CPI increase, the Town is estimating an increase of \$33,000 in Garbage and \$4,600 Yard Waste.

The White Goods Collection and Collections Calendar are programs provided under the Essex Windsor Solid Waste Authority.

The Waste Collection has the following items included annual waste collection program:

<b>Contracted Service</b>	<b>2021 Budget</b>	<b>2022 Estimated Budget</b>	<b>Required Budget Increase</b>
Garbage Collection	\$557,000	\$590,000	\$33,000
White Goods Collection	\$7,000	\$7,500	\$500
Collection Calendar		\$3,000	\$3,000
Yard Waste Collection	\$111,200	\$117,700	\$6,500
<b>Total Budget Impact</b>	<b>\$675,200</b>	<b>\$718,200</b>	<b>\$43,000</b>

It should be noted, surrounding local municipalities have seen a significant increase to contract prices that the collection provider attributes to the pandemic.

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Waste Collection	\$43,000	\$43,000
<b>Total Budget Impact:</b>		<b>\$43,000</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	EPW-013
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Department:</b>	Engineering and Public Works
<b>Budget Centre:</b>	Fleet Reserve
<b>Budget Impact:</b>	\$250,000

<b>Budget Issue Title:</b>	Fleet Reserve
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<b>Budget Request Classification:</b>	Base Budget
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<p><b>Budget Issue Detail</b></p> <p>The 2020 net book value of the Town's vehicle assets were \$1.9M. The forecasted 2021 year-end Fleet Reserve balance is projected to be approximately \$770,000. The reserve is significantly underfunded.</p> <p>The 2022 base budget includes a \$300,000 contribution to the Fleet Reserve. Administration is recommending an additional \$250,000 be added to the base budget bringing the annual Transfer to the Fleet Reserve to \$550,000.</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Transfer to Reserve - Fleet	\$250,000	\$250,000
<b>Total Budget Impact:</b>		<b>\$250,000</b>



## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	EPW-014
<b>Budget Issue Classification:</b>	Budget Enhancement
<b>Department:</b>	Engineering and Public Works
<b>Budget Centre:</b>	Public Works
<b>Budget Impact:</b>	\$0

<b>Budget Issue Title:</b>	Staff Request - Mechanic
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<b>Budget Request Classification:</b>	Base Budget
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### Budget Issue Detail

Currently, the Town has one fleet mechanic which operates out of the Public Works shop on Sandwich Street. The fleet mechanic is responsible for the maintenance of all vehicles, light trucks, heavy trucks and equipment used by all departments for the Town.

#### Vehicle and Equipment Status

Based on the Town's Asset Management Plan, the Town has the following fleet and equipment that requires maintenance and repairs on a continuous basis:

<b>Vehicles and Trucks</b>	<b># of Units</b>
General Vehicles	12
Light Trucks	19
Medium Trucks	10
Heavy/Fire Trucks	10
<b>Equipment</b>	<b># of Units</b>
Equipment (weed whips, saws, push mowers, plows, salters)	179
Heavy Equipment (backhoes, tractors, grader, sweeper)	15
<b>Total</b>	<b>245</b>

The current mechanic attempts to complete preventative maintenance on the vehicles and equipment but would find it difficult due to interruptions on breakdowns and repairs. The additional mechanic would allow more time to complete preventative maintenance and will ensure vehicles and equipment are maintained on a routine basis. This position would also help reduce the downtime associated with breakdowns which would improve the level of service provided by the departments depending on the vehicles and equipment to perform their daily duties.

Based on the Asset Management Program, the following is the value of the Vehicle and Equipment:

	<b>Vehicle</b>	<b>Equipment</b>
<b>Asset Cost</b>	\$5,208,740	\$2,766,640
<b>Depreciated Value</b>	(\$3,362,147)	(\$1,498,151)
<b>Current Value of Assets</b>	\$1,846,593	\$1,268,489

As the Fleet becomes older, the breakdowns increase which causes down time. In addition, the need for mechanic services increases in order to maintain the vehicles and equipment.

**Contracted Services**

The Fleet Mechanic currently uses contract services for work that requires more time commitment or the proposed work is over the capabilities of the shop and mechanic. Although there will still be a need to contract some work due to shop limitation this would be greatly reduced with the addition of a second mechanic.

**Mechanic Services Coverage**

Currently, when the Fleet Mechanic is sick or on vacation, the Town is unable to maintain or repair the fleet and equipment. In some cases, the Manager of Roads and Fleet is required to outsource any emergency work to local shop and other non-emergency work during the mechanic absence. Some non-emergency work must wait until the Fleet Mechanic is back in the shop. Furthermore, the Fleet Mechanic had a medical issue in November of 2018. The mechanic was off on long term sick leave. Administration had difficulties hire a temporary mechanic but due to the temporary nature of placement. Fleet Services went from November to April with no mechanic which meant all work was outsourced to local shops. The following is the monthly Fleet Maintenance cost prior, during and with a temporary mechanic:

	Year	0402	Staffing	0402 Monthly Avg	
Jan-Nov 19 2018		209,719.56	\$93,507.98	\$ 19,508.80	
Nov 19-Dec 2018		\$ 95,449.50	\$ -	\$ 76,359.60	From Nov 19, 2018 thru April 23, 2019 there was no mechanic
Jan-May 2019		\$57,364.38	\$ -	\$ 39,341.10	
June - Dec 2019		288,302.60	\$ 68,669.81	\$36,037.83	

The Fleet Mechanic is responsible for the routine maintenance and repair of the vehicles and equipment for all departments for the Town. The routine maintenance and repairs ensure the Town’s fleet is maintained in safe operating condition. The Town staff and public safety are paramount in the daily operation of the vehicles and equipment. In addition, the routine maintenance will ensure the vehicles and equipment are operating efficiently to reduce breakdowns and delays in providing services for the Amherstburg residents.

**Budget Impact**

Account Name	Requested Budget Change	Recommended Budget Change
Salaries – Full Time	\$74,589	\$0
Benefits	\$27,568	\$0
Training and Professional Development	\$1,000	\$0
Clothing	\$500	\$0
Small Equipment (One-Time)	\$6,500	\$0
Computer (Capital Cost)	\$4,700	\$0
Mobile	\$120	\$0
<b>Total Budget Impact:</b>		<b>\$0</b>

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

Infrastructure Services  
 Water

	2021 Total Budget	2022 Requested					2022 Recommended			
		2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)
<b>REVENUES:</b>										
Sale of Water	5,124,000	5,124,000	897,967		6,021,967	WATER-001		6,021,967	897,967	
Filling Station Revenue	4,000	4,000			4,000			4,000	-	
New Service Fees	80,000	70,000	77,897		147,897	WATER-001		147,897	67,897	
Miscellaneous Revenue	-	-			-			-	-	
Water Tower Licence Agreement Leases	18,633	18,633			18,633			18,633	-	
Investment Income	10,000	10,000			10,000			10,000	-	
<b>Total Revenues</b>	<b>5,236,633</b>	<b>5,226,633</b>	<b>975,864</b>	-	<b>6,202,497</b>			<b>6,202,497</b>	<b>965,864</b>	
<b>EXPENSES:</b>										
<b>Salaries and Wages</b>										
Salaries - Full Time	828,067	828,067	25,546	-	853,613			853,613	25,546	
Salaries - Overtime	27,500	27,500			27,500			27,500	-	
Salaries - Part Time/Temporary	10,019	10,019	498		21,034	WATER-002		21,034	11,015	
<b>Total Salaries and Wages</b>	<b>865,586</b>	<b>865,586</b>	<b>26,044</b>	-	<b>902,147</b>			<b>902,147</b>	<b>36,561</b>	
<b>Benefits</b>										
<b>Total Benefits</b>	<b>325,163</b>	<b>325,163</b>	<b>17,542</b>	-	<b>344,061</b>	WATER-002		<b>344,061</b>	<b>18,898</b>	
<b>General Expenses</b>										
Clothing	8,500	8,500	300		9,300	WATER-002		9,300	800	
Training and Conferences	14,000	14,000			14,000			14,000	-	
Cost Allocation - Operating Expenses	80,300	80,300	13,000		93,300	NONDEPT-002		93,300	13,000	
Cost Allocation - Overhead	613,800	613,800	78,700		692,500	NONDEPT-002		692,500	78,700	
Office Supplies	1,000	1,000			1,000			1,000	-	
Advertising	750	750			750			750	-	
Professional Fees	25,000	25,000	-	15,000	40,000	WATER-006		40,000	15,000	
Mobile Devices	2,600	2,600			2,600			2,600	-	
Memberships	1,000	1,000			1,000			1,000	-	
Conservation Authority Levy	64,300	64,300	(4,300)		60,000			60,000	(4,300)	
<b>Total General Expenses</b>	<b>811,250</b>	<b>811,250</b>	<b>87,700</b>	<b>15,000</b>	<b>914,450</b>			<b>914,450</b>	<b>103,200</b>	
<b>Building Expenses</b>										
General Insurance	149,500	149,500	2,400		151,900	CLERKS-003		151,900	2,400	
Utilities	210,000	210,000			210,000			210,000	-	
General Maintenance	7,000	7,000			7,000			7,000	-	
Property Taxes	28,000	28,000			28,000			28,000	-	
<b>Total Building Expenses</b>	<b>394,500</b>	<b>394,500</b>	<b>2,400</b>	-	<b>396,900</b>			<b>396,900</b>	<b>2,400</b>	
<b>Equipment and Vehicles</b>										
Radio Maintenance	-	-	9,400		9,400			9,400	9,400	
Vehicle MTCE - Tires	5,000	5,000			5,000			5,000	-	
Vehicle and Equipment Maintenance	12,000	12,000			12,000			12,000	-	
Vehicle and Equipment Maintenance	17,000	17,000			17,000			17,000	-	
Service Agreement - Radios	9,400	9,400	(9,400)		-			-	(9,400)	
Fuel and Chemicals	-	-	75,000		75,000	WATER-003		75,000	75,000	
Miscellaneous Water Equipment	25,600	20,000			20,000			20,000	(5,600)	
Collection and Billing Expense	180,000	180,000			180,000			180,000	-	
<b>Total Equipment and Vehicles</b>	<b>232,000</b>	<b>226,400</b>	<b>75,000</b>	-	<b>301,400</b>			<b>301,400</b>	<b>69,400</b>	

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

Infrastructure Services  
 Water

	2021 Total Budget	2022 Requested					2022 Recommended			
		2022 Base Budget	Request - Base Budget	Request - One Time	Request- Enhancement	2022 Total Budget	Issue Paper Ref. No.	Adjustments	2022 Total Budget	Budget Increase/ (Decrease)
<b>Contracted Services</b>										
Contract OCWA	642,600	642,600	158,300			800,900	WATER-004		800,900	158,300
OCWA Maintenance Items	50,000	50,000				50,000			50,000	-
<b>Total Contracted Services</b>	<b>692,600</b>	<b>692,600</b>	<b>158,300</b>	-	-	<b>850,900</b>		-	<b>850,900</b>	<b>158,300</b>
<b>Service Maintenance</b>										
Service Maintenance	103,000	103,000				103,000			103,000	-
Main Maintenance	60,000	60,000				60,000			60,000	-
Backflow Prevention	27,000	27,000				27,000			27,000	-
Water Meter Repairs and Maintenance	115,000	85,000				85,000			85,000	(30,000)
Sample Station Repairs and Maintenance	8,000	2,000				2,000			2,000	(6,000)
Water Valve Repair and Maintenance	19,000	19,000				19,000			19,000	-
Blowoff Repairs and Maintenance	3,000	3,000				3,000			3,000	-
Fire Hydrant Repair and Maintenance	14,000	10,000	4,000			14,000			14,000	-
Coin Operated Filling Stations (2)	3,000	3,000				3,000			3,000	-
<b>Total Service Maintenance</b>	<b>352,000</b>	<b>312,000</b>	<b>4,000</b>	-	-	<b>316,000</b>		-	<b>316,000</b>	<b>(36,000)</b>
<b>Water Programs</b>										
DWQMS Audit expenses	5,000	5,000				5,000			5,000	-
Water Conservation Program	1,500	1,500				1,500			1,500	-
<b>Total Water Programs</b>	<b>6,500</b>	<b>6,500</b>	-	-	-	<b>6,500</b>		-	<b>6,500</b>	-
<b>Total Expenses before Reserves and Debt Charge</b>	<b>3,679,599</b>	<b>3,633,999</b>	<b>370,986</b>	<b>15,000</b>	<b>12,373</b>	<b>4,032,358</b>		-	<b>4,032,358</b>	<b>352,759</b>
<b>Transfer to/(from) Reserves</b>										
Transfer to Reserves	(437,504)	-				-			-	437,504
Transfer to Capital - Water	-	-				-			-	-
Transfer to Reserves			25,000			25,000	WATER-005		25,000	25,000
Transfer to Reserve Fund - Water	200,000	200,000				200,000			200,000	-
Transfer from Reserve Fund - Water	-	-				-			-	-
Transfer from Reserves	-	(437,504)	(316,475)			(753,979)			(753,979)	(753,979)
<b>Total Transfer to Reserve - Water</b>	<b>(237,504)</b>	<b>(237,504)</b>	<b>(291,475)</b>	-	-	<b>(528,979)</b>		-	<b>(528,979)</b>	<b>(291,475)</b>
<b>Debt Charges - Water</b>										
Principle	225,413	225,413				225,413			225,413	-
Interest	128,966	128,966				128,966			128,966	-
<b>Total Debt Charges - Water</b>	<b>354,379</b>	<b>354,379</b>	-	-	-	<b>354,379</b>		-	<b>354,379</b>	-
<b>Total Operating Expenses and Transfers</b>	<b>3,796,473</b>	<b>3,750,873</b>	<b>79,511</b>	<b>15,000</b>	<b>12,373</b>	<b>3,857,758</b>		-	<b>3,857,758</b>	<b>61,284</b>
<b>Net Operating Budget (Surplus)</b>	<b>(1,440,160)</b>	<b>(1,475,760)</b>	<b>(896,353)</b>	<b>15,000</b>	<b>12,373</b>	<b>(2,344,740)</b>		-	<b>(2,344,740)</b>	<b>(904,580)</b>
<b>Surplus Transfer to Water Reserve</b>	<b>1,440,160</b>					<b>2,344,740</b>		-	<b>2,344,740</b>	<b>904,580</b>
<b>Net Total</b>	<b>0</b>					<b>(0)</b>		-	<b>(0)</b>	<b>(0)</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	WATER-001
<b>Budget Issue Classification:</b>	Budget Reduction
<b>Department:</b>	Engineering and Public Works
<b>Budget Centre:</b>	Water
<b>Budget Impact:</b>	\$975,864

<b>Budget Issue Title:</b>	Revenue Increase
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<b>Budget Request Classification:</b>	Base Budget
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<p><b>Budget Issue Detail</b></p> <p>The Water rates in the User Fee Schedule have been updated. The result is a budget increase of \$897,967 in the Sale of Water and \$77,897 in the New Service Fees budget lines for a total increase of \$975,864.</p> <p>Sale of Water increase was calculated by the sum of the Capital CPI as per the 2016 AMP and the Q3 2021 Non-Residential Construction CPI rate.</p> <p>The 2016 Asset Management Plan indicates 2% Capital CPI. The CPI for non-residential construction at Q3 2021 is at 8.3%.</p> <p>The New Service Fees were increased by the Q3 2021 Non-Residential Construction CPI rate.</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Sale of Water – Water Consumption	\$897,967	\$897,967
New Service Fees - Water	\$77,897	\$77,897
	<b>Total Budget Impact:</b>	<b>\$975,864</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	Water-002
<b>Budget Issue Classification:</b>	Budget Enhancement
<b>Department:</b>	Engineering and Public Works
<b>Budget Centre:</b>	Water
<b>Budget Impact:</b>	\$12,373

<b>Budget Issue Title:</b>	Summer Students
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<b>Budget Request Classification:</b>	Base Budget
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<p><b>Budget Issue Detail</b></p> <p>In years past, the Water Department has only had one student for hydrant painting and weed whipping of hydrants.</p> <p>With the addition of CityWorks and our new GIS Antenna we have an opportunity to really update our mapping system by locating all of our curb boxes (water shutoffs), sewer cleanouts and other items that currently are not in our database. This additional information will drastically expedite locates for these services when we have repairs, replacements or even home owner requests to dig.</p> <p>The Water Dept is asking for one additional student, (two total) to accomplish these tasks.</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Salaries - Students	\$10,517	\$10,517
Benefits – (Water)	\$1,356	\$1,356
Clothing	\$500	\$500
<b>Total Budget Impact:</b>		<b>\$12,373</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	WATER-003
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Department:</b>	Engineering and Public Works
<b>Budget Centre:</b>	Water
<b>Budget Impact:</b>	\$75,000

<b>Budget Issue Title:</b>	WTP Diesel & Chemicals
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<b>Budget Request Classification:</b>	Base Budget
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<p><b>Budget Issue Detail</b></p> <p>In 2022 under the new anticipated agreement with OCWA, the Town will be taking over the purchasing of diesel fuel and chemicals for the Water Treatment Plant. This saves the Town the 15% administrative markup we receive by going through OCWA.</p> <p>Based on totals from 2020 and forecasted totals for 2021, the Water Department is requesting \$75,000 be put aside for these items.</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
WTP Diesel & Chemicals	\$75,000	\$75,000
<b>Total Budget Impact:</b>		<b>\$75,000</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	WATER-004
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Department:</b>	Engineering and Public Works
<b>Budget Centre:</b>	Water
<b>Budget Impact:</b>	\$158,300

<b>Budget Issue Title:</b>	Water Contracted Services - OCWA
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<b>Budget Request Classification:</b>	Base Budget
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<p><b>Budget Issue Detail</b></p> <p>It is anticipated that 2022 will be the first year for OCWA's new agreement with the Town of Amherstburg for the operation and maintenance of the water and wastewater treatment services.</p> <p>The number being put forward is the estimated increase based on their recent proposal that has yet to go to Council.</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Contracted Services - OCWA	\$158,300	\$158,300
<b>Total Budget Impact:</b>		<b>\$158,300</b>



## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	WATER-005
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Department:</b>	Engineering and Public Works
<b>Budget Centre:</b>	Water
<b>Budget Impact:</b>	\$25,000

<b>Budget Issue Title:</b>	Water Master Plan
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<b>Budget Request Classification:</b>	Base Budget
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<b>Budget Issue Detail</b>
<p>The Water Department is asking for \$25,000 annually over five years for a total of \$125,000 as a Transfer to Reserve and dedicate the funds towards the upcoming Water Master Plan.</p>

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Transfer to Reserve – Master Plan	\$25,000	\$25,000
<b>Total Budget Impact:</b>		<b>\$25,000</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	WATER-006
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Department:</b>	Engineering and Public Works
<b>Budget Centre:</b>	Water and Wastewater
<b>Budget Impact:</b>	\$30,000

<b>Budget Issue Title:</b>	Water and Wastewater
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<b>Budget Request Classification:</b>	One-Time
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<b>Budget Issue Detail</b>
<p>Water and Wastewater Departments have requested a one-time \$30,000 budget addition in the Professional Fees line item for funds towards the updated the Town's water and wastewater rate model. The original rate model was developed in 2012 and needs to be updated to better represent the current financial system and provide better data with respect to the development of water and wastewater rates.</p>

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Professional Fees - Wastewater	\$15,000	\$15,000
Professional Fees - Water	\$15,000	\$15,000
<b>Total Budget Impact:</b>		<b>\$30,000</b>

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

**Infrastructure Services  
 Wastewater**

	2021 Total Budget	2022 Requested					2022 Total Budget	Issue Paper Ref. No.	2022 Recommended	
		2022 Base Budget	Request - Base Budget	Request - One Time	Request-Enhancement	2022 Total Budget			Adjustments	2022 Total Budget
<b>REVENUES:</b>										
Locals - Sewer	306,701	306,701				306,701		306,701	-	
Locals - Sewer Front and C.	1,646	1,646				1,646		1,646	-	
McGregor Lagoon Joint Use Agreement	24,000	24,000				24,000		24,000	-	
Sewage Surcharge	6,235,000	6,235,000	435,612			6,670,612	WW-001	6,670,612	435,612	
Sanitary Sewer - Misc	105,000	105,000				105,000		105,000	-	
Interest Income - Bank Account	10,000	10,000				10,000		10,000	-	
<b>Total Revenue</b>	<b>6,682,347</b>	<b>6,682,347</b>	<b>435,612</b>	<b>-</b>	<b>-</b>	<b>7,117,959</b>		<b>7,117,959</b>	<b>435,612</b>	
<b>EXPENSES:</b>										
<b>Sanitary Sewer Collection System (SSCS)</b>										
<b>Building</b>										
General Insurance	180,000	180,000	26,150			206,150	CLERKS-003	206,150	26,150	
Property Taxes	85,000	85,000				85,000		85,000	-	
<b>Total Building</b>	<b>265,000</b>	<b>265,000</b>	<b>26,150</b>	<b>-</b>	<b>-</b>	<b>291,150</b>		<b>291,150</b>	<b>26,150</b>	
<b>General Expenses</b>										
Cost allocation -Overhead	210,600	210,600	31,000			241,600	NONDEPT-002	241,600	31,000	
Cost allocation - operating expenses	516,400	516,400	83,800			600,200	NONDEPT-002	600,200	83,800	
Professional Fees	60,000	30,000	-	15,000		45,000	WATER-007	45,000	(15,000)	
Collection and Billing Expense	13,000	13,000				13,000		13,000	-	
<b>Total General Expenses - SSCS</b>	<b>800,000</b>	<b>770,000</b>	<b>114,800</b>	<b>15,000</b>	<b>-</b>	<b>899,800</b>		<b>899,800</b>	<b>99,800</b>	
<b>Environmental Services</b>										
General Maintenance	15,000	15,000				15,000		15,000	-	
Sewer Flushing	35,000	35,000	5,000			40,000	WW-002	40,000	5,000	
Service Connection Inspection and Camera	2,000	2,000				2,000		2,000	-	
Service Connection Repair and Maintenance	35,000	35,000				35,000		35,000	-	
Fuel and Chemicals	-	-	202,500			202,500	WW-003	202,500	202,500	
Maintenance - Inflow and Infiltration	360,000	360,000				360,000		360,000	-	
Manhole Cleaning and Maintenance	10,000	10,000				10,000		10,000	-	
<b>Total Environmental Services - SSCS</b>	<b>457,000</b>	<b>457,000</b>	<b>207,500</b>	<b>-</b>	<b>-</b>	<b>664,500</b>		<b>664,500</b>	<b>207,500</b>	
<b>Total Expenses - Sanitary Sewage Collection System</b>	<b>1,522,000</b>	<b>1,492,000</b>	<b>348,450</b>	<b>15,000</b>	<b>-</b>	<b>1,855,450</b>		<b>1,855,450</b>	<b>333,450</b>	
<b>Amherstburg Sanitary Sewer Treatment System (ASSTS)</b>										
<b>General</b>										
Utilities	335,000	335,000				335,000		335,000	-	
Property Taxes	8,000	8,000				8,000		8,000	-	
<b>Total General - ASSTS</b>	<b>343,000</b>	<b>343,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>343,000</b>		<b>343,000</b>	<b>-</b>	
<b>Environmental Services</b>										
Sludge - Landfill Tipping Fees	70,000	70,000				70,000		70,000	-	
Contract OCWA - A'burg Plant	351,900	351,900	131,200			483,100	WW-004	483,100	131,200	
OCWA Maintenance Items	110,000	110,000				110,000		110,000	-	
OCWA After Hour Call In	25,000	25,000				25,000		25,000	-	
<b>Total Environmental Services - ASSTS</b>	<b>556,900</b>	<b>556,900</b>	<b>131,200</b>	<b>-</b>	<b>-</b>	<b>688,100</b>		<b>688,100</b>	<b>131,200</b>	
<b>Total Expenses - Amherstburg Sanitary Sewer Treatment System</b>	<b>899,900</b>	<b>899,900</b>	<b>131,200</b>	<b>-</b>	<b>-</b>	<b>1,031,100</b>		<b>1,031,100</b>	<b>131,200</b>	
<b>McGregor Sewage Lagoon System (MSLS)</b>										
<b>Building</b>										
Utilities	22,000	22,000				22,000		22,000	-	
Property Taxes	2,500	2,500				2,500		2,500	-	
<b>Total Building Expenses - MSLS</b>	<b>24,500</b>	<b>24,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>24,500</b>		<b>24,500</b>	<b>-</b>	

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

**Infrastructure Services  
 Wastewater**

	2021 Total Budget	2022 Requested					Issue Paper Ref. No.	2022 Recommended		
		2022 Base Budget	Request - Base Budget	Request - One Time	Request-Enhancement	2022 Total Budget		Adjustments	2022 Total Budget	Budget Increase/ (Decrease)
<b>Environmental Services</b>										
Contract OCWA - McGregor	167,280	167,280	(47,980)			119,300	WW-004	119,300	(47,980)	
OCWA Plant Maintenance Items	35,000	35,000				35,000		35,000	-	
OCWA After Hour Call In	10,000	10,000				10,000		10,000	-	
<b>Total Environmental Services - MSLS</b>	<b>212,280</b>	<b>212,280</b>	<b>(47,980)</b>	<b>-</b>	<b>-</b>	<b>164,300</b>		<b>164,300</b>	<b>(47,980)</b>	
<b>Total Expenses - McGregor Sewage Lagoon Sys</b>	<b>236,780</b>	<b>236,780</b>	<b>(47,980)</b>	<b>-</b>	<b>-</b>	<b>188,800</b>		<b>188,800</b>	<b>(47,980)</b>	
<b>Edgewater Sewage Lagoon System (ESLS)</b>										
<b>Building</b>										
Utilities	27,000	27,000				27,000		27,000	-	
Property Taxes	35,000	35,000				35,000		35,000	-	
<b>Total Building - ESLS</b>	<b>62,000</b>	<b>62,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>62,000</b>		<b>62,000</b>	<b>-</b>	
<b>Environmental Services</b>										
Contract OCWA - Edgewater Lagoon Treatment	173,400	173,400	(55,200)			118,200	WW-004	118,200	(55,200)	
OCWA Plant Maintenance Items	45,000	45,000				45,000		45,000	-	
OCWA After Hour Call In	5,000	5,000				5,000		5,000	-	
OCWA Mevers Pump Stations	10,000	10,000				10,000		10,000	-	
<b>Total Environmental Services - ESLS</b>	<b>233,400</b>	<b>233,400</b>	<b>(55,200)</b>	<b>-</b>	<b>-</b>	<b>178,200</b>		<b>178,200</b>	<b>(55,200)</b>	
<b>Total Expenses - Edgewater Sewage Lagoon Sys</b>	<b>295,400</b>	<b>295,400</b>	<b>(55,200)</b>	<b>-</b>	<b>-</b>	<b>240,200</b>		<b>240,200</b>	<b>(55,200)</b>	
<b>Big Creek Sewage Treatment and Collection System (BIGCR)</b>										
<b>Building</b>										
Utilities	24,000	24,000				24,000		24,000	-	
<b>Total Building - Big Creek</b>	<b>24,000</b>	<b>24,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>24,000</b>		<b>24,000</b>	<b>-</b>	
<b>Environmental Services</b>										
Contract OCWA - Big Creek Plant	122,400	122,400	12,600			135,000	WW-004	135,000	12,600	
OCWA Plant Maintenance Items	12,500	12,500				12,500		12,500	-	
OCWA After Hour Call In	5,000	5,000				5,000		5,000	-	
<b>Total Environmental Service - Big Creek</b>	<b>139,900</b>	<b>139,900</b>	<b>12,600</b>	<b>-</b>	<b>-</b>	<b>152,500</b>		<b>152,500</b>	<b>12,600</b>	
<b>Total Expenses - Big Creek Sewage Treatment and Collection System</b>	<b>163,900</b>	<b>163,900</b>	<b>12,600</b>	<b>-</b>	<b>-</b>	<b>176,500</b>		<b>176,500</b>	<b>12,600</b>	
<b>McLeod SBR Sewage Treatment and Collection System (McLeod)</b>										
<b>Building</b>										
Utilities	73,300	73,300				73,300		73,300	-	
Property Taxes	21,000	21,000				21,000		21,000	-	
<b>Total Building - McLeod</b>	<b>94,300</b>	<b>94,300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>94,300</b>		<b>94,300</b>	<b>-</b>	
<b>Environmental Services</b>										
Contract OCWA - McLeod Plant	188,700	188,700	(34,900)			153,800	WW-004	153,800	(34,900)	
OCWA Plant Maintenance Items	30,000	30,000				30,000		30,000	-	
OCWA After Hour Call In	12,000	12,000				12,000		12,000	-	
<b>Total Environmental Services - McLeod</b>	<b>230,700</b>	<b>230,700</b>	<b>(34,900)</b>	<b>-</b>	<b>-</b>	<b>195,800</b>		<b>195,800</b>	<b>(34,900)</b>	
<b>Total Expenses - McLeod Sewage Treatment and Collection System</b>	<b>325,000</b>	<b>325,000</b>	<b>(34,900)</b>	<b>-</b>	<b>-</b>	<b>290,100</b>		<b>290,100</b>	<b>(34,900)</b>	
<b>Boblo Island Sewage Treatment System</b>										
<b>Building</b>										
Utilities	22,000	22,000				22,000		22,000	-	
<b>Total Building - Boblo</b>	<b>22,000</b>	<b>22,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>22,000</b>		<b>22,000</b>	<b>-</b>	

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2022 Budget  
 Year ending December 31, 2022

**Infrastructure Services  
 Wastewater**

	2021 Total Budget	2022 Requested					Issue Paper Ref. No.	2022 Recommended		
		2022 Base Budget	Request - Base Budget	Request - One Time	Request-Enhancement	2022 Total Budget		Adjustments	2022 Total Budget	Budget Increase/ (Decrease)
<b>Environmental Services</b>										
Contract OCWA - Boblo Plant	96,900	96,900	26,600			123,500	WW-004	123,500	26,600	
OCWA Plant Maintenance Items	15,000	15,000				15,000		15,000	-	
OCWA After Hours Call In	2,200	2,200				2,200		2,200	-	
<b>Total Environmental Service - Boblo</b>	<b>114,100</b>	<b>114,100</b>	<b>26,600</b>	<b>-</b>	<b>-</b>	<b>140,700</b>		<b>140,700</b>	<b>26,600</b>	
<b>Total Expenses - Boblo Island Sewage Treatment</b>	<b>136,100</b>	<b>136,100</b>	<b>26,600</b>	<b>-</b>	<b>-</b>	<b>162,700</b>		<b>162,700</b>	<b>26,600</b>	
<b>Total Expenses before Reserves and Debt Char</b>	<b>3,579,080</b>	<b>3,549,080</b>	<b>380,770</b>	<b>15,000</b>	<b>-</b>	<b>3,944,850</b>		<b>3,944,850</b>	<b>365,770</b>	
<b>Capital/Reserve Transfers</b>										
Transfer to Reserves	279,531	279,531				279,531		279,531	-	
Transfer to Reserves			25,000			25,000	WW-005	25,000	25,000	
Transfer to Reserve -Life Cycle	250,000	250,000				250,000		250,000	-	
Transfer from Reserve - Life Cycle	-	-				-		-	-	
Transfer from Reserve - Life Cycle	-	-				-		-	-	
Transfer from Reserve -Working Capital	-	-	(1,451,197)			(1,451,197)		(1,451,197)	(1,451,197)	
Transfer from Reserve Funds - DCs										
	<b>529,531</b>	<b>529,531</b>	<b>(1,426,197)</b>	<b>-</b>	<b>-</b>	<b>(896,666)</b>		<b>(896,666)</b>	<b>(1,426,197)</b>	
<b>Debt Charges - Wastewater</b>										
Principle	1,547,881	1,547,881	67,707			1,615,588		1,615,588	67,707	
Interest	765,015	765,015	(67,924)			697,091		697,091	(67,924)	
<b>Total Debt Charges - Wastewater</b>	<b>2,312,896</b>	<b>2,312,896</b>	<b>(217)</b>	<b>-</b>	<b>-</b>	<b>2,312,679</b>		<b>2,312,679</b>	<b>(217)</b>	
<b>Total Expenses - Wastewater Department</b>	<b>6,421,507</b>	<b>6,391,507</b>	<b>(1,045,644)</b>	<b>15,000</b>	<b>-</b>	<b>5,360,863</b>		<b>5,360,863</b>	<b>(1,060,644)</b>	
<b>Net Operating Budget (Surplus)</b>	<b>(260,840)</b>	<b>(290,840)</b>	<b>(1,481,256)</b>	<b>15,000</b>	<b>-</b>	<b>(1,757,096)</b>		<b>(1,757,096)</b>	<b>(1,496,256)</b>	
<b>Surplus Transfer to Wastewater Reserve</b>	<b>260,840</b>					<b>1,757,096</b>		<b>1,757,096</b>	<b>1,496,256</b>	
<b>Net Total</b>	<b>-</b>					<b>0</b>		<b>0</b>	<b>0</b>	

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	WW-001
<b>Budget Issue Classification:</b>	Budget Reduction
<b>Department:</b>	Engineering and Public Works
<b>Budget Centre:</b>	Wastewater
<b>Budget Impact:</b>	\$435,612

<b>Budget Issue Title:</b>	Revenue Increase
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<b>Budget Request Classification:</b>	Base Budget
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<p><b>Budget Issue Detail</b></p> <p>The Wastewater rates in the User Fee Schedule have been updated. The result is a \$435,612 revenue budget increase in the Sewer Surcharge revenue.</p> <p>The Sewer Surcharge increase was calculated by the sum of the Capital CPI in the 2016 AMP and the Q3 2021 Non-Residential Construction CPI rate.</p> <p>The 2016 Asset Management Plan indicates 1.3% Capital CPI. The Q3 2021 Non-Residential Construction CPI rate is at 8.3%.</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Sewer Surcharge	\$435,612	\$435,612
<b>Total Budget Impact:</b>		<b>\$435,612</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	WW-002
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Department:</b>	Engineering and Public Works
<b>Budget Centre:</b>	Wastewater
<b>Budget Impact:</b>	\$5,000

<b>Budget Issue Title:</b>	Sewer Flushing
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<b>Budget Request Classification:</b>	Base Budget
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<b>Budget Issue Detail</b>
<p>The Wastewater Department is requesting a \$5,000 increase to compensate for the increase in contractor fees to do the actual flushing. Our anticipation is that 2022's flushing totals will come down from previous years' to match our budgeted totals.</p>

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Sewer Flushing	\$5,000	\$5,000
<b>Total Budget Impact:</b>		<b>\$5,000</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	WW-003
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Department:</b>	Engineering and Public Works
<b>Budget Centre:</b>	Wastewater
<b>Budget Impact:</b>	\$202,500

<b>Budget Issue Title:</b>	WWTP Diesel & Chemicals
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<b>Budget Request Classification:</b>	Base Budget
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<p><b>Budget Issue Detail</b></p> <p>In 2022 under the new anticipated agreement with OCWA, the Town will be taking over the purchasing of diesel fuel and chemicals for all of the Wastewater Treatment Plants. This saves the Town the 15% administrative markup we receive by going through OCWA.</p> <p>Based on totals from 2020 and forecasted totals for 2021, the Wastewater Department is requesting \$202,500 be put aside for these items.</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
OCWA - Diesel & Chemicals	\$202,500	\$202,500
<b>Total Budget Impact:</b>		<b>\$202,500</b>



## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	WW-004
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Department:</b>	Engineering and Public Works
<b>Budget Centre:</b>	Wastewater
<b>Budget Impact:</b>	\$32,320

<b>Budget Issue Title:</b>	Wastewater Contracted Services - OCWA
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<b>Budget Request Classification:</b>	Base Budget
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<p><b>Budget Issue Detail</b></p> <p>It is anticipated that 2022 will be the first year for OCWA's new agreement with the Town of Amherstburg for the operation and maintenance of the water and wastewater treatment services.</p> <p>The number being put forward is the estimated increase based on their recent proposal that has yet to go to Council.</p>
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<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Contract – OCWA – Amherstburg Plant	\$131,200	\$131,200
Contract – OCWA – McGregor Plant	\$(47,980)	\$(47,980)
Contract – OCWA – Edgewater Plant	\$(55,200)	\$(55,200)
Contract – OCWA – Big Creek Plant	\$12,600	\$12,600
Contract – OCWA – McLeod Plant	\$(34,900)	\$(34,900)
Contract – OCWA – Boblo Plant	\$26,600	\$26,600
<b>Total Budget Impact:</b>		<b>\$32,320</b>

## 2022 Operating Budget Request

<b>Budget Issue Number:</b>	WW-005
<b>Budget Issue Classification:</b>	Budget Pressure
<b>Department:</b>	Engineering and Public Works
<b>Budget Centre:</b>	Wastewater
<b>Budget Impact:</b>	\$25,000

<b>Budget Issue Title:</b>	Wastewater Master Plan
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<b>Budget Request Classification:</b>	Base Budget
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<b>Budget Issue Detail</b>
<p>The Wastewater Department is asking for \$25,000 annually over five years for a total of \$125,000 as a Transfer to Reserve and dedicate the funds towards the upcoming Wastewater Master Plan.</p>

<b>Budget Impact</b>		
<b>Account Name</b>	<b>Requested Budget Change</b>	<b>Recommended Budget Change</b>
Transfer to Reserve – Master Plan	\$25,000	\$25,000
<b>Total Budget Impact:</b>		<b>\$25,000</b>

Budget Centre	GL Description	Revenue Increase	Revenue Decrease	Expense Increase	Expense Decrease	Budget Change Fav/(Unfav)	Tax Rate Impact Fav/(Unfav)	Council Approved Y/N	Cumulative Impact	Comment
<b>2022 Proposed Operating Budget Tax Rate Increase</b>									<b>3.35%</b>	
Council & Comm	Environmental Advisory Committee			\$ 500		\$ (500)	-0.002%			Committees should have min of \$1500
Licensing	Fuel				\$ 5,000	\$ 5,000	0.019%			Eliminate fuel expense since costs are recorded in PW for all of Town
Non Dept	Grants to Organizations			\$ 11,779		\$ (11,779)	-0.045%			Town's commitment to provide a grant equivalent to the amount of Development Charges for the affordable housing development at 182 Pickering. This cost to the Town was not included in the grant issue paper. Therefore the recommended reduction should be reversed and the base budget should not change.
Non Dept	Dividends on Investment		\$ 17,800			\$ (17,800)	-0.068%			Green dividend is recorded in Libro dept solar panel revenue account. Need to remove revenue increase in non dept budget centre.
Non Dept	Heritage Tax Rebate				\$ 3,000	\$ 3,000	0.012%			NONDEPT-006 was updated to reflect only the Town's portion of the rebate. The post budget change will reduce the Heritage Tax Rebate expense from \$6k to \$3k which is a reduction in expenses of \$3k
Facilities	Building Maintenance			\$ 5,900		\$ (5,900)	-0.023%			Originally a capital expense submission. Transferred to operating expense for Roof Mtce Police Building. Issue paper will be presented during deliberations.
Libro	Revenue	\$ 94,000	\$ 94,000			\$ (94,000)	-0.362%			Adjust for January lost revenue due to mandated closures
Libro	Transfer from Contingency Reserve	\$ 94,000				\$ 94,000	0.362%			January lost revenue to be recovered from contingency reserve
Recreation	Revenue excluding Canteen		\$ 21,000			\$ (21,000)	-0.081%			Adjust for January lost revenue due to mandated closures
Recreation	Transfer from Contingency Reserve	\$ 21,000				\$ 21,000	0.081%			January lost revenue to be recovered from contingency reserve
<b>Total</b>		<b>\$ 115,000</b>	<b>\$ 132,800</b>	<b>\$ 18,179</b>	<b>\$ 8,000</b>	<b>\$ (27,979)</b>	<b>-0.108%</b>		<b>3.46%</b>	

Post Budget submission changes for Jan 26/27 deliberation

- 1 -IT Budget Centre budget statement-formula correction on the Budget Increase/Decrease column. Budget statement inadvertently excluded the 2021 Budget column. It will appear on the screen during deliberations. This has **no post budget change impact**.
- 2 -Issue paper FIRE-001 acknowledge a missing line in the table at the bottom of the paper. This has **no post budget change impact**. It will appear on the screen during deliberations.
- 3 -Fire Dept overview p 76, section B, 2022 proposed FTE should be 9.5, not 8.5. This has **no post budget change impact** as it supported by issue paper FIRE-001.
- 4 -Issue paper CLERKS-004 should only be \$(5,000) impact, not \$(10,000). This has **no post budget change impact** as revenue was correctly reported on the budget statement.
- 5 -Issue paper LIBRO-001 should reference Lease Revenue, not salaries-FT, at the bottom of the table. This has **no post budget change impact**.
- 6 -The 2021 Actuals as at Nov 30 were inadvertently excluded from the 2022 budget documents. They will be reflected in the on-screen display during deliberations.
- 7 -Development Services organization chart pg 115 & pg 117 updated. The approved 2021 building inspector was missed. The position was filled in Nov 2021. This has **no post budget change impact**.
- 8 -Town org chart pg 25 was also updated due to change in #7 above.
- 9 -Issue paper NONDEPT-006 updated to reflect only the Town's portion of the rebate program for 2014-2020. It will appear on the screen during deliberations. A **post budget change will be proposed from \$6k to \$3K**.
- 10 -Issue paper HR-003 corrected 'Budget Request Classification' to One-Time. This is consistent with the HR budget centre financial summary that identifies this as a one time increase. This has **no post budget change impact**.
- 11 A few financial post budget changes with minimal tax impact will be proposed during deliberations as noted above.



**TOWN OF AMHERSTBURG**  
**AUDIT AND FINANCE ADVISORY COMMITTEE MEETING**  
**ELECTRONIC PARTICIPATION**  
**Monday, January 17, 2022**  
**5:30 PM**

**MINUTES**

**PRESENT**

Councillor Michael Prue, Chair  
Councillor Patricia Simone  
Gordon Moore  
John Purdie

Kevin Fox, Recording Secretary

**ABSENT**

Gillian Heisz, Vice Chair (*Regrets*)

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**1.0 CALL TO ORDER**

The Secretary called the meeting to order at 5:34 p.m.

**2.0 ROLL CALL**

**3.0 DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**

There were no declarations.

**4.0 LAND ACKNOWLEDGMENT**

The Chair read the following land acknowledgment, “We will begin by acknowledging that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations (comprising the Ojibway, the Odawa, and the Potawatomie Peoples), and of the Huron-Wendat and Wyandot Peoples. We recognize the land as an expression of gratitude to those whose traditional territory we reside on, and a way of honouring the Indigenous people who have been living and thriving on the land since time immemorial. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island.”

**5.0 CALL FOR NOMINATIONS**

**5.1 Nomination of Chair**

**Moved By** J. Purdie  
**Seconded By** Councillor Simone

**That Councillor Michael Prue BE APPOINTED Chair of the Audit and Finance Advisory Committee.**

The Secretary put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Gordon Moore	X	
John Purdie	X	
Councillor Patricia Simone	X	
Gillian Heisz (VC)	Absent	Absent
Councillor Michael Prue (CH)	X	

**Motion Carried**

**5.2 Nomination of Vice Chair**

**Moved By** J. Purdie  
**Seconded By** G. Moore

**That Gillian Heisz BE APPOINTED Vice Chair of the Audit and Finance Advisory Committee.**

The Secretary put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Gordon Moore	X	
John Purdie	X	
Councillor Patricia Simone	X	
Gillian Heisz (VC)	Absent	Absent
Councillor Michael Prue (CH)	X	

**Motion Carried**

**6.0 ADOPTION OF MINUTES OF PREVIOUS MEETING**

**6.1 Audit and Finance Advisory Committee Meeting of July 22, 2021**

**Moved By** J. Purdie

**Seconded By** G. Moore

**That the Audit and Finance Advisory Committee Minutes of July 22, 2021 BE ADOPTED as presented.**

The Chair put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Gordon Moore	X	
John Purdie	X	
Councillor Patricia Simone	X	
Gillian Heisz (VC)	Absent	Absent
Councillor Michael Prue (CH)	X	

**Motion Carried**

**7.0 ORDER OF BUSINESS**

**7.1 Review of the 2022 Operating Budget**

**Moved By** G. Moore  
**Seconded By** J. Purdie

**That:**

1. **Approval of the 2022 draft operating budget BE DEFFERED until the consideration of the 2022 draft capital budget; and,**
2. **The operating budget BE PRESENTED in the same format as last year (budget vs. actual).**

**Moved By** J. Purdie  
**Seconded By** G. Moore

**That the motions BE DIVIDED.**

The Chair put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Gordon Moore	X	
John Purdie	X	
Councillor Patricia Simone	X	
Gillian Heisz (VC)	Absent	Absent
Councillor Michael Prue (CH)	X	

**Motion Carried**

**That approval of the 2022 draft operating budget BE DEFERRED until consideration of the 2022 draft capital budget.**

The Chair put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Gordon Moore	X	
John Purdie	X	
Councillor Patricia Simone	X	
Gillian Heisz (VC)	Absent	Absent
Councillor Michael Prue (CH)	X	

**Motion Carried**

**That the operating budget BE PRESENTED in the same format as last year (budget vs. actual).**

The Chair put the Motion.

	Yes/Concur	No/Not Concur
Gordon Moore	X	
John Purdie	X	
Councillor Patricia Simone	X	
Gillian Heisz (VC)	Absent	Absent
Councillor Michael Prue (CH)	X	

**Motion Carried**

**Moved By** J. Purdie

**Seconded By** G. Moore

**That the Audit and Finance Advisory Committee recommend the Town of Amherstburg DO NOT use the same auditors for the special audit as the annual audit.**

The Chair put the Motion.

	Yes/Concur	No/Not Concur
Gordon Moore	X	
John Purdie	X	
Councillor Patricia Simone		X
Gillian Heisz (VC)	Absent	Absent
Councillor Michael Prue (CH)	X	

**Motion Carried**

**Moved By** J. Purdie

**Seconded By** Councillor Simone

**That HR-001 BE CONSIDERED a one-time increase as opposed to a base budget increase.**

The Chair put the Motion.

	Yes/Concur	No/Not Concur
Gordon Moore	X	
John Purdie	X	
Councillor Patricia Simone	X	



Gillian Heisz (VC)	Absent	Absent
Councillor Michael Prue (CH)	X	

**Motion Carried**

**Moved By** J. Purdie

**Seconded By** G. Moore

**That HR-003 BE CONSIDERED a one-time increase as opposed to a base budget increase.**

The Chair put the Motion.

	Yes/Concur	No/Not Concur
Gordon Moore	X	
John Purdie	X	
Councillor Patricia Simone	X	
Gillian Heisz (VC)	Absent	Absent
Councillor Michael Prue (CH)	X	

**Motion Carried**

**Moved By** J. Purdie

**Seconded By** G. Moore

**That only the three items recommended by Administration in IT-001 BE APPROVED.**

The Chair put the Motion.

	Yes/Concur	No/Not Concur
Gordon Moore	X	
John Purdie	X	
Councillor Patricia Simone	X	
Gillian Heisz (VC)	Absent	Absent
Councillor Michael Prue (CH)	X	

**Motion Carried**

**Moved By** J. Purdie

**Seconded By** G. Moore

**That the Audit and Finance Advisory Committee SUPPORT the Administrative recommendation to not fund ECDEV-001, the budget enhancement for the Economic Development Officer.**

The Chair put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Gordon Moore	X	
John Purdie	X	
Councillor Patricia Simone	X	
Gillian Heisz (VC)	Absent	Absent
Councillor Michael Prue (CH)		X

**Motion Carried**

*The Chair was passed from Councillor Prue to Councillor Simone.*

**Moved By** Councillor Prue

**Seconded By** G. Moore

**That:**

- 1. Clarification BE PROVIDED on why a \$550,000 transfer to the Fleet Reserve is necessary; and,**
- 2. Clarification BE PROVIDED on whether this includes the purchase of electric fleet vehicles.**

The Chair put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Gordon Moore	X	
John Purdie	X	
Councillor Patricia Simone	X	
Gillian Heisz (VC)	Absent	Absent
Councillor Michael Prue (CH)	X	

**Motion Carried**

*The Chair was passed back to Councillor Prue from Councillor Simone.*

**Moved By** J. Purdie  
**Seconded By** G. Moore

**That the Audit and Finance Advisory Committee SUPPORTS the Administrative recommendation not to fund EPW-014.**

The Chair put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Gordon Moore	X	
John Purdie	X	
Councillor Patricia Simone	X	
Gillian Heisz (VC)	Absent	Absent
Councillor Michael Prue (CH)	X	

**Motion Carried**

**Moved By** J. Purdie  
**Seconded By** G. Moore

**That the Audit and Finance Advisory Committee meeting BE EXTENDED by 30 minutes to 10:30 p.m.**

The Chair put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Gordon Moore	X	
John Purdie	X	
Councillor Patricia Simone	X	
Gillian Heisz (VC)	Absent	Absent
Councillor Michael Prue (CH)	X	

**Motion Carried**

**Moved By** J. Purdie  
**Seconded By** G. Moore

**That any increase to the Water and Wastewater rate BE DEFERRED pending a report on Water and Wastewater rates.**

The Chair put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Gordon Moore	X	

John Purdie	X	
Councillor Patricia Simone	X	
Gillian Heisz (VC)	Absent	Absent
Councillor Michael Prue (CH)	X	

**Motion Carried**

**Moved By** J. Purdie

**Seconded By** G. Moore

**That the Audit and Finance Advisory Committee meeting BE EXTENDED by 5 minutes to 10:35.**

The Chair put the Motion.

	Yes/Concur	No/Not Concur
Gordon Moore	X	
John Purdie	X	
Councillor Patricia Simone	X	
Gillian Heisz (VC)	Absent	Absent
Councillor Michael Prue (CH)	X	

**Motion Carried**

**Moved By** J. Purdie

**Seconded By** G. Moore

**That Council DIRECT Administration to review the Special Capital Levy rate and any enhancements to it that can be made.**

The Chair put the Motion.

	Yes/Concur	No/Not Concur
Gordon Moore	X	
John Purdie	X	
Councillor Patricia Simone	X	
Gillian Heisz (VC)	Absent	Absent
Councillor Michael Prue (CH)	X	

**Motion Carried**

**8.0 UNFINISHED BUSINESS**

**9.0 NEW BUSINESS**

**10.0 ADJOURNMENT**

**Moved By** G. Moore  
**Seconded By** J. Purdie

**That the Committee ADJOURN at 10:32 p.m.**

The Chair put the Motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Gordon Moore	X	
John Purdie	X	
Councillor Patricia Simone	X	
Gillian Heisz (VC)	Absent	Absent
Councillor Michael Prue (CH)	X	

**Motion Carried**

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**Committee Chair**  
**Councillor Michael Prue**

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**Committee Coordinator**  
**Kevin Fox**