

**TOWNSHIP OF ESSA
SPECIAL MEETING – BUDGET AGENDA**

**WEDNESDAY, January 16, 2019
1:00 P.M.**

1. OPENING OF MEETING BY THE MAYOR

2. DISCLOSURE OF PECUNIARY INTEREST

3. DELEGATIONS / PRESENTATIONS

- p. 1 (a) 1:00 p.m. **Mark Yandt – OCWA**
Re: Proposed 2019 Water and Sewer Budget

OCWA 2019 Projected Recommendations

Recommendation: *Be it resolved that the proposed 2019 Water and Sewer Budget as recommended by OCWA be received.*

- p. 9 (b) 1:15 p.m. **Laura Wark, CEO**
Re: Proposed 2019 Library Board Budget (see page of the 2019 budget package)

Recommendation: *Be it resolved that the proposed 2019 Library Board Budget as Approved by the Essa Public Library Board be received.*

2019 PROPOSED BUDGET – WORKING PAPER DATED December 19, 2018

*Separate Package (*Please keep for future Budget Meetings)

STAFF REPORTS AND MEMORANDUMS

4. TREASURY – Budget Background Information

- p. 15 (a) Letter from the Ministry of Finance – OMPF
(b) 2019 Budget Consideration List

5. PARKS AND RECREATION / COMMUNITY SERVICES – Budget Background Information

- p. 18 (a) 2019 Capital Budget Priority List – Angus Arena
(b) 2019 Capital Budget Priority List – Parks
(c) 2019 Capital Budget Priority List – Thornton Arena

6. NVCA – Budget Background Information

- p. 21 (a) 2019 Draft Budget

7. ADMINISTRATION - Budget Background Information

- p. 33 (a) 2019 Budget Consideration memorandum
(b) Funding request letter from the Town of New Tecumseth

8. POLICING – Budget Background Information

- p. 36 (a) 2019 Municipal Policing Cost Estimates – OPP

9. PLANNING – Budget Background Information

10. FIRE DEPARTMENT – Budget Background Information

- p. 39 (a) 2019 Capital Budget Priority List
(b) 2019 FTE Request

11. TRANSPORTATION / PUBLIC WORKS – Budget Background Information

- p. 44 (a) 2019 Roads Maintenance Budget Comparison
(b) 2019 Budget Priority List

12. ADDITIONAL ITEMS

IN CAMERA

Recommendation: *Be it resolved that Council proceed to a Closed Session in order to address matters pertaining to:*

- the security of the property of the Municipality or local board;*
- personal matters about an identifiable individual, including Municipal or local board employees;***
- a proposed or pending acquisition or disposition of land for Municipal or local board purposes;*
- labour relations or employee negotiations;***
- litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board;*
- advice that is subject to solicitor/client privilege, including communications necessary for that purpose;*
- a matter in respect of which a Council, Board, Committee or other body has authorized a meeting to be closed under another Act;*
- Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown Agency of any of them;*
- a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;*
- a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;*

- a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board;
- the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act;
- an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13 (1) or the investigator referred to in subsection 239.2 (1) of the Municipal Act 2001, as amended;
- If the meeting is held for the purpose of educating or training the members.

13. ADJOURNMENT

Recommendation: Be it resolved that this Special Meeting of the Council of the Township of Essa adjourn at _____ p.m. to meet again on the 6th day of February at 1:00 p.m.



Essa Township

(2018-Year Recommended Capital/Major Maintenance from 2019 to 2024)

The Ontario Clean Water Agency has identified the following capital projects/major maintenance for your review and approval.

Ref. No.	Scope of Work	Cost Estimate						Compliance	DWQMS RA Outcome +	Health & Safety	Repair/Maintenance	Lifecycle Replacement	Improvement	Spare Parts Inventory	Approved by Client	Rationale for Project
		2019	2020	2021	2022	2023	2024									
Angus Wastewater Treatment Facility																
1	SCADA upgrade	\$65,000											H			needed to optimize control of newer processes (Disc Filter, Blowers, UV's)
2	Disc Filter	\$500,000											H			Second disc filter needed to add redundancy and to avoid bypasses and spills during maintenance and breakdowns. Other option is to leave existing sand filters in place running in idle for emergency situations. However this is not energy efficient and contradictory to the Honeywell project that led to the Disc filter in the first place.
3	Yard Lighting	\$12,000							H							Many broken fixtures making it unsafe to work at night. Upgrade to LED for energy savings
4	3 Bay Garage	\$150,000											H			Needed to store New Wach's Valve trailer and Diesel bypass pump and many other transfer pumps and small back up generators
5	Vac truck for Clarifier cleanings(3 to 4 times per year)	\$7,000								H						Clarifier cleanings to remove seasonal build up if algae
6	General Building Maintenance(HVAC service, cleaning etc..)	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000			H						Third party maintenance of HVAC and door and lock maintenance
7	General Pump and Piping replacement	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000			H						Smaller pump and hose replacement due to harsh environment resulting in short life expectancy. Based on History
8	Biological Additive(XLRB to aid in settling sludge in the towers)	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000			H						Additive used during warmer months to aid in thickening of biosolids. Helps reduce volume hauled away and associated costs for hauling
9	Contingency for unplanned repair	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000			H						(Based on History)
10	Rebuild Return and Waste Pumps	\$16,000								H						Pumps are approaching end of life expectancy. Rebuild will prolong life another 6-10 years approx.
11	New VFD Drives for Secondary Effluent pumps	\$15,000										H				One drive failed in 2018 and the others are similar in hours and approaching end of life expectancy
12	Rebuild Sludge Recirculating Pumps(1 pump in 2021 & 1 in 2022)			\$20,000	\$20,000					M						Pumps are approaching end of life expectancy. Rebuild will prolong life another 6-10 years approx.
13	Yard Hydrants	\$5,000								H						Existing hydrants are leaking causing them to be unusable in cooler months
14																
15																
16																
Total Estimate - Recommended Capital		\$825,000	\$55,000	\$75,000	\$75,000	\$55,000	\$55,000									
Angus Wastewater Collection																
1	Pump Station Cleaning & 1 extra cleaning at Pump Station #1	\$28,000	\$28,000	\$28,000	\$28,000	\$28,000	\$28,000						H			Cleaning is necessary to remove fats,oils,rags and debris from pump stations to avoid items getting into the pumps and causing breakdowns
2	Vac Trucks for Sewer Back ups and Clogs	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000			H						Based on History
3	Sewer Flushing (approximately 5kms/yr)	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000						H			Sewer flushing is necessary to remove small blockages and roots before they become large enough to cause back ups into residences. We can also camera the sewer main to inspect integrity of the system

Essa Township

(2018-Year Recommended Capital/Major Maintenance from 2019 to 2024)

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Ref. No.	Scope of Work	Cost Estimate						Compliance	DWQMS RA Outcome*	Health & Safety	Repair/Maintenance	Lifecycle Replacement	Improvement	Spare Parts Inventory	Approved by Client	Rationale for Project
		2019	2020	2021	2022	2023	2024									
4	Storm Water Pump Station #4 cellular Alarm panel	\$4,000											H			Add alarm dialer so we can be aware of any issue with the station prior to getting flooding or resident complaints
5	Storm Water Pump Station #4 Pump Rebuilds	\$5,000								H						Pumps are tested annually and are showing signs of decreased efficiency indicating they may need new seals and bearings
6	Pump Station #1 Basket Bar screen(will eliminate weekly confined space entry)		\$115,000										M			Existing bar screen is in poor condition and will need to be repair or upgraded. Upgrading to a basket bar screen wouldeliminate the need for staff to enter a confined space weekly to clean existing bar screen. Designs are already completed by WSP and owned by the township
7	Pump Station #2 Bypass piping and Barscreen installtion			\$215,000									M			There is no screening at pump station #2 currently. This is a concern as 40% of the influent to the wastewater plant comes through this station and all of the debris passes through the pumps causing more pump failures and blockages
8																
Total Estimate - Recommended Capital		\$58,000	\$164,000	\$264,000	\$49,000	\$49,000	\$49,000									
Angus Mill Street DWS																
1	Diesel Generator repairs	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000				H					As requested by MECP there will be annual inspections of the generators including the exhaust and fuel storage. As regulations change year to year there may be upgrades required
2	Annual TSSA inspections of Diesel fuel tanks and Generators as requested by MOECP	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	H								Manadatory TSSA inspections
3	Chemical Pump Rebuild Kits	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000				H					MECP and Manufacturer recommended 1 rebuild per year
4	Angus Drinking water sytem Permit renewal			\$4,000				M								Permit Renewal
5	Angus Drinking water license renewal		\$1,500					M								License Renewal
6	DWQMS Audits	\$5,000	\$3,000	\$3,000	\$5,000	\$3,000	\$3,000	H								Anuall audits and reaccreditation every 3 years
Total Estimate - Recommended Capital		\$15,000	\$14,500	\$17,000	\$15,000	\$13,000	\$13,000									
Angus Brownley DWS																
1	Diesel Generator repairs	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000				H					As requested by MECP there will be annual inspections of the generators including the exhaust and fuel storage. As regulations change year to year there may be upgrades required
2	Annual TSSA inspections of Diesel fuel tanks and Generators as requested by MOECP	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	H								Manadatory TSSA inspections
3	Chemical Pump Rebuild Kits	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000				H					MECP and Manufacturer recommended 1 rebuild per year
4	Reservoir Cleaning (MOECP Recommneded every 7 - 10 years)		\$25,000									M				Cleaning of reservoir is required to remove silts and sediments from the bottom of the reservoir and to inspect the integrity of the structure
5	Chlorine analyzer Probes and Membrane Caps	\$1,000	\$1,000	\$6,000	\$1,000	\$6,000	\$1,000				H					Caps replaced annually and probes every 5 years (2 analyzers in operation)
6																
Total Estimate - Recommended Capital		\$11,000	\$36,000	\$16,000	\$11,000	\$16,000	\$11,000									
Angus McGeorge DWS																
1	Diesel Generator repairs	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000				H					As requested by MECP there will be annual inspections of the generators including the exhaust and fuel storage. As regulations change year to year there may be upgrades required

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Essa Township

(2018-Year Recommended Capital/Major Maintenance from 2019 to 2024)

The Ontario Clean Water Agency has identified the following capital projects/major maintenance for your review and approval.

Ref. No.	Scope of Work	Cost Estimate						Compliance	DWQMS RA Outcome *	Health & Safety	Repair/Maintenance	Lifecycle Replacement	Improvement	Spare Parts Inventory	Approved by Client	Rationale for Project
		2019	2020	2021	2022	2023	2024									
2	Annual TSSA inspections of Diesel fuel tanks and Generators as requested by MOECP	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	H								Manadatory TSSA inspections
3	Chemical Pump Rebuild Kits (MOECP and Manufacturer recommended 1 rebuild per year)	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000				H					MECP and Manufacturer recommended 1 rebuild per year
4	Reservoir Cleaning (MOECP Recommended every 7 - 10 years)	\$12,000									H					Cleaning of reservoir is required to remove silts and sediments from the bottom of the reservoir and to inspect the integrity of the structure
5	Chlorine analyzer Probes and Membrane Caps	\$1,000	\$1,000	\$6,000	\$1,000	\$6,000	\$1,000				H					Caps replaced annually and probes every 5 years)(2 analyzers in operation
6																
Total Estimate - Recommended Capital		\$23,000	\$11,000	\$16,000	\$11,000	\$16,000	\$11,000									
Baxter DWS																
1	Chemical Pump Rebuild Kits (MOECP and Manufacturer recommended 1 rebuild per year)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000				H					MECP and Manufacturer recommended 1 rebuild per year
2	Water Storage Tower Inspections(3rd Party recommended.Gretario)	\$12,000						H								Internal and External inspections. MECP recommended every 7 - 10 years
3	Chlorine analyzer Probes and Membrane Caps	\$1,000	\$1,000	\$6,000	\$1,000	\$6,000	\$1,000				H					Caps replaced annually and probes every 5 years)(2 analyzers in operation
4	Diesel Generator Repalcement and 3rd party repairs (replace in 2020)	\$5,000	\$50,000	\$5,000	\$5,000	\$5,000	\$5,000				H	H				Third party service for repair and replace in 2020
5																
6																
Total Estimate - Recommended Capital		\$19,000	\$52,000	\$12,000	\$7,000	\$12,000	\$7,000									
Thornton DWS																
1	Chemical Pump Rebuild Kits	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000				H					MECP and Manufacturer recommended 1 rebuild per year
2	Water Storage Tower Inspections(3rd Party recommended.Gretario)						\$10,000	L								Internal and External inspections. MOECP recommende every 7 - 10 years
3	External Water Storage inspection and resealing			\$8,000							M					Resealing to protect exterior bolts from corrosion and leaking
4	Chlorine analyzer Probes and Membrane Caps	\$1,000	\$1,000	\$1,000	\$6,000	\$1,000	\$6,000				H					Caps replaced annually and probes every 5 years (2 analyzers in operation)
5	High Lift Pump rebuilds				\$15,000						M					Bearings and Seal replacement will increase life expectancy and improve pump efficiencies
6	Diesel Generator repairs	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000				H					With mandatory inspections in Angus there may be a need to follow suit in other facilities to have TSSA inspections and upgrades to fuel storages and exhaust systems
7	Milltronics Level sensor with 2 heads(Originally requested in 2018)	\$8,000									H					Level sensors to measure chlorine usage in the day tanks to assist in more accurate measurements and improving dosages
Total Estimate - Recommended Capital		\$17,000	\$9,000	\$17,000	\$29,000	\$9,000	\$24,000									
Essa Water Distribution Sytem																
1	Hydrant painting	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000				H					Improve appearance and protect the hydrants from weather(5-10 hydrants per year)
2	Swabbing(5 - 8 kms)			\$25,000			\$25,000				M					Swabbing watermains to remove biofilm build up in the mains and improve water quality to residents

Essa Township

(2018-Year Recommended Capital/Major Maintenance from 2019 to 2024)

The Ontario Clean Water Agency has identified the following capital projects/major maintenance for your review and approval.

Ref. No.	Scope of Work	Cost Estimate						Compliance	DWQMS RA Outcome*	Health & Safety	Repair/Maintenance	Lifecycle Replacement	Improvement	Spare Parts Inventory	Approved by Client	Rationale for Project
		2019	2020	2021	2022	2023	2024									
3	Fire Hydrant Repairs	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000				H					There are many hydrants that could use some repairs and replacement parts are quite expensive(Service 5 - 10 per year)
4	Distribution Maintenance Trailer (transfer tools and shoring to dig sites for valve and service repairs)	\$6,000									M					Trailer to keep tools and repair parts easily accessible and ready to go in emergency situations. Reduce system down time during watermain breaks or service leaks
5	Main Valve and Service repairs	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000				H					Based on History. Many valves are below grade and need to be excavated and have extensions installed(10 - 15 Valves per year)
6																
Total Estimate - Recommended Capital		\$46,000	\$40,000	\$65,000	\$40,000	\$40,000	\$65,000									
Unplanned Repairs																
1	Unplanned Essa Water Distribution Repairs	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000				H					Based on History
2	Unplanned Drinking Water System Repairs	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000				H					Based on History
3	Unplanned Angus WWTP Repairs	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000				H					Based on History
4																
Total Estimate - Recommended Capital		\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000									
Name of Facility																
1																
2																
Total Estimate - Recommended Capital		\$0	\$0	\$0	\$0	\$0	\$0									

Total Capital Estimate	\$1,084,000	\$451,500	\$552,000	\$307,000	\$280,000	\$305,000
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2019 Recommended Capital Presented by: _____ Name
2018 Recommended Capital Approved by: _____ Name

* NOTE: a requirement of DWQMS v. 2.0 is to consider the outcomes of the risk assessment (RA) documented under Element 8 as part of the system's infrastructure review

- Legend:
- H High priority recommended to be completed in upcoming year
 - M Medium priority recommended to be completed in 1 to 3 years
 - L Low priority recommended to be completed in years 4 to 5

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Essa Township

2018 Year Recommended Capital/Major Maintenance Year 2019

The Ontario Clean Water Agency has identified the following capital projects/ major maintenance for your review and approval.

Planned Scope of Work	Cost Estimate		% Completed	Completed	Status Notes/Issues
	Forecasted 2019	Revised Estimate			
Angus Wastewater Treatment Facility					
SCADA upgrade needed to optimize control of newer processes (Disc Filter, Blowers, UV's)	\$65,000				
Disc Filter(second disc filter needed to add redundancy and to avoid bypasses and spills during maintenance and breakdowns)	\$500,000				
Yard Lighting (many broken fixtures making it unsafe to work at night. Upgrade to LED for energy savings)	\$12,000				
3 Bay Garage (needed to store New Wach's Valve trailer and Diesel bypass pump)	\$150,000				
Vac truck for Clarifier cleanings(3 to 4 times per year)	\$5,000				
General Building Maintenance(HVAC service, cleaning etc..)	\$10,000				
General Pump and Piping replacement(Smaller pump and hose replacement due to harsh environment resulting in short life expectancy. Based on History)	\$10,000				
Biological Additive(XLR8 to aid in settling sludge in the towers)	\$5,000				
Contingency for unplanned repair(Based on History)	\$30,000				
Rebuild Return and Waste Pumps	\$16,000				
New VFD Drives for Secondary Effluent pumps	\$15,000				
Angus Wastewater Collection					
Pump Station Cleaning & 1 extra cleaning at Pump Station #1	\$28,000				
Vac Trucks for Sewer Back ups and Clogs	\$6,000				
Sewer Flushing (approximately 5kms/yr)	\$15,000				
Storm Water Pump Station #4 cellular Alarm panel	\$4,000				
Storm Water Pump Station #4 Pump Rebuilds	\$5,000				

Essa Township

2018 Year Recommended Capital/Major Maintenance Year 2019

The Ontario Clean Water Agency has identified the following capital projects/ major maintenance for your review and approval.

Angus Mill Street DWS					
Diesel Generator repairs	\$5,000				
Annual TSSA inspections of Diesel fuel tanks and Generators as requested by MOECP	\$2,000				
Chemical Pump Rebuild Kits (MOECP and Manufacturer recommended 1 rebuild per year)	\$3,000				
DWQMS Audits annually and reaccreditation every 3 years	\$5,000				
Angus Brownley DWS					
Diesel Generator repairs	\$5,000				
Annual TSSA inspections of Diesel fuel tanks and Generators as requested by MOECP	\$2,000				
Chemical Pump Rebuild Kits (MOECP and Manufacturer recommended 1 rebuild per year)	\$3,000				
Angus McGeorge DWS					
Diesel Generator repairs	\$5,000				
Annual TSSA inspections of Diesel fuel tanks and Generators as requested by MOECP	\$2,000				
Chemical Pump Rebuild Kits (MOECP and Manufacturer recommended 1 rebuild per year)	\$3,000				
Reservoir Cleaning (MOECP Recommended every 7 - 10 years)	\$12,000				
Baxter DWS					
Chemical Pump Rebuild Kits (MOECP and Manufacturer recommended 1 rebuild per year)	\$1,000				



Essa Township

2018 Year Recommended Capital/Major Maintenance Year 2019

The Ontario Clean Water Agency has identified the following capital projects/ major maintenance for your review and approval.

Water Storage Tower Inspections(3rd Party recommended.Gretario) Internal and External inspections. MOECP recommended every 7 - 10 years	\$12,000				
Chlorine analyzer Probes and Membrane Caps(caps replaced annually and probes every 5 - 10years)(2 analyzers in operation)	\$1,000				
Diesel Generator Repalcement and 3rd party repairs (replace in 2020)	\$5,000				

Thornton DWS					
Chemical Pump Rebuild Kits (MOECP and Manufacturer recommended 1 rebuild per year)	\$3,000				
Chlorine analyzer Probes and Membrane Caps(caps replaced annually and probes every 5 years)(2 analyzers in operation)	\$1,000				
Diesel Generator repairs	\$5,000				
Milltronics Level sensor with 2 heads(Originally requested in 2018)	\$8,000				

Essa Water Distribution Sytem					
Hydrant painting	\$5,000				
Fire Hydrant Repairs	\$25,000				
Distribution Maintenance Trailer (transfer tools and shoring to dig sites for valve and service reapiers)	\$6,000				
Main Valve and Service repairs (based on History)	\$10,000				

Unplanned Work	Cost Esitmate		% Completed	Completed	Status Notes/Issues
	Forecasted 2018	Revised Estimate			
Unplanned Essa Water Distribution Repairs(Based on History)	\$20,000				

2019 Draft Budget
Library Services
Strategic Plan: Community Focused Service

New Initiatives to make living in Essa better:

- 1. Interac at Thornton Branch \$515
Fewer people carry cash. Better Revenue flow.
(02-20-445-640-6064)
Strategic Direction #4, Meaningful Customer Service

- 2. Internet Hub activation to support Children’s Outreach \$800
(02-20-445-640-6060)
Strategic Direction #3, Successful Children & Youth
Strategic Direction #4, Meaningful Customer Service

- 3. Additional Funds to support learning events at both branches: \$1,500
Demand for more book clubs, author talks, (travel and speaking fees),
Thornton Art classes and inclusive community events such as Essalicious.
(02-20-445-640-6336)
Strategic Direction #2, Destination: Lifelong Learning
Strategic Direction #1, Community Focal Point: Spaces

Continuing 2018 Initiatives to support community:

- 1. Additional funds for eresources (2017-2019 budgets): \$1,050
(02-20-445-640-6330)
Strategic Direction #2, Destination: Curated Resources

- 2. “Sell the Shelf” to update shelving at Thornton Branch
Fundraiser beginning at 50th Anniversary to span 2017-2020
Strategic Direction #1, Community Focal Point: Spaces N/A
(\$5,000 to be directed to line 32, Reserves).

Estimated Cost of these Strategic Plan Initiatives for 2019: \$3,865.00

1
 2 Township of Essa Awaiting Capital Project Update
 3
 0.02 20181219
 0.03
 0.05

4 **Operating Library**

unadjusted DEC 19 2018

Account	Description	2018 Approved Budget	2018 YTD Actual	2018 YTD % of Budget	Comments
Fixed Asset Expenditures					
02-20-445-610-5935	Library Equipment Depreciation Expense				
02-20-445-610-5940	Library Vehicles Depreciation Expense				
02-20-445-610-5945	Library Buildings Depreciation Expense				
02-20-445-610-5950	Library Board Land Improvements Depreciation Exp				
Administration					
02-20-445-610-6000	Salaries/Wages	\$ 211,692.00	\$ 215,168.42	101.64%	
6000A	Salaries/Wages New Positions				
02-20-445-610-6002	Salaries/Wages Part Time	\$ 170,470.00	\$ 163,558.23	95.95%	
6002A	Salaries/Wages New Part Time Hours				
02-20-445-610-6012	LIBRARY Wages & Benefits Transfer	\$ 4,300.00	\$ 4,300.00	100.00%	Treasury payroll payable receipts
02-20-445-610-6020	Employee Benefits Full Time	\$ 24,168.00	\$ 24,321.20	100.63%	incl part time
02-20-445-610-6022	Employee Benefits Part Time	\$ -			see full time
02-20-445-610-6026	Extended Health Benefits	\$ 39,359.00	\$ 37,023.14	94.07%	
02-20-445-610-6027	Relirees Extended Health Benefits	\$ -	\$ -	#DIV/0!	
02-20-445-610-6030	Employee Health Tax	\$ 6,527.00	\$ 7,416.88	113.63%	
02-20-445-610-6032	OMERS	\$ 28,496.00	\$ 29,690.58	104.19%	
02-20-445-610-6033	WSIB	\$ 1,414.00	\$ 1,407.40	99.53%	
02-20-445-610-6035	Mileage	\$ 3,000.00	\$ 2,870.88	95.70%	
02-20-445-610-6042	Safety Training	\$ 500.00	\$ 47.52	9.50%	First Aid
02-20-445-610-6044	Conferences	\$ 2,600.00	\$ 2,202.01	84.69%	
02-20-445-610-6045	Continuing Education	\$ 2,600.00	\$ 2,560.61	98.49%	
02-20-445-610-6046	Memberships & Subscriptions	\$ 1,740.00	\$ 1,653.88	95.05%	
02-20-445-610-6050	Office Supplies	\$ 3,500.00	\$ 1,556.82	44.48%	
02-20-445-610-6052	Postage	\$ 300.00	\$ 31.78	10.59%	
02-20-445-610-6069	Contract Services	\$ 600.00	\$ 1,236.35	206.06%	
02-20-445-610-6091	LIBRARY Transfer to Reserve	\$ 33,350.00	\$ 28,350.00	85.01%	
02-20-445-610-6098	LIBRARY Transfer to Capital	\$ 107,900.00	\$ 85,768.15	79.49%	

2019 Budget Worksheet	2019 Budget Approved	2019 Budget Comments
\$ 229,824.00	\$ -	
\$ 178,900.00	\$ -	
\$ -		
\$ 4,400.00		Treasury payroll payable receipts
\$ 26,209.00		incl part time
		see full time
\$ 33,911.00		
\$ -		
\$ 7,970.00		
\$ 25,428.00		
\$ 1,185.00		
\$ 3,000.00		
\$ 500.00		First Aid
\$ 2,600.00		3 staff to Ontario Public Library Association
\$ 2,600.00		Lib Tech courses, Communication courses,
\$ 1,740.00		OLA OLBA AMPLO FOPL
\$ 3,500.00		
\$ 300.00		
\$ 800.00		collection services - recouped in revenue
\$ 28,350.00		debt repayment
\$ 130,700.00	\$ -	

10

30

34		Angus Branch Building							
35	02-20-445-625-6054	Telephone Communications	\$ 2,920.00	\$ 2,067.39	70.80%			\$ 3,700.00	
36	02-20-445-625-6055	Hydro	\$ 16,000.00	\$ 13,733.38	85.83%	SCDSB agreement		\$ 1,600.00	SCDSB agreement
37	02-20-445-625-6056	Heat	\$ 900.00	\$ 673.22	74.80%	SCDSB agreement		\$ 900.00	SCDSB agreement
38	02-20-445-625-6057	Cleaning Supplies	\$ 400.00	\$ 339.23	84.81%			\$ 400.00	
39	02-20-445-625-6061	Building Repairs & Maintenance	\$ 5,500.00	\$ 4,974.33	90.44%			\$ 6,500.00	Building is aging 15 parking signs, shared e
40	02-20-445-625-6069	Contract Services	\$ 2,300.00	\$ 2,071.23	90.05%			\$ 1,300.00	Lula Lift Maint. Contract decreased by 50%
41	02-20-445-625-6275	Snow Removal	\$ 1,300.00	\$ 566.79	43.60%	SCDSB agreement		\$ 1,300.00	SCDSB agreement
42	02-20-445-625-6281	Janitorial Cleaning Services	\$ 21,863.00	\$ 17,814.64	81.48%	SCDSB agreement		\$ 21,863.00	SCDSB agreement
43		Thornton Branch Building							
44	02-20-445-630-6054	Telephone Communications	\$ 650.00	\$ 382.35	58.82%			\$ 650.00	
45	02-20-445-630-6055	Hydro	\$ 2,700.00	\$ 2,463.91	91.26%			\$ 2,700.00	
46	02-20-445-630-6056	Heat	\$ 2,250.00	\$ 1,876.37	83.39%			\$ 2,250.00	
47	02-20-445-630-6057	Cleaning Supplies	\$ 250.00	\$ 22.74	9.10%			\$ 250.00	
48	02-20-445-630-6061	Building Repairs & Maintenance	\$ 4,500.00	\$ 3,342.06	74.27%			\$ 4,500.00	
49	02-20-445-630-6069	Contract Services	\$ -	\$ -				\$ -	
50	02-20-445-630-6275	Snow Removal	\$ 2,100.00	\$ 763.20	36.34%			\$ 2,100.00	
51	02-20-445-630-6281	Janitorial Cleaning Services	\$ 2,650.00	\$ 3,198.91	120.71%			\$ 3,000.00	
52		Operations							
53	02-20-445-640-6053	Courier Fees	\$ 50.00	\$ -	0.00%			\$ 50.00	
54	02-20-445-640-6058	Equipment Rental	\$ 2,475.00	\$ 2,565.80	103.67%			\$ 2,475.00	
55	02-20-445-640-6059	Equipment Maintenance Contracts	\$ 2,662.00	\$ 1,953.22	73.37%			\$ 2,662.00	
56	02-20-445-640-6060	Computer Software & Maintenance	\$ 6,700.00	\$ 7,031.21	104.94%	excl comp		\$ 7,500.00	\$800 to activate offsite internet hub, childrens outreach
57	02-20-445-640-6062	Advertising	\$ 300.00	\$ -	0.00%			\$ 300.00	
58	02-20-445-640-6063	Insurance	\$ 2,100.00	\$ 2,932.45	139.64%			\$ 2,100.00	
59	02-20-445-640-6064	Bank Charges	\$ 300.00	\$ 710.23	236.74%			\$ 725.00	interact at Thornton branch
60	02-20-445-640-6066	Audit Fees	\$ 3,600.00	\$ 2,500.00	-69.44%			\$ 3,600.00	
61	02-20-445-640-6069	Contract Services	\$ -	\$ -	#DIV/0!	excl processing			excl processing
62	02-20-445-640-6245	Small Equipment/Material Purchases	\$ 2,000.00	\$ 1,612.73	80.64%			\$ 3,000.00	multiple AED pads due for replacement at
63	02-20-445-640-6289	Supplies & Equipment	\$ -	\$ 9,810.81	#DIV/0!	donation funding		\$ 45,000.00	RBC Future Launch
64	02-20-445-640-6330	Electronic Resources	\$ 11,400.00	\$ 11,145.30	97.77%			\$ 12,450.00	15% of physical book budget strategic goa
65	02-20-445-640-6334	Programming & Promotions	\$ 10,000.00	\$ 7,704.54	77.05%			\$ 11,500.00	Thornton Art Prog. Author for Essalicious 2
66	02-20-445-640-6336	Fundraising Products	\$ 1,000.00	\$ 2,245.09	224.51%			\$ 2,000.00	
67		Subsidized Program & Board Wages							
68	02-20-445-650-6002	Salaries/Wages Part Time	\$ 12,936.00	\$ 11,814.46	91.33%		grant funding	\$ 11,760.00	2 prog asst in summer (offset by HRDC grant \$7850)
69	02-20-445-650-6006	Salaries/Wages Part Time Overtime	\$ -	\$ 252.00	#DIV/0!				
70	02-20-445-650-6009	Remuneration Council/Committee	\$ 3,500.00	\$ 2,500.00	71.43%	7 x 500		\$ 3,500.00	7 x 500
71	02-20-445-650-6020	Employee Benefits Full Time	\$ -	\$ 738.04	#DIV/0!			\$ 740.00	
72	02-20-445-650-6022	Employee Benefits Part Time	\$ -	\$ -					
73	02-20-445-650-6030	Employee Health Tax	\$ -	\$ 284.08	#DIV/0!			\$ 300.00	
74	02-20-445-650-6033	WSIB	\$ -	\$ 44.66	#DIV/0!			\$ 50.00	

75	02-20-445-650-6035	Mileage	\$ 275.00	\$ 109.56	39.84%	OLBA	\$ 275.00		OLBA
76	02-20-445-650-6048	Board Appreciation/Public Relations	\$ 1,500.00	\$ 1,541.76	102.78%		\$ 1,500.00		
77	02-20-445-650-6054	Telephone Communications	\$ -	\$ -					
78		Sub-total Expenses	\$ 769,597.00	\$ 725,949.54	94.33%		\$ 846,417.00	\$ -	

30

12



79		Revenues							
80	02-40-445-660-4605	Miscellaneous Grants	-\$ 5,000.00	-\$ 5,000.00	100.00%	incl Adj-Tos \$	-\$ 5,000.00		incl Adj-Tos \$
81	4605A	Misc Grants Capital	\$ -				\$ -		
82	02-40-445-660-4606	Provincial Grants	-\$ 29,781.00	-\$ 26,147.00	87.80%		-\$ 26,147.00		Service Ontario (85) PLOG (25297) potenti
83	4606A	Prov Grants Capital	\$ -				\$ -		
84	02-40-445-660-4630	Federal Grants	-\$ 8,375.00	-\$ 3,587.00	42.83%	YI 0 MERC 0 HRDC	-\$ 7,850.00		2 summer students YI 0 MERC 0 HRDC 0 IndCan 0
85	4630A	Fed Grants Capital	\$ -				\$ -		
86	02-40-445-660-4651	Library Collection Revenue	-\$ 7,500.00	-\$ 13,741.36	183.22%		-\$ 10,000.00		fees for overdue and lost items
87	02-40-445-660-4655	Community Donations	-\$ 500.00	-\$ 13,656.30	2731.26%	RBC 500 TD 0	-\$ 45,500.00		RBC 500 RBC 45000
88	4655A	Comm Donations Capital	\$ -						
89	02-40-445-660-4657	Fundraising Library Branches	-\$ 8,200.00	-\$ 7,870.05	95.98%		-\$ 8,200.00		book sales, buttons
90	02-40-445-660-4691	Dog Licences Bus Passes Library	-\$ 1,200.00	-\$ 1,362.00	113.50%	twp comm 6 x 200	-\$ 1,200.00		twp comm 6 x 200
91	02-40-445-660-4707	Miscellaneous Revenue	-\$ 9,000.00	-\$ 8,347.85	92.75%		-\$ 9,000.00		printing, faxing, exam proctoring
92	02-40-445-660-4710	Bank Interest	-\$ 50.00	-\$ 1.74	3.5%		-\$ 25.00		
93	02-40-445-660-4728	Library Room Rentals	-\$ 1,800.00	-\$ 1,490.00	82.78%		-\$ 1,000.00		more no-charge bookings in Thornton on \$
94									
95	02-40-445-660-4740	Registration Fees	-\$ 600.00	-\$ 737.15	122.86%		-\$ 650.00		
96	02-40-445-660-4950	LIBRARY REVENUE- Contribution from P	\$ -	\$ -	#DIV/0!				
97	02-40-445-660-4954	LIBRARY REVENUE-Development Char	-\$ 9,000.00	-\$ 9,000.00	100.00%	collection materials	-\$ 9,000.00	\$ -	collection materials
98	4954A	LIBRARY REVENUE-Development Char	-\$ 33,350.00	-\$ 28,350.00	85.01%	debt repayment	-\$ 28,350.00	\$ -	debt repayment
99									
100		Sub-total Revenues	-\$ 114,356.00	-\$ 119,290.45	104.31%		-\$ 151,922.00	\$ -	
101									
102		Total (Net)	\$ 655,241.00	\$ 606,659.09	92.59%		\$ 694,495.00	\$ -	
103									
104		Operating	\$ 556,341.00	\$ 529,890.94			\$ 572,795.00	\$ -	
105		Capital (Net)	\$ 98,900.00	\$ 76,768.15			\$ 121,700.00	\$ -	
106		Total (Net)	\$ 655,241.00	\$ 606,659.09			\$ 694,495.00	\$ -	
107									
108		Net Impact on Taxation \$ Increase (\$ Decrease)					\$ 39,254.00	-\$ 655,241.00	
109									
110		% Increase (Decrease) year over year					5.99%	-100.00%	
111									
112									
113									
114									
115									
116		% Share of Tax Rate, 2018 base year	10.32%						
117	6,350,795	% Tax Rate Increase relative to 2018 base year					0.62%	-10.32%	
118									

13

119
120 Township of Essa
121

20181219

122 **Capital Library**

123
124 **Capital Projects**

	2018 Approved Budget	2018 YTD Actual	2018 YTD % of Budget	Comments
125				Description
126				02-01-846-015-8795 Building
127				02-01-846-015-8795 Angus Branch
128				02-01-846-015-8795 Thornton Branch
129				Angus Branch Debt Repayment (see above) 02-20-445-610-6091 \$ 28,350 per year
130	\$ 5,100.00	\$ 1,655.64		LB1801 P9 Furniture
131	\$ 1,600.00	\$ 1,293.41		LB1802 P9 Equipment
132	\$ 8,200.00	\$ 8,405.68		LB1804 P9 Computer Equipment
133	\$ -	\$ -		LB1805 P9 Shelving Angus
134	\$ -	\$ -		LB1805 P9 Shelving Thornton
135	\$ 83,000.00	\$ 64,413.42		LB1803 P1 Books Collection Materials
136	\$ 10,000.00	\$ 10,000.00		LB1803 P1 Books Collection Materials Dev Ch (grow
137				AODA Emergency Exit Ramp
138				
139				
140	\$ 107,900.00	\$ 85,768.15		Total Project Costs
141				
142				Sources of Financing
143				Revenue Fund
144	\$ 98,900.00	\$ 76,768.15		from Operations (Tax Base)
145				from Operations (User Fees)
146				
147				Reserves and Reserve Funds
148				from Reserves
149				from Reserve Funds
150	\$ 9,000.00	\$ 9,000.00		from Development Charges
151				Other Sources
152				Grants
153				Donations
154				Developers
155				<i>need to ensure that other sources are not double counted in both operating and capital</i>
156				
157	\$ 107,900.00	\$ 85,768.15		Total Financing

2019 Budget Worksheet	2019 Budget Approved	2019 Budget Comments
\$ 5,500.00		
\$ 2,000.00		
\$ 8,200.00		
\$ -		
\$ -		
\$ 85,000.00		
\$ 10,000.00		
\$ 20,000.00		Possible grant
\$ 130,700.00	\$ -	
\$ 121,700.00		
\$ 9,000.00		
\$ 130,700.00	\$ -	

158
159 **Unfinanced Outlay (Net)**

\$ - \$ -

\$ - \$ -

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7th Floor, Frost Building South
7 Queen's Park Crescent
Toronto ON M7A 1Y7
Telephone: 416-325-0400
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7^e étage, Édifice Frost Sud
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Toronto ON M7A 1Y7
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December 21, 2018

Dear Head of Council:

We are writing to provide you with an update on the 2019 Ontario Municipal Partnership Fund (OMPF).

Firstly, congratulations on your new office term. Our government knows that one of the first priorities for your new council is setting your 2019 budget. The Association of Municipalities of Ontario (AMO) along with a number of individual municipalities have asked for information about the 2019 OMPF to support budget planning.

Like many of my colleagues in the Legislature, as former municipal representatives, we understand the importance of this information. Let me assure you, we are committed to getting you the details of your 2019 OMPF allocation as soon as possible.

As outlined in November's *2018 Ontario Economic Outlook and Fiscal Review*, our government wants to ensure that the vital services people rely on like health and education are available to individuals and families for generations to come. This is why our top priority is putting the Province's fiscal house in order.

As you know, the Province's financial challenge is massive. We inherited a \$15 billion deficit and over a third of a trillion dollars in net debt. The previous government was spending more than \$40 million more a day than they took in.

This is simply unsustainable. This is why we are making every effort to restore fiscal balance to the Province.

Ernst and Young, who conducted a line-by-line-review of Ontario's spending, confirmed in its report *Managing Transformation — A Modernization Action Plan for Ontario* that the growth in transfer payments and other provincial supports are key contributors to the province's mounting debt. Getting this spending under control is why we are undertaking a detailed review of all transfer payments, including those to municipalities.

We must continue to support municipalities in a way that is sustainable and responsible. To achieve this, we are reviewing the OMPF — which is why details of OMPF allocations will be released later than in past years.

.../cont'd

We will be looking to you, our municipal partners, to help us with the challenge that lies ahead — as we look to drive efficiencies and value-for-money in all of our transfer payments, including the OMPF. While we all will be operating within a smaller funding envelope, we want to work with you to return the program to what it was initially intended to do — support the Northern and rural municipalities that need it the most.

As part of the OMPF review, we will seek your feedback on how best to renew the program. We will work through AMO and the recently signed joint Memorandum of Understanding (MOU). This agreement is a foundation of our relationship. The AMO MOU table has been an important forum for discussing and receiving your input on financial matters. I also understand that there has been a staff working group that has provided valuable feedback on the OMPF in the past. Ministry officials have been asked to engage with this group early in the New Year.

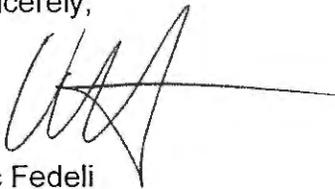
Again, we want to provide you with 2019 OMPF allocations as soon as possible. We are working to complete the review early in 2019.

Since coming into office, our government has taken a number of actions to support municipalities. These include introducing legislation to address two critical issues in Ontario's firefighting sector: fairness for professional firefighters and the efficiency of the interest arbitration system. In addition, we have committed to providing municipalities \$40 million over two years to help with the implementation costs of recreational cannabis legalization. In addition, if Ontario's portion of the federal excise duty on recreational cannabis over the first two years of legalization exceeds \$100 million, the province will provide 50 percent of the surplus only to municipalities that have not opted-out as of January 22, 2019. We are also working to reduce the significant red tape burden municipalities face.

These are important initiatives that will make life better for the people of Ontario.

We respect our municipal partners, and are committed to working constructively with all local governments to find smarter and more efficient ways to make life better for our communities.

Sincerely,



Vic Fedeli
Minister of Finance

- c: The Honourable Steve Clark, Minister, Municipal Affairs and Housing
Greg Orencsak, Deputy Minister, Ministry of Finance
Laurie LeBlanc, Deputy Minister, Ministry of Municipal Affairs and Housing
Jamie McGarvey, President, Association of Municipalities Ontario



2019 Budget – Treasury

The following are items for consideration for the 2019 Treasury Operating budget:

Priority	Item	Description	Funding	Estimate
1	Contract Accounts Payable Position	Create a new part time position for Accounts Payable. Position would pay \$21.06/hour (2019) = \$17,690 per year. Plus payroll burden.	Taxation	\$19,900

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2019 Budget – Angus Arena

The following are items for consideration for the 2019 Angus Arena Capital budget:

Priority	Item	Description	Funding	Estimate
1	Laser	Self-levelling laser for ice maintenance – reduce ice maintenance times	Taxation	\$17,000

81

2019 Budget – Parks and Recreation

The following are items for consideration for the 2019 Parks and Recreation Capital budget:

Priority	Item	Description	Funding	Estimate
1	Baxter Electrical Building		Taxation	
2	Pick-up Truck	4 Door Pick-up Truck	Taxation	\$30,000
3	Lawn Mowers	Lawn Mowers to cut our own grass, no contracting out. 2018 Grass Cutting contract \$45,323.	Taxation	
4	Playground	Playground equipment – Dellbrook Park	DC \$45,000 Taxation \$5,000	\$50,000

52

2019 Budget – Thornton Arena

The following are items for consideration for the 2019 Thornton Arena Capital budget:

Priority	Item	Description	Funding	Estimate
1	Roof	Roof is leaking around the facility and needs repaired or replace	taxation	Waiting for quote, Midhurst roofing took measurements
2	Safety mesh around the ice surface	The safety netting is getting old and "weathered", deteriorating, and making safety of public an issue	taxation	\$10,000 quote from soud barriers
3	Olympia	Olympia is a 2007, past its expected 10 years and service costs are going to start to accumulate, function of olympia is deteriorating	taxation	\$85,000 - \$90,000 based on cost of Olympia in Angus
4	Banquet hall washrooms	Washrooms are not accessible and need updated.	taxation	No quote received yet

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2019 Draft Budget Information for Member Municipalities

October 2018



Nottawasaga Valley
Conservation Authority

If you require this document in an alternative format
please contact NVCA at 705-424-1479 or admin@nvca.on.ca

About NVCA

For 58 years, the Nottawasaga Valley Conservation Authority (NVCA) has worked with municipal, provincial and federal partners, and local stakeholders to deliver excellence in watershed planning and management. Like Ontario's other 35 conservation authorities, NVCA operates under three fundamental principles:

- Watershed jurisdiction
- Local decision making
- Funding partnerships

As your municipal partner, NVCA provides the expertise to help protect our water, our land, our future.



Vision

Vision - Innovative watershed management supporting a healthy environment, communities and lifestyles.



Mission

Mission - Working together to lead, promote, support and inspire innovative watershed management.



Guiding Principles

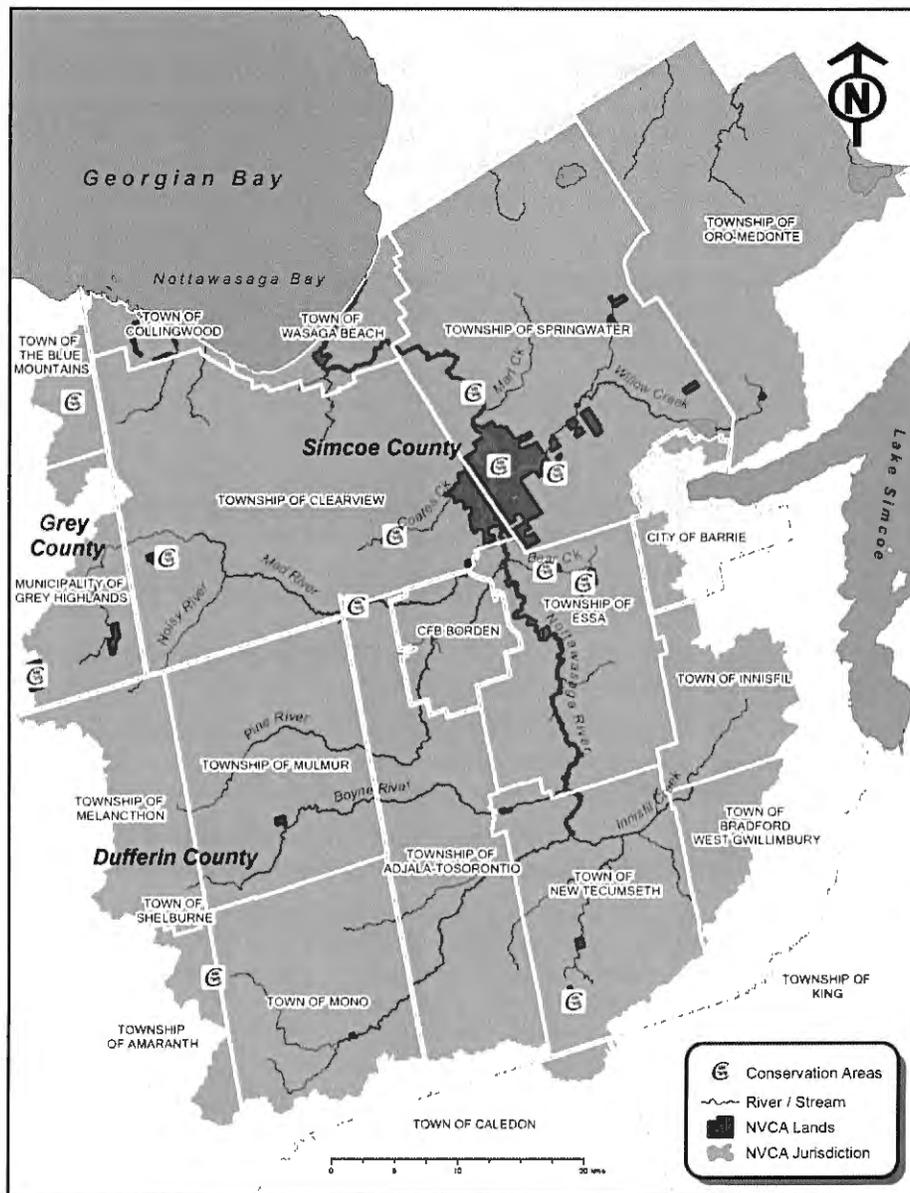
Guiding Principles - We are committed to carrying out our responsibilities, providing services to our customers and working with our partners in a professional, accountable, responsible and dedicated manner.

We are:

- an adaptive organization - constantly striving to improve; committed to anticipating change and thinking strategically
- a "can-do" organization - collaborative, decisive and efficient, committed to finding solutions that work for all
- a science-based organization - committed to using the best available watershed science and knowledge to inform decisions

- a professional organization - authentic and credible, respectful of all and receptive to the ideas of others
- an open organization - approachable, committed to customer service excellence, honest, open, transparent and effective
- a responsible organization - trustworthy, committed to fiscal prudence and the responsible use of resources

Our watershed encompasses a large geographic area of 3,700 sq. km, with jurisdiction in 18 municipalities. One representative from each municipality is appointed as a member of our board of directors. Our members play a key role in governing the authority. They have a responsibility to represent the interests of their municipalities, to consider the interests of the authority and the watershed as a whole, and to act as a liaison between their municipalities and NVCA.



Member Municipalities

- Township of Adjala-Tosorontio
- Township of Amaranth
- City of Barrie
- Town of the Blue Mountains
- Bradford/West Gwillimbury
- Clearview Township
- Town of Collingwood
- Township of Essa
- Municipality of Grey Highlands
- Town of Innisfil
- Township of Melancthon
- Town of Mono
- Mulmur Township
- Town of New Tecumseth
- Township of Oro-Medonte
- Town of Shelburne
- Township of Springwater
- Town of Wasaga Beach



Budget Process

In August 2018, board members approved a staff report on the budget pressures projected for 2019 and directed staff to prepare a 2019 budget for consideration based on a \$176,586 increase to general levy. The draft budget is to be reviewed at the October 26, 2018 board of directors meeting and subsequently circulated to NVCA watershed municipalities for comments. Typically the board of directors vote on the budget at the December meeting, however as 2018 is an election year, the vote will be held in March 2019.

Budget Vote

Directors of the board will vote on the budget and levy using a weighted vote. The weighting formula is based on the Current Value Assessment (CVA) levy apportionment found on the next page.



2019 Draft Budget

The 2019 operation budget is organized into business units and departments and is intended to reflect all associated costs. Operating programs have been maintained at the previous years' service levels.

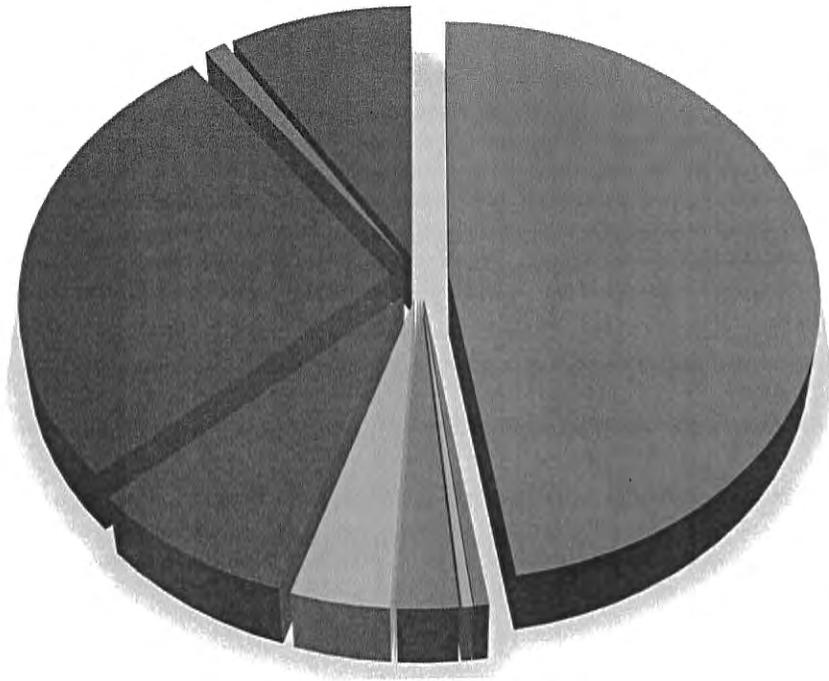
A \$176,586 increase in municipal levy, is needed to support the operating expenditures. The operating levy is shared by NVCA member municipalities based on the CVA apportionment percentages provided by the Ministry of Natural Resources and Forestry.

Summary of Municipal Levy Contribution

Municipality	2018 CVA Apportionment Percentage	2019 CVA Apportionment Percentage	2018 Operating Levy	2019 Operating Levy	\$ Increase
			\$2,286,443.25	\$2,463,029.16	\$176,585.95
Township of Adjala-Tosorontio	4.2689%	4.1925%	\$97,606.27	\$103,262.65	\$5,656.38
Township of Amaranth	0.2235%	0.2192%	\$5,109.08	\$5,399.33	\$290.25
City of Barrie	15.4948%	15.4117%	\$354,279.76	\$379,595.83	\$25,316.07
Town of The Blue Mountains	1.4703%	1.4179%	\$33,617.95	\$34,923.55	\$1,305.60
Bradford/West Gwillimbury	3.8174%	3.9902%	\$87,283.77	\$98,280.29	\$10,996.52
Clearview Township	5.2013%	5.0678%	\$118,924.61	\$124,821.15	\$5,896.54
Town of Collingwood	10.3451%	10.0634%	\$236,534.41	\$247,864.38	\$11,329.97
Township of Essa	6.7363%	6.9541%	\$154,021.54	\$171,281.23	\$17,259.69
Municipality of Grey Highlands	0.3705%	0.3560%	\$8,472.40	\$8,768.66	\$296.26
Town of Innisfil	6.4739%	6.7490%	\$148,022.65	\$166,229.29	\$18,206.64
Township of Melancthon	0.4846%	0.4711%	\$11,079.00	\$11,603.90	\$524.90
Town of Mono	3.8523%	3.8050%	\$88,081.18	\$93,718.30	\$5,637.15
Mulmur Township	1.7510%	1.6843%	\$40,034.53	\$41,483.71	\$1,449.18
Town of New Tecumseth	12.7683%	13.2112%	\$291,940.15	\$325,395.14	\$33,454.99
Township of Oro-Medonte	7.7282%	7.5379%	\$176,700.09	\$185,659.45	\$8,959.36
Town of Shelburne	2.0606%	2.0602%	\$47,114.22	\$50,742.31	\$3,628.09
Township of Springwater	7.2250%	7.3890%	\$165,196.58	\$181,992.86	\$16,796.28
Town of Wasaga Beach	9.7280%	9.4196%	\$222,425.05	\$232,007.12	\$9,582.07

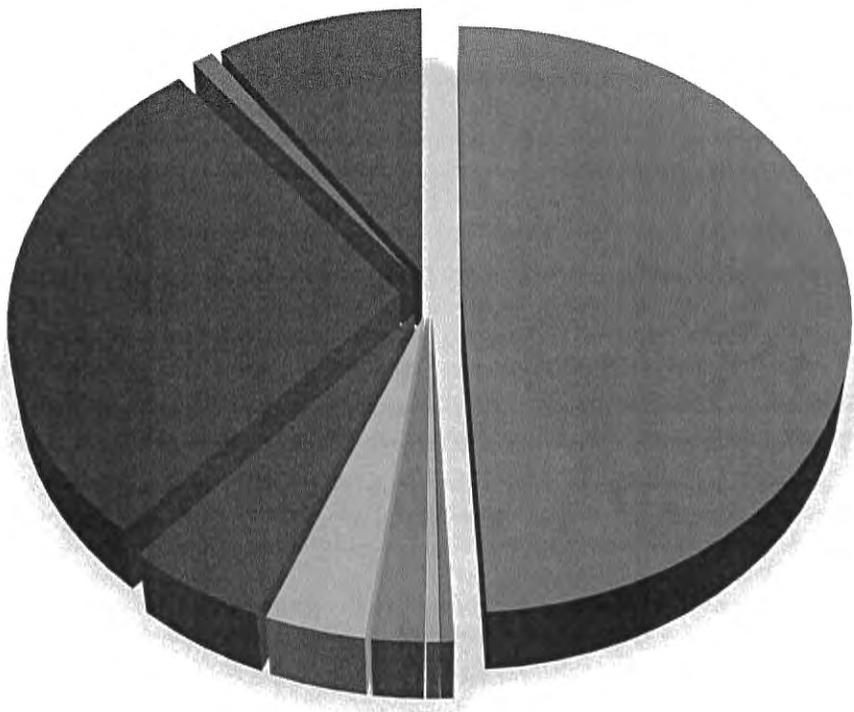
Sources of Revenue

2018 - \$4,744,148



- Levy - 47%
- Special Benefit Projects - 1%
- Municipal Contributions - 0%
- Municipal Project -RMO - 2%
- Federal Funding - 0%
- Provincial Funding - 4%
- Grants written by NVCA - 8%
- Revenue Generated by Authority - 27%
- Operational Reserves - 1%
- Contributions - 9%

2019 - \$4,928,748

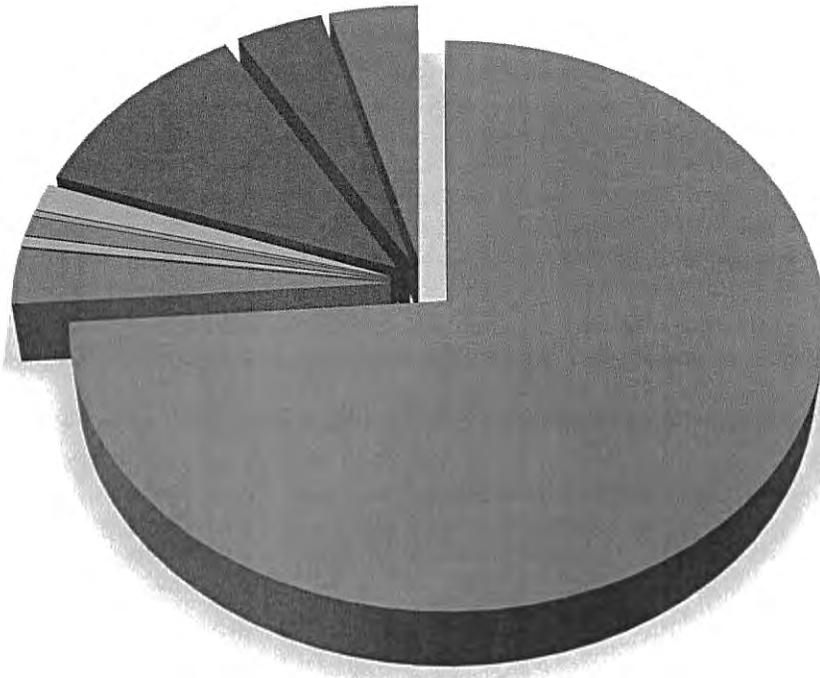


- Levy - 49%
- Special Benefit Projects - 0%
- Municipal Contributions - 1%
- Municipal Project -RMO - 2%
- Federal Funding - 0%
- Provincial Funding - 4%
- Grants written by NVCA - 5%
- Revenue Generated by Authority - 28%
- Operational Reserves - 1%
- Contributions - 9%

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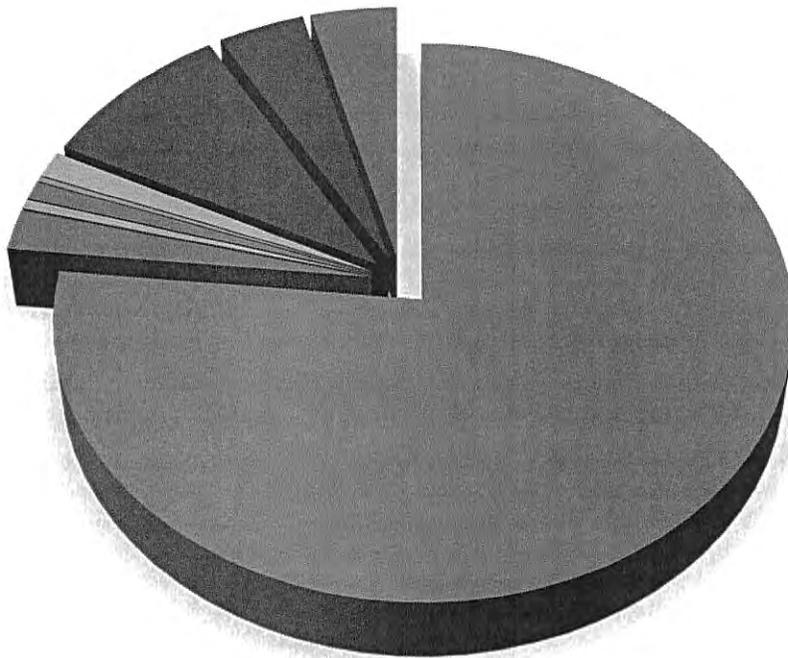
Expenditures

2018 - \$4,744,148



- Wages and Benefits - 74%
- Transfer to Reserves - 3%
- Advertising - 1%
- Travel & Vehicle - 1%
- Interest & Bank - 0%
- Training/Memberships/Dues - 2%
- Office Supplies & Project Material Costs - 11%
- Occupancy Costs/Utilities - 4%
- Professional & Consulting Fees - 4%

2019 - \$4,928,748



- Wages and Benefits - 77%
- Transfer to Reserves - 2%
- Advertising - 1%
- Travel & Vehicle - 1%
- Interest & Bank - 0%
- Training/Memberships/Dues - 2%
- Office Supplies & Project Material Costs - 9%
- Occupancy Costs/Utilities - 4%
- Professional & Consulting Fees - 4%

Asset Management

The capital asset levy, which funds the asset management plan (AMP), is shared by the municipal partners based on their apportionment percentage.

When the capital asset levy was introduced in 2017, some municipalities chose to phase in their contributions over five years while others chose to contribute their full amount starting in year one. To be fair to those that are contributing in full, the AMP will continue to be updated during the phase in period, but municipalities will only pay the fees as established in year one until the phase-in-period is complete.

Below are the contributions for 2019 based on each municipality's choice:

Capital Asset Levy - Phased-In Municipalities

Municipality	2019 CVA Apportionment Percentage	2018 Capital Levy (2 nd of 4 year + CVA Adjustment)	2019 Capital Levy (3 rd of 4 year + CVA Adjustment)
City of Barrie	15.4117%	\$13,287.02	\$20,023.94
Town of The Blue Mountains	1.4179%	\$1,260.82	\$1,842.24
Bradford/West Gwillimbury	3.9902%	\$3,273.52	\$5,184.35
Town of Collingwood	10.0634%	\$8,871.06	\$13,075.02
Township of Essa	6.9541%	\$5,776.47	\$9,035.20
Town of Mono	3.8050%	\$3,303.42	\$4,943.71
Town of New Tecumseth	13.2112%	\$10,949.02	\$17,164.82
Township of Oro-Medonte	7.5379%	\$6,627.02	\$9,793.67
Township of Springwater	7.3890%	\$6,195.58	\$9,600.25

Capital Asset Levy - Full Contributing Municipalities

Municipality	2019 CVA Apportionment Percentage	2018 Capital Levy	2019 Capital Levy with CVA Adjustment
Township of Adjala-Tosorontio	4.1925%	\$5,546.45	\$5,447.18
Township of Amaranth	0.2192%	\$290.32	\$284.82
Clearview Township	5.0678%	\$6,757.86	\$6,584.4
Municipality of Grey Highlands	0.3560%	\$481.44	\$462.55
Town of Innisfil	6.7490%	\$9,037.52	\$9,421.49
Township of Melancthon	0.4711%	\$629.56	\$612.11
Mulmur Township	1.6843%	\$2,274.95	\$2,188.29
Town of Shelburne	2.0602%	\$2,677.25	\$2,676.69
Town of Wasaga Beach	9.4196%	\$12,639.24	\$12,238.54

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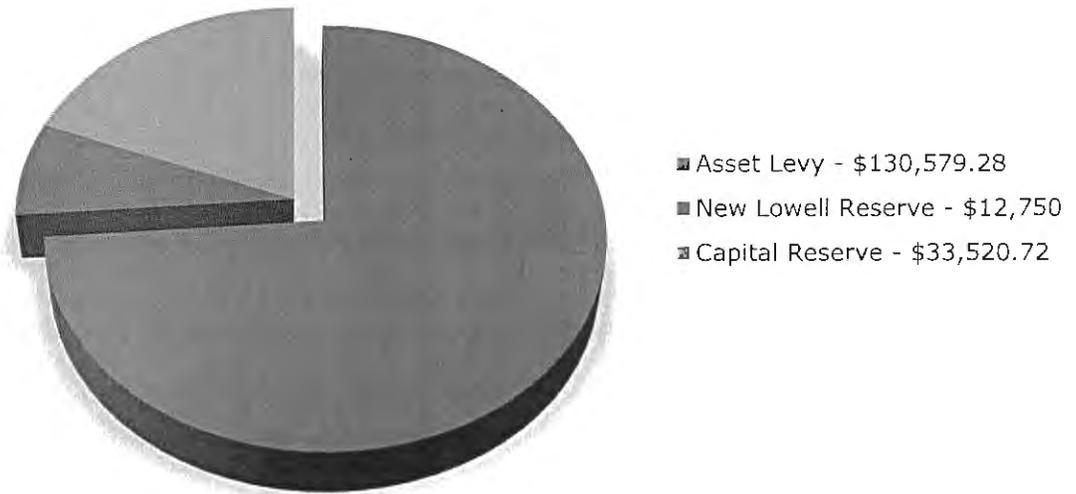
These amounts will be put into reserves to pay for the repair maintenance and replacement of the assets as identified in the AMP.

2019 expenditures as per the AMP:

1. Projects at New Lowell Campground from New Lowell reserve fund
2. Parts replacement on monitoring equipment to extend life
3. Computers and server upgrade
4. Dam safety review for another of NVCA's dam's
5. A well decommission along with replacement of level loggers
6. Replacement of a car, ATV, brush mower, and trailer

Funding for Asset Management Plan

2019 Total Cost - \$176,850



**In years where the capital asset levy is more than the required in expenditures, excess funds will replenish the capital reserve use occurring due to the ten year averaging. Capital reserve use is forecast to balance out over the ten year period.

**Nottawasaga Valley Conservation Authority
Proposed 2019 Budget**

ba

Consolidated

	BUDGET 2018	BUDGET 2019	\$ CHANGE
REVENUE:			
Municipal Levy Non Match	2,097,953.25	2,274,539.17	176,585.92
Matching Municipal Levy (Flood)	188,490.00	188,490.00	-
Special Benefit Projects	20,500.00	23,500.00	3,000.00
Oro-Medonte MOU	(34,311.39)	(36,953.37)	(2,641.98)
Municipal Contributions	28,000.00	25,000.00	(3,000.00)
Municipal Project - RMO	115,844.95	95,845.00	(19,999.95)
Total Municipal Revenue	<u>2,416,476.81</u>	<u>2,570,420.80</u>	<u>153,943.99</u>
MNR Transfer Payment-Flood	188,490.00	188,490.00	-
Other Provincial Sources	144,000.00	220,548.38	76,548.38
Federal Sources	253,000.00	44,000.00	(209,000.00)
Total Government Grants	<u>585,490.00</u>	<u>453,038.38</u>	<u>(132,451.62)</u>
Contributions	415,080.00	462,640.00	47,560.00
User Fees			
Reforestation	52,500.00	54,000.00	1,500.00
Healthy Waters	4,000.00	5,000.00	1,000.00
Conservation Lands	21,000.00	21,000.00	-
Planning	820,500.00	883,630.00	63,130.00
Environmental Monitoring	13,000.00	13,000.00	-
Environmental Education	230,500.00	279,500.00	49,000.00
Tiffin Operations	93,500.00	93,500.00	-
Conservation Land Leases	29,590.00	30,315.00	725.00
Investment Income	13,000.00	13,000.00	-
Total Contributions and User Fees	<u>1,692,670.00</u>	<u>1,855,585.00</u>	<u>162,915.00</u>
Operational Reserves	49,511.39	45,903.37	(3,608.02)
TOTAL REVENUE	<u>4,744,148.20</u>	<u>4,924,947.55</u>	<u>180,799.35</u>

EXPENSES:

Wages and Interprogram Charges	<u>3,502,813.20</u>	<u>3,780,082.55</u>	<u>277,269.35</u>
	<u>3,502,813.20</u>	<u>3,780,082.55</u>	<u>277,269.35</u>
Other Expenses			
Staff Cost	11,450.00	11,450.00	-
Memberships/Professional Dues	43,500.00	45,100.00	1,600.00
Educations and Training	29,000.00	29,000.00	-
Materials & Supplies - General	327,200.00	274,155.00	(53,045.00)
Materials & Supplies - Cost of Trees	142,100.00	125,000.00	(17,100.00)
Vehicles & Large Equipment Costs	42,450.00	42,450.00	-
Office Expenses	26,750.00	26,750.00	-
Equipment Costs	9,000.00	9,000.00	-
Transportation Costs	11,000.00	11,000.00	-
Legal	37,000.00	37,000.00	-
Consultants	144,500.00	149,500.00	5,000.00
Insurance	77,900.00	77,900.00	-
Taxes	23,865.00	24,140.00	275.00

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**Nottawasaga Valley Conservation Authority
Proposed 2019 Budget**

— **Consolidated**

	BUDGET 2018	BUDGET 2019	\$ CHANGE
Heat and Hydro	33,000.00	33,000.00	-
Telephones and Internet Access	23,000.00	23,000.00	-
Audit Fees	17,500.00	17,500.00	-
Interest and Bank Charges	14,200.00	14,200.00	-
Maintenance Expense	31,700.00	31,700.00	-
Uniform Expense	5,000.00	6,000.00	1,000.00
Leases	14,000.00	14,000.00	-
Advertisement and Communications	26,720.00	26,520.00	(200.00)
Bad Debt Expense	500.00	500.00	-
— Transfer to Reserves	150,000.00	116,000.00	(34,000.00)
	<u>1,241,335.00</u>	<u>1,144,865.00</u>	<u>(96,470.00)</u>
TOTAL EXPENSES	<u>4,744,148.20</u>	<u>4,924,947.55</u>	<u>180,799.35</u>
SURPLUS (DEFICIT)	<u>-</u>	<u>-</u>	<u>-</u>



7a

Corporation of the Township of Essa
 5786 Simcoe County Road 21
 Utopia, Essa Township, Ontario
 L0M 1T0

Telephone: (705) 424-9770
 Fax: (705) 424-2367
 Web Site: www.essatownship.on.ca

MEMORANDUM

TO: CAROL TRAYNOR, Manager of Finance

FROM: Lisa Lehr, Clerk

DATE: January 16, 2019

SUBJECT: 2019 Budget Consideration – Operating Administration (Clerk’s Office)

The following is being presented for Council’s consideration for approval in the 2019 Budget:

OPERATING ASSISTANCE		
Line Item	Description	Proposed Amount
8	Community Donations Request received from Town of New Tecumseth (dated August 1 2018) re: Request for Essa Council’s consideration of contribution in the amount of \$3,500 to Museum on the Boyne (**Letter from New Tecumseth attached)	\$3,500
OPERATING CLERKS OFFICE		
Line Item	Description	Proposed Amount
50	Computer Software Maintenance To include annual hardware replacement (7 computers including 2 laptops).....\$18,000 Software Updates & purchases.....5,000 Security (Proxy Server and other measures).....3,000 Physical Domain Controller.....4,000 Update to Microsoft Office 365 (\$15/month/user (current version soon to be unsupported; keeps Essa up to date against security breaches).....20,000	\$50,000

It is requested that funds be placed *in a reserve account* over the course of the next four years to assist in covering the estimated costs (based on the 2018 Municipal Election expenses) for the 2022 Municipal Election, as follows:

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Corporation of the Township of Essa
 5786 Simcoe County Road 21
 Utopia, Essa Township, Ontario
 L0M 1T0

Telephone: (705) 424-9770
 Fax: (705) 424-2367
 Web Site: www.essatownship.on.ca

OPERATING CLERKS OFFICE		
Line Item	Description	Proposed Amount
57	<p>Printing - Total Projected Costs.....\$15,000 Includes Voter Notification Cards & Postage, as well as ballots</p> <p><i>Request to place in reserve account over next four years for projected costs for upcoming 2022 Municipal Election.....\$3,750 / year</i></p>	\$3,750 / year
59	<p>Training 66 workers MINIMUM required Total Projected costs.....\$18,000</p> <p><i>Request to place in reserve account over next four years for projected costs for upcoming 2022 Municipal Election.....\$4,500/year</i></p>	\$4,500 / year
60	<p>Election Miscellaneous Total Projected Costs.....\$15,000 Includes: Election Supplies (Municipal World, Staples)apx \$7,000 Advertisements (Nomination Period, Employment Opportunities, Notice of Voters List, Notice of Voting, Committee Recruitment, County of Simcoe Radio Ads, etc.)..... apx \$5,000 Inaugural Costs..... apx \$1,800</p> <p><i>Request to place in reserve account over next four years for projected costs for upcoming 2022 Municipal Election.....\$4,500 / year</i></p>	\$3,750 / year

Your consideration on these items is greatly appreciated.

Sincerely,

Lisa Lehr, CMO
 Clerk

2019 Budget. 75



*Parks, Recreation & Culture Department
Administration Centre
10 Wellington St. E.
Alliston, ON L9R 1A1*

*Web Address: www.newtecumseth.ca
Email: pdalmada@newtecumseth.ca
Phone: 705-435-4030 or 905-936-4203
Fax: 905-729-1266*

Wednesday, August 01, 2018

Carol Mohr
Manager of Finance
Township of Essa Administration Centre
5786 County Road 21
Utopia, ON, L0M 1T0

Re: Funding Request

Dear Ms. Mohr,

I am writing to you on behalf of the Museum on the Boyne (formerly the South Simcoe Pioneer Museum) Advisory Committee. The original museum board was formed in 1959 with Council representatives from Alliston, Adjala, Essa, Tecumseth, Tosorontio and West Gwillimbury. Mrs. Cheryl Brinn represents your municipality at our bi-monthly meetings.

The mandate of the Museum on the Boyne is to increase the understanding of life in South Simcoe through the exploration of artifacts and programs. Our new exhibit "Leaders and Landmarks: Stories of South Simcoe County" features T.P Loblaw and a restoration project is currently underway on the McDonald log cabin, originally located in Essa Township.

Following direction from the Museum Advisory Committee and supported by the New Tecumseth Town Council, we are seeking your financial support to implement a short-term artifact digitization project. The goal of this project is to digitize our archival and photograph collection to make it available to the public in the future.

Since its inception, the Town of New Tecumseth has been the primary funder of the museum. For this special project we are asking for the remaining four municipalities to contribute \$3500 in funds from their 2019 budgets to assist with the additional staff time required to implement the project.

A contribution from Essa would be greatly appreciated for the continued success of the Museum on the Boyne.

Should you have any questions or require anything further, please do not hesitate to contact our offices.

Patrick D'Almada, BAS, MPA
Director of Parks, Recreation and Culture,
Office Location: 6558 8th Line, Beeton, Ontario
Mailing Address: 10 Wellington Street E., Alliston, Ontario, L9R 1A1
Tel: (705) 435-4030 ext. 1440

TOWNSHIP OF ESSA
AUG 07 2018
RECEIVED

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OPP 2019 Annual Billing Statement

Essa Tp

Estimated cost for the period January 1 to December 31, 2019

Please refer to www.opp.ca for 2019 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	7,106		
	Commercial and Industrial	189		
	Total Properties	<u>7,295</u>	189.54	1,382,694
Calls for Service	(see summaries)			
	Total all municipalities	156,778,914		
	Municipal portion	0.7395%	158.92	1,159,329
Overtime	(see notes)		10.39	75,790
Contract Enhancements (pre-2015)	(see summary)		38.32	279,561
Prisoner Transportation	(per property cost)		2.27	16,560
Accommodation/Cleaning Services	(per property cost)		4.90	35,746
2019 Estimated Cost before Phase-In Adjustment			404.34	2,949,680
2019 Phase-In Adjustment Billing Summary				
2018 Estimated Cost per Property			408.56	
2019 Estimated Cost per Property (see above)			404.34	
Cost per Property Variance			(Decrease) 4.21	
2019 Adjustment Maximum is \$3.05 per property			(Decrease) 3.05	
2019 Phase-In Adjustment			1.16	8,484
2019 Estimated Cost After Phase-In Adjustment			405.51	2,958,164

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**OPP 2019 Estimated Base Services and Calls For Service Cost Summary
For the Period January 1 to December 31, 2019**

Salaries and Benefits				Total Base Services and Calls for Service		Base Services	Calls for Service
	(Note 1)	FTE	Base %	\$/FTE	\$	\$	\$
Uniform Members							
Inspector		25.77	100.0	158,283	4,078,953	4,078,953	-
Staff Sergeant-Detachment Commander		11.41	100.0	141,618	1,615,861	1,615,861	-
Staff Sergeant		32.05	100.0	132,190	4,236,690	4,236,690	-
Sergeant		222.66	56.2	118,511	26,387,659	14,823,356	11,564,303
Constables		1,809.53	56.2	100,708	182,234,147	102,367,668	79,866,479
Part Time Constables		5.44	56.2	80,183	436,196	245,360	190,836
Total Uniform Salaries		2,106.86			218,989,506	127,367,887	91,621,618
Statutory Holiday Payout				3,564	7,489,461	4,315,256	3,174,205
Shift Premium				685	1,395,777	784,065	611,712
Benefits (Full-time 28.09%, Insp. 27.06%, Part-time 14.73%)					61,413,863	35,702,846	25,711,017
Total Uniform Salaries & Benefits				137,308	289,288,606	168,170,054	121,118,552
Detachment Civilian Members	(Note 1)						
Court Officer		15.57	56.2	65,648	1,022,139	574,420	447,719
Detachment Administrative Clerk		173.14	56.2	64,693	11,200,946	6,292,041	4,908,905
Detachment Clerk Typist		0.44	56.2	57,362	25,239	14,341	10,899
Detachment Operations Clerk		1.67	56.2	63,077	105,339	59,292	46,046
Crime Stopper		0.81	56.2	60,159	48,729	27,673	21,056
Total Detachment Civilian Salaries		191.63			12,402,392	6,967,767	5,434,625
Benefits (26.10% of Salaries)					3,237,024	1,818,587	1,418,437
Total Detachment Civilian Salaries & Benefits				81,613	15,639,416	8,786,354	6,853,062
Support Staff (Salaries and Benefits)	(Note 2)						
Communication Operators				6,564	13,829,429	7,967,711	5,861,718
Prisoner Guards				1,715	3,613,265	2,081,753	1,531,512
Operational Support				4,642	9,780,044	5,634,692	4,145,352
RHQ Municipal Support				2,477	5,218,692	3,006,706	2,211,986
Telephone Support				122	257,037	148,090	108,947
Office Automation Support				644	1,356,818	781,719	575,098
Mobile and Portable Radio Support				188	397,112	228,779	168,333
Total Support Staff Salaries and Benefits					34,452,397	19,849,450	14,602,947
Total Salaries & Benefits					339,380,420	196,805,859	142,574,561
Other Direct Operating Expenses	(Note 2)						
Communication Center				182	383,449	220,921	162,528
Operational Support				811	1,708,663	984,432	724,231
RHQ Municipal Support				232	488,792	281,613	207,178
Telephone				1,373	2,892,719	1,666,616	1,226,103
Mobile Radio Equipment Maintenance				163	344,305	198,356	145,949
Office Automation - Uniform				2,140	4,508,680	2,597,639	1,911,041
Office Automation - Civilian				1,685	322,897	181,407	141,489
Vehicle Usage				8,351	17,594,388	10,136,861	7,457,527
Detachment Supplies				539	1,135,598	654,265	481,332
Uniform & Equipment				1,944	4,106,311	2,365,673	1,740,638
Uniform & Equipment Court officer				929	14,465	8,129	6,336
TOTAL 2019 ESTIMATED COURT SECURITY COSTS					33,500,265	19,295,913	14,204,352
Total 2019 Municipal Base Services and Calls for Service Cost					372,880,686	216,101,772	156,778,914
Total OPP-Policed Municipal Properties						1,140,112	
Base Services Cost per Property						\$189.54	

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2019 Capital Protection

02-02-002-022-2199

<u>Prioritized</u>	<u>Description</u>	<u>2019 Budget</u>	<u>Comments</u>
1	PPE – (12)	\$36,600	To continue with operational readiness and continuous “greening”. We will not have sufficient spare suits to fill this shortfall. A limited inventory of spare older suits is required to ensure that staff have PPE when their assigned gear is out for cleaning and repair as per OHSA. Additional new recruits, not all will fit into our spare inventory. To obtain 2017 price, must be ordered before the end of December
2	Vehicle Replacement for T4	\$400,000	Replacement of T4 (due for replacement in 2019). Is a 1999 International tanker, purchased used in 2006 for \$27,500. To date, we have spent \$50,599.93 on repair and maintenance. We are not recommending a custom cab and chassis. Use of a commercial cab and chassis is more cost effective, provide additional capacity to carry staff to emergency scenes, and allow us to maintain our Tanker Shuttle Accreditation.
3	Communication	\$40,000	Linking sites and complete the upgrade to digital.
4	Hose & Nozzles	\$14,000.00	On-going operational readiness. (increase cost of brass).
5	Rescue Equipment	\$6,500.00	To continue with operational readiness and continuous “greening” of extrication equipment.
6	Replacement Utility 1	\$85,000.00	Utility 1 was due for replacement in 2018. U1 is a lightweight 2004 GMC and purchased used in 2010 for \$18,775; the repair and maintenance cost to date

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			are \$35,765.81. This vehicle is essential as it carries additional staff to emergency scenes and is used on an almost daily basis to move equipment between stations and to repairs without having to use large fire apparatus.
7	Refurbish Utility 2	\$30,000	Utility 2 is due to be replaced in 2019. It is a heavy weight 2004 GMC, and was purchased used for \$33,703.02. To date we have spent \$18,297.18 on repair and maintenance. We recommend refurbishing and repurposing it to bush truck. It remains in reasonable shape and is still cost effective from a maintenance perspective. As a heavy duty 4x4 vehicle it is better suited to carry the existing bush pack purchased by Thornton Firefighters Association (\$15,000). This will ensure flexibility for grass and brush fires; as well as maintaining a vehicle capable of carrying staff to smaller fires and burn complaints.
8	Resurface Station One/Library Parking Lot	\$9,000	Resurfacing of the shared parking lot at Station One and the Thornton Library. The cost would be shared equally between both facilities. Consideration may be given to moving the \$9000 to the maintenance line of the station 1 operating budget. Carried forward from 2018; due to delay, contractor is guaranteeing the 2018 price.
9	Reserve for Pump 2	\$150,000	Pump 2 due for replacement in 2020. Pump 2 is a 2000 Freightliner, purchased new in 2000 for \$213,481.05. To date, we have spent \$71,684.45 on repair and maintenance. This will allow us to move this vehicle to reserve status and sell Pump 3. P3 is a 1995 Freightliner and was purchased used in 2009 for \$80,000 and to date we have spent \$118,806.04 on maintenance and repair.
10	Reserve for Car 2	\$20,000	Car 2 due for replacement in 2022. C2 is a 2007 Ford F150 purchased used in 2009 for \$21,708.09. To date we have spent \$37,822.81 on repair and maintenance.

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11	Reserve for Station 1	\$40,000	Commence reserve fund for additions, refurbishment and land acquisition of Station 1 as per the 2016 Capital Station Needs Study.
12	Reserve for Station 2	\$80,000	Commence reserve fund for additions, refurbishment and land acquisition of Station 2 as per the 2016 Capital Station Needs Study.

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2019 FTE Request from Taxation

<u>Prioritized</u>	<u>Descript</u>	<u>2019 Budget</u>	<u>Comments</u>															
1	Full-time Deputy	\$85,000	<p>Converting the volunteer deputy chief position to a full-time deputy fire chief as recommended in the 2014 Master Fire Plan, to be hired in the third quarter of 2019. This is to assist with the increasing work load within the department and would be consistent with our Public Works Department.</p> <table border="0" data-bbox="685 617 1532 738"> <thead> <tr> <th></th> <th>Manager</th> <th>total staff</th> <th>Buildings</th> <th>Fleet</th> </tr> </thead> <tbody> <tr> <td>Public Works</td> <td>1</td> <td>10</td> <td>1</td> <td>14</td> </tr> <tr> <td>Fire</td> <td>1</td> <td>59</td> <td>2</td> <td>13</td> </tr> </tbody> </table> <p>With the exception of Adjala Tosorontio, all the volunteer fire departments have additional full-time staff beyond the chief and an administrative assistant (spreadsheet attached for overview). Further, with the exception of Adjala-Tosorontio, most have full-time training officers and/or fire prevention officers. Numerous small municipalities have recognized the need for additional FTEs within their fire services. Infrastructure is needed to maintain the overall volunteer nature of their departments.</p> <p>Since 2013 when the MFP was completed, additional inspections are now required due to changes in the Ontario Fire Code, the growth of the municipality requires an increase in plans review and new occupancy inspections. Changes to the Emergency Management in Ontario now have increased requirements for training and public education, increasing the work load of the CEMC. Changes to the FPPA have added additional requirements related to risk analysis and public reporting. Changes to the OHSA added additional requirements for PTSD plan development and training. Changes to the Clean Water Act now require additional inspections and plan development at station one for well-head management.</p> <p>While the MFP plan recommended the hiring of the deputy in relation to fire prevention, the real need is within the training section.</p> <p>VFF are becoming more difficult to recruit and retain; EFD conducts all HR processes for hiring new recruits (2013 – 11VFF, 2015 – 20VFF, 2017 – 15VFF); and will be recruiting again in 2019. To ensure compliance with the OHSA, all our employees are trained to do the work that we require of them. This means training and certifying to the NFPA Standards (there are minimum training requirements for firefighters and supervisors).</p>		Manager	total staff	Buildings	Fleet	Public Works	1	10	1	14	Fire	1	59	2	13
	Manager	total staff	Buildings	Fleet														
Public Works	1	10	1	14														
Fire	1	59	2	13														

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			We currently pay the volunteer deputy approximately \$23,000 between honorarium and emergency calls/training. These funds can be re-allocated toward the FTE salary. If hired in the third quarter the salary cost for 2019 would be \$42,500 - \$11,500 = \$31,000
2	Full-time training officer	\$60,000 - \$65,000	<p>The daily demands on volunteer firefighters warrants a change to the traditional two nights a month training schedule. New recruits require a minimum of 150 hours training, exclusively for firefighting skills. This does not include WHMIS, 1st Aid, CPR, Defib, driver training, basic water rescue, farm rescue, tanker shuttle accreditation, pumper operations and extrication. The volunteer training officers also train existing staff on all mandatory annual recertification requirements, new equipment, now operating guidelines and ever-changing legislation – such as recent changes to the MTO licencing.</p> <p>Currently, we utilize three volunteer captains; only one of which is a certified, experienced training officer. These three volunteer training officers can no longer sustain the workload required to meet the minimums for training our cadre of volunteers; and keep up their own required training, attend calls, and officer meetings.</p> <p>Do to the limited nature of available VFF and the day to day demands within their lives, it is essential that we have flexibility in the training officer to accommodate their schedules; vs having 60 VFF accommodate 3 volunteer officers.</p> <p>This position could be hired in the fourth quarter in preparation for the hiring of new recruits; therefore, the 2019 salary cost would be \$16,250</p>

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2019 ROADS MAINTENANCE - BUDGET COMPARISON

		Approved 2018 Budget	Proposed 2019 Budget
A/C #	02-06-210-370-6260 - Gravel Resurfacing, Patching & Pits		
	Water Monitoring	\$1,000	\$0
	Gravel Purchases - 2,000t - stockpile	\$27,000	\$30,000
	Pit Licences / Securities	\$1,700	\$1,700
	Grave Placement 6th Line s/o 10th Sideroad -4000t		\$54,000
	Sub Total:	\$62,700	\$85,700
A/C #	02-06-210-370-6261 - Dust Control		
	Liquid Calcium	\$26,000	\$35,000
	Bagged Calcium	\$500	\$500
	Sub Total:	\$26,500	\$35,500
A/C #	02-06-210-370-6262 - Winter Control		
	Purchase Winter Sand - 12,000t	\$0	\$120,000
	Salt (500 t)	\$47,500	\$47,500
	Winter Sand Mixing & Stacking (12,000 t)	\$25,000	\$25,000
	Patrol Software License - MESH	\$0	\$15,000
	Sub-Total:	\$130,000	\$207,500
A/C #	02-06-240-370-6255 - Brushing, Tree Trimming & Removal		
	Contract tree removal / bucket truck	\$30,000	\$30,000
	Grind stumps, wood at Roads Department yard		\$0
	Consider arborist to inspect trees in Angus (\$5,000)		\$0
	Sub-Total:	\$30,000	\$30,000
A/C #	02-06-240-370-6256 - Ditching/Erosion Protection		
	Hydroseeding, grass seed, screened topsoil	\$2,500	\$2,500
	Gabion Stone	\$2,500	\$2,500
	Sub-Total:	\$5,000	\$5,000
A/C #	02-06-240-370-6257 - Catch Basin, Curb & Gutter		
	Catch basin pumping	\$10,000	\$20,000
	Catch basin / grate repairs	\$2,000	\$2,000
	Glen Eton Storm Pumping Station	\$1,000	\$1,000
	Curb Repair	\$0	\$10,000
	Sub-Total:	\$13,000	\$33,000

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Budget Comparison - Page 2

		Approved 2018 Budget	Proposed 2019 Budget
A/C#	02-06-240-370-6258 - Hard Top Sweeping & Patching		
	Propane for hot box - cold patching	\$1,000	\$1,000
	Cold mix	\$9,000	\$15,000
	Contract street sweeping	\$30,000	\$35,000
	Sub Total:	\$40,000	\$51,000
A/C #	02-06-240-370-6259 - Roadside, Shoulder Maintenance		
	Misc. Maintenance Projects	\$100,000	\$100,000
	Contract weed spraying	\$2,500	\$2,500
	Sub-Total:	\$102,500	\$102,500
A/C#	02-06-240-384-6270 - Safety Devices, signs, & R/R Crossings		
	CPR Signal Maintenance	\$19,500	\$19,500
	Signs	\$20,000	\$20,000
	Guide posts	\$2,000	\$2,000
	Line marking - Stop Bars	\$3,000	\$10,000
	Line marking - Roads	\$40,000	\$40,000
	Traffic Signal Maintenance - 5th Line & Centre St	\$0	\$5,000
	Trap nuisance beaver	\$500	\$500
	Sub Total:	\$67,000	\$97,000
A/C #	02-06-270-354-6254 - Bridges / Culverts		
	Minor bridge repairs / welding	\$0	\$0
	Culvert flushing	\$0	\$0
	Engineering evaluation - bridges/structures (to be done every 2 years)	\$5,500	\$0
	Culvert purchases	\$2,000	\$5,000
	Sub-Total:	\$7,500	\$5,000
	Total	484,200 \$	652,200

2019 Budget – Transportation & Public Work

The following are items for consideration for the 2019 Transportation & Public Works – Operating & Capital Budgets;

<u>Priority</u>	<u>Item</u>	<u>Description</u>	<u>Funding</u>	<u>Estimate</u>
1	6 th Line – 25 th Sideroad to Dead End	Land purchase/expropriation for proper turn around at the dead end	Taxation	\$75,000
2	1 ton Pickup Truck	Replace 2003, 1 ton pickup truck, vehicle has over 291,000 km's, Maintenance costs; 2015 - \$5,000, 2016 - \$4,500, 2017 - \$4000, 2018 - \$10,000.	Taxation	\$75,000
3	Administrative Assistant	Proposal to split out the Executive Assistant to the CAO & Manager of Public Works position to an Administrative Assistant for Public Works, rate of pay for an Administrative Assistant position is \$37,541 to \$43,918 (2018). Currently PW pays 50% of Executive Assistant to CAO & Manager of Public Works - \$26,412(2017), an additional \$18,000 would be required from the Public Works budget to fill this position.	Taxation	\$44,000 + Payroll Burden
4	Plow Truck	Replacement of 2004 Sterling Plow & Sander unit, unit has almost 300,000km's, Maintenance costs, 2016 - \$16,400, 2017 - \$15,800, 2018 - \$15,000		\$260,000
5	Staffing	Create 2 new full time seasonal (year round positions), currently there are 4 winter seasonal positions they are hired from November to April to assist with patrol, plowing and sidewalk maintenance. Two positions would be kept on or hired to work April to November, these positions would help offset the work force during summer vacations and improve productivity	Taxation	\$50,000 + Payroll Burden
6	Sidewalk Machine	New 5-way snowplow blade for trackless machine	Taxation	\$7,500

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2019 Budget – Transportation & Public Work

7	Roads Garage	Upgrade the locker room/parts storage area in the up level of the roads garage. Floor is sagging from the weight of the parts, etc. propose to remove parts from this area and put in lockable storage bin, repair the floor in the locker room, paint and tiles (\$50,000). Repairs to overhead chain hoist at roads garage, hoist provides the ability to lift heavy, wings/plows for installation and other heavy parts (\$20,000)	Taxation	\$70,000
8	5 th Line	Repair 5 th Line north of 25 th Sideroad, property acquisition, drainage improvements and bank stabilization, pavement. Work not completed in 2018, unused amount to be placed in reserve account.	Gas Tax	\$100,000
9	Slurry Seal	Slurry Seal 16km of road @ \$18,000 per kilometre	Taxation	\$288,000
10	Streetlights	Retrofit program to convert 1200 HPS streetlights to LED. Township spends approx. \$130,000 on hydro for streetlights and \$20,000 on maintenance. There is potential for 40% reduction in electricity and almost all maintenance cost, as most LED lights have a 20 year warranty. Potential to have a payback of roughly 10 years.	Taxation	\$750,000
11	Traffic Calming	Purchase of traffic calming devices (speed humps, flexible delineators, etc.) will assist with the implementation of the Traffic Calming Policy approved in 2018.	Development Charges	\$20,000
12	Sidewalk Install & Repair	Installation of sidewalk at McCarthy & Corrie Cres/Wildflower Park (\$15,000), Misc sidewalk repairs (\$10,000) and 4 new bus pads (\$5,000).	Taxation	\$30,000
13	Margaret Street Urbanization -	Complete the surveying, engineering and design.	This project is 80% DC eligible. (\$117,500DC) + (\$29,400 Gas Tax)	\$146,900

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2019 Budget – Transportation & Public Work

	Alma Street to Mill Street			
14	Sand Shed	Insulate & heat garage bays on sand shed building. This would allow for better use of the space and allow for a plow truck to be parked in this area. The main shop area has 9 trucks parked in 7 bays and is very tight fitting.	Taxation	\$60,000

Pre-Approval (Dec 2018)

King Street Urbanization – Auburn Street to Mill Street	Continuation of the King Street works from 2017. Works include preparation of contract documents, placement of storm sewers, concrete curb, new sidewalks and asphalt, streetlights. Contract Administration & Inspection.	This project is 80% DC eligible. (\$1,335,096 DC) + (\$333,774,000 Gas Tax)	\$1,668,870
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WATER CAPITAL

Water Meter Replacement & Tower Base Reading	Program to replace the remaining water meters with new IPerl meters & MXU's, and install hardware & software for a tower-based meter reading system. Will eliminate door to door reading, early leak detection, more accurate reading, increase revenue.	Water Capital	\$600,000
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