



View Toward Sustainability

**2023 PROPOSED  
OPERATING BUDGET**



## Transmittal Letter

Mayor Prue & Members of Council:

In accordance with the provisions of the *Municipal Act* and Council policy, we are pleased to submit the 2023 Proposed Operating and Capital Budgets for the Town of Amherstburg. The recommended budget supports the various Council approved Master Plans and directives which have been developed to guide overall program and service delivery.

The recommended budget increase is comprised of two portions:

- a) **1.61%** which is the amount previously approved by Council to fund the Town's Asset Management Plan, which is critical to the ongoing financial and infrastructure health of the community; and
- b) **2.62 %** which is the amount required to fully fund Town operations in a manner which will ensure ongoing excellence in program and service delivery.

Together, this increase, which is significantly below the final CIP for rate for 2022 of 6.9 %, will raise an additional \$1.82M in property tax revenue over the 2022 approved municipal levy. The municipal portion of taxes, which is 62% of the total residential tax bill (the remaining portions being allocated to the County (28.7% and for Education (8.8%)) represents an increase in the municipal tax bill of approximately \$43.81 per \$100,000 of assessed value. For further context, on a home assessed at \$500,000, this increase would equate to \$219.05 per year or about \$4.20 per week.

The 2023 Operating Budget is designed to:

- Return to pre-COVID base levels of service
- Address Asset management requirements
- Recognize annual assessment growth
- Implement organizational refinements to support Council direction and strategic goals

In closing, the 2023 Budget reflects efforts to balance fiscal prudence and market pressures. We extend our appreciation to Town staff who have worked tirelessly to develop a budget that maintains service levels and addresses infrastructure needs while being mindful of the current rates of inflation and economic pressures that impact citizens every day. As always, we will continue our commitment to work collaboratively with stakeholders and Council to meet expectations for sustained growth and development while respecting the history of the community so that Amherstburg remains THE place to live, work and play.

Valerie Critchley,

Chief Administrative Officer

Tracy Prince

Director Corporate Service, Chief Financial Officer

# Executive Summary



The 2023 Proposed Budgets and Business Plans for the Town of Amherstburg represents the Operating, Lifecycle and Reserve Budgets as presented to Council on January 30, 2023. 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 2023 budget provides for:

- Assessment growth of \$66.6M generates \$655,377 in new municipal revenue.
- Asset Management Plan contribution increase of \$429,300. Projects to be funded from Lifecycle Reserves in 2023 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.
- Sustained Building Permit revenues of \$932,000 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.
- Implementation of the results from the Compensation Review included in 2023 Base, including provisions for salary grid movements, and increases in benefit costs.
- Provisions for changes to CPP, EI, and OMERS
- A Balanced 5-Year capital budget will be presented to Council for consideration and approval.
- Municipal tax rate increase of 4.23% net of growth, will raise an additional \$1.2M over the 2022 budgeted municipal levy and includes the 1.6% contribution to the Asset Management Plan Lifecycle funding.

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 2023 is based on a single year. Subsequent budgets, commencing in 2024 should adopt a multi-year approach, and provide alignment to the Council Strategic Plan.

## 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               | 2023               | \$ Change        | % Change     |
|---------------------------|--------------------|--------------------|------------------|--------------|
| Municipal                 | \$ 2,589.64        | \$ 2,699.16        | \$ 109.52        | 4.23%        |
| County                    | \$ 1,242.60        | \$ 1,289.95        | \$ 47.35         | 3.81%        |
| Education (est.)          | \$ 382.50          | \$ 382.50          | \$ 0.00          | 0.00%        |
| <b>Total Consolidated</b> | <b>\$ 4,214.74</b> | <b>\$ 4,371.61</b> | <b>\$ 156.87</b> | <b>3.72%</b> |

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

Table 2

|                              | 2022<br>Actual Rate | 2023<br>Rate Increase % | 2023<br>Proposed Rate | 2023<br>Cost     |
|------------------------------|---------------------|-------------------------|-----------------------|------------------|
| <b>Water</b>                 |                     |                         |                       |                  |
| Monthly Fixed Charge         | \$ 24.28            | 0%                      | \$ 24.28              | \$ 291.55        |
| Metered (20m3/mo)            | \$ 1.28             | 0%                      | \$ 1.28               | \$ 306.68        |
| <b>Total Water Cost</b>      |                     |                         |                       | <b>\$ 598.24</b> |
| <b>Wastewater</b>            |                     |                         |                       |                  |
| Monthly Fixed Charge         | \$ 34.89            | 0%                      | \$ 34.89              | \$ 418.70        |
| Metered (20m3/mo)            | \$ 2.36             | 0%                      | \$ 2.36               | \$ 567.00        |
| <b>Total Wastewater Cost</b> |                     |                         |                       | <b>\$ 985.70</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 2023 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 2023 property tax year will be the same as the 2022 tax year, assuming no changes to the property.

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<br/>Weighted Assessment Values by Class</b> | <b>2023</b>          | <b>%</b>    |
|--|----------------------|-------------|
| Residential  | 2,391,264,378        | 90%         |
| Commercial   | 192,999,183          | 7%          |
| Industrial   | 72,356,583           | 3%          |
| <b>Total</b>   | <b>2,656,620,144</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
  - 4 Basketball courts
  - 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
  - 200 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 – 362 calls (2022)
  - Fires – 53
  - Fire Alarm calls – 121
  - Public Hazard – 60
  - Rescues (MVA, etc.) – 65
  - Medical – 54
  - Others - 9
- 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
- 137 Fire Prevention Inspections
- 33 Business License Inspections
- 147 Fire Prevention Program Activities
- 259 Fire Safety Plan Reviews
- 33 Vulnerable Occupancy Annual Inspections
- 73 Smoke & CO Alarm Installs
- 489 Fire Permits Issued
- 63 Fire Permit Inspections
- \$1,108,500 Total Fire \$ Loss (Estimate)
- \$5,525,000 Total Property \$ Saved (Estimate)



## Development Services

### Building

- 566 building permits
- 471 Residential permits (including semi-detached & townhouses)
- \$209 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

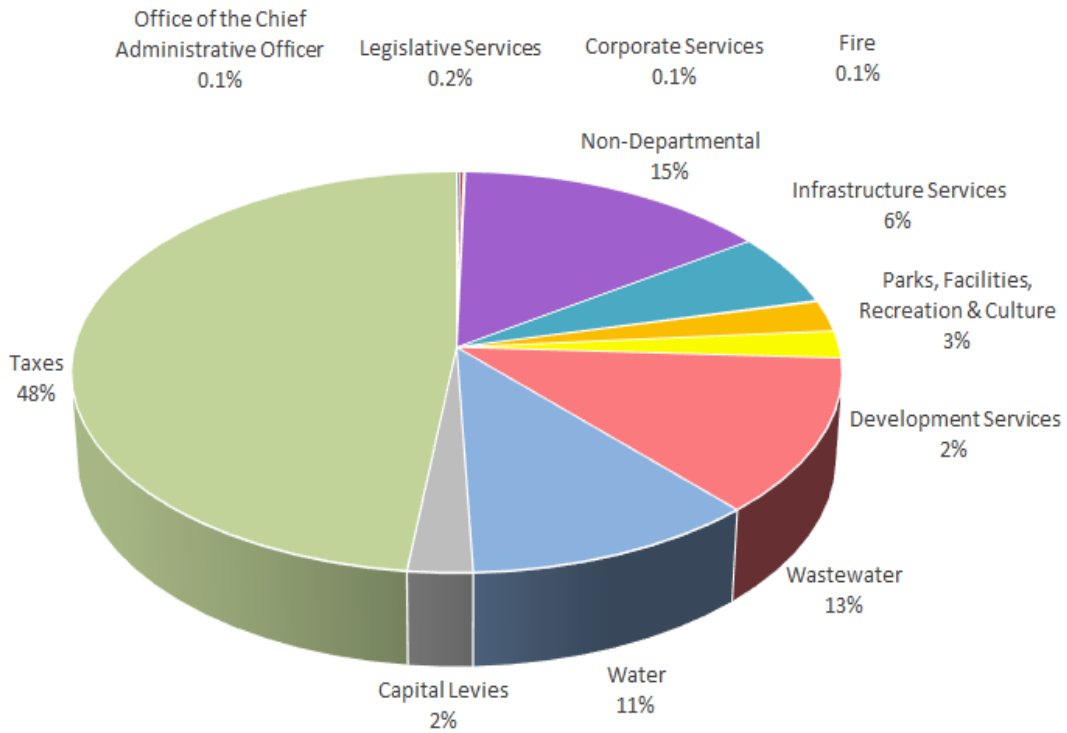
- 280 Complaints Received
- 195 parking tickets issued
- 25 *Provincial Offences Act* Tickets Issues/Charges Laid
- 45 Marriage Licences issued
- 30 Business/Taxi Licenses issued
- 715 Dog Tags issued
- 165 Vital Statistics/Burial Permits Issued
- 60 Vouchers issued & redeemed pursuant to the Cat Spay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

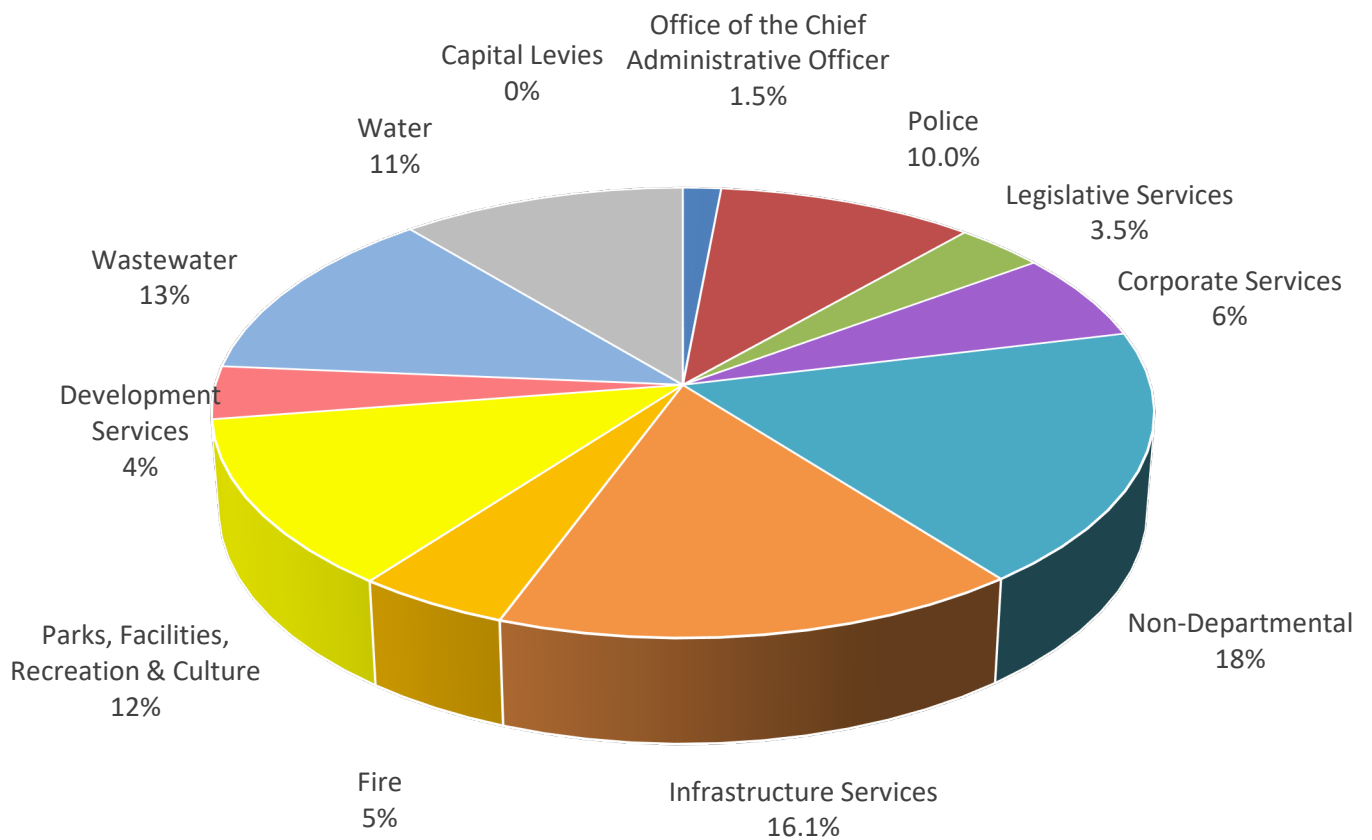
## 2023 Operational Revenues

Following is a breakdown of the \$56,597,745 total operating revenue in the Budget for taxation, water rate and wastewater rate funded budget centres in 2023:



## 2023 Operational Expenses

Following is a breakdown of the \$56,597,745 total operating expenses in the Budget for taxation, water rate and wastewater rate funded budget centres in 2023:



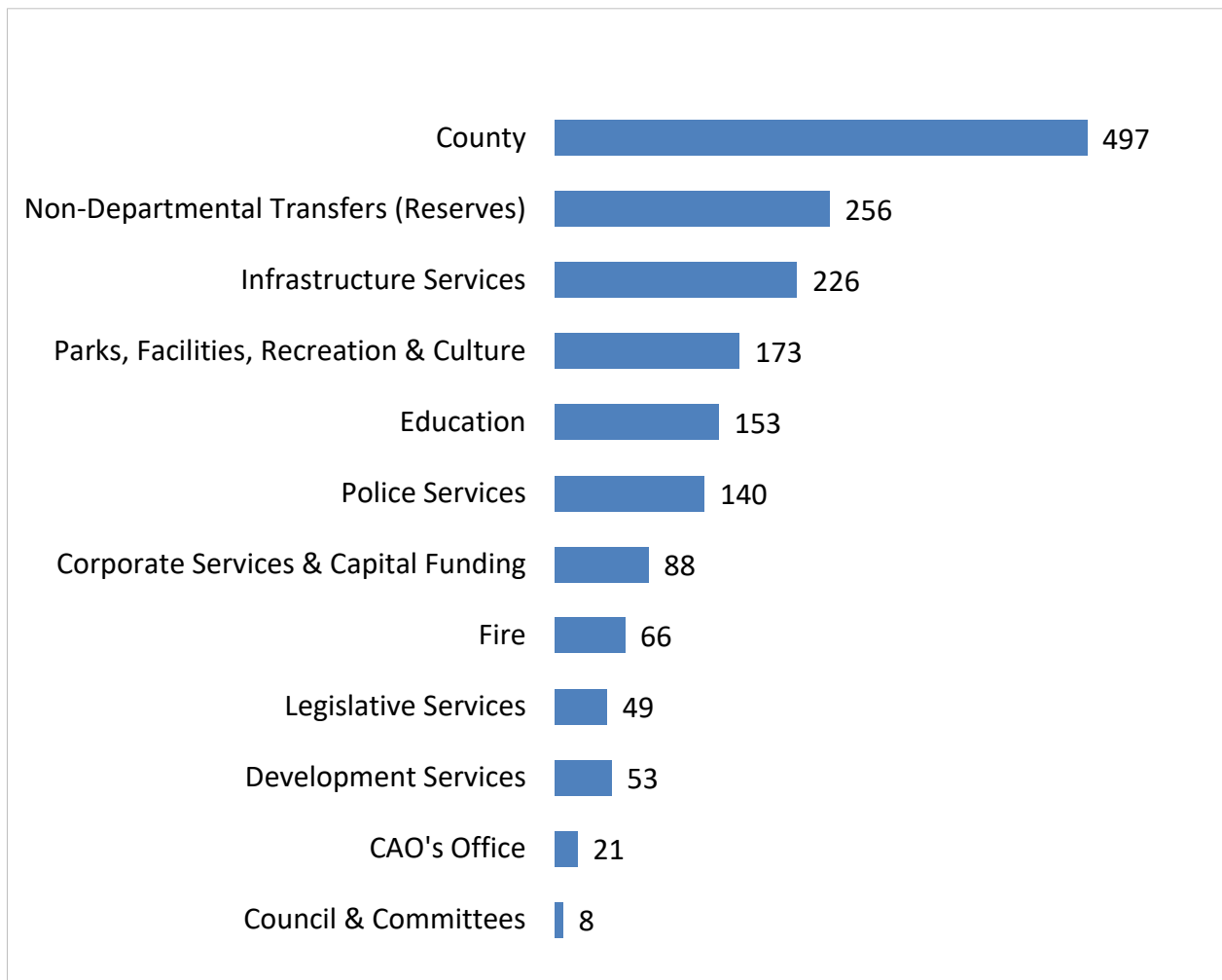
## 2023 Property Taxes

Following is a breakdown of the services funded by property taxes in 2023:

### How Amherstburg Tax Dollars Work for You in 2023

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

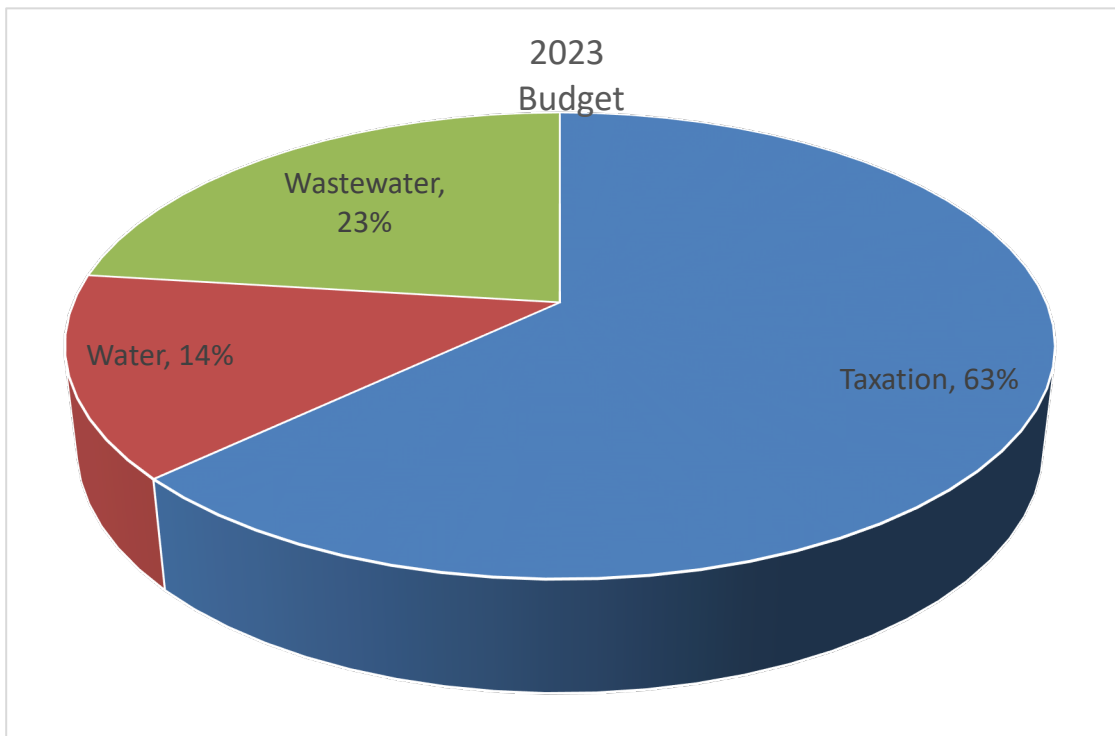
|                  |                 |
|------------------|-----------------|
| Amherstburg Levy | \$ 1,080        |
| County Levy      | 497             |
| Education Levy   | 153             |
| Total Tax Bill   | <u>\$ 1,730</u> |



## 2023 Summary of Impact - Tax, Water and Wastewater

Following is a breakdown of property tax and user fees for 2023:

|            |    |              |
|------------|----|--------------|
| Taxation   | \$ | 2,699        |
| Water      |    | 598          |
| Wastewater |    | 986          |
|            | \$ | <u>4,283</u> |



### Assumptions:

Based on Residential Dwelling Valued at \$250,000

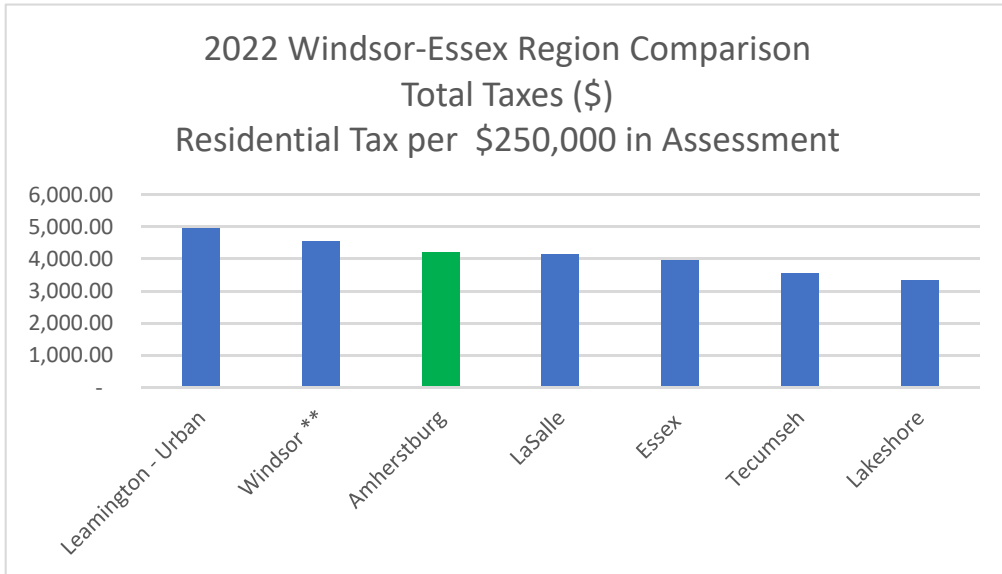
Water rate is same as 2022.

Wastewater rate is same as 2022

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

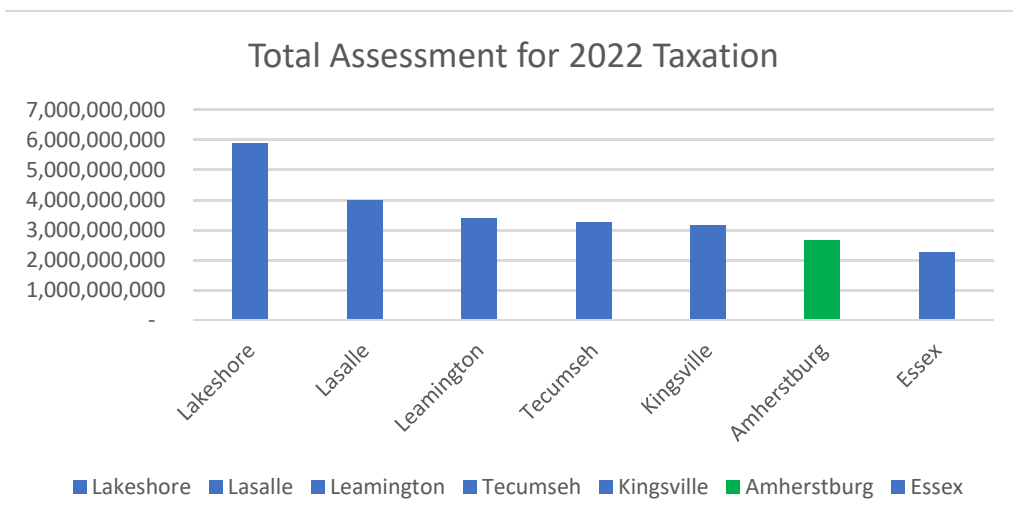
### **2022 Property Taxes**

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



### **2022 Total Assessment**

Assessment from 2022 Assessment Totals Report



**Town of Amherstburg**  
**Summary of Revenues**  
**2023 Budget**  
**Year ending December 31, 2022**

|  | <b>2021<br/>Budget</b> | <b>2022<br/>Budget</b> | <b>2022<br/>Nov YTD<br/>Actuals</b> | <b>2023<br/>Budget</b> | <b>2022 vs 2023<br/>Budget Variance<br/>Fav/(Unfav)</b> |
|--|------------------------|------------------------|-------------------------------------|------------------------|---|
| <b>Department</b>                                  |                        |                        |                                     |                        |   |
| Budget Centre                                      |                        |                        |                                     |                        |   |
| <b>Office of the Chief Administrative Officer</b>  |                        |                        |                                     |                        |   |
| Police   | -                      | 75,000                 | 99,628                              | 75,000                 | -   |
| <b>Legislative Services</b>                        |                        |                        |                                     |                        |   |
| Clerk's Office                                     | 17,000                 | 22,000                 | 33,718                              | 22,000                 | -   |
| Licensing & Enforcement                            | 68,100                 | 71,600                 | 81,049                              | 83,600                 | 12,000.00   |
| <b>Corporate Services</b>                          |                        |                        |                                     |                        |   |
| Financial Services                                 | 41,000                 | 48,000                 | 44,620                              | 48,000                 | -   |
| <b>Non-Departmental</b>                            | 5,177,887              | 8,584,153              | 9,427,734                           | 8,385,712              | (198,441.08)  |
| <b>Fire</b>  | 46,000                 | 45,000                 | 66,662                              | 55,000                 | 10,000.00   |
| <b>Parks, Facilities, Recreation &amp; Culture</b> |                        |                        |                                     |                        |   |
| Facilities   | 359,763                | 342,779                | 235,934                             | 342,779                | -   |
| Libro Centre                                       | 501,021                | 673,621                | 294,143                             | 768,313                | 94,692.00   |
| Parks  | -                      | 5,500                  | 2,970                               | 5,500                  | -   |
| Recreation Services                                | 200,700                | 181,000                | 152,979                             | 202,000                | 21,000.00   |
| Tourism & Culture                                  | 75,000                 | 105,000                | 137,511                             | 90,000                 | (15,000.00)   |
| <b>Development Services</b>                        |                        |                        |                                     |                        |   |
| Building   | 538,360                | 857,400                | 1,391,287                           | 965,100                | 107,700.00  |
| Planning   | 79,725                 | 107,560                | 138,188                             | 277,966                | 170,406.00  |
| <b>Infrastructure Services</b>                     |                        |                        |                                     |                        |   |
| Drainage   | 1,468,720              | 1,961,720              | 115,281                             | 2,463,720              | 502,000.00  |
| Public Works                                       | 672,200                | 774,000                | 784,418                             | 834,000                | 60,000.00   |
| <b>Total Non-Taxation Revenues</b>                 | <b>9,245,476</b>       | <b>13,854,333</b>      | <b>13,006,122</b>                   | <b>14,618,690</b>      | <b>764,356.92</b>                                       |
| <b>Capital Special Levy</b>                        | 1,302,664              | 1,336,489              |                                     | 1,370,849              | 34,359.30   |
| <b>TAXES LEVIED</b>                                | 24,557,765             | 25,492,485             |                                     | 27,311,750             | 1,819,265   |
| <b>TOTAL TAX LEVY</b>                              | <b>25,860,429</b>      | <b>26,828,974</b>      |                                     | <b>28,682,598</b>      | <b>1,853,624</b>  |
| <b>TOTAL TAX REVENUE</b>                           | <b>35,105,905</b>      | <b>40,683,307</b>      | <b>13,006,122</b>                   | <b>43,301,288</b>      | <b>2,617,981</b>  |
| <b>TOTAL WATER REVENUE</b>                         | 5,236,633              | 5,913,137              | 5,743,644                           | 6,202,497              | 289,360   |
| <b>TOTAL WASTEWATER REVENUE</b>                    | 6,682,347              | 7,354,247              | 7,068,020                           | 7,093,959              | (260,289)   |
| <b>TOTAL TOWN REVENUE</b>                          | <b>47,024,885</b>      | <b>53,950,691</b>      | <b>25,817,786</b>                   | <b>56,597,744</b>      | <b>2,647,052</b>  |



Town of Amherstburg  
Summary of Expenses  
2023 Budget  
Year ending December 31, 2022

|  | 2021<br>Budget    | 2022<br>Budget    | 2022<br>Nov YTD Actuals | 2023<br>Budget    | 2022 vs 2023<br>Budget Variance<br>Fav/(Unfav) |
|--|-------------------|-------------------|-------------------------|-------------------|--|
| <b>Department:</b>                                 |                   |                   |                         |                   |  |
| <b>Budget Centre:</b>                              |                   |                   |                         |                   |  |
| <b>Council &amp; Committees</b>                    | 326,184           | 326,976           | 224,010                 | 308,372           | 18,604   |
| <b>Office of the Chief Administrative Officer</b>  |                   |                   |                         |                   |  |
| CAO's Office                                       | 1,203,791         | 811,942           | 793,147                 | 827,733           | (15,791)                                       |
| Police   | 5,411,932         | 5,472,437         | 5,055,025               | 5,608,808         | (136,371)                                      |
| <b>Legislative Services</b>                        |                   |                   |                         |                   |  |
| Clerk's Office                                     | 1,289,134         | 1,428,519         | 1,587,849               | 1,474,040         | (45,521)                                       |
| Licensing & Enforcement                            | 461,413           | 455,462           | 390,326                 | 478,397           | (22,935)                                       |
| <b>Corporate Services</b>                          |                   |                   |                         |                   |  |
| Financial Services                                 | 1,530,387         | 1,559,654         | 1,282,360               | 1,580,054         | (20,400)                                       |
| Human Resources                                    | 772,193           | 757,685           | 705,487                 | 789,529           | (31,844)                                       |
| Information Technology                             | 1,174,162         | 1,077,051         | 1,029,622               | 1,168,188         | (91,137)                                       |
| <b>Non-Departmental</b>                            | 5,433,147         | 9,614,707         | 9,267,552               | 10,293,404        | (678,697)                                      |
| <b>Fire</b>  | 2,336,059         | 2,446,165         | 1,903,139               | 2,631,443         | (185,278)                                      |
| <b>Parks, Facilities, Recreation &amp; Culture</b> |                   |                   |                         |                   |  |
| Facilities   | 871,672           | 959,974           | 628,552                 | 1,060,759         | (100,785)                                      |
| Libro Centre                                       | 2,738,419         | 2,756,472         | 2,219,180               | 3,131,358         | (374,886)                                      |
| Parks  | 1,327,060         | 1,369,647         | 1,124,783               | 1,383,478         | (13,831)                                       |
| Recreation Services                                | 568,007           | 616,085           | 499,350                 | 668,563           | (52,478)                                       |
| Tourism & Culture                                  | 516,871           | 578,917           | 603,427                 | 684,535           | (105,618)                                      |
| <b>Development Services</b>                        |                   |                   |                         |                   |  |
| Building   | 538,360           | 857,400           | 608,434                 | 965,100           | (107,700)                                      |
| Planning   | 700,875           | 579,586           | 416,639                 | 797,923           | (218,337)                                      |
| Economic Development                               | -                 | 174,304           | 176,751                 | 367,541           | (193,237)                                      |
| <b>Infrastructure Services</b>                     |                   |                   |                         |                   |  |
| Drainage   | 1,557,804         | 2,053,110         | 126,178                 | 2,552,609         | (499,499)                                      |
| Public Works                                       | 5,851,479         | 6,287,215         | 6,061,759               | 6,529,453         | (242,238)                                      |
| Subtotals  | 34,608,948        | 40,183,308        | 34,703,570              | 43,301,288        | (3,117,980)                                    |
| <b>TOTAL OPERATING EXPENSES</b>                    | <b>34,608,948</b> | <b>40,183,308</b> | <b>34,703,570</b>       | <b>43,301,288</b> | <b>(3,117,980)</b>                             |
| <b>TAXATION FUNDED CAPITAL EXPENDITURES</b>        | 496,958           | 500,000           | 0                       |                   | 500,000  |
| <b>CAPITAL RESERVE TRANSFERS</b>                   |                   |                   |                         | 0                 | -  |
|  | 496,958           | 500,000           | -                       | -                 | 500,000  |
| <b>TOTAL TAXATION FUNDED EXPENDITURES</b>          | <b>35,105,905</b> | <b>40,683,307</b> | <b>34,703,570</b>       | <b>43,301,288</b> | <b>(2,617,980)</b>                             |
|  |                   |                   |                         |                   | -  |
|  |                   |                   |                         |                   | -  |
| <b>TOTAL WATER EXPENSES</b>                        | <b>5,236,633</b>  | <b>5,913,137</b>  | <b>110,270</b>          | <b>6,202,497</b>  | <b>(289,360)</b>                               |
| OPERATING EXPENSES                                 | 3,796,473         | 3,568,398         | 110,270                 | 6,202,497         | (2,634,100)                                    |
| CAPITAL EXPENDITURES                               | 1,440,160         | 2,344,740         | -                       | -                 | 2,344,740                                      |
| <b>TOTAL WASTEWATER EXPENSES</b>                   | <b>6,682,348</b>  | <b>7,354,247</b>  | <b>6,261,162</b>        | <b>7,093,959</b>  | <b>260,288</b>                                 |
| OPERATING EXPENSES                                 | 6,421,507         | 5,597,151         | 6,261,162               | 7,093,959         | (1,496,808)                                    |
| CAPITAL EXPENDITURES                               | 260,841           | 1,757,096         | -                       | -                 | 1,757,095                                      |
| <b>TOTAL EXPENSES</b>                              | <b>47,024,885</b> | <b>53,950,691</b> | <b>41,075,002</b>       | <b>56,597,744</b> | <b>(2,647,052)</b>                             |

Town of Amherstburg  
Summary of Expenses By Type  
2023 Budget  
Year ending December 31, 2022

|   | 2021<br>Budget    | 2022<br>Budget    | 2022<br>Nov YTD Actuals | 2023<br>Budget    | 2022 vs 2023<br>Budget Variance<br>Fav/(Unfav) |
|---|-------------------|-------------------|-------------------------|-------------------|--|
| <b>Department:</b>                            |                   |                   |                         |                   |  |
| <b>Budget Centre:</b>                         |                   |                   |                         |                   |  |
| Salaries                                      | 9,344,374         | 9,524,640         | 7,687,951               | 10,787,732        | (1,263,092)                                    |
| Benefits                                      | 2,631,055         | 2,893,244         | 2,339,625               | 3,329,538         | (436,294)                                      |
| <b>Subtotals</b>                              | <b>11,975,429</b> | <b>12,417,884</b> | <b>10,027,577</b>       | <b>14,117,270</b> | <b>(1,699,386)</b>                             |
| General Expenses                              | 3,968,549         | 3,838,979         | 3,501,917               | 3,673,323         | 165,656  |
| Contracted Services                           | 5,118,581         | 5,254,086         | 4,915,939               | 5,350,457         | (96,371)                                       |
| Equipment and Vehicles                        | 624,550           | 713,680           | 701,704                 | 724,253           | (10,573)                                       |
| Maintenance                                   | 900,800           | 1,137,075         | 851,359                 | 1,180,075         | (43,000)                                       |
| Utilities                                     | 1,099,600         | 1,142,800         | 783,397                 | 1,114,800         | 28,000   |
| Road Maintenance                              | 1,431,750         | 1,166,750         | 1,187,934               | 1,184,250         | (17,500)                                       |
| Solid Waste                                   | 1,466,700         | 1,509,700         | 1,495,871               | 1,561,200         | (51,500)                                       |
| Other Expenses                                | 1,748,250         | 2,152,000         | 261,364                 | 2,754,250         | (602,250)                                      |
| Debt Payments                                 | 979,719           | 778,567           | 713,687                 | 778,568           | (0)  |
|   |                   |                   |                         |                   | -  |
| Committees                                    | 29,800            | 34,300            | 5,779                   | 27,405            | 6,895  |
| Crossing Guards                               | 23,832            | 24,934            | -                       | 27,785            | (2,851)  |
| Grants and Waivers                            | 161,967           | 166,179           | 84,024                  | 162,856           | 3,323  |
| Retiree Benefits                              | 349,570           | 349,570           | 337,357                 | 349,570           | -  |
|   |                   |                   |                         |                   | -  |
| Transfers to Reserves                         | 4,729,849         | 9,496,803         | 9,658,910               | 10,295,226        | (798,423)                                      |
| <b>Subtotals</b>                              | <b>22,633,517</b> | <b>27,765,423</b> | <b>24,499,242</b>       | <b>29,184,018</b> | <b>(1,418,594)</b>                             |
| <b>TOTAL OPERATING EXPENSES</b>               | <b>34,608,946</b> | <b>40,183,307</b> | <b>34,526,818</b>       | <b>43,301,288</b> | <b>(3,117,981)</b>                             |
| <b>TAXATION FUNDED CAPITAL EXPENDITURES</b>   | 496,958           | 500,000           | 500,000                 |                   | 500,000  |
| <b>TOTAL TAX EXPENSES</b>                     | <b>35,105,904</b> | <b>40,683,307</b> | <b>35,026,818</b>       | <b>43,301,288</b> | <b>(2,617,981)</b>                             |
| <b>WATER EXPENSES</b>                         |                   |                   |                         |                   |  |
| Salaries                                      | 865,586           | 902,147           | 777,733                 | 937,034           | (34,887)                                       |
| Benefits                                      | 325,163           | 344,061           | 290,258                 | 365,585           | (21,524)                                       |
|   | 1,190,749         | 1,246,208         | 1,067,991               | 1,302,619         | (56,411)                                       |
| General Expenses                              | 811,250           | 914,450           | 845,144                 | 913,330           | 1,120  |
| Equipment and Vehicles                        | 232,000           | 301,400           | 268,108                 | 362,983           | (61,583)                                       |
| Contracted Services                           | 692,600           | 850,900           | 874,795                 | 914,702           | (63,802)                                       |
| Maintenance                                   | 536,500           | 502,900           | 655,128                 | 605,352           | (102,452)                                      |
| Utilities                                     | 210,000           | 210,000           | 205,845                 | 210,000           | -  |
| Other Expenses                                | 6,500             | 6,500             | 1,758                   | 6,500             | -  |
| Debt Payment                                  | 354,379           | 354,379           | 324,847                 | 344,379           | 10,000   |
|   |                   |                   |                         |                   | -  |
| Transfer to Reserves & Capital                | 1,202,656         | 1,526,401         | 705,875                 | 1,542,632         | (16,231)                                       |
| <b>Subtotal Water Operating Expenses</b>      | <b>5,236,633</b>  | <b>5,913,138</b>  | <b>4,949,491</b>        | <b>6,202,497</b>  | <b>(289,360)</b>                               |
| <b>WASTEWATER EXPENSES</b>                    |                   |                   |                         |                   |  |
| General Expenses                              | 800,000           | 899,800           | 836,429                 | 884,800           | 15,000   |
| Environmental Services                        | 1,944,280         | 2,184,100         | 1,758,743               | 2,274,725         | (90,625)                                       |
| Building and Utilities                        | 834,800           | 860,950           | 794,327                 | 928,540           | (67,590)                                       |
| Debt Payment                                  | 2,312,896         | 2,312,679         | 2,119,956               | 2,009,777         | 302,902  |
| Transfer to Reserves & Capital                | 790,371           | 1,096,718         | 705,875                 | 996,118           | 100,600  |
| <b>Subtotal Wastewater Operating Expenses</b> | <b>6,682,347</b>  | <b>7,354,247</b>  | <b>6,215,330</b>        | <b>7,093,960</b>  | <b>260,288</b>                                 |
| <b>TOTAL EXPENSES</b>                         | <b>47,024,885</b> | <b>53,950,691</b> | <b>46,191,640</b>       | <b>56,597,744</b> | <b>(2,647,053)</b>                             |

**TOWN OF AMHERSTBURG  
TAX LEVY CALCULATION  
2023 Budget**

|  | 2022 Budget         | 2023 Budget         | Increase            |
|--|---------------------|---------------------|---------------------|
| <b>Total Collectable Tax Levy General</b>  | \$ 25,492,485       | \$ 27,311,751       | \$ 1,819,266 7.14%  |
| <b>Total Collectable Tax Levies Special Purpose</b>                                  |                     |                     |                     |
| Funds Raised By Capital Replacement Levy   | \$ 668,245          | \$ 685,424          |                     |
| Funds Raised By Capital Reserve Levy   | \$ 668,245          | \$ 685,424          |                     |
|  | <u>\$ 1,336,489</u> | <u>\$ 1,370,849</u> |                     |
| <b>Total Collectable Tax Levies</b>  | \$ 26,828,974       | \$ 28,682,599       | \$ 1,853,625 6.91%  |
| <b>Tax Rate Calculation Data:</b>  |                     |                     |                     |
| Taxable Assessment as provided by MPAC   | 2,673,191,650       | 2,752,152,250       |                     |
| Weighted Assessment<br>(calculated using tax ratios provided by the County of Essex) | 2,590,033,942       | 2,656,620,144       | 2.57%<br>Net Growth |
| <b>Average Tax Rate Calculation</b>  | 0.00984253          | 0.01028064          | 4.45%               |
| Total Collectable (through tax rates)/<br>Weighted Assessment                        |                     |                     |                     |
| <b>Capital Replacement Rate</b>  | 0.00025801          | 0.00025801          | 0.00%               |
| <b>Capital Reserve Rate</b>  | 0.00025801          | 0.00025801          | 0.00%               |
| <b>Total Tax and Capital Rate</b>  | <u>0.01035854</u>   | <u>0.01079665</u>   | <u>4.23%</u>        |
| <b>Amount Per \$100,000 in Assessment</b>  |                     |                     |                     |
| Total General Levy Taxes on \$100,000 in assessed value                              | \$ 984.25           | \$ 1,028.06         |                     |
| 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            |                     |
| <b>Total Municipal Tax Bill on \$100,000 in assessed value</b>                       | <u>\$ 1,035.85</u>  | <u>\$ 1,079.67</u>  | <u>\$ 43.81</u>     |

**2023 Town of Amherstburg Budget Issue Papers**

| Dept           | Issue Paper # | Title  | Budget Request Classification | Yes          | Maybe | No         | Tax Rate Impact Unfav/(Fav) |
|----------------|---------------|--|-------------------------------|--------------|-------|------------|-----------------------------|
| CAO            | CAO-001       | Staffing Request-Asset Management Coordinator/Technician | Budget Enhancement            | 77,598.00    |       |            | 0.30%                       |
| CAO            | CAO-002       | Staff Conversion PT to FT                                | Budget Enhancement            | 19,921.00    |       |            | 0.08%                       |
| CAO            | POLICE-001    | Police Service Contract & Radio                          | Contractual                   | 136,371.00   |       |            | 0.52%                       |
| CAO            | COUNCIL-001   | Drainage Committee Expenses                              | Budget Pressure               | 3,105.00     |       |            | 0.01%                       |
| CAO            | COUNCIL-002   | Budget Reductions  | Budget Reduction              | (25,000.00)  |       |            | -0.10%                      |
| CAO            | CLERKS-001    | Transfer to Election Reserve                             | Budget Pressure               | 5,400.00     |       |            | 0.02%                       |
| CAO            | CLERKS-002    | Tranfer to Reserve - AODA Compliance Reserve Fund        | Budget Enhancement            |              |       | 25,000.00  | 0.00%                       |
| CAO            | LIC-001       | Business Licensing Revenue                               | Budget Reduction              | (10,000.00)  |       |            | -0.04%                      |
| CAO            | LIC-002       | Parking Enforcement Revenue Increase                     | Budget Reduction              | (2,000.00)   |       |            | -0.01%                      |
| Corporate Svcs | FIN-001       | Staffing Request-Senior Financial Analyst                | Budget Enhancement            | 95,000.00    |       |            | 0.37%                       |
| Corporate Svcs | FIN-002       | Overtime   | Budget Pressure               |              |       | 3,000.00   | 0.00%                       |
| Corporate Svcs | HR-001        | Staffing Request-HR Coordinator                          | Budget Enhancement            |              |       | 115,000.00 | 0.00%                       |
| Corporate Svcs | HR-002        | Overtime   | Budget Pressure               |              |       | 3,000.00   | 0.00%                       |
| Corporate Svcs | HR-003        | Staff Request  | Budget Pressure               |              |       | 11,000.00  | 0.00%                       |
| Corporate Svcs | HR-004        | Employee Recognition                                     | Budget Pressure               |              |       | 500.00     | 0.00%                       |
| Corporate Svcs | HR-005        | Employee Recognition - Long Service Awards               | Budget Pressure               |              |       | 800.00     | 0.00%                       |
| Corporate Svcs | HR-006        | Corporate Training                                       | Budget Pressure               | 2,000.00     |       |            | 0.01%                       |
| Corporate Svcs | HR-007        | Health & Safety  | Budget Pressure               |              |       | 3,000.00   | 0.00%                       |
| Corporate Svcs | HR-008        | Office Supplies  | Budget Pressure               |              |       | 500.00     | 0.00%                       |
| Corporate Svcs | HR-009        | Professional Fees  | Budget Pressure               | 24,200.00    |       | -          | 0.09%                       |
| Corporate Svcs | HR-010        | Meeting Expense  | Budget Pressure               |              |       | 500.00     | 0.00%                       |
| Corporate Svcs | HR-011        | Professional Fees  | Budget Pressure               |              |       | 100.00     | 0.00%                       |
| Corporate Svcs | HR-012        | Training & Professional Development                      | Budget Pressure               |              |       | 10,000.00  | 0.00%                       |
| Corporate Svcs | IT-001        | Mobile Phone Adjustments                                 | Budget Pressure               | 1,844.00     |       |            | 0.01%                       |
| Corporate Svcs | IT-002        | Photocopies  | Budget Pressure               | 1,600.00     |       |            | 0.01%                       |
| Corporate Svcs | IT-003        | Website  | Budget Pressure               | 2,200.00     |       |            | 0.01%                       |
| Corporate Svcs | IT-004        | Field Mobile iPad Fleet                                  | Budget Pressure               | 5,460.00     |       |            | 0.02%                       |
| Corporate Svcs | IT-005        | Staffing Request-IT Security & Systems Administrator     | Budget Enhancement            |              |       | 135,103.00 | 0.00%                       |
| Corporate Svcs | IT-006        | Vadim iCity - Cloud Version                              | Budget Enhancement            | 16,500.00    |       |            | 0.06%                       |
| Corporate Svcs | NONDEPT-001   | Federal and Provincial Funding                           | Budget Pressure               | -            |       |            | 0.00%                       |
| Corporate Svcs | NONDEPT-002   | Revenue- Taxation & Misc                                 | Budget Reduction              | (134,720.00) |       |            | -0.52%                      |
| Corporate Svcs | NONDEPT-003   | Dividends & Interest Revenue                             | Budget Reduction              | (164,492.00) |       |            | -0.63%                      |
| Corporate Svcs | NONDEPT-004   | Conservation Authority Levy                              | Budget Pressure               | 10,381.00    |       |            | 0.04%                       |
| Corporate Svcs | NONDEPT-005   | Grants to Organizations                                  | Budget Reduction              | (3,323.00)   |       |            | -0.01%                      |
| Corporate Svcs | NONDEPT-006   | Transfer to Reserve & Reserve Funds                      | Budget Pressure               | 1,094,300.00 |       |            | 4.21%                       |

**2023 Town of Amherstburg Budget Issue Papers**

| Dept          | Issue Paper # | Title   | Budget Request Classification | Yes         | Maybe     | No        | Tax Rate Impact Unfav/(Fav) |
|---------------|---------------|---|-------------------------------|-------------|-----------|-----------|-----------------------------|
| Fire          | FIRE-001      | Salaries - Full Time  | Contractual                   | 52,198.00   |           |           | 0.20%                       |
| Fire          | FIRE-002      | Salaries - Overtime Fire                                      | Budget Pressure               | 39,994.00   |           |           | 0.15%                       |
| Fire          | FIRE-003      | Salaries - Volunteer Training                                 | Budget Pressure               | 52,962.00   |           |           | 0.20%                       |
| Fire          | FIRE-004      | Salaries - Volunteer Response Pay                             | Budget Pressure               | 48,934.00   |           |           | 0.19%                       |
| Fire          | FIRE-005      | Fire Prevention   | Budget Pressure               | 3,000.00    |           |           | 0.01%                       |
| Fire          | FIRE-006      | Uniforms  | Budget Pressure               | 3,500.00    |           |           | 0.01%                       |
| Fire          | FIRE-007      | Training Supplies   | Budget Pressure               | 4,000.00    |           |           | 0.02%                       |
| Fire          | FIRE-008      | Office Supplies   | Budget Pressure               |             |           | 1,850.00  | 0.00%                       |
| Fire          | FIRE-009      | Training & Professional Development                           | Budget Pressure               | 27,000.00   |           |           | 0.10%                       |
| Fire          | FIRE-010      | Operating Supplies  | Budget Pressure               |             |           | 2,000.00  | 0.00%                       |
| Fire          | FIRE-011      | Dispatching   | Contractual                   | 2,452.00    |           |           | 0.01%                       |
| Fire          | FIRE-012      | Budget Reductions   | Budget Reduction              | (32,702.00) |           |           | -0.13%                      |
| PFRC          | LIBRO-001     | Staffing Conversion Request                                   | Budget Enhancement            | -           |           |           | 0.00%                       |
| PFRC          | LIBRO-001     | Staffing Request-Executive Assistant                          | Budget Enhancement            | 107,807.00  |           |           | 0.41%                       |
| PFRC          | FAC-001       | Ice Rinks   | Budget Pressure               |             | 20,000.00 |           | 0.00%                       |
| PFRC          | FAC-002       | Security System   | Budget Enhancement            |             |           | 30,000.00 | 0.00%                       |
| PFRC          | FAC-003       | Training & License Requirements                               | Budget Pressure               |             | 50,000.00 |           | 0.00%                       |
| PFRC          | FAC-004       | Sports Nets and Equipment                                     | Budget Pressure               |             | 7,500.00  |           | 0.00%                       |
| PFRC          | FAC-005       | Tools   | Budget Pressure               |             |           | 5,000.00  | 0.00%                       |
| PFRC          | FAC-006       | Turf Field Netting  | Budget Pressure               |             |           | 25,000.00 | 0.00%                       |
| PFRC          | FAC-007       | Meeting Room Retrofits  | Budget Enhancement            |             |           | 19,000.00 | 0.00%                       |
| PFRC          | FAC-008       | Vandalism   | Budget Enhancement            | 20,000.00   |           |           | 0.08%                       |
| PFRC          | FAC-009       | Parking Lot Maintenance & Repairs                             | Budget Pressure               |             |           | 50,000.00 | 0.00%                       |
| PFRC          | FAC-010       | Office Supplies   | Budget Pressure               |             |           | 1,500.00  | 0.00%                       |
| PFRC          | FAC-011       | Contract Staffing Request-Project Management and Tech Support | Budget Enhancement            | 105,180.00  |           |           | 0.40%                       |
| PFRC          | PARKS-001     | Vandalism   | Budget Enhancement            |             | 5,000.00  |           | 0.00%                       |
| PFRC          | PARKS-002     | General Supplies  | Budget Pressure               |             | 10,000.00 |           | 0.00%                       |
| PFRC          | PARKS-003     | Training & Professional Development                           | Budget Pressure               |             | 5,000.00  |           | 0.00%                       |
| PFRC          | REC-001       | Staffing Request-Customer Service Representative              | Budget Enhancement            |             | -         |           | 0.00%                       |
| PFRC          | TOUR-001      | Staffing Request-Tourism Coordinator                          | Budget Enhancement            |             |           | 28,477.00 | 0.00%                       |
| PFRC          | TOUR-002      | Community Programming   | Budget Enhancement            | 85,000.00   |           |           | 0.33%                       |
| Dev. Services | BLDG-001      | Indemnity Deposit Admin Fee                                   | Budget Reduction              | (7,200.00)  |           |           | -0.03%                      |
| Dev. Services | BLDG-002      | Building Permits  | Budget Reduction              | (98,300.00) |           |           | -0.38%                      |
| Dev. Services | BLDG-003      | Building Letters  | Budget Reduction              | (2,200.00)  |           |           | -0.01%                      |
| Dev. Services | BLDG-004      | Office Supplies   | Budget Pressure               |             |           | 1,000.00  | 0.00%                       |
| Dev. Services | BLDG-005      | Memberships   | Budget Pressure               | 1,042.00    |           |           | 0.00%                       |
| Dev. Services | BLDG-006      | Training & Professional Development                           | Budget Pressure               | 1,550.00    |           |           | 0.01%                       |
| Dev. Services | BLDG-007      | Overhead Allocations  | Budget Pressure               | -           |           |           | 0.00%                       |
| Dev. Services | BLDG-008      | Vehicle & Equipment Fuel                                      | Budget Pressure               | 4,220.00    |           |           | 0.02%                       |
| Dev. Services | BLDG-009      | Staffing Request-Senior Inspector/Plans Examiner              | Budget Enhancement            | 117,336.00  |           |           | 0.45%                       |
| Dev. Services | BLDG-010      | Staffing Request-Development Services Clerk                   | Budget Enhancement            | 45,934.00   |           |           | 0.18%                       |

**2023 Town of Amherstburg Budget Issue Papers**

| <b>Dept</b>       | <b>Issue Paper #</b> | <b>Title</b>   | <b>Budget Request Classification</b> | <b>Yes</b>          | <b>Maybe</b>     | <b>No</b>         | <b>Tax Rate Impact Unfav/(Fav)</b> |
|-------------------|----------------------|--|--------------------------------------|---------------------|------------------|-------------------|------------------------------------|
| Dev. Services     | PLAN-001             | Increase Consent & Minor Variances Fees                      | Budget Reduction                     | (49,473.00)         |                  |                   | -0.19%                             |
| Dev. Services     | PLAN-002             | Increase Flat Fees   | Budget Reduction                     | (120,933.00)        |                  |                   | -0.47%                             |
| Dev. Services     | PLAN-003             | Staffing Request-Planner                                     | Budget Enhancement                   | 113,265.00          |                  |                   | 0.44%                              |
| Dev. Services     | PLAN-004             | Memberships  | Budget Pressure                      | 5,943.00            |                  |                   | 0.02%                              |
| Dev. Services     | PLAN-005             | Training & Professional Development                          | Budget Pressure                      | 10,000.00           |                  |                   | 0.04%                              |
| Dev. Services     | PLAN-006             | Planning Study   | Budget Enhancement                   | 50,000.00           |                  |                   | 0.19%                              |
| Dev. Services     | ECDEV-001            | Staffing Request-Economic Development Officer/ Communication | Budget Enhancement                   | 131,844.00          |                  |                   | 0.51%                              |
| Public Works      | Drain-001            | Increase Revenue - Drainage                                  | Budget Reduction                     | (504,000.00)        |                  |                   | -1.94%                             |
| Public Works      | Drain-002            | Increase Drain Construction & Drain Maintenance Expense      | Budget Pressure                      | 495,000.00          |                  |                   | 1.90%                              |
| Public Works      | Drain-003            | Decrease Revenue - Permit Fee - Drainage Entrance Permit     | Budget Pressure                      | 2,500.00            |                  |                   | 0.01%                              |
| Public Works      | Drain-004            | Increase Revenue - Drainage                                  | Budget Reduction                     | (500.00)            |                  |                   | 0.00%                              |
| Public Works      | EPW-001              | Road Maintenance   | Budget Pressure                      | 15,000.00           |                  |                   | 0.06%                              |
| Public Works      | EPW-002              | Contract with Windsor Disposal Services Limited              | Contractual                          | 51,500.00           |                  |                   | 0.20%                              |
| Public Works      | EPW-003              | Professional Fees  | Budget Pressure                      | 23,350.00           |                  |                   | 0.09%                              |
| Public Works      | EPW-004              | General Maintenance  | Budget Pressure                      | 35,000.00           |                  |                   | 0.13%                              |
| Public Works      | EPW-005              | Traffic Signs & Devices                                      | Budget Pressure                      | 25,000.00           |                  |                   | 0.10%                              |
| Public Works      | EPW-006              | Decrease to Municipal Drain Expense                          | Budget Reduction                     | (5,000.00)          |                  |                   | -0.02%                             |
| Public Works      | EPW-007              | Tree Maintenance Program                                     | Budget Pressure                      | 40,000.00           |                  |                   | 0.15%                              |
| Public Works      | EPW-008              | Transit  | Budget Enhancement                   | 140,000.00          |                  |                   | 0.54%                              |
| CAO               | PRECOMMITMENT        | EOI - School Property - approved by Council                  | Budget Enhancement                   | 20,000.00           |                  |                   | 0.08%                              |
| Clerks            | PRECOMMITMENT        | AODA - Cheque Listing Approved by Council                    | Budget Enhancement                   | 10,000.00           |                  |                   | 0.04%                              |
| Council           | PRECOMMITMENT        | New Year Levy with Council                                   | Budget Enhancement                   | 2,000.00            |                  |                   | 0.01%                              |
|                   |                      |  |                                      | <b>2,228,548.00</b> | <b>97,500.00</b> | <b>471,330.00</b> | <b>8.98%</b>                       |
| <b>RATE Based</b> |                      |  |                                      |                     |                  |                   |                                    |
| Water             | WWW-001              | Fuel & Chemicals   | Budget Pressure                      | 58,400.00           |                  |                   | 0.22%                              |
| Water             | WWW-002              | Locating Expenses  | Budget Pressure                      | 10,000.00           |                  |                   | 0.04%                              |
| Water             | WWW-003              | OCWA Contract  | Contractual                          | 154,427.00          |                  |                   | 0.59%                              |
| Water             | WWW-004              | Clothing Allowance   | Budget Pressure                      | 2,700.00            |                  |                   | 0.01%                              |
| Water             | WWW-005              | Service Maintenance  | Budget Pressure                      | 17,000.00           |                  |                   | 0.07%                              |
| Water             | WWW-006              | Water Meter Repairs & Maintenance                            | Budget Pressure                      | 15,000.00           |                  |                   | 0.06%                              |
| Water             | WWW-007              | Water Valve Repairs & Maintenance                            | Budget Pressure                      | 11,000.00           |                  |                   | 0.04%                              |
| Water             | WWW-008              | Revenue Decrease   | Budget Pressure                      | 24,000.00           |                  |                   | 0.09%                              |
|                   |                      |  |                                      | <b>292,527.00</b>   |                  |                   | <b>1.13%</b>                       |
|                   |                      | Total  |                                      | <b>2,521,075.00</b> | <b>97,500.00</b> | <b>471,330.00</b> |                                    |



# ORGANIZATIONAL CHART

## January 2023

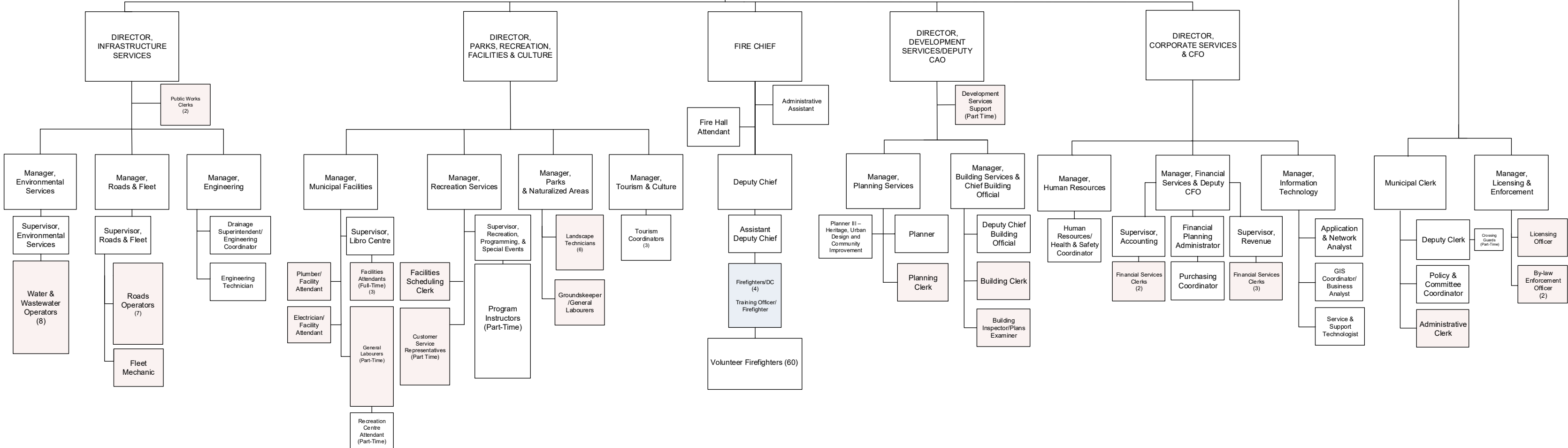
**COUNCIL**  
 Mayor, Michael Prue  
 Deputy Mayor, Chris Gibb  
 Councillor, Molly Allaire  
 Councillor, Peter Courtney  
 Councillor, Linden Crain  
 Councillor, Donald McArthur  
 Councillor, Diane Pouget

- 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

**CHIEF ADMINISTRATIVE OFFICER**

Executive Assistant to the CAO & Mayor/ Communications Asst.  
 Customer Service Representative Town Hall

- Full time/Part time Non-Union Positions
- IBEW Members
- APFFA Members





## **Department Description**

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

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

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

### **Clerks Department**

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

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

### **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.

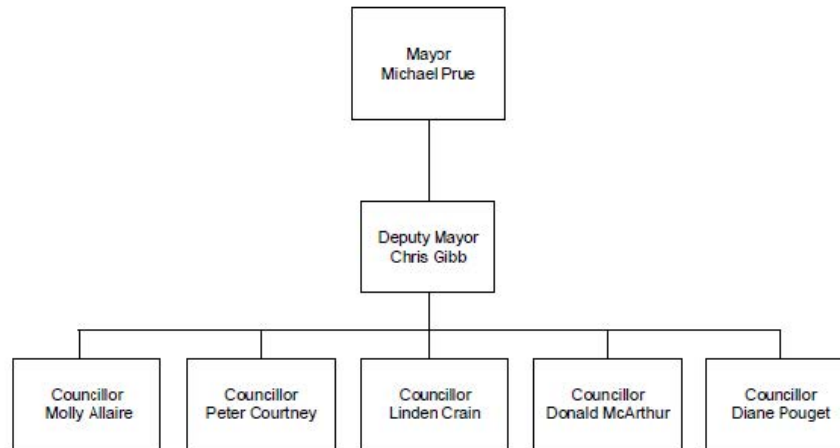
Below is a list of various applications, licences, and permits offered by the Municipality.

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





## A. Department Overview

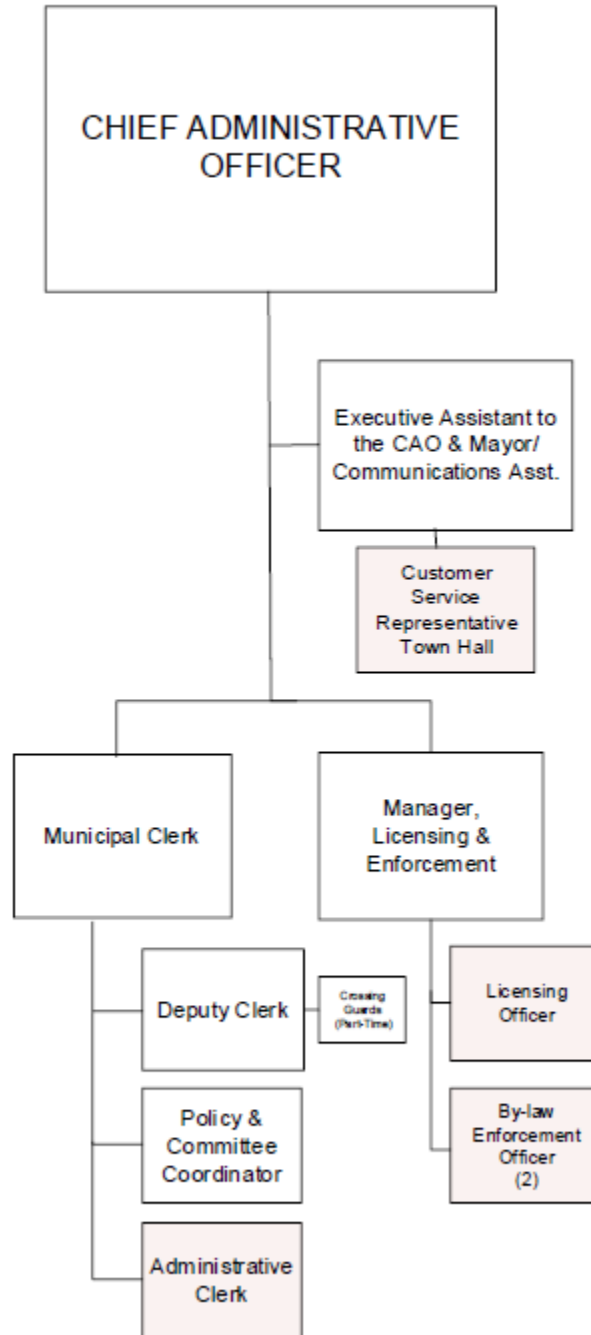


### BOARDS & COMMITTEES

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



### A. Department Overview





**B. Budgeted Staffing Resources**

| <b>Permanent FTE's</b> | <b>2021</b>  | <b>2022</b>  | <b>2023 Proposed</b> |
|------------------------|--------------|--------------|----------------------|
| Full Time FTE          | 11.00        | 10.00        | 12.00                |
| Part Time FTE          | 0.50         | 0.50         | 0.00                 |
| <b>Total FTE</b>       | <b>11.50</b> | <b>10.50</b> | <b>12.00</b>         |
| <b>Net Change</b>      | <b>0.00</b>  | <b>-1.00</b> | <b>1.50*</b>         |

**2022 Staffing Complement includes:**

*Full Time*

- 1.0 CAO
- 1.0 Executive Assistant to the CAO
- 1.00 Municipal Clerk
- 1.00 Deputy Clerk
- 1.00 Policy and Committee Coordinator
- 1.00 Administrative Clerk
- 1.00 Manager of Licensing and Enforcement
- 1.00 Licensing Officer
- 2.00 By-Law Enforcement Officers

*Part Time*

- 0.5 Customer Service Representative – Town Hall

**\*Proposed 2023 Staff Complement Changes:**

*Full Time*

- 1.0 Asset Management Technician/Coordinator
- 1.0 Customer Service Representative – Town Hall (move from part time to full time)

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2023 Budget  
 Year ending December 31, 2022

Office of the Chief Administrative Officer  
 CAO's Office

|                                    |                                | 2022 Total Budget | 2022 Nov YTD Actuals | 2023 Base Budget | Request - Base Budget | Request - One Time | Request- Enhancement | 2023 Total Budget     | Issue Paper Ref. No.                       |
|------------------------------------|--------------------------------|-------------------|----------------------|------------------|-----------------------|--------------------|----------------------|-----------------------|--|
| <b>Expenses:</b>                   |                                |                   |                      |                  |                       |                    |                      |                       |  |
| <b>Salaries and Wages:</b>         |                                |                   |                      |                  |                       |                    |                      |                       |  |
| 10-5-1001023-0101                  | Salaries - Full Time           | 379,416           | 312,798              | 379,416          | (39,518)              |                    | 90,192               | 430,090               | CAO-001                                    |
| 10-5-1001023-0102                  | Salaries - OT                  |                   | 684                  | -                |                       |                    |                      | -                     |  |
| 10-5-1001023-0112                  | Salaries - Part Time/Temporary | 41,899            | 38,532               | 41,899           | 843                   |                    | 9,718                | 52,460                | CAO-002                                    |
| <b>Total Salaries and Wages</b>    |                                | <b>421,315</b>    | <b>352,014</b>       | <b>421,315</b>   | <b>(38,675)</b>       | <b>-</b>           | <b>99,910</b>        | <b>482,550</b>        |  |
| <b>Benefits:</b>                   |                                |                   |                      |                  |                       |                    |                      |                       |  |
| <b>Total Benefits</b>              |                                | <b>162,277</b>    | <b>91,794</b>        | <b>162,277</b>   | <b>(42,780)</b>       | <b>-</b>           | <b>42,737</b>        | <b>162,235</b>        |  |
| <b>General Expenses:</b>           |                                |                   |                      |                  |                       |                    |                      |                       |  |
| 10-5-1001023-0251                  | Subscriptions and Publications | 750               | 2,096                | 750              |                       |                    |                      | 750                   |  |
| 10-5-1001023-0301                  | Office Supplies                | 1,850             | 3,352                | 1,850            |                       |                    |                      | 1,850                 |  |
| 10-5-1001023-0327                  | Professional Fees              | 95,000            | 197,005              | 65,000           |                       | 20,000             | 1,500                | 86,500                | CAO-001 & Precommitted                     |
| 10-5-1001023-0325                  | Legal Fees                     | 130,000           | 120,687              | 130,000          |                       |                    |                      | 130,000               |  |
| 10-5-1001023-0342                  | Meeting Expenses               | 3,000             | 1,903                | 3,000            |                       |                    |                      | 3,000                 |  |
| 10-5-1001023-0345                  | Mobile Devices                 | 3,250             | 1,288                | 3,250            | (270)                 |                    |                      | 2,980                 | IT- 001                                    |
| 10-5-1001023-0350                  | Memberships                    | 10,000            | 7,974                | 10,000           |                       |                    |                      | 10,000                |  |
| 10-5-1001023-0351                  | Training and Prof. Developmt   | 13,500            | 8,492                | 13,500           |                       |                    | 2,461                | 15,961                | CAO-001                                    |
| 10-5-1001023-0352                  | Travel and Mileage             | 1,000             | 593                  | 1,000            |                       |                    |                      | 1,000                 |  |
| <b>Total General Expenses</b>      |                                | <b>258,350</b>    | <b>343,389</b>       | <b>228,350</b>   | <b>(270)</b>          | <b>20,000</b>      | <b>3,961</b>         | <b>252,041</b>        |  |
| <b>Total Expenses</b>              |                                | <b>841,942</b>    | <b>787,198</b>       | <b>811,942</b>   | <b>(81,725)</b>       | <b>20,000</b>      | <b>146,608</b>       | <b>896,825</b>        |  |
| <b>Transfer to (from) Reserves</b> |                                |                   |                      |                  |                       |                    |                      |                       |  |
| 10-4-1001023-3000                  | Transfer from Reserve          | (30,000)          | 5,949                |                  |                       | (20,000)           |                      | (20,000)              | Council-003<br>Tax Stabilization Reserve   |
|                                    | Transfer from OCIF             |                   |                      |                  |                       |                    | (49,092)             | (49,092)              | CAO-001 40% coverage<br>for AMP OCIF grant |
| 10-5-1001023-3000                  | Transfer to Reserve            | -                 | -                    | -                | -                     |                    |                      | -                     |  |
| <b>Total Reserve Transfers</b>     |                                | <b>(30,000)</b>   | <b>5,949</b>         | <b>-</b>         | <b>-</b>              | <b>(20,000)</b>    | <b>(49,092)</b>      | <b>(69,092)</b>       |  |
| <b>Net Operating Budget</b>        |                                | <b>811,942</b>    | <b>793,147</b>       | <b>811,942</b>   | <b>(81,725)</b>       | <b>-</b>           | <b>97,516</b>        | <b>827,733</b>        |  |
|                                    |                                |                   |                      |                  |                       |                    |                      | Incr/(Decr) from 2022 | 1.9%                                       |



Town of Amherstburg  
 Department:  
 Budget Centre:  
 2023 Budget  
 Year ending December 31, 2022

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

**Expenses:**

**Salaries and Wages:**  
**Total Salaries and Wages**

**Benefits:**  
**Total Benefits**

**General Expenses:**

10-5-10010##-0340  
 10-5-1001010-0301  
 10-5-1001010-0345  
 10-5-1001010-0351  
 10-5-1001010-0351  
 10-5-10010##-0352  
 10-5-10010100140

Public Receptions  
 Office Supplies  
 Mobile Devices  
 Training  
 Conventions and Seminars  
 Travel and Mileage  
 Communications

**Total General Expenses**

**Other Expenses:**

10-5-1001010-0325  
 10-5-1001010-0342  
 10-5-1001010-0348

Legal Fees - Council  
 Meeting Expenses  
 Donations

**Total Other Expenses**

| 2022 Total Budget | 2022 Nov YTD Actuals | 2023 Base Budget | Request - Base Budget | Request - One Time | Request - Enhancement | 2023 Total Budget | Issue Paper Ref. No. |
|-------------------|----------------------|------------------|-----------------------|--------------------|-----------------------|-------------------|----------------------|
| <b>204,697</b>    | <b>181,942</b>       | <b>208,650</b>   | -                     | -                  | -                     | <b>208,650</b>    |                      |
| <b>32,179</b>     | <b>25,760</b>        | <b>32,179</b>    | <b>443</b>            | -                  | -                     | <b>32,622</b>     |                      |
| 6,000             | 2,182                | 6,000            |                       |                    |                       | 6,000             |                      |
| 500               | 265                  | 500              |                       |                    |                       | 500               |                      |
| 1,600             | 290                  | 1,600            |                       | 600                |                       | 2,200             | IT- 001              |
| 5,000             | 763                  | 5,000            |                       |                    |                       | 5,000             |                      |
| 14,000            | -                    | 14,000           |                       |                    |                       | 14,000            |                      |
| 4,000             | 1,766                | 4,000            |                       |                    |                       | 4,000             |                      |
| 5,700             | 1,511                | 5,700            |                       |                    |                       | 5,700             |                      |
| <b>36,800</b>     | <b>6,778</b>         | <b>36,800</b>    | -                     | <b>600</b>         | -                     | <b>37,400</b>     |                      |
| 15,000            | -                    | 15,000           | (15,000)              |                    |                       | -                 | COUNCIL-002          |
| 2,000             | 2,536                | 2,000            |                       | 2,000              |                       | 4,000             | Precommit            |
| 2,000             | 1,214                | 2,000            |                       |                    |                       | 2,000             |                      |
| <b>19,000</b>     | <b>3,750</b>         | <b>19,000</b>    | <b>(15,000)</b>       | <b>2,000</b>       | -                     | <b>6,000</b>      |                      |







Town of Amherstburg

Department:

Budget Centre:

2023 Budget

Year ending December 31, 2022

Legislative Services

Clerk's Services

|   | 2022 Total Budget | 2022 Nov YTD Actuals | 2023 Base Budget | Request - Base Budget | Request - One Time | Request - Enhancement | 2023 Total Budget | Issue Paper Ref. No.      |
|---|-------------------|----------------------|------------------|-----------------------|--------------------|-----------------------|-------------------|---------------------------|
| <b>Crossing Guards:</b>                       |                   |                      |                  |                       |                    |                       |                   |                           |
| Salaries - Crossing Guards                    | 21,870            |                      | 21,870           | 653                   | -                  |                       | 22,523            |                           |
| Benefits - Crossing Guards                    | 2,064             | -                    | 2,064            | 2,198                 | -                  | -                     | 4,262             |                           |
| Uniforms                                      | 1,000             | -                    | 1,000            | -                     | -                  |                       | 1,000             |                           |
| <b>Total Expenses - Crossing Guards</b>       | <b>24,934</b>     | <b>-</b>             | <b>24,934</b>    | <b>2,851</b>          | <b>-</b>           | <b>-</b>              | <b>27,785</b>     |                           |
|   |                   |                      |                  |                       |                    |                       |                   |                           |
| <b>Total Expenses</b>                         | <b>1,483,919</b>  | <b>1,505,712</b>     | <b>1,348,919</b> | <b>40,121</b>         | <b>10,400</b>      | <b>-</b>              | <b>1,399,440</b>  |                           |
|   |                   |                      |                  |                       |                    |                       |                   |                           |
| <b>Transfer to (from) Reserves</b>            |                   |                      |                  |                       |                    |                       |                   |                           |
| Transfer to Reserve - Election                | 34,600            | 82,137               | 34,600           | 5,400                 |                    |                       | 40,000            | CLERKS-001                |
| Transfer from Reserve - Insurance             | (10,000)          | -                    | (10,000)         |                       |                    |                       | (10,000)          |                           |
| Transfer from Reserve                         | -                 | -                    | -                |                       | (400)              |                       | (400)             | Tax Stabilization Reserve |
| Transfer to Reserve - AODA Compliance         | 50,000            | -                    | 50,000           |                       | (10,000)           |                       | 40,000            | Precommit                 |
| Transfer to Reserve - Insurance               | 5,000             | -                    | 5,000            |                       |                    |                       | 5,000             |                           |
| Transfer from Election Reserve                | (135,000)         | -                    | -                |                       |                    |                       | -                 |                           |
| <b>Total Reserve Transfers</b>                | <b>(55,400)</b>   | <b>82,137</b>        | <b>79,600</b>    | <b>5,400</b>          | <b>(10,400)</b>    | <b>-</b>              | <b>74,600</b>     |                           |
|   |                   |                      |                  |                       |                    |                       |                   |                           |
| <b>Total Operating Expenses and Transfers</b> | <b>1,428,519</b>  | <b>1,587,849</b>     | <b>1,428,519</b> | <b>45,521</b>         | <b>-</b>           | <b>-</b>              | <b>1,474,040</b>  |                           |
|   |                   |                      |                  |                       |                    |                       |                   |                           |
| <b>Net Operating Budget</b>                   | <b>1,406,519</b>  | <b>1,554,131</b>     | <b>1,406,519</b> | <b>45,521</b>         | <b>-</b>           | <b>-</b>              | <b>1,452,040</b>  |                           |

Incr/(Decr) from 2022

3.2%

Town of Amherstburg

Department:

Budget Centre:

2023 Budget

Year ending December 31, 2022

Legislative Services

Licencing and Enforcement

|                                     | 2022 Total Budget | 2022 Nov YTD Actuals | 2023 Base Budget | Request - Base Budget | Request - One Time | Request-Enhancement | 2023 Total Budget | Issue Paper Ref. No. |
|-------------------------------------|-------------------|----------------------|------------------|-----------------------|--------------------|---------------------|-------------------|----------------------|
| <b>Revenue:</b>                     |                   |                      |                  |                       |                    |                     |                   |                      |
| Provincial Grants                   |                   |                      | -                |                       |                    |                     |                   |                      |
| Lottery Licences                    | 22,000            | 13,286               | 22,000           |                       |                    |                     | 22,000            |                      |
| Liquor Licences                     | 100               | 250                  | 100              |                       |                    |                     | 100               |                      |
| Business Licences                   | 4,000             | 5,632                | 4,000            | 10,000                |                    |                     | 14,000            | LIC-001              |
| Marriage Licences                   | 13,000            | 18,647               | 13,000           |                       |                    |                     | 13,000            |                      |
| Animal Control - Dog Tags and Fines | 17,000            | 21,281               | 17,000           |                       |                    |                     | 17,000            |                      |
| Pool Permits                        | -                 | -                    | -                |                       |                    |                     | -                 |                      |
| Sign Permits                        | 2,000             | -                    | 2,000            |                       |                    |                     | 2,000             |                      |
| Encroachment Fees                   | 2,000             | 806                  | 2,000            |                       |                    |                     | 2,000             |                      |
| Parking Tickets                     | 7,000             | 5,959                | 7,000            | 2,000                 |                    |                     | 9,000             | LIC-002              |
| Fees waived                         | -                 | -                    | -                |                       |                    |                     | -                 |                      |
| Other Revenues                      | 4,500             | 15,188               | 4,500            |                       |                    |                     | 4,500             |                      |
| <b>Total Revenue</b>                | <b>71,600</b>     | <b>81,049</b>        | <b>71,600</b>    | <b>12,000</b>         | <b>-</b>           | <b>-</b>            | <b>83,600</b>     |                      |
| <b>Expenses:</b>                    |                   |                      |                  |                       |                    |                     |                   |                      |
| <b>Salaries and Wages:</b>          |                   |                      |                  |                       |                    |                     |                   |                      |
| Salaries - Full Time                | 282,415           | 237,730              | 282,415          | 12,142                |                    |                     | 294,557           |                      |
| Salaries - Overtime                 | 1,000             | 187                  | 1,000            | 1,000                 |                    |                     | 2,000             |                      |
| Salaries - Part Time/Temporary      | -                 | -                    | -                |                       |                    |                     | -                 |                      |
| <b>Total Salaries and Wages</b>     | <b>283,415</b>    | <b>237,916</b>       | <b>283,415</b>   | <b>13,142</b>         | <b>-</b>           | <b>-</b>            | <b>296,557</b>    |                      |
| <b>Benefits:</b>                    |                   |                      |                  |                       |                    |                     |                   |                      |
| <b>Total Benefits</b>               | <b>104,147</b>    | <b>93,852</b>        | <b>104,147</b>   | <b>7,198</b>          | <b>-</b>           | <b>-</b>            | <b>111,345</b>    |                      |

Town of Amherstburg

Department:

Budget Centre:

2023 Budget

Year ending December 31, 2022

Legislative Services

Licencing and Enforcement

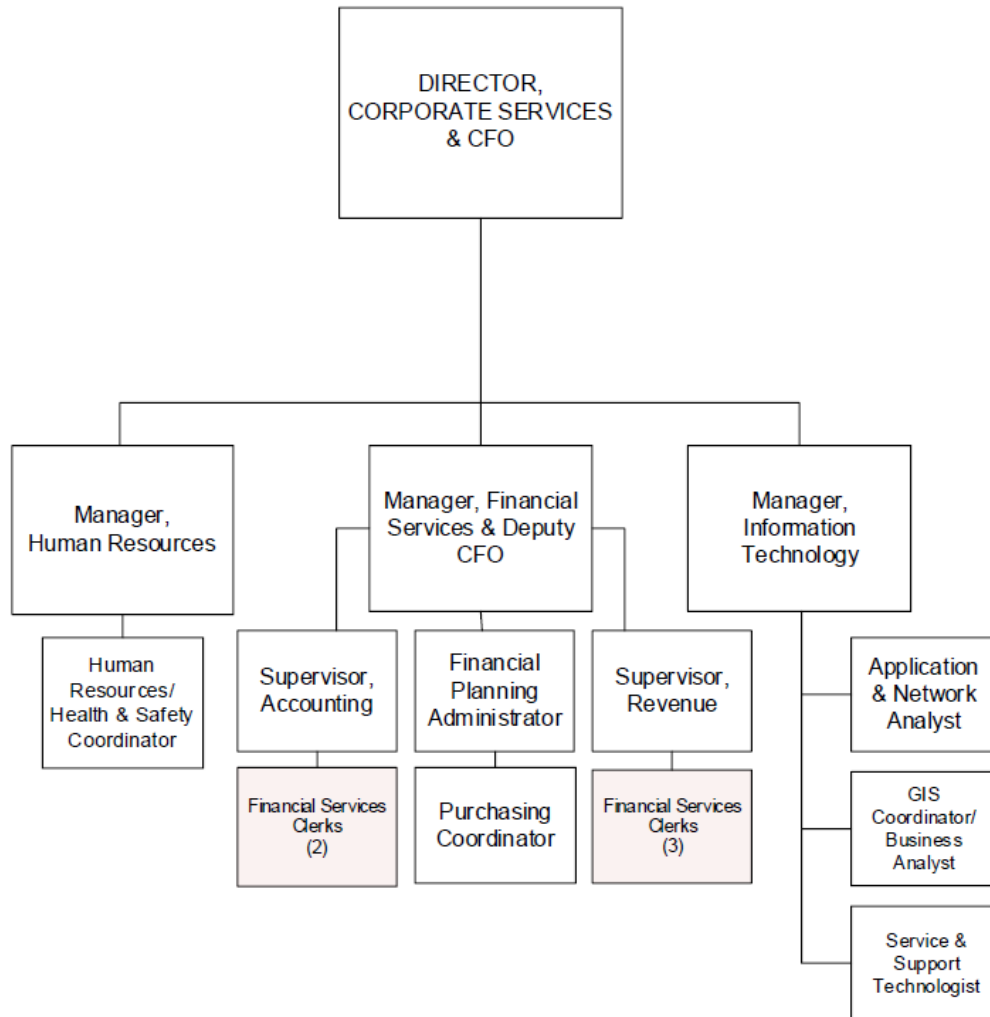
|  | 2022 Total Budget | 2022 Nov YTD Actuals | 2023 Base Budget | Request - Base Budget | Request - One Time | Request-Enhancement | 2023 Total Budget | Issue Paper Ref. No. |
|--|-------------------|----------------------|------------------|-----------------------|--------------------|---------------------|-------------------|----------------------|
| <b>General Expenses:</b>                     |                   |                      |                  |                       |                    |                     |                   |                      |
| Uniforms                                     | 5,700             | 4,910                | 2,700            |                       |                    |                     | 2,700             |                      |
| Office Supplies                              | 1,500             | 2,307                | 1,500            |                       |                    |                     | 1,500             |                      |
| Mobile Devices                               | 3,200             | 1,985                | 3,200            |                       |                    |                     | 3,200             |                      |
| Professional Fees                            | 1,500             | 1,106                | 1,500            |                       |                    |                     | 1,500             |                      |
| Memberships                                  | 1,150             | -                    | 1,150            |                       |                    |                     | 1,150             |                      |
| Training and Professional Developm           | 4,000             | 5,346                | 8,550            |                       |                    |                     | 8,550             |                      |
| Travel & Mileage                             | 500               | -                    | 500              |                       |                    |                     | 500               |                      |
| Vehicle and Equipment Maintenance            | 1,800             | 2,026                | 1,800            |                       |                    |                     | 1,800             |                      |
| GPS  |                   | 755                  | 796              |                       |                    |                     | 796               |                      |
| Animal Control - Tags                        | 600               | 1,443                | 600              |                       |                    |                     | 600               |                      |
| Animal Control - Contract                    | 33,000            | 24,750               | 33,000           |                       |                    |                     | 33,000            |                      |
| Animal Control - Other                       | 7,750             | 4,031                | 7,750            |                       |                    |                     | 7,750             |                      |
| Marriage Licences                            | 7,200             | 7,460                | 7,200            |                       |                    |                     | 7,200             |                      |
| <b>Total General Expenses</b>                | <b>67,900</b>     | <b>58,558</b>        | <b>70,246</b>    | -                     | -                  | -                   | <b>70,246</b>     |                      |
| <b>Other Expenses:</b>                       |                   |                      |                  |                       |                    |                     |                   |                      |
| Livestock Compensation Expense               | -                 | -                    | 250              |                       |                    |                     | 250               |                      |
| <b>Total Other Expenses</b>                  | <b>-</b>          | <b>-</b>             | <b>250</b>       | -                     | -                  | -                   | <b>250</b>        |                      |
| <b>Total Expenses</b>                        | <b>455,462</b>    | <b>390,326</b>       | <b>458,058</b>   | <b>20,339</b>         | -                  | -                   | <b>478,397</b>    |                      |
| <b>Total Operating Expenses and Transfer</b> | <b>455,462</b>    | <b>390,326</b>       | <b>458,058</b>   | <b>20,339</b>         | -                  | -                   | <b>478,397</b>    |                      |
| <b>Net Operating Budget</b>                  | <b>383,862</b>    | <b>309,277</b>       | <b>386,458</b>   | <b>8,339</b>          | -                  | -                   | <b>394,797</b>    |                      |

Incr/(Decr) from 2022

2.8%



### 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>2021</b> | <b>2022</b> | <b>2023 Proposed</b> |
|------------------------|-------------|-------------|----------------------|
| Full Time              | 18.00       | 17.00       | 18.00                |
| Total FTE              | 18.00       | 17.00       | 18.00                |
| <b>Net Change</b>      | <b>0.00</b> | <b>0.00</b> | <b>1.00*</b>         |

**2022 Staffing Complement includes:**

*Full Time*

- 1.00 Director of Corporate Services/Treasurer
- 1.00 Manager, Financial Services & Deputy CFO
- 2.00 Managers: Human Resources, Information Technology
- 2.00 Supervisors: Revenue, Accounting
- 1.00 Financial Planning Administrator
- 1.00 Purchasing Coordinator
- 5.00 Financial Clerks
- 1.00 Human Resources/Health & Safety Coordinator
- 1.00 Application & Network Analyst
- 1.00 GIS Coordinator/Business Analyst
- 1.00 Service & Support Technologist

**\*Proposed 2023 Staff Complement changes:**

*Full Time*

- 1.00 Senior Financial Analyst

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2023 Budget  
 Year ending December 31, 2022

Corporate Services  
 Financial Services

|   | 2022 Total Budget | 2022 Nov YTD Actuals | 2023 Base Budget | Request - Base Budget | Request - One Time | Request-Enhancement | 2023 Total Budget | Issue Paper Ref. No.    |
|---|-------------------|----------------------|------------------|-----------------------|--------------------|---------------------|-------------------|-------------------------|
| <b>Revenue:</b>                               |                   |                      |                  |                       |                    |                     |                   |                         |
| Fees - Tax Certificates                       | 33,000            | 33,060               | 33,000           |                       |                    |                     | 33,000            |                         |
| Fees - Administrative Charges                 | 15,000            | 11,560               | 15,000           |                       |                    |                     | 15,000            |                         |
| <b>Total Revenue</b>                          | <b>48,000</b>     | <b>44,620</b>        | <b>48,000</b>    | -                     | -                  | -                   | <b>48,000</b>     |                         |
| <b>Expenses:</b>                              |                   |                      |                  |                       |                    |                     |                   |                         |
| <b>Salaries and Wages:</b>                    |                   |                      |                  |                       |                    |                     |                   |                         |
| Salaries - Full Time                          | 1,076,666         | 733,877              | 1,076,666        | 20,000                | 75,000             | -                   | 1,171,666         | FIN-001                 |
| Salaries - Overtime                           | 7,000             | 4,203                | 7,000            |                       |                    |                     | 7,000             |                         |
| <b>Total Salaries and Wages</b>               | <b>1,083,666</b>  | <b>842,183</b>       | <b>1,083,666</b> | <b>20,000</b>         | <b>75,000</b>      | -                   | <b>1,178,666</b>  |                         |
| <b>Benefits:</b>                              |                   |                      |                  |                       |                    |                     |                   |                         |
| <b>Total Benefits</b>                         | <b>374,388</b>    | <b>268,839</b>       | <b>374,388</b>   | -                     | <b>20,000</b>      | -                   | <b>394,388</b>    |                         |
| <b>General Expenses:</b>                      |                   |                      |                  |                       |                    |                     |                   |                         |
| Office Supplies                               | 7,500             | 11,468               | 7,500            |                       |                    |                     | 7,500             |                         |
| Audit Fees                                    | 37,000            | 82,995               | 37,000           |                       |                    |                     | 37,000            |                         |
| Professional Fees                             | 65,000            | 49,361               | 10,000           |                       |                    |                     | 10,000            |                         |
| Contracted Services - Brinks                  | 19,000            | 16,422               | 19,000           |                       |                    |                     | 19,000            |                         |
| Meeting Expenses                              | 750               | 93                   | 750              |                       |                    |                     | 750               |                         |
| Mobile Devices                                | 1,800             | 473                  | 1,800            | 400                   |                    |                     | 2,200             | IT- 001                 |
| Memberships                                   | 7,800             | 3,342                | 7,800            |                       |                    |                     | 7,800             |                         |
| Training and Prof. Developmt                  | 17,000            | 6,117                | 17,000           |                       |                    |                     | 17,000            |                         |
| Travel and Mileage                            | 750               | 379                  | 750              |                       |                    |                     | 750               |                         |
| <b>Total General Expenses</b>                 | <b>156,600</b>    | <b>171,339</b>       | <b>101,600</b>   | <b>400</b>            | -                  | -                   | <b>102,000</b>    |                         |
| <b>Total Expenses</b>                         | <b>1,614,654</b>  | <b>1,282,360</b>     | <b>1,559,654</b> | <b>20,400</b>         | <b>95,000</b>      | -                   | <b>1,675,054</b>  |                         |
| <b>Transfer to (from) Reserves</b>            |                   |                      |                  |                       |                    |                     |                   |                         |
| Transfer from Reserves                        | (55,000)          | -                    | -                |                       | (95,000)           |                     | (95,000)          | Working Capital Reserve |
| <b>Total Reserve Transfers</b>                | <b>(55,000)</b>   | -                    | -                | -                     | <b>(95,000)</b>    | -                   | <b>(95,000)</b>   |                         |
| <b>Total Operating Expenses and Transfers</b> | <b>1,559,654</b>  | 1,282,360            | <b>1,559,654</b> | <b>20,400</b>         | -                  | -                   | <b>1,580,054</b>  |                         |
| <b>Net Operating Budget</b>                   | <b>1,511,654</b>  | <b>1,237,740</b>     | <b>1,511,654</b> | <b>20,400</b>         | -                  | -                   | <b>1,532,054</b>  |                         |

Incr/(Decr) from 2022

1.3%

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2023 Budget  
 Year ending December 31, 2022

Corporate Services  
 Financial Services

|   | 2022 Total Budget | 2022 Nov YTD Actuals | 2023 Base Budget | Request - Base Budget | Request - One Time | Request-Enhancement | 2023 Total Budget | Issue Paper Ref. No.    |
|---|-------------------|----------------------|------------------|-----------------------|--------------------|---------------------|-------------------|-------------------------|
| <b>Revenue:</b>                               |                   |                      |                  |                       |                    |                     |                   |                         |
| Fees - Tax Certificates                       | 33,000            | 33,060               | 33,000           |                       |                    |                     | 33,000            |                         |
| Fees - Administrative Charges                 | 15,000            | 11,560               | 15,000           |                       |                    |                     | 15,000            |                         |
| <b>Total Revenue</b>                          | <b>48,000</b>     | <b>44,620</b>        | <b>48,000</b>    | -                     | -                  | -                   | <b>48,000</b>     |                         |
| <b>Expenses:</b>                              |                   |                      |                  |                       |                    |                     |                   |                         |
| <b>Salaries and Wages:</b>                    |                   |                      |                  |                       |                    |                     |                   |                         |
| Salaries - Full Time                          | 1,076,666         | 733,877              | 1,076,666        | 20,000                | 75,000             | -                   | 1,171,666         | FIN-001                 |
| Salaries - Overtime                           | 7,000             | 4,203                | 7,000            |                       |                    |                     | 7,000             |                         |
| <b>Total Salaries and Wages</b>               | <b>1,083,666</b>  | <b>842,183</b>       | <b>1,083,666</b> | <b>20,000</b>         | <b>75,000</b>      | -                   | <b>1,178,666</b>  |                         |
| <b>Benefits:</b>                              |                   |                      |                  |                       |                    |                     |                   |                         |
| <b>Total Benefits</b>                         | <b>374,388</b>    | <b>268,839</b>       | <b>374,388</b>   | -                     | <b>20,000</b>      | -                   | <b>394,388</b>    |                         |
| <b>General Expenses:</b>                      |                   |                      |                  |                       |                    |                     |                   |                         |
| Office Supplies                               | 7,500             | 11,468               | 7,500            |                       |                    |                     | 7,500             |                         |
| Audit Fees                                    | 37,000            | 82,995               | 37,000           |                       |                    |                     | 37,000            |                         |
| Professional Fees                             | 65,000            | 49,361               | 10,000           |                       |                    |                     | 10,000            |                         |
| Contracted Services - Brinks                  | 19,000            | 16,422               | 19,000           |                       |                    |                     | 19,000            |                         |
| Meeting Expenses                              | 750               | 93                   | 750              |                       |                    |                     | 750               |                         |
| Mobile Devices                                | 1,800             | 473                  | 1,800            | 400                   |                    |                     | 2,200             | IT- 001                 |
| Memberships                                   | 7,800             | 3,342                | 7,800            |                       |                    |                     | 7,800             |                         |
| Training and Prof. Developmt                  | 17,000            | 6,117                | 17,000           |                       |                    |                     | 17,000            |                         |
| Travel and Mileage                            | 750               | 379                  | 750              |                       |                    |                     | 750               |                         |
| <b>Total General Expenses</b>                 | <b>156,600</b>    | <b>171,339</b>       | <b>101,600</b>   | <b>400</b>            | -                  | -                   | <b>102,000</b>    |                         |
| <b>Total Expenses</b>                         | <b>1,614,654</b>  | <b>1,282,360</b>     | <b>1,559,654</b> | <b>20,400</b>         | <b>95,000</b>      | -                   | <b>1,675,054</b>  |                         |
| <b>Transfer to (from) Reserves</b>            |                   |                      |                  |                       |                    |                     |                   |                         |
| Transfer from Reserves                        | (55,000)          | -                    | -                |                       | (95,000)           |                     | (95,000)          | Working Capital Reserve |
| <b>Total Reserve Transfers</b>                | <b>(55,000)</b>   | -                    | -                | -                     | <b>(95,000)</b>    | -                   | <b>(95,000)</b>   |                         |
| <b>Total Operating Expenses and Transfers</b> | <b>1,559,654</b>  | 1,282,360            | <b>1,559,654</b> | <b>20,400</b>         | -                  | -                   | <b>1,580,054</b>  |                         |
| <b>Net Operating Budget</b>                   | <b>1,511,654</b>  | <b>1,237,740</b>     | <b>1,511,654</b> | <b>20,400</b>         | -                  | -                   | <b>1,532,054</b>  |                         |

Incr/(Decr) from 2022

1.3%



Town of Amherstburg  
 Department:  
 Budget Centre:  
 2023 Budget  
 Year ending December 31, 2022

Corporate Services  
 Human Resources

|   |                                       | 2022 Total Budget | 2022 Nov YTD Actuals | 2023 Base Budget | Request - Base Budget | Request - One Time | Request-Enhancement | 2023 Total Budget | Issue Paper Ref. No.      |
|---|---------------------------------------|-------------------|----------------------|------------------|-----------------------|--------------------|---------------------|-------------------|---------------------------|
| <b>Expenses:</b>                              |                                       |                   |                      |                  |                       |                    |                     |                   |                           |
| <b>Salaries and Wages:</b>                    |                                       |                   |                      |                  |                       |                    |                     |                   |                           |
| 10-5-1001024-0101                             | Salaries - Full Time                  | 201,599           | 179,523              | 201,599          | 26,338                |                    |                     | 227,937           |                           |
| 10-5-1001024-0102                             | Salaries - Overtime                   | 4,000             | 1,203                | 4,000            | -                     |                    |                     | 4,000             |                           |
| 10-5-1001024-0107                             | Salaries - Part Time/Temporary        | 20,000            | 31,603               | 20,000           | 1,254                 |                    |                     | 21,254            |                           |
| <b>Total Salaries and Wages</b>               |                                       | <b>225,599</b>    | <b>212,329</b>       | <b>225,599</b>   | <b>27,592</b>         | -                  | -                   | <b>253,191</b>    |                           |
| <b>Benefits:</b>                              |                                       |                   |                      |                  |                       |                    |                     |                   |                           |
| <b>Total Benefits</b>                         |                                       | <b>73,666</b>     | <b>71,855</b>        | <b>73,666</b>    | <b>13,802</b>         | -                  | -                   | <b>87,468</b>     |                           |
| <b>General Expenses:</b>                      |                                       |                   |                      |                  |                       |                    |                     |                   |                           |
| 10-5-1001024-0240                             | Employee Recognition                  | 11,000            | 2,684                | 11,000           |                       |                    |                     | 11,000            |                           |
| 10-5-1001024-0249                             | Corporate Training                    | 12,000            | 5,213                | 12,000           |                       | 2,000              |                     | 14,000            | HR-006                    |
| 10-5-1001024-0250                             | Health and Safety                     | 17,500            | 15,208               | 17,500           |                       |                    |                     | 17,500            |                           |
| 10-5-1001024-0301                             | Office Supplies                       | 1,000             | 1,175                | 1,000            |                       |                    |                     | 1,000             |                           |
| 10-5-1001024-0327                             | Professional Fees                     | 22,000            | 36,023               | 22,000           |                       | 24,200             |                     | 46,200            | HR-009                    |
| 10-5-1001024-0342                             | Meeting Expenses                      | 1,000             | 6                    | 1,000            |                       |                    |                     | 1,000             |                           |
| 10-5-1001024-0345                             | Mobile Devices                        | 800               | 808                  | 800              | 450                   |                    |                     | 1,250             | IT-001                    |
| 10-5-1001024-0350                             | Memberships                           | 2,450             | 1,735                | 2,450            |                       |                    |                     | 2,450             |                           |
| 10-5-1001024-0351                             | Training and Prof. Developmt          | 15,500            | 5,876                | 5,500            |                       |                    |                     | 5,500             |                           |
| 10-5-1001024-0352                             | Travel and Mileage                    | 1,000             | -                    | 1,000            |                       |                    |                     | 1,000             |                           |
| 10-5-1001024-0372                             | Recruitment Expenses                  | 24,600            | 15,217               | 24,600           |                       |                    |                     | 24,600            |                           |
| <b>Total General Expenses</b>                 |                                       | <b>108,850</b>    | <b>83,946</b>        | <b>98,850</b>    | <b>450</b>            | <b>26,200</b>      | -                   | <b>125,500</b>    |                           |
| <b>Retiree Benefits</b>                       |                                       |                   |                      |                  |                       |                    |                     |                   |                           |
| 10-5-1001020-0206                             | Benefits - Administrative Retirees    | 67,000            | 70,083               | 67,000           |                       |                    |                     | 67,000            |                           |
| 10-5-2010000-0206                             | Benefits - Fire Retiree Benefits      | 28,150            | 19,367               | 28,150           |                       |                    |                     | 28,150            |                           |
| 10-5-2020000-0206                             | Benefits - Police Retiree Benefits    | 112,100           | 113,683              | 112,100          |                       |                    |                     | 112,100           |                           |
| 10-5-8010000-0206                             | Benefits - Development Services Retir | 12,320            | 13,270               | 12,320           |                       |                    |                     | 12,320            |                           |
| 10-5-3010000-0206                             | Benefits - Public Works Retirees      | 101,100           | 84,914               | 101,100          |                       |                    |                     | 101,100           |                           |
| 10-5-7017300-0206                             | Benefits - Arena Retirees             | 28,900            | 36,039               | 28,900           |                       |                    |                     | 28,900            |                           |
| <b>Total Expenses - Retiree Benefits</b>      |                                       | <b>349,570</b>    | <b>337,357</b>       | <b>349,570</b>   | -                     | -                  | -                   | <b>349,570</b>    |                           |
| <b>Total Expenses</b>                         |                                       | <b>757,685</b>    | <b>705,487</b>       | <b>747,685</b>   | <b>41,844</b>         | <b>26,200</b>      | -                   | <b>815,729</b>    |                           |
| <b>Transfer to (from) Reserves</b>            |                                       |                   |                      |                  |                       |                    |                     |                   |                           |
| 10-4-1001024-3000                             | Transfer from Reserves                | -                 | -                    | -                | -                     | (26,200)           | -                   | (26,200)          | Tax Stabilization Reserve |
| <b>Total Reserve Transfers</b>                |                                       | <b>-</b>          | <b>-</b>             | <b>-</b>         | <b>-</b>              | <b>(26,200)</b>    | <b>-</b>            | <b>(26,200)</b>   |                           |
| <b>Total Operating Expenses and Transfers</b> |                                       | <b>757,685</b>    | <b>705,487</b>       | <b>747,685</b>   | <b>41,844</b>         | <b>-</b>           | <b>-</b>            | <b>789,529</b>    |                           |
| <b>Net Operating Budget</b>                   |                                       | <b>757,685</b>    | <b>705,487</b>       | <b>747,685</b>   | <b>41,844</b>         | <b>-</b>           | <b>-</b>            | <b>789,529</b>    |                           |

Incr/(Decr) from 2022

4.2%

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2023 Budget  
 Year ending December 31, 2022

Corporate Services  
 Information Technology

|   | 2022 Total Budget | 2022 Nov YTD Actuals | 2023 Base Budget | Request - Base Budget | Request - One Time | Request-Enhancement | 2023 Total Budget | Issue Paper Ref. No.             |
|---|-------------------|----------------------|------------------|-----------------------|--------------------|---------------------|-------------------|----------------------------------|
| <b>Expenses:</b>                              |                   |                      |                  |                       |                    |                     |                   |                                  |
| <b>Salaries &amp; Wages:</b>                  |                   |                      |                  |                       |                    |                     |                   |                                  |
| Salaries - Full Time                          | 355,725           | 319,975              | 355,725          | 36,965                | -                  | -                   | 392,690           |                                  |
| Salaries - Overtime                           | 2,500             | -                    | 2,500            | -                     |                    |                     | 2,500             |                                  |
| Salaries - Part Time/Temporary                | 10,650            | 8,610                | 10,650           | 199                   |                    |                     | 10,849            |                                  |
| <b>Total Salaries and Wages</b>               | <b>368,875</b>    | <b>328,586</b>       | <b>368,875</b>   | <b>37,164</b>         | <b>-</b>           | <b>-</b>            | <b>406,039</b>    |                                  |
| <b>Benefits:</b>                              |                   |                      |                  |                       |                    |                     |                   |                                  |
| <b>Total Benefits</b>                         | <b>125,801</b>    | <b>116,917</b>       | <b>125,801</b>   | <b>13,974</b>         | <b>-</b>           | <b>-</b>            | <b>139,775</b>    |                                  |
| <b>General Expenses:</b>                      |                   |                      |                  |                       |                    |                     |                   |                                  |
| Office Supplies                               | 1,200             | 607                  | 1,200            |                       |                    |                     | 1,200             |                                  |
| Photocopies                                   | 23,400            | 27,081               | 23,400           | 1,600                 |                    |                     | 25,000            | IT-002                           |
| Computer Maintenance                          | 358,075           | 402,586              | 356,275          | 9,500                 | 7,000              |                     | 372,775           | IT-006                           |
| Website                                       | 12,000            | 10,357               | 12,000           | 2,200                 |                    |                     | 14,200            | IT-003                           |
| Telephone                                     | 28,000            | 18,830               | 28,000           |                       |                    |                     | 28,000            |                                  |
| Internet Access                               | 47,500            | 44,148               | 47,500           |                       |                    |                     | 47,500            |                                  |
| Mobile Devices                                | 6,200             | 6,496                | 6,200            |                       |                    |                     | 6,200             |                                  |
| Memberships                                   | 500               | 454                  | 500              |                       |                    |                     | 500               |                                  |
| Training and Prof. Developmt                  | 9,500             | 4,132                | 9,500            |                       |                    |                     | 9,500             |                                  |
| Travel and Mileage                            | 1,500             | 686                  | 1,500            |                       |                    |                     | 1,500             |                                  |
| GPS   | 21,500            | -                    | -                |                       |                    |                     | -                 | - Allocated to other departments |
| <b>Total General Expenses</b>                 | <b>509,375</b>    | <b>515,378</b>       | <b>486,075</b>   | <b>13,300</b>         | <b>7,000</b>       | <b>-</b>            | <b>506,375</b>    |                                  |
| <b>Total Expenses</b>                         | <b>1,004,051</b>  | <b>960,880</b>       | <b>980,751</b>   | <b>64,437</b>         | <b>7,000</b>       | <b>-</b>            | <b>1,052,188</b>  |                                  |
| <b>Transfer to (from) Reserves</b>            |                   |                      |                  |                       |                    |                     |                   |                                  |
| Transfer to Reserve - Computer                | 73,000            | -                    | 123,000          |                       | -                  | -                   | 123,000           |                                  |
| Transfer from Reserve                         | -                 | 1,829                | -                | -                     | (7,000)            | -                   | (7,000)           | Tax Stabilization Reserve        |
| <b>Total Reserve Transfers</b>                | <b>73,000</b>     | <b>68,742</b>        | <b>123,000</b>   | <b>-</b>              | <b>(7,000)</b>     | <b>-</b>            | <b>116,000</b>    |                                  |
| <b>Total Operating Expenses and Transfers</b> | <b>1,077,051</b>  | <b>1,029,622</b>     | <b>1,103,751</b> | <b>64,437</b>         | <b>-</b>           | <b>-</b>            | <b>1,168,188</b>  |                                  |
| <b>Net Operating Budget</b>                   | <b>1,077,051</b>  | <b>1,029,622</b>     | <b>1,103,751</b> | <b>64,437</b>         | <b>-</b>           | <b>-</b>            | <b>1,168,188</b>  |                                  |

Incr/(Decr) from 2022

8.5%

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2023 Budget  
 Year ending December 31, 2022

Corporate Services  
 Information Technology

|   | 2022 Total Budget | 2022 Nov YTD Actuals | 2023 Base Budget | Request - Base Budget | Request - One Time | Request-Enhancement | 2023 Total Budget | Issue Paper Ref. No.             |
|---|-------------------|----------------------|------------------|-----------------------|--------------------|---------------------|-------------------|----------------------------------|
| <b>Expenses:</b>                              |                   |                      |                  |                       |                    |                     |                   |                                  |
| <b>Salaries &amp; Wages:</b>                  |                   |                      |                  |                       |                    |                     |                   |                                  |
| Salaries - Full Time                          | 355,725           | 319,975              | 355,725          | 36,965                | -                  | -                   | 392,690           |                                  |
| Salaries - Overtime                           | 2,500             | -                    | 2,500            | -                     |                    |                     | 2,500             |                                  |
| Salaries - Part Time/Temporary                | 10,650            | 8,610                | 10,650           | 199                   |                    |                     | 10,849            |                                  |
| <b>Total Salaries and Wages</b>               | <b>368,875</b>    | <b>328,586</b>       | <b>368,875</b>   | <b>37,164</b>         | <b>-</b>           | <b>-</b>            | <b>406,039</b>    |                                  |
| <b>Benefits:</b>                              |                   |                      |                  |                       |                    |                     |                   |                                  |
| <b>Total Benefits</b>                         | <b>125,801</b>    | <b>116,917</b>       | <b>125,801</b>   | <b>13,974</b>         | <b>-</b>           | <b>-</b>            | <b>139,775</b>    |                                  |
| <b>General Expenses:</b>                      |                   |                      |                  |                       |                    |                     |                   |                                  |
| Office Supplies                               | 1,200             | 607                  | 1,200            |                       |                    |                     | 1,200             |                                  |
| Photocopies                                   | 23,400            | 27,081               | 23,400           | 1,600                 |                    |                     | 25,000            | IT-002                           |
| Computer Maintenance                          | 358,075           | 402,586              | 356,275          | 9,500                 | 7,000              |                     | 372,775           | IT-006                           |
| Website                                       | 12,000            | 10,357               | 12,000           | 2,200                 |                    |                     | 14,200            | IT-003                           |
| Telephone                                     | 28,000            | 18,830               | 28,000           |                       |                    |                     | 28,000            |                                  |
| Internet Access                               | 47,500            | 44,148               | 47,500           |                       |                    |                     | 47,500            |                                  |
| Mobile Devices                                | 6,200             | 6,496                | 6,200            |                       |                    |                     | 6,200             |                                  |
| Memberships                                   | 500               | 454                  | 500              |                       |                    |                     | 500               |                                  |
| Training and Prof. Developmt                  | 9,500             | 4,132                | 9,500            |                       |                    |                     | 9,500             |                                  |
| Travel and Mileage                            | 1,500             | 686                  | 1,500            |                       |                    |                     | 1,500             |                                  |
| GPS   | 21,500            | -                    | -                |                       |                    |                     | -                 | - Allocated to other departments |
| <b>Total General Expenses</b>                 | <b>509,375</b>    | <b>515,378</b>       | <b>486,075</b>   | <b>13,300</b>         | <b>7,000</b>       | <b>-</b>            | <b>506,375</b>    |                                  |
| <b>Total Expenses</b>                         | <b>1,004,051</b>  | <b>960,880</b>       | <b>980,751</b>   | <b>64,437</b>         | <b>7,000</b>       | <b>-</b>            | <b>1,052,188</b>  |                                  |
| <b>Transfer to (from) Reserves</b>            |                   |                      |                  |                       |                    |                     |                   |                                  |
| Transfer to Reserve - Computer                | 73,000            | -                    | 123,000          |                       | -                  | -                   | 123,000           |                                  |
| Transfer from Reserve                         | -                 | 1,829                | -                | -                     | (7,000)            | -                   | (7,000)           | Tax Stabilization Reserve        |
| <b>Total Reserve Transfers</b>                | <b>73,000</b>     | <b>68,742</b>        | <b>123,000</b>   | <b>-</b>              | <b>(7,000)</b>     | <b>-</b>            | <b>116,000</b>    |                                  |
| <b>Total Operating Expenses and Transfers</b> | <b>1,077,051</b>  | <b>1,029,622</b>     | <b>1,103,751</b> | <b>64,437</b>         | <b>-</b>           | <b>-</b>            | <b>1,168,188</b>  |                                  |
| <b>Net Operating Budget</b>                   | <b>1,077,051</b>  | <b>1,029,622</b>     | <b>1,103,751</b> | <b>64,437</b>         | <b>-</b>           | <b>-</b>            | <b>1,168,188</b>  |                                  |

Incr/(Decr) from 2022

8.5%

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2023 Budget  
 Year ending December 31, 2022

Corporate Services  
 Non-Departmental

|   | 2022 Approved    | 2022 Nov YTD Actuals | 2023 Base Budget | Request - Base Budget | Request - One Time | Request- Enhancement | 2023 Total Budget | Issue Paper Ref. No. |
|---|------------------|----------------------|------------------|-----------------------|--------------------|----------------------|-------------------|----------------------|
| <b>Revenue:</b>                                       |                  |                      |                  |                       |                    |                      |                   |                      |
| <b>Administrative Income</b>                          |                  |                      |                  |                       |                    |                      |                   |                      |
| Recoveries - Water Overhead                           | 692,500          | 634,792              | 692,500          |                       |                    |                      | 692,500           |                      |
| Recoveries-Building                                   | 134,774          | 123,543              | 134,774          |                       |                    |                      | 134,774           |                      |
| Recoveries - Wastewater Overhead                      | 241,600          | 221,467              | 241,600          |                       |                    |                      | 241,600           |                      |
| <b>Total Administrative Income - Non Departmental</b> | <b>1,068,874</b> | <b>979,910</b>       | <b>1,068,874</b> | -                     | -                  | -                    | <b>1,068,874</b>  |                      |
| <b>Taxation Revenue</b>                               |                  |                      |                  |                       |                    |                      |                   |                      |
| Supplementary Taxes                                   | 710,000          | 807,107              | 710,000          |                       |                    |                      | 710,000           |                      |
| Payment in Lieu of Taxes                              | 243,500          | 263,562              | 243,500          | 26,700                |                    |                      | 270,200           | NONDEPT-002          |
| <b>Total Taxation Revenue</b>                         | <b>953,500</b>   | <b>1,070,669</b>     | <b>953,500</b>   | <b>26,700</b>         | -                  | -                    | <b>980,200</b>    |                      |
| <b>Grants</b>   |                  |                      |                  |                       |                    |                      |                   |                      |
| Other Federal Grants                                  | 75,000           | 50,181               | -                |                       |                    |                      | -                 |                      |
| Provincial Grant                                      | -                | 122,840              | -                |                       |                    |                      | -                 |                      |
| Federal Gas Tax Funding                               | 1,132,000        | 906,256              | 1,132,000        | 33,363                |                    |                      | 1,165,363         | NONDEPT-001          |
| OCIF Formula Based Funding                            | 3,194,879        | 2,928,639            |                  |                       | 3,007,975          |                      | 3,007,975         | NONDEPT-001          |
| Ontario Municipal Partnership Fund                    | 1,325,800        | 1,326,400            | 1,352,000        | (131,100)             |                    |                      | 1,220,900         | NONDEPT-001          |
| <b>Total Other Grants</b>                             | <b>5,727,679</b> | <b>5,334,316</b>     | <b>2,484,000</b> | <b>(97,737)</b>       | <b>3,007,975</b>   | -                    | <b>5,394,238</b>  |                      |
| <b>Investment Income</b>                              |                  |                      |                  |                       |                    |                      |                   |                      |
| Dividends on Investment                               | 248,000          | 248,062              | 248,000          |                       | 3,800              |                      | 251,800           | NONDEPT-003          |
| Interest on Bank Accounts                             | 55,000           | 370,815              | 55,000           |                       | 160,000            |                      | 215,000           | NONDEPT-003          |
| <b>Total Investment Income</b>                        | <b>303,000</b>   | <b>618,877</b>       | <b>303,000</b>   | -                     | <b>163,800</b>     | -                    | <b>466,800</b>    |                      |
| <b>Other Income</b>                                   |                  |                      |                  |                       |                    |                      |                   |                      |
| Ontario Aggregate Fees                                | 240,000          | 265,140              | 75,000           | 120,000               |                    |                      | 195,000           | NONDEPT-002          |
| Donations-Global                                      | -                | 34,700               | -                |                       |                    |                      | -                 |                      |
| Penalties and Interest on Taxes                       | 285,000          | 246,943              | 285,000          | (9,400)               |                    |                      | 275,600           | NONDEPT-002          |
| Miscellaneous Revenue                                 | 5,000            | 877,179              | 5,000            |                       |                    |                      | 5,000             |                      |
| <b>Total Other Income</b>                             | <b>530,000</b>   | <b>1,423,962</b>     | <b>365,000</b>   | <b>110,600</b>        | -                  | -                    | <b>475,600</b>    |                      |
| <b>Local Improvement Recoveries</b>                   |                  |                      |                  |                       |                    |                      |                   |                      |
| Watermains on Taxes                                   | 1,100            | -                    | 1,100            | (1,100)               |                    |                      | -                 | NONDEPT-002          |
| <b>Total Local Improvements</b>                       | <b>1,100</b>     | -                    | <b>1,100</b>     | <b>(1,100)</b>        | -                  | -                    | -                 |                      |
| <b>Total Revenue</b>                                  | <b>8,584,153</b> | <b>9,427,734</b>     | <b>5,175,474</b> | <b>38,463</b>         | <b>3,171,775</b>   | -                    | <b>8,385,712</b>  |                      |

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2023 Budget  
 Year ending December 31, 2022

**Corporate Services  
 Non-Departmental**

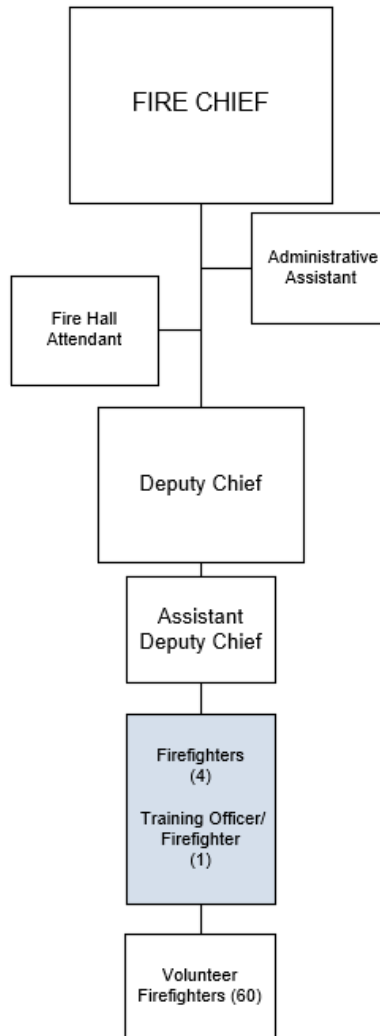
|   | 2022 Approved    | 2022 Nov YTD Actuals | 2023 Base Budget | Request - Base Budget | Request - One Time | Request- Enhancement | 2023 Total Budget | Issue Paper Ref. No. |
|---|------------------|----------------------|------------------|-----------------------|--------------------|----------------------|-------------------|----------------------|
| <b>Expenses:</b>                              |                  |                      |                  |                       |                    |                      |                   |                      |
| <b>General Expenses:</b>                      |                  |                      |                  |                       |                    |                      |                   |                      |
| Postage                                       | 49,000           | 32,755               | 49,000           |                       |                    |                      | 49,000            |                      |
| Office Supplies                               |                  | 250                  |                  |                       |                    |                      |                   |                      |
| Advertising                                   | 18,000           | 24,027               | 18,000           |                       |                    |                      | 18,000            |                      |
| Municipal Tax Write Offs                      | 235,000          | 69,233               | 235,000          |                       |                    |                      | 235,000           |                      |
| Interest Expense                              | 1,000            | 1,333                | 10,000           |                       |                    |                      | 10,000            |                      |
| Charity Rebate                                | -                | 1,391                | -                |                       | 1,480              |                      | 1,480             | NONDEPT-002          |
| Heritage Tax Rebates                          | 2,100            | -                    | 6,000            |                       |                    |                      | 6,000             |                      |
| Conservation Authority Levy                   | 148,300          | 159,543              | 148,300          | 10,381                |                    |                      | 158,681           | NONDEPT-004          |
| <b>Total General Expenses</b>                 | <b>453,400</b>   | <b>288,783</b>       | <b>466,300</b>   | <b>10,381</b>         | <b>1,480</b>       | <b>-</b>             | <b>478,161</b>    |                      |
| <b>Expenses - Grants &amp; Waivers</b>        |                  |                      |                  |                       |                    |                      |                   |                      |
| Grants to Organizations                       | 43,400           | 50,703               | 43,400           | (3,323)               |                    |                      | 40,077            | NONDEPT-005          |
| Grants for Community Rentals                  | 122,779          | 33,321               | 122,779          |                       |                    |                      | 122,779           |                      |
| <b>Total Expenses - Grants &amp; Waivers</b>  | <b>166,179</b>   | <b>84,024</b>        | <b>166,179</b>   | <b>(3,323)</b>        | <b>-</b>           | <b>-</b>             | <b>162,856</b>    |                      |
| <b>Total Expenses</b>                         | <b>619,579</b>   | <b>372,807</b>       | <b>632,479</b>   | <b>7,058</b>          | <b>1,480</b>       | <b>-</b>             | <b>641,017</b>    |                      |
| <b>Transfer to (from) Reserves</b>            |                  |                      |                  |                       |                    |                      |                   |                      |
| <b>Total Reserve Transfers</b>                | <b>8,995,128</b> | <b>8,894,745</b>     | <b>5,647,849</b> | <b>996,563</b>        | <b>3,007,975</b>   | <b>-</b>             | <b>9,652,387</b>  |                      |
| <b>Total Expenses and Transfers</b>           | <b>9,614,707</b> | <b>9,267,552</b>     | <b>6,280,328</b> | <b>1,003,621</b>      | <b>3,009,455</b>   | <b>-</b>             | <b>10,293,404</b> |                      |
| <b>Total Operating Expenses and Transfers</b> | <b>9,614,707</b> | <b>9,267,552</b>     | <b>6,280,328</b> | <b>1,003,621</b>      | <b>3,009,455</b>   | <b>-</b>             | <b>10,293,404</b> |                      |
| <b>Net Operating Budget</b>                   | <b>1,030,554</b> | <b>(160,182)</b>     | <b>1,104,854</b> | <b>965,158</b>        | <b>(162,320)</b>   | <b>-</b>             | <b>1,907,692</b>  |                      |

Incr/(Decr) from 2022

85.1%



## 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>2021</b> | <b>2022</b> | <b>2023 Proposed</b> |
|------------------------|-------------|-------------|----------------------|
| Fire                   | 8.50        | 9.50        | 9.00                 |
| <b>Total FTE</b>       | <b>8.50</b> | <b>9.50</b> | <b>9.00</b>          |
| <b>Net Change</b>      | <b>0.00</b> | <b>0.00</b> | <b>-.50*</b>         |

| <b>Volunteer Fire Fighters</b> | <b>2021</b>  | <b>2022</b>  | <b>2023 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>          |

**2022 Staffing Complement includes:**

*Full Time*

- 1.0 Fire Chief
- 1.0 Deputy Fire Chief
- 1.0 Assistant Deputy Fire Chief
- 1.0 Administration Assistant
- 4.0 Firefighter/District Chief
- 1.0 Training Officer/Firefighter

*Part Time*

- 0.5 Fire Hall Attendant

**\*Proposed 2023 Staff Complement changes:**

*Part Time*

- 0.00 Fire Hall Attendant (delete this position)



Town of Amherstburg  
 Department:  
 Budget Centre:  
 2023 Budget  
 Year ending December 31, 2022

Fire  
 Fire

|                                      | 2022 Total Budget | 2022 Nov YTD Actuals |
|--------------------------------------|-------------------|----------------------|
| <b>Revenue:</b>                      |                   |                      |
| Grant Revenue                        | 3,000             | 3,000                |
| Fee Revenue - Fire Reports           | 1,000             | 1,067                |
| Fee Revenue - Inspn Reports, Serv Ca | 17,000            | 37,913               |
| Fee Revenue                          | 21,000            | 41,980               |
| Miscellaneous Revenue                | 24,000            | 24,682               |
| <b>Total Revenues</b>                | <b>45,000</b>     | <b>66,662</b>        |

| 2023 Base Budget | Request - Base Budget | Request - One Time | Request- Enhancement | 2023 Total Budget | Issue Paper Ref. No. |
|------------------|-----------------------|--------------------|----------------------|-------------------|----------------------|
| 3,000            |                       |                    |                      | 3,000             |                      |
| 1,000            |                       |                    |                      | 1,000             |                      |
| 17,000           | 10,000                |                    |                      | 27,000            | FIRE-012             |
| 21,000           |                       |                    |                      | 31,000            |                      |
| 24,000           |                       |                    |                      | 24,000            |                      |
| <b>45,000</b>    | <b>10,000</b>         | <b>-</b>           | <b>-</b>             | <b>55,000</b>     |                      |

|                                 |                  |                  |
|---------------------------------|------------------|------------------|
| <b>Expenses:</b>                |                  |                  |
| <b>Salaries and Wages:</b>      |                  |                  |
| Salaries - Full Time            | 1,020,426        | 849,017          |
| Salaries - Overtime             | 49,000           | 77,593           |
| Salaries - Volunteer Training   | 296,170          | 82,733           |
| Salaries - Volunteer Response   | 266,384          | 128,834          |
| Salaries - Part Time/Temporary  | 20,572           | 33,427           |
| <b>Total Salaries and Wages</b> | <b>1,652,552</b> | <b>1,171,605</b> |

|                  |                |               |          |                  |          |
|------------------|----------------|---------------|----------|------------------|----------|
| 1,020,426        | 52,198         |               |          | 1,072,624        | FIRE-001 |
| 49,000           | 39,994         |               |          | 88,994           | FIRE-002 |
| 296,170          |                | 52,962        |          | 349,132          | FIRE-003 |
| 266,384          | 48,934         |               |          | 315,318          | FIRE-004 |
| 20,572           | (20,572)       |               |          | -                | FIRE-012 |
| <b>1,652,552</b> | <b>120,554</b> | <b>52,962</b> | <b>-</b> | <b>1,826,068</b> |          |

|                       |                |                |
|-----------------------|----------------|----------------|
| <b>Benefits:</b>      |                |                |
| <b>Total Benefits</b> | <b>330,377</b> | <b>303,218</b> |

|                |               |          |          |                |  |
|----------------|---------------|----------|----------|----------------|--|
| <b>330,377</b> | <b>30,472</b> | <b>-</b> | <b>-</b> | <b>360,849</b> |  |
|----------------|---------------|----------|----------|----------------|--|

|                                |                |                |
|--------------------------------|----------------|----------------|
| <b>General Expenses:</b>       |                |                |
| Fire Prevention                | 12,000         | 13,130         |
| Uniforms                       | 20,950         | 15,340         |
| Training Supplies              | 7,000          | 6,118          |
| Office Supplies                | 2,500          | 3,065          |
| Operating Supplies             | 6,000          | 3,136          |
| Advertising                    | 6,000          | 2,546          |
| Service Contract - Dispatching | 43,185         | 45,637         |
| Employee Recognition           | 5,000          | 3,491          |
| Mobile Devices                 | 9,000          | 6,243          |
| Memberships                    | 2,000          | 1,548          |
| Training and Prof. Developmt   | 10,800         | 24,184         |
| Travel and Mileage             | 3,000          | 1,876          |
| Investigation expense          | 700            | -              |
| EOC Spending                   | 40,000         | 32,434         |
| Professional Fees              | 1,500          | -              |
| <b>Total General Expenses</b>  | <b>169,635</b> | <b>161,430</b> |

|                |               |          |          |                |          |
|----------------|---------------|----------|----------|----------------|----------|
| 12,000         | 3,000         |          |          | 15,000         | FIRE-005 |
| 20,950         | 3,500         |          |          | 24,450         | FIRE-006 |
| 7,000          | 4,000         |          |          | 11,000         | FIRE-007 |
| 2,500          |               |          |          | 2,500          |          |
| 6,000          |               |          |          | 6,000          |          |
| 6,000          |               |          |          | 6,000          |          |
| 43,185         | 2,452         |          |          | 45,637         | FIRE-011 |
| 5,000          |               |          |          | 5,000          |          |
| 9,000          | (200)         |          |          | 8,800          | IT-001   |
| 2,000          |               |          |          | 2,000          |          |
| 10,800         | 27,000        |          |          | 37,800         | FIRE-009 |
| 3,000          |               |          |          | 3,000          |          |
| 700            |               |          |          | 700            |          |
| 40,000         |               |          |          | 40,000         |          |
| 1,500          | (1,500)       |          |          | -              | FIRE-012 |
| <b>169,635</b> | <b>38,252</b> | <b>-</b> | <b>-</b> | <b>207,887</b> |          |

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2023 Budget  
 Year ending December 31, 2022

Fire  
 Fire

|   | 2022 Total Budget | 2022 Nov YTD Actuals |
|---|-------------------|----------------------|
| <b>Equipment and Vehicles:</b>                |                   |                      |
| Service Agrmnt - Radios and Pagers            | 46,600            | 29,198               |
| Vehicle and Equipment Maintenance             | 80,000            | 70,585               |
| Firefighting Equipment                        | 70,000            | 41,319               |
| Personal Protective Equipment                 | 54,000            | 65,998               |
| Communication Equipment Mntce                 | 15,000            | 11,201               |
| <b>Total Equipment and Vehicles</b>           | <b>265,600</b>    | <b>218,299</b>       |
| <b>Total Expenses</b>                         | <b>2,418,165</b>  | <b>1,854,552</b>     |
| <b>Transfer to (from) Reserves</b>            |                   |                      |
| Transfer to Reserve - Fire                    | 53,000            | 48,587               |
| Transfer to Reserve                           | 25,000            | -                    |
| Transfer from Reserves                        | (50,000)          | -                    |
| <b>Total Reserve Transfers</b>                | <b>28,000</b>     | <b>48,587</b>        |
| <b>Total Operating Expenses and Transfers</b> | <b>2,446,165</b>  | <b>1,903,139</b>     |
| <b>Net Operating Budget</b>                   | <b>2,401,165</b>  | <b>1,836,477</b>     |

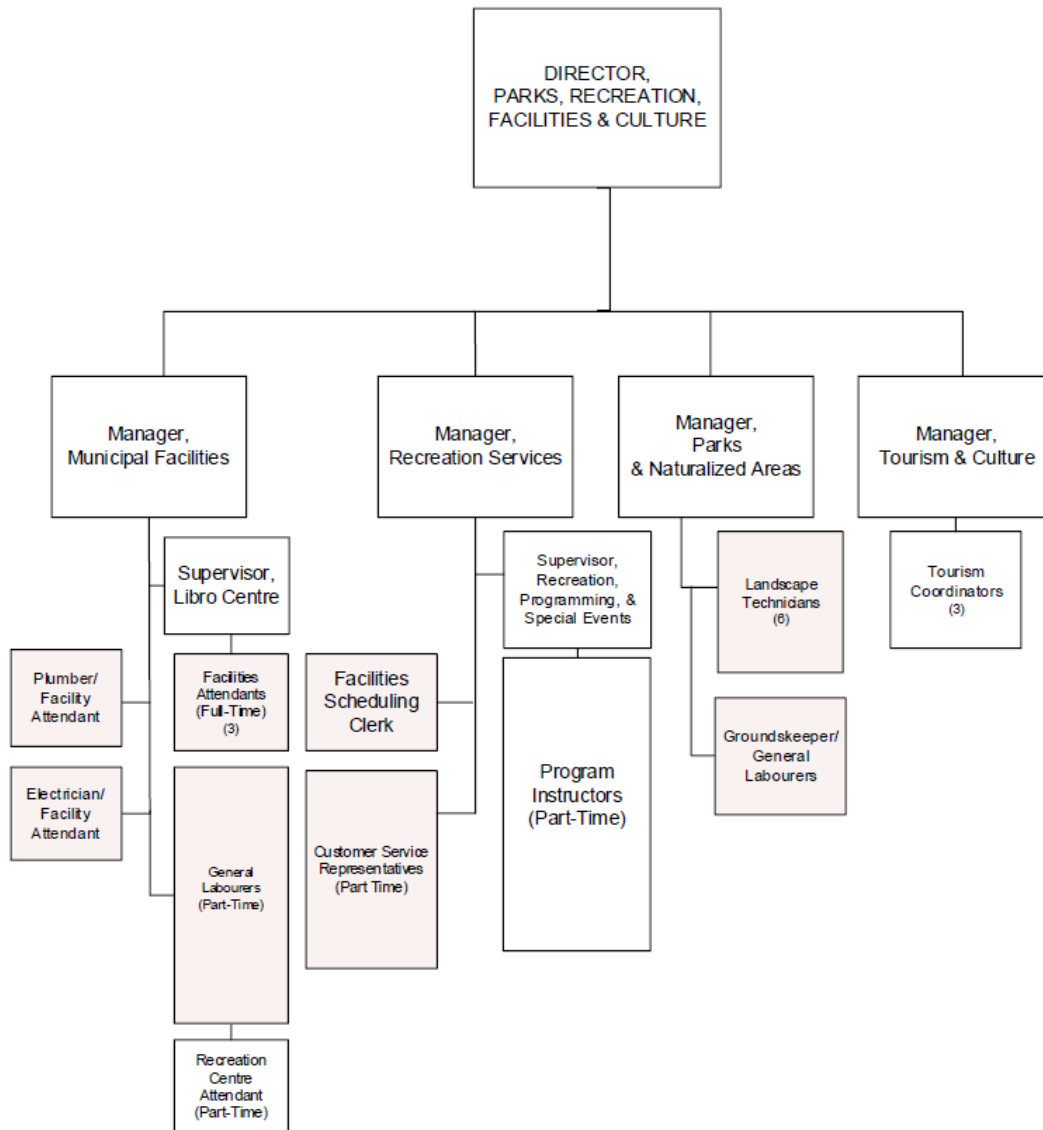
| 2023 Base Budget | Request - Base Budget | Request - One Time | Request- Enhancement | 2023 Total Budget | Issue Paper Ref. No. |
|------------------|-----------------------|--------------------|----------------------|-------------------|----------------------|
| 46,600           |                       |                    |                      | 46,600            |                      |
| 80,000           |                       |                    |                      | 80,000            |                      |
| 70,000           |                       |                    |                      | 70,000            |                      |
| 50,000           |                       |                    |                      | 50,000            |                      |
| 15,000           |                       |                    |                      | 15,000            |                      |
| <b>261,600</b>   | <b>-</b>              | <b>-</b>           | <b>-</b>             | <b>261,600</b>    |                      |
| <b>2,414,165</b> | <b>189,279</b>        | <b>52,962</b>      | <b>-</b>             | <b>2,656,405</b>  |                      |
| 53,000           |                       |                    |                      | 53,000            |                      |
| 25,000           |                       |                    |                      | 25,000            |                      |
| (50,000)         |                       | (52,962)           |                      | (102,962)         | Fire Reserve         |
| <b>28,000</b>    | <b>-</b>              | <b>(52,962)</b>    | <b>-</b>             | <b>(24,962)</b>   |                      |
| <b>2,442,165</b> | <b>189,279</b>        | <b>-</b>           | <b>-</b>             | <b>2,631,443</b>  |                      |
| <b>2,397,165</b> | <b>179,279</b>        | <b>-</b>           | <b>-</b>             | <b>2,576,443</b>  |                      |

Incr/(Decr) from 2022

7.3%



### 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   | 2021        | 2022         | 2023 Proposed |
|-------------------|-------------|--------------|---------------|
| Full-Time FTE     | 20.00       | 22.00        | 27.50         |
| Part-Time FTE     | 22.68       | 19.86        | 15.86         |
| Students          | 3.35        | 3.35         | 3.35          |
| Total FTE         | 46.03       | 45.21        | 46.71         |
| <b>Net Change</b> | <b>0.00</b> | <b>-0.82</b> | <b>1.50*</b>  |

#### 2022 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 Supervisors: Facilities & Recreation
- 2.00 Facilities Trades
- 6.00 Landscape Technicians
- 3.00 Facilities Attendants - Libro
- 3.00 Tourism Coordinators
- 1.00 Facilities Scheduling Clerk

*Part Time = 19.86 FTEs*

- 12.95 Facilities General Labourers - Libro (16.5 Positions)
- 2.15 Recreation Customer Service Representatives (5 Positions)
- 1.56 Recreation Program Instructors (14 Positions)
- 2.40 Groundskeeper / General Labourers – Parks (3 Positions)
- 0.80 Recreation Centre Attendant (1 position)



*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 2023 Staff Complement Changes:**

*Full Time*

- 0.50 Executive Assistant (PFRC & Building)
- 1.00 Project Management and Technical Support
- 3.00 Facilities Attendants – Libro (add 3)
- 1.00 Recreation Customer Service Representative (add 1)

*Part Time*

- 3.00 Facilities General Labourers – Libro (6.5 positions)
- 1.00 Recreation Customer Service Representative

Town of Amherstburg

Department:

Budget Centre:

2023 Budget

Year ending December 31, 2022

Parks, Facilities, Recreation & Culture

Libro Centre

|                                       | 2022 Total Budget | 2022 Nov YTD Actuals | 2023 Base Budget | Request - Base Budget | Request - One Time | Request-Enhancement | 2023 Total Budget | Issue Paper Ref. No.  |
|---------------------------------------|-------------------|----------------------|------------------|-----------------------|--------------------|---------------------|-------------------|-----------------------|
| <b>Revenue:</b>                       |                   |                      |                  |                       |                    |                     |                   |                       |
| Ice Rentals                           | 467,000           | 189,119              | 549,000          |                       |                    |                     | 549,000           |                       |
| Capital Surcharge                     | 43,000            | 12,978               | 50,000           |                       |                    |                     | 50,000            |                       |
| Lease Revenue                         | 32,071            | 1,791                | 32,071           |                       |                    |                     | 32,071            |                       |
| Room Rentals                          | 26,500            | 1,798                | 29,500           |                       |                    |                     | 29,500            |                       |
| Diamond Rental                        | 7,250             | 2,334                | 7,250            |                       |                    |                     | 7,250             |                       |
| Libro - Miscellaneous                 | 4,000             | -                    | 4,000            |                       |                    |                     | 4,000             |                       |
| Outdoor Turf Rental                   | 8,800             | 13,680               | 8,800            |                       |                    |                     | 8,800             |                       |
| Indoor Turf Rental                    | 58,000            | 48,078               | 60,000           |                       |                    |                     | 60,000            |                       |
| Solar Panel Rental Revenue            | 9,888             | 6,563                | 9,888            |                       |                    |                     | 9,888             |                       |
| Solar Panel Special Share Dividend    | 17,112            | 17,804               | 17,112           | 692                   |                    |                     | 17,804            | NONDEPT-003           |
| <b>Total Revenue</b>                  | <b>673,621</b>    | <b>294,143</b>       | <b>767,621</b>   | <b>692</b>            | <b>-</b>           | <b>-</b>            | <b>768,313</b>    |                       |
| <b>Expenses:</b>                      |                   |                      |                  |                       |                    |                     |                   |                       |
| <b>Salaries and Wages:</b>            |                   |                      |                  |                       |                    |                     |                   |                       |
| Salaries - Full Time                  | 449,947           | 377,647              | 449,947          | 132,079               |                    | 39,176              | 621,202           | LIBRO-001 & LIBRO-002 |
| Salaries - Overtime                   | 10,000            | 15,852               | 10,000           |                       |                    |                     | 10,000            |                       |
| Salaries - Part Time/Temporary        | 595,506           | 549,658              | 595,506          | 25,122                |                    |                     | 620,628           |                       |
| <b>Total Salaries and Wages</b>       | <b>1,055,453</b>  | <b>943,158</b>       | <b>1,055,453</b> | <b>157,201</b>        | <b>-</b>           | <b>39,176</b>       | <b>1,251,830</b>  | LIBRO-001 & LIBRO-002 |
| <b>Benefits:</b>                      |                   |                      |                  |                       |                    |                     |                   |                       |
| <b>Total Benefits</b>                 | <b>279,914</b>    | <b>197,049</b>       | <b>279,914</b>   | <b>69,781</b>         | <b>-</b>           | <b>14,728</b>       | <b>364,422</b>    | LIBRO-001 & LIBRO-002 |
| <b>General Expenses:</b>              |                   |                      |                  |                       |                    |                     |                   |                       |
| Clothing                              | 15,100            | 7,744                | 15,100           |                       |                    |                     | 15,100            |                       |
| Health and Safety                     | 5,000             | 11,260               | 5,000            |                       |                    |                     | 5,000             |                       |
| Radio Maintenance                     | 12,300            | 433                  | 12,300           |                       |                    |                     | 12,300            |                       |
| Office Supplies                       | -                 | 1,742                | -                |                       |                    |                     | -                 |                       |
| Refrigeration Maintenance             | 51,500            | 71,826               | 51,500           |                       |                    |                     | 51,500            |                       |
| Contracted Services                   | -                 | 20,935               | -                |                       |                    |                     | -                 |                       |
| Mobile Devices                        | 4,040             | 1,979                | 4,040            |                       |                    |                     | 4,040             |                       |
| Memberships                           | 3,400             | 845                  | 3,400            |                       |                    |                     | 3,400             |                       |
| Training and Professional Development | 6,000             | 3,639                | 6,000            |                       |                    |                     | 6,000             |                       |
| Travel and Mileage                    | 2,000             | -                    | 2,000            |                       |                    |                     | 2,000             |                       |
| Credit Card Charges                   | 5,000             | 5,388                | 5,000            |                       |                    |                     | 5,000             |                       |
| <b>Total General Expenses</b>         | <b>104,340</b>    | <b>127,398</b>       | <b>104,340</b>   | <b>-</b>              | <b>-</b>           | <b>-</b>            | <b>104,340</b>    |                       |

Town of Amherstburg

Department:

Budget Centre:

2023 Budget

Year ending December 31, 2022

Parks, Facilities, Recreation & Culture

Libro Centre

|   | 2022 Total Budget | 2022 Nov YTD Actuals | 2023 Base Budget | Request - Base Budget | Request - One Time | Request-Enhancement | 2023 Total Budget | Issue Paper Ref. No. |
|---|-------------------|----------------------|------------------|-----------------------|--------------------|---------------------|-------------------|----------------------|
| <b>Facility Maintenance:</b>                  |                   |                      |                  |                       |                    |                     |                   |                      |
| Utilities                                     | 740,300           | 423,006              | 740,300          |                       |                    |                     | 740,300           |                      |
| Building Maintenance                          | 166,200           | 143,362              | 166,200          |                       |                    |                     | 166,200           |                      |
| Parking Lot Maintenance                       | 25,000            | -                    | 25,000           |                       |                    |                     | 25,000            |                      |
| Outdoor Soccer (Nat Turf)                     | 12,100            | 8,033                | 12,100           |                       |                    |                     | 12,100            |                      |
| Outdoor/Football Field Turf                   | 700               | 2,066                | 700              |                       |                    |                     | 700               |                      |
| Premier Baseball Field                        | 8,000             | 6,970                | 8,000            |                       |                    |                     | 8,000             |                      |
| <b>Total Facility Maintenance</b>             | <b>952,300</b>    | <b>583,747</b>       | <b>952,300</b>   | -                     | -                  | -                   | <b>952,300</b>    |                      |
| <b>Equipment and Vehicles:</b>                |                   |                      |                  |                       |                    |                     |                   |                      |
| Propane                                       | 7,200             | 9,428                | 7,200            |                       |                    |                     | 7,200             |                      |
| Vehicle and Equipment Maintenance             | 15,000            | 4,324                | 15,000           |                       |                    |                     | 15,000            |                      |
| <b>Total Equipment and Vehicles</b>           | <b>22,200</b>     | <b>13,753</b>        | <b>22,200</b>    | -                     | -                  | -                   | <b>22,200</b>     |                      |
| <b>Total Expenses</b>                         | <b>2,414,207</b>  | <b>1,865,104</b>     | <b>2,414,207</b> | <b>226,982</b>        | -                  | <b>53,904</b>       | <b>2,695,093</b>  |                      |
| <b>Debt Charges</b>                           |                   |                      |                  |                       |                    |                     |                   |                      |
| Principal Payments                            | 152,217           | 152,269              | 173,530          |                       |                    |                     | 173,530           |                      |
| Interest Payments                             | 234,048           | 201,807              | 212,735          |                       |                    |                     | 212,735           |                      |
| <b>Total Debt Charges</b>                     | <b>386,265</b>    | <b>354,076</b>       | <b>386,265</b>   | -                     | -                  | -                   | <b>386,265</b>    |                      |
| <b>Transfer to (from) Reserves</b>            |                   |                      |                  |                       |                    |                     |                   |                      |
| Transfer from Reserves                        | (94,000)          | -                    | -                |                       |                    |                     | -                 |                      |
| Transfer to Reserves                          | 50,000            | -                    | 50,000           |                       |                    |                     | 50,000            |                      |
| <b>Total Reserve Transfers</b>                | <b>(44,000)</b>   | -                    | <b>50,000</b>    | -                     | -                  | -                   | <b>50,000</b>     |                      |
| <b>Total Operating Expenses and Transfers</b> | <b>2,756,472</b>  | <b>2,219,180</b>     | <b>2,850,472</b> | <b>226,982</b>        | -                  | <b>53,904</b>       | <b>3,131,358</b>  |                      |
| <b>Net Operating Budget</b>                   | <b>2,082,851</b>  | <b>1,925,037</b>     | <b>2,082,851</b> | <b>226,290</b>        | -                  | <b>53,904</b>       | <b>2,363,045</b>  |                      |
| Incr/(Decr) from 2022                         |                   |                      |                  |                       |                    |                     | 13.45%            |                      |

**Town of Amherstburg**

**Department:**

**Budget Centre:**

**2023 Budget**

**Year ending December 31, 2022**

**Parks, Facilities, Recreation & Culture**

**Facilities**

|                                       | 2022 Total<br>Budget | 2022 Nov<br>YTD<br>Actuals | 2023 Base<br>Budget | Request -<br>Base Budget | Request -<br>One Time | Request-<br>Enhancement | 2023 Total<br>Budget | Issue Paper Ref. No. |
|---------------------------------------|----------------------|----------------------------|---------------------|--------------------------|-----------------------|-------------------------|----------------------|----------------------|
| <b>Revenue:</b>                       |                      |                            |                     |                          |                       |                         |                      |                      |
| Rent- Grants in Lieu                  | 122,779              | -                          | 122,779             |                          |                       |                         | 122,779              |                      |
| Rent - Municipal Bldg. & Property     | 195,000              | 210,585                    | 195,000             |                          |                       |                         | 195,000              |                      |
| Recovery from Police                  | 25,000               | -                          | 25,000              |                          |                       |                         | 25,000               |                      |
| <b>Total Revenue</b>                  | <b>342,779</b>       | <b>235,934</b>             | <b>342,779</b>      | <b>-</b>                 | <b>-</b>              | <b>-</b>                | <b>342,779</b>       |                      |
| <b>Expenses:</b>                      |                      |                            |                     |                          |                       |                         |                      |                      |
| <b>Salaries and Wages:</b>            |                      |                            |                     |                          |                       |                         |                      |                      |
| Salaries - Full Time                  | 143,062              | 124,079                    | 143,062             | 2,892                    |                       |                         | 145,954              |                      |
| Salaries - Part Time/Temporary        | -                    |                            | -                   |                          |                       | 77,911                  | 77,911               | FAC 011              |
| Salaries - Overtime                   | 4,500                | 274                        | 4,500               |                          |                       |                         | 4,500                |                      |
| <b>Total Salaries and Wage</b>        | <b>147,562</b>       | <b>124,353</b>             | <b>147,562</b>      | <b>2,892</b>             | <b>-</b>              | <b>77,911</b>           | <b>228,365</b>       |                      |
| <b>Benefits:</b>                      |                      |                            |                     |                          |                       |                         |                      |                      |
| <b>Total Benefits</b>                 | <b>53,612</b>        | <b>51,627</b>              | <b>53,612</b>       | <b>2,802</b>             | <b>-</b>              | <b>27,270</b>           | <b>83,683</b>        |                      |
| <b>General Expenses:</b>              |                      |                            |                     |                          |                       |                         |                      |                      |
| Mobile Devices                        | 1,300                | 1,758                      | 1,300               | 420                      |                       |                         | 1,720                | IT-004               |
| Uniforms                              | 4,300                | 872                        | 4,300               |                          |                       |                         | 4,300                |                      |
| Training and Professional Development | 1,000                | 8,719                      | 1,000               |                          |                       |                         | 1,000                |                      |
| GPS                                   |                      | 1,700                      | 1,991               |                          |                       |                         | 1,991                |                      |
| Vandalism                             |                      |                            |                     | 20,000                   |                       |                         | 20,000               | FAC-008              |
| Memberships                           | 1,000                | 61                         | 1,000               |                          |                       |                         | 1,000                |                      |
|                                       | <b>7,600</b>         | <b>13,110</b>              | <b>9,591</b>        | <b>20,420</b>            | <b>-</b>              | <b>-</b>                | <b>30,011</b>        |                      |
| <b>Facility Maintenance:</b>          |                      |                            |                     |                          |                       |                         |                      |                      |
| <b>Total Facility Maintenance</b>     | <b>359,200</b>       | <b>197,919</b>             | <b>309,200</b>      | <b>-</b>                 | <b>-</b>              | <b>-</b>                | <b>309,200</b>       |                      |



Town of Amherstburg

Department:

Budget Centre:

2023 Budget

Year ending December 31, 2022

Parks, Facilities, Recreation & Culture

Facilities

|   | 2022 Total Budget | 2022 Nov YTD Actuals | 2023 Base Budget | Request - Base Budget | Request - One Time | Request- Enhancement | 2023 Total Budget | Issue Paper Ref. No. |
|---|-------------------|----------------------|------------------|-----------------------|--------------------|----------------------|-------------------|----------------------|
| <b>Utilities:</b>                             |                   |                      |                  |                       |                    |                      |                   |                      |
| Town Hall                                     | 44,000            | 40,425               | 44,000           |                       |                    |                      | 44,000            |                      |
| Public Works                                  | 45,000            | 45,451               | 45,000           |                       |                    |                      | 45,000            |                      |
| Fire Hall                                     | 10,000            | 6,129                | 10,000           |                       |                    |                      | 10,000            |                      |
| KNY Park Washrooms                            | 15,000            | 14,734               | 15,000           |                       |                    |                      | 15,000            |                      |
| Toddy Jones                                   | 52,000            | 57,062               | 52,000           |                       |                    |                      | 52,000            |                      |
| Anderdon Tennis Ct                            | 750               | 486                  | 750              |                       |                    |                      | 750               |                      |
| Wigle Park Washrooms                          | 3,000             | 3,049                | 3,000            |                       |                    |                      | 3,000             |                      |
| Malden Park Washrooms                         | 1,000             | 269                  | 1,000            |                       |                    |                      | 1,000             |                      |
| Parks Storage                                 | 1,000             | 534                  | 1,000            |                       |                    |                      | 1,000             |                      |
| Malden Community Centre                       | 3,500             | 1,353                | 3,500            |                       |                    |                      | 3,500             |                      |
| ACS Building                                  | 6,000             | 1,583                | 6,000            |                       |                    |                      | 6,000             |                      |
| Gordon House                                  | 5,500             | 5,068                | 5,500            |                       |                    |                      | 5,500             |                      |
| 99 Thomas (former Nexen Building)             | 8,500             | 11,105               | 8,500            |                       |                    |                      | 8,500             |                      |
| North Gate Visitor Centre                     | 6,000             | 3,461                | 6,000            |                       |                    |                      | 6,000             |                      |
| Bellevue House                                | 1,000             | 647                  | 1,000            |                       |                    |                      | 1,000             |                      |
| Carnegie Library Fountain                     | 1,200             | 1,233                | 1,200            |                       |                    |                      | 1,200             |                      |
| Gateway signs                                 | 900               | 835                  | 900              |                       |                    |                      | 900               |                      |
| 320 Richmond                                  | 45,150            | 45,707               | 45,150           |                       |                    |                      | 45,150            |                      |
| <b>Total Utilities</b>                        | <b>249,500</b>    | <b>241,544</b>       | <b>249,500</b>   | <b>-</b>              | <b>-</b>           | <b>-</b>             | <b>249,500</b>    |                      |
| <b>Total Expenses</b>                         | <b>817,474</b>    | <b>628,552</b>       | <b>769,465</b>   | <b>26,114</b>         | <b>-</b>           | <b>105,181</b>       | <b>900,759</b>    |                      |
| <b>Transfer to (from) Reserves</b>            |                   |                      |                  |                       |                    |                      |                   |                      |
| Transfer from Reserves                        | (17,500)          | -                    | -                |                       |                    |                      | -                 |                      |
| Transfer to Reserves                          | 160,000           | -                    | 160,000          |                       |                    |                      | 160,000           |                      |
| <b>Total Reserve Transfers</b>                | <b>142,500</b>    | <b>-</b>             | <b>160,000</b>   | <b>-</b>              | <b>-</b>           | <b>-</b>             | <b>160,000</b>    |                      |
| <b>Total Operating Expenses and Transfers</b> | <b>959,974</b>    | <b>628,552</b>       | <b>929,465</b>   | <b>26,114</b>         | <b>-</b>           | <b>105,181</b>       | <b>1,060,759</b>  |                      |
| <b>Net Operating Budget</b>                   | <b>617,195</b>    | <b>392,618</b>       | <b>586,686</b>   | <b>26,114</b>         | <b>-</b>           | <b>105,181</b>       | <b>717,980</b>    |                      |

Incr/(Decr) from 2022

16.3%

Town of Amherstburg

Department:

Budget Centre:

2023 Budget

Year ending December 31, 2022

Parks, Facilities, Recreation & Culture

Parks

|                                       | 2022 Total Budget | 2022 Nov YTD Actuals | 2023 Base Budget | Request - Base Budget | Request - One Time | Request-Enhancement | 2023 Total Budget | Issue Paper Ref. No. |
|---------------------------------------|-------------------|----------------------|------------------|-----------------------|--------------------|---------------------|-------------------|----------------------|
| <b>Revenue:</b>                       |                   |                      |                  |                       |                    |                     |                   |                      |
| Other Income                          | 5,500             | 2,970                | 5,500            |                       |                    |                     | 5,500             |                      |
| <b>Total Revenue</b>                  | <b>5,500</b>      | <b>2,970</b>         | <b>5,500</b>     | -                     | -                  | -                   | <b>5,500</b>      |                      |
| <b>Expenses:</b>                      |                   |                      |                  |                       |                    |                     |                   |                      |
| <b>Salaries and Wages:</b>            |                   |                      |                  |                       |                    |                     |                   |                      |
| Salaries - Full Time                  | 495,195           | 419,383              | 495,195          | 18,736                |                    |                     | 513,931           |                      |
| Salaries - Overtime                   | 15,000            | 6,528                | 15,000           | -                     |                    |                     | 15,000            |                      |
| Salaries - Part Time/Temporary        | 213,386           | 149,767              | 213,386          | (10,526)              |                    |                     | 202,860           |                      |
| <b>Total Salaries and Wages</b>       | <b>723,581</b>    | <b>575,678</b>       | <b>723,581</b>   | <b>8,209</b>          | -                  | -                   | <b>731,791</b>    |                      |
| <b>Benefits:</b>                      |                   |                      |                  |                       |                    |                     |                   |                      |
| <b>Total Benefits</b>                 | <b>237,591</b>    | <b>184,078</b>       | <b>237,591</b>   | <b>8,420</b>          | -                  | -                   | <b>246,011</b>    |                      |
| <b>General Expenses:</b>              |                   |                      |                  |                       |                    |                     |                   |                      |
| Clothing                              | 11,500            | 5,173                | 4,300            |                       |                    |                     | 4,300             |                      |
| Office Supplies                       | 2,000             | 681                  | 2,000            |                       |                    |                     | 2,000             |                      |
| Contracted Services                   | 67,500            | 57,416               | 67,500           |                       |                    |                     | 67,500            |                      |
| Mobile Devices                        | 900               | 986                  | 900              | 420                   |                    |                     | 1,320             | IT-004               |
| GPS                                   |                   | 3,765                | 3,981            |                       |                    |                     | 3,981             |                      |
| Training and Professional Development | 8,700             | 1,407                | 8,700            |                       |                    |                     | 8,700             |                      |
| Service Agreement - Radios            | 3,500             | -                    | 3,500            |                       |                    |                     | 3,500             |                      |
| Special Events                        | 3,500             | 4,981                | 3,500            |                       |                    |                     | 3,500             |                      |
| <b>Total General Expenses</b>         | <b>97,600</b>     | <b>74,410</b>        | <b>94,381</b>    | <b>420</b>            | -                  | -                   | <b>94,801</b>     |                      |
| <b>Other Expenses:</b>                |                   |                      |                  |                       |                    |                     |                   |                      |
| Co-An Park                            | 21,000            | 21,423               | 21,000           |                       |                    |                     | 21,000            |                      |
| Joint Use Agreements                  | 5,000             | 5,000                | 5,000            |                       |                    |                     | 5,000             |                      |
| <b>Total Other Expenses</b>           | <b>26,000</b>     | <b>26,423</b>        | <b>26,000</b>    | -                     | -                  | -                   | <b>26,000</b>     |                      |



Town of Amherstburg

Department:

Budget Centre:

2023 Budget

Year ending December 31, 2022

Parks, Facilities, Recreation & Culture

Recreation Services

|                                      | 2022 Total Budget | 2022 Nov YTD Actuals | 2023 Base Budget | Request - Base Budget | Request - One Time | Request-Enhancement | 2023 Total Budget | Issue Paper Ref. No. |
|--------------------------------------|-------------------|----------------------|------------------|-----------------------|--------------------|---------------------|-------------------|----------------------|
| <b>Revenue:</b>                      |                   |                      |                  |                       |                    |                     |                   |                      |
| Birthday Party (UCCU)                | 10,000            | 3,230                | 10,000           |                       |                    |                     | 10,000            |                      |
| Public Skating Program               | 8,000             | 99                   | 10,000           |                       |                    |                     | 10,000            |                      |
| Preschool Programming                | 11,000            | 4,175                | 13,000           |                       |                    |                     | 13,000            |                      |
| Youth Programming                    | 24,500            | 21,399               | 27,500           |                       |                    |                     | 27,500            |                      |
| Adult Programming                    | 21,000            | 5,984                | 21,000           |                       |                    |                     | 21,000            |                      |
| Activity Guide Revenue               | 4,000             | -                    | 4,000            |                       |                    |                     | 4,000             |                      |
| Drop In Programming                  | 9,000             | 2,250                | 11,000           |                       |                    |                     | 11,000            |                      |
| Day Camp                             | 35,000            | 69,088               | 35,000           |                       |                    |                     | 35,000            |                      |
| Special Events                       | 12,000            | -                    | 12,000           |                       |                    |                     | 12,000            |                      |
| Ancillary Complex Income             | 13,000            | 23,464               | 25,000           |                       |                    |                     | 25,000            |                      |
| Vending Machine Sales                | 8,000             | 11,392               | 8,000            |                       |                    |                     | 8,000             |                      |
| 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            |                      |
| Pavilion Rentals                     | 3,000             | -                    | 3,000            |                       |                    |                     | 3,000             |                      |
| Tennis Court Rentals                 | 500               | -                    | 500              |                       |                    |                     | 500               |                      |
| <b>Total Revenue</b>                 | <b>181,000</b>    | <b>152,979</b>       | <b>202,000</b>   | <b>-</b>              | <b>-</b>           | <b>-</b>            | <b>202,000</b>    |                      |
| <b>Expenses:</b>                     |                   |                      |                  |                       |                    |                     |                   |                      |
| <b>Salaries and Wages:</b>           |                   |                      |                  |                       |                    |                     |                   |                      |
| Salaries - Full Time                 | 230,172           | 185,548              | 230,172          | 22,981                |                    |                     | 253,153           |                      |
| Salaries - Overtime                  | 2,500             | 2,095                | 2,500            | -                     |                    |                     | 2,500             |                      |
| Salaries - Part Time/Temporary       | 159,238           | 153,998              | 159,238          | (1,108)               |                    |                     | 158,130           |                      |
| <b>Total Salaries and Wages</b>      | <b>391,910</b>    | <b>341,641</b>       | <b>391,910</b>   | <b>21,874</b>         | <b>-</b>           | <b>-</b>            | <b>413,784</b>    |                      |
| <b>Benefits:</b>                     |                   |                      |                  |                       |                    |                     |                   |                      |
| <b>Total Benefits</b>                | <b>119,125</b>    | <b>96,123</b>        | <b>119,125</b>   | <b>8,765</b>          | <b>-</b>           | <b>-</b>            | <b>127,890</b>    |                      |



**Town of Amherstburg**

**Department:**

**Budget Centre:**

**2023 Budget**

**Year ending December 31, 2022**

**Parks, Facilities, Recreation & Culture**

**Tourism and Culture**

|                                     | 2022 Total Budget | 2022 Nov YTD Actuals | 2023 Base Budget | Request - Base Budget | Request - One Time | Request-Enhancement | 2023 Total Budget | Issue Paper Ref. No. |
|-------------------------------------|-------------------|----------------------|------------------|-----------------------|--------------------|---------------------|-------------------|----------------------|
| <b>Revenue:</b>                     |                   |                      |                  |                       |                    |                     |                   |                      |
| Retail Sales - Tourism Info. Centre | 10,000            | 2,815                | 10,000           |                       |                    |                     | 10,000            |                      |
| Event Revenue                       | 35,000            | 23,955               | 35,000           |                       |                    |                     | 35,000            |                      |
| Tourism-Grants                      | 60,000            | 110,740              | 45,000           |                       |                    |                     | 45,000            |                      |
| Provincial Grants & Donation        | -                 | -                    | -                |                       |                    |                     | -                 |                      |
| <b>Total Revenue</b>                | <b>105,000</b>    | <b>137,511</b>       | <b>90,000</b>    | <b>-</b>              | <b>-</b>           | <b>-</b>            | <b>90,000</b>     |                      |
| <b>Expenses:</b>                    |                   |                      |                  |                       |                    |                     |                   |                      |
| <b>Salaries and Wages:</b>          |                   |                      |                  |                       |                    |                     |                   |                      |
| Salaries - Full Time                | 261,391           | 235,745              | 261,391          | 69,542                |                    |                     | 330,933           |                      |
| Salaries - Overtime                 | -                 | 2,801                | -                |                       |                    |                     | -                 |                      |
| Salaries - Part Time/Temporary      | 49,764            | 71,459               | 49,764           | 4,721                 |                    |                     | 54,485            |                      |
| <b>Total Salaries and Wages</b>     | <b>311,155</b>    | <b>310,005</b>       | <b>311,155</b>   | <b>74,263</b>         | <b>-</b>           | <b>-</b>            | <b>385,418</b>    |                      |
| <b>Benefits:</b>                    |                   |                      |                  |                       |                    |                     |                   |                      |
| <b>Total Benefits</b>               | <b>101,701</b>    | <b>104,049</b>       | <b>101,701</b>   | <b>31,354</b>         | <b>-</b>           | <b>-</b>            | <b>133,055</b>    |                      |
| <b>General Expenses</b>             |                   |                      |                  |                       |                    |                     |                   |                      |
| Clothing                            | 1,000             | 350                  | 1,000            |                       |                    |                     | 1,000             |                      |
| Office Supplies                     | 2,000             | 1,278                | 2,000            |                       |                    |                     | 2,000             |                      |
| Advertising                         | 30,000            | 30,478               | 30,000           |                       |                    |                     | 30,000            |                      |
| Contracted Services                 | -                 | 4,084                | -                |                       |                    |                     | -                 |                      |
| Community Events                    | 110,000           | 128,123              | 110,000          |                       | 85,000             |                     | 195,000           | TOUR-002             |
| Mobile Devices                      | 3,200             | 3,340                | 3,200            |                       |                    |                     | 3,200             |                      |
| Memberships                         | 1,000             | 5,593                | 1,000            |                       |                    |                     | 1,000             |                      |
| Training and Conferences            | 3,000             | 1,349                | 3,000            |                       |                    |                     | 3,000             |                      |
| Travel and Mileage                  | 1,000             | 334                  | 1,000            |                       |                    |                     | 1,000             |                      |
| Promotions                          | 10,000            | 10,094               | 10,000           |                       |                    |                     | 10,000            |                      |
| Bank Charges - Special Events       | 500               | 354                  | 500              |                       |                    |                     | 500               |                      |
| <b>Total General Expenses</b>       | <b>161,700</b>    | <b>185,375</b>       | <b>161,700</b>   | <b>-</b>              | <b>85,000</b>      | <b>-</b>            | <b>246,700</b>    |                      |

Town of Amherstburg

Department:

Budget Centre:

2023 Budget

Year ending December 31, 2022

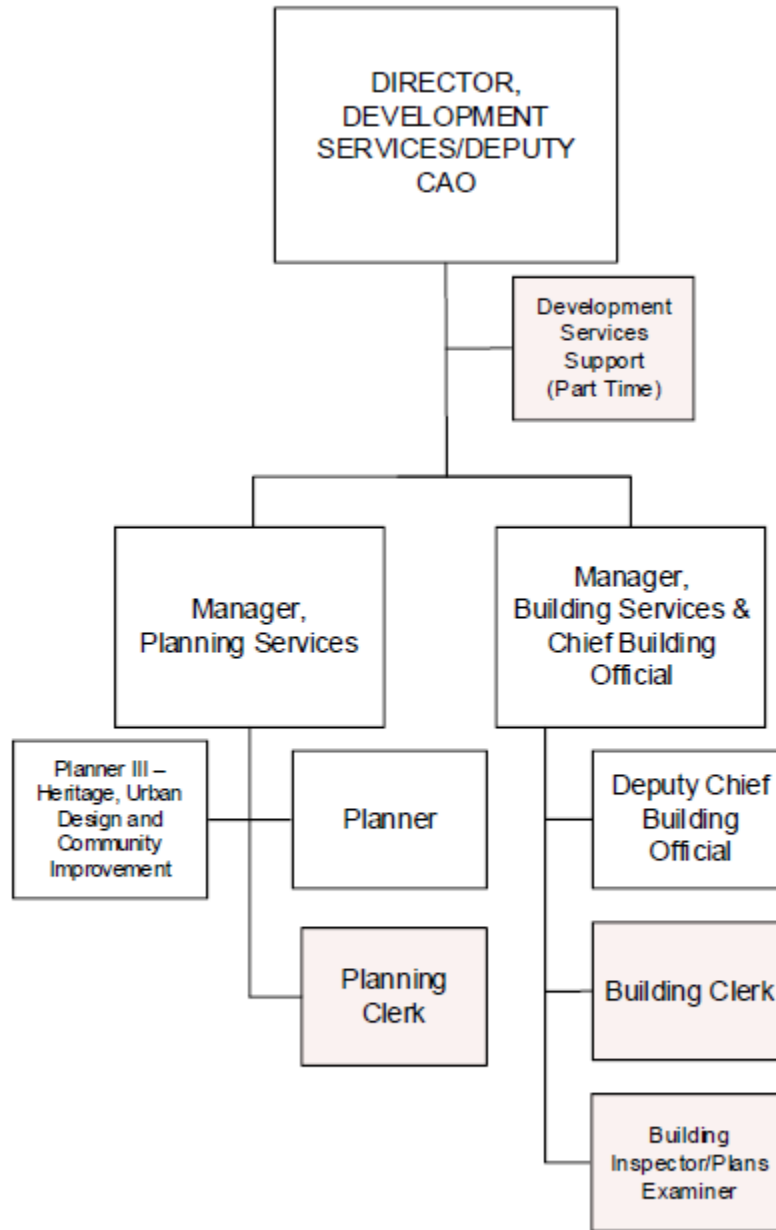
Parks, Facilities, Recreation & Culture

Tourism and Culture

|  | 2022 Total Budget | 2022 Nov YTD Actuals | 2023 Base Budget | Request - Base Budget | Request - One Time | Request-Enhancement | 2023 Total Budget | Issue Paper Ref. No.   |
|--|-------------------|----------------------|------------------|-----------------------|--------------------|---------------------|-------------------|--|
| <b>Debt Charges</b>                          |                   |                      |                  |                       |                    |                     |                   |  |
| Principal Payments                           | 3,807             | 3,696                | 4,149            |                       |                    |                     | 4,149             |  |
| Interest Payments                            | 554               | 302                  | 213              |                       |                    |                     | 213               |  |
| <b>Total Debt Charges</b>                    | <b>4,361</b>      | <b>3,998</b>         | <b>4,361</b>     | -                     | -                  | -                   | <b>4,361</b>      |  |
| <b>Transfer to (from) Reserves</b>           |                   |                      |                  |                       |                    |                     |                   |  |
| Transfer from Reserves                       | -                 | -                    | -                |                       | (85,000)           |                     | (85,000)          | TOUR-002 Grant funded - if grant is not received project will not go forward |
| <b>Total Reserve Transfers</b>               | <b>-</b>          | <b>-</b>             | <b>-</b>         | -                     | <b>(85,000)</b>    | -                   | <b>(85,000)</b>   |  |
| <b>Total Operating Expenses and Transfer</b> | <b>578,917</b>    | <b>603,427</b>       | <b>578,917</b>   | <b>105,618</b>        | -                  | -                   | <b>684,535</b>    |  |
| <b>Net Operating Budget</b>                  | <b>473,917</b>    | <b>465,917</b>       | <b>488,917</b>   | <b>105,618</b>        | -                  | -                   | <b>594,535</b>    |  |
| Incr/(Decr) from 2022                        |                   |                      |                  |                       |                    |                     | 25.5%             |  |



### A. Department Overview







## **Department Description**

### **Planning Division**

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



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

| <b>Permanent FTE's</b> | <b>2021</b> | <b>2022</b> | <b>2023 Proposed</b> |
|------------------------|-------------|-------------|----------------------|
| Full Time              | 9.00        | 9.00        | 12.50                |
| Part Time              | 0.00        | 0.50        | 0.50                 |
| <b>Total FTE</b>       | <b>9.00</b> | <b>9.50</b> | <b>13.00</b>         |
| <b>Net Change</b>      | <b>0.00</b> | <b>0.50</b> | <b>+3.5*</b>         |

**2022 Staffing Complement includes:**

*Full Time*

- 1.00 Director of Development Services / Deputy CAO
- 1.00 Chief Building Official & Manager, Building Services
- 1.00 Manager, Planning Services
- 1.00 Deputy Building Official
- 1.00 Building Inspector/ Plans Examiner
- 2.00 Planners
- 2.00 Building and Planning Clerks

*Part Time*

- 0.50 Development Services Support (Part Time one year only)

**\*Proposed 2023 Staff Complement Changes:**

*Full Time*

- 1.0 Economic Development Officer
- 1.0 Senior Inspector/Plans Examiner
- 1.0 Planner
- 0.5 Executive Assistant (1/2 Building & 1/2 PFRC)

*Part Time*

- 0.50 Development Services Support (Part Time shared between Building & Planning)

**Town of Amherstburg**

**Department:**

**Budget Centre:**

**2023 Budget**

**Year ending December 31, 2022**

**Development Services**

**Building Services**

|                                      | 2022 Total Budget | 2022 Nov YTD Actuals | 2023 Base Budget | Request - Base Budget | Request - One Time | Request- Enhancement | 2023 Total Budget | Issue Paper Ref. No. |
|--------------------------------------|-------------------|----------------------|------------------|-----------------------|--------------------|----------------------|-------------------|----------------------|
| <b>Revenue:</b>                      |                   |                      |                  |                       |                    |                      |                   |                      |
| Administrative Charges               | -                 | -                    | -                | -                     | -                  | -                    | -                 |                      |
| Indemnity Deposit Admin. Fees        | 20,800            | 27,962               | 20,800           | 7,200                 |                    |                      | 28,000            | BLDG-001             |
| Build Dept-Permits                   | 833,700           | 1,362,392            | 833,700          | 98,300                |                    |                      | 932,000           | BLDG-002             |
| Build Dept - Building Letters        | 2,900             | 933                  | 2,900            | 2,200                 |                    |                      | 5,100             | BLDG-003             |
| <b>Total Revenue</b>                 | <b>857,400</b>    | <b>1,391,287</b>     | <b>857,400</b>   | <b>107,700</b>        | -                  | -                    | <b>965,100</b>    |                      |
| <b>Expenses:</b>                     |                   |                      |                  |                       |                    |                      |                   |                      |
| <b>Salaries and Wages:</b>           |                   |                      |                  |                       |                    |                      |                   |                      |
| Salaries - Full Time                 | 376,651           | 303,886              | 376,651          | 15,158                |                    | 125,073              | 516,882           | BLDG-009 + PFRC-002  |
| Salaries - Overtime                  | 1,000             | -                    | 1,000            | -                     |                    |                      | 1,000             |                      |
| Salaries - Part Time/Temporary       | 14,602            | 12,586               |                  | -                     |                    | 26,411               | 26,411            | BLDG-010             |
| <b>Total Salaries and Wages</b>      | <b>392,252</b>    | <b>316,472</b>       | <b>377,651</b>   | <b>15,158</b>         | -                  | <b>151,484</b>       | <b>544,293</b>    |                      |
| <b>Benefits:</b>                     |                   |                      |                  |                       |                    |                      |                   |                      |
| <b>Total Benefits</b>                | <b>155,644</b>    | <b>130,897</b>       | <b>155,644</b>   | <b>5,171</b>          | -                  | <b>51,908</b>        | <b>212,723</b>    |                      |
| <b>General Expenses:</b>             |                   |                      |                  |                       |                    |                      |                   |                      |
| Uniforms                             | 3,000             | 613                  | 3,000            |                       |                    |                      | 3,000             |                      |
| Office Supplies                      | 4,000             | 3,664                | 4,000            |                       |                    |                      | 4,000             |                      |
| Mobile Devices                       | 2,220             | 2,014                | 2,220            |                       |                    |                      | 2,220             |                      |
| GPS                                  |                   | 736                  |                  | 796                   |                    |                      | 796               |                      |
| Memberships                          | 2,030             | 1,382                | 2,030            | 1,042                 |                    |                      | 3,072             | BLDG-005             |
| Training and Professional Developmen | 7,450             | 3,685                | 7,450            | 1,550                 |                    |                      | 9,000             | BLDG-006             |
| Travel and Mileage                   | 500               | -                    | 500              |                       |                    |                      | 500               |                      |
| Professional Fees                    | 4,000             | 6,754                | 4,000            |                       |                    |                      | 4,000             |                      |
| Contracted Services                  | 5,125             | 18,510               | 5,125            |                       |                    |                      | 5,125             |                      |
| Cost Allocation - Overhead           | 134,774           | 123,543              | 134,774          | -                     |                    |                      | 134,774           | BLDG-007             |
| Equipment                            | -                 | -                    | -                |                       |                    |                      | -                 |                      |
| <b>Total General Expenses</b>        | <b>163,099</b>    | <b>160,901</b>       | <b>163,895</b>   | <b>2,592</b>          | -                  | -                    | <b>166,487</b>    |                      |
| <b>Equipment and Vehicle:</b>        |                   |                      |                  |                       |                    |                      |                   |                      |
| Gasoline                             | 3,830             | -                    | 3,830            |                       |                    |                      | 3,830             |                      |
| Vehicle & Equipment Maintenance      | 1,000             | 165                  | 1,000            | 4,220                 |                    |                      | 5,220             | BLDG-008             |
| <b>Total Equipment and Vehicle</b>   | <b>4,830</b>      | <b>165</b>           | <b>4,830</b>     | <b>4,220</b>          | -                  | -                    | <b>9,050</b>      |                      |
| <b>Total Expenses</b>                | <b>715,825</b>    | <b>608,434</b>       | <b>702,019</b>   | <b>27,141</b>         | -                  | <b>203,392</b>       | <b>932,552</b>    |                      |

Town of Amherstburg

Department:

Budget Centre:

2023 Budget

Year ending December 31, 2022

Development Services

Building Services

| 2022 Total Budget | 2022 Nov YTD Actuals |
|-------------------|----------------------|
|-------------------|----------------------|

| 2023 Base Budget | Request - Base Budget | Request - One Time | Request-Enhancement | 2023 Total Budget | Issue Paper Ref. No. |
|------------------|-----------------------|--------------------|---------------------|-------------------|----------------------|
|------------------|-----------------------|--------------------|---------------------|-------------------|----------------------|

Transfers to/(from) Reserves & Funds:

|   |                |                  |                 |                |                  |                |  |
|---|----------------|------------------|-----------------|----------------|------------------|----------------|--|
| Building Services Reserve Fund                | 141,575        | -                | 141,575         | 94,365         | (203,392)        | 32,548         |  |
| Building Services Capital Reserve Fun         | -              | -                | -               | -              | -                | -              |  |
| <b>Total Reserve Transfers</b>                | <b>141,575</b> | <b>-</b>         | <b>141,575</b>  | <b>94,365</b>  | <b>(203,392)</b> | <b>32,548</b>  |  |
| <b>Total Operating Expenses and Transfers</b> | <b>857,400</b> | <b>608,434</b>   | <b>843,594</b>  | <b>121,506</b> | <b>-</b>         | <b>965,100</b> |  |
| <b>Net Operating Budget</b>                   | <b>(0)</b>     | <b>(782,853)</b> | <b>(13,806)</b> | <b>13,806</b>  | <b>-</b>         | <b>0</b>       |  |

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2023 Budget  
 Year ending December 31, 2022

Development Services  
 Planning

|                                 |   | 2022 Total Budget | 2022 Nov YTD Actuals | 2023 Base Budget | Request - Base Budget | Request - One Time | Request- Enhancement | 2023 Total Budget | Issue Paper Ref. No. |
|---------------------------------|---|-------------------|----------------------|------------------|-----------------------|--------------------|----------------------|-------------------|----------------------|
| <b>Revenue:</b>                 |   |                   |                      |                  |                       |                    |                      |                   |                      |
| 10-4-8010000-1905               | Planning -Consent and Minor Variances Fee | 54,560            | 43,380               | 54,560           | 49,473                |                    |                      | 104,033           | PLAN-001             |
| 10-4-8010000-1910               | Planning - Flat Fees                      | 53,000            | 94,808               | 53,000           | 120,933               |                    |                      | 173,933           | PLAN-002             |
| <b>Total Revenue</b>            |   | <b>107,560</b>    | <b>138,188</b>       | <b>107,560</b>   | <b>170,406</b>        | -                  | -                    | <b>277,966</b>    |                      |
| <b>Expenses:</b>                |   |                   |                      |                  |                       |                    |                      |                   |                      |
| <b>Salaries and Wages:</b>      |   |                   |                      |                  |                       |                    |                      |                   |                      |
| 10-5-8010000-0101               | Salaries - Full Time                      | 343,111           | 179,989              | 343,111          | 50,292                |                    | 83,443               | 476,846           | PLAN-003             |
| 10-5-8010000-0102               | Salaries Overtime                         | 1,000             | 11,843               | 1,000            | -                     |                    |                      | 1,000             |                      |
| 10-5-8010000-0105               | Salaries - CR.Re:S.T.D.                   | -                 | -                    | -                | -                     |                    | -                    | -                 |                      |
| 10-5-8010000-0112               | Salaries - Part Time/Temporary            | 14,602            | 28,216               | -                | -                     |                    | 11,319               | 11,319            | BLDG-010             |
| <b>Total Salaries and Wages</b> |   | <b>358,713</b>    | <b>220,049</b>       | <b>344,111</b>   | <b>50,292</b>         | -                  | <b>94,762</b>        | <b>489,165</b>    |                      |
| <b>Benefits:</b>                |   |                   |                      |                  |                       |                    |                      |                   |                      |
| <b>Total Benefits</b>           |   | <b>122,733</b>    | <b>85,348</b>        | <b>122,733</b>   | <b>14,194</b>         | -                  | <b>32,283</b>        | <b>169,210</b>    | PLAN-003             |
| <b>General Expenses:</b>        |   |                   |                      |                  |                       |                    |                      |                   |                      |
| 10-5-8010000-0301               | Office Supplies                           | 2,500             | 4,757                | 2,500            |                       |                    |                      | 2,500             |                      |
| 10-5-8010000-0345               | Mobile Devices                            | 1,736             | 1,287                | 1,736            | 464                   |                    |                      | 2,200             | IT- 001              |
| 10-5-8010000-0350               | Memberships                               | 3,505             | 1,302                | 3,505            | 5,943                 |                    |                      | 9,448             | PLAN-004             |
| 10-5-8010000-0351               | Training and Professional Development     | 3,500             | 2,094                | 3,500            | 10,000                |                    |                      | 13,500            | PLAN-005             |
| 10-5-8010000-0352               | Travel and Mileage                        | 1,000             | 43                   | 1,000            |                       |                    |                      | 1,000             |                      |
| 10-5-8010000-0342               | Meeting Expenses                          | 900               | 464                  | 900              |                       |                    |                      | 900               |                      |
| 10-5-8010000-0360               | Miscellaneous                             | -                 | -                    | -                |                       |                    |                      | -                 |                      |
|                                 | Legal Fees                                | -                 | -                    | -                |                       |                    |                      | -                 |                      |
| 10-5-8010000-0327               | Professional Fees                         | 185,000           | 74,736               | 35,000           |                       |                    |                      | 35,000            |                      |
| 10-5-8010000-0338               | Planning Studies                          |                   | 3,646                |                  |                       |                    |                      | -                 |                      |
| <b>Total General Expenses</b>   |   | <b>198,141</b>    | <b>88,328</b>        | <b>48,141</b>    | <b>16,407</b>         | -                  | -                    | <b>64,548</b>     |                      |
| <b>Total Expenses</b>           |   | <b>679,586</b>    | <b>393,726</b>       | <b>514,985</b>   | <b>80,893</b>         | -                  | <b>127,045</b>       | <b>722,923</b>    |                      |

Town of Amherstburg  
 Department:  
 Budget Centre:  
 2023 Budget  
 Year ending December 31, 2022

Development Services  
 Planning

|   | 2022 Total Budget | 2022 Nov YTD Actuals | 2023 Base Budget | Request - Base Budget | Request - One Time | Request-Enhancement | 2023 Total Budget | Issue Paper Ref. No. |
|---|-------------------|----------------------|------------------|-----------------------|--------------------|---------------------|-------------------|----------------------|
| <b>Transfer to (from) Reserves</b>            |                   |                      |                  |                       |                    |                     |                   |                      |
| 10-4-8010000-3000 Transfer from Reserve       | (125,000)         | -                    | -                |                       |                    |                     | -                 |                      |
| 10-5-8010000-2002 Transfer to Reserves        | -                 | 22,913               |                  |                       |                    | 50,000              | 50,000            | PLAN-006             |
| 10-5-8010000-2014 Transfer to Reserve - CIP   | -                 | -                    | 100,000          |                       |                    |                     | 100,000           |                      |
| 10-4-8010000-3002 Transfer from Reserve - CIP | -                 | -                    | (100,000)        |                       |                    |                     | (100,000)         |                      |
| 10-5-8010000-2023 Transfer to Reserve         | 25,000            | -                    | 25,000           |                       |                    |                     | 25,000            |                      |
| <b>Total Reserve Transfers</b>                | <b>(100,000)</b>  | <b>22,913</b>        | <b>25,000</b>    | <b>-</b>              | <b>-</b>           | <b>50,000</b>       | <b>75,000</b>     |                      |
| <b>Total Operating Expenses and Transfers</b> | <b>579,586</b>    | <b>416,639</b>       | <b>539,985</b>   | <b>80,893</b>         | <b>-</b>           | <b>177,045</b>      | <b>797,923</b>    |                      |
| <b>Net Operating Budget</b>                   | <b>472,026</b>    | <b>278,451</b>       | <b>432,425</b>   | <b>(89,513)</b>       | <b>-</b>           | <b>177,045</b>      | <b>519,957</b>    |                      |

Incr/(Decr) from 2022

10.2%

Town of Amherstburg

Department:

Budget Centre:

2023 Budget

Year ending December 31, 2022

Development Services  
Economic Development

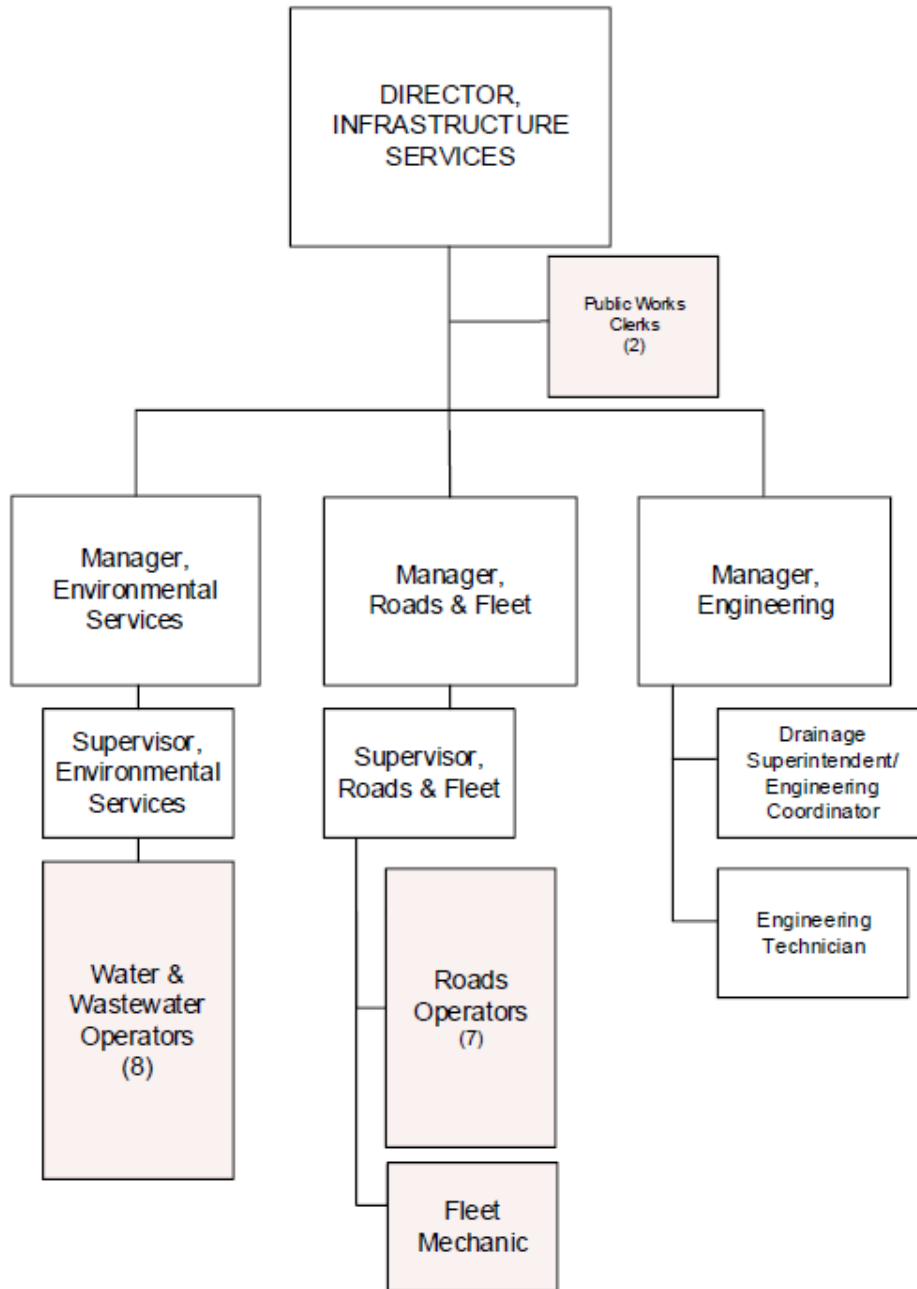
|   | 2022 Total Budget | 2022 Nov YTD Actuals | 2023 Base Budget | Request - Base Budget | Request - One Time | Request- Enhancement | 2023 Total Budget | Issue Paper Ref. No. |
|---|-------------------|----------------------|------------------|-----------------------|--------------------|----------------------|-------------------|----------------------|
| <b>Revenue:</b>                               |                   |                      |                  |                       |                    |                      |                   |                      |
| <b>Total Revenue</b>                          | -                 | -                    | -                | -                     | -                  | -                    | -                 |                      |
| <b>Expenses:</b>                              |                   |                      |                  |                       |                    |                      |                   |                      |
| <b>Salaries and Wages:</b>                    |                   |                      |                  |                       |                    |                      |                   |                      |
| Salaries - Full Time                          | 127,704           | 136,297              | 127,704          | 49,598                |                    | 90,192               | 267,494           | ECDEV-001            |
| Salaries Overtime                             | -                 | -                    | -                | -                     |                    |                      | -                 |                      |
| Salaries - CR.Re:S.T.D.                       | -                 | -                    | -                | -                     |                    |                      | -                 |                      |
| Salaries - Part Time/Temporary                | -                 | -                    | -                | -                     | -                  | -                    | -                 |                      |
| <b>Total Salaries and Wages</b>               | <b>127,704</b>    | <b>136,297</b>       | <b>127,704</b>   | <b>49,598</b>         | <b>-</b>           | <b>90,192</b>        | <b>267,494</b>    |                      |
| <b>Benefits:</b>                              |                   |                      |                  |                       |                    |                      |                   |                      |
| <b>Total Benefits</b>                         | <b>40,736</b>     | <b>39,860</b>        | <b>40,736</b>    | <b>11,795</b>         | <b>-</b>           | <b>32,522</b>        | <b>85,053</b>     |                      |
| <b>General Expenses:</b>                      |                   |                      |                  |                       |                    |                      |                   |                      |
| Office Supplies                               | 500               | 595                  | 500              |                       |                    | 2,000                | 2,500             | ECDEV-001            |
| Mobile Devices                                | 264               | -                    | 264              |                       |                    | 480                  | 744               | ECDEV-001            |
| Memberships                                   | 2,500             | -                    | 2,500            |                       |                    |                      | 2,500             |                      |
| Training and Professional Development         | 2,000             | -                    | 2,000            |                       |                    | 750                  | 2,750             | ECDEV-001            |
| Travel and Mileage                            | 500               | -                    | 500              |                       |                    |                      | 500               |                      |
| Meeting Expenses                              | 100               | -                    | 100              |                       |                    |                      | 100               |                      |
| Miscellaneous                                 | -                 | -                    | -                |                       |                    | 5,900                | 5,900             | ECDEV-001            |
| Legal Fees                                    | -                 | -                    | -                |                       |                    |                      | -                 |                      |
| Professional Fees                             | -                 | -                    | -                |                       |                    |                      | -                 |                      |
| <b>Total General Expenses</b>                 | <b>5,864</b>      | <b>595</b>           | <b>5,864</b>     | <b>-</b>              | <b>-</b>           | <b>9,130</b>         | <b>14,994</b>     |                      |
| <b>Other Expenses:</b>                        |                   |                      |                  |                       |                    |                      |                   |                      |
| <b>Total Other Expenses</b>                   | <b>-</b>          | <b>-</b>             | <b>-</b>         | <b>-</b>              | <b>-</b>           | <b>-</b>             | <b>-</b>          |                      |
| <b>Total Expenses</b>                         | <b>174,304</b>    | <b>176,751</b>       | <b>174,304</b>   | <b>61,393</b>         | <b>-</b>           | <b>131,844</b>       | <b>367,541</b>    |                      |
| <b>Total Operating Expenses and Transfers</b> | <b>174,304</b>    | <b>176,751</b>       | <b>174,304</b>   | <b>61,393</b>         | <b>-</b>           | <b>131,844</b>       | <b>367,541</b>    |                      |
| <b>Net Operating Budget</b>                   | <b>174,304</b>    | <b>176,751</b>       | <b>174,304</b>   | <b>61,393</b>         | <b>-</b>           | <b>131,844</b>       | <b>367,541</b>    |                      |

Incr/(Decr) from 2022

110.9%



### A. Department Overview







**Department Description**

**Engineering and Infrastructure Services Department**

The Engineering and Infrastructure Services 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 Infrastructure Services**

| <b>Permanent FTE's</b> | <b>2021</b>  | <b>2022</b>  | <b>2023 Proposed</b> |
|------------------------|--------------|--------------|----------------------|
| Full Time              | 25.00        | 26.00        | 26.00                |
| <b>Total FTE</b>       | <b>25.00</b> | <b>26.00</b> | <b>26.00</b>         |
| <b>Net Change</b>      | <b>0.00</b>  | <b>0.00</b>  | <b>0.00</b>          |



**2022 Staffing Complement includes:**

*Full Time*

- 1.00 Director, Infrastructure Services
- 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

Town of Amherstburg

Department:

Budget Centre:

2023 Budget

Year ending December 31, 2022

Infrastructure Services

Drainage

|  | 2022 Total Budget | 2022 Nov YTD Actuals | 2023 Base Budget | Request - Base Budget | Request - One Time | Request- Enhancement | 2023 Total Budget | Issue Paper Ref. No. |
|--|-------------------|----------------------|------------------|-----------------------|--------------------|----------------------|-------------------|----------------------|
| <b>Revenue:</b>                            |                   |                      |                  |                       |                    |                      |                   |                      |
| Recoveries - Landowners                    | 1,745,000         | -                    | 1,745,000        | 385,000               |                    |                      | 2,130,000         | Drain-001            |
| <b>Grants</b>                              |                   |                      |                  |                       |                    |                      |                   |                      |
| Provincial Grant - Drainage Superintending | 53,000            | 110,213              | 53,000           | 9,000                 |                    |                      | 62,000            | Drain-001            |
| Provincial Grant - Drain Maintenance       | 30,000            | -                    | 30,000           | 10,000                |                    |                      | 40,000            | Drain-001            |
| Provincial Grant -Drainage Construction    | 120,000           | -                    | 120,000          | 100,000               |                    |                      | 220,000           | Drain-001            |
| <b>Recoveries</b>                          |                   |                      |                  |                       |                    |                      |                   |                      |
| Recoveries - Debenture Repayment           | 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               | -                 | -                    | -                | 500                   |                    |                      | 500               | Drain-004            |
| Permit Fee-Drainage Entrance permit        | 2,500             | -                    | 2,500            | (2,500)               |                    |                      | -                 | Drain-003            |
| Drainage Apportionments                    | 5,000             | -                    | 5,000            |                       |                    |                      | 5,000             |                      |
| <b>Total Revenue</b>                       | <b>1,961,720</b>  | <b>115,281</b>       | <b>1,961,720</b> | <b>502,000</b>        | <b>-</b>           | <b>-</b>             | <b>2,463,720</b>  |                      |
| <b>Expenses:</b>                           |                   |                      |                  |                       |                    |                      |                   |                      |
| <b>Salaries and Wages:</b>                 |                   |                      |                  |                       |                    |                      |                   |                      |
| Salaries - Full Time                       | 100,077           | 88,144               | 100,077          | 2,001                 |                    |                      | 102,078           |                      |
| Salaries - Overtime                        | 6,500             | 259                  | 6,500            | -                     |                    |                      | 6,500             |                      |
| <b>Total Salaries and Wages</b>            | <b>106,577</b>    | <b>88,402</b>        | <b>106,577</b>   | <b>2,001</b>          | <b>-</b>           | <b>-</b>             | <b>108,578</b>    |                      |
| <b>Benefits:</b>                           |                   |                      |                  |                       |                    |                      |                   |                      |
| <b>Total Benefits</b>                      | <b>34,340</b>     | <b>31,697</b>        | <b>34,340</b>    | <b>1,399</b>          | <b>-</b>           | <b>-</b>             | <b>35,739</b>     |                      |
| <b>General Expenses:</b>                   |                   |                      |                  |                       |                    |                      |                   |                      |
| Clothing                                   | 500               | -                    | 500              |                       |                    |                      | 500               |                      |
| Mobile Devices                             | 500               | 326                  | 500              | 100                   | 600                |                      | 1,200             | IT- 001              |
| Memberships                                | 475               | 270                  | 475              |                       |                    |                      | 475               |                      |
| Training and Professional Development      | 1,500             | 346                  | 1,500            |                       |                    |                      | 1,500             |                      |
| Write-offs                                 | 5,000             | -                    | 5,000            |                       |                    |                      | 5,000             |                      |
| <b>Total General Expenses</b>              | <b>7,975</b>      | <b>942</b>           | <b>7,975</b>     | <b>100</b>            | <b>600</b>         | <b>-</b>             | <b>8,675</b>      |                      |

Town of Amherstburg  
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**Infrastructure Services  
 Drainage**

|   | 2022 Total Budget | 2022 Nov YTD Actuals | 2023 Base Budget | Request - Base Budget | Request - One Time | Request- Enhancement | 2023 Total Budget | Issue Paper Ref. No. |
|---|-------------------|----------------------|------------------|-----------------------|--------------------|----------------------|-------------------|----------------------|
| <b>Equipment and Vehicles:</b>                |                   |                      |                  |                       |                    |                      |                   |                      |
| Gasoline                                      | 2,000             | -                    | 2,000            |                       |                    |                      | 2,000             |                      |
| Vehicle and Equipment Maintenance             | 1,000             | -                    | 1,000            |                       |                    |                      | 1,000             |                      |
| GPS   |                   | 359                  | 399              |                       |                    |                      | 399               |                      |
| Small Equipment                               | 1,000             | 132                  | 1,000            |                       |                    |                      | 1,000             |                      |
| Vehicle Licences                              | 150               | -                    | 150              |                       |                    |                      | 150               |                      |
| <b>Total Equipment and Vehicles</b>           | <b>4,150</b>      | <b>491</b>           | <b>4,549</b>     | <b>-</b>              | <b>-</b>           | <b>-</b>             | <b>4,549</b>      |                      |
| <b>Other Expenses</b>                         |                   |                      |                  |                       |                    |                      |                   |                      |
| Drain Construction                            | 1,715,000         | -                    | 1,715,000        | 445,000               |                    |                      | 2,160,000         | Drain-002            |
| Drain Maintenance                             | 180,000           | -                    | 180,000          | 50,000                |                    |                      | 230,000           | Drain-002            |
|   | <b>1,895,000</b>  | <b>-</b>             | <b>1,895,000</b> | <b>495,000</b>        | <b>-</b>           | <b>-</b>             | <b>2,390,000</b>  |                      |
| <b>Debt Repayment</b>                         |                   |                      |                  |                       |                    |                      |                   |                      |
| Tile Drainage Debt - Principal                | 4,781             | 3,253                | 4,943            |                       |                    |                      | 4,943             |                      |
| Tile Drainage Debt - Interest                 | 287               | 241                  | 125              |                       |                    |                      | 125               |                      |
| <b>Total Debt Charges</b>                     | <b>5,068</b>      | <b>4,646</b>         | <b>5,068</b>     | <b>-</b>              | <b>-</b>           | <b>-</b>             | <b>5,068</b>      |                      |
| <b>Total Expenses</b>                         | <b>2,053,110</b>  | <b>126,178</b>       | <b>2,053,509</b> | <b>498,500</b>        | <b>600</b>         | <b>-</b>             | <b>2,552,609</b>  |                      |
| <b>Total Operating Expenses and Transfers</b> | <b>2,053,110</b>  | <b>126,178</b>       | <b>2,053,509</b> | <b>498,500</b>        | <b>600</b>         | <b>-</b>             | <b>2,552,609</b>  |                      |
| <b>Net Operating Budget</b>                   | <b>91,390</b>     | <b>10,897</b>        | <b>91,789</b>    | <b>(3,500)</b>        | <b>600</b>         | <b>-</b>             | <b>88,889</b>     |                      |
| Incr/(Decr) from 2022                         |                   |                      |                  |                       |                    |                      | -0.2%             |                      |

Town of Amherstburg

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Infrastructure Services  
 Public Works

|                                       | 2022 Total Budget | 2022 Nov YTD Actuals | 2023 Base Budget | Request - Base Budget | Request - One Time | Request- Enhancement | 2023 Total Budget | Issue Paper Ref. No. |
|---------------------------------------|-------------------|----------------------|------------------|-----------------------|--------------------|----------------------|-------------------|----------------------|
| <b>Revenue:</b>                       |                   |                      |                  |                       |                    |                      |                   |                      |
| Recoveries - Wastewater expenses      | 600,200           | 550,183              | 600,200          |                       |                    |                      | 600,200           |                      |
| Recoveries - Water expenses           | 93,300            | 85,525               | 93,300           |                       |                    |                      | 93,300            |                      |
| Recoveries - Pelee Drainage Superinte | 35,000            | 25,625               | 35,000           |                       |                    |                      | 35,000            |                      |
| Fee Revenue - Reports                 | 500               | 659                  | 500              |                       |                    |                      | 500               |                      |
| Fee Revenue - PW - Right-Of-Way Pe    | 40,000            | 71,842               | 40,000           |                       |                    |                      | 40,000            |                      |
| Fee Revenue                           | 40,500            | 72,501               | 40,500           |                       |                    |                      | 40,500            |                      |
| Service Charges                       | 5,000             | 10,359               | 5,000            |                       |                    |                      | 5,000             |                      |
| TRANSIT Revenue                       |                   | 2,271                |                  |                       | 60,000             |                      | 60,000            | EPW-008              |
| <b>Total Revenue</b>                  | <b>774,000</b>    | <b>784,418</b>       | <b>774,000</b>   | <b>60,000</b>         | <b>-</b>           | <b>-</b>             | <b>834,000</b>    |                      |
| <b>Expenses:</b>                      |                   |                      |                  |                       |                    |                      |                   |                      |
| <b>Salaries and Wages:</b>            |                   |                      |                  |                       |                    |                      |                   |                      |
| Salaries - Full Time                  | 1,185,167         | 1,034,367            | 1,185,166        | 61,915                |                    |                      | 1,247,082         |                      |
| Salaries - Overtime                   | 50,000            | 54,980               | 50,000           | -                     |                    |                      | 50,000            |                      |
| Salaries - Part Time/Temporary        | 79,638            | 76,976               | 79,639           | 3,624                 |                    |                      | 83,262            |                      |
| <b>Total Salaries and Wages</b>       | <b>1,314,805</b>  | <b>1,158,619</b>     | <b>1,314,805</b> | <b>65,539</b>         | <b>-</b>           | <b>-</b>             | <b>1,380,344</b>  |                      |
| <b>Benefits:</b>                      |                   |                      |                  |                       |                    |                      |                   |                      |
| <b>Total Benefits</b>                 | <b>427,838</b>    | <b>388,302</b>       | <b>427,838</b>   | <b>34,845</b>         | <b>-</b>           | <b>-</b>             | <b>462,683</b>    |                      |
| <b>General Expenses:</b>              |                   |                      |                  |                       |                    |                      |                   |                      |
| Uniforms                              | 8,000             | 7,288                | 8,500            |                       |                    |                      | 8,500             |                      |
| Office Supplies                       | 5,000             | 6,599                | 5,000            |                       |                    |                      | 5,000             |                      |
| Mobile Devices                        | 5,200             | 4,398                | 5,200            | 1,400                 |                    |                      | 6,600             | IT- 001, IT- 004     |
| Memberships                           | 3,000             | 1,147                | 3,000            |                       |                    |                      | 3,000             |                      |
| Training and Conferences              | 21,500            | 2,875                | 22,500           |                       |                    |                      | 22,500            |                      |
| Professional Fees                     | 147,000           | 9,545                | 22,000           |                       | 23,350             |                      | 45,350            | EPW-003              |
| Property Taxes                        | 4,000             | 3,801                | 4,000            |                       |                    |                      | 4,000             |                      |
| <b>Total General Expenses</b>         | <b>193,700</b>    | <b>35,774</b>        | <b>70,200</b>    | <b>1,400</b>          | <b>23,350</b>      | <b>-</b>             | <b>94,950</b>     |                      |

Town of Amherstburg

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Infrastructure Services

Public Works

|   | 2022 Total Budget | 2022 Nov YTD Actuals | 2023 Base Budget | Request - Base Budget | Request - One Time | Request- Enhancement | 2023 Total Budget | Issue Paper Ref. No. |
|---|-------------------|----------------------|------------------|-----------------------|--------------------|----------------------|-------------------|----------------------|
| <b>Equipment and Vehicles:</b>                |                   |                      |                  |                       |                    |                      |                   |                      |
| Radio Maintenance                             | 9,400             | 9,125                | 9,400            |                       |                    |                      | 9,400             |                      |
| Vehicle and Equipment - Fuel                  | 195,000           | 239,509              | 195,000          |                       |                    |                      | 195,000           |                      |
| Vehicle and Equipment - Maintenance           | 140,000           | 154,075              | 140,000          |                       |                    |                      | 140,000           |                      |
| GPS   |                   | 9,203                |                  |                       | 9,954              |                      | 9,954             | Allocate from IT     |
| Vehicle Licences                              | 20,000            | 10,946               | 20,000           |                       |                    |                      | 20,000            |                      |
| Mechanic's Equipment                          | 1,500             | -                    | 1,500            |                       |                    |                      | 1,500             |                      |
| Small Equipment                               | 15,000            | 17,228               | 15,000           |                       |                    |                      | 15,000            |                      |
| Small Equipment                               | 16,500            | 17,228               | 16,500           |                       |                    |                      | 16,500            |                      |
| Equipment Rental                              | 5,000             | 7,127                | 5,000            |                       |                    |                      | 5,000             |                      |
| <b>Total Equipment and Vehicles</b>           | <b>385,900</b>    | <b>447,213</b>       | <b>395,854</b>   | <b>-</b>              | <b>-</b>           | <b>-</b>             | <b>395,854</b>    |                      |
| <b>Road Maintenance:</b>                      |                   |                      |                  |                       |                    |                      |                   |                      |
| West Nile Virus Prevention                    | 7,000             | -                    | 7,000            |                       |                    |                      | 7,000             |                      |
| Municipal Drain Expense                       | 190,000           | 111,685              | 165,000          | (5,000)               |                    |                      | 160,000           | EPW-006              |
| Road Maintenance                              | 756,050           | 800,330              | 756,050          | 15,000                |                    |                      | 771,050           | EPW-001              |
| Railway Crossings                             | 3,700             | 3,487                | 3,700            |                       |                    |                      | 3,700             |                      |
| Culverts and Bridges                          | 25,000            | 21,495               | 25,000           | -                     |                    |                      | 25,000            |                      |
| Storm and Sewer Drains                        | 110,000           | 162,494              | 107,500          | -                     |                    |                      | 107,500           |                      |
| Sidewalk Maintenance and Repairs              | 75,000            | 88,444               | 75,000           | 35,000                |                    |                      | 110,000           | EPW-004              |
| <b>Total Road Maintenance</b>                 | <b>1,166,750</b>  | <b>1,187,934</b>     | <b>1,139,250</b> | <b>45,000</b>         | <b>-</b>           | <b>-</b>             | <b>1,184,250</b>  |                      |
| <b>Traffic Signal Maintenance:</b>            |                   |                      |                  |                       |                    |                      |                   |                      |
| Traffic Signal Maintenance                    | 20,000            | 2,249                | 20,000           |                       |                    |                      | 20,000            |                      |
| Traffic Signs and Devices                     | 55,000            | 111,667              | 55,000           | 25,000                |                    |                      | 80,000            | EPW-005              |
| Utilities for Traffic Control                 | 15,000            | -                    | 15,000           |                       |                    |                      | 15,000            |                      |
| <b>Total Traffic Signal Maintenance - Pub</b> | <b>90,000</b>     | <b>113,916</b>       | <b>90,000</b>    | <b>25,000</b>         | <b>-</b>           | <b>-</b>             | <b>115,000</b>    |                      |
| <b>Traffic Street Light Maintenance:</b>      |                   |                      |                  |                       |                    |                      |                   |                      |
| Streetlights - Utilities                      | 110,000           | 118,847              | 110,000          |                       |                    |                      | 110,000           |                      |
| General Maintenance                           | 40,000            | 1,204                | 40,000           |                       |                    |                      | 40,000            |                      |
| <b>Total Street Light Maintenance</b>         | <b>150,000</b>    | <b>120,051</b>       | <b>150,000</b>   | <b>-</b>              | <b>-</b>           | <b>-</b>             | <b>150,000</b>    |                      |
| <b>Tree Maintenance:</b>                      |                   |                      |                  |                       |                    |                      |                   |                      |
| Tree Trimming                                 | 75,000            | -                    | 75,000           |                       |                    |                      | 75,000            |                      |
| Tree and Stump Removal                        | 30,000            | 113,281              | 30,000           | 20,000                |                    |                      | 50,000            | EPW-007              |
| Tree Planting                                 | 30,000            | -                    | 30,000           | 20,000                |                    |                      | 50,000            | EPW-007              |
| <b>Total Tree Maintenance</b>                 | <b>135,000</b>    | <b>113,281</b>       | <b>135,000</b>   | <b>40,000</b>         | <b>-</b>           | <b>-</b>             | <b>175,000</b>    |                      |



Town of Amherstburg  
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Infrastructure Services  
 Water

|                                 |                                      | 2022 Total Budget | 2022 Nov YTD Actuals | 2023 Base Budget | Request - Base Budget | Request - One Time | Request-Enhancement | 2023 Total Budget | Issue Paper Ref. No.            |
|---------------------------------|--------------------------------------|-------------------|----------------------|------------------|-----------------------|--------------------|---------------------|-------------------|---------------------------------|
| <b>REVENUES:</b>                |                                      |                   |                      |                  |                       |                    |                     |                   |                                 |
| 80-4-0000000-1610               | Sale of Water                        | 5,732,607         | 5,403,942            | 6,021,967        |                       |                    |                     | 6,021,967         |                                 |
| 80-4-0000000-1630               | Filling Station Revenue              | 4,000             | 29,350               | 4,000            |                       |                    |                     | 4,000             |                                 |
| 80-4-0000000-1670               | WATER - NEW CONNECTION FEES          | 147,897           | 200,782              | 147,897          |                       |                    |                     | 147,897           |                                 |
| 80-4-0000000-1672               | WATER - SERVICE FEES                 |                   | 7,415                |                  |                       |                    |                     |                   |                                 |
| 80-4-0000000-1675               | Miscellaneous Revenue                | -                 | 14,540               | -                |                       |                    |                     | -                 |                                 |
| 80-4-0000000-6600               | Water Tower Licence Agreement Leases | 18,633            | 21,600               | 18,633           |                       |                    |                     | 18,633            |                                 |
| 80-4-0000000-7220               | Investment Income                    | 10,000            | 66,014               | 10,000           |                       |                    |                     | 10,000            |                                 |
| <b>Total Revenues</b>           |                                      | <b>5,913,137</b>  | <b>5,743,644</b>     | <b>6,202,497</b> | <b>-</b>              | <b>-</b>           | <b>-</b>            | <b>6,202,497</b>  |                                 |
| <b>EXPENSES:</b>                |                                      |                   |                      |                  |                       |                    |                     |                   |                                 |
| <b>Salaries and Wages</b>       |                                      |                   |                      |                  |                       |                    |                     |                   |                                 |
| 80-5-0000000-0101               | Salaries - Full Time                 | 853,613           | 726,561              | 853,613          | 33,660                |                    |                     | 887,273           |                                 |
| 80-5-0000000-0102               | Salaries - Overtime                  | 27,500            | 38,955               | 27,500           | -                     |                    |                     | 27,500            |                                 |
| 80-5-0000000-0109               | Salaries - Part Time/Temporary       | 21,034            | 12,217               | 21,034           | 1,227                 |                    |                     | 22,261            |                                 |
| <b>Total Salaries and Wages</b> |                                      | <b>902,147</b>    | <b>777,733</b>       | <b>902,147</b>   | <b>34,887</b>         | <b>-</b>           | <b>-</b>            | <b>937,034</b>    |                                 |
| <b>Benefits</b>                 |                                      |                   |                      |                  |                       |                    |                     |                   |                                 |
| <b>Total Benefits</b>           |                                      | <b>344,061</b>    | <b>290,258</b>       | <b>344,061</b>   | <b>21,524</b>         | <b>-</b>           | <b>-</b>            | <b>365,585</b>    |                                 |
| <b>General Expenses</b>         |                                      |                   |                      |                  |                       |                    |                     |                   |                                 |
| 80-5-0000000-0161               | Clothing                             | 9,300             | 11,399               | 8,800            | 2,700                 |                    |                     | 11,500            | WWW-004                         |
| 80-5-0000000-0249               | Training and Conferences             | 14,000            | 13,925               | 14,000           |                       |                    |                     | 14,000            |                                 |
| 80-5-0000000-0131               | Cost Allocation - Operating Expenses | 93,300            | 85,525               | 93,300           |                       |                    |                     | 93,300            |                                 |
| 80-5-0000000-0130               | Cost Allocation - Overhead           | 692,500           | 634,792              | 692,500          |                       |                    |                     | 692,500           |                                 |
| 80-5-0000000-0301               | Office Supplies                      | 1,000             | 1,616                | 1,000            |                       |                    |                     | 1,000             |                                 |
| 80-5-0000000-0307               | Advertising                          | 750               | 283                  | 750              |                       |                    |                     | 750               |                                 |
|                                 | Professional Fees                    | 40,000            | 7,937                | 25,000           |                       |                    |                     | 25,000            |                                 |
| 80-5-0000000-0345               | Mobile Devices                       | 2,600             | 1,325                | 2,600            | 1,680                 |                    |                     | 4,280             | IT-004                          |
| 80-5-0000000-0350               | Memberships                          | 1,000             | 2,700                | 1,000            |                       |                    |                     | 1,000             |                                 |
| 80-5-0000000-0360               | MISCELLANEOUS - WATER DEPT           |                   | 238                  |                  |                       |                    |                     | -                 |                                 |
| 80-5-0000000-0360               | Locating                             |                   |                      |                  | 10,000                |                    |                     | 10,000            | WWW-002                         |
| 80-5-0000000-0550               | Conservation Authority Levy          | 60,000            | 52,830               | 60,000           |                       |                    |                     | 60,000            |                                 |
| <b>Total General Expenses</b>   |                                      | <b>914,450</b>    | <b>845,144</b>       | <b>898,950</b>   | <b>14,380</b>         | <b>-</b>           | <b>-</b>            | <b>913,330</b>    |                                 |
| <b>Building Expenses</b>        |                                      |                   |                      |                  |                       |                    |                     |                   |                                 |
| 80-5-0000000-0314               | General Insurance                    | 151,900           | 156,577              | 151,900          | 59,452                |                    |                     | 211,352           | Cyber Security\$110k/3 (W & WW) |
| 80-5-0000000-0316               | Utilities                            | 210,000           | 205,845              | 210,000          |                       |                    |                     | 210,000           |                                 |
| 80-5-0000000-0331               | General Maintenance                  | 7,000             | 7,140                | 7,000            |                       |                    |                     | 7,000             |                                 |
| 80-5-0000000-0381               | Property Taxes                       | 28,000            | 39,987               | 28,000           |                       |                    |                     | 28,000            |                                 |
| <b>Total Building Expenses</b>  |                                      | <b>396,900</b>    | <b>409,549</b>       | <b>396,900</b>   | <b>59,452</b>         | <b>-</b>           | <b>-</b>            | <b>456,352</b>    |                                 |



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Infrastructure Services  
 Water

|   |  | 2022 Total Budget | 2022 Nov YTD Actuals | 2023 Base Budget | Request - Base Budget | Request - One Time | Request-Enhancement | 2023 Total Budget | Issue Paper Ref. No. |
|---|--|-------------------|----------------------|------------------|-----------------------|--------------------|---------------------|-------------------|----------------------|
| <b>Equipment and Vehicles</b>   |  |                   |                      |                  |                       |                    |                     |                   |                      |
| 80-5-0000000-0319   | Radio Maintenance                      | 9,400             | 8,668                | 9,400            |                       |                    |                     | 9,400             |                      |
| 80-5-0000000-0327   | Professional Fees                      |                   | 32,575               |                  |                       |                    |                     |                   |                      |
| 80-5-0000000-0402   | Vehicle and Equipment Maintenance      | 17,000            | 23,594               | 17,000           |                       |                    |                     | 17,000            |                      |
| 80-5-0000000-0404   | Service Agreement - Radios             | -                 | -                    | 3,583            |                       |                    |                     | 3,583             |                      |
| 80-5-0000000-0407   | Fuel and Chemicals                     | 75,000            | 45,701               | 75,000           | 58,000                |                    |                     | 133,000           | WWW-001              |
| 80-5-0000000-0420   | Miscellaneous Water Equipment          | 20,000            | 14,432               | 20,000           |                       |                    |                     | 20,000            |                      |
| 80-5-0000000-0504   | Collection and Billing Expense         | 180,000           | 143,138              | 180,000          |                       |                    |                     | 180,000           |                      |
| <b>Total Equipment and Vehicles</b>                                       |  | <b>301,400</b>    | <b>268,108</b>       | <b>304,983</b>   | <b>58,000</b>         | <b>-</b>           | <b>-</b>            | <b>362,983</b>    |                      |
| <b>Contracted Services</b>  |  |                   |                      |                  |                       |                    |                     |                   |                      |
| 80-5-0000000-0336   | Contract OCWA                          | 800,900           | 734,152              | 800,900          | 63,802                |                    |                     | 864,702           | WWW-003              |
| 80-5-0000000-0612   | OCWA Maintenance Items                 | 50,000            | 140,643              | 50,000           |                       |                    |                     | 50,000            |                      |
| <b>Total Contracted Services</b>  |  | <b>850,900</b>    | <b>874,795</b>       | <b>850,900</b>   | <b>63,802</b>         | <b>-</b>           | <b>-</b>            | <b>914,702</b>    |                      |
| <b>Service Maintenance</b>  |  |                   |                      |                  |                       |                    |                     |                   |                      |
| 80-5-0000000-0755   | Service Maintenance                    | 103,000           | 163,091              | 103,000          | 17,000                |                    |                     | 120,000           | WWW-005              |
| 80-5-0000000-0810   | Main Maintenance                       | 60,000            | 46,632               | 60,000           |                       |                    |                     | 60,000            |                      |
| 80-5-0000000-0815   | Backflow Prevention                    | 27,000            | 28,688               | 27,000           |                       |                    |                     | 27,000            |                      |
| 80-5-0000000-0833   | Water Meter Repairs and Maintenance    | 85,000            | 132,299              | 85,000           | 15,000                |                    |                     | 100,000           | WWW-006              |
| 80-5-0000000-0835   | Sample Station Repairs and Maintenance | 2,000             | 2,678                | 2,000            |                       |                    |                     | 2,000             |                      |
| 80-5-0000000-0840   | Water Valve Repair and Maintenance     | 19,000            | 42,619               | 19,000           | 11,000                |                    |                     | 30,000            | WWW-007              |
| 80-5-0000000-0845   | Blowoff Repairs and Maintenance        | 3,000             | 4,179                | 3,000            |                       |                    |                     | 3,000             |                      |
| 80-5-0000000-0850   | Fire Hydrant Repair and Maintenance    | 14,000            | 31,238               | 14,000           |                       |                    |                     | 14,000            |                      |
| 80-5-0000000-0855   | Coin Operated Filling Stations (2)     | 3,000             | -                    | 3,000            |                       |                    |                     | 3,000             |                      |
| <b>Total Service Maintenance</b>  |  | <b>316,000</b>    | <b>451,424</b>       | <b>316,000</b>   | <b>43,000</b>         | <b>-</b>           | <b>-</b>            | <b>359,000</b>    |                      |
| <b>Water Programs</b>   |  |                   |                      |                  |                       |                    |                     |                   |                      |
| 80-5-0000000-0920   | DWQMS Audit expenses                   | 5,000             | 1,758                | 5,000            |                       |                    |                     | 5,000             |                      |
| 80-5-0000000-0951   | Water Conservation Program             | 1,500             | -                    | 1,500            |                       |                    |                     | 1,500             |                      |
| <b>Total Water Programs</b>   |  | <b>6,500</b>      | <b>1,758</b>         | <b>6,500</b>     | <b>-</b>              | <b>-</b>           | <b>-</b>            | <b>6,500</b>      |                      |
| <b>Total Expenses before Reserves and Debt Charges - Water Department</b> |  | <b>4,032,358</b>  | <b>3,918,769</b>     | <b>4,020,441</b> | <b>295,045</b>        | <b>-</b>           | <b>-</b>            | <b>4,315,486</b>  |                      |
| <b>Transfer to/(from) Reserves</b>  |  |                   |                      |                  |                       |                    |                     |                   |                      |
| <b>Total Transfer to Reserve - Water</b>                                  |  | <b>(818,339)</b>  | <b>1,443,392</b>     | <b>(528,979)</b> | <b>753,979</b>        | <b>1,317,632</b>   | <b>-</b>            | <b>1,542,632</b>  |                      |

Town of Amherstburg  
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 Year ending December 31, 2022

**Infrastructure Services  
 Water**

**Debt Charges - Water**

80-5-0000000-2005 Principle  
 80-5-0000000-2006 Interest

**Total Debt Charges - Water**

**Total Operating Expenses and Transfers**

**Net Operating Budget (Surplus)**

| 2022 Total Budget  | 2022 Nov YTD Actuals |
|--------------------|----------------------|
| 225,413            | 214,577              |
| 128,966            | 110,270              |
| <b>354,379</b>     | <b>324,847</b>       |
| <b>3,568,398</b>   | <b>5,687,008</b>     |
| <b>(2,344,739)</b> | <b>(56,636)</b>      |

| 2023 Base Budget   | Request - Base Budget | Request - One Time | Request-Enhancement | 2023 Total Budget | Issue Paper Ref. No. |
|--------------------|-----------------------|--------------------|---------------------|-------------------|----------------------|
| 243,116            |                       |                    |                     | 243,116           |                      |
| 101,263            |                       |                    |                     | 101,263           |                      |
| <b>344,379</b>     | -                     | -                  | -                   | <b>344,379</b>    |                      |
| <b>3,835,841</b>   | <b>1,049,024</b>      | <b>1,317,632</b>   | -                   | <b>6,202,497</b>  |                      |
| <b>(2,366,656)</b> | <b>1,049,024</b>      | <b>1,317,632</b>   | -                   | <b>(0)</b>        |                      |

Town of Amherstburg

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Year ending December 31, 2022

Infrastructure Services

Wastewater

|  | 2022 Total Budget | 2022 Nov YTD Actuals | 2023 Base Budget | Request - Base Budget | Request - One Time | Request-Enhancement | 2023 Total Budget | Issue Paper Ref. No.             |
|--|-------------------|----------------------|------------------|-----------------------|--------------------|---------------------|-------------------|----------------------------------|
| <b>REVENUES:</b>   |                   |                      |                  |                       |                    |                     |                   |                                  |
| Total Revenue  | 7,354,247         | 7,068,020            | 7,117,959        | (24,000)              | -                  | -                   | 7,093,959         | WWW009                           |
| <b>EXPENSES:</b>   |                   |                      |                  |                       |                    |                     |                   |                                  |
| <b>Sanitary Sewer Collection System (SSCS)</b>             |                   |                      |                  |                       |                    |                     |                   |                                  |
| <b>Building</b>  |                   |                      |                  |                       |                    |                     |                   |                                  |
| General Insurance  | 206,150           | 204,674              | 206,150          | 67,590                |                    |                     | 273,740           | Cyber Security \$110k/3 (W & WW) |
| Property Taxes   | 85,000            | -                    | 85,000           |                       |                    |                     | 85,000            |                                  |
| <b>Total Building</b>                                      | <b>291,150</b>    | <b>204,674</b>       | <b>291,150</b>   | <b>67,590</b>         | -                  | -                   | <b>358,740</b>    |                                  |
| <b>General Expenses</b>                                    |                   |                      |                  |                       |                    |                     |                   |                                  |
| Cost allocation -Overhead                                  | 241,600           | 221,467              | 241,600          |                       |                    |                     | 241,600           |                                  |
| Cost allocation - operating expenses                       | 600,200           | 550,183              | 600,200          |                       |                    |                     | 600,200           |                                  |
| Professional Fees  | 45,000            | 54,005               | 30,000           |                       |                    |                     | 30,000            |                                  |
| Collection and Billing Expense                             | 13,000            | 10,774               | 13,000           |                       |                    |                     | 13,000            |                                  |
| <b>Total General Expenses - SSCS</b>                       | <b>899,800</b>    | <b>836,429</b>       | <b>884,800</b>   | -                     | -                  | -                   | <b>884,800</b>    |                                  |
| <b>Environmental Services</b>                              |                   |                      |                  |                       |                    |                     |                   |                                  |
| General Maintenance  | 15,000            | 16,353               | 15,000           |                       |                    |                     | 15,000            |                                  |
| Sewer Flushing   | 40,000            | 55,510               | 40,000           |                       |                    |                     | 40,000            |                                  |
| Service Connection Inspection and Camera                   | 2,000             | 1,292                | 2,000            |                       |                    |                     | 2,000             |                                  |
| Service Connection Repair and Maintenance                  | 35,000            | 35,525               | 35,000           |                       |                    |                     | 35,000            |                                  |
| Fuel and Chemicals   | 202,500           | 103,138              | 202,500          |                       |                    |                     | 202,500           |                                  |
| Maintenance - Inflow and Infiltration                      | 360,000           | 70,314               | 360,000          |                       |                    |                     | 360,000           |                                  |
| Manhole Cleaning and Maintenance                           | 10,000            | 20,667               | 10,000           |                       |                    |                     | 10,000            |                                  |
| <b>Total Environmental Services - SSCS</b>                 | <b>664,500</b>    | <b>302,799</b>       | <b>664,500</b>   | -                     | -                  | -                   | <b>664,500</b>    |                                  |
| <b>Total Expenses - Sanitary Sewage Collection Sys</b>     | <b>1,855,450</b>  | <b>1,343,902</b>     | <b>1,840,450</b> | <b>67,590</b>         | -                  | -                   | <b>1,908,040</b>  |                                  |
| <b>Amherstburg Sanitary Sewer Treatment System (ASSTS)</b> |                   |                      |                  |                       |                    |                     |                   |                                  |
| <b>General</b>   |                   |                      |                  |                       |                    |                     |                   |                                  |
| Utilities  | 335,000           | 415,751              | 335,000          |                       |                    |                     | 335,000           |                                  |
| Property Taxes   | 8,000             | -                    | 8,000            |                       |                    |                     | 8,000             |                                  |
| <b>Total General - ASSTS</b>                               | <b>343,000</b>    | <b>415,751</b>       | <b>343,000</b>   | -                     | -                  | -                   | <b>343,000</b>    |                                  |

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Infrastructure Services

Wastewater

|  | 2022 Total Budget | 2022 Nov YTD Actuals | 2023 Base Budget | Request - Base Budget | Request - One Time | Request-Enhancement | 2023 Total Budget | Issue Paper Ref. No. |
|--|-------------------|----------------------|------------------|-----------------------|--------------------|---------------------|-------------------|----------------------|
| <b>Environmental Services</b>                          |                   |                      |                  |                       |                    |                     |                   |                      |
| Sludge - Landfill Tipping Fees                         | 70,000            | 96,355               | 70,000           |                       |                    |                     | 70,000            |                      |
| Contract OCWA - A'burg Plant                           | 483,100           | 442,821              | 483,100          | 38,648                |                    |                     | 521,748           | WWW-003              |
| OCWA Maintenance Items                                 | 110,000           | 133,778              | 110,000          |                       |                    |                     | 110,000           |                      |
| OCWA After Hour Call In                                | 25,000            | 3,806                | 25,000           |                       |                    |                     | 25,000            |                      |
| <b>Total Environmental Services - ASSTS</b>            | <b>688,100</b>    | <b>676,760</b>       | <b>688,100</b>   | <b>38,648</b>         | -                  | -                   | <b>726,748</b>    |                      |
| <b>Total Expenses - Amherstburg Sanitary Sewer Tre</b> | <b>1,031,100</b>  | <b>1,092,511</b>     | <b>1,031,100</b> | <b>38,648</b>         | -                  | -                   | <b>1,069,748</b>  |                      |
| <b>McGregor Sewage Lagoon System (MSLS)</b>            |                   |                      |                  |                       |                    |                     |                   |                      |
| <b>Building</b>  |                   |                      |                  |                       |                    |                     |                   |                      |
| Utilities  | 22,000            | -                    | 22,000           |                       |                    |                     | 22,000            |                      |
| Property Taxes   | 2,500             | -                    | 2,500            |                       |                    |                     | 2,500             |                      |
| <b>Total Building Expenses - MSLS</b>                  | <b>24,500</b>     | -                    | <b>24,500</b>    | -                     | -                  | -                   | <b>24,500</b>     |                      |
| <b>Environmental Services</b>                          |                   |                      |                  |                       |                    |                     |                   |                      |
| Contract OCWA - McGregor                               | 119,300           | 109,321              | 119,300          | 9,541                 |                    |                     | 128,841           | WWW-003              |
| OCWA Plant Maintenance Items                           | 35,000            | 49,879               | 35,000           |                       |                    |                     | 35,000            |                      |
| OCWA After Hour Call In                                | 10,000            | 11,190               | 10,000           |                       |                    |                     | 10,000            |                      |
| <b>Total Environmental Services - MSLS</b>             | <b>164,300</b>    | <b>170,390</b>       | <b>164,300</b>   | <b>9,541</b>          | -                  | -                   | <b>173,841</b>    |                      |
| <b>Total Expenses - McGregor Sewage Lagoon Syste</b>   | <b>188,800</b>    | <b>170,390</b>       | <b>188,800</b>   | <b>9,541</b>          | -                  | -                   | <b>198,341</b>    |                      |
| <b>Edgewater Sewage Lagoon System (ESLS)</b>           |                   |                      |                  |                       |                    |                     |                   |                      |
| <b>Building</b>  |                   |                      |                  |                       |                    |                     |                   |                      |
| Utilities  | 27,000            | 23,318               | 27,000           |                       |                    |                     | 27,000            |                      |
| Property Taxes   | 35,000            | 148,511              | 35,000           |                       |                    |                     | 35,000            |                      |
| <b>Total Building - ESLS</b>                           | <b>62,000</b>     | <b>171,829</b>       | <b>62,000</b>    | -                     | -                  | -                   | <b>62,000</b>     |                      |
| <b>Environmental Services</b>                          |                   |                      |                  |                       |                    |                     |                   |                      |
| Contract OCWA - Edgewater                              | 118,200           | 108,317              | 118,200          | 9,456                 |                    |                     | 127,656           | WWW-003              |
| Lagoon Treatment                                       | -                 | -                    | -                |                       |                    |                     | -                 |                      |
| OCWA Plant Maintenance Items                           | 45,000            | 38,415               | 45,000           |                       |                    |                     | 45,000            |                      |
| OCWA After Hour Call In                                | 5,000             | 747                  | 5,000            |                       |                    |                     | 5,000             |                      |
| OCWA Meyers Pump Stations                              | 10,000            | 12,761               | 10,000           |                       |                    |                     | 10,000            |                      |
| <b>Total Environmental Services - ESLS</b>             | <b>178,200</b>    | <b>160,239</b>       | <b>178,200</b>   | <b>9,456</b>          | -                  | -                   | <b>187,656</b>    |                      |
| <b>Total Expenses - Edgewater Sewage Lagoon Syst</b>   | <b>240,200</b>    | <b>332,068</b>       | <b>240,200</b>   | <b>9,456</b>          | -                  | -                   | <b>249,656</b>    |                      |

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Wastewater

|   | 2022 Total Budget | 2022 Nov YTD Actuals |
|---|-------------------|----------------------|
| <b>Big Creek Sewage Treatment and Collection System ( BIGCR)</b>  |                   |                      |
| <b>Building</b>   |                   |                      |
| Utilities   | 24,000            | 2,073                |
| <b>Total Building - Big Creek</b>                                 | <b>24,000</b>     | <b>2,073</b>         |
| <b>Environmental Services</b>                                     |                   |                      |
| Contract OCWA - Big Creek Plant                                   | 135,000           | 123,691              |
| OCWA Plant Maintenance Items                                      | 12,500            | 19,396               |
| OCWA After Hour Call In   | 5,000             | 729                  |
| <b>Total Environmental Service - Big Creek</b>                    | <b>152,500</b>    | <b>143,817</b>       |
| <b>Total Expenses - Big Creek Sewage Treatment an</b>             | <b>176,500</b>    | <b>145,890</b>       |
| <b>McLeod SBR Sewage Treatment and Collection System (McLeod)</b> |                   |                      |
| <b>Building</b>   |                   |                      |
| Utilities   | 73,300            | -                    |
| Property Taxes  | 21,000            | -                    |
| <b>Total Building - McLeod</b>                                    | <b>94,300</b>     | <b>-</b>             |
| <b>Environmental Services</b>                                     |                   |                      |
| Contract OCWA - McLeod Plant                                      | 153,800           | 140,974              |
| OCWA Plant Maintenance Items                                      | 30,000            | 37,711               |
| OCWA After Hour Call In   | 12,000            | 2,915                |
| <b>Total Environmental Services - McLeod</b>                      | <b>195,800</b>    | <b>181,600</b>       |
| <b>Total Expenses - McLeod Sewage Treatment and</b>               | <b>290,100</b>    | <b>181,600</b>       |
| <b>Boblo Island Sewage Treatment System</b>                       |                   |                      |
| <b>Building</b>   |                   |                      |
| Utilities   | 22,000            | -                    |
| <b>Total Building - Boblo</b>                                     | <b>22,000</b>     | <b>-</b>             |

| 2023 Base Budget | Request - Base Budget | Request - One Time | Request- Enhancement | 2023 Total Budget | Issue Paper Ref. No. |
|------------------|-----------------------|--------------------|----------------------|-------------------|----------------------|
| 24,000           |                       |                    |                      | 24,000            |                      |
| <b>24,000</b>    | -                     | -                  | -                    | <b>24,000</b>     |                      |
| 135,000          | 10,799                |                    |                      | 145,799           | WWW-003              |
| 12,500           |                       |                    |                      | 12,500            |                      |
| 5,000            |                       |                    |                      | 5,000             |                      |
| <b>152,500</b>   | <b>10,799</b>         | -                  | -                    | <b>163,299</b>    |                      |
| <b>176,500</b>   | <b>10,799</b>         | -                  | -                    | <b>187,299</b>    |                      |
| 73,300           |                       |                    |                      | 73,300            |                      |
| 21,000           |                       |                    |                      | 21,000            |                      |
| <b>94,300</b>    | -                     | -                  | -                    | <b>94,300</b>     |                      |
| 153,800          | 12,305                |                    |                      | 166,105           | WWW-003              |
| 30,000           |                       |                    |                      | 30,000            |                      |
| 12,000           |                       |                    |                      | 12,000            |                      |
| <b>195,800</b>   | <b>12,305</b>         | -                  | -                    | <b>208,105</b>    |                      |
| <b>290,100</b>   | <b>12,305</b>         | -                  | -                    | <b>302,405</b>    |                      |
| 22,000           |                       |                    |                      | 22,000            |                      |
| <b>22,000</b>    | -                     | -                  | -                    | <b>22,000</b>     |                      |

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Wastewater

|   | 2022 Total Budget  | 2022 Nov YTD Actuals | 2023 Base Budget   | Request - Base Budget | Request - One Time | Request-Enhancement | 2023 Total Budget | Issue Paper Ref. No. |
|---|--------------------|----------------------|--------------------|-----------------------|--------------------|---------------------|-------------------|----------------------|
| <b>Environmental Services</b>                         |                    |                      |                    |                       |                    |                     |                   |                      |
| Contract OCWA - Boblo Plant                           | 123,500            | 113,166              | 123,500            | 9,876                 |                    |                     | 133,376           | WWW-003              |
| OCWA Plant Maintenance Items                          | 15,000             | 9,974                | 15,000             |                       |                    |                     | 15,000            |                      |
| OCWA After Hours Call In                              | 2,200              | -                    | 2,200              |                       |                    |                     | 2,200             |                      |
| <b>Total Environmental Service - Boblo</b>            | <b>140,700</b>     | <b>123,140</b>       | <b>140,700</b>     | <b>9,876</b>          | -                  | -                   | <b>150,576</b>    |                      |
| <b>Total Expenses - Boblo Island Sewage Treatment</b> | <b>162,700</b>     | <b>123,140</b>       | <b>162,700</b>     | <b>9,876</b>          | -                  | -                   | <b>172,576</b>    |                      |
| <b>Total Expenses before Reserves and Debt Charge</b> | <b>3,944,850</b>   | <b>3,389,500</b>     | <b>3,929,850</b>   | <b>158,215</b>        | -                  | -                   | <b>4,088,065</b>  |                      |
| <b>Capital/Reserve Transfers</b>                      |                    |                      |                    |                       |                    |                     |                   |                      |
| Transfer to Reserves                                  | 515,819            | 751,707              | 279,531            | 441,586               |                    |                     | 721,117           |                      |
| Transfer to Reserves                                  | 25,000             | -                    | 25,000             |                       |                    |                     | 25,000            |                      |
| Transfer to Reserve -Life Cycle                       | 250,000            | -                    | 250,000            |                       |                    |                     | 250,000           |                      |
| Transfer from Reserve -Working Capital                | (1,451,197)        | -                    | (1,451,197)        | 1,451,197             |                    |                     | -                 |                      |
|   | <b>(660,378)</b>   | <b>751,707</b>       | <b>(896,666)</b>   | <b>1,892,783</b>      | -                  | -                   | <b>996,117</b>    |                      |
| <b>Debt Charges - Wastewater</b>                      |                    |                      |                    |                       |                    |                     |                   |                      |
| Principle   | 1,615,588          | 1,480,956            | 1,384,047          |                       |                    |                     | 1,384,047         |                      |
| Interest  | 697,091            | 639,000              | 625,730            |                       |                    |                     | 625,730           |                      |
| <b>Total Debt Charges - Wastewater</b>                | <b>2,312,679</b>   | <b>2,119,956</b>     | <b>2,009,777</b>   | -                     | -                  | -                   | <b>2,009,777</b>  |                      |
| <b>Total Expenses - Wastewater Department</b>         | <b>5,597,151</b>   | <b>6,261,162</b>     | <b>5,042,961</b>   | <b>2,050,998</b>      | -                  | -                   | <b>7,093,959</b>  |                      |
| <b>Net Operating Budget (Surplus)</b>                 | <b>(1,757,096)</b> | <b>(806,858)</b>     | <b>(2,074,998)</b> | <b>2,074,998</b>      | -                  | -                   | <b>(0)</b>        |                      |