



## Council Budget Agenda

Thursday, December 1, 2016

1:00 p.m.

Council Chambers

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### Pages

1.	Call to Order	
2.	Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act	
3.	Minutes of Previous Meeting - None	
4.	Additional Items Disclosed as Other Business	
5.	Resolution Moving Council into Committee of the Whole to Consider Public Meetings, Delegations, Public Question Period, Correspondence, Reports, Motions for Which Notice Has Been Previously Given and Other Business	
6.	Reports of Committees and Town Staff, Matters Tabled and Motions for Which Notice Has Been Previously Given	
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7.	<b>Motion to Return To Regular Council</b>	
8.	<b>Notices of Motion</b>	
9.	<b>By-laws - None</b>	
10.	<b>Adjournment</b>	



# Town of Minto

Budget 2017

*"Keeping it Real."*

December 1, 2016

January 24, 2017

He who will not economize will have to agonize" — [Confucius](#)

"These days, you've gotta milk a dollar out of every dime." — [Gayle Forman](#)





# Budget 2017

## Day 1 Thursday December 1

- Introduction Mayor 1:00 to 1:05pm
- Presentation CAO/Clerk and Treasurer 1:05 to 1:25pm
- Operating Budget Discussions 1:25 to end

## Day 2 Tuesday January 24

- Introduction and Review Mayor, CAO, Treasurer 3:00 to 3:05pm
- Operating Budgets Changes and updates 3:05 to 3:15pm
- Capital Budget Discussions 3:15 to 6:30pm
- Supper 6:30 to 7:00pm
- Regular Council 7:00pm

**Public Open House 2016: March 21, 2017 5:00pm to 6:30pm**



## Strategic Plan 2013

The framework  
-Vision, Mission, Actions

40% actions complete or partly  
complete – 2 year review 2015

## Official Plan (County of Wellington) 1999 (Updated 2011)

Policies to attain long term vision  
- “Council may take no action contrary  
to the Official Plan” (County 5 year  
review done in 2014)  
- “Shall be consistent with” Provincial  
Policy” (new in 2014)

Integrated  
Community  
Sustainability  
Plan 2011

Culture Plan  
2011

Financial  
Plans DWQMS  
2015

Fire Master  
Plan 2012

Asset  
Management  
Plan 2013-14

Specific  
Planning  
Documents  
Policy  
Direction

Departmental Business Plans

Budget Implements  
Council Directions



# Vision & Mission

## Vision

A friendly, safe, affordable, family oriented rural community built on a foundation of respect, volunteerism, and prosperous business, and sustained by people who value neighbourliness, fairness and inclusiveness.

## Mission

Cost effective and responsive local government through superior customer service, internal stability and efficiency, and promoting responsible economic growth, healthy lifestyles and respect for the natural environment



*The Vision is the beacon in the distance. Navigating by Mission. To accomplish our goals*



# Strategic Directions

- Economic Development (12)
- Financial Strategy (8)
- Emergency Services and Health (10)
- Recreation and Facilities (9)
- Tourism and Culture (12)
- Planning and Development (13)
- Agriculture and Environment (12)
- Public Works (8)
- Governance and Leadership (13)
- Total = 98 40 (ST) 21 (MT) 3 (LT) 34(OG)





# Economic Backdrop

- Unemployment Rate National 7%; Provincial 6.4% (similar in 2016)
- Local Unemployment Rate +/-4.0% (same)
- Cost of Living (CPI) confirmed through October to 1%
- Federal Debt \$632 billion; Deficit \$30 billion (originally projected 2105 \$10 billion and other priorities propose to drop to \$15 billion 2021);
- Provincial Debt \$300 billion Deficit \$5 billion (projected to eliminate 2018);
- Provincial Growth Estimates around 2.3% (Conference Board of Canada)
- Housing Starts; **2015** +/- 60,000 **2016** 65,100 **2017** 59,900
- Average home price of \$437,000 in Ontario over 2X Minto
- AMO estimates 96 monthly reports, 100 quarterly reports, 6 semi-annual reports and 68 annual reports = 270 reports annually, plus 16 audited statements and the annual Financial Information Return. Total 287 reports





# Municipal Cultural Plan

## Strategies:

1. Creative Identity: Telling our Story
2. Creative Capacity: Cultivating Talent & Innovation
3. Creative Enterprise: Connecting & Leveraging Assets
4. Creative Places: Enhancing Quality of Place





# Municipal Cultural Plan

## Values : We believe...

- Creativity and culture are foundations for building a prosperous and sustainable economy.
- Culture is essential to making Minto a place where people want to live, work, play and invest.
- Cultural resources and activities are essential to building vibrant and successful downtowns.
- Conserving our natural and cultural heritage resources is important.
- Artists and creators are essential sources of new ideas, innovation and technologies important to our future.
- In cultural groups collaborating and working together toward shared purposes.



# Integrated Sustainability Community Plan

## Goals:

1. Optimum population so Minto pays its bills & take on new projects.
2. Use agricultural abundance to nourish land, people, livelihoods.
3. Pursue fiscal and ecological responsibility with equal diligence.
4. Build Main Streets that support the business and civic life
5. Create/retain enterprises with low environmental impact and provide fulfilling jobs for the people of Minto.
6. Focus on health & recreational well-being.







# Fire Master Plan

## Mission Statement:

“The Minto Fire Department is dedicated to serving the community with a high standard of emergency response and fire prevention programs to ensure a safe environment for the residents of Minto.”

## Core Values:

Commitment, Community Service  
Integrity, Professionalism  
Teamwork, Trust

## Recommendations

Communications, Fire Safety Public Education, Prevention, Apparatus/Equipment, Training, Administration and Finance, Fire Suppression and Emergency Response





# Asset Management Plan

- Completed 2013-14 in House inventories Tangible Capital Assets (TCA) in six areas.
- Roads and Bridges
- Culverts and Storm Water
- Water and Wastewater
- On a replacement cost basis over a 10 year period \$6.9 million year needed to maintain TCA
- The plan also looks at the condition of the assets, desired service levels, financial commitments needed to “operate, maintain, renew and replace”
- Policies to sustain TCA





# Recreation Needs

## Recreation Needs

- Formal Master Plan next few years

## Ontario 150 and Canada 150 Grant

- Harriston Kinsmen Pool and adjoining trailer park upgrades
- Harriston Minto Complex Accessible Doors

## Trails

- Acquired White's Junction Trail  
Palmerston linked to Harriston via roundabout and CR 5 shoulders
- Harriston Greenway Trail link to 13<sup>th</sup>  
Line Rail track unopened road allowance back of Concession D

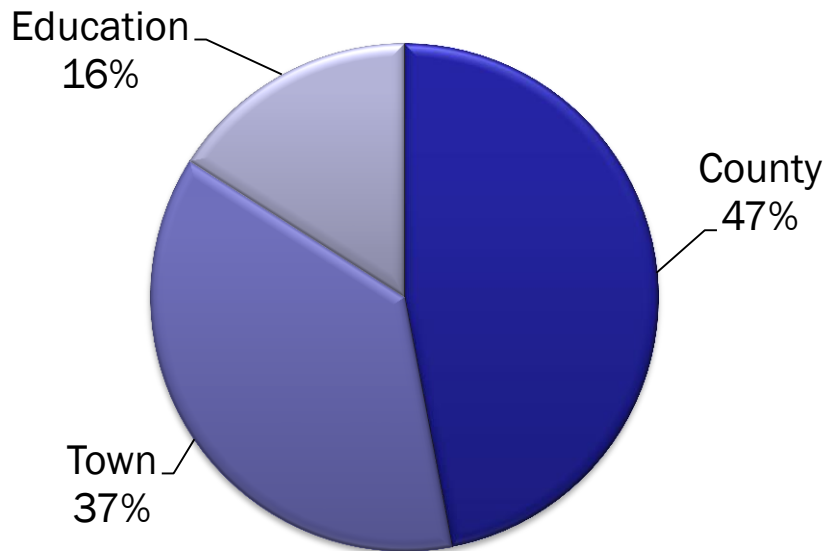






# Distribution of Tax Dollar

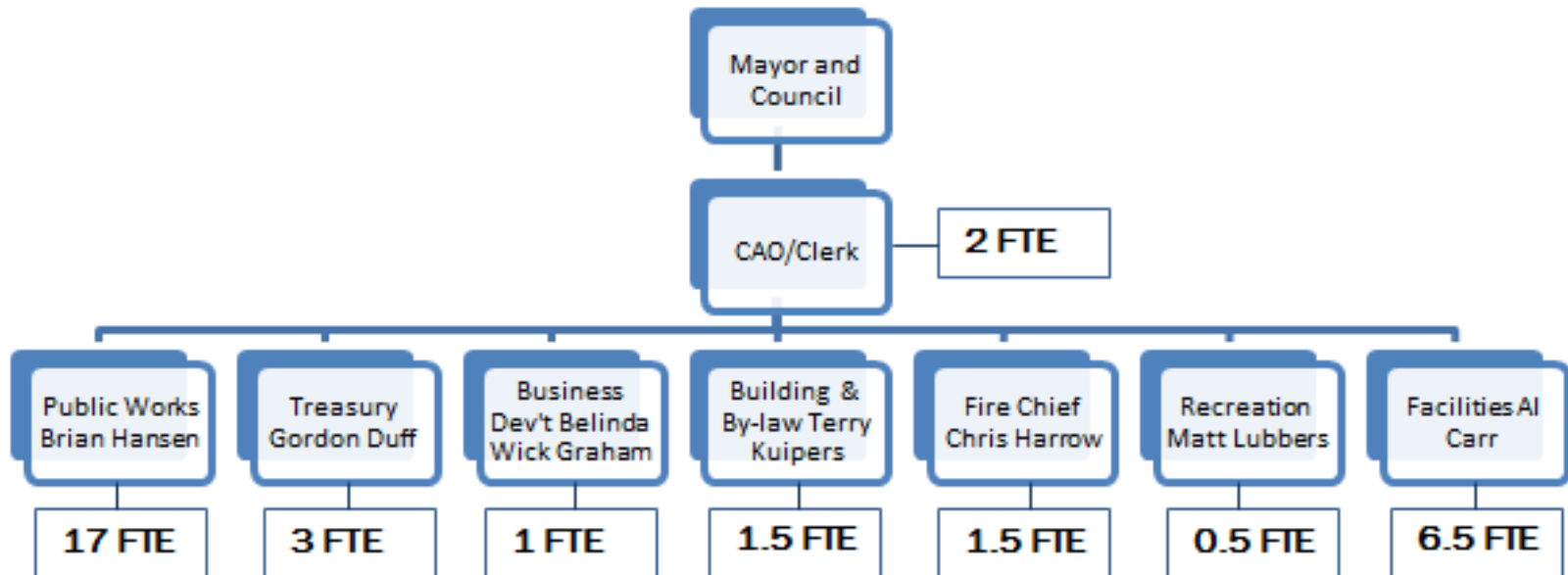
## Breakdown of Tax Dollars



- Town Share is 37% of total tax collected.
- Education Share is 16%, (not increased for years).
- County Share 47%, expect +-2.0% in 2015.
- 1% Town Increase raises +-\$40,000 per year



# Organizational Structure

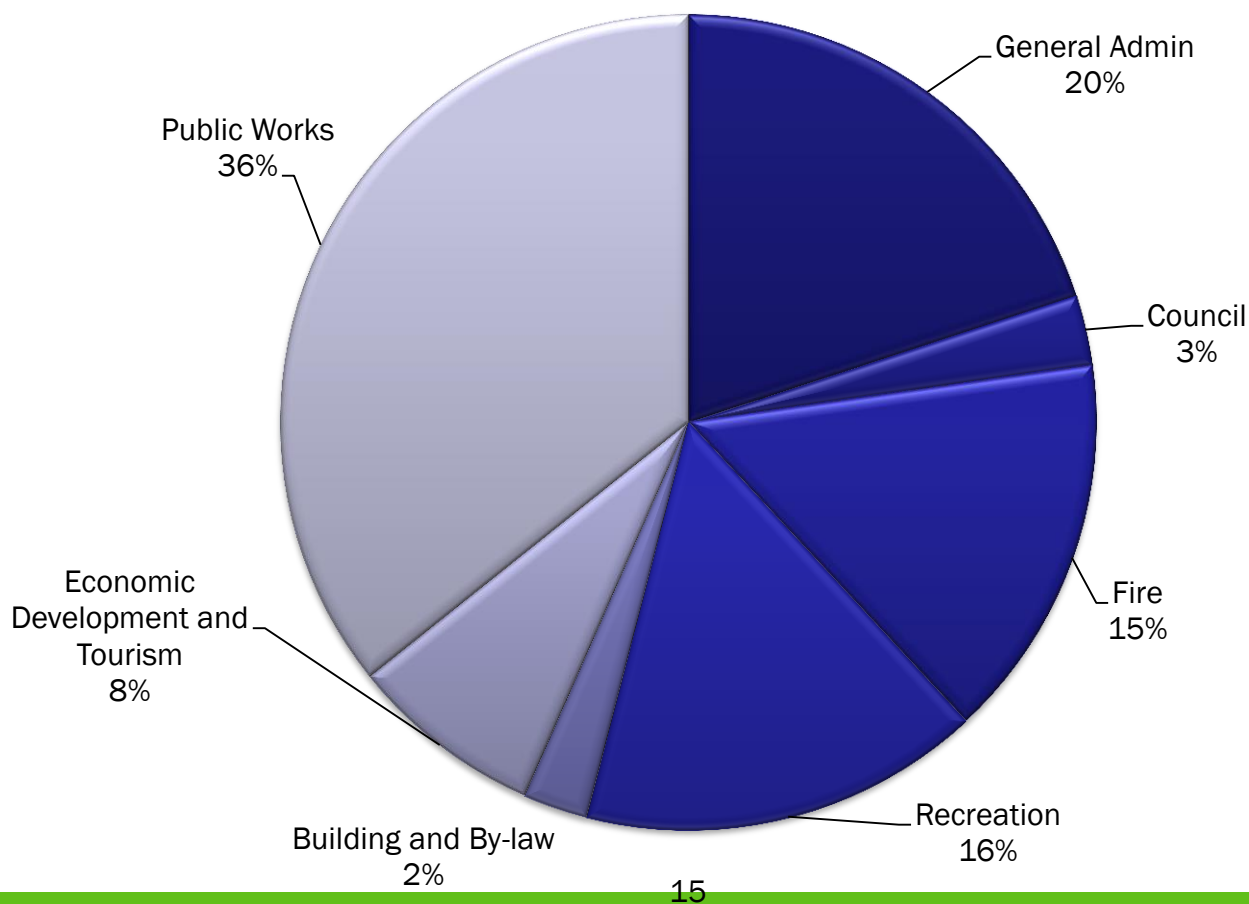


- 41 full time equivalent positions (40 in 2010)
- Shared fire -by-law position vulnerable occupancies (re-organized)
- 3 yr. contract fire admin, electronic meeting, records (less 1 Deputy)
- Building Inspector Source Water Assistance (mandated RMI)
- 3 water & sewer operators (no Centre Wellington); join DWQMS/Lead Hand
- Full time TLC Coordinator and public works operator (re-organize)



# Distribution of Town Share

## Net Budget





# OMPF and OCIF Funding

Year	OMPF Allocation			
2012	\$1,354,300			
2013	\$1,306,900			
2014	\$1,491,400			
2015	\$1,532,500	OCIF Formula Based		Net Increase
2016	\$1,680,700	2016	\$130,000	+\$278,200
<b>2017</b>	<b>\$1,802,900</b>	<b>2017</b>	<b>\$223,161</b>	<b>+\$215,361</b>
2018	?	2018	\$315,205	+\$92,044
2019	?	2019	\$476,143	+\$160,938



# Asset Management

- Town should spend \$2.8 and \$6 million to properly maintain assets.
- Starting 2017 very little carry-over from 2016. Likely grant projects :

OCIF 2016 (Finish Palm. Inkerman & Jane )	\$ 400,000
Canada 150 (Harriston Pool)	\$ 250,000
Ontario 150 (Harriston Arena Accessibility)	\$ 145,000
2017 CWWF (George Street)	\$1,100,000
2016 Connecting Link (Clifford Elora Design)	\$ 500,000
- These projects total \$2.395 million; Town share estimate \$1 million.
- Capital proposals by Department to come forward January 24
- Ann Street block C (Allan to John) 7 new lots \$350,000
- Fiscal accountability policy reserves to exceed borrowing unless needed to pay Town share of grant proposal.





# 2017 Tax Supported Reserves to Debt

## Tax Supported Reserve Cont.

CAO Clerk Election	\$6,000
General Admin	\$23,000
Fire Vehicle	\$206,000
Harriston Arena	\$66,500
Clifford Arena	\$30,000
Palmerston Arena	\$30,000
Satellite Facilities	\$5,000
Trails	\$1,000
Pools	\$3,000
Building Vehicle	\$14,000
Public Works Vehicle	<u>\$240,000</u>
Subtotal	\$624,500

## Tax Supported Debt

Roads Administration	\$287,528
Economic Development	\$103,685
Clifford Arena	\$43,316
Palmerston Arena	<u>\$71,348</u>
Subtotal	\$505,877

Net Reserve Contribution minus  
Tax Supported Debt  
= \$118,623

Note: Added Reserve Contribution 2018  
- \$114,664 (expire roof payment)



# Current Capital Plan

TOWN OF MINTO  
5 YEAR CAPITAL PLAN Proposed in 2016

2017 Likely

Project Costs Dept./Year	2016	2017	2018	2019	2020
Water & Sewer	\$2.65 million \$ 1,066,000	\$ 872,000	\$ 911,298	\$2,860,434	\$ 603,000
Roads & Drainage	\$3.165 million \$ 2,407,000	\$ 2,879,438	\$ 3,264,313	\$1,361,346	\$ 1,621,106
Vehicles	\$0.135 million \$ 375,000	\$ -	\$ 260,000	\$ 400,000	\$ 360,000
Other Departments	\$1.49 million \$ 525,000	\$ 335,000	\$ 490,000	\$ 715,000	\$ 645,000
Total	\$7.42 million \$ 4,373,000	\$2,350,000 \$ 4,086,438	\$ 4,925,611	\$ 5,336,780	\$ 3,229,106

Funding Model Dept./Year	2016	2017	2018	2019	2020
Revenue	\$0.64 million \$ 500,000	\$ 500,000	\$ 500,000	\$ 1,700,000	\$ 500,000
Grant	\$1.56 million \$ 1,000,000	\$1,395,000 \$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Devt Chrg & Reserves	\$1.047 million \$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 25,987	\$ 1,000,000
Borrowing	\$1.42 million \$ 1,343,000	\$ 1,056,438	\$ 1,895,611	\$ 2,080,793	\$ 199,106
Tax	\$0.5 million \$ 400,000	\$400,000 \$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
2015 Carry Over Sustained OCIF	\$2.253 million \$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000
	\$7.42 million \$ 4,373,000	\$2,350,000 \$ 4,086,438	\$ 4,925,611	\$ 5,336,780	\$ 3,229,106



# Budget Process

- Operating Budgets, Mayor identifies each budget by service
- Council discusses as Committee of the Whole each budget, and provides direction to approve, modify or table
- Department Heads provide information in support of budget including recommendations around increases or decreases as well as Strategic direction.
- Minutes form Council's budget direction; Treasurer prepares final budget by-law based on minutes and final resolution to adopt.
- Unless process changed Open house prior to regular Council meeting March 21 (5:00pm to 6:30pm)
- Budget by-law April depending on input



Staff: n/a

FTE:

**Actions:** 3.1 transparency 12.1 implement strategic plan

**Responsibility:** Budget for meetings, training, conferences and other expenses for overall governance of the Town services including sewer and water utilities.

### Budget to Actual Issues

The new remuneration policy for the 2014 to 2018 term increased base pay for Council but more clearly identified meetings that would qualify for per diem payment. This has resulted in lower overall costs for Council wages and per diems. Final expenses for Council overall are projected to be \$8,000 under budget for 2016.

## Issues for 2017 and Beyond



2017 OPERATING BUDGET					
Account	Description	2015 YTD Actual - Sept 30/15	2016 Budget	2016 YTD Actual - Sept 30/16	2017 Budget
<b>Town of Minto Council</b>					
10000-00-585	Transfers from Water & Sewer	14,500.00	29,000.00	29,000.00	30,000.00
	<b>Total Revenue</b>	<b><u>14,500.00</u></b>	<b><u>29,000.00</u></b>	<b><u>29,000.00</u></b>	<b><u>30,000.00</u></b>
1000-00-6010	Council Per Diems	82121.83	114000.00	84260.51	110000.00
1000-00-6020	Benefits - Council CPP & EHT	2891.46	4000.00	2731.81	4000.00
1000-00-6040	Conferences/Meetings	885.13	0.00	0.00	0.00
1000-00-6050	Training	0.00	0.00	0.00	0.00
1000-00-6051	Council Expense-Bridge	279.54	5000.00	1320.19	5800.00
1000-00-6052	Council Expense-Faulkner	2417.12	4800.00	2715.64	5600.00
1000-00-6053	Council Expense-Anderson	2530.42	3500.00	1200.88	4500.00
1000-00-6054	Council Expense-Colwell	3260.84	3500.00	744.52	4500.00
1000-00-6055	Council Expense-Dirksen	2669.63	3500.00	2532.54	4500.00
1000-00-6056	Council Expense-Elliott	5489.23	3500.00	5068.91	4500.00
1000-00-6057	Council Expense-Turton	2043.06	3500.00	2239.05	4500.00
1000-00-6058	Council Expense	0.00	0.00	0.00	0.00
1000-00-6060	Mileage	1327.09	5600.00	1467.18	5600.00
1000-00-6510	Publications & Data Received	0.00	0.00	0.00	0.00
1000-00-6530	Telephone Services-Cell	1408.39	3600.00	1425.98	2500.00
1000-00-6850	Miscellaneous Fund/Social Fun	45.03	2200.00	1211.72	2200.00
	<b>Total Council Expenditure</b>	<b>107368.77</b>	<b>156700.00</b>	<b>106918.93</b>	<b>158200.00</b>
<b>Excess Revenue over/under Expenditure</b>		<b>-92,868.77</b>	<b>-127,700.00</b>	<b>-77,918.93</b>	<b>-128,200.00</b>





		2016 Budget	2017 Draft	Difference	
Council		\$127,700	\$128,200	\$500	
C.A.O. Clerk		\$276,900	\$335,900	\$59,000	
General Admin & Reserves		\$525,200	\$517,300	-\$7,900	\$981,400
People and Property		\$150,600	\$136,650	-\$13,950	
Health Services		\$28,750	\$33,750	\$5,000	\$42,650
Minto Fire Service Overall	Fire Admin	\$567,400	\$596,930	\$29,530	
	Palmerston Fire	\$70,261	\$68,773	-\$1,488	
	Harriston Fire	\$147,825	\$146,825	-\$1,000	
	Clifford Fire	\$102,750	\$95,600	-\$7,150	\$19,892
Clifford Arena & Hall		\$159,982	\$162,043	\$2,061	
Harriston Arena & Hall		\$162,454	\$175,744	\$13,290	
Palmerston Arena & Hall		\$179,944	\$184,709	\$4,765	
Satellite Facilities		\$57,422	\$76,933	\$19,511	
Clifford Parks		\$21,257	\$21,411	\$154	
Clifford Ball & Soccer		\$19,247	\$19,933	\$686	
Harriston Parks		\$28,056	\$29,457	\$1,401	
Harriston Ball		\$17,196	\$18,870	\$1,674	
Palmerston Parks		\$62,185	\$56,633	-\$5,552	
Palmerston Ball & Soccer		\$34,525	\$36,338	\$1,813	
Trails		\$0	\$5,590	\$5,590	\$45,393
Recreation Administration		\$234,500	\$252,000	\$17,500	
Harriston Pool		\$44,750	\$46,000	\$1,250	
Palmerston Pool		\$38,000	\$39,500	\$1,500	
Adventure Camp		\$1,000	\$0	-\$1,000	
Special Programs		-\$6,000	-\$6,000	\$0	\$1,125,161
Joint Health & Safety		\$4,000	\$5,000	\$1,000	
Norgan Theatre		\$0	\$0	\$0	\$20,250
Building & By-law		\$161,475	\$190,175	\$28,700	
Economic Development		\$443,709	\$437,036	-\$6,673	
Tourism		\$113,800	\$25,900	-\$87,900	-\$94,573
Public Works	Roads Admin	\$769,381	\$849,208	\$79,827	
	Municipal Drains	\$33,000	\$33,000	\$0	
	Vehicle Cost & Time	-\$345,000	-\$345,000	\$0	
	Road Maintenance	\$1,036,970	\$1,041,810	\$4,840	
	Winter Control	\$456,480	\$479,206	\$22,726	
	Trailer Park	-\$6,680	-\$8,115	-\$1,435	
	Cemeteries	\$19,800	\$20,520	\$720	
	Street Lights	\$0	\$0	\$0	
	Town Landscape Care	\$75,220	\$100,506	\$25,286	\$2,171,135
Sewage Collect & Treat		\$0	\$0	\$0	
Water Treat & Distribute		\$0	\$0	\$0	\$131,964
Subtotal		\$5,814,059	\$6,008,335	\$194,276	\$194,276
OMPF		-\$1,680,700	-\$1,802,900	-\$122,200	
StabilizationReservces		-\$54,258		\$54,258	
Total Operating		\$4,079,101	\$4,205,435	\$126,334	\$126,334
Tax Supported Capital		\$500,000	510,000	\$10,000	
Total Raised through Tax		\$4,579,101	\$4,715,435	\$136,334	\$136,334



## 2017 Draft Budget Summary Report Budget Meeting December

“He who will not economize will have to agonize” — [Confucius](#)

“These days, you’ve gotta milk a dollar out of every dime.” — [Gayle Forman](#)



## **Town of Minto Proposed 2017 Operating and Capital Budget**

### **Economic Context**

Canada's unemployment rate sits at 7.0% as of October 2016 up 0.2% from June 2016. The average unemployment rate over the last 50 years has been 7.71% reaching its highest (13.1%) in 1982 and lowest in 1966 (2.9%). Ontario has an unemployment rate of 6.4% down 0.4% from 2015. Locally the unemployment rate remains near 4%.

The Federal debt is \$632 billion dollars growing nearly \$3 million per hour based on the Canadian Taxpayers Federation national debt clock. In 2015 the Federal deficit of \$3.2 billion was to be eliminated in 2016. Upon taking office the current government proposed "modest" \$9-\$10 billion deficits before balancing the budget in 2018-19. This has now changed and the 2016-17 deficit is estimated at \$30 billion to be reduced to \$15 billion in 2021. This is a result of the Federal Government's effort to stimulate the economy in light of the drop in oil prices. The estimated \$12.9 billion Federal investment in water and waste water infrastructure is part of its efforts to improve the economy.

September 2015 the Province announced a lower than projected deficit at \$10.4 billion for 2014-15 which was on target for elimination in 2018. Currently Ontario debt sits around \$300 billion and the deficit around \$5 billion. The 2016 Ontario budget calls for a \$4.3 billion deficit in 2016-17 with full elimination in 2018. Deficit elimination includes the \$1.9 billion in new cap and trade revenues.

As combined Federal and Provincial debt approaches \$1 trillion, debt reduction by the Federal government should not put pressure on local municipal budgets given their 10 year infrastructure commitment. Provincially transfers under the Ontario Municipal Partnership Fund (OMPF) remained stable at \$505 million for 2017, but have declined from \$598 million in 2012. The Province argues the combined commitment to all municipalities (including uploading court security, Ontario Works and other benefits) is \$2.4 billion in 2017, up \$100 million over 2016 and \$1.8 billion since 2004. Increased infrastructure spending at the Provincial level will help fund the Town's capital program.

Cost of living in Canada increased 1.3% for the 12 months leading to September 2016, up marginally from a year ago. Shelter and transportation added most to the cost of living while energy prices have shown a decrease. The Province identifies "economic uncertainty" as an on-going challenge, but as oil prices have fallen along with the Canadian dollar there is an opportunity for Ontario to grow business and create jobs.

The Province believes it will create 900,000 new jobs by 2019, above and beyond those lost to the 2008 recession through retraining, decreasing red tape and reducing tax rates on new business investment. The Trans Pacific Partnership if ratified internationally should increase sectors such as agriculture, but the prospect of re-negotiated trade deals could also impact job creation. Once again in Minto the budget anticipates local agriculture, manufacturing, service industries, and other business remain relatively healthy. The 2017 budget is based on moderate assessment growth.

### **Strategic Plan and Fiscal Accountability**

The Town's Strategic Plan was prepared "in-house" and was approved in August 2013. Over 100 people had input into the Strategic Plan. The Plan has a five to ten year scope and a new monitoring and updating process. It has 98 initiatives in nine business areas prioritized in an implementation schedule. The Plan was reviewed in 2015 when staff estimated about 40% of the actions as complete or partly complete. Asset Management Plans, Integrated Community Sustainability Plan, Cultural Master Plan, and Master Fire are authorized in the Strategic Plan, and are planning documents implemented through budget. Strategic actions are expressed in each business plans by function or service area.



In 2016 Council adopted a Fiscal Accountability Policy along with its Code of Conduct and Transparency Policies. The Fiscal Accountability Policy has the following general principles:

- Apply short and long term budgeting tools, financial plans and asset management practices to support infrastructure in a balanced and sustainable fashion
- Low to moderate user fee, rate and property tax increases that respect ratepayers ability to pay
- Show “value for money” by maintaining tangible capital assets and pursuing partnerships with other municipalities, governments and other entities.
- Capital budget should look at asset management plans, five year needs, grant programs and the capacity to complete capital works when making decisions on projects.
- Sustain sufficient reserves to cover two years of operations or twice the annual tax supported budget (on track – current estimate about \$8.8 million)
- Ensure total annual borrowing is less than total annual reserves if possible and practical unless borrowing or reserves are needed to obtain senior government grant programs.

Staff has prepared the budget according to this fiscal accountability policy.

### **Budget Theme**

The 2017 budget theme is “Keeping it Real” or in other words “to stay true to one's self; to resist the temptation to be fake” or “to stay cool”. The 2017 theme suggests Council meet its operational and infrastructure needs while staying within its means. It recognizes that external and internal forces impact on the Minto, and the Town must stay true to its strategic plan and fiscal accountability policy.

The following have been budget themes the last six years:

- 1) 2012 it was “change leading to sustainability”
- 2) 2013 “striving for sustainability”
- 3) 2014 “steps in the right direction”.
- 4) 2015 “hit the ground running”
- 4) 2016 “stay the infrastructure course

The 2016 budget theme meant continuing to be pro-active replacing and maintaining infrastructure in an affordable and responsible way. The 2016 AMO conference and subsequent What's Next Ontario initiative sought out Town support for AMO's work addressing the \$3.6 billion looming fiscal gap between infrastructure and services municipalities provide over the next 10 years and revenues municipalities can expect to receive. Using current revenue tools AMO projects property tax need to increase 4.6% annually over the next 10 years based on current committed revenues to municipalities and 8.3% if the Province begins to back down on current commitments. Minto supported AMO's initiative to work with the Province to bridge the fiscal gap, but the 2017 budget does not anticipate any new revenue sources.

The Provincial “cap and trade” program “will cost the average Ontario household about \$13 more per month to fuel a car and heat a home”, while gasoline will cost “4.3 cents a liter more in 2017”. The Province plans to generate \$1.9 billion in new revenues of which \$325 million will go to the Green Investment Fund to help reduce energy use across sectors. Property tax payers will be faced with these added costs beginning in 2017 along with any property tax increases imposed by municipalities. Keeping it real means recognizing there is only one taxpayer to fund municipal operations and climate initiatives.

### **Infrastructure Spending**

Between 2011 and 2016 the Town spent about \$27 million improving infrastructure, and has identified capital need for \$17.5 million through 2020. This must be funded by a combination of tax supported

capital, grants, borrowing and reserve contributions. Care is required in 2017 to manage reserve and borrowing to remain consistent with the fiscal policy that reserves always exceed borrowing level. Staff will report on this during capital budget deliberations when a funding plan is in place for 2017 and beyond.

The gross value of Town Tangible Capital Assets is \$123 million and the depreciated or “book value” is \$68 million depreciating at a rate of \$2.8 million annually. The Town’s Asset Management Plan suggests over \$6 million is needed annually to maintain roads, bridges, water and sewer infrastructure. The Town should continue to spend between \$2.8 and \$6 million to properly maintain its assets.

The following summarizes use of existing grant funds:

<b>Project</b>	<b>Estimated Grant</b>	<b>Total Project \$</b>
2015 OCIF Bride Road Culvert (complete)	\$454,444	\$652,000
2015 SCIF Harriston Elora Street (complete)	\$1,000,000	\$2,500,000
2015 Connecting Link Intake 1 Clifford Elora	\$1,935,806	\$2,800,000
2016 Connecting Link Intake 2 Clifford Elora north**	\$ 830,000	\$1,250,000
2016 OCIF Jane & Inkerman (finish 2017)	\$1,300,000	\$2,090,000
Canada 150 (Harriston Pool) **	\$ 83,333	\$ 250,000
Ontario 150 (Harriston Arena Accessibility) **	\$ 72,500	\$ 145,000
2017 CWWF ( George Street)	\$ 748,110	\$1,100,000
<b>Total</b>	<b>\$6,424,193</b>	<b>\$10,787,000</b>

\*\* is not approved decision pending

In 2016 budget the Town committed the federal gas tax of \$246,000 to a \$1.8 million debenture over 10 years. The 2016 application under SCIF for Brunswick Street pumping station did not receive final approval. While this project is on the books the Town will not have to raise \$900,000 of this \$2.5 million project.

The Town received \$130,000 in formula based funding under OCIF as its Asset Management Plan is up to date and appropriate FIR reports are filed with no critical errors. This amount is assured through to 2019 increases as follows:

2016	\$130,000
2017	\$223,161
2018	\$315,205
2019	\$476,143

This provides an added \$1,014,509 of project funding for the next three budget years.

### **Operating Budget**

The Town’s main operating funding from the Province is the Ontario Municipal Partnership Fund (OMPF) which over the last seven years has varied as follows:

<b>Year</b>	<b>OMPF Allocation</b>
2012	\$1,354,300
2013	\$1,306,900
2014	\$1,491,400
2015	\$1,532,500
2016	\$1,680,700
2017	\$1,802,900

In 2014 the Ministry of Finance redesigned OMPF to support areas with limited property assessment like Minto and to recognize challenges of rural municipalities “while targeting funding to those with more

challenging fiscal circumstances.” This includes the “Northern and Rural Fiscal Circumstances Grant” which helps with Minto’s annual OMPF allocation. In 2017 OMPF includes an increase for rural communities “with the highest percentage of farmland (over 70%)”; Minto has benefited from this reallocation based on 85.5% of its assessment being farmland.

In 2015 the Province approved \$115,000 to cover expenses to implement Source Water Protection initiatives. This included staff training, and in part new staff to provide a Risk Management Inspector (RMI) locally. The County Wide Risk Management Officer (RMO) provides direction to local RMI. Stacey Pennington and Terry Kuipers act in place of the County Wide RMO if necessary. Funding for this work was extended through 2016. There are no budget increases in 2017 attributed to source water protection.

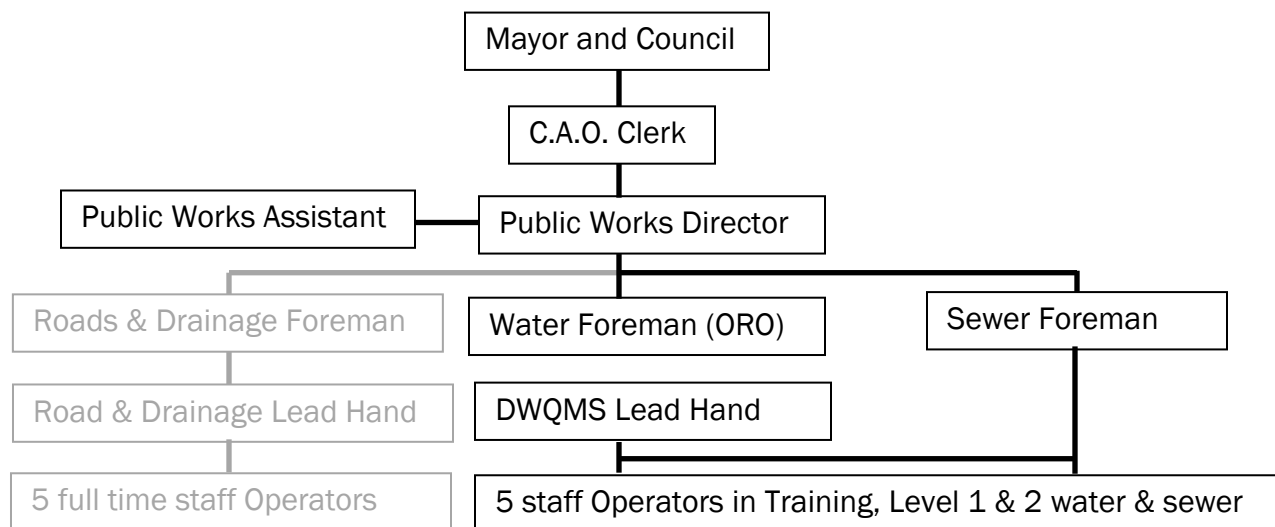
Other “hidden” downloads from the Provincial agenda that impacted Town operating budget in previous years including Accessibility Regulations, Green Energy Plans, Building Code amendments (vulnerable occupancies), and health and safety awareness. These new responsibilities include obligations to report back to the Province on progress in all these areas.

In 2015 staff reported that climate change, and access to transit, ultra-high speed internet and natural gas in rural areas are potentially the next “hidden” initiatives that may add to the operating budget in the future. In 2016 there are no proposed adjustments to the operating budget to begin to address these initiatives, but in 2017 energy costs will increase the cost of gasoline, diesel, natural gas and electricity to fund cap and trade. A significant amount of 2017 increases in Facilities, Pools, and Public Works are due to higher energy costs.

#### Water and Sewer Services

On January 1<sup>st</sup>, 2013 Section 19 of the Safe Drinking Water Act (passed in 2002 but not executed) was declared. Section 19 requires municipal drinking water systems owners exercise a “level of care, diligence and skill” when maintaining a system. Section 19 contains penalties for any person, including a member of Council, who does not act “honestly, competently and with integrity” when protecting the safety” of drinking water users. Penalties include fines up to \$4 million and imprisonment for up to five years.

January 1, 2015 the Town took over full operation of its three waste water treatment facilities, the lagoon systems in Clifford and Harriston and secondary treatment facility in Palmerston. Starting February 2016 the water treatment and distribution, and waste water collection and treatment structure is as follows:

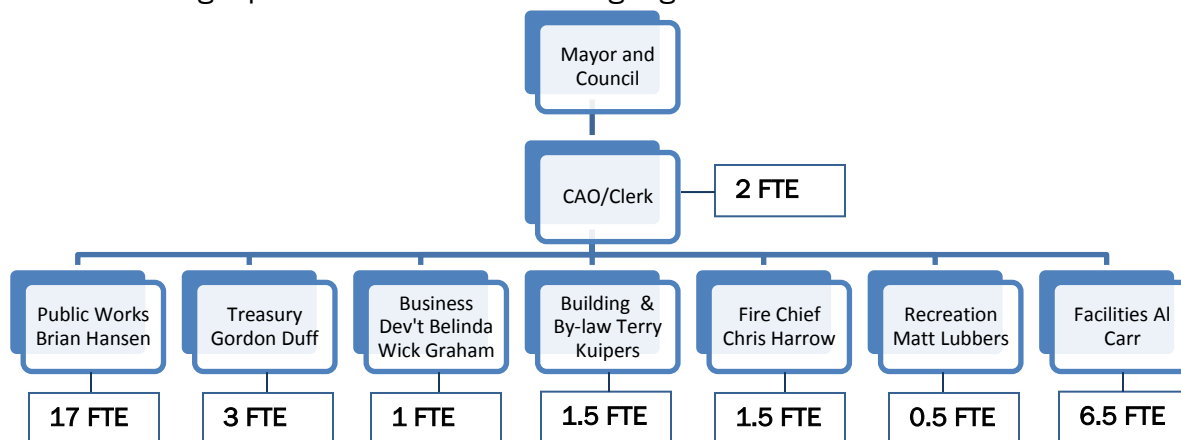


January 2012 Council approved the Watson & Associates Water Financial Plan required by Regulation 453/07 under DWQMS to obtain all permits to take water for the four Town systems. At the same time a sewer financial plan was developed in a combined document that set water and sewer rates for up to five years. In 2015 the Water and Sewer Financial Plan was updated and new water and sewer rates applied after meters were installed. The new rates resulted in less revenue to the system mainly due to increased conservation. Early in 2016 the Town increased rates to maintain the user pay system.

The 2017 budget anticipates less revenue from all four water systems. Reduced operating costs are identified to maintain reasonable contributions to reserves and life cycle costs. Water and sewer rates will also need to increase to ensure the long term system viability as required by Provincial legislation.

### Overall Operations

This is the fifth budget planned under the following organizational structure.



There are 41 full time equivalent positions following restructuring in 2015 and 2016. In 2015 administrative support has been increased in Economic Development & Tourism, Public Works, Facilities and Recreation (shared), and Minto Fire (three year contract). New positions since 2015 are as follows:

- Shared fire -by-law position to meet required Provincial inspections, plans for vulnerable occupancies
- 3 year contract fire admin implements Fire Master Plan and Clerk's electronic meeting and records
- Building Inspector Source Water Assistance to meet mandate for Risk Management Inspector
- Two trained water and sewer operators replacing Centre Wellington contract for sewage plant
- Full time Town Landscaped Care Coordinator and public works operator

Not included in the staff numbers are part time facility and concession operators, the LaunchIT Coordinator shared on contract with Chamber of Commerce, summer programming and lifeguards, seasonal winter control, and crossing guards. There has been some increase in part time related to specific program need, but most all these areas had part time or seasonal help in 2010.

Funding for positions in fire was achieved by leaving the Deputy Chief position in Palmerston vacant and sharing staff responsibilities with C.A.O. Clerks. The Building Inspector Source Water Assistant is funded in part from building fees. The sewage operator and full time assistance in Public Works was funded by eliminating the \$279,000 annual payment to Centre Wellington. The TLC Coordinator was a move from part time to full time using funds in snow removal and other operations to allow full time.

Council was proactive adjusting the organization to anticipate financial challenges. With added trail and satellite facilities responsibilities (Harriston Medical Clinic, Harriston Train Station and Palmerston Railway Museum) a central booking system is under development in Facilities and Recreation. The intent is to off-

load customer service and follow-up with bookings from Lead Hand and operators in favour of administrative support at the Town office. A policy and practice will be ready for Council in the New Year with a recommendation for staff resources.

Canada 150 celebrations, Clifford Homecoming and National PeeWee Championships are significant events to plan for in 2017, but none will have the impact of IPM 2016. 2017 will be the first year without maternity leave since 2013.

In 2017 the Town is required to do a market check to ensure its Pay Policy is up to date. This will help maintain internal equity as well as meet requirements of the Pay Equity Act. The Town's Employee Committee has been reviewing new and restructured positions to maintain internal equity under the guidance of Ward and Uptigrove. Any changes to the grid resulting from the market check will be a 2018 budget item.

### **Operating Budget Process**

At budget meetings Council reviews each service to find increases or decreases to operating costs based on a "business plan" looking at strategic actions, budget pressures, long term issues, and service measures. Department Heads review these plans with Council to assist with decision making. Budget is provided in electronic form and posted on the Town website so the public has access to the same information at the same time as Council. Meetings are broadcast on YouTube and picked up by Wightman Cable. Electronic budget and YouTube recordings increase public access and transparency.

### **Format**

The "business plan" for each area is followed by the operating budget spreadsheet providing line item detail. Snapshots show how a "business plan" cover sheet relates to the operating budget spreadsheet.

<b>Operating Budget Summary</b>					
2016 Budget (Actual \$77,919 to Sept 2016)					<b>\$127,700</b>
<b>Past &amp; Projected (1%)</b>		<b>0.01</b>			
<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	
\$137,810	\$127,700	\$ 128,200	\$ 129,482	\$ 130,777	
<b>Budget Initiatives</b>					
1. Decrease Per diems					-\$4,000
2. Increase Training/Conference Councillor \$1,000, Deputy Mayor & Mayor \$800					\$6,600
3. Decrease phone cost					-\$1,100
4. Small increase charge to water and sewer					-\$1,000
<b>Proposed 2017 Budget</b>					<b>\$128,200</b>

The "Past and Projected" section of the cover sheet gives a rough five year trend using an inflation factor of 0.01 or 1 percent. Business plans identify major differences between the 2016 budget and actual spending, future Department issues beyond 2017, and Service Measures with key indicators.

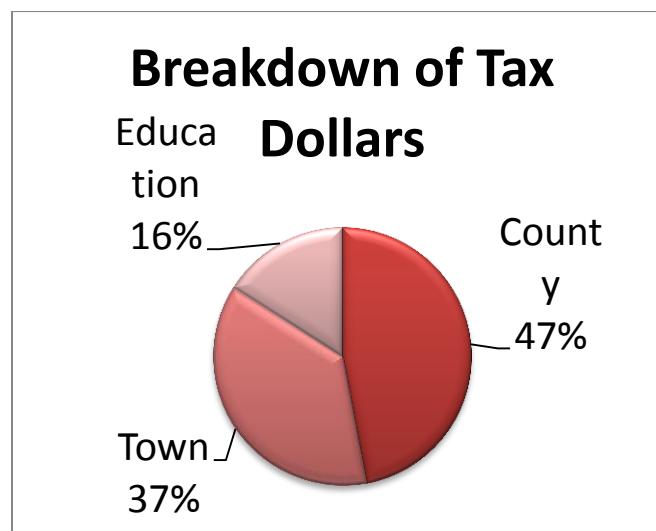
The “Actual” highlighted in red describes current spending in that area to date and matches the amount in red on the spreadsheet below. The 2016 budget in light green on the cover sheet matches the total on the spreadsheet. Budget Initiatives add or subtract from the 2016 budget to create a draft 2017 Budget (highlighted in blue).

<b>2017 OPERATING BUDGET</b>					
Account	Description	2015	2016	2016	2017
		YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget
<b>Town of Minto Council</b>					
1000-00-6510	Publications & Data Received	0.00	0.00	0.00	0.00
1000-00-6530	Telephone Services-Cell	1408.39	3600.00	1425.98	2500.00
1000-00-6850	Miscellaneous Fund/Social Fun	45.03	2200.00	1211.72	2200.00
	<b>Total Council Expenditure</b>	<b>107368.77</b>	<b>156700.00</b>	<b>106918.93</b>	<b>158200.00</b>
	<b>Excess Revenue over/under Expenditure</b>	<b>-92,868.77</b>	<b>-127,700.00</b>	<b>-77,918.93</b>	<b>-128,200.00</b>

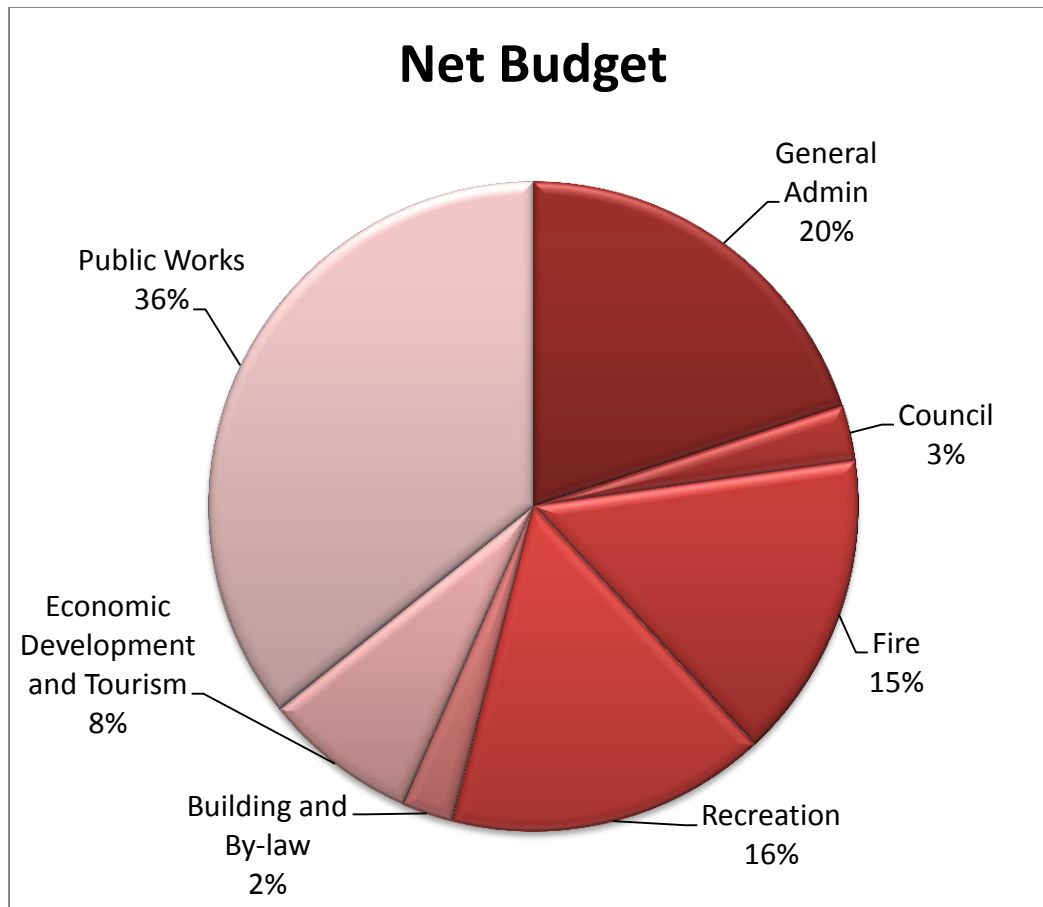
There is also a column showing 2015 actual budget to date to give some perspective on 2016 actual expenditures. At the end of the business plan is the C.A.O. Clerk and Department Head recommendation for the draft budget. Staff will briefly outline each service area to Council who can ask questions and recommend changes by motion in Committee of the Whole. If there is no change a motion is not required and the amount recorded in budget minutes.

### **Operating Budget Facts**

The budget as recommended would require approximately \$136,335 additional funding from taxation or a budget increase of about 3%. The following chart breaks down the Town, County and Education share of your overall tax bill.



The Town is responsible for 37% of the average residential tax bill, the County 47% and Education 15%. The following chart illustrates the distribution of municipal tax dollars.



Trends in the 2017 budget include following:

1. The Town's budget increase would be in the range of 3% which when combined with County and Education levies would typically project to less for the average residential ratepayer.
2. There is \$118,623 more reserve contribution than debt payment in this year's budget. In 2018 added \$114,664 of debt payments will expire at the Clifford and Palmerston Arena. This has traditionally been added to reserve contributions for major facility changes in the long term.
3. \$153,000 of the Federal Gas Tax (+\$240,000) is committed to annual loan payments for a 10 year period.
4. Provincial re-assessment phase in continues. The Treasurer will provide details on the impact on the average residence, agricultural lands and the impact within tax classes as we move forward.
5. There is \$122,200 more OMPF funding in 2017 which injects 2.7% more tax supported dollars in the annual operating budget.
6. Council budget is up \$500 due to increased training. Per Diem payments are budgeted \$4,400 less than in 2016, \$14,500 less overall since the new pay system was adopted for this term.
7. The General Administration budget includes \$8,000 more in tax stabilization reserves (total \$75,000).
8. The C.A.O. Clerk by-law increases \$54,000 due to re-allocated wages and benefits from General Administration and \$5,000 increase in legal fees.
9. Saugeen Valley Conservation Authority and Maitland Valley are projected at minor increases. Overall People and Property budget is down \$500 due to increased dog tag revenue.
10. Health Services budget is increased to accommodate added rent in the Clifford Medical Centre.

There is a separate budget for the Municipal Services Corporation Harriston Lion's Medical Centre.

11. Overall MintoFire Budget increases nearly \$20,000 to accommodate three year contract in that budget for Marketing and Administration and increased dispatch fees. The Minto Fire Corporation will pay just over \$17,000 of expenses to Minto Fire.
12. Public Works Administration is up to address \$79,827 overall including an additional \$79,072 in principal and interest payments related to 2016 capital and another \$40,000 contribution to reserves for vehicle maintenance system (\$240,000 of +\$420,000 needed).
13. The Town Landscape Care budget is increased to accommodate wages, benefits and training for full time staff member in this area shared with winter control.
14. Road maintenance increase is less than \$5,000 on a \$1.042 million budget for hard top and gravel surface care, sidewalks, streetlights, etc.
15. Winter control budget is up \$22,000 almost exclusively to account for increased salt costs.
16. Street lights remain \$0 base with the net impact of the agreement with LAS and Real Term Energy for LED street lights reflected. The Town's share of hydro savings is reduced by increased rates, which decreases the capital replacement for street lights to +\$15,000 per year. Unless hydro increases are moderated the Town will have less than the \$500,000 in reserve to begin to replace lights as needed after their warranty expires in about eight years. A 3% increase in levy is included.
17. Cemeteries budget is up slightly for 2017. Trailer Park residency in Harriston is now two, while Palmerston remains full. A small revenue increase has been applied in 2016 and 2017. Harriston is subject to a Canada 150 grant that would see the lands redeveloped as passive park.
18. The \$49,000 grant reduction in Building and By-law Department annualizes Source Water Protection wages for the Building Inspector/Risk Management Inspector. Residential permit fees are increased although budget cannot be increased significantly as a \$120,000 annual amount was over-estimated years ago.
19. Overall facilities increase about \$45,000 primarily due to wage and benefit allocations and increased utility costs. The largest increase is in Satellite Facilities due to the addition of the Palmerston Railway Heritage Museum to the budget.
20. Recreation administration is up just over \$17,500 to accommodate wage and benefits, and a \$5,000 allocation to the asset management plan.
21. Norgan Theatre will contribute its final \$16,000 from operations to retire the debt from the 2006 renovation. The Committee will be working on its future structure moving forward in 2017.
22. Economic development is down over \$6,000 due to re-allocation of marketing dollars and reduced principle and interest payments. The Tourism budget is down \$87,900 by transferring wages out to economic budget and removing entrance sign replacement budget which was finished in one year. IPM 2016 expenses are replaced in part by Canada 150 expense.
23. There are still some increases for hydro in a number of budgets where energy savings initiatives were undertaken such as Facilities and Public Works. Some of the increase is "catch-up" to previous rate increases, while in other cases decreases have been offset by "green energy" or "climate change" increases.
24. Sewer budget reflects improved revenue since mid-year rate correction in 2016. Palmerston Plant expenses are increased much more than Harriston and Clifford Lagoon Systems. Staff is working with Triton Engineering on Palmerston plant refurbishment to deal with aging equipment in need of replacement. Revenue will be placed in the operating reserve until it can be built up to fund the life cycle reserve.
25. A water budget also shows improved revenue since rate increase mid-2016. Revenue is added too the system after budget decrease in 2016. A mid-year rate increase may again be needed in 2017.
26. Most Department budgets have wage and benefit increases as 2016 in the final year to implement adjustments from the 2012-13 compensation and pay equity study. Town policy requires wage re-assessment in 2017. Council's decision on cost of living increase for 2017 is pending this budget.



The summary table below lists service areas along with draft 2017 budget versus 2016 budget:

		2016 Budget	2017 Draft	Difference	
<b>Council</b>		\$127,700	\$128,200	\$500	
<b>C.A.O. Clerk</b>		\$276,900	\$335,900	\$59,000	
<b>General Admin &amp; Reserves</b>		\$525,200	\$517,300	-\$7,900	\$981,400
<b>People and Property</b>		\$150,600	\$136,650	-\$13,950	
<b>Health Services</b>		\$28,750	\$33,750	\$5,000	\$42,650
<b>Minto Fire Service Overall</b>	Fire Admin	\$567,400	\$596,930	\$29,530	
	Palmerston Fire	\$70,261	\$68,773	-\$1,488	
	Harriston Fire	\$147,825	\$146,825	-\$1,000	
	Clifford Fire	\$102,750	\$95,600	-\$7,150	\$19,892
<b>Clifford Arena &amp; Hall</b>		\$159,982	\$162,043	\$2,061	
<b>Harriston Arena &amp; Hall</b>		\$162,454	\$175,744	\$13,290	
<b>Palmerston Arena &amp; Hall</b>		\$179,944	\$184,709	\$4,765	
<b>Satellite Facilities</b>		\$57,422	\$76,933	\$19,511	
<b>Clifford Parks</b>		\$21,257	\$21,411	\$154	
<b>Clifford Ball &amp; Soccer</b>		\$19,247	\$19,933	\$686	
<b>Harriston Parks</b>		\$28,056	\$29,457	\$1,401	
<b>Harriston Ball</b>		\$17,196	\$18,870	\$1,674	
<b>Palmerston Parks</b>		\$62,185	\$56,633	-\$5,552	
<b>Palmerston Ball &amp; Soccer</b>		\$34,525	\$36,338	\$1,813	
<b>Trails</b>		\$0	\$5,590	\$5,590	\$45,393
<b>Recreation Administration</b>		\$234,500	\$252,000	\$17,500	
<b>Harriston Pool</b>		\$44,750	\$46,000	\$1,250	
<b>Palmerston Pool</b>		\$38,000	\$39,500	\$1,500	
<b>Adventure Camp</b>		\$1,000	\$0	-\$1,000	
<b>Special Programs</b>		-\$6,000	-\$6,000	\$0	\$1,125,161
<b>Joint Health &amp; Safety</b>		\$4,000	\$5,000	\$1,000	
<b>Norgan Theatre</b>		\$0	\$0	\$0	\$20,250
<b>Building &amp; By-law</b>		\$161,475	\$190,175	\$28,700	
<b>Economic Development</b>		\$443,709	\$437,036	-\$6,673	
<b>Tourism</b>		\$113,800	\$25,900	-\$87,900	-\$94,573
<b>Public Works</b>	Roads Admin	\$769,381	\$849,208	\$79,827	
	Municipal Drains	\$33,000	\$33,000	\$0	
	Vehicle Cost & Time	-\$345,000	-\$345,000	\$0	
	Road Maintenance	\$1,036,970	\$1,041,810	\$4,840	
	Winter Control	\$456,480	\$479,206	\$22,726	
	Trailer Park	-\$6,680	-\$8,115	-\$1,435	
	Cemeteries	\$19,800	\$20,520	\$720	
	Street Lights	\$0	\$0	\$0	
	Town Landscape Care	\$75,220	\$100,506	\$25,286	\$2,171,135
<b>Sewage Collect &amp; Treat</b>		\$0	\$0	\$0	
<b>Water Treat &amp; Distribute</b>		\$0	\$0	\$0	\$131,964
<b>Subtotal</b>		\$5,814,059	\$6,008,335	\$194,276	\$194,276
<b>OMPF</b>		-\$1,680,700	-\$1,802,900	-\$122,200	
<b>StabilizationReserves</b>		-\$54,258		\$54,258	
<b>Total Operating</b>		\$4,079,101	\$4,205,435	\$126,334	\$126,334
<b>Tax Supported Capital</b>		\$500,000	510,000	\$10,000	
<b>Total Raised through Tax</b>		\$4,579,101	\$4,715,435	\$136,334	\$136,334

## CAPITAL BUDGET

The 2016 budget called for \$7.42 million distributed and funded as shown below:

<u>Proposed Expenditures</u>		<u>Proposed Funding</u>	
<b>Public Works</b>	<b>\$5.95 million</b>	<b>Borrowing</b>	<b>\$1.42 million</b>
Water	\$1.49 million	2015 Approved (old)	\$0.66 million
Sewer	\$1.16 million	2016 Proposed (new)	\$0.76 million
Roads	\$3.3 million	<b>2016 Tax</b>	<b>\$0.5 million</b>
<b>Fire</b>	<b>\$0.66 million</b>	<b>Reserves</b>	<b>\$1.047 million</b>
Admin	\$0.127 million	<b>Grants</b>	<b>\$1.56 million</b>
Cemeteries	\$0.055 million	<b>2015 Carry Over</b>	<b>\$2.253 million</b>
Facilities	\$0.38 million	<b>Water &amp; Sewer Charges</b>	<b>\$0.62 million</b>
Economic Development	\$0.178 million	<b>Other</b>	<b>\$0.02 million</b>
<b>Other</b>	<b>\$0.070 million</b>		
<b>TOTAL</b>	<b>\$7.42 million</b>	<b>TOTAL</b>	<b>\$7.42 million</b>

Major projects in 2016 included reconstruction of Harriston Elora Street (William to Arthur) \$790,000, Clifford Ann Street \$490,000, Clifford Elora Street Design \$400,000, Palmerston Jane & Inkerman \$2 million, Palmerston James Street paving \$520,000, Minto Fire 2004 Aerial and 2016 Pumper \$555,000, Public Works Plow Truck \$300,000, Entrance Signage \$175,000, Public Works Water Truck \$135,000, and Inflow & Infiltration \$275,000.

The five year capital plan approved from the 2016 budget is shown below.

### TOWN OF MINTO 5 YEAR CAPITAL PLAN Proposed in 2016

Project Costs Dept./Year	2017 Likely				
	2016	2017	2018	2019	2020
	<b>\$2.65 million</b>				
Water & Sewer	\$ 1,066,000	\$ 872,000	\$ 911,298	\$2,860,434	\$ 603,000
	<b>\$3.165 million</b>				
Roads & Drainage	\$ 2,407,000	\$ 2,879,438	\$ 3,264,313	\$1,361,346	\$ 1,621,106
	<b>\$0.135 million</b>				
Vehicles	\$ 375,000	\$ -	\$ 260,000	\$ 400,000	\$ 360,000
	<b>\$1.49 million</b>				
Other Departments	\$ 525,000	\$ 335,000	\$ 490,000	\$ 715,000	\$ 645,000
	<b>\$7.42 million</b>	<b>\$2,350,000</b>			
<b>Total</b>	<b>\$ 4,373,000</b>	<b>\$ 4,086,438</b>	<b>\$ 4,925,611</b>	<b>\$ 5,336,780</b>	<b>\$ 3,229,106</b>

Funding Model Dept./Year	2016	2017	2018	2019	2020
	<b>\$0.64 million</b>				
Revenue	\$ 500,000	\$ 500,000	\$ 500,000	\$ 1,700,000	\$ 500,000
	<b>\$1.56 million</b>	<b>\$1,395,000</b>			
Grant	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
	<b>\$1.047 million</b>				
Devt Chrg & Reserves	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 25,987	\$ 1,000,000
	<b>\$1.42 million</b>				
Borrowing	\$ 1,343,000	\$ 1,056,438	\$ 1,895,611	\$ 2,080,793	\$ 199,106
	<b>\$0.5 million</b>	<b>\$400,000</b>			
Tax	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
<b>2015 Carry Over</b>	<b>\$2.253 million</b>				
Sustained OCIF	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000
	<b>\$7.42 million</b>	<b>\$2,350,000</b>			
<b>Total</b>	<b>\$ 4,373,000</b>	<b>\$ 4,086,438</b>	<b>\$ 4,925,611</b>	<b>\$ 5,336,780</b>	<b>\$ 3,229,106</b>

Starting out 2017 there is expected to be very little carry-over from 2016. The following projects are likely:

OCIF 2016 (Palmerston Inkerman & Jane Carry Over)	\$ 400,000
Canada 150 (Harriston Pool)	\$ 250,000
Ontario 150 (Harriston Arena Accessibility)	\$ 145,000
2017 CWWF ( George Street)	\$1,100,000
2016, Connecting Link (Clifford Elora Design)	\$ 500,000

Of these five projects totaling nearly \$2.4 million the Town will need to raise over \$1 million. To service seven more lots in Clifford on Ann Street in 2016 over \$310,000 would need to be funded (based on 2016 costs) by the Town. Connecting Link funding in Clifford for Elora Street will require an additional \$1 million to be raised by the Town to complete this \$4 million project in 2018. More information will come forward at the January budget session so assist Council with making project and funding decisions.

### **SUMMARY**

This year the Town must deal with paying for its 2016 borrowing as well as address the reduced water and sewer revenue due to conservation efforts of users resulting from full metered rates. It appears the Town may be able to **“Keep Things Real”** with modest borrowing in 2017. Thank you to all the Department Heads and staff who helped prepare this year’s budget, and to Council for their patient and realistic approach to budgeting in Minto.

Bill White, C.A.O. Clerk

Gordon Duff Treasurer



**Budget by Service**  
**Department Name:** Mayor and Council  
**Budget Code:** 1000  
**Staff:** n/a

**Section:** Administration  
**FTE:**

**Strategic Position** 12.0 Demonstrate Council and Staff leadership by taking primary responsibility for implementing and following the Strategic Plan, while recognizing the roles of community leaders in achieving Plan success.

**Actions:** 3.1 transparency 12.1 implement strategic plan

**Responsibility:** Budget for meetings, training, conferences and other expenses for overall governance of the Town services including sewer and water utilities.

Operating Budget Summary						
2016 Budget (Actual \$106,918 to Sept 2016)						\$127,700
Past & Projected (1%)		0.01				
2015	2016	2017	2018	2019		
\$137,810	\$127,700	\$ 128,200	\$ 129,482	\$ 130,777		
Budget Initiatives						
1. Decrease Per diems						-\$4,000
2. Increase Training/Conference Councillor \$1,000, Deputy Mayor & Mayor \$800						\$6,600
3. Decrease phone cost						-\$1,100
4. Small increase charge to water and sewer						-\$1,000
Proposed 2017 Budget						\$128,200

### Budget to Actual Issues

The new remuneration policy for the 2014 to 2018 term increased base pay for Council but more clearly identified meetings that would qualify for per diem payment. This has resulted in lower overall costs for Council wages and per diems. Final expenses for Council overall are projected to be \$8,000 under budget for 2016.

### Issues for 2017 and Beyond

Cost in this budget is controlled through meeting and conference frequency. Council balances meeting frequency and cost while keeping informed on issues of concern. In 2015 the amount of budget charged to water and sewer increased from 17.4% to 22.7% recognizing increased responsibility in sewer and water with meter implementation and Public Works assuming full control of waste collection facilities.

Council is half way through its term and has functioned as a cohesive and professional group adept at considering feedback and making effective decisions. This Council is better than some as far as

gender equality but must consider succession planning issues in terms of age representation. For Council members not contemplating re-election in 2018 or 2022 it is important to encourage the next generation of community members to come forward for these offices, including those not part of the “baby boom” generation.

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### Service Measures

In 2016 Council adopted a code of conduct, accountability and transparency, fiscal accountability and complaint policy. This was well ahead of any mandated requirement of the Province. Minto can be proud of its political representation over the years having a number of terms of functional and team based supportive groups. The Town’s approach to issues through its Committee of the Whole structure has reduced costs and maintained a suitable separation of policy and administration through the organizational structure. Mayor and Council are elected every four years. Performance is assessed based on overall political and financial position of the municipality.



2009 Council meetings	50
2010 Council meetings	36
2011 Council meetings	26
2012 Council meetings	24
2013 Council meetings	26 (2 budget, 1 special re: Solar)
2014 Council meetings	26 (1 budget, 1 inaugural 1 special re: Insurance)
2015 Council meetings	26 (2 for 2015 budget, and 1 for 2016 budget)
2016 Council meetings	23 (1 joint 2106 budget, and 1 for 2017 budget)

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### C.A.O. Clerk and Treasurer Recommendation

That the 2017 budget proposed for Mayor and Council be approved at \$128,200



<b>2017 OPERATING BUDGET</b>					
<b>Account</b>	<b>Description</b>	<b>2015</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>
		<b>YTD Actual - Sept 30/15</b>	<b>Budget</b>	<b>YTD Actual - Sept 30/16</b>	<b>Budget</b>
<b>Town of Minto Council</b>					
10000-00-585	Transfers from Water & Sewer	14,500.00	29,000.00	29,000.00	30,000.00
	<b>Total Revenue</b>	<b><u>14,500.00</u></b>	<b><u>29,000.00</u></b>	<b><u>29,000.00</u></b>	<b><u>30,000.00</u></b>
1000-00-6010	Council Per Diems	82121.83	114000.00	84260.51	110000.00
1000-00-6020	Benefits - Council CPP & EHT	2891.46	4000.00	2731.81	4000.00
1000-00-6040	Conferences/Meetings	885.13	0.00	0.00	0.00
1000-00-6050	Training	0.00	0.00	0.00	0.00
1000-00-6051	Council Expense-Bridge	279.54	5000.00	1320.19	5800.00
1000-00-6052	Council Expense-Faulkner	2417.12	4800.00	2715.64	5600.00
1000-00-6053	Council Expense-Anderson	2530.42	3500.00	1200.88	4500.00
1000-00-6054	Council Expense-Colwell	3260.84	3500.00	744.52	4500.00
1000-00-6055	Council Expense-Dirksen	2669.63	3500.00	2532.54	4500.00
1000-00-6056	Council Expense-Elliott	5489.23	3500.00	5068.91	4500.00
1000-00-6057	Council Expense-Turton	2043.06	3500.00	2239.05	4500.00
1000-00-6058	Council Expense	0.00	0.00	0.00	0.00
1000-00-6060	Mileage	1327.09	5600.00	1467.18	5600.00
1000-00-6510	Publications & Data Received	0.00	0.00	0.00	0.00
1000-00-6530	Telephone Services-Cell	1408.39	3600.00	1425.98	2500.00
1000-00-6850	Miscellaneous Fund/Social Fun	45.03	2200.00	1211.72	2200.00
	<b>Total Council Expenditure</b>	<b><u>107368.77</u></b>	<b><u>156700.00</u></b>	<b><u>106918.93</u></b>	<b><u>158200.00</u></b>
<b>Excess Revenue over/under Expenditure</b>		<b><u>-92,868.77</u></b>	<b><u>-127,700.00</u></b>	<b><u>-77,918.93</u></b>	<b><u>-128,200.00</u></b>



## Budget by Service

**Department Name:** CAO/Clerk's

**Budget Code:** 1010

**Staff:** CAO/Clerk, Deputy Clerk, Clerical Financial Assistant

## Section: Administration

**FTE: 3.0**

**Strategic Position:** 12.0 Demonstrate Council and Staff leadership by taking primary responsibility for implementing and following the Strategic Plan, while recognizing the roles of community leaders in achieving Plan success.

**Actions:** 12.7 innovation in municipal business; team based approach

**Responsibility:** Directs the human, financial and physical resources of the Town, provides advice and support to Council in developing and implementing corporate policy and strategy, and leadership to the management and staff of the Town. Clerk's Department staff record Council minutes, maintain records, and assist with processing planning, property, by-law and other matters.

Operating Budget Summary						
2016 Budget (Actual \$242,761 to Sept 2016)						\$276,900
Past & Projected (1%)		0.01				
2015	2016	2017	2018	2019		
\$298,200	\$276,900	\$ 335,900	\$ 339,259	\$ 342,652		
Budget Initiatives						
1. Reconcile Wages & Benefits (promoted Deputy Clerk, reception from Recreation)						\$54,000
2. Increase Legal Fees						\$5,000
Proposed 2017 Budget						\$335,900

## Budget to Actual Issues

Legal fees are over due to transfers yet to be completed. There is \$5,000 plus added expense from an independent law firm related to a debenture. The contract with Duncan Linton was extended for another five years. Legal costs for matters other than land sales average less than \$10,000 per year as opposed to over \$25,000 per year average estimated cost for non-land sale matters.

## Issues for 2017 and Beyond

The Department is now at its traditional complement of Clerk (C.A.O.), Deputy Clerk and full time clerical support. This was accomplished in 2015 after restructuring and then abruptly interrupted by maternity leave. The C.A.O. Clerks Department assumed front counter support under this restructuring with support to (and from) other areas. Meeting management software is implemented in part and records management using TOMRMS is to be complete within two years. The Department is also administering Call Manager complaint based tracking system to implement new complaint process as required by Ombudsman.



**Service Measures**

	2011	2012	2013	2014	2015	2016	
Committee, Council mtgs	26	25	27	26	25	23	
Marriage Licenses	41	35	33	49	44	41	
Civil Marriages	14	8	17	19	26	20	
Planning Applications	42	21	22	36	19	17	
Burial Permits	168	95	80	90	105	135	
Commissioner Signature	101	92	48	41	52	46	
Real Estate Transactions	2	11	6	4	8	12	=43 total

**CAO/Clerk Recommendation**

That the 2017 budget proposed for C.A.O. Clerk be approved at \$335,900

# 2017 OPERATING BUDGET

Account	Description	2015 YTD Actual - Sept 30/15	2016 Budget	2016 YTD Actual - Sept 30/16	2017 Budget	Budget Change
<b>CAO/Clerks</b>						
1010-00-5120	Oath/Witness Signature	1,010.00	1,000.00	860.00	1,000.00	
1010-00-5112	Specialized Letters	0.00	0.00	965.00	0.00	
1010-00-5121	Other Administrative Fees	0.00	0.00	0.00	0.00	
1010-00-5122	MFIPPA Fees	0.00	100.00	0.00	100.00	
1010-00-5125	Photocopy/Facsimile Charges	12.50	100.00	0.00	100.00	
1010-00-5210	Marriage Licenses	5,008.00	4,500.00	4,440.00	4,500.00	
1010-00-5215	Marriage Ceremonial Fees	7,625.04	5,400.00	5,216.55	5,400.00	
1010-00-5220	Lottery Licenses	1,445.85	2,000.00	1,860.60	2,000.00	
10-1000-5240	Taxi/Limousine Licenses	0.00	0.00	0.00	0.00	
1010-00-5250	Peddlers' Licences	250.00	300.00	250.00	300.00	
	<b>Total Revenue</b>	<b>15,351.39</b>	<b>13,400.00</b>	<b>13,592.15</b>	<b>13,400.00</b>	
1010-00-6012	Wages - Clerks	165,717.94	193,100.00	174,229.70	243,100.00	50,000.00
1010-00-6022	Benefits - Clerks	48,341.58	53,700.00	46,107.32	57,700.00	4,000.00
1010-00-6042	Conferences - Clerks	3,563.26	6,000.00	3,745.95	6,000.00	
1010-00-6052	Training - Cleks	2,289.60	6,500.00	1,902.55	6,500.00	
1010-00-6062	Mileage - Clerks	621.50	3,000.00	228.65	3,000.00	
1010-00-6066	Marriage - Clerk Per Diems	2,639.03	2,300.00	1,875.00	2,300.00	
1010-00-6110	Legal Services	15,668.60	5,000.00	16,387.37	10,000.00	5,000.00
1010-00-6128	electronic Records Software	15,668.60	12,000.00	10,082.38	12,000.00	
10-1000-6610	Office Vehicle Fuel & Supplies	1756.70	1,000.00	361.52	1,000.00	
10-1000-6610	Office Vehicle Repair & Mtce	0.00	1,500.00	89.79	1,500.00	
10-1000-6610	Office Vehicle Inspection/Licence	0.00	200.00	147.50	200.00	
1010-00-7000	Election Vote - By-Mail	0.00	6,000.00	1,195.68	6,000.00	
10-1000-7002	Election Expenses - Legal	0.00	0.00	0.00	0.00	
10-1000-7010	Election Advertising	0.00	0.00	0.00	0.00	
10-1000-7020	Election Printing	0.00	0.00	0.00	0.00	
10-1000-7030	Election Supplies	0.00	0.00	0.00	0.00	
10-1000-7040	Election Wages / Mileage	0.00	0.00	0.00	0.00	
10-1000-7050	Election Rentals	0.00	0.00	0.00	0.00	
	<b>Total Expenditures</b>	<b>256,266.81</b>	<b>290,300.00</b>	<b>256,353.41</b>	<b>349,300.00</b>	
<b>Excess Revenue over/under Expenditures</b>		<b>-240,915.42</b>	<b>-276,900.00</b>	<b>-242,761.26</b>	<b>-335,900.00</b>	



**Budget by Service**    General Administration  
**Department Name:** Treasury and Reserve Transfer  
**Budget Code:**  
**Staff:** Treasurer, Deputy Treasurer, Tax Collector, Treasury Assistant

**Section:** Administration  
**FTE:** 3.5

**Strategic Position** 5.0 Manage Town finances in a transparent and fiscally responsible manner using a wide variety of accepted methods such as maintaining healthy reserves, investing conservatively, sensible user fees, property tax control, and responsible borrowing.

**Actions** 5.1 pursue grants, 5.2 cost sharing 5.3 blend capital financing 5.4 volunteer fundraising, 5.6 asset management planning

**Responsibility:** Financial transactions including but not limited to revenue, taxation, water and sewer utility billing, payables, payroll, grant applications and commitments, financial reporting, capital asset management plans, information technology, and information for Council and other departments.

#### Operating Budget Summary

2016 Budget (Actual \$77,919 to Sept 2016) **\$525,200**

**Past & Projected (1%)** 0.01

2015	2016	2017	2018	2019
\$137,810	\$525,200	\$ 517,300	\$ 522,473	\$ 527,698

#### Budget Initiatives

1.Remove revenue AMP grant and reserve transfer	\$15,000
2. Reconcile wages and benefits	-\$15,000
3. Decrease solar expenses	-\$2,000
4. Reconcile human resources and engineering budget	\$3,500
5. Increase recreation facility grants	\$6,000
6. Decrease insurance allocation	-\$4,000
7. Reconcile water and hydro costs Town office	\$2,400
8. Reconcile grounds maintenance	\$300
9. Postage and ePost budget correctio	\$2,000
10. Bad debt and internet cost adjustment	-\$3,300
11. Remove IPM costs	-\$30,000
12. Increase Reserve Transfer	\$20,000
13. Legion	\$200
14. Decrease accessibility and heritage budgets	-\$3,000

**Proposed 2017 Budget** **\$517,300**

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## Budget to Actual Issues

Many year-end adjustments to do. Expenses running close to forecasts to date.

## Issues for 2017 and Beyond

Costs fluctuate according to staffing levels, building costs, tax adjustments, interest rates, donations, computer expenses and minor equipment repairs. Many of the elements of this budget are not easily controlled. Treasury is initiating and supporting several efforts to spend better, not more. These include improving and expanding out Asset Management Plan to meet new Federal Gas Tax and other grant funding guidelines; working with the University of Guelph in wastewater energy management projects and using the University of Waterloo to improve the allocation of money for road maintenance. Another province-wide assessment valuation date occurs on January 1, 2016. This data will be used to produce the 2017 Returned Roll.

There will be significant changes to the 2017 Roll as this will be a Reassessment year as part of the 4-year Phase-in cycle. All decreases are immediate, while assessment increases are phased in over four years.

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## Service Measures

Performance assessed based on overall financial position of the municipality.

2010 Number of supplemental tax adjustments	380
2011 Number of supplemental tax adjustments	310
2012 Number of supplemental tax adjustments	280
2013 Number of supplemental tax adjustments-	153
2014 Number of supplemental tax adjustments	388
2015 Number of supplemental tax adjustments	242
2016 Number of supplemental tax adjustments	282
2010 Number of regular tax bills issued	6,938
2011 Number of regular tax bills issued	6,964
2012 Number of regular tax bills issued	6,990
2013 Number of regular tax bills issued	7,010
2014 Number of regular tax bills issued	7,025
2015 Number of regular tax bills issued	7,030
2016 Number of regular tax bills issued	7,148
2009 Number of T4s issued	188
2010 Number of T4s issued	210
2011 Number of T4s issued	228
2012 Number of T4s issued	210
2013 Number of T4s issued	218

2014 Number of T4s issued	223
2015 Number of T4s issued	216
2016 Number of T4s issued	221
2009 Number of cheques issued	3,220
2010 Number of cheques issued	3,330
2011 Number of cheques issued	2,879
2012 Number of cheques issued	2,657
2013 Number of cheques issued	2,490
2014 Number of cheques issued	2,569
2015 Number of cheques issued	2,600
2016 Number of cheques issued	4,803

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**C.A.O. Clerk and Treasurer Recommendation**

That the 2017 budget proposed for Treasury and other Administration is approved at **\$517,300**



2017 OPERATING BUDGET						
Account	Description	2015	2016	2016	2017	
		YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget	Budget Change
<b>Treasury &amp; Other Admin</b>						
1010-00-5020	AMP Grant	0.00	5,000.00	0.00	0.00	-5,000.00
1010-00-5040	Donations		0.00		0.00	0.00
1010-00-5050	Other Revenue	53,686.21	1,000.00	2,727.65	1,000.00	0.00
1010-00-5052	Admin Dept Support for Bldg Permits	0.00	65,000.00	0.00	65,000.00	0.00
1010-00-5054	Solar Microfit Revenue	8,702.70	9,000.00	8,319.94	9,000.00	0.00
1010-00-5110	Tax Certificates	4,680.00	5,000.00	4,100.00	5,000.00	0.00
1010-00-5130	Sale of History Books	0.00	50.00	0.00	50.00	0.00
1010-00-5131	Sale of OP & Zoning Books	0.00	50.00	0.00	50.00	0.00
1010-00-5132	Sale of Spoons/Pins/Hats/etc	0.00	100.00	0.00	100.00	0.00
1010-00-5133	Sale of Barn Books	0.00	0.00	20.00	0.00	0.00
1010-00-5134	Sale of Note Cards	0.00	0.00	195.00	0.00	0.00
1010-00-5170	Mayor's Golf Tournament	24,880.00	24,000.00	28,810.00	24,000.00	0.00
1010-00-5230	Cty Garbage Bags	595.00	0.00	1,392.50	0.00	0.00
1010-00-5325	Rent - Norman St Property	4,711.64	0.00	4,711.64	0.00	0.00
1010-00-5332	Land Rent - Clifford Knox United	0.00	0.00	0.00	0.00	0.00
1010-00-5334	Land Rent - Greenley Encroachment	100.00	100.00	100.00	100.00	0.00
1010-00-5337	Land Rent - Harriston Cemetery	2,030.00	2,000.00	1,100.00	2,000.00	0.00
1010-00-5339	Land Rent - Lot 24 Noble Property	4,003.50	4,000.00	3,200.00	4,000.00	0.00
1010-00-5340	Land Rent - Hstn Ind. Park-Chambers	0.00	700.00	0.00	700.00	0.00
1010-00-5341	Land Rent - Hstn Ind. Park-Harrison	4,800.00	5,000.00	5,760.00	5,000.00	0.00
1010-00-5400	Education Development	3,768.00	0.00	0.00	0.00	0.00
1010-00-5410	Parking Fines	0.00	0.00	0.00	0.00	0.00
1010-00-5420	County Development Charge	0.00	0.00	0.00	0.00	0.00
1010-00-5700	Bank Interest	28,392.89	20,000.00	18,009.99	20,000.00	0.00
1010-00-5710	Investment Interest	0.00	0.00	0.00	0.00	0.00
1010-00-5720	Penalty & Interest on Tax Acc.	188,782.92	160,000.00	108,249.76	160,000.00	0.00
1010-00-5730	Interest on Overdue Accounts	24,867.73	12,000.00	7,890.84	12,000.00	0.00
1010-00-5740	Tax Cash Short/Over	-95.08	0.00	257.82	0.00	0.00
1010-00-5999	Transfer from Reserves	97,000.00	55,000.00	0.00	45,000.00	-10,000.00
1010-00-5760	NSF Cheque Fees	2,320.00	1,000.00	1,160.00	1,000.00	0.00
	<b>Total Revenue</b>	<b>453,225.51</b>	<b>369,000.00</b>	<b>196,005.14</b>	<b>354,000.00</b>	<b>-15,000.00</b>
1010-00-6010	Salaries & Wages - Full Time-Treas	212,947.00	240,000.00	208,655.53	252,000.00	12,000.00
1010-00-6011	Wages - Part Time	4,186.66	25,000.00	0.00	10,000.00	-15,000.00
1010-00-6020	Benefits - Full Time - Treas	65,464.69	97,000.00	58,017.72	87,000.00	-10,000.00
1010-00-6021	Benefits - Part Time	478.55	4,000.00	0.00	2,000.00	-2,000.00
1010-00-6025	Benefits - WSIB Sch 2 payments	0.00	1,000.00	0.00	1,000.00	0.00
1010-00-6030	Town Minto Employee Funding	2,024.06	0.00	2,089.50	0.00	0.00
1010-00-6040	Conference/Meetings	3,143.30	7,000.00	4,502.19	7,000.00	0.00
1010-00-6050	Training	3,446.20	4,000.00	2,660.27	4,000.00	0.00
1010-00-6060	Mileage	1,363.41	3,800.00	1,206.56	3,800.00	0.00
1010-00-6070	Administration Allocation	0.00	0.00	0.00	0.00	0.00
1010-00-6112	Solar Energy Expenses	0.00	5,000.00	0.00	3,000.00	-2,000.00
1010-00-6120	Audit Services	19,334.40	23,000.00	20,686.50	23,000.00	0.00
1010-00-6124	Asset Management Plan/PSAB	2,907.64	15,000.00	14,444.53	15,000.00	0.00
1010-00-6130	Human Resources Services	1,679.04	3,000.00	1,170.24	6,000.00	3,000.00
1010-00-6140	Engineering Services	0.00	1,000.00	2,645.46	1,500.00	500.00
1010-00-6150	Special Consulting Services	2,696.23	5,000.00	2,995.81	5,000.00	0.00
1010-00-6160	Professional/Membership Fees	5,731.38	7,000.00	5,427.66	7,000.00	0.00
1010-00-6170	Mayor's Golf Tournament	18,799.94	24,000.00	24,007.29	24,000.00	0.00
1010-00-6190	Grant to Others	8,174.00	9,000.00	6,927.00	9,000.00	0.00
1010-00-6191	Town Grant to Broomball	3,087.00	6,000.00	3,220.00	6,000.00	0.00
1010-00-6192	Town Grant to 81's	3,730.00	8,000.00	2,280.00	8,000.00	0.00
1010-00-6193	Liquor Grant Share-25%	10,291.20	12,000.00	13,818.00	12,000.00	0.00

2017 OPERATING BUDGET						
Account	Description	2015	2016	2016	2017	
		YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget	Budget Change
1010-00-6193	Liquor Grant Share-25%	10,291.20	12,000.00	13,818.00	12,000.00	0.00
1010-00-6194	Recreation Facility Grants	5,250.00	8,000.00	3,375.00	14,000.00	6,000.00
1010-00-6210	Annual Insurance Coverage	27,095.41	32,000.00	21,162.94	28,000.00	-4,000.00
1010-00-6220	Risk Management	0.00	0.00	0.00	0.00	0.00
1010-00-6230	Cty Garbage Bags	1,777.23	0.00	0.00	0.00	0.00
1010-00-6280	Annual Property Taxes	0.00	0.00	0.00	0.00	0.00
1010-00-6300	Energy/Entl Sustainability	288.08	1,000.00	254.40	1,000.00	0.00
1010-00-6305	EVCO Expenses	0.00	0.00	1,319.60	2,000.00	2,000.00
1010-00-6310	Hydro/Water	8,510.35	10,000.00	9,715.87	11,200.00	1,200.00
1010-00-6314	Water Testing - Town Office	664.56	1,000.00	1,301.71	1,200.00	200.00
1010-00-6315	Artic Clear	0.00	0.00	97.69	0.00	0.00
1010-00-6320	Heat	2,211.85	4,000.00	1,293.67	3,000.00	-1,000.00
1010-00-6340	Cleaning Services	5,408.56	9,000.00	6,412.94	9,000.00	0.00
1010-00-6350	Cleaning Supplies	912.81	1,800.00	514.05	1,000.00	-800.00
1010-00-6360	Washroom Supplies	355.78	900.00	481.96	900.00	0.00
1010-00-6370	Ground Maintenance	5,752.13	6,000.00	6,759.89	7,500.00	1,500.00
1010-00-6371	Grounds Maintenance - Summer	732.64	1,400.00	595.27	1,000.00	-400.00
1010-00-6380	Building Maintenance	3,841.48	3,000.00	1,484.55	3,000.00	0.00
1010-00-6410	Office Supplies	24,419.29	30,000.00	11,632.34	30,000.00	0.00
1010-00-6412	Corporate Clothing	0.00	0.00	765.55	500.00	0.00
1010-00-6414	Courier & Postage	15,136.38	20,000.00	22,076.64	24,000.00	4,000.00
1010-00-6415	ePost Fees	389.52	3,000.00	575.96	1,000.00	-2,000.00
1010-00-6420	Small Office Equipment	1,727.28	2,000.00	957.81	2,000.00	0.00
1010-00-6430	Office Equipment Rental/Maint.	269.66	1,000.00	477.02	1,000.00	0.00
1010-00-6440	Office Equip. Service Agreement	7,907.80	8,000.00	11,285.89	12,000.00	4,000.00
1010-00-6450	Computer Soft/Hardware Support	15,437.20	24,000.00	17,425.07	20,000.00	-4,000.00
1010-00-6460	Security System Monitor/Maint.	590.14	600.00	325.44	600.00	0.00
1010-00-6470	Other Office Expenses	76.32	100.00	1,516.20	100.00	0.00
1010-00-6472	USTI Credit Card Fees	0.00	300.00	0.00	300.00	0.00
1010-00-6480	Capital Asset Mgmt Software	0.00	10,000.00	3,009.41	10,000.00	0.00
1010-00-6510	Publications & Data Received	3,586.24	3,600.00	3,609.10	3,600.00	0.00
1010-00-6520	Advertising & Promotions	6,688.68	10,000.00	8,312.89	10,000.00	0.00
1010-00-6525	Environmental Education	0.00	0.00	0.00	0.00	0.00
1010-00-6530	Telephone Services & Charges	4,708.63	8,000.00	3,799.20	8,000.00	0.00
1010-00-6540	Internet/WebPage Serv./Maint.	1,231.30	5,300.00	1,226.77	5,000.00	-300.00
1010-00-6550	Answering/Message Sys./Maint.	0.00	0.00	0.00	0.00	0.00
1010-00-6560	Taxpayer Survey	0.00	0.00	64.10	0.00	0.00
1010-00-6710	Admin - Bad Debt Exp	498.88	5,000.00	0.00	2,000.00	-3,000.00
1010-00-6730	Safety Equipment	886.05	500.00	0.00	500.00	0.00
1010-00-6750	Admin- Transfer to Capital	0.00	0.00	0.00	0.00	0.00
1010-00-6780	Net Minto IPM Costs	0.00	30,000.00	4,662.18	0.00	-30,000.00
1010-00-6800	Social Functions	699.40	4,500.00	306.32	4,500.00	0.00
1010-00-6802	Transfer to Reserves	68,000.00	68,000.00	0.00	88,000.00	20,000.00
1010-00-6813	Heritage Working Group-Speakers	0.00	0.00	0.00	0.00	0.00
1010-00-6814	Heritage Working Group-Memberships	0.00	0.00	0.00	0.00	0.00
1010-00-6818	Heritage Working Group-Inventory Project	0.00	0.00	0.00	0.00	0.00
1010-00-6819	Heritage Working Group-Other	0.00	1,000.00	0.00	500.00	-500.00
1010-00-6830	Accessibility Standards	0.00	3,000.00	0.00	0.00	-3,000.00
1010-00-6840	Workplace Violence	0.00	1,000.00	0.00	1,000.00	0.00
1010-00-6850	Miscellaneous Expenses	2,065.50	2,000.00	2,254.82	2,000.00	0.00
1010-00-6940	Internal Interest Expense	0.00	0.00	0.00	0.00	0.00
1010-00-6950	Interest on Temporary Loans	0.00	3,000.00	0.00	3,000.00	0.00
1010-00-6960	Bank Service Charges	254.17	2,000.00	321.19	2,000.00	0.00
1010-00-6970	Principal Long Term Debt Pymt	0.00	0.00	0.00	0.00	0.00
1010-00-6980	Interest Long Term Debt Pymt	0.00	0.00	0.00	0.00	0.00
1010-00-6985	Real Tax Service Charges	-1,603.03	0.00	-266.95	0.00	0.00
1010-00-6990	Tax Adjustment Account	11,446.26	60,000.00	18,922.53	60,000.00	0.00
1010-00-6991	Amounts Transferred to Taxes	0.00	0.00	0.00	0.00	0.00
1010-00-6992	Vacancy Rebates	703.21	3,000.00	2,112.29	3,000.00	0.00
1010-00-6994	Seniors Rebates	0.00	1,800.00	0.00	1,800.00	0.00
1010-00-6995	Capping Shortfalls	0.00	0.00	-5,639.72	0.00	0.00
1010-00-6996	Legion Exemptions	4,736.46	5,000.00	4,901.71	5,200.00	200.00
1010-00-6998	Tax Adjustments Charity	512.49	600.00	0.00	600.00	0.00
	<b>Total Expenditures</b>	<b>602,653.41</b>	<b>894,200.00</b>	<b>544,217.62</b>	<b>871,300.00</b>	-22,900.00
	<b>Excess Revenue over/under Expenditures</b>	<b>-149,427.90</b>	<b>-525,200.00</b>	<b>-348,212.48</b>	<b>-517,300.00</b>	7,900.00



**Budget by Service**  
**Department Name:** Administration  
**Budget Code:** 1030  
**Staff:**

**Section:** People & Property  
**FTE:**

**Strategic Position:** 6.0 Protect health and safety of the community and citizens, business and the environment.

**Actions:** 6.6 Implement Emergency Plan, 9.13 Streamline Enforcement, 10.1 Natural Areas and Floodplains

**Responsibility:** Saugeen Valley and Maitland Valley Conservation Authorities levies, animal control and some miscellaneous expenses including those associated with emergency measures.

2016 Budget (Actual \$127,009 to Sept 2016)					\$150,600
Past & Projected (1%)		0.01			
2015	2016	2017	2018	2019	
\$143,582	\$150,600	\$ 136,650	\$ 138,017	\$ 139,397	
<b>Budget Initiatives</b>					
1. Increase Dog Tag Revenue					-\$7,000
2. Increase Conservation Authority Levies (SVCA, MVCA)					\$3,000
3. Increase flood monitoring budget					\$3,000
4. Increase dog tag costs					\$500
5. Add budget for Harriston rental to Guelph Ambulance					-\$13,450
<b>Proposed 2017 Budget</b>					<b>\$136,650</b>

### Budget to Actual Issues

This service area will be under budget in 2016. Added work in flood monitoring is for total station survey work by Triton Engineering of Harriston Floodplain. Other expenses in emergency planning and response have not been required in 2016. In 2015 there was considerable ice storm cost in this budget.

### Issues for 2016 and Beyond

Conservation Authorities levies have been stable in Minto because assessment growth lagged behind other member municipalities. There was some work on the flood control initiative toward new flood plain mapping in 2016, but the partnership with Maitland Valley stalled due to an illness with their staff. Trees for Minto were active in 2016 and will be supported by added TLC staff support starting in 2017. Dog tag costs were increased from \$12 to \$20 in preparation for future increases for animal control. This contract was not reviewed in 2016 as planned but is recommended for 2017.

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**Service Measures**

2011 Dog Tags	993
2012 Dog Tags	950
2013 Dog Tags	955
2014 Dog Tags	925
2015 Dog Tags	1004
2016 Dog Tags	1060



2011 Emergency Exercise Waterlogged Harriston Flooding  
2012 Joint exercise Huron Challenge (Wellington North)  
2013 April 12, 2013 Ice Storm; October 24<sup>th</sup> Joint exercise Trillium Chaos (Centre Wellington)  
2013 December 22, 2013 Ice Storm;  
2014 April 2014 Flooding Trailer Park Evacuation  
2015 August 2, 2015 Teviotdale Tornado  
2016 February 8, 2016 Water Emergency Clifford well contamination

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**C.A.O. Clerk and Treasurer Recommendation**

That the 2017 budget proposed for People and Property be approved at **\$136,650.**

2017 OPERATING BUDGET						
Account	Description	2015	2016	2016	2017	
		YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget	Budget Change
<b>People &amp; Property</b>						
1030-00-5010	Ontario JEPP Grants					0.00
1030-00-5015	Parking Permits					0.00
1030-00-5020	Grants - Ice Storm Assistance					0.00
1030-00-5040	Donations and Other Revenue	0.00		0.00		0.00
1030-00-5140	Dog Licenses	12,520.00	12,000.00	15,880.00	19,000.00	7,000.00
1030-00-5141	Kennel Licenses	2,100.00	2,100.00	2,100.00	2,100.00	0.00
1030-00-5142	Exotic Animal Permits Fees					0.00
1030-00-5300	Trees for Minto - Contributions	10,698.81	1,000.00	0.00	1,000.00	0.00
1030-00-5320	Trees for Minto - Employee Contributions	193.69	300.00	167.75	300.00	0.00
1030-00-5150	Fence Viewer Fees	0.00	0.00	0.00	0.00	0.00
1030-00-5410	Dog By-Law fines	1,032.40	500.00	835.00	500.00	0.00
1095-00-5320	Rent-Ambulance building	16,800.00	21,600.00	16,800.00	21,600.00	0.00
	<b>Total Revenue</b>	<b>43,344.90</b>	<b>37,500.00</b>	<b>35,782.75</b>	<b>44,500.00</b>	<b>7,000.00</b>
1030-00-6010	Wages - Emergency Measures	589.44	1,000.00	0.00	1,000.00	0.00
1030-00-6020	Benefits - Emergency Measures	181.53	300.00	0.00	300.00	0.00
1030-00-6050	Emergency Measures - Training	0.00	1,000.00	11.98	1,000.00	0.00
1030-00-6110	Legal Services	45.57	1,000.00	0.00	1,000.00	0.00
1030-00-6150	Professional Memberships	512.87	600.00	0.00	600.00	0.00
1030-00-6201	S.V.C.A. General Levies	39,105.00	39,800.00	39,772.00	41,000.00	1,200.00
1030-00-6202	M.V.C.A. General Levies	86,377.00	90,000.00	90,074.00	91,800.00	1,800.00
1030-00-6300	Flood Monitoring	2,213.02	2,000.00	7,559.92	5,000.00	3,000.00
1030-00-6350	Trees for Minto - Tree Purchases	1,368.06	3,000.00	1,145.82	3,000.00	0.00
1030-00-6360	Trees for Minto - Tree Planting	0.00	2,000.00	120.08	2,000.00	0.00
1030-00-6370	Trees for Minto - Other	0.00	1,000.00	354.66	1,000.00	0.00
1030-00-6400	Emergency Shelter Expenses	0.00	500.00	0.00	500.00	0.00
1030-00-6410	Office Supplies	115.49	200.00	186.87	200.00	0.00
1030-00-6420	Evacuation Expenses	0.00	300.00	0.00	300.00	0.00
1030-00-6430	Emergency Personnel Expenses	0.00	300.00	0.00	300.00	0.00
1030-00-6440	Emergency Expenses - Other	2,742.21	2,000.00	0.00	2,000.00	0.00
1030-00-6450	Fire Safety Plans	0.00	0.00	0.00	0.00	0.00
1030-00-6500	Source Water Protection	3,130.52	3,000.00	2,043.27	3,000.00	0.00
1030-00-6520	Advertising & Promotions	113.98	300.00	1,157.73	300.00	0.00
1030-00-6640	Dec 22-2013 Ice Storm Expenses	0.00	0.00	0.00	0.00	0.00
1030-00-6700	Em Meas - Trfs to Capital	0.00	0.00	0.00	0.00	0.00
1030-00-6720	Emergency Measurers Equip Main	0.00	200.00	0.00	200.00	0.00
1030-00-6730	Em Meas Generator Mtce	1,190.00	2,000.00	673.65	2,000.00	0.00
1030-00-6732	Em Meas Generator Registrations	0.00	1,000.00	0.00	1,000.00	0.00
1030-00-6740	Emergency Measurers Supplies	0.00	2,000.00	303.50	2,000.00	0.00
1030-00-6760	Em Meas - Training Exercises	0.00	4,000.00	0.00	4,000.00	0.00
1030-00-6810	Licensing Officer	0.00	1,000.00	0.00	1,000.00	0.00
1030-00-6820	Dog Pound Keeper	2,046.98	5,000.00	1,857.43	5,000.00	0.00
1030-00-6830	By-Law Enforcement Officer	0.00	0.00	0.00	0.00	0.00
1030-00-6840	Dog Tag Purchases	467.84	500.00	731.40	1,000.00	500.00
1030-00-6850	Fence Viewer Expense	0.00	300.00	0.00	300.00	0.00
1030-00-6870	Clifford Historical Society	0.00	0.00	0.00	0.00	0.00
1030-00-6890	Livestock Valuator	0.00	300.00	0.00	300.00	0.00
1030-00-6900	Livestock Claims	0.00	1,000.00	0.00	1,000.00	0.00
1095-00-6210	Annual Insurance Coverage	1,131.55	1,050.00	1,176.21	1,050.00	0.00
1095-00-6280	Annual Property Taxes	7,086.73	7,100.00	3,542.00	7,100.00	0.00
1095-00-6370	Grounds Maintenance	584.00	0.00	0.00	0.00	0.00
1095-00-6850	Building Maintenance	1,629.18	0.00	228.96	0.00	0.00
	<b>Total Expenditures</b>	<b>151,168.01</b>	<b>174,650.00</b>	<b>150,939.48</b>	<b>181,150.00</b>	<b>6,500.00</b>
<b>Excess Revenue over/under Expenditures</b>		<b>-107,823.11</b>	<b>-137,150.00</b>	<b>-115,156.73</b>	<b>-136,650.00</b>	<b>500.00</b>



**Strategic Position:** 6.0 Protect the health and safety of the community and citizens, business and the environment, by supporting a quality Volunteer Fire Department, emergency preparedness, and access to health care, prevention and wellness opportunities.

**Actions:** 6.1 strong health care relationships, 6.2 support health professional recruitment

**Responsibility:** Represents the Town's commitment to health services through physician recruitment through the Minto Mapleton Health Professional Recruitment Committee, the Family Health Team location within the County owned facility in Clifford, and community garden budgets.

Operating Budget Summary						
2016 Budget (Actual \$242,761 to Sept 2016)						\$28,750
Past & Projected (1%)		0.01				
2015	2016	2017	2018	2019		
\$28,750	\$28,750	\$ 33,750	\$ 34,088	\$ 34,428		
Budget Initiatives						
1. Increase County Rent as per new lease						\$5,000
Proposed 2017 Budget						\$33,750

## Budget to Actual Issues

Expenditures are under budget. Some Line items are historically underspent.

## Issues for 2017 and Beyond

Minto Mapleton Health Professional Recruitment Committee continues work to ensure supply suitable medical professionals to this area. The new Family Health Team building in Palmerston will help with recruitment and improve services. The Clifford facility is runs well and the partnership at that location is successful event with the County rent increase; staff will look to recover rent increase over time. Community gardens in Clifford and Harriston were full and third location proposed in 2017 in Palmerston.







### Service Measures

	2014	2015	2016	2017
Harriston Community Garden Plots	17	19	19	
Clifford Community Garden Plots	-	9	10	
Palmerston Community Garden	-	-	-	
Clifford Medical Clinic Vacancies	0	0	0	

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### C.A.O. Clerk and Treasurer Recommendation

That the 2017 budget for Health Services Facilities & Recruitment is approved at \$33,750.

2017 OPERATING BUDGET						
Account	Description	2015	2016	2016	2017	
		YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget	Budget Change
<b>Health &amp; Social Services</b>						
70-00-5040	Community Gardens - Donations	0.00	0.00	0.00	0.00	0.00
70-00-5200	Community Gardens - Fees	200.00	200.00	260.00	200.00	0.00
70-00-5210	Community Gardens - Grants	0.00	0.00	0.00	0.00	0.00
70-00-5320	Rent - Doctors	597.33	3,400.00	597.33	3,400.00	0.00
1070-00-5322	Rent - Family Health Team	24,617.89	27,000.00	26,754.97	27,000.00	0.00
1070-00-5324	Rent - Lions Medical Centre-Doctor, Dentist	0.00	0.00	0.00	0.00	0.00
1070-00-5850	Other Revenue	0.00	0.00	0.00	0.00	0.00
1070-00-5999	Transfers from Reserves	0.00	0.00	0.00	0.00	0.00
	<b>Total Revenue</b>	<b>25,415.22</b>	<b>30,600.00</b>	<b>27,612.30</b>	<b>30,600.00</b>	<b>0.00</b>
1070-00-6010	Salaries & Wages - Full Time	0.00	600.00	0.00	600.00	0.00
1070-00-6011	Salaries & Wages - Part Time		0.00		0.00	0.00
1070-00-6020	Benefits - Full Time	0.00	150.00	0.00	150.00	0.00
1070-00-6021	Benefits - Part Time		0.00		0.00	0.00
1070-00-6040	Conferences & Meetings		0.00		0.00	0.00
1070-00-6050	Training		0.00		0.00	0.00
1070-00-6060	Mileage		0.00		0.00	0.00
1070-00-6070	Administration Allocation		0.00		0.00	0.00
1070-00-6110	Legal Services		0.00		0.00	0.00
1070-00-6140	Saugeen Mobility Transport	0.00	0.00	0.00	0.00	0.00
1070-00-6190	Donation to Doctor Recruitment	10,000.00	10,000.00	10,000.00	10,000.00	0.00
1070-00-6195	Donation to Social Services	0.00	3,000.00	0.00	3,000.00	0.00
1070-00-6160	Professional Memberships	0.00	0.00	0.00	0.00	0.00
1070-00-6200	Community Gardens	1,482.01	6,000.00	2,508.68	6,000.00	0.00
1070-00-6210	Annual Insurance Coverage	1,186.24	1,200.00	1,225.20	1,200.00	0.00
1070-00-6220	Risk Management	0.00	0.00	0.00	0.00	0.00
1070-00-6310	Hydro	0.00	0.00	0.00	0.00	0.00
1070-00-6315	Water & Sewer	0.00	0.00	0.00	0.00	0.00
1070-00-6320	Heat	0.00	0.00	0.00	0.00	0.00
1070-00-6340	Janitorial Services	0.00	0.00	0.00	0.00	0.00
1070-00-6370	Grounds Maintenance	0.00	0.00	0.00	0.00	0.00
1070-00-6380	Building Maintenance	0.00	1,200.00	186.07	1,200.00	0.00
1070-00-6390	Rent Paid - Wellington County	15,636.40	36,000.00	23,659.20	41,000.00	5,000.00
1070-00-6400	Harriston Lions Medical Centre Expenses	0.00	0.00	0.00	0.00	0.00
1070-00-6520	Advertising & Promotion	198.03	300.00	0.00	300.00	0.00
1070-00-6530	Telephone Services	309.02	400.00	347.39	400.00	0.00
1070-00-6750	Health Transfers to Capital	0.00	0.00	0.00	0.00	0.00
1070-00-6810	Materials & Supplies	0.00	0.00	0.00	0.00	0.00
1070-00-6850	Miscellaneous Expenses	0.00	500.00	0.00	500.00	0.00
1070-00-6860	Contractor/Sublet					0.00
	<b>Total Expenditures</b>	<b>28,811.70</b>	<b>59,350.00</b>	<b>37,926.54</b>	<b>64,350.00</b>	<b>5,000.00</b>
<b>Excess Revenue over/under Expenditures</b>		<b>-3,396.48</b>	<b>-28,750.00</b>	<b>-10,314.24</b>	<b>-33,750.00</b>	<b>0.00</b>



## Budget by Service

**Department Name:** Economic Development Department

**Section:** Administration

**Budget Code:** 10 9100

**Staff:** 2

**FTE:** 2

**Strategic Position** 4.0 Pursue initiatives that improve the Town's economy, increase employment opportunities, enhance the skilled workforce, increase competitiveness, attract investment and maintain affordability for local residents and business.

**Actions:** 4.1 Sustainable Growth 4.2 Labour Market 4.3 Serviced Land 4.4 Creative Economy 4.5 Retention & Attraction 4.6 Healthy Downtowns 4.7 Community Improvement 4.9 Family Friendly 4.10 Agricultural /Cultural Incubators 4.11 Skilled Trades

**Responsibility:** Deliver programs and initiatives to encourage business growth.

Operating Budget Summary					
2016 Budget (Actual \$287,030.37 to Sept 2016)					<b>\$443,709</b>
Past & Projected (1%)		0.01			
2015	2016	2017	2018	2019	
\$411,940	\$443,709	\$ 437,036	\$ 441,406	\$ 445,820	
<b>Budget Initiatives</b>					
1. Reconcile revenue and reserves					\$1,000
2. Increase Wages and Benefits					\$46,000
3. Reconcile various conference, mileage and similar expenses					\$750
4. Decrease Cultural Roundtable					-\$5,000
5. Decrease Workforce training					-\$5,000
6. Decrease CIP structural budget					-\$20,000
7. Computer Hardware/Software					\$2,000
8. Decrease Principal and Interest Payments					-\$29,423
9. Reduction in Alumni Attraction Expenses					-\$7,500
10. Increase in Website Development					\$2,500
11. Addition of Youth Action Council					\$5,000
12. Add Ontario 150 budget					\$3,000
<b>Proposed 2017 Budget</b>					<b>\$437,036</b>

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### **Budget to Actual Issues**

As of September 30, 2016 we are under budget largely due to the fact that many of the CIP project grants will be paid out after this date. Otherwise we see no issues with being on budget.

### **Issues for 2017 and Beyond**

The Economic Development Department looks forward to 2017 and being at full staff for the first time in 3 years. The increase in wages in this budget is largely a result of the tourism staffing budget being combined with economic development under this budget and having full time support vs. part time.

Several large CIP projects have been completed and as a result we felt the program would not suffer from being brought back in-line with the original intended budget.

The Minto Youth Action Council has gotten off to a strong start. The \$5,000 reduction in Cultural Roundtable budget has been allocated to the Minto Youth Action Council to implement actions as they recommend.

2017 marks a unique year in Economic Development in that all three Economic Development Associations (EDCO, EDAC and IEDC) will all hold their annual conferences in Ontario. The Manager of Economic Development maintains designations with EDAC and IEDC so it is essential she attend these conferences especially when in-province.

Much of the tangible Alumni Attraction pieces have been developed but promotion of this area will increase only at a lesser expense.

Workforce attraction continues to be an area of importance. With the County of Wellington taking a lead on talent attraction budget has been reduced, but efforts will continue to focus on this area.

The Town has successfully completed the Certified Sites program, and as a result will actively be promoting with the Province of Ontario the 14 acre site in the Palmerston Industrial Park.



### **Service Measures**

See attached

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### **CAO/Clerk and Manager of Economic Development Recommendation**

That the 2017 budget for Business and Economic Development be approved at **\$417,036**

Account	Description	2017 OPERATING BUDGET		2016 YTD Actual - Sept 30/16	2017 Budget	Budget Change
		2015 YTD Actual - Sept 30/15	2016 Budget			
1091-00-5010	Econ Dev Grants	0.00	0.00	0.00	0.00	0.00
1091-00-5120	Econ Dev Other Revenue	2,263.94	0.00	225.00	0.00	0.00
1091-00-5130	Econ Dev Rental Income	0.00	0.00	0.00	0.00	0.00
1091-00-5140	Rural Summit Registration Fees	0.00	0.00	0.00	0.00	0.00
1091-00-5150	Pitch-It Partner Contributions	2,000.00	2,500.00	2,500.00	2,500.00	0.00
1091-00-5152	Creative Communities Prosp Fund Grant	0.00	0.00	0.00	0.00	0.00
1091-00-5154	Cultural Roundtable Events	189.34	0.00	562.50	0.00	0.00
1091-00-5156	Wellington County Funding	0.00	15,000.00	0.00	10,000.00	-5,000.00
1091-00-5158	Cultural CD Sales	424.79	0.00	0.00	0.00	0.00
1091-00-5160	Streetscape Partner Contributions	0.00	0.00	0.00	0.00	0.00
1091-00-5170	Downtown Revit Advert Contributions	9,441.46	5,000.00	600.30	3,000.00	-2,000.00
1091-00-5510	RED - Mktg & Invt Operational Grants	0.00	0.00	0.00	0.00	0.00
1091-00-5512	RED - Bus Ed Seminars Op Grants	0.00	0.00	0.00	0.00	0.00
1091-00-5514	RED - Specialized Trng Op Grants	0.00	0.00	0.00	0.00	0.00
1091-00-5516	RED - Rural Dwnst Summit Op Grants	0.00	0.00	0.00	0.00	0.00
1091-00-5518	Other Downtown Donations	0.00	0.00	0.00	0.00	0.00
1091-00-5520	Green Municipal Fund	0.00	0.00	0.00	0.00	0.00
1091-00-5862	Govt Grants - Conditional	0.00	0.00	5,978.59	1,000.00	1,000.00
1091-00-5899	Transfers from Reserves	20,000.00	20,000.00	20,000.00	25,000.00	5,000.00
	<b>Total Revenue</b>	<b>34,319.53</b>	<b>42,500.00</b>	<b>29,866.39</b>	<b>41,500.00</b>	<b>-1,000.00</b>
1091-00-6010	Wages	52,287.79	72,000.00	58,778.00	110,000.00	38,000.00
1091-00-6011	Wages - Part Time	12,587.02	3,000.00	11,444.82	0.00	-3,000.00
1091-00-6020	Benefits-Full-Time	20,461.46	23,000.00	21,112.85	38,000.00	15,000.00
1091-00-6021	Benefits-Part-Time	4,590.18	4,000.00	2,349.36	0.00	-4,000.00
1091-00-6040	Conferences	2,791.44	3,000.00	2,654.73	5,500.00	2,500.00
1091-00-6042	Meetings	1,019.64	1,500.00	258.69	1,500.00	0.00
1091-00-6050	Training	959.68	1,500.00	486.33	1,500.00	0.00
1091-00-6060	Mileage - Economic Development	2,451.19	3,000.00	1,801.77	2,500.00	-500.00
1091-00-6100	Land Purchase	0.00	750.00	0.00	0.00	-750.00
1091-00-6110	Legal Services	3,221.30	3,500.00	68.69	2,500.00	-1,000.00
1091-00-6140	Engineering Services	0.00	500.00	0.00	0.00	-500.00
1091-00-6148	Certified Site Expenses	4,775.34	0.00	4,593.15	2,000.00	2,000.00
1091-00-6150	Consulting Fees	0.00	0.00	0.00	0.00	0.00
1091-00-6152	Creative Cultural Plan	7,446.30	0.00	279.84	0.00	0.00
1091-00-6153	Creative Cultural Plan - CCPF Expenses	0.00	0.00	0.00	0.00	0.00
1091-00-6154	Cultural Roundtable	1,861.13	15,000.00	5,177.26	10,000.00	-5,000.00
1091-00-6160	Memberships	570.54	2,000.00	1,060.77	1,350.00	-650.00
1091-00-6210	Support for Workforce Training	3,782.19	10,000.00	1,576.69	5,000.00	-5,000.00
1091-00-6250	Chamber of Commerce Funding	5,300.16	5,200.00	5,540.35	5,500.00	300.00
1091-00-6260	Business Incubator Project	20,000.00	25,000.00	25,000.00	25,000.00	0.00
1091-00-6270	Business Ret & Exp Implementation	0.00	0.00	0.00	0.00	0.00
1091-00-6280	Downtown Revitalization - Grants/Loans	12,130.53	100,000.00	19,672.86	80,000.00	-20,000.00
1091-00-6290	Downtown Revitalization - Other	29,412.81	15,000.00	10,424.90	15,000.00	0.00
1091-00-6320	Property Maintenance Expenses	0.00	0.00	0.00	0.00	0.00
1091-00-6330	Streetscape Design	0.00	0.00	0.00	0.00	0.00
1091-00-6340	Façade Guidelines	66.14	0.00	0.00	0.00	0.00
1091-00-6410	Office Supplies	254.65	500.00	383.81	500.00	0.00
1091-00-6440	Office Equipment Rental/Maint.	0.00	0.00	0.00	0.00	0.00
1091-00-6450	Computer Software/Hardware	0.00	0.00	48.34	2,000.00	2,000.00
1091-00-6470	Principal Debt Repayments	118,076.84	125,063.43	93,563.43	99,404.35	-25,659.08
1091-00-6480	Interest on Long Term Debt	18,391.48	33,746.05	17,707.39	29,981.21	-3,764.84
1091-00-6482	Accrued Interest on Long-Term Debt	0.00	0.00	0.00	0.00	0.00
1091-00-6510	Publications & Data Received	50.00	250.00	31.51	100.00	-150.00
1091-00-6520	Advertising	1,479.93	5,000.00	3,779.95	5,000.00	0.00
1091-00-6521	Marketing Attraction Expenses	15,130.06	17,500.00	18,752.74	10,000.00	-7,500.00
1091-00-6522	Promotions	407.13	2,500.00	22.49	2,500.00	0.00

1091-00-6524	Trade Show Booth	0.00	0.00	0.00		0.00
1091-00-6526	Downtown Revit Joint Advertising	1,481.79	7,000.00	0.00	5,000.00	-2,000.00
1091-00-6528	Harriston Downtown Events	0.00	2,500.00	5,364.29	4,000.00	1,500.00
1091-00-6530	Telephone Services & Charges	288.32	1,000.00	308.66	1,000.00	0.00
1091-00-6540	CFRDC-Invt & Web-Site Development	732.24	1,500.00	3,264.35	4,000.00	2,500.00
1091-00-6601	Business Seminar Expenses	0.00	0.00	0.00	0.00	0.00
1091-00-6810	Planning Costs	0.00	0.00	0.00	0.00	0.00
1091-00-6820	Property Taxes for Land	684.53	700.00	342.00	700.00	0.00
1091-03-6100	Palm CN Land Expenses	0.00	0.00	0.00	0.00	0.00
1091-00-6850	Miscellaneous Expenses	439.05	1,000.00	1,046.74	1,000.00	0.00
	Youth Action Council	0.00	0.00	0.00	5,000.00	
	Ontario 150th Partnership Contribution				3,000.00	
	<b>Total Expenditures</b>	<b>343,130.86</b>	<b>486,209.48</b>	<b>316,896.76</b>	<b>478,535.56</b>	<b>-7,673.92</b>
	<b>Excess Revenue over/under Expenditures</b>	<b>-308,811.33</b>	<b>-443,709.48</b>	<b>-287,030.37</b>	<b>-437,035.56</b>	<b>6,673.92</b>



## 2016 Economic Development/Tourism Service Measures

### Community Meetings (Jan – November 30)

Downtown Revitalization	14
Taste Real	4
County Ec. D/Joint EDC/IPM Showcase	20
Farmers' Markets	3
Chamber of Commerce	7
WOWSA	7
EDPC	7
Cultural Roundtable	11
Physician Recruitment	3
LaunchIt	9
Renew Northern Wellington	3
Hawk's Nest Advisory	8
Minto Youth Action /Planning/North for Youth	11
Railway Museum/Handcars	9
Heritage Markers	2
Butter Tarts & Buggies	7

### Speaking Engagements

EDCO Annual Conference, Toronto  
OBIAA Annual Conference, London  
Walkerton BIA  
Vibrant Villages Conference, Neustadt

### Assessment Levels

2016 Commercial	68,709,595
2015 Commercial	62,995,731
2014 Commercial	60,349,492
2013 Commercial	56,158,560
2012 Commercial	56,668,335
2016 Industrial	21,223,720
2015 Industrial	20,925,347 (appeals for lower assessment)
2014 Industrial	21,195,204
2013 Industrial	21,438,000
2012 Industrial	10,059,546

### Building Permits

2016 Commercial (As of Oct. 31)	3	\$605,000
2015 Commercial (As of Oct. 31)	8	\$140,000
2014 Commercial	9	\$2,343,000
2013 Commercial	12	\$1,406,000
2012 Commercial	4	\$427,000
2016 Industrial (As of Oct. 31)	5	\$700,000
2015 Industrial (As of Oct. 31)	4	\$1,500,000
2014 Industrial	8	\$3,138,000
2013 Industrial	4	\$3,208,000
2012 Industrial	4	\$2,600,000

**Façade & Signage Grants Distributed** (As of September 30) \$77,662.40  
Façade & Signage Leverage Ratio \$1: \$2.64

## Website Statistics

### Town of Minto

Sessions

**35.62%**

52,595 vs 38,782



Users

**51.16%**

32,423 vs 21,449



Page Views

**12.34%**

122,683 vs 109,208



Pages/Session

**-17.16%**

2.33 vs 2.82



Avg. Session Duration

**-28.34%**

00:01:42 vs 00:02:22



Bounce Rate

**16.74%**

56.77% vs 48.63%



% New Sessions

**12.90%**

59.89% vs 53.05%



### LiveandWork Minto

Sessions

**31.56%**

11,034 vs 8,387



Users

**39.38%**

6,827 vs 4,898



Page Views

**15.63%**

52,485 vs 45,390



Pages/Session

**-12.11%**

4.76 vs 5.41



Avg. Session Duration

**-32.29%**

00:01:58 vs 00:02:54



Bounce Rate

**-4.94%**

33.64% vs 35.39%



% New Sessions

**3.13%**

60.20% vs 58.38%



## Minto ED

Sessions

**18.90%**

2,315 vs 1,947



Users

**10.19%**

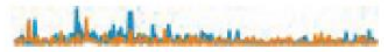
1,795 vs 1,629



Page Views

**38.86%**

6,707 vs 4,830



Pages/Session

**16.79%**

2.90 vs 2.48



Avg. Session Duration

**51.76%**

00:02:29 vs 00:01:38



Bounce Rate

**-4.76%**

62.42% vs 65.54%



% New Sessions

**-6.94%**

76.33% vs 82.02%



## Come Home to Minto

Sessions

**100.00%**

674 vs 0



Users

**100.00%**

542 vs 0



Page Views

**100.00%**

1,213 vs 0



Pages/Session

**100.00%**

1.80 vs 0.00



Avg. Session Duration

**100.00%**

00:01:30 vs 00:00:00



Bounce Rate

**100.00%**

76.26% vs 0.00%



% New Sessions

**100.00%**

80.42% vs 0.00%



## Treasures of Minto

### Sessions

**-37.64%**

6,438 vs 10,324



### Users

**-38.34%**

5,412 vs 8,777



### Pageviews

**-27.53%**

12,694 vs 17,517



### Pages / Session

**16.21%**

1.97 vs 1.70



### Avg. Session Duration

**-2.22%**

00:01:11 vs 00:01:13



### Bounce Rate

**2.01%**

79.85% vs 78.28%



### % New Sessions

**-0.93%**

83.57% vs 84.35%



## SOCIAL MEDIA:

Facebook Likes (as of November 21): 1,362

Twitter Followers: 948

You Tube View:

Instagram Followers : 326



**Budget by Service**  
**Department Name:** Tourism Department  
**Budget Code:** 10 9200  
**Staff:** 2.0

**Section:** Administration  
**FTE:** 2

**Strategic Position** 8.0 Increase awareness of “Minto” as a destination by developing and supporting successful and sustainable tourism products that attract the traveling public, encourage spending on local products and services, and promote Minto as a great place to relocate and invest.

**Actions:** 8.1 communicate marketing 8.2 agri-tourism market 8.3 culture plan 8.4 facilitate events 8.5 year-round product 8.6 Norgan Theatre 8.7 Cultural RoundTable 8.8 Chamber partnership 8.9 regional network 8.11 downtown promotions 8.12 authentic heritage

**Responsibility:** Deliver programs and initiatives to encourage tourism.

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#### Operating Budget Summary

2016 Budget (Actual \$44,309.70 to Sept 2016) **\$113,800**

Past & Projected (1%) **0.01**

2015	2016	2017	2018	2019
\$89,250	\$113,800	\$ 25,900	\$ 26,159	\$ 26,421

#### Budget Initiatives

1. Decrease Wages and Benefits	-\$27,200
2. Decrease Signage - Transfer to Capital	-\$50,000
3. Anticipated 150th Funding	-\$19,800
4. 150th Event Costs (in replace of IPM Booth)	\$13,000
<b>Proposed 2017 Budget</b>	<b>\$25,900</b>

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#### Budget to Actual Issues

At the end of September we are significantly under budget. This is due to the fact that signage (\$60,000) was moved to a capital expenditure in 2016 and wages have not been allocated to tourism.

#### Issues for 2017 and Beyond

Changes to the 2017 budget include a minimal amount in operating for correcting wayfinding signage. The remainder of signage work will be included in the capital budget (6 Service Club Signs and 1 entrance sign for Palmerston).

Staffing costs have been decreased to zero in the tourism budget and moved to the economic development budget as it is difficult to allocate true staff costs to tourism.

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The Town has applied for Ontario 150<sup>th</sup> Celebration funding to undertake a series of new events or event enhancements related to Canada's 150<sup>th</sup> celebrations. We have included this grant in revenue for our initial budget. In 2016 we budgeted to spend \$7,000 on the Town of Minto space within the County Showcase. This line item has been replaced with \$20,000 to be spent (whether successful or not) on Canada's 150<sup>th</sup> Celebrations (a net increase of \$13,000).



### **Service Measures**

See attached.

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### **CAO/Clerk and Business & Economic Manager's Recommendation**

That the 2017 budget proposed for the Tourism Department be approved at **\$25,900**



2017 OPERATING BUDGET						
Account	Description	2015	2016	2016	2017	
		YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget	Budget Change
<b>TOURISM</b>						
1092-00-5130	Sign Rental Fees	0.00	0.00	0.00	0.00	0.00
1092-00-5150	Minto Sketch Map Advertising	0.00	0.00	0.00	0.00	0.00
1092-00-5502	Farmers Market - Harriston	2,655.35	1,200.00	1,097.39	1,000.00	-200.00
1092-00-5503	Farmers Market - Palmerston	4,527.82	2,500.00	1,632.05	2,500.00	0.00
1092-00-5156	Redneck Bar - Games Revenue	0.00	0.00	0.00	0.00	0.00
1092-00-5504	Redneck Concert - Celebrate Ontario	0.00	0.00	0.00	0.00	0.00
1092-00-5570	Summer Sizzle Ticket Sales	0.00	0.00	0.00	0.00	0.00
1092-00-5862	Govt Wage Subsidies	0.00	0.00	0.00	0.00	0.00
1092-00-5890	Donations & Misc Revenue	0.00	0.00	0.00	0.00	0.00
	Ontario 150th Minto-sponsors	0.00	0.00	0.00	3,000.00	3000
	Ontario 150th Celebrate	0.00	0.00	0.00	19,800.00	19800
	<b>Total Revenue</b>	<b>7,183.17</b>	<b>3,700.00</b>	<b>2,729.44</b>	<b>26,300.00</b>	<b>22,600.00</b>
10-9200-6010	Wages-Full Time	0.00	18,000.00	90.00	0.00	-18,000.00
10-9200-6011	Wages-Part Time	8,046.12	5,000.00	9,441.29	0.00	-5,000.00
10-9200-6020	Benefits-Full-time	0.00	3,500.00	0.00	0.00	-3,500.00
10-9200-6021	Benefits-Part-time	944.34	700.00	1,071.62	0.00	-700.00
10-9200-6040	Conferences/Meetings	169.00	250.00	132.25	250.00	0.00
10-9200-6050	Staff Training	0.00	0.00	0.00	0.00	0.00
10-9200-6060	Mileage	940.77	1,500.00	1,953.39	2,000.00	500.00
10-9200-6140	Farmers Market	195.00	0.00	0.00	0.00	0.00
10-9200-6142	Farmers Market-Harriston	1,544.95	1,200.00	2,462.47	1,000.00	-200.00
10-9200-6143	Farmers Market-Palmerston	3,215.13	2,500.00	2,462.47	2,500.00	0.00
10-9200-6160	Memberships	250.00	300.00	707.41	500.00	200.00
10-9200-6390	Rent Honourarium	0.00	0.00	0.00	0.00	0.00
10-9200-6410	Office and General	15.77	50.00	53.08	50.00	0.00
10-9200-6420	Small Equipment < 500.00	0.00	100.00	0.00	0.00	-100.00
10-9200-6510	Publications & Data Received	0.00	0.00	0.00	0.00	0.00
10-9200-6520	Advertising & Promotions	9,330.95	15,000.00	15,335.75	13,500.00	-1,500.00
10-9200-6522	Signage	17,131.56	60,000.00	5,027.97	10,000.00	-50,000.00
10-9200-6530	Telephone & Service Charges	243.80	300.00	274.31	300.00	0.00
10-9200-6540	Internet/WebPage Serv./Maint.	0.00	0.00	0.00	0.00	0.00
10-9200-6550	Community Maps	0.00	0.00	0.00	0.00	0.00
10-9200-6570	Summer Sizzle	0.00	0.00	0.00	0.00	0.00
10-9200-6580	Community Event Development	1,827.61	2,000.00	0.00	2,000.00	0.00
10-9200-6590	Ontario 150th Expenses	0.00	7,000.00	7,949.78	20,000.00	13,000.00
10-9200-6700	Transfers to Capital	0.00	0.00	0.00	0.00	0.00
10-9200-6730	Seminars	0.00	0.00	0.00	0.00	0.00
10-9200-6800	Tourism - Transfers to Reserves	0.00	0.00	0.00	0.00	0.00
10-9200-6850	Miscellaneous Expenses	35.00	100.00	77.35	100.00	0.00
	<b>Total Expenditures</b>	<b>43,890.00</b>	<b>117,500.00</b>	<b>47,039.14</b>	<b>52,200.00</b>	<b>-65,300.00</b>
<b>Excess Revenue over/under Expenditures</b>		<b>-36,706.83</b>	<b>-113,800.00</b>	<b>-44,309.70</b>	<b>-25,900.00</b>	<b>87,900.00</b>

**Budget by Service****Department Name:** LaunchIt**Section:** Administration**Budget Code:** 10 9101**Staff:** 1 (Shared with Minto Chamber of Commerce)**FTE:** 1

**Strategic Position** 4.0 Pursue initiatives that improve the Town's economy, increase employment opportunities, enhance the skilled workforce, increase competitiveness, attract investment and maintain affordability for local residents and business.

**Actions:** 4.1 Sustainable Growth 4.2 Labour Market 4.3 Serviced Land 4.4 Creative Economy 4.5 Retention & Attraction 4.6 Healthy Downtowns 4.7 Community Improvement 4.9 Family Friendly 4.10 Agricultural /Cultural Incubators 4.11 Skilled Trades

**Responsibility:** Deliver programs and initiatives to encourage business growth.

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**Operating Budget Summary**

2016 Budget (Offset by External Contributions) **\$136,000**

**Past & Projected (1%)**

0.01

2015	2016	2017	2018	2019
surplus \$5870	\$136,000	\$125,250	\$126,503	\$127,768

**Budget Initiatives**

1. Increase Chamber Contribution	-\$6,500
2. Reduce Ontario 150	-\$4,750
3. Sponsorship and other rent reductions	\$31,500
4. Net Revenue Live2Lead	-\$4,000
5. County BRE Funding	-\$5,000
6. Rent Reduction	-\$6,900
7. Various Expense Adjustments	\$26,650
7. Contribution Business Centre of Guelph Wellington	\$4,800
6. Reduce expenses Ag Incubator development	-\$46,550
<b>LaunchIT 2017 Budget</b>	<b>\$125,250</b>
<b>Net to Tax</b>	<b>\$0</b>

**Proposed 2017 Budget****\$0****Budget to Actual Issues**

As of September 30, 2016 we are running a small surplus. We are waiting for the County of Wellington BR+E Implementation Funding of \$10,000 to come in, as well as revenues from a very successful Live2Lead event to be posted, which should see a profit of approximately \$4,400. We

have received a \$10,000 grant from Libro Credit Union (not yet posted) to begin work on our Agriculture Incubator Project. This \$10,000 will be carried over into 2017 when we begin the work.

We had planned on introducing a sponsorship program in 2016 but found that with the IPM this was not the right time to do so. We also had difficulty attracting long term tenants into the space but have been successful in attracting on-going daily rentals over the course of the year.

### **Issues for 2017 and Beyond**

LaunchIt continues to deliver business services to our community within our community, saving our businesses valuable time and money driving elsewhere and also providing another tool in our toolbox to support both new and expanding businesses.

In 2017 we have ambitious plans to begin work on our Agriculture Incubator. We are also hopeful to receive an Ontario 150<sup>th</sup> Partnership Grant to be able to work with our various partners in delivering a unique youth entrepreneurship program.

With the success of Live2Lead in 2016 as fundraiser we have committed to hosting again in 2017.

Over the last two years it has become apparent that the Business Development Coordinator spends about 50% of her time on LaunchIt duties and the other 50% on Minto Chamber of Commerce duties. As a result the Minto Chamber of Commerce has increased their contribution to LaunchIt to assist in covering wages. We truly value our partnership with the Chamber.

We will continue to operate LaunchIt Minto in units #3 and #4. Our gracious landlord has allowed us use of both units while continuing to only pay rent on unit #4.

Over the last two years we have been fortunate to have the services of the Business Centre of Guelph Wellington for free. Unfortunately due to their funding cut-backs in order to continue to have an on-site Business Advisor one day a month we have had to increase our budget \$4,800. This increase will be off-set by applying an additional \$5,000 from our County BR+E Implementation Fund towards LaunchIt.



### **Service Measures**

See attached

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### **C.A.O. Clerk and Manager of Economic Development Recommendation**

That the 2017 budget for LaunchIt Minto be approved at \$0

2017 OPERATING BUDGET						
Account	Description	2015 YTD Actual - Sept 30/15	2016 Budget	2016 YTD Actual - Sept 30/16	2017 Budget	Budget Change
<b>Economic Development-Business Incubator</b>						
1091-01-5150	Sponsors-Telephone	0.00	0.00	0.00	0.00	0.00
1091-01-5152	Sponsors-Communications	0.00	0.00	0.00	0.00	0.00
1091-01-5154	Sponsors-Other	0.00	5,000.00	0.00	9,000.00	4,000.00
1091-01-5156	Sponsors-Ag incubator Municipal Partners	0.00	25,000.00	0.00	0.00	-25,000.00
1091-01-5160	Minto Chamber of Commerce Contributions	12,000.00	12,000.00	12,000.00	18,500.00	6,500.00
1091-01-5320	Rent-Start-up Tenants	1,800.00	3,000.00	0.00	3,000.00	0.00
1091-01-5340	Rent-Existing Tenants	10,057.74	7,000.00	3,619.28	4,000.00	-3,000.00
1091-01-5360	Rentals-Meeting & Bd Rm Rentals	1,965.57	2,000.00	1,469.25	2,000.00	0.00
1091-01-5380	BFP Memberships	0.00	1,500.00	0.00	1,500.00	0.00
1091-01-5390	Course & Seminar Fees	2,599.18	3,500.00	796.47	2,000.00	-1,500.00
1091-01-5392	Live 2 Lead	0.00	0.00	0.00	10,000.00	10,000.00
1091-01-5400	Town of Minto Incubator Contributions	20,000.00	25,000.00	25,000.00	25,000.00	0.00
1091-01-5510	Grants-Wellington County	0.00	10,000.00	0.00	15,000.00	5,000.00
1091-01-5512	Grants-Wellington County-Video	0.00	0.00	0.00	0.00	0.00
1091-01-5520	Ontario 150th Partnership Grant	13,259.87	30,000.00	0.00	25,250.00	-4,750.00
1091-01-5999	Transfers from Reserves	0.00	12,000.00	12,000.00	10,000.00	-2,000.00
<b>Total Revenue</b>		<b>61,682.36</b>	<b>136,000.00</b>	<b>54,885.00</b>	<b>125,250.00</b>	
1091-01-6010	Wages	22,631.64	34,000.00	26,993.23	34,600.00	600.00
1091-01-6020	Benefits	2,669.08	3,600.00	3,210.48	3,650.00	50.00
1091-01-6042	Meetings & Events	562.53	750.00	419.39	750.00	0.00
1091-01-6044	Live 2 Lead Expenses	0.00	0.00	5,011.56	6,000.00	6,000.00
1091-01-6050	Training	405.32	0.00	0.00	0.00	0.00
1091-01-6060	Mileage	405.30	650.00	119.88	250.00	-400.00
1091-01-6110	Legal Services	0.00	0.00	0.00	0.00	0.00
1091-01-6150	Mentors	0.00	2,000.00	71.23	700.00	-1,300.00
1091-01-6210	Insurance	0.00	0.00	0.00	0.00	0.00
1091-01-6310	Hydro	4,818.83	6,500.00	3,346.93	6,500.00	0.00
1091-01-6340	Cleaning Services	498.63	700.00	0.00	0.00	-700.00
1091-01-6350	Cleaning Supplies	43.09	100.00	49.79	100.00	0.00
1091-01-6360	Washroom Supplies	77.39	100.00	80.35	100.00	0.00
1091-01-6380	Maintenance	318.39	500.00	64.16	250.00	-250.00
1091-01-6390	Rent	12,669.12	17,400.00	12,414.72	10,500.00	-6,900.00
1091-01-6410	Office Supplies	768.07	500.00	164.69	250.00	-250.00
1091-01-6420	Small Furniture	1,587.78	0.00	0.00	0.00	0.00
1091-01-6430	Building Renovations	360.48	0.00	0.00	0.00	0.00
1091-01-6510	Telephone	250.61	350.00	302.20	350.00	0.00
1091-01-6520	Advertising	4,391.48	5,000.00	246.26	3,000.00	-2,000.00
1091-01-6522	Video Costs	0.00	0.00	0.00	0.00	0.00
1091-01-6532	Internet	308.33	450.00	293.04	350.00	-100.00
1091-01-6536	Courses & Seminars	2,095.60	2,500.00	986.06	4,500.00	2,000.00
1091-01-6538	Ontario 150th Partnership Expenses				34,250.00	
1091-01-6540	Computer & web-sites	900.51	500.00	386.63	500.00	0.00
1091-01-6660	Ag Incubator	0.00	60,000.00	0.00	13,450.00	-46,550.00
1091-01-6850	Miscellaneous	49.99	400.00	433.15	400.00	0.00
1091-01-6960	Consultants & Speakers	0.00	0.00	0.00	4,800.00	4,800.00
<b>Total Expenditures</b>		<b>55,812.17</b>	<b>136,000.00</b>	<b>54,593.75</b>	<b>125,250.00</b>	<b>-10,750.00</b>
<b>Excess Revenue over/under Expenditures</b>		<b>5,870.19</b>	<b>0.00</b>	<b>291.25</b>	<b>0.00</b>	<b>0.00</b>

## 2016 LaunchIt Minto Service Measures

### 2016 – Present

	# of Sessions	# of Attendees
<b>BFP Info Sessions</b>		
1 on 1 meetings	10	15
<b>Training Sessions</b>	13	192
<b>Client Meetings with Advisor</b>	11	35
<b>Lunch N Learn Sessions</b>	4	38
<b>Live2Lead Events</b>	3	260

Number of People who have used the space for meetings or business related questions.  
1,258

### Graduation:

1 – Triton Engineering

### Tenants:

Phil Naylor, Hypnotherapist  
Randy Scott, Social Worker  
Infrastructure Ontario  
Posh Aesthetics  
Ian Cubitt, Succession Planning  
Christine Newman, RMT

### Mentors: 7

Mayor George Bridge  
Paul Brown  
Heather Waterworth  
Bethany McMullen  
Wendy Lockwood  
John Burgess  
John Mohle

### Starter Company: 2

Pink Me Up  
Country Squire

### Testimonials

- Because of the “Save Your Energy” Lunch & Learn with Westario Power held at LaunchIt on Tuesday, April 26th. CarStar and Minto Auto attended this event and are happy to report that because of it, Carstar was able to find the source of their problem resulting in a \$300 per month savings!
- We have made a lot of use of LaunchIt Minto! We are making changes in our business and LaunchIt has been a tremendous help in setting us up and getting the proper forms and permits. I don't know how else we could have done it. Please give all the support you can to LaunchIt, this is a wonderful service and virtual for the community.  
John Neilman, Neilman Construction

- Loved “Customizing Your Sales Strategy” with Judi Riddolls. She is an informative, engaging speaker. Thanks for offering such great training at LaunchIt.
- I didn’t want it to be over, I learned so much and was inspired to push forward with my business. Thank you!
- Just wanted to say a great big thank you for allowing me to come to Launch It to learn how to utilize Facebook for my business. I was very confused, fearful and definitely not comfortable with using Facebook. In a relatively short period of time, you erased many of my fears and guided me on how to proceed to promote my self- care business. I still have lots to learn but you guided me in the right direction on how to move forward. At one point, something had happened to my fb account, I called you and you “made” time to see me and remove my fears about what had happened rather than make me wait and feel apprehensive about what had happened. Just wanted to say a great big thank you for providing a much-needed service to those of us not computer savvy. As a senior citizen trying to progress in this “computer world”, many things seem daunting not having had the opportunity to learn computer skills earlier.  
Respectfully submitted,  
Barb Richmond
- While a tenant at LaunchIt Minto the staff was always pleasant and provided anything, we required in a timely manner. Having a presence at LaunchIt allowed us to be more engaged within the community and close by to assist while the construction project was taking place.  
Paul Ziegler, Triton Engineering
- My small business partner Cathy and I We're both floundering. We knew that online media, Facebook was a good source to use to promote our baby blanket business. What we did not know was how to access this opportunity. I had started to attend WOWSA meetings In 2014. Found them extremely helpful and educational. That is where I met Somer Gerber. I explained to her the problems Cathy and I were having. She offered to set up a training session for us. She was the most helpful person we had come in contact with so far. She was patient, knowledgeable, and so helpful. Every time we contacted her to ask another "dumb" question. She helped. What a wonderful opportunity for me as a resident of Wellington North, to be able to have contact with Launch it, WOWSA and Somer.  
My feeling is, keep the program going, for people that want to start a small business, but do not know how. Also, the support for women is rare and valuable.  
Kay Ayres, Sun Snaps
- Ag Business & Crop members have had the opportunity to attend a wide range of training sessions at the LaunchIt program. It has been fantastic for us as we have training locally with superb instructors. One session we attended was about sales, which is our companies primary objective. This session affirmed what our overall approach has been but was great in helping us refine some of the things we have been doing. To have an instructor there that can modify their talk to the needs of their particular audience, answer questions and offer invaluable insights is fantastic. We are also really fortunate that Somer always makes sure that we are aware of things that will be of particular interest to us, helps keep us clued into other things that would be an asset for us to know. Recently Ag Business & Crop Inc. was chosen out of over 3400 applicants as one of 10 regional winners of the Globe and Mail Small Business Challenge. We feel that the LaunchIt program contributed to that success and we encourage anyone we meet to also be involved.  
Bernice Weber, Ag. Business & Crop





**Budget by Service**  
**Department Name:** Fire  
**Budget Code:**  
**Staff:** 85 Volunteer F/F

**Section:** Overall Fire  
**FTE:** 2.5

**Strategic Position:** Protect the health and safety of the community and citizens, business and the environment, by supporting a quality Volunteer Fire Department, emergency preparedness, and access to health care, prevention and wellness opportunities.

**Actions:** 6.1 through 6.10

**Responsibility:** Summary of all four Minto Fire Department budgets which provide protection services for people and property in Minto.

### Mission Statement

“Dedicated to serving the community with a high standard of emergency response and fire prevention programs to ensure a safe environment for the residents of Minto.”

Past & Projected (1%)		0.01				
2015	2016	2017	2018	2019		
\$841,412	\$888,236	\$ 908,128	\$ 917,209	\$ 926,381		
1. Increase/decrease Fire Administration						\$29,530
2. Increase/decrease Clifford Fire						-\$7,150
3. Increase/decrease Harriston Fire						-\$1,000
4. Increase/decrease Palmerston Fire						-\$1,488
<b>Proposed 2017 Budget</b>						<b>\$908,128</b>

### **Budget to Actual Issues**

The overall increase is around 2.2%. This includes taking in the entire Administration Coordinator Salary as well as the increase in dispatch fees. We have seen calls for service decrease a little, however we are still over the 200 mark. After this year of establishing the new database at Guelph Fire Dispatch, we should see a decrease in the amount needing to be allocated to this line. Otherwise, the budget is a status quo budget with no new staff being added.

### **Issues for 2017 and Beyond**

We are looking forward to the creation of the Minto Fire Cares Foundation. Once it is established, we can hopefully continue to work towards beneficial partnerships in the community that will help grow Minto Fire. We will continue to look to grow the events we host, including Touch a Truck which is celebrating its 5<sup>th</sup> year on June 17. The new Master Fire Plan will give us a good building block for future budgets



and  
work  
plans.



### Service Measures

One of the main service measure we keep track of is recruitment and retention. We are going to enter our third cycle without the need to do major recruiting. Our retention rate is very high and the satisfaction level amongst our firefighters appears to be high as well. The stability in the department allows us to focus on firefighter development and leadership training. It also takes a large amount of strain off our Training Officers and Officers. We are very fortunate to have a strong group of personnel who dedicated and believe in our organization.

We will also be looking to grow with the establishment of the Foundation. Once established, we are looking to grow the organization within the community. The more partnerships and connections we can grow in the Town, the better off our department will be and the more our fire prevention messaging can be effective.

2016 Calls to Date	198
2015 Calls to Minto Fire	276
2014 Calls to Minto Fire	189
2013 Calls to Minto Fire	195
2012 Calls to Minto Fire	202
2011 Calls for Minto Fire	166

### Property Dollars Lost from Fire

2016	\$669,500
2015	\$339,500
2014	\$516,700
2013	\$676,500

**Budget by Service****Department Name:** Fire**Budget Code:****Staff:** 1 Full Time Chief, 1 Full Time Administration Coordinator, 1 PT Fire Inspector**Section:** Fire Administration**FTE:** 2.5

**Strategic Position:** Protect the health and safety of the community and citizens, business and the environment, by supporting a quality Volunteer Fire Department, emergency preparedness, and access to health care, prevention and wellness opportunities.

**Actions:** 6.3 high service standard, 6.4 leadership role, 6.5 shared services, 6.10 innovative communication

**Responsibility:** The Administration team is responsible for all of the admin sections of the fire department. This includes most equipment maintenance, training, fire prevention, public education, dispatch fees and insurance for all 3 stations. Includes wages for Fire Chief, Administration Coordinator and the Part Time Fire Inspector working in the department.

Operating Budget Summary					
2016 Budget (Actual \$462,711 to Sept 2016)					<b>\$567,400</b>
Past & Projected (1%)		0.01			
2015	2016	2017	2018	2019	
\$522,017	\$567,400	\$ 596,930	\$ 602,899	\$ 608,928	
Budget Initiatives					
1. Increase Donations (from Minto Fire Cares Foundation)					-\$18,000
2. Increase Wages (Taking in full salary of admin staff)					\$17,840
3. Decrease of Conference Budget					-\$1,000
4. Increase of Fire Prevention Allocation					\$3,000
5. Increase Dispatch fees					\$21,000
Proposed 2017 Budget					<b>\$596,930</b>

**Budget to Actual Issues**

We attempted to get caught up with our Dress Uniform situation this year, which put us over by approximately \$4000. This was offset by being under in the training budget. Many NFPA courses are just now being finalized and haven't been available in the previous year. Our miscellaneous expenses appeared to be over budget, however were offset by the over \$13,000 in donations received for items such as the Awards Gala. We were also able to assist Mapleton with some fire inspections, which will increase our revenue stream. We stayed well under our equipment repair budget, because of the off year in testing the SCBA's and ladders.

### Issues for 2017 and Beyond

The main reason for a 5.2% increase in this budget is the increase in dispatch fees. Guelph Dispatch has installed a new dispatch system which will increase our dispatching fees per year. But the bulk of the increase is a one time fee to create a database which will enable us to get more information from our incidents. This will help when completing our incident reports.

The Master Fire Plan is coming to its end in 2017, so this year will be focused on updating the plan. It is an important step to guide us through the process to keep the document relevant. We are also looking forward to the establishment of the Minto Fire Cares Foundation. We will continue to look at different partnerships both in the private sector and with other fire departments. We will continue to offer our services to any fire department requiring assistance and hope to secure some longer term assistance agreements. Our firefighter base continues to be strong, with very little recruitment needing to take place again this year.

Succession planning will also be looked at this year. This will include various company officer courses and leadership style courses to prepare the next generation of firefighters to move up in the ranks. The Awards Gala was a huge success which we look to build off for this year.

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### Service Measures

This year we were able to complete a very successful IPM 2016 with regards to emergency services. Our partners in the County policing and paramedicine worked extremely well together to create a great partnership we are going to strive to carry on. This will hopefully lead into our PTSD strategy we are endeavoring to write with our partners. This includes all of the fire services in the County. We are all working towards having all of our Officers and firefighters trained with awareness of PTSD and steps they can take. Then we will concentrate on forming and training our Peer Support team. We are actively working to form partnerships in the community to form a solid peer support team that will benefit the entire community.

As previously mentioned, we are going to update our Master Fire Plan. Just like when it was written, this will be done in house without the use of a consultant. Our goal is to have the process completed by the end of 2017. It will include consultations with the community, firefighters and other town staff before being finalized.

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### C.A.O. Clerk and Fire Chief Recommendation

That the 2017 budget proposed for Fire Administration be approved at

**\$596,930**

2017 OPERATING BUDGET								
Account	Description	2014 Actual - to Dec 31	2015 Budget	2015 YTD Actual - Sept 30/15	2016 Budget	2016 YTD Actual - Sept 30/16	2017 Budget	Budget Change
<b>Fire Chief</b>								
1020-00-5010	MTO Reimbursement							0.00
1020-00-5040	Donations	2,118.24		0.00		13,589.83	18,000.00	18,000.00
1020-00-5050	Other Revenues	1,704.80	1,000.00	3,726.38	3,500.00	1,610.80	3,500.00	0.00
1020-00-5510	Fire Inspection Revenue	1,310.00	0.00	190.00	0.00	1,702.16	0.00	0.00
1020-00-5780	IPM Internal Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-00-5999	Transfers from Reserves							0.00
	<b>Total Revenue</b>	<b>5,133.04</b>	<b>1,000.00</b>	<b>3,916.38</b>	<b>3,500.00</b>	<b>16,902.79</b>	<b>21,500.00</b>	18,000.00
1020-00-6010	Salary/Wages/Per Diem	90,101.17	89,000.00	64,926.87	94,000.00	70,799.84	95,880.00	1,880.00
1020-00-6011	Wages - Admin	19,541.36	18,000.00	13,637.49	48,000.00	30,478.37	57,500.00	9,500.00
1020-00-6020	Benefits	40,765.51	40,000.00	34,790.02	43,000.00	33,479.74	43,000.00	0.00
1020-00-6022	Benefits - Admin	133.78	500.00	0.00	500.00	7,193.55	12,000.00	11,500.00
1020-00-6021	Hepatitis B Shots	0.00	0.00	743.26	0.00	0.00	0.00	0.00
1020-00-6030	Uniforms, Etc.	5,899.11	5,000.00	4,493.57	5,000.00	8,550.20	5,000.00	0.00
1020-00-6040	Conference/Meetings	2,975.11	3,500.00	2,867.41	3,500.00	1,383.98	2,500.00	-1,000.00
1020-00-6050	Training	0.00	0.00	0.00	0.00	146.20	0.00	0.00
1020-00-6055	Training Division	41,399.17	60,000.00	22,223.89	60,000.00	19,057.65	60,000.00	0.00
1020-00-6060	Mileage	4.50	0.00	143.00	500.00	0.00	500.00	0.00
1020-00-6070	Administration Allocation	4.94	0.00	0.00	0.00	2,541.97	0.00	0.00
1020-00-6080	Public Education Division	8,821.74	5,000.00	3,321.21	5,000.00	4,567.03	5,000.00	0.00
1020-00-6081	Fire Prev & Trng - Prov Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-00-6085	Fire Prevention Inspections	380.00	0.00	2,590.86	0.00	278.37	0.00	0.00
1020-00-6087	Part-time Fire Inspector	10,514.10	20,000.00	21,799.71	27,000.00	26,312.00	30,000.00	3,000.00
1020-00-6090	Miscellaneous Expenses	3,399.70	4,000.00	1,739.41	10,000.00	16,019.72	10,000.00	0.00
1020-00-6110	Legal Services	0.00	500.00	0.00	500.00	0.00	500.00	0.00
1020-00-6120	Audit Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-00-6150	Special Consulting Services	0.00	0.00	0.00	0.00	5,088.00	0.00	0.00
1020-00-6160	Membership Fees	2,040.92	2,400.00	1,106.31	2,400.00	875.00	2,400.00	0.00
1020-00-6210	Volunteer Firefighter Insurance	10,121.75	11,000.00	11,072.64	12,000.00	12,329.28	13,000.00	1,000.00
1020-00-6410	Office Supplies	1,644.92	2,500.00	1,254.35	2,500.00	1,415.46	2,500.00	0.00
1020-00-6450	Computer/Software Services	4,649.40	4,000.00	6,788.19	4,000.00	2,471.73	4,000.00	0.00
1020-00-6510	Publications & Data Received	76.32	250.00	146.22	250.00	116.74	250.00	0.00
1020-00-6520	Advertising & Promotions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-00-6530	Telephone Services & Charges	1,730.95	1,750.00	1,568.25	2,000.00	1,917.37	2,500.00	500.00
1020-00-6540	Internet/WebPage Serv./Maint.	113.27	0.00	131.96	0.00	121.82	150.00	150.00
1020-00-6550	Radio Licensing	3,329.56	3,500.00	2,719.00	3,500.00	902.00	3,500.00	0.00
1020-00-6560	Pager/Radio Repairs	1,333.47	3,500.00	1,928.33	2,000.00	1,386.92	2,000.00	0.00
1020-00-6570	Dispatch Fees	14,091.11	11,000.00	11,133.21	12,000.00	12,955.94	33,000.00	21,000.00
1020-00-6610	Fuel & Supplies	244.64	1,750.00	54.21	1,750.00	0.00	1,750.00	0.00
1020-00-6620	Truck Rep & Mtoe	3,326.20	3,000.00	3,130.37	3,000.00	361.25	3,000.00	0.00
1020-00-6700	Transfers To Capital	85,184.85	0.00	0.00	0.00	0.00	0.00	0.00
1020-00-6710	Bad Debts Expense	7,790.00	0.00	0.00	0.00	750.00	0.00	0.00
1020-00-6720	Equipment Maintenance	9,287.66	15,000.00	16,422.15	15,000.00	7,306.35	15,000.00	0.00
1020-00-6730	Bunker Gear Cleaning	3,558.46	6,000.00	3,389.11	6,000.00	3,747.46	6,000.00	0.00
1020-00-6780	IPM Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-00-6790	O2 Filling Chemicals/Foam	-319.19	1,500.00	1,521.85	1,500.00	1,054.71	1,500.00	0.00
1020-00-6800	Transfers To Reserves	155,000.00	206,000.00	206,000.00	206,000.00	206,000.00	206,000.00	0.00
	<b>Total Expenditures</b>	<b>527,150.48</b>	<b>518,650.00</b>	<b>441,642.85</b>	<b>570,900.00</b>	<b>479,614.65</b>	<b>618,430.00</b>	47,530.00
<b>Excess Revenue over/under Expenditures</b>		<b>-522,017.44</b>	<b>-517,650.00</b>	<b>-437,726.47</b>	<b>-567,400.00</b>	<b>-462,711.86</b>	<b>-596,930.00</b>	-29,530.00





**Budget by Service**  
**Department Name:** Fire  
**Budget Code:** 10-2014  
**Staff:** 25 Volunteer F/F

**Section:** Clifford Fire  
**FTE:** 0

**Strategic Position:** Protect the health and safety of the community and citizens, business and the environment, by supporting a quality Volunteer Fire Department, emergency preparedness, and access to health care, prevention and wellness opportunities.

**Actions:** 6.3 high service standard, 6.4 leadership role, 6.5 shared services, 6.10 innovative communication

**Responsibility:** Provide fire protection in and around the Clifford urban area, and part of Howick Township under a Fire Protection Agreement.

Operating Budget Summary					
2016 Budget (Actual \$29,433 to Sept 2016)					\$102,750
Past & Projected (1%)		0.01			
2015	2016	2017	2018	2019	
\$95,889	\$102,750	\$ 95,600	\$ 96,556	\$ 97,522	
Budget Initiatives					
1. Increase MTO Reimbursements					-\$1,300
2. Increase Revenue from Howick Agreement					-\$8,000
3. Increase Conferences to Accommodate Training Officer					\$4,000
Proposed 2017 Budget					\$95,600

### Budget to Actual Issues

This year's budget should come in on budget. We entered our first year of the new agreement with Howick and ended up earning more revenue than anticipated. But we also had some unexpected repairs to make around the Station. The hot water heater broke and leaked water into the downstairs area damaging a bathroom. As well, we had a leak in a couple of the rooms where some flashing let go. All were repaired and a new hot water heater was installed. The workout area in the old Nursery School area is getting a lot of use, all from equipment that was donated by our firefighters.

### Issues for 2017 and Beyond

We need to start planning for a renovation for the Station. We will look to getting the Bunker Gear off of the bay floor. As well we will need to replace the flooring in the classroom and renovate the washroom upstairs to make it more usable. A better use of a couple of the office areas could also be included in the renovation as well as making the exercise area more efficient. All the firefighters will be consulted for ideas and a plan will be developed. Trucks for this Station are in excellent shape and will cut down on repair costs.





**Service Measures**

We are getting a good deal of interest in courses for the firefighters. We are working towards getting as many signed up as possible for a variety of courses both on-line and at regional training centers. These courses include Officer training, pumper operations and basic firefighting tactics. This Station continues to have a great retention rate, with no need for hiring new firefighters again this year. This is a testament to the good working relationship occurring at the Station. Calls continue to remain consistent. We will continue to monitor our response capabilities during the work day hours. We might in the future have to put in policies to ensure a proper day-time response occurs.

2016 Calls to Date	39
2015 Calls for Clifford Station	45
2014 Calls for Clifford Station	30
2013 Calls for Clifford Station	35
2012 Calls for Clifford Station	51
2011 Calls for Clifford Station	49

**C.A.O. Clerk and Fire Chief Recommendation**

That the 2017 budget proposed for Clifford Station be approved at **\$95,600.**

2017 OPERATING BUDGET								
Account	Description	2014	2015	2015	2016	2016	2017	
		Actual - to Dec 31	Budget	YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget	Budget Change
<b>Clifford Fire Department</b>								
1020-14-5010	MTD Reimbursement	0.00	0.00	0.00	2,700.00	0.00	4,000.00	1,300.00
1020-14-5020	Insurance Reimbursement	5,740.00	5,000.00	3,075.00	5,000.00	6,300.00	5,000.00	0.00
1020-14-5040	Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-14-5050	Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-14-5322	Other Revenues (Nursery School F	623.52	0.00	0.00	0.00	0.00	0.00	0.00
1020-14-5210	Fire Agreements (Howick)	18,800.36	19,176.03	0.00	10,000.00	0.00	18,000.00	8,000.00
1020-14-5510	Fire Prevention Revenues/Reserve	0.00	1,534.53	0.00	0.00	100.00	0.00	0.00
1020-14-5860	Conditional Grants-Ontario	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-14-5862	Conditional Grants-Canada	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total Revenue</b>	<b>25,163.88</b>	<b>25,710.62</b>	<b>3,075.00</b>	<b>17,700.00</b>	<b>6,400.00</b>	<b>27,000.00</b>	<b>9,300.00</b>
1020-14-6010	Salary/Wages/Per Diem	60,576.87	75,000.00	9,900.00	75,000.00	2,055.00	75,000.00	0.00
1020-14-6011	Wages-Summer Student	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-14-6020	Benefits	130.00	200.00	0.00	200.00	0.00	200.00	0.00
1020-14-6021	Hepatitis B Shots	77.51	250.00	0.00	250.00	0.00	250.00	0.00
1020-14-6040	Conferences/Meetings	2,569.73	2,750.00	3,085.91	3,300.00	3,245.97	5,500.00	2,200.00
1020-14-6050	Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-14-6060	Mileage	819.32	1,200.00	385.26	750.00	441.82	750.00	0.00
1020-14-6070	Administration Allocation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-14-6080	Fire Prevention Service Exp.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-14-6081	Fire Prev & Trng - Prov Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-14-6090	Miscellaneous Expenses	74.12	1,500.00	961.38	1,500.00	372.51	1,500.00	0.00
1020-14-6110	Legal Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-14-6120	Audit Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-14-6150	Special Consulting Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-14-6160	Membership Fees	299.31	500.00	50.00	500.00	249.31	500.00	0.00
1020-14-6210	Annual Insurance Coverage	7,701.31	7,800.00	8,002.38	8,200.00	8,255.62	8,500.00	300.00
1020-14-6220	Risk Management	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-14-6310	Hydro/Water	6,461.80	6,500.00	4,732.34	6,500.00	4,875.17	6,500.00	0.00
1020-14-6320	Heat	857.78	1,500.00	827.55	1,200.00	474.36	1,200.00	0.00
1020-14-6340	Cleaning Services	1,352.64	1,250.00	1,090.06	1,500.00	780.12	1,500.00	0.00
1020-14-6350	Cleaning Supplies	173.36	200.00	57.95	100.00	0.00	100.00	0.00
1020-14-6360	Washroom Supplies	0.00	100.00	22.33	100.00	167.16	250.00	150.00
1020-14-6370	Grounds Maintenance-Winter	1,293.96	0.00	1,305.59	0.00	1,201.64	0.00	0.00
1020-14-6371	Grounds Maintenance-Summer	17.81	1,000.00	0.00	0.00	0.00	0.00	0.00
1020-14-6380	Building Maintenance	3,273.19	7,500.00	13,006.78	7,500.00	3,627.06	7,500.00	0.00
1020-14-6390	Rent Paid for Facility	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-14-6410	Office Supplies	173.97	500.00	593.22	1,000.00	801.03	1,000.00	0.00
1020-14-6420	Small Equipment <\$500.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00
1020-14-6430	Equipment Maintenance	0.00	500.00	0.00	0.00	0.00	0.00	0.00
1020-14-6440	Equip. Rental/Service Agree.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-14-6450	Computer Software/Support	162.81	0.00	0.00	0.00	840.93	0.00	0.00
1020-14-6460	Security System	244.22	600.00	360.47	500.00	244.22	500.00	0.00
1020-14-6510	Publications & Data Received	107.83	250.00	0.00	100.00	0.00	100.00	0.00
1020-14-6520	Advertising & Promotions	68.69	0.00	0.00	0.00	0.00	0.00	0.00
1020-14-6530	Telephone Services & Charges	3,107.39	3,500.00	2,169.49	3,250.00	1,811.11	2,750.00	-500.00
1020-14-6540	Internet	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-14-6550	Radio Licensing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-14-6560	Pager/Radio Service & Main.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-14-6570	Dispatch /Alarm	0.00	0.00	105.28	0.00	0.00	0.00	0.00
1020-14-6610	Vehicle Fuel & Supplies	2,220.11	3,500.00	1,814.64	3,000.00	2,021.88	3,000.00	0.00
1020-14-6620	Vehicle Repair & Maintenance	187.50	0.00	661.44	500.00	0.00	500.00	0.00
1020-14-6621	Vehicle - #140 Pumper	1,148.01	2,000.00	931.57	2,000.00	2,053.10	2,000.00	0.00
1020-14-6622	Vehicle - #148 Tanker	499.83	500.00	1,261.88	1,500.00	329.86	1,500.00	0.00
1020-14-6623	Vehicle - #145 Rescue Van	133.81	0.00	178.08	0.00	0.00	0.00	0.00
1020-14-6624	Vehicle - #147 Tanker	1,326.44	1,500.00	2,522.37	2,000.00	1,979.55	2,000.00	0.00
1020-14-6625	Vehicle - #1410 Rescue Van	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-14-6626	Vehicle - #1947 Historical	0.00	500.00	0.00	0.00	0.00	0.00	0.00
1020-14-6640	Vehicle Inspection/Certificate	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-14-6700	Cliff Fire - Trfrs to Capital	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-14-6710	Small Tools	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-14-6720	Equipment Repair & Maintenance	0.00	500.00	0.00	0.00	0.00	0.00	0.00
1020-14-6730	Safety Equip. Repair & Main.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-14-6780	Rescue Equip. Repair & Main.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-14-6790	Chemicals/Air/Etc.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-14-6800	Trans. To Fire Dept. Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-14-6850	Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total Expenditures</b>	<b>95,059.32</b>	<b>121,600.00</b>	<b>54,025.97</b>	<b>120,450.00</b>	<b>35,833.42</b>	<b>122,600.00</b>	<b>2,150.00</b>
								<b>0.00</b>
<b>Excess Revenue over/under Expenditures</b>		<b>-69,895.44</b>	<b>-95,889.38</b>	<b>-50,950.97</b>	<b>-102,750.00</b>	<b>-29,433.42</b>	<b>-95,600.00</b>	<b>7,150.00</b>



**Budget by Service**  
**Department Name:** Fire  
**Budget Code:** 10-2011  
**Staff:** 30 Volunteer F/F

**Section:** Harriston Hall  
**FTE:** 0

**Strategic Position:** Protect the health and safety of the community and citizens, business and the environment, by supporting a quality Volunteer Fire Department, emergency preparedness, and access to health care, prevention and wellness opportunities.

**Actions:** 6.3 high service standard, 6.4 leadership role, 6.5 shared services, 6.10 innovative communication

**Responsibility:** Fire protection in and around the urban center of Harriston. There are no fire protection agreements for this station so no major source of revenue.

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#### Operating Budget Summary

2016 Budget (Actual \$37,153 to Sept 2016) **\$147,825**

Past & Projected (1%) 0.01

2015	2016	2017	2018	2019
\$201,316	\$147,825	\$146,825	\$148,293	\$149,776

#### Budget Initiatives

- |   |          |
|---|----------|
| 1. Decrease the Repairs Budget on Aerial 114                | -\$2,500 |
| 2. Increase repairs to Historical Truck                     | \$1,500  |
| 3. Adjust revenues between MTO and Insurance Reimbursements | \$0      |

**Proposed 2017 Budget** **\$146,825**

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#### Budget to Actual Issues

Costs for utilities for the Building are coming in on budget. The second full year of operating out of the larger building has enabled us to come up with accurate costing of all utilities. We did have some unexpected repairs to our Pumper which put us over slightly. However, the other trucks are doing well and coming in under budget. We do have some repairs we are working on for the Aerial truck that are yet to come in. Much of this work is being done in house with one of our firefighters who is also a mechanic, which saves us a lot of money. We were able to do a minor tweak to our Tiered Response agreement which brought our calls back in line with previous years.

#### Issues for 2017 and Beyond

This Station is in excellent shape both on the truck and building side. We will be in status quo mode for a few years maintaining our equipment and building to hopefully avoid any large repair bills. We may have to bring on a couple of firefighters as Auxiliaries in this Station next year because of some unforeseen circumstances. However, like the other Stations, our recruitment and retention remain very high. No major issues are forecasted in the near future.

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### **Service Measures**

Operating budget for the stations depends on call volume. More calls requires more wages, fuel and repairs. Equipment testing and certifications are fixed. We expect the trend for calls to remain stable for the next few years. Calls for motor vehicle accidents remain unpredictable which means revenue from such calls is not reliable.

As well as the number of calls, the duration of the calls can become an issue. The longer duration calls are usually from structure fires and fatal motor vehicle accidents. We also do some longer calls when completing mutual aid calls for neighbouring departments. This can include standing by at their Station with a crew of firefighters when they have all of their resources committed at an incident.

2016 Calls to Date	87
2015 Calls for Harriston Station	144
2014 Calls for Harriston Station	72
2013 calls for Harriston Station	102
2012 Calls for Harriston Station	81
2011 Calls for Harriston Station	64

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### **C.A.O. Clerk and Fire Chief Recommendation**

That the 2017 budget proposed for Harriston Station be approved at

**\$146,825**

		2017 OPERATING BUDGET						
Account	Description	2014	2015	2015	2016	2016	2017	
		Actual - to Dec 31	Budget	YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget	Budget Change
<b>Harriston Fire Department</b>								
1020-11-5010	MTQ Reimbursement	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
1020-11-5020	Insurance Reimbursement	5,740.00	10,000.00	11,685.00	15,000.00	6,975.00	10,000.00	-5,000.00
1020-11-5040	Donations	0.00		1,000.00		0.00		0.00
1020-11-5050	Other Revenues/Reserve Tra	0.00		0.00		150.31		0.00
1020-11-5510	Fire Prevention Revenues	0.00		0.00		0.00		0.00
1020-11-5860	Conditional Grants - Ontario	0.00		0.00		0.00		0.00
1020-11-5862	Conditional Grants - Canada	0.00		0.00		0.00		0.00
	<b>Total Revenue</b>	<b>5,740.00</b>	<b>10,000.00</b>	<b>12,685.00</b>	<b>15,000.00</b>	<b>7,125.31</b>	<b>15,000.00</b>	<b>0.00</b>
1020-11-6010	Salary/Wages/Per Diem	93,117.50	100,000.00	5,752.50	100,000.00	1,435.00	100,000.00	0.00
1020-11-6011	Wages-Summer Student	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-11-6020	Benefits	333.43	500.00	0.00	500.00	80.00	500.00	0.00
1020-11-6021	Hepatitis B Shots	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-11-6030	Uniforms, Etc.	0.00	0.00	176.83	0.00	0.00	0.00	0.00
1020-11-6040	Conferences/Meetings	5,023.08	4,750.00	2,337.45	4,000.00	1,958.21	4,000.00	0.00
1020-11-6050	Training	0.00	0.00	0.00	0.00	200.00	0.00	0.00
1020-11-6060	Mileage	1,343.35	1,500.00	1,135.68	1,500.00	1,038.41	1,500.00	0.00
1020-11-6070	Administration Allocation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-11-6080	Fire Prevention Service Exp.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-11-6081	Fire Prev & Trng - Prov Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-11-6090	Miscellaneous Expenses	1,769.08	1,500.00	654.25	1,500.00	724.98	1,500.00	0.00
1020-11-6110	Legal Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-11-6120	Audit Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-11-6150	Special Consulting Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-11-6160	Membership Fees	548.62	0.00	369.66	550.00	0.00	550.00	0.00
1020-11-6210	Annual Insurance Coverage	7,701.31	7,800.00	8,002.38	8,300.00	8,255.62	8,300.00	0.00
1020-11-6220	Risk Management	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-11-6310	Hydro/Water	6,582.95	5,700.00	5,300.70	6,000.00	5,547.02	6,000.00	0.00
1020-11-6320	Heat	2,231.09	2,500.00	1,837.24	2,500.00	1,743.83	2,500.00	0.00
1020-11-6340	Cleaning Services	1,890.91	2,000.00	1,563.47	2,000.00	1,357.83	2,000.00	0.00
1020-11-6350	Cleaning Supplies	169.22	250.00	125.33	250.00	207.63	250.00	0.00
1020-11-6360	Washroom Supplies	268.94	250.00	50.82	100.00	370.55	100.00	0.00
1020-11-6370	Grounds Maintenance	3,332.18	1,500.00	1,925.62	2,000.00	1,845.00	2,000.00	0.00
1020-11-6371	Grounds Maintenance-Sumr	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-11-6380	Building Maintenance	9,189.13	5,000.00	4,229.64	5,000.00	3,496.73	5,000.00	0.00
1020-11-6390	Rent Paid for Facility	200.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-11-6410	Office Supplies	1,017.04	1,000.00	719.65	1,000.00	452.75	1,000.00	0.00
1020-11-6420	Small Equipment <\$500.00	426.00	500.00	0.00	0.00	0.00	0.00	0.00
1020-11-6430	Equipment Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-11-6440	Equip. Rental/Service Agree.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-11-6450	Computer Software/Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-11-6460	Security System Monitoring	244.22	0.00	244.22	275.00	244.22	275.00	0.00
1020-11-6470	Principal Debt Repayments	49,163.76	0.00	0.00	0.00	0.00	0.00	0.00
1020-11-6480	Interest on Long Term Debt	2,753.52	0.00	0.00	0.00	0.00	0.00	0.00
1020-11-6482	Accrued Interest on Long Ter	-1,025.09	0.00	0.00	0.00	0.00	0.00	0.00
1020-11-6510	Publications & Data Received	0.00	0.00	278.10	350.00	0.00	350.00	0.00
1020-11-6520	Advertising & Promotions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-11-6530	Telephone Services & Charge	2,695.72	2,500.00	1,494.24	2,500.00	1,317.58	2,000.00	-500.00
1020-11-6540	Internet	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-11-6550	Radio Licensing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-11-6560	Pager/Radio Service & Main.	22.15	0.00	0.00	0.00	0.00	0.00	0.00
1020-11-6570	Dispatch /Alarm	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-11-6610	Vehicle Fuel & Supplies	5,802.86	5,000.00	3,578.54	4,500.00	3,151.31	4,500.00	0.00
1020-11-6620	Vehicle Repair & Maintenance	45.00	0.00	661.44	1,000.00	0.00	1,000.00	0.00
1020-11-6621	Vehicle 8 - #110 Pumper	3,531.68	3,000.00	2,203.48	3,000.00	4,562.35	3,500.00	500.00
1020-11-6622	Vehicle 4 - #111 Pumper	1,234.07	0.00	0.00	0.00	0.00	0.00	0.00
1020-11-6623	Vehicle 2 - Historical Pumper	0.00	1,000.00	1,187.19	1,000.00	0.00	2,500.00	1,500.00
1020-11-6624	Vehicle 6 - #114 Aerial	3,377.36	15,000.00	23,718.51	10,000.00	4,179.19	7,500.00	-2,500.00
1020-11-6625	Vehicle 6 - #115 Van	1,145.28	1,000.00	373.61	1,000.00	930.15	1,000.00	0.00
1020-11-6626	Vehicle 3 - #117 Tanker	1,960.79	3,500.00	2,091.83	3,000.00	850.44	3,000.00	0.00
1020-11-6640	Vehicle Inspection/Certificate		0.00		0.00		0.00	0.00
1020-11-6700	Hstn Fire - Trfs to Capital		0.00		0.00		0.00	0.00
1020-11-6701	Bad Debts		0.00		0.00		0.00	0.00
1020-11-6710	Small Tools	491.21	500.00	112.67	500.00	33.58	500.00	0.00
1020-11-6720	Equipment Repair & Maintena	154.03	250.00	0.00	0.00	92.38	0.00	0.00
1020-11-6730	Safety Equip. Repair & Main.	245.96	500.00	247.92	500.00	0.00	500.00	0.00
1020-11-6780	Rescue Equip. Repair & Main	58.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-11-6790	Chemical/Air/Etc.	0.00	0.00	0.00	0.00	203.73	0.00	0.00
1020-11-6800	Trans. To Fire Dept. Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020-11-6850	Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total Expenditures</b>	<b>207,056.35</b>	<b>167,000.00</b>	<b>70,372.97</b>	<b>162,825.00</b>	<b>44,278.49</b>	<b>161,825.00</b>	<b>-1,000.00</b>
<b>Excess Revenue over/under Expenditu</b>		<b>-201,316.35</b>	<b>-157,000.00</b>	<b>-57,687.97</b>	<b>-147,825.00</b>	<b>-37,153.18</b>	<b>-146,825.00</b>	<b>1,000.00</b>





**Budget by Service**  
**Department Name:** Fire  
**Budget Code:** 10-2010  
**Staff:** 29 Volunteer F/F

**Section:** Palmerston Hall  
**FTE:**

**Strategic Position:** Protect the health and safety of the community and citizens, business and the environment, by supporting a quality Volunteer Fire Department, emergency preparedness, and access to health care, prevention and wellness opportunities.

**Actions:** 6.3 high service standard, 6.4 leadership role, 6.5 shared services, 6.10 innovative communications

**Responsibility:** Responsible for fire protection in and around Palmerston including some service to North Perth on a fire protection agreement generating +/- \$60,000 annual revenue to operating.

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#### Operating Budget Summary

2016 Budget (Actual \$75,153 to Sept 2016) **\$70,261**

<b>Past &amp; Projected (1%)</b>		<b>0.01</b>			
<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	
\$83,280	\$82,826	\$ 68,773	\$ 69,461	\$ 70,155	

#### Budget Initiatives

1. Increase North Perth Agreement by 2% **\$1,240**

Rest of Budget is Status Quo

**Proposed 2017 Budget** **\$68,773**

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#### Budget to Actual Issues

Call volume remains steady this year. We did have some issues with the building including a roof leak in the bay floor. This was repaired by replacing the ridge cap venting as was a few other unexpected areas of the building, which put us over in the building maintenance budget. Truck repairs were manageable, but the fleet of trucks in Palmerston are getting old and are the next ones to be replaced in the truck plan. The Station continues to operate without a Deputy Chief, which may have to be addressed in the future, dependent on workload.

#### Issues for 2017 and Beyond

Palmerston hall is now over 20 years old. We will need to look at some maintenance moving forward as some of the buildings assets reach their life span. Painting of the classroom and the office hallway will take place in 2017. As well some doors will need to be replaced on the truck bay side. Other refurbishments of the classroom will be investigated and updated as budget permits. We will need to continue to investigate a diesel exhaust system for the bay area moving forward.

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### **Service Measures**

Recruitment and retention is a key factor in our service measures. We are entering year 3 now of not having to hire for this Station, which shows our retention is very strong. As well, we have over 10 resumes on file for the Palmerston Station alone waiting to enter our recruitment drive.

2016 Calls to Date	72
2015 Calls for Palmerston Station	87
2014 Calls for Palmerston Station	87
2013 Calls for Palmerston Station	58
2012 Calls for Palmerston Station	70
2011 Calls for Palmerston Station	57

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### **C.A.O. Clerk and Fire Chief Recommendation**

That the 2017 budget proposed for Palmerston Station be approved at

**\$68,773**

2017 OPERATING BUDGET						
Account	Description	2015 YTD Actual - Sept 30/15	2016 Budget	2016 YTD Actual - Sept 30/16	2017 Budget	Budget Change
<b>Palmerston Fire Department</b>						
1020-10-5010	MTD Reimbursement	0.00	0.00	0.00	0.00	0.00
1020-10-5020	Insurance Reimbursement	5,125.00	7,500.00	4,950.00	7,500.00	0.00
1020-10-5030	False Alarm Charges	0.00	0.00	0.00	0.00	0.00
1020-10-5040	Donations/Reserve Transfer	0.00	0.00	0.00	0.00	0.00
1020-10-5050	Other Revenues	0.00	0.00	0.00	0.00	0.00
1020-10-5210	Fire Agreements	0.00	61,938.13	0.00	63,176.89	1,238.76
1020-10-5510	Fire Prevention Revenues	0.00	0.00	0.00	0.00	0.00
1020-10-5860	Cond Grants - Ontario	0.00	0.00	0.00	0.00	0.00
1020-10-5862	Cond Grants - Canada	0.00	0.00	0.00	0.00	0.00
	<b>Total Revenue</b>	<b>5,125.00</b>	<b>69,438.13</b>	<b>4,950.00</b>	<b>70,676.89</b>	<b>1,238.76</b>
1020-10-6010	Salary/Wages/Per Diem	42,900.00	85,000.00	41,342.90	85,000.00	0.00
1020-10-6011	Salary-Summer Student	0.00	0.00	0.00	0.00	0.00
1020-10-6020	Benefits	175.00	200.00	0.00	200.00	0.00
1020-10-6021	Hepatitis B Shots	0.00	200.00	0.00	200.00	0.00
1020-10-6030	Uniforms, Etc.	0.00	0.00	0.00	0.00	0.00
1020-10-6040	Conference/Meetings	229.74	1,000.00	0.00	1,000.00	0.00
1020-10-6050	Training	0.00	0.00	0.00	0.00	0.00
1020-10-6060	Mileage	48.23	500.00	44.02	500.00	0.00
1020-10-6070	Administration Allocation	0.00	0.00	0.00	0.00	0.00
1020-10-6080	Fire Prevention Service Exp.	0.00	0.00	0.00	0.00	0.00
1020-00-6081	Fire Prev & Trng - Prov Grant	0.00	0.00	0.00	0.00	0.00
1020-10-6090	Miscellaneous Expenses	55.87	1,250.00	314.36	1,250.00	0.00
1020-10-6110	Legal Services	0.00	0.00	0.00	0.00	0.00
1020-10-6120	Audit Services	0.00	0.00	0.00	0.00	0.00
1020-10-6150	Special Consulting Services	0.00	0.00	0.00	0.00	0.00
1020-10-6160	Membership Fees	0.00	0.00	0.00	0.00	0.00
1020-10-6210	Annual Insurance Coverage	8,002.38	8,200.00	8,255.62	8,500.00	300.00
1020-10-6220	Risk Management	0.00	0.00	0.00	0.00	0.00
1020-10-6310	Hydro/Water	4,324.22	5,800.00	4,282.28	5,800.00	0.00
1020-10-6320	Heat	1,768.11	2,500.00	1,496.54	2,500.00	0.00
1020-10-6340	Cleaning Services	1,292.35	1,750.00	1,292.38	1,750.00	0.00
1020-10-6350	Cleaning Supplies	30.51	250.00	59.48	250.00	0.00
1020-10-6360	Washroom Supplies	168.81	200.00	0.00	200.00	0.00
1020-10-6370	Grounds Maintenance	2,100.00	2,000.00	2,050.00	2,200.00	200.00
1020-10-6371	Grounds Maintenance-Summr	432.48	1,500.00	432.48	1,500.00	0.00
1020-10-6380	Building Maintenance	12,446.82	10,000.00	12,107.46	10,000.00	0.00
1020-10-6390	Rent Paid for Facility	81.40	0.00	0.00	0.00	0.00
1020-10-6410	Office Supplies	9.93	500.00	0.00	500.00	0.00
1020-10-6420	Small Equipment <\$500.00	199.45	500.00	0.00	500.00	0.00
1020-10-6430	Equipment Maintenance	0.00	0.00	0.00	0.00	0.00
1020-10-6440	Equip. Rental/Service Agree.	0.00	0.00	0.00	0.00	0.00
1020-10-6450	Computer Software/Support	620.83	0.00	0.00	0.00	0.00
1020-10-6460	Security System	244.22	350.00	244.22	350.00	0.00
1020-10-6510	Publications & Data Received	0.00	0.00	0.00	0.00	0.00
1020-10-6520	Advertising & Promotions	0.00	0.00	0.00	0.00	0.00
1020-10-6530	Telephone Services & Charge	1,654.88	2,500.00	1,375.53	2,500.00	0.00
1020-10-6540	Internet	0.00	0.00	0.00	0.00	0.00
1020-10-6550	Radio Licensing	0.00	0.00	0.00	0.00	0.00
1020-10-6560	Pager/Radio Service & Main.	0.00	0.00	0.00	0.00	0.00
1020-10-6570	Dispatch /Alarm	0.00	0.00	0.00	0.00	0.00

1020-10-6610	Vehicle Fuel & Supplies	4,477.46	5,000.00	2,090.47	5,000.00	0.00
1020-10-6620	Vehicle Repair & Maintenance	96.67	500.00	0.00	500.00	0.00
1020-10-6621	Vehicle - Pumper 100	2,035.56	3,000.00	2,717.30	3,000.00	0.00
1020-10-6622	Vehicle - Pumper 101	0.00	1,000.00	254.40	250.00	-750.00
1020-10-6623	Vehicle - Rescue 105	1,947.97	1,500.00	546.67	1,500.00	0.00
1020-10-6624	Vehicle - Tanker 107	0.00	1,000.00	729.27	1,000.00	0.00
1020-10-6625	Vehicle - Historical	0.00	1,000.00	0.00	1,000.00	0.00
1020-10-6626	Vehicle - Tanker 108	152.64	2,500.00	430.09	2,500.00	0.00
1020-10-6640	Vehicle Inspection/Certificate	0.00	0.00	0.00	0.00	0.00
1020-10-6700	Palm Fire - Trfs to Capital	0.00	0.00	0.00	0.00	0.00
1020-10-6710	Small Tools	0.00	0.00	0.00	0.00	0.00
1020-10-6720	Equipment Repair & Maintenance	0.00	0.00	37.63	0.00	0.00
1020-10-6730	Safety Equip. Repair & Main.	0.00	0.00	0.00	0.00	0.00
1020-10-6780	Rescue Equip. Repair & Main.	0.00	0.00	0.00	0.00	0.00
1020-10-6790	Chemicals/Air/Etc.	0.00	0.00	0.00	0.00	0.00
1020-10-6800	Trans. To Fire Dept. Reserve	0.00	0.00	0.00	0.00	0.00
1020-10-6850	Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00
						0.00
	<b>Total Expenditures</b>	<b>85,495.53</b>	<b>139,700.00</b>	<b>80,103.10</b>	<b>139,450.00</b>	<b>-250.00</b>
						0.00
<b>Excess Revenue over/under Expenditures</b>		<b>-80,370.53</b>	<b>-70,261.87</b>	<b>-75,153.10</b>	<b>-68,773.11</b>	<b>1,488.76</b>



## Budget by Service

Department Name: Recreation Facilities & Parks Section: Clifford Arena & Hall

Budget Code: 10-8101

FTE: 1

Staff: 5PT

### Strategic Position Section 7.0

Maintain and enhance recreation opportunities to benefit persons of all ages and abilities using existing well maintained parks and facilities, and ensure the location, supply and availability of major facilities considering the cost as well as community development benefits.

**Actions:** 7.4 local promotion 7.5 subsidized rates 7.7 community design 7.9 public accessibility

**Responsibility:** Operate and maintain the Clifford arena and hall.

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### Operating Budget Summary

2016 Budget (Actual \$155,853 to Sept 2016) **\$159,982**

Past & Projected (1%) **0.01**

2015	2016	2017	2018	2019
\$159,040	\$159,982	\$ 162,043	\$ 163,663	\$ 165,300

### Budget Initiatives

1. Increase Wages and Benefits and Clothing	\$5,193
2. Increased Maintenance	\$1,000
3. Utility Costs	\$7,542
4. Insurance	\$942
4. Bar Revenue	-\$15,450
5. Rental Income	\$2,834
<b>Proposed 2017 Budget</b>	<b>\$162,043</b>

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### Budget to Actual Issues

Revenues are expected to be down with the sudden loss of Clifford Minor Hockey. The C.R.A. is being very proactive in assisting replacing lost ice time by trying to run some tournaments through Minto Minor Hockey and the Recreation Department.

### Issues for 2017 and Beyond

The end arena boards closest to the lobby are in need of replacement. Half of the parking lot at the arena was paved as part of the electric car charger project. The other half should be done to match as well as the deteriorated driveway in front of the Community Centre kitchen. A renovation of the Community Centre kitchen, a new arena score clock, and a new heat system for the lobby and

dressing room areas should be considered in the near future. Facility promotion continues to be a priority.



## Service Measures

The auditorium is very well used by the church (115x), youth groups (39x), seniors (71x), and hosts many and other events (ie. family, community, seminars, 50x). Ice rentals hours will be down slightly with no Clifford Minor Hockey program. The arena floor was mainly used for ball hockey. We look forward to hosting the Clifford Homecoming in 2017.

2013 Ice rentals	35hrs/wk
2014 Ice rentals	36.5hrs/wk
2015 Ice rentals	36.5hrs/wk
2016 Ice rentals	37.3hrs/wk
2017 Ice rentals	35hrs/wk

## C.A.O. Clerk and Facilities Manager Recommendation

That the 2017 budget proposed for the Clifford Arena & Hall be approved at **\$162,043.**

Account	Description	2015 YTD Actual - Sept 30/15	2016 Budget	2016 YTD Actual - Sept 30/16	2017 Budget	Budget Change
<b>Clifford Arena &amp; Hall</b>						
1081-01-5810	Hockey- Minor	16,674.00	32,697.00	15,215.75	\$28,265.00	-4,432.00
1081-01-5811	Hockey - Recreational	13,926.52	25,498.00	11,529.00	\$25,296.00	-202.00
1081-01-5815	Figure Skating Club	0.00	0.00	0.00	\$0.00	0.00
1081-01-5817	Broomball - Minor	0.00	0.00	0.00	\$0.00	0.00
1081-01-5818	Broomball - Recreational	0.00	0.00	0.00	\$0.00	0.00
1081-01-5819	Out-of-Town Ice Rentals	5,406.54	16,500.00	4,235.00	\$16,800.00	300.00
1081-01-5820	Public Skating Admission	3,390.00	4,500.00	1,065.00	\$4,500.00	0.00
1081-01-5821	Miscellaneous Ice Rentals	0.00	0.00	0.00	\$0.00	0.00
1081-01-5822	Vending Commissions	94.85	900.00	126.98	\$900.00	0.00
1081-01-5823	Arena Board Advertising	400.00	600.00	675.00	\$600.00	0.00
1081-01-5824	Concession Revenue	0.00	0.00	0.00	\$0.00	0.00
1081-01-5825	Vending Machines	0.00	0.00	0.00	\$0.00	0.00
1081-01-5829	Inventory Change-Clifford	0.00	0.00	0.00	\$0.00	0.00
1081-01-5832	Hall Rental Revenue	6,355.00	18,000.00	6,790.00	\$18,000.00	0.00
1081-01-5833	Bar Supplies Revenue	0.00	0.00	0.00	\$0.00	0.00
1081-01-5834	Arena Floor Rental	2,350.00	2,500.00	2,000.00	\$4,000.00	1,500.00
1081-01-5836	Socan Fee Collected	295.85	500.00	59.17	\$500.00	0.00
1081-01-5838	Smart Serve Bartending Fee	0.00	0.00	0.00	\$0.00	0.00
1081-01-5840	Liquor Sales	16,669.04	25,000.00	11,077.37	\$60,000.00	35,000.00
1081-01-5842	Liquor Sales - SSN	0.00	0.00	0.00	\$0.00	0.00
1081-01-5848	Parking & Other Sales - SSN	0.00	0.00	0.00	\$0.00	0.00
1081-01-5890	Donations & MSC Revenue	0.00	0.00	0.00	\$0.00	0.00
	<b>Total Revenue</b>	<b>65,561.80</b>	<b>126,695.00</b>	<b>52,773.27</b>	<b>158,861.00</b>	<b>32,166.00</b>



1081-01-6010	Wages - Regular	23,475.04	51,215.60	24,335.66	\$53,362.00	2,146.40
1081-01-6011	Wages - Part Time	7,331.20	12,977.60	6,553.32	\$13,792.00	814.40
1081-01-6013	Wages - Bar	3,894.84	3,944.00	1,287.68	\$5,097.00	1,153.00
1081-01-6012	Wages - Concession	0.00	0.00	0.00	\$0.00	0.00
1081-01-6020	Benefits - Regular	6,560.94	15,876.84	6,836.54	\$16,542.00	665.16
1081-01-6021	Benefits - Part Time	722.79	1,816.86	705.57	\$1,931.00	114.14
1081-01-6023	Benefits - Bar	0.00	0.00	0.00	\$0.00	0.00
1081-01-6022	Benefits - Concession	0.00	0.00	0.00	\$0.00	0.00
1081-01-6030	Personnel Clothing Allowance	300.00	500.00	300.00	\$800.00	300.00
1081-01-6040	Conferences/Meetings	0.00	0.00	0.00	\$0.00	0.00
1081-01-6050	Training	776.70	1,000.00	271.20	\$1,000.00	0.00
1081-01-6060	Mileage	0.00	0.00	0.00	\$0.00	0.00
1081-01-6210	Annual Insurance Coverage	18,015.52	18,015.52	18,956.77	18,957.00	941.48
1081-01-6220	Risk Management	0.00	0.00	0.00	\$0.00	0.00
1081-01-6310	Hydro & Water	21,007.89	41,265.00	29,098.07	\$46,217.00	4,952.00
1081-01-6320	Heat	8,203.83	14,000.00	7,725.10	\$16,590.00	2,590.00
1081-01-6340	Arena lighting lease	0.00	0.00	0.00	\$0.00	0.00
1081-01-6350	Cleaning Supplies	4,001.07	4,500.00	3,226.34	\$4,500.00	0.00
1081-01-6360	Washroom Supplies	0.00	0.00	0.00	\$0.00	0.00
1081-01-6370	Grounds Maintenance - Winter	3,360.00	4,000.00	3,280.00	\$4,000.00	0.00
1081-01-6371	Grounds Maintenance - Summer	0.00	0.00	284.55	\$0.00	0.00
1081-01-6380	Building Maintenance	7,595.35	12,500.00	8,060.79	\$13,000.00	500.00
1081-01-6400	Kitchen Supplies	592.99	1,000.00	182.00	\$1,000.00	0.00
1081-01-6410	Office Supplies	718.88	500.00	683.88	\$500.00	0.00
1081-01-6420	Small Office Equipment <500.00	0.00	0.00	0.00	\$0.00	0.00
1081-01-6430	Office Equipment Maintenance	0.00	0.00	0.00	\$0.00	0.00
1081-01-6460	Security System Monitoring	0.00	0.00	0.00	\$0.00	0.00
1081-01-6470	Principal Debt Repayments	31,540.00	31,540.00	32,680.00	\$31,540.00	0.00
1081-01-6480	Interest on Long Term Debt	11,776.01	11,776.01	10,293.64	\$11,776.00	-0.01
1081-01-6510	Publications & Info Received	0.00	0.00	0.00	\$0.00	0.00
1081-01-6520	Advertising & Promotions	0.00	0.00	0.00	\$0.00	0.00
1081-01-6530	Telephone Services & Charges	1,736.98	2,500.00	1,970.06	\$2,500.00	0.00
1081-01-6560	Pager/Radio Service & Maint	0.00	0.00	0.00	\$0.00	0.00
1081-01-6610	Vehicle Fuel & Supplies	481.39	500.00	682.92	\$500.00	0.00
1081-01-6611	Ice Resurficer Fuel & Supplies	800.31	1,500.00	735.77	\$1,500.00	0.00
1081-01-6620	Tractor Repair & Maintenance	140.59	0.00	0.00	\$500.00	500.00
1081-01-6621	Ice Resurficer Repairs & Main.	0.00	1,000.00	125.00	\$1,000.00	0.00
1081-01-6622	Truck Expenses/Service	0.00	500.00	1,231.52	\$500.00	0.00
1081-01-6630	Vehicle Inspections & Licences	0.00	0.00	116.97	\$0.00	0.00
1081-01-6700	Cliff Rec - Tfrs to Capital	0.00	0.00	0.00	\$0.00	0.00
1081-01-6710	Small Tools	0.00	0.00	0.00	\$0.00	0.00
1081-01-6720	Equipment Repair & Maintenance	3,456.30	5,000.00	6,655.01	\$5,000.00	0.00
1081-01-6730	Safety Equipment	0.00	500.00	0.00	\$500.00	0.00
1081-01-6790	Chemicals/Lime/Paint	1,114.74	2,000.00	1,624.00	\$2,000.00	0.00
1081-01-6800	Transfer to Reserve	30,000.00	30,000.00	30,000.00	\$30,000.00	0.00
1081-01-6810	Bar Supplies Expense	9,618.59	11,250.00	8,836.63	\$25,000.00	13,750.00
1081-01-6811	Bar Supplies Expense - SSN	0.00	0.00	0.00	\$0.00	0.00
1081-01-6812	Parking Expenses - SSN	0.00	0.00	0.00	\$0.00	0.00
1081-01-6813	Other Expenses - SSN	0.00	0.00	0.00	\$0.00	0.00
1081-01-6820	Concession Booth Supplies	637.31	0.00	0.00	\$0.00	0.00
1081-01-6825	Vending Machine Supplies	0.00	0.00	0.00	\$0.00	0.00
1081-01-6830	Socan Fees Expense	118.34	500.00	0.00	\$500.00	0.00
1081-01-6840	Liquor Profit Share	3,942.20	5,000.00	1,887.20	\$10,800.00	5,800.00
1081-01-6850	Miscellaneous Expense	0.00	0.00	0.00	\$0.00	0.00
	<b>Total Expenditures</b>	<b>201,919.80</b>	<b>286,677.43</b>	<b>208,626.19</b>	<b>320,904.00</b>	<b>34,226.57</b>
	<b>Excess Revenue over/under Expenditures</b>	<b>-136,358.00</b>	<b>-159,982.43</b>	<b>-155,852.92</b>	<b>-162,043.00</b>	<b>-2,060.57</b>





## Budget by Service

Department Name: Recreation Facilities & Parks Section: Clifford Parks

Budget Code: 10-8611

FTE: 0.13

Staff: 1 PT

### Strategic Position: Section 7.0

Maintain and enhance recreation opportunities to benefit persons of all ages and abilities using existing well maintained parks and facilities, and ensure the location, supply and availability of major facilities considering the cost as well as community development benefits.

**Actions:** 7.2 Link Parks 9.7 Naturalized Landscaping

**Responsibility:** Maintain passive parklands and their assets in Clifford.

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### Operating Budget Summary

2016 Budget (Actual \$17,967 to Sept 2016) **\$21,257**

Past & Projected (1%) **0.01**

2015	2016	2017	2018	2019
\$18,794	\$21,257	\$21,411	\$21,625	\$21,841

### Budget Initiatives

1. Increase Wages and Benefits	\$380
2. Maintenance	\$1,000
3. Grass Cutting	-\$1,226
<b>Proposed 2017 Budget</b>	<b>\$21,411</b>

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### Budget to Actual Issues

None

### Issues for 2017 and Beyond

At the Cenotaph Park, a new slide will be needed for the playground and we would like to extend the walkway to the cenotaph to the roadway. It has been requested we relay the stones at the labyrinth by community members.

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### Service Measures

The Clifford parks provide outdoor areas for people to enjoy, and include the two Rotary Parks and Marshall Park (natural area Geddes).

### CAO/Clerk and Facilities Manager Recommendation

That the 2017 budget proposed for the Clifford Parks be approved at **\$21,411.**

2017 OPERATING BUDGET						
Account	Description	2015	2016	2016	2017	
		YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget	Budget Change
<b>Clifford Parks</b>						
1086-11-5890	Donations & Misc Revenue	0.00	0.00	0.00	0.00	0.00
	<b>Total Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	0.00
1086-11-6010	Wages - Full Time	6,443.10	\$7,017.00	8,128.77	\$7,307.00	290.00
1086-11-6011	Wages - Part Time	368.81	\$600.00	415.26	\$600.00	0.00
1086-11-6020	Benefits - Full Time	1,865.04	\$2,175.00	2,490.79	\$2,265.00	90.00
1086-11-6021	Benefits - Part Time	30.66	\$84.00	41.30	\$84.00	0.00
1086-11-6210	Annual Insurance Coverage	2,235.75	2,235.75	2,369.90	\$2,236.00	0.25
1086-11-6360	Washroom Supplies	459.64	\$700.00	448.00	\$700.00	0.00
1086-11-6371	Grass-Cutting	2,905.00	\$5,445.00	2,245.00	\$4,219.00	-1,226.00
1086-11-6372	Turf Maintenance	0.00	\$0.00	0.00	\$0.00	0.00
1086-11-6380	Maintenance	1,573.88	\$3,000.00	1,827.50	\$4,000.00	1,000.00
1086-11-6750	Transfers to Capital	0.00	\$0.00	0.00	\$0.00	0.00
1086-11-6850	Miscellaneous Expenses	0.00	\$0.00	0.00	\$0.00	0.00
	<b>Total Expenditures</b>	<b>15,881.88</b>	<b>21,256.75</b>	<b>17,966.52</b>	<b>21,411.00</b>	154.25



## Budget by Service

Department Name: Recreation Facilities & Parks

Budget Code: 10-8601

Staff: 1 PT

Section: Clifford Ball/Soccer

FTE: 0.14

### Strategic Position Section 7.0

Maintain and enhance recreation opportunities to benefit persons of all ages and abilities using existing well maintained parks and facilities, and ensure the location, supply and availability of major facilities considering the cost as well as community development benefits.

**Actions:** 7.2 Link Parks 7.7 Community Design 7.9 Public Accessibility 10.2 Environmental Diversity

**Responsibility:** Operation and maintain the Clifford baseball diamond/soccer field

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### Operating Budget Summary

2016 Budget (Actual \$17,242 to Sept 2016) **\$19,247**

Past & Projected (1%) **0.01**

2015	2016	2017	2018	2019
\$18,709	\$19,247	\$19,933	\$20,132	\$20,334

### Budget Initiatives

1. Revenues down	\$915
2. Wage decrease	-\$1,151
3. Utilities increase	\$120
4. Maintenance increase	\$500
5. Insurance	\$302
<b>Proposed 2017 Budget</b>	<b>\$19,933</b>

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### Budget to Actual Issues

None.

### Issues for 2017 and Beyond

With the soccer field being used less, some wages have been reallocated to trails.

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### Service Measures

The Clifford baseball diamond hosts regularly 5 baseball games per week, two annual slo-pitch tournaments, and rain make up games. The soccer field is used by the Minto United Soccer Club for practices and the Grassroots program.

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### **C.A.O. Clerk and Facilities Manager Recommendation**

That the 2017 budget proposed for the Clifford Ball/Soccer be approved at **\$19,933.**

Account	Description	2015	2016	2016	2017	
		YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget	Budget Change
<b>Clifford Ball - Clifford Soccer</b>						
1086-01-5862	Govt Grants	0.00	0.00	0.00	\$0.00	0.00
1086-01-5880	Ball Diamond Rental - Minor	600.00	600.00	0.00	\$0.00	-600.00
1086-01-5881	Ball Diamond Rental - Adult	4,125.00	4,475.00	3,860.18	\$4,160.00	-315.00
1086-01-5882	Ball Diamond Tournaments	0.00	0.00	0.00	\$0.00	0.00
1086-01-5890	Donations & Misc Revenue	0.00	0.00	0.00	\$0.00	0.00
1086-01-5999	Transfers from Reserves	0.00	0.00	0.00	\$0.00	0.00
	<b>Total Revenue</b>	<b>4,725.00</b>	<b>5,075.00</b>	<b>3,860.18</b>	<b>4,160.00</b>	<b>-915.00</b>
1086-01-6010	Wages - Full Time	5,125.90	\$8,630.00	7,545.60	\$7,751.00	-879.00
1086-01-6011	Wages - Part Time	106.29	\$600.00	687.18	\$600.00	0.00
1086-01-6020	Benefits - Full Time	1,470.86	\$2,675.00	2,327.60	\$2,403.00	-272.00
1086-01-6021	Benefits - Part Time	8.42	\$84.00	62.80	\$84.00	0.00
1086-01-6050	Training	0.00	\$0.00	0.00	\$0.00	0.00
1086-01-6210	Annual Insurance Coverage	5,032.96	5,032.96	5,334.95	5,335.00	302.04
1086-01-6310	Hydro & Water	497.80	\$1,000.00	904.94	\$1,120.00	120.00
1086-01-6350	Cleaning Supplies	0.00	\$0.00	0.00	\$0.00	0.00
1086-01-6360	Washroom Supplies	285.00	\$700.00	543.00	\$700.00	0.00
1086-01-6371	Grounds Maintenance - Summer	350.62	\$0.00	319.00	\$0.00	0.00
1086-01-6372	Turf Maintenance	685.82	\$1,000.00	0.00	\$1,000.00	0.00
1086-01-6380	Building Maintenance	0.00	\$500.00	41.97	\$1,000.00	500.00
1086-01-6520	Advertising & Promotions	0.00	\$0.00	0.00	\$0.00	0.00
1086-01-6610	Tractor Fuel & Supply	0.00	\$100.00	14.34	\$100.00	0.00
1086-01-6620	Tractor Repair & Maintenance	0.00	\$500.00	52.39	\$500.00	0.00
1086-01-6720	Equipment Repair & Maintenance	1,600.00	\$2,500.00	2,439.90	\$2,500.00	0.00
1086-01-6730	Safety Equipment	0.00	\$0.00	0.00	\$0.00	0.00
1086-01-6750	Transfers to Capital	0.00	\$0.00	0.00	\$0.00	0.00
1086-01-6790	Chemicals/Lime/Paint	1,091.00	\$1,000.00	828.29	\$1,000.00	0.00
1086-01-6850	Miscellaneous Expenses	0.00	\$0.00	0.00	\$0.00	0.00
	<b>Total Expenditures</b>	<b>16,254.67</b>	<b>24,321.96</b>	<b>21,101.96</b>	<b>24,093.00</b>	<b>-228.96</b>
	<b>Excess Revenue over/under Expenditures</b>	<b>-11,529.67</b>	<b>-19,246.96</b>	<b>-17,241.78</b>	<b>-19,933.00</b>	<b>-686.04</b>



## Budget by Service

Department Name: Recreation Facilities & Parks Section: Harriston Arena & Hall

Budget Code: 10-8102

FTE: 1.3

Staff: 10PT

### Strategic Position Section 7.0

Maintain and enhance recreation opportunities to benefit persons of all ages and abilities using existing well maintained parks and facilities, and ensure the location, supply and availability of major facilities considering the cost as well as community development benefits.

**Actions:** 7.4 local promotion 7.5 subsidized rates 7.7 community design 7.9 public accessibility

**Responsibility:** Operate and maintain the Harriston Minto Community Complex (arena, hall, curling club).

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### Operating Budget Summary

2016 Budget (Actual \$179,017 to Sept 2016) **\$162,454**

Past & Projected (1%) **0.01**

2015	2016	2017	2018	2019
\$146,497	\$162,454	\$ 175,744	\$ 177,501	\$ 179,276

### Budget Initiatives

1. Increase Wages and Benefits and Clothing	\$9,848
2. Maintenance	\$1,500
3. Increase fees	-\$6,110
4. Bar	-\$5,700
5. Concession and Vending	\$1,500
6. Insurance	\$1,067
7. Utilities	\$11,185
<b>Proposed 2017 Budget</b>	<b>\$175,744</b>

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### Budget to Actual Issues

More wages were used in Harriston as opposed to Clifford as we were anticipating shared staff to be in Clifford more. Maintenance accounts will be slightly over budget and an increase in bar supply costs are an issue. The new referee's room is nearing completion and may be over budget or need some extra work done next year.



## Issues for 2017 and Beyond

Facility promotion continues to be a priority. Front entrance doors need to be replaced; we are waiting to hear back about a submitted grant application. Some repair work needs to be done on the condenser. We can no longer purchase parts to repair the arena lighting at the Harriston arena so new lights are required. Extra work will be needed to finish the new referee's room in the arena. A renovation of the Community Centre kitchen and new arena score clock should be considered shortly.

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## Service Measures

The Harriston arena and Community Centre are reasonably well used hosting 11 tournaments, 6 seminars, 8 community events, 14 private events, the Fall Fair, IPM events, and Recreation programs including pickleball, adventure camps, yoga, fitness, line dancing, walking and Try It Sports. Saturday ice time is the main concern as rentals are low when tournaments are not scheduled.

2013 Ice rentals	45.75hrs/wk
2014 Ice Rentals	46hrs/wk
2015 Ice rentals	46hrs/wk
2016 Ice Rentals	45 hrs/wk
2017 Ice rentals	45 hrs/wk

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## CAO/Clerk and Facilities Manager Recommendation

That the 2017 budget proposed for the Harriston Arena & Hall be approved at **\$175,744.**



2017 OPERATING BUDGET						
Account	Description	2015	2016	2016	2017	
		YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget	Budget Change
<b>Harriston Arena &amp; Hall</b>						
1081-02-5300	Outside Field Rental	0.00	0.00	0.00	\$0.00	0.00
1081-02-5810	Hockey- Minor	37,676.00	69,216.00	37,622.00	\$67,584.00	-1,632.00
1081-02-5811	Hockey - Recreational	12,978.66	22,814.00	12,322.00	\$25,254.00	2,440.00
1081-02-5812	Hockey - 81s Minto Twp Levy	0.00	0.00	0.00	\$0.00	0.00
1081-02-5815	Figure Skating Club	0.00	0.00	0.00	\$0.00	0.00
1081-02-5817	Broomball -Minor	0.00	0.00	0.00	\$0.00	0.00
1081-02-5818	Broomball - Recreational	0.00	0.00	0.00	\$0.00	0.00
1081-02-5819	Out of Town Rentals	1,065.95	4,400.00	1,970.75	\$9,184.00	4,784.00
1081-02-5820	Public Skating Admission	2,220.00	3,500.00	790.00	\$3,500.00	0.00
1081-02-5821	Miscellaneous Ice Rentals	0.00	0.00	0.00	\$0.00	0.00
1081-02-5822	Vending Machine Commission	1,073.75	1,000.00	541.15	\$1,000.00	0.00
1081-02-5823	Arena Board Advertising	4,350.00	4,600.00	4,625.00	\$4,600.00	0.00
1081-02-5824	Concession Revenue	7,932.31	17,000.00	5,899.57	\$15,000.00	-2,000.00
1081-02-5825	Vending Machine Revenue	629.25	3,000.00	0.00	\$2,000.00	-1,000.00
1081-02-5826	Inventory Change-Harriston	0.00	0.00	0.00	\$0.00	0.00
1081-02-5831	Curling Club Agreement	14,025.00	16,650.00	14,165.25	\$17,168.00	518.00
1081-02-5832	Hall Rental Revenue	7,982.52	16,000.00	11,019.25	\$16,000.00	0.00
1081-02-5833	Bar Supplies Revenue	0.00	0.00	0.00	\$0.00	0.00
1081-02-5834	Arena Floor Rental	1,350.00	1,500.00	675.00	\$1,500.00	0.00
1081-02-5835	Curling Arena Floor - Rental	1,300.00	800.00	400.00	\$800.00	0.00
1081-02-5836	Socan Fee Collected	355.02	500.00	414.19	\$500.00	0.00
1081-02-5838	Bartending Fees Collected	0.00	0.00	0.00	\$0.00	0.00
1081-02-5840	Liquor Sales	48,710.72	50,000.00	37,716.25	\$60,000.00	10,000.00
1081-02-5842	Liquor Sales - SSN	0.00	0.00	0.00	\$0.00	0.00
1081-02-5848	Parking & Other Sales - SSN	0.00	0.00	0.00	\$0.00	0.00
1081-02-5862	Govt Grants - Federal	0.00	0.00	0.00	\$0.00	0.00
1081-02-5890	Donations & MSC Revenue	748.50	3,000.00	150.00	\$3,000.00	0.00
	<b>Total Revenue</b>	<b>142,397.68</b>	<b>213,980.00</b>	<b>128,310.41</b>	<b>227,090.00</b>	<b>13,110.00</b>
1081-02-6010	Wages - Regular	48,447.62	\$64,568.30	52,165.86	\$69,917.00	5,348.70
1081-02-6011	Wages - Part Time	7,886.37	\$15,552.00	13,456.93	\$16,965.00	1,413.00
1081-02-6012	Wages - Concession	4,449.73	\$7,700.00	4,281.77	\$8,050.00	350.00
1081-02-6013	Wages - Bar	4,546.83	\$6,045.00	5,431.17	\$6,575.00	530.00
1081-02-6020	Benefits - Regular	15,954.94	\$20,016.00	16,966.40	\$21,675.00	1,659.00
1081-02-6021	Benefits - Part Time	820.18	\$2,177.00	1,478.74	\$2,375.00	198.00
1081-02-6022	Benefits - Concession	380.52	\$1,078.00	404.57	\$1,127.00	49.00
1081-02-6030	Personnel Clothing Allowance	300.00	\$500.00	300.00	\$800.00	300.00
1081-02-6040	Conferences/Meetings	0.00	\$0.00	0.00	\$0.00	0.00
1081-02-6050	Training	1,000.58	\$1,000.00	271.20	\$1,000.00	0.00
1081-02-6060	Mileage	0.00	\$0.00	0.00	\$0.00	0.00
1081-02-6210	Annual Insurance Coverage	20,952.81	20,952.81	22,019.72	22,020.00	1,067.19
1081-02-6220	Risk Management	0.00	\$0.00	0.00	\$0.00	0.00
1081-02-6310	Hydro & Water	37,599.32	\$71,400.00	43,722.23	\$79,968.00	8,568.00
1081-02-6320	Heat	6,669.76	\$14,145.00	6,073.84	\$16,762.00	2,617.00
1081-02-6340	Arena lighting lease	0.00	\$0.00	0.00	\$0.00	0.00
1081-02-6350	Cleaning Supplies	4,844.50	\$5,500.00	3,975.41	\$5,500.00	0.00

1081-02-6360	Washroom Supplies	0.00	\$0.00	0.00	\$0.00	0.00
1081-02-6370	Grounds Maintenance - Winte	3,885.00	\$5,000.00	3,690.00	\$5,000.00	0.00
1081-02-6371	Grounds Maintenance - Summ	0.00	\$0.00	0.00	\$0.00	0.00
1081-02-6380	Building Maintenance	16,159.26	\$15,000.00	12,050.29	\$16,000.00	1,000.00
1081-02-6400	Kitchen Supplies	500.01	\$1,000.00	519.66	\$1,000.00	0.00
1081-02-6410	Office Supplies	612.40	\$500.00	666.94	\$500.00	0.00
1081-02-6420	Small Office Equipment <500	0.00	\$0.00	0.00	\$0.00	0.00
1081-02-6430	Office Equipment Maintenanc	0.00	\$0.00	0.00	\$0.00	0.00
1081-02-6440	Office Equipment Agreement	0.00	\$0.00	0.00	\$0.00	0.00
1081-02-6460	Security System Monitoring	0.00	\$0.00	0.00	\$0.00	0.00
1081-02-6470	Principal Debt Repayments	0.00	\$0.00	0.00	\$0.00	0.00
1081-02-6480	Interest on Long Term Debt	0.00	\$0.00	0.00	\$0.00	0.00
1081-02-6520	Advertising & Promotions	0.00	\$0.00	0.00	\$0.00	0.00
1081-02-6530	Telephone Services & Charges	1,494.78	\$2,300.00	1,562.93	\$2,300.00	0.00
1081-02-6550	Answering/Message System	0.00	\$0.00	0.00	\$0.00	0.00
1081-02-6560	Pager/Radio Service & Mainte	0.00	\$0.00	0.00	\$0.00	0.00
1081-02-6610	Vehicle Fuel & Supplies	1,220.47	\$2,000.00	1,091.53	\$2,000.00	0.00
1081-02-6611	Ice Resurficier Fuel & Supplies	1,121.90	\$2,000.00	895.72	\$2,000.00	0.00
1081-02-6620	Vehicle Repair & Maintenance	0.00	\$1,000.00	515.24	\$1,000.00	0.00
1081-02-6621	Ice Resurficier Repairs & Main	0.00	\$1,000.00	130.00	\$1,000.00	0.00
1081-02-6630	Vehicle Inspections & License	0.00	\$0.00	116.97	\$0.00	0.00
1081-02-6650	Equipment Rentals	0.00	\$0.00	0.00	\$0.00	0.00
1081-02-6700	Hstn Rec - Tfrs to Capital	0.00	\$0.00	0.00	\$0.00	0.00
1081-02-6710	Small Tools	0.00	\$0.00	0.00	\$0.00	0.00
1081-02-6720	Equipment Repair & Maintena	3,828.56	\$5,000.00	5,921.07	\$5,000.00	0.00
1081-02-6730	Safety Equipment	306.70	\$500.00	0.00	\$500.00	0.00
1081-02-6790	Chemicals/Lime/Paint	2,516.19	\$2,000.00	3,562.49	\$2,500.00	500.00
1081-02-6800	Hstn Rec - Tfrs to Reserves	66,500.00	\$66,500.00	66,500.00	\$66,500.00	0.00
1081-02-6810	Bar Supplies Expense	29,528.86	\$22,500.00	26,932.07	\$25,000.00	2,500.00
1081-02-6811	Bar Supplies Expense - SSN	0.00	\$0.00	0.00	\$0.00	0.00
1081-02-6812	Parking Expense - SSN	0.00	\$0.00	0.00	\$0.00	0.00
1081-02-6813	Other Expense - SSN	0.00	\$0.00	0.00	\$0.00	0.00
1081-02-6820	Concession Booth Supplies	3,943.40	\$10,000.00	3,905.66	\$8,500.00	-1,500.00
1081-02-6825	Vending Machine Supplies	0.00	\$0.00	0.00	\$0.00	0.00
1081-02-6830	Socan Fees Expense	296.89	\$500.00	473.36	\$500.00	0.00
1081-02-6840	Liquor Profit Share	8,760.00	\$9,000.00	8,245.80	\$10,800.00	1,800.00
1081-02-6850	Miscellaneous Expense	376.30	\$0.00	0.00	\$0.00	0.00
	<b>Total Expenditures</b>	<b>294,903.88</b>	<b>376,434.11</b>	<b>307,327.57</b>	<b>402,834.00</b>	<b>26,399.89</b>
	<b>Excess Revenue over/under Expenditures</b>	<b>-152,506.20</b>	<b>-162,454.11</b>	<b>-179,017.16</b>	<b>-175,744.00</b>	<b>-13,289.89</b>



## Budget by Service

Department Name: Recreation Facilities & Parks Section: Harriston Parks

Budget Code: 10-8612

FTE: 0.19

Staff: 1 PT

### Strategic Position: Section 7.0

Maintain and enhance recreation opportunities to benefit persons of all ages and abilities using existing well maintained parks and facilities, and ensure the location, supply and availability of major facilities considering the cost as well as community development benefits.

**Actions:** 7.2 Link Parks 9.7 Naturalized Landscaping

**Responsibility:** Maintain passive parklands and their assets in Harriston.

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2016 Budget (Actual \$25,197 to Sept 2016) **\$28,056**

Past & Projected (1%) **0.01**

2015	2016	2017	2018	2019
\$23,660	\$28,056	\$29,457	\$29,752	\$30,049

### Budget Initiatives

1. Increase Wages and Benefits	\$1,087
2. Maintenance	\$500
3. Utilities	\$52
4. Grass Cutting	-\$238
<b>Proposed 2017 Budget</b>	<b>\$29,457</b>

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### Budget to Actual Issues

None.

### Issues for 2017 and Beyond

A plan is being made for naturalizing areas at Mill Street Park and the old Trailer Park grounds. A grant application has been submitted to upgrade the swimming pool and look into upgrades at the Harriston Fairgrounds.

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Greenway Trail



IODE Park



Lion's Parkette



Mill Street

### Service Measures

The Harriston parks rarely generate revenue. They provide outdoor areas for people to enjoy.

### C.A.O. Clerk and Facilities Manager Recommendation

That the 2017 budget proposed for the Harriston Parks be approved at **\$29,457.**

2017 OPERATING BUDGET						
Account	Description	2015	2016	2016	2017	
		YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget	Budget Change
<b>Harriston Parks</b>						
1086-12-5890	Donations & Misc Revenue	0.00	0.00	0.00	0.00	0.00
	<b>Total Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1086-12-6010	Wages - Full Time	10,691.02	\$10,155.00	11,986.88	\$10,985.00	830.00
1086-12-6011	Wages - Part Time	0.00	\$600.00	197.58	\$600.00	0.00
1086-12-6020	Benefits - Full Time	3,623.67	\$3,148.00	3,829.44	\$3,405.00	257.00
1086-12-6021	Benefits - Part Time	0.00	\$84.00	23.29	\$84.00	0.00
1086-12-6210	Annual Insurance Coverage	1,700.61	1,700.61	1,802.65	\$1,701.00	0.39
1086-12-6310	Tannery Park - Hydro	245.91	\$430.00	312.39	\$482.00	52.00
1086-12-6360	Washroom Supplies	457.97	\$700.00	448.00	\$700.00	0.00
1086-12-6371	Grass-Cutting	3,784.25	\$8,238.00	3,960.00	\$8,000.00	-238.00
1086-12-6380	Maintenance	2,007.71	\$3,000.00	2,636.37	\$3,500.00	500.00
1086-12-6750	Transfers to Capital	0.00	\$0.00	0.00	\$0.00	0.00
1086-12-6850	Miscellaneous Expenses	0.00	\$0.00	0.00	\$0.00	0.00
	<b>Total Expenditures</b>	<b>22,511.14</b>	<b>28,055.61</b>	<b>25,196.60</b>	<b>29,457.00</b>	<b>1,401.39</b>





## Budget by Service

Department Name: Recreation Facilities & Parks Section: Harriston Ball

Budget Code: 10-8602

FTE: 0.13

Staff: 1 PT

### Strategic Position Section 7.0

Maintain and enhance recreation opportunities to benefit persons of all ages and abilities using existing well maintained parks and facilities, and ensure the location, supply and availability of major facilities considering the cost as well as community development benefits.

**Actions:** 7.2 Link Parks 7.7 Community Design 7.9 Public Accessibility 10.2 Environmental Diversity

**Responsibility:** Operation and maintain the Harriston baseball diamond.

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### Operating Budget Summary

2016 Budget (Actual \$17,606 to Sept 2016) **\$17,196**

Past & Projected (1%) **0.01**

2015	2016	2017	2018	2019
\$15,003	\$17,196	\$18,870	\$19,059	\$19,249

### Budget Initiatives

1. Increase Wages and Benefits	\$727
2. Maintenance	\$500
3. Increase fees	-\$185
4. Insurance	\$302
5. Utilities	\$120
6. Grass Cutting	\$210
<b>Proposed 2017 Budget</b>	<b>\$18,870</b>

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### Budget to Actual Issues

None.

### Issues for 2017 and Beyond

We would like to replace the backstop this year. The lights at the ball diamond are outdated and parts are becoming difficult to find. Lights may need to be replaced in the near future.

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**Service Measures**

The Harriston baseball diamond hosts Hometown Ball, 4 adult baseball games/week, two annual slo-pitch tournaments and some Marlins ball practices.

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**C.A.O. Clerk and Treasurer Recommendation**

That the 2017 budget proposed for Harriston Ball be approved at **\$18,870.**



2017 OPERATING BUDGET						
Account	Description	2015	2016	2016	2017	
		YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget	Budget Change
<b>Harriston Ball - Harriston Soccer</b>						
1086-02-5830	Ball Diamond Signs	0.00	0.00	0.00	\$0.00	0.00
1086-02-5880	Ball Diamond Rental - Minor	0.00	0.00	0.00	\$0.00	0.00
1086-02-5881	Ball Diamond Rental - Adult	3,310.00	3,265.00	3,100.00	\$3,450.00	185.00
1086-02-5882	Ball Diamond Tournaments	0.00	0.00	0.00	\$0.00	0.00
1086-02-5890	Donations & Misc Revenue	0.00	0.00	0.00	\$0.00	0.00
	<b>Total Revenue</b>	<b>3,310.00</b>	<b>3,265.00</b>	<b>3,100.00</b>	<b>3,450.00</b>	<b>185.00</b>
1086-02-6010	Wages - Full Time	5,401.18	\$6,942.00	6,407.39	\$7,497.00	555.00
1086-02-6011	Wages - Part Time	0.00	\$600.00	742.38	\$600.00	0.00
1086-02-6020	Benefits - Full Time	1,848.50	\$2,152.00	2,015.17	\$2,324.00	172.00
1086-02-6021	Benefits - Part Time	0.00	\$84.00	61.04	\$84.00	0.00
1086-02-6150	Misc Consulting Services	0.00	\$0.00	0.00	\$0.00	0.00
1086-02-6210	Annual Insurance Coverage	5,032.96	5,032.96	5,334.95	5,335.00	302.04
1086-02-6310	Hydro & Water	0.00	\$1,000.00	0.00	\$1,120.00	120.00
1086-02-6350	Cleaning Supplies	0.00	\$0.00	0.00	\$0.00	0.00
1086-02-6360	Washroom Supplies	221.80	\$300.00	250.00	\$300.00	0.00
1086-02-6370	Portable Toilets	0.00	\$0.00	0.00	\$0.00	0.00
1086-02-6371	Grounds Maintenance - Summ	800.50	\$600.00	364.00	\$810.00	210.00
1086-02-6372	Turf Maintenance	0.00	\$400.00	0.00	\$400.00	0.00
1086-02-6380	Building Maintenance	515.38	\$500.00	820.09	\$1,000.00	500.00
1086-02-6520	Advertising & Promotions	0.00	\$0.00	0.00	\$0.00	0.00
1086-02-6610	Tractor Fuel & Supply	0.00	\$150.00	0.00	\$150.00	0.00
1086-02-6620	Tractor Repair & Maintenance	165.07	\$500.00	0.00	\$500.00	0.00
1086-02-6710	Small Tools	0.00	\$0.00	0.00	\$0.00	0.00
1086-02-6720	Equipment Repair & Maintenan	1,200.00	\$1,500.00	1,072.36	\$1,500.00	0.00
1086-02-6730	Safety Equipment	0.00	\$0.00	0.00	\$0.00	0.00
1086-02-6750	Transfers to Capital	0.00	\$0.00	0.00	\$0.00	0.00
1086-02-6790	Chemicals/Lime/Paint	652.27	\$700.00	538.74	\$700.00	0.00
1086-02-6850	Miscellaneous Expenses	0.00	\$0.00	0.00	\$0.00	0.00
	<b>Total Expenditures</b>	<b>15,837.66</b>	<b>20,460.96</b>	<b>17,606.12</b>	<b>22,320.00</b>	<b>1,853.04</b>
<b>Excess Revenue over/under Expenditu</b>		<b>-12,527.66</b>	<b>-17,195.96</b>	<b>-14,506.12</b>	<b>-18,870.00</b>	<b>-1,674.04</b>



## Budget by Service

Department Name: Recreation Facilities & Parks    Section: Palmerston Arena & Hall

Budget Code: 10-8103

FTE: 2.16

Staff: 11 PT

### Strategic Position Section 7.0

Maintain and enhance recreation opportunities to benefit persons of all ages and abilities using existing well maintained parks and facilities, and ensure the location, supply and availability of major facilities considering the cost as well as community development benefits.

**Actions:** 7.4 local promotion 7.5 subsidized rates 7.7 community design 7.9 public accessibility

**Responsibility:** Operate and maintain the Palmerston Arena, Hall, and Curling Club.

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### Operating Budget Summary

2016 Budget (Actual \$184,288 to Sept 2016) **\$179,944**

Past & Projected (1%) 0.01

2015	2016	2017	2018	2019
\$176,496	\$179,944	\$ 184,709	\$ 186,556	\$ 188,422

### Budget Initiatives

1. Increase Wages and Benefits and Clothing	\$11,705
2. Maintenance Expenses	\$2,000
3. Arena Revenues	-\$13,334
4. Advertising Revenue	-\$500
5. Concessions and Vending	\$3,000
6. Bar	-\$12,500
7. Insurance	\$976
8. Utilities	\$13,418
<b>Proposed 2017 Budget</b>	<b>\$184,709</b>

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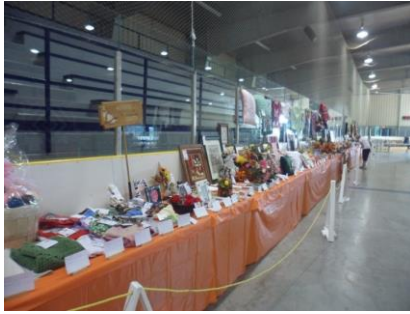
### Budget to Actual Issues

Unexpected issues in 2016 included a water leak under the floor in the dressing rooms, a major furnace repair in the auditorium and the replacement of a piston in a compressor when the arena ice plant was started up.

### Issues for 2017 and Beyond

Work needs to be done in the dressing rooms (doors, flooring) and a new Olympia is needed. More paving work should be done in the parking lot. Future needs will include a score clock, kitchen renovation, and a Community Centre renovation including flooring, doors and tables.

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## Service Measures

Palmerston arena and hall offer facilities for arena related activities and indoor events, and is the Town's biggest and busiest facility. Regular programs include walking (3x/wk), a pre-school program and Town of Minto Recreation programs (including Try It Sports, fitness, and adventure camps camps). Other events hosted in Palmerston included 6 tournaments, 3 seminars, 20 community events, 19 private events, the Fall Fair, IPM events, and Sr. A Hockey (10 games). Arena floor was used for 43 hours of ball hockey.

Year	2013	2014	2015	2016	2017
Ice Rentals hours/per week	59	56	54	56	59

## CAO/Clerk and Facilities Manager Recommendation

That the 2017 budget proposed for the Palmerston Arena & Hall be approved at **\$184,709.**

2017 OPERATING BUDGET						
Account	Description	2015 YTD Actual - Sept 30/15	2016 Budget	2016 YTD Actual - Sept 30/16	2017 Budget	Budget Change
<b>Palmerston Arena</b>						
1081-03-5810	Hockey- Minor	35,054.25	70,911.00	36,975.89	\$83,764.00	12,853.00
1081-03-5811	Hockey - Recreational	35,914.42	75,213.00	35,385.50	\$73,594.00	-1,619.00
1081-03-5812	Hockey - Palmerston 81's	0.00	0.00	0.00	\$0.00	0.00
1081-03-5815	Figure Skating Club	0.00	0.00	0.00	\$0.00	0.00
1081-03-5817	Broomball - Minor	0.00	0.00	0.00	\$0.00	0.00
1081-03-5818	Broomball - Recreational	0.00	0.00	0.00	\$0.00	0.00
1081-03-5819	Out-of-Town Ice Rentals	5,064.00	8,910.00	2,980.00	\$10,192.00	1,282.00
1081-03-5820	Public Skating Admission	1,420.00	4,000.00	2,300.00	\$4,000.00	0.00
1081-03-5821	Miscellaneous Ice Rentals	0.00	0.00	0.00	\$0.00	0.00
1081-03-5822	Vending Machine Commission	763.82	1,500.00	474.04	\$1,500.00	0.00
1081-03-5823	Arena Board Advertising	6,300.00	6,500.00	6,850.00	\$7,000.00	500.00
1081-03-5824	Concession Revenue	14,054.29	30,000.00	14,978.58	\$28,000.00	-2,000.00
1081-03-5825	Vending Machine Revenue	1,327.43	3,000.00	0.00	\$2,000.00	-1,000.00
1081-03-5829	Inventory Change-Palmerston	0.00	0.00	0.00	\$0.00	0.00
1081-03-5831	Curling Club Agreement	14,025.00	16,650.00	14,165.25	\$17,168.00	518.00
1081-03-5832	Hall Rental Revenue	11,726.50	20,000.00	12,962.93	\$20,000.00	0.00
1081-03-5833	Bar Supplies Revenue	0.00	0.00	0.00	\$0.00	0.00
1081-03-5834	Arena Floor Rental	3,400.00	3,000.00	2,650.00	\$3,000.00	0.00
1081-03-5835	Curling Arena Floor - Rental	1,100.00	800.00	1,450.00	\$1,100.00	300.00
1081-03-5836	Socan Fee Collected	946.72	700.00	414.19	\$700.00	0.00
1081-03-5838	Smart Serve Bartending Fee	0.00	0.00	0.00	\$0.00	0.00
1081-03-5840	Liquor Sales	108,108.69	110,000.00	99,024.74	\$130,000.00	20,000.00
1081-03-5890	Donations & MSC Revenue	1,102.32	1,000.00	900.00	\$1,000.00	0.00
	<b>Total Revenue</b>	<b>240,307.44</b>	<b>352,184.00</b>	<b>231,511.12</b>	<b>383,018.00</b>	<b>30,834.00</b>

Account	Description	2015 YTD Actual - Sept 30/15	2016 Budget	2016 YTD Actual - Sept 30/16	2017 Budget	Budget Change
1081-03-6010	Wages - Regular	72,365.04	\$103,839.00	66,472.15	\$109,020.00	5,181.00
1081-03-6011	Wages - Part Time	6,343.80	\$10,912.00	14,238.30	\$13,648.00	2,736.00
1081-03-6013	Wages - Bar	6,378.77	\$11,007.00	7,507.59	\$11,787.00	780.00
1081-03-6012	Concession Booth Wages	10,850.63	\$11,000.00	7,214.24	\$11,500.00	500.00
1081-03-6020	Benefits - Regular	23,262.48	\$32,190.09	21,163.79	\$33,796.00	1,605.91
1081-03-6021	Benefits - Part Time	547.76	\$1,527.68	1,286.73	\$1,911.00	383.32
1081-03-6022	Benefits - Concession Booth	531.88	\$1,540.98	572.41	\$1,610.00	69.02
1081-03-6030	Personnel Clothing Allowance	300.00	\$750.00	578.00	\$1,200.00	450.00
1081-03-6040	Conferences/Meetings	0.00	\$0.00	0.00	\$0.00	0.00
1081-03-6050	Training	1,057.83	\$2,000.00	1,391.81	\$2,000.00	0.00
1081-03-6060	Mileage	0.00	\$0.00	0.00	\$0.00	0.00
1081-03-6210	Annual Insurance Coverage	18,825.79	18,825.79	19,801.70	19,802.00	976.21
1081-03-6220	Risk Management	0.00	\$0.00	0.00	\$0.00	0.00
1081-03-6310	Hydro & Water	45,650.46	\$89,250.00	53,261.66	\$99,960.00	10,710.00
1081-03-6320	Heat	6,934.36	\$14,637.00	7,552.56	\$17,344.85	2,707.85
1081-03-6340	Arena lighting lease	0.00	\$0.00	0.00	\$0.00	0.00
1081-03-6350	Cleaning Supplies	5,033.64	\$6,500.00	3,750.86	\$6,500.00	0.00
1081-03-6360	Washroom Supplies	0.00	\$0.00	95.00	\$0.00	0.00
1081-03-6370	Grounds Maintenance - Winter	5,100.00	\$5,000.00	4,510.00	\$6,000.00	1,000.00
1081-03-6371	Grounds Maintenance - Summer	0.00	\$0.00	0.00	\$0.00	0.00
1081-03-6380	Building Maintenance	13,936.23	\$17,000.00	17,116.65	\$17,500.00	500.00
1081-03-6400	Kitchen Supplies	440.00	\$1,000.00	277.45	\$1,000.00	0.00
1081-03-6410	Office Supplies	413.30	\$500.00	256.37	\$500.00	0.00
1081-03-6420	Small Office Equipment <500.00	0.00	\$0.00	0.00	\$0.00	0.00
1081-03-6430	Office Equipment Maintenance	22.89	\$0.00	0.00	\$0.00	0.00
1081-03-6440	Office Equipment Agreement	0.00	\$0.00	0.00	\$0.00	0.00
1081-03-6460	Security System Monitoring	0.00	\$0.00	0.00	\$0.00	0.00
1081-03-6470	Principal Debt Repayments	52,490.00	\$54,000.00	54,500.00	\$54,000.00	0.00
1081-03-6480	Interest on Long Term Debt	17,869.16	\$17,348.27	15,616.85	\$17,348.27	0.00
1081-03-6520	Advertising & Promotions	0.00	\$0.00	0.00	\$0.00	0.00
1081-03-6530	Telephone Services & Charges	1,455.63	\$2,300.00	1,542.14	\$2,300.00	0.00
1081-03-6560	Pager/Radio Service & Maintenance	0.00	\$0.00	0.00	\$0.00	0.00
1081-03-6610	Vehicle Fuel & Supplies	934.70	\$1,000.00	902.53	\$1,000.00	0.00
1081-03-6611	Ice Resurface Fuel & Supplies	1,153.30	\$1,800.00	1,023.68	\$2,300.00	500.00
1081-03-6620	Vehicle Repair & Maintenance	100.12	\$1,000.00	934.95	\$1,000.00	0.00
1081-03-6621	Ice Resurface Repairs & Maintenance	0.00	\$1,000.00	130.00	\$1,000.00	0.00
1081-03-6630	Vehicle Inspections & Licenses	0.00	\$0.00	127.14	\$0.00	0.00
1081-03-6700	Palm Rec - Trfs to Capital	0.00	\$0.00	0.00	\$0.00	0.00
1081-03-6710	Small Tools	0.00	\$0.00	0.00	\$0.00	0.00
1081-03-6720	Equipment Repair & Maintenance	5,758.63	\$5,000.00	4,282.88	\$5,000.00	0.00
1081-03-6730	Safety Equipment	13.98	\$500.00	0.00	\$500.00	0.00
1081-03-6790	Chemicals/Lime/Paint	1,646.54	\$2,000.00	1,967.50	\$2,000.00	0.00
1081-03-6800	Transfer to Reserves	30,000.00	\$30,000.00	30,000.00	\$30,000.00	0.00
1081-03-6810	Bar Supplies Expense	55,822.68	\$49,500.00	52,125.84	\$55,000.00	5,500.00
1081-03-6820	Concession Booth Supplies	10,223.94	\$17,500.00	10,031.07	\$17,500.00	0.00
1081-03-6825	Vending Machine Supplies	0.00	\$0.00	0.00	\$0.00	0.00
1081-03-6830	Socan Fees Expenses	593.78	\$700.00	795.95	\$700.00	0.00
1081-03-6840	Liquor Profit Share	23,007.80	\$20,000.00	14,771.20	\$22,000.00	2,000.00
1081-03-6850	Miscellaneous Expenses	630.97	\$1,000.00	0.00	\$1,000.00	0.00
	<b>Total Expenditures</b>	<b>419,696.09</b>	<b>532,127.81</b>	<b>415,799.00</b>	<b>567,727.12</b>	<b>35,599.30</b>
	<b>Excess Revenue over/under Expenditures</b>	<b>-179,388.65</b>	<b>-179,943.81</b>	<b>-184,287.88</b>	<b>-184,709.12</b>	<b>-4,765.30</b>





**Budget by Service**

**Department Name:** Recreation Facilities & Parks: **Section:** Palmerston Parks

**Budget Code:** 10-8613

**FTE:** 0.38

**Staff:** 1 PT

**Strategic Position:** Section 7.0

Maintain and enhance recreation opportunities to benefit persons of all ages and abilities using existing well maintained parks and facilities, and ensure the location, supply and availability of major facilities considering the cost as well as community development benefits.

**Actions:** 7.2 Link Parks 9.7 Naturalized Landscaping

**Responsibility:** Maintain passive parklands and their assets in Palmerston.

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**Budget Initiatives**

**Operating Budget Summary**

2016 Budget (Actual \$55,201 to Sept 2016) **\$62,185**

Past & Projected (1%) **0.01**

2015	2016	2017	2018	2019
\$49,489	\$62,185	\$ 56,633	\$ 57,199	\$ 57,771

**Budget Initiatives**

1. Decrease Wages and Benefits	-\$1,351
2. Maintenance	\$1,000
3. Grass Cutting	-\$5,201
<b>Proposed 2017 Budget</b>	<b>\$56,633</b>

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**Budget to Actual Issues** None



## Issues for 2017 and Beyond

Wage allocations have been changed to reflect more on the Train Museum and trails.

## Service Measures

The Palmerston parks rarely generate revenue. They provide outdoor areas for people to enjoy.

## C.A.O. Clerk and Facilities Manager Recommendation

That the 2017 budget proposed for the Palmerston Parks be approved at **\$56,633.**

2017 OPERATING BUDGET						
Account	Description	2015 YTD Actual - Sept 30/15	2016 Budget	2016 YTD Actual - Sept 30/16	2017 Budget	Budget Change
<b>Palmerston Parks</b>						
1086-13-5780	Solar Power Microfits	0.00	0.00	500.00	0.00	0.00
	<b>Total Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>
1086-13-6010	Wages - Full Time	11,663.84	\$19,192.00	18,000.00	\$20,121.00	929.00
1086-13-6011	Wages - Part Time	0.00	\$3,600.00	3,393.24	\$1,200.00	-2,400.00
1086-13-6020	Benefits - Full Time	3,752.97	\$5,950.00	5,580.00	\$6,238.00	288.00
1086-13-6021	Benefits - Part Time	0.00	\$504.00	405.18	\$336.00	-168.00
1086-13-6210	Annual Insurance Coverage	2,243.61	2,243.61	2,378.23	\$2,243.61	0.00
1086-13-6280	Palm Parks - Property Taxes	0.00	\$0.00	0.00	\$0.00	0.00
1086-13-6310	Lions Park Hydro	4,306.05	\$5,400.00	4,496.24	\$5,400.00	0.00
1086-13-6360	Washroom Supplies	0.00	\$0.00	0.00	\$0.00	0.00
1086-13-6370	Snow Removal	364.00	\$500.00	220.00	\$500.00	0.00
1086-13-6371	Grass Cutting	17,302.47	\$19,795.00	16,692.17	\$14,594.00	-5,201.00
1086-13-6380	Maintenance	4,063.76	\$5,000.00	4,535.58	\$6,000.00	1,000.00
1086-13-6450	Hand Car Race Expenses	0.00	\$0.00	0.00	\$0.00	0.00
1086-13-6720	Plant Material	0.00	\$0.00	0.00	\$0.00	0.00
1086-13-6750	Transfers to Capital	0.00	\$0.00	0.00	\$0.00	0.00
1086-13-6850	Miscellaneous Expenses	0.00	\$0.00	0.00	\$0.00	0.00
1086-13-6900	Palmerston Lions In & Out	668.44	0.00	42,894.89	\$0.00	0.00
	<b>Total Expenditures</b>	<b>44,365.14</b>	<b>62,184.61</b>	<b>98,595.53</b>	<b>56,632.61</b>	<b>-5,552.00</b>
<b>Excess Revenue over/under Expenditures</b>		<b>-44365.14</b>	<b>-62184.61</b>	<b>-98,095.53</b>	<b>-56632.61</b>	<b>5552.00</b>





## Budget by Service

**Department Name:** Recreation Facilities & Parks **Section:** Palmerston Ball/Soccer

**Budget Code:** 10-8603

**FTE:** 0.35

**Staff:** 1 PT

### Strategic Position Section 7.0

Maintain and enhance recreation opportunities to benefit persons of all ages and abilities using existing well maintained parks and facilities, and ensure the location, supply and availability of major facilities considering the cost as well as community development benefits.

**Actions:** 7.2 Link Parks 7.7 Community Design 7.9 Public Accessibility 10.2 Environmental Diversity

**Responsibility:** Operation and maintain the Palmerston baseball diamond and soccer field

### Operating Budget Summary

2016 Budget (Actual \$25,301 to Sept 2016) **\$34,525**

Past & Projected (1%) **0.01**

2015	2016	2017	2018	2019
\$31,706	\$34,525	\$ 36,338	\$ 36,701	\$ 37,068

### Budget Initiatives

1. Increase Wages and Benefits	\$791
2. Maintenance	\$500
3. Increase revenues	-\$1,385
4. Grass Cutting	\$925
5. Utilities	\$378
6. Insurance	\$604
<b>Proposed 2017 Budget</b>	<b>\$36,338</b>

**Budget to Actual Issues:** A storm caused damage to trees and a hydro pole causing an extra expense.

### Issues for 2017 and Beyond

The Palmerston Softball fields will host the 2017 Canadian Pewee Fastball Championships.



## Service Measures

The three Palmerston baseball diamonds hosted 23 baseball games/week and 8 tournaments in 2016. The soccer fields hosted games from Mondays through Thursdays with most Saturdays also being used. Six soccer tournaments were hosted in 2016.

## CAO/Clerk and Facilities Manager Recommendation

That the 2016 budget proposed for the Palmerston Ball and Soccer be approved at **\$36,338.**

2017 OPERATING BUDGET						
Account	Description	2015 YTD Actual - Sept 30/15	2016 Budget	2016 YTD Actual - Sept 30/16	2017 Budget	Budget Change
<b>Palmerston Ball - Soccer/Skateboard</b>						
1086-03-5880	Ball Diamond Rental - Minor	5,418.98	5,415.00	4,453.98	\$4,900.00	-515.00
1086-03-5881	Ball Diamond Rental - Adult	7,855.00	7,855.00	8,425.00	\$9,250.00	1,395.00
1086-03-5882	Ball Diamond Tournaments	0.00	0.00	0.00	\$0.00	0.00
1086-03-5885	Soccer Pitch Rental - Minor	3,125.00	3,125.00	3,630.00	\$3,630.00	505.00
1086-03-5887	Soccer Pitch - Tournament	0.00	0.00	0.00	\$0.00	0.00
1086-03-5890	Donations & Misc Revenue	0.00	0.00	113.26	\$0.00	0.00
	<b>Total Revenue</b>	<b>16,398.98</b>	<b>16,395.00</b>	<b>16,622.24</b>	<b>17,780.00</b>	<b>1,385.00</b>
1086-03-6010	Wages - Full Time	14,816.96	\$16,879.00	11,849.84	\$17,482.00	603.00
1086-03-6011	Wages - Part Time	53.56	\$1,200.00	1,174.89	\$1,200.00	0.00
1086-03-6020	Benefits - Full Time	4,822.67	\$5,232.00	3,689.24	\$5,420.00	188.00
1086-03-6021	Benefits - Part Time	3.99	\$168.00	158.43	\$168.00	0.00
1086-03-6150	Misc Consulting Services	0.00	\$0.00	0.00	\$0.00	0.00
1086-03-6210	Annual Insurance Coverage	10,065.94	10,065.94	10,669.90	10,670.00	604.06
1086-03-6211	Annual Insurance - Teviotdale	0.00	\$0.00	0.00	\$0.00	0.00
1086-03-6310	Hydro & Water	1,633.43	\$3,150.00	2,632.36	\$3,528.00	378.00
1086-03-6350	Cleaning Supplies	0.00	\$0.00	0.00	\$0.00	0.00
1086-03-6360	Washroom Supplies	959.63	\$1,100.00	611.00	\$1,100.00	0.00
1086-03-6371	Grounds Maintenance - Summe	3,130.00	\$4,625.00	2,429.06	\$5,550.00	925.00
1086-03-6372	Turf Maintenance	0.00	\$1,500.00	0.00	\$1,500.00	0.00
1086-03-6380	Building Maintenance	1,523.41	\$1,000.00	3,677.92	\$1,500.00	500.00
1086-03-6390	Wading Pool	0.00	\$0.00	0.00	\$0.00	0.00
1086-03-6400	Skateboard Maintenance	0.00	\$0.00	0.00	\$0.00	0.00
1086-03-6480	Interest Payments on Long Term	0.00	\$0.00	0.00	\$0.00	0.00
1086-03-6520	Advertising & Promotions	0.00	\$0.00	0.00	\$0.00	0.00
1086-03-6610	Lawn Maintenance Fuel & Supp	369.00	\$500.00	552.71	\$500.00	0.00
1086-03-6620	Tractor Repair & Maintenance	0.00	\$500.00	828.49	\$500.00	0.00
1086-03-6700	Transfers to Capital	0.00	\$0.00	0.00	\$0.00	0.00
1086-03-6710	Small Tools	0.00	\$0.00	0.00	\$0.00	0.00
1086-03-6720	Equipment Repair & Maintenan	1,500.00	\$2,500.00	733.15	\$2,500.00	0.00
1086-03-6730	Safety Equipment	0.00	\$0.00	0.00	\$0.00	0.00
1086-03-6790	Chemicals/Lime/Paint	1,457.10	\$2,500.00	2,916.19	\$2,500.00	0.00
1086-03-6850	Miscellaneous Expenses	0.00	\$0.00	0.00	\$0.00	0.00
	<b>Total Expenditures</b>	<b>40,335.69</b>	<b>50,919.94</b>	<b>41,923.18</b>	<b>54,118.00</b>	<b>3,198.06</b>
<b>Excess Revenue over/under Expenditures</b>		<b>-23,936.71</b>	<b>-34,524.94</b>	<b>-25,300.94</b>	<b>-36,338.00</b>	<b>-1,813.06</b>



## Budget by Service

Department Name: Recreation Facilities & Parks Section: Satellite Facilities

Budget Code: 10-8302-8502-03, 8702-05, 8803

FTE: 0.15

Staff: 3PT

### Strategic Position Section 7.0

Maintain and enhance recreation opportunities to benefit persons of all ages and abilities using existing well maintained parks and facilities, and ensure the location, supply and availability of major facilities considering the cost as well as community development benefits.

**Actions:** 5.4 volunteer support 7.9 public accessibility

**Responsibilities:** These facilities include two train stations, libraries, the old Harriston Town Hall and the Drew Community Centre, Harriston Lawn Bowling Club, and the CNRA Lions Club House operated in partnership with volunteer groups through agreements. These facilities provide unique and valuable programs to the residents of the Town.

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### Budget Initiatives:

#### Operating Budget Summary

2016 Budget (Actual \$45,541 to Sept 2016) **\$57,422**

Past & Projected (1%)

0.01

2015	2016	2017	2018	2019
\$48,462	\$57,422	\$ 76,933	\$ 77,702	\$ 78,479

#### Budget Initiatives

1. Increase Wages and Benefits	\$9,958
2. Maintenance	\$6,800
3. Insurance	\$250
4. Utilities	\$3,403
5. Palmerston Library Income	\$3,000
6. Increase fees	-\$7,000
7. Rent	\$1,500
8. Taxes	\$1,100
9. Internet	\$500
<b>Proposed 2017 Budget</b>	<b>\$76,933</b>

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### Budget to Actual Issues

Rent has increased at the Harriston Library and the County is now exclusively looking after the Palmerston library cleaning and grass cutting which has previously been a revenue source.

### Issues for 2017 and Beyond

The Harriston 55+ Club extended their agreement with the Town allowing them free rent until July 31, 2020 in return for new window coverings.

Maintenance costs for the Harriston Town Hall and Palmerston Train Museum are rising.

More staff will be needed for the Palmerston Train Museum for the operation of the facility and we are working with the committee to raise funds to offset these costs.

The Palmerston Lions are planning on doing work on the entrance and siding of the CRNA clubhouse and adding air conditioning. They will be requesting some funding for supplies with the Lions providing the labour. The air conditioner is being donated by Brown Insurance.

The furnaces and air conditioners at the Harriston Town Hall will need to be replaced soon.



### Service Measures

2015	User groups using facilities	11
2016	Use groups using facilities	13

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### C.A.O. Clerk and Facilities Manager Recommendation

That the 2017 budget proposed for Satellite Facilities be approved at **\$76,933.**

2017 OPERATING BUDGET						
Account	Description	2015	2016	2016	2017	
		YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget	Budget Change
<b>Harriston Seniors Train Station</b>						
1083-02-5860	Rent - Harriston Seniors Hall	1,701.37	3,000.00	1,922.12	3,000.00	0.00
1083-02-5861	Special Program Donations	0.00	0.00	0.00	0.00	0.00
1083-02-5862	Grants Revenue	0.00	0.00	0.00	0.00	0.00
	<b>Total Revenue</b>	<b>1,701.37</b>	<b>3,000.00</b>	<b>1,922.12</b>	<b>3,000.00</b>	<b>0.00</b>
1083-02-6011	Wages	3,620.04	\$5,647.00	2,875.82	\$5,357.00	-290.00
1083-02-6021	Benefits	992.05	\$1,213.00	639.18	\$1,278.00	65.00
1083-02-6210	Annual Insurance Coverage	950.91	950.91	1,007.96	1,008.00	57.09
1083-02-6480	Interest Payments on Long Term	0.00	\$0.00	0.00	\$0.00	0.00
1083-02-6520	Advertising & Promotions	0.00	\$0.00	0.00	\$0.00	0.00
1083-02-6310	Hydro & Water	2,386.39	\$2,500.00	1,372.25	\$2,800.00	300.00
1083-02-6320	Heat	629.34	\$1,230.00	509.37	\$1,458.00	228.00
1083-02-6350	Cleaning Supplies	166.05	\$300.00	0.00	\$300.00	0.00
1083-02-6370	Grounds Maintenance	840.00	\$1,000.00	820.00	\$1,000.00	0.00
1083-02-6371	Grounds Maintenance -Summer	600.00	\$700.00	660.00	\$0.00	-700.00
1083-02-6380	Building Maintenance	646.07	\$1,500.00	0.00	\$1,500.00	0.00
1083-02-6480	Interest Payments on Long-Term	0.00	\$0.00	0.00	\$0.00	0.00
1083-02-6700	Hstn Seniors - Tfrs to Capital	0.00	\$0.00	0.00	\$0.00	0.00
1083-02-6720	Equipment	0.00	\$0.00	0.00	\$0.00	0.00
1083-02-6750	Miscellaneous Expenses	0.00	\$0.00	0.00	\$0.00	0.00
1083-02-6800	Transfers to Reserves	1,000.00	\$1,000.00	1,000.00	\$1,000.00	0.00
	<b>Total Expenditure</b>	<b>11,830.85</b>	<b>16,040.91</b>	<b>8,884.58</b>	<b>15,701.00</b>	<b>-339.91</b>
<b>Excess Revenue over/under Expenditures</b>		<b>-10,129.48</b>	<b>-13,040.91</b>	<b>-6,962.46</b>	<b>-12,701.00</b>	<b>339.91</b>
<b>Clifford Library</b>						
1085-01-5850	Library Rental - County	0.00	0.00	0.00	0.00	0.00
1085-01-5851	Library Rental - Other	0.00	0.00	0.00	0.00	0.00
	<b>Total Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1085-01-6010	Wages - Full Time	0.00	0.00	0.00	0.00	0.00
1085-01-6011	Wages - Part Time	0.00	0.00	0.00	0.00	0.00
1085-01-6020	Benefits - Full Time	0.00	0.00	0.00	0.00	0.00
1085-01-6021	Benefits - Part Time	0.00	0.00	0.00	0.00	0.00
1085-01-6210	Insurance	0.00	0.00	0.00	0.00	0.00
1085-01-6310	Hydro & Water	0.00	0.00	0.00	0.00	0.00
1085-01-6350	Cleaning Supplies	0.00	0.00	0.00	0.00	0.00
1085-01-6370	Grounds Maintenance	840.00	0.00	820.00	0.00	0.00
1085-01-6380	Building Maintenance & Cleaning	0.00	0.00	0.00	0.00	0.00
1085-01-6850	Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00
1085-01-6802	To Reserve Fund	0.00	0.00	0.00	0.00	0.00
	<b>Total Expenditures</b>	<b>840.00</b>	<b>0.00</b>	<b>820.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Excess Revenue over/under Expenditures</b>		<b>-840.00</b>	<b>0.00</b>	<b>-820.00</b>	<b>0.00</b>	<b>0.00</b>



Account	Description	2015	2016	2016	2017	
		YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget	Budget Change
<b>Harriston Library</b>						
1085-02-5850	Library Rental - County	0.00	0.00	0.00	0.00	0.00
1085-02-5851	Library Rental - Other	4,500.00	6,000.00	4,500.00	6,000.00	0.00
	<b>Total Revenue</b>	<b>4,500.00</b>	<b>6,000.00</b>	<b>4,500.00</b>	<b>6,000.00</b>	<b>0.00</b>
1085-02-6010	Wages - Full Time	0.00	0.00	0.00	0.00	0.00
1085-02-6011	Wages - Part Time	0.00	0.00	0.00	0.00	0.00
1085-02-6020	Benefits - Full Time	0.00	0.00	0.00	0.00	0.00
1085-02-6021	Benefits - Part Time	0.00	0.00	0.00	0.00	0.00
1085-02-6210	Annual Insurance Coverage	0.00	0.00	0.00	0.00	0.00
1085-02-6310	Hydro & Water	0.00	0.00	0.00	0.00	0.00
1085-02-6320	Heat	0.00	0.00	0.00	0.00	0.00
1085-02-6340	Cleaning Contract	0.00	0.00	0.00	0.00	0.00
1085-02-6350	Cleaning Supplies	0.00	0.00	0.00	0.00	0.00
1085-02-6360	Washroom Supplies	0.00	0.00	0.00	0.00	0.00
1085-02-6370	Grounds Maintenance	0.00	0.00	0.00	0.00	0.00
1085-02-6380	Building Maintenance	0.00	0.00	0.00	0.00	0.00
1085-02-6390	Rent paid to Wellington County	11,070.02	22,000.00	16,749.90	23,500.00	1,500.00
1085-02-6850	Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00
1085-02-6802	To Reserve Fund	0.00	0.00	0.00	0.00	0.00
	<b>Total Expenditures</b>	<b>11,070.02</b>	<b>22,000.00</b>	<b>16,749.90</b>	<b>23,500.00</b>	<b>1,500.00</b>
	<b>Excess Revenue over/under Expenditures</b>	<b>-6,570.02</b>	<b>-16,000.00</b>	<b>-12,249.90</b>	<b>-17,500.00</b>	<b>-1,500.00</b>
<b>Palmerston Library</b>						
1085-03-5850	Library Rental - County	3,712.50	10,500.00	0.00	0.00	-10,500.00
1085-03-5851	Library Rental - Other	0.00	0.00	0.00	0.00	0.00
	<b>Total Revenue</b>	<b>3,712.50</b>	<b>10,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-10,500.00</b>
1085-03-6010	Wages - Full Time	0.00	0.00	0.00	0.00	0.00
1085-03-6011	Wages - Part Time	0.00	0.00	0.00	0.00	0.00
1085-03-6020	Benefits - Full Time	0.00	0.00	0.00	0.00	0.00
1085-03-6021	Benefits - Part Time	0.00	0.00	0.00	0.00	0.00
1085-03-6210	Annual Insurance Coverage	0.00	0.00	0.00	0.00	0.00
1085-03-6310	Hydro & Water	0.00	0.00	0.00	0.00	0.00
1085-03-6320	Heat	0.00	0.00	0.00	0.00	0.00
1085-03-6340	Cleaning Contract	1,549.24	6,700.00	0.00	0.00	-6,700.00
1085-03-6350	Cleaning Supplies	38.72	300.00	0.00	0.00	-300.00
1085-03-6360	Washroom Supplies	0.00	0.00	0.00	0.00	0.00
1085-03-6370	Grounds Maintenance	272.00	500.00	0.00	0.00	-500.00
1085-03-6380	Building Maintenance	0.00	0.00	0.00	0.00	0.00
1085-03-6700	Tfrs to Capital	0.00	0.00	0.00	0.00	0.00
1085-03-6850	Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00
1085-03-6802	To Reserve Fund	0.00	0.00	0.00	0.00	0.00
	<b>Total Expenditures</b>	<b>1,859.96</b>	<b>7,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-7,500.00</b>
	<b>Excess Revenue over/under Expenditures</b>	<b>1,852.54</b>	<b>3,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-3,000.00</b>

Account	Description	2015	2016	2016	2017	
		YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget	Budget Change
<b>Harriston Town Hall</b>						
1087-02-5880	Revenue	8,176.28	11,000.00	8,502.38	11,300.00	300.00
1087-02-5881	Donations & Misc Revenue	0.00	0.00	0.00	0.00	0.00
	<b>Total Revenue</b>	<b>8,176.28</b>	<b>11,000.00</b>	<b>8,502.38</b>	<b>11,300.00</b>	300.00
1087-02-6010	Wages	3,554.25	\$4,897.00	3,226.67	\$5,358.00	461.00
1087-02-6020	Benefits	952.48	\$1,108.00	771.96	\$1,278.00	170.00
1087-02-6210	Annual Insurance Coverage	1,142.12	1,142.12	1,210.64	1,211.00	68.88
1087-02-6310	Hydro & Water	4,792.65	\$6,100.00	4,435.38	\$6,832.00	732.00
1087-02-6320	Heat	2,686.66	\$5,904.00	2,255.59	\$6,996.00	1,092.00
1087-02-6350	Cleaning Supplies	0.00	\$200.00	202.40	\$200.00	0.00
1087-02-6370	Grounds Maintenance	0.00	\$0.00	0.00	\$0.00	0.00
1087-02-6380	Building Maintenance	6,288.80	\$1,500.00	4,548.96	\$5,000.00	3,500.00
1087-02-6520	Advertising & Promotions	0.00	\$0.00	0.00	\$0.00	0.00
1087-02-6530	Telephone & Service Charges	0.00	\$0.00	0.00	\$0.00	0.00
1087-02-6700	Town Hall - Transfers to Capital	0.00	\$0.00	0.00	\$0.00	0.00
1087-02-6710	Small Tools	0.00	\$0.00	0.00	\$0.00	0.00
1087-02-6720	Equipment Repair & Maintenance	0.00	\$0.00	0.00	\$0.00	0.00
1087-02-6730	Safety Equipment	0.00	\$0.00	0.00	\$0.00	0.00
1087-02-6800	Transfers to Reserves	1,000.00	\$1,000.00	1,000.00	\$1,000.00	0.00
1087-02-6850	Miscellaneous Expenses	0.00	0.00	0.00	\$0.00	0.00
	<b>Total Expenditures</b>	<b>20,416.96</b>	<b>21,851.12</b>	<b>17,651.60</b>	<b>27,875.00</b>	6,023.88
<b>Excess Revenue over/under Expenditures</b>		<b>-12,240.68</b>	<b>-10,851.12</b>	<b>-9,149.22</b>	<b>-16,575.00</b>	-5,723.88

Account	Description	2015	2016	2016	2017	
		YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget	Budget Change
<b>Palmerston CN Station</b>						
1087-03-5880	Revenue	0.00	1,800.00	0.00	8,500.00	6,700.00
1087-03-5881	Donations & Misc Revenue	0.00	0.00	0.00	0.00	0.00
1087-03-5890						
	<b>Total Revenue</b>	<b>0.00</b>	<b>1,800.00</b>	<b>0.00</b>	<b>8,500.00</b>	<b>6,700.00</b>
1087-03-6010	Wages	66.48	\$1,318.00	149.22	\$9,388.00	8,070.00
1087-03-6020	Benefits	23.23	\$409.00	46.55	\$1,890.00	1,481.00
1087-03-6210	Annual Insurance Coverage	510.20	510.20	530.14	530.00	19.80
1087-03-6310	Hydro & Water	2,065.68	\$3,000.00	1,831.53	\$3,360.00	360.00
1087-03-6320	Heat	1,950.71	\$3,198.00	1,495.12	\$3,790.00	592.00
1087-03-6350	Cleaning Supplies	74.17	\$200.00	113.83	\$200.00	0.00
1087-03-6370	Grounds Maintenance	0.00	\$0.00	10.49	\$0.00	0.00
1087-03-6380	Building Maintenance	3,882.26	\$1,500.00	2,091.80	\$5,000.00	3,500.00
1087-03-6520	Advertising & Promotions	0.00	\$0.00	0.00	\$0.00	0.00
1087-03-6530	Telephone & Service Charges	210.50	\$500.00	275.99	\$500.00	0.00
1087-03-6710	Small Tools	0.00	\$0.00	0.00	\$0.00	0.00
1087-03-6720	Equipment Repair & Maintenance	0.00	\$0.00	0.00	\$0.00	0.00
1087-03-6730	Safety Equipment	0.00	\$0.00	0.00	\$0.00	0.00
1087-03-6800	Transfer to Reserve	1,000.00	\$1,000.00	1,000.00	\$1,000.00	0.00
1087-03-6850	Miscellaneous Expenses	0.00	\$0.00	0.00	\$0.00	0.00
1087-03-6700	Palm CN Station - Tfr to Capital	0.00	\$0.00	0.00	\$0.00	0.00
		0.00	\$0.00	0.00	\$0.00	0.00
	<b>Total Expenditures</b>	<b>9,783.23</b>	<b>11,635.20</b>	<b>7,544.67</b>	<b>25,658.00</b>	<b>14,022.80</b>
<b>Excess Revenue over/under Expenditures</b>		<b>-9,783.23</b>	<b>-9,835.20</b>	<b>-7,544.67</b>	<b>-17,158.00</b>	<b>-7,322.80</b>

Account	Description	2015	2016	2016	2017	
		YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget	Budget Change
<b>Drew Park Centre</b>						
1087-04-5880	Revenue	0.00	0.00	0.00	0.00	0.00
1087-04-5881	Donations & Misc Revenue	927.20	0.00	0.00	0.00	0.00
	<b>Total Revenue</b>	<b>927.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1087-04-6010	Wages	0.00	0.00	0.00	\$0.00	0.00
1087-04-6011	Benefits				\$0.00	0.00
1087-04-6020	Benefits	0.00	0.00	0.00	\$0.00	0.00
1087-04-6210	Annual Insurance Coverage	1,744.45	1,744.45	1,849.11	1,849.00	104.55
1087-04-6310	Hydro & Water	0.00	0.00	49.86	\$0.00	0.00
1087-04-6314	Water Testing	2,012.63	4,000.00	2,249.52	\$4,000.00	0.00
1087-04-6320	Heat	0.00	0.00	0.00	\$0.00	0.00
1087-04-6350	Cleaning Supplies	0.00	0.00	0.00	\$0.00	0.00
1087-04-6370	Grounds Maintenance	0.00	0.00	0.00	\$0.00	0.00
1087-04-6372	Turf Maintenance	0.00	0.00	0.00	\$0.00	0.00
1087-04-6380	Building Maintenance	1,612.20	0.00	13.51	\$0.00	0.00
1087-04-6520	Advertising & Promotions	0.00	0.00	0.00	\$0.00	0.00
1087-04-6530	Telephone & Service Charges	0.00	0.00	0.00	\$0.00	0.00
1087-04-6700	Tfrs to Capital	0.00	0.00	0.00	\$0.00	0.00
1087-04-6710	Small Tools	0.00	0.00	0.00	\$0.00	0.00
1087-04-6720	Equipment Repair & Maintenan	0.00	0.00	0.00	\$0.00	0.00
1087-04-6730	Safety Equipment	0.00	0.00	0.00	\$0.00	0.00
1087-04-6850	Miscellaneous Expenses	0.00	0.00	0.00	\$0.00	0.00
	<b>Total Expenditures</b>	<b>5,369.28</b>	<b>5,744.45</b>	<b>4,162.00</b>	<b>\$5,849.00</b>	<b>104.55</b>
<b>Excess Revenue over/under Expenditures</b>		<b>-4,442.08</b>	<b>-5,744.45</b>	<b>-4,162.00</b>	<b>-5,849.00</b>	<b>-104.55</b>

Account	Description	2015	2016	2016	2017	
		YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget	Budget Change
<b>Harriston Lawn Bowling</b>						
1087-05-5880	Revenue	0.00	0.00	0.00	0.00	0.00
1087-05-5890	Donations & Misc Revenue	0.00	0.00	0.00	0.00	0.00
	<b>Total Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	0.00
1087-05-6010	Wages - Full Time	0.00	0.00	0.00	0.00	0.00
1087-05-6011	Wages - Part Time	0.00	0.00	0.00	0.00	0.00
1087-05-6020	Benefits - Full Time	0.00	0.00	0.00	0.00	0.00
1087-05-6021	Benefits - Part Time	0.00	0.00	0.00	0.00	0.00
1087-05-6210	Annual Insurance Coverage	0.00	400.00	0.00	400.00	0.00
1087-05-6280	Property Taxes	515.99	0.00	1,098.00	1,100.00	1,100.00
1087-05-6310	Hydro/Water	0.00	500.00	515.60	600.00	100.00
1087-05-6360	Washroom Supplies	0.00	0.00	0.00	0.00	0.00
1087-05-6371	Grass-Cutting	0.00	0.00	0.00	0.00	0.00
1087-05-6380	Building Maintenance	0.00	500.00	0.00	500.00	0.00
1087-05-6750	Transfers to Capital	0.00	0.00	0.00	0.00	0.00
1087-05-6750	Transfers to Reserves	0.00	1,000.00	1,000.00	1,000.00	0.00
1087-05-6850	Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00
	<b>Total Expenditures</b>	<b>515.99</b>	<b>2,400.00</b>	<b>2,613.60</b>	<b>3,600.00</b>	1,200.00
	<b>Excess Revenue over/under Expenditures</b>	<b>-515.99</b>	<b>-2,400.00</b>	<b>-2,613.60</b>	<b>-3,600.00</b>	-1,200.00
<b>CNRA Lions Clubhouse</b>						
1088-03-5840	CNRA-Other Revenue	0.00	0.00	0.00	0.00	0.00
1088-03-5890	Donations & Misc Revenue	0.00	0.00	0.00	0.00	0.00
	<b>Total Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	0.00
1088-03-6010	Wages - Full Time	0.00	0.00	0.00	0.00	0.00
1088-03-6011	Wages - Part Time	0.00	0.00	0.00	0.00	0.00
1088-03-6020	Benefits - Full Time	0.00	0.00	0.00	0.00	0.00
1088-03-6021	Benefits - Part Time	0.00	0.00	0.00	0.00	0.00
1088-03-6210	Annual Insurance Coverage	0.00	950.00	0.00	950.00	0.00
1088-03-6310	Water & Sewer	0.00	600.00	472.11	600.00	0.00
1088-03-6380	CNRA-Building Repairs & Mainte	216.96	0.00	133.50	500.00	500.00
1088-03-6540	Internet	0.00	0.00	433.92	500.00	500.00
1089-03-6720	CNRA-Equipment Repairs	0.00	0.00	0.00	0.00	0.00
1087-05-6750	Transfers to Reserves	0.00	1,000.00	1,000.00	1,000.00	0.00
	<b>Total Expenditures</b>	<b>216.96</b>	<b>2,550.00</b>	<b>2,039.53</b>	<b>3,550.00</b>	1,000.00
	<b>Excess Revenue over/under Expenditures</b>	<b>-216.96</b>	<b>-2,550.00</b>	<b>-2,039.53</b>	<b>-3,550.00</b>	-1,000.00
	<b>TOTALS</b>				-76,933.00	-19,511.32





## Budget by Service

Department Name: Recreation Facilities & Parks Section: Trails

Budget Code: 10-8620

FTE: 0.13

Staff: 1 PT

### Strategic Position: Section 7.0

Maintain and enhance recreation opportunities to benefit persons of all ages and abilities using existing well maintained parks and facilities, and ensure the location, supply and availability of major facilities considering the cost as well as community development benefits.

**Actions:** 7.2 Link Palmerston, Harriston, Clifford 7.3 Walkable Community

**Responsibility:** Maintain and develop trail system in Minto.

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### Operating Budget Summary

2016 Budget (Actual n/a to Sept 2016)

\$0

Past & Projected (1%)

0.01

2015	2016	2017	2018	2019
\$18,794	\$0 \$	5,590 \$	5,646 \$	5,702

### Budget Initiatives

1. Establish Wages and Benefits	\$3,590
2. Establish Grounds Maintenance	\$1,000
3. Establish Reserve Transfer	\$1,000
<b>Proposed 2017 Budget</b>	<b>\$5,590</b>

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### Budget to Actual Issues

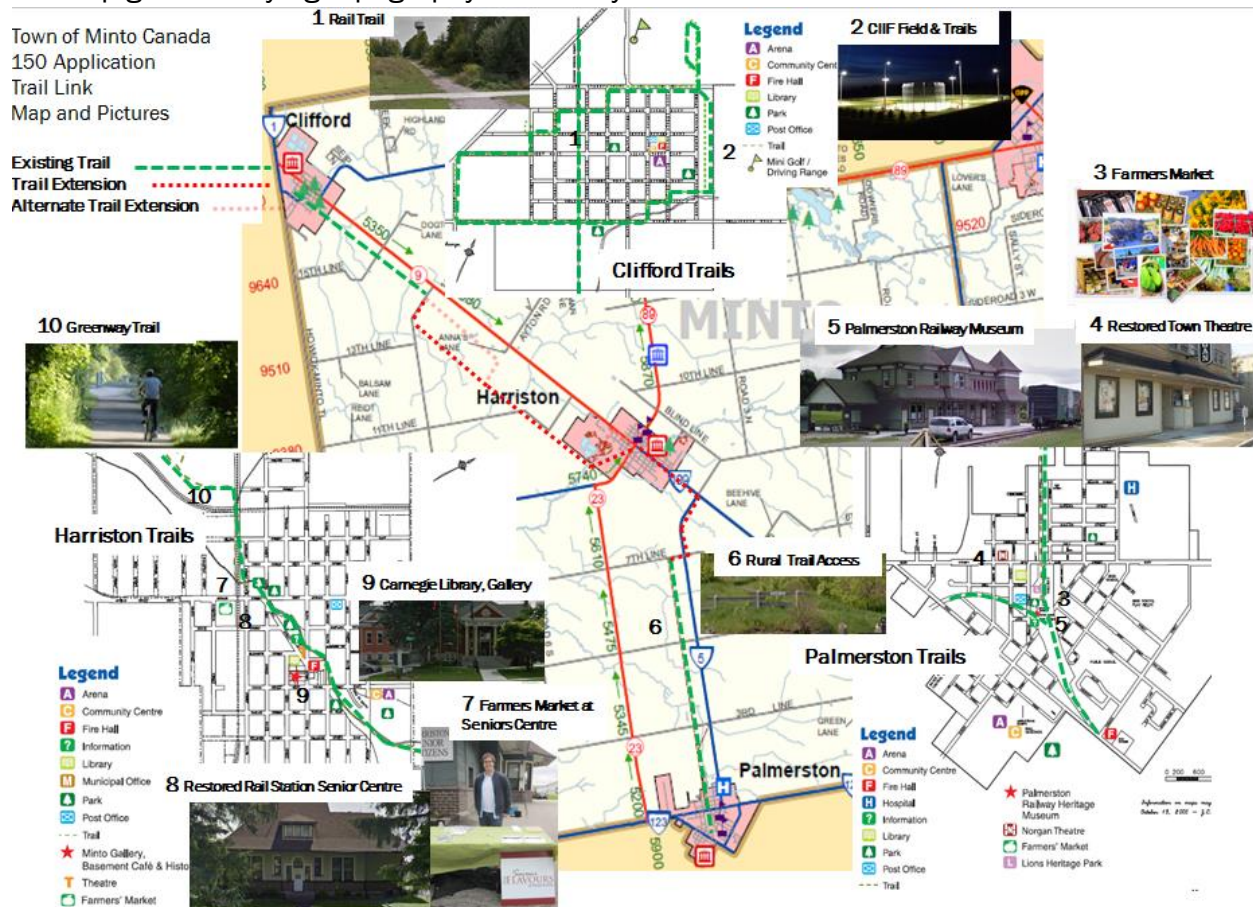
This is a new service area for budget.

### Issues for 2017 and Beyond

In 2016 the Town acquired White's Junction Trail from Palmerston to Harriston. During construction of the round about at CR 109 sidewalks were included westerly into Harriston, while southerly from the roundabout down CR 5 shoulders were paved to the 7<sup>th</sup> Line. This completes the trail link from Palmerston to Harriston. Within and around Harriston is the 4.2 km Greenway Trail.



The Town owns a significant link of the trail from Harriston to Clifford from the 13<sup>th</sup> Line north. Private land acquisition is needed to extend the trail south of the 13<sup>th</sup> Line. There are unopened road allowances the Town could use for much of the distance but these could be expensive to develop given low lying topography and heavy tree cover.



The Trails Committee met occasionally in 2016 and should be enhanced with community members in 2017 to continue the work of completing the Minto link within the next five years.

### Service Measures

There are 6.2 km of trails in Clifford. White's Junction Trail is about 4 km as is the Greenway Trail in Harriston. The link between Harriston and Clifford is 10 km of which the Town has about 4.5 km in a secured route.

### C.A.O. Clerk and Facilities Manager Recommendation

That the 2017 budget proposed for Trails be approved at **\$5,590.**

Account	Description	2015	2016	2016	2017	
		YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget	Budget Change
<b>Trails</b>						
1086-20-5862	Govt Grants	0.00	0.00	0.00	0.00	0.00
1086-20-5890	Donations & Misc Revenue	0.00	0.00	0.00	0.00	0.00
1086-20-5999	Transfers from Reserves	0.00	0.00	0.00	0.00	0.00
	<b>Total Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1086-20-6010	Wages - Full Time	0.00	\$0.00	0.00	\$1,412.00	1,412.00
1086-20-6011	Wages - Part Time	0.00	\$0.00	0.00	\$1,600.00	1,600.00
1086-20-6020	Benefits - Full Time	0.00	\$0.00	0.00	\$354.00	354.00
1086-20-6021	Benefits - Part Time	0.00	\$0.00	0.00	\$224.00	224.00
1086-20-6150	Consulting	0.00	\$0.00	0.00	\$0.00	0.00
1086-20-6210	Annual Insurance Coverage	0.00	\$0.00	0.00	\$0.00	0.00
1086-20-6280	Property Taxes	0.00	\$0.00	163.00	\$0.00	0.00
1086-20-6350	Cleaning Supplies	0.00	\$0.00	0.00	\$0.00	0.00
1086-20-6360	Washroom Supplies	0.00	\$0.00	0.00	\$0.00	0.00
1086-20-6371	Grounds Maintenance - Summer	0.00	\$0.00	0.00	\$1,000.00	1,000.00
1086-20-6380	Building Maintenance	0.00	\$0.00	0.00	\$0.00	0.00
1086-20-6520	Advertising & Promotions	0.00	\$0.00	0.00	\$0.00	0.00
1086-20-6750	Transfers to Capital	0.00	\$0.00	0.00	\$0.00	0.00
1086-20-6800	Transfers to Reserves	0.00	\$0.00	0.00	\$1,000.00	1,000.00
1086-20-6850	Miscellaneous Expenses	0.00	\$0.00	0.00	\$0.00	0.00
	<b>Total Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>163.00</b>	<b>5,590.00</b>	<b>5,590.00</b>
<b>Excess Revenue over/under Expenditures</b>		<b>0.00</b>	<b>0.00</b>	<b>-163.00</b>	<b>-5,590.00</b>	<b>-5,590.00</b>

## Budget by Service

**Department Name:** Recreation Services

**Budget Code:** 10-8401, 10-8402, 10-8403

**Staff:** Nicole Binkle & 4-5 full-time summer students

Section: Adventure Camp

**FTE: 1.0**

**Strategic Position:** 7.0 Maintain and enhance recreation opportunities to benefit persons of all ages and abilities using existing well maintained parks and facilities, and ensure the location, supply and availability of major facilities considering the cost as well as community development benefits.

**Actions:** 5.8 effective efficient programs

**Responsibility:** Our adventure camp programs runs during March Break and the months of July and August. We run camps in Harriston and Palmerston in the auditoriums in March and the curling clubs during the summer. Staff is scheduled based on registration.

Operating Budget Summary						
2016 Budget (Actual -\$10,703 to Sept 2016)						\$1,000
Past & Projected (1%)		0.01				
2015	2016	2017	2018	2019		
\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -		
Budget Initiatives						
1. Increase registration revenue						-\$10,000
2. Increase wages and benefits						\$6,327
3. Increase supplies expense						\$2,698
4. Decrease training expense						-\$25
Proposed 2017 Budget						\$0

## Budget to Actual Issues

The surge in attendance led to a budget surplus. The busiest day in 2015, was lesser than a typical day in 2016. Popularity in the program has grown and may be attributed to changes in the child care regulations. These changes didn't impact the Town program directly, but did set limits to the number of children who can be cared for in an in-home setting. The increased registration revenues more than offset the increased staff and supplies expenses.

The Clifford program accounts are used to track the Minto Minnows Swim Team revenue and expenditures with any surplus being carried over into the following year.

## Issues for 2017 and Beyond

The March Break program will be a good indication of whether the momentum will carry over into 2017 from 2016.





Service Measures	2012	2013	2014	2015	2016
Registrations in Harriston	540	730	576	748	1089
Registrations in Palmerston	500	725	520	508	816
Daily average and peak	22, 40	30, 50	22, 40	25, 40	44, 59

Our Adventure Camp program runs during March Break and the months of July and August.

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**CAO/Clerk and Recreation Services Manager Recommendation**

That the 2017 budget proposed for Adventure Camp be approved at **\$0**



# 2017 OPERATING BUDGET

Account	Description	2015 YTD Actual - Sept 30/15	2016 Budget	2016 YTD Actual - Sept 30/16	2017 Budget	Budget Change
<b>Clifford Special Programs</b>						0.00
1084-01-5860	Special Program Registration	1,639.01	0.00	1,098.90	0.00	0.00
1084-01-5861	Special Program Donations	0.00	0.00	0.00	0.00	0.00
1084-01-5862	Grants Revenue	0.00	0.00	0.00	0.00	0.00
1084-01-5865	Server Intervention Program	0.00	0.00	0.00	0.00	0.00
	<b>Total Revenue</b>	<b>1,639.01</b>	<b>0.00</b>	<b>1,098.90</b>	<b>0.00</b>	<b>0.00</b>
1084-01-6011	Wages	411.84	0.00	470.20	0.00	0.00
1084-01-6021	Benefits	18.86	0.00	21.96	0.00	0.00
1084-01-6030	Training					
1084-01-6411	Special Programs Supplies	1,398.43	0.00	370.75	0.00	0.00
1084-01-6412	Server Intervention Program					
1084-01-6520	Advertising & Promotions	0.00	0.00	0.00	0.00	0.00
1084-01-6830	Miscellaneous Expenses					
	<b>Total Expenditure</b>	<b>1,829.13</b>	<b>0.00</b>	<b>862.91</b>	<b>0.00</b>	<b>0.00</b>
	<b>Excess Revenue over/under Expenditures</b>	<b>-170.12</b>	<b>0.00</b>	<b>236.99</b>	<b>0.00</b>	<b>0.00</b>
<b>Harrison Special Programs</b>						
1084-02-5860	Special Program Registration	21,863.00	20,000.00	32,609.00	23,300.00	3,300.00
1084-02-5861	Special Program Donations	0.00	0.00	0.00	0.00	0.00
1084-02-5862	Grants Revenue	0.00	300.00	0.00	300.00	0.00
1084-02-5865	Server Intervention Program	0.00	0.00	0.00	0.00	0.00
	<b>Total Revenue</b>	<b>21,863.00</b>	<b>20,300.00</b>	<b>32,609.00</b>	<b>23,600.00</b>	<b>3,300.00</b>
1084-02-6011	Wages	14,462.76	16,000.00	19,918.12	19,000.00	3,000.00
1084-02-6021	Benefits	1,651.75	1,760.00	2,098.51	2,090.00	330.00
1084-02-6030	Training	25.00	215.00	115.00	210.00	-5.00
1084-02-6411	Special Programs Supplies	3,163.52	3,025.00	4,998.49	4,700.00	1,673.00
1084-02-6412	Server Intervention Program	0.00	0.00	0.00	0.00	0.00
1084-02-6520	Advertising & Promotions	0.00	0.00	0.00	0.00	0.00
1084-02-6830	Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00
	<b>Total Expenditure</b>	<b>19,303.03</b>	<b>21,000.00</b>	<b>27,130.12</b>	<b>26,000.00</b>	<b>3,000.00</b>
	<b>Excess Revenue over/under Expenditures</b>	<b>2,661.87</b>	<b>-600.00</b>	<b>5,478.88</b>	<b>0.00</b>	<b>300.00</b>
<b>Palmerston Special Programs</b>						
1084-03-5860	Special Program Registration	13,213.00	16,000.00	25,943.00	20,300.00	4,300.00
1084-03-5861	Special Program Donations	0.00	0.00	0.00	0.00	0.00
1084-03-5862	Grants Revenue	0.00	300.00	0.00	300.00	0.00
1084-03-5865	Server Intervention Program	0.00	0.00	0.00	0.00	0.00
	<b>Total Revenue</b>	<b>13,213.00</b>	<b>16,300.00</b>	<b>25,943.00</b>	<b>21,000.00</b>	<b>4,300.00</b>
1084-03-6011	Wages	13,805.98	12,800.00	15,430.11	15,500.00	2,700.00
1084-03-6021	Benefits	1,585.88	1,408.00	1,587.90	1,705.00	297.00
1084-03-6030	Training	25.00	215.00	95.00	195.00	-20.00
1084-03-6411	Special Programs Supplies	2,696.08	2,577.00	3,841.72	3,600.00	1,023.00
1084-03-6412	Server Intervention Program	0.00	0.00	0.00	0.00	0.00
1084-03-6520	Advertising & Promotions	0.00	0.00	0.00	0.00	0.00
1084-03-6830	Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00
	<b>Total Expenditure</b>	<b>18,112.84</b>	<b>17,000.00</b>	<b>20,964.73</b>	<b>21,000.00</b>	<b>4,000.00</b>
	<b>Excess Revenue over/under Expenditures</b>	<b>-2,897.84</b>	<b>-600.00</b>	<b>4,888.27</b>	<b>0.00</b>	<b>300.00</b>
	<b>Grand Total Excess Revenue over/under Expenditures</b>	<b>-608.09</b>	<b>-1,000.00</b>	<b>10,703.14</b>	<b>0.00</b>	<b>1,000.00</b>



**Budget by Service**  
**Department Name:** Recreation Services  
**Budget Code:** 10-8202  
**Staff:** Head Lifeguard, 5 Lifeguard Instructors

**Section:** Harriston Pool  
**FTE:** 1

**Strategic Position:** 7.0 Maintain and enhance recreation opportunities to benefit persons of all ages and abilities using existing well maintained parks and facilities, and ensure the location, supply and availability of major facilities considering the cost as well as community development benefits.

**Actions** 7.5 youth use of facilities 7.9 increase accessibility 5.4 community fundraising

**Responsibility:** Pool operations, programs, cleaning and minor maintenance work.

Operating Budget Summary						
2016 Budget (Actual \$49,781 to Sept 2016)						<b>\$44,750</b>
Past & Projected (1%)		0.01				
2015	2016	2017	2018	2019		
\$ 34,000	\$ 44,750	\$ 46,000	\$ 46,460	\$ 46,925		
Budget Initiatives						
1. Increase revenues						-\$1,000
1. Increase wages and benefits expense						\$2,036
2. Increase insurance expense						\$50
3. Increase office supplies						\$164
Proposed 2017 Budget						<b>\$46,000</b>

### Budget to Actual Issues

The Swim to Survive program generated extra swim lesson revenues, but also contributed to increased staff wages. Revenues ran close to budget with HST being payable on certain services, even when they are attended and used primarily by children aged 14 and under. A new pool schedule is being considered for 2017 which would include more defined times for private lessons, moving the afternoon public swimming start time from 1:00pm to 2:00pm and giving our Adventure Camp program their own swim time. The goal is to consolidate the schedule in order to avoid split shifts for staff, while continuing to provide quality programs and services to our patrons.

### Issues for 2017 and Beyond

Staff wages have increased steadily over the past couple of summers, but should stabilize in 2017. Generating extra revenue with modest price increases to existing programs will be challenging. It is quite likely that an extensive renovation of the facility will be required in the next 5 years and we're awaiting notification on the Canada 150 grant application. At minimum, a new liner will be required before next year.



Service Measures	2012	2013	2014	2015	2016
Swimming lesson registrations	209	163	171	224	257
Public swimming admissions	2230	1982	1441	1691	1443
Swim passes sold	38	47	54	47	47

**C.A.O. Clerk and Recreation Services Manager Recommendation**

That the 2017 budget proposed for the Harriston Pool be approved at **\$46,000**

# 2017 OPERATING BUDGET

Account	Description	2015 YTD Actual - Sept 30/15	2016 Budget	2016 YTD Actual - Sept 30/16	2017 Budget	Budget Change
<b>Hamletton Pool</b>						
1082-02-5862	Govt Wage Subsidies	1,680.00	2,000.00	0.00	2,000.00	0.00
1082-02-5870	Public Swimming Admission	3,241.96	3,300.00	3,907.96	3,400.00	-100.00
1082-02-5871	Season Swimming Pass	6,738.32	7,300.00	6,336.23	6,800.00	-700.00
1082-02-5872	Swimming Lesson Registration	16,473.00	16,300.00	19,699.98	18,000.00	1,500.00
1082-02-5873	Special Program Registration	0.00	0.00	0.00	0.00	0.00
1082-02-5874	Swim Team - Revenue	1,100.00	1,300.00	1,040.00	1,300.00	0.00
1082-02-5875	Other Pool Rental Revenue	573.24	700.00	420.36	1,000.00	300.00
1082-02-5890	Donations & Misc Revenue	930.50	300.00	0.00	300.00	0.00
	<b>Total Revenue</b>	<b>32,778.02</b>	<b>34,000.00</b>	<b>33,404.66</b>	<b>36,000.00</b>	<b>1,000.00</b>
1082-02-6010	Wages - Regular	5,293.37	9,410.00	10,246.66	10,117.00	707.00
1082-02-6011	Wages - Part Time	34,567.23	35,000.00	37,709.74	36,000.00	1,000.00
1082-02-6020	Benefits - Regular	1,822.20	2,917.00	3,210.49	3,136.00	219.00
1082-02-6021	Benefits - Part Time	3,834.34	3,830.00	4,322.96	3,960.00	110.00
1082-02-6030	Training	880.38	600.00	63.87	600.00	0.00
1082-02-6060	Mileage	0.00	0.00	0.00	0.00	0.00
1082-02-6160	Professional Memberships	199.00	273.00	146.00	273.00	0.00
1082-02-6210	Annual Insurance Coverage	283.82	273.00	302.97	323.00	30.00
1082-02-6310	Hydro & Water	13,492.40	12,000.00	13,801.31	12,000.00	0.00
1082-02-6320	Heat	3,319.94	3,500.00	2,094.92	3,500.00	0.00
1082-02-6330	Cleaning Supplies	470.93	300.00	139.31	300.00	0.00
1082-02-6360	Washroom Supplies	0.00	0.00	33.30	0.00	0.00
1082-02-6371	Grounds Maintenance - Summer	0.00	0.00	0.00	0.00	0.00
1082-02-6380	Building Maintenance	1,197.22	2,000.00	2,465.06	2,000.00	0.00
1082-02-6410	Office Supplies	978.33	1,073.00	2,079.31	1,237.00	164.00
1082-02-6420	Small Office Equipment <300.00	0.00	0.00	0.00	0.00	0.00
1082-02-6520	Advertising & Promotions	0.00	0.00	0.00	0.00	0.00
1082-02-6530	Telephone Services & Charges	268.46	130.00	127.57	130.00	0.00
1082-02-6700	Hstn Pool - Trns to Capital	0.00	0.00	0.00	0.00	0.00
1082-02-6710	Small Tools & Equipment	0.00	0.00	0.00	0.00	0.00
1082-02-6720	Equipment Repair & Maintenance	4,436.63	1,000.00	1,600.93	1,000.00	0.00
1082-02-6730	Safety Equipment	120.00	100.00	0.00	100.00	0.00
1082-02-6790	Chemicals/Line/Paint	3,595.24	4,000.00	3,318.71	4,000.00	0.00
1082-02-6800	Transfers to Reserves	2,240.00	1,300.00	1,500.00	1,300.00	0.00
1082-02-6830	Miscellaneous Expenses	342.54	600.00	0.00	600.00	0.00
	<b>Total Expenditures</b>	<b>77,344.29</b>	<b>78,760.00</b>	<b>83,186.61</b>	<b>81,000.00</b>	<b>2,250.00</b>
	<b>Excess Revenue over/under Expenditures</b>	<b>-44,686.27</b>	<b>-44,760.00</b>	<b>-49,780.96</b>	<b>-46,000.00</b>	<b>-1,250.00</b>



**Budget by Service**  
**Department Name:** Recreation Services  
**Budget Code:** 10-8303  
**Staff:** 13% of Grace Wilson, Delaine Toner

**Section:** Norgan Theatre  
**FTE:** 0.25

**Strategic Position:** 8.0 Increase awareness of “Minto” as a destination by developing and supporting successful and sustainable tourism products that attract the traveling public, encourage spending on local products and services, and promote Minto as a great place to relocate and invest

**Actions:** 8.6 Support volunteers operations 12.8 community programming

**Responsibility:** Open for at least three shows per weekend and hosts a variety of weekday rentals and activities. There are volunteer crews in place to cover the weekend showing of films, projectionists to run the movie equipment, a part-time employee to look after daily, weekly and monthly tasks and a board to oversee the general direction and operations of the theatre. The goals are to provide a great service to the community and repay the loan to the Town of Minto.

Operating Budget Summary						
2016 Budget (Actual -\$10,759 to Sept 2016)						<b>-\$16,000</b>
<b>Past &amp; Projected (1%)</b>		0.01				
<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>		
-\$ 16,000	-\$ 16,000	-\$ 16,000	-\$ 16,160	-\$ 16,322		
<b>Budget Initiatives</b>						
1. Increase theatre admission revenue						<b>-\$1,000</b>
2. Increase meeting room and pre-show revenues						<b>-\$795</b>
3. Decrease Wages and Benefits expenses						<b>-\$5,035</b>
4. Increase in training and insurance expenses						<b>\$400</b>
5. Increase in hydro, water and telephone expenses						<b>\$720</b>
6. Increase concession and other minor expenses						<b>\$710</b>
7. Increase film rental fees expense						<b>\$5,000</b>
<b>Proposed 2017 Budget</b>						<b>-\$16,000</b>

### Budget to Actual Issues

The pre-show advertising program is running well and private bookings remain strong. The weekend showing of films continues to be the prime revenue source. Film rental expenses, which are based on a percentage of gate revenues, are running higher than anticipated. This percentage varies based on different factors and is running at a higher level (51.2%) than budgeted (44.6%). Concession margins are also running 4.8% behind budget.

Successful special events, including IncrediBrent, Party in the Park and the Barn Dance have led to good profit margins, with these proceeds being applied directly toward the debt. 100% of profit



from special events is directed towards the debt, along with 75% of the remaining surplus from regular events. The remaining 25% is allocated to reserves.

### Issues for 2017 and Beyond

The debt, which was originally \$177,000, will be paid off by the end of 2016. The Norgan Theatre Board has discussed how to proceed moving forward, once this impressive feat is accomplished. Volunteer retention and expansion will be critical when the debt is paid off. For 2017, the plan is to proceed as in the past, except that 100% of net profit at year's end will be dedicated to reserves.

Reserves were used to help cover part of the cost to update the seating in 2010 and upgrade the projector room with new digital technology in 2012. As future capital projects are prioritized, the Board looks forward to a continued partnership with the Town in funding the work to be done.



Service Measures	2012	2013	2014	2015	2016
Total admissions	8316	7650	8424	8340	8321
Total number of weekend shows	154	153	156	155	157
Average per show	54	50	54	54	53
Amount owing on loan	\$72K	\$56K	\$36K	\$18	\$0K

### C.A.O. Clerk and Recreation Services Manager Recommendation

That the 2017 budget proposed for the Norgan Theatre be approved at **-\$16,000**

# 2017 OPERATING BUDGET

Account	Description	2015 YTD Actual - Sept 30/15	2016 Budget	2016 YTD Actual - Sept 30/16	2017 Budget	Budget Change
<b>Norgan Theatre</b>						
1083-03-5840	Theatre Admission	41,519.48	56,000.00	42,869.52	57,000.00	1,000.00
1083-03-5841	Theatre - Concession	29,069.93	38,000.00	29,194.36	38,000.00	0.00
1083-03-5700	Theatre Rentals	0.00	0.00	0.00	0.00	0.00
1083-03-5710	Meeting Room Rentals	2,757.58	4,000.00	4,262.63	4,500.00	500.00
1083-03-5720	Theatre Special Events	3,151.36	0.00	5,364.87	0.00	0.00
1083-03-5730	Theatre - DVD Events	0.00	0.00	0.00	0.00	0.00
1083-03-5850	Theatre - Other Revenue	0.00	0.00	0.00	0.00	0.00
1083-03-5880	Pre-Show Advertising	2,767.70	2,705.00	2,200.00	3,000.00	295.00
1083-03-5890	Donations & Misc. Revenue	2,298.33	2,500.00	1,713.00	2,500.00	0.00
	<b>Total Revenue</b>	<b>81,684.38</b>	<b>103,205.00</b>	<b>86,804.38</b>	<b>103,205.00</b>	<b>103,205.00</b>
1083-03-6011	Salary/Wages	7,296.49	12,500.00	3,445.86	9,000.00	-3,500.00
	Concession - Wages	0.00	0.00	0.00	0.00	0.00
1083-03-6021	Benefits	1,920.33	2,525.00	339.03	990.00	-1,535.00
1083-03-6050	Training	70.00	0.00	120.00	0.00	0.00
1083-03-6060	Mileage	0.00	0.00	0.00	0.00	0.00
1083-03-6080	Volunteer Appreciation	0.00	200.00	0.00	200.00	0.00
1083-03-6090	Donor Recognition	14.00	0.00	0.00	0.00	0.00
1083-03-6110	Legal Services	0.00	0.00	0.00	0.00	0.00
1083-03-6170	Extra Services	1,217.01	1,750.00	1,150.00	1,750.00	0.00
1083-03-6210	Annual Insurance Coverage	2,953.46	3,000.00	3,034.91	3,200.00	200.00
1083-03-6310	Hydro	1,558.33	2,350.00	2,218.88	2,500.00	150.00
1083-03-6315	Water	848.85	1,000.00	768.76	1,250.00	250.00
1083-03-6320	Heat	2,040.15	3,000.00	2,104.31	3,000.00	0.00
1083-03-6330	Cleaning Services	800.00	750.00	315.00	750.00	0.00
1083-03-6330	Cleaning Supplies	155.53	250.00	131.60	250.00	0.00
1083-03-6360	Washroom Supplies	457.50	400.00	327.67	400.00	0.00
1083-03-6380	Building Maintenance	674.59	1,500.00	1,608.17	1,500.00	0.00
1083-03-6410	Office Supplies	356.81	290.00	291.82	350.00	60.00
1083-03-6411	Freight	1,669.61	2,100.00	1,430.34	2,100.00	0.00
1083-03-6420	Cash Short & Over	0.00	0.00	0.00	0.00	0.00
1083-03-6430	Equipment Rental/Lease	0.00	0.00	0.00	0.00	0.00
1083-03-6460	Security System Monitoring	0.00	240.00	0.00	240.00	0.00
1083-03-6520	Advertising & Promotions	3,271.07	4,000.00	2,618.06	4,000.00	0.00
1083-03-6530	Telephone & Service Charges	303.89	500.00	562.01	820.00	320.00
1083-03-6540	Web-Site Service Fees	1,633.70	1,000.00	637.40	1,000.00	0.00
1083-03-6700	Tfrs to Capital	0.00	0.00	0.00	0.00	0.00
1083-03-6720	Equipment Repair & Maintenance	1,288.99	2,000.00	1,686.49	2,000.00	0.00
1083-03-6800	Transfers to Reserves	0.00	0.00	0.00	0.00	0.00
1083-03-6820	Concession Booth Supplies	14,878.33	17,100.00	15,377.30	17,500.00	400.00
1083-03-6830	Special Event Costs	315.78	0.00	5,041.28	0.00	0.00
1083-03-6840	Booking Service Fees	3,573.80	5,000.00	4,018.24	5,000.00	0.00
1083-03-6841	Film Rentals	22,417.28	25,000.00	22,723.48	30,000.00	5,000.00
1083-03-6850	Miscellaneous Expenses	1,055.56	750.00	4,894.38	1,000.00	250.00
	<b>Total Expenditures</b>	<b>70,771.08</b>	<b>87,205.00</b>	<b>74,844.98</b>	<b>87,205.00</b>	<b>87,205.00</b>
	<b>Excess Revenue over/under Expenditures</b>	<b>10,783.32</b>	<b>16,000.00</b>	<b>10,768.38</b>	<b>16,000.00</b>	<b>16,000.00</b>



**Budget by Service**  
**Department Name:** Recreation Services  
**Budget Code:** 10-8203  
**Staff:** Head Lifeguard, 5 Lifeguard Instructors

**Section:** Palmerston Pool  
**FTE:** 1

**Strategic Position:** 7.0 Maintain and enhance recreation opportunities to benefit persons of all ages and abilities using existing well maintained parks and facilities, and ensure the location, supply and availability of major facilities considering the cost as well as community development benefits.

**Actions** 7.5 youth use of facilities 7.9 increase accessibility 5.4 community fundraising

**Responsibility:** Pool operations, programs, cleaning and minor maintenance work.

Operating Budget Summary						
2016 Budget (Actual \$26,047 to Sept 2016)						<b>\$38,000</b>
Past & Projected (1%)		0.01				
2015	2016	2017	2018	2019		
\$ 26,000	\$ 38,000	\$ 39,500	\$ 39,895	\$ 40,294		
Budget Initiatives						
1. Decrease special program registration revenue						\$500
2. Increase wages and benefits expenses						\$582
3. Increase professional memberships and insurance						\$50
4. Increase office supplies expense						\$368
Proposed 2017 Budget						<b>\$39,500</b>

### Budget to Actual Issues

The Swim to Survive program generated extra swim lesson revenues, but also contributed to increased staff wages. Revenues ran close to budget with HST being payable on certain services, even when they are attended and used primarily by children aged 14 and under. A new pool schedule is being considered for 2017 which would include more defined times for private lessons, moving the afternoon public swimming start time from 1:00pm to 2:00pm and giving our Adventure Camp program their own swim time. The goal is to consolidate the schedule in order to avoid split shifts for staff, while continuing to provide quality programs and services to our patrons.

### Issues for 2017 and Beyond

Staff wages have increased steadily over the past couple of summers, but should stabilize in 2017. Generating extra revenue with modest price increases to existing programs will be challenging. These increases will be required to help offset increased projected expenses and maintain an acceptable budgeted deficit.





Service Measures	2012	2013	2014	2015	2016
Swimming lesson registrations	357	330	301	312	331
Public swimming admissions	2010	2093	2148	1767	1865
Swim passes sold	65	62	68	89	84

**C.A.O. Clerk and Recreation Services Manager Recommendation**

That the 2017 budget proposed for the Palmerston Pool be approved at \$39,500

# 2017 OPERATING BUDGET

Account	Description	2015 YTD Actual - Sept 30/15	2016 Budget	2016 YTD Actual - Sept 30/16	2017 Budget	Budget Change
<b>Palmerston Pool</b>						
1082-03-5862	Govt Wage Subsidies	1,680.00	2,000.00	0.00	2,000.00	0.00
1082-03-5870	Public Swimming Admission	3,478.36	6,000.00	7,400.06	6,000.00	0.00
1082-03-5871	Season Swimming Pass	14,056.97	14,000.00	12,544.14	14,000.00	0.00
1082-03-5872	Swimming Lesson Registration	22,930.00	24,000.00	24,605.31	24,000.00	0.00
1082-03-5873	Special Program Registration	0.00	500.00	0.00	0.00	-500.00
1082-03-5874	Swim Team - Revenue	2,012.00	2,100.00	1,960.00	2,100.00	0.00
1082-03-5875	Other Pool Rental Revenue	2,659.73	900.00	100.00	900.00	0.00
1082-03-5876	Special Events	0.00	0.00	0.00	0.00	0.00
1082-03-5890	Donations & Misc. Revenue	30.00	500.00	191.30	500.00	0.00
<b>Total Revenue</b>		<b>48,847.28</b>	<b>60,000.00</b>	<b>48,801.81</b>	<b>48,600.00</b>	<b>-500.00</b>
1082-03-6010	Wages - Regular	3,408.40	10,472.00	6,386.56	10,916.00	444.00
1082-03-6011	Wages - Part Time	39,129.78	39,000.00	39,203.72	39,000.00	0.00
1082-03-6020	Benefits - Regular	1,147.44	3,246.00	2,007.35	3,384.00	138.00
1082-03-6021	Benefits - Part Time	4,255.50	4,290.00	4,254.46	4,290.00	0.00
1082-03-6050	Training	946.95	600.00	168.20	600.00	0.00
1082-03-6060	Mileage	0.00	0.00	0.00	0.00	0.00
1082-03-6160	Professional Memberships	250.00	275.00	302.00	300.00	25.00
1082-03-6210	Annual Insurance Coverage	505.38	525.00	535.70	550.00	25.00
1082-03-6310	Hydro & Water	7,245.76	12,000.00	6,107.73	12,000.00	0.00
1082-03-6320	Heat	2,692.50	3,300.00	3,073.82	3,300.00	0.00
1082-03-6330	Cleaning Supplies	286.62	300.00	202.14	300.00	0.00
1082-03-6360	Washroom Supplies	0.00	0.00	128.15	0.00	0.00
1082-03-6371	Grounds Maintenance - Summer	0.00	0.00	0.00	0.00	0.00
1082-03-6380	Building Maintenance	1,219.35	2,000.00	1,111.02	2,000.00	0.00
1082-03-6390	Splash Pad Maintenance	2,900.00	3,600.00	2,294.81	3,600.00	0.00
1082-03-6410	Office Supplies	1,077.43	1,042.00	1,632.38	1,410.00	368.00
1082-03-6420	Small Office Equipment <500.00	0.00	0.00	0.00	0.00	0.00
1082-03-6520	Advertising & Promotions	0.00	0.00	0.00	0.00	0.00
1082-03-6530	Telephone Services & Charges	121.67	150.00	126.35	150.00	0.00
1082-03-6700	Palm Pool - Tfrs to Capital	0.00	0.00	0.00	0.00	0.00
1082-03-6710	Small Tools & Equipment	0.00	0.00	0.00	0.00	0.00
1082-03-6720	Equipment Repair & Maintenance	1,128.87	1,000.00	567.16	1,000.00	0.00
1082-03-6730	Safety Equipment	154.63	100.00	0.00	100.00	0.00
1082-03-6790	Chemicals/Line/Paint	5,603.82	4,000.00	3,195.21	4,000.00	0.00
1082-03-6800	Transfers to Reserves	2,350.00	1,500.00	1,500.00	1,500.00	0.00
1082-03-6830	Miscellaneous Expenses	428.88	600.00	51.30	600.00	0.00
<b>Total Expenditures</b>		<b>74,862.88</b>	<b>88,000.00</b>	<b>72,848.08</b>	<b>88,000.00</b>	<b>1,000.00</b>
<b>Excess Revenue over/under Expenditures</b>		<b>-28,006.72</b>	<b>-38,000.00</b>	<b>-28,047.86</b>	<b>-38,600.00</b>	<b>-1,500.00</b>



**Budget by Service****Department Name:** Recreation Services**Budget Code:** 10-8000**Staff:** 98% of Matthew Lubbers, 87% of Grace Wilson, 70% of Allan Carr**Section:** Admin**FTE:** 2.55

**Strategic Position:** 7.0 Maintain and enhance recreation opportunities to benefit persons of all ages and abilities using existing well maintained parks and facilities, and ensure the location, supply and availability of major facilities considering the cost as well as community development benefits.

**Actions:** 7.1 active transportation 7.5 market facility use 7.6 sport recognition

**Responsibility:** General administrative work for Recreation and some Facility wages and benefits.

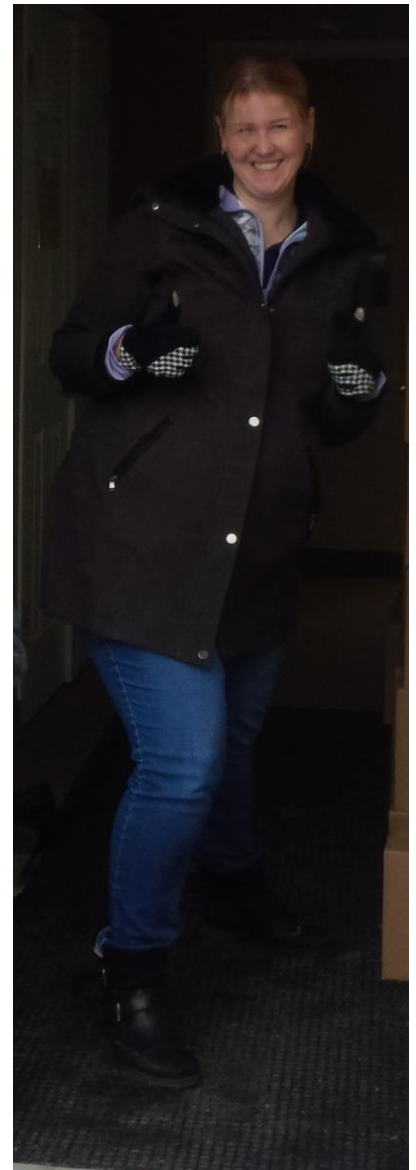
Operating Budget Summary						
2016 Budget (Actual \$224,801 to Sept 2016)						<b>\$234,500</b>
Past & Projected (1%)		0.01				
2015	2016	2017	2018	2019		
\$ 218,500	\$ 234,500	\$ 252,000	\$ 254,520	\$ 257,065		
Budget Initiatives						
1. Increase Wages and Benefits Expense						\$12,450
2. Increase Office Supplies and Miscellaneous Expenses						\$250
3. Increase Asset Management Plan Expense						\$5,000
4. Decrease Active Living Contribution Expense						-\$200
Proposed 2017 Budget						<b>\$252,000</b>

**Budget to Actual Issues**

A second Community Attractions Guide publication in the fall along with increased advertising for part time and relief recreation staff resulted in increased advertising expenses. Risk management expenses also factored into expense overages.

**Issues for 2017 and Beyond**

Recreation staff assists with a variety of other services including accessibility, lottery licensing and light IT work. Facilities staff oversees an array non-recreation, Town-owned buildings including the Medical Centre, EMS Building and Municipal Office. These extra services and buildings are important to note when evaluating the proposed budget.



Service Measures	2012	2013	2014	2015	2016
Funding for direct programming	\$7K	\$8.5K	\$8K	\$10.5K	\$17K
Lottery Licenses Issued	23	25	25	24	29

Administratively, the majority of the paperwork and reporting that is necessary for the department is completed at the municipal office.

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**C.A.O. Clerk and Recreation Services Manager Recommendation**

That the 2017 budget proposed for Recreation Admin be approved at **\$252,000**

# 2017 OPERATING BUDGET

Account	Description	2016 YTD Actual - Sept 30/16	2016 Budget	2016 YTD Actual - Sept 30/16	2017 Budget	Budget Change
<b>Recreation Department</b>						
1080-00-5862	Grants Revenue	2,875.00	0.00	0.00	0.00	0.00
1080-00-5140	Other Revenue	548.67	0.00	0.00	0.00	0.00
	<b>Total Revenue</b>	<b>3,423.67</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1080-00-6010	Salary/per Diem	133,655.05	168,000.00	147,770.75	178,000.00	10,000.00
1080-00-6011	Wages-Part Time	6,321.33	0.00	53.38	0.00	0.00
1080-00-6015	PIAC Committee per Diem	0.00	0.00	0.00	0.00	0.00
1080-00-6020	Benefits	44,800.97	52,730.00	46,463.86	55,180.00	2,450.00
1080-00-6021	Benefits-Part Time	710.65	0.00	6.34	0.00	0.00
1080-00-6025	PIAC Committee Benefits	0.00	0.00	0.00	0.00	0.00
1080-00-6030	Personnel Clothing Allowance	520.00	450.00	450.00	450.00	0.00
1080-00-6040	Conferences/Meetings	105.89	300.00	122.11	300.00	0.00
1080-00-6050	Training	4,103.72	3,000.00	4,314.68	3,000.00	0.00
1080-00-6060	Mileage	1,019.16	1,300.00	879.73	1,300.00	0.00
1080-00-6070	Administration Allocation	0.00	0.00	0.00	0.00	0.00
1080-00-6080	Paper	0.00	0.00	0.00	0.00	0.00
1080-00-6090	Walk 21	0.00	0.00	0.00	0.00	0.00
1080-00-6110	Legal Services	0.00	0.00	0.00	0.00	0.00
1080-00-6120	Audit Services	0.00	0.00	0.00	0.00	0.00
1080-00-6140	Engineering Services	0.00	0.00	0.00	0.00	0.00
1080-00-6150	Special Consulting Services	0.00	0.00	5,000.00	5,000.00	5,000.00
1080-00-6155	Recreation Needs Study	0.00	0.00	0.00	0.00	0.00
1080-00-6160	Professional Memberships	1,303.05	1,310.00	1,259.27	1,310.00	0.00
1080-00-6210	Annual Insurance Coverage	267.81	0.00	0.00	0.00	0.00
1080-00-6220	Risk Management	0.00	0.00	8,775.64	0.00	0.00
1080-00-6300	Energy Conservation	0.00	0.00	0.00	0.00	0.00
1080-00-6400	Walk 21 - Conferences/Meeting	0.00	0.00	19.79	0.00	0.00
1080-00-6410	Office Supplies	1,042.81	310.00	959.82	360.00	50.00
1080-00-6412	Smart Serve Program	0.00	0.00	0.00	0.00	0.00
1080-00-6420	Small Office Equipment<\$500	1,136.43	1,250.00	775.00	1,250.00	0.00
1080-00-6450	Computer Hardware/Software	0.00	0.00	309.18	0.00	0.00
1080-00-6482	Accrued Interest ON LT DEI	0.00	0.00	0.00	0.00	0.00
1080-00-6520	Advertising & Promotion	3,094.59	3,200.00	5,500.15	3,200.00	0.00
1080-00-6530	Telephone	449.84	750.00	587.00	750.00	0.00
1080-00-6610	Van Fuel & Supplies	35.00	0.00	0.00	0.00	0.00
1080-00-6620	Van Repairs & Maintenance	0.00	0.00	9.01	0.00	0.00
1080-00-6630	Van Licensing	0.00	0.00	0.00	0.00	0.00
1080-00-6700	Recreation - Bad Debts Acct	1,261.91	0.00	0.00	0.00	0.00
1080-00-6750	Recreation - Transfers to Capital	0.00	0.00	0.00	0.00	0.00
1080-00-6850	Miscellaneous Expenses	1,222.24	1,300.00	1,548.04	1,500.00	200.00
	<b>Total Expenditures</b>	<b>261,866.86</b>	<b>233,800.00</b>	<b>224,901.46</b>	<b>261,800.00</b>	<b>17,700.00</b>
	<b>Excess Revenue over/under Expenditures</b>	<b>-197,826.38</b>	<b>-233,800.00</b>	<b>-224,901.46</b>	<b>-261,800.00</b>	<b>-17,700.00</b>
1080-01-5800	Transfers to Reserves	0.00	0.00	0.00	0.00	0.00
	<b>Total Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Excess Revenue over/under Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Active Living Plan</b>						
1080-30-5050	Other Revenue	0.00	0.00	0.00	0.00	0.00
1080-30-5210	Municipal Contributions	0.00	600.00	0.00	400.00	-200.00
1080-30-5862	Grants Revenue	0.00	0.00	0.00	0.00	0.00
	<b>Total Revenue</b>	<b>0.00</b>	<b>600.00</b>	<b>0.00</b>	<b>400.00</b>	<b>-200.00</b>
1080-30-6010	Salaries & Wages	0.00	0.00	0.00	0.00	0.00
1080-30-6020	Benefits	0.00	0.00	0.00	0.00	0.00
1080-30-6040	Conferences/Meetings	0.00	0.00	0.00	0.00	0.00
1080-30-6060	Mileage	0.00	0.00	0.00	0.00	0.00
1080-30-6150	Consulting	0.00	0.00	0.00	0.00	0.00
1080-30-6170	Transportation Plan	0.00	0.00	0.00	0.00	0.00
1080-30-6190	Minto-Mapleton In Motion	200.00	1,200.00	200.00	800.00	-400.00
1080-30-6410	Office Supplies	0.00	0.00	0.00	0.00	0.00
1080-30-6510	Publications	0.00	0.00	0.00	0.00	0.00
1080-30-6520	Advertising & Promotions	948.46	0.00	948.46	0.00	0.00
	<b>Total Expenditures</b>	<b>1,148.46</b>	<b>1,200.00</b>	<b>1,148.46</b>	<b>800.00</b>	<b>-400.00</b>
	<b>Excess Revenue over/under Expenditures</b>	<b>-1,148.46</b>	<b>-600.00</b>	<b>-1,148.46</b>	<b>-400.00</b>	<b>200.00</b>
	<b>Excess Revenue over/under Expenditures</b>	<b>-199,774.84</b>	<b>-234,800.00</b>	<b>-226,949.91</b>	<b>-262,200.00</b>	<b>-17,500.00</b>



**Budget by Service**  
**Department Name:** Recreation Services  
**Budget Code:** 10-8400  
**Staff:** Matthew Lubbers, Grace Wilson

**Section:** Special Programs  
**FTE:** 0

**Strategic Position:** 7.0 Maintain and enhance recreation opportunities to benefit persons of all ages and abilities using existing well maintained parks and facilities, and ensure the location, supply and availability of major facilities considering the cost as well as community development benefits

**Action:** 5.8 effective efficient programs 12.12 coordinate programs

**Responsibility:** To provide a variety of programs for the community.

Operating Budget Summary								
2016 Budget (Actual \$5,384 to Sept 2016)								-\$6,000
Past & Projected (1%)			0.01					
2015		2016		2017	2018	2019		
-\$	5,500	-\$	6,000	-\$	6,060	-\$	6,121	
Budget Initiatives								
1. Increase bus trip and grassroots program revenue								-\$6,500
2. Increase program grant revenue								-\$3,000
3. Increase bus trip and grassroots program expense								\$6,500
4. Increase program grant expense								\$3,000
Proposed 2017 Budget								-\$6,000

### Budget to Actual Issues

The Minto Retiree Activity Group ran an extra bus trip this year, resulting in higher revenues and expenses accordingly. There was a large increase in pickleball attendance in 2016, which was run exclusively on the curling floor at the Harriston Arena.

### Issues for 2017 and Beyond

Recreation programs offered to the community can often fluctuate in interest and attendance. There were over 80 registrations for Grassroots Soccer in Clifford this summer, while Grassroots Hockey and Try It registrations were less than in 2015. A new youth sports drop in program, sponsored by the Blessing to You Centre in Palmerston, ran twice per week in July and August.

There has been some community interest in organizing a drop-in tennis night in Palmerston, similar to how shuffleboard and pickleball are run. Town staff is always willing to meet with members of the community with regard to program enhancement and new program ideas.





Join the fun!



Service Measures	2012	2013	2014	2015	2016
Babysitter course registrations	31	32	10	33	18
Basketball, baseball, soccer registrations	88	117	100	134	142
Hockey & Try It registrations	54	37	44	53	38
Seniors Bus trips	3	4	4	5	5
Fitness class offerings	3	1	2	2	3
Pickleball and shuffleboard offerings	16	16	48	48	48

Specials programs offered by the recreation department include, but are not limited to, seniors bus trips, seniors Olympics, grassroots hockey, try it sports program, children's ball hockey league, golf school, hometown ball, grassroots soccer, grassroots basketball, smart serve, pickleball, babysitter course and fitness classes.

#### C.A.O. Clerk and Recreation Services Manager Recommendation

That the 2017 budget proposed for Special Programs be approved at

-\$6,000



# 2017 OPERATING BUDGET

Account	Description	2015 YTD Actual - Sept 30/15	2016 Budget	2016 YTD Actual - Sept 30/16	2017 Budget	Budget Change
<b>Special Programs</b>						
1084-00-5860	Bus Trip Fees	20,331.61	15,000.00	20,144.22	20,000.00	5,000.00
1084-00-5861	Babysitting Course Fees	1,200.00	1,000.00	200.00	1,000.00	0.00
1084-00-5862	Program Grant Revenue	0.00	0.00	0.00	3,000.00	3,000.00
1084-00-5863	Fitness Classes Fees	0.00	0.00	0.00	0.00	0.00
1084-00-5864	Grass Roots Program Fees	6,212.88	6,500.00	6,977.00	8,000.00	1,500.00
1084-00-5870	Other Program Revenue	404.85	750.00	1,183.18	750.00	0.00
1084-00-5890	Other revenue	0.00	0.00	0.00	0.00	0.00
	<b>Total Revenue</b>	<b>28,148.34</b>	<b>28,250.00</b>	<b>28,604.40</b>	<b>32,750.00</b>	<b>9,500.00</b>
1084-00-6412	Server Intervention program	0.00	0.00	506.93	0.00	0.00
1084-00-6414	Grass Roots Program Costs	3,244.84	2500	4,281.03	4000	1,500.00
1084-00-6420	Other Program Costs	0.00	250	63.64	250	0.00
1084-00-6463	Fitness Class Expenses	0.00	0	0.00	0	0.00
1084-00-6520	Advertising & Promotions	0.00	0	0.00	3000	3,000.00
1084-00-6530	Minto Retired Group	17,713.60	14500	17,637.64	19500	5,000.00
1084-00-6540	Babysitter Courses	403.70	0	631.43	0	0.00
	<b>Total Expenditure</b>	<b>21,362.14</b>	<b>17,250.00</b>	<b>23,120.88</b>	<b>28,750.00</b>	<b>9,500.00</b>
	<b>Excess Revenue over/under Expenditures</b>	<b>6,786.20</b>	<b>8,000.00</b>	<b>5,483.51</b>	<b>8,000.00</b>	<b>0.00</b>

**Budget by Service****Department Name:** Administration**Budget Code:** 10-3100**Staff:** 2% of Matthew Lubbers**Committee Members:** Greg Mallett, Annilene McRobb, Shaun Mabb, Mike Maynard, Clarke Richardson, Dan McMullen, Todd Cowan, Belinda Wick, Lorie Forbes**Section:** Health & Safety**FTE:** 0.02

**Strategic Position** 12.0 Demonstrate Council and Staff leadership by taking primary responsibility for implementing and following the Strategic Plan, while recognizing the roles of community leaders in achieving Plan success.

**Actions:** 6.7 participate community health and safety 12.3 support training

**Responsibility:** Works with department heads and staff to promote a safe work environment and adhere to all workplace legislation, such as the OHSA. The committee meets bi-monthly and conducts semi-annual inspections. First aid and WHMIS training are also provided through the JHSC. A review of the Workplace Violence & Harassment Policy, workplace roles and responsibilities and the Town of Minto's Health & Safety Policy Statement is conducted annually.

Operating Budget Summary						
2016 Budget (Actual \$2,080 to Sept 2016)						\$4,000
Past & Projected (1%)		0.01				
2015	2016	2017	2018	2019		
\$ 4,000	\$ 4,000	\$ 5,000	\$ 5,050	\$ 5,101		
Budget Initiatives						
1. New Batteries and Pads for Defibrillators						\$1,000
Proposed 2017 Budget						\$5,000

**Budget to Actual Issues**

Three committee members were certified in JHSC Part II training in March. As of April 1, 2016 all new JHSC Part I and II certifications require mandatory refresher training. Over half of the JHSC committee are now certified members. A Working at Heights training session was coordinated at the Municipal Office for Facilities and Public Works staff in September. This resulted in a slight overage in the training expense account.

**Issues for 2017 and Beyond**

The committee is looking into online training opportunities for the JHSC as well as part time and full time employees. The transition from WHMIS to GHS continues for workplace hazardous materials and all staff will need to be trained in both until transition is complete in 2018. Matthew Lubbers will be stepping down as Co-Chair of the JHSC in December, but will remain involved behind the scenes in coordinating online, internal and external training.

There are now 10 public access defibrillators at Town-owned facilities, most of which require replacement batteries and pads in 2017.



Service Measures	2012	2013	2014	2015	2016
Committee meetings	7	6	7	6	6
Inspections	2	2	2	2	2
# Trained JHSC Part I & II	0	0	0	2	3
# Trained in Employee Awareness	0	0	65	10	15
Public Access Defibrillators	5	7	7	10	10

**C.A.O. Clerk and Recreation Services Manager Recommendation**

That the 2017 budget proposed for Health & Safety be approved at

**\$5,000**

## 2017 OPERATING BUDGET

Account	Description	2015 YTD Actual - Sept 30/15	2016 Budget	2016 YTD Actual - Sept 30/16	2017 Budget	Budget Change
<b>Joint Health &amp; Safety</b>						
1031-00-5020	Prov Funding - Conditional	0.00	0.00	0.00	0.00	0.00
1031-00-5133	Revenue for Service	0.00	0.00	0.00	0.00	0.00
	<b>Total Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1031-00-6010	Salaries & Wages - Full Time	0.00	2,000.00	0.00	2,000.00	0.00
1031-00-6020	Benefits - Full Time	0.00	620.00	0.00	620.00	0.00
1031-00-6040	External Training	1,067.46	1,000.00	1,863.05	1,000.00	0.00
1031-00-6050	In-house Training	132.28	180.00	54.93	180.00	0.00
1031-00-6090	Supplies & Equipment	0.00	200.00	162.27	1,200.00	1,000.00
	<b>Total Expenditures</b>	<b>1,199.74</b>	<b>4,000.00</b>	<b>2,080.25</b>	<b>5,000.00</b>	<b>1,000.00</b>
	<b>Excess Revenue over/under Expenditures</b>	<b>-1,199.74</b>	<b>-4,000.00</b>	<b>-2,080.25</b>	<b>-5,000.00</b>	<b>-1,000.00</b>



## Budget by Service

Department Name: Building Department

Budget Code: 1090

Staff: CBO/Building Services Manager, Inspector/By-Law Enforcement Officer/Risk Management Inspector

Section: Administration

FTE: 2.5

**Strategic Position:** 9.0 Ensure growth and development in Clifford, Palmerston and Harriston makes cost effective and efficient use of municipal services, and development in rural and urban areas is well planned, reflects community interests, is attractive in design and layout, and is consistent with applicable County and Provincial Policies.

**Actions** 9.1 streamlined approval process, 9.6 combine strict enforcement and strong incentives 9.12 implement Source Water 9.13 short form by-law wording

**Responsibility:** Administer and enforce the Ontario Building Code, Municipal By-Laws, Clean Water Act and other applicable laws

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### Operating Budget Summary

2016 Budget (Actual \$91,722 to Sept 2016) **\$161,475**

Past & Projected (1%) **0.01**

2015	2016	2017	2018	2019
\$123,825	\$161,475	\$ 190,175	\$ 192,077	\$ 193,998

### Budget Initiatives

1. Remove Source Water Revenues	\$49,348
2. Increase Residential Building Permit Fees (part year impact only)	\$0
3. Increase wages and benefits annualize Building Inspector	\$24,000
4. Reconcile minor expenses	-\$300
5. Reduce Source Water Expense	-\$44,348
<b>Proposed 2017 Budget</b>	<b>\$190,175</b>

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### Budget to Actual Issues

Should be close to achieving budget in 2016. It has been a really good year again for building permits in terms of numbers and construction value with the highest number of permits issued in the past ten years. Construction value only lags behind 2015 due to the Family Health Team and Palmerston Library being in the same year.

### Issues for 2017 and Beyond

The Building Department's operating budget is very difficult for forecast. Its budget relies heavily on the economic conditions and changes in agricultural sector policies and prices. It appears the local economy is relatively stable. At the end of 2016 all Source Water Protection funding is gone, but the responsibility remains with this Department. Minto has been a leader in Wellington County in this area with its



combined Building Inspector and Risk Management Inspector; this position and the CBO also act as Risk Management Officials when the County staff member is not available.



## Service Measures

	2011	2012	2013	2014	2015	2016 (Oct)
# Permits	155	191	148	168	188	188
\$ Construction (millions)	\$15.436	\$21.927	\$15.277	\$14.737	\$23.6	\$15.8
# Res. Units	26	26	23	26	35	35

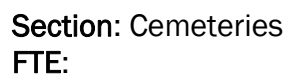
## CAO/Clerk and Chief Building Official's Recommendation

That the 2017 budget proposed for the Building Department be approved at **\$190,175**

2017 OPERATING BUDGET						
Account	Description	2015 YTD Actual - Sept 30/15	2016 Budget	2016 YTD Actual - Sept 30/16	2017 Budget	
<b>Building &amp; Zoning</b>						
1090-00-5050	Other Revenue	1,475.00	0.00	979.65	0.00	0.00
1090-00-5113	Zoning Compliance Letter Fee	2,150.00	2,500.00	2,200.00	2,500.00	0.00
1090-00-5115	Zoning Information Letter Fee	0.00	0.00	0.00	0.00	0.00
1090-00-5124	Admin Fee Building Permits	16,070.00	17,000.00	15,520.00	17,000.00	0.00
1090-00-5125	Admin Fee Official Plan Amendmen	0.00	0.00	0.00	0.00	0.00
1090-00-5126	Admin Fee Zoning Applic Amend	2,800.00	6,000.00	4,200.00	6,000.00	0.00
1090-00-5127	Admin Fee Comm Adjust Applic	0.00	0.00	0.00	0.00	0.00
1090-00-5128	Admin Fee Subdivisions	0.00	0.00	0.00	0.00	0.00
1090-00-5129	Admin Fee Minor Variance	3,000.00	3,000.00	2,400.00	3,000.00	0.00
1090-00-5130	Building Permit Fee	107,690.80	120,000.00	85,639.00	120,000.00	0.00
1090-00-5131	Sewer Permit Fee	1,700.00	7,000.00	3,125.00	7,000.00	0.00
1090-00-5132	Inspections	0.00	0.00	0.00	0.00	0.00
1090-00-5133	Admin Fee Grading Deposits	0.00	0.00	0.00	0.00	0.00
1090-00-5134	Site Plan Review	2,900.00	1,500.00	750.00	1,500.00	0.00
1090-00-5135	Admin Fee - Development	0.00	0.00	0.00	0.00	0.00
1090-00-5141	CBO Agmt - Wellington North Share	0.00	0.00	0.00	0.00	0.00
1090-00-5142	CBO Agmt - West Grey	0.00	0.00	0.00	0.00	0.00
1090-00-5350	Property Standards Recovery	300.00	0.00	0.00	0.00	0.00
1090-00-5810	Transfer - Source Water	0.00	0.00	0.00	0.00	0.00
1090-00-5399	Revenue from Reserve	53,279.67	49,348.00	49,348.00	0.00	-49,348.00
<b>Total Revenue</b>		<b>191,365.47</b>	<b>206,348.00</b>	<b>164,161.65</b>	<b>157,000.00</b>	<b>-49,348.00</b>

2017 OPERATING BUDGET						
Account	Description	2015 YTD Actual - Sept 30/15	2016 Budget	2016 YTD Actual - Sept 30/16	2017 Budget	
1090-00-6010	Salaries & Wages	114,050.18	150,000.00	121,212.04	168,000.00	18,000.00
1090-00-6020	Benefits	37,094.05	46,000.00	37,166.48	52,000.00	6,000.00
1090-00-6030	Personal Clothing Allowance	400.00	375.00	400.00	375.00	0.00
1090-00-6040	Conferences/Meetings	1,802.38	2,000.00	982.46	2,000.00	0.00
1090-00-6050	Training	4,234.82	5,000.00	1,065.69	5,000.00	0.00
1090-00-6060	Mileage	280.63	500.00	672.68	500.00	0.00
1090-00-6110	Legal Services	4,138.03	3,000.00	0.00	3,000.00	0.00
1090-00-6120	OMB Appeal Expenses	0.00	0.00	1,143.59	0.00	0.00
1090-00-6140	Engineering Services	425.93	1,000.00	0.00	1,000.00	0.00
1090-00-6150	Consultant Fees	0.00	0.00	735.00	0.00	0.00
1090-00-6155	Dev Charges - Consultant Fees	25,857.01	0.00	0.00	0.00	0.00
1090-00-6160	Professional Fees/Memberships	801.81	1,500.00	685.96	1,500.00	0.00
1090-00-6170	Property Standards Per Diem	0.00	500.00	0.00	500.00	0.00
1090-00-6210	Annual Insurance Coverage	3,892.10	4,000.00	4,085.42	4,200.00	200.00
1090-00-6220	Risk Management	0.00	4,000.00	0.00	4,000.00	0.00
1090-00-6410	Office Supplies	913.93	1,000.00	281.23	1,000.00	0.00
1090-00-6420	Small Office Equipment <\$500	94.63	500.00	0.00	500.00	0.00
1090-00-6430	Office Equipment Rental/Maint	0.00	0.00	0.00	0.00	0.00
1090-00-6440	Field Equipment	122.10	1,000.00	0.00	500.00	-500.00
1090-00-6450	Computer Software/Hardware	0.00	1,000.00	0.00	1,000.00	0.00
1090-00-6510	Publications & Data Received	112.29	500.00	116.07	500.00	0.00
1090-00-6520	Advertising & Promotions	673.29	2,000.00	429.43	2,000.00	0.00
1090-00-6530	Telephone Services & Charges	718.15	1,700.00	1,120.02	1,700.00	0.00
1090-00-6610	2011 Ranger Fuel & Supplies	2,787.44	5,000.00	2,056.06	5,000.00	0.00
1090-00-6611	2008 Ranger Fuel & Supplies	1,076.97	2,000.00	1,017.05	2,000.00	0.00
1090-00-6620	2011 Ranger Repairs & Mtce	2,111.61	1,600.00	649.54	1,600.00	0.00
1090-00-6621	2008 Ranger - Repairs & Mtce	661.85	2,000.00	607.41	2,000.00	0.00
1090-00-6630	2011 Ranger - Licences	0.00	300.00	116.70	300.00	0.00
1090-00-6631	2008 Ranger - Licences	0.00	0.00	116.97	0.00	0.00
1090-00-6700	B & Z Transfers to Capital	0.00	0.00	0.00	0.00	0.00
1090-00-6800	B & Z Transfers to Reserves	14,000.00	14,000.00	14,000.00	14,000.00	0.00
1090-00-6830	Property Standards Compliance	0.00	2,000.00	2,173.34	2,000.00	0.00
1090-00-6850	Miscellaneous Expenses	0.00	1,000.00	51.00	1,000.00	0.00
1090-00-9810	Source Water Expenses	0.00	49,348.00	0.00	5,000.00	-44,348.00
1090-01-6010	Indirect Permit Fee Costs	0.00	65,000.00	65,000.00	65,000.00	0.00
<b>Total Expenditures</b>		<b>216,249.20</b>	<b>367,823.00</b>	<b>255,884.14</b>	<b>347,175.00</b>	<b>-20,648.00</b>
<b>Excess Revenue over/under Expenditures</b>		<b>-24,883.73</b>	<b>-161,475.00</b>		<b>-190,175.00</b>	<b>-28,700.00</b>

1090-00-6220	Risk Management	0.00	4,000.00	0.00	4,000.00	0.00
1090-00-6410	Office Supplies	734.96	750.00	913.93	1,000.00	250.00
1090-00-6420	Small Office Equipment <\$500	0.00	500.00	94.63	500.00	0.00
1090-00-6430	Office Equipment Rental/Maint	0.00	0.00	0.00	0.00	0.00
1090-00-6440	Field Equipment	0.00	1,000.00	122.10	1,000.00	0.00
1090-00-6450	Computer Software/Hardware	91.59	1,000.00	0.00	1,000.00	0.00
1090-00-6510	Publications & Data Received	820.85	500.00	112.29	500.00	0.00
1090-00-6520	Advertising & Promotions	1,511.69	2,000.00	673.29	2,000.00	0.00
1090-00-6530	Telephone Services & Charges	1,049.18	1,700.00	718.15	1,700.00	0.00
1090-00-6610	2011 Ranger Fuel & Supplies	4,158.95	5,500.00	2,787.44	5,000.00	-500.00
1090-00-6611	2008 Ranger Fuel & Supplies	1,456.02	0.00	1,076.97	2,000.00	2,000.00
1090-00-6620	2011 Ranger Repairs & Mtce	941.79	1,600.00	2,111.61	1,600.00	0.00
1090-00-6621	2008 Ranger - Repairs & Mtce	222.01	0.00	661.85	2,000.00	2,000.00
1090-00-6630	2011 Ranger - Licences	196.00	300.00	0.00	300.00	0.00
1090-00-6631	2008 Ranger - Licences	117.02	0.00	0.00	0.00	0.00
1090-00-6700	B & Z Transfers to Capital	0.00	0.00	0.00	0.00	0.00
1090-00-6800	B & Z Transfers to Reserves	44,279.67	14,000.00	14,000.00	14,000.00	0.00
1090-00-6830	Property Standards Compliance	2,217.87	2,000.00	0.00	2,000.00	0.00
1090-00-6850	Miscellaneous Expenses	0.00	1,000.00	0.00	1,000.00	0.00
1090-00-9810	Source Water Expenses	710.34	51,495.67	0.00	49,348.00	-2,147.67
1090-01-6010	Indirect Permit Fee Costs	0.00	65,000.00	0.00	65,000.00	0.00
	<b>Total Expenditures</b>	<b>240,745.30</b>	<b>388,920.67</b>	<b>216,249.20</b>	<b>367,823.00</b>	<b>-21,097.67</b>
	<b>Excess Revenue over/under Expenditures</b>	<b>-104,130.07</b>	<b>-103,825.00</b>	<b>-24,883.73</b>	<b>-161,475.00</b>	<b>-57,650.00</b>



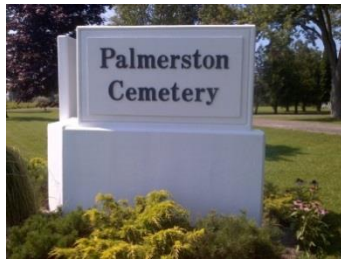
**Responsibility:** On-going care and maintenance of cemeteries in Clifford, Harriston, Palmerston

Operating Budget Summary						
2016 Budget (Actual \$16,981.87 to Sept 2016)						\$19,800
Past & Projected (1%)		0.01				
2015	2016	2017	2018	2019		
\$19,800	\$19,800	\$ 20,520	\$ 20,725	\$ 20,932		
Budget Initiatives						
1. Increase Wages and Benefits						\$720
Proposed 2017 Budget						\$20,520

	2013	2014	2015	2016	2017
1. Clifford	\$9,800	\$12,300	\$12,300	\$12,300	\$12,300
2. Harriston	\$26,200	\$27,200	\$27,200	\$27,200	\$27,200
3. Palmerston	\$15,700	\$17,300	\$17,300	\$17,300	\$17,300

The Cemeteries Act controls care and maintenance funds required to provide perpetual care.

- Survey of Harriston Cemetery expansion is complete and a report is forthcoming to Council
- Clifford requires layout for expanding plots.



### Service Measures

Internments	2014	2015	2016
Clifford	12	7	11
Harriston	35	28	24
Palmerston	21	18	18

### C.A.O. Clerk and Public Works Director Recommendation

That the 2017 budget proposed for cemeteries be approved at \$20,520



2017 OPERATING BUDGET					
Account	Description	2015 YTD Actual - Sept 30/15	2016 Budget	2016 YTD Actual - Sept 30/16	2017 Budget
<b>Cemetery Overhead</b>					
1060-00-5010	Trust Account Investment Rev	360.14	11,000.00	993.82	11,000.00
1060-00-5510	Sale of Plots Revenue	0.00	0.00	0.00	0.00
1060-00-5520	Burial Fees	0.00	0.00	0.00	0.00
1060-00-5540	Burial Permit Fees	1780.00	1,200.00	1930.00	1,200.00
1060-00-5570	Inspection Fees	0.00	200.00	0.00	200.00
1060-00-5750	Interest Transfers from C & M	0.00	0.00	0.00	0.00
1060-00-5850	Other Revenue	80.00	300.00	0.00	300.00
1060-00-5999	Transfers from Reserves	0.00	0.00	0.00	0.00
	<b>Total Revenue</b>	<b>2,220.14</b>	<b>12,700.00</b>	<b>2,923.82</b>	<b>12,700.00</b>
1060-00-6010	Salaries & Wages - Full Time	8331.06	14,400.00	7859.90	14,976.00
1060-00-6011	Salaries & Wages - Part Time	0.00	0.00	0.00	0.00
1060-00-6020	Benefits - Full Time	2604.77	3,600.00	2245.40	3,744.00
1060-00-6021	Benefits - Part Time	0.00	0.00	0.00	0.00
1060-00-6040	Conferences & Meetings	0.00	0.00	0.00	0.00
1060-00-6050	Training	122.84	0.00	0.00	0.00
1060-00-6060	Mileage	0.00	0.00	0.00	0.00
1060-00-6070	Administration Allocation	0.00	0.00	0.00	0.00
1060-00-6160	Professional Memberships	0.00	0.00	0.00	0.00
1060-00-6210	Annual Insurance Coverage	3502.59	3,900.00	3671.62	3,900.00
1060-00-6220	Risk Management	0.00	0.00	0.00	0.00
1060-00-6310	Hydro & Water	0.00	0.00	0.00	0.00
1060-00-6360	Well Repair/Maintenance	0.00	0.00	0.00	0.00
1060-00-6370	Grounds Maintenance	41470.70	45,000.00	28624.35	45,000.00
1060-00-6380	Building Maintenance	0.00	350.00	0.00	350.00
1060-00-6410	Office Supplies	0.00	0.00	0.00	0.00
1060-00-6420	Mapping	0.00	0.00	0.00	0.00
1060-00-6430	Registrations	764.00	850.00	747.00	850.00
1060-00-6450	Software Maintenance	0.00	600.00	0.00	600.00
1060-00-6510	Publications & Info Received	0.00	0.00	0.00	0.00
1060-00-6520	Advertising & Promotions	0.00	0.00	0.00	0.00
1060-00-6580	Machine Time Charge from Roads	5995.00	8,500.00	6945.00	8,500.00
1060-00-6610	Equipment Fuel & Supplies	0.00	200.00	0.00	200.00
1060-00-6620	Equipment Repairs & Maintenance	0.00	100.00	0.00	100.00
1060-00-6700	Cemetery Bad Debts	0.00	0.00	0.00	0.00
1060-00-6710	Lot Repair & Maintenance	0.00	1,000.00	793.72	1,000.00
1060-00-6720	Monument Repair & Maintenance	391.78	1,500.00	0.00	1,500.00
1060-00-6750	Cem Transfers to Capital	0.00	0.00	0.00	0.00
1060-00-6800	Cem Transfers to Reserves	0.00	0.00	0.00	0.00
1060-00-6810	Materials & Supplies	1354.79	1,800.00	357.93	1,800.00
1060-00-6850	Miscellaneous Expenses	800.00	500.00	2421.12	500.00
1060-00-6860	Contractor/Sublet	1373.76	7,000.00	3879.65	7,000.00
	<b>Total Expenditures</b>	<b>66,711.29</b>	<b>89,300.00</b>	<b>57,545.69</b>	<b>90,020.00</b>
<b>Excess Revenue over/under Expenditures</b>		<b>-64,491.15</b>	<b>-76,600.00</b>	<b>-54,621.87</b>	<b>-77,320.00</b>

<b>Clifford Cemetery</b>					
1060-01-5010	Trust Account Investment Rev	0.00	0.00	0.00	0.00
1060-01-5510	Sale of Plots Revenue	480.00	4,500.00	4200.00	4,500.00
1060-01-5520	Burial Fees	3050.00	7,000.00	4650.00	7,000.00
1060-01-5530	Stone Maintenance Fee	450.00	500.00	200.00	500.00
1060-01-5560	Clifford Care & Maint	320.00	0.00	0.00	0.00
1060-01-5570	Inspection Fees	250.00	300.00	100.00	300.00
1060-01-5850	Other Revenue	0.00	0.00	0.00	0.00
	<b>Total Revenue</b>	<b>4,550.00</b>	<b>12,300.00</b>	<b>9,150.00</b>	<b>12,300.00</b>
1060-01-6210	Annual Insurance Coverage				
1060-01-6371	Grounds Maintenance - Summer				
1060-01-6820	Beautification Materials				
1060-01-6850	Miscellaneous Expense				
1060-01-6860	Contractor/Sublet				
	<b>Total Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Excess Revenue over/under Expenditures</b>		<b>4,550.00</b>	<b>12,300.00</b>	<b>9,150.00</b>	<b>12,300.00</b>
<b>Harriston Cemetery</b>					
1060-02-5010	Trust Account Investment Rev	0.00	0.00	0.00	0.00
1060-02-5510	Sale of Plots Revenue	5570.00	9,000.00	5760.00	9,000.00
1060-02-5520	Burial Fees	14550.00	17,000.00	9150.00	17,000.00
1060-02-5530	Stone Maintenance Fee	1400.00	1,000.00	1200.00	1,000.00
1060-02-5560	Harriston Care & Maint	3680.00	0.00	0.00	0.00
1060-02-5570	Inspection Fees	750.00	200.00	650.00	200.00
1060-02-5750	Transfer from C & M	0.00		0.00	
1060-02-5850	Other Revenue	0.00		0.00	
	<b>Total Revenue</b>	<b>25,950.00</b>	<b>27,200.00</b>	<b>16,760.00</b>	<b>27,200.00</b>
1060-02-6070	Administration Allocation				
1060-02-6210	Annual Insurance Coverage				
1060-02-6371	Grounds Maintenance - Summer				
1060-02-6610	Equipment Fuel & Supplies				
1060-02-6620	Equipment Repairs & Maintenance				
1060-02-6810	Materials & Supplies				
	<b>Total Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Excess Revenue over/under Expenditures</b>		<b>25,950.00</b>	<b>27,200.00</b>	<b>16,760.00</b>	<b>27,200.00</b>
<b>Palmerston Cemetery</b>					
1060-03-5010	Trust Account Investment Rev	0.00	0.00	0.00	0.00
1060-03-5510	Sale of Plots Revenue	2280.00	4,000.00	2880.00	4,000.00
1060-03-5520	Burial Fees	7450.00	12,000.00	6950.00	12,000.00
1060-03-5530	Stone Maintenance Fee	350.00	1,100.00	1250.00	1,100.00
1060-03-5560	Palmerston Care & Maint	1520.00	0.00	0.00	0.00
1060-03-5570	Inspection Fees	200.00	200.00	650.00	200.00
1060-03-5850	Other Revenue	0.00	0.00	0.00	0.00
	<b>Total Revenue</b>	<b>11,800.00</b>	<b>17,300.00</b>	<b>11,730.00</b>	<b>17,300.00</b>
<b>Excess Revenue over/under Expenditures</b>		<b>11,800.00</b>	<b>17,300.00</b>	<b>11,730.00</b>	<b>17,300.00</b>
<b>TOTALS</b>		<b>-22,191.15</b>	<b>-19,800.00</b>	<b>-16,981.87</b>	<b>-20,520.00</b>



**Budget by Service**  
**Department Name:** Public Works  
**Budget Code:** 1035  
**Staff:**

**Section:** Municipal Drains  
**FTE:**

**Strategic Position** 10.0 Support programs that maintain Minto's strong agricultural identity, enhance agricultural work, and protect and restore the natural environment given Minto's location in the heartland of Ontario surrounded by farmland and acknowledging that farming and a healthy natural environment are inextricably linked,

**Action** 9.7 naturalized stormwater management 10.1 protect floodplains

**Responsibility:** Implement the Drainage Act and Tile Drainage Act.

Operating Budget Summary						
2016 Budget (Actual \$30,795 to Sept 2016)						\$33,000
Past & Projected (1%)		0.01				
2015	2016	2017	2018	2019		
\$33,000	\$33,000	\$ 33,000	\$ 33,330	\$ 33,663		
Budget Initiatives						
No change						
Proposed 2017 Budget						\$33,000

### Budget to Actual Issues

Consulting costs for municipal drains are running below budget.

### Issues for 2017 and Beyond

Staff has gained experience and qualifications, but cost for engineering consultants needs to remain as the Roads and Drainage Foreman is fully allocated to other projects. Another staff member has been trained to do field work such as investigations and can now do repairs.



**Service Measures**

	2011	2012	2013	2014	2015	2016	2017
Tile repairs	10	6	4	7	9	9	
Ditch repairs, clean out	7	5	2	1	3	4	
New petitioned drains	3	4	2	2	3	2	

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**C.A.O. Clerk and Public Works Director Recommendation**

That the 2017 budget proposed for Municipal Drains be approved at \$33,000.

# 2017 OPERATING BUDGET

Account	Description	2015 YTD Actual - Sept 30/15	2016 Budget	2016 YTD Actual - Sept 30/16	2017 Budget	Budget Change
<b>Municipal Drains Maintce</b>						
1035-00-5020	Prov Funding - Conditional	0.00	3,000.00	0.00	3,000.00	
1035-00-5133	Revenue for Service	0.00	5,000.00	0.00	5,000.00	
	<b>Total Revenue</b>	<b>0.00</b>	<b>8,000.00</b>	<b>0.00</b>	<b>8,000.00</b>	
1035-00-6010	Salaries & Wages - Full Time	2,219.30	12,400.00	4,356.76	12,400.00	
1035-00-6020	Benefits - Full Time	708.14	2,900.00	1,322.35	2,900.00	
1035-00-6040	Conferences	243.62	0.00	261.67	0.00	
1035-00-6050	Training	0.00	1,000.00	0.00	1,000.00	
1035-00-6150	Drainage Consulting	24,829.43	20,000.00	24,580.33	20,000.00	
1035-00-6160	Professional Membership	0.00	175.00	175.00	175.00	
1035-00-6410	Office Expenses	0.00	0.00	0.00	0.00	
1035-00-6450	Software Maintenance	0.00	1,500.00	0.00	1,500.00	
1035-00-6820	Municipal Drain Repair	0.00	3,000.00	9.55	3,000.00	
1035-00-6840	Municipal Drain Tribunals	0.00	0.00	0.00	0.00	
1035-00-6850	Other	0.00	25.00	0.00	25.00	
	<b>Total Expenditures</b>	<b>28,000.49</b>	<b>41,000.00</b>	<b>30,705.66</b>	<b>41,000.00</b>	
<b>Excess Revenue over/under Expenditures</b>		<b>-28,000.49</b>	<b>-33,000.00</b>	<b>-30,705.66</b>	<b>-33,000.00</b>	





**Budget by Service**  
**Department Name:** Public Works  
**Budget Code:** 1041 to 1045  
**Staff:**

**Section:** Roads Maintenance  
**FTE:**

**Strategic Position:** 11.0 Maintain and enhance infrastructure to protect public health and safety, prevent property damage, maintain high quality of life, and effectively manage financial resources to ensure Minto is an attractive and viable community for family living and business investment.

**Actions:** 11.3 transportation plan 11.6 municipal partnerships 11.7 developer paid infrastructure

**Responsibility:** Mainly rural road maintenance, roadside mowing, culverts, bridges, plus urban services such as sidewalks, traffic control, including allocations of wages, materials and supplies.

Operating Budget Summary					
2016 Budget (Actual \$763,880 to Sept 2016)					<b>\$1,036,970</b>
Past & Projected (1%)		0.01			
2015	2016	2017	2018	2019	
\$1,016,250	\$1,036,970	\$ 1,041,810	\$ 1,052,228	\$ 1,062,750	
Budget Initiatives					
1. Increase Wages and Benefits					\$3,840
2. Increase in Heat & Hydro					\$1,000
Proposed 2017 Budget					<b>\$1,041,810</b>

#### Summary of Individual Budgets

	2013	2014	2015	2016	2017
1. Loosetop Road, Gravel, Dust	\$158,300	\$159,000	\$159,000	\$159,985	\$160,300
2. Hardtop, sweeping, misc	\$388,450	\$397,150	\$387,150	\$389,170	\$390,204
3. Sidewalks winter and summer	\$82,400	\$78,600	\$88,600	\$ 90,650	\$ 91,670
4. Roadside maintenance	\$160,470	\$191,700	\$177,700	\$179,800	\$180,883
5. Bridges and Culverts	\$71,400	\$69,400	\$120,600	\$120,400	\$121,628
6. Traffic control	\$82,000	\$83,400	\$83,400	\$ 96,965	\$ 98,325

**Proposed 2017 Budget** **\$1,041,810**

#### Budget to Actual Issues

Due to similar circumstances to 2015, 2016 hard top work was reduced to minimize overage from winter control.

## Issues for 2017 and Beyond

Increase in maintenance on hard surfacing continues to be a top priority in hopes to reduce liability. Sidewalks, not addressed in either of the Capital Asset Management plans, are on about a 50 year replacement schedule.



### Service Measures

Length km gravel roads	52.88	Length km hardtop roads	231.54
Length km sidewalks	43	Number of Traffic Signals	2
Number of Bridges	16	Number of Culverts	26

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### C.A.O. Clerk and Public Works Director Recommendation

That the 2017 budget proposed for Roads Maintenance (Loosetop, Hardtop, sidewalks, roadside, bridges and culverts, and traffic control) be approved at **\$1,041,810**

		2017 OPERATING BUDGET				
Account	Description	2015 YTD Actual - Sept 30/15	2016 Budget	2016 YTD Actual - Sept 30/16	2017 Budget	
<b>Loose Top Road Maintenance</b>						
1041-00-6010	Salaries & Wages - Full Time	13,040.46	12,480.00	7,018.41	12,730.00	+2%
1041-00-6011	Wages - Part Time	0.00	0.00	0.00	0.00	
1041-00-6020	Benefits - Full Time	3,935.83	3,225.00	1,980.59	3,290.00	+2%
1041-00-6021	Benefits - Part Time	0.00	0.00	0.00	0.00	
1041-00-6810	Grading & Dragging	21,067.50	24,000.00	13,520.96	24,000.00	
1041-00-6820	Dust Layer Application	38,256.27	30,000.00	40,464.32	30,000.00	
1041-00-6830	Gravel Resurfacing	38,351.63	80,000.00	518.97	80,000.00	
1041-00-6850	Other	0.00	1,000.00	0.00	1,000.00	
<b>Dust Layer</b>						
1041-10-6010	Salaries & Wages - Full Time	607.23	2,600.00	275.50	2,600.00	+2%
1041-10-6020	Benefits	195.38	730.00	84.85	730.00	+2%
<b>Gravel Resurfacing</b>						
1041-20-6010	Salaries & Wages - Full Time	524.40	4,600.00	0.00	4,600.00	+2%
1041-20-6020	Benefits	170.31	1,350.00	0.00	1,350.00	+2%
	<b>Total Expenditure</b>	<b>116,149.01</b>	<b>159,985.00</b>	<b>63,863.60</b>	<b>160,300.00</b>	
<b>Hard Top Road Maintenance</b>						
1042-00-6010	Salaries & Wages - Full Time	17,768.61	26,000.00	25,038.50	26,520.00	+2%
1042-00-6011	Wages - Part Time	166.12	0.00	1,051.64	0.00	
1042-00-6020	Benefits - Full Time	5,385.56	8,320.00	7,600.06	8,487.00	+2%
1042-00-6021	Benefits - Part Time	13.62	0.00	119.72	0.00	
1042-00-6810	Hard Top Repairs & Coldmix	8,096.92	20,000.00	22,136.03	20,000.00	
1042-00-6812	Hard Top Edging	2,465.06	6,000.00	13,592.57	6,000.00	
1042-00-6820	Hard Top Resurfacing	174,798.12	280,000.00	164,563.57	280,000.00	
1042-00-6830	Hard Top Sweeping	26,154.04	25,000.00	21,259.33	25,000.00	
1042-00-6840	Line Painting	7,401.84	6,500.00	6,018.55	6,500.00	
1042-00-6850	Other	0.00	0.00	0.00	0.00	
<b>Sweeping &amp; Cleaning</b>						
1042-10-6010	Salaries & Wages - Full Time	5,916.32	9,250.00	3,812.80	9,435.00	+2%
1042-10-6020	Benefits	1,762.93	2,300.00	1,098.83	2,346.00	+2%
<b>Miscellaneous Construction</b>						
1042-20-6010	Salaries & Wages - Full Time	0.00	4,700.00	157.05	4,794.00	+2%
1042-20-6020	Benefits	0.00	1,100.00	49.40	1,122.00	+2%
1042-20-6830	Supplies/Material	0.00	0.00	30.46	0.00	
1042-20-6850	Other	0.00	0.00	0.00	0.00	
	<b>Total Expenditure</b>	<b>249,929.14</b>	<b>389,170.00</b>	<b>266,528.51</b>	<b>390,204.00</b>	
<b>Sidewalk Maintenance</b>						
1043-00-6010	Salaries & Wages - Full Time	3,924.49	10,400.00	4,519.34	10,608.00	+2%
1043-00-6011	Wages - Part Time	56.08	2,080.00	933.70	2,080.00	
1043-00-6020	Benefits - Full Time	1,288.78	3,120.00	1,312.89	3,183.00	+2%
1043-00-6021	Benefits - Part Time	6.63	210.00	108.43	210.00	
1043-00-6810	Sidewalk Repairs	22,075.90	36,000.00	36,476.85	36,000.00	
1043-00-6820	Sidewalk Sweeping	305.28	1,400.00	0.00	1,400.00	
1043-00-6850	Other	0.00	0.00	0.00	0.00	
<b>Sidewalks Winter</b>						
1043-10-6010	Salaries & Wages - Full Time	16,843.31	31,200.00	15,698.16	31,824.00	+2%
1043-10-6020	Benefits - Full Time	3,296.52	6,240.00	3,164.15	6,365.00	+2%
	<b>Total Expenditure</b>	<b>47,796.99</b>	<b>90,650.00</b>	<b>62,213.52</b>	<b>91,670.00</b>	

<b>Roadside Maintenance</b>						
1044-00-5010	Service Fee for Weed Spraying	0.00	0.00	0.00	0.00	
1044-00-5810	Stormwater Frontage Fee	0.00	0.00	0.00	0.00	
	<b>Total Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
1044-00-6010	Salaries & Wages - Full Time	28.31	2,100.00	1,791.52	2,142.00	+2%
1044-00-6011	Wages - Part Time	0.00	0.00	0.00	0.00	
1044-00-6020	Benefits - Full Time	9.42	800.00	553.42	816.00	+2%
1044-00-6021	Benefits - Part Time	0.00	0.00	0.00	0.00	
1044-00-6660	Road Signs	4,041.41	10,000.00	8,005.60	10,000.00	
1044-00-6700	Communities in Bloom	2,825.00	1,500.00	0.00	1,500.00	
1044-00-6810	Brushing & Mowing	17,343.59	23,000.00	20,877.84	23,000.00	
1044-00-6820	Weed Spraying Application	6,157.77	17,000.00	19,062.03	17,000.00	
1044-00-6824	Earth Day Expenses	10.00	150.00	80.01	150.00	
1044-00-6830	Roadside Garbage Detail	4,793.20	6,000.00	18,455.47	6,000.00	
1044-00-6832	Tree Maintenance	1,328.63	1,000.00	0.00	1,000.00	
1044-00-6834	Tree Planting	1,368.06	2,000.00	0.00	2,000.00	
1044-00-6836	Tree Carving Maintenance	54.94	3,000.00	60.41	3,000.00	
1044-00-6840	Contractor/Equipment Rental	0.00	1,000.00	0.00	1,000.00	
1044-00-6850	Tree Cutting	102,068.86	50,000.00	81,072.60	50,000.00	
1044-00-6855	Tree Planting	0.00	500.00	0.00	500.00	
1044-00-6860	Ditching	0.00	10,000.00	0.00	10,000.00	
1044-00-6865?	Leaf Pick-up	0.00	0.00	0.00	0.00	
1044-00-6890	Mtce - Other	0.00	500.00	0.00	500.00	
<b>Tree Removal</b>						
1044-10-6010	Salaries & Wages - Full Time	27,612.78	37,000.00	23,602.04	37,740.00	+2%
1044-10-6020	Benefits - Full Time	8,666.98	8,200.00	7,046.24	8,364.00	+2%
<b>Weed Control</b>						
1044-20-6010	Salaries & Wages - Full Time	2,760.18	4,150.00	1,907.41	4,233.00	+2%
1044-20-6020	Benefits - Full Time	766.18	1,900.00	575.68	1,938.00	+2%
	<b>Total Expenditure</b>	<b>179,835.31</b>	<b>179,800.00</b>	<b>183,090.27</b>	<b>180,883.00</b>	
<b>Excess Revenue over/under Expenditures</b>		<b>-179,835.31</b>	<b>-179,800.00</b>	<b>-183,090.27</b>	<b>-180,883.00</b>	
<b>Bridges/Culverts/Drains Main</b>						
1045-00-5010	Sale of Culvert Pipe	2,251.20	1,000.00	1,506.04	1,000.00	
1045-00-5800	Tile Loan Inspection Fees Chg.	0.00	200.00	0.00	200.00	
	<b>Total Revenue</b>	<b>2,251.20</b>	<b>1,200.00</b>	<b>1,506.04</b>	<b>1,200.00</b>	
1045-00-6010	Salaries & Wages - Full Time	589.63	1,000.00	3,213.09	1,020.00	+2%
1045-00-6011	Wages - Part Time	0.00	0.00	0.00	0.00	
1045-00-6020	Benefits - Full Time	189.63	400.00	926.11	408.00	+2%
1045-00-6014	Engineering - Bridge Inspection	0.00	1,000.00	0.00	1,000.00	
1045-00-6800	Transfers to Reserves	0.00	0.00	0.00	0.00	
1045-00-6805	Entrance/Culvert Construction	0.00	0.00	0.00	0.00	
			<del>12000</del>			
1045-00-6810	Bridges/Culvert Contract Repa	150.00	22,000	16,158.66	22,000.00	
1045-00-6820	Municipal Drain Repairs	405.82	10,000.00	312.88	10,000.00	
			<del>30000</del>			
1045-00-6830	Storm Drains/Catch Basins	11,727.06	50,000	84,177.09	50,000.00	
			<del>52000</del>			
1045-00-6840	New Munic Drain Const Assmts	6,497.38	22,000	0.00	22,000.00	
1045-00-6850	Other	410.09	1,000.00	0.00	1,000.00	
<b>Catch Basin/Storm Sewers</b>						
1045-20-6010	Salaries & Wages - Full Time	7,245.87	11,200.00	6,574.98	11,200.00	
1045-20-6020	Benefits - Full Time	2,232.89	3,000.00	1,898.06	3,000.00	
	<b>Total Expenditure</b>	<b>29,448.37</b>	<b>121,600.00</b>	<b>113,260.87</b>	<b>121,628.00</b>	
<b>Excess Revenue over/under Expenditures</b>		<b>-27,197.17</b>	<b>-120,400.00</b>	<b>-111,754.83</b>	<b>-120,428.00</b>	

		2017 OPERATING BUDGET				
Account	Description	2015	2016	2016	2017	
		YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget	
<b>Traffic Control Maintenance</b>						
1046-00-5050	Sign Sales			-90.00		
1046-00-6010	Salaries & Wages - Full Time	8,182.87	15,000.00	11,598.91	15,300.00	+ 2%
1046-00-6011	Wages - Part Time	24,328.00	40,000.00	28,568.29	40,000.00	
1046-00-6020	Benefits - Full Time	2,466.28	3,000.00	3,324.62	3,060.00	+ 2%
1046-00-6021	Benefits - Part Time	2,229.30	5,600.00	2,756.44	5,600.00	
1046-00-6150	Traffic Counts <i>NEW</i>		2,000.00	0.00	2,000.00	
1046-00-6310	Hydro	3,510.67	5,565.00	4,239.59	6,565.00	+ 12%
1046-00-6810	Stoplight Repairs & Maint.	836.25	10,500.00	8,630.97	10,500.00	
1046-00-6820	Traffic Sign Repair & Maint.	1,210.45	3,500.00	971.29	3,500.00	
1046-00-6830	Street Sign Repair & Maint.	654.88	3,000.00	3,927.59	3,000.00	
1046-00-6840	Rural Address Sign - Initial	315.45	800.00	498.62	800.00	
1046-00-6850	Other	0.00	0.00	0.00	0.00	
1046-00-6860	Checking Signs	6,505.00	8,000.00	12,112.50	8,000.00	
	<b>Total Expenditure</b>	<b>50,239.15</b>	<b>96,965.00</b>	<b>76,538.82</b>	<b>98,325.00</b>	
	<b>Totals</b>	<b>671,146.77</b>	<b>1,036,970.00</b>	<b>763,989.55</b>	<b>1,041,810.00</b>	



**Budget by Service****Department Name:** Public Works**Budget Code:** 1040**Staff:** Director Public Works, Two Supervisors**Section:** Roads Administration**FTE:** 3.0

**Strategic Position:** 11.0 Maintain and enhance infrastructure to protect public health and safety, prevent property damage, maintain high quality of life, and effectively manage financial resources to ensure Minto is an attractive and viable community for family living and business investment.

**Actions:** 11.3 road & bridge inventory 11.6 maintenance partnerships 5.6 asset management plan

**Responsibility:** Provides for the Public Works Director and other staffing costs, including training, consulting, Sustainability Plan, and general building, operational and grounds expenses. Includes Town owned gravel pit royalties, revenues and other transferred revenue from water and sewer.

Operating Budget Summary					
2016 Budget (Actual \$503,349 to Sept 2016)					\$769,381
Past & Projected (1%)		0.01			
2015	2016	2017	2018	2019	
\$739,907	\$769,381	\$ 849,208	\$ 857,700	\$ 866,277	
Budget Initiatives					
1. Increase Wages and Benefits					\$8,755
2. Increase Debt repayment					\$79,072
3. Reconcile revenue (remove IPM \$60,000 inflow)					\$12,000
4. Reconcile Expenses (remove IPM 2018 outflow)					-\$60,000
5. Increase Reserve Contribution (Vehicle Replacement Plan \$220,000)					\$40,000
Proposed 2017 Budget					\$849,208

**Budget to Actual Issues**

Gravel pit revenue not yet entered. Expenses appear on budget or below budget.

**Issues for 2017 and Beyond**

On its current projection about \$6.7 million in equipment is replaced over a 16 year period. The average annual cost to keep the Vehicle and Equipment Plan in place is estimated at \$482,000 split between \$102,000 water and sewer and \$380,000 from roads. Building maintenance issues on all public works buildings will start increasing due to age and deterioration.



## Service Measures

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### C.A.O. Clerk and Director of Public Works Recommendation

That the 2017 budget proposed for Roads Administration be approved at \$849,208.

2017 OPERATING BUDGET					
Account	Description	2015	2016	2016	2017
		YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget
<b>ROADS ADMINISTRATION</b>					
<b>Roads Department</b>					
1040-00-5120	AMP Grants	0.00	10,000.00	0.00	10,000.00
1040-00-5130	Gravel Pit Revenue	0.00	25,000.00	0.00	25,000.00
1040-00-5132	Entrance Permit to Town Roads	1,000.00	500.00	1,230.00	500.00
1040-00-5133	Revenue for Service	297.50	100,000.00	113,251.46	108,000.00
1040-00-5134	Top Soil Sales	0.00	0.00	0.00	0.00
1040-00-5135	Composter Sales	0.00	0.00	0.00	0.00
1040-00-5136	Parking Lot Rent	2,950.00	3,500.00	3,546.35	3,500.00
1040-00-5137	Tile Drainage Inspection Fee	0.00	0.00	0.00	0.00
1040-00-5138	Road Dept Tree Sales	0.00	0.00	0.00	0.00
1040-00-5139	Parking Lot Snow Removal	41,895.00	0.00	39,257.50	40,000.00
1040-00-5150	Gravel Pit Royalties	14,642.19	20,000.00	21,462.36	20,000.00
1040-00-5520	Green Municipal Fund	0.00	0.00	0.00	0.00
1040-00-5780	IPM Revenue	0.00	60,000.00	0.00	0.00
1040-00-5850	Roads Other Revenue	4,125.00	15,000.00	6,485.60	15,000.00
1040-00-5862	Federal Gas Tax (for debt servicing)	0.00	153,000.00	153,000.00	153,000.00
1040-00-5899	Transfers from Reserves	0.00	0.00	0.00	0.00
	<b>Total Revenue</b>	<b>64,909.69</b>	<b>387,000.00</b>	<b>338,233.27</b>	<b>375,000.00</b>
1040-00-6010	Salaries & Wages - Full Time	205,794.71	267,520.00	216,703.64	272,870.40
1040-00-6011	Salaries & Wages - Part Time	948.54	6,240.00	1,060.85	6,240.00
1040-00-6020	Benefits - Full Time	67,014.06	78,000.00	69,209.68	79,560.00
1040-00-6021	Benefits - Part Time	118.39	750.00	130.65	750.00
1040-00-6040	Conferences & Meetings	2,451.63	5,500.00	2,853.62	5,500.00
1040-00-6050	Training	9,425.71	18,000.00	7,474.44	18,000.00
1040-00-6060	Mileage	203.24	600.00	327.01	600.00
1040-00-6070	Administration Allocation	0.00	0.00	0.00	0.00
1040-00-6110	Legal Services	0.00	3,000.00	26.28	3,000.00
1040-00-6140	Engineering Services	4,545.01	10,000.00	8,770.71	10,000.00
1040-00-6150	Special Consulting Services	485.38	25,000.00	25,440.00	25,000.00
1040-00-6152	Integrated Community Sustainability	0.00	0.00	0.00	0.00
1040-00-6160	Professional Memberships	1,301.89	2,000.00	1,314.66	2,000.00
1040-00-6210	Annual Insurance Coverage	71,254.64	77,693.69	74,544.35	77,693.69
1040-00-6220	Risk Management	21,322.40	10,000.00	6,039.72	10,000.00
1040-00-6280	Property Tax Expense	135.46	300.00	67.00	300.00
1040-00-6300	Energy Conservation	0.00	1,000.00	0.00	1,000.00
1040-00-6310	Hydro/Water	18,881.43	17,500.00	15,865.78	17,100.00
1040-00-6315	Water/Sewer			2,364.31	2,500.00
1040-00-6320	Heat	12,416.00	24,000.00	9,011.74	24,000.00
1040-00-6340	Cleaning Services	0.00	100.00	625.63	1,000.00
1040-00-6350	Cleaning Supplies	480.78	1,500.00	1,013.99	1,500.00
1040-00-6360	Washroom Supplies	339.25	500.00	1,011.85	500.00
1040-00-6370	Grounds Maintenance - Winter	0.00	0.00	0.00	0.00
1040-00-6371	Grounds Maintenance - Summer	0.00	600.00	0.00	600.00
1040-00-6372	Urban Beautification	0.00	0.00	0.00	0.00
1040-00-6380	Building Maintenance	4,108.44	10,000.00	13,263.44	10,000.00

2017 OPERATING BUDGET					
Account	Description	2015	2016	2016	2017
		YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget
1040-00-6410	Office Supplies/Maintenance	1,809.77	2,200.00	2,734.37	2,200.00
1040-00-6450	Computer Software/Hardware	104.81	3,000.00	120.32	3,000.00
1040-00-6470	Principal Debt Repayments	18,260.00	171,920.00	18,920.00	239,041.90
1040-00-6480	Interest on Long Term Debt	7,841.19	38,637.36	22,298.41	48,487.09
1040-00-6482	Accrued Interest on LT DEI	0.00		0.00	
1040-00-6510	Publications & Info Received	759.45	150.00	189.08	150.00
1040-00-6520	Advertising & Promotions	4,984.08	5,000.00	2,044.09	5,000.00
1040-00-6530	Telephone Services & Charges	3,270.37	6,000.00	4,813.56	6,000.00
1040-00-6550	Pager/Radio Services & Main.	1,522.33	2,400.00	1,522.33	2,400.00
1040-00-6610	Fuel & Supplies	1,080.99	6,500.00	3,543.41	6,500.00
1040-00-6630	Licenses & Permits	200.00	500.00	229.00	500.00
1040-00-6640	Equipment Rental	0.00	500.00	0.00	500.00
1040-00-6700	Roads - Tfrs to Capital	0.00	0.00	0.00	0.00
1040-00-6701	Bad Debts - Roadways	20.00	0.00	0.00	0.00
1040-00-6710	Small Tools & Parts	3,564.60	7,000.00	6,654.06	7,000.00
1040-00-6720	Equipment Repair & Maintenance	8,449.99	16,000.00	14,877.74	16,000.00
1040-00-6730	Safety Equipment	6,880.61	10,000.00	8,579.86	10,000.00
1040-00-6732	Safety Clothing	2,333.51	2,500.00	2,049.34	2,500.00
1040-00-6740	Christmas Decorations	2,993.20	3,000.00	2,519.65	3,000.00
1040-00-6780	IPM Expenses	0.00	60,000.00	66,817.89	
1040-00-6800	Transfers to Reserves	170,000.00	200,000.00	200,000.00	240,000.00
1040-00-6810	Admin Truck Time Expense	10,387.50	12,000.00	10,160.00	12,000.00
1040-00-6830	Livestock Valuator	0.00	0.00	0.00	0.00
1040-00-6850	Miscellaneous Expenses	4.90	500.00	0.00	500.00
	<b>Total Expenditures</b>	<b>665,694.26</b>	<b>1,107,611.05</b>	<b>825,192.46</b>	<b>1,174,493.08</b>
	<b>Excess Revenue over/under Expenditures</b>	<b>-600,784.57</b>	<b>-720,611.05</b>	<b>-486,959.19</b>	<b>-799,493.08</b>
	<b>Equipment Repairs</b>				
1040-10-6010	Salaries & Wages	4,215.73	25,750.00	3,661.85	26,265.00
1040-10-6020	Benefits	1,275.16	6,120.00	982.83	6,242.40
1040-20-6010	Salaries & Wages	3,555.20	4,300.00	7,265.97	4,386.00
1040-20-6020	Benefits	1,102.83	1,270.00	2,085.15	1,295.40
	<b>Total Expenditures</b>	<b>10,148.92</b>	<b>37,440.00</b>	<b>13,995.80</b>	<b>38,188.80</b>
1040-20-5810	Wellington Country Contract	0.00	0.00	0.00	0.00
	<b>Total Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Minto Gravel Pit</b>				
1040-30-5130	Allocation of Gravel				
1040-30-6010	Salaries & Wages	0.00	500.00	24.87	510.00
1040-30-6020	Benefits	0.00	300.00	7.91	306.00
1040-30-6630	Licenses	0.00	1,500.00	0.00	1,500.00
1040-30-6650	Contractor	0.00	0.00	0.00	0.00
	<b>Total Expenditures</b>	<b>0.00</b>	<b>2,300.00</b>	<b>32.78</b>	<b>2,316.00</b>
	<b>Miscellaneous</b>				
1040-40-6010	Salaries & Wages	968.47	7,280.00	1,813.00	7,425.60
1040-40-6020	Benefits	308.41	1,750.00	548.67	1,785.00
	<b>Total Expenditures</b>	<b>1,276.88</b>	<b>9,030.00</b>	<b>2,361.67</b>	<b>9,210.60</b>
	<b>TOTALS</b>	<b>-612,210.37</b>	<b>-769,381.05</b>	<b>-503,349.44</b>	<b>-849,208.48</b>



**Budget by Service**  
**Department Name:** Public Works  
**Budget Code:** 1049  
**Staff:**

**Section:** Street Lights  
**FTE:**

**Strategic Position** 10.0 Support programs that maintain Minto's strong agricultural identity, enhance agricultural work, and protect and restore the natural environment

**Actions:** 9.8 support energy conservation plans 10.9 energy conservation initiatives 12.2 small rural leadership environment

**Responsibility:** Special allocation to directly to ratepayer's bills in Town's urban areas and rural locations where street lights are in place which generates about \$190,000 annual revenue. LED Street Lights installed through AMO LAS program are maintained by RealTerm Energy who paid capital costs and annual maintenance of fixtures by 10 year agreement.

Operating Budget Summary							
2016 Budget (Actual \$38,583 to Sept 2016)							\$0
Past & Projected (1%)		0.01					
2015	2016	2017	2018	2019			
\$0	\$0	\$ -	\$ -	\$ -			
Budget Initiatives							
1. Increase Wages and Benefits							\$236
2. Increase Debt Repayment							\$11,438
3. Increase for Hydro Costs							\$8,592
4. Decrease revenue offset							-\$14,666
5. Increase Revenue							-\$5,600
Proposed 2017 Budget							\$0



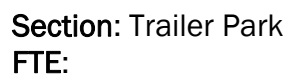
This means the Town will have a smaller reserve in eight years when the warranty expires, although the lights are expected to last beyond the warranty period.



Service Measures	2013	2014	2015	2016	2017
Number of Street lights	790	790	800	810	820
Number of LED lights	26	790	800	810	820

**C.A.O. Clerk and Public Works Director Recommendation**  
That the 2017 Street Lights budget be approved at **\$0**

2017 OPERATING BUDGET						
Account	Description	2015	2016	2016	2017	
		YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget	Budget Change
<b>Street Light Maintenance</b>						
1049-00-3500	Street Light Revenue	187,831.45	186,400.00	188,130.64	192,000.00	+3%
	<b>Total Revenue</b>	<b>187,831.45</b>	<b>186,400.00</b>	<b>188,130.64</b>	<b>192,000.00</b>	
1049-00-6010	Street Light Maintenance Wages	1,658.69	10,000.00	1,936.72	10,200.00	+2%
1049-00-6020	Street Light Maintenance Benefits	310.02	1,800.00	546.15	1,836.00	+2%
1049-00-6050	Training	0.00	500.00	0.00	500.00	
1049-00-6150	Street Light Grant Application Fees	0.00	0.00	0.00	0.00	
1049-00-6310	Street Light Hydro	56,785.22	70,000.00	69,629.00	78,400.00	+12%
1049-00-6320	Street Light Hydro-Real Term	59,117.78	58,000.00	60,390.62	0.00	
1049-00-6380	Street Light Maintenance	2,078.50	14,500.00	16,177.96	14,500.00	
1049-00-6410	Street Light Office Supplies	0.00	0.00	0.00	0.00	
1049-00-6440	Street Light Lease Payments	0.00	0.00	0.00	0.00	
1049-00-6470	Street Lights - Principal Debt Payments	1,740.26	0.00	0.00	26,887.72	
1049-00-6480	Street Lights - Interst on Long-Term Debt	3,848.28	0.00	0.00	42,550.48	
1049-01-6380	Street Light Maintenance	0.00	0.00	0.00	0.00	
1049-02-6380	Street Light Maintenance	0.00	0.00	0.00	0.00	
1049-03-6380	Street Light Maintenance	0.00	0.00	0.00	0.00	
1049-04-6310	Twp. Street Light Hydro	1,418.86	1,600.00	867.04	1,792.00	+12%
1049-04-6380	Street Light Maintenance	0.00	0.00	0.00	0.00	
1049-00-6700	Transfers to Capital	0.00	30,000.00	0.00	15,333.80	
	<b>Total Expenditure</b>	<b>126,957.61</b>	<b>186,400.00</b>	<b>149,547.49</b>	<b>192,000.00</b>	
<b>Excess Revenue over/under Expenditures</b>		<b>60,873.84</b>	<b>0.00</b>	<b>38,583.15</b>	<b>0.00</b>	



**Responsibility:** Relates to the Palmerston and Harriston Trailer Parks.

**Service Measures**

	2012	2013	2014	2015	2016	2017
Harriston Tenants	13	9	5	3	2	2
Palmerston Tenants	26	26	26	26	26	26

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**C.A.O. Clerk and Public Works Director Recommendation**

That the 2017 budget proposed for Trailer Parks be approved at -\$7,000

2017 OPERATING BUDGET					
Account	Description	2015	2016	2016	2017
		YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget
<b>Trailer Park Revenue</b>					
1047-00-5810	Trailer Park Revenue	33,930.00	43,680.00	33,165.60	44,000.00
	<b>Total Revenue</b>	<b>33,930.00</b>	<b>43,680.00</b>	<b>33,165.60</b>	<b>44,000.00</b>
					320.00
1047-00-6010	Salaries & Wages - Full Time				
1047-00-6020	Benefits - Full Time				
1047-00-6701	Bad Debts - Trailer Rent				
1047-00-6810	Trailer Park Repair & Maint.	6,240.42	6,000.00	0.00	6,000.00
1047-00-6820	Trailer Park Property Tax Cost	18,468.37	25,000.00	9,219.00	25,000.00
1047-00-6850	Rehabilitation Work	0.00	6,000.00	0.00	6,000.00
	<b>Total Expenditure</b>	<b>24,708.79</b>	<b>37,000.00</b>	<b>9,219.00</b>	<b>37,000.00</b>
<b>Excess Revenue over/under Expenditures</b>		<b>9,221.21</b>	<b>6,680.00</b>	<b>23,946.60</b>	<b>7,000.00</b>

**Budget by Service****Department Name:** Public Works**Budget Code:** 1040**Staff:****Section:** Vehicle Cost & Allocation**FTE:**

**Strategic Position:** 11.0 Maintain and enhance infrastructure to protect public health and safety, prevent property damage, maintain high quality of life, and effectively manage financial resources to ensure Minto is an attractive and viable community for family living and business investment.

**Actions:** 11.5 fleet management system 11.8 bio-fuels, hybrid, & environmentally friendly vehicles

**Responsibility:** Time allocation for various public works vehicles. Shown as revenue, but is an expense to the operating budget elsewhere in Public Works based on machine time.

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**Operating Budget Summary**

2016 Budget (Actual \$227,138 to Sept 2016) -\$345,000

Past & Projected (1%) 0.01

2015	2016	2017	2018	2019
-\$300,100	-\$345,000	-\$345,000	-\$348,450	-\$351,935

**Budget Initiatives**

1. No change proposed \$0

**Proposed 2017 Budget** -\$345,000

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**Budget to Actual Issues**

Vehicle maintenance and machine time fluctuates depending on use and repairs required.

**Issues for 2016 and Beyond**

Fleet management was included in Roads Needs Study prepared by Triton. The operating budget should include an annual contribution to vehicle reserve to address depreciation issue. Vehicle allocation to water and sewer has been maintained. A 2004 Plow Truck originally deemed surplus was retained in fleet for Town facility snow removal. The viability of providing this service in house will have to be re-assessed when the vehicle has to be replaced.

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Service Measures	2013	2014	2015	2016	2017
# of vehicles sewer water	7	8	8 2/3	8 2/3	8 2/3
# of vehicles roads etc	21	18	17 1/3	17 1/3	17 1/3
# of backhoes	2	2	2	2	2
Total	30	28	28	28	28

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**C.A.O. Clerk and Public Works Director Recommendation**

That the 2017 budget proposed for Vehicle Cost & Allocation be approved at -\$345,200

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Graders (16-18 years)  
2000 Champion  
2008 John Deer  
Estimated replacement cost \$400,000



Plow Trucks (10—15 years)  
2004 GMC Single Axle  
2004 International Single  
2005 International Single  
2007 Ford Sterling Single  
2008 Volvo Tandem  
2010 International Single  
2012 Western Star  
2016 Wester Star  
Estimated replacement cost \$300,000

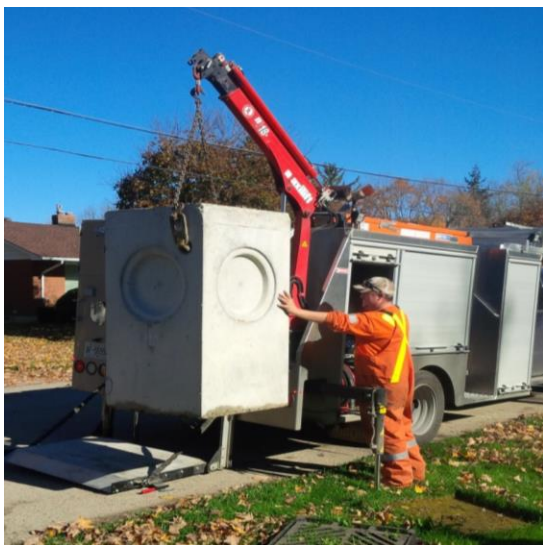




Sidewalk Units (10 to 12 Years)  
2012 Trackless  
2014 Trackless  
2015 (shared with Recreation)  
Estimated Replacement Costs (\$150,000)



Backhoes (6 to 8 years)  
2007 JCB  
2010 John Deer JCK  
Estimated Replacement Costs (\$175,000)



Pick-up and Utility Trucks (5 years)  
2013 F550 Crew Cab  
2015 F250  
2016 F250  
Estimated Replacement Costs \$50,000



		2017 OPERATING BUDGET			
Account	Description	2015	2016	2016	2017
		YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget
<b>Vehicle Cost &amp; Allocation</b>					
1040-41-6600	No Truck				
1040-41-6610	Fuel & Supplies	5,115.59	10,000.00	3,259.78	
1040-41-6620	Repairs & Maintenance	4,992.36	16,000.00	1,756.70	
1040-41-6630	Inspections & Licenses	0.00	1,500.00	0.00	
1040-41-6699	Machine Time Allocation \$40	-18,600.00	-33,000.00	-9,475.00	
	<b>Total Expenditure</b>	<b>-8,492.05</b>	<b>-5,500.00</b>	<b>-4,458.52</b>	<b>0.00</b>
1040-42-6600	2012 Western Star - #42				
1040-42-6610	Fuel & Supplies	8,284.04	10,000.00	5,138.16	10,000.00
1040-42-6620	Repairs & Maintenance	6,524.26	5,000.00	1,253.43	5,000.00
1040-42-6630	Inspection & Licenses	0.00	2,000.00	198.43	2,000.00
1040-42-6699	Machine Time Allocation \$35	-31,865.00	-37,000.00	-23,500.00	-37,000.00
	<b>Total Expenditure</b>	<b>-17,056.70</b>	<b>-20,000.00</b>	<b>-16,909.98</b>	<b>-20,000.00</b>
1040-43-6600	Champion Grader #1-2000+B568 - #43				
1040-43-6610	Fuel & Supplies	3,295.40	10,000.00	1,391.12	10,000.00
1040-43-6620	Repairs & Maintenance	12,340.38	8,000.00	6,477.20	8,000.00
1040-43-6699	Machine Time Allocation \$40	-15,870.00	-25,000.00	-4,680.00	-25,000.00
	<b>Total Expenditure</b>	<b>-234.22</b>	<b>-7,000.00</b>	<b>3,188.32</b>	<b>-7,000.00</b>
1040-44-6600	2008 John Deere Grader - #44				
1040-44-6610	Fuel & Supplies	8,110.24	9,000.00	5,380.60	9,000.00
1040-44-6620	Repairs & Maintenance	10,870.03	10,000.00	2,953.58	10,000.00
1040-44-6699	Machine Time Allocation \$40	-30,240.00	-35,000.00	-26,730.00	-35,000.00
	<b>Total Expenditure</b>	<b>-11,259.73</b>	<b>-16,000.00</b>	<b>-18,395.82</b>	<b>-16,000.00</b>



2017 OPERATING BUDGET					
Account	Description	2015	2016	2016	2017
		YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget
1040-46-6600	2015 WATER (2013 Ford F150 - #21)				
1040-46-6610	Fuel & Supplies	3,292.64	0.00	0.00	0.00
1040-46-6620	Repairs & Maintenance	500.79	0.00	0.00	0.00
1040-46-6630	Inspections & Licenses	0.00	0.00	0.00	0.00
1040-46-6699	Machine Time Allocation \$15	-8,385.00	0.00	0.00	0.00
	<b>Total Expenditure</b>	<b>-4,591.57</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1040-48-6600	#48 - 2016 Western Star - Plow				
1040-48-6010	Wages				
1040-48-6020	Benefits				
1040-48-6610	Fuel & Supplies	0.00	10,000.00	39.62	10,000.00
1040-48-6620	Repairs & Maintenance	0.00	4,000.00	1,371.03	4,000.00
1040-48-6630	Inspections & Licenses	0.00	2,000.00	198.43	2,000.00
1040-48-6699	Machine Time Allocations \$15	0.00	-30,000.00	-5,490.00	-30,000.00
	<b>Total Expenditure</b>	<b>0.00</b>	<b>-14,000.00</b>	<b>-3,880.92</b>	<b>-14,000.00</b>
1040-50-6600	2005 Int Minto Plow 7500 - #50				
1040-50-6610	Fuel & Supplies	3,141.55	6,500.00	1,590.86	6,500.00
1040-50-6620	Repairs & Maintenance	16,360.52	5,000.00	5,664.35	5,000.00
1040-50-6630	Inspections & Licenses	30.53	700.00	319.02	700.00
1040-50-6699	Machine Time Allocation \$40	-16,075.00	-34,000.00	-18,412.50	-34,000.00
	<b>Total Expenditure</b>	<b>3,457.60</b>	<b>-21,800.00</b>	<b>-10,838.27</b>	<b>-21,800.00</b>
1040-51-6600	2007 Volvo Harriston Plow #45				
1040-51-6610	Fuel & Supplies	9,614.84	9,000.00	193.02	9,000.00
1040-51-6620	Repairs & Maintenance	6,726.31	9,000.00	10,238.19	9,000.00
1040-51-6630	Inspections & Licenses	90.06	1,000.00	0.00	1,000.00
1040-51-6699	Machine Time Allocation \$35	-38,125.00	-40,000.00	-19,025.00	-40,000.00
	<b>Total Expenditure</b>	<b>-21,693.79</b>	<b>-21,000.00</b>	<b>-8,593.79</b>	<b>-21,000.00</b>
1040-52-6600	#5 2015 FORD F250				
1040-52-6610	Fuel & Supplies	3,607.70	5,000.00	964.08	5,000.00
1040-52-6620	Repairs & Maintenance	414.61	1,000.00	321.93	1,000.00
1040-52-6630	Inspections & Licenses	0.00	500.00	116.97	500.00
1040-52-6699	Machine Time Allocation \$20	-14,463.75	-25,000.00	-6,212.50	-25,000.00
	<b>Total Expenditure</b>	<b>-10,441.44</b>	<b>-18,500.00</b>	<b>-4,809.52</b>	<b>-18,500.00</b>
1040-53-6600	JCB Backhoe - 2007 - #47				
1040-53-6610	Fuel & Supplies	1,651.95	3,000.00	921.86	3,000.00
1040-53-6620	Repairs & Maintenance	3,489.01	3,000.00	2,759.29	3,000.00
1040-53-6699	Machine Time Allocation \$35	-19,250.00	-30,000.00	-11,275.00	-30,000.00
	<b>Total Expenditure</b>	<b>-14,109.04</b>	<b>-24,000.00</b>	<b>-7,593.85</b>	<b>-24,000.00</b>

		2017 OPERATING BUDGET				
Account	Description	2015	2016	2016	2017	
		YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget	
1040-54-6600	#6 Ford Sterling Plow					
1040-54-6610	Fuel & Supplies	1,900.54	3,500.00	1,770.66	3,500.00	
1040-54-6620	Repairs & Maintenance	4,314.91	3,000.00	1,799.27	3,000.00	
1040-54-6630	Inspections & Licenses	73.27	500.00	363.95	500.00	
1040-54-6699	Machine Time Allocation \$15	-10,487.50	-18,000.00	-12,225.00	-18,000.00	
	<b>Total Expenditure</b>	<b>-4,198.78</b>	<b>-11,000.00</b>	<b>-8,291.12</b>	<b>-11,000.00</b>	
1040-55-6600	#17 New Service Truck					
1040-55-6610	Fuel & Supplies	4,513.32	5,500.00	4,092.90	5,500.00	
1040-55-6620	Repairs & Maintenance	1,796.93	2,500.00	3,970.15	2,500.00	
1040-55-6630	Inspections & Licenses	254.06	500.00	147.50	500.00	
1040-55-6699	Machine Time Allocation \$15	-37,150.00	-40,000.00	-44,575.00	-40,000.00	
	<b>Total Expenditure</b>	<b>-30,585.69</b>	<b>-31,500.00</b>	<b>-36,364.45</b>	<b>-31,500.00</b>	
1040-56-6600	No Truck					
1040-56-6610	Fuel & Supplies	232.86	8,000.00	2,334.05		To Water
1040-56-6620	Repairs & Maintenance	0.00	1,000.00	277.84		
1040-56-6630	Inspections & Licenses	0.00	150.00	0.00		
1040-56-6699	Machine Time Allocation \$15	0.00	-30,000.00	-13,140.00		
	<b>Total Expenditure</b>	<b>232.86</b>	<b>-20,850.00</b>	<b>-10,528.11</b>	<b>0.00</b>	
1040-57-6600	#20 2016 FORD F150 BRIAN New in August					
1040-57-6610	Fuel & Supplies	959.43	0.00	797.14	8,000.00	
1040-57-6620	Repairs & Maintenance	1,220.39	0.00	0.00	1,000.00	
1040-57-6630	Inspections & Licenses	0.00	0.00	127.14	150.00	
1040-57-6699	Machine Time Allocation \$15	-11,475.00	0.00	0.00	-30,000.00	
	<b>Total Expenditure</b>	<b>-9,295.18</b>	<b>0.00</b>	<b>924.28</b>	<b>-20,850.00</b>	
1040-58-6600	2004 GMC Harriston Plow - #46					
1040-58-6610	Fuel & Supplies	1,839.24	2,550.00	1,382.48	2,550.00	
1040-58-6620	Repairs & Maintenance	5,667.91	5,500.00	1,685.05	4,000.00	
1040-58-6630	Inspections & Licenses	120.59	500.00	271.70	500.00	
1040-58-6699	Machine Time Allocation \$40	-9,575.00	-15,000.00	-9,675.00	-15,000.00	
	<b>Total Expenditure</b>	<b>-1,947.26</b>	<b>-6,450.00</b>	<b>-6,335.77</b>	<b>-7,950.00</b>	
1040-61-6600	No Truck					
1040-61-6610	Fuel & Supplies	3,365.95	0.00	0.00	0.00	Now
1040-61-6620	Repairs & Maintenance	1,054.14	0.00	0.00	0.00	Sewer
1040-61-6630	Inspections & Licenses	0.00	0.00	0.00	0.00	Truck
1040-61-6699	Machine Time Allocation \$30	-26,022.50	0.00	0.00	0.00	
	<b>Total Expenditure</b>	<b>-21,602.41</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
1040-62-6600	Palmerston 3 Ton Dump Truck - #4					
1040-62-6610	Fuel & Supplies	1,678.66	3,000.00	1,256.91	3,000.00	
1040-62-6620	Repairs and Maintenance	3,504.33	3,000.00	5,601.43	3,000.00	
1040-62-6630	Inspections & Licenses	163.33	500.00	271.70	500.00	
1040-62-6699	Machine Time Allocation \$25	-17,505.00	-18,000.00	-20,902.50	-18,000.00	
	<b>Total Expenditure</b>	<b>-12,158.68</b>	<b>-11,500.00</b>	<b>-13,772.46</b>	<b>-11,500.00</b>	



2017 OPERATING BUDGET					
Account	Description	2015	2016	2016	2017
		YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget
	<b>Total Expenditure</b>	<b>-12,158.68</b>	<b>-11,500.00</b>	<b>-13,772.46</b>	<b>-11,500.00</b>
1040-63-6600	#3 2016 F250				
1040-63-6610	Fuel & Supplies	0.00	5,000.00	6,172.99	5,000.00
1040-63-6620	Repairs & Maintenance	0.00	1,000.00	523.12	1,000.00
1040-63-6630	Inspections & Licenses	0.00	700.00	116.97	700.00
1040-63-6699	Machine Time Allocation \$15	0.00	-26,000.00	-33,862.50	-26,000.00
	<b>Total Expenditure</b>	<b>0.00</b>	<b>-19,300.00</b>	<b>-27,049.42</b>	<b>-19,300.00</b>
1040-64-6600	#14 2015 KUBOTA				
1040-64-6610	Fuel & Supplies	0.00	1,000.00	0.00	1,000.00
1040-64-6620	Repairs & Maintenance	112.94	1,000.00	211.44	1,000.00
1040-64-6630	Inspections & Licenses	0.00	0.00	1,021.72	0.00
1040-64-6699	Machine Time Allocation \$35	0.00	-10,000.00	-5,862.50	-10,000.00
	<b>Total Expenditure</b>	<b>112.94</b>	<b>-8,000.00</b>	<b>-4,629.34</b>	<b>-8,000.00</b>
1040-65-6600	#13 2015 TRACKLESS				
1040-65-6610	Fuel & Supplies	0.00	2,000.00	5,421.18	2,000.00
1040-65-6620	Repairs & Maintenance	162.71	1,000.00	2,470.56	1,000.00
1040-65-6699	Machine Time Allocation \$35	-1,960.00	-18,000.00	-15,460.00	-18,000.00
	<b>Total Expenditure</b>	<b>-1,797.29</b>	<b>-15,000.00</b>	<b>-7,568.26</b>	<b>-15,000.00</b>
1040-67-6600	VAC TRAILER				
1040-67-6610	Fuel & Supplies	0.00	3,000.00	0.00	2,000.00
1040-67-6620	Repairs & Maintenance	110.46	3,500.00	239.70	2,500.00
1040-69-6600	2010 Intl Plow - #51				
1040-69-6610	Fuel & Supplies	4,977.83	5,200.00	4,506.15	5,200.00
1040-69-6620	Repair & Maintenance	7,328.17	2,000.00	4,331.71	2,000.00
1040-69-6630	Inspections & Licenses	30.53	500.00	228.96	500.00
1040-69-6699	Machine Time Allocations \$15	-26,850.00	-28,000.00	-22,737.50	-28,000.00
	<b>Total Expenditure</b>	<b>-14,513.47</b>	<b>-20,300.00</b>	<b>-13,670.68</b>	<b>-20,300.00</b>
1040-70-6600	John Deere Backhoe Loader - #52				
1040-70-6610	Fuel & Supplies	1,757.65	4,000.00	2,374.07	4,000.00
1040-70-6620	Repair & Maintenance	4,065.07	2,000.00	7,195.66	2,000.00
1040-70-6630	Inspections & Licenses	0.00	100.00	0.00	100.00
1040-70-6699	Machine Time Allocations \$15	-20,542.50	-35,000.00	-29,782.50	-35,000.00
	<b>Total Expenditure</b>	<b>-14,719.78</b>	<b>-28,900.00</b>	<b>-20,212.77</b>	<b>-28,900.00</b>
1040-71-6600	NO TRUCK				
1040-71-6610	Fuel & Supplies	25.74	0.00	0.00	0.00
1040-71-6620	Repairs & Maintenance	1,075.06	0.00	0.00	0.00
1040-71-6699	Machine Time Allocation \$35	-2,787.50	0.00	0.00	0.00
	<b>Total Expenditure</b>	<b>-1,686.70</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1040-72-6600	#15 Trackless				
1040-72-6610	Fuel & Supplies	1,252.32	2,000.00	886.90	2,000.00
1040-72-6620	Repairs & Maintenance	1,460.18	5,000.00	1,930.79	3,000.00
1040-72-6699	Machine Time Allocation \$45	-16,975.00	-18,000.00	-10,280.00	-18,000.00
	<b>Total Expenditure</b>	<b>-14,262.50</b>	<b>-11,000.00</b>	<b>-7,462.31</b>	<b>-13,000.00</b>
Excess Revenue over/under Expenditures		-210,802.26	-345,000.00	-227,138.06	-345,000.00



**Budget by Service**  
**Department Name:** Public Works  
**Budget Code:** 1048  
**Staff:**

**Section:** Winter Control  
**FTE:**

**Strategic Position:** 11.0 Maintain and enhance infrastructure to protect public health and safety, prevent property damage, maintain high quality of life, and effectively manage financial resources to ensure Minto is an attractive and viable community for family living and business investment.

**Actions:** 11.3 construction maintenance standards 11.6 cost effective partners County Province

**Responsibility:** Winter snow removal all roads plus contracts for various Town lots and properties. Includes wage and benefit allocations, sand and salt material and application.

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2016 Budget (Actual \$464,796 to Sept 2016)						<b>\$456,480</b>
<b>Past &amp; Projected (1%)</b>		0.01				
<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>		
\$450,400	\$456,480	\$ 459,206	\$ 463,798	\$ 468,436		
<b>Budget Initiatives</b>						
1. Increase wages and benefits						\$2,726
2. Increase budget for salt closer to actuals 2015 and 2016						\$20,000
<b>Proposed 2017 Budget</b>						<b>\$479,206</b>

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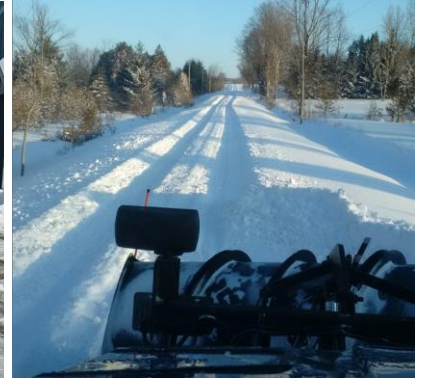
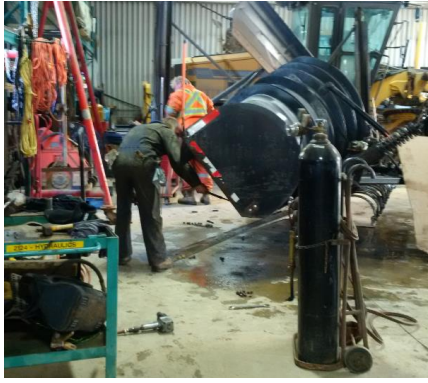
#### **Budget to Actual Issues**

2015 figures placed in 2016 starting budget contributing to overage. Budget does not include \$108,000 annual budgeted revenue from Wellington County to maintain County Roads within Town limits.

#### **Issues for 2017 and Beyond**

Includes cost of agreements for County and Provincial Maintenance, while revenue is provided in Roads Administration. For Town roads minimum maintenance standard requires documented patrol each morning from October 1, to April 30, of each winter season. The Town will continue to plow facility parking lots rather than contract out that work, and re-evaluate this annually as equipment needs replacement.

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## Service Measures

Number of Routes                      11 routes

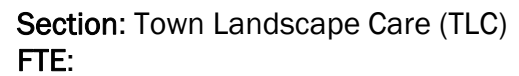
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### C.A.O. Clerk and Public Works Director Recommendation

That the 2017 budget proposed for Winter Control be approved at

**\$479,206**

		2017 OPERATING BUDGET				
Account	Description	2015	2016	2016 YTD Actual - Sept 30/16	2017  Budget	
		YTD Actual - Sept 30/15	Budget			
Winter Control						
Sanding & Salting						
1048-10-6010	Salaries & Wages - Full Time	64,575.04	81,120.00	62,275.16	82,742.00	✓ +2%
1048-10-6020	Benefits	13,254.34	19,600.00	11,852.45	19,992.00	✓ +2%
Snow Plowing/Removal						
1048-20-6010	Salaries & Wages - Full Time	14,881.03	17,150.00	11,993.21	17,493.00	✓ +2%
1048-20-6011	Wages - Part Time	0.00	20,800.00	0.00	20,800.00	
1048-20-6020	Benefits - Full Time	3,573.10	4,250.00	3,786.86	4,335.00	✓ +2%
1048-20-6021	Benefits - Part Time					
1048-20-6580	Machine Time Allocation	18,207.50	12,500.00	13,552.50	12,500.00	
1048-21-6580	Snow Plowing	117,578.75	116,860.00	99,742.50	116,860.00	
1048-22-6580	Snow Removal-Town Machine Time	17,800.33	22,000.00	19,985.00	22,000.00	
1048-22-6610	Snow Removal-Rental Equip Fuel	0.00	0.00	0.00	0.00	
1048-22-6640	Snow Removal-Equip Rental	0.00	0.00	0.00	0.00	
1048-23-6580	Sand Only	27,515.00	32,000.00	33,747.50	32,000.00	
1048-23-6810	Salt & Sand	25,414.30	21,000.00	35,536.10	21,000.00	
1048-24-6580	Salt Only	65,399.15	55,000.00	98,435.46	75,000.00	
1048-24-6810	Sublet Snow Removal-Streets	12,285.00	20,000.00	11,992.50	20,000.00	
1048-25-6810	Sublet or Contractor	29,467.16	20,000.00	45,094.99	20,000.00	
Parking Lots & Sidewalks						
1048-30-6010	Salaries & Wages - Full Time	11,785.55	11,450.00	13,968.51	11,679.00	✓ +2%
1048-30-6020	Benefits	2,425.03	2,750.00	2,833.27	2,805.00	✓ +2%
Total Expenditure		424,161.28	456,480.00	464,796.01	479,206.00	



**Responsibility:** Cost to maintain downtown street plantings and certain municipal facilities to enhance visual appeal.






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Service Measures	2014	2015	2016	2017
Planter cubes	36	36	41	41
Hanging planters	81	81	89	89

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**C.A.O. Clerk and Public Works Director Recommendation**  
**That the 2017 TLC budget be approved at \$100,506.**

Account	Description	2017 OPERATING BUDGET			2017
		2015	2016	2016	
		YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget
<b>Town Landscape Care (TLC)</b>					
1088-00-5840	Other Revenue	0.00	0.00	0.00	0.00
1088-00-5842	Rain Barrel Sales	0.00	0.00	0.00	0.00
1088-00-5850	Minto Rural Gardens Fees	0.00	0.00	0.00	0.00
1088-00-5862	Govt Wage Subsidies	0.00	0.00	0.00	0.00
1088-00-5863	Ont Spec Grants - C-I-B	0.00	0.00	0.00	0.00
1088-00-5870	Library Contract	0.00	2,200.00	0.00	2,200.00
1088-00-5890	Donations	0.00	0.00	0.00	0.00
1088-00-5892	Fundraising	0.00	0.00	0.00	0.00
1088-00-5893	Donations - Winter Lights	0.00	0.00	0.00	0.00
1088-00-5894	Donations - Benches	0.00	0.00	0.00	0.00
1088-00-5895	Donations Waste Receptacle	0.00	0.00	0.00	0.00
1088-00-5896	Donations - Planters	0.00	0.00	0.00	0.00
1088-00-5897	Donations - Future Projects	0.00	0.00	0.00	0.00
1088-00-5898	Donations - Blue Spruce Sales	0.00	0.00	0.00	0.00
1088-00-5999	Transfers from Reserves	0.00	0.00	0.00	0.00
1088- ASK Gord	Machine Time Charge				
	<b>Total Revenue</b>	<b>0.00</b>	<b>2,200.00</b>	<b>0.00</b>	<b>2,200.00</b>
10-8800-6010	Wages-Full Time	0.00	2,100.00	7,381.74	32,000.00
10-8800-6011	Wages-Part-time	19,752.15	34,720.00	22,028.83	17,600.00
10-8800-6015	Wages-PW	2,613.74	3,200.00	5,353.52	3,200.00
10-8800-6020	Benefits-Full-time	0.00	0.00	1,703.91	9,056.00
10-8800-6021	Benefits-Part-time	2,295.60	2,700.00	2,252.30	2,700.00
10-8800-6025	Benefits-PW	847.41	900.00	1,575.04	900.00
10-8800-6050	Training				1,000.00
10-8800-6060	Mileage	0.00	0.00	0.00	
10-8800-6150	Consultant Fees	0.00	0.00	0.00	0.00
10-8800-6160	Professional Memberships	0.00	900.00	377.54	400.00
10-8800-6200	Landscape supplies	49.89	500.00	59.70	500.00
10-8800-6410	Office and General	0.00	150.00	34.08	150.00
10-8800-6420	Small Equipment < 500.00	920.05	1,200.00	681.87	1,200.00
10-8800-6430	Waste Containers	0.00	0.00	0.00	0.00
10-8800-6440	Equipment Repairs	0.00	1,000.00	0.00	500.00
10-8800-6520	Advertising & Promotions	621.21	500.00	716.23	500.00
10-8800-6530	Telephone & Service Charges	0.00	0.00	344.41	500.00
10-8800-6540	Judges' Receptions	0.00	0.00	0.00	1,200.00
10-8800-6610	Fuel	2,571.67	3,000.00	1,967.40	2,500.00
10-8800-6620	Vehicle Repairs				500.00
10-8800-6630	Vehicle License & Permits	0.00	150.00	0.00	700.00
10-8800-6699	Machine Time				
10-8800-6700	Transfers to Capital	0.00	0.00	0.00	0.00
10-8800-6710	Custom Work	0.00	600.00	486.29	600.00
10-8800-6720	Plant Material	16,329.64	21,000.00	18,879.83	21,000.00
10-8800-6730	Baskets & Planters	291.23	1,000.00	149.80	1,000.00
10-8800-6732	Safety Clothing				600.00
10-8800-6735	Safety Equipment				600.00
10-8800-6740	Fertilizer & Spray	513.62	3,500.00	971.22	3,500.00
10-8800-6750	Seminars	0.00	0.00	0.00	0.00
10-8800-6800	Transfer to Reserves	0.00	0.00	0.00	0.00
10-8800-6830	Rain Barrels - Cost of Sales	0.00	0.00	0.00	0.00
10-8800-6850	Miscellaneous Expenses	159.93	300.00	0.00	300.00
	<b>Total Expenditures</b>	<b>46,966.14</b>	<b>77,420.00</b>	<b>64,963.71</b>	<b>102,706.00</b>
	<b>Excess Revenue over/under Expenditures</b>	<b>-46,966.14</b>	<b>-75,220.00</b>	<b>-64,963.71</b>	<b>-100,506.00</b>



## Budget by Service

Department Name: Public Works

Budget Code: 1051

Staff:

Section: Sewage Treatment & Distribution

FTE: ORO Mark Robertson

**Strategic Position:** 11.0 Maintain and enhance infrastructure to protect public health and safety, prevent property damage, maintain high quality of life, and effectively manage financial resources to ensure Minto is an attractive and viable community for family living and business investment.

**Actions:** 11.1 Financial Plans, 11.2 Protect Public Health

**Responsibility:** Cost recovery budget for sewage treatment and distribution in Clifford, Harriston and Palmerston. Includes debt servicing for past capital projects and reserve contributions for capital asset management.

Operating Budget Summary					
Sanitary Sewer Overhead					
2016 Budget					\$0
Past & Projected (1%)		0.01			
2015	2016	2017	2018	2019	
\$0	\$0	\$0	\$0	\$0	
Budget Initiatives					
1. Decrease Grant Transfer					\$7,000
2. Increase Wages & Benefits					\$2,500
3. Reduction in Operating Expenses					-\$22,550
4. Increase in vehicle revenue					-\$28,000
5. Decrease contributions to reserves					-\$578,040
<b>Proposed Changes to 2017 Budget</b>					<b>-\$619,090</b>
<b>Reserve offset</b>					\$0

The following shows net impact on reserves of the Sewage Overhead budget

	Revenues	Expenses	Net (Reserves/Capital)			
2015	\$ -	\$ 116,603	\$ 116,603			
2016	\$ 7,000	\$ 97,092	\$ 90,092			
2017	\$ -	\$ 49,080	\$ 49,080			
2018						
2019						

The positive figures illustrates that this function does not contribute to reserves.

There is \$9,002 of principal and interest payments associated with this budget.

<b>Operating Budget Summary</b>					
<b>Clifford Lagoons</b>					
2016 Budget					<b>\$0</b>
<b>Past &amp; Projected (1%)</b>		0.01			
<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	
\$0	\$0	\$ -	\$ -	\$ -	
<b>Budget Initiatives</b>					
1. Increase Wages & Benefits					\$3,000
2. Increase in Utilities					\$2,400
3. Reduction in Operating Expenses					-\$210
4. Increase in revenue					-\$52,000
5. Decrease contributions from reserves					\$253,300
<b>Proposed Changes to 2017 Budget</b>					<b>\$206,490</b>
<b>Reserve offset</b>					<b>\$0</b>

The following shows net impact on reserves of the Clifford Lagoons budget

	Revenues	Expenses	Net (OverheadReserves/Capital)				
<b>2015</b>	\$ 224,000	\$ 138,300	-\$ 85,700				
<b>2016</b>	\$ 185,000	\$ 184,731	-\$ 269				
<b>2017</b>	\$ 237,000	\$ 189,781	-\$ 47,219				
<b>2018</b>							
<b>2019</b>							

The negative figures illustrates that this function contributes to reserve funds.

There is a \$21,231 principal and interest payment in this budget.



Operating Budget Summary					
Harriston Lagoons					
2016 Budget					\$0
Past & Projected (1%)		0.01			
2015	2016	2017	2018	2019	
\$0	\$0	\$ -	\$ -	\$ -	
Budget Initiatives					
1. Increase Wages & Benefits					\$2,500
2. Increase in Utilities					\$8,600
3. Increase in Operating Expenses					\$1,500
4. Increase in revenue					-\$135,000
5. Decrease contributions from reserves					\$328,970
Proposed Changes to 2017 Budget					\$206,570
Reserve offset					\$0

The following shows net impact on reserves of the Harriston Lagoons budget

	Revenues	Expenses	Net (OverheadReserves/Capital)				
2015	\$ 679,000	\$ 485,003	-\$ 193,997				
2016	\$ 622,800	\$ 484,381	-\$ 138,419				
2017	\$ 757,800	\$ 496,762	-\$ 261,038				
2018							
2019							

The negative figures illustrates that this function contributes to reserve funds.

There is a \$185,524 principal and interest payment in this budget.





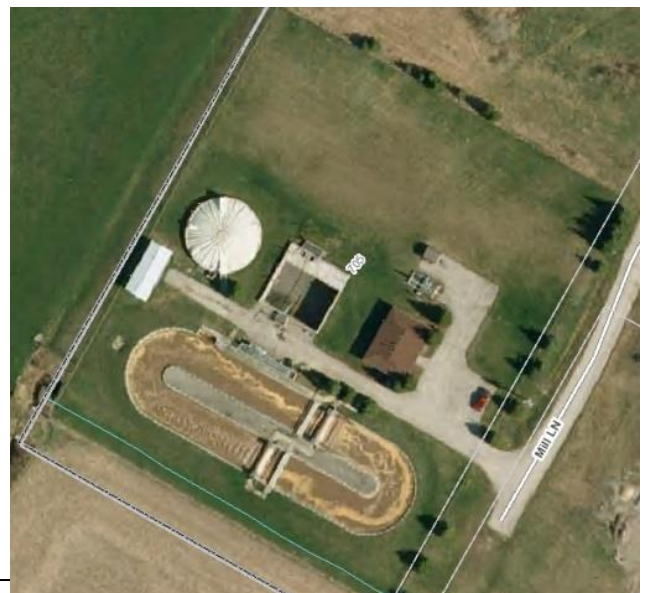
<b>Operating Budget Summary</b>						
<b>Palmerston Wastewater Plant</b>						
2016 Budget						<b>\$0</b>
<b>Past &amp; Projected (1%)</b>		<b>0.01</b>				
<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>		
\$0	\$0	\$ -	\$ -	\$ -		
<b>Budget Initiatives</b>						
1. Increase Wages & Benefits						\$4,000
2. Increase Sludge Removal						\$4,000
3. Increase in Utilities						\$42,000
4. Increase in Operating Expenses						\$1,900
5. Increase in Debt servicing						\$22,871
6. Increase in revenue						-\$45,000
7. Decrease contributions to reserves						\$176,259
<b>Proposed Changes to 2017 Budget</b>						<b>\$206,030</b>
<b>Reserve offset</b>						<b>\$0</b>

The following shows net impact on reserves of the Harriston Lagoons budget

	<b>Revenues</b>	<b>Expenses</b>	<b>Net (OverheadReserves/Capital)</b>				
<b>2015</b>	\$ 868,000	\$ 364,664	-\$ 503,336				
<b>2016</b>	\$ 833,000	\$ 471,862	-\$ 361,138				
<b>2017</b>	\$ 787,000	\$ 546,558	-\$ 240,442				
<b>2018</b>							
<b>2019</b>							

The negative figures illustrates that this function contributes to reserve funds.

There is a \$179,489 principal and interest payment in this budget.



An increase in thoroughness by MOECC inspectors has created higher operational costs for the wastewater division. More sampling, more often, ECA amendments, EA studies etc. Aging infrastructure in the collection systems and the treatment plants has inspired more preventative maintenance to be completed in an attempt to reduce reactive maintenance issues. The Town completed its second year operating their wastewater systems with no outside resources.

Continued training will ensure a slow transition of a combined water/wastewater division which in turn will create a smoother operation of the plants. Capturing and transferring information and records from older/past operators to new/future operators thru updated electronic systems is an ongoing issue the Town is working on. Infiltration is still an ongoing issue throughout the Town but is slowly being dealt with in a timely manner. Identifying aging, failing or under sized infrastructure/equipment in the wastewater systems needs to continue so they can be addressed in the future.

	Harriston	Palmerston	Clifford	Total
2015 Sewage Customers	840	1063	306	2,209
2016 Sewage Customers	835	1044	347	2,226

[illegible]

**That the 2017 budget proposed for Sewage Treatment and Distribution be approved.**

2017 OPERATING BUDGET					
Account	Description	2015	2016	2016	2017
		YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget
<b>Sanitary Sewer Overhead</b>					
10-5100-5020	AMP Grants	0.00	7,000.00	0.00	0.00
10-5100-5750	Other Revenue	2,973.91	0.00	5,947.82	0.00
	<b>Total Revenue</b>	<b>0.00</b>	<b>7,000.00</b>	<b>5,947.82</b>	<b>0.00</b>
1051-00-6010	Salaries & Wages - Full Time	89,515.65	72,800.00	91,698.36	75,006.00
1051-00-6020	Benefits - Full Time	24,643.79	16,640.00	26,585.06	16,972.80
1051-00-6040	Conferences & Meetings	2,888.95	2,500.00	1,177.16	2,500.00
1051-00-6050	Training	5,800.01	12,000.00	6,589.73	10,000.00
1051-00-6060	Mileage	119.88	250.00	0.00	250.00
1051-00-6070	Administrative Oversight	28,000.00	28,000.00	28,000.00	28,000.00
1051-00-6110	Legal Services	0.00	500.00	0.00	500.00
1051-00-6130	Certifications	455.00	500.00	1,082.66	500.00
1051-00-6140	AMP Consulting	0.00	10,000.00	2,172.78	5,000.00
1051-00-6150	Special Consulting	8,183.44	5,000.00	4,389.95	5,000.00
1051-00-6160	Professional Memberships	0.00	1,000.00	88.53	500.00
1051-00-6350	Cleaning Supplies	566.83	300.00	1,413.71	1,000.00
1051-00-6360	Washroom Supplies	82.42	500.00	0.00	500.00
1051-00-6410	Office Expenses	1,846.48	1,400.00	1,415.05	2,000.00
1051-00-6415	ePost Fees	53.94	500.00	0.00	250.00
1051-00-6450	Computer Software/Hardware	1,251.10	1,200.00	997.22	1,200.00
1051-00-6470	Principal Debt Repayments	0.00	5,750.00	0.00	5,750.00
1051-00-6480	Interest on Long Term Debt	0.00	3,252.00	0.00	3,252.00
1051-00-6510	Publications & Info Received	40.39	200.00	141.81	200.00
1051-00-6520	Advertising & Promotions	0.00	3,000.00	0.00	1,500.00
1051-00-6530	Telephone Services & Charges	894.02	1,800.00	1,018.09	1,200.00
1051-00-6540	Answering/Message System	0.00	0.00	0.00	0.00
1051-00-6600	VAC TRAILER-WW SHARE				
1051-00-6610	Fuel & Supplies	93.09	3,000.00	0.00	2,000.00
1051-00-6620	Repairs & Maintenance	0.00	3,500.00	239.77	2,500.00
1051-00-6630	Inspections & Licenses	34.61	0.00	0.00	0.00
1051-00-6690	Machine Time Allocation-\$15	-1,612.50	-36,000.00	-1,562.50	-36,000.00
1051-00-6700	Bad Debts - Sewer	0.00	0.00	0.00	0.00
1051-00-6710	Supplies	4,587.19	21,000.00	3,858.15	7,000.00
1051-00-6720	Equip Rep & Mtce	505.97	500.00	99.09	500.00
1051-00-6730	Safety Equipment	2,612.39	2,000.00	1,217.26	2,000.00
1051-00-6732	Safety Clothing	3,645.63	5,000.00	1,662.04	5,000.00
1051-00-6750	Transfers to Capital	-109,935.10	0.00	0.00	0.00
1051-00-6802	Transfers to Reserves	650,000.00	578,040.00	0.00	0.00
1051-00-6601	2015 NO TRUCK	0.00	0.00	0.00	0.00
1051-00-6611	Fuel & Supplies	0.00	0.00	0.00	0.00
1051-00-6621	Repairs & Maintenance	0.00	0.00	0.00	0.00
1051-00-6631	Inspections & Licenses	0.00	0.00	0.00	0.00
	Lease	0.00	0.00	0.00	0.00
1051-00-6691	Machine Time Allocation \$15	0.00	0.00	0.00	0.00
1051-00-6602	#20 BRIAN 2016 F150	0.00	0.00	0.00	0.00
1051-00-6612	Fuel & Supplies	0.00	0.00	0.00	0.00
1051-00-6622	Repairs & Maintenance	0.00	0.00	0.00	0.00
1051-00-6632	Inspections & Licenses	0.00	0.00	0.00	0.00
1051-00-6692	Machine Time Allocation \$15	0.00	0.00	0.00	-4,000.00

1051-00-6604	NEW 2016 #19 Ford F550 SPLIT with WATER	0.00	0.00	0.00	
1051-00-6614	Fuel & Supplies	0.00	0.00	0.00	1,800.00
1051-00-6624	Repairs & Maintenance	0.00	0.00	0.00	1,000.00
1051-00-6634	Inspections & Licenses	0.00	0.00	0.00	400.00
1051-00-6694	Machine Time Allocation \$15	-30,025.00	0.00	0.00	-36,000.00
1051-00-6605	#21 Ford BRIAN 2015 NOW WATER				
1051-00-6615	Fuel & Supplies	3,045.16	0.00	0.00	0.00
1051-00-6625	Repairs & Maintenance	350.84	0.00	0.00	0.00
1051-00-6635	Inspections & Licenses	0.00	0.00	0.00	0.00
1051-00-6695	Machine Time Allocation \$15	-2,400.00	0.00	0.00	0.00
1051-00-6606	#7 2013 F250				
1051-00-6616	Fuel & Supplies	1,365.39	4,200.00	3,603.70	4,200.00
1051-00-6626	Repairs & Maintenance	0.00	2,500.00	1,570.31	2,500.00
1051-00-6636	Inspections & Licenses	325.97	200.00	366.49	200.00
1051-00-6696	Machine Time Allocation \$15	-19,215.00	-36,000.00	-57,023.75	-36,000.00
1051-00-6607	#2 Ford 4x4 F250 - 2011				
1051-00-6617	Fuel & Supplies	2,969.30	0.00	0.00	0.00
1051-00-6627	Repairs & Maintenance	642.10	0.00	0.00	0.00
1051-00-6637	Inspections & Licenses	695.64	0.00	0.00	0.00
1051-00-6697	Machine Time Allocation \$15	-37,650.00	0.00	0.00	0.00
1051-00-6608	#8 Ford 4x4 F150 - 2015				
1051-00-6618	Fuel & Supplies	783.37	4,200.00	1,928.59	4,200.00
1051-00-6628	Repairs & Maintenance	345.33	2,500.00	71.22	2,500.00
1051-00-6638	Inspections & Licenses	235.14	200.00	127.14	200.00
1051-00-6698	Machine Time Allocation \$15	-14,350.00	-36,000.00	-44,668.75	-36,000.00
1051-00-6699	Machine Time Allocation \$15			-2,700.00	
	<b>Total Expenditure</b>	<b>606,103.60</b>	<b>675,132.00</b>	<b>65,100.65</b>	<b>49,080.80</b>
	<b>Excess Revenue over/under Expenditures</b>	<b>-606,103.60</b>	<b>-668,132.00</b>	<b>-59,152.83</b>	<b>-49,080.80</b>
	<b>Clifford Sewer System</b>				
1051-01-5010	Sanitary Sewer Billing Charge	196,851.97	178,000.00	159,210.79	230,000.00
1051-01-5020	Per Unit Charge	6,459.96	6,000.00	4,867.01	6,000.00
1051-01-5030	Vacant Minimum Bill	1,801.28	0.00	0.00	0.00
1051-01-5810	Sanitary Sewer Frontage Charge	6,051.02	0.00	0.00	0.00
1051-01-5850	Sanitary Sewer Other Revenue	357.33	1,000.00	0.00	1,000.00
1051-01-5860	Wellington North Sludge Fees	0.00	0.00	0.00	0.00
1051-01-5999	Transfer from Reserves	169,834.00	222,441.86	222,441.86	
	<b>Total Revenue</b>	<b>381,355.56</b>	<b>407,441.86</b>	<b>386,519.66</b>	<b>237,000.00</b>
1051-01-6010	Salaries & Wages - Full Time	16,641.08	35,000.00	14,400.80	37,500.00
1051-01-6011	Wages - Part Time	0.00	0.00	0.00	0.00
1051-01-6020	Benefits - Full Time	4,892.20	9,000.00	4,049.92	9,360.00
1051-01-6021	Benefits - Part Time	0.00	0.00	0.00	0.00
1051-01-6070	Administration Allocation				
1051-01-6071	Billing Services - Minto Hydro	0.00	0.00	0.00	0.00
1051-01-6140	Engineering Services	0.00	2,500.00	0.00	2,500.00
1051-01-6150	Special Consulting Services	460.67	500.00	0.00	500.00
1051-01-6210	Annual Insurance Coverage	2,399.44	3,000.00	2,493.40	3,000.00
1051-01-6220	Risk Management	0.00	5,000.00	0.00	1,000.00
1051-01-6280	Annual Property Taxes	28,192.28	30,000.00	14,096.00	30,000.00
1051-01-6310	Hydro/Heat	20,129.56	20,000.00	16,815.65	21,800.00

1051-01-6315	Water/Sewer			268.29	600.00
1051-01-6350	Cleaning Services	0.00	0.00	0.00	0.00
1051-01-6370	Grounds Maintenance	1,468.64	1,500.00	1,247.86	2,000.00
1051-01-6380	Building Maintenance	678.32	1,000.00	360.09	4,000.00
1051-01-6410	Safety Supplies	464.53	1,000.00	0.00	1,000.00
1051-01-6420	Interest on Deposits	0.00	500.00	0.00	500.00
1051-01-6470	Principal Debt Repayments	0.00	13,250.00	0.00	13,250.00
1051-01-6480	Interest on Long Term Debt	0.00	7,981.19	280.42	7,981.19
1051-01-6482	Accrued Interest on LT Debt	1,306.49	0.00	0.00	0.00
1051-01-6520	Long Term Debt Repayments	0.00	0.00	0.00	0.00
1051-01-6560	Alarm System		0.00		0.00
1051-01-6580	Machine Time Charge from Roads	16,556.25	14,000.00	21,887.50	14,000.00
<b>LAGOON SYSTEM</b>					
1051-01-6610	Fuel & Supplies	203.68	1,300.00	0.00	750.00
1051-01-6620	Repairs & Maintenance	6,778.54	15,000.00	4,072.08	15,000.00
1051-01-6630	Inspections & Licenses	797.84	0.00	613.49	0.00
1051-01-6640	Rental Equipment	54.95	500.00	0.00	250.00
1051-01-6650	Wastewater Testing	2,889.04	3,000.00	4,802.97	3,000.00
1051-01-6660	Wastewater Treatment	5,429.47	6,000.00	5,303.26	6,000.00
1051-01-6670	Centre-Wellington Service Charges	302.68	0.00	0.00	0.00
1051-01-6680	Sludge Removal		3,200.00	2,849.28	3,200.00
<b>SANITARY SEWER PUMPS</b>					
1051-01-6710	Fuel & Supplies	0.00	0.00	0.00	0.00
1051-01-6720	Repairs & Maintenance	1,213.96	4,000.00	1,195.68	5,090.00
1051-01-6730	Inspections	0.00	0.00	0.00	0.00
1051-01-6740	Rental Equipment	0.00	0.00	0.00	0.00
1051-01-6750	Transfer to Capital	0.00	0.00	0.00	0.00
1051-01-6802	Transfer to Reserve	0.00	0.00	0.00	30,858.54
<b>SANITARY SEWER MAINS</b>					
1051-01-6810	Supplies	620.32	1,500.00	493.72	1,500.00
1051-01-6820	Repairs & Maintenance	2,510.93	1,000.00	0.00	1,000.00
1051-01-6830	Inspections/Camera	676.70	3,000.00	0.00	3,000.00
1051-01-6840	Rental Equipment	0.00	2,000.00	0.00	2,000.00
1051-01-6850	Minto Street Sewer Town Share	0.00	0.00	0.00	0.00
1051-01-6860	Contractor/Sublet	0.00	0.00	0.00	0.00
	<b>Total Expenditure</b>	<b>114,667.57</b>	<b>184,731.19</b>	<b>95,230.41</b>	<b>220,639.73</b>
<b>Excess Revenue over/under Expenditures</b>		<b>266,687.99</b>	<b>222,710.67</b>	<b>291,289.25</b>	<b>16,360.27</b>
<b>Harriston Sewer System</b>					
1051-02-5010	Sanitary Sewer Billing Charge	630,245.73	605,000.00	508,726.24	740,000.00
1051-02-5020	Per Unit Charge	14,047.40	16,800.00	14,265.99	16,800.00
1051-02-5030	Vacant Minimum Bill	3,035.53	0.00	0.00	0.00
1051-02-5810	Sanitary Sewer Surcharge	0.00	0.00	0.00	0.00
1051-02-5850	Sanitary Sewer Other Revenue	1,080.00	1,000.00	-20.00	1,000.00
1051-02-5999	Transfers from Reserves	60,037.06	84,291.84	84,294.84	
	<b>Total Revenue</b>	<b>708,445.72</b>	<b>707,091.84</b>	<b>607,267.07</b>	<b>757,800.00</b>
1051-02-6010	Salaries & Wages - Full Time	36,985.09	46,800.00	37,725.67	48,847.00
1051-02-6011	Wages - Part Time	0.00	0.00	0.00	0.00
1051-02-6020	Benefits - Full Time	10,717.08	12,480.00	10,607.03	12,729.60
1051-02-6021	Benefits - Part Time	0.00	0.00	0.00	0.00
1051-02-6070	Administration Allocation	0.00	0.00	0.00	0.00
1051-02-6071	Billing Services - Minto Hydro	0.00	0.00	0.00	0.00
1051-02-6140	Engineering Services	0.00	3,500.00	16,401.00	3,500.00
1051-02-6150	Special Consulting Services	460.67	1,000.00	551.19	1,000.00
1051-02-6210	Annual Insurance Coverage	4,144.48	4,500.00	4,306.77	4,500.00
1051-02-6220	Risk Management	458.88	5,000.00	0.00	1,000.00
1051-02-6280	Annual Property Taxes	13,585.50	14,000.00	6,791.00	14,000.00
1051-02-6310	Hydro/Heat	82,329.32	73,000.00	57,556.51	81,160.00



1051-02-6315	Water/Sewer			286.91	600.00
1051-02-6350	Cleaning Supplies	0.00	0.00	0.00	0.00
1051-02-6370	Grounds Maintenance-Summer	2,152.54	2,000.00	2,931.52	3,000.00
1051-02-6380	Building Maintenance	5,970.71	500.00	1,067.12	500.00
1051-02-6410	Office Supplies	97.57	500.00	0.00	1,000.00
1051-02-6420	Interest on Deposits	0.00	0.00	0.00	0.00
1051-02-6460	Alarm System	2,196.16	2,000.00	3,823.22	2,000.00
1051-02-6470	Principal Debt Repayments	165,742.92	172,268.78	24,080.00	179,161.52
1051-02-6480	Interest on Long Term Debt	76,910.53	70,132.39	7,584.78	63,063.81
1051-02-6482	Accrued Interest on Long Term Debt	-1,444.55	0.00	0.00	0.00
1051-02-6580	Machine Time Charge for Roads	36,241.25	14,000.00	45,192.50	14,000.00
<b>LAGOON SYSTEM</b>					
1051-02-6610	Fuel & Supplies	1,325.79	1,000.00	676.41	1,000.00
1051-02-6620	Repairs & Maintenance	19,987.24	12,000.00	9,684.43	12,000.00
1051-02-6630	Inspections & Licences	0.00	0.00	0.00	0.00
1051-02-6640	Rental Equipment	0.00	500.00	1,447.08	500.00
1051-02-6650	Wastewater Testing	4,467.91	4,000.00	8,281.09	6,000.00
1051-02-6660	Wastewater Treatment	20,827.92	20,000.00	10,772.83	20,000.00
1051-02-6670	Centre-Well Service Charges	302.68	0.00	0.00	0.00
1051-02-6680	Sludge Removal	0.00	3,200.00	2,849.28	3,200.00
<b>SANITARY SEWER PUMPS</b>					
1051-02-6720	Repairs & Maintenance	18,754.71	3,000.00	4,102.96	5,000.00
1051-02-6730	Inspections	0.00	1,000.00	372.23	1,000.00
1051-02-6740	Equipment Rental	0.00	1,500.00	0.00	1,500.00
1051-02-6750	Transfers to Capital	0.00	0.00	0.00	0.00
1051-02-6802	Transfers to Reserves	0.00	0.00	0.00	244,677.80
<b>SANITARY SEWER MAINS</b>					
1051-02-6810	Supplies	1,981.47	1,000.00	894.73	1,000.00
1051-02-6820	Repairs & Maintenance	5,655.05	5,000.00	975.86	5,000.00
1051-02-6830	Inspections/Camera	4,763.65	6,000.00	5,403.18	6,000.00
1051-02-6840	Equipment Rental	0.00	1,500.00	39.58	1,500.00
1051-02-6845	Flood Control Expenses	0.00	3,000.00	0.00	3,000.00
	<b>Total Expenditure</b>	<b>514,614.57</b>	<b>484,381.17</b>	<b>264,404.88</b>	<b>741,439.73</b>
<b>Excess Revenue over/under Expenditures</b>		<b>193,831.15</b>	<b>222,710.67</b>	<b>342,862.19</b>	<b>16,360.27</b>
<b>Palmerston Sewer System</b>					
1051-03-5010	Sanitary Sewer Billing Charge	798,325.39	825,000.00	519,864.23	870,000.00
1051-03-5020	Per Unit Charge	22,365.27	5,000.00	17,854.09	5,000.00
1051-03-5030	Vacant Minimum Bill	4,829.41	1,500.00	0.00	1,500.00
1051-03-5126	Sanitary Rodding Charge	0.00	0.00	0.00	0.00
1051-03-5810	Sanitary Sewer Surcharge	1,600.00	0.00	0.00	0.00
1051-03-5850	Sanitary Sewer Other Revenue	6,750.00	1,500.00	54.00	1,500.00
1051-03-5870	Palm Sewer - Tfrs from Capital	0.00	0.00	0.00	0.00
1051-03-5998	Transfers from Reserves	0.00	27,966.67	0.00	
	<b>Total Revenue</b>	<b>833,870.07</b>	<b>860,966.67</b>	<b>537,772.32</b>	<b>878,000.00</b>
1051-03-6010	Salaries & Wages - Full Time	59,958.39	67,600.00	45,019.37	71,174.00
1051-03-6011	Wages - Part Time	0.00	0.00	0.00	0.00
1051-03-6020	Benefits - Full Time	17,711.87	18,720.00	12,696.77	19,094.40
1051-03-6021	Benefits - Part Time	0.00	0.00	0.00	0.00
1051-03-6070	Administration Allocation	0.00	0.00	0.00	0.00
1051-03-6071	Billing Services - Minto Hydro	0.00	0.00	0.00	0.00
1051-03-6140	Engineering Services	2,046.27	5,000.00	3,553.64	7,500.00
1051-03-6150	Special Consulting Services	460.67	1,500.00	0.00	1,500.00
1051-03-6210	Annual Insurance Coverage	4,362.60	4,800.00	4,533.43	4,800.00
1051-03-6220	Risk Management	960.00	5,000.00	0.00	5,000.00
1051-03-6280	Annual Property Taxes	4,312.18	4,500.00	2,156.00	4,500.00

1051-03-6310	Hydro/Water	86,743.82	56,000.00	56,052.39	65,000.00
1051-03-6315	Water/Sewer			28,545.00	33,000.00
1051-03-6320	Heat	0.00	0.00	0.00	0.00
1051-03-6350	Cleaning Supplies	0.00	0.00	0.00	0.00
1051-03-6370	Grounds Maintenance - Winter	5,240.53	3,000.00	1,950.14	3,000.00
1051-03-6380	Building Maintenance	841.41	1,000.00	347.20	1,000.00
1051-03-6410	Office Supplies	734.10	700.00	0.00	500.00
1051-03-6420	Interest on Deposits	0.00	0.00	0.00	0.00
1051-03-6460	Alarm System	1,955.13	1,400.00	1,465.53	2,000.00
1051-03-6470	Principal Debt Repayments	105,000.00	117,986.84	109,736.84	141,557.57
1051-03-6480	Interest on Long Term Debt	38,365.00	38,655.87	33,877.68	37,932.18
1051-03-6482	Accrued Interest on LT DEI	-275.22	0.00	0.00	0.00
1051-03-6560	Alarm System	0.00	0.00	0.00	0.00
1051-03-6580	Machine Time Charge from Roads	53,111.25	46,000.00	48,056.25	46,000.00
1051-03-6590	Installation Sewer Services	0.00	0.00	0.00	0.00
1051-03-6610	Fuel & Supplies	1,175.02	2,500.00	634.20	1,500.00
1051-03-6620	Repairs & Maintenance	19,362.85	30,000.00	25,233.22	30,000.00
1051-03-6630	Inspections & Licenses			613.49	
1051-03-6640	Rental Equipment	797.83	1,000.00	0.00	1,000.00
1051-03-6650	Wastewater Testing	7,577.66	10,000.00	10,485.79	10,000.00
1051-03-6660	Wastewater Treatment	16,273.66	20,000.00	10,512.05	20,000.00
1051-03-6670	Centre-Wellington Service Charges	-6,789.39	0.00	0.00	0.00
1051-03-6680	Sludge Removal	13,385.51	18,000.00	18,214.72	22,000.00
1051-03-6720	Repairs & Maintenance	2,455.20	5,000.00	839.52	5,000.00
1051-03-6740	Sewer Equipment Rental	0.00	0.00	0.00	0.00
1051-03-6750	Palm Sewers-Tfrs to Capital	0.00	0.00	0.00	0.00
1051-03-6802	Transfers to Reserves	247,802.05	166,393.29	138,426.62	315,081.58
<b>SANITARY SEWER MAINS</b>					
1051-03-6810	Supplies	2,164.26	2,500.00	1,465.69	2,500.00
1051-03-6820	Repairs & Maintenance	5,450.20	7,000.00	6,872.61	7,000.00
1051-03-6830	Inspections/Camera	13.10	2,000.00	824.53	2,000.00
1051-03-6840	Rental Equipment	0.00	0.00	0.00	0.00
1051-03-6860	Contractor/Sublet	0.00	2,000.00	0.00	2,000.00
	<b>Total Expenditure</b>	<b>691,195.95</b>	<b>638,256.00</b>	<b>562,112.68</b>	<b>861,639.73</b>
<b>Excess Revenue over/under Expenditures</b>		<b>142,674.12</b>	<b>222,710.66</b>	<b>-24,340.36</b>	<b>16,360.26</b>



## Budget by Service

Department Name: Public Works

Budget Code: 1053

Staff:

Section: Water Treatment and Distribution

FTE: ORO Wayne Metzger

### Responsibility:

Cost recovery budget for water treatment and distribution in Minto Pines, Clifford, Harriston and Palmerston. Includes debt servicing for past capital projects and reserve contributions for capital asset management. The budget is net 0 to the tax rate

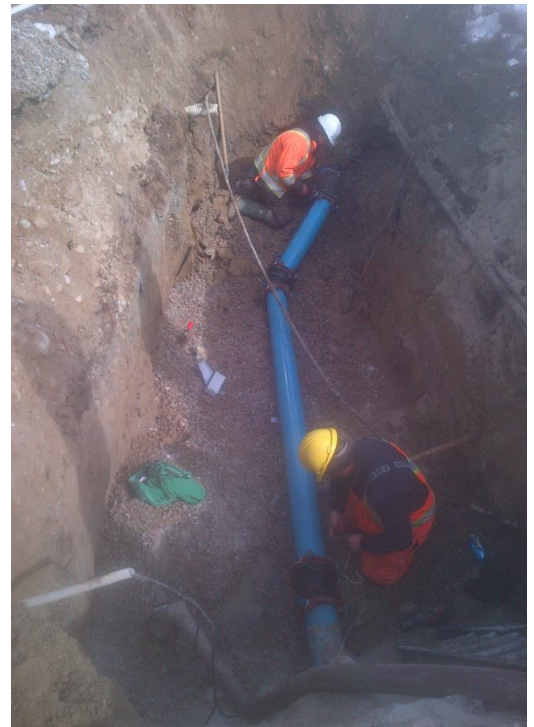
Operating Budget Summary					
Waterworks Overhead					
2016 Budget					\$0
Past & Projected (1%)		0.01			
2015	2016	2017	2018	2019	
\$0	\$0	\$ -	\$ -	\$ -	
Budget Initiatives					
1. Decrease Grant Transfer					\$5,000
2. Increase Wages & Benefits					\$4,027
3. Increase in Operating Expenses					\$2,155
4. Increase in Vehicle revenue					-\$79,000
5.3 Decrease contributions to reserves					-\$50,616
<b>Proposed Changes to 2017 Budget</b>					<b>-\$118,434</b>
<b>Reserve offset</b>					<b>\$0</b>

The following shows net impact on reserves of the waterworks overhead budget.

	Revenues	Expenses	Net (Reserves/Capital)		
2015	\$ -	\$ 293,451	\$ 293,451		
2016	\$ 5,000	\$ 274,181	\$ 269,181		
2017	\$ -	\$ 201,363	\$ 201,363		
2018					
2019					

The positive figures illustrates that this function uses reserve funds to operate or draws on operations reserves.

There is a \$110,796 principal and interest payment in this budget for water meters.



Operating Budget Summary					
Clifford Water System					
2016 Budget					\$0
Past & Projected (1%)		0.01			
2015	2016	2017	2018	2019	
\$0	\$0	\$ -	\$ -	\$ -	
Budget Initiatives					
1. Increase Wages & Benefits					\$2,388
2. Increase in Utilities					\$2,040
3. Reduction in Operating Expenses					-\$190
4. Decrease to Debt Servicing					-\$2,596
5. Increase in revenue					-\$50,000
6. Decrease in contributions from reserves					\$91,579
Proposed Changes to 2017 Budget					\$43,221
Reserve offset					\$0

The following shows net impact on reserves of the Clifford Water budget.

	Revenues	Expenses	Net (Reserves/Capital)			
2015	\$ 213,992	\$ 294,609	\$ 80,617			
2016	\$ 166,000	\$ 301,583	\$ 135,583			
2017	\$ 216,000	\$ 303,225	\$ 87,225			
2018						
2019						

The positive figures illustrates that this function uses reserve funds to operate or draws on water reserves.

There is a \$114,159 principal and interest payment in this budget.



Operating Budget Summary					
Harriston Water System					
2016 Budget					\$0
Past & Projected (1%)		0.01			
2015	2016	2017	2018	2019	
\$0	\$0	\$ -	\$ -	\$ -	
Budget Initiatives					
1. Increase Wages & Benefits					\$3,245
2. Increase in Utilities					\$2,880
3. Decrease to Debt Servicing					-\$15,119
4. Increase in revenue					-\$140,000
5. Increase in contributions to reserves					\$192,214
Proposed Changes to 2017 Budget					\$43,220
Reserve offset					\$0

The following shows net impact on reserves of the Harriston Water budget.

	Revenues	Expenses	Net (Reserves/Capital)		
2015	\$ 595,612	\$ 356,769	-\$ 238,843		
2016	\$ 471,800	\$ 342,024	-\$ 129,776		
2017	\$ 611,800	\$ 333,031	-\$ 278,769		
2018					
2019					

The negative figures illustrates that this function contributes to the reserve fund.

There is a \$26,990 principal and interest payment in this budget.





<b>Operating Budget Summary</b>					
<b>Palmerston Water System</b>					
2016 Budget					<b>\$0</b>
<b>Past &amp; Projected (1%)</b>		0.01			
<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	
\$0	\$0	\$ -	\$ -	\$ -	
<b>Budget Initiatives</b>					
1. Increase Wages & Benefits					\$2,869
2. Increase in Utilities					\$3,024
3. Increase to Debt Servicing					\$19,054
4. Increase in revenue					-\$60,000
6. Increase in contributions to reserves					\$84,510
<b>Proposed Changes to 2017 Budget</b>					<b>\$49,457</b>
<b>Reserve offset</b>					<b>\$0</b>

The following shows net impact on reserves of the Palmerston Water budget.

	<b>Revenues</b>	<b>Expenses</b>	<b>Net (Reserves/Capital)</b>		
<b>2015</b>	\$ 771,356	\$ 266,858	-\$ 504,498		
<b>2016</b>	\$ 667,400	\$ 292,516	-\$ 374,884		
<b>2017</b>	\$ 727,400	\$ 317,463	-\$ 409,937		
<b>2018</b>					
<b>2019</b>					

The negative figures illustrates that this function contributes to the reserve fund.

There is a \$29,914 principal and interest payment in this budget.



<b>Operating Budget Summary</b>					
<b>Minto Pines Water System</b>					
2016 Budget					<b>\$0</b>
<b>Past &amp; Projected (1%)</b>		0.01			
<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	
\$0	\$0	\$ -	\$ -	\$ -	
<b>Budget Initiatives</b>					
1. Increase Wages & Benefits					\$1,230
2. Increase in Utilities					\$480
3. Increase in Operating Expenses					\$5,300
4. Increase in revenue					-\$4,500
5. Increase in contributions from reserves					-\$2,510
<b>Proposed Changes to 2017 Budget</b>					<b>\$0</b>
<b>Reserve offset</b>					<b>\$0</b>

The following shows net impact on reserves of the Minto Pines Water budget.

	Revenues	Expenses	Net (Reserves/Capital)		
2015	\$ 19,634	\$ 57,300	\$ 37,666		
2016	\$ 17,000	\$ 59,325	\$ 42,325		
2017	\$ 21,500	\$ 66,334	\$ 44,834		
2018					
2019					

The positive figures illustrates that this function uses reserve funds to operate.

There are no principal and interest payments in this budget.



### Proposed 2017 Budget

**\$0**

### Budget to Actual Issues

Water operation wages are in line with budget but the time spent on supervising the water rate analysis continues to be an impact. Changes will be made moving forward to ensure more accuracy in documenting vehicles and equipment times.

### Issues for 2017 and Beyond

Reviewed water rates in June of 2016 and made rate adjustments but an additional water rate review would be required in 2017 to ensure a full cost recovery.

### Service Measures

	Harriston	Palmerston	Clifford	Minto Pines	Total
2015 Water Customers	851	1084	337	34	2,306
2016 Water Customers	846	1105	368	34	2,353

The followings shows the net impact of all water budgets on reserves as well as the current debt entered for each system.

	Overhead	Clifford	Harriston	Palmerston	Minto Pines	Net (Reserves/Capital)		
2015	\$ 293,451	\$ 80,617	-\$ 238,843	-\$ 504,495	\$ 37,666	-\$ 331,604		
2016	\$ 261,181	\$ 135,583	-\$ 129,776	-\$ 374,884	\$ 42,325	-\$ 65,571		
2017	\$ 201,363	\$ 87,225	-\$ 278,769	-\$ 409,935	\$ 44,834	-\$ 355,282		
2018						\$ -		
2019						\$ -		
	Debt							
2017	\$ 110,769	\$ 114,159	\$ 26,990	\$ 29,914	\$ -	\$ 281,832		
2018								
2019								

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**C.A.O. Clerk and Public Works Director Recommendation**

That the 2017 budget proposed for Water Treatment and Distribution be approved.

2017 OPERATING BUDGET						
Account	Description	2015 YTD Actual	2016 Budget	2016 Sept YTD Actual	2017 Budget	Budget Change
<b>Waterworks Overhead</b>						
1053-00-5020	AMP Grants	0.00	5,000.00	0.00	0.00	-5,000.00
1053-00-5060	Water Capital Contributions	0.00	0.00	0.00	0.00	0.00
1053-00-5730	Interest on Overdue Accounts	21,648.35	0.00	14,957.88	0.00	0.00
1053-00-5810	Source Water Protection Grants	54,874.00	0.00	0.00	0.00	0.00
1053-00-5850	Other Water Revenue	3,260.57	0.00	6,148.03	0.00	0.00
						0.00
	<b>Total Revenue</b>	<b>79,782.92</b>	<b>5,000.00</b>	<b>21,105.91</b>	<b>0.00</b>	
1053-00-6010	Salaries & Wages - Full Time	133,515.51	125,400.00	120,389.32	128,658.00	3,258.00
1053-00-6011	Wages - Part Time	0.00	1,100.00	0.00	1,100.00	0.00
1053-00-6012	Salaries - DWQMS	0.00	2,000.00	0.00	2,000.00	0.00
1053-00-6013	Salaries & Wages - Lead testing	0.00	3,000.00	0.00	3,060.00	60.00
1053-00-6014	Salaries & Wages - Locates	1,144.02	2,000.00	804.00	2,040.00	40.00
1053-00-6020	Benefits - Full Time	36,723.50	33,440.00	37,213.55	34,108.80	668.80
1053-00-6021	Benefits - Part Time	0.00	300.00	0.00	300.00	0.00
1053-00-6022	Benefits - DWQMS	0.00	2,550.00	0.00	2,550.00	0.00
1053-00-6023	Benefits - Lead Testing	0.00	850.00	0.00	850.00	0.00
1053-00-6040	Conferences & Meetings	6,237.93	4,000.00	2,271.81	4,000.00	0.00
1053-00-6050	Training	7,138.88	21,000.00	3,510.30	21,000.00	0.00
1053-00-6060	Mileage	433.35	1,000.00	62.02	1,000.00	0.00
1053-00-6070	Administrative Oversight	26,500.00	26,500.00	26,500.00	26,500.00	0.00
1053-00-6110	Legal Services	1,109.76	3,000.00	23.19	3,000.00	0.00
1053-00-6130	Certifications	255.00	1,400.00	863.17	1,400.00	0.00
1053-00-6140	PSAB Consulting	4,830.14	10,000.00	4,376.64	10,000.00	0.00
1053-00-6145	DWQMS Financial Plan	8,767.48	7,000.00	9,778.13	7,000.00	0.00
1053-00-6150	Consulting - DWQMS	3,165.57	3,000.00	3,133.22	3,000.00	0.00
1053-00-6152	Internal Auditing - DWQMS	1,450.08	3,000.00	0.00	3,000.00	0.00
1053-00-6154	Permits/Accreditation - DWQMS	4,820.99	0.00	0.00	0.00	0.00
1053-00-6160	Professional Memberships	1,053.71	800.00	961.95	1,000.00	200.00
1053-00-6350	Cleaning Supplies	1,176.45	500.00	983.69	500.00	0.00
1053-00-6360	Water Meters	1,801.06	2,000.00	0.00	2,000.00	0.00
1053-00-6370	Water Meters - R & M	1,471.34	3,000.00	0.00	3,000.00	0.00
1053-00-6410	Office Expenses	4,724.72	4,000.00	4,109.09	4,000.00	0.00
1053-00-6415	ePost Fees	53.94	700.00	0.00	700.00	0.00
1053-00-6420	Credit Bureau Charges	7,365.62	1,000.00	1,377.26	1,000.00	0.00
1053-00-6450	Computer Hardware/Software	0.00	0.00	0.00	1,500.00	1,500.00
1053-00-6470	Meter Debenture - Principal	0.00	92,500.00	92,500.00	92,500.00	0.00
1053-00-6480	Meter Construction Financing	7,723.84	20,441.08	20,441.08	18,296.17	-2,144.91
1053-00-6482	Accrued Interest on Long Term Debt	13,838.59	600.00	0.00	600.00	0.00
1053-00-6510	Publications & Info Received	40.40	1,500.00	347.52	1,500.00	0.00
1053-00-6520	Advertising & Promotions	4,555.10	2,500.00	3,379.27	2,500.00	0.00
1053-00-6530	Telephone Services & Charges	1,585.56	0.00	1,214.77	0.00	0.00
1053-00-6540	Answering/Message System	0.00	0.00	954.88	1,600.00	1,600.00
1053-00-6550	Ground Water Mgt Study	0.00	0.00	0.00	0.00	0.00
1053-00-6560	Water Testing - Non-Municipal	0.00	0.00	0.00	0.00	0.00

2017 OPERATING BUDGET						
Account	Description	2015	2016	2016	2017	
		YTD Actual	Budget	Sept YTD Actual	Budget	Budget Change
1053-00-6610	Fuel & Supplies	3,222.95	4,000.00	2,279.33	4,000.00	0.00
1053-00-6620	Repairs & Maintenance	1,009.60	2,500.00	336.92	2,500.00	0.00
1053-00-6630	Inspections & Licenses	235.14	200.00	127.14	200.00	0.00
1053-00-6690	Machine Time Allocation \$15	-58,612.50	-32,000.00	-38,940.00	-40,000.00	-8,000.00
						0.00
1053-00-6601	#12 2013 Ford F150					0.00
1053-00-6611	Fuel & Supplies	3,454.64	3,000.00	2,141.65	3,000.00	0.00
1053-00-6621	Repairs & Maintenance	552.64	3,000.00	1,384.15	3,000.00	0.00
1053-00-6631	Inspections & Licenses	171.58	100.00	127.14	100.00	0.00
	Lease					0.00
1053-00-6691	Machine Time Allocation \$15	-45,150.00	-34,000.00	-32,880.00	-34,000.00	0.00
						0.00
1053-00-6602	#20 2016 Ford F150 BRIAN					0.00
1053-00-6612	Fuel & Supplies	2,201.08	0.00	0.00	0.00	0.00
1053-00-6622	Repairs & Maintenance	0.00	0.00	0.00	0.00	0.00
1053-00-6632	Inspections & Licenses	0.00	0.00	0.00	0.00	0.00
1053-00-6692	Machine Time Allocation \$15	-36,225.00	0.00	0.00	-15,000.00	-15,000.00
						0.00
1053-00-6603	#26 2004 Ford F350 TO BE SOLD					0.00
1053-00-6613	Fuel & Supplies	1,313.00	2,000.00	1,076.54	0.00	-2,000.00
1053-00-6623	Repairs & Maintenance	1,638.67	1,600.00	0.00	0.00	-1,600.00
1053-00-6633	Inspections & Licenses	201.20	400.00	15.26	0.00	-400.00
1053-00-6693	Machine Time Allocation \$15	-18,358.75	-20,000.00	-11,565.00	0.00	20,000.00
						0.00
1053-00-6604	NEW 2016 #19 Ford F550 SPLIT with SEWERS					0.00
1053-00-6614	Fuel & Supplies	0.00	0.00	0.00	2,000.00	2,000.00
1053-00-6624	Repairs & Maintenance	0.00	0.00	0.00	1,600.00	1,600.00
1053-00-6634	Inspections & Licenses	0.00	0.00	0.00	400.00	400.00
1053-00-6694	Machine Time Allocation \$15	0.00	0.00	0.00	-46,000.00	-46,000.00
1053-00-6605	#21 2013 Ford F150 BRIAN					0.00
1053-00-6615	Fuel & Supplies	254.40	4,000.00	1,993.19	4,000.00	0.00
1053-00-6625	Repairs & Maintenance	-42.20	2,500.00	166.11	2,500.00	0.00
1053-00-6635	Inspections & Licenses	108.00	100.00	127.48	100.00	0.00
1053-00-6695	Machine Time Allocation \$15	-6,870.00	-32,000.00	-42,097.50	-50,000.00	-18,000.00
						0.00
1053-00-6606	#18 2005 Silverado DARRELL					0.00
1053-00-6616	Fuel & Supplies	2,919.95	3,500.00	1,351.95	0.00	-3,500.00
1053-00-6626	Repairs & Maintenance	128.14	1,000.00	1,356.94	0.00	-1,000.00
1053-00-6636	Inspections & Licenses	224.97	200.00	7.00	0.00	-200.00
1053-00-6696	Machine Time Allocation \$15	-30,725.00	-24,000.00	-17,600.00	0.00	24,000.00
						0.00
1053-00-6607	Vac Trailer - Water Share					0.00
1053-00-6617	Fuel & Supplies	0.00	3,000.00	119.71	2,000.00	-1,000.00
1053-00-6627	Repairs & Maintenance	23.05	3,500.00	117.88	2,500.00	-1,000.00
1053-00-6637	Inspections & Licenses	34.61	0.00	0.00	0.00	0.00
1053-00-6697	Machine Time Allocation \$15	-1,250.00	-36,000.00	-1,212.50	-36,000.00	0.00
						0.00
1053-00-6609	#24 2016 FORD F250					0.00
1053-00-6619	Fuel & Supplies	0.00	0.00	500.78	3,500.00	3,500.00
1053-00-6629	Repairs & Maintenance	0.00	0.00	0.00	1,000.00	1,000.00
1053-00-6639	Inspections & Licenses	0.00	0.00	127.14	200.00	200.00
1053-00-6699	Machine Time Allocation \$15	0.00	0.00	-2,700.00	-34,000.00	-34,000.00



2017 OPERATING BUDGET						
Account	Description	2015	2016	2016	2017	
		YTD Actual	Budget	Sept YTD Actual	Budget	Budget Change
1053-00-6700	Bad Debts - Water	172.45	2,000.00	2,376.77	2,000.00	0.00
1053-00-6710	Supplies	32,671.94	30,000.00	12,917.89	30,000.00	0.00
1053-00-6720	Equipment Repairs & Equipment	1,958.82	0.00	853.21	1,000.00	1,000.00
1053-00-6730	Safety Equipment	2,836.31	3,000.00	587.45	3,000.00	0.00
1053-00-6732	Safety Clothing	1,635.85	2,500.00	323.26	2,500.00	0.00
1053-00-6750	Transfers to Capital	85,677.21	0.00	0.00	0.00	0.00
1053-00-6800	Transfers to Reserves	490,000.00	50,616.00	0.00		-50,616.00
1053-00-6810	Transfer to Building Dept.	0.00	0.00	0.00	0.00	0.00
	<b>Total Expenditure</b>	<b>716,895.29</b>	<b>324,797.08</b>	<b>218,614.75</b>	<b>201,362.97</b>	
	<b>Excess Revenue over/under Expenditures</b>	<b>-637,112.37</b>	<b>-319,797.08</b>	<b>-197,508.84</b>	<b>-201,362.97</b>	
	<b>Clifford Waterworks System</b>					0.00
1053-01-5810	Water Service Fees	112,575.91	158,000.00	487.50	0.00	-158,000.00
1053-01-5820	Per Unit Charges	5,940.92	6,000.00	4,837.01	6,000.00	0.00
1053-01-5830	Vacant Minimum Bill	1,689.41	0.00	0.00	0.00	0.00
1053-01-5840	Metered Service Fees	63,147.43	0.00	141,809.46	200,000.00	200,000.00
1053-01-5850	Other Revenue	15,418.82	2,000.00	15,245.15	10,000.00	8,000.00
1053-01-5870	Cliff Water - Tfrs from Capital	0.00	0.00	0.00	0.00	0.00
1053-01-5999	Transfers from Reserves	349,381.92	245,924.55	245,924.55	154,345.53	-91,579.02
	<b>Total Revenue</b>	<b>548,154.41</b>	<b>411,924.55</b>	<b>408,303.67</b>	<b>370,345.53</b>	
1053-01-6010	Salaries & Wages - Full Time	65,490.95	63,110.00	51,004.30	65,122.20	2,012.20
1053-01-6011	Wages - Part Time	399.36	2,200.00	0.00	2,200.00	0.00
1053-01-6020	Benefits - Full Time	18,583.11	18,810.00	14,355.72	19,186.20	376.20
1053-01-6021	Benefits - Part Time	46.87	350.00	0.00	350.00	0.00
1053-01-6070	Administration Allocation	0.00	0.00	0.00	0.00	0.00
1053-01-6071	Billing Services - Minto Hydro	0.00	0.00	0.00	0.00	0.00
1053-01-6140	Engineering Services	166.69	4,000.00	925.29	4,000.00	0.00
1053-01-6150	Special Consulting Services	11,198.08	7,000.00	5,441.81	7,000.00	0.00
1053-01-6210	Annual Insurance Coverage	2,399.44	3,000.00	2,493.40	3,000.00	0.00
1053-01-6220	Risk Management	0.00	1,000.00	112.17	1,000.00	0.00
1053-01-6280	Annual Property Taxes	624.13	1,000.00	312.00	1,000.00	0.00
1053-01-6310	Hydro Charges	18,226.57	17,000.00	9,553.48	19,040.00	2,040.00
1053-01-6350	Cleaning Supplies	0.00	100.00	0.00	100.00	0.00
1053-01-6360	Water Meters	1,006.38	1,000.00	0.00	1,000.00	0.00
1053-01-6370	Grounds Maintenance	2,053.86	2,190.71	1,740.29	2,000.00	-190.71
1053-01-6380	Building Maintenance	342.39	100.00	0.00	100.00	0.00
1053-01-6460	Alarm System	4,622.95	3,200.00	3,287.67	3,200.00	0.00

2017 OPERATING BUDGET						
Account	Description	2015	2016	2016	2017	
		YTD Actual	Budget	Sept YTD Actual	Budget	Budget Change
1053-01-6470	Principal Debt Repayments	58,685.77	65,236.04	59,736.04	65,403.68	167.64
1053-01-6480	Interest on Long Term Debt	20,964.42	21,520.60	18,737.05	18,756.46	-2,764.14
10-5301-6482	Accured Interest ON LT DEI	-4,360.41	0.00	0.00	0.00	0.00
1053-01-6580	Machine Time Charge from Road	47,707.50	35,000.00	38,415.00	35,000.00	0.00
<b>1053-01-6600</b>	<b>Pump House Operation</b>					0.00
1053-01-6610	Fuel & Supplies	0.00	366.00	18.32	366.00	0.00
1053-01-6620	Repairs & Maintenance	5,806.35	14,000.00	4,853.77	14,000.00	0.00
1053-01-6640	Equipment Rental	0.00	400.00	0.00	400.00	0.00
1053-01-6650	Water Sampling	7,472.24	10,000.00	9,199.65	10,000.00	0.00
1053-01-6655	Water Testing -Lead	0.00	1,000.00	0.00	1,000.00	0.00
1053-01-6660	Water Treatment	5,005.46	10,000.00	4,366.74	10,000.00	0.00
<b>1053-01-6700</b>	<b>Standpipe/Tower</b>					0.00
1053-01-6710	Supplies	0.00	500.00	29.24	500.00	0.00
1053-01-6720	Repairs & Maintenance	0.00	500.00	0.00	500.00	0.00
1053-01-6730	Inspections	0.00	0.00	0.00	0.00	0.00
1053-01-6740	Rental Equipment	0.00	500.00	0.00	500.00	0.00
1053-01-6750	Cliff Water - Tfrs to Capital	0.00	0.00	0.00	0.00	0.00
<b>1053-01-6800</b>	<b>Water Mains</b>					0.00
1053-01-6810	Supplies	1,249.31	3,000.00	26.08	3,000.00	0.00
1053-01-6820	Repairs & Maintenance	768.79	10,000.00	5,187.82	10,000.00	0.00
1053-01-6840	Contractor/Rental Equipment	0.00	1,000.00	0.00	1,000.00	0.00
<b>1053-01-6900</b>	<b>Hydrants</b>					0.00
1053-01-6910	Supplies	167.69	3,500.00	266.55	3,500.00	0.00
1053-01-6920	Repairs & Maintenance	0.00	1,000.00	0.00	1,000.00	0.00
1053-01-6802	Transfers to Reserves	0.00	0.00	0.00	0.00	0.00
	<b>Total Expenditure</b>	<b>268,627.90</b>	<b>301,583.35</b>	<b>230,062.39</b>	<b>303,224.54</b>	
<b>Excess Revenue over/under Expenditures</b>		<b>279,526.51</b>	<b>110,341.20</b>	<b>178,241.28</b>	<b>67,120.99</b>	
<b>Harriston Waterworks System</b>						0.00
						0.00
1053-02-5810	Water Service Fees	309,287.57	445,000.00	975.00	0.00	-445,000.00
1053-02-5820	Per Unit Charges	13,225.56	16,800.00	14,295.99	16,800.00	0.00
1053-02-5830	Vacant Minimum Bill	2,813.86	0.00	0.00	0.00	0.00
1053-02-5840	Metered Service Fees	215,709.26	0.00	403,098.20	585,000.00	585,000.00
1053-02-5850	Other Revenue	8,606.97	10,000.00	9,105.02	10,000.00	0.00
1053-02-5870	Hstn Water - Tfrs from Capital	0.00	0.00	0.00	0.00	0.00
1053-02-5999	Hstn Water - Tfrs from Reserves	29,922.13	0.00	0.00	0.00	0.00
	<b>Total Revenue</b>	<b>579,565.35</b>	<b>471,800.00</b>	<b>427,474.21</b>	<b>611,800.00</b>	

2017 OPERATING BUDGET						
Account	Description	2015 YTD Actual	2016 Budget	2016 Sept YTD Actual	2017 Budget	Budget Change
1053-02-6010	Salaries & Wages - Full Time	101,362.87	96,550.00	67,618.39	99,231.00	2,681.00
1053-02-6011	Wages - Part Time	0.00	0.00	0.00	0.00	0.00
1053-02-6020	Benefits - Full Time	28,852.46	28,215.00	18,984.47	28,779.30	564.30
1053-02-6021	Benefits - Part Time	0.00	0.00	0.00	0.00	0.00
1053-02-6070	Administration Allocation	0.00	0.00	0.00	0.00	0.00
1053-02-6071	Billing Services - Minto Hydro	0.00	0.00	0.00	0.00	0.00
1053-02-6140	Engineering Services	166.69	1,500.00	5,838.80	1,500.00	0.00
1053-02-6150	Special Consulting Services	16,802.09	7,000.00	9,014.83	7,000.00	0.00
1053-02-6210	Annual Insurance Coverage	4,144.48	4,800.00	4,306.77	4,800.00	0.00
1053-02-6220	Risk Management	0.00	1,000.00	0.00	1,000.00	0.00
1053-02-6280	Annual Property Taxes	1,602.16	2,000.00	800.00	2,000.00	0.00
1053-02-6310	Hydro Charges	22,592.07	24,000.00	18,677.25	26,880.00	2,880.00
1053-02-6320	Heat	0.00	0.00	0.00	0.00	0.00
1053-02-6350	Cleaning Supplies	0.00	500.00	0.00	500.00	0.00
1053-02-6360	Water Meters	1,080.64	1,500.00	0.00	1,500.00	0.00
1053-02-6370	Grounds Maintenance - Winter	938.76	1,200.00	730.16	1,200.00	0.00
1053-02-6380	Building Maintenance	0.00	100.00	0.00	100.00	0.00
1053-02-6420	Interest on Deposits	0.00	0.00	0.00	0.00	0.00
1053-02-6460	Alarm System	3,932.76	3,600.00	2,441.25	3,600.00	0.00
1053-02-6470	Principal Debt Repayments	49,509.20	35,434.60	35,434.60	21,480.00	-13,954.60
1053-02-6480	Interest on Long Term Debt	8,301.27	6,675.34	6,675.34	5,510.52	-1,164.82
1053-02-6482	Accrued Interest on Long Term Debt	3,007.00	0.00	0.00	0.00	0.00
1053-02-6580	Machine Time Charge From Road	70,650.00	50,000.00	47,090.00	50,000.00	0.00
1053-02-6750	Hstn Water - Tfrs to Capital	0.00	0.00	0.00	0.00	0.00
1053-02-6802	Transfers to Reserves	0.00	19,433.86	0.00	211,648.19	192,214.33
1053-02-6980	Debenture Interest	0.00	0.00	0.00	0.00	0.00
<b>1053-02-6600</b>	<b>Pump House Operation</b>					0.00
1053-02-6610	Fuel & Supplies	1,109.66	600.00	193.66	600.00	0.00
1053-02-6620	Repairs & Maintenance	10,131.14	26,000.00	7,959.55	26,000.00	0.00
1053-02-6640	Equipment Rental	0.00	1,000.00	0.00	1,000.00	0.00
1053-02-6650	Water Sampling	8,104.17	11,000.00	9,191.08	11,000.00	0.00
1053-02-6655	Water Testing - Lead	0.00	2,000.00	0.00	2,000.00	0.00
1053-02-6660	Water Treatment	18,480.50	18,000.00	4,811.58	18,000.00	0.00
						0.00
<b>1053-02-6700</b>	<b>Standpipe/Tower</b>					0.00
1053-02-6710	Supplies	635.95	700.00	29.24	700.00	0.00
1053-02-6720	Repairs & Maintenance	0.00	200.00	0.00	200.00	0.00
1053-02-6730	Inspections	0.00	2,000.00	0.00	2,000.00	0.00
1053-02-6740	Rental Equipment	0.00	250.00	0.00	250.00	0.00
1053-02-6750	Hstn Water - Transfer to Capital	0.00	0.00	0.00	0.00	0.00
<b>1053-02-6800</b>	<b>Water Mains</b>					0.00
1053-02-6802	Transfers to Reserves			19,433.86		0.00
1053-02-6810	Supplies	1,638.22	500.00	0.00	500.00	0.00
1053-02-6820	Repairs & Maintenance	6,328.75	10,000.00	3,839.97	10,000.00	0.00
1053-02-6840	Rental Equipment	0.00	700.00	0.00	700.00	0.00

2017 OPERATING BUDGET						
Account	Description	2015	2016	2016	2017	Budget
		YTD Actual	Budget	Sept YTD Actual	Budget	Change
<del>1053-02-6900</del>	<del>Hydrants</del>					0.00
1053-02-6910	Supplies	613.23	2,000.00	251.65	2,000.00	0.00
1053-02-6920	Repairs & Maintenance	3,232.85	3,000.00	9.15	3,000.00	0.00
	<b>Total Expenditures</b>	<b>363,216.92</b>	<b>361,458.80</b>	<b>263,331.60</b>	<b>544,679.01</b>	
	<b>Excess Revenue over/under Expenditures</b>	<b>216,348.43</b>	<b>110,341.20</b>	<b>164,142.61</b>	<b>67,120.99</b>	
<b>Palmerston Waterworks System</b>						
						0.00
1053-03-5810	Water Service Fees	289,558.91	625,000.00	-2,164.86		-625,000.00
1053-03-5820	Per Unit Charges	21,670.70	26,400.00	18,094.09	26,400.00	0.00
1053-03-5830	Vacant Water Fees	3,936.46	0.00	0.00	0.00	0.00
1053-03-5840	Metered Service Fees	362,706.95	0.00	407,683.31	685,000.00	685,000.00
1053-03-5850	Other Revenue	22,062.39	16,000.00	15,053.60	16,000.00	0.00
1053-03-5860	Water Frontage Fees	1,600.00	0.00	0.00	0.00	0.00
1053-03-5870	Transfers from Capital	0.00	0.00	0.00	0.00	0.00
1053-03-5939	Transfers from Reserves	0.00	0.00	0.00	0.00	0.00
	<b>Total Revenue</b>	<b>701,535.41</b>	<b>667,400.00</b>	<b>438,666.14</b>	<b>727,400.00</b>	
1053-03-6010	Salaries & Wages - Full Time	96,075.07	84,010.00	69,457.96	86,440.20	2,430.20
1053-03-6011	Wages - Part Time	0.00	2,000.00	0.00	2,000.00	
1053-03-6020	Benefits - Full Time	27,955.38	21,945.00	19,019.39	22,383.90	438.90
1053-03-6021	Benefits - Part Time	0.00	400.00	0.00	400.00	
1053-03-6070	Administration Allocation	0.00	0.00	0.00	0.00	
1053-03-6071	Billing Services - Minto Hydro	0.00	0.00	0.00	0.00	
1053-03-6140	Engineering Services	259.32	1,500.00	925.29	1,500.00	
1053-03-6150	Special Consulting Services	1,248.20	2,500.00	107.68	2,500.00	
1053-03-6210	Annual Insurance Coverage	4,362.60	5,000.00	4,533.43	5,000.00	
1053-03-6220	Risk Management	0.00	0.00	112.18	0.00	
1053-03-6280	Annual Property Taxes	392.21	600.00	196.00	600.00	
1053-03-6310	Hydro Charges	31,617.39	25,200.00	23,709.70	28,224.00	3,024.00
1053-03-6320	Heat	270.17	0.00	0.00	0.00	
1053-03-6350	Cleaning Supplies	0.00	100.00	0.00	100.00	
1053-03-6360	Water Meters	0.00	2,000.00	0.00	2,000.00	
1053-03-6370	Ground Maintenance	1,344.17	2,000.00	1,238.64	2,000.00	
1053-03-6380	Building Maintenance	1,602.16	2,400.00	0.00	2,400.00	
1053-03-6420	Interest on Deposits	0.00	500.00	0.00	500.00	
1053-03-6460	Alarm System	3,050.94	3,000.00	1,921.41	3,000.00	
1053-03-6470	Principal Debt Repayments	2,465.75	7,232.88	1,232.88	23,062.50	15,829.62
1053-03-6480	Interest on Long Term Debt	71.99	3,628.63	286.74	6,852.83	3,224.20
1053-03-6482	Accrued Interest on Long Term Debt	667.66	0.00	0.00	0.00	
1053-03-6580	Machine Time Charge from Road	71,726.25	52,000.00	48,565.00	52,000.00	
1053-03-6802	Transfers to Reserves	223,039.24	258,305.33	258,305.33	342,815.58	84,510.25



2017 OPERATING BUDGET						
Account	Description	2015	2016	2016	2017	Budget
		YTD Actual	Budget	Sept YTD Actual	Budget	Change
1053-03-6610	Fuel & Supplies	8.11	600.00	0.00	600.00	
1053-03-6620	Repairs & Maintenance	15,387.41	14,000.00	3,235.89	14,000.00	
1053-03-6640	Equipment Rental	264.58	500.00	0.00	500.00	
1053-03-6650	Water Sampling	9,668.17	13,000.00	12,281.82	13,000.00	
1053-03-6655	Water Testing Lead	0.00	2,000.00	85.88	2,000.00	
1053-03-6660	Water Treatment	22,551.69	24,000.00	15,478.18	24,000.00	
<b>1053-03-6700</b>	<b>Standpipe/Tower</b>					
1053-03-6710	Supplies	992.30	1,000.00	38.40	1,000.00	
1053-03-6720	Repairs & Maintenance	0.00	2,000.00	105.28	2,000.00	
1053-03-6730	Inspections	0.00	4,000.00	0.00	4,000.00	
1053-03-6740	Rental Equipment					
1053-03-6750	Transfers to Capital					
<b>1053-03-6800</b>	<b>Water Mains</b>					
1053-03-6810	Supplies	2,235.67	3,000.00	932.78	3,000.00	
1053-03-6820	Repairs & Maintenance	6,340.17	6,000.00	6,949.20	6,000.00	
1053-03-6840	Rental Equipment	0.00	2,000.00	0.00	2,000.00	
1053-03-6860	Contractor/Sublet	0.00	1,000.00	0.00	1,000.00	
<b>1053-03-6900</b>	<b>Hydrants</b>					
1053-03-6910	Supplies	449.30	400.00	250.12	400.00	
1053-03-6920	Repairs & Maintenance	2,658.62	3,000.00	0.00	3,000.00	
1053-03-6980	Debt Interest	0.00	0.00	0.00	0.00	
	<b>Total Expenditures</b>	<b>526,704.52</b>	<b>550,821.84</b>	<b>468,969.18</b>	<b>660,279.01</b>	
<b>Excess Revenue over/under Expenditures</b>		<b>174,830.89</b>	<b>116,578.16</b>	<b>-30,303.04</b>	<b>67,120.99</b>	
<b>Minto Pines Waterworks System</b>						
1053-04-5810	Residential Service Fees	3,189.88	0.00	0.00	0.00	
1053-04-5830	Minto Pines Water Vacant	52.03	0.00	0.00	0.00	
1053-04-5840	Minto Pines Metered Service Fees	5,563.16	0.00	14,431.91	20,000.00	20,000.00
1053-04-5850	Minto Pines Service Fees	11,117.12	17,000.00	1,125.00	1,500.00	-15,500.00
1053-04-5999	Transfers from Reserves	37,665.63	42,325.00	42,325.00	44,834.50	2,509.50
	<b>Total Revenue</b>	<b>57,587.82</b>	<b>59,325.00</b>	<b>57,881.91</b>	<b>66,334.50</b>	
1053-04-6010	Minto Pines - Payroll	18,277.67	18,810.00	14,017.84	19,936.20	1,126.20
1053-04-6020	Minto Pines - Benefits	5,251.23	5,225.00	3,804.07	5,329.50	104.50
1053-04-6140	Engineering Services	166.67	1,000.00	925.27	1,000.00	
1053-04-6150	Special Consulting Services	1,476.07	1,000.00	287.01	1,000.00	
1053-04-6310	Hydro Charges	3,571.17	3,990.00	3,276.23	4,468.80	478.80
1053-04-6360	Water Meters	0.00	1,000.00	0.00	1,000.00	
1053-04-6370	Grounds Maintenance	1,333.41	1,400.00	400.00	1,400.00	
1053-04-6420	Interest on Deposits	0.00	0.00	0.00	0.00	
1053-04-6460	Alarm System	609.86	800.00	518.45	800.00	
1053-04-6530	Telephone & Internet	798.04	1,000.00	457.38	1,000.00	
1053-04-6580	Machine Time Charge From	12,405.00	10,000.00	12,087.50	15,000.00	5,000.00



2017 OPERATING BUDGET						
Account	Description	2015	2016	2016	2017	
		YTD Actual	Budget	Sept YTD Actual	Budget	Budget Change
1053-04-6620	Repairs & Maintenance	6,943.10	6,000.00	1,056.63	6,000.00	
1053-04-6650	Water Sampling	3,230.87	4,000.00	2,072.45	4,000.00	
1053-04-6655	Water Testing Lead	84.46	500.00	0.00	500.00	
1053-04-6660	Water Treatment	148.44	2,000.00	0.00	2,000.00	
1053-04-6710	Supplies	680.79	100.00	0.00	100.00	
1053-04-6720	Tower Repairs & Maintenance	0.00	0.00	0.00	0.00	
1053-04-6730	Inspections	0.00	0.00	0.00	0.00	
1053-04-6750	Transfers to Capital	0.00	0.00	0.00	0.00	
1053-04-6820	Repairs & Maintenance	325.33	500.00	768.36	800.00	300.00
1053-04-6840	Rental Equipment	0.00	0.00	0.00	0.00	
1053-04-6920	Repairs & Maintenance	0.00	0.00	0.00	0.00	
	<b>Total Expenditure</b>	<b>55,652.79</b>	<b>59,325.00</b>	<b>39,743.85</b>	<b>66,334.50</b>	
<b>Excess Revenue over/under Expenditures</b>		<b>1,935.03</b>	<b>0.00</b>	<b>18,138.06</b>	<b>0.00</b>	