

OPERATING BUDGET

PROPOSED 2024 OPERATING BUDGET



Town of Amherstburg



2024 Operating Budget Index

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Transmittal Letter

Mayor Prue & Members of Council:

In accordance with the provisions of *The Municipal Act* and Council policy, we are pleased to submit the 2024 Proposed Operating Budget and 5 Year Capital Budgets for the Town of Amherstburg. The recommended budget, including department business plans, supports the Town's Strategic Pillars as well as the various Master Plans developed to guide program and service delivery.

The recommended budget increase is comprised of:

- a) 1.6% which is the amount previously approved by Council to fund the Town's Asset Management Plan, this is critical to the ongoing financial and infrastructure health of the community; and
- b) 5.45% which is the amount required to fund Town operations in a manner that will ensure ongoing excellence in program and service delivery; and
- c) 0.08% which is apportioned to service new debt.

Together, this increase reflects the mounting pressures related to CPI which has been steadily increasing since 2019. The closing CPI rate for 2022 was 6.2%, and the CPI rate as of August 2023 was 4.8%. The building construction indexes from 2021 to the 3rd quarter of 2023 increased 18.5%. These inflation indexes reflect the pressures on the Town's budget when the approved tax rate increase for 2023 was 3.0%, well below the cost of inflation. As a result, the budget requires an increase to the municipal tax rate of 7.13%, which will raise an additional \$3.16 M in property tax revenue over the 2023 approved municipal levy. The municipal portion of taxes (63% of the total residential tax bill) represents an increase in the municipal tax bill of approximately \$76.06 per \$100,000 of assessed value per year.

Water and Wastewater increases were increased by 3% for 2024 in anticipation of the water and wastewater rate study. As the rate was held for 2023 we are anticipating from early discussions that application of a 3% increase in 2024 would be suitable.

The 2024 Operating Budget is designed to:

- Return to pre-Covid base levels of service
- Address Asset Management requirements
- Recognize annual assessment growth

In closing, the 2024 budget reflects efforts to balance fiscal prudence and service delivery while facing growing inflationary and market pressures. We will continue the commitment to work collaboratively with stakeholders and Council to meet the expectations for sustainable growth and development while respecting the history of the community so that Amherstburg remains THE place to live, work and play.

Valerie Critchley,
CAO

Tracy Prince,
Director Corporate Services, CFO

Executive Summary



The 2024 Proposed Budget and Business Plans for the Town of Amherstburg represents the Operating, Capital, Lifecycle, and Reserve Budgets as presented to Council on January 10, 2024. The Municipal General Tax Levy is one of three levies included in the property tax bill, with the County Tax Levy and Education Tax Levy being the other two components. The three levies combined comprise the property tax levy and are referred to as the Consolidated Property Tax Levy.

The 2024 budget includes:

- Assessment growth of \$99.9M which generates \$1.14M in municipal revenue;
- Asset Management Plan contributions of \$453,600. Projects to be funded from Lifecycle Reserves in 2024 include fleet replacement, the annual asphaltting program, and storm sewer and capital road improvements.
- Sustained Building Permit revenues of \$833,700 as several development projects continue to add to the Town's residential growth;
- Provision for increases to salaries and benefits resulting from previous Collective Bargaining Agreement renewals;
- Provisions for changes in CPP, EI and OMERS regulations;
- A balanced 5-year capital budget which is presented to Council for consideration and approval; and
- A municipal tax rate increase of 7.13% net of growth, which will raise an additional \$3.16M over the 2023 budgeted municipal levy.

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

- The use of Reserve Funds where applicable;
- The use of Reserves to fund one-time expenditures;
- Adherence to Corporate Asset Management Plan; and
- Debt issuance for long-term projects.

The 2024 budget is focused on the following Strategic Pillars detailed in the 2022-2026 Community Strategic Plan:

1. Deliver Trusted & Accountable Local Government
2. Invest in Community Amenities & Infrastructure
3. Encourage Local Economic Prosperity
4. Shape Growth Aligned with Local Identity

The Town's budget development for 2024 is based on a single year. Best practices in the municipal sector indicate that subsequent budgets, commencing in 2025, should adopt a multi-year approach which would be comprised of the current year budget plus forecasts for the subsequent two years.

Impact to Property Owners

The 2024 budget requires a municipal tax levy increase of 7.13% net of growth. A residential dwelling will see a \$76.06 increase per \$100,000 of assessed value. As an illustration, a property assessed at \$250,000 will incur an increase of \$190.14 to the municipal portion of their tax levy per year, or \$3.66 per week.

In terms of property assessment, the provincial government has postponed the 2020 MPAC Assessment Update and has indicated that property assessments for the 2024 property tax year will continue to be based on the fully phased-in January 1, 2016, current values. This means that a property assessment for the 2024 property tax year will be the same as the 2023 tax year, assuming no changes to the property.

The estimated consolidated tax levy increase will impact property classes differently as Municipal/ County/Education levy weightings differ for Residential versus Non-residential classes. Additionally, CVA updates from the 2012 base year to the 2016 base year have shown larger increases to Residential valuations as compared to increases to Non-residential valuations. The table below illustrates the weighted assessment values by class for 2024.

Town of Amherstburg Weighted Assessment Values by Class	2024	%
Residential	2,454,495,478	90%
Commercial	202,759,147	7%
Industrial	85,130,299	3%
Total	2,742,384,924	100%

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

Budget Highlights

- Maintains current programs & services
- Maintains current service levels
- Enhancements – Issue Papers included supporting proposals
- Contribution to Taxation Capital Fund
- Contribution to Fleet Lifecycle Reserve
- Capital Asset Plan – Lifecycle Reserve contributions
- Budget pressures resulting from contractual increases including:
 - Healthcare Benefits
 - Police Services Contract
 - Dispatch Contract
 - Collective Agreement salary & wage adjustments
 - Utilities & Fuel

By the Numbers



Parks, Facilities, Recreation, & Tourism and Culture

- 100 Hectares of Parkland, including Sports Fields (247 Acres)
- 63.2 km of Trails:
 - CWATS 29 km
 - Others 31.2 km
 - Libro 3 km
- 20 Hectares of Naturalized Areas (50 acres)
- 25 Parks
- 17 Playgrounds
- Floral Program
 - 110 Planters
 - 200 Hanging Baskets
 - 5 Raised Planters
 - Multiple Flower Beds
 - 2,500 Tulip Bulbs
- 25+ Facilities Maintained
- Recreation Facilities
 - 2 NHL Regulation Size Ice Surfaces
 - 1 Mini Ice Rink for Training
 - 1 Indoor Artificial Turf Field & Walking Track
 - 1 CFL/FIFA Regulation Size Outdoor Artificial Turf Field
 - 1 Premier Artificial Turf Fast Ball Diamond
 - 1 Miracle League Diamond
 - 17 Grass Outdoor Soccer Pitches
 - 6 Grass Field Baseball Diamonds
 - 5 Tennis and Pickle Ball Courts
 - 4 Basketball Courts
 - 5 Pavilion/Gazebo/shade
 - 1 Splash Pad
- 25 Recreation Programs
- 40 Tourism Events
- 133 Community Events Promoted

Infrastructure & Engineering

- Roads – 245 km
- Lanes – 490 km
- Sidewalks – 65 km
- Refuse Collected (2022) – 7220 tonnes
- Recycling Collected (2022) – 1280 tonnes
- Yard Waste Collected (2022) – 1300 tonnes
- Sanitary Sewers – 126 km of linear
- Storm Sewers – 100 km of linear
- Catch Basins – 2,800
- Bridges – 31
- Culverts – 79
- Watermain Maintained – 361 km of linear
- Streetlights – 2,000+
- Sanitary Pump Stations – 22
- Municipal Drains – 7
- Storm Pump Stations – 2
- Fleet (including Fire) – 65 vehicles

Fire

- Total response calls – 357 calls (2022)
 - Fires – 57
 - Fire Alarm calls – 108
 - Public Hazard – 39
 - Rescues (MVA, etc.) – 62
 - Medical – 43
 - Others - 48
- 13 fleet units – 7 heavy fleet vehicles, 6 light fleet vehicles
- Other – water rescue equipment - 2 inflatable boats in a trailer, 22' Limestone boat (Marine 2) including trailer, 4-wheeler on a trailer & Nuclear Emergency Worker Centre trailer
- 69 Fire Prevention Inspections
- 23 Business License Inspections
- 134 Fire Prevention Program Activities
- 250 Fire Safety Plan Reviews
- 34 Vulnerable Occupancy Annual Inspections
- 86 Smoke & CO Alarm Installs
- 531 Fire Permits Issued
- 63 Fire Permit Inspections
- \$734,500 Total Fire \$ Loss (Estimate)
- \$8,823,000 Total Property \$ Saved (Estimate)

Development Services

Building (Q3 – 2023)

- 566 Building Permits
- 471 Residential Dwelling Units created
 - 174 Single Family Dwelling Units
 - 24 Semi Detached Units
 - 52 Four Unit Townhouse Units
 - 5 Five Unite Townhouse Units
 - 189 Apartment Units
 - 16 Condo Units
 - 11 Additional Dwelling Units
- 14 Commercial Permits
- 2 Industrial Permits
- 12 Institutional Permits
- 73 Pool Enclosure Permits
- 4,310 Building Inspections
- \$209,000,000 Construction Value

Planning (Q3 – 2023)

- Official Plan Amendments – 4 completed applications, 2 ongoing applications
- Zoning Bylaw Amendments – 16 completed applications, 5 ongoing applications
- Heritage designations – 17 new designations; support for heritage initiatives and committee meetings
- Site Plan Agreements – 10 completed applications, 19 ongoing applications
- Committee of Adjustment applications:
 - Consents – 17 completed applications, 10 ongoing applications
 - Minor Variances – 25 completed applications, 4 ongoing applications
- Part Lot Control – 0 applications
- Plan of Subdivision – 20 ongoing applications
- Pre-Submission Applications (New 2023) – 3 completed applications, 10 ongoing applications
- Support for Official Plan & Community Improvement Initiatives

Corporate Services

Finance

- 2,673,191,650 Total Assessment
- 9,671 Households as per MPAC
- 10,020 Tax Bills

- 1,200 Accounts Receivable transactions
- 7,000 Accounts Payable transactions
- 7,523 Payroll slips issued

Information Technology

- 422 devices supported
 - 109 Computers
 - 106 Mobile Devices
 - 70 Networking Devices
 - 27 Business Printers
 - 96 Desk Phones
 - 14 Physical Servers
- Sites Supported: Town Hall, 3 Fire Stations, Libro Centre, Public Works, 99 Thomas Rd, Gordon House, The Hub, Water Pump Stations, McLeod Water Station, Victoria Street Community Centre
- Average 1,050 Support Tickets annually

Legislative Services

By-Law Enforcement

- 431 Complaints received
- 265 Parking Tickets issued
- 7 Provincial Offences Tickets issued/Charges Laid
- 110 Marriage Licences issued
- 29 Business/Taxi Licenses issued
- 12555 Dog Tags issued
- 120 Vital Statistics/Burial Permits Issued
- 86 Cat Vouchers Issued – 54 Cat Vouchers redeemed pursuant to the Cat Spay & Neuter Program

Clerk

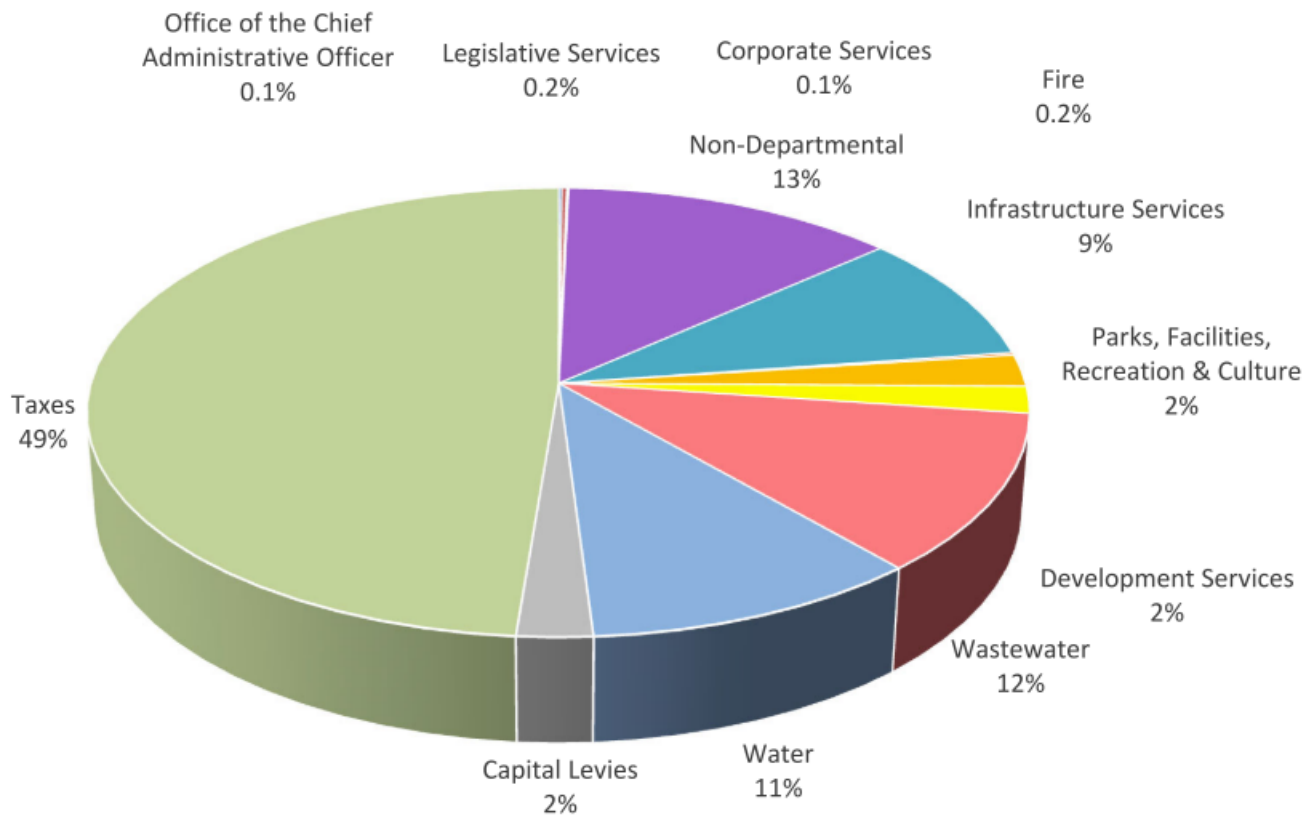
- 39 Regular and Special Public Council Meetings
- 18 In-Camera Council Meetings
- 46 Committee Meetings
- 7 Policies Reviewed & Revised
- 10 Insurance Claims processed against the Town
- 62 Subrogated Loss Claims Reviewed and Initiated on Behalf of the Town of Amherstburg
- 36 By-Laws Enacted
- 260 Council Resolutions Enacted

Human Resources

- 50 Recruitments (single & multiple incumbents)
- 186 Employees (Headcount) / 129.75 FTE (full time equivalent)
 - 94 Full-Time Staff
 - 61 Part-Time S
 - 4 Temporary/Contract Staff
 - 27 (Inactive-Student Contracts)
 - 65 Part-Time (Volunteer) Firefighters

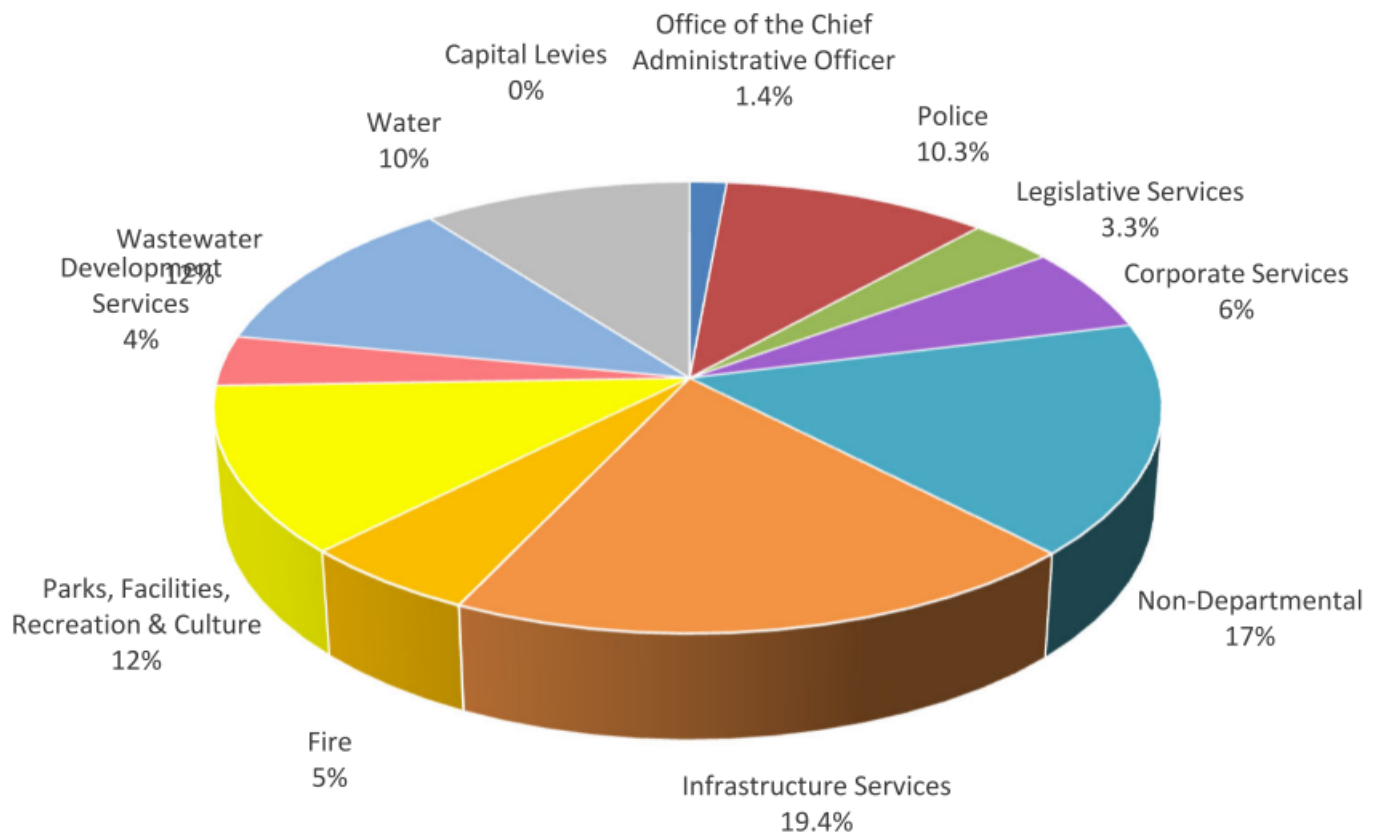
2024 Operational Revenues

Following is a breakdown of the \$61,743,962 total operating revenue in the Budget for taxation, water rate and wastewater rate funded budget centres in 2024:



2024 Operational Expenses

Following is a breakdown of the \$61,743,962 total operating expenses in the Budget for taxation, water rate and wastewater rate funded budget centres in 2024:



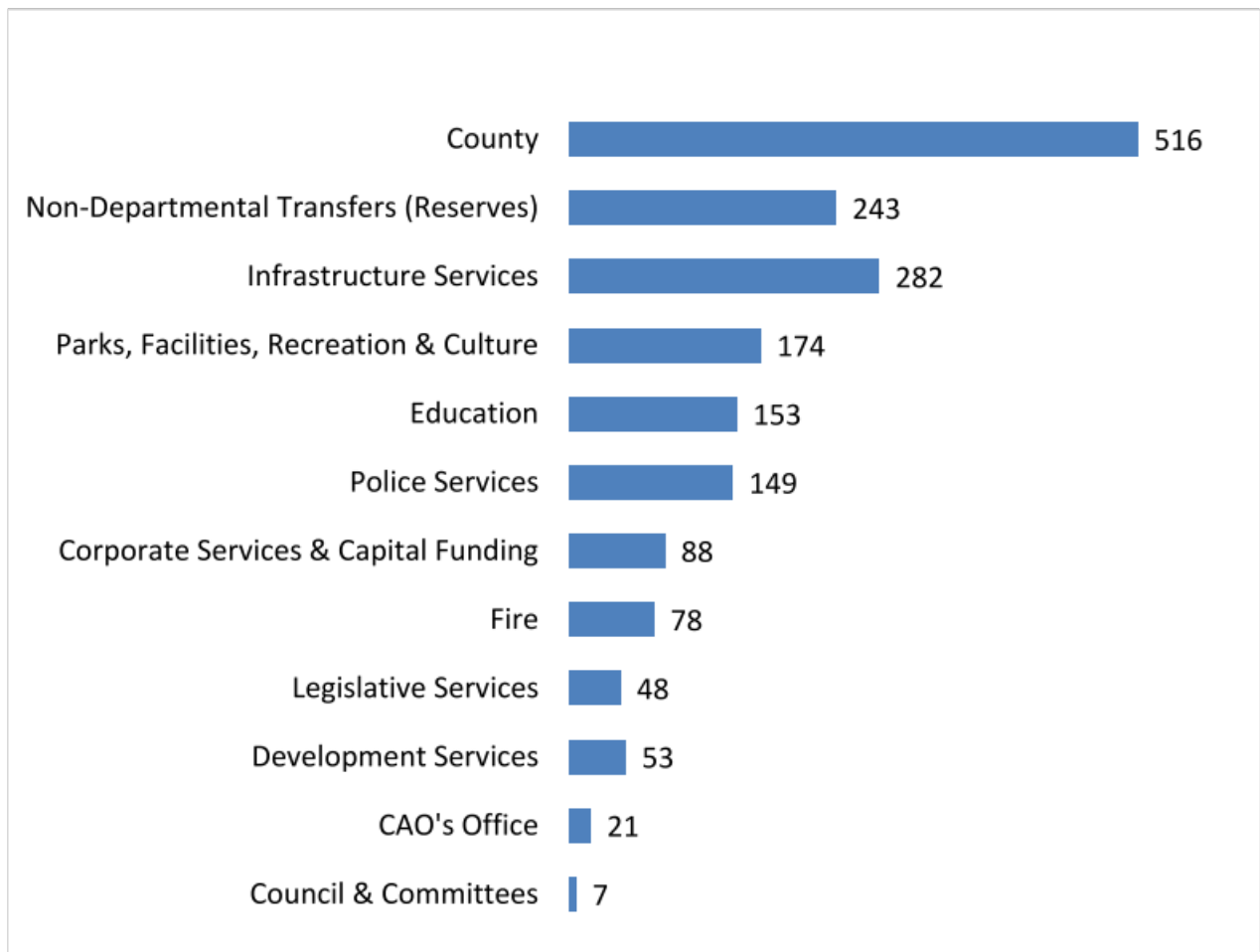
2024 Property Taxes

Following is a breakdown of the services funded by property taxes in 2024:

How Amherstburg Tax Dollars Work for You in 2024

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

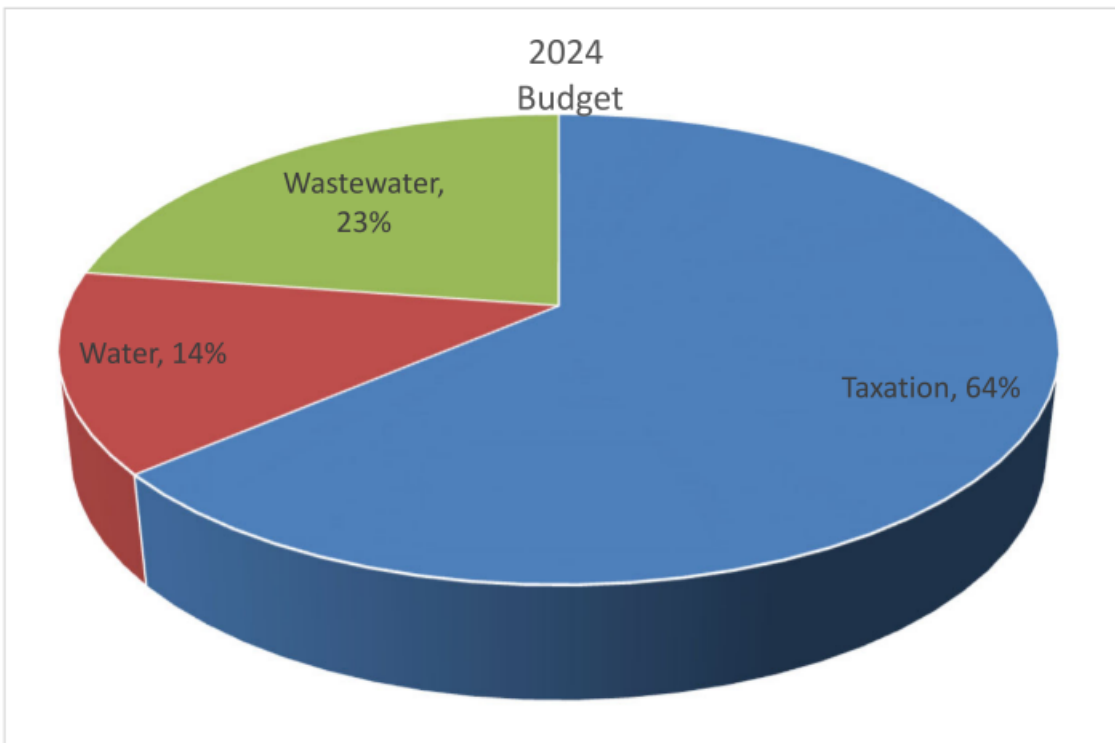
Amherstburg Levy	\$ 1,143	63%
County Levy	516	28%
Education Levy	153	8%
Total Tax Bill	\$ 1,812	



2024 Summary of Impact - Tax, Water and Wastewater

Following is a breakdown of property tax and user fees for 2024:

Taxation	\$	2,858
Water		616
Wastewater		1,015
	\$	<u>4,489</u>



Assumptions:

Based on Residential Dwelling Valued at \$250,000

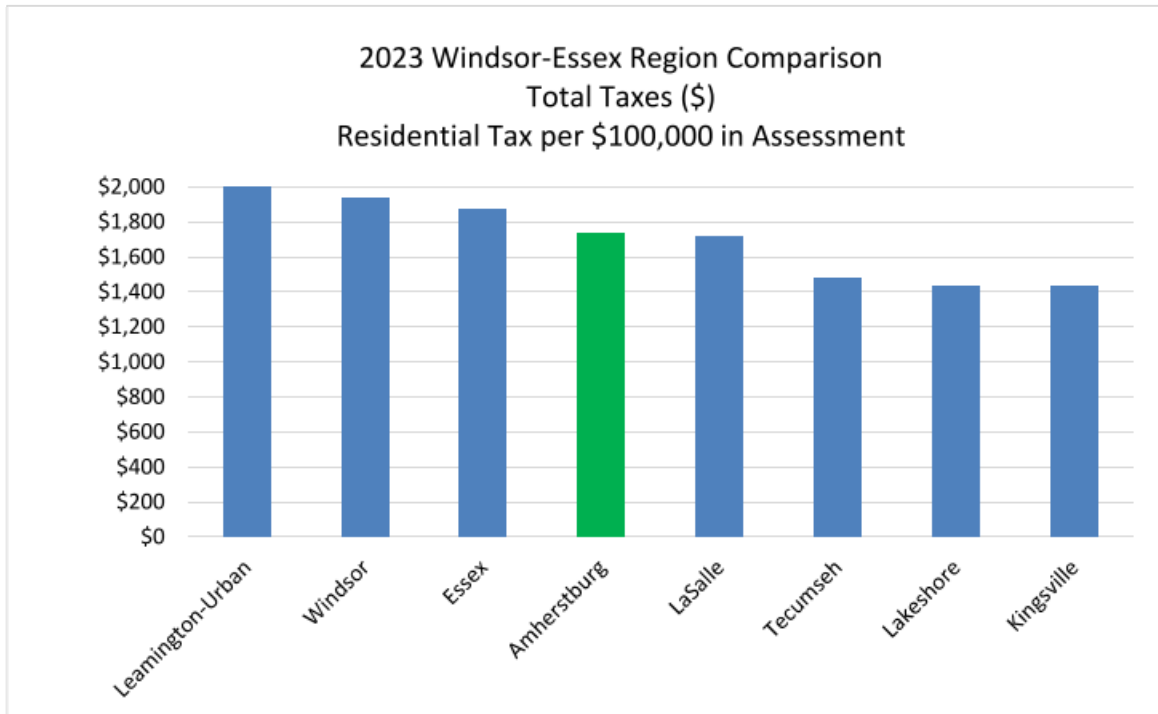
Water rate is 2022 rate + 3%.

Wastewater rate is 2022 rate + 3%

Water usage of 20m³/mo

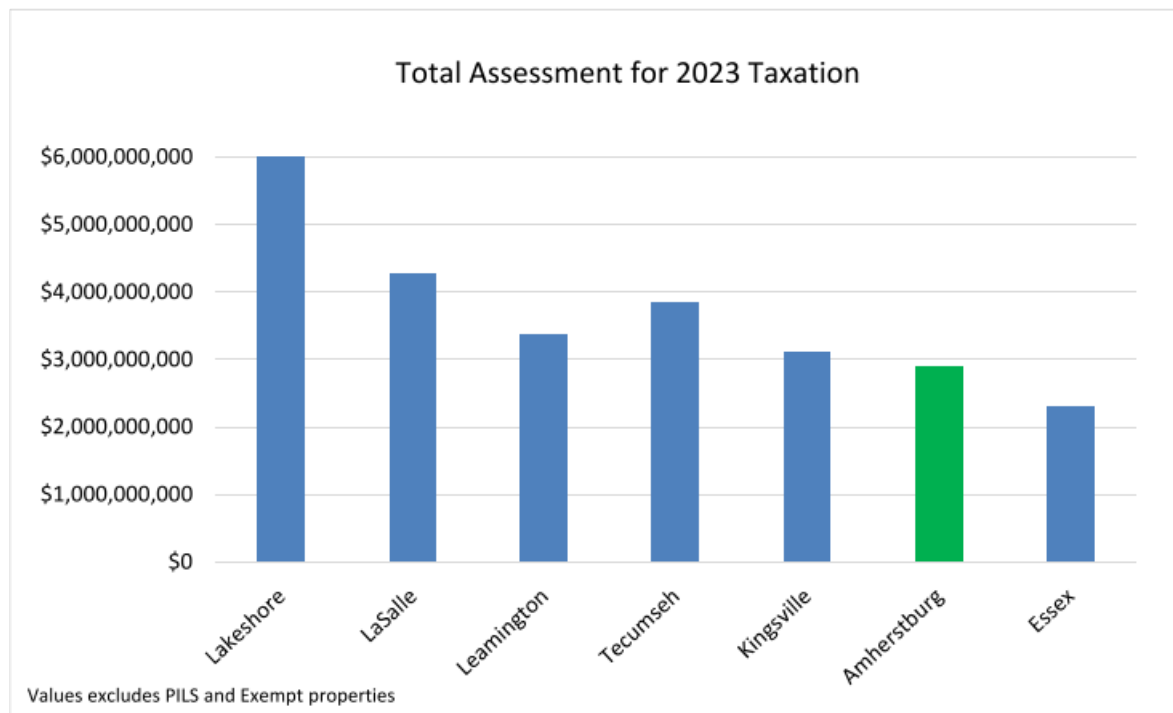
2023 Property Taxes

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



2023 Total Assessment

Assessment from 2023 Assessment Totals Report



Town of Amherstburg								
Summary of Revenues								
2024 Budget								
Year ending December 31, 2024								
		2022 Budget	2022 YTD Actuals	2023 Budget	2023 YTD Actuals	2023 Base Budget	2024 Budget	2023 vs 2024 Budget Variance Fav/(Unfav)
Office of the Chief Administrative Officer								
	Police	75,000	157,657	75,000	28,802	75,000	75,000	-
Legislative Services								
	Clerk's Office	22,000	22,820	22,000	21,612	22,000	22,000	-
	Licensing & Enforcement	71,600	86,772	83,600	-	83,600	91,100	7,500
Corporate Services								
	Financial Services	48,000	54,164	48,000	19,902	48,000	48,000	-
Non-Departmental		8,584,153	9,846,715	8,426,712	1,558,523	5,254,937	8,050,516	(376,196)
Fire								
		45,000	77,342	55,000	57,885	55,000	116,000	61,000
Parks, Facilities, Recreation & Culture								
	Facilities	342,779	359,539	342,779	112,678	342,779	342,779	-
	Libro Centre	673,621	515,258	768,313	324,233	768,313	768,313	-
	Parks	5,500	2,970	5,500	14,913	5,500	15,500	10,000
	Recreation Services	181,000	188,146	202,000	70,447	202,000	203,872	1,872
	Tourism & Culture	105,000	233,796	90,000	48,221	90,000	90,000	-
Development Services								
	Building	857,400	1,419,752	965,100	270,520	965,100	842,000	(123,100)
	Planning	107,560	144,845	275,966	90,953	275,966	280,173	4,207
	Economic Development	-	-	-	337	-	61,656	61,656
Infrastructure Services								
	Drainage	1,961,720	756,465	2,463,720	-	2,463,720	4,522,120	2,058,400
	Public Works	774,000	869,537	834,000	338,303	834,000	1,229,600	395,600
Total Non-Taxation Revenues		13,854,333	14,735,777	14,657,690	2,957,331	11,485,915	16,758,628	2,100,939
Capital Special Levy		1,336,489	1,336,489	1,370,849	1,370,849	1,370,849	1,422,436	51,587
TAXES LEVIED		25,492,485	25,492,485	26,974,125	26,974,125	26,974,125	30,085,783	3,111,658
TOTAL TAX LEVY		26,828,974	26,828,974	28,344,973	28,344,973	28,344,974	31,508,219	3,163,245
TOTAL TAX REVENUE		40,683,307	41,564,751	43,002,663	31,302,305	39,830,889	48,266,847	5,264,184
TOTAL WATER REVENUE		5,913,137	6,425,923	6,202,497	2,469,208	6,202,497	6,383,156	180,659
TOTAL WASTEWATER REVENUE		7,354,247	7,619,522	7,093,959	3,028,785	7,093,959	7,093,959	-
TOTAL TOWN REVENUE		53,950,691	55,610,197	56,299,119	36,800,298	53,127,344	61,743,962	5,444,843

Town of Amherstburg								
Summary of Expenses								
2024 Budget								
Year ending December 31, 2024								
	2022 Budget	2022 YTD Actuals	2023 Budget	2023 YTD Actuals	2024 Budget	2023 vs 2024 Budget Variance Fav/(Unfav)	% Increase	
Council & Committees	326,976	259,808	308,372	108,032	311,337	(2,965)	1.0%	
Office of the Chief Administrative Officer								
CAO's Office	811,942	843,760	827,733	294,731	876,173	(48,440)	5.9%	
Police	5,472,437	5,498,285	5,608,808	2,346,123	6,301,854	(693,046)	12.4%	
Legislative Services								
Clerk's Office	1,428,519	1,577,226	1,474,040	1,038,546	1,513,907	(39,866)	2.7%	
Licensing & Enforcement	455,462	445,775	478,147	189,422	513,676	(35,529)	7.4%	
Corporate Services								
Financial Services	1,559,654	1,445,516	1,580,054	619,358	1,607,383	(27,328)	1.7%	
Human Resources	757,685	744,772	790,829	295,970	915,979	(125,150)	15.8%	
Information Technology	1,077,051	1,139,440	1,168,188	468,903	1,194,858	(26,670)	2.3%	
Non-Departmental	9,614,707	10,456,530	10,092,133	2,512,990	10,250,611	(158,478)	1.6%	
Fire	2,446,165	2,355,836	2,604,443	777,338	3,300,423	(695,980)	26.7%	
Parks, Facilities, Recreation & Culture								
Facilities	959,974	789,004	1,060,759	315,995	1,084,950	(24,191)	2.3%	
Libro Centre	2,756,472	2,533,831	3,084,954	1,118,318	3,286,573	(201,619)	6.5%	
Parks	1,369,647	1,473,191	1,383,478	443,286	1,434,108	(50,630)	3.7%	
Recreation Services	616,085	572,421	668,563	216,005	802,457	(133,894)	20.0%	
Tourism & Culture	578,917	761,382	684,535	226,750	759,744	(75,210)	11.0%	
Development Services								
Building	857,400	1,419,752	965,100	325,453	842,000	123,100	-12.8%	
Planning	579,586	509,437	772,923	375,815	905,905	(132,982)	17.2%	
Economic Development	174,304	186,903	367,541	110,672	469,370	(101,829)	27.7%	
Infrastructure Services								
Drainage	2,053,110	984,460	2,552,609	52,099	4,761,409	(2,208,800)	86.5%	
Public Works	6,287,215	6,678,103	6,529,453	2,361,652	7,134,131	(604,678)	9.3%	
Subtotals	40,183,308	40,675,432	43,002,663	14,197,458	48,266,847	(5,264,184)	12.2%	
TOTAL OPERATING EXPENSES	40,183,308	40,675,432	43,002,663	14,197,458	48,266,847	(5,264,184)	12.2%	
TAXATION FUNDED CAPITAL EXPENDITURES	500,000	-	-	-	-	-	-	
CAPITAL RESERVE TRANSFERS	500,000	-	-	-	-	-	-	
TOTAL TAXATION FUNDED EXPENDITURES	40,683,307	40,675,432	43,002,663	14,197,458	48,266,847	(5,264,184)	12.24%	
TOTAL WATER EXPENSES	5,913,137	6,425,923	6,202,497	2,620,400	6,383,156	(180,659)		
OPERATING EXPENSES	3,568,398	6,425,923	6,202,497	2,620,400	6,383,156	(180,659)		
CAPITAL EXPENDITURES	2,344,740	-	-	-	-	-		
TOTAL WASTEWATER EXPENSES	7,354,247	7,619,522	7,093,959	2,941,713	7,093,959	0		
OPERATING EXPENSES	5,597,151	7,619,522	7,093,959	2,941,713	7,093,959	-		
CAPITAL EXPENDITURES	1,757,096	-	-	-	-	-		
TOTAL TOWN EXPENSES	53,950,691	54,720,877	56,299,119	19,759,572	61,743,962	(5,444,843)		

Town of Amherstburg							
Summary of Expenses By Type							
2024 Budget							
Year ending December 31, 2024							
		2022 Budget	2022 YTD Actuals	2023 Budget	2023 YTD Actuals	2024 Budget	2023 vs 2024 Budget Variance Fav/(Unfav)
DEPARTMENT OPERATING EXPENSES							
Salaries		9,546,510	9,240,831	10,743,004	3,505,572	11,598,901	(855,897)
Benefits		2,895,308	2,635,326	3,401,052	1,168,493	3,624,947	(223,895)
Subtotals		12,441,818	11,876,157	14,144,056	4,674,065	15,223,847	- 1,079,792
General Expenses		3,838,979	3,829,275	3,684,888	1,889,520	3,999,153	(314,265)
Contracted Services		5,254,086	5,353,779	5,350,457	2,229,357	5,885,503	(535,046)
Equipment and Vehicles		713,680	773,948	724,253	267,874	680,453	43,800
Maintenance		1,137,075	1,039,515	1,159,575	393,723	1,188,875	(29,300)
Utilities		1,142,800	895,338	1,142,800	455,342	1,142,800	-
Road Maintenance		1,166,750	1,285,792	1,184,250	250,536	1,244,250	(60,000)
Solid Waste		1,509,700	1,565,986	1,561,200	594,090	1,649,500	(88,300)
Other Expenses		2,152,000	933,921	2,754,000	166,221	5,070,675	(2,316,675)
Debt Payments		778,567	772,627	778,568	322,292	1,003,568	(225,000)
Committees		34,300	14,996	27,405	885	28,800	(1,395)
Crossing Guards		1,000	-	1,000	-	1,000	-
Grants and Waivers		166,179	188,369	185,485	52,703	166,179	19,306
Retiree Benefits		349,570	369,513	349,570	144,358	417,319	(67,749)
Transfers to Reserves		9,496,803	11,790,266	9,955,157	2,756,494	10,564,926	(609,769)
Subtotals		27,741,490	28,813,325	28,858,608	9,523,394	33,043,000	- 4,184,392
TOTAL OPERATING EXPENSES		40,183,307	40,689,483	43,002,663	14,197,458	48,266,847	- 5,264,184
TAXATION FUNDED CAPITAL EXPENDITURES		500,000				-	
TOTAL TAX EXPENSES		40,683,307	40,689,483	43,002,663	14,197,458	48,266,847	(5,264,184)
WATER EXPENSES							
Salaries		902,147	907,498	937,034	331,643	961,748	(24,714)
Benefits		344,061	318,790	365,585	137,372	378,147	(12,562)
Subtotals		1,246,208	1,226,289	1,302,619	469,015	1,339,895	- 37,276
General Expenses		914,450	915,118	913,330	374,486	943,630	(30,300)
Equipment and Vehicles		301,400	313,297	362,983	125,001	362,983	-
Contracted Services		850,900	906,115	914,702	395,818	1,015,782	(101,080)
Maintenance		502,900	724,865	605,352	369,332	616,752	(11,400)
Utilities		210,000	226,366	210,000	96,982	210,000	-
Other Expenses		6,500	1,758	6,500	3,516	6,500	-
Debt Payment		354,379	346,473	344,379	143,491	344,379	-
Transfer to Reserves & Capital		1,526,401	994,153	1,542,632	642,760	1,543,235	(603)
Subtotal Water Operating Expenses		5,913,138	5,654,434	6,202,497	2,620,400	6,383,156	(180,659)
WASTEWATER EXPENSES							
General Expenses		899,800	904,829	884,800	360,064	972,600	(87,800)
Environmental Services		2,184,100	2,013,538	2,274,725	791,984	2,224,932	49,793
Building and Utilities		860,950	834,608	928,540	537,212	928,540	-
Debt Payment		2,312,679	2,279,194	2,009,777	837,407	2,009,777	-
Transfer to Reserves & Capital		1,096,718	261,827	996,117	415,045	958,110	38,007
Subtotal Wastewater Operating Expenses		7,354,247	6,293,996	7,093,959	2,941,713	7,093,959	-
TOTAL TOWN EXPENSES		53,950,692	52,637,913	56,299,119	19,759,572	61,743,962	(5,444,843)

TOWN OF AMHERSTBURG						
TAX LEVY CALCULATION						
2024 Budget	2022 Budget	2023 Budget		2024 Budget	Increase	
Total Collectable Tax Levy General	\$ 25,492,485	\$ 26,974,125		\$ 30,085,783	\$ 3,111,658	12.21%
Total Collectable Tax Levies Special Purpose						
Funds Raised By Capital Replacement Levy	\$ 668,245	\$ 685,424		\$ 711,218		
Funds Raised By Capital Reserve Levy	\$ 668,245	\$ 685,424		\$ 711,218		
	\$ 1,336,489	\$ 1,370,849		\$ 1,422,436		
Total Collectable Tax Levies	\$ 26,828,974	\$ 28,344,973		\$ 31,508,219	\$ 3,163,245	11.79%
Tax Rate Calculation Data:						
Taxable Assessment as provided by MPAC	2,673,191,650	2,752,152,250		2,839,767,950		
Weighted Assessment (calculated using tax ratios provided by the County of Essex)	2,590,033,942	2,656,620,144	2.57%	2,756,592,570	3.76%	
			Net Growth		Net Growth	
Average Tax Rate Calculation	0.00984253	0.01015355		0.01091412		7.49%
Total Collectable (through tax rates)/ Weighted Assessment						
Capital Replacement Rate	0.00025801	0.00025801		0.00025801		0.00%
Capital Reserve Rate	0.00025801	0.00025801		0.00025801		0.00%
Total Tax and Capital Rate	0.01035854	0.01066956		0.01143013		7.13%
Amount Per \$100,000 in Assessment						
Total General Levy Taxes on \$100,000 in assessed value	\$ 984.25	\$ 1,015.35		\$ 1,091.41		
Total Capital Replacement Levy on \$100,000 in assessed value	\$ 25.80	\$ 25.80		\$ 25.80		
Total Capital Reserve Levy on \$100,000 in assessed value	\$ 25.80	\$ 25.80		\$ 25.80		
Total Municipal Tax Bill on \$100,000 in assessed value	\$ 1,035.85	\$ 1,066.96		\$ 1,143.01		\$ 76.06

2024 ISSUE PAPERS							
Issue Paper #	Department	Budget Centre	Title	Budget Impact	Rev / Exp	Classification	SMT
POL-001	Police	2020000	Neighbourhood Watch Program	\$15,000.00	Expense	Budget Enhancement	No
COU-001	Council & Committees	1001010	Committee Member Compensation	\$0.00	Expense	Budget Enhancement	Yes
CLK-001	Clerks	1001022	Engagement of Traffic Engineer for Crossing Guard Study	\$15,000.00	Expense	One-time	Yes
HR-001	Human Resources	1001024	Staff Request	\$28,719.00	Expense	Budget Enhancement	Yes
HR-002	Human Resources	1001024	Non-Union Part Time Wage Grid Adjustment	\$13,366.00	Expense	Budget Enhancement	No
HR-003	Human Resources	1001024	Employee Recognition	\$4,210.00	Expense	One time & Enhancement	Yes
HR-004	Human Resources	1001024	Corporate Training	\$12,000.00	Expense	One-time	Yes
HR-005	Human Resources	1001024	Health and Safety (MSD Prevention/Ergonomics)	\$5,000.00	Expense	Budget Enhancement	Yes
HR-006	Human Resources	1001024	Meeting Expenses	\$500.00	Expense	Budget Enhancement	No
HR-007	Human Resources	1001024	Memberships	\$2,500.00	Expense	Budget Enhancement	No
HR-008	Human Resources	1001024	Training and Professional Development	\$2,000.00	Expense	Budget Enhancement	No
HR-009	Human Resources	1001024	Employee Reserve Fund	\$50,000.00	Expense	Budget Enhancement	No
HR-010	Human Resources	1001024	Staff Appreciation	\$6,430.00	Expense	Budget Enhancement	Yes
LIC-001	License & Enforcement	2043015	Revenue Adjustment	\$3,000.00	Revenue	Budget Enhancement	Yes
LIC-002	License & Enforcement	2043015	Cat Voucher Program Reduction	-\$3,750.00	Expense	Base Budget	Yes
LIC-003	License & Enforcement	2043015	Teraview - Land Database	\$1,000.00	Expense	Budget Enhancement	Yes
LIC-004	License & Enforcement	2043015	Animal Control Contract	\$1,680.00	Expense	Base Budget	Yes
GEN-001	Multiple	See Below	Advertising	\$8,000.00	Expense	Budget Enhancement	Yes
GEN-002	Multiple	See Below	Office Supplies	\$10,500.00	Expense	Budget Enhancement	Yes
IT-001	Information Technology	1001025	Mobile Phone Adjustments	\$1,300.00	Expense	Budget Enhancement	Yes
IT-002	Information Technology	1001025	IT - Full Time Staff Position - IT Security & Systems Administrator	\$75,000.00	Expense	One-time	Yes
IT-003	Information Technology	1001025	Multi-Factor Authentication (MFA)	\$10,000.00	Expense	Budget Enhancement	Yes
NON-001	Non-Department	1001020	Taxation and Misc revenue	\$11,300.00	Revenue	Budget Enhancement	Yes
NON-002	Non-Department	1001020	Ontario Aggregate Fee	\$46,000.00	Revenue	Budget Enhancement	Yes
NON-003	Non-Department	1001020	Grants to Organizations	\$0.00	Expense	Base Budget	Yes
NON-004	Non-Department	1001020	Tax Write Offs	-\$50,000.00	Expense	One-time	Yes
NON-005	Non-Department	1001020	Interest Earned	\$145,000.00	Revenue	One-time	Yes
NON-006	Non-Department	1001020	Transfer to Reserve and Reserve Fund	\$453,600.00	Revenue	Base Budget	Yes
NON-007	Non-Department	1001020	Interest Expenses	\$90,000.00	Expense	Base Budget	Yes
FIR-001	Fire	2010000	Training and Professional Development - Certification	\$27,000.00	Expense	Base Budget	Yes
FIR-002	Fire	2010000	Fire Code Update	\$4,000.00	Expense	One-time	Yes
FIR-003	Fire	2010000	Salaries - Overtime	\$26,000.00	Expense	Base Budget	No
FIR-004	Fire	2010000	Vehicle and Equipment Maintenance	\$10,000.00	Expense	Budget Enhancement	No
FIR-005	Fire	2010000	Uniforms	\$2,000.00	Expense	Base Budget	No
FIR-006	Fire	2010000	Emergency Operations Center Expenses	\$0.00	Revenue	One-time	Yes
FIR-007	Fire	2010000	Revenue Increase	\$11,000.00	Revenue	Budget Enhancement	Yes
FIR-008	Fire	2010000	Siren Decomission	\$50,000.00	Expense	One-time	Yes
FIR-009	Fire	2010000	Memberships	\$0.00	Expense	Base Budget	Yes
FIR-010	Fire	2010000	MLFTU - Capital Funding/Reserve Transfer	\$15,000.00	Expense	Budget Enhancement	No
FIR-011	Fire	2010000	Fire PFAS Gear Replacement	\$64,000.00	Expense	Budget Enhancement	No
FIR-012	Fire	2010000	Volunteer Firefighter Corporate Email	\$25,500.00	Expense	Budget Enhancement	No
FIR-013	Fire	2010000	NEW South Firehall Debt Repayment	\$225,000.00	Expense	Budget Enhancement	Yes
LIB-001	Libro	7017300	PFRC Executive Assistant	\$120,251.00	Expense	Budget Enhancement	Yes
FAC-001	Facilities	7017002	Facilities Overtime Budget	\$15,000.00	Expense	Budget Enhancement	No
FAC-002	Facilities	7017002	Facility Building Maintenance	\$34,000.00	Expense	Budget Enhancement	No
FAC-003	Facilities	7017002	Security System	\$30,000.00	Expense	Budget Enhancement	Maybe
FAC-004	Facilities	7017002	Facilities Training and Licensing	\$40,000.00	Expense	Budget Enhancement	Maybe
PAR-001	Parks	7017000	Commemorative Programs - Bench/Tree	\$0.00	Expense	Budget Enhancement	Yes
PAR-002	Parks	7017000	Contracted Services	\$4,915.00	Expense	Budget Enhancement	No
PAR-003	Parks	7017000	Co-An Park	\$2,100.00	Expense	Budget Enhancement	Yes
PAR-004	Parks	7017000	Uniform and Health and Safety Supplies Expense	\$0.00	Expense	Budget Enhancement	Yes
PAR-005	Parks	7017000	Naturalized Areas	\$0.00	Expense	Budget Enhancement	No
REC-001	Recreation	7010000	Wage Increase for Fitness Instructors	\$0.00	Expense	Budget Enhancement	Yes
REC-002	Recreation	7010000	Recreation Coordinator Position	\$26,179.00	Expense	One-time	Yes
REC-003	Recreation	7010000	Recreation Clothing Requirements	\$1,607.00	Expense	Budget Enhancement	No
TOU-001	Tourism	8020000	Overtime	\$5,000.00	Expense	Budget Enhancement	No

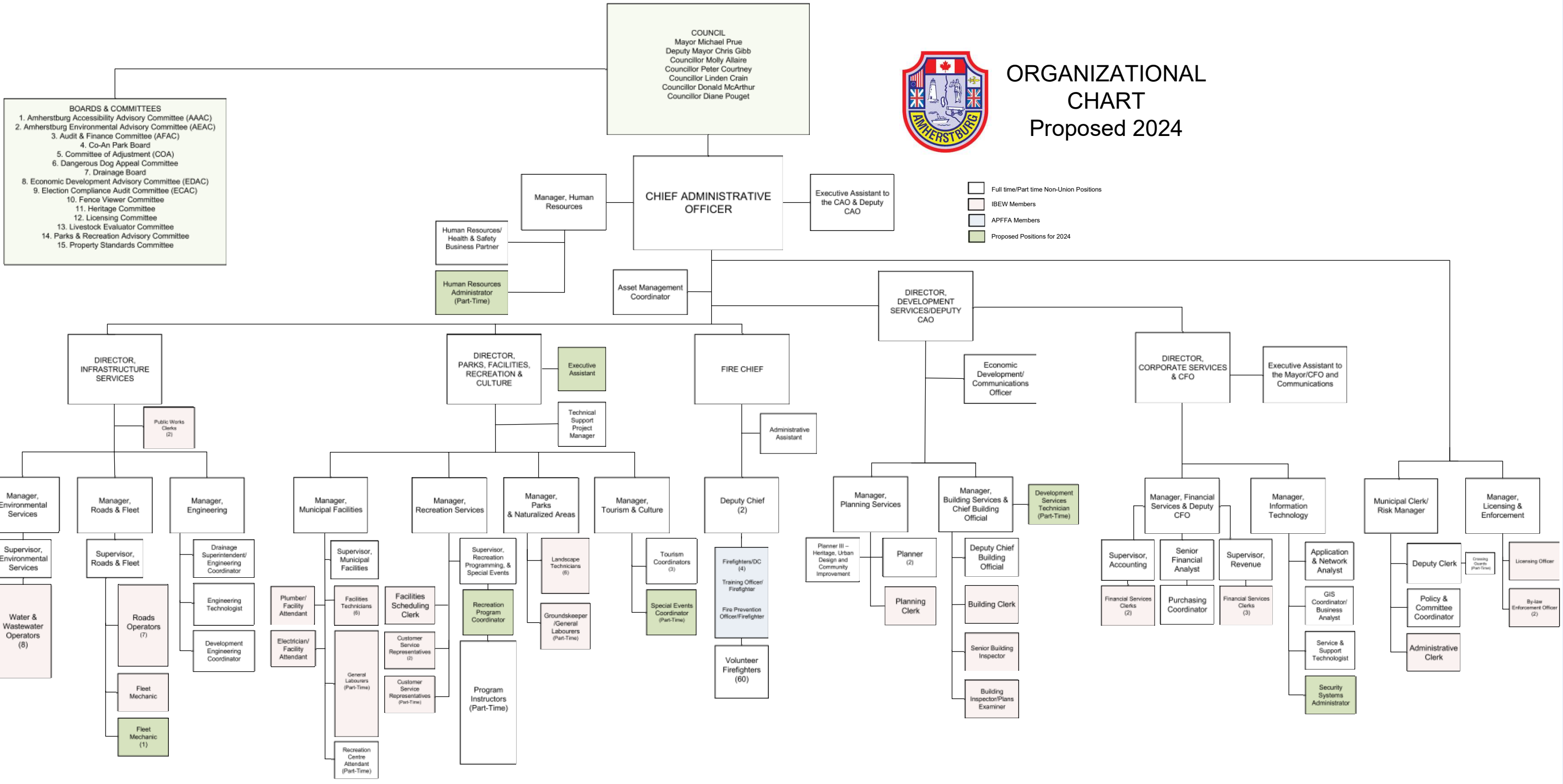
2024 ISSUE PAPERS							
Issue Paper #	Department	Budget Centre	Title	Budget Impact	Rev / Exp	Classification	SMT
TOU-002	Tourism	8020000	Contracted Services	\$10,000.00	Expense	Budget Enhancement	Yes
TOU-003	Tourism	8020000	Community Events	\$80,000.00	Expense	multiple	Yes
TOU-004	Tourism	8020000	Special Events Coordinator	\$0.00	Expense	Budget Enhancement	Yes
TOU-005	Tourism	8020000	Training and Conferences	\$3,000.00	Expense	Budget Enhancement	Yes
TOU-006	Tourism	8020000	Uniforms	\$1,000.00	Expense	Budget Enhancement	No
BUI-001	Building	2043010	Building Permits	-\$123,100.00	Revenue	One-time	Yes
BUI-002	Building	2043010	Contracted Services	\$0.00	Expense	Budget Enhancement	Yes
BUI-003	Building	2043010	Training and Professional Development	\$3,700.00	Expense	Budget Enhancement	Yes
PLA-001	Planning	8010000	Presubmission Application Fee	\$4,207.00	Revenue	Budget Enhancement	Yes
PLA-002	Planning	8010000	Planning Legal Fees - 3rd Party Appeals of Council/CoA Decisions	\$100,000.00	Expense	Budget Enhancement	Yes
PLA-003	Planning	8010000	Planning Study Reserve	\$15,000.00	Expense	Budget Enhancement	Yes
PLA-004	Planning	8010000	Planning Overtime Allotment	\$9,000.00	Expense	Budget Enhancement	No
PLA-005	Planning	8010000	Planning Legal Fees - General Legal Counsel	\$25,000.00	Expense	Budget Enhancement	No
EDV-001	Economic Development	2043005	EV Charging Stations	\$7,136.00	Expense	Budget Enhancement	Yes
DRA-001	DRAIN	1008030	Increase Drain Construction and Drain Maintenance Expense	\$2,058,575.00	Expense	One-time	Yes
DRA-002	DRAIN	1008030	Increase Revenue - Drainage	\$2,058,400.00	Revenue	One-time	Yes
DRA-003	DRAIN	1008030	Drainage Reserve contribution	\$150,000.00	Expense	Budget Enhancement	Yes
EPW-001	Public Works	3010000	Development Engineering Coordinator	\$3,750.00	Expense	Budget Enhancement	Yes
EPW-002	Public Works	3010000	Bridge and Culvert Inspection Report	\$25,000.00	Expense	One-time	Yes
EPW-003	Public Works	3010000	Transit Gas Tax Revenue	\$195,000.00	Revenue	One-time	Yes
EPW-004	Public Works	3010000	Transit Service	\$300,000.00	Expense	One-time	Yes
EPW-005	Public Works	3010000	Personnel Increase - 2nd Mechanic	\$61,800.00	Expense	Budget Enhancement	Yes
EPW-006	Public Works	3010000	Tree Maintenance - Tree Trimming	\$15,000.00	Expense	Budget Enhancement	Yes
EPW-007	Public Works	3010000	Traffic Signal Maintenance	\$15,000.00	Expense	Budget Enhancement	Yes
EPW-008	Public Works	3010000	Storm and Sewer Drains	\$35,000.00	Expense	Budget Enhancement	Yes
EPW-009	Public Works	3010000	Road Maintenance - Gravel	\$25,000.00	Expense	Budget Enhancement	Yes
WAT-001	Water	0000000	Backflow Prevention	\$11,400.00	Expense	Budget Enhancement	Yes
WAT-002	Water	0000000	Water Treatment Plant - OCWA Maintenance Items	\$50,000.00	Expense	Budget Enhancement	Yes
WWT-001	Waste Water	4010000	Inflow and Infiltration	-\$160,000.00	Expense	Budget Enhancement	Yes
WWT-002	Waste Water	4010000	Sludge - Landfill Tipping Fees	\$40,000.00	Expense	Budget Enhancement	Yes
WWT-003	Waste Water	4010000	Big Creek Sewage Plant, OCWA Plant Maintenance Items	\$7,500.00	Expense	Budget Enhancement	Yes

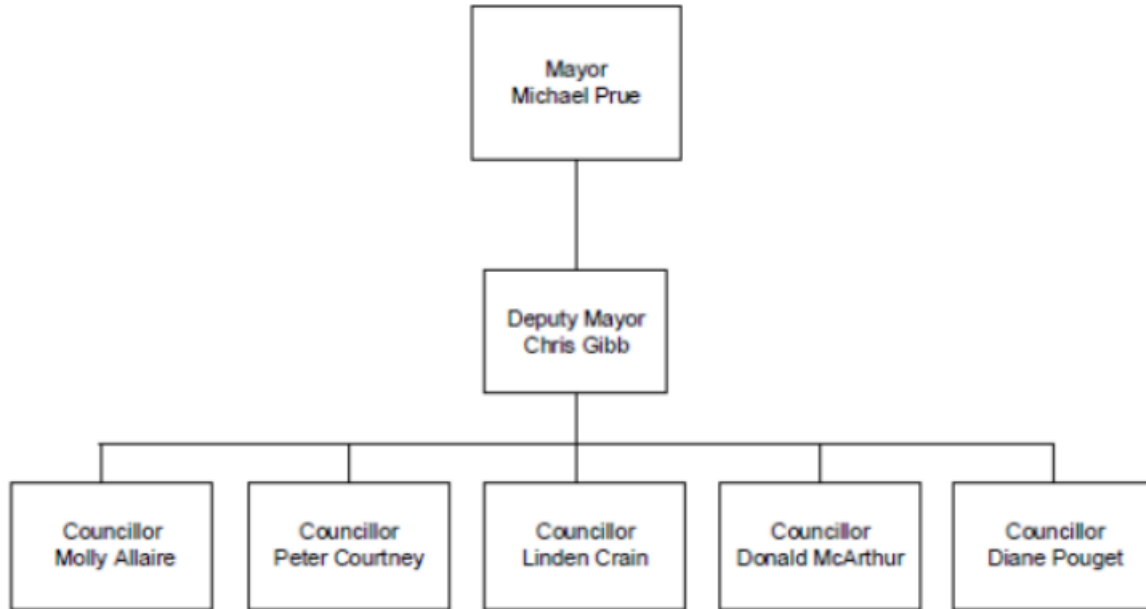


ORGANIZATIONAL CHART

Proposed 2024

- Full time/Part time Non-Union Positions
- IBEW Members
- APFFA Members
- Proposed Positions for 2024

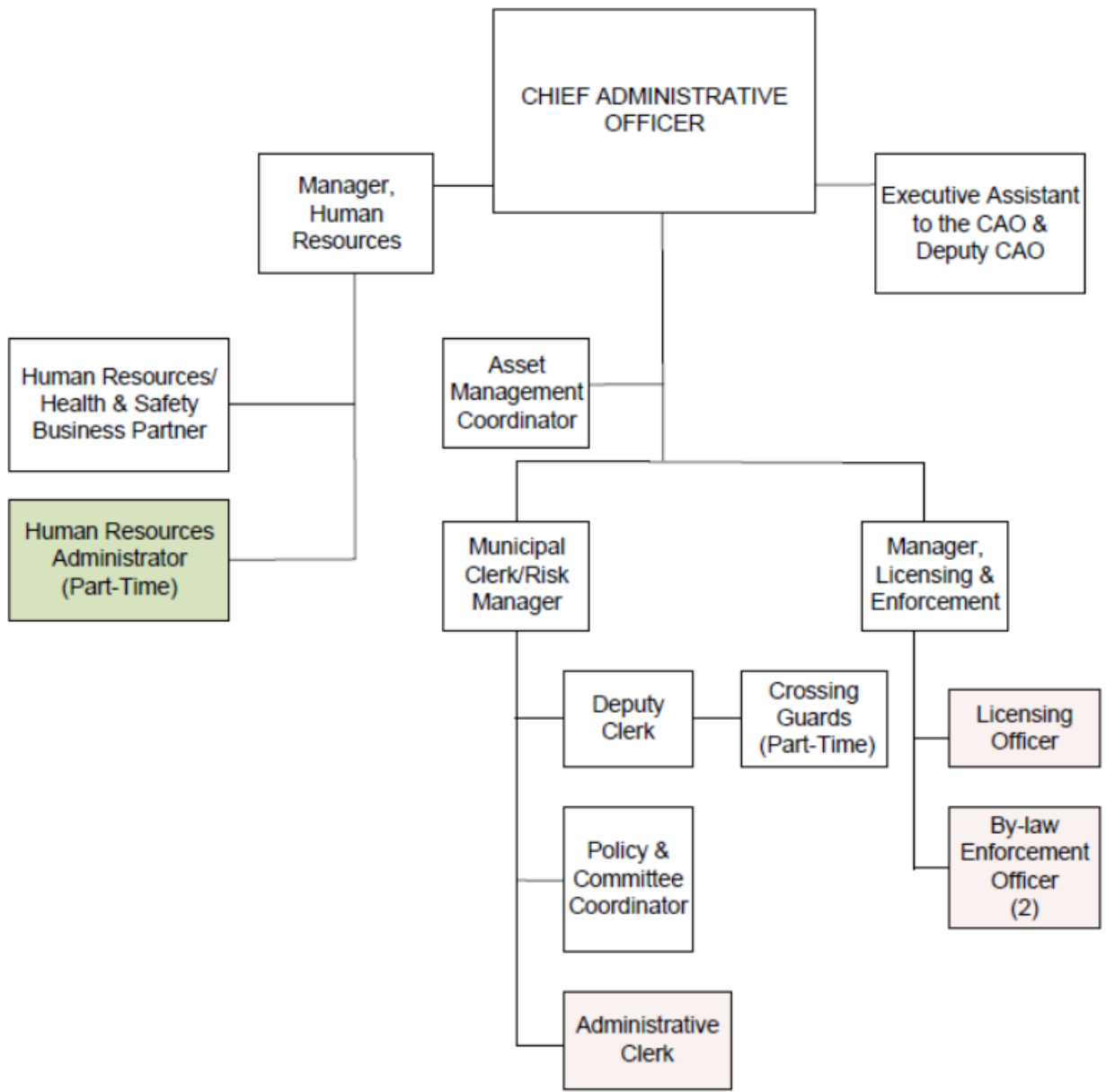




- BOARDS & COMMITTEES**
1. Amherstburg Accessibility Advisory Committee (AAAC)
 2. Amherstburg Environmental Advisory Committee (AEAC)
 3. Audit & Finance Committee (AFAC)
 4. Co-An Park Board
 5. Committee of Adjustment (COA)
 6. Dangerous Dog Appeal Committee
 7. Drainage Board
 8. Economic Development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



Department Overview





Department Description

The Office of The Chief Administrative Officer

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

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

Clerks Department

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

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

Licensing and Enforcement Division

Licensing and By-Law Enforcement Division is responsible to enforce the Town By-laws, in addition to administering the issuance of various Licenses and Permits.

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



Human Resources Department

The Human Resources Department provides the following services:

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

Budgeted Staffing Resources

Permanent FTE's	2022	2023	2024 Proposed
Full Time FTE	10.00	13.00	13.00
Part Time FTE	0.50	0.84	1.20
Total FTE	10.50	13.84	14.20
Net Change	0.00	3.34	0.36*

2023 Staffing Complement includes:

Full Time

- 1.00 CAO
- 1.00 Executive Assistant to the CAO & Deputy CAO
- 1.00 Asset Management Technician
- 1.00 Municipal Clerk
- 1.00 Deputy Clerk
- 1.00 Policy and Committee Coordinator
- 1.00 Administrative Clerk
- 1.00 Manager of Licensing and Enforcement
- 1.00 Licensing Officer
- 2.00 By-Law Enforcement Officers
- 1.00 Manager of Human Resources
- 1.00 Human Resources/Health & Safety Business Partner

Part Time

- 0.60 Crossing Guards (7 positions)
- 0.24 HR Student (1 position)

*Proposed 2024 Staff Complement Changes:

Part Time

- 0.60 Human Resource Administrator (less 0.24 HR Student)

Town of Amherstburg												
Department:						Office of the Chief Administrative Officer						
Budget Centre:						CAO's Office						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD	2023 Total	2023 YTD	2023 YTD	2024 Base	2023 In Year	Request -	Request -	Request-	2024 Total	Issue Paper Ref. No.
		Actuals	Budget	Actuals	Variance	Budget	Approval	Base Budget	One Time	Enhancement	Budget	
Expenses:												
Salaries and Wages:												
		364,086	430,090	164,416	265,674	430,090		58,627			488,717	
		684	-	-	-	-					-	
		-	-	-	-	-					-	
		43,726	52,460	15,684	36,776	52,460		(52,460)			(0)	
		408,496	482,550	180,100	302,450	482,550		6,167			488,717	
Benefits:												
		15,436	16,787	9,208	7,579	16,787		654			17,441	
		5,381	5,697	3,144	2,552	5,697		81			5,778	
		38,865	55,594	18,711	36,883	55,594		(4,150)			51,444	
		7,941	9,350	3,565	5,785	9,350		180			9,530	
		10,735	24,120	5,920	18,199	24,120		(2,066)			22,054	
		5,901	28,021	1,816	26,205	28,021		(2,752)			25,269	
		10,595	12,741	6,306	6,435	12,741		208			12,949	
		6,431	7,000	2,692	4,308	7,000		-			7,000	
		1,666	2,925	750	2,175	2,925		(975)			1,950	
		102,952	162,235	52,113	110,121	162,235		(8,820)			153,415	
General Expenses:												
		2,096	750	1,139	(389)	750					750	
		3,747	1,850	1,897	(47)	1,850					1,850	
						-				2,000	2,000	GEN-001
		199,142	86,500	16,403	70,097	66,500					66,500	
		128,790	130,000	30,176	99,824	130,000					130,000	
		3,524	3,000	1,209	1,791	3,000					3,000	
		1,327	2,980	259	2,721	2,980					2,980	
		7,974	10,000	8,060	1,940	10,000					10,000	
		9,162	15,961	2,902	13,059	15,961					15,961	
		603	1,000	474	526	1,000					1,000	
		356,364	252,041	62,518	189,523	232,041		-	-	-	2,000	234,041
		867,812	896,825	294,731	602,094	876,825		(2,652)	-	2,000	876,173	
Total Expenses												
Transfer to (from) Reserves												
		(24,051)	(20,000)	-	(20,000)	-					-	
		-	(49,092)	-	(49,092)	-					-	
		-	-	-	-	-					-	
		(24,051)	(69,092)	-	(69,092)	-		-	-	-	-	
		843,760	827,733	294,731	533,002	876,825		(2,652)	-	2,000	876,173	
		843,760	827,733	294,731	533,002	876,825		(2,652)	-	2,000	876,173	
			1.9%								5.9%	

Town of Amherstburg												
Department:						Office of the Chief Administrative Officer						
Budget Centre:						Police						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD	2023 Total	2023 YTD	2023 YTD	2024 Base	2023 In Year	Request -	Request -	Request-	2024 Total	Issue Paper Ref. No.
		Actuals	Budget	Actuals	Variance	Budget	Approval	Base Budget	One Time	Enhancement	Budget	
Revenue:												
	POA Revenue	99,738	75,000	0	75,000	75,000					75,000	
	Provincial Court Service Upload	57,919	-	28,802	(28,802)	-					-	
	Total Revenues	157,657	75,000	28,802	46,198	75,000					75,000	
Expenses:												
General Expenses												
	Service Contract	5,353,779	5,350,457	2,229,357	3,121,100	5,350,457		535,046			5,885,503	
	Legal Fees	-	25,000	-	25,000	25,000					25,000	
	Total General Expenses	5,353,779	5,375,457	2,229,357	3,146,100	5,375,457		535,046			5,910,503	
Building												
	General Insurance	-	-	-	-	-					-	
	Telephone	6,291	6,000	2,724	3,276	6,000					6,000	
	Utilities	19,857	28,000	8,667	19,333	28,000					28,000	
	Building Maintenance	9,750	15,000	608	14,392	15,000					15,000	
	Janitorial	-	25,000	-	25,000	25,000					25,000	
	Total Building	35,898	74,000	11,999	62,001	74,000					74,000	
Other Expenses:												
	Neighbourhood Watch	-	-	-	-	-					-	POL-001 - NO
	Joint Court Costs	-	-	-	-	-					-	
	Dispatching	73,042	77,000	71,500	5,500	77,000		158,000			235,000	
	Investigation Expense	-	-	-	-	-					-	
	Joint Police Advisory Committee (JPAC)	-	-	-	-	-					-	
	Total Other Expenses	73,042	77,000	71,500	5,500	77,000		158,000			235,000	
Equipment and Vehicle												
	Radio Maintenance	24,342	31,000	11,872	19,128	31,000					31,000	
	Total Equipment and Vehicle	24,342	31,000	11,872	19,128	31,000					31,000	
Debt Charges												
	Principal Payments	10,493	10,197	4,499	5,698	10,197					10,197	
	Interest Payments	731	1,154	231	923	1,154					1,154	
	Total Debt Charges	11,224	11,351	4,730	6,621	11,351					11,351	
Reserve Transfers												
	Transfer to Reserve - Capital	-	-	-	-	-					-	
	Transfer to Reserve - Life Cycle	-	-	-	-	-					-	
	Transfer to Reserve - Computer	-	-	-	-	-					-	
	Transfer from Insurance Reserve	-	-	-	-	-					-	
	Transfer to Reserve - Police	-	40,000	16,665	23,335	40,000					40,000	
	Transfers from Reserve - Police	-	-	-	-	-					-	
	Total Reserve Transfers	-	40,000	16,665	23,335	40,000					40,000	
	Total Operating Expenses and Transfers	5,498,285	5,608,808	2,346,123	3,262,685	5,608,808		693,046			6,301,854	
	Net Operating Budget	5,340,628	5,533,808	2,317,321	3,216,487	5,533,808		693,046			6,226,854	
	Incr/(Decr) from Prior Year		2.5%								12.5%	

Town of Amherstburg												
Department:						Council & Committees						
Budget Centre:						Council & Committees						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD	2023 Total	2023 YTD	2023 YTD	2024 Base	2023 In Year	Request -	Request -	Request -	2024 Total	Issue Paper Ref. No.
		Actuals	Budget	Actuals	Variance	Budget	Approval	Base Budget	One Time	Enhancement	Budget	
Expenses:												
Salaries and Wages:												
	Salaries - Council	197,697	201,650	82,374	119,276	201,650		4,039			205,689	
	Salaries - Per Diem Mayor	600	1,000	800	200	1,000					1,000	
	Salaries - Per Diem Deputy Mayor	600	1,000	800	200	1,000					1,000	
	Salaries - Per Diem Coun. 1	600	1,000	800	200	1,000					1,000	
	Salaries - Per Diem Coun. 2	600	1,000	800	200	1,000					1,000	
	Salaries - Per Diem Coun. 3	1,320	1,000	800	200	1,000					1,000	
	Salaries - Per Diem Coun. 4	400	1,000	800	200	1,000					1,000	
	Salaries - Per Diem Coun. 5	400	1,000	700	300	1,000					1,000	
	Total Salaries and Wages	202,217	208,650	87,874	120,776	208,650	-	4,039	-	-	212,689	
Benefits:												
	Benefits - CPP	8,659	10,541	2,948	7,592	10,541		448			10,989	
	Benefits - OMERS	15,266	18,149	4,783	13,366	18,149		363			18,512	
	Benefits - EHT	4,055	3,932	1,675	2,257	3,932		215			4,147	
	Benefits - WSIB	262	-	(1)	1	-					-	
	Benefits - RRSP Contribution	-	-	-	-	-					-	
	Total Benefits	28,242	32,622	9,405	23,217	32,622	-	1,026	-	-	33,648	
General Expenses:												
	Public Receptions	-	-	322	(322)	-					-	
	Public Receptions - Mayor	831	3,000	358	2,642	3,000					3,000	
	Public Receptions - Deputy Mayor	217	500	-	500	500					500	
	Public Receptions - Councillor 1	300	500	-	500	500					500	
	Public Receptions - Councillor 2	-	500	50	450	500					500	
	Public Receptions - Councillor 3	350	500	225	275	500					500	
	Public Receptions - Councillor 4	-	500	-	500	500					500	
	Public Receptions - Councillor 5	485	500	-	500	500					500	
	Public Receptions Subtotal	2,182	6,000	955	5,045	6,000	-	-	-	-	6,000	
	Office Supplies	265	500	1,288	(788)	500					500	
	Mobile Devices	366	2,200	-	2,200	1,600				(100)	1,500	IT-001
	Training	2,648	5,000	-	5,000	5,000					5,000	
	Conventions and Seminars - Mayor	-	2,000	829	1,171	2,000					2,000	
	Conventions and Seminars - Deputy Mayor	-	2,000	-	2,000	2,000					2,000	
	Conventions and Seminars - Councillor 1	-	2,000	-	2,000	2,000					2,000	
	Conventions and Seminars - Councillor 2	-	2,000	1,007	993	2,000					2,000	
	Conventions and Seminars - Councillor 3	-	2,000	2,903	(903)	2,000					2,000	
	Conventions and Seminars - Councillor 4	-	2,000	-	2,000	2,000					2,000	
	Conventions and Seminars - Councillor 5	-	2,000	-	2,000	2,000					2,000	
	Conventions and Seminars Subtotal	2,648	14,000	4,739	9,261	14,000	-	-	-	-	14,000	
	Travel and Mileage - Mayor	-	1,000	-	1,000	1,000					1,000	
	Travel and Mileage - Deputy Mayor	51	500	-	500	500					500	
	Travel and Mileage - Councillor 1	-	500	-	500	500					500	
	Travel and Mileage - Councillor 2	-	500	-	500	500					500	
	Travel and Mileage - Councillor 3	748	500	366	134	500					500	
	Travel and Mileage - Councillor 4	-	500	-	500	500					500	
	Travel and Mileage - Councillor 5	-	500	-	500	500					500	
	Travel and Mileage Subtotal	799	4,000	366	3,634	4,000	-	-	-	-	4,000	

Town of Amherstburg												
Department:						Council & Committees						
Budget Centre:						Council & Committees						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD	2023 Total	2023 YTD	2023 YTD	2024 Base	2023 In Year	Request -	Request -	Request -	2024 Total	Issue Paper Ref. No.
		Actuals	Budget	Actuals	Variance	Budget	Approval	Base Budget	One Time	Enhancement	Budget	
	Communication Allowance - Mayor	908	1,500	-	1,500	1,500					1,500	
	Communication Allowance - Deputy Mayor	382	700	154	546	700					700	
	Communication Allowance - Councillor 1	-	700	-	700	700					700	
	Communication Allowance - Councillor 2	-	700	-	700	700					700	
	Communication Allowance - Councillor 3	383	700	-	700	700					700	
	Communication Allowance - Councillor 4	-	700	-	700	700					700	
	Communication Allowance - Councillor 5	1,090	700	-	700	700					700	
	Communications Subtotal	2,763	5,700	154	5,546	5,700	-	-	-	-	5,700	
	Total General Expenses	9,024	37,400	7,502	29,898	36,800	-	-	-	(100)	36,700	
	Other Expenses:											
	Legal Fees - Council	-	-	-	-	-					-	
	Meeting Expenses	3,464	4,000	1,417	2,583	2,000					2,000	
	Donations	1,864	2,000	949	1,051	2,000					2,000	
	Total Other Expenses	5,328	6,000	2,366	3,634	4,000	-	-	-	-	4,000	
	Committees:											
	Per Diems - Drainage	4,200	4,500	-	4,500	4,500					4,500	
	Per Diems - Committee of Adjustment	4,050	4,500	-	4,500	4,500					4,500	
	Per Diems - Accessibility Advisory	950	4,200	-	4,200	4,200					4,200	
	Per Diems - Licensing Advisory	-	-	-	-	-				4,500	4,500	COU-001
	Accessibility Committee - Expenses	239	2,000	625	1,375	2,000					2,000	
	Committee Meetings - Sundries	63	500	19	481	500					500	
	Drainage Committee Expenses	-	5,205	-	5,205	2,100					2,100	
	Heritage Committee - Expenses	5,494	4,500	75	4,425	4,500					4,500	
	Parks & Rec Advisory Committee- Exp	-	1,500	-	1,500	1,500					1,500	
	Economic Dev Advisory Comm Expenses	-	-	-	-	-					-	
	Audit-Finance Advisory Committee - Expenses	-	-	-	-	-					-	
	Seniors Advisory Committee Expenses	-	-	-	-	-					-	
	Mayor's Youth Advisory - Expenses	-	-	-	-	-					-	
	Environmental Advisory Committee	-	-	-	-	-					-	
	Committee Office Supplies	-	500	166	334	500					500	
	Total Expenses - Committees	14,996	27,405	885	26,520	24,300	-	-	-	4,500	28,800	
	Total Expenses	259,808	312,077	108,032	204,045	306,372	-	5,065	-	4,400	315,837	
	Transfer to (from) Reserves											
	Transfer from Reserves	-	(3,705)	-	(3,705)	-				(4,500)	(4,500)	COU-001
	Transfer to Reserves	-	-	-	-	-					-	
	Total Reserve Transfers	-	(3,705)	-	(3,705)	-	-	-	-	(4,500)	(4,500)	
	Total Operating Expenses and Transfers	259,808	308,372	108,032	200,340	306,372	-	5,065	-	(100)	311,337	
	Net Operating Budget	259,808	308,372	108,032	200,340	306,372	-	5,065	-	(100)	311,337	
	Incr/(Decr) from Prior Year			-5.7%							1.0%	

Town of Amherstburg												
Department:						Legislative Services						
Budget Centre:						Clerk's Services						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD	2023 Total	2023 YTD	2023 YTD	2024 Base	2023 In Year	Request -	Request -	Request -	2024 Total	Issue Paper Ref. No.
		Actuals	Budget	Actuals	Variance	Budget	Approval	Base Budget	One Time	Enhancement	Budget	
Revenue:												
	Fee Revenue - Insurance Admin Fee	-	15,000	19,821	(4,821)	15,000					15,000	
	Fee Revenue - Various	2,452	2,000	3,202	(1,202)	2,000					2,000	
	Fee Revenue - Property Damage Claims	20,368	5,000	(1,410)	6,410	5,000					5,000	
	Total Revenue	22,820	22,000	21,612	388	22,000	-	-	-	-	22,000	
Expenses:												
Salaries and Wages												
	Salaries - Full Time	271,170	322,451	69,829	252,622	322,451		7,514			329,965	
	Salaries - STD/LTD Credit	-	-	-	-	-					-	
	Salaries - Overtime	8,522	12,500	556	11,944	12,500					12,500	
	Salaries - Temporary	14,733	-	-	-	-					-	
	Salaries - Part Time	-	-	605	(605)	-					-	
	Salaries - Crossing Guards	22,012	22,523	9,492	13,031	22,523		1,310			23,833	
	Total Salaries and Wages	316,437	357,474	80,482	276,992	357,474	-	8,824	-	-	366,298	
Benefits:												
	Benefits - CPP	13,966	15,018	4,352	10,666	15,018		1,879			16,897	
	Benefits - EI	4,861	4,663	1,588	3,075	4,663		143			4,806	
	Benefits - OMERS	27,905	32,917	7,309	25,608	32,917		238			33,155	
	Benefits - EHT	5,750	6,532	1,576	4,955	6,532		146			6,678	
	Benefits - Greenshield	19,257	24,589	4,972	19,617	24,589		4,541			29,130	
	Benefits - Life and Disability	22,043	21,282	7,587	13,695	21,282		(164)			21,118	
	Benefits - WSIB	9,602	11,487	2,783	8,705	11,487		375			11,862	
	Benefits - Post Retirement	3,014	3,900	846	3,054	3,900		-			3,900	
	Benefits - CPP	-	507	-	507	507		78			585	
	Benefits - EI	-	514	-	514	514		47			561	
	Benefits - OMERS	-	2,027	-	2,027	2,027		(1,312)			715	
	Benefits - EHT	-	439	-	439	439		26			465	
	Benefits - WSIB	-	775	-	775	775		45			820	
	Total Benefits	106,398	124,650	31,013	93,637	124,650	-	6,042	-	-	130,692	
General Expenses:												
	Subscriptions & Publications	-	500	100	400	500					500	
	Office Supplies	4,257	2,500	801	1,699	2,500					2,500	
	Records Management	-	5,000	3,160	1,840	5,000					5,000	
	Uniforms	143	-	-	-	-					-	
	Professional Fees	43,696	40,500	(967)	41,467	30,500			15,000		45,500	CLK-001
	Meeting Expenses	895	500	491	9	500					500	
	Mobile Devices	654	2,000	245	1,755	1,600			600		2,200	IT-001
	Memberships	3,042	4,000	-	4,000	4,000					4,000	
	Training and Prof. Development	5,530	10,000	3,886	6,114	10,000					10,000	
	Travel and Mileage	1,047	500	-	500	500					500	
	Insurance - Premiums	722,693	763,617	837,400	(73,783)	763,617					763,617	
	Insurance - Deductible	254,793	75,000	43,294	31,706	75,000					75,000	
	Insurance - Claims Cost	12,717	10,000	4,395	5,605	10,000					10,000	
	Total General Expenses	1,049,468	914,117	892,806	21,311	903,717	-	-	15,600	-	919,317	
Election:												
	Election Expenses	85,999	2,200	916	1,284	2,200					2,200	
	Total Election Expenses	85,999	2,200	916	1,284	2,200	-	-	-	-	2,200	

Town of Amherstburg												
Department:						Legislative Services						
Budget Centre:						Clerk's Services						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD Actuals	2023 Total Budget	2023 YTD Actuals	2023 YTD Variance	2024 Base Budget	2023 In Year Approval	Request - Base Budget	Request - One Time	Request - Enhancement	2024 Total Budget	Issue Paper Ref. No.
Elections Salaries and Benefits												
		Salaries - Part Time - Election	-	-	-	-	-	-	-	-	-	-
		Benefits - C.P.P - Election	-	-	-	-	-	-	-	-	-	-
		Benefits - E.I - Election	-	-	-	-	-	-	-	-	-	-
		Benefits - EHT - Election	-	-	-	-	-	-	-	-	-	-
		Benefits - WSIB - Election	-	-	-	-	-	-	-	-	-	-
		Total Salaries and Wages - Election	-	-	-	-	-	-	-	-	-	-
Crossing Guards:												
		Uniforms	-	1,000	-	1,000	1,000	-	-	-	1,000	-
		Advertising	-	-	-	-	-	-	-	-	-	-
		Total Expenses - Crossing Guards	-	1,000	-	1,000	1,000	-	-	-	1,000	-
		Total Expenses	1,558,301	1,399,440	1,005,216	394,224	1,389,040	-	14,866	15,600	-	1,419,507
Transfer to (from) Reserves												
		Transfer to Reserve	50,000	40,000	16,665	23,335	40,000	-	-	-	40,000	-
		Transfer to Reserve	34,600	-	16,665	(16,665)	-	-	-	-	-	-
		Transfer to Reserve	5,000	-	-	-	-	-	-	-	-	-
		Transfer from Reserve	-	-	-	-	-	-	(15,600)	-	(15,600)	IT-001, CLK-001
		Transfer from Reserve - Insurance	-	(10,400)	-	(10,400)	(10,000)	-	-	-	(10,000)	-
		Transfer to Reserve - AODA Compliance	-	40,000	-	40,000	50,000	25,000	-	-	75,000	-
		Transfer to Reserve - Insurance	30,057	5,000	-	5,000	5,000	-	-	-	5,000	-
		Transfer from Election Reserve	(100,732)	-	-	-	-	-	-	-	-	-
		Total Reserve Transfers	18,925	74,600	33,330	41,270	85,000	25,000	-	(15,600)	-	94,400
		Total Operating Expenses and Transfers	1,577,226	1,474,040	1,038,546	435,494	1,474,040	25,000	14,866	-	-	1,513,907
		Net Operating Budget	1,554,406	1,452,040	1,016,934	435,106	1,452,040	25,000	14,866	-	-	1,491,907
		Incr/(Decr) from Prior Year		3.2%								2.7%

Town of Amherstburg												
Department:						Corporate Services						
Budget Centre:						Human Resources						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD	2023 Total	2023 YTD	2023 YTD	2024 Base	2023 In Year	Request -	Request -	Request -	2024 Total	Issue Paper Ref. No.
		Actuals	Budget	Actuals	Variance	Budget	Approval	Base Budget	One Time	Enhancement	Budget	
Expenses:												
Salaries and Wages:												
		202,291	227,937	88,308	139,629	227,937		12,761			240,698	
		2,086	4,000	1,572	2,428	4,000		-			4,000	
		33,487	21,254	10,491	10,763	21,254		261		(21,515)	-	HR-001
		-	-	-	-	-		-		-	-	HR-002
		-	-	-	-	-		-		43,700	43,700	HR-001
		237,864	253,191	100,371	152,820	253,191	-	13,022	-	22,185	288,398	
Benefits:												
		8,714	8,565	5,694	2,871	8,565		717			9,282	
		2,970	2,817	1,918	899	2,817		92			2,909	
		23,128	28,162	10,123	18,040	28,162		1,428			29,590	
		4,665	4,921	1,920	3,001	4,921		270			5,191	
		12,224	12,451	4,874	7,577	12,451		2,252		5,034	19,737	HR-001
		12,903	15,044	5,373	9,671	15,044		361			15,405	
		7,259	7,882	3,392	4,490	7,882		386			8,268	
		1,868	2,925	750	2,175	2,925		(975)			1,950	
		5,819	4,700	1,164	3,536	4,700		-			4,700	
		79,549	87,468	35,207	52,261	87,468	-	4,530	-	5,034	97,032	
General Expenses:												
		7,208	12,300	639	11,661	12,300			3,210	1,000	16,510	HR-003
						-				2,500	2,500	HR-010
						-				3,930	3,930	HR-010
		5,663	14,000	178	13,822	12,000			12,000		24,000	HR-004
		15,629	17,500	8,906	8,594	17,500			5,000		22,500	HR-005
		1,325	1,000	57	943	1,000			1,500		2,500	HR-001 & GEN-002
		40,993	46,200	968	45,232	22,000					22,000	
		321	1,000	139	861	1,000					1,000	HR-006
		848	1,250	326	924	1,250					1,250	
		2,040	2,450	1,389	1,061	2,450					2,450	HR-007
		7,870	5,500	650	4,850	5,500	(1,500)			500	4,500	HR-001 & HR-008
		300	1,000	-	1,000	1,000	(300)				700	
		16,387	24,600	2,783	21,817	24,600					24,600	
		98,586	126,800	16,035	110,765	100,600	(1,800)	-	15,210	14,430	128,440	
Retiree Benefits												
		76,881	67,000	30,000	37,000	67,000		14,241			81,241	
		21,500	28,150	9,395	18,755	28,150		4,463			32,613	
		123,863	112,100	46,165	65,935	112,100		21,181			133,281	
		14,557	12,320	5,676	6,644	12,320		2,694			15,014	
		93,068	101,100	36,204	64,896	101,100		17,144			118,244	
		39,645	28,900	16,918	11,982	28,900		8,026			36,926	
		369,513	349,570	144,358	205,212	349,570	-	67,749	-	-	417,319	
		785,512	817,029	295,970	521,058	790,829	(1,800)	85,301	15,210	41,649	931,189	

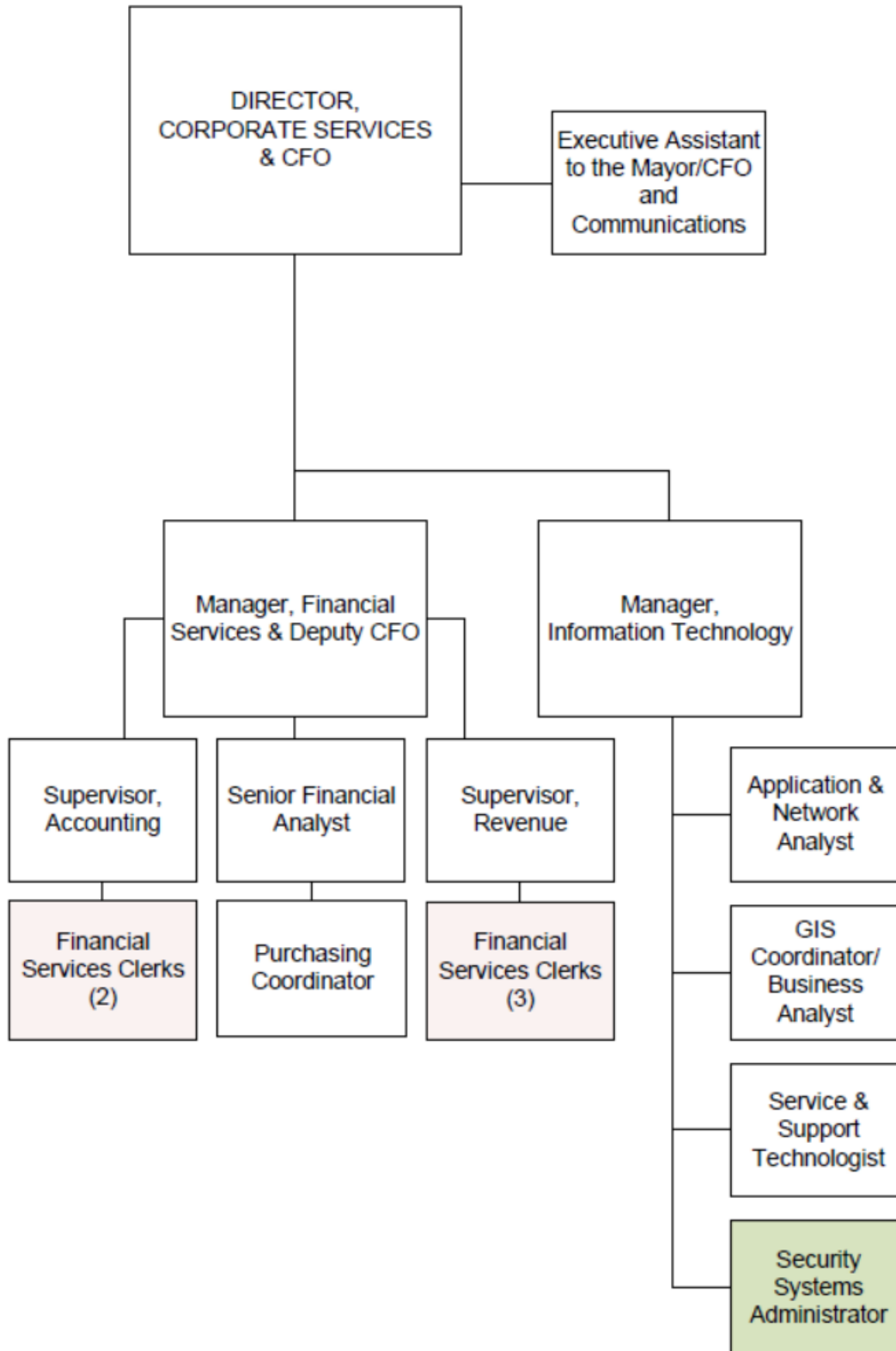
Town of Amherstburg												
Department:						Corporate Services						
Budget Centre:						Human Resources						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD Actuals	2023 Total Budget	2023 YTD Actuals	2023 YTD Variance	2024 Base Budget	2023 In Year Approval	Request - Base Budget	Request - One Time	Request - Enhancement	2024 Total Budget	Issue Paper Ref. No.
Expenses:												
Transfer to (from) Reserves												
		(40,740)	(26,200)	-	(26,200)	-			(15,210)		(15,210)	Tax stabilization
		-	-	-	-	-					-	HR-009
		(40,740)	(26,200)	-	(26,200)	-	-	-	(15,210)	-	(15,210)	
Total Operating Expenses and Transfers		744,772	-	790,829	295,970	494,858	790,829	(1,800)	85,301	-	41,649	915,979
Net Operating Budget		744,772	790,829	295,970	494,858	790,829	(1,800)	85,301	-	41,649	915,979	
		Incr/(Decr) from Prior Year	4.4%	151,612							15.8%	

Town of Amherstburg												
Department:						Legislative Services						
Budget Centre:						Licencing and Enforcement						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD	2023 Total	2023 YTD	2023 YTD	2024 Base	2023 In Year	Request -	Request -	Request -	2024 Total	Issue Paper Ref. No.
		Actuals	Budget	Actuals	Variance	Budget	Approval	Base Budget	One Time	Enhancement	Budget	
Revenue:												
	Provincial Grants	-		-	-	-					-	
	Provincial Grants			5,345	(5,345)							
	Liquor Licences	16,253	22,000	4,154	17,846	22,000					22,000	
	Liquor Licences	250	100	-	100	100					100	
	Business Licences	6,867	14,000	3,671	10,329	14,000				4,500	18,500	COU-001
	Marriage Licences	19,174	13,000	5,389	7,611	13,000					13,000	
	Animal Control - Dog Tags and Fines	21,292	17,000	17,011	(11)	17,000					17,000	
	Pool Permits	-	-	-	-	-					-	
	Sign Permits	-	2,000	-	2,000	2,000				1,000	3,000	LIC-001
	Encroachment Fees	806	2,000	-	2,000	2,000				2,000	4,000	LIC-001
	Parking Tickets	6,610	9,000	6,443	2,557	9,000					9,000	
	Fees waived	-	-	-	-	-					-	
	Other Revenues	15,521	4,500	2,541	1,959	4,500					4,500	
	Total Revenue	86,772	83,600	44,554	39,046	83,600	-	-	-	7,500	91,100	
Expenses:												
Salaries and Wages:												
	Salaries - Full Time	273,790	294,557	113,853	180,703	294,557		24,695			319,252	
	Salaries - STD/LTD Credit	-	-	-	-	-					-	
	Salaries - Overtime	187	2,000	776	1,224	2,000		-			2,000	
	Salaries - Temporary	-	-	-	-	-					-	
	Salaries - Part Time	-	-	-	-	-					-	
	Total Salaries and Wages	273,977	296,557	114,629	181,927	296,557	-	24,695	-	-	321,252	
Benefits:												
	Benefits - CPP	13,301	15,018	6,719	8,299	15,018		1,344			16,362	
	Benefits - EI	4,323	4,663	2,227	2,437	4,663		143			4,806	
	Benefits - OMERS	26,346	29,038	11,664	17,374	29,038		2,778			31,816	
	Benefits - EHT	5,328	5,783	2,282	3,501	5,783		481			6,264	
	Benefits - Greenshield	26,301	24,276	10,570	13,705	24,276		20			24,296	
	Benefits - Life and Disability	16,926	19,441	7,060	12,380	19,441		991			20,432	
	Benefits - WSIB	8,643	10,202	4,029	6,173	10,202		645			10,847	
	Benefits - Post Retirement	2,793	2,925	1,125	1,800	2,925		-			2,925	
	Total Benefits	103,961	111,345	45,675	65,669	111,345	-	6,403	-	-	117,748	
General Expenses:												
	Uniforms	5,200	2,700	2,681	19	2,700					2,700	
	Office Supplies	3,609	1,500	1,724	(224)	1,500					1,500	
	Advertising	-	-	-	-	-				1,000	1,000	GEN-001
	Mobile Devices	2,093	3,200	615	2,586	3,200					3,200	
	Professional Fees	2,398	1,500	117	1,383	1,500					1,500	
	Memberships	-	1,150	-	1,150	1,150					1,150	
	Training and Professional Development	5,346	8,550	3,353	5,197	8,550					8,550	
	Travel & Mileage	-	500	398	102	500					500	
	Vehicle and Equipment Maintenance	3,254	1,800	1,537	263	1,800					1,800	
	GPS	831	796	367	429	796					796	
	Service Agreement - Radios	1,280	-	640	(640)	-					-	
	Legal Fees	-	-	-	-	-					-	
	Animal Control - Tags	1,488	600	-	600	600					600	
	Animal Control - Contract	33,000	33,000	17,000	16,000	33,000		1,680			34,680	LIC-004
	Animal Control - Other	1,906	7,750	325	7,425	7,750		(3,750)			4,000	LIC-002
	Encroachment Expenses	(25)	-	-	-	-				1,000	1,000	LIC-003
	Marriage Licences	7,460	7,200	-	7,200	7,200					7,200	
	Total General Expenses	67,838	70,246	29,117	41,129	70,246	-	(2,070)	-	2,000	70,176	

Town of Amherstburg												
Department:						Legislative Services						
Budget Centre:						Licencing and Enforcement						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD Actuals	2023 Total Budget	2023 YTD Actuals	2023 YTD Variance	2024 Base Budget	2023 In Year Approval	Request - Base Budget	Request - One Time	Request - Enhancement	2024 Total Budget	Issue Paper Ref. No.
Other Expenses:												
		Fence Viewer Committee	-	-	-	-	-	-	-	-	-	-
		Livestock Compensation Expense	-	-	-	-	-	-	-	-	-	-
		Total Other Expenses	-	-	-	-	-	-	-	-	-	-
		Total Expenses	445,775	478,147	189,422	288,726	478,147	-	29,029	-	2,000	509,176
Transfer to (from) Reserves												
		Transfer from Reserves	-	-	-	-	-	-	-	-	-	-
		Transfer to Reserves	-	-	-	-	-	-	-	4,500	4,500	COU-001
		Total Reserve Transfers	-	-	-	-	-	-	-	4,500	4,500	
		Total Operating Expenses and Transfers	445,775	478,147	189,422	288,726	478,147	-	29,029	-	6,500	513,676
		Net Operating Budget	359,003	394,547	144,867	249,680	394,547	-	29,029	-	(1,000)	422,576
		Incr/(Decr) from Prior Year		2.8%		-35.4%					7.1%	



Department Overview





Department Description

Financial Services

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

Duties of the Finance Department

- Property taxation
- Accounting
- Accounts Payable
- Accounts Receivable
- Payroll
- Purchasing
- Budget Development
- Long Term Financial Planning
- Asset Management
- Financial Policy Development
- Statutory Financial Reporting
- Internal Financial Reporting
- Financial Reports to Council

Information Technology

The Information Technology Department is responsible for maintaining Computer Services and Network Infrastructure for the Town of Amherstburg as it relates to all departments operating in the town of Amherstburg at the following sites: Town Hall, Libro Centre, Public Works, 3 Fire Stations, Gordon House, 99 Thomas Rd, The Hub, Water Pump Stations, McLeod Water Station and the Victoria St. Community Center.

The information technology department provides and supports systems, applications, computers, networks, internet access, data, security and policies critical to all Towns services.



Budgeted Staffing Resources- Corporate Services

Permanent FTE's	2022	2023	2024 Proposed
Full Time	17.00	16.00	17.00
Part Time		0.33	0.33
Total FTE	17.00	15.83	16.83
Net Change	0.00	-0.17	1.00*

2023 Staffing Complement includes:

Full Time

- 1.00 Director of Corporate Services/Treasurer
- 1.00 Manager, Financial Services & Deputy CFO
- 1.00 Manager, Information Technology
- 2.00 Supervisors: Revenue, Accounting
- 1.00 Senior Financial Analyst
- 1.00 Purchasing Coordinator
- 5.00 Financial Clerks
- 1.00 Application & Network Analyst
- 1.00 GIS Coordinator/Business Analyst
- 1.00 Service & Support Technologist
- 1.00 Executive Administrative Assistant (0.50 CFO & 0.50 Mayor)

Part Time

- 0.33 IT Student (1 position)

***Proposed 2024 Staff Complement changes:**

Full Time

- 1.00 IT Security & Systems Administrator

Town of Amherstburg												
Department:						Corporate Services						
Budget Centre:						Financial Services						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD	2023 Total	2023 YTD	2023 YTD	2024 Base	2023 In Year	Request -	Request -	Request -	2024 Total	Issue Paper Ref. No.
		Actuals	Budget	Actuals	Variance	Budget	Approval	Base Budget	One Time	Enhancement	Budget	
Revenue:												
	Fees - Tax Certificates	35,553	33,000	10,167	22,833	33,000					33,000	
	Fees - Administrative Charges	18,611	15,000	9,735	5,265	15,000					15,000	
	Total Revenue	54,164	48,000	19,902	28,098	48,000	-	-	-	-	48,000	
Expenses:												
Salaries and Wages:												
	Salaries - Full Time	854,809	1,171,666	362,041	809,625	1,096,666		23,210			1,119,876	
	Salaries - STD/LTD Credit	(1,601)	-	(1,841)	1,841	-					-	
	Salaries - Overtime	7,133	7,000	4,373	2,627	7,000		-			7,000	
	Salaries - Temporary	111,332	-	59,293	(59,293)	-					-	
	Salaries - Part Time	-	-	-	-	-					-	
	Total Salaries and Wages	971,672	1,178,666	423,867	754,799	1,103,666	-	23,210	-	-	1,126,876	
Benefits:												
	Benefits - CPP	37,154	44,931	23,918	21,013	41,176		4,027			45,203	
	Benefits - EI	12,372	14,906	7,978	6,928	13,502		352			13,854	
	Benefits - OMERS	85,549	124,653	40,186	84,467	116,403		245			116,648	
	Benefits - EHT	17,557	21,881	8,346	13,535	21,131		113			21,244	
	Benefits - Greenshield	50,492	72,451	21,007	51,444	68,951		(6,421)			62,530	
	Benefits - Life and Disability	55,409	72,276	22,417	49,859	71,060		(2,767)			68,293	
	Benefits - WSIB	27,017	32,566	13,142	19,424	31,441		744			32,185	
	Benefits - Post Retirement	7,383	10,725	3,182	7,543	10,725		(975)			9,750	
	Total Benefits	292,933	394,388	140,175	254,213	374,388	-	(4,682)	-	-	369,707	
General Expenses:												
	Office Supplies	12,562	7,500	9,825	(2,325)	7,500				1,000	8,500	GEN-002
	Audit Fees	88,083	37,000	-	37,000	37,000		6,000			43,000	Audit Standard ARO
	Professional Fees	49,301	10,000	12,355	(2,355)	10,000					10,000	
	Contracted Services - Brinks	17,966	19,000	6,354	12,646	19,000					19,000	
	Meeting Expenses	472	750	40	710	750					750	
	Mobile Devices	516	2,200	196	2,004	2,200					2,200	
	Memberships	3,827	7,800	1,134	6,666	7,800					7,800	
	Training and Prof. Developmt	6,752	17,000	4,310	12,690	17,000	1,500				18,500	
	Travel and Mileage	753	750	455	295	750	300				1,050	
	BAD DEBT/WRITE-OFF	678	-	20,647	(20,647)	-					-	
	Total General Expenses	180,911	102,000	55,316	46,684	102,000	1,800	6,000	-	1,000	110,800	
	Total Expenses	1,445,516	1,675,054	619,358	1,055,697	1,580,054	1,800	24,528	-	1,000	1,607,383	
Transfer to (from) Reserves												
	Transfer from Reserves	-	(95,000)	-	(95,000)	-					-	
	Transfer to Reserves	-	-	-	-	-					-	
	Total Reserve Transfers	-	(95,000)	-	(95,000)	-	-	-	-	-	-	
	Total Operating Expenses and Transfers	1,445,516	1,580,054	619,358	960,697	1,580,054	1,800	24,528	-	1,000	1,607,383	
	Net Operating Budget	1,391,352	1,532,054	599,456	932,599	1,532,054	1,800	24,528	-	1,000	1,559,383	
	Incr/(Decr) from Prior Year		1.3%								1.8%	

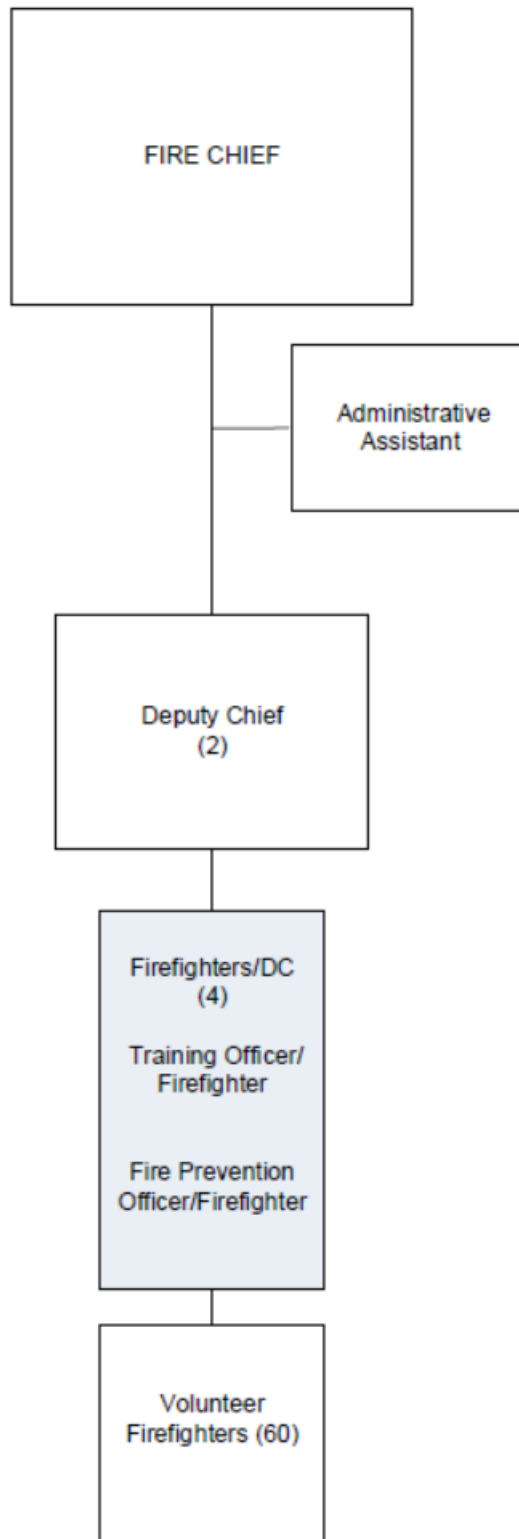
Town of Amherstburg												
Department:						Corporate Services						
Budget Centre:						Information Technology						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD	2023 Total	2023 YTD	2023 YTD	2024 Base	2023 In Year	Request -	Request -	Request -	2024 Total	Issue Paper Ref. No.
		Actuals	Budget	Actuals	Variance	Budget	Approval	Base Budget	One Time	Enhancement	Budget	
Expenses:												
Salaries & Wages:												
	Salaries - Full Time	364,239	392,690	144,083	248,607	392,690		10,300			402,990	IT-002
	Salaries - STD/LTD Credit	-	-	-	-	-					-	
	Salaries - Overtime	-	2,500	-	2,500	2,500		-			2,500	
	Salaries - Students	8,610	10,849	532	10,317	10,849		696			11,545	
	Total Salaries and Wages	372,850	406,039	144,615	261,423	406,039	-	10,996	-	-	417,035	
Benefits:												
	Benefits - CPP	14,445	15,663	8,354	7,310	15,663		1,157			16,820	
	Benefits - EI	4,565	4,911	2,744	2,167	4,911		167			5,078	
	Benefits - OMERS	39,127	44,185	15,612	28,573	44,185		(391)			43,794	
	Benefits - EHT	7,226	7,918	2,806	5,112	7,918		214			8,132	
	Benefits - Greenshield	24,966	24,902	9,231	15,671	24,902		4,504			29,406	
	Benefits - Life and Disability	23,922	25,918	9,009	16,908	25,918		(127)			25,791	
	Benefits - WSIB	11,398	13,353	4,843	8,510	13,353		149			13,502	
	Benefits - Post Retirement	2,813	2,925	1,013	1,913	2,925		-			2,925	
	Total Benefits	128,462	139,775	53,610	86,164	139,775	-	5,673	-	-	145,448	IT-002
General Expenses:												
	Office Supplies	1,301	1,200	2,172	(972)	1,200					1,200	
	Photocopies	28,521	25,000	9,071	15,929	25,000					25,000	
	Computer Maintenance	446,428	372,775	166,047	206,728	365,775				10,000	375,775	IT-003
	Professional Fees								75,000		75,000	IT-002
	Website	10,432	14,200	8,469	5,731	14,200					14,200	
	Telephone	20,418	28,000	8,489	19,511	28,000					28,000	
	Internet Access	48,868	47,500	22,369	25,131	47,500					47,500	
	Mobile Devices	7,183	6,200	792	5,408	6,200					6,200	
	Memberships	454	500	463	37	500					500	
	Training and Prof. Developmt	6,771	9,500	1,557	7,943	9,500					9,500	
	Travel and Mileage	1,064	1,500	-	1,500	1,500					1,500	
	GPS	-	-	-	-	-					-	
	Total General Expenses	571,441	506,375	219,428	286,947	499,375	-	-	75,000	10,000	584,375	
	Total Expenses	1,072,752	1,052,188	417,653	634,535	1,045,188	-	16,670	75,000	10,000	1,146,858	
Transfer to (from) Reserves												
	TRANSFER TO CAPITAL - IT	3,173	-	-	-	-					-	
	Transfer to Reserve	73,000	-	51,250	(51,250)	-					-	
	Transfer to Reserve - Computer	-	123,000	-	123,000	123,000					123,000	
	Transfer from Reserve	(9,486)	(7,000)	-	(7,000)	-			(75,000)		(75,000)	Tax Stabilization
	Total Reserve Transfers	66,687	116,000	51,250	64,750	123,000	-	-	(75,000)	-	48,000	
	Total Operating Expenses and Transfers	1,139,440	1,168,188	468,903	699,285	1,168,188	-	16,670	-	10,000	1,194,858	
	Net Operating Budget	1,139,440	1,168,188	468,903	699,285	1,168,188	-	16,670	-	10,000	1,194,858	
	Incr/(Decr) from Prior Year		8.5%								2.3%	

Town of Amherstburg												
Department:					Corporate Services							
Budget Centre:					Non-Departmental							
2024 Budget												
Year ending December 31, 2024												
		2022 YTD	2023 Total	2023 YTD	2023 YTD	2024 Base	2023 In Year	Request -	Request -	Request -	2024 Total	Issue Paper Ref. No.
		Actuals	Budget	Actuals	Variance	Budget	Approval	Base Budget	One Time	Enhancement	Budget	
Revenue:												
Administrative Income												
		109	-	-	-	-	-	-	-	-	-	
		692,500	692,500	288,542	403,958	692,500	-	-	-	19,400	711,900	
		134,774	134,774	56,156	78,618	134,774	-	-	-	-	134,774	
		241,600	241,600	100,667	140,933	241,600	-	-	-	19,300	260,900	
		1,068,983	1,068,874	445,364	623,510	1,068,874	-	-	-	38,700	1,107,574	
Taxation Revenue												
		807,107	710,000	-	710,000	710,000	-	-	-	-	710,000	
		46,860	49,000	11,677	37,323	49,000	-	-	-	5,000	54,000	NON-001
		27,439	28,800	6,860	21,940	28,800	-	-	-	-	28,800	
		72,508	76,300	-	76,300	76,300	-	-	-	-	76,300	
		113,462	113,700	12,467	101,233	113,700	-	-	-	6,300	120,000	NON-001
		3,292	2,400	-	2,400	2,400	-	-	-	-	2,400	
		260,269	267,800	-	267,800	267,800	-	-	-	11,300	279,100	
		1,070,669	980,200	31,004	1,216,996	980,200	-	-	-	11,300	991,500	
Grants												
		50,181	-	10,000	(10,000)	-	-	-	-	-	-	
		122,840	-	-	-	-	-	-	-	-	-	
		1,116,807	1,165,363	-	1,165,363	1,165,363	-	-	-	-	1,165,363	
		3,194,879	3,007,975	-	3,007,975	-	-	-	2,556,779	-	2,556,779	85% of 2023
		1,326,400	1,220,900	610,450	610,450	1,220,900	-	2,200	-	-	1,218,700	Received Oct 20
		5,811,107	5,394,238	620,450	4,773,788	2,386,263	-	(2,200)	2,556,779	-	4,940,842	
Investment Income												
		-	251,800	251,832	(32)	248,000	-	-	-	-	248,000	
		386,655	215,000	83,002	131,998	55,000	-	-	145,000	-	200,000	NON-005
		386,655	466,800	334,834	131,966	303,000	-	-	145,000	-	448,000	
Other Income												
		265,140	236,000	-	236,000	236,000	-	-	-	46,000	282,000	NON-002
		34,700	-	10,000	(10,000)	-	-	-	-	-	-	
		274,704	275,600	116,870	158,730	275,600	-	-	-	-	275,600	
		807,087	-	-	-	-	-	-	-	-	-	
		127,669	5,000	2	4,998	5,000	-	-	-	-	5,000	
		-	-	-	-	-	-	-	-	-	-	
		1,509,301	516,600	126,872	389,728	516,600	-	-	-	46,000	562,600	
Local Improvement Recoveries												
		-	-	-	-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	-	-	-	
		9,846,715	8,426,712	1,558,523	7,135,989	5,254,937	-	(2,200)	2,701,779	96,000	8,050,516	

Town of Amherstburg												
Department:						Corporate Services						
Budget Centre:						Non-Departmental						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD	2023 Total	2023 YTD	2023 YTD	2024 Base	2023 In Year	Request -	Request -	Request -	2024 Total	Issue Paper Ref. No.
		Actuals	Budget	Actuals	Variance	Budget	Approval	Base Budget	One Time	Enhancement	Budget	
Expenses:												
General Expenses:												
	Office Supplies	250	-	-	-	-	-	-	-	-	-	-
	Postage	37,324	49,000	16,414	32,586	49,000	-	-	-	-	49,000	-
	Advertising	27,683	18,000	11,388	6,612	18,000	-	-	-	-	18,000	-
	911 Service	-	-	-	-	-	-	-	-	-	-	-
	Donations	-	-	-	-	-	-	-	-	-	-	-
	Contingency Allowance	-	-	-	-	-	-	-	-	-	-	-
	Cash Short/ Over	-	-	(0)	0	-	-	-	-	-	-	-
	Municipal Tax Write Offs	78,137	235,000	19,347	215,653	235,000	-	-	(50,000)	-	185,000	NON-004
	Interest Expense	1,594	10,000	70,529	(60,529)	10,000	-	-	90,000	-	100,000	NON-007
	Bank Charges	-	-	-	-	-	-	-	-	-	-	-
	Charity Rebate	-	1,480	-	1,480	-	-	-	-	-	-	-
	Heritage Tax Rebates	-	6,000	-	6,000	6,000	-	-	-	-	6,000	-
	Conservation Authority Levy	155,950	158,681	78,187	80,495	158,681	-	5,760	-	-	164,441	3% increase
	Miscellaneous expense	-	-	-	-	-	-	-	-	-	-	-
	Total General Expenses	300,939	478,161	195,864	282,297	476,681	-	5,760	-	40,000	522,441	
Expenses - Grants & Waivers												
	Grants to Organizations	53,203	62,706	52,703	10,003	43,400	-	-	-	-	43,400	-
	Grants for Community Rentals	135,167	122,779	-	122,779	122,779	-	-	-	-	122,779	-
	Waiver of Fees	-	-	-	-	-	-	-	-	-	-	-
	Total Expenses - Grants & Waivers	188,369	185,485	52,703	132,782	166,179	-	-	-	-	166,179	
Debt Charges												
	Principal Payments - Admin Debt	-	-	-	-	-	-	-	-	-	-	-
	Interest Payments - Admin Debt	-	-	-	-	-	-	-	-	-	-	-
	Total Debt Charges	-	-	-	-	-	-	-	-	-	-	-
	Total Expenses	489,308	663,646	248,566	415,080	642,860	-	5,760	-	40,000	688,620	
Transfer to (from) Reserves												
	Transfer from Reserve Fund - DC	(17,941)	-	-	-	-	-	-	-	-	-	-
	Transfer from Deferred Charges	-	-	-	-	-	-	-	-	-	-	-
	Transfer from Reserves	(15,000)	-	-	-	-	-	-	-	-	-	-
	Transfer to Reserve Fund	140,840	-	-	-	-	-	-	-	-	-	-
	Transfer to Reserve Fund - Federal Gas Tax	1,116,807	1,165,363	-	1,165,363	1,165,363	-	-	-	-	1,165,363	-
	Transfer to Reserve Fund - Provincial Grants	3,194,879	2,876,875	-	2,876,875	-	-	-	2,556,779	-	2,556,779	-
	Transfer from Deferred Charges	-	-	10,159	(10,159)	-	-	-	-	-	-	-
	Transfer to Reserve - Contingency	118,600	118,600	49,415	69,185	118,600	-	-	-	-	118,600	-
	Transfer to Reserve Fund - General (Life Cycle)	25,000	4,166,549	-	4,166,549	4,166,549	-	-	-	453,600	4,620,149	NON-006
	Transfer to Reserve Fund	325,000	-	135,415	(135,415)	-	-	-	-	-	-	-
	Transfer to Reserve Fund - Sale of Land	3,744,336	-	1,746,060	(1,746,060)	-	-	-	-	-	-	-
	Transfer to Reserve Fund -Capital	500,000	-	323,375	(323,375)	-	-	-	-	-	-	-
	Transfer to Reserve Fund - Sale of Land	800,000	-	-	-	-	-	-	-	-	-	-
	Transfer to Reserve Fund Other	34,700	-	-	-	-	-	-	-	-	-	-
	Transfer to Reserve Funds - Capital New	-	776,100	-	776,100	776,100	-	-	-	-	776,100	-
	Transfer from Operations to CAP YE	-	-	-	-	-	-	-	-	-	-	-
	Transfer to Reserve - Tax Rate Stabilization	-	325,000	-	325,000	325,000	-	-	-	-	325,000	-
	Total Reserve Transfers	9,967,221	9,428,487	2,264,424	7,164,063	6,551,612	-	-	2,556,779	453,600	9,561,991	
	Total Expenses and Transfers	10,456,530	10,092,133	2,512,990	7,579,143	7,194,472	-	5,760	2,556,779	493,600	10,250,611	
	Net Operating Budget	609,814	1,665,421	954,467	443,154	1,939,535	-	7,960	(145,000)	397,600	2,200,095	
	Incr/(Decr) from Prior Year		61.6%								32.1%	



Department Overview





Department Description

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

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

- Identify and review the fire risks of the Town of Amherstburg and ensure programs are in place to minimize identified risks;
- Provide an administrative process consistent with the needs of the fire services;
- To conduct fire prevention inspections upon request or complaint;
- To distribute public fire safety education materials to the community including home escape planning information and encourage the use of Smoke Alarms;
- Proactive inspections of vulnerable occupancies identified in a community risk assessment;
- Ensure that firefighting equipment and operating personnel are available within the municipality to provide adequate response to a citizen's call within a reasonable length of time;
- Provide fire services training to the NFPA 1001 Standard which will ensure the continuous up-grading of all personnel in the latest techniques of fire prevention, firefighting and control of emergency situations and to co-operate with other municipal fire services with respect to management training and other programs;
- Provide for a maintenance program to ensure all fire protection apparatus, and equipment, is ready to respond to emergency calls;
- Ensure, through plan examination and inspection that required fire protective equipment is installed and maintained within buildings;
- Ensure compliance with applicable municipal, provincial and federal fire prevention legislation, statutes, codes and regulations in respect to fire safety;
- Develop and maintain an effective public information system and educational program, with particular emphasis on school fire safety programs; and commercial, industrial and institutional staff training;
- Ensure in the event of a major catastrophe in the Town of Amherstburg, assistance to cope with the situation is available from outside fire services and other agencies;



- Develop and maintain a good working relationship with all federal, provincial and municipal fire services, utilities and agencies, related to the protection of life and property;
- Interact with other municipal fire services respecting the aspects of fire protection on any given program;
- Ensure these objectives are not in conflict with any other municipal services.

Budgeted Staffing Resources - Fire Services

Permanent FTE's	2022	2023	2024 Proposed
Fire	9.50	10.00	10.00
Total FTE	9.50	10.00	10.00
Net Change	0.00	0.50	0.00*

Volunteer Firefighters	2022	2023	2024 Proposed
Volunteer Compliments	60.00	60.00	60.00
Total	60.00	60.00	60.00
Net Change	0.00	0.00	0.00

2023 Staffing Complement includes:

Full Time

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

Part Time

60.0 Volunteer Firefighters

***Proposed 2024 Staff Complement changes:**

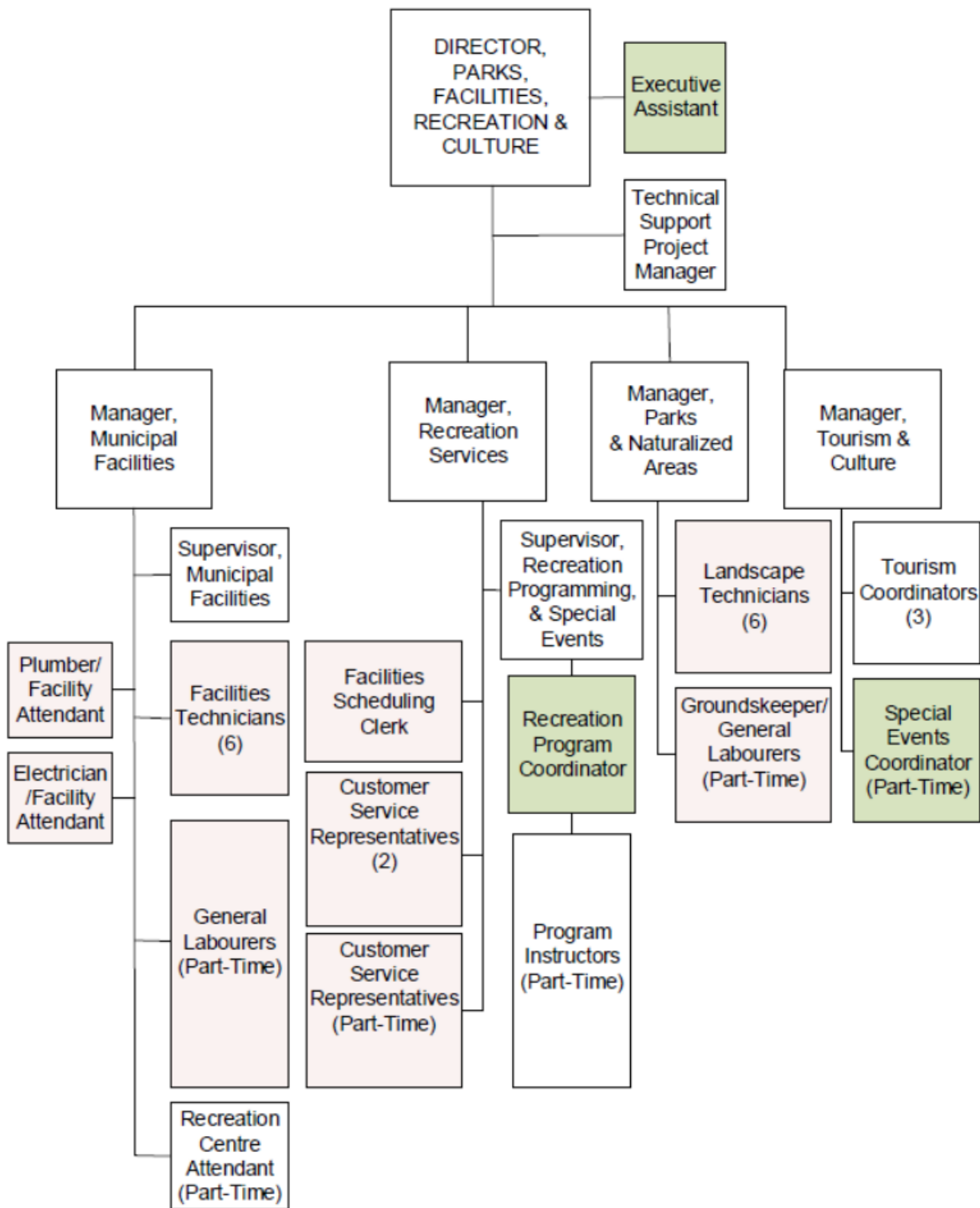
No changes

Town of Amherstburg												
Department:											Fire	
Budget Centre:											Fire	
2024 Budget												
Year ending December 31, 2024												
		2022 YTD Actuals	2023 Total Budget	2023 YTD Actuals	2023 YTD Variance	2024 Base Budget	2023 In Year Approval	Request - Base Budget	Request - One Time	Request - Enhancement	2024 Total Budget	Issue Paper Ref. No.
Revenue:												
	Grant Revenue	11,000	3,000	3,000	-	3,000				1,000	4,000	FIR-007
	Fee Revenue - Fire Reports	1,243	1,000	783	217	1,000					1,000	
	Fee Revenue - Open Burn Permits	-	-	-	-	-					-	
	Fee Revenue - Inspn Reports, Serv Calls	40,417	27,000	24,523	2,477	27,000				10,000	37,000	FIR-007
	Fee Revenue - Inspn Reports, Serv Calls	-	-	5,219	(5,219)	-					-	
	Sale of Equipment/Vehicles	-	-	-	-	-					-	
	Miscellaneous Revenue	24,682	24,000	24,360	(360)	24,000			50,000		74,000	FIR-006
	Total Revenues	77,342	55,000	57,885	28,115	55,000	-	-	50,000	11,000	116,000	
Expenses:												
Salaries and Wages:												
	Salaries - Full Time	978,004	1,072,624	400,423	672,201	1,072,624	122,660	96,928			1,292,212	
	Salaries - STD/LTD Credit	-	-	-	-	-					-	
	Salaries - Overtime	84,365	88,994	34,617	54,377	88,994					88,994	FIR-003
	Salaries - Volunteer Training	202,889	349,132	3,005	346,127	296,170		61,854			358,024	FIR-009
	Salaries - Volunteer Response	274,233	315,318	2,983	312,335	315,318		(1,715)			313,603	
	Salaries - Volunteer Response	-	-	125	(125)	-					-	
	Salaries - Part Time/Temporary	35,136	-	-	-	-					-	
	Total Salaries and Wages	1,574,628	1,826,069	441,153	1,384,915	1,773,107	122,660	157,066	-	-	2,052,833	
Benefits:												
	Benefits - CPP	32,636	33,790	25,274	8,516	33,790		11,205			44,995	
	Benefits - EI	10,844	10,492	8,167	2,325	10,492		1,524			12,016	
	Benefits - OMERS	85,338	99,999	37,414	62,585	99,999		26,527			126,526	
	Benefits - EHT	30,634	22,652	8,592	14,060	22,652		4,282			26,934	
	Benefits - Greenshield	61,000	55,859	24,693	31,166	55,859		18,314			74,173	
	Benefits - Life and Disability	52,523	68,925	20,481	48,444	68,925		13,776			82,701	
	Benefits - WSIB	47,490	51,027	25,179	25,848	51,027		9,256			60,283	
	Auto Allowance	9,440	10,452	3,631	6,821	10,452		(1,012)			9,440	
	Benefits - Post Retirement	9,665	7,653	3,029	4,624	7,653		1,182			8,835	
	Total Benefits	339,569	360,849	156,461	204,389	360,849	-	85,054	-	-	445,903	
General Expenses:												
	Fire Prevention	13,202	15,000	3,276	11,724	15,000			4,000		19,000	FIR-002
	Uniforms	22,848	24,450	6,193	18,257	24,450					24,450	FIR-005
	Training Supplies	8,248	11,000	3,686	7,314	11,000					11,000	
	Office Supplies	3,130	2,500	2,681	(181)	2,500				2,000	4,500	GEN-002
	Operating Supplies	7,666	6,000	3,994	2,006	6,000					6,000	
	Advertising	4,105	6,000	1,427	4,573	6,000					6,000	
	Computer Maintenance	-	-	-	-	-					-	FIR-012
	General Supplies	1,530	-	220	(220)	-					-	
	General Maintenance	-	-	148	(148)	-					-	
	Service Contract - Dispatching	45,637	45,637	-	45,637	45,637		20,000			65,637	
	Employee Recognition	5,067	5,000	1,091	3,909	5,000					5,000	
	Mobile Devices	6,774	8,800	2,439	6,361	8,800					8,800	
	Memberships	(502)	2,000	1,043	957	2,000		7,200			9,200	FIR-009
	Training and Prof. Developmt	25,349	37,800	12,531	25,269	10,800		27,000			37,800	FIR-001
	Travel and Mileage	4,350	3,000	2,992	8	3,000					3,000	
	Investigation expense	961	700	-	700	700					700	
	EOC Spending	40,912	40,000	16,732	23,268	40,000	50,000		50,000		140,000	FIR-006 & FIR-008
	Professional Fees	712	-	-	-	-					-	
	Bank Charges-Paypal Fees	193	-	47	(47)	-					-	
	Open Burn Permit Fee Expenses	-	-	-	-	-					-	
	Total General Expenses	190,182	207,887	58,499	149,388	180,887	50,000	54,200	54,000	2,000	341,087	

Town of Amherstburg												
Department:											Fire	
Budget Centre:											Fire	
2024 Budget												
Year ending December 31, 2024												
		2022 YTD Actuals	2023 Total Budget	2023 YTD Actuals	2023 YTD Variance	2024 Base Budget	2023 In Year Approval	Request - Base Budget	Request - One Time	Request - Enhancement	2024 Total Budget	Issue Paper Ref. No.
Equipment and Vehicles:												
	Service Agrmnt - Radios and Pagers	36,454	46,600	27,938	18,662	46,600					46,600	
	Vehicle and Equipment Maintenance	75,157	80,000	38,503	41,497	80,000					80,000	FIR-004
	Firefighting Equipment	63,586	70,000	2,948	67,052	70,000					70,000	
	Personal Protective Equipment	56,867	50,000	19,134	30,866	50,000					50,000	
	Communication Equipment Mntce	7,980	15,000	202	14,798	15,000					15,000	
	Training Simulator	-	-	-	-	-					-	
	Total Equipment and Vehicles	240,045	261,600	88,724	172,876	261,600	-	-	-	-	261,600	
Total Expenses		2,344,424	2,656,405	744,838	1,911,568	2,576,443	172,660	296,320	54,000	2,000	3,101,423	
Debt Charges												
	Principal Payments	-	-	-	-	-				225,000	225,000	FIR-013
	Interest Payments	-	-	-	-	-					-	
	Total Debt Charges	-	-	-	-	-	-	-	-	225,000	225,000	
Transfer to (from) Reserves												
	Transfer to Capital - Fire	8,412	-	-	-	-					-	
	Transfer to Reserve - Fire	53,000	53,000	10,415	42,585	53,000					53,000	FIR-010
		-	-	22,085	(22,085)	-					-	FIR-011
	Transfer to Reserve	-	25,000	-	25,000	25,000					25,000	
		-	-	-	-	-	(50,000)		(4,000)		(54,000)	Tax Stabilization
	Transfer from Reserves	(50,000)	(129,962)	-	(129,962)	(50,000)					(50,000)	
	Total Reserve Transfers	11,412	(51,962)	32,500	(84,462)	28,000	(50,000)	-	(4,000)	-	(26,000)	
Total Operating Expenses and Transfers		2,355,836	2,604,443	777,338	1,827,106	2,604,443	122,660	296,320	50,000	227,000	3,300,423	
Net Operating Budget		2,278,494	2,549,443	719,453	1,798,991	2,549,443	122,660	296,320	-	216,000	3,184,423	
	Incr/(Decr) from Prior Year		6.2%								24.9%	



Department Overview





Department Description

Parks Division:

The Parks Division is responsible for the operation and maintenance of all parks and naturalized areas within the Town of Amherstburg including sports fields, playgrounds, splash pads and the beautiful Kings Navy Yard Park. The team plays a pinnacle role in the setup/ tear down, maintenance and storage of all the displays for ever growing and popular River Lights Program and special events throughout the Town including but not limited to: Open Air, The Car Show, Earth Day, Uncommon Festival, River lights, Santa Claus Parade, True Festival and many more. The division maintains and facilitates the Commemorative Bench and Tree Program and is responsible for many monuments, memorials and signage throughout the Town. They perform winter control and maintenance of parking lots and sidewalks at all municipal buildings assisting Public Works and Roads Department as needed.

Recreation Division:

The Recreation Division is responsible for all recreational programming within the Town of Amherstburg including the scheduling of all recreational facilities and sports fields. They offer approx. 10 drop in programs and 15 pre-registration programs in addition to facilitating several special events throughout the year.

Facilities Division:

The Facilities Division is responsible for over 25 building facilities within the Town of Amherstburg including the Fire stations, Town Hall, Police Station, Historic Gordon House, Public Washrooms, The HUB, Libro Centre and many more. The Facilities Division oversees the safe operation and maintenance of these facilities and assists other departments in the Town with special events setup and tear down, programming and winter control.

Tourism and Culture Division:

The Tourism and Culture Division is proud to promote over 133 events within the Town of Amherstburg and is the one of the biggest economic and cultural drivers making Amherstburg a tourist destination. They promote and maintain all websites and social media including VisitAmherstburg.ca website, Twitter, Facebook Instagram and the team plans and facilities over 40 events Town wide annually. Amherstburg is known for events such as Open Air, Uncommon Festival, Canada Day, Santa Clause Parade and our famous River Lights program.



**Budgeted Staffing Resources- Parks, Facilities, Recreation,
Tourism and Culture Department**

Permanent FTE's	2022	2023	2024 Proposed
Full-Time FTE	22.00	28.50	29.00
Part-Time FTE	19.86	13.36	13.86
Students	3.35	4.66	4.66
Total FTE	45.21	46.52	47.52
Net Change	0.00	1.31	1.00*

2023 Staffing Complement includes:

Full Time

- 1.00 Director of Parks, Facilities, Recreation & Culture
- 4.00 Managers: Parks, Facilities, Recreation, Tourism
- 2.00 Supervisors: Facilities & Recreation
- 1.00 Project Management & Technical Support
- 2.00 Facilities Trades
- 6.00 Landscape Technicians
- 6.00 Facilities Attendants – Libro
- 2.00 Customer Service Representatives (Libro & Town Hall)
- 3.00 Tourism Coordinators
- 1.00 Facilities Scheduling Clerk
- 0.50 Executive Assistant (½ Building & ½ PFRC) (one year only)

Part Time

- 8.00 Facilities General Labourers - Libro
- 0.78 Recreation Customer Service Representatives
- 1.54 Recreation Program Instructors
- 2.40 Groundskeeper / General Labourers – Parks
- 0.64 Recreation Centre Attendant

Students

- 2.80 Parks Student Labourers
- 1.64 Tourism Students
- 0.22 Recreation Camp Students

***Proposed 2024 Staff Complement Changes:**

Full Time

- 1.00 Executive Assistant PFRC

Part Time

- 0.50 Recreation Coordinator (one year only)
- 0.40 Special Events Coordinator (less 0.40 tourism students)

Town of Amherstburg												
Department:						Parks, Facilities, Recreation & Culture						
Budget Centre:						Libro Centre						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD	2023 Total	2023 YTD	2023 YTD	2024 Base	2023 In Year	Request -	Request -	Request -	2024 Total	Issue Paper Ref. No.
		Actuals	Budget	Actuals	Variance	Budget	Approval	Base Budget	One Time	Enhancement	Budget	
Revenue:												
	Ice Rentals	160	-	(25)	25	-					-	
	Ice Rentals	396,951	549,000	264,548	284,452	549,000					549,000	
	Ice Rentals	46	-	-	-	-					-	
	Capital Surcharge	20,530	50,000	5,753	44,247	50,000					50,000	
	Lease Revenue	1,993	32,071	1,560	30,511	32,071					32,071	
	Room Rentals	1,124	29,500	89	29,412	29,500					29,500	
	Diamond Rental	2,334	7,250	14	7,236	7,250					7,250	
	Libro - Miscellaneous	-	4,000	-	4,000	4,000					4,000	
	Outdoor Turf Rental	17,253	8,800	1,677	7,123	8,800					8,800	
	Indoor Turf Rental	66,118	60,000	30,939	29,061	60,000					60,000	
	Solar Panel Rental Revenue	8,750	9,888	1,875	8,013	9,888					9,888	
	Solar Panel Special Share Dividend	-	17,804	17,804	-	17,804					17,804	
	Total Revenue	515,258	768,313	324,233	444,079	768,313	-	-	-	-	768,313	
Expenses:												
Salaries and Wages:												
	Salaries - Full Time	459,097	810,961	211,029	599,932	771,785		34,402		88,111	894,298	LIB-001
	Salaries - Cr. Re:WSIB	(11,056)	-	-	-	-					-	
	Salaries - STD/LTD Credit	-	-	-	-	-					-	
	Salaries - Overtime	20,819	10,000	4,189	5,811	10,000					10,000	FAC-001
	Salaries -Temporary - Arena	-	-	33,786	(33,786)	-					-	
	Salaries - Part Time	637,173	383,502	161,798	221,705	383,502		51,921			435,423	
	Total Salaries and Wages	1,106,034	1,204,463	410,802	793,661	1,165,287	-	86,323	-	88,111	1,339,721	
Benefits:												
	Benefits - CPP	40,562	66,865	22,798	44,067	64,988		(4,170)			60,818	
	Benefits - EI	17,997	23,041	8,835	14,206	22,458		(1,167)			21,291	
	Benefits - OMERS	73,673	131,012	33,710	97,302	127,066		(12,191)			114,875	
	Benefits - EHT	20,786	26,038	8,198	17,840	25,274		(868)			24,406	
	Benefits - Greenshield	17,490	59,378	7,131	52,246	55,973		15,511		32,140	103,624	
	Benefits - Life and Disability	14,741	53,158	5,866	47,292	50,840		660			51,500	
	Benefits - WSIB	31,895	43,816	14,483	29,333	42,468		(1,885)			40,583	
	Benefits - Post Retirement	3,885	8,482	1,951	6,531	7,995		195			8,190	
	Total Benefits	221,029	411,789	102,972	308,817	397,061	-	(3,914)	-	32,140	425,287	LIB-001
General Expenses:												
	Uniforms	13,356	15,100	6,180	8,920	15,100					15,100	
	Health and Safety	11,573	5,000	981	4,019	5,000					5,000	
	Radio Maintenance	433	12,300	-	12,300	12,300					12,300	
	Office Supplies	2,212	-	-	-	-					-	
	Refrigeration Maintenance	81,658	51,500	24,412	27,088	51,500					51,500	
	Refrigeration Maintenance	-	-	(240)	240	-					-	
	Contracted Services	20,935	-	70	(70)	-					-	
	Mobile Devices	2,051	4,040	362	3,678	4,040					4,040	
	Memberships	1,054	3,400	-	3,400	3,400				(1,040)	2,360	IT-001
	Professional Fees	1,606	-	900	(900)	-					-	
	Training and Professional Development	6,344	6,000	5,080	920	6,000				-	6,000	FAC-004
	Travel and Mileage	-	2,000	-	2,000	2,000					2,000	
	Credit Card Charges	6,502	5,000	5,263	(263)	5,000					5,000	
	Total General Expenses	147,725	104,340	43,008	61,332	104,340	-	-	-	(1,040)	103,300	

Town of Amherstburg												
Department:						Parks, Facilities, Recreation & Culture						
Budget Centre:						Libro Centre						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD	2023 Total	2023 YTD	2023 YTD	2024 Base	2023 In Year	Request -	Request -	Request -	2024 Total	Issue Paper Ref. No.
		Actuals	Budget	Actuals	Variance	Budget	Approval	Base Budget	One Time	Enhancement	Budget	
Facility Maintenance:												
	Utilities	482,608	740,300	271,418	468,882	740,300					740,300	
	Building Maintenance	171,721	173,700	114,624	59,076	173,700					173,700	
	Parking Lot Maintenance	26,481	25,000	-	25,000	25,000					25,000	
	Outdoor Soccer (Nat Turf)	8,033	12,100	-	12,100	12,100					12,100	
	Outdoor/Football Field Turf	2,066	700	267	433	700					700	
	Premier Baseball Field	6,970	8,000	6,526	1,474	8,000					8,000	
	Total Facility Maintenance	698,688	959,800	392,835	566,965	959,800	-	-	-	-	959,800	
Equipment and Vehicles:												
	Propane	10,411	7,200	4,253	2,947	7,200					7,200	
	Vehicle and Equipment Maintenance	5,310	15,000	3,504	11,496	15,000					15,000	
	Total Equipment and Vehicles	15,720	22,200	7,756	14,444	22,200	-	-	-	-	22,200	
	Total Expenses	2,189,196	2,702,593	957,374	1,745,218	2,648,689	-	82,408	-	119,211	2,850,308	
Debt Charges												
	Principal Payments	166,112	173,530	72,304	101,226	173,530					173,530	
	Interest Payments	217,083	212,735	88,640	124,096	212,735					212,735	
	Total Debt Charges	383,195	386,265	160,944	225,321	386,265	-	-	-	-	386,265	
Transfer to (from) Reserves												
	Transfer from Reserves	(107,470)	(53,904)	-	(53,904)	-					-	
	Transfer to Capital Libro	48,381	-	-	-	-					-	
	Transfer to Reserves (Capital Surcharge)	20,530	50,000	-	50,000	50,000					50,000	
	Total Reserve Transfers	(38,560)	(3,904)	-	(3,904)	50,000	-	-	-	-	50,000	
	Total Operating Expenses and Transfers	2,533,831	3,084,954	1,118,318	1,966,636	3,084,954	-	82,408	-	119,211	3,286,573	
	Net Operating Budget	2,018,573	2,316,641	794,085	1,522,556	2,316,641	-	82,408	-	119,211	2,518,260	
	Incr/(Decr) from Prior Year		11.22%								8.70%	

Town of Amherstburg												
Department: Parks, Facilities, Recreation & Culture												
Budget Centre: Facilities												
2024 Budget												
Year ending December 31, 2024												
		2022 YTD Actuals	2023 Total Budget	2023 YTD Actuals	2023 YTD Variance	2024 Base Budget	2023 In Year Approval	Request - Base Budget	Request - One Time	Request - Enhancement	2024 Total Budget	Issue Paper Ref. No.
Revenue:												
	Facility Rentals	27,207	-	14,665	(14,665)	-	-	-	-	-	-	-
	Rent - Gordon House	-	-	-	-	-	-	-	-	-	-	-
	Rent- Grants in Lieu	122,779	122,779	-	122,779	122,779	-	-	-	-	122,779	-
	Recovery from Water	-	-	-	-	-	-	-	-	-	-	-
	Rent - Municipal Bldg. & Property	209,554	195,000	8,243	186,757	195,000	-	-	-	-	195,000	-
	Rent - Municipal Bldg. & Property	-	-	24,732	(24,732)	-	-	-	-	-	-	-
	Rent - Municipal Bldg. & Property	-	-	5,340	(5,340)	-	-	-	-	-	-	-
	Rent - Municipal Bldg. & Property	-	-	26,213	(26,213)	-	-	-	-	-	-	-
	Rent - Municipal Bldg. & Property	-	-	2,196	(2,196)	-	-	-	-	-	-	-
	Rent - Municipal Bldg. & Property	-	-	6,728	(6,728)	-	-	-	-	-	-	-
	Rent - Municipal Bldg. & Property	-	-	1,495	(1,495)	-	-	-	-	-	-	-
	Rent - Municipal Bldg. & Property	-	-	5,557	(5,557)	-	-	-	-	-	-	-
	Rent - Municipal Bldg. & Property	-	-	1,026	(1,026)	-	-	-	-	-	-	-
	Rent - Municipal Bldg. & Property	-	-	793	(793)	-	-	-	-	-	-	-
	Rent - Municipal Bldg. & Property	-	-	15,690	(15,690)	-	-	-	-	-	-	-
	Recovery from Police	-	25,000	-	25,000	25,000	-	-	-	-	25,000	-
	Total Revenue	359,539	342,779	112,678	230,101	342,779	-	-	-	-	342,779	-
Expenses:												
Salaries and Wages:												
	Salaries - Full Time	143,491	145,954	52,989	92,965	145,954	-	92,264	-	-	238,218	-
	Salaries - Temporary	-	77,911	-	77,911	77,911	-	(77,911)	-	-	-	-
	Salaries - Part Time	-	-	-	-	-	-	-	-	-	-	-
	Salaries - WSI	-	-	(723)	723	-	-	-	-	-	-	-
	Salaries - Overtime	1,338	4,500	316	4,184	4,500	-	-	-	-	4,500	-
	Total Salaries and Wage	144,829	228,365	52,582	175,783	228,365	-	14,353	-	-	242,718	-
Benefits:												
	Benefits - CPP	7,000	11,263	3,138	8,125	11,263	-	1,008	-	-	12,271	-
	Benefits - EI	2,233	3,498	1,043	2,455	3,498	-	107	-	-	3,605	-
	Benefits - OMERS	13,768	21,752	5,386	16,367	21,752	-	1,672	-	-	23,424	-
	Benefits - EHT	2,813	4,418	1,068	3,350	4,418	-	315	-	-	4,733	-
	Benefits - Greenshield	12,151	17,900	4,754	13,146	17,900	-	3,602	-	-	21,502	-
	Benefits - Life and Disability	11,532	14,980	4,988	9,991	14,980	-	266	-	-	15,246	-
	Benefits - WSIB	4,565	7,793	1,885	5,908	7,793	-	612	-	-	8,405	-
	Benefits - Post Retirement	2,101	2,080	800	1,280	2,080	-	975	-	-	3,055	-
	Total Benefits	56,162	83,683	23,061	60,623	83,683	-	8,558	-	-	92,241	-
General Expenses:												
	Mobile Devices	1,884	1,720	460	1,260	1,720	-	-	-	(220)	1,500	IT-001
	Uniforms	1,083	4,300	-	4,300	4,300	-	-	-	-	4,300	-
	Office Supply	-	-	-	-	-	-	-	4,000	1,500	5,500	GEN-002
	Training and Professional Development	8,825	1,000	378	622	1,000	-	-	-	-	1,000	-
	GPS	1,869	1,991	898	1,093	1,991	-	-	-	-	1,991	-
	Vandalism	-	20,000	351	19,649	20,000	-	-	-	-	20,000	-
	Vandalism - Toddy	-	-	1,018	(1,018)	-	-	-	-	-	-	-
	Memberships	61	1,000	-	1,000	1,000	-	-	-	-	1,000	-
		13,721	30,011	3,105	26,906	30,011	-	-	4,000	1,280	35,291	-

Town of Amherstburg											
Department:						Parks, Facilities, Recreation & Culture					
Budget Centre:						Facilities					
2024 Budget											
Year ending December 31, 2024											
	2022 YTD Actuals	2023 Total Budget	2023 YTD Actuals	2023 YTD Variance	2024 Base Budget	2023 In Year Approval	Request - Base Budget	Request - One Time	Request - Enhancement	2024 Total Budget	Issue Paper Ref. No.
Facility Maintenance:											
Town Hall	30,083	84,200	12,689	71,511	84,200					84,200	
Public Works	21,673	32,000	4,352	27,648	32,000					32,000	
Fire Halls	16,148	40,000	13,669	26,331	40,000					40,000	
Fire Halls			1,855	(1,855)	-					-	
Police	(4,217)	-	2,873	(2,873)	-					-	
KNY Park	5,819	-	3,289	(3,289)	-					-	
Scout Hall	-	-	-	-	-					-	
Parks Buildings	13,184	13,000	505	12,495	13,000					13,000	
Parks	230	-	-	-	-					-	
Massen Property	-	-	-	-	-					-	
99 Thomas	4,908	2,000	721	1,279	2,000					2,000	
Carnegie Library	3,269	4,000	1,587	2,413	4,000					4,000	
Malden Community Centre	5,156	-	-	-	-					-	
	1,188	-	138	(138)	-					-	
ACS Building	175	-	1,600	(1,600)	-					-	
Bellevue House	685	-	13,724	(13,724)	-					-	
Gordon House	3,906	6,000	2,202	3,798	6,000					6,000	
McGregor Community Ctr/Library	20,900	30,000	16,401	13,599	30,000					30,000	
North Gate Visitor Centre	-	1,500	162	1,338	1,500					1,500	
320 Richmond	39,241	19,500	16,467	3,033	19,500					19,500	
320LIH	-	-	3,305	(3,305)	-					-	
320ACH	35	-	14	(14)	-					-	
179VIC	35	-	-	-	-					-	FAC-002
Cultural Kiosks	-	-	-	-	-					-	
	-	-	4,274	(4,274)	-					-	
Gibson Gallery	-	2,500	-	2,500	2,500					2,500	
Security System										-	FAC-003
	3,410		5,386	(5,386)	-					-	
	1,290		182	(182)	-					-	
Building Maint Subtotal	167,119	234,700	105,396	129,304	234,700	-	-	-	-	234,700	
Janitorial Supplies	61,269	72,500	14,154	58,346	72,500					72,500	
179VIC	-	-	-	-	-					-	FAC-002
Operating Supplies	22,643	2,000	4,002	(2,002)	2,000					2,000	
Total Facility Maintenance	251,031	309,200	123,553	185,647	309,200	-	-	-	-	309,200	

Town of Amherstburg												
Department: Parks, Facilities, Recreation & Culture												
Budget Centre: Facilities												
2024 Budget												
Year ending December 31, 2024												
		2022 YTD Actuals	2023 Total Budget	2023 YTD Actuals	2023 YTD Variance	2024 Base Budget	2023 In Year Approval	Request - Base Budget	Request - One Time	Request - Enhancement	2024 Total Budget	Issue Paper Ref. No.
Utilities:												
		(1,543)	-	98	(98)	-					-	
	Town Hall	45,283	44,000	21,208	22,792	44,000					44,000	
	Public Works	49,090	45,000	32,198	12,802	45,000					45,000	
	Fire Hall	6,910	10,000	6,362	3,638	10,000					10,000	
	KNY Park Washrooms	16,179	15,000	5,831	9,169	15,000					15,000	
	Toddy Jones	58,751	52,000	4,995	47,005	52,000					52,000	
	Scout Hall	1,408	-	515	(515)	-					-	
	Massen Property	-	-	-	-	-					-	
	Anderdon Tennis Ct	520	750	185	565	750					750	
	Wigle Park Washrooms	3,224	3,000	854	2,146	3,000					3,000	
	Centennial Park	1,222	-	174	(174)	-					-	
	Malden Park Washrooms	366	1,000	73	927	1,000					1,000	
	Parks Storage	534	1,000	-	1,000	1,000					1,000	
	Malden Community Centre	1,478	3,500	652	2,848	3,500					3,500	
	ACS Building	1,897	6,000	1,109	4,891	6,000					6,000	
	Gordon House	5,726	5,500	3,074	2,426	5,500					5,500	
	99 Thomas (former Nexen Building)	11,958	8,500	5,187	3,313	8,500					8,500	
	179VIC	1,408	-	515	(515)	-					-	FAC-002
	North Gate Visitor Centre	3,791	6,000	1,635	4,365	6,000					6,000	
	Bellevue House	706	1,000	296	704	1,000					1,000	
	Carnegie Library Fountain	1,292	1,200	296	904	1,200					1,200	
	Waterfront Property (former Duffy's)	-	-	-	-	-					-	
	Gateway signs	903	900	323	577	900					900	
	320 Richmond	51,672	45,150	28,115	17,035	45,150					45,150	
	Total Utilities	262,776	249,500	113,695	135,805	249,500	-	-	-	-	249,500	
	Total Expenses	728,519	900,759	315,995	584,764	900,759	-	22,911	4,000	1,280	928,950	
	Transfer to (from) Reserves											
	Transfer from Reserves	(6,269)	-	-	-	-					-	
	Transfer to Capital	-	-	-	-	-			(4,000)		(4,000)	Tax Rate Stabiliation
	Transfer to Reserves	66,755	160,000	-	160,000	160,000					160,000	
	Total Reserve Transfers	60,485	160,000	-	160,000	160,000	-	-	(4,000)	-	156,000	
	Total Operating Expenses and Transfers	789,004	1,060,759	315,995	744,764	1,060,759	-	22,911	-	1,280	1,084,950	
	Net Operating Budget	429,465	717,980	203,317	514,663	717,980	-	22,911	-	1,280	742,171	
	Incr/(Decr) from Prior Year		16.3%								3.4%	

Town of Amherstburg												
Department: Parks, Facilities, Recreation & Culture												
Budget Centre: Parks												
2024 Budget												
Year ending December 31, 2024												
		2022 YTD	2023 Total	2023 YTD	2023 YTD	2024 Base	2023 In Year	Request -	Request -	Request -	2024 Total	Issue Paper Ref. No.
		Actuals	Budget	Actuals	Variance	Budget	Approval	Base Budget	One Time	Enhancement	Budget	
Revenue:												
	Donations - Memorials (Benches)	-	-	-	-	-	-	-	-	10,000	10,000	PAR-001
	Donations - Hanging Basket Program Revenue	-	-	-	-	-	-	-	-	-	-	
	Donations - Hanging Basket Program Revenue	-	-	11,867	(11,867)	-	-	-	-	-	-	
	Other Income	2,970	5,500	3,046	2,454	5,500	-	-	-	-	5,500	
	Total Revenue	2,970	5,500	14,913	(9,413)	5,500	-	-	-	10,000	15,500	
Expenses:												
Salaries and Wages:												
	Salaries - Full Time	507,878	513,931	100,460	413,471	513,931	-	16,256	-	-	530,187	
	Salaries - Full Time	-	-	98,659	(98,659)	-	-	-	-	-	-	
	Salaries - STD/LTD Credit	(156)	-	-	-	-	-	-	-	-	-	
	Salaries - CE.RE .S.T.D	(23,771)	-	(9,950)	9,950	-	-	-	-	-	-	
	Salaries - Overtime	9,132	15,000	7,929	7,071	15,000	-	-	-	-	15,000	
	Salaries - Students	90,886	91,464	7,822	83,642	91,464	-	11,924	-	-	103,388	
	Salaries - Part time	69,736	111,396	26,991	84,405	111,396	-	12,478	-	-	123,874	
	Total Salaries and Wages	653,704	731,791	231,911	499,880	731,791	-	40,658	-	-	772,449	
Benefits:												
	Benefits - CPP	32,045	39,244	13,326	25,918	39,244	-	1,096	-	-	40,340	
	Benefits - EI	11,152	13,133	4,623	8,510	13,133	-	976	-	-	14,109	
	Benefits - OMERS	50,452	68,447	22,101	46,346	68,447	-	(4,657)	-	-	63,790	
	Benefits - EHT	12,614	14,118	4,584	9,534	14,118	-	945	-	-	15,063	
	Benefits - Greenshield	33,933	47,612	13,952	33,660	47,612	-	(3,493)	-	-	44,119	
	Benefits - Life and Disability	35,975	33,853	15,082	18,772	33,853	-	15	-	-	33,868	
	Benefits - WSIB	21,025	24,729	8,396	16,333	24,729	-	1,690	-	-	26,419	
	Benefits - Post Retirement	5,499	4,875	2,351	2,524	4,875	-	1,300	-	-	6,175	
	Total Benefits	202,696	246,011	84,414	161,597	246,011	-	(2,128)	-	-	243,883	
General Expenses:												
	Uniforms	6,224	4,300	5,631	(1,331)	4,300	-	5,700	-	-	10,000	PAR-004
	Office Supplies	1,832	2,000	584	1,416	2,000	-	-	-	-	2,000	
	Contracted Services	71,077	67,500	7,273	60,227	67,500	-	-	-	-	67,500	PAR-002
	Mobile Devices	1,025	1,320	244	1,076	1,320	-	-	-	-	1,320	
	GPS	4,122	3,981	1,815	2,166	3,981	-	-	-	-	3,981	
	Training and Professional Development	2,500	8,700	3,547	5,153	8,700	-	-	-	-	8,700	
	Travel and Mileage	-	-	-	-	-	-	-	-	-	-	
	Professional Fees	-	-	-	-	-	-	-	-	-	-	
	Service Agreement - Radios	3,017	3,500	1,646	1,854	3,500	-	-	-	-	3,500	
	Special Events	6,140	3,500	-	3,500	3,500	-	-	-	-	3,500	
	Total General Expenses	95,937	94,801	20,740	74,061	94,801	-	5,700	-	-	100,501	
Other Expenses:												
	Co-An Park	21,423	21,000	21,000	-	21,000	-	-	-	2,100	23,100	PAR-003
	Joint Use Agreements	5,000	5,000	-	5,000	5,000	-	-	-	-	5,000	
	Total Other Expenses	26,423	26,000	21,000	5,000	26,000	-	-	-	2,100	28,100	

Town of Amherstburg												
Department:					Parks, Facilities, Recreation & Culture							
Budget Centre:					Parks							
2024 Budget												
Year ending December 31, 2024												
		2022 YTD Actuals	2023 Total Budget	2023 YTD Actuals	2023 YTD Variance	2024 Base Budget	2023 In Year Approval	Request - Base Budget	Request - One Time	Request - Enhancement	2024 Total Budget	Issue Paper Ref. No.
Maintenance:												
	General Supplies	154,022	156,375	47,093	109,282	156,375		(5,700)			150,675	PAR-004
	General Supplies	-	-	10	(10)						-	
	Maintenance - Benches	-	-	-	-					5,000	5,000	PAR-001
	Vehicle and Equip. Maint.	43,197	50,000	21,837	28,163	50,000					50,000	
	Equipment Financing	-	-	-	-	-					-	
	Parks Tools and Equip.	9,531	9,000	203	8,797	9,000					9,000	
	Vandalism	-	-	-	-	-					-	
	Tree Maintenance	45,314	54,500	3,577	50,923	54,500					54,500	PAR-005
	Total Maintenance	252,064	269,875	72,722	197,153	269,875	-	(5,700)	-	5,000	269,175	
Debt Charges												
	Principal Payments	-	-	-	-	-					-	
	Interest Payments	-	-	-	-	-					-	
	Total Debt Charges	-	-	-	-	-	-	-	-	-	-	
	Total Expenses	1,230,824	1,368,478	430,786	937,691	1,368,478	-	38,530	-	7,100	1,414,108	
Transfer to (from) Reserves												
	Transfer from Reserves	20,000	-	-	-	-					-	
	Transfer to Capital-Parks	207,367	-	-	-	-					-	
	Transfer to Reserves -Memorial Bench	-	-	6,250	(6,250)	-				5,000	5,000	PAR-001
	Transfer to Reserves	15,000	15,000	6,250	8,750	15,000					15,000	
	Total Reserve Transfers	242,367	15,000	12,500	2,500	15,000	-	-	-	5,000	20,000	
	Total Operating Expenses and Transfers	1,473,191	1,383,478	443,286	940,191	1,383,478	-	38,530	-	12,100	1,434,108	
	Net Operating Budget	1,470,221	1,377,978	428,373	949,605	1,377,978	-	38,530	-	2,100	1,418,608	
	Incr/(Decr) from Prior Year			1.0%							2.9%	

Town of Amherstburg												
Department:						Parks, Facilities, Recreation & Culture						
Budget Centre:						Recreation Services						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD Actuals	2023 Total Budget	2023 YTD Actuals	2023 YTD Variance	2024 Base Budget	2023 In Year Approval	Request - Base Budget	Request - One Time	Request - Enhancement	2024 Total Budget	Issue Paper Ref. No.
Revenue:												
	Birthday Party (UCCU)	6,058	10,000	3,908	6,092	10,000					10,000	
	Public Skating Program	99	10,000	3,194	6,806	10,000					10,000	
	Preschool Programming	7,575	13,000	4,525	8,475	13,000					13,000	
	Youth Programming	29,467	27,500	11,216	16,284	27,500				1,872	29,372	REC-001
	Adult Programming	9,940	21,000	6,654	14,346	21,000					21,000	
	Activity Guide Revenue	-	4,000	-	4,000	4,000					4,000	
	Miscellaneous	1,899	-	-	-	-					-	
	Drop In Programming	4,929	11,000	5,831	5,169	11,000					11,000	
	Day Camp	68,457	35,000	12,641	22,359	35,000					35,000	
	Special Events	5,000	12,000	538	11,462	12,000					12,000	
	Ancillary Complex Income	33,330	25,000	19,800	5,200	25,000					25,000	
	Canteen Sales (Indoor)	-	-	-	-	-					-	
	Vending Machine Sales	11,392	8,000	2,140	5,860	8,000					8,000	
	Income from Memorials (Benches)	-	-	-	-	-					-	
	Essex Power Youth in Comm Fund Grant	10,000	10,000	-	10,000	10,000					10,000	
	Per Player Registration Fees	-	12,000	-	12,000	12,000					12,000	
	Pavilion Rentals	-	3,000	-	3,000	3,000					3,000	
	Tennis Court Rentals	-	500	-	500	500					500	
	Provincial Grants	-	-	-	-	-					-	
	Total Revenue	188,146	202,000	70,447	131,553	202,000	-	-	-	1,872	203,872	
Expenses:												
Salaries and Wages:												
	Salaries - Full Time	217,023	301,277	95,315	205,963	301,277		100,274			401,551	
	Salaries - Overtime	2,200	2,500	356	2,144	2,500		-			2,500	
	Salaries - Students	12,129	7,312	-	7,312	7,312		469			7,781	
	Salaries - Part Time	150,030	82,811	57,448	25,363	82,811		13,602	21,490	1,620	119,523	REC-001, REC-002
	Salaries - Food & Beverage Services	11,142	-	-	-	-					-	
	Total Salaries and Wages	392,525	393,900	153,118	240,782	393,900	-	114,345	21,490	1,620	531,355	
Benefits:												
	Benefits - CPP	18,053	23,684	7,975	15,708	23,684		(781)			22,903	
	Benefits - EI	7,515	8,261	3,191	5,070	8,261		257			8,518	
	Benefits - OMERS	18,067	44,949	10,685	34,263	44,949		(700)			44,249	
	Benefits - EHT	7,633	9,008	3,023	5,985	9,008		903			9,911	
	Benefits - Greenshield	23,703	22,611	9,706	12,905	22,611		11,829	4,689	252	39,381	REC-001, REC-002
	Benefits - Life and Disability	13,476	20,483	6,061	14,422	20,483		4,883			25,366	
	Benefits - WSIB	12,047	15,853	5,339	10,514	15,853		1,450			17,303	
	Benefits - Post Retirement	1,534	2,925	750	2,175	2,925		975			3,900	
	Total Benefits	102,028	147,774	46,731	101,042	147,774	-	18,816	4,689	252	171,531	

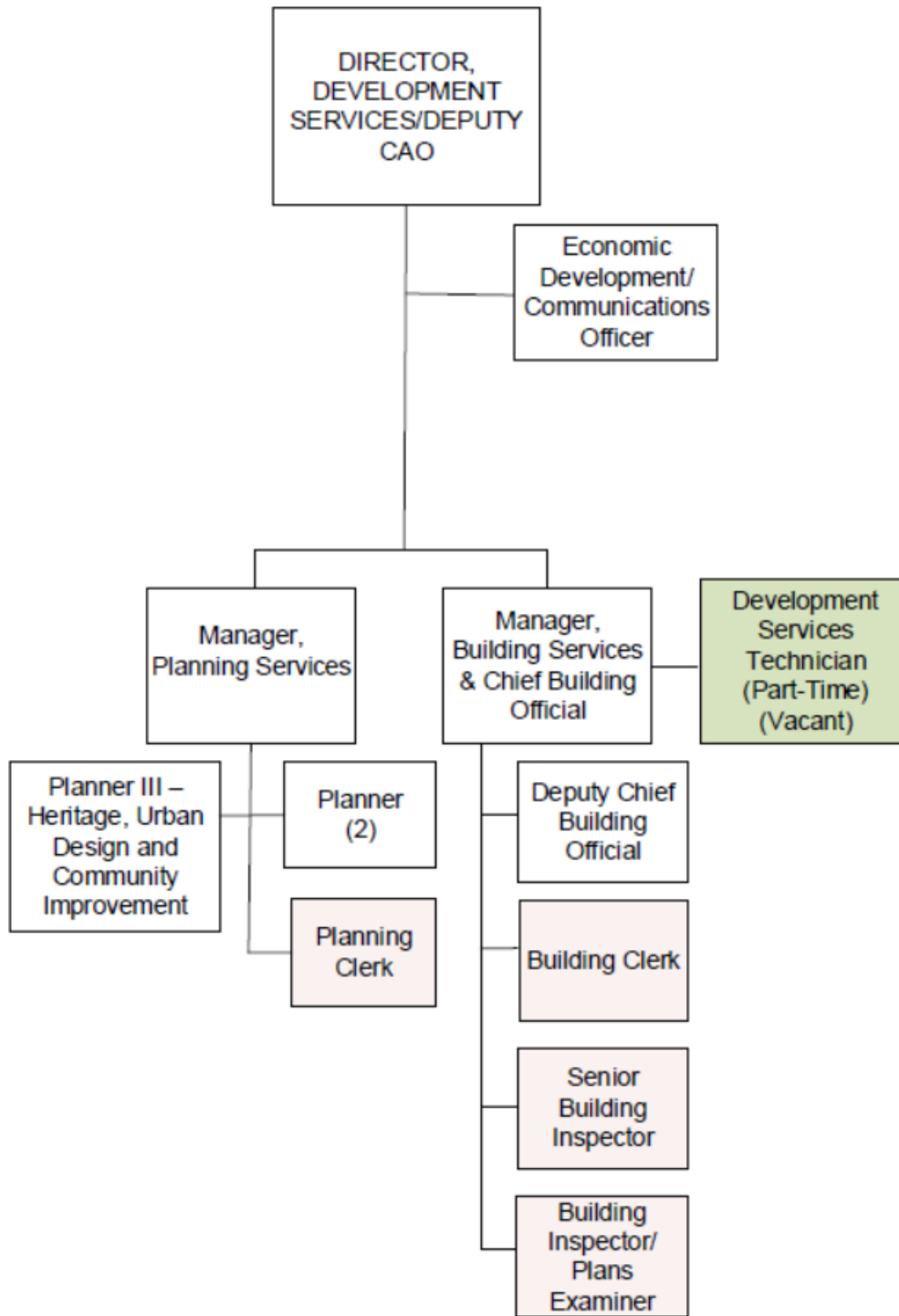
Town of Amherstburg												
Department:						Parks, Facilities, Recreation & Culture						
Budget Centre:						Recreation Services						
2024 Budget												
Year ending December 31, 2024												
	2022 YTD Actuals	2023 Total Budget	2023 YTD Actuals	2023 YTD Variance	2024 Base Budget	2023 In Year Approval	Request - Base Budget	Request - One Time	Request - Enhancement	2024 Total Budget	Issue Paper Ref. No.	
General Expenses:												
Uniforms	2,333	1,500	1,044	456	1,500					1,500	REC-003	
Office Supplies	3,356	6,500	117	6,383	6,500			(1,500)		5,000	GEN-002	
Advertising	2,082	17,500	343	17,157	17,500					17,500		
Contracted Service	7,686	-	3,841	(3,841)	-					-		
Mobile Devices	1,412	1,640	719	921	1,640		600	360		2,600	IT-001	
Marketing	4,365	20,000	431	19,569	20,000					20,000		
Memberships	1,857	3,000	-	3,000	3,000					3,000		
Training and Conferences	2,225	6,500	1,218	5,282	6,500					6,500		
Travel and Mileage	30	500	-	500	500					500		
Recreation Equipment & Supplies	30,798	29,750	704	29,046	29,750					29,750		
Concession Product	16,470	-	-	-	-					-		
Concession Equipment	-	-	-	-	-					-		
Concession Equipment Maintenance	-	-	-	-	-					-		
Signage Maintenance	1,099	2,000	-	2,000	2,000					2,000		
Special Events	3,690	8,000	597	7,403	8,000					8,000		
Swim Program	1,824	20,000	86	19,914	20,000					20,000		
RECREATION WINTER PROGRAMS	-		2,901	(2,901)						-		
RECREATION SPRING PROGRAMS	-		1,814	(1,814)						-		
RECREATION CAMPS	-		1,617	(1,617)						-		
RECREATION BIRTHDAY PARTIES	-		724	(724)						-		
Essex Power Youth in Comm Fund Exp	3,732	10,000	-	10,000	10,000					10,000		
Total General Expenses	82,960	126,890	16,156	110,734	126,890	-	-	600	(1,140)	126,350		
Total Expenses	577,514	668,563	216,005	452,559	668,563	-	133,162	26,779	732	829,236		
Transfer to (from) Reserves												
Transfer from Reserves	(15,093)	-	-	-	-			(26,779)		(26,779)	Tax Rate Stabilization	
Transfer to Reserves	10,000	-	-	-	-					-		
Total Reserve Transfers	(5,093)	-	-	-	-	-	-	(26,779)	-	(26,779)		
Total Operating Expenses and Transfers	572,421	668,563	216,005	452,559	668,563	-	133,162	-	732	802,457		
Net Operating Budget	384,275	466,563	145,558	321,006	466,563	-	133,162	-	(1,140)	598,585		
Incr/(Decr) from Prior Year			7.2%							28.3%		

Town of Amherstburg												
Department:						Parks, Facilities, Recreation & Culture						
Budget Centre:						Tourism and Culture						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD	2023 Total	2023 YTD	2023 YTD	2024 Base	2023 In Year	Request -	Request -	Request -	2024 Total	Issue Paper Ref. No.
		Actuals	Budget	Actuals	Variance	Budget	Approval	Base Budget	One Time	Enhancement	Budget	
Revenue:												
	Retail Sales - Tourism Info. Centre	3,571	10,000	269	9,731	10,000					10,000	
	Event Revenue	23,955	35,000	10,702	24,298	35,000					35,000	
	Tourism-Grants	206,270	45,000	37,250	7,750	45,000					45,000	
	Provincial Grants & Donation	-	-	-	-	-					-	
	Total Revenue	233,796	90,000	48,221	41,779	90,000	-	-	-	-	90,000	
Expenses:												
Salaries and Wages:												
	Salaries - Full Time	265,280	330,933	97,942	232,991	330,933		4,595			335,528	
	Salaries - STD/LTD Credit	(5,386)	-	-	-	-					-	
	Salaries - Overtime	2,916	-	3,446	(3,446)	-					-	TOU-001
	Salaries - Temporary	40,444	-	20,851	(20,851)	-			20,000		20,000	TOU-004
	Salaries - Students	39,141	54,485	-	54,485	54,485		3,806		(20,000)	38,291	TOU-004
	Total Salaries and Wages	342,396	385,418	122,239	263,179	385,418	-	8,401	-	-	393,819	
Benefits:												
	Benefits - CPP	15,220	18,260	6,820	11,439	18,260		(96)			18,164	
	Benefits - EI	5,766	5,426	2,344	3,082	5,426		751			6,177	
	Benefits - OMERS	27,186	39,040	10,112	28,928	39,040		(3,438)			35,602	
	Benefits - EHT	6,742	7,475	2,308	5,166	7,475		205			7,680	
	Benefits - Greenshield	25,485	24,902	7,977	16,925	24,902		308		-	25,210	TOU-004
	Benefits - Life and Disability	20,793	21,842	8,107	13,735	21,842		(368)			21,474	
	Benefits - WSIB	10,740	13,186	4,077	9,109	13,186		446			13,632	
	Benefits - Post Retirement Benefit	2,445	2,925	750	2,175	2,925		-			2,925	
	Total Benefits	114,377	133,055	42,496	90,560	133,055	-	(2,191)	-	-	130,864	
General Expenses												
	Uniforms	863	1,000	814	186	1,000					1,000	TOU-006
	Office Supplies	2,445	2,000	482	1,518	2,000			1,000		3,000	GEN-002
	Advertising	30,690	30,000	3,484	26,516	30,000			5,000		35,000	GEN-001
	Advertising	-	-	1,221	(1,221)	-					-	
	Advertising	-	-	123	(123)	-					-	
	Advertising	-	-	2,976	(2,976)	-					-	
	Contracted Services	4,084	-	-	-	-				10,000	10,000	TOU-002
	Community Events	152,749	190,000	2,857	187,143	110,000			30,000	50,000	190,000	TOU-003
	Community Events	-	-	187	(187)	-					-	
	Community Events	-	-	4,625	(4,625)	-					-	
	Community Events	-	-	969	(969)	-					-	
	Community Events	-	-	13,133	(13,133)	-					-	
	Community Events	-	-	2,613	(2,613)	-					-	
	Mobile Devices	3,562	3,200	1,117	2,083	3,200					3,200	
	Memberships	5,593	1,000	-	1,000	1,000					1,000	
	Training and Conferences	2,079	3,000	1,695	1,305	3,000			3,000		6,000	TOU-005
	Travel and Mileage	428	1,000	674	326	1,000					1,000	
	Promotions	10,091	10,000	2,028	7,972	10,000					10,000	
	Promotions	-	-	172	(172)	-					-	
	Promotions	-	-	176	(176)	-					-	
	Promotions	-	-	667	(667)	-					-	
	Bank Charges - Special Events	427	500	185	315	500					500	
	BRANDING PROGRAM	1,850	-	-	-	-					-	
	Total General Expenses	214,860	241,700	40,199	201,501	161,700	-	-	30,000	69,000	260,700	

Town of Amherstburg												
Department:						Parks, Facilities, Recreation & Culture						
Budget Centre:						Tourism and Culture						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD Actuals	2023 Total Budget	2023 YTD Actuals	2023 YTD Variance	2024 Base Budget	2023 In Year Approval	Request - Base Budget	Request - One Time	Request - Enhancement	2024 Total Budget	Issue Paper Ref. No.
Debt Charges												
	Principal Payments	4,032	4,149	1,729	2,420	4,149					4,149	
	Interest Payments	281	213	89	124	213					213	
	Total Debt Charges	4,313	4,361	1,817	2,544	4,361	-	-	-	-	4,361	
	Total Expenses	675,946	764,535	206,750	557,784	684,535	-	6,210	30,000	69,000	789,744	
Transfer to (from) Reserves												
	Transfer from Reserves	(19,104)	(80,000)	-	(80,000)	-			(30,000)		(30,000)	Tax Rate Stabilization
	Transfer to Reserves	104,540	-	20,000	(20,000)	-					-	
	Transfer to capital	-	-	-	-	-					-	
	Total Reserve Transfers	85,436	(80,000)	20,000	(100,000)	-	-	-	(30,000)	-	(30,000)	
	Total Operating Expenses and Transfers	761,382	684,535	226,750	457,784	684,535	-	6,210	-	69,000	759,744	
	Net Operating Budget	527,586	594,535	178,529	416,005	594,535	-	6,210	-	69,000	669,744	
	Incr/(Decr) from Prior Year	53,669	25.5%								12.7%	



Department Overview





Department Description

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

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

Economic Development

The Economic Development divisions provides services for:

- Creation and implementation of Business Retention and Expansion Program;
- Business attraction for industrial investment, including Foreign Direct Investment;
- Investment attraction for municipal assets and investments;
- Corporate communication;
- Management and gathering of key stats and data for investment information;
- Community Improvement Plans for investment attraction

Planning Division

The Planning Division provides processing of applications for the following:

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



Building Division

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

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

Budgeted Staffing Resources- Planning Development and Legislative Services

Permanent FTE's	2022	2023	2024 Proposed
Full Time	9.00	12.00	13.00
Part Time	0.50	1.82	0.50
Total FTE	9.50	13.32	13.50
Net Change	0.50	3.82	0.32

2023 Staffing Complement includes:

Full Time

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

Part Time

- 0.82 Development Services Support
- 0.50 Executive Assistant (½ Building & ½ PFRC) (one year only)
- 0.50 Economic Development Project Manager (Grant funded for 2023/2024 only)

***Proposed 2024 Staff Complement Changes:**

Full time

- 1.00 Development Services Technician (less 0.82 Development Services Support position)

Town of Amherstburg												
Department:						Development Services						
Budget Centre:						Building Services						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD	2023 Total	2023 YTD	2023 YTD	2024 Base	2023 In Year	Request -	Request -	Request -	2024 Total	Issue Paper Ref. No.
		Actuals	Budget	Actuals	Variance	Budget	Approval	Base Budget	One Time	Enhancement	Budget	
Revenue:												
	Administrative Charges	-	-	-	-	-	-	-	-	-	-	
	Indemnity Deposit Admin. Fees	29,042	28,000	5,526	33,526	28,000	-	-	-	-	28,000	
	Residence and Garage	-	268,400	300	268,700	268,400	-	-	-	-	268,400	
	Addition to Residence	-	36,780	-	36,780	36,780	-	-	-	-	36,780	
	Heating	-	2,000	-	2,000	2,000	-	-	-	-	2,000	
	Plumbing	-	33,400	-	33,400	33,400	-	-	-	-	33,400	
	Commercial / Institutional	-	132,000	-	132,000	132,000	-	-	-	-	132,000	
	Accessory Structures and Decks	-	15,000	-	15,000	15,000	-	-	-	-	15,000	
	Pool Enclosures	-	2,200	-	2,200	2,200	-	-	-	-	2,200	
	Tents	-	1,100	-	1,100	1,100	-	-	-	-	1,100	
	Signs	-	1,000	-	1,000	1,000	-	-	-	-	1,000	
	Sewer Permits	-	20,000	-	20,000	20,000	-	-	-	-	20,000	
	Septic Sewage Systems	-	9,600	-	9,600	9,600	-	-	-	-	9,600	
	Demolition	-	1,200	-	1,200	1,200	-	-	-	-	1,200	
	Solar Panel Systems	-	-	-	-	-	-	-	-	-	-	
	Licensing Inspections	-	1,020	-	1,020	1,020	-	-	-	-	1,020	
	Build Dept - Building Permits	1,389,607	408,300	263,840	672,140	408,300	-	-	(123,100)	-	285,200	BUI-001
	Build Dept-Permits Subtotal	1,389,607	932,000	264,140	1,196,140	932,000	-	-	(123,100)	-	808,900	
	Build Dept - Building Letters	1,103	5,100	854	5,954	5,100	-	-	-	-	5,100	
	Total Revenue	1,419,752	965,100	270,520	1,235,620	965,100	-	-	(123,100)	-	842,000	
Expenses:												
Salaries and Wages:												
	Salaries - Full Time	357,845	516,882	147,950	750,728	477,706	-	7,848	-	-	485,553	
	Salaries - STD/LTD Credit	-	-	-	-	-	-	-	-	-	-	
	Salaries - Overtime	-	1,000	-	1,000	1,000	-	-	-	-	1,000	
	Salaries - Part Time	14,328	26,411	5,818	58,640	26,411	-	3,319	-	-	29,730	
	Total Salaries and Wages	372,173	544,293	153,767	810,368	505,117	-	11,167	-	-	516,283	
Benefits:												
	Benefits - CPP	13,719	22,221	9,021	36,568	20,344	-	1,669	-	-	22,013	
	Benefits - EI	4,561	6,782	2,991	11,309	6,199	-	508	-	-	6,707	
	Benefits - OMERS	42,506	58,493	17,012	86,932	54,547	-	412	-	-	54,959	
	Benefits - EHT	7,109	10,930	3,041	16,477	10,166	-	(98)	-	-	10,068	
	Benefits - Greenshield	18,522	34,490	7,191	48,490	31,085	-	6,800	-	-	37,885	
	Benefits - Greenshield Retirees	23,440	25,000	8,081	33,081	25,000	-	3,844	-	-	28,844	
	Benefits - Life and Disability	24,335	32,358	8,975	45,515	30,041	-	1,034	-	-	31,075	
	Benefits - WSIB	10,260	18,062	5,375	27,857	16,714	-	(53)	-	-	16,661	
	Benefits - Post Retirement Benefit	2,596	4,387	1,125	6,487	3,900	-	-	-	-	3,900	
	Total Benefits	147,048	212,723	62,812	312,716	197,996	-	14,116	-	-	212,112	
General Expenses:												
	Uniforms	1,644	3,000	63	3,063	3,000	-	-	-	-	3,000	
	Office Supplies	3,862	4,000	1,310	5,310	4,000	-	-	1,500	-	5,500	BUI-002
	Mobile Devices	2,213	2,220	1,594	3,814	2,220	-	-	-	-	2,220	
	GPS	811	796	367	1,163	796	-	-	-	-	796	
	Memberships	1,382	3,072	2,218	5,290	3,072	-	-	-	-	3,072	
	Training and Professional Development	6,187	9,000	3,406	12,406	9,000	-	-	3,700	-	12,700	BUI-003
	Travel and Mileage	-	500	-	500	500	-	-	-	-	500	
	Professional Fees	6,754	4,000	-	4,000	4,000	-	-	(750)	-	3,250	BUI-002
	Contracted Services	18,510	5,125	254	5,379	5,125	-	-	(750)	-	4,375	BUI-002
	Cost Allocation - Overhead	134,774	134,774	56,156	190,930	134,774	-	-	-	-	134,774	
	Contracted Services	-	-	42,485	42,485	-	-	-	-	-	-	
	Equipment	-	-	-	-	-	-	-	-	-	-	
	Total General Expenses	176,139	166,487	107,853	274,340	166,487	-	-	-	3,700	170,187	

Town of Amherstburg												
Department:						Development Services						
Budget Centre:						Building Services						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD Actuals	2023 Total Budget	2023 YTD Actuals	2023 YTD Variance	2024 Base Budget	2023 In Year Approval	Request - Base Budget	Request - One Time	Request - Enhancement	2024 Total Budget	Issue Paper Ref. No.
Equipment and Vehicle:												
		74	8,050	-	8,050	8,050					8,050	
		165	1,000	1,021	2,021	1,000					1,000	
		239	9,050	1,021	10,071	9,050	-	-	-	-	9,050	
Total Expenses		695,598	932,552	325,453	1,407,495	878,649	-	25,283	-	3,700	907,632	
Transfers to/(from) Reserves & Funds:												
		724,153	32,548	-	(116,941)	86,451		(25,283)	(123,100)	(3,700)	(65,632)	
		-	-	-	-	-					-	
		724,153	32,548	-	(116,941)	86,451	-	(25,283)	(123,100)	(3,700)	(65,632)	
Total Operating Expenses and Transfers		1,419,752	965,100	325,453	1,290,554	965,100	-	(0)	(123,100)	-	842,000	
Net Operating Budget		-	0	54,934	54,934	0	-	(0)	-	-	-	

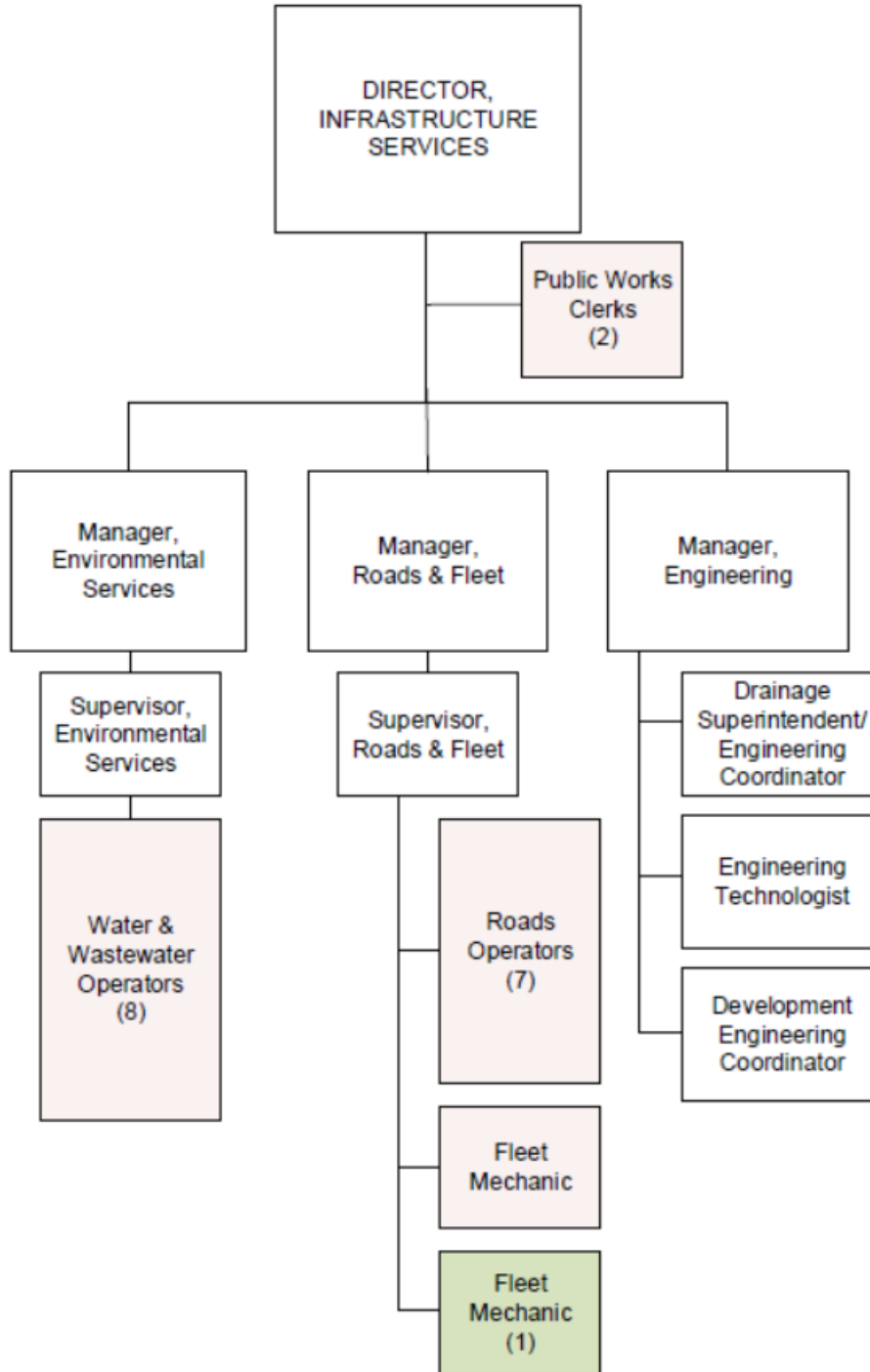
Town of Amherstburg												
Department:						Development Services						
Budget Centre:						Planning						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD	2023 Total	2023 YTD	2023 YTD	2024 Base	2023 In Year	Request -	Request -	Request -	2024 Total	Issue Paper Ref. No.
		Actuals	Budget	Actuals	Variance	Budget	Approval	Base Budget	One Time	Enhancement	Budget	
Revenue:												
	Planning -Consent and Minor Variances Fees	47,423	104,033	37,049	66,984	104,033					104,033	
	Planning - Flat Fees	97,422	171,933	53,904	118,029	171,933				4,207	176,140	PLA-001
	Planning - ERCA Plan Review Fees	-	-	-	-	-					-	
	Planning-Legal Fees Recovery	-	-	-	-	-					-	
	Total Revenue	144,845	275,966	90,953	185,013	275,966	-	-	-	4,207	280,173	
Expenses:												
Salaries and Wages:												
	Salaries - Full Time	230,225	476,846	178,418	298,428	476,846		6,745			483,591	
	Salaries Overtime	14,297	1,000	5,237	(4,237)	1,000		-			1,000	PLA-004
	Salaries - CR.Re:S.T.D.	-	-	-	-	-					-	
	Salaries- Temporary	15,631	-	-	-	-					-	
	Salaries - Part Time	14,328	11,319	5,818	5,501	11,319		1,422			12,741	
	Total Salaries and Wages	274,481	489,165	189,473	299,693	489,165	-	8,167	-	-	497,332	
Benefits:												
	Benefits - CPP	13,308	19,447	10,718	8,729	19,447		1,555			21,002	
	Benefits - EI	4,523	5,988	3,614	2,375	5,988		541			6,529	
	Benefits - OMERS	29,914	53,008	18,603	34,405	53,008		339			53,347	
	Benefits - EHT	5,402	9,539	3,632	5,907	9,539		159			9,698	
	Benefits - Greenshield	22,200	31,397	9,071	22,326	31,397		5,922			37,319	
	Benefits - Life and Disability	19,690	30,901	9,797	21,104	30,901		49			30,950	
	Benefits - WSIB	8,699	16,005	6,410	9,595	16,005		275			16,280	
	Benefits - Post Retirement	1,210	2,925	1,230	1,695	2,925		975			3,900	
	Total Benefits	104,946	169,210	63,074	106,135	169,210	-	9,815	-	-	179,025	
General Expenses:												
	Office Supplies	10,071	2,500	1,053	1,447	2,500					2,500	
	Legal Fees - OLT	-	-	-	-	-					-	PLA-002
	Legal Fees	-	-	-	-	-					-	PLA-005
	Mobile Devices	1,326	2,200	194	2,006	2,200					2,200	
	Memberships	2,113	9,448	1,229	8,219	9,448					9,448	
	Training and Professional Development	2,094	13,500	-	13,500	13,500					13,500	
	Travel and Mileage	43	1,000	(88)	1,088	1,000					1,000	
	Meeting Expenses	464	900	538	362	900					900	
	Miscellaneous	-	-	-	-	-					-	
	Legal Fees Recoverable	-	-	-	-	-					-	
	Professional Fees	88,900	35,000	47,432	(12,432)	35,000					35,000	
	Planning Studies	-	-	-	-	-					-	
	Total General Expenses	105,011	64,548	50,358	14,190	64,548	-	-	-	-	64,548	
Other Expenses:												
	ERCA Fee Remittance	-	-	-	-	-					-	
	CIP Incentive Program	-	-	-	-	-					-	
	Total Other Expenses	-	-	-	-	-	-	-	-	-	-	
	Total Expenses	484,437	722,923	302,905	420,018	722,923	-	17,982	-	-	740,905	

Town of Amherstburg												
Department:						Development Services						
Budget Centre:						Planning						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD Actuals	2023 Total Budget	2023 YTD Actuals	2023 YTD Variance	2024 Base Budget	2023 In Year Approval	Request - Base Budget	Request - One Time	Request - Enhancement	2024 Total Budget	Issue Paper Ref. No.
Transfer to (from) Reserves												
		-	-	-	-	-	-	-	-	-	-	-
		25,000	25,000	-	25,000	25,000	-	-	-	-	25,000	-
				41,665	(41,665)						-	-
				10,415	(10,415)						-	-
				10,415	(10,415)						-	-
		-	100,000	-	100,000	-	-	-	-	100,000	100,000	PLA-002
		-	(100,000)	-	(100,000)	-	-	-	-	-	-	-
		-	25,000	10,415	14,585	25,000	-	-	-	15,000	40,000	PLA-003
		25,000	50,000	72,910	(22,910)	50,000	-	-	-	115,000	165,000	-
Total Operating Expenses and Transfers		509,437	772,923	375,815	397,108	772,923	-	17,982	-	115,000	905,905	-
Net Operating Budget		364,592	496,957	284,862	212,095	496,957	-	17,982	-	110,793	625,732	-
			5.3%								25.9%	

Town of Amherstburg												
Department: Development Services												
Budget Centre: Economic Development												
2024 Budget												
Year ending December 31, 2024												
		2022 YTD Actuals	2023 Total Budget	2023 YTD Actuals	2023 YTD Variance	2024 Base Budget	2023 In Year Approval	Request - Base Budget	Request - One Time	Request - Enhancement	2024 Total Budget	Issue Paper Ref. No.
Transfer to (from) Reserves												
		(14,051)	-	-	-	-	-	-	(8,920)	-	(8,920)	EDV-001
		-	-	-	-	-	-	-	(26,760)	-	(26,760)	EDV-001
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	7,136	7,136	EDV-001
		(14,051)	-	-	-	-	-	-	(35,680)	7,136	(28,544)	
Total Operating Expenses and Transfers												
		186,903	367,541	110,672	610,058	367,541	61,656	33,037	-	7,136	469,370	
Net Operating Budget												
		186,903	367,541	110,335	609,720	367,541	-	33,037	-	7,136	407,714	
		Incr/(Decr) from Prior Year	110.9%								10.9%	



Department Overview





Department Description

The Engineering and Infrastructure Services Department is responsible for the construction, operation and maintenance of the Town's public works infrastructure, including water, sanitary and storm sewers, municipal drains and roads.

- Roads - Roads and Sidewalks, Winter Maintenance, Road Closures, Garbage and Recycle
- Environmental Services - Water and Wastewater
- Engineering and Operations – Infrastructure and Drainage

Included in these services, the Engineering and Public Works Department is responsible for:

- Provision of safe drinking water
- Road maintenance and patching
- Gravel resurfacing
- Grading and dust control
- Street cleaning
- Road closings
- Catch basin maintenance/ repairs
- Removal of dead animals
- Boulevard maintenance
- Sidewalk maintenance
- Weed spraying
- Tree planting and trimming/removal on road allowances
- Sign maintenance / replacement
- Fleet management
- Drainage



Budgeted Staffing Resources- Engineering and Infrastructure Services

Permanent FTE's	2022	2023	2024 Proposed
Full Time	26.00	27.00	28.00
Part Time		2.76	2.76
Total FTE	26.00	29.76	30.76
Net Change	0.00	3.76	1.00

2023 Staffing Complement includes:

Full Time

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

Part Time

- 1.96 Infrastructure Students (6 positions)
- 0.14 Arborist
- 0.66 Environment Students (2 positions)

***Proposed 2024 Staff Complement Changes:**

Full Time

- 1.00 Mechanic

Town of Amherstburg											
Department:				Infrastructure Services							
Budget Centre:				Drainage							
2024 Budget											
Year ending December 31, 2024											
		2022 YTD	2023 Total	2023 YTD	2024 Base	2023 In Year	Request -	Request -	Request -	2024 Total	Issue Paper Ref. No.
		Actuals	Budget	Actuals	Budget	Approval	Base Budget	One Time	Enhancement	Budget	
Revenue:											
	Recoveries - Landowners	638,929	2,130,000	-	2,130,000			2,000,000		4,130,000	DRA-002
Grants											
	Provincial Grant - Drainage Superintending	106,493	62,000	-	62,000			8,400		70,400	DRA-002
	Provincial Grant - Drain Maintenance	5,976	40,000	-	40,000			(20,000)		20,000	DRA-002
	Provincial Grant - Drainage Construction	-	220,000	-	220,000			70,000		290,000	DRA-002
Recoveries											
	Recoveries - Debenture Repayment	-	1,152	-	1,152					1,152	
	Tile Loans on Taxes	5,068	5,068	-	5,068					5,068	
Other											
	Inspection Fees - Tile Loans	-	500	-	500					500	
	Permit Fee-Drainage Entrance permit	-	-	-	-					-	
	Drainage Apportionments	-	5,000	-	5,000					5,000	
	Total Revenue	756,465	2,463,720	-	2,463,720	-	-	2,058,400	-	4,522,120	
Expenses:											
Salaries and Wages:											
	Salaries - Full Time	93,642	102,078	37,391	102,078		2,042			104,120	
	Salaries - Overtime	259	6,500	627	6,500		-			6,500	
	Total Salaries and Wages	93,901	108,578	38,018	108,578	-	2,042	-	-	110,620	
Benefits:											
	Benefits - CPP	3,801	3,754	2,160	3,754		336			4,090	
	Benefits - EI	1,218	1,166	709	1,166		36			1,202	
	Benefits - OMERS	10,319	11,379	4,067	11,379		69			11,448	
	Benefits - EHT	1,825	1,991	726	1,991		166			2,157	
	Benefits - Greenshield	6,371	6,225	622	6,225		(3,070)			3,155	
	Benefits - Life and Disability	6,235	6,737	2,366	6,737		(73)			6,664	
	Benefits - WSIB	2,962	3,511	1,281	3,511		320			3,831	
	Benefits - Post Retirement	844	975	375	975		-			975	
	Total Benefits	33,575	35,739	12,306	35,739	-	(2,217)	-	-	33,522	
General Expenses:											
	Uniforms	-	500	137	500					500	
	Office Supplies	-	-	-	-			1,000		1,000	GEN-002
	Professional and Engineering Fees	168	-	-	-					-	
	Postage	-	-	-	-					-	
	Mobile Devices	378	1,200	97	600					600	
	Memberships	270	475	280	475					475	
	Training and Professional Development	346	1,500	247	1,500					1,500	
	Write-offs	-	5,000	-	5,000					5,000	
	Total General Expenses	1,162	8,675	762	8,075	-	-	-	1,000	9,075	

Town of Amherstburg											
Department:					Infrastructure Services						
Budget Centre:					Drainage						
2024 Budget											
Year ending December 31, 2024											
	2022 YTD Actuals	2023 Total Budget	2023 YTD Actuals	2024 Base Budget	2023 In Year Approval	Request - Base Budget	Request - One Time	Request - Enhancement	2024 Total Budget	Issue Paper Ref. No.	
Equipment and Vehicles:											
Gasoline	-	2,000	-	2,000					2,000		
Vehicle and Equipment Maintenance	-	1,000	830	1,000					1,000		
GPS	396	399	183	399					399		
Small Equipment	132	1,000	-	1,000					1,000		
Vehicle Licences	-	150	-	150					150		
Total Equipment and Vehicles	529	4,549	1,013	4,549	-	-	-	-	4,549		
Other Expenses											
Drain Construction	612,163	2,160,000	-	2,160,000			2,058,575		4,218,575	DRA-001	
Drain Maintenance	32,741	230,000	-	230,000					230,000		
	644,904	2,390,000	-	2,390,000	-	-	2,058,575	-	4,448,575		
Debt Repayment											
Drainage Debt - Principal	-	-	-	-					-		
Drainage Debt - Interest	-	-	-	-					-		
Tile Drainage Debt - Principal	4,781	4,943	-	4,943					4,943		
Tile Drainage Debt - Interest	263	125	-	125					125		
Total Debt Charges	5,044	5,068	-	5,068	-	-	-	-	5,068		
Total Expenses	779,115	2,552,609	52,099	2,552,009	-	(175)	2,058,575	1,000	4,611,409		
Transfer to (from) Reserves											
Transfer from Reserves	-	-	-	-					-		
Transfer to Reserves	205,345	-	-	-				150,000	150,000	DRA-003	
Total Reserve Transfers	205,345	-	-	-	-	-	-	150,000	150,000		
Total Operating Expenses and Transfers	984,460	2,552,609	52,099	2,552,009	-	(175)	2,058,575	151,000	4,761,409		
Net Operating Budget	227,996	88,889	52,099	88,289	-	(175)	175	151,000	239,289		
Incr/(Decr) from Prior Year		-2.7%							169.2%		

Town of Amherstburg											
Department:						Infrastructure Services					
Budget Centre:						Public Works					
2024 Budget											
Year ending December 31, 2024											
	2022 YTD Actuals	2023 Total Budget	2023 YTD Actuals	2023 YTD Variance	2024 Base Budget	2023 In Year Approval	Request - Base Budget	Request - One Time	Request - Enhancement	2024 Total Budget	Issue Paper Ref. No.
Revenue:											
Recoveries - Wastewater expenses	600,200	600,200	250,083	350,117	600,200				68,500	668,700	
Recoveries - Water expenses	93,300	93,300	38,875	54,425	93,300			10,400		103,700	
Recoveries - Pelee Drainage Superintending	27,625	35,000	6,720	28,280	35,000					35,000	
Fee Revenue - Reports	825	500	78	422	500					500	
Fee Revenue - PW - Right-Of-Way Permits	76,550	40,000	8,934	31,066	40,000	42,500	79,200			161,700	
Fee Revenue Subtotal	77,375	40,500	9,012	31,488	40,500	42,500	79,200	-	-	162,200	
Service Charges	10,359	5,000	6,353	(1,353)	5,000					5,000	
TRANSIT Revenue	6,823	60,000	9,356	50,644	60,000			2,000		62,000	EPW-003
Transit Gas Tax					-			193,000		193,000	EPW-003
Proceeds on Sale of Assets	53,855	-	17,903	(17,903)	-					-	
Proceeds on Sale of Materials	-	-	-	-	-					-	
Total Revenue	869,537	834,000	338,303	527,185	834,000	42,500	79,200	195,000	78,900	1,229,600	
Expenses:											
Salaries and Wages:											
Salaries - Full Time	1,202,874	1,247,082	270,063	977,019	1,247,082	42,500	73,224		77,600	1,440,406	EPW-005
Salaries - Full Time	-	-	198,842	(198,842)	-					-	
Salaries - CR.Re:WSIB	-	-	-	-	-					-	
Salaries - CR.Re:S.T.D.	(10,668)	-	-	-	-					-	
Salaries - Overtime	74,224	50,000	28,601	21,399	50,000		-			50,000	
Salaries - Temporary	38,515	-	-	-	-					-	
Salaries - Students	41,351	66,219	3,224	62,995	66,219		3,617			69,836	
Salaries - Part Time	-	17,043	-	17,043	17,043		400			17,443	
Total Salaries and Wages	1,346,295	1,380,344	500,730	879,614	1,380,344	42,500	77,241	-	77,600	1,577,685	
Benefits:											
Benefits - CPP	52,669	57,516	29,119	28,398	57,516		10,343			67,859	
Benefits - EI	17,425	18,222	9,536	8,686	18,222		1,855			20,077	
Benefits - OMERS	126,781	140,259	50,486	89,773	140,259		3,420			143,679	
Benefits - EHT	25,897	26,994	9,918	17,076	26,994		2,258			29,252	
Benefits - Greenshield	87,796	85,687	36,015	49,672	85,687			22,101	26,000	133,788	
Benefits - Life and Disability	69,973	82,307	26,007	56,300	82,307			4,912		87,219	
Benefits - WSIB	38,342	43,638	17,461	26,177	43,638		3,923			47,561	
Benefits - Post Retirement	8,508	8,060	3,249	4,812	8,060		975			9,035	
Total Benefits	427,393	462,683	181,791	280,892	462,683	-	49,787	-	26,000	538,470	EPW-005
General Expenses:											
Uniforms	7,735	8,500	5,497	3,003	8,500				500	9,000	EPW-005
Clothing	-	-	-	-	-				750	750	EPW-001
Health and Safety	122	-	-	-	-					-	
Office Supplies	7,326	5,000	2,649	2,351	5,000				1,000	6,000	GEN-002
Mobile Devices		6,600			6,600			600	1,250	8,450	EPW-001, EPW-005, IT-001
Memberships	4,691		1,901	4,699					750	3,750	EPW-001
Training and Conferences	2,600	3,000	858	2,142	3,000				2,500	25,000	EPW-001 & EPW-005
Professional Fees	3,850	22,500	9,233	13,267	22,500					47,000	EPW-002
Property Taxes	50,289	60,615	43,548	17,067	22,000		25,000			47,000	
Property Taxes	3,801	4,000	-	4,000	4,000					4,000	
Total General Expenses	80,414	110,215	63,686	46,529	71,600	-	-	25,600	6,750	103,950	

Town of Amherstburg												
Department:												Infrastructure Services
Budget Centre:												Public Works
2024 Budget												
Year ending December 31, 2024												
		2022 YTD Actuals	2023 Total Budget	2023 YTD Actuals	2023 YTD Variance	2024 Base Budget	2023 In Year Approval	Request - Base Budget	Request - One Time	Request - Enhancement	2024 Total Budget	Issue Paper Ref. No.
Equipment and Vehicles:												
	Radio Maintenance	9,241	9,400	7,272	2,128	9,400					9,400	
	Vehicle and Equipment - Fuel	263,140	195,000	73,880	121,120	195,000					195,000	
	Vehicle and Equipment - Maintenance	163,586	140,000	60,719	79,281	140,000			(50,000)		90,000	EPW-005
	GPS	10,048	9,954	4,492	5,462	9,954					9,954	
	Vehicle Licences	21,750	20,000	720	19,280	20,000					20,000	
	Small Equipment	18,181	16,500	5,833	10,667	16,500		4,700	1,500		22,700	EPW-005
	Equipment Rental	7,127	5,000	4,573	427	5,000					5,000	
	Total Equipment and Vehicles	493,073	395,854	157,487	238,367	395,854	-	-	4,700	(48,500)	352,054	
Road Maintenance:												
	West Nile Virus Prevention	-	7,000	-	7,000	7,000					7,000	
	Municipal Drain Expense	128,224	160,000	34,162	125,838	160,000					160,000	
	Weedcutting and Spraying	45,385	35,000	-	35,000	35,000					35,000	
	Cleaning and Grading of Ditches	-	-	-	-	-					-	
	Road Maintenance	1,016	-	-	-	-					-	
	Road Maintenance - Gravel roads	76,080	98,000	-	98,000	98,000					98,000	
	Weed Control	-	20,000	127	19,873	20,000					20,000	
	Winter Control	-	218,050	-	218,050	218,050					218,050	
	Road Maintenance - Crack Sealing	-	-	-	-	-					-	
	Road Maintenance - General	753,036	-	9,356	(9,356)	-					-	
	Road Maintenance - General	-	400,000	19,318	380,682	400,000			25,000		425,000	EPW-009
	Road Maintenance - General	-	-	59,819	(59,819)	-					-	
	Road Maintenance - General	-	-	372	(372)	-					-	
	Road Maintenance - General	-	-	119,449	(119,449)	-					-	
	Road Maintenance - Line Painting	-	-	-	-	-					-	
	Railway Crossings	3,804	3,700	1,585	2,115	3,700					3,700	
	Culverts and Bridges	24,159	25,000	-	25,000	25,000					25,000	
	Storm and Sewer Drains	162,576	107,500	6,348	101,152	107,500			35,000		142,500	EPW-008
	Sidewalk Maintenance and Repairs	91,511	110,000	-	110,000	110,000					110,000	
	Equipment Loan Payments	-	-	-	-	-					-	
	Total Road Maintenance	1,285,792	1,184,250	250,536	1,704,764	1,184,250	-	-	-	60,000	1,244,250	
Traffic Signal Maintenance:												
	Traffic Signal Maintenance	2,266	20,000	134	19,866	20,000			15,000		35,000	EPW-007
	Traffic Signs and Devices	25,026	80,000	6,303	73,697	80,000					80,000	
	Traffic Signs and Devices	91,238	-	15,369	(15,369)	-					-	
	Utilities for Traffic Control	13,313	15,000	6,172	8,828	15,000					15,000	
	Total Traffic Signal Maintenance	131,843	115,000	27,977	87,023	115,000	-	-	-	15,000	130,000	
Traffic Street Light Maintenance:												
	Streetlights - Utilities	116,784	110,000	55,390	54,610	110,000					110,000	
	LED Replacement Program	-	-	-	-	-					-	
	General Maintenance	29,365	40,000	30,321	9,679	40,000					40,000	
	Streetlights - Rural Intersection	-	-	-	-	-					-	
	Total Street Light Maintenance	146,149	150,000	85,711	64,289	150,000	-	-	-	-	150,000	

Town of Amherstburg												
Department:						Infrastructure Services						
Budget Centre:						Public Works						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD Actuals	2023 Total Budget	2023 YTD Actuals	2023 YTD Variance	2024 Base Budget	2023 In Year Approval	Request - Base Budget	Request - One Time	Request - Enhancement	2024 Total Budget	Issue Paper Ref. No.
Tree Maintenance												
	Tree Trimming	65,719	75,000	9,487	65,513	75,000				15,000	90,000	EPW-006
	Tree and Stump Removal	35,827	50,000	10,960	39,040	50,000					50,000	
	Tree Planting	54,858	50,000	-	50,000	50,000					50,000	
	Reforestation Program	-	-	-	-	-					-	
	Reforestation	-	-	127	(127)	-					-	
	Arborist Services	-	-	-	-	-					-	
	Total Tree Maintenance	156,404	175,000	20,573	154,427	175,000	-	-	-	15,000	190,000	
Other Expenses												
	Mosquito Control Program	45,488	55,000	254	54,746	55,000					55,000	
	Bi-Annual Bridge Inspection	-	-	-	-	-					-	
	Transit expense	138,736	200,000	71,101	128,899	-			300,000		300,000	EPW-004
	Total Other Expenses	184,224	255,000	71,355	183,645	55,000	-	-	300,000	-	355,000	
Solid Waste												
	Garbage Collection	678,603	627,200	263,534	363,666	627,200		37,800			665,000	
	White Goods Collection	6,436	7,000	1,428	5,572	7,000					7,000	
	Collection Calendar Expense	1,576	2,500	-	2,500	2,500					2,500	
	Refuse - Landfill Tipping Fees	84,955	-	-	-	-					-	
	Refuse - Landfill Tipping Fees	684,652	761,000	269,443	491,557	761,000		23,000			784,000	
	Yard Waste Collection	48,598	116,500	50,366	66,134	116,500		23,500			140,000	
	Yard Waste - Landfill Tipping Fees	54,058	42,000	5,896	36,104	42,000		1,500			43,500	
	PWD Yard Clean-up Expenses	7,108	5,000	3,423	1,577	5,000		2,500			7,500	
	Total Solid Waste	1,565,986	1,561,200	594,090	967,110	1,561,200	-	88,300	-	-	1,649,500	
	Total Expenses	5,817,573	5,789,546	1,953,936	4,606,660	5,550,931	42,500	215,328	330,300	151,850	6,290,909	
Debt Charges												
	Principal Payments	234,805	242,927	101,220	141,708	242,927					242,927	
	Interest Payments	134,046	128,595	53,581	75,014	128,595					128,595	
	Total Debt Charges	368,851	371,522	154,801	216,721	371,522	-	-	-	-	371,522	
Transfer to (from) Reserves												
	Transfer from Reserves	(76,926)	(238,615)	-	(238,615)	-			(135,300)		(135,300)	Tax Stabilization
	TRANSFERS FROM DEFERRED REVENUE	(3,475,263)	-	-	-	-					-	
	Transfer from DC Reserve	(58,726)	-	-	-	-					-	
	Transfer to Reserve - Plans and Studies	-	45,000	-	45,000	45,000					45,000	
	Transfer to Reserve Fund - DCs	-	-	-	-	-					-	
	Transfer to Reserve - Streetlights	-	12,000	-	12,000	12,000					12,000	
	Capital Expenditures	3,491,194	-	-	-	-					-	
	Transfer to Reserve	-	-	18,750	(18,750)	-					-	
	Transfer to Reserve	-	-	5,000	(5,000)	-					-	
	Transfer to Reserve	-	-	229,165	(229,165)	-					-	
	Transfer to Reserve	611,400	550,000	-	550,000	550,000					550,000	
	Total Reserve Transfers	491,679	368,385	252,915	115,470	607,000	-	-	(135,300)	-	471,700	
	Total Operating Expenses and Transfers	6,678,103	6,529,453	2,361,652	4,938,851	6,529,453	42,500	215,328	195,000	151,850	7,134,131	
	Net Operating Budget	5,808,566	5,695,453	2,023,348	4,411,667	5,695,453	-	136,128	-	72,950	5,904,531	
	Incr/(Decr) from Prior Year		3.3%								3.7%	

Town of Amherstburg												
Department:						Infrastructure Services						
Budget Centre:						Water						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD	2023 Total	2023 YTD	2023 YTD	2024 Base	2023 In Year	Request -	Request -	Request -	2024 Total	Issue Paper Ref. No.
		Actuals	Budget	Actuals	Variance	Budget	Approval	Base Budget	One Time	Enhancement	Budget	
REVENUES:												
	Sale of Water	5,970,142	6,021,967	2,396,291	3,625,676	6,021,967	180,659				6,202,627	
	Filling Station Revenue	29,915	4,000	2,515	1,486	4,000					4,000	
	WATER - NEW CONNECTION FEES	210,791	147,897	17,361	130,536	147,897					147,897	
	WATER - SERVICE FEES	7,415	-	-	-	-					-	
	Miscellaneous Revenue	111,101	-	4,069	(4,069)	-					-	
	Water Tower Licence Agreement Leases	24,300	18,633	7,700	10,933	18,633					18,633	
	Investment Income	72,259	10,000	41,272	(31,272)	10,000					10,000	
	Total Revenues	6,425,923	6,202,497	2,469,208	3,733,290	6,202,497	180,659	-	-	-	6,383,156	
EXPENSES:												
Salaries and Wages												
	Salaries - Full Time	891,693	887,273	95,739	791,533	887,273		8,885			896,158	
	Salaries - Full Time	-	-	242,896	(242,896)	-					-	
	Workers' Compensation	(18,629)	-	-	-	-					-	
	Salaries - STD/LTD Credit	(31,839)	-	(25,471)	25,471	-					-	
	Salaries - Overtime	54,055	27,500	13,818	13,682	27,500		15,000			42,500	
	Salaries - Overtime	-	-	3,182	(3,182)	-					-	
	Salaries - Students	12,217	22,261	1,478	20,783	22,261		829			23,090	
	Total Salaries and Wages	907,498	937,034	331,643	605,391	937,034	-	24,714	-	-	961,748	
Benefits												
	Benefits - CPP	36,927	43,091	20,115	22,975	43,091		4,841			47,932	
	Benefits - EI	12,045	13,512	6,663	6,848	13,512		446			13,958	
	Benefits - OMERS	78,575	89,353	33,175	56,179	89,353		(1,159)			88,194	
	Benefits - EHT	16,633	18,277	6,851	11,425	18,277		477			18,754	
	Benefits - Greenshield	61,835	72,625	23,338	49,287	72,625		4,267			76,892	
	Benefits - Retirees	22,114	25,000	9,691	15,309	25,000		4,600			29,600	
	Benefits - Life and Disability	50,829	57,052	19,397	37,654	57,052		(236)			56,816	
	Benefits - Amherstburg PUC Retirees	8,076	10,000	4,089	5,912	10,000		-			10,000	
	Benefits - WSIB	27,214	31,541	12,391	19,151	31,541		300			31,841	
	Benefits - Auto Allowance	-	-	-	-	-					-	
	Benefits - Post Retirement	4,542	5,135	1,662	3,473	5,135		(975)			4,160	
	Total Benefits	318,790	365,585	137,372	228,214	365,585	-	12,562	-	-	378,147	
General Expenses												
	Uniforms	11,526	11,500	9,244	2,256	11,500					11,500	
	Training and Conferences	14,350	14,000	5,313	8,687	14,000					14,000	
	Cost Allocation - Operating Expenses	93,300	93,300	38,875	54,425	93,300			10,400		103,700	
	Cost Allocation - Overhead	692,500	692,500	288,542	403,958	692,500			19,400		711,900	
	Office Supplies	1,616	1,000	634	366	1,000					1,000	
	Advertising	283	750	127	623	750					750	
	AUDIT FEES	-	-	-	-	-					-	
	Engineering Fees	7,937	25,000	-	25,000	25,000					25,000	
	Professional Fees	32,575	-	763	(763)	-					-	
	Water Locate Expense	-	-	2,050	(2,050)	-					-	
	Mobile Devices	1,470	4,280	938	3,342	4,280			500		4,780	IT-001
	Memberships	2,700	1,000	-	1,000	1,000					1,000	
	MISCELLANEOUS - WATER DEPT	-	-	-	-	-					-	
	Locating	439	10,000	-	10,000	10,000					10,000	
	Conservation Authority Levy	56,423	60,000	28,000	32,000	60,000					60,000	
	Total General Expenses	915,118	913,330	374,486	538,844	913,330	-	-	500	29,800	943,630	

Town of Amherstburg												
Department:						Infrastructure Services						
Budget Centre:						Water						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD	2023 Total	2023 YTD	2023 YTD	2024 Base	2023 In Year	Request -	Request -	Request -	2024 Total	Issue Paper Ref. No.
		Actuals	Budget	Actuals	Variance	Budget	Approval	Base Budget	One Time	Enhancement	Budget	
Building Expenses												
	General Insurance	156,577	211,352	181,103	30,249	211,352					211,352	
	Utilities	226,366	210,000	96,982	113,018	210,000					210,000	
	General Maintenance	7,140	7,000	964	6,036	7,000					7,000	
	Property Taxes	39,987	28,000	-	28,000	28,000					28,000	
	Total Building Expenses	430,069	456,352	279,049	177,303	456,352	-	-	-	-	456,352	
Equipment and Vehicles												
	Radio Maintenance (service Agreement)	8,668	12,983	5,800	7,183	12,983					12,983	
	Vehicle MTCE - Tires	-	5,000	-	5,000	5,000					5,000	
	GPS	3,530	-	1,632	(1,632)	-					-	
	Vehicle and Equipment Maintenance	23,031	12,000	9,183	2,817	12,000					12,000	
	Fuel and Chemicals	102,483	133,000	47,319	85,681	133,000					133,000	
	Miscellaneous Water Equipment	16,358	20,000	7,455	12,545	20,000					20,000	
	Miscellaneous Water Equipment	3,075	-	-	-	-					-	
	Collection and Billing Expense	156,151	180,000	53,612	126,388	180,000					180,000	
	Total Equipment and Vehicles	313,297	362,983	125,001	237,982	362,983	-	-	-	-	362,983	
Contracted Services												
	Contract OCWA	800,893	864,702	363,405	501,297	864,702		51,080			915,782	
	OCWA Maintenance Items	105,222	50,000	1,287	48,713	50,000				50,000	100,000	WAT-002
	OCWA Maintenance Items	-	-	31,125	(31,125)	-					-	
	Total Contracted Services	906,115	914,702	395,818	518,884	914,702	-	51,080	-	50,000	1,015,782	
Service Maintenance												
	Service Maintenance	182,562	120,000	53,220	66,780	120,000					120,000	
	Main Maintenance	50,628	60,000	13,943	46,057	60,000					60,000	
	Backflow Prevention	36,371	27,000	10,888	16,112	27,000				11,400	38,400	WAT-001
	Water Meter Repairs and Maintenance	148,418	100,000	72,449	27,551	100,000					100,000	
	Sample Station Repairs and Maintenance	2,678	2,000	4,081	(2,081)	2,000					2,000	
	Water Valve Repair and Maintenance	45,085	30,000	24,612	5,388	30,000					30,000	
	Blowoff Repairs and Maintenance	4,179	3,000	5,468	(2,468)	3,000					3,000	
	Fire Hydrant Repair and Maintenance	51,239	14,000	2,595	11,405	14,000					14,000	
	Coin Operated Filling Stations (2)	-	3,000	8	2,992	3,000					3,000	
	Total Service Maintenance	521,161	359,000	187,265	171,735	359,000	-	-	-	11,400	370,400	
Water Programs												
	DWQMS Audit expenses	1,758	5,000	3,516	1,484	5,000					5,000	
	Water Conservation Program	-	1,500	-	1,500	1,500					1,500	
	Total Water Programs	1,758	6,500	3,516	2,984	6,500	-	-	-	-	6,500	
	Total Expenses before Reserves and Debt Charges	4,313,807	4,315,486	1,834,149	2,481,337	4,315,486	-	88,356	500	91,200	4,495,542	

Town of Amherstburg												
Department:						Infrastructure Services						
Budget Centre:						Water						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD	2023 Total	2023 YTD	2023 YTD	2024 Base	2023 In Year	Request -	Request -	Request -	2024 Total	Issue Paper Ref. No.
		Actuals	Budget	Actuals	Variance	Budget	Approval	Base Budget	One Time	Enhancement	Budget	
Transfer to/(from) Reserves												
	Transfer to Reserves	1,359,527	-	-	-	-	-	-	-	-	-	-
	Transfer to Capital - Water	166,116	-	-	-	-	-	-	-	-	-	-
	Transfer to Reserves	240,000	1,342,632	642,760	699,872	25,000	-	-	-	-	25,000	-
	Transfer to Reserve Fund - Water	-	200,000	-	200,000	200,000	-	-	-	-	200,000	-
	Transfer from Reserve Fund - Water	-	-	-	-	1,317,632	180,659	(88,356)	(500)	(91,200)	1,318,235	-
	Transfer from Reserves	-	-	-	-	-	-	-	-	-	-	-
	Total Transfer to Reserve - Water	1,765,643	1,542,632	642,760	899,872	1,542,632	180,659	(88,356)	(500)	(91,200)	1,543,235	
Debt Charges - Water												
	Principle	234,084	243,116	101,298	141,818	243,116	-	-	-	-	243,116	-
	Interest	112,389	101,263	42,193	59,070	101,263	-	-	-	-	101,263	-
	Total Debt Charges - Water	346,473	344,379	143,491	200,888	344,379	-	-	-	-	344,379	
	Total Operating Expenses and Transfers	6,425,923	6,202,497	2,620,400	3,582,097	6,202,497	180,659	(0)	-	-	6,383,156	
	Net Operating Budget (Surplus)	-	(0)	151,193	(151,193)	(0)	(0)	(0)	-	-	(0)	

Town of Amherstburg												
Department:						Infrastructure Services						
Budget Centre:						Wastewater						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD	2023 Total	2023 YTD	2023 YTD	2024 Base	2023 In Year	Request -	Request -	Request -	2024 Total	Issue Paper Ref. No.
		Actuals	Budget	Actuals	Variance	Budget	Approval	Base Budget	One Time	Enhancement	Budget	
REVENUES:												
	Locals - Sewer	305,620	306,701	-	306,701	306,701					306,701	
	Locals - Sewer Front and C.	1,646	1,646	-	1,646	1,646					1,646	
	McGregor Lagoon Joint Use Agreement	24,000	24,000	10,000	14,000	24,000					24,000	
	Sewage Surcharge	7,156,636	6,670,612	2,980,927	3,689,685	6,670,612					6,670,612	
	Sanitary Sewer - Misc	114,032	81,000	13,704	67,296	81,000					81,000	
	Interest Income - Bank Account	17,588	10,000	24,154	(14,154)	10,000					10,000	
	Total Revenue	7,619,522	7,093,959	3,028,785	4,065,173	7,093,959	-	-	-	-	7,093,959	
EXPENSES:												
Sanitary Sewer Collection System (SSCS)												
Building												
	General Insurance	204,674	273,740	237,093	36,647	273,740					273,740	
	Utilities	28,775	-	20,969	(20,969)	-					-	
	Property Taxes	-	85,000	-	85,000	85,000					85,000	
	Total Building	233,449	358,740	258,061	100,678	358,740	-	-	-	-	358,740	
General Expenses												
	Cost allocation -Overhead	241,600	241,600	100,667	140,933	241,600				19,300	260,900	
	Cost allocation - operating expenses	600,200	600,200	250,083	350,117	600,200				68,500	668,700	
	Professional Fees	4,726	-	-	-	-					-	
	Engineering Fees	49,488	30,000	7,296	22,704	30,000					30,000	
	Collection and Billing Expense	8,815	13,000	2,018	10,982	13,000					13,000	
	Total General Expenses - SSSC	904,829	884,800	360,064	524,736	884,800	-	-	-	87,800	972,600	
Environmental Services												
	General Maintenance	2,671	-	-	-	-					-	
	General Maintenance	13,782	15,000	-	15,000	15,000					15,000	
	Fuel and Chemicals	22,980	202,500	-	202,500	202,500					202,500	
	Landfill Tipping Fees	66,853	-	-	-	-					-	
	Landfill Tipping Fees	6,065	-	-	-	-					-	
	OCWA Maintenance Items	(19,095)	-	707	(707)	-					-	
	Sewer Flushing	2,267	-	4,268	(4,268)	-					-	
	Sewer Flushing	45,814	40,000	16,303	23,697	40,000					40,000	
	Service Connection Inspection and Camera	583	2,000	-	2,000	2,000					2,000	
	Service Connection Repair and Maintenance	43,725	-	13,815	(13,815)	-					-	
	Service Connection Repair and Maintenance	-	35,000	-	35,000	35,000					35,000	
	Manhole Cleaning and Maintenance	7,693	-	3,279	(3,279)	-					-	
	Manhole Cleaning and Maintenance	125	10,000	7,474	2,526	10,000					10,000	
	Maintenance - Inflow and Infiltration	62,609	-	916	(916)	-					-	
	Maintenance - Inflow and Infiltration	2,654	360,000	-	360,000	360,000				(160,000)	200,000	WWWT-001
	Total Environmental Services - SSSC	258,727	664,500	46,762	617,738	664,500	-	-	-	(160,000)	504,500	
	Total Expenses - Sanitary Sewage Collection System	1,397,005	1,908,040	664,887	1,243,152	1,908,040	-	-	-	(72,200)	1,835,840	
Amherstburg Sanitary Sewer Treatment System (ASSTS)												
General												
	Utilities	316,900	335,000	187,271	147,729	335,000					335,000	
	Property Taxes	-	8,000	-	8,000	8,000					8,000	
	General Maintenance	-	-	6,258	(6,258)	-					-	
	Property Taxes	2,938	-	2,018	(2,018)	-					-	
	Total General - ASSTS	319,838	343,000	195,547	147,453	343,000	-	-	-	-	343,000	

Town of Amherstburg												
Department:						Infrastructure Services						
Budget Centre:						Wastewater						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD	2023 Total	2023 YTD	2023 YTD	2024 Base	2023 In Year	Request -	Request -	Request -	2024 Total	Issue Paper Ref. No.
		Actuals	Budget	Actuals	Variance	Budget	Approval	Base Budget	One Time	Enhancement	Budget	
Environmental Services												
	Fuel and Chemicals	118,475	-	27,905	(27,905)	-					-	
	Landfill Tipping Fees	22,089	-	35,759	(35,759)	-					-	
	Sludge - Landfill Tipping Fees	9,365	70,000	-	70,000	70,000				40,000	110,000	WWT-002
	Contract OCWA - A'burg Plant	483,077	521,748	219,196	302,552	521,748		26,304			548,052	
	OCWA Maintenance Items	185,381	110,000	55,585	54,415	110,000					110,000	
	OCWA After Hour Call In	15,287	25,000	4,738	20,263	25,000					25,000	
	Sewer Flushing	6,800	-	2,413	(2,413)	-					-	
	Service Connection Inspection	-	-	1,311	(1,311)	-					-	
	Manhole Cleaning and Maintenance	7,701	-	135	(135)	-					-	
	Inflow & Filtration Maintenance	7,382	-	25,752	(25,752)	-					-	
	Total Environmental Services - ASSTS	855,556	726,748	372,793	353,955	726,748	-	26,304	-	40,000	793,052	
	Total Expenses - Amherstburg Sanitary Sewer Treatment Sys	1,175,394	1,069,748	568,340	501,408	1,069,748	-	26,304	-	40,000	1,136,052	
McGregor Sewage Lagoon System (MSLS)												
Building												
	Utilities	21,803	22,000	11,628	10,372	22,000					22,000	
	Property Taxes	-	2,500	-	2,500	2,500					2,500	
	Total Building Expenses - MSLS	21,803	24,500	11,628	12,872	24,500	-	-	-	-	24,500	
Environmental Services												
	Fuel and Chemicals	5,266	-	4,420	(4,420)	-					-	
	Contract OCWA - McGregor	119,259	128,841	54,114	74,727	128,841		7,526			136,367	
	OCWA Plant Maintenance Items	52,475	35,000	16,499	18,501	35,000					35,000	
	OCWA After Hour Call In	14,214	10,000	1,485	8,515	10,000					10,000	
	Manhole Cleaning and Maintenance	2,442	-	-	-	-					-	
	Total Environmental Services - MSLS	193,657	173,841	76,518	97,323	173,841	-	7,526	-	-	181,367	
	Total Expenses - McGregor Sewage Lagoon System	215,460	198,341	88,146	110,195	198,341	-	7,526	-	-	205,867	
Edgewater Sewage Lagoon System (ESLS)												
Building												
	Utilities	25,372	27,000	16,938	10,062	27,000					27,000	
	Property Taxes	148,511	35,000	-	35,000	35,000					35,000	
	Total Building - ESLS	173,883	62,000	16,938	45,062	62,000	-	-	-	-	62,000	
Environmental Services												
	Contract OCWA - Edgewater	118,164	127,656	53,617	74,039	127,656		6,434			134,090	
	Lagoon Treatment	-	-	-	-	-					-	
	OCWA Plant Maintenance Items	56,670	45,000	17,575	27,425	45,000					45,000	
	OCWA After Hour Call In	3,873	5,000	4,181	819	5,000					5,000	
	OCWA Meyers Pump Stations	18,535	10,000	4,543	5,457	10,000					10,000	
	Sewer Flushing	630	-	-	-	-					-	
	Service Connection Inspection and Camera	203	-	-	-	-					-	
	Total Environmental Services - ESLS	198,073	187,656	79,916	107,740	187,656	-	6,434	-	-	194,090	
	Total Expenses - Edgewater Sewage Lagoon System	371,956	249,656	96,853	152,803	249,656	-	6,434	-	-	256,090	
Big Creek Sewage Treatment and Collection System (BIGCR)												
Building												
	Utilities	2,248	24,000	1,180	22,820	24,000					24,000	
	Total Building - Big Creek	2,248	24,000	1,180	22,820	24,000	-	-	-	-	24,000	

Town of Amherstburg												
Department: Infrastructure Services												
Budget Centre: Wastewater												
2024 Budget												
Year ending December 31, 2024												
		2022 YTD	2023 Total	2023 YTD	2023 YTD	2024 Base	2023 In Year	Request -	Request -	Request -	2024 Total	Issue Paper Ref. No.
		Actuals	Budget	Actuals	Variance	Budget	Approval	Base Budget	One Time	Enhancement	Budget	
Environmental Services												
	Contract OCWA - Big Creek Plant	134,936	145,799	61,227	84,572	145,799		7,347			153,146	
	OCWA Plant Maintenance Items	26,879	12,500	4,708	7,792	12,500				7,500	20,000	WWT-003
	OCWA After Hour Call In	2,176	5,000	-	5,000	5,000					5,000	
	Total Environmental Service - Big Creek	163,992	163,299	65,935	97,364	163,299	-	7,347	-	7,500	178,146	
	Total Expenses - Big Creek Sewage Treatment and Collectio	166,240	187,299	67,115	120,184	187,299	-	7,347	-	7,500	202,146	
McLeod SBR Sewage Treatment and Collection System (McLeod)												
Building												
	Utilities	83,387	73,300	53,859	19,442	73,300					73,300	
	Property Taxes	-	21,000	-	21,000	21,000					21,000	
	Total Building - McLeod	83,387	94,300	53,859	40,442	94,300	-	-	-	-	94,300	
Environmental Services												
	Fuel and Chemicals	3,866	-	5,573	(5,573)	-					-	
	Contract OCWA - McLeod Plant	153,790	166,105	69,782	96,323	166,105		8,374			174,479	
	OCWA Plant Maintenance Items	39,590	30,000	6,107	23,893	30,000					30,000	
	OCWA After Hour Call In	6,505	12,000	11,281	720	12,000					12,000	
	Service Connection Inspection and Camera	506	-	-	-	-					-	
	Total Environmental Services - McLeod	204,256	208,105	92,743	115,362	208,105	-	8,374	-	-	216,479	
	Total Expenses - McLeod Sewage Treatment and Collection	287,643	302,405	146,601	155,804	302,405	-	8,374	-	-	310,779	
Boblo Island Sewage Treatment System												
Building												
	Utilities	-	22,000	-	22,000	22,000					22,000	
	Total Building - Boblo	-	22,000	-	22,000	22,000	-	-	-	-	22,000	
Environmental Services												
	Contract OCWA - Boblo Plant	123,454	133,376	56,017	77,359	133,376		6,722			140,098	
	OCWA Plant Maintenance Items	11,466	15,000	880	14,120	15,000					15,000	
	OCWA After Hours Call In	1,652	2,200	420	1,780	2,200					2,200	
	Manhole Cleaning and Maintenance	2,706	-	-	-	-					-	
	Total Environmental Service - Boblo	139,277	150,576	57,317	93,259	150,576	-	6,722	-	-	157,298	
	Total Expenses - Boblo Island Sewage Treatment System	139,277	172,576	57,317	115,259	172,576	-	6,722	-	-	179,298	
	Total Expenses before Reserves and Debt Charges	3,752,975	4,088,065	1,689,261	2,398,804	4,088,065	-	62,707	-	(24,700)	4,126,072	
Capital/Reserve Transfers												
	Transfer to Reserve -Life Cycle	-	250,000	-	250,000	250,000					250,000	
	Transfer to Reserves	-	721,117	415,045	306,072	721,117		(62,707)		24,700	683,110	
	Transfer to Reserves	1,587,353	-	-	-	-					-	
	Transfer to Reserves	-	25,000	-	25,000	25,000					25,000	
	Transfer from Reserve - Life Cycle	-	-	-	-	-					-	
	Transfer from Reserve - Life Cycle	-	-	-	-	-					-	
	Transfer from Reserve -Working Capital	-	-	-	-	-					-	
	Total Capital/Reserve Transfers - Wastewater	1,587,353	996,117	415,045	581,072	996,117	-	(62,707)	-	24,700	958,110	
Debt Charges - Wastewater												
	Principle	1,615,588	1,384,047	576,686	807,361	1,384,047					1,384,047	
	Interest	663,606	625,730	260,721	365,009	625,730					625,730	
	Total Debt Charges - Wastewater	2,279,194	2,009,777	837,407	1,172,370	2,009,777	-	-	-	-	2,009,777	
	Total Expenses - Wastewater Department	7,619,522	7,093,959	2,941,713	4,152,246	7,093,959	-	-	-	-	7,093,959	
	Net Operating Budget (Surplus)	-	(0)	(87,073)	87,072	(0)	-	-	-	-	(0)	

2024 ISSUE PAPERS							
Issue Paper #	Department	Budget Centre	Title	Budget Impact	Rev / Exp	Classification	SMT
POL-001	Police	2020000	Neighbourhood Watch Program	\$15,000.00	Expense	Budget Enhancement	No
COU-001	Council & Committees	1001010	Committee Member Compensation	\$0.00	Expense	Budget Enhancement	Yes
CLK-001	Clerks	1001022	Engagement of Traffic Engineer for Crossing Guard Study	\$15,000.00	Expense	One-time	Yes
HR-001	Human Resources	1001024	Staff Request	\$28,719.00	Expense	Budget Enhancement	Yes
HR-002	Human Resources	1001024	Non-Union Part Time Wage Grid Adjustment	\$13,366.00	Expense	Budget Enhancement	No
HR-003	Human Resources	1001024	Employee Recognition	\$4,210.00	Expense	One time & Enhancement	Yes
HR-004	Human Resources	1001024	Corporate Training	\$12,000.00	Expense	One-time	Yes
HR-005	Human Resources	1001024	Health and Safety (MSD Prevention/Ergonomics)	\$5,000.00	Expense	Budget Enhancement	Yes
HR-006	Human Resources	1001024	Meeting Expenses	\$500.00	Expense	Budget Enhancement	No
HR-007	Human Resources	1001024	Memberships	\$2,500.00	Expense	Budget Enhancement	No
HR-008	Human Resources	1001024	Training and Professional Development	\$2,000.00	Expense	Budget Enhancement	No
HR-009	Human Resources	1001024	Employee Reserve Fund	\$50,000.00	Expense	Budget Enhancement	No
HR-010	Human Resources	1001024	Staff Appreciation	\$6,430.00	Expense	Budget Enhancement	Yes
LIC-001	License & Enforcement	2043015	Revenue Adjustment	\$3,000.00	Revenue	Budget Enhancement	Yes
LIC-002	License & Enforcement	2043015	Cat Voucher Program Reduction	-\$3,750.00	Expense	Base Budget	Yes
LIC-003	License & Enforcement	2043015	Teraview - Land Database	\$1,000.00	Expense	Budget Enhancement	Yes
LIC-004	License & Enforcement	2043015	Animal Control Contract	\$1,680.00	Expense	Base Budget	Yes
GEN-001	Multiple	See Below	Advertising	\$8,000.00	Expense	Budget Enhancement	Yes
GEN-002	Multiple	See Below	Office Supplies	\$10,500.00	Expense	Budget Enhancement	Yes
IT-001	Information Technology	1001025	Mobile Phone Adjustments	\$1,300.00	Expense	Budget Enhancement	Yes
IT-002	Information Technology	1001025	IT - Full Time Staff Position - IT Security & Systems Administrator	\$75,000.00	Expense	One-time	Yes
IT-003	Information Technology	1001025	Multi-Factor Authentication (MFA)	\$10,000.00	Expense	Budget Enhancement	Yes
NON-001	Non-Department	1001020	Taxation and Misc revenue	\$11,300.00	Revenue	Budget Enhancement	Yes
NON-002	Non-Department	1001020	Ontario Aggregate Fee	\$46,000.00	Revenue	Budget Enhancement	Yes
NON-003	Non-Department	1001020	Grants to Organizations	\$0.00	Expense	Base Budget	Yes
NON-004	Non-Department	1001020	Tax Write Offs	-\$50,000.00	Expense	One-time	Yes
NON-005	Non-Department	1001020	Interest Earned	\$145,000.00	Revenue	One-time	Yes
NON-006	Non-Department	1001020	Transfer to Reserve and Reserve Fund	\$453,600.00	Revenue	Base Budget	Yes
NON-007	Non-Department	1001020	Interest Expenses	\$90,000.00	Expense	Base Budget	Yes
FIR-001	Fire	2010000	Training and Professional Development - Certification	\$27,000.00	Expense	Base Budget	Yes
FIR-002	Fire	2010000	Fire Code Update	\$4,000.00	Expense	One-time	Yes
FIR-003	Fire	2010000	Salaries - Overtime	\$26,000.00	Expense	Base Budget	No
FIR-004	Fire	2010000	Vehicle and Equipment Maintenance	\$10,000.00	Expense	Budget Enhancement	No
FIR-005	Fire	2010000	Uniforms	\$2,000.00	Expense	Base Budget	No
FIR-006	Fire	2010000	Emergency Operations Center Expenses	\$0.00	Revenue	One-time	Yes
FIR-007	Fire	2010000	Revenue Increase	\$11,000.00	Revenue	Budget Enhancement	Yes
FIR-008	Fire	2010000	Siren Decommission	\$50,000.00	Expense	One-time	Yes
FIR-009	Fire	2010000	Memberships	\$0.00	Expense	Base Budget	Yes
FIR-010	Fire	2010000	MLFTU - Capital Funding/Reserve Transfer	\$15,000.00	Expense	Budget Enhancement	No
FIR-011	Fire	2010000	Fire PFAS Gear Replacement	\$64,000.00	Expense	Budget Enhancement	No
FIR-012	Fire	2010000	Volunteer Firefighter Corporate Email	\$25,500.00	Expense	Budget Enhancement	No
FIR-013	Fire	2010000	NEW South Firehall Debt Repayment	\$225,000.00	Expense	Budget Enhancement	Yes
LIB-001	Libro	7017300	PFRC Executive Assistant	\$120,251.00	Expense	Budget Enhancement	Yes
FAC-001	Facilities	7017002	Facilities Overtime Budget	\$15,000.00	Expense	Budget Enhancement	No
FAC-002	Facilities	7017002	Facility Building Maintenance	\$34,000.00	Expense	Budget Enhancement	No
FAC-003	Facilities	7017002	Security System	\$30,000.00	Expense	Budget Enhancement	Maybe
FAC-004	Facilities	7017002	Facilities Training and Licensing	\$40,000.00	Expense	Budget Enhancement	Maybe
PAR-001	Parks	7017000	Commemorative Programs - Bench/Tree	\$0.00	Expense	Budget Enhancement	Yes
PAR-002	Parks	7017000	Contracted Services	\$4,915.00	Expense	Budget Enhancement	No
PAR-003	Parks	7017000	Co-An Park	\$2,100.00	Expense	Budget Enhancement	Yes
PAR-004	Parks	7017000	Uniform and Health and Safety Supplies Expense	\$0.00	Expense	Budget Enhancement	Yes
PAR-005	Parks	7017000	Naturalized Areas	\$0.00	Expense	Budget Enhancement	No
REC-001	Recreation	7010000	Wage Increase for Fitness Instructors	\$0.00	Expense	Budget Enhancement	Yes
REC-002	Recreation	7010000	Recreation Coordinator Position	\$26,179.00	Expense	One-time	Yes
REC-003	Recreation	7010000	Recreation Clothing Requirements	\$1,607.00	Expense	Budget Enhancement	No
TOU-001	Tourism	8020000	Overtime	\$5,000.00	Expense	Budget Enhancement	No

2024 ISSUE PAPERS							
Issue Paper #	Department	Budget Centre	Title	Budget Impact	Rev / Exp	Classification	SMT
TOU-002	Tourism	8020000	Contracted Services	\$10,000.00	Expense	Budget Enhancement	Yes
TOU-003	Tourism	8020000	Community Events	\$80,000.00	Expense	multiple	Yes
TOU-004	Tourism	8020000	Special Events Coordinator	\$0.00	Expense	Budget Enhancement	Yes
TOU-005	Tourism	8020000	Training and Conferences	\$3,000.00	Expense	Budget Enhancement	Yes
TOU-006	Tourism	8020000	Uniforms	\$1,000.00	Expense	Budget Enhancement	No
BUI-001	Building	2043010	Building Permits	-\$123,100.00	Revenue	One-time	Yes
BUI-002	Building	2043010	Contracted Services	\$0.00	Expense	Budget Enhancement	Yes
BUI-003	Building	2043010	Training and Professional Development	\$3,700.00	Expense	Budget Enhancement	Yes
PLA-001	Planning	8010000	Presubmission Application Fee	\$4,207.00	Revenue	Budget Enhancement	Yes
PLA-002	Planning	8010000	Planning Legal Fees - 3rd Party Appeals of Council/CoA Decisions	\$100,000.00	Expense	Budget Enhancement	Yes
PLA-003	Planning	8010000	Planning Study Reserve	\$15,000.00	Expense	Budget Enhancement	Yes
PLA-004	Planning	8010000	Planning Overtime Allotment	\$9,000.00	Expense	Budget Enhancement	No
PLA-005	Planning	8010000	Planning Legal Fees - General Legal Counsel	\$25,000.00	Expense	Budget Enhancement	No
EDV-001	Economic Development	2043005	EV Charging Stations	\$7,136.00	Expense	Budget Enhancement	Yes
DRA-001	DRAIN	1008030	Increase Drain Construction and Drain Maintenance Expense	\$2,058,575.00	Expense	One-time	Yes
DRA-002	DRAIN	1008030	Increase Revenue - Drainage	\$2,058,400.00	Revenue	One-time	Yes
DRA-003	DRAIN	1008030	Drainage Reserve contribution	\$150,000.00	Expense	Budget Enhancement	Yes
EPW-001	Public Works	3010000	Development Engineering Coordinator	\$3,750.00	Expense	Budget Enhancement	Yes
EPW-002	Public Works	3010000	Bridge and Culvert Inspection Report	\$25,000.00	Expense	One-time	Yes
EPW-003	Public Works	3010000	Transit Gas Tax Revenue	\$195,000.00	Revenue	One-time	Yes
EPW-004	Public Works	3010000	Transit Service	\$300,000.00	Expense	One-time	Yes
EPW-005	Public Works	3010000	Personnel Increase - 2nd Mechanic	\$61,800.00	Expense	Budget Enhancement	Yes
EPW-006	Public Works	3010000	Tree Maintenance - Tree Trimming	\$15,000.00	Expense	Budget Enhancement	Yes
EPW-007	Public Works	3010000	Traffic Signal Maintenance	\$15,000.00	Expense	Budget Enhancement	Yes
EPW-008	Public Works	3010000	Storm and Sewer Drains	\$35,000.00	Expense	Budget Enhancement	Yes
EPW-009	Public Works	3010000	Road Maintenance - Gravel	\$25,000.00	Expense	Budget Enhancement	Yes
WAT-001	Water	0000000	Backflow Prevention	\$11,400.00	Expense	Budget Enhancement	Yes
WAT-002	Water	0000000	Water Treatment Plant - OCWA Maintenance Items	\$50,000.00	Expense	Budget Enhancement	Yes
WWT-001	Waste Water	4010000	Inflow and Infiltration	-\$160,000.00	Expense	Budget Enhancement	Yes
WWT-002	Waste Water	4010000	Sludge - Landfill Tipping Fees	\$40,000.00	Expense	Budget Enhancement	Yes
WWT-003	Waste Water	4010000	Big Creek Sewage Plant, OCWA Plant Maintenance Items	\$7,500.00	Expense	Budget Enhancement	Yes

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	POL-001	
Budget Issue Classification:	Budget Enhancement	
Department:	Police	
Budget Centre:	202000	
Budget Impact (Decrease)/Increase:	\$15,000	
Revenue/Expenditure	Expense	
Budget Issue Title:	Neighbourhood Watch Program	
Staff - Changes		
	SMT	Council
Approval :	No	

<p>Budget Issue Detail</p> <p>\$10,000 for the Program \$5,000 for Signage and Special Events</p> <p>Council passed Resolution # 20230626-020 to include this in the budget. A Neighbourhood Watch, currently delivered by The Safety Village in the City of Windsor has the potential to greatly benefit the Town of Amherstburg. Neighbourhood Watch is a community-driven initiative aimed at enhancing safety and security within residential areas. By establishing this program in Amherstburg, residents can actively contribute to preventing crime and creating a stronger, more secure community.</p> <p>The Neighbourhood Watch Program increases community safety by encouraging residents to look out for their neighbour and their property. The program puts into practice theories of Crime Prevention through Environmental Design (CPTED), social development, and community mobilization to assist residents as they work toward the goal of making their neighbourhoods safer. All our Neighbourhood Watches receive a CPTED Audit of their neighbourhood, community meetings, tailored presentations, and ongoing communication. All streets participating in our program receive signage labelling them as Neighbourhood Watch streets – reminding those who may partake in criminal behaviour that their chances of being immediately reported are higher.</p> <p>While the program has been shown to reduce criminal activity, one of the greatest benefits is that it brings people closer together by opening the lines of communication with service providers and creating a greater sense of connectedness. Block captains are invited to meet with Neighbourhood Watch staff as well as our Police Liaison Officer on a weekly basis.</p> <p>The program's positive impact extends beyond crime prevention; it fosters a stronger sense of community, promotes unity among residents, and encourages the development of lasting relationships. By engaging in the Neighbourhood Watch program, Amherstburg residents can work together with law enforcement to create a safer and more closely knit community for everyone to enjoy. The approximate annual fixed cost would be \$9871.20 (0.45 per resident). Additional costs include signage and special events as listed above.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
		\$15,000
Total Budget Impact:		\$15,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	COU-001
Budget Issue Classification:	Budget Enhancement
Department:	Council & Committees
Budget Centre:	1001010
Budget Impact (Decrease)/Increase:	\$0
Revenue/Expenditure	Expense
Budget Issue Title:	Committee Member Compensation
Staff - Changes	

	SMT	Council
Approval :	Yes	

<p>Budget Issue Detail</p> <p>The Town's Committee structure includes Local Boards that are established by legislation and Statutory Committees which are permitted or required by Provincial legislation and perform functions as specified in the relevant legislation. As per Council direction, in conjunction with the introduction of new regulations regarding short-term rentals, a new Licensing Committee has been established. The Committee is envisioned to not only serve the needs of that regulatory process but also to perform similar roles with regards to Business Licensing when that By-law is amended in 2024. As such, it was proposed, and Council concurred, that a portion of the fees levied through applications would go to fund the cost to hold appeals of regulatory processes, at \$75 a meeting, for each member, with 12 meetings a year, in line with those responsibilities associated with the above noted committees. This requires that we budget \$4,500 annually, although the proposed funding source is intended to be an offset of associated licensing application fees.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Per Diem - Licensing Committee	10-5-1001010-0146-Lic	\$4,500
Transfer from Reserves	10-5-1001010-3000	-\$4,500
License Revenue	10-4-2043015-2155	\$4,500
Transfer to Reserves	10-5-2043015-2002	-\$4,500
Total Budget Impact:		\$0

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	CLK-001
Budget Issue Classification:	One-time
Department:	Clerks
Budget Centre:	1001022
Budget Impact (Decrease)/Increase:	\$15,000
Revenue/Expenditure	Expense
Budget Issue Title:	Engagement of Traffic Engineer for Crossing Guard Study
Staff - Changes	

	SMT	Council
Approval :	Yes	

<p>Budget Issue Detail</p> <p>On October 10th, 2023, Council provided direction to bring costs associated with the engagement of a Traffic Engineer to update data related to the 2019-2020 Crossing Guard Study. This cost is estimated to be \$15,000 and will provide Council with updated data for an additional five year period, commencing in 2024. This data will assess vehicular and pedestrian traffic utilizing the established metrics identified by the Ontario Traffic Council for the Crossing Guard Guidelines and follow on the procedures laid out in the initial study.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Professional Fees - ONE TIME	10-5-1001022-0327	\$15,000
Total Budget Impact:		\$15,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	HR-001	
Budget Issue Classification:	Budget Enhancement	
Department:	Human Resources	
Budget Centre:	1001024	
Budget Impact (Decrease)/Increase:	\$28,719	
Revenue/Expenditure	Expense	
Budget Issue Title:	Staff Request	
Staff - Changes		
	SMT	Council
Approval :	Yes	

Budget Issue Detail	
<p>Administration is requesting a Base Budget Enhancement of \$64,500 inclusive of benefits, office supplies, equipment and training for the purpose of hiring a Permanent Part-Time Human Resources Administrator (0.6 FTE). The increased costs will be partly borne from converting the 27k within the Human Resources Student Staffing Budget into this role. Building upon prior staffing requests and reiterating the need for this resource investment for the reasons as outlined below: Spanning the last seven years, staffing approaches within the Human Resources Department have reflected a piecemeal approach to the core human resource and health and safety functions that support the whole of the corporation and has followed the timeline as outlined below:</p> <p>2016-Health and Safety Challenges Challenge: Health and Safety Support identified as a priority due lack of legislative compliance, absence of established internal responsibility system and reasonable, proactive and precautionary approach Resolution: 6-Month Contract Position to address priorities and compliance Outcome: Town's Health and Safety Program achieved temporary compliance however, it was later realized that while the temporary support was helpful in bringing the program to point-in-time compliance the absence of internal ownership and oversight of the program would be required to sustain the program and properly integrate into the corporation's practices.</p> <p>2019-Position Restructuring Challenge: Health and Safety responsibilities assigned to the Human Resources Coordinator and position reclassification occurred to account for the substantial changes in job functions and responsibilities. Position Reclassification did not adequately address how the additional duties impacted other core Human Resources functions retained within the role effectively reducing the total resources in the department by 0.5 FTE. Resolution: Additional Human Resources Coordinator retained under a contract to support the restructured role however, the incumbent did not fulfill the full contract due to finding permanent full-time work within another municipality. Outcome: Key projects were not implemented (HRIS), health and safety compliance suffered, human resource functions were performed reactively as resource limitations only allowed for attention to be focussed on the crisis or pressing issue of the day.</p> <p>2020/21-Transitions/Onboarding/Health and Safety Challenge: Significant administrative and personnel transitions further taxed the leanly resourced Human Resources Team amplifying the already present department demands to produce routine work as well as support the restructuring occurring in multiple departments. In addition to the significant time investment required to recruit and onboard key team members in general, the onboarding of many new team members magnified the need to recalibrate the Health and Safety accountabilities to divisional managers and supervisors to ensure their understanding, acceptance and ownership as part of routine work. Significant invest was and is required to ensure proper divisional responsibilities and accountabilities as well as establish role clarity regarding the programs oversight and each members' individual responsibility within it. Resolution: Council was approached regarding additional resources and approved \$20,000 to hire a student to relieve identified pressures. These funds were applied to secure Part Time Human Resources/Health and Coordinator support to address the mounting and now chronic department pressures and workload.</p>	

Outcome: Resources have been retained since that time in a contracted capacity utilizing funds from the Student Salary Budget Line as well as staffing dollars within the Corporate Services function that were not fully accounted for owing to the timing of filled positions throughout the year(s).

2022- Re-stabilizing, Resourcing and Systems

Challenge: Repeated requests for staffing have not been effectively addressed and contribute to consistent and chronic challenges to meet day to day requirements, effectively address key priorities including the ability to align activities and priorities in a strategic, planful and proactive manner. Absence of recognition that once the Health and Safety responsibilities were brought in-house and the position was restructured to account for this change that the department realized a 0.5 FTE reduction that has not been addressed in a useful and effective way compromising both the health and safety function and core human resource functions.

Resolution: Human Resources continued to weave together the limited resources allotted to deliver on the many activities and priorities assigned to the division and deferred project work and work arising based on the priority, pressing need or crisis of the day.

Outcome: Sustained chronic and significant pressures to address the minimum core HR functions including: employee life-cycle end to end processes (recruitment, selection, retention, job evaluation/pay-equity, corporate training, onboarding/orientation, performance management, compensation and benefits administration, claims/return to work/accommodations management, labour relations, staff engagement, time and attendance, employee recognition, records management, legislative compliance, development and maintenance of policies and procedures, development and maintenance of workforce statistics, budget development, maintenance and compliance, workflow/approval processes and employee health and wellness initiatives. Under this structure, significant constraints exist to proactively address and plan larger projects, some of which have grown in scope and complexity due to lack of attention (policies and procedures, records management, performance management).

The resourcing constraints and resulting challenges in delivering on key activities and obligations as outlined in the timeline above remain as relevant factors to present day circumstances and continue to compound and compromise the departments effectiveness, ability to make inroads in continuous improvement initiatives (programs and stakeholder services) and meaningful and strategic contributions to corporate priorities. Building on the momentum gained last year, while not an exhaustive list, we have had heavy time investments in supporting health and safety compliance and issue resolution with all divisions, identified and have begun to address Project and Systems Improvements in the area of Volunteer and Contract onboarding, have increased overall cross-functional collaboration on HR/HS relevant projects and committees and key performance and labour relations supports for all divisions and departments including Fire and Volunteer Fire. The department is at risk of not fulfilling commitments and workplan priorities related to such items as the compensation review workplan, performance management improvements, HRIS implementation, records management obligations as well as adequately preparing for upcoming collective bargaining with IBEW and APFA. Furthermore, key areas of focus which require heavy investments include Corporate Culture, Diversity, Equity and Inclusion, Mental Health and Wellness, Psychological Safety, Records Management and Retention as well as HR Business Continuity.

As expected, with the newly realized stability Human Resources is increasingly called up to contribute and lead key initiatives that are critical to the Town's success. Converting previously committed salary budget dollars as a permanent investment within the Human Resources Team would allow for the department to appropriately identify priorities, focus and delegate the work, create clear delineation for departments regarding roles and responsibilities as well as realize immediate support, relief, quality assurance in service administration (all areas, including recruitment) health and safety compliance and auditing, records management, project management and completion and effective implementation of necessary working systems and structure. Team members will begin to realize an appropriate functional division of work responsibilities in a meaningful, predicable and purposeful way ultimately creating the necessary clarity for the team and larger corporation.

Human Resource best practices with respect to adequate staffing delineate that the average employee to HR professional staff ratio is 2.57 per every 100 employees taking into account all sized organizations from small to large. For 2023, the HR staffing if reflective of the average would have been 2.46 FTE to support all Human Resource and Health and Safety functions and services which is not inclusive of the ongoing support activities provided to volunteer fire and Council which would increase this number to 3.18 FTE.

The need for additional, confirmed, permanent staffing can not be understated for its critical connection to the Town's success. Through its employees, the Town either thrives or languishes in its ability to deliver on key priorities, build its reputation with residents and as an employer of choice with Human Resources being the key source of contact, support and engagement in all cases. I reaffirm that the use of temporary external resources is not the desired or effective solution to address the chronic constraints and challenges as it lacks foresight to ensuring that institutional knowledge is developed and retained as well as in creating the necessary ownership of the of key programs and initiatives required to ensure their success. Human Resources is a key strategic driver of the programs, policies and practices that impact the employee experience and ultimately the corporation's ability to attract and retain its people resources who are the ultimate deliverers of the Town's key strategic priorities.

Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Salaries Part-time (Non-Union)	10-5-1001024-0112	\$22,185
Benefits		\$5,034
Office Supplies/ IT exp	10-5-1001024-0301	\$1,000
Training	10-5-1001024-0351	\$500
Salaries Part-time (Non-Union)	10-5-1001024-0112	\$21,515
Salaries Temporary	10-5-1001024-0107	-\$21,515
Total Budget Impact:		\$28,719

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	HR-002	
Budget Issue Classification:	Budget Enhancement	
Department:	Human Resources	
Budget Centre:	1001024	
Budget Impact (Decrease)/Increase:	\$13,366	
Revenue/Expenditure	Expense	
Budget Issue Title:	Non-Union Part Time Wage Grid Adjustment	
Staff - Changes		
	SMT	Council
Approval :	No	

Budget Issue Detail	
<p>Administration is seeking a Base Budget Enhancement to Student Wages to address challenges the Town is experiencing in attracting and retaining students in their positions.</p> <p>We have sought regional comparators regarding the hourly rates paid for various student positions and are recommending an overall increase of \$0.50 cents across the wage structure.</p> <p>We have maintained compliance with ESA minimum wage progressions (set to increase to \$16.55 on October 1, 2023) but this does little to address our attractiveness and competitiveness as compared to neighboring municipalities. We undertook a Non-Union Compensation Review for our Full-Time Resources but have not scrutinized our PT/Student Wages to ensure we remain relevant and competitive for this specific group.</p> <p>Trends within our student program suggest that the absence of an attractive wage has contributed to increased burden in recruitment, retention and ultimately within departments ability to address work priorities typically assigned to the student group. There are multiple instances where student incumbents have accepted positions, only later to advise they had found something that paid more or was closer to their home (commute). In some instances, we have had advanced notice of their reconsiderations but more often than not, we are left to wonder why the student didn't show up on their first day and learn of their rationale when we reach out to them. The increased administrative burden to run repeat recruitments.</p> <p>Significant resources are expended in securing resources to fill these positions and we have addressed a number of program improvements to ensure a good candidate experience and encourage students to return for subsequent years-adding wage improvements to these adjustments will go a long way in improving the program's attractiveness and success.</p> <p>Within neighboring municipalities, the range for student wages across all positions in 2023 is as low as \$16.15 to \$21.00 per hour. This range covers a wide range of positions and responsibilities and as such does not accurately represent an ideal solution to address our concern. Taking that into consideration, the most relevant regional comparator positions (parks, water, facilities, recreation) show a minimum starting wage of \$17.00 per hour.</p> <p>The costs to implement this program will be applied across all categories, including students in the 2024 budget and represents the following incurred cost estimations as illustrated below:</p> <p>It is recommended that all categories be adjusted by the 0.50 cents as applying the increase in isolation will create inequities between similarly paid positions and create a negative consequence for incumbents and the corporation.</p>	
Strategic Priority/Legislative Requirement	

Budget Impact (details)		
Account Name	Account Number	Budget Change
Crossing Guards	10-5-1001022-0112 CG	\$994
Libro	10-5-7017300-0112	\$999
Recreation	10-5-7010000-0112	\$1,914
IT Students	10-5-1001025-0109	\$407
Public Works Students	10-5-3010000-0109	\$2,442
Water Students	80-5-0000000-0109	\$814
Parks Students	10-5-7017000-0109	\$3,486
Recreation Students	10-5-7010000-0109	\$275
Tourism Students	10-5-8020000-0109	\$2,035
Total Budget Impact:		\$13,366

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	HR-003
Budget Issue Classification:	One time & Enhancement
Department:	Human Resources
Budget Centre:	1001024
Budget Impact (Decrease)/Increase:	\$4,210
Revenue/Expenditure	Expense
Budget Issue Title:	Employee Recognition
Staff - Changes	
SMT Council	
Approval :	Yes

Budget Issue Detail				
Administration is requesting Base Budget Enhancement to the Employee Recognition Budget to address the following program components: Long Service Awards				
A One-Time request to provide or policy obligations for additional long service awards to be distributed according to the Employee Recognition Policy as outlined below:				
Years of Service	Number of Employees	Award Value	Bar Value	Total Amount
35	1	\$700	\$15	\$715
25	3	\$300	\$15	\$945
20	6	\$150	\$15	\$990
15	4	\$100	\$15	\$460
10 years	3	Engraved Plaque	Bar	\$100
Grand Total				\$3210
2) General Program				
Administration is seeking a Base Budget Enhancement of \$1000 to enhance our current employee recognition practices to include purchase of items to create onboarding kits for new employees that include practical items to be used in their first months of employment as well as at least one branded item that represents corporate culture and messaging. The onboarding kit would include such items as reference materials, a welcome letter, company culture information, company materials, identification and lanyard, office supplies, wellness items-essentially an "everything you need to know if your first days" package as well as the town branded item.				
The benefits of providing welcome/onboarding packages to new employees are as follows:				
<ul style="list-style-type: none"> o Sets the tone for how new team members are welcomed by creating a welcoming environment; o Establishes company's culture and the values and behaviours that are demonstrated and desired; o Inspires excitement about the corporation and the work accomplished; o Increases employee retention and; o Increase positive reputation and the likelihood new employees will recommend the Town as a desirable place of to work. 				
The package will evolve over time to include sharing information about key priorities for the town and successes experienced. The package will also need to be tailored to the position and classification and built out accordingly i.e., Full-				
Strategic Priority/Legislative Requirement				

Budget Impact (details)		
Account Name	Account Number	Budget Change
Employee Recognition - ONE TIME	10-5-1001024-0240	\$3,210
Employee Recognition	10-5-1001024-0240	\$1,000
Total Budget Impact:		\$4,210

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	HR-004	
Budget Issue Classification:	One-time	
Department:	Human Resources	
Budget Centre:	1001024	
Budget Impact (Decrease)/Increase:	\$12,000	
Revenue/Expenditure	Expense	
Budget Issue Title:	Corporate Training	
Staff - Changes		
	SMT	Council
Approval :	Yes	

Budget Issue Detail
<p>Administration is seeking a One-Time augmentation of \$12,000 to the Corporate Training Budget to address corporate training needs in the areas of Respect and Dignity, Workplace Psychological Health and Safety and Mental Health and Wellness. We are recommending providing 2 sessions in the 2024 year that will be tailored to ensuring we are consciously and intentionally building the corporate culture we are aspiring for as well as in meeting our legislative obligations.</p> <p>In doing so, Administration will be laying the foundation and building blocks to progressively move towards an ideal corporate culture by providing leaders and employees alike the tools to address complicated situations with respect and dignity, developed a shared language for understanding employee mental health and wellness and acting upon instances where support and intervention may be required as well as in establishing a baseline for where the Town should focus its efforts to ensure a psychologically healthy and safe workplace for all.</p> <p>These targeted efforts and offerings will ready the corporation for more challenging topics of diversity, equity and inclusion of which will follow in subsequent years.</p> <p>To be clear, our corporate culture has many positive attributes and we are actively working to address employee questions and concerns in a proactive and responsive manner. Even with the efforts we have invested thus far, we have some work to do. Employees are asking for tools and strategies to shut down negativity, to ensure a welcoming and safe environment for everyone and we have seen evidence that there is not yet a common understanding “not safe for work” topics and it is incumbent upon us to make that understanding explicitly understood and acted upon.</p> <p>Employers are tasked with the responsibility to ensure the safety, health, wellness and positive treatment of its employees and we are lagging in this respect. Neighboring municipalities have tackled some of the necessary but challenging discussions that are at the forefront of social justice movements and we simply have not yet “gone there”. We recommend it is time to prepare our workforce for these discussions and to do the difficult work that comes along with creating clarity about expectations and conduct that ensures that everyone is welcome, invited to contribute and that those contributions are heard and considered.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Corporate Training - ONE TIME	10-5-1001024-0249	\$12,000
Total Budget Impact:		\$12,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	HR-005	
Budget Issue Classification:	Budget Enhancement	
Department:	Human Resources	
Budget Centre:	1001024	
Budget Impact (Decrease)/Increase:	\$5,000	
Revenue/Expenditure	Expense	
Budget Issue Title:	Health and Safety (MSD Prevention/Ergonomics)	
Staff - Changes		
	SMT	Council
Approval :	Yes	

Budget Issue Detail
<p>Administration is re-tabling the request for a Base Budget Enhancement of its existing Health and Safety Budget to account for the following patterned and expected routine and expanding costs:</p> <p>Maintenance of corporate funds set aside to address legislated expenditures and supports for our employees in the areas of medical documentation requirements, certifications, defibrillation supplies, workplace wellness incentives, personal protective equipment, first aid supplies, ergonomics and musculoskeletal prevention.</p> <p>We are seeking augmentation of the existing base budget in the amount of \$5000 to address the following (increased cost of items and activities):</p> <ul style="list-style-type: none"> - Increased wellness initiatives and incentives cross corporation and inter-departmental (\$500); - Increase to first aid supplies (\$500); - Increase in ergonomic adjustments (\$4000) and musculoskeletal prevention activities consistent with this year's trend for additional inquiries, assessments and recommendations which include replacement of aging equipment (chairs), modifications to existing workstations as well as meeting ergonomic recommendations for sit/stand stations. <p>Expenses in this area are consistently trending upwards and rather than these costs being borne by individual departments they are being tabled within the Human Resources division to address as an employee health and safety matter. Human Resources is also required to provide adequate support for new staff who may come to the town with accommodation requirements associated with existing ergonomic or health needs which can not be known in advance.</p> <p>To understand some of these rising costs we have initiated a department asset management initiative so that we may understand the life of any new equipment and how we might prepare for expected year over year replacement costs.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Health & Safety	10-5-1001024-0250	\$5,000
Total Budget Impact:		\$5,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	HR-006	
Budget Issue Classification:	Budget Enhancement	
Department:	Human Resources	
Budget Centre:	1001024	
Budget Impact (Decrease)/Increase:	\$500	
Revenue/Expenditure	Expense	
Budget Issue Title:	Meeting Expenses	
Staff - Changes		
	SMT	Council
Approval :	No	

Budget Issue Detail
<p>Administration is re-tabling the request for a Base Budget Enhancement of \$500.00 for Meeting Expenses as we have experienced the occurrence of more frequent and regular in-person meetings and in addition to the learning and development opportunities offered in the 2023 year, we are planning on introducing quarterly topic specific learning and development opportunities as well as corporate culture related initiatives that will bring groups together to realize priorities in these areas (as identified in the Corporate Training Issue Paper).</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Meeting Expenses	10-5-1001024-0342	\$500
Total Budget Impact:		\$500

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	HR-007	
Budget Issue Classification:	Budget Enhancement	
Department:	Human Resources	
Budget Centre:	1001024	
Budget Impact (Decrease)/Increase:	\$2,500	
Revenue/Expenditure	Expense	
Budget Issue Title:	Memberships	
Staff - Changes		
	SMT	Council
Approval :	No	

Budget Issue Detail
Administration is seeking a Base Budget Enhancement of \$2500.00 for Memberships to engage in HR Downloads Membership to access on the spot professional HR consulting advice as well as ready made HR resources covering all aspects of Human Resources/Health and Safety/Training/Policy compliance and best practice. The proactive and ready-made resources allow Human Resources Professionals to expedite work that would normally take significant time investments and customize the product to the corporations needs. Program offerings are available according to levels (i.e., HR Software/HR Content/HR Support) and are available as a total package, part of a package or one aspect only.
Administration has positive experience and exposure to the full resource offering but would suggest access to the Content and Advice portion would be most beneficial to the corporation's current needs. This resource would augment the Regional resources already available in the Regional Municipal HR Group but would allow for the corporation to be proactive in their efforts rather than waiting for regional counterparts to develop a common product or resource need. I can attest that in the short time this writer has been in the role of Manager, Human Resources-this resource would have saved the department and the corporation countless hours, investment and money.
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Memberships	10-5-7010000-0350	\$2,500
Total Budget Impact:		\$2,500

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	HR-008	
Budget Issue Classification:	Budget Enhancement	
Department:	Human Resources	
Budget Centre:	1001024	
Budget Impact (Decrease)/Increase:	\$2,000	
Revenue/Expenditure	Expense	
Budget Issue Title:	Training and Professional Development	
Staff - Changes		
	SMT	Council
Approval :	No	

Budget Issue Detail
<p>Administration is seeking a Base Budget Enhancement of \$2000.00 for Training and Development to re-invest a proportion of previously committed dollars (\$10k) which were not retained in the 2024 budget to support Human Resources Staff capacity to execute on strategically identified corporate priorities and to escalate the Human Resources strategic impact. Investments will be made in the areas of leadership/executive coaching, municipal labour practices and networking and engagement opportunities with municipal partners through key conferences and events. This investment will ensure current team members are in a position to overcome lost institutional knowledge and connections and begin to move out of the transactional space (in the weeds) to support the progressive steps required to ensure a relevant and high-quality HR service is provided that targets the priorities most important to the Corporation as well as builds key succession bench strength within the department and corporation.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Training & Prof. Development	10-5-1001024-0351	\$2,000
Total Budget Impact:		\$2,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	HR-009	
Budget Issue Classification:	Budget Enhancement	
Department:	Human Resources	
Budget Centre:	1001024	
Budget Impact (Decrease)/Increase:	\$50,000	
Revenue/Expenditure	Expense	
Budget Issue Title:	Employee Reserve Fund	
Staff - Changes		
	SMT	Council
Approval :	No	

Budget Issue Detail		
<p>Administration is seeking a Base Budget Enhancement of \$50,000 for Employee Reserves to address the following:</p> <ul style="list-style-type: none"> - Incorporate anticipated Job-Revaluation requests for those positions identified as market vulnerable in the 2022 Non-Union Compensation Review (approximate potential conservative impact of \$42,000 . Previously these expenses have been addressed through salary gapping.; - Incorporate the actions arising from the amendments to the Salary Administration Program Policy to develop a Salary Compression Procedure and the potential estimated associated cost of administering \$5,000 . - Ensure there is adequate Litigation reserves to address instances that arise related to Employee matters \$5000 . and; <p>Delineating these expenses to a targeted Fund provides clarity regarding where these expenses will be drawn from rather funding these expenses through gapping dollars.</p>		
Strategic Priority/Legislative Requirement		

Budget Impact (details)		
Account Name	Account Number	Budget Change
Employee Reserve Fund		\$50,000
Total Budget Impact:		\$50,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	HR-010
Budget Issue Classification:	Budget Enhancement
Department:	Human Resources
Budget Centre:	1001024
Budget Impact (Decrease)/Increase:	\$6,430
Revenue/Expenditure	Expense
Budget Issue Title:	Staff Appreciation
Staff - Changes	

SMT Council

Approval :	Yes	
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Budget Issue Detail

The Staff Appreciation budget would include all departments for Annual Employee Acknowledgement costs recognizing staff accomplishments, special volunteer & recognition awards, staff appreciation gifts and care packages, retiring members and other annual departmental awards. This is \$30 per Full-time staff and \$15 per part-time staff = \$3,930.

Effective 2022, the STAR Committee was formed to recognize and appreciate our staff who are are most valuable resource. The Committee will work together to formally recognize, acknowledge and show appreciation to individuals and groups for efforts that further the mission and values of the Corporation. The funds will be allocated in diffrent and creative ways to the following items: formation of the Staff Awards program, purchase of Town SWAG & custom corporate gifts, staff programming, quarterly staff events, recognitions and staff nominations here at the Town of Amherstburg. \$2,500

Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Staff Appreciation and Recognition		\$3,930
STAR Awards		\$2,500
Total Budget Impact:		\$6,430

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	LIC-001
Budget Issue Classification:	Budget Enhancement
Department:	License & Enforcement
Budget Centre:	2043015
Budget Impact (Decrease)/Increase:	\$3,000
Revenue/Expenditure	Revenue
Budget Issue Title:	Revenue Adjustment
Staff - Changes	
	SMT Council
Approval :	Yes

<p>Budget Issue Detail</p> <p>Encroachment Fees With the passing for Encroachment By-law 2023-061 Administration is recommending an increase in the revenue from \$2,000 to \$4,000 in 2024.</p> <p>Sign Permit Administration will be bringing forward a new Sign By-law for Council's consideration in Q4 of 2023. If adopted, the new By-law would raise permit fees and administration is recommending an increase from \$2,000 to \$3,000.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Encroachment Fees		\$2,000
Sign Permit		\$1,000
Total Budget Impact:		\$3,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	LIC-002
Budget Issue Classification:	Base Budget
Department:	License & Enforcement
Budget Centre:	2043015
Budget Impact (Decrease)/Increase:	-\$3,750
Revenue/Expenditure	Expense
Budget Issue Title:	Cat Voucher Program Reduction
Staff - Changes	

SMT

Council

Approval :	Yes	
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Budget Issue Detail

Council approved the implementation of a \$5,000 spay/neuter program on April 26, 2016 for feral and owned cats. The Cat Voucher Program is not a mandatory service and therefore, it is being submitted for consideration as a budget reduction. The current budget is \$7,750 and I would suggest this can be reduced to \$4,000. In consultation with the WECHU Director Melanie Coulter, the number of feral cats has drastically decreased as a result of this program implemented by the Town of Amherstburg. The overall budget impact will be a budget reduction of \$3,750.

Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Animal Control - Other	10-5-2043015-0904	-\$3,750
Total Budget Impact:		-\$3,750

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	LIC-003
Budget Issue Classification:	Budget Enhancement
Department:	License & Enforcement
Budget Centre:	2043015
Budget Impact (Decrease)/Increase:	\$1,000
Revenue/Expenditure	Expense
Budget Issue Title:	Teraview - Land Database
Staff - Changes	

SMT

Council

Approval :	Yes	
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Budget Issue Detail
<p>Teraview is a secure one-stop solution to accessing data in the Government of Ontario's land records database. This software is used by the Licensing and Enforcement Dept., Public Works and the Planning Dept. Currently there is funding source for this program and it is taken out of the Licensing and Enforcement budget. The new Encroachment By-law will cover the costs of all encroachment agreements as the fee is built in the application fee, however this does not cover the costs for the use by the Planning Dept. and/or the Public Works Dept. Therefore the Licensing and Enforcement Dept. is looking to establish a budget line of \$1000 to cover the costs not associated with an encroachment agreement.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Encroachment	10-5-2043015-0910	\$1,000
Total Budget Impact:		\$1,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	LIC-004
Budget Issue Classification:	Base Budget
Department:	License & Enforcement
Budget Centre:	2043015
Budget Impact (Decrease)/Increase:	\$1,680
Revenue/Expenditure	Expense
Budget Issue Title:	Animal Control Contract
Staff - Changes	
	SMT Council
Approval :	Yes

<p>Budget Issue Detail</p> <p>Windsor Essex County Humane Society contract is funded till December 31, 2023 as per Council decision 2021-06254156 which approved the following; That the enclosed report by Administration regarding the animal control contract BE RECEIVED for information; That Town Council APPROVE the offer to provide contractual services for the Windsor Essex County Humane Society in the amount of \$33,000 for 2022 and \$34,000 for 2023. In consultation with the Windsor Essex County Humane Society Executive Director Melanie Coulter, Administration is recommending entering into an agreement for 2024 at a total cost of \$34,680 which is 2% of last years agreement.</p> <p>Contract will be re negotiated in 2024 with further expected increases for 2025.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Animal Control - Contract	10-5-2043015-0903	\$1,680
Total Budget Impact:		\$1,680

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	GEN-001	
Budget Issue Classification:	Budget Enhancement	
Department:	Multiple	
Budget Centre:	See Below	
Budget Impact (Decrease)/Increase:	\$8,000	
Revenue/Expenditure	Expense	
Budget Issue Title:	Advertising	
Staff - Changes		
	SMT	Council
Approval :	Yes	

Budget Issue Detail
<p>Effective 2024, The CAO Department requires its own budget base for Annual Market & Advertising expenses. All advertising costs are currently charged to the non-departmental G/L, requiring a departmental (CAO) advertising account for all future marketing campaigns. \$2000.00</p> <p>The Licensing and Enforcement Dept. occasionally advertises in the River Town Times and on Social Media for a wide range of events and departmental issues including but not limited to Microchip Clinic, local events, dog licensing and business licensing. Therefore the Licensing and Enforcement Dept. is looking to establish a budget line to cover these costs on a yearly basis. \$1000</p> <p>Increase to Tourism base budget: \$5,000. Was \$30,000, require \$35,000.</p> <p>In 2024, the Tourism website, VisitAmherstburg.ca will be 5 years old. The Tourism website is what informs and draws tourists to Amherstburgs' festivals, events and community. A great website shows the world who we are, makes people remember you, and helps potential tourists understand if they found what they are looking for. Websites communicate all of that through colour, shape and other design elements. Amherstburg's website tell's our municipalities story. To keep the website fresh and appealing, ensure it is fully accessible and protect it from cyberattacks, it requires security, accessibility and performance updates. The estimate to hire a professional for this website refresh is \$2,500.</p> <p>Print advertising rates have increased significantly over the past year with rate increases across the board including our local paper. Advertising is a critical tool for the Tourism department and plays a major role in being able to promote events happening within the Town. Effective August 23, 2023 costs have increased with our local newspaper, wiht an increase on average of 97.82%. (Example: A full page ad has gone from \$251.68 to \$700.)</p> <p>Tourism has spent \$1419.04 YTD in 2023 with this local paper and based on these increased rates this will double in 2024. This is just one example of vendors we currently use and rates have increased with others across the board.</p> <p>Amherstburg now has a local radio station which the Town would like to incorporate into the advertising plan, which will increase costs.</p> <p>Tourism requires an increase of \$5,000 to the base budget to cover these increases and the website refresh.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
ADVERTISING	10-5-1001023-0307	\$2,000
ADVERTISING	10-5-2043015-0307	\$1,000
ADVERTISING	10-5-8020000-0307	\$5,000
Total Budget Impact:		\$8,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	GEN-002
Budget Issue Classification:	Budget Enhancement
Department:	Multiple
Budget Centre:	See Below
Budget Impact (Decrease)/Increase:	\$10,500
Revenue/Expenditure	Expense
Budget Issue Title:	Office Supplies
Staff - Changes	

	SMT	Council
Approval :	Yes	

Budget Issue Detail
<p>Additional office supplies are required to fulfil pressure from training division, STR program and additional administration support for FPO. \$2000</p> <p>The Facilities Department does not currently have an office supply budget. Administration is requesting a re-allocation and transfer of funding in the amount of \$1500 from Recreations Office supply budget to Facilities in order to establish a budget for the Facilities department. In addition, a one time request in the amount of \$4000 is being requested to cover the cost of the following items: \$800 2 new monitors, \$ 2575 AutoCAD license \$600 plotter paper and ink.</p> <p>The Facilities department has increased in number of staffing positions including new technical support project manager and supervisor of facilities. This coupled with the implementation of work orders/duty sheets to log and track repairs and maintenance has increased this department's need for office supplies. The Facilities department regularly requires office supplies such as file folders, paper, pens, labels, printer ink , etc. in order to perform their daily duties. This issue paper as noted above covers a one time cost for two large monitors for blueprint reading, ink and plotter paper as well as a software license for AutoCAD.</p> <p>2024 -Addition to base budget. Due to inflation and increased number of events, additional funding is required. \$1000 G/L 8020000-0301</p> <p>Administration is re-tabling the request for a Base Budget Enhancement of its existing Office Supplies to account for the legitimate base costs of general office related supplies and the resources required to ensure HR staff have the right tools to do their work. The budget will further be impacted by heavy records management and file auditing which will require supplies to administer and ensure proper storage and record keeping consistent with HR best practices, corporate policy and legislative requirements. \$500 GL 1001024-0301</p> <p>Finance is requesting \$1,000 for a base budget enhancement due to increase in costs associated with printing tax bills, mail outs, paper cost, binders for operating budget and supplies in general.</p> <p>Drainage did not have any office supply budget, increase to \$1,000. Public Works increase to budget \$1,000 due to cost increases.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Office Supplies	10-5-2010000-0301	\$2,000
Office Supplies - ONE TIME	10-5-7017002-0301	\$4,000
Office Supplies	10-5-8020000-0301	\$1,000
Office Supplies	10-5-1001024-0301	\$500
Office Supplies	10-5-1001021-0301	\$1,000
Office Supplies	10-5-7017002-0301	\$1,500
Office Supplies	10-5-1008030-0301	\$1,000
Office Supplies	10-5-3010000-0301	\$1,000
Office Supplies	10-5-7010000-0301	-\$1,500
Total Budget Impact:		\$10,500

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	IT-001	
Budget Issue Classification:	Budget Enhancement	
Department:	Information Technology	
Budget Centre:	1001025	
Budget Impact (Decrease)/Increase:	\$1,300	
Revenue/Expenditure	Expense	
Budget Issue Title:	Mobile Phone Adjustments	
Staff - Changes		
	SMT	Council
Approval :	Yes	

Budget Issue Detail
<p>After reviewing all budget centers 'Mobile Devices' line, administration would like to recommend the following increases/decreases for 2024:</p> <p>Council & Committees: Base Budget decrease of (\$100) Clerk's Office: One-Time increase of \$600 Libro Centre: Base Budget decrease of (\$1040) Facilities: Base Budget decrease of (\$220) Recreation: One-Time increase of \$600 & Base Budget enhancement of \$360 Public Works: One-Time increase of \$600 Water: One-Time increase of \$500 Total Base Adjustment decrease of \$1,000, Total one-time increase of \$2,300 One-time results from equipment renewal, base adjustment resulted from savings found during line review</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Council & Committees	10-5-1001010-0345	-\$100
Clerks Office - ONE TIME	10-5-1001022-0345	\$600
Libro Centre	10-5-7017300-0345	-\$1,040
Facilities	10-5-7017002-0345	-\$220
Recreation - ONE TIME	10-5-7010000-0345	\$600
Recreation	10-5-7010000-0345	\$360
Public Works - ONE TIME	10-5-3010000-0345	\$600
Water - ONE TIME	80-5-0000000-0345	\$500
Total Budget Impact:		\$1,300

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	IT-002
Budget Issue Classification:	One-time
Department:	Information Technology
Budget Centre:	1001025
Budget Impact (Decrease)/Increase:	\$140,517
Revenue/Expenditure	Expense
Budget Issue Title:	IT - Full Time Staff Position - IT Security & Systems Administrator
Staff - Changes	

SMT

Council

Approval :	Maybe	
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Budget Issue Detail

Administration is requesting a base budget enhancement of \$140,517 inclusive of all benefits for the purpose of hiring a permanent full time IT Security & Systems Administrator. This salary represents Level 8, Step 5 on the Town of Amherstburg's salary grid.

The importance of this new position in today's world of constant cyber-attacks cannot be taken lightly. Municipalities are the government closest to the public, delivering a range of services critical to its residents. Municipalities often become targets of cyber threats and attacks because they house vital information on the people in its municipality. Being proactive in our cyber security strategy will help us become cyber threat leaders in our area and lesson the risk that our municipality is under.

Municipalities possess large amounts of data related to both personal information of their residents and the infrastructure that they operate. This data is considered valuable to cyber criminals. Many municipalities like ours are connected to an upper tier municipality where the data cache is even larger. As a result, as municipalities become more high-tech and offering more municipal services online, they increase their vulnerability to a cyberattack. As seen with the recent attacks on the Town of Stratford, Town of Wasaga Beach, and the Town of St. Mary's, administration, operations, and service delivery can be crippled if municipalities cannot access their data and systems.

Cyber security is a constantly evolving field, mainly because cyber criminals are becoming more sophisticated in their methods unleashing severe attacks. A municipality that is not fully prepared is not taking the threat of a potential cyberattack seriously and are perceived as low hanging fruit by cybercriminals.

According to the OPP, one of the main challenges to building awareness and cyber security training with organizations and staff is the disbelief that an attack will not happen to them, that they are not the focus of cyber attackers. But as recent attacks in scope have proven, no municipality is immune to attack. Having a dedicated position to oversee of the safety of our networks is vital in this fast-developing world we live in. According to a recent 2022 Cyber Security survey completed by MISA Ontario (Municipal Information Systems Association) 84% of municipalities believe that a dedicated role and accountable person focused on cybersecurity should exist in small-medium size municipalities. Also, that 100% of municipalities believe that cybersecurity should be considered a top five priority within the municipality.

This position will also help develop and institute new policies and procedures, provide security awareness training to staff, and interface with 3rd party vendors to audit how they protect our data. Additional proactive measures will include investigating event logs, server and network hardening and auditing, providing vulnerability assessments, and enhanced backup testing.

NOTE: SMT revised to \$75,000 ONE TIME, Professional Fees

Strategic Priority/Legislative Requirement

Budget Impact (details)

Account Name	Account Number	Budget Change
Salaries - Full Time	10-5-1001025-0101	\$104,120
Benefits	10-5-1001025-0200	\$36,397
Total Budget Impact:		\$140,517

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	IT-003	
Budget Issue Classification:	Budget Enhancement	
Department:	Information Technology	
Budget Centre:	1001025	
Budget Impact (Decrease)/Increase:	\$10,000	
Revenue/Expenditure	Expense	
Budget Issue Title:	Multi-Factor Authentication (MFA)	
Staff - Changes		
	SMT	Council
Approval :	Yes	

Budget Issue Detail
<p>Background: In recent years, cyber threats have grown in both frequency and sophistication, posing significant risks to the organization's sensitive data and operations. Traditional password-based authentication has proven to be insufficient in safeguarding against these evolving threats. Multi-Factor Authentication (MFA), which requires users to provide multiple forms of verification before granting access, significantly bolsters security by reducing the likelihood of unauthorized access, even if passwords are compromised.</p> <p>Benefits of MFA: Enhanced Security: MFA reduces the risk of unauthorized access by requiring multiple authentication factors, such as something the user knows (password), something the user has (a smartphone or token), or something the user is (biometric data like fingerprints or facial recognition). This multi-layered approach makes it significantly more difficult for unauthorized individuals to gain access. Protection Against Data Breaches: MFA prevents data breaches resulting from stolen passwords. Even if a user's password is compromised, an additional factor is needed to gain access, rendering stolen credentials useless without the second factor. Insurance Premiums: One of the largest factors regarding cybersecurity insurance premiums is how protected the user accounts are. MFA will improve the Town's application for insurance. Cost Savings: While there is an initial investment in MFA software, the potential financial losses from a data breach or cyberattack far outweigh the costs of implementing and maintaining MFA. User-Friendly: Modern MFA solutions offer user-friendly options, such as push notifications to smartphones or biometric scans, making the authentication process convenient and less burdensome for users.</p> <p>Budget Considerations: Software Licensing and Hardware: The initial cost includes licensing fees for the MFA software as well as the cost to provide hardware assisted authentication where appropriate.</p> <p>Recommendation: It is recommended that the Town allocates the necessary budget for the acquisition, implementation, and maintenance of Multi-Factor Authentication (MFA) software. The investment in MFA will significantly enhance our cybersecurity posture, and protect sensitive data. The potential financial and reputational consequences of a data breach make this investment a prudent and essential decision for the Town's security.</p> <p>Conclusion: In an era of increasing cyber threats, safeguarding the Town's data and operations is of paramount importance. The adoption of MFA software represents a proactive step towards mitigating the risks posed by cyberattacks and unauthorized access. By allocating the necessary budget for MFA implementation and maintenance, we demonstrate our commitment to protecting our assets, maintaining compliance, and ensuring the trust of the public.</p>

Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
IT - Computer Maintenance	10-5-1001025-0310	\$10,000
Total Budget Impact:		\$10,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	NON-001	
Budget Issue Classification:	Budget Enhancement	
Department:	Non-Department	
Budget Centre:	1001020	
Budget Impact (Decrease)/Increase:	\$11,300	
Revenue/Expenditure	Revenue	
Budget Issue Title:	Taxation and Misc revenue	
Staff - Changes		
	SMT	Council
Approval :	Yes	

Budget Issue Detail							
<p>Payments in lieu (PIL) of taxes- Revenue Increase of \$11,300 PIL vary from year to year based on the types of government funded organizations within the municipality. Administration has done a review of prior year PIL and assessment values. These changes bring more revenue into the budget of \$11,300 over the prior year's budget.</p> <table> <tr> <td>PIL Revenue-Federal Government</td> <td>\$5,000</td> </tr> <tr> <td>PIL Revenue-Not given to School Board</td> <td>\$6,300</td> </tr> <tr> <td>Total</td> <td>\$11,300</td> </tr> </table>		PIL Revenue-Federal Government	\$5,000	PIL Revenue-Not given to School Board	\$6,300	Total	\$11,300
PIL Revenue-Federal Government	\$5,000						
PIL Revenue-Not given to School Board	\$6,300						
Total	\$11,300						
Strategic Priority/Legislative Requirement							

Budget Impact (details)		
Account Name	Account Number	Budget Change
PIL Federal Government	10-4-1001020-0540	\$5,000
CF PIL not given to School Board	10-4-1001020-0561	\$6,300
Total Budget Impact:		\$11,300

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	NON-002	
Budget Issue Classification:	Budget Enhancement	
Department:	Non-Department	
Budget Centre:	1001020	
Budget Impact (Decrease)/Increase:	\$46,000	
Revenue/Expenditure	Revenue	
Budget Issue Title:	Ontario Aggregate Fee	
Staff - Changes		
	SMT	Council
Approval :	Yes	

Budget Issue Detail
<p>Ontario Aggregate Fee – Revenue Increase \$(46,000) One-Time A fee is paid to the municipality based on the amount of tonnes removed from the quarries. The 2023 Budget estimate for Ontario Aggregate Fees is based on the prior year production level, resulting in an estimated one-time increase of \$46,000. It is important to note that Ontario Aggregate Fees are outside of the control of the Town and can vary significantly from year to year. It is recommended to transfer to stability reserve.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Ontario Aggregate Fees	10-4-1001020-0624	\$46,000
Total Budget Impact:		\$46,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	NON-003	
Budget Issue Classification:	Base Budget	
Department:	Non-Department	
Budget Centre:	1001020	
Budget Impact (Decrease)/Increase:	\$0	
Revenue/Expenditure	Expense	
Budget Issue Title:	Grants to Organizations	
Staff - Changes		
	SMT	Council
Approval :	Yes	

Budget Issue Detail	
Grants to Organizations	
There was a total \$xxxx requests received from 7 outside organizations for the 2023 budget year. There was \$43,400 in base budget. Administration requests the base budget reduce by \$xxxx	
Amherstburg Food and Fellowship Mission	
Amherstburg Freedom Museum	\$8,500
Amherstburg Community Services	
Amherstburg Cat Support Crew	
GAHS 100 Year Celebration Organizing Committee	
182 Pickering Inc	\$8,453
Christ Church Anglican Amherstburg	\$
Fort Malden Golden Age Centre – \$0* See separate report.	
Strategic Priority/Legislative Requirement	

Budget Impact (details)		
Account Name	Account Number	Budget Change
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Total Budget Impact:		\$0

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	NON-004	
Budget Issue Classification:	One-time	
Department:	Non-Department	
Budget Centre:	1001020	
Budget Impact (Decrease)/Increase:	-\$50,000	
Revenue/Expenditure	Expense	
Budget Issue Title:	Tax Write Offs	
Staff - Changes		
	SMT	Council
Approval :	Yes	

Budget Issue Detail
<p>Municipal Tax Write Offs - Budget Decrease in cost \$50000</p> <p>The amount of municipal write off's can fluctuate from year to year depending on the settlement of large appeals. The municipality is tracking and working with MPAC on a significant commercial industrial land appeals. The current base budget is set higher due to the large appeals in 2020. The large appeals in 2020 were settled, therefore the tax write off should be reduced in 2024. Some budget risk does exist on this, as there are appeals dating back a number of years.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Municipal Tax Write Offs	10-5-1001020-0501	-\$50,000
Total Budget Impact:		-\$50,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	NON-005	
Budget Issue Classification:	One-time	
Department:	Non-Department	
Budget Centre:	1001020	
Budget Impact (Decrease)/Increase:	\$145,000	
Revenue/Expenditure	Revenue	
Budget Issue Title:	Interest Earned	
Staff - Changes		
	SMT	Council
Approval :	Yes	

Budget Issue Detail
<p>Since April 2022, Bank of Canada has increased interest rates to fight inflation. As a result of the Bank of Canada's interest rate hike, the prime rate has increased to 7.2% since the last rate hike in July 2023.</p> <p>For the 2023 Operating budget, a one-time increase of \$160,000 was recommended. We don't know how long Bank of Canada will sustain the higher interest rates. For 2024 we are recommending a slightly lower one-time increase based on the economic outlook and current discussion about the potential for Bank of Canada to reduce interest rates.</p> <p>The estimated increase in earned interest for 2024 is \$145,000.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Interest on Bank Accounts	10-5-1001020-7220	\$145,000
Total Budget Impact:		\$145,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	NON-006
Budget Issue Classification:	Base Budget
Department:	Non-Department
Budget Centre:	1001020
Budget Impact (Decrease)/Increase:	\$453,600
Revenue/Expenditure	Revenue
Budget Issue Title:	Transfer to Reserve and Reserve Fund
Staff - Changes	

SMT

Council

Approval :	Yes	
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Budget Issue Detail

Capital Investment - AMP - \$453,600

The financial sustainability model in the Town's Asset Management Plan (AMP) calls for the 1.6% annual tax revenue increase for 15 years to eliminate the funding gap for the tax funded assets:

2023 Tax Revenue \$28,344,973 x 1.6%=\$453,520

Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Transfer to Reserve and Reserve Fund		\$453,600
Total Budget Impact:		\$453,600

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	NON-007
Budget Issue Classification:	Base Budget
Department:	Non-Department
Budget Centre:	1001020
Budget Impact (Decrease)/Increase:	\$90,000
Revenue/Expenditure	Expense
Budget Issue Title:	Interest Expenses
Staff - Changes	

SMT

Council

Approval :	Yes	
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Budget Issue Detail

Administration transfers funds between the reserve bank accounts and general bank accounts to maintain adequate cash flow. This ensures the Municipality has sufficient funds to meet the payment obligations such as tax payments to the County and School Boards, payroll, and supplier payments. The general account pays the interest to the reserve accounts on the borrowed funds.

As the Bank of Canada has increased interest rates (NON-004), the interest cost has increased for the use of reserve funds to meet Town obligations.

Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Interest Expense	10-5-1001020-0502	\$90,000
Total Budget Impact:		\$90,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	FIR-001
Budget Issue Classification:	Base Budget
Department:	Fire
Budget Centre:	2010000
Budget Impact (Decrease)/Increase:	\$27,000
Revenue/Expenditure	Expense
Budget Issue Title:	Training and Professional Development - Certification
Staff - Changes	

	SMT	Council
Approval :	Yes	

Budget Issue Detail
<p>In 2023 Council approved one time funding to address current staff certification. This budget request will allow the department to fulfill contractual obligations NFPA certifications for new full-time employees, as well the fire department expects to continue to onboard 6-10 volunteer firefighters annually due to attrition. These new firefighters need to be certified as per provincial regulations to:</p> <ul style="list-style-type: none"> - NFPA Firefighter I & II - NFPA Hazmat Awareness and Operations - NFPA Pump Certification <p>New Officers also need to be certified to:</p> <ul style="list-style-type: none"> - NFPA Officer I - NFPA Instructor I - BlueCard Incident command, which requires annual ongoing memberships for required Continuing Education to maintain certification of current officers. <p>The budget request will allow for the department to pay for fees associated with exams, program certification memberships and software access, and Continuing Education programming for current employees.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Training and Professional Development	10-5-20100000-0351	\$27,000
Total Budget Impact:		\$27,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	FIR-002
Budget Issue Classification:	One-time
Department:	Fire
Budget Centre:	2010000
Budget Impact (Decrease)/Increase:	\$4,000
Revenue/Expenditure	Expense
Budget Issue Title:	Fire Code Update
Staff - Changes	

SMT

Council

Approval :	Yes	
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Budget Issue Detail

In 2024, the province of Ontario will be updating the Fire Code. This will include many different NFPA and UL Standard version updates which will need to be purchased. This is a one time request as this large update only takes place every five to ten years.

Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Fire Prevention - ONE TIME	10-5-2010000-0248	\$4,000
Total Budget Impact:		\$4,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	FIR-003	
Budget Issue Classification:	Base Budget	
Department:	Fire	
Budget Centre:	2010000	
Budget Impact (Decrease)/Increase:	\$26,000	
Revenue/Expenditure	Expense	
Budget Issue Title:	Salaries - Overtime	
Staff - Changes		
	SMT	Council
Approval :	No	

Budget Issue Detail
<p>Base budget adjustments are required due to the collective agreement with the Amherstburg Professional Firefighters Association as well as non-union staff eligible for overtime.</p> <p>This includes:</p> <p>Full time absences reflective of current trends. District Chief assisting with certification evaluations and instructors. New FPO after hours public education, fire investigations and inspection. Administrative Assistant overtime time spent on community events, emergency management and urgent administrative requirements outside of working hours.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Salaries - Overtime - Fire	10-5-2010000-0102	\$26,000
Total Budget Impact:		\$26,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	FIR-004	
Budget Issue Classification:	Budget Enhancement	
Department:	Fire	
Budget Centre:	2010000	
Budget Impact (Decrease)/Increase:	\$10,000	
Revenue/Expenditure	Expense	
Budget Issue Title:	Vehicle and Equipment Maintenance	
Staff - Changes		
	SMT	Council
Approval :	No	

Budget Issue Detail
<p>Compliance requirements for vehicles and equipment has seen significant cost increases over the past 5 years. There has been no increase to this line item since 2016. In addition, as vehicles and equipment age so to do our costs associated with maintaining and more supplies and repairs are necessary.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Vehicle and Equipment Maintenance	10-5-2010000-0402	\$10,000
Total Budget Impact:		\$10,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	FIR-005	
Budget Issue Classification:	Base Budget	
Department:	Fire	
Budget Centre:	2010000	
Budget Impact (Decrease)/Increase:	\$2,000	
Revenue/Expenditure	Expense	
Budget Issue Title:	Uniforms	
Staff - Changes		
	SMT	Council
Approval :	No	

Budget Issue Detail
<p>There has been an increase in the cost of uniforms over the past few years. A budget increase is needed to fulfill contractual agreements with both the professional firefighter's association and the volunteer firefighter's association annual uniform allowance. There has also been an additional full time employee added to the departments compliment. The fire department anticipates 6-10 new recruits each year with an obligation to provide initial uniforms and Class A uniforms and regalia upon the completion of their probation.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Uniforms	10-5-2010000-0252	\$2,000
Total Budget Impact:		\$2,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	FIR-006
Budget Issue Classification:	One-time
Department:	Fire
Budget Centre:	2010000
Budget Impact (Decrease)/Increase:	\$0
Revenue/Expenditure	Revenue
Budget Issue Title:	Emergency Operations Center Expenses
Staff - Changes	

SMT

Council

Approval :	Yes	
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Budget Issue Detail

Emergency Management Ontario (treasury board) has allocated \$50,000 annually to municipalities with nuclear generating station threats. The funds are specifically allocated for preparedness and response activities as outlined in the Provincial Nuclear Emergency Response Plan. This includes the \$50,000 of revenue and \$50,000 expenditures. One-time item, as we must reapply each year.

Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Emergency Operations Center - ONE TIME	10-5-2010000-0800	\$50,000
Emergency Center Grant - ONE TIME	10-4-2010000-0800	-\$50,000
Total Budget Impact:		\$0

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	FIR-007
Budget Issue Classification:	Budget Enhancement
Department:	Fire
Budget Centre:	2010000
Budget Impact (Decrease)/Increase:	\$11,000
Revenue/Expenditure	Revenue
Budget Issue Title:	Revenue Increase
Staff - Changes	

SMT

Council

Approval :	Yes	
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Budget Issue Detail

Base budget adjustments proposed due to anticipated increases in Revenues.

10-4-2010000-6540- User fees and other Revenue (increase +10,000) to new amount \$37,000.00

10-4-2010000-0700- Fire dept. Grants – (increase +\$1,000) to new amount \$4,000

Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Fire Department Grants	10-4-2010000-0700	\$1,000
User Fees and Other Revenue	10-4-2010000-6540	\$10,000
Total Budget Impact:		\$11,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	FIR-008
Budget Issue Classification:	One-time
Department:	Fire
Budget Centre:	2010000
Budget Impact (Decrease)/Increase:	\$50,000
Revenue/Expenditure	Expense
Budget Issue Title:	Siren Decomission
Staff - Changes	

	SMT	Council
Approval :	Yes	

Budget Issue Detail
As per direction of Council to decomission the ATI Siren System, Resolution Number 20230711-016, a 2024 one-time budget of \$50,000 is required.
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Siren Decomission - ONE TIME	10-5-2010000-0800	\$50,000
Total Budget Impact:		\$50,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	FIR-009	
Budget Issue Classification:	Base Budget	
Department:	Fire	
Budget Centre:	2010000	
Budget Impact (Decrease)/Increase:	\$0	
Revenue/Expenditure	Expense	
Budget Issue Title:	Memberships	
Staff - Changes		
	SMT	Council
Approval :	Yes	

Budget Issue Detail
<p>Offer of employment to new firefighters are conditional upon a satisfactory medical examination by a Town appointed physician at the cost of the Fire Department.</p> <p>Every 3 to 5 years, firefighters are required to renew their DZ licence which often requires a medical examination mandated by the Ministry of Transportation. The Fire Departments contractual obligation is to reimburse \$125 of the total cost to the firefighter upon receiving proof of payment.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Memberships	10-5-2010000-0350	\$7,200
Salaries - Volunteer Pay	10-5-2010000-0120	-\$7,200
Total Budget Impact:		\$0

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	FIR-010	
Budget Issue Classification:	Budget Enhancement	
Department:	Fire	
Budget Centre:	2010000	
Budget Impact (Decrease)/Increase:	\$15,000	
Revenue/Expenditure	Expense	
Budget Issue Title:	MLFTU - Capital Funding/Reserve Transfer	
Staff - Changes		
	SMT	Council
Approval :	No	

Budget Issue Detail
<p>In 2018, as part of a collaboration with the Town of LaSalle, the City of Windsor, St. Clair College and the Town of Amherstburg, a Mobile Live Fire Training Unit (MLFTU) was purchased. It was estimated at that time that the unit would require replacement in 20 years. A capital reserve with annual contributions over the next 15 years is required for the replacement of the unit. All partners are implementing similar reserve funds. These funds will represent a portion of the capital funds required in 2037.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Reserve - Fire		\$15,000
Total Budget Impact:		\$15,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	FIR-011
Budget Issue Classification:	Budget Enhancement
Department:	Fire
Budget Centre:	2010000
Budget Impact (Decrease)/Increase:	\$64,000
Revenue/Expenditure	Expense
Budget Issue Title:	Fire PFAS Gear Replacement
Staff - Changes	

SMT

Council

Approval :	No	
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Budget Issue Detail

PFAS (Perfluoroalkyl and Polyfluoroalkyl Substances) free bunker gear replacement. PFAS "forever chemicals" are a category of manufactured chemicals linked to cancer and other diseases. The International Association of Fire Chiefs and International Association of Firefighters are seeking change in the regulatory standards and systems that have enabled toxins in firefighter PPE and demanding that all bunker gear be replaced with PFAS-free alternatives. Setting funds aside for this eventuality is a sound business practice.

\$64,000 annually to be set aside from 2024 - 2028.

Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Click here to enter text.		\$64,000
Total Budget Impact:		\$64,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	FIR-012	
Budget Issue Classification:	Budget Enhancement	
Department:	Fire	
Budget Centre:	2010000	
Budget Impact (Decrease)/Increase:	\$25,500	
Revenue/Expenditure	Expense	
Budget Issue Title:	Volunteer Firefighter Corporate Email	
Staff - Changes		
	SMT	Council
Approval :	No	

Budget Issue Detail
<p>Corporate email addresses for volunteer firefighters offers a way to organize and store information digitally rather than paper or written documentation, within the Corporations policy. They can also keep files within their email account, giving easy and continuous access to important messages or work-related documents.</p> <p>Using Corporate email for business communication has advantages including: excellent accessibility, targeted communication, and engagement tracking. It's also fast and easy to use, and enables staff to access historical messages almost instantly.</p> <p>Business email is a must have for our municipal service for a number of reasons. Not only does it give staff a way to separate business email from their personal email, but it also is more professional.</p> <p>Our Corporate Email Services offer;</p> <ul style="list-style-type: none"> • A fast and straightforward form of communication that's essential to a municipality's daily functions. • Geographical outreach. • Focused communication. • Easy access. • Record keeping of communication
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Fire	10-5-2010000-0310	\$25,500
Total Budget Impact:		\$25,500

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	FIR-013
Budget Issue Classification:	Budget Enhancement
Department:	Fire
Budget Centre:	2010000
Budget Impact (Decrease)/Increase:	\$225,000
Revenue/Expenditure	Expense
Budget Issue Title:	NEW South Firehall Debt Repayment
Staff - Changes	
	SMT Council
Approval :	Yes

Budget Issue Detail
<p>In July 2020, Council approved, in Principle, an Updated Fire Master Plan. The plan included a review of Department Operations, and set key objectives to address service levels reflective of local needs and circumstances.</p> <p>In August of 2021, Council was presented with the options included in the Fire Master Plan for the deployment of services.</p> <p>As a result, the renewal of facility assets (Fire Stations) is required. Council at that time, directed a way forward and how the Town will deliver services with a two (2) Fire Station model.</p> <p>This includes; the replacement of Station #2 in its current location on Middle Side Road (Cty rd. #10), and the consolidation of Stations # 3 & #1 in a new location on the Libro Centre Property, immediately adjacent to Simcoe St. (Hwy 18) in the north east corner.</p> <p>In April of 2023, Council received a presentation from the Fire Chief on a Build versus Renovation. Council by Resolution # 20230424-010;</p> <p>APPROVE option B as proposed; APPROVE the issuance of debt for the estimated amount for option B, plus a suitable percentage for contingency costs, and for the construction, including temporary on-site engineering supervision positions and non-recoverable HST;</p> <p>Council DIRECT Administration to include in the 2024 and future Operational Budgets the cost to fund the Debenture; and,</p> <p>Provided the tender results are within the approved budget of option B, Council DELEGATE AUTHORITY to the Chief Administration Officer and Clerk to sign a long-term (up to 30yr) debenture to fund the construction, subject to financial approval of the Chief Financial Officer, or designate.</p> <p>Administration has concluded a pre-qualification of potential builders and is proceeding with the issuance of a tender for the full design and project administration and management for the new facility at the Libro site, as approved by council.</p> <p>The cost to fund the Debenture, has not been finalized although the cost we have included in the 2024 budget is 25% of the estimated payment from the April 2023 report of \$225,000.</p> <p>In 2025 it is expected that this debt repayment for the full amount will be an additional increase of \$725,000, bringing the total base budget to the estimated yearly debt repayment of \$950,000.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Fire	10-5-201000-2005	\$225,000
Total Budget Impact:		\$225,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	LIB-001
Budget Issue Classification:	Budget Enhancement
Department:	Libro
Budget Centre:	7017300
Budget Impact (Decrease)/Increase:	\$120,251
Revenue/Expenditure	Expense
Budget Issue Title:	PFRC Executive Assistant
Staff - Changes	1
	SMT Council
Approval :	Yes

Budget Issue Detail
<p>This position will provide administrative support to the Director of Parks, Facilities, Recreation and Culture in managing all four divisions of the Town, aiding in meetings, grant opportunities, asset management plans, open houses and strategic planning initiatives as well as full administrative support.</p> <p>In 2022 the Town hired support on a contract basis to help with heavy workload and aid the Director during the high turnover staffing crisis. Also, in 2022, a Service Delivery Review was conducted which identified an Executive Assistant position to the Director of PFRC. The importance of this position was recognized in the corporate staffing and re-organizational structure for the Town as was presented by the CAO in 2022 and passed by Council resolution. During the 2023 Budget negotiations, Council directed Administration to post the position as a one time additional contract term directing Administration to bring the position back to the 2024 budget negotiations for consideration. The position was contracted to support the Director of PFRC and Director of Development Services/Deputy CAO on a 50/50 basis and additional duties were added onto the position to support both directors.</p> <p>The executive assistant will undertake the following duties:</p> <ul style="list-style-type: none"> • Attend and schedule meetings with various groups, organizations, boards, government agencies and the like, • Provide administrative support for policies, budgets, by-laws, • Developing standard operating procedures (SOPs), • Administer and program security card access, • Aid in data collection for the Towns Asset Management plans, • Developing and writing reports, • Orchestrating open houses and strategic planning initiatives, • Full administrative support including budget preparation and financial reporting. <p>Town projects and initiatives currently underway in PRFC and Development Services include but are not limited to the following:</p> <ul style="list-style-type: none"> • Communication of departmental activities including social media and website • Corporate Newsletter • Budget preparation, review and maintenance • Creation of New Policies and procedures for the Town, including Statement of Procedures for the Department and all divisions, • Administrative support with Council report writing and background data Collection, • Identification of grant opportunities and development of grant applications for Parks, Facilities, Recreation, Culture and Development department • Tracking of town grants, • Public consultation, survey development, Talk the Burg • Grand Openings, ground breaking and other public ceremonies • Advertising and sponsorship tracking and opportunities • Tender/RFP development • Jack Purdie Park Re-development, • Centennial Park Re-development, • New Fire Hall planning, • Libro Secondary Master Plan, • Parks Master Plan Update and design, • Access Card programming and system support • Kings Navy Yard Park Expansion Planning and Design, • Ranta Park Re-Development, • Libro Tennis/Pickleball courts, • Skate Park (Multiple Phases),

- Warren Mickle Park New Playground, park re-development,
- Co-An Park Master Plan and Design,
- Asset Management Data Plan,
- Facility Condition Assessment and Spatial Needs Analysis for Town,
- Bellevue Planning and Design,
- Recreation Sports Needs Analysis,
- Research on new software initiatives
- Environmental Initiatives and Canada Infrastructure Grants including trails and place making initiatives,

In 2023, the position was identified to assist both departments but unequitably as workload demands were too heavy to support both departments. It was determined that due to workload and conflicting timelines and quantity and type of work assigned to this position was unable to be successfully supported by one individual to assist both the PRFC and Development Services departments. The PRFC department requires a dedicated executive assistant to assist the director

Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Salaries		\$88,111
Benefits		\$32,140
Total Budget Impact:		\$120,251

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	FAC-001	
Budget Issue Classification:	Budget Enhancement	
Department:	Facilities	
Budget Centre:	7017002	
Budget Impact (Decrease)/Increase:	\$15,000	
Revenue/Expenditure	Expense	
Budget Issue Title:	Facilities Overtime Budget	
Staff - Changes		
	SMT	Council
Approval :	No	

Budget Issue Detail
<p>Facilities requests an increase in the overtime budget by \$15,000. In previous years the departments overtime budget has continually been in a variance of approximately \$10,000. The variance is due to the operational nature of the division requiring a higher level of service working 7 days a week including most holidays and special events. Overtime is required to facilitate Town events, programs and user groups and is incurred by both full-time and part-time staff. Unforeseen circumstances and events such as plumbing leaks, severe weather and unplanned special projects and events are examples of where overtime is incurred by the department.</p> <p>In addition, the Town has two new facilities including the HUB and 179 Victoria that require an added service level to the department in order to service the tenants that reside in these buildings. Service request over the past two years have added an increase to the overtime requirements in addition to wage increases that will indirectly affect the overtime budget. These factors have resulted in the overtime variance. The budget adjustment proposed will rectify the variance and identify the true cost of staffing.</p> <p>2022 budget \$10,000, actual costs \$20,819 Variance of (\$10,189). Administration is therefore requesting an increase to base budget in the amount of \$15,000.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Facilities Overtime Budget increase	1057017300-0102	\$15,000
Total Budget Impact:		\$15,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	FAC-002	
Budget Issue Classification:	Budget Enhancement	
Department:	Facilities	
Budget Centre:	7017002	
Budget Impact (Decrease)/Increase:	\$34,000	
Revenue/Expenditure	Expense	
Budget Issue Title:	Facility Building Maintenance	
Staff - Changes		
	SMT	Council
Approval :	No	

Budget Issue Detail
<p>In 2023, Council passed Resolution 20230227- directing Administration to renovate the building at 179 Victoria Street to provide a space for the seniors and the community. Administration requires an annual budget established for this new facility in order to properly maintain and provide services. The finished space in this building is approximate 429 m2 (4615sq.ft.) which includes a large recreation space, two community rooms, a full kitchen and public bathrooms.</p> <p>Daily maintenance of this facility will involve cleaning and supplies such as toilet paper, paper towels, soap, cleaning solutions, etc. Building maintenance includes the replacements of lighting, sink and toilet repairs, building inspections, security, HVAC maintenance etc. Although the building is owned by the Town utility costs were reduced for a duration of time due to vacancy. Once the building is operational there will be an increase in the following bills in order to operate and maintain this facility: water, electricity, gas, new internet service, added security, parking lot maintenance, mat cleaning services and winter control.</p> <p>As per CR/20230227 Administration was directed to renovate this space for seniors including the Golden Age club that is projected to use the facility 5+ days a week. On average the occupancy is estimated to be between 15 to 50 people per day who will attend their programming. In addition, there will also be opportunities for other community groups to use and book this facility.</p> <p>It is unknown at this time if this building will bring in any revenue to the town.</p> <p>Estimated cost: Janitorial supplies: \$416/ month Building Maintenance:\$1200/ month Utilities:\$1216.6/month</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Utilities - addition to base budget	10-5-7017002-0316-179VIC	\$14,600
Janitorial - addition to base budget	10-5-7017002-0318-179VIC	\$5,000
Building Maintenance - addition to base budget	10-5-7017002-0317-179VIC	\$14,400
Total Budget Impact:		\$34,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	FAC-003	
Budget Issue Classification:	Budget Enhancement	
Department:	Facilities	
Budget Centre:	7017002	
Budget Impact (Decrease)/Increase:	\$30,000	
Revenue/Expenditure	Expense	
Budget Issue Title:	Security System	
Staff - Changes		
	SMT	Council
Approval :	Maybe	

Budget Issue Detail
<p>Over the past several years the Town of Amherstburg has installed cameras and electronic door access openers at Town facilities to improve safety and efficiencies within the building.</p> <p>Currently the Town has 45 cameras at various facilities and locations of which approximately 60% have reached the end of their serviceable life, are broken or in operable or do not provide proper coverage or clarity. Current cameras cost between \$350 to \$850 plus installation depending on location (indoor/outdoor) and their technical requirements.</p> <p>The Town has also implemented electronic door access openers to enhance security and efficiencies within the building. In the past the Town has operated using keys which is inefficient and provides poor security and control for the Town. Re-keying a facility due to lost or stolen keys involves cost up to \$5000. At this time, only three Town facilities have these devices installed - Town Hall, Libro Community Centre and the HUB. Administration recommends expanding the system to include all Town facilities.</p> <p>Current prices for new installations range from \$3500 to \$8000 per door depending on the type of door and the proximity to a power source and network connection.</p> <p>These systems require maintenance service contracts and software updates in order to remain current and operational. Funding will be required on a continual basis to expand the swipe card system and maintain it for future years. User Fees are currently collected from agencies who use Town facilities (such as tenants at the HUB and Libro). These fees are outlined in schedule of user fees approved by Council annually. Administration recommends that any revenue generated can be used to off-set the cost of maintaining the security system.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Security System		\$30,000
Total Budget Impact:		\$30,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	FAC-004	
Budget Issue Classification:	Budget Enhancement	
Department:	Facilities	
Budget Centre:	7017002	
Budget Impact (Decrease)/Increase:	\$40,000	
Revenue/Expenditure	Expense	
Budget Issue Title:	Facilities Training and Licensing	
Staff - Changes		
	SMT	Council
Approval :	Maybe	

Budget Issue Detail
<p>The department requires training, licensing and memberships for the following compliment of 30 staff:</p> <ul style="list-style-type: none"> • 20PT General Labour staff, • 6FT Facilities Technicians, • 2FT skilled trades and • 2 Management staff members <p>In order to provide training to these employees, some of which is legislated for health and safety a larger training budget is required. Examples of courses required are outlined below:</p> <ul style="list-style-type: none"> • Fall arrest • First aid /CPR/Defibulator • Confined Space \$275/ per person • Ice Maintenance (Zamboni) \$160/per person • Working at Heights \$189/per person • Lock out / Tag out \$150/per person • Certified Ice Technician (CIT) \$4,405/per person one time • Lift Truck training \$250/per person • Propane Handling \$70/per person • Ball Diamond Maintenance.450/per person one time • Sports Turf Maintenance \$370/per person one time <p>The following list of licenses and memberships are necessary for the operation and maintenance of Town Facilities: Ontario Association of Certified Engineering Technicians and Technologists (OACETT), Certified Ice Technician (CIT), Gas Fitters certification , Electrical certification, and Plumbing certification.</p> <p>Administration is working with the City of Windsor to participate in their training courses to reduce some of these costs.</p> <p>Budget request per staff member \$1,333.33 30 staff members @ \$1 333 33 = \$39 999 99</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Training & Licencing	10-5-7017300-0351	\$40,000
Total Budget Impact:		\$40,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	PAR-001
Budget Issue Classification:	Budget Enhancement
Department:	Parks
Budget Centre:	7017000
Budget Impact (Decrease)/Increase:	\$0
Revenue/Expenditure	Expense
Budget Issue Title:	Commemorative Programs - Bench/Tree
Staff - Changes	
	SMT Council
Approval :	Yes

Budget Issue Detail
<p>On June 13, 2023 Council approved the Commemorative Bench and Tree Program for benches and trees within the Town as per Council Resolution CR2023/06/12. The Commemorative Program provides the opportunity for individuals to commemorate these amenities in celebration of loved ones and permits the Town to install benches or trees in parks and public areas at a significantly reduced cost to the Town. The adopted policy not only benefits the community in providing opportunities for seating and increased shade canopy it allows for Administration to track, maintain and provide these services and amenities in a fiscally responsible manner. The program provides an opportunity to fill a void where no funding has been identified for these amenities that are continually being requested.</p> <p>This issue paper outlines estimated revenue stream annually for benches and trees, in addition to identifying ongoing maintenance associated with these assets. The cost for a commemorative tree and or bench is outlined below: Commemorative Wooden Trail Bench includes a wooden bench with metal frame installed on a concrete pad with an inscribed plaque with a 5 year commemoration period for a total of \$1500. Commemorative Metal Bench includes a metal ribbon bench on a concrete pad with an inscribed plaque with a 10 year commemoration period for a total of \$3500. Commemorative Tree includes up to 100mm caliper tree from the Town approved Tree species list including planting, watering, staking and fertilizing for a period of two years and a certificate for a total of \$800.00.</p> <p>Ongoing Maintenance Benches all have a finite lifecycle and the cost of maintenance can vary depending on the type of bench and the materials it is made of. Wooden framed benches require more intensive maintenance every 2-3 years and have a greater potential for vandalism due to the materials. Wooden benches also weather faster in the elements compared to metal benches depending on the location of the bench. It should be noted that prior to 2023 there was no identified contract period for benches that people purchased. The Town currently has 126 benches in various parks and facility properties, 92 which are commemorated. Most of these benches are of a higher maintenance like the ones that reside in Kings Navy Yard Park.</p> <p>In order to be fiscally responsible commemorative benches have a defined contract period as well as lifecycle. The commemoration period of a bench is 10 years for a metal bench and 5 years for a wooden trail bench with an option to renew. This allows the Town to revitalize the benches and provides opportunities for commemoration.</p> <p>In 2023 when the program opened we sold 2 metal benches and 3 trail benches. It is anticipated that when the program is more established and promoted we will sell on average approx. 20 benches or more a year. Administration recommends a one time increase to the base budget in the amount of \$2500 to establish the program. It is anticipated once the program is established through economies of scale this program will be a cost neutral venture for the Town and all ongoing maintenance costs associated with these new assets will be paid for with funds identified under this program. Maintenance includes replacing weathered or broken boards, hardware, broken frames and or plaques. Watering, mulching and/or replacing trees that have died within the first two years. Administration is recommending a Reserve Fund be set up for this program, and that all new revenue generated by the Town through the purchase of benches and trees be captured under a separate GL so that it can be drawn upon for any required future maintenance.</p>

Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Commemorative program - revenue increase	10-4-7017000-1075	-\$10,000
Commemorative program	10-5-7017000-1075	\$10,000
Total Budget Impact:		\$0

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	PAR-002	
Budget Issue Classification:	Budget Enhancement	
Department:	Parks	
Budget Centre:	7017000	
Budget Impact (Decrease)/Increase:	\$4,915	
Revenue/Expenditure	Expense	
Budget Issue Title:	Contracted Services	
Staff - Changes		
	SMT	Council
Approval :	No	

Budget Issue Detail
<p>Playgrounds are one of the Town's busiest and most highly used amenities within the park system. In 2023, three new playgrounds were installed at Jack Purdie, Briar Ridge and Warren Mickle parks and one refurbished rubberized base at Pat Thrasher park.</p> <p>A number of community requests have come forward for the supply of accessible port a potty's at park playgrounds from May 1 - Sept 30. The breakdown for this cost is calculated for a period of 22 weeks @ \$ 62.50 + HST per week= \$1,375.00 plus HST for one accessible port a potty.</p> <p>Administration recommends a pilot project in 2024 in two of Amherstburg's busiest parks which include Jack Purdie and Pat Thrasher parks at a cost of \$2,750 + HST.</p> <p>Currently regular port a potty's are only supplied at sports parks which includes Malden, Larry Bauer, Anderdon and River Canard Parks where regular hydration is needed during high level activities. Administration also recommends upgrading our level of service at these parks to include an accessible port a potty at each of these locations also addresses AODA guidelines. The cost difference is \$17.50 for each unit which totals \$1,540 plus HST for the summer.</p> <p>An extra \$625 is required for the potential of additional cleaning due to high winds and standing back up port a potty's that have tipped over or have been vandalized.</p> <p>Administration recommends a one-time pilot project costing \$2,750 + HST for the port a potty's in both Jack Purdie and Pat Thrasher parks which could potentially be funded from the Accessibility Reserve Fund.</p> <p>This issue paper also identifies an additional \$2,165 + HST as an increase to the contracted services base budget for the conversion of one regular port a potty in Malden, Larry Bauer, Anderdon and River Canard parks to an accessible port a potty.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Contracted Services addition to base	10-5-7017000-0336	\$2,165
Contracted Services one time	10-5-7017000-0336	\$2,750
Total Budget Impact:		\$4,915

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	PAR-003
Budget Issue Classification:	Budget Enhancement
Department:	Parks
Budget Centre:	7017000
Budget Impact (Decrease)/Increase:	\$2,100
Revenue/Expenditure	Expense
Budget Issue Title:	Co-An Park
Staff - Changes	
	SMT Council
Approval :	Yes

Budget Issue Detail
<p>Co-An Park is jointly owned by the Town of Amherstburg and the Town of Essex. Costs are shared between the two Municipalities. The park is managed by the Co-An Park Board and Committee. Due to rising costs and reduced league revenue, the Co-An Park Committee requires their annual operating budget to increase from \$21,000 to \$23,100. The committees goal is to maintain affordable rates for the community. To achieve this, the committee will modify user fees and specfic event rates. Annual operating budget should now be \$23,100 in 2024 and going forward.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Co An Park	10-5-7017000-1300	\$2,100
Total Budget Impact:		\$2,100

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	PAR-004	
Budget Issue Classification:	Budget Enhancement	
Department:	Parks	
Budget Centre:	7017000	
Budget Impact (Decrease)/Increase:	\$0	
Revenue/Expenditure	Expense	
Budget Issue Title:	Uniform and Health and Safety Supplies Expense	
Staff - Changes		
	SMT	Council
Approval :	Yes	

Budget Issue Detail
<p>The Uniform allotment is set by the IBEW Collective Agreement, which requires:</p> <ul style="list-style-type: none"> • Rubber boots, rubber coats, rubber pants • Hooded jackets, • Hard hats, gloves, • Coveralls or insulated coveralls • Winter jacket • Thermal boots and liners • Three pairs of work pants, three work shirts, and one spring jacket annually • Maximum annual allowance of \$250 (upon submission of receipt) for the purchase of safety footwear <p>Part-time employees are entitled to:</p> <ul style="list-style-type: none"> • 2 pairs of work pants, 2 work shirts, 1 spring jacket/sweatshirt, and winter gloves. • Amherstburg provides winter pants, winter coats and water repellent pants/coats for the employees as needed. These items used to be shared where required from time to time, however, after COVID, these items are no longer shared. • Upon completion of probation, the Employer shall reimburse the employee to a maximum of \$125 for safety footwear. <p>*Note: The employer must replace any article if damaged.</p> <p>Apparel that requires Town lettering is an additional cost of \$15 per item.</p> <p>This budget includes all personal protective equipment including but not limited to gloves, vests, ear, eye and head protection and all First Aid supplies.</p> <p>Parks has 6 full-time, 3 part-time staff and 9 students.</p> <p>The cost of these uniforms and health and safety supplies has increased significantly, examples include:</p> <ul style="list-style-type: none"> • Insulated Safety overalls, hi-vis: \$1386 + HST • Unlined bib overall, hi-vis: \$540 + HST • Insulated safety jacket, Hi-Vis: \$1521 + HST • Water repellent suits \$1,125 + HST • Winter boots \$1200 + HST • Hearing protection costs \$270 + HST • Hi-Vis safety vests \$180 + HST. These are generally provided to students. • Gloves range in cost from \$10 - \$35 + HST depending on the application per person • Hard hats cost \$25 - \$50 + HST depending on application (i.e. liners for winter control or wet weather) • Safety glasses range in price from \$10 to \$30 + HST depending on application, per person <p>Approximate costs for annual requirements for 6 full-time and 3 part-time staff:</p> <ul style="list-style-type: none"> • Hi-Vis shirt, short-sleeve: \$816 + HST • Hi Vis hoodie/sweatshirt: \$675 + HST • Hi-Vis Pants: \$1584 + HST • Rain coat and pants, Hi-Vis: \$1,320 + HST • Safety boots: \$1,875 + HST • Total annual clothing requirements: \$ 6270 + HST <p>The estimated total annual clothing requirement is \$6270 + HST, which does not include any of the other clothing requirements nor health and safety supplies (safety glasses, vests, hard hats, gloves, etc. as identified above).</p>

The uniform budget was not accurately captured in the 2023 budget. Parks ran a variance in 2023 to cover the Collective Agreement requirements. This increase will rectify the discrepancy and adjustments that should have been captured in the budget as per the collective agreement in addition to inflationary rates.

The remaining amount is used to fund the balance of the Collective Agreement clothing allotment as well as Health and Safety personal protective equipment (PPE) as required under OSHA and the collective agreement.

The budget in 2023 was \$4,300. In order to rectify the discrepancy, the base budget must increase \$5,700 so that the annual base budget is \$ 10,000.00.

Strategic Priority/Legislative Requirement

Budget Impact (details)

Account Name	Account Number	Budget Change
Uniform and Health and Safety Equipment	10-5-7017000-0161	\$5,700
General Maintenance	10-5-7017000-0322	-\$5,700
Total Budget Impact:		\$0

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	PAR-005	
Budget Issue Classification:	Budget Enhancement	
Department:	Parks	
Budget Centre:	7017000	
Budget Impact (Decrease)/Increase:	\$0	
Revenue/Expenditure	Expense	
Budget Issue Title:	Naturalized Areas	
Staff - Changes		
	SMT	Council
Approval :	No	

Budget Issue Detail
<p>In 2023, through subdivision agreements and a change in use, a transfer of approximately 50 acres of naturalized areas was added to the Parks Department portfolio for maintenance needs which included the conversion of the Edgewater lagoons, Canard Valley Estates and Kingsbridge Subdivision.</p> <p>There are many costs involved in maintaining these highly sensitive naturalized areas that have designated requirements under MECP and ERCA.</p> <p>The following are examples of maintenance requirements that are unbudgeted for and will have cost implications on the existing budget. Maintenance requirements include, but are limited to:</p> <ul style="list-style-type: none"> • Hiring a Naturalist to be on site during maintenance operations due to species at risk • Control of noxious weeds and invasive species • Development of a management and maintenance plan • Controlled selective mowing • Fence maintenance • Pathway maintenance • Dumping monitoring and control • Signage • Public notification <p>Actual costs for the services listed above are unknown at this time, therefore administration recommends running a variance in the operating budget for a period of 1-3 years in order to capture the true cost associated with these highly sensitive naturalized areas. The department will track all costs and work activities associated with the naturalized areas and identify the variance and budget request for 2025.</p> <p>Administration has investigated preliminary contractor pricing for controlled mowing only which ranges in price from \$30,000 \$40,000 per application. This price does not include hiring a Biologist or Naturalist to be on site for species at risk which may be a requirement.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Naturalized Areas		\$0
Total Budget Impact:		\$0

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	REC-001	
Budget Issue Classification:	Budget Enhancement	
Department:	Recreation	
Budget Centre:	7010000	
Budget Impact (Decrease)/Increase:	\$0	
Revenue/Expenditure	Expense	
Budget Issue Title:	Wage Increase for Fitness Instructors	
Staff - Changes		
	SMT	Council
Approval :	Yes	

Budget Issue Detail

Many of the Town of Amherstburg's Recreation programs are run on a break-even basis; for those programs that do not reach break-even with registration numbers within 48 hours of the first class, the program is cancelled. This means that any costs associated with hiring program instructors need to be covered by the revenue that is generated and this revenue is reflective of the number of registrants to that program.

The programs that fall within this structure are registered programs such as March Break and Summer Camp, youth dance (ballet, hip hop), arts and craft classes, cooking programs, Home Alone and the Babysitting course. Those that do not operate on a break-even basis are recreational offerings such as drop-in programs, Public Skating, and special events such as the Easter Eggstravaganza, Halloween Spooktacular and Breakfast with Santa. This issue paper is solely needed to address the programs run on a break-even basis.

It has recently been a challenge to secure certain programs because the Recreation salary budget for Part-time/Temporary staffing is significantly less than what the market demands. As per the Town of Amherstburg's Non-Union Part-time Wage Grid, a Fitness Instructor (who fall outside of the labour agreements and are considered contracted services) are paid between \$19.91/hour (Step 1) to \$22.46/hour (Step 4).

Instructors for these programs require certain levels of qualification and experience., resulting in an average rate of pay of approximately \$25 to \$50/hour. Given the Town's lower rate of pay, the Recreation department has been unsuccessful attracting qualified and competent instructors. Recreation did a call for expressions of interest for these positions which resulted in three responses. Of those three, one was deemed unqualified and the other two rejected the offer due to the rate of pay. The table below reflects what other municipalities or organizations offer as their rate of pay for these services, noting those on the lower rate pay have also shared that they struggle in security qualified and experienced instructors due to rate of pay as well.

Recreation Facility	Hourly Wage
Town of LaSalle	\$30/hour
Town of Essex	\$18.82 to \$26.15/hour depending on qualifications & experience
University of Windsor	Minimum of \$25/hour
Town of Kingsville	\$25/hour
Amherstburg Dance Instructor/Rivertown Dance Academy	\$50/hour
Movati Athletic Club	\$30+/hour (instructor's training costs covered by Movati)
Good Life Fitness	\$30-\$65/hour
Crunch Fitness	\$25/hour

Administration is recommending a wage increase to \$30/hr for these specialized instructors to be more reflective of the current market conditions. The table below identifies, based on current fees charged, what the required number of registrants is for the program to break-even. Should we not achieve these numbers in order to break-even, the program would not be held, nor the wages paid, and therefore no budget impact to the community as a whole.

# of Classes/Per Session	Instructor Rate of Pay (if approved)	Class Time per Week	Total Instructor Pay
8	\$30/hr	1.5 hrs	\$360
10	\$30/hr	1.5 hrs	\$450

What is equally important to note is that these programs have the capacity to exceed break-even amounts and any revenue collected above break-even ARE revenues which can help offset tax increases.

Based on the above cost to operate an 8-week or 10-week session, the following chart shows the number of registrants required in order for the session to break-even as well as potential revenue above break-even for these sessions. As noted in the table below, just holding one of each of these sessions could result in additional revenue of \$10,320. Further based on instructor and room availability, there is potential for fitness classes to run more than one 8-week or 10-week session increasing this currently lost potential revenue even higher if we can attract the instructors based on a more appropriate wage. Based on a 2021 Town survey fitness classes were the top 3 requested programs for ages 19 to 55+, providing a strong indication that the classes have potential to be scheduled at or near capacity, resulting in revenue beyond break-even.

Break-Even # of Registrants	Cost per registrant for full session	# of registrants required to Break-Even	Max Room Capacity	Max Revenue	Max Profit
8 Week <i>Adult</i> Program	\$112	4	30 people	\$3,360	\$3,000
10 Week <i>Adult</i> Program	\$140	4	30 people	\$4,260	\$3,810
8 Week <i>Senior</i> Program	\$64	6	30 people	\$1,920	\$1,560
10 Week <i>Senior</i> Program	\$80	6	30 people	\$2,400	\$1,950

The issue paper is recommending approval of the wage increase to \$30/hr for these specialized instructors. If approved this will allow Administration to determine if the wage increase results in obtaining the necessary labour, and if the registrations for the programming result in break-even or additional revenue for the Town. Based on the results for 2024 Administration can then look to put forward an increased revenue issue paper for the 2025 operating budget, which would help to address the annual budget pressures.

It should be noted that at this time Administration is recommending to keep the current user fees for the sessions at existing rates. Should it be determined that based on class registrations a higher fee is needed as the number of people attending is not sufficient to break-even, that will also be brought forward for the 2025 budget deliberations.

Budget Impact (details)		
Account Name	Account Number	Budget Change
Programming Staff Wage Increase	10-5-7010000-0112	\$1,620
Programming Staff Benefits	10-5-7010000-0205	\$252
Recreation Program Revenue	10-4-7010000-1464	-\$1,872
Total Budget Impact:		\$0

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	REC-002
Budget Issue Classification:	One-time
Department:	Recreation
Budget Centre:	7010000
Budget Impact (Decrease)/Increase:	\$26,179
Revenue/Expenditure	Expense
Budget Issue Title:	Recreation Coordinator Position
Staff - Changes	One year contract
	SMT Council
Approval :	Yes

Budget Issue Detail
<p>Municipalities comparable to the Town of Amherstburg in size, and in the number of recreational opportunities offered to residents, have a staff complement that includes a Recreation Supervisor, Recreation Coordinators and/or Recreation Programmers, in addition to seasonal Camp Coordinators. These support positions are above and beyond the front line staff such as the Camp Councillors and Program Instructors.</p> <p>The Town of Amherstburg has one supervisor who is responsible for creating and overseeing all recreation programs in the Town (registered programs and drop-ins), all special events held at the Libro Centre such as Woofa-Roo, Hockey for Hospice, Alumni Hockey Game, Active Aging Expo, Special Olympics Torch Run, all grand openings and ceremonies, as well as overseeing all program instructors, camp councillors and camp operations (March Break and summer), and currently with no additional support staff.</p> <p>We are recommending that a contract position for one (1) part-time Coordinator be approved. This position will be a combined position: Recreation Coordinator, working throughout the calendar year to assist with ongoing programs and events, and Camp Coordinator, who will take on the roles and responsibilities required when leading into and during March break and summer camps.</p> <p>Although we recognize an immediate need to have multiple positions added to our staff complement, we are recommending at this time to have only one position approved and on a trial basis. Based on further public demand and interest, there may be an increased need and justification to create and approve both a Recreation Coordinator position (Part-time) and Camp Coordinator positions (Seasonal Full-time).</p> <p>With this one PT position, we will evaluate the workload and level of service after one full calendar year and return to Council with further recommendations and suggestions.</p> <p>Comparison to other Local Municipalities</p> <p>Increasing our staffing complement will align with neighboring municipalities: The Town of LaSalle has two (2) recreation supervisors and 4 recreation programmers (which arguably are comparable to recreation coordinators). Although they have one aquatics programmer, the other three (3) assist with all other town programs and events and in comparison, the Town of Amherstburg does not have any coordinators or programmers to assist with the execution of any of our programs and events on an annual basis.</p> <p>As well, the Town of Essex has 2 program coordinators; Tecumseh has an assistant to the recreation supervisor, in addition to other camp coordinators and recreation programmers; the Town of Kingsville has a supervisor, special events coordinator and a programs coordinator; and at the City of Windsor, each recreation facility/community centre has a recreation supervisor, a recreation coordinator, a recreation assistant and a recreation clerk.</p> <p>As coordinator, this individual will help to increase opportunities for usage of the Libro Centre and its facilities. There have been many new amenities added to the Libro facility such as the Skateboard Park, two dog parks, the Libro trail and the Windsor Essex Bike Community (WEBC) trails. With Recreation's current staffing level, we are unable to grow opportunities based on numerous requests for sports court programs such as tennis and badminton lessons, for park programs such as disc golf at Beaudoin Park, Libro Trail programs such as an Owl Prowl, or for additional events and drop-in programs at the Libro.</p> <p>Further, the Town of Amherstburg has been successful with obtaining grant funding to execute programs within our community for the older adult, while other opportunities are pending (such as funding for a Senior Active Living Centre). With or without funding for the latter, Council has approved the restoration and renovation of the former ACS building on Victoria and it will be converted into a Senior's Centre; with our current staff complement, it will be challenging to bring these programs and opportunities to their full potential</p>

The interest from the community is evident - for example, there was approximately 500 people in attendance during the Easter Eggstravaganza, and we anticipate a large turnout for the Halloween Spooktacular and Breakfast with Santa. The partnership formed with Amherstburg Community Services to provide the Active Aging Expo was also a huge success. In order for us to provide these types of opportunities on an annual basis, or to add further programming to our already busy complement, we need to increase our staffing levels.

Job Responsibilities

This position will report directly to the supervisor of recreation, programs and events. As part of the recreation team, this individual will:

- Help organize, develop, plan, promote and operate a variety of ongoing town-wide programs of physical, social and recreational activities, events and services for all ages, interests and abilities based on the needs and requests from residents and within available resources;
- Help respond to public inquiries in a proactive manner, coordinate tasks related to programs from conceptualizing, planning and developing curriculums, to data entry, monitoring, maintaining and reviewing. This will include but is not limited to year round programs such as turf tots, public skating and classes to purchasing and monitoring the inventory of supplies for the programs and activities;
- Model the HIGH FIVE® Principles of Healthy Child Development in program delivery where appropriate;
- Meet with town residents to determine what type of programming they have interest in, assisting with clerical and reception type duties such as telephone answering, typing, preparation of spreadsheets, creating activity calendars, and liaising with community agencies and volunteer groups;
- Prepare and set up/tear down activity areas and maintain resources;
- Purchase and maintain recreation equipment and supplies;
- Ensure the provision of high quality and appropriate programs and services through the assessment and evaluation of needs and through the maximum utilization of community resources;
- Help maximize the number of participants and meet revenue budget targets through effectively and efficiently using program space and resources;
- Provide onsite supervision for programs and staff after hours and on weekends when programs and events are most prevalent and recreation management staff is not always available. This will also provide them with an opportunity to interact with users to receive feedback, information on issues and concerns and to obtain ideas and suggestions.

During the months of March, June, July and August, the successful candidate will take on more responsibilities of a camp coordinator to provide an inclusive camp experience which includes working with participants with different needs (i.e. children with disabilities, behaviour challenges, newcomers and experiencing language barriers).

They will be responsible for:

- Developing and planning daily activities and comprehensive programs within the camp curriculum;
- Assisting with camp staff scheduling to ensure appropriate staff coverage during the arrival and departure of campers;
- Maintaining and overseeing accurate administrative attendance and medical records for all campers;
- Helping to coordinate camps that will include planning and executing field trips, assisting in the development and facilitation of training for camp staff, assisting the recreation supervisor with end of season administrative responsibilities as needed (program summary and recommendation, inventories, etc.) and with preparation and administering of staff evaluation as required;
- Directly communicating with camp parents and guardians, as required, and create lesson plans;
- Monitoring programs, providing direction and ongoing coaching to enhance front line staff program knowledge, teaching techniques and program planning skills on a daily basis.

Camp coordinators typically will effectively and in a timely manner communicate with the supervisor and/or recreation and facility management with regards to all aspects related to facilities, staffing, participants, equipment, supplies or anything that would impact the quality and safe delivery of day to day operations. On a daily basis, they will report back to the supervisor any customer feedback, staff performance, and facility and program issues. Essentially, the coordinator will act as a knowledgeable resource to parents, participants, and leaders.

Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Recreation Coordinator - ONE TIME	10-5-7010000-0112	\$21,490
Benefits - ONE TIME	10-5-7010000	\$4,689
Total Budget Impact:		\$26,179

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	REC-003	
Budget Issue Classification:	Budget Enhancement	
Department:	Recreation	
Budget Centre:	7010000	
Budget Impact (Decrease)/Increase:	\$1,607	
Revenue/Expenditure	Expense	
Budget Issue Title:	Recreation Clothing Requirements	
Staff - Changes		
	SMT	Council
Approval :	No	

Budget Issue Detail

In the current recreation budget for Uniforms (GL 10-5-7010000-0252), we are allotted \$1500 annually for clothing allowances/uniforms for recreation staff. This amount is considered insufficient based on requirements for our non-union contracted staff (program instructors and camp councillors) and also to meet Collective Agreement requirements for both Full-time (FT) and Part-time (PT) staff.

Our staff complement consists of the addition of two (2) new FT Customer Service Representatives, a Full-time Facility Clerk, 5 Part-time Customer Service Representatives, a Recreation Supervisor, and 15 program instructors and camp counselors (shared positions). In 2023, as of the end of 3rd Quarter, \$1044.02 was spent out of the \$1500 annual budget. In addition, \$526.40 was spent for camp counselor and program instructor uniforms which was charged to the camp GL. These two amounts equal a total of \$1570.42 that was spent YTD for clothing.

Based on what is identified in the Collective Agreement, full-time staff have not yet received the required number of clothing pieces (3 shirts and one spring jacket/sweatshirt). Further, as per section 6.05 (l) (i), Part-time staff are required to receive "Two (2) work shirts and One (1) spring jacket/sweatshirt". To date, the FT Customer Service Representatives (CSR) and the Facility Clerk have received a total of 6 shirts combined and the PT CSRs received only their required 2 shirts; none have received the spring jacket/sweatshirt.

As well, in 2023, newly hired Camp Counselors received two t-shirts and returning camp counselors received one. In reality, based on the number of hours each are required to work each week, especially during the summer for day camp, one or two shirts is not sufficient and a minimum of 3 shirts per employee should be provided for hygiene and presentation reasons. We are requesting an increase to our uniform budget in the amount of \$1606.80. This will assist us in being respectful of the collective agreement in order to supply adequate clothing items for staff. In addition, Town issued clothing for frontline recreation staff help to ensure that they are clearly identified to the public when entering or using our facilities and help identify our day camp and program staff.

The chart below identifies the number of staff, costs spent to date for all staff, and what money is required for clothing items yet to be purchased:

Recreation Position	Number of Staff	Clothing Required	Clothing Received	
FT FAC Clerk	1	3 shirts/one sweater	3 shirts	
FT CSR	2	3 shirts/one sweater each	3 shirts combined	
PT CSR	5	2 shirts/one sweater	2 shirts x 5 staff	
Camp Counselor	10	3 shirts	18 shirts combined	
Program Instructor	16	2 shirts	9 shirts combined	
Recreation Supervisor	1		3 shirts	
Recreation Manager	1		2 shirts	
	Total spent to end of Q3 (2023)	\$1570.42	Approximate Total still required to purchase	\$562.80

The following chart identifies an approximate amount for the purchase of the spring jacket/sweatshirt for each employee, in addition to providing new t-shirts to all program instructors and camp counselors:

Amount required for FT/PT CSR and FAC Clerk sweatshirts	\$406.80	
Amount required to purchase all new shirts for 2024 camp counselors	\$600	\$20 x 3 shirts x 10 staff
Amount required to purchase all new shirts for 2024 camp program instructors	\$600	\$20 x 2 shirts x 15 staff
Total	\$1606.80	

Based on what has been spent to date (\$1570.42), plus what is required to still provide based on programing needs and/or to meet our obligations of the Collective Agreement, **an additional \$1606.80** is required to meet the minimum clothing requirements for 2024.

Strategic Priority/Legislative Requirement

Budget Impact (details)

Account Name	Account Number	Budget Change
Uniforms	10-5-7010000-0252	\$1,607
Total Budget Impact:		\$1,607

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	TOU-001	
Budget Issue Classification:	Budget Enhancement	
Department:	Tourism	
Budget Centre:	8020000	
Budget Impact (Decrease)/Increase:	\$5,000	
Revenue/Expenditure	Expense	
Budget Issue Title:	Overtime	
Staff - Changes		
	SMT	Council
Approval :	No	

Budget Issue Detail
<p>Tourism overtime budget: \$5,000.</p> <p>Previously there was no overtime budget identified within the Tourism department This issue paper is required to setup an overtime budget for the department.</p> <p>The Tourism department works up to 7 days a week, including holidays in order to successfully plan, stage and host community events. When an event is operating, staff are required to be present at different times and locations. Event days are long and can range in the required number of hours being worked from 12 to upwards of 16 hour days which is beyond what the Employment Standards Act permits. During events it is critical from a health and safety management perspective that we have trained and seasoned staff available, working on site to facilitate these events.</p> <p>The popularity of Amherstburg events, accompanied by increasing attendance requires a greater staff presence during all hours of operation. Events such as Canada Day, Open-Air Weekends, Uncommon Festival, and River Lights Festival require staff to work many additional hours in order to facilitate, set-up, execute and tear-down.</p> <p>For example, on Canada Day, all staff were on duty– including 8 students, 3 full time staff and 1 manager. Our 3 full time staff and manager are required to work the festival in addition to their normal 37.5-hour work week in order to plan, confirm and execute the day efficiently and effectively. With all staff on hand working the entire event, this most recent Canada day was successful bringing in over 10,000 people to the downtown area despite the rain.</p> <p>Special Note – On Canada Day the Mayors of both Windsor and Lasalle were spotted at the Amherstburg Canada Day Event. Perhaps trying to figure out what makes us special. a</p> <p>In addition, the Town has many volunteers that require direction in order to execute these events flawlessly in an efficient and professional manner. There are unpredictable variables such as weather that come into play that can and often do change the course of a planned event and in turn direction that was originally given to staff on short notice. Without staff on duty these changes would not be possible and have the potential to, be major health and safety issues for the Town putting the Town at increased risk and liability. There is also potential to have the event cancelled or not run as smoothly as it should when staff are not present to trouble shoot and make adjustments based on these conditions or changing set of circumstances.</p> <p>Another example is when the Tall Ship HMCS Oriole came to town recently August 24, 2023. The weather changed drastically that week and on the day the ship was coming into port tornado warnings were issued which required quick thinking and action on staffs behalf to have the ship dock at the Coast Guard instead of docking in Kings Navy Yard Park. Staff were required to be on hand until 8:30pm that night to support the Tall Ship ensuring the crew had options to shower and get cleaned up after arriving at the facility. We also offered them a safe place to take cover if the forecasted tornadoes materialized.</p> <p>On occasion the Tourism department has moved entire events due to weather and rain to the Libro centre by executing a back up plan. In order to have contingency plans, the team works in advance to make sure those plans are as effective and efficient as possible. As a trained staff of professionals, we have to work through issues seamlessly when they happen. This ensures the show will go on providing the high level of service and quality the community has come to know and expect.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Overtime addition to base budget	10-5-8020000-0102	\$5,000
Total Budget Impact:		\$5,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	TOU-002
Budget Issue Classification:	Budget Enhancement
Department:	Tourism
Budget Centre:	8020000
Budget Impact (Decrease)/Increase:	\$10,000
Revenue/Expenditure	Expense
Budget Issue Title:	Contracted Services
Staff - Changes	
	SMT Council
Approval :	Yes

Budget Issue Detail
<p>Contracted Services</p> <p>2024 To establish a base budget for Contracted Services for the Tourism Department - \$10,000</p> <p>The Tourism Department needs to establish a base budget for a contract service provider that will assist with the set up and tear down of River Lights, including new displays such as the town's 30-foot-tall dancing tree, two 25-foot shooting stars, a 22-foot-tall ship and the warming house. New to River Lights recently is 'Light up the Town' initiative (businesses are lit up in the downtown core and icicle lights are installed). As the event has grown in terms of more technical displays and set up, regular parks staff do not have the necessary certification, qualifications or resources to work with the new technology and equipment. Due to their size, newer displays require lifts and tractors for set-up and tear-down. The Parks department does assist with the setup of the current older River Light displays but does not have the resources to assist with the entire event. Set-up for River Lights will begin in mid-October and it will end on November 18th.</p> <p>Prior to the Town taking over the event in 2018, volunteers coordinated set-up and tear-down of displays and the warming house. Since it became a Town operated event, only two volunteers remain as the rest have retired/discontinued their service. The remaining two volunteers, who still assist with set-up have stated they are considering retiring/or discontinuing their service in the near future.</p> <p>We will get three quotes for this contract.</p> <p>Estimated annual cost for this contracted service is: \$10,000.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Contracted Services	10-5-8020000-0336	\$10,000
Total Budget Impact:		\$10,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	TOU-003	
Budget Issue Classification:	multiple	
Department:	Tourism	
Budget Centre:	802000	
Budget Impact (Decrease)/Increase:	\$80,000	
Revenue/Expenditure	Expense	
Budget Issue Title:	Community Events	
Staff - Changes		
	SMT	Council
Approval :	Yes	

Budget Issue Detail
<p>In 2024 an increase to the base budget for community events in the amount of \$50,000 is requested to cover the following:</p> <p>1. True Festival was never included in the base budget at a cost of = \$8,500</p> <ul style="list-style-type: none"> • This winter street festival welcomes everyone in ways that respect and celebrate diversity and inclusivity. Activities include street festival, performances, igloo huts, business engagement • Expenses captured under this budget are as follows: Lighting, Stage Rental, Performers, DJ, Sound Technician, First Aid, signage, glow sticks, fire tables etc. • Approximate attendance: 3,000 <p>2. Amherstburg's Gone Car Crazy show = \$2,500</p> <ul style="list-style-type: none"> • Hundreds of classic cars of all shapes and sizes from all different towns/cities/years descend upon the street of downtown Amherstburg. From street rods to rat cars to muscle cars. This event is organized by the AGCC committee with in kind and financial support from the Town. • Sponsorship from the Town in the amount of \$2,500 • Approximate attendance; 10,000 <p>3. Santa Claus Parade; Windsor Police Department (Amherstburg detachment) cost are now passed on to The Town of Amherstburg = \$3,000</p> <ul style="list-style-type: none"> • This is a parade throughout the Town of Amherstburg that is presented by The Windsor Parade Corporation. • Expenses include: Windsor Parade Corporation fees and policing costs <p>4. Indigenous Tourism: Year-round and September 30, 2024: \$11,000. The Truth & Reconciliation gathering was never included in the base budget</p> <ul style="list-style-type: none"> • Truth and Reconciliation - The day honours the children who never returned home and Survivors of residential schools, as well as their families and communities. We work in collaboration with the local Indigenous community to present a thoughtful, meaningful gathering. Approximate attendance: 3,000, new event. • Expenses include story boards, and contributions from the Town to First Nations to facilitate the September 30th event. <p>5. River Lights Winter Festival: \$25,000. Maintenance of existing displays. The shelf life for lighting is usually 10 years and many of the Town's original displays are over 15 years old. The estimated value of the displays is approximately \$700,000 to \$1,000,000. This cost covers ongoing maintenance and varies depending on electrical repairs, purchase of bulbs for replacement, welding, new stringing due to winds and storm damage, multiple lifts are required for new tree installation and other featured displays. To give examples of estimated costs: articulated man lift 45' zoom is \$3600 per month or \$450 per day, welder is \$100 per hour minimum, electrician is \$125 per hour.</p> <ul style="list-style-type: none"> • The winter initiative runs for 7 days a week for approximately 12 weeks. Opening Ceremonies take place at the Town square and include fireworks, concerts, children's programming and holiday movie. Included in this festival is Santa Claus shout out in December and the Gingerbread Warming House located in Toddy Jones Park. Hundreds of displays in two signature parks; Toddy Jones and Kings Navy Yard Park. Set up/tear down Logistics. Approximate Attendance is 50,000 • Expenses include: lighting, electrical, dancers, warming house décor labour, contracted labour to assemble and operate new displays, hot chocolate, security, first aid, lights for Light up the town, lights to wrap trees, labour to wrap trees, hardware, fireworks, actors, carollers, Santa fees, Children's craft supplies, prizes for Gingerbread House contest, warming house display set up, movie fees, screen rental and garland.

- The Tourism Department requires specialized contracted services to aid with the set up and tear down of River Lights, including new displays such as the town's 30-foot-tall dancing tree, two 25-foot shooting stars, a 22-foot-tall ship that were recently purchased. River lights has grown in terms of more technical displays which require specialized skills, equipment and resources to set up and tear down. Prior to the Town taking over the event in 2018, volunteers coordinated set-up and tear-down of displays and the warming house. Since it became a Town operated event, only two volunteers remain as the rest have retired or discontinued their service. The remaining two volunteers, who still assist with set-up have stated they are considering retiring in the near future.

- As a result, Town staff and volunteers no longer have the required resources to perform this work. The Parks department assists with the setup of basic older River Light displays however this program has grown in size and scale and can no longer be accommodated in house with our current resources.

It should be noted that without securing adequate funding well in advance Administration is unable to secure vendors and or acts that make these events so successful.

If this funding is not provided to the base budget, the Tourism department will not be able to produce the same number of events leaving open the possibility for cancellation of some events. All the planning and preparation required for these events and services are done up to a year in advance.

In order to maintain the current level of award-winning tourism and cultural events as experienced in 2023, this funding is essential. Recent awards received include: Festival and Events Ontario - Municipality of the year for 2015, 2019 and 2023, River Lights has been awarded Top 100 Festivals and Best Sponsor Partnership award 2023. Amherstburg has also been nominated for the "Most Wonderful Event of the Year" for Amherstburg Open Air Weekends from Biz X 2023. Amherstburg Open Air has also been nominated for "Tourism Event of the Year 2023" by the Tourism Industry Association of Ontario. These awards are earned due to the quality of entertainment and programming provided by the Tourism Department.

According to the Ontario Ministry of Tourism (Research Unit) the average visitor will spend \$84 per person for a same day visit and \$171 per person for an overnight visit. That is a significant return on investment (ROI) for every visitor that attends these events.

Tourism and Culture is recognized as one of the top ten pillars of economic success for the Windsor/Essex County region, as reported by the Windsor Essex Economic Development Corporation. Tourism is one of the pillars supported by all levels of government as part of the solution to stimulate economic growth and was identified by local residents and adopted by Council as a key economic driver in Amherstburg's Community Strategic Plan. Tourism, attractions and special events play an important role as a driving force for economic development.

Amherstburg's Tourism and Culture Division is working collectively with the Tourism industry, stakeholders, provincial, federal and regional partners to seek grants and sponsorship to help fund these events however these funds are not guaranteed and if a grant is received, the grant typically requires an enhancement or new feature to be added to the particular event.

New Initiatives – Unplanned events in 2024- \$10,000

Unplanned community events such as CBC Still Standing, Tall Ships, Queens Platinum Jubilee, Rubber Duck Event etc....and new initiatives. Annually, Tall ships contact the municipality at the last minute when looking for a safe harbour. These visits turn in to an opportunity for Amherstburg to attract visitors to the area which results in a positive economic impact. There is no way to plan for these visits in advance. The estimated cost to be able to host unplanned events is approximated to be \$10,000.

15% increase in materials and operational costs – 2024- \$20,000

Costs for performers, entertainers, rentals, supplies, etc. have all increased substantially. The first example of this is the entertainers we used for the "Music in the Park" series. These entertainers are now charging a minimum of 33% higher fees from 2022 to 2023. The second example is the largest rental company we use for festivals and events have raised their prices across the board by 25% from 2022 to 2023.

Entertainers hired for face painting, children's activities, busking, bird shows and actors have all increased their prices across the board. Expenses include the increase in materials and operational costs.

Strategic Priority/Legislative Requirement

Budget Impact (details)

Account Name	Account Number	Budget Change
Community Events addition to base budget	10-5-8020000-0341	\$50,000
Community Events - ONE TIME	10-5-8020000-0341	\$30,000
Total Budget Impact:		\$80,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	TOU-004
Budget Issue Classification:	Budget Enhancement
Department:	Tourism
Budget Centre:	8020000
Budget Impact (Decrease)/Increase:	\$0
Revenue/Expenditure	Expense
Budget Issue Title:	Special Events Coordinator
Staff - Changes	
	SMT Council
Approval :	Yes

Budget Issue Detail
<p>Special Events Coordinator - This contract position is a zero increase to the base budget as it will be covered through the existing salaries/student wages within the Tourism Department.</p> <p>The Special Events Coordinator is needed in a supervisory capacity due to the increased level of service with the addition of night markets and Saturday night music series. The addition of these popular and well attended programs has increased the number of visitors to Amherstburg significantly.</p> <p>With an increase in population also comes an increase in risk and liability to the town, this position will help mitigate these risks by ensuring a staff member is on site at all times to address health and safety requests from vendors, patrons and anyone needing assistance.</p> <p>This cost will be covered through gapping for rain days, sick calls and student turn-over. Administration is requesting a transfer of funds from Salaries - Student-Wages to Salaries -Temporary personnel in the amount of \$20,000.</p> <p>The Special Events Coordinator will assist the full-time staff by ensuring there is a consistent presence on site for events that are unable to be covered by full time staff because they must remain within the allotted number of hours as dictated under the Employment Standards Act. The Coordinator would work events such as True Festival, Canada Day, Open Air Weekends, Uncommon Festival, Truth & Reconciliation, and the River Lights Winter Festival. They will be trained in health & safety and marketing and communications to help fill necessary gaps when full-time staff are not present.</p> <p>Weekend festivals and events consistently require approximately 31 additional hours of work per week. This time cannot be solely covered by our current full-time staff compliment who work 37.5 hours per week, while they complete their regular duties to plan, organize and facilitate events as well all other department tasks.</p> <p>In 2023, the Special Events Coordinator position was created as a trial in order to cover increased programming with the addition of night markets and Saturday night music series which drew a larger crowd thereby increasing the Towns risk and liability.</p> <p>If full time staff are required to cover all hours of Open Air this would mean two of the three Tourism Coordinators would be using three of their five weekly shifts at Open Air, leaving only two additional shifts to be available in the office. Tourism projects are very labour intensive and require many hours of planning during business hours. Losing two full time staff for three shifts each week would put a strain on the department and affect the ability to properly plan and execute all other events and duties.</p> <p>Recent industry awards and acknowledgements have continued to shine the spotlight on our Town. Amherstburg is recognized in our region for its consistent tourism efforts and this role will help the department continue to develop bigger and better programming and events for visitors.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Special Events Coordinator	10-5-8020000-0107	\$20,000
Student Wages	10-5-8020000-0109	-\$20,000
Total Budget Impact:		\$0

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	TOU-005	
Budget Issue Classification:	Budget Enhancement	
Department:	Tourism	
Budget Centre:	8020000	
Budget Impact (Decrease)/Increase:	\$3,000	
Revenue/Expenditure	Expense	
Budget Issue Title:	Training and Conferences	
Staff - Changes		
	SMT	Council
Approval :	Yes	

Budget Issue Detail
<p>Increase to Tourism base budget: \$3,000. Was \$3,000, requires \$6,000. The Tourism staff requires multiple training courses in order to manage the workload and to stay up to date. Courses and training include:</p> <ul style="list-style-type: none"> • Health and Safety • New trends in tourism • Technology (Digital displays, electronic ticketing, drone/fireworks) • Sponsorship / Grant opportunities • Crowd & Risk Management (safety from moving vehicles, road closures & barriers) • Emergency Management (how to manage medical emergencies at events) • Volunteer Recruitment and Retention (how to get the 'best' volunteers for your events) • Indigenous Communications/Consultations • Technical training on new River Lights electronic devices (i.e., dancing tree). • Marketing (SEO, social media management, website performance) • Diversity and Inclusion training • Leadership training (McMaster Emerging Leadership Program) <p>Tourism training takes place at 3 annual tourism conferences, Festival and Events Ontario, Ontario Southwest Tourism conference and Tourism Industry Association of Ontario Conference. The Town Tourism staff attend these conferences to represent the Town and network with industry leaders and funders. The Town staff also use this opportunity to divide and conquer in all the training opportunities and come together to teach/train each other. Costs at these conferences have increased due to inflation.</p> <p>FEO Conference 2024 Early Bird cost is \$749/per person (\$959 regular price after January 14, 2024). For comparison, the last in person FEO event attended in 2020 we paid \$469-\$509/per person. FEO 2023 (not attended due to a scheduling conflict with the SWOTC), FEO 2021/22 (virtual conferences at a reduced rate of \$55-\$75/per person) Southwestern Ontario Training Conference 2024: TBD pricing not determined Southwestern Ontario Training Conference 2023: \$540 for three people to attend Tourism Industry Association of Ontario (Ontario Tourism Summit): Not attended recently due to budget. Wish to attend in the future. 2023 costs were \$555/per person for groups of three or more. Emerging Leadership Program through McMaster University was \$1720 in 2023. Another benefit of attending the Festival and Events Ontario 2023 Conference was being joined by one of our sponsors who subsequently increased sponsorship by \$2,000 for this year's River Lights. Tourism requires an increase of \$3,000 to the base budget to cover these costs.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Training and Conferences budget increase	10-5-8020000-0351	\$3,000
Total Budget Impact:		\$3,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	TOU-006	
Budget Issue Classification:	Budget Enhancement	
Department:	Tourism	
Budget Centre:	8020000	
Budget Impact (Decrease)/Increase:	\$1,000	
Revenue/Expenditure	Expense	
Budget Issue Title:	Uniforms	
Staff - Changes		
	SMT	Council
Approval :	No	

Budget Issue Detail

2024 - Addition to base budget. The Tourism and Culture department staff and students wear uniforms during special events. Uniforms consist of t-shirts plus costume accessories when special events occur. For example pirate hats for a tall ship visit, top hats and fascinators for Uncommon festival, etc. These uniforms help to distinguish staff and students for the public and help to enhance the event theme. Due to inflation, costs have increased resulting in a need for additional funding. This funding will facilitate in a cohesive staff uniform.

Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Uniforms - addition to base budget	10-5-8020000-0160	\$1,000
Total Budget Impact:		\$1,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	BUI-001
Budget Issue Classification:	One-time
Department:	Building
Budget Centre:	2043010
Budget Impact (Decrease)/Increase:	-\$123,100
Revenue/Expenditure	Revenue
Budget Issue Title:	Building Permits
Staff - Changes	

	SMT	Council
Approval :	Yes	

Budget Issue Detail
<p>This is a decrease in revenue based on the estimated reduction for new residential permits. Based on the economic climate and the recent mortgage interest rate hikes it will have a direct effect on the the construction activities within the municipality. There are significant developments currently ready, or expected to be ready in 2024, for permit issuance such as Kingsbridge Subdivision, Mulbury Subdivision, Canard Valley, Woodland Trails and Boblo South End Development. Despite this, the current market trends, as noted in the media, project a continued slow down in new home construction. As such Administration is taking a conservative approach and reducing the 2024 building revenue.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Building Permits - ONE TIME	10-4-2043010-2115	-\$123,100
Total Budget Impact:		-\$123,100

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	BUI-002
Budget Issue Classification:	Budget Enhancement
Department:	Building
Budget Centre:	2043010
Budget Impact (Decrease)/Increase:	\$0
Revenue/Expenditure	Expense
Budget Issue Title:	Contracted Services
Staff - Changes	

SMT

Council

Approval :	Yes	
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Budget Issue Detail

The building department currently has the only large print plotter. It is used by all departments to print large scale drawings and posters that cannot be completed by a standard photocopier. The plotter requires special coloured ink cartridges and specialized plotting paper.

Re-allocation of \$750.00 from Professional fees and \$750.00 from Contracted Services is recommended to cover the \$1,500 increase. By reallocating there is no impact to the budget.

Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Contracted Services	10-5-2043010-0336	-\$750
Office Supplies	10-5-2043010-0301	\$1,500
Professional Fees	10-5-2043010-0327	-\$750
Total Budget Impact:		\$0

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	BUI-003	
Budget Issue Classification:	Budget Enhancement	
Department:	Building	
Budget Centre:	2043010	
Budget Impact (Decrease)/Increase:	\$3,700	
Revenue/Expenditure	Expense	
Budget Issue Title:	Training and Professional Development	
Staff - Changes		
	SMT	Council
Approval :	Yes	

Budget Issue Detail
<p>Continuation for training required for inspectors and clerical staff. Continuation with on line virtual building code training. New this year is the Ontario On Site Sewage conference and the CBO Leadership Day course. Including five Building inspector training courses with exams. The training provides the maintenance points necessary to maintain inspector certification.</p> <p>Septic Conference \$1450.00 Course and Exams \$1350.00 RSM Online Training \$525.00 CBO Leadership Day \$400.00</p> <p>2023 Base Budget \$9000.00 is not sufficient to cover the increased cost.</p>

Budget Impact (details)		
Account Name	Account Number	Budget Change
Training and Professional Development	10-5-2043010-0351	\$ 3,700
Total Budget Impact:		\$ 3,700

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	PLA-001	
Budget Issue Classification:	Budget Enhancement	
Department:	Planning	
Budget Centre:	8010000	
Budget Impact (Decrease)/Increase:	\$4,207	
Revenue/Expenditure	Revenue	
Budget Issue Title:	Presubmission Application Fee	
Staff - Changes		
	SMT	Council
Approval :	Yes	

Budget Issue Detail
<p>With Council approval the Planning Department implemented a mandatory pre-submission application be submitted in response to the legislated changes implemented through the passage of Bill 23. This followed Council's approval of the 2023 Fee Schedule and the 2023 Budget Process. In 2023, there was no fee charged for Pre-Submission Applications as applicants and Administration adjusted to new business processes that resulted from Bill 23. As of time of writing this issue paper in July 2023 the Planning Department has received 18 Pre-Submission Applications over 4 months since full implementation in March of 2023. A typical Pre-Submission Application requires approximately 7-8 hours of staff time, some more time and some less time to process including a Pre-Submission Application Letter summarizing the requirements of what will be needed from the Town in a formal Planning Act Application and 1 Pre-Submission Meeting with the applicant (in person or virtual). Administration is recommending that a \$400.00 fee be approved by Council to offset the cost of staff time in the processing of Pre-Submission Applications. This issue paper is directly related to the Provincially legislated changes to the Planning Act implemented through the passage of Bill 23. Projected budget impact: 18 applications over 4 months = 54 applications over 12 months = 54 applications x \$400 per application = \$21,600 in revenue. Conversely, and based on consultation with the local development community, other permit applications are slowing down. The primary influencing factor is the rising cost of borrowing money due to construction prices and borrowing costs. Despite the all-time record levels of development applications in FY2021 and FY2022 the Town experienced that although FY2023 started out strong, as of June has started to slow down. Out of an abundance of caution Administration is projecting and an estimated decrease in non-Committee of Adjustment Planning Application revenue of approximately 10% or \$17,393 in FY2024. It is anticipated that development activity levels will return closer to more recent experiences as inflationary pressures stabilize and interest rates steady and then slightly decline in the coming years. The overall impact is a net increase to the revenue of \$4,207, reflective of the increase due to new fees for pre-consultation of \$21,600 less the 10% project revenue decrease in other permitting fees of \$17,393.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Planning Application Fees	10-4-8010000-1910	\$21,600
Planning Application Fees	10-4-8010000-1910	-\$17,393
Total Budget Impact:		\$4,207

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	PLA-002
Budget Issue Classification:	Budget Enhancement
Department:	Planning
Budget Centre:	8010000
Budget Impact (Decrease)/Increase:	\$200,000
Revenue/Expenditure	Expense
Budget Issue Title:	Planning Legal Fees - 3rd Party Appeals of Council/CoA Decisions
Staff - Changes	

SMT **Council**

Approval :	Yes	
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Budget Issue Detail
<p>Historically legal fees have been budgeted through the CAO's Office, however the budget does not sufficiently considered cost for OLT hearings the Town is currently experiencing. Appeals occur in one of two ways:</p> <ol style="list-style-type: none"> 1. Council or COA decisions are appealed by residents, which as of July 2023 there are 3 appeals for Council decisions. It noted that CoA appeals can only be made by the Minister, the Municipality or the Applicant, thus the likelihood of an appeal of a CoA approval is very low.; 2. Council or COA do not approve an applicant request, and the applicant appeals the decision to refuse, which as of July 2023 there is 1 Council and 2 COA appeals with OLT of this nature. <p>There has been significant opposition to development abutting or adjacent to residential areas. Changes to Provincial legislation such as Bill 108, Bill 109, Bill 23, Bill 97 and forthcoming amendments to the Provincial Planning Statement are promoting greater intensification and densification of settlement areas across Ontario. In addition, the Town's OP and Zoning By law are old and challenging to work with, which is why they are currently being updated. As a result, it is anticipated that the number of appeals to the OLT will continue to increase as the Town of Amherstburg is obligated to make decisions consistent with the Provincial legislation.</p> <p>While hearings are ongoing and final costs have not been added up at time of writing this paper the Planning Department is providing an estimate of costs based on consultation with our External Legal Counsel and retained planning expertise. There may also be the potential need to hire additional subject matter experts such as biologists, appraisers, engineers, etc... The cost of a Council or CoA refusal is estimated to be approximately \$20K per day of hearing by the OLT. Furthermore, in the case of Council or CoA refusals there is a very high likelihood that Town staff will be summoned to appear as expert witnesses in the event that a settlement is not reached. While staff time to prepare is addressed in the request for additional overtime allotment in Issue Paper PLA-004, there will be costs associated with retaining additional external legal counsel to represent staff summoned to testify before the tribunal. As such costs for refusals are expected to be \$30K per day of hearing by the OLT.</p> <p>The proposed budget amount for costs associated Council or COA refusals is \$150,000 based on 5 days of OLT hearings per year. Efforts are made to try and settle these matters in an effort to avoid costly hearings, however that may not always be possible. Administration is also working on changes to our approach to assist in mitigating Council and COA need to refuse recommendations. Those changes are still in transition and therefore it is not clear it will assist in reducing refusals to recommendations, resulting in the need for budgeted funding.</p> <p>The Town currently has 2 major OLT appeals from 2023 that based on comments from other OLT hearings, are likely be heard in FY2024 due to the volume of cases with OLT. Each of these matters are anticipated to be a minimum of 3 days in length, though it is possible that the hearings could be scheduled by the OLT for 5 or more days. The proposed budget of \$320,000 for these types of matters is based on an estimate of 4 appeals annual or 16 days of OLT hearings annually related to appeals of Council Planning Act approvals.</p> <p>Total budget increase requested is \$150,000 the original request was for \$400,000, which was reduced to \$200,000. However in light of the following issue, it has been further reduced to \$150,000 to provide Administration the ability to request that \$50,000 be directed to the CIP reserve. Prior to 2022 there was a base budget transfer to the CIP reserve of \$100,000. This was intended to ensure once the CIP program was launched there was base funding available. In 2022 this funding was reallocated to professional fees for planning as a result of staffing reductions and the need for consultants. The recommendation was that for the 2023 budget those funds be returned to the CIP reserve transfer. Due to various circumstances clarity around what was recommended and planned by prior Administration was missed during the 2023 budget development and as a result the \$100,000 was eliminated all together from the planning budget. Given the CIP has now been approved by Council there is a potential need for these funds. The current reserve has approximately \$298,000, which while sufficient at the moment could become drawn down quickly depending on CIP submissions. It is recommended this funding transfer to the reserve be reestablished in the 2024 budget.</p>

Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Legal Fees	10-5-8010000-0325	\$100,000
Transfer to Reserve - CIP	10-5-8010000-2014	\$100,000
Total Budget Impact:		\$200,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	PLA-003	
Budget Issue Classification:	Budget Enhancement	
Department:	Planning	
Budget Centre:	8010000	
Budget Impact (Decrease)/Increase:	\$15,000	
Revenue/Expenditure	Expense	
Budget Issue Title:	Planning Study Reserve	
Staff - Changes		
	SMT	Council
Approval :	Yes	

Budget Issue Detail
<p>For FY2023 an annual transfer of \$25,000 to the Planning Study Reserve was approved by Council as part of the 2023 Operating Budget Process. The purpose of this reserve is to cover costs for studies such as mandatory ones like the Official Plan Reviews, Zoning and studies such as Secondary Plans, Heritage studies, Community Improvement Plans, all of which inform and guide the orderly and thoughtful development of Amherstburg.</p> <p>As Council will recall our current Official Plan and Zoning By-law updates are underway, as is our Heritage Conservation District (HCD) Study. Recently completed studies are the Economic Development CIP and Howard Industrial Park District Secondary Plan. In total these cost \$458,000, plus non-recoverable HST. The OP and Zoning by law are required to be updated every 10 years after a new OP is approved. The OP and Zoning updates cost \$213,040, plus HST, which based on annual 3% inflation rate, it is forecast that the next Official Plan / Zoning By-Law update will cost approximately \$270,000 including HST. As per the current \$25,000 annual contribution to the reserve this amount is reasonable, if only these two studies were required to be funded from this reserve.</p> <p>Currently Administration foresees the need for an additional CIP study, around the Howard Industrial area if the Secondary Plan is approved, as well as an Excess Soil Strategy Study for that area based on current zoning applications. While the current CIP study will inform the one for Howard Industrial area, legislative requirements for consultation and review will cost money to complete. Further once the HCD study is completed there may be additional costs related to those recommendations in order to action the plan, should Council approve it. Lastly, Bill 23 included changes to Development Charges Act, specifically that the required update to the study every 5 years can no longer be funded by Development Charges. The Town's current DC study is scheduled to be updated in 2024 at estimated to cost \$50,000, plus HST. The next update would be 2029 for the DC study, again at 3% inflation is estimated to be approximately \$68,000 including HST. As Council will see there are 2 capital project requests from Planning in the budget. One is for Howard Industrial Implementation Studies - Excess Soil Strategy and CIP Study and the other is the required 2024 DC Study update. In total these are estimated to cost \$113,000 (including HST). To date there will be only \$50,000 in the reserve, resulting in the need to use funding from another reserve to cover these costs. As such the current transfer is not sufficient to also sustain the DC study updates every 5 years, as well as other studies needed to inform and guide the orderly and thoughtful development of Amherstburg.</p> <p>The requested increase to the annual transfer to the Planning Study Reserve is a result of the identified funding shortfall in the Reserve to address these additional needs and requirements.</p>
Strategic Priority/Legislative Requirement
Planning Act, Development Charges Act

Budget Impact (details)		
Account Name	Account Number	Budget Change
Planning Study Reserve	10-5-8010000-0338	\$15,000
Total Budget Impact:		\$15,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	PLA-004
Budget Issue Classification:	Budget Enhancement
Department:	Planning
Budget Centre:	8010000
Budget Impact (Decrease)/Increase:	\$9,000
Revenue/Expenditure	Expense
Budget Issue Title:	Planning Overtime Allotment
Staff - Changes	
	SMT Council
Approval :	No

Budget Issue Detail
<p>In the FY2023 Budget, Council recognized the volume of work that the Planning Department does for the Town of Amherstburg in the processing of development applications with the creation of an additional Planner position. Workload for the Planning Department has increased substantially in 2023 as the Department has worked with consultants to complete the Economic Development CIP for the pre-amalgamation boundary of the Town of Amherstburg and the Howard Industrial Park District Secondary Plan.</p> <p>Planning staff will continue to work with consultants throughout FY2024 on the Official Plan/Zoning By-law Update and the Heritage Conservation District Study. Additionally, staff are working with our natural heritage consultants who provide expertise that was formerly delivered by ERCA prior to the implementation of Bill 23 by the Province, effective January 1, 2023.</p> <p>The Town has received 6 Ontario Land Tribunal (OLT) appeals to date (July 19, 2023). OLT appeals are time intensive and are not planned events resulting in time being redirected from other planned and regular duties. Consequently this leads to the need for overtime so that the work can be completed which either is paid out or taken as banked time off. Additional unplanned work such as those directed under New Business further impact the need for overtime to address all of the demands on the department.</p> <p>As noted in Issue Paper PLA-001, a 10% Planning Flat Fee (excludes CoA applications) revenue decrease is forecast for FY2024. While this will reduce staff time on those efforts policy work will be substantially increase for the Official Plan/Zoning By-law Update, HCD Study, Development Charges Study, recommend Howard Industrial Implementation Studies and 2 anticipated OLT hearings for appeals received in 2023. At this time Administration considers the current staffing level of professional planners at the Town of Amherstburg appropriate and only needs to address the additional overtime costs required based on work load.</p> <p>Non-management staff are compensated with an overtime rate of pay or banked overtime as per their respective Agreement. As of July 19, 2023, Planning Department staff overtime has a value of \$5,838.15 and budget of \$1,000. Should staff choose to have their overtime paid out it is projected that there will be a FY2023 year end budget variance in the order of magnitude of \$8,000 to \$9,000 for overtime allotment that is attributable to unplanned work as previously noted. The request is to increase overtime allotment for Planning staff from \$1,000 to \$10,000.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Salaries - Overtime	10-5-7010000-0102	\$9,000
Total Budget Impact:		\$9,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	PLA-005	
Budget Issue Classification:	Budget Enhancement	
Department:	Planning	
Budget Centre:	8010000	
Budget Impact (Decrease)/Increase:	\$25,000	
Revenue/Expenditure	Expense	
Budget Issue Title:	Planning Legal Fees - General Legal Counsel	
Staff - Changes		
	SMT	Council
Approval :	No	

Budget Issue Detail
<p>Historically legal fees have been budgeted through the CAO's Office. Administration is proposing that the Development Services legal fees be budgeted and tracked separately starting in FY2024. The Planning Department consults the Town's external legal counsel from time to time to obtain legal opinions to protect the Town's interests. These typically include seeking a formal legal opinion about the interpretation of legislation as it applies to a proposed development or as part of a risk assessment in the event of a threat of litigation or appeal to a tribunal or the courts. The Planning Department also uses our External Legal Counsel to perform services such as the registration of various documents to complete the conditions of development applications. As of July 31, 2023 the Planning Department has incurred \$15,652.45 in fees for General Legal Counsel. Through the end of FY 2023, the Planning Department projects that the amount spent will be closer to \$25,000. This amount is separate from amounts related to OLT appeals that are discussed in Issue Papers PLA-002 and PLA-006. RECOMMEND THIS ONE BE REVISITED AS GENERAL LEGAL HAS PREVIOUSLY BEEN BUDGETED UNDER THE CORPORATE UMBRELLA FOR LEGAL FEES IN THE CAO'S DEPT. THIS IS NOT REALLY AN ANNOMOLY LIKE THE OLT MATTERS ADDRESSED IN THE OTHER ISSUE PAPER.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
To be named	To be assigned.	\$25,000
Total Budget Impact:		\$25,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	EDV-001
Budget Issue Classification:	Budget Enhancement
Department:	Economic Development
Budget Centre:	2043005
Budget Impact (Decrease)/Increase:	\$7,136
Revenue/Expenditure	Expense
Budget Issue Title:	EV Charging Stations
Staff - Changes	
SMT Council	
Approval :	Yes

Budget Issue Detail
<p>Council directed that Administration seek grant funding under NRCan in 2022 for the installation of EV charging stations. Council committed \$120,000 towards the project and the Town was awarded \$40,000 in grant funding. This funding was sufficient for the installation of 4 EV charging units, each unit having 2 charging ports, providing for a total of 8 charging stations. The location of the EV units are:</p> <ul style="list-style-type: none"> - 2 at the Libro centre; - 1 at Austin Toddy Jones Park and; - 1 at the parking lot at Richmond and Ramsey. <p>The Libro and Austin Toddy Jones Park units installed and active by December 2022. The one in the Ramsey parking lot was delayed due to additional infrastructure requirements as the unit is connection to the hydro pole and therefore went live March 2023.</p> <p>The cost of the project included:</p> <ul style="list-style-type: none"> - infrastructure required to provide electricity to the units; - purchase of the Level 2 EV units; - painting for the parking spots to identify them; - signage and; - one year for the maintenance and activation support. <p>While the analysis below was completed as part of the project the one time cost for the 5 year plan exceeded the approved budget for the project. It was determined that the first year of maintenance and activation would be funded and a budget issue item brought forward for 2024 to request funding to support the 5 year maintenance and activation plans.</p> <p>The maintenance plan provides for full monitoring of the units as well as maintenance and replacement, noting those costs do not include replacement of damaged equipment. The activation program provides for the means in which the user accesses and pay for the charging system as well as notification of the EV units location and if it is in use for the driver to know locations and availability. The system provides status reporting and EFT of revenue earned. Both are essential to the on-going operation and use of the EVs in our community.</p> <p>Should the Town elect to fund the maintenance and activation annually there will be a requirement for a base budget adjustment of \$10,200, resulting in \$51,000 over 5 years. While the units have been generating revenue the volume of EVs on the market is still less than 5% at this time. As such the annual revenue is not sufficient to cover these costs.</p> <p>There is also a 5-year maintenance and activation program option. The program is paid upfront in year 1 at a cost of \$35,680. It is important to note that while the cost is paid all in year one over the 5 years the cost to the Town is \$15,320 less than if we paid year to year.</p> <p>Administration recommends that given the \$15,320 savings by leverage the 5 year program that a one time request of funding to cover the \$35,680 be approved, and that a base budget adjust starting in 2024 in the amount of \$7,136 be included as a transfer to the Parking Reserve dedicate to EV charging stations. Further it is recommended the annual revenue from the EV units, as well as any parking tickets issued for parking in these spots but not charging a vehicle, be directed annually to the Parking Reserve fund for use on EV charging stations. The intention would be that those funds over the next 5 years can then be used to fund the on-going maintenance and activation programs of the existing units, and create a funding source for the implementation of additional units in the future.</p> <p>The Parking Reserve fund has a balance of \$27,000 which is not sufficient to cover the \$35,680. It is recommended that the 2024 cost of \$35,680 be funded as 75% from the Parking Reserve and 25% from the Tax Stabilization reserve. This will leave some funds in the Parking Reserve should those funds be needed for other parking or EV related matters.</p> <p>2023 year to date revenue = \$1,310.</p>

Assure Maintenance	1 year	5 year
Cost Per Charging Port	\$980	\$660
Number of Charging Ports	8	8
Total Cost per year	\$7,840	\$5,280

Cloud - Connectivity	1 year	5 year
Cost Per Charging Port	\$295	\$232
Number of Charging Ports	8	8
Total Cost	\$2,360	\$1,856

Cost over 5 years \$ 51,000 \$ 35,680

Total savings over the 5 year period = \$15,320.

Strategic Priority/Legislative Requirement

Budget Impact (details)

Account Name	Account Number	Budget Change
Parking Reserve		\$7,136
EV Charging Stations - ONE TIME		\$35,680
Tax Stabilization - ONE TIME		-\$8,920
Parking Reserve - ONE TIME		-\$26,760
Total Budget Impact:		\$7,136

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	DRA-001
Budget Issue Classification:	One-time
Department:	DRAIN
Budget Centre:	1008030
Budget Impact (Decrease)/Increase:	\$2,058,575
Revenue/Expenditure	Expense
Budget Issue Title:	Increase Drain Construction and Drain Maintenance Expense
Staff - Changes	

SMT

Council

Approval :	Yes	
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Budget Issue Detail

Under the provisions of the Drainage Act, the cost to complete works of Maintenance and Construction on a Municipal Drain is paid for by lands that use the drain according to a schedule of assessment that is prepared by an engineer and appended to an adopted municipal by-law for that drain. From year to year, the scope of drain maintenance and construction work varies, depending largely on the number of requests received from landowners/developers. Other factors, such as environmental restrictions, the timing of farming activities, and the processes by which new works of drainage are required to follow under the Drainage Act, affect the volume of work that is completed on a yearly basis.

Public Works expects to administer sixteen (16) Drain Maintenance projects at an estimated cost of \$230,000, and seventeen (17) Drain Construction Projects at an estimated cost of \$4,928,000. The total value of these projects is estimated at \$5,158,000.

Expenses for 2024 drainage works are estimated as follows:

\$ 230,000 – Drain Maintenance (to finalize sixteen (16) projects)
 \$4,928,000 – Drain Construction (for seventeen (17) projects – budget increase of \$2,058,400
 \$4,448,575 – Total – a net increase of \$2,058,400 over base budget.

Funding for 2024 drain maintenance and construction is estimated as follows, adjustments are reflected in Issue Paper Drain-1:

\$4,300,000 – Recoveries from landowners (\$3,347,600) and Town assessments (\$952,400)–budget increase of \$2,170,000
 \$ 210,400 – Provincial Grants – budget decrease of \$111,600
 \$4,510,400 – Total – a net increase of \$2,058,400 over base budget.

Assessments for Town Lands and Roads noted above will be funded under the Municipal Drain Expense item in the Public Works Budget Centre and are addressed under an Issue Paper for that budget centre. Due to the nature of drainage works additional reserve funds will be required to fund the Town portions.

Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Drain Construction Expense - ONE TIME	10-5-1008030-0764	\$2,058,575
Total Budget Impact:		\$2,058,575

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	DRA-002	
Budget Issue Classification:	One-time	
Department:	DRAIN	
Budget Centre:	1008030	
Budget Impact (Decrease)/Increase:	\$2,058,400	
Revenue/Expenditure	Revenue	
Budget Issue Title:	Increase Revenue - Drainage	
Staff - Changes		
	SMT	Council
Approval :	Yes	

Budget Issue Detail
<p>The Ontario Ministry of Food and Rural Affairs (OMAFRA) provides grants to landowners to encourage the development of agricultural land in an environmentally responsible manner. These grants help to offset the cost of municipal drain construction, improvement, maintenance, repair and operations. The provision of these grants for activities under the Drainage Act is called the Agricultural Drainage Infrastructure Program (ADIP). Also, under the ADIP, the Ministry provides grant to the Municipality for the cost of employing a Drainage Superintendent. The application for each of these grants is submitted to OMAFRA annually, with the value of the grants varying depending on the volume of work performed. From year to year, the scope of drain maintenance and construction work fluctuates. With this fluctuation, so too will the value of the ADIP maintenance and construction grants. Likewise, the grant for the cost of employing a Drainage Superintendent also varies, depending on the yearly hours spent by the Superintendent performing the duties that the Ministry considers eligible under the Drainage Act.</p> <p>It should be noted that the Drain Maintenance and Drain Construction grants are applied for by the Municipality on behalf of the eligible landowners to offset their assessments; the combination of grants and recoveries from landowners provides funding for the cost of the works that benefit the landowners. The estimated cost of works to be assessed as benefitting the Town (road share) is included as an expense under the Public Works budget centre.</p> <p>For the year 2024, the estimated grants are as follows: \$ 20,000 - Drain Maintenance \$120,000 - Drain Construction \$ 70,400 - Drainage Superintending</p> <p>\$210,400 Total – a net decrease in revenue from the base budget of \$111,600.</p> <p>\$2,170,000 Increase to Landowner Recoveries has been included to reflect the expected collection from Ratepayers and the Town which will need to be funded from reserves.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Prov Grant - Drain Superintendent - ONE TIME	10-4-1008030-0625	\$8,400
Prov Grant - Drain Maintenance- ONE TIME	10-4-1008030-0625	-\$20,000
Prov Grant - Drain Construction - ONE TIME	10-4-1008030-0625	\$70,000
Recoveries	10-4-1008030-1050	\$2,000,000
Total Budget Impact:		\$2,058,400

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	DRA-003
Budget Issue Classification:	Budget Enhancement
Department:	DRAIN
Budget Centre:	1008030
Budget Impact (Decrease)/Increase:	\$200,000
Revenue/Expenditure	Expense
Budget Issue Title:	Drainage Reserve contribution
Staff - Changes	

SMT

Council

Approval :	Yes	
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Budget Issue Detail

As requests for Drainage work increases, so does the Town's obligation for drainage assessments for Town-owned lands and roads that are assessable under the Drainage Act for various projects that are completed by requesting landowners.

For 2024, it is estimated that the Town's portion of cost of the current projects received in 2023 will be approximately 30% of the estimated project funding shown in Issue Paper DRA-001. It is likely that the project funding for costs accounted in this figure will only be partially expended in 2024. Most drainage projects for improvement require the report of an engineer, once received construction can stretch longer than one year. Based on the projected drainage work it is crucial that the Town set aside money in the Drainage Reserve to meet the cost of the Town's apportioned share of the drainage work estimated at 30% of the total estimated project cost. In addition, it is important to note that the Town is responsible for funding the cost incurred for the total project until the money recoverable is received from the landowners, this creates pressure on the cash flow of the Town. As the projections of drainage work for 2024 are substantial the Town will need to increase the Drainage Line of credit which will reduce the Debt Load availability.

Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Transfer to Drainage Reserve	10-5-1008030-2002	\$200,000
Total Budget Impact:		\$200,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	EPW-001
Budget Issue Classification:	Budget Enhancement
Department:	Public Works
Budget Centre:	3010000
Budget Impact (Decrease)/Increase:	\$3,750
Revenue/Expenditure	Expense
Budget Issue Title:	Development Engineering Coordinator
Staff - Changes	
	SMT Council
Approval :	Yes

Budget Issue Detail
<p>On May 8, 2023 Council approved the hiring of a Development Engineering Coordinator (CR-20230508-004) to address recent province legislation changes and the downloading of Environmental Compliance approvals. This issue paper addresses the yearly impacts of the position, excluding wages and benefits, which have been incorporated in the base budget based on the Council resolution.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Mobile Device	10-5-3010000-0345	\$750
Training	10-5-3010000-0351	\$1,500
Clothing	10-5-3010000-0161	\$750
Memberships	10-5-3010000-0350	\$750
Total Budget Impact:		\$3,750

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	EPW-002
Budget Issue Classification:	One-time
Department:	Public Works
Budget Centre:	3010000
Budget Impact (Decrease)/Increase:	\$25,000
Revenue/Expenditure	Expense
Budget Issue Title:	Bridge and Culvert Inspection Report
Staff - Changes	
	SMT Council
Approval :	Yes

Budget Issue Detail
<p>The Province requires that all bridges which have a span greater than 3m must be inspected by a professional engineer every 2 years based on the criteria outlined in the Ontario Structural Inspection Manual (OSIM). Engineering and Public Works also has all Town- owned culverts inspected every two years to get an accurate inventory of structure condition for those assets. This study also provides prioritized lists of maintenance, repairs and or replacement needs, and the estimated related financial requirements moving forward.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Professional Fees - ONE TIME	10-5-3010000-0327	\$25,000
Total Budget Impact:		\$25,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	EPW-003
Budget Issue Classification:	One-time
Department:	Public Works
Budget Centre:	3010000
Budget Impact (Decrease)/Increase:	\$195,000
Revenue/Expenditure	Revenue
Budget Issue Title:	Transit Gas Tax Revenue
Staff - Changes	

SMT

Council

Approval :	Yes	
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Budget Issue Detail

This is the anticipated revenue for the Town's transit service. This includes the amount that will be provided by the Provincial Gas Tax as well as the funds obtained from the fares charged to riders of the service.

In 2023, the Town was successful in obtaining annual gas tax money to offset expenses for the Transit service. The 2024 anticipated allocation is \$193,000. The Transit Provincial Gas Tax Program is to provide dedicated gas tax funds to Ontario municipalities to ensure that local public transportation services continue, and to increase overall ridership through the expansion of public transportation capital infrastructure and levels of service.

Administration has estimated a \$2,000 increase in fare revenue for 2024.

Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Transit Revenue - ONE TIME	10-4-3010000-1042	\$2,000
Transit Gas Tax - ONE TIME	10-4-3010000-0626	\$193,000
Total Budget Impact:		\$195,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	EPW-004
Budget Issue Classification:	One-time
Department:	Public Works
Budget Centre:	3010000
Budget Impact (Decrease)/Increase:	\$300,000
Revenue/Expenditure	Expense
Budget Issue Title:	Transit Service
Staff - Changes	
	SMT Council
Approval :	Yes

Budget Issue Detail
<p>At the March 13, 2023 Council meeting, Council agreed to end the 2-year transit pilot and approved a permanent Transit Service.</p> <p>The cost for transit service includes the annual operating cost, an annual capital replacement fee for the fleet that is utilized for the Amherstburg route and an estimate of the cost related to fuel utilized by the service. Transit Windsor fuels the Town route bus and the Town will pay the fuel usage cost based on the monthly average cost for bulk clear diesel fuel. The additional revenue received from Provincial Gas Tax for this program is \$193,000 see issue paper EPW-003.</p> <p>The net transit budget is \$45,000. \$300,000 expense less \$193,000 (gas tax revenue) less \$62,000 (fare revenue)</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Transit Expense - ONE TIME	10-5-3010000-0801	\$300,000
Total Budget Impact:		\$300,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	EPW-005
Budget Issue Classification:	Budget Enhancement
Department:	Public Works
Budget Centre:	3010000
Budget Impact (Decrease)/Increase:	\$61,800
Revenue/Expenditure	Expense
Budget Issue Title:	Personnel Increase - 2nd Mechanic
Staff - Changes	
	SMT Council
Approval :	Yes

Budget Issue Detail								
<p>Currently, the Town has one fleet mechanic which operates out of the Public Works shop on Sandwich Street. The fleet mechanic is responsible for the maintenance of all vehicles, light trucks, heavy trucks and equipment used by all departments for the Town.</p> <p>Vehicle and Equipment Status</p> <p>Based on the Town's Asset Management Plan, the Town has the following fleet and equipment that requires maintenance and repairs on a continuous basis:</p> <p>Vehicles and Trucks# of Units General Vehicles12 Light Trucks 19 Medium Trucks10 Heavy/Fire Trucks10 Equipment# of Units Equipment (weed whips, saws, push mowers, plows, salters)179 Heavy Equipment (backhoes, tractors, grader, sweeper)15 Total 245</p> <p>The current mechanic attempts to complete preventative maintenance on the vehicles and equipment but would find it difficult due to interruptions on breakdowns and repairs. The additional mechanic would allow more time to complete preventative maintenance and will ensure vehicles and equipment are maintained on a routine basis. This position would also help reduce the downtime associated with breakdowns which would improve the level of service provided by the departments depending on the vehicles and equipment to perform their daily duties.</p> <p>Based on the Asset Management Program, the following is the value of the Vehicle and Equipment:</p> <table> <thead> <tr> <th>Vehicle</th> <th>Equipment</th> </tr> </thead> <tbody> <tr> <td>Asset Cost\$5,208,740</td> <td>\$2,766,640</td> </tr> <tr> <td>Depreciated Value(\$3,362,147)</td> <td>(\$1,498,151)</td> </tr> <tr> <td>Current Value of Assets\$1,846,593</td> <td>\$1,268,489</td> </tr> </tbody> </table> <p>As the Fleet becomes older, the breakdowns increase which causes down time. In addition, the need for mechanic services increases in order to maintain the vehicles and equipment.</p> <p>Contracted Services</p> <p>The Fleet Mechanic currently uses contract services for work that requires more time commitment or the proposed work is over the capabilities of the shop and mechanic. Although there will still be a need to contract some work due to shop limitation this would be greatly reduced with the addition of a second mechanic.</p>	Vehicle	Equipment	Asset Cost\$5,208,740	\$2,766,640	Depreciated Value(\$3,362,147)	(\$1,498,151)	Current Value of Assets\$1,846,593	\$1,268,489
Vehicle	Equipment							
Asset Cost\$5,208,740	\$2,766,640							
Depreciated Value(\$3,362,147)	(\$1,498,151)							
Current Value of Assets\$1,846,593	\$1,268,489							

Mechanic Services Coverage

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

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

The total budget required for 2023 is: \$111,800.

There is no office furniture, vehicle or memberships required.

Over the past couple of year, the Town's depends on utilizing the companies to maintain vehicles and equipment have increased. Between mechanic vacations and leaves and sheer volume of work load, more work is being sent to shops for repairs. Furthermore, repairs based on the parts alone would have an increase mark up of 10-15% with added labour to maintenance of the vehicle and equipment. The plan goal would be to reduce the Fleet Budget Centres to cover at least 50% of budget for the second mechanic by completing maintenance work that would otherwise being sent to the mechanic shop.

	Budgeted	Year End Actuals
2020 Budget	247,300	319,086
2021 Budget	300,800	366,525
2022 Budget	305,800	316,699
2023 Budget	300,800	297,587
Strategic Priority/Legislative Requirement		

Budget Impact (details)		
Account Name	Account Number	Budget Change
Salaries - Full-Time	10-5-3010000-0101	\$77,600
Benefits		\$26,000
Training and Conferences	10-5 3010000-0351	\$1,000
Uniform	10-5-3010000-0252	\$500
Small Equipment	10-5-3010000-0420	\$1,500
Computer - ONE TIME	10-5-3010000-0420	\$4,700
Mobile Phone	10-5-3010000-0345	\$500
Public Works - Vehicle and Equipment	10-5-3010000-0402	-\$50,000
Total Budget Impact:		\$61,800

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	EPW-006
Budget Issue Classification:	Budget Enhancement
Department:	Public Works
Budget Centre:	3010000
Budget Impact (Decrease)/Increase:	\$15,000
Revenue/Expenditure	Expense
Budget Issue Title:	Tree Maintenance - Tree Trimming
Staff - Changes	

SMT

Council

Approval :	Yes	
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Budget Issue Detail

The Town recently tendered for Tree Maintenance Programs for both Tree Trimming and Tree & Stump Removal contracts. With the increase fuel prices and maintenance areas Year 3-5 have more mature trees to be maintained. The Tree Trimming Cost Centre requires an increase of \$15,000 in order to trim approximately 650 tree @ \$125.

Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Tree Maintenance - Tree Trimming	10-5-3010000-0650	\$15,000
Total Budget Impact:		\$15,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	EPW-007
Budget Issue Classification:	Budget Enhancement
Department:	Public Works
Budget Centre:	3010000
Budget Impact (Decrease)/Increase:	\$15,000
Revenue/Expenditure	Expense
Budget Issue Title:	Traffic Signal Maintenance
Staff - Changes	
	SMT Council
Approval :	Yes

Budget Issue Detail
<p>The Town has the following Traffic Signal locations:</p> <ul style="list-style-type: none"> -Sandwich and Alma -Sandwich and Richmond -Sandwich and Simcoe -Sandwich and Pickering -Simcoe and Fryer <p>In addition to the Traffic Signals, the Town has the following Pedestrian Crossover locations:</p> <ul style="list-style-type: none"> -Sandwich @ the old highschool -Simcoe and Victoria -Fryer and Gibb <p>The Town has transitioned to a new Signal Maintenance Program that will require an increase budget of \$15,000. The maintenance program will include full intersection inspection and maintenance of all lights, electrical and controller system for both Traffic Signals and Pedestrian Crossings.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Traffic Signal Maintenance	10-5-3010000-0740	\$15,000
Total Budget Impact:		\$15,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	EPW-008	
Budget Issue Classification:	Budget Enhancement	
Department:	Public Works	
Budget Centre:	3010000	
Budget Impact (Decrease)/Increase:	\$35,000	
Revenue/Expenditure	Expense	
Budget Issue Title:	Storm and Sewer Drains	
Staff - Changes		
	SMT	Council
Approval :	Yes	

Budget Issue Detail
<p>With the recent changes to the Environmental Compliance Approval for Municipal Stormwater Management system - the Town will need to create a Storm Sewer Compliance program will need to complete the following items:</p> <ul style="list-style-type: none"> -Storm Management Pond -Storm Sewer System Inspections including -Catch Basins -Manholes <p>The Town will require assistance on prepare Operations and Maintenance Manual which will set out the inspection frequency and in accordance with procedures. The following are milestones from the ECA-CLI that the Town of Amherstburg must complete:</p> <ul style="list-style-type: none"> -March 4, 2024 - The Town must prepare and implement an operations and maintenance manual for the Storm Sewer -March 4, 2025 - The Town must develop and implement a Monitoring Plan for the Storm Sewer System -March 4, 2026 - The Town must establish signage to notify the public at any Stormwater Management Facilities -December 31, 2026 - The Town must ensure that all storm sewers are inspected and necessary maintenance as required. <p>The full impact of the costs are not determined but \$35,000 would start the process of preparing for the increase maintenance, inspection and monitoring of the storm sewer system.</p> <p>The Storm Sewer Maintenance Program will be expanded to complete Catch Basin Clean to align with the pending maintenance program. Estimated cost is \$25,000. The remaining \$10,000 will be utilized for preparing and implement an operations and maintenance manual for the Storm Sewer System.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Storm Sewers and Drains	10-5-3010000-0757	\$35,000
Total Budget Impact:		\$35,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	EPW-009
Budget Issue Classification:	Budget Enhancement
Department:	Public Works
Budget Centre:	3010000
Budget Impact (Decrease)/Increase:	\$25,000
Revenue/Expenditure	Expense
Budget Issue Title:	Road Maintenance - Gravel
Staff - Changes	

SMT Council

Approval :	Yes	
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Budget Issue Detail

Continuing with the progress with Gravel Roads Maintenance, the Roads Division experienced winter maintenance of gravel roads last winter difficult. Additional gravel was required to maintain the gravel roads in order to maintain the safety of the public. In order to contend with the pressures of gravel roads maintenance, Town will need additional stone upkeep the gravel roads in the sum of \$25,000

Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Road Maintenance - Gravel	10-5-3010000-0725 - Stone	\$25,000
Total Budget Impact:		\$25,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	WAT-001
Budget Issue Classification:	Budget Enhancement
Department:	Water
Budget Centre:	0000000
Budget Impact (Decrease)/Increase:	\$11,400
Revenue/Expenditure	Expense
Budget Issue Title:	Backflow Prevention
Staff - Changes	

SMT

Council

Approval :	Yes	
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Budget Issue Detail

There are currently 333 service locations in the Town of Amherstburg with backflow prevention devices installed. There are a total of 576 devices across the municipality. These numbers have been increasing as new business are coming to the Town and as new industrial, commercial and institutional buildings are being constructed.

For the 2024 calendar year, we are requesting that the cost of administering the Cross-connection program, including conducting the required risk-assessment surveys, be increased to \$3,200.00 each month.

Administration of the program includes, generating annual reminder letters, examining the test report results for compliance and entering the results in a database, as well as communicating with and providing technical assistance to testing companies. We also have been providing direction regarding backflow prevention to contractors and designers involved in new building projects.

Administration also includes preparing and sending out additional correspondence to property owners who fail to have the installed devices tested and providing enforcement of the backflow by-law.

The Risk Assessment Surveys are required by the CSA B64-10 Standard and the Town of Amherstburg Backflow Prevention By-law. These two documents state that all industrial, commercial, and institutional facilities be surveyed every 5 years. The number of facilities surveyed each month has been spread out over a 5-year period. This requires that an average of 5 surveys be conducted each month.

Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Backflow Prevention	80-5-0000000-0815	\$11,400
Total Budget Impact:		\$11,400

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	WAT-002
Budget Issue Classification:	Budget Enhancement
Department:	Water
Budget Centre:	0000000
Budget Impact (Decrease)/Increase:	\$50,000
Revenue/Expenditure	Expense
Budget Issue Title:	Water Treatment Plant - OCWA Maintenance Items
Staff - Changes	

SMT		Council
Approval :	Yes	

Budget Issue Detail
For the 2020, 2021, and 2022 fiscal years this account has closed out at approximately \$100,000. This budget increase aligns with the historical needs required at the WaterTreatment Plant.
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
OCWA Maintenance Items	80-5-0000000-0612	\$50,000
Total Budget Impact:		\$50,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	WWT-001
Budget Issue Classification:	Budget Enhancement
Department:	Waste Water
Budget Centre:	4010000
Budget Impact (Decrease)/Increase:	-\$160,000
Revenue/Expenditure	Expense
Budget Issue Title:	Inflow and Infiltration
Staff - Changes	

SMT

Council

Approval :	Yes	
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Budget Issue Detail

An Inflow and Infiltration program has been developing over the past 2 years. The program now consists of choosing a specific sewershed area, flow monitoring, camera inspection of the mainline and services in the particular sewershed, remedial works, continued wet weather sewer inspections, home inspections of found high flow services, and post flow monitoring to show achieved results.

Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Maintenance Inflow and Infiltration	80-5-40100000-0766	-\$160,000
Total Budget Impact:		-\$160,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	WWT-002	
Budget Issue Classification:	Budget Enhancement	
Department:	Waste Water	
Budget Centre:	4010000	
Budget Impact (Decrease)/Increase:	\$40,000	
Revenue/Expenditure	Expense	
Budget Issue Title:	Sludge - Landfill Tipping Fees	
Staff - Changes		
	SMT	Council
Approval :	Yes	

Budget Issue Detail
<p>Landfill Tipping Fees have increased with the Edgewater Lagoon system now being sent to the Amherstburg Wastewater Treatment Plant. The total expenditure in 2022 was approx. \$105,000. In 2023 the Boblo RBC plant was taken offline and the sewage is now being forwarded to the Amherstburg Plant as well.</p>
Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Sludge - Landfill Tipping Fees	80-5-4010000-0602	\$40,000
Total Budget Impact:		\$40,000

2024 Operating Budget Request

Budget Issue Number (2-3 leading zeros):	WWT-003
Budget Issue Classification:	Budget Enhancement
Department:	Waste Water
Budget Centre:	4010000
Budget Impact (Decrease)/Increase:	\$7,500
Revenue/Expenditure	Expense
Budget Issue Title:	Big Creek Sewage Plant, OCWA Plant Maintenance Items
Staff - Changes	

SMT

Council

Approval :	Yes	
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Budget Issue Detail

Currently the maintenance budget for this sewage treatment facility is \$12,500. There are 2 cells in this treatment facility. The Town and OCWA would like to move to a proactive maintenance program at this facility and would like to drain and clean one tank per year. The costs associated with this cleaning is approximately \$9,000, this includes removal of the sewage and sludge and haul to the Amherstburg plant for treatment.

Strategic Priority/Legislative Requirement

Budget Impact (details)		
Account Name	Account Number	Budget Change
Big Creek Sewage Plant Maintenance Items	80-5-4010000-0612 (BIGCR)	\$7,500
Total Budget Impact:		\$7,500