



Municipality of Mississippi Mills

SPECIAL COUNCIL AGENDA

Thursday, November 21, 2019

9:00 a.m.

Council Chambers, Municipal Office

PLEASE REMEMBER TO SET YOUR CELL PHONE TO SILENT AND THAT NO RECORDING DEVICES ARE PERMITTED.

****PLEASE BRING YOUR 2020 BUDGET BINDER TO THE MEETING****

- A. CALL TO ORDER
- B. ATTENDANCE
- C. APPROVAL OF AGENDA
- D. DISCLOSURE OF PECUNIARY INTEREST
- E. DELEGATION, DEPUTATIONS, AND PRESENTATIONS

9:00 a.m. Rhonda Whitmarsh, Treasurer
9:15 a.m. Guy Bourgon, Director of Roads and Public Works
11:15 a.m. Karen Kane, Daycare Director

Lunch

12:30 p.m. Niki Dwyer, Building and Planning
1:30 p.m. Calvin Murphy, Recreation Manager
2:30 p.m. Tiffany MacLaren, Community Economic Cultural Coordinator
3:15 p.m. Chad Brown, Fire Chief

- F. REPORTS

Finance and Administration

1. 2020 Draft Budget (Budget Binder Tabs 1-24)

Pages 1 - 168

Recommendation:

Report is for discussion purposes only.

2. 2020 Draft Fees and Charges (Budget Binder Tab 25)

Pages 169-187

Recommendation:

That Council approve the proposed changes to the Fee Schedule;

And that public notice be given as to Council's intention to pass the 2020 Fees and Charges By-law.

G. CONFIRMATORY BY-LAW – 19-117

H. ADJOURNMENT



Mississippi
Mills

2020 BUDGET



A Natural
Place
to
Grow

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Introduction

The Municipality of Mississippi Mills is a growing community with a mix of both urban and rural areas. The population according to the 2016 census is 13,163.

The Municipality provides multiple services that are detailed in the 2020 budget document. These services are managed by many departments that employ over 100 staff as full time, part time, seasonal , casual and students to provide the quality programs and services that the community enjoys, enabling Mississippi Mills to maintain its unique charm and excellent quality of life.

Council's responsibility is to provide wise stewardship of all municipally owned assets; human, financial and physical. Financial decisions will be required to meet the needs of the community while still providing quality services. It is Council's responsibility to make the best use of public funds to ensure that the residents are getting the most out of the taxes and user fees they pay.

Council also needs to ensure that their decisions are in keeping with legislation, Municipal by-laws, policies and Federal and Provincial regulations. The key legislation that may impact items included in the budget is as follows:

- ▶ *Municipal Act*
- ▶ *Occupational Health & Safety Act*
- ▶ *Ontario Building Code*
- ▶ *Fire Protection and Prevention Act*
- ▶ *Ontario Planning Act*
- ▶ *Development Charges Act*
- ▶ *Education Act*
- ▶ *Drainage Act*
- ▶ *Tile Drainage Act*
- ▶ *Environmental Assessment Act*
- ▶ *Highway Traffic Act*
- ▶ *Public Libraries Act*
- ▶ *Employment Standards Act*
- ▶ *Safe Drinking Water Act*
- ▶ *Clean Water Act*
- ▶ *Ontario Water Resources Act*
- ▶ *Wastewater Systems Effluent Regulation (Federal)*

2020 Budget Assumptions & Challenges

Municipalities are prevented from having budgets that do not balance per Section 290 (2) (b) of the *Municipal Act*. Unlike Federal and Provincial budgets that can be approved with a deficit, a Municipality’s annual revenues and expenses must be equal. Expenses and revenues must also be kept separate and not netted against each other. This is an important concept in understanding and following the budget document.

The 2020 municipal budget is not balanced and presently has a funding shortfall of \$207,431 determined as follows (revenues less expenses):

General Revenues including County and Schools	24,647,974
Building Department Revenues	469,900
Waste Management Revenues	1,683,160
Septage Revenues	50,000
Water and Sewer Revenues	3,757,388
Library Revenue excluding municipal grant	85,398
Recreation and Culture Revenue excluding municipal grant	586,165
Daycare Revenue excluding municipal grant	2,443,772
Total Revenue	33,723,757
Less County and School Revenue	(11,689,445)
Total Municipal Revenue	22,034,312
Less Total Municipal Expenses	(22,241,743)
Current Shortfall (Revenues less expenses)	(207,431)

The following changes were made to the draft since the budget meeting held on October 22, 2019:

**Municipality of Mississippi Mills
2020 Draft Budget Changes**

Shortfall 1st draft October 22/19	1,331,349
Shortfall 2nd draft November 21/19	207,431
Total 2020 draft budget changes	1,123,918

Explanation of Changes:

Department	Description	1st Draft Total	2nd Draft Total	Difference	Explanation of Change
Operating Budget					
Revenue	Supplementary Taxation	115,000	135,000	20,000	Based on trend data
	OMPF Funding	848,288	890,600	42,312	Confirmation from Province
	Planning Fees	100,000	110,000	10,000	Based on trend data
	Admin Fees	13,000	13,500	500	Based on trend data
	Interest Income	80,000	90,000	10,000	Based on review of monthly earnings
Administration	Insurance	5,450	5,560	(110)	Estimate 5% increase from Insurance provider
	Computer Expense	90,000	80,000	10,000	Based on trend data
	Office Supplies	22,500	20,000	2,500	Based on trend data
	Telephone	12,000	15,000	(3,000)	Based on trend data
	Bank Charges	9,477	9,177	300	Based on monthly review of charges
Admin. Buildings	Insurance-Mun office	11,800	12,040	(240)	Estimate 5% increase from Insurance provider
	Maintenance-Reg. Office	3,500	1,500	2,000	Based on trend data
	Utilities-AOTH	22,000	21,000	1,000	Based on trend data
	Maintenance Supplies-AOTH	2,300	1,750	550	Based on trend data
	Insurance-AOTH	7,462	7,610	(148)	Estimate 5% increase from Insurance provider
	Other S&R-AOTH	15,000	14,500	500	Based on trend data
Protection	Crossing Guards	-	9,500	(9,500)	Request from Council
	Accessibility	1,200	500	700	Based on trend data
	Memberships-H&S	300	-	300	Based on trend data
	Conferences-H&S	1,000	750	250	Based on trend data
	MVCA Levy	83,000	86,023	(3,023)	Based on estimate from MVCA
Transportation	Insurance	40,341	41,121	(780)	Estimate 5% increase from Insurance provider
	Other-Almonte Garage	1,250	1,000	250	Based on trend data
	Utilities-Pak Garage	8,100	6,850	1,250	Based on trend data
	Other-Pak Garage	700	500	200	Based on trend data
	Utilities-Ramsay Garage	36,500	34,500	2,000	Based on trend data
	Brushing	45,000	40,000	5,000	Based on trend data
Rec & Curling	Insurance	23,287	23,740	(453)	Estimate 5% increase from Insurance provider
	Multiple operating rev/exp	232,206	220,406	11,800	Based on review of all rev/expenses for Dept.
Library	Insurance	3,394	3,460	(66)	Estimate 5% increase from Insurance provider
	Total Operating Changes			104,092	
Capital Budget					
Transportation	Levi Bridge Cost	743,000	1,213,300	(470,300)	Cost per grant submission
	Levi Bridge Grant Funding	-	1,007,039	1,007,039	Assume Grant funding and reallocate gas tax to roads
	One time gas tax funding applied to roads	296,474	296,474	-	Reallocate gas tax funding from Levi Bridge to roads
	Plow Truck Funding	-	141,750	141,750	Assume Dividend from MRPC to pay for capital
	Plow Truck Funding	-	98,250	98,250	Assume balance of plow truck to be funded from reserves
	OCIF Funding	-	243,087	243,087	Assume funding will be received at same level as 2019
	Total Capital Budget Changes			1,019,826	
	Total 2020 Draft Budget Changes			1,123,918	

The draft budget includes the following assumptions and changes over 2019:

Staffing:

- ▶ The Fire Department budget includes a full time Deputy Chief for a total salary and benefit cost of \$111,430
- ▶ The Building and Planning Departments have reallocated salaries to By-law services in the protection budget an increase of \$44,160
- ▶ The Building and Planning Departments have included benefits for their current contract admin. position making it a permanent full time position.
- ▶ The Administration budget includes a part time Communications Officer for \$35,000.
- ▶ Salaries are calculated using 2019 benefit rates as 2020 rates are not yet available. A cost of living increase has also been applied. Any salary implications as a result of the market salary study have not been included in the draft budget.
- ▶ A Crossing Guard has been added to the protection budget for \$9,500. This includes salary plus training and supplies.

General Operating:

- ▶ The Transportation budget includes a winter control expenditure increase of \$78,500 for materials and contracts over 2019 to reflect an increase in supply costs.
- ▶ Wild Parsnip spraying remains at the same funding level as 2019.
- ▶ The Fire Department budget has increased training/clothing costs by \$33,600 over 2019.
- ▶ The OPP contract increase is \$55,941 for 2020.
- ▶ A Rural Recreation Grant has been added to the Recreation budget in the amount of \$20,000.
- ▶ Cost Sharing with Carleton Place is estimated at 3% following a discussion with their Treasurer.
- ▶ The insurance premium increase is estimated at 5% over 2019 rates based on a discussion with the Municipality's insurance provider.
- ▶ The MVC Levy increase is estimated at 8% based on information provided by the MVCA.

Revenues:

- ▶ The tax revenue increase is 2.5% or \$253,960. It is unknown what the growth projection is for 2020 at this time. **A 1% tax revenue increase is \$101,584.** Refer to the taxation section of this document for additional information.

- ▶ Revenues are projected for 2020 based on historical trend data and also incorporate 2020 proposed increases in fees and charges.
- ▶ The Province has confirmed that the Municipality will receive funding under The Ontario Community Infrastructure Fund (OCIF) although the amount of the funding has not yet been provided. For now, it has been applied to road projects in the capital budget at the same level as 2019 which is \$243,087.
- ▶ It is assumed that dividends will be received from MRPC and has been applied to fund the capital program. **This funding still requires confirmation from MRPC.**
- ▶ Hydro revenue is shared between the municipal budget and the water and sewer budget in accordance with By-law 15-128. For 2020 the allocation is 43.1% water and sewer and 56.9% municipal.
- ▶ Water and Sewer rate increases are consistent with the rate study at 3%.
- ▶ Gas tax funding is allocated to the capital program consistent with previous years. In addition, one time funding received in 2019 is also being allocated to capital in the amount of \$296,474 per Resolution 363-19.
- ▶ It is assumed that grant funding of \$1,007,039 will be received for the Levi Bridge. **This funding requires confirmation.**

Capital/Reserves/Debt:

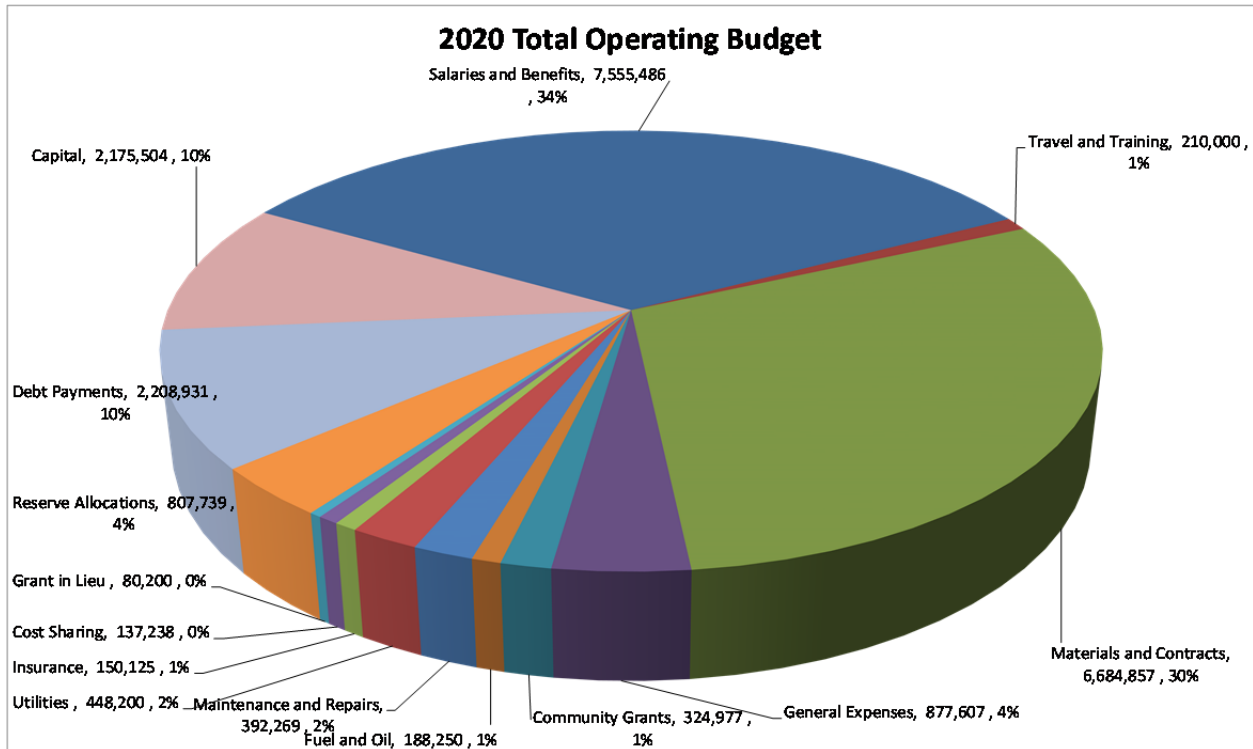
- ▶ Reserves are being used to fund capital and operating items where appropriate. Refer to the details on reserves included in this document.
- ▶ No new debt is being proposed for 2020 **with the exception of the water storage construction included in the Water and Sewer budget. This item requires discussion.** Historically long term financing has been used to fund assets with longer lives such as facilities, bridges and vehicles such as snow plows and fire trucks.
- ▶ The municipal Long Term Financial Plan (LTFP) requires a review as indicated to Council during 2019 budget deliberations. The Water and Sewer rate study should also be updated and is included in the 2020 budget for completion. For now, the tax revenue/water and sewer targets and debt assumptions from those plans are being followed however, the tax level is insufficient to address operational and capital requirements for 2020.

EXECUTIVE SUMMARY

The 2020 budget is broken into two parts; operating and capital.

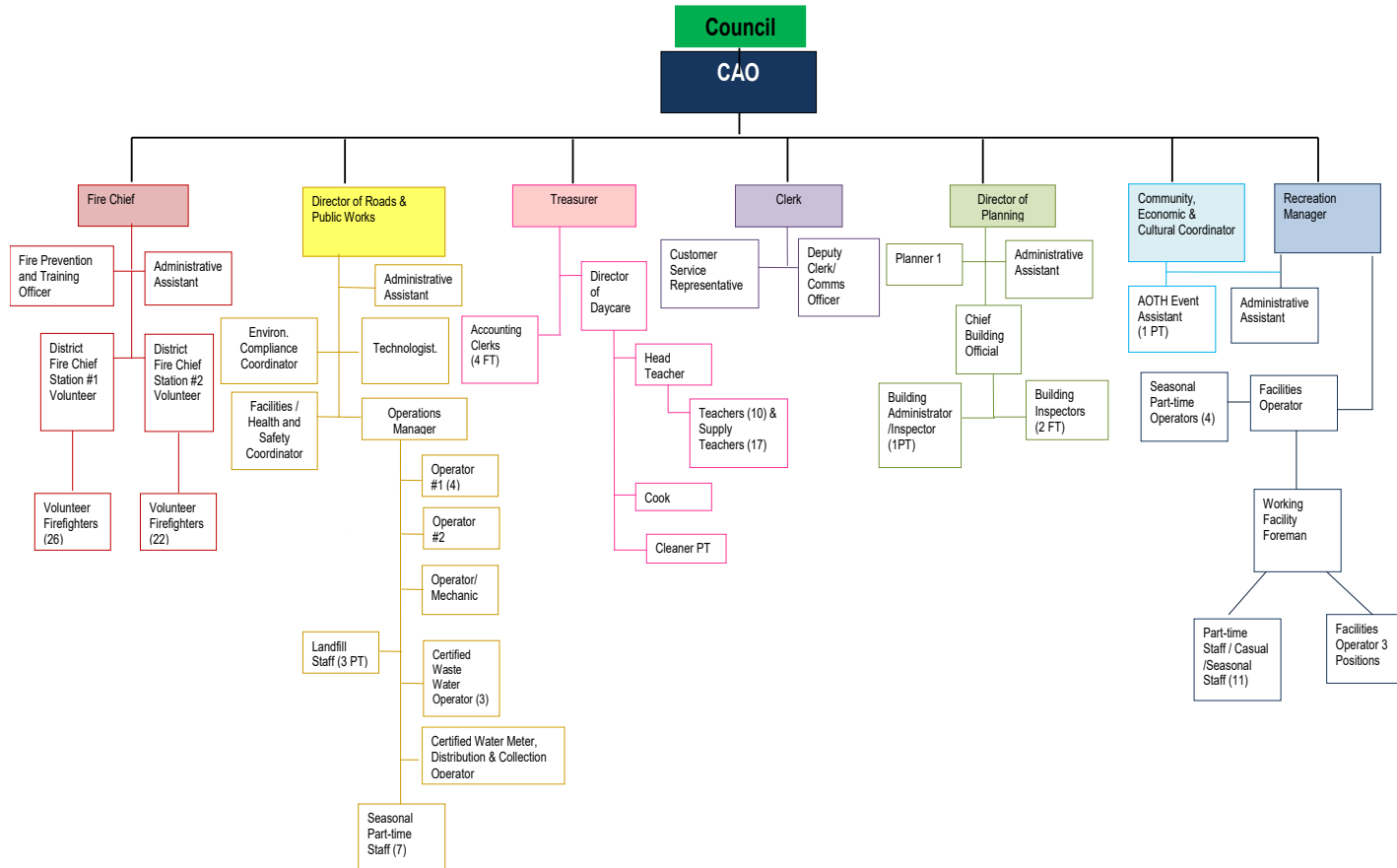
- 1) The operating budget of \$22,241,743 includes the day to day requirements of the Municipality to provide programs and services to residents and includes such items as salaries and benefits, supplies, materials, contracts, etc.

Municipality of Mississippi Mills						
2020 Budgeted Expenditures						
	2018	% of total	2019	% of total	2020	% of total
Remuneration Salaries and Benefits	6,395,517	32%	7,105,631	34%	7,555,486	34%
Travel and Training	197,440	1%	203,275	1%	210,000	1%
Materials and Contracts	5,999,745	30%	6,364,738	30%	6,684,857	30%
General Operating Expenses	776,701	4%	819,672	4%	877,607	4%
Community Grants	312,078	2%	314,295	1%	324,977	1%
Fuel & Oil	172,225	1%	175,925	1%	188,250	1%
M&R (facilities, fleet etc.)	370,689	2%	375,929	2%	392,629	2%
Utilities	457,535	2%	473,879	2%	448,200	2%
Grant in Lieu of Taxes	79,200	0.4%	80,200	0.4%	80,200	0.4%
Insurance	136,679	1%	144,622	1%	150,125	1%
Election	60,000	0%	-	0%	-	0%
Cost Sharing	117,800	1%	134,731	1%	137,238	1%
Transfer to Reserves	726,003	4%	761,016	4%	807,739	4%
Debt repayments	1,686,246	8%	1,947,860	9%	2,208,931	10%
Capital Expenditures	2,495,245	12%	2,270,530	11%	2,175,504	10%
	19,983,103	100%	21,172,303	100%	22,241,743	100%

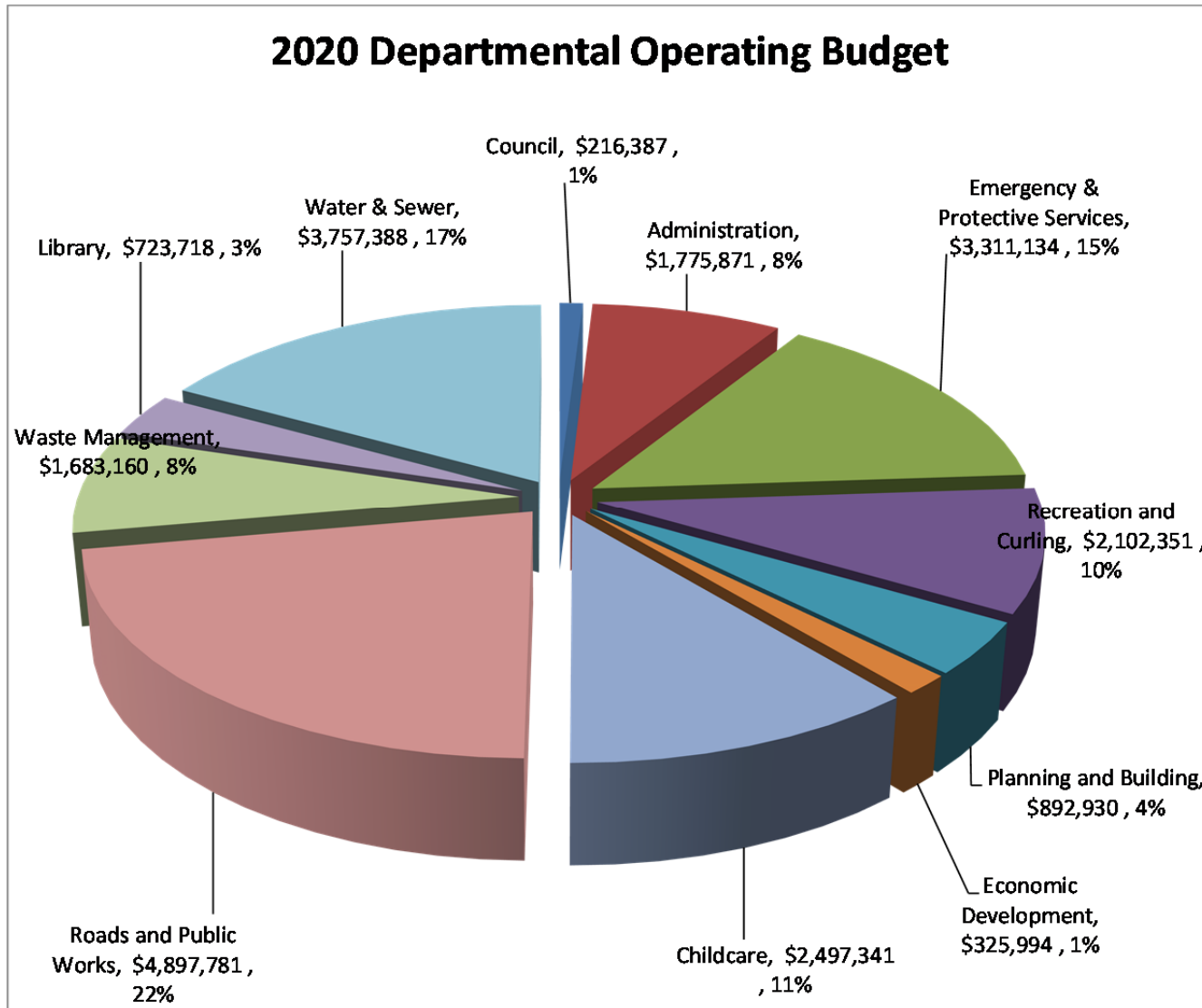


The Municipality is considered to be a **service organization** and therefore the largest proportion of operating expenditures is for salaries and benefits. **This will be true of most Municipalities or service organizations.** In Mississippi Mills, staffing includes firefighters, library staff, childcare employees, parks and recreation workers, road crews and the administrators who, under Council’s direction, oversee the delivery of services to residents. Materials and contracts is the next largest expenditure of the Municipality for items such as policing, recycling, waste collection, water and sewer operations and winter control.

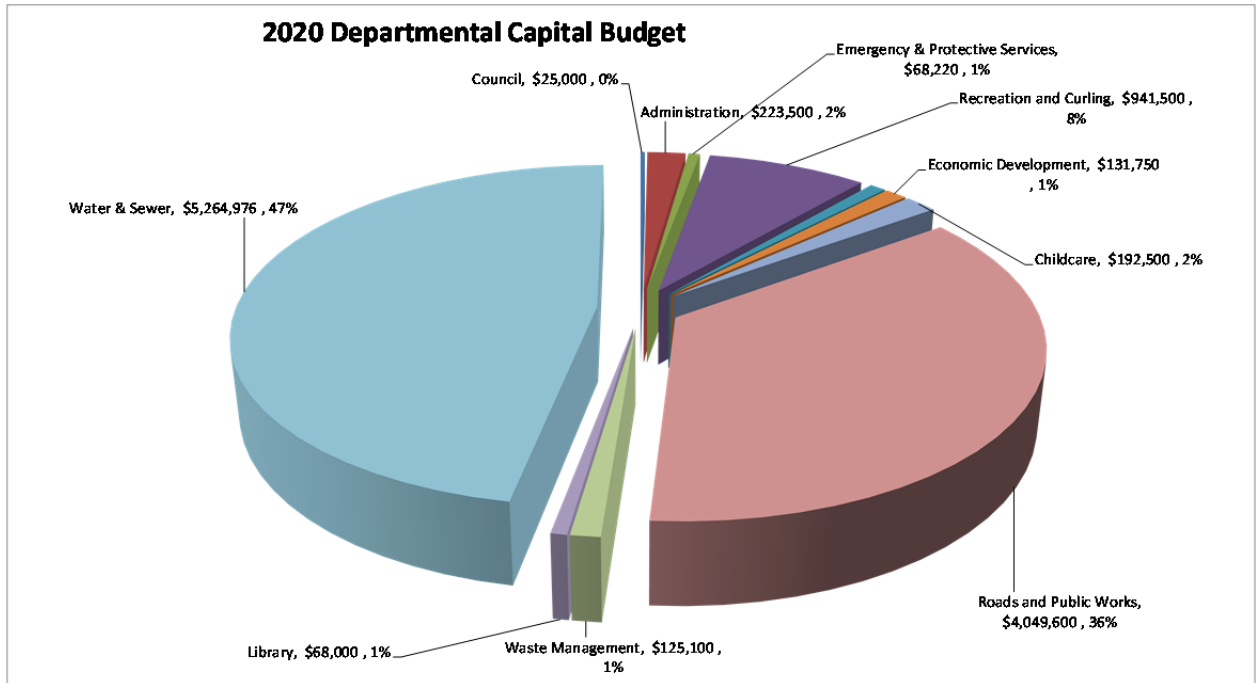
MUNICIPALITY OF MISSISSIPPI MILLS ORGANIZATION CHART 2019



The operating needs of the Municipality allocated by department are depicted as follows:



2) The capital budget of \$11,259,646 includes infrastructure replacement and rehabilitation for roads, bridges, facilities, water, sewer, etc. along with the required studies to support the capital program. The capital budget is broken down by department as outlined in the following chart:



Please refer to the detailed capital budget. The amounts shown in the immediate right hand column represent the amounts that need to be paid from taxation, user fees and general operating revenues after all other capital revenue sources (grants, development charges, reserves, etc.) have been considered. The numbers in the right hand column are then included in the operating budgets for each department under the line entitled “Capital Expenditure”.

**CAPITAL
ALL DEPARTMENTS
2020 BUDGET**

LINE NO.	DESCRIPTION OF PROJECT	BUDGET ITEM	TOTAL COST	OTHER SOURCES OF FINANCING						20 BUDGET
				CANADA GRANTS	PROV./COUNTY GRANTS	RESERVES	DEVELOPMENT CHARGES	BANK FINANCING	OTHER REVENUE	
		CAPITAL COUNCIL								
1	TO PROVIDE LIVE STREAMING OF MEETINGS	LIVE STREAMING REQUIREMENTS	25,000.00			25,000.00				0.00
		TOTAL COUNCIL	25,000.00	-	-	25,000.00	-	-	-	-
		ADMINISTRATION								
2	UPGRADE TO MUNICIPAL WEBSITE	WEBSITE RE-DESIGN	50,000.00			50,000.00				0.00
		TOTAL ADMINISTRATION	50,000.00	0.00	0.00	50,000.00	0.00	0.00	0.00	0.00
		MUNICIPAL OFFICE								
3	MAINTENANCE	PAINTING/PATCHING INTERIOR WALLS	8,000.00							8,000.00
4	MAINTENANCE	A/C UNIT (FINANCE AREA FOR FOYER AND RAMSAY ROOM)	15,000.00			15,000.00				0.00
5	FOR LONG TERM PLANNING	BUILDING CONDITION ASSESSMENT TO SUPPORT ASSET MANAGEMENT	5,000.00			3,000.00				2,000.00
		TOTAL MUNICIPAL OFFICE	28,000.00	-	-	18,000.00	-	-	-	10,000.00
		OLD REGISTRY OFFICE								
6	MAINTENANCE	STONE WALL REPAIR	5,000.00			5,000.00				0.00
		TOTAL OLD REGISTRY OFFICE	5,000.00	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00
		ALMONTE TOWN HALL								
7	SOUND AND LIGHT REPLACEMENT	AUDITORIUM SOUND AND LIGHT REPLACEMENT	5,000.00			4,000.00			1,000.00	0.00
8	IMPROVEMENTS TO LIGHTING WITH LED	ENTRANCE LIGHTING	12,000.00			12,000.00				0.00
9	REPAIR DAMAGE	FLOOD REPAIR 3RD FLOOR KITCHEN	5,000.00			5,000.00				0.00
10	REPAIR DAMAGE	A/C UNIT DRAIN ABOVE 3RD FLOOR	1,500.00			1,500.00				0.00
11	NEW	PICNIC TABLE BASE AND TABLES BACK OF TOWN HALL	7,000.00							7,000.00
12	REPAINTING REQUIRED TO PROTECT WOOD	OUTSIDE WINDOW AND DOOR PAINTING	110,000.00			67,500.00				42,500.00
		TOTAL ALMONTE TOWN HALL	140,500.00	0.00	0.00	90,000.00	0.00	0.00	1,000.00	49,500.00
		PROTECTION-OTHER								
		FIRE DEPARTMENT								
13	ANNUAL NEEDS	BUNKER GEAR, HELMETS, BOOTS ETC.	20,000.00							20,000.00
14	REPLACEMENTS	WINDOWS STN 2	4,075.00			4,075.00				0.00
15	REPAIR OF WALL	REMOVE PORTION OF BLOCK WALL STN 2	5,145.00			5,145.00				0.00
16	DOOR REPAIRS	DOOR REPAIRS STN 1 AND 2	4,000.00			4,000.00				0.00
17	REPLACEMENT PER LTFP	REPLACE BUSH TRUCK	35,000.00			35,000.00				0.00
		TOTAL FIRE	68,220.00	0.00	0.00	48,220.00	0.00	0.00	0.00	20,000.00
		BUILDING DEPARTMENT								0.00

LINE NO.	DESCRIPTION OF PROJECT	BUDGET ITEM	TOTAL	OTHER SOURCES OF FINANCING						20 BUDGET
				CANADA	PROV./COUNT	RESERVES	DEVELOPMENT	BANK	OTHER	
			COST	GRANTS	GRANTS		CHARGES	FINANCING	REVENUE	
		ROADS & PUBLIC WORKS								
		ROADS/BRIDGES:								
18	GRAVEL RESURFACING OF PAKENHAM ROADS	GRAVEL-PAKENHAM (ANNUAL REQUIREMENT)	88,500.00							88,500.00
19	GRAVEL RESURFACING OF RAMSAY ROADS	GRAVEL-RAMSAY (ANNUAL REQUIREMENT)	222,000.00							222,000.00
20	ANNUAL PROGRAM TO PROTECT GOOD ROAD	PAVEMENT MANAGEMENT AND PRESERVATION-CRACK SEALING	43,500.00			3,500.00				40,000.00
21	SIDEWALK WORK ON VICTORIA ST.	SIDEWALK REPAIRS	85,000.00			20,000.00				65,000.00
		HARDTOPPING PROJECTS (see attached listing)								
22	RE-SURFACING OF PAVED ROADS	PAVEMENT RENEWAL PROJECTS	122,100.00	50,000.00						72,100.00
23	RE-SURFACING OF ST ROADS	SURFACE TREATMENT PROJECTS	815,200.00	645,790.00			126,000.00			13,410.00
24	HARD TOP SURFACE REPAIRS	MICROSURFACING PROJECTS	617,000.00		243,087.00	30,000.00				373,913.00
		BRIDGES								
25	REHAB OF BRIDGE	LEVI BRIDGE	1,213,300.00	606,650.00	400,389.00					206,261.00
26	ADDRESS SAFETY DEFICIENCIES	CULVERT GUARDRAILS	20,000.00			1,400.00				18,600.00
27	EROSION OF BANK FROM DRAIN TO OUTLET	MARTIN ST. SOUTH DRAIN REPAIRS	25,000.00			25,000.00				0.00
		EQUIPMENT								
28	CONVERT OLD FIRE TRUCK TO PLOW TRUCK	FIRE TRUCK CONVERSION	205,000.00			205,000.00				0.00
29	REPLACEMENT OF UNIT C021	PLOW TRUCK	240,000.00			240,000.00				0.00
		FACILITIES								
30	PLYWOOD REPLACEMENT	PAKENHAM SAND SHED	5,000.00			5,000.00				0.00
		OTHER								
31	ANNUAL PROGRAM OF REPLACEMENTS	URBAN TREE REPLACEMENTS	3,000.00			2,000.00				1,000.00
32	CFWD OF 2018 SHARED WITH W&S	ENGINEERING DESIGN/MOEC APPROVALS DOWNTOWN DETAILED DESIGN-50%	175,000.00					175,000.00		0.00
33	CFWD OF 2019 PROJECT	CROSSWALK-PATERSON	40,000.00			40,000.00				0.00
		ACTIVE TRANSPORTATION								
34	CFWD OF 2019 PROJECT	CROSS OVER, SIGNAGE	130,000.00		60,000.00	70,000.00				0.00
		TOTAL PUBLIC WORKS	4,049,600.00	1,302,440.00	703,476.00	641,900.00	126,000.00	175,000.00	0.00	0.00
		WASTE MANAGEMENT								
35	ANNUAL MONITORING PER LEGISLATION	ENVIRONMENTAL SAMPLING HOWIE RD. LANDFILL (ANNUAL)	37,000.00							37,000.00
36	ANNUAL MONITORING PER LEGISLATION	ENVIRONMENTAL SAMPLING PAKENHAM LANDFILL (ANNUAL)	8,200.00							8,200.00
37	ANNUAL MONITORING PER LEGISLATION	ENVIRONMENTAL SAMPLING RAMSAY LANDFILL (ANNUAL)	19,900.00							19,900.00
38	PURCHASE OF LANDS AROUND SITE	BUFFER LANDS FOR LANDFILL	35,000.00			35,000.00				0.00
39	REPLACE SCALE HOUSE	HOWIE ROAD GARAGE AND SCALEHOUSE REPAIRS	17,000.00			17,000.00				0.00
40	NEW	HOWIE ROAD MONITORING WELL	8,000.00							8,000.00
		TOTAL WASTE MANAGEMENT	125,100.00	0.00	0.00	52,000.00	0.00	0.00	0.00	73,100.00
		WATER & SEWER								
41	MAINTENANCE	OCWA-WATER TREATMENT CAPITAL PER LTFP	40,000.00							40,000.00
42	MAINTENANCE	OCWA-SANITARY PUMP STATION CAPITAL PER LTFP	84,000.00			27,600.00				56,400.00
43	MAINTENANCE	OCWA-WASTEWATER TREATMENT PLANT CAPITAL PER LTFP	26,500.00							26,500.00
44	REPLACEMENT DUE TO FAILURE	WWTP TURBO BLOWER 3 REPLACEMENT	120,000.00			120,000.00				0.00
45	SECURITY	WWTP FENCING ALTERATIONS	5,000.00							5,000.00
46	REPAIRS TO PUMP	WWTP PUMP REPAIRS	41,000.00							41,000.00
47	ROOF REPAIRS TO ADDRESS LEAKS	WWTP ROOF REPAIRS	140,000.00			60,000.00				80,000.00
48	MAINTENANCE	WWTP UV SYSTEM MAINTENANCE	10,000.00			10,000.00				0.00
49	MAINTENANCE	WWTP ATAD-SDNR TANK AND FILTRATE CLEANOUT	17,500.00			17,000.00				500.00
50	GROWTH RELATED PROJECT	GEMMILL'S BAY PUMP STATION TWIN FORCEMAIN DESIGN	130,000.00				34,780.00			95,220.00
51	CAPACITY UPGRADE	WATER STORAGE CONSTRUCTION	4,000,000.00				1,070,000.00	2,930,000.00		0.00

LINE NO.	DESCRIPTION OF PROJECT	BUDGET ITEM	TOTAL COST	OTHER SOURCES OF FINANCING						20 BUDGET	
				CANADA GRANTS	PROV./COUNT GRANTS	RESERVES	DEVELOPMENT CHARGES	BANK FINANCING	OTHER REVENUE		FUNDRAISING
52	MAINTENANCE	ELECTRICAL/INSTRUMENTATION/CONTROLS -PUMP STATIONS	50,000.00							50,000.00	
53	PLANNING PURPOSES	ENGINEERING/DESIGN/MOEC APPROVAL	74,000.00							74,000.00	
54	SPOT REPAIRS PER RATE STUDY	SANITARY SEWER REPAIRS	230,976.00			230,976.00				0.00	
55	ANNUAL CLEANING AND CCTV PROGRAM	ANNUAL CLEANING AND CCTV PROGRAM-INFILTRATION PER LTFF	40,000.00							40,000.00	
56	ANNUAL METER PROGRAM	RADIO FREQUENCY METER CONVERSION PER LTFF	39,000.00							39,000.00	
57	SAMPLING BETWEEN LAGOONS AND WELL 5	SAMPLE MONITORING WELLS UPSTREAM OF WELL 5 (REGULATORY)	17,000.00							17,000.00	
58	CARRY OVER FROM 2018	ENGINEERING/DESIGN/MOEC APPROVALS DOWNTOWN DETAILED DESIGN 50%	175,000.00			86,285.00		88,715.00		0.00	
59	UPDATE TO RATE STUDY	W&S RATE STUDY/FINANCIAL PLAN UPDATE	25,000.00			25,000.00				0.00	
		TOTAL WATER & SEWER	5,264,976.00	-	-	576,861.00	1,104,780.00	3,018,715.00	-	-	564,620.00
		SEPTAGE									
60	CARRY OVER FROM 2019	SEPTAGE CONTAINMENT AREA	70,000.00			50,633.00	19,367.00				0.00
61	CARRY OVER FROM 2019	SEPTAGE GRINDER MAINTENANCE	4,500.00			4,500.00					0.00
		TOTAL SEPTAGE	74,500.00	-	-	55,133.00	19,367.00	-	-	-	-
		DAYCARE									
62	REQUIRED FOR LICENSING	LICENSING REQUIRMENTS	7,500.00								7,500.00
63	REPLACEMENTS AS REQUIRED	EQUIPMENT/FURNITURE (ANNUAL)	5,000.00			5,000.00					0.00
64	PRESCHOOL AND TODDLER ROOMS	PAINTING/WALL REPAIR	5,000.00								5,000.00
65	CUPBOARD FOR COTS/STORAGE	CUPBOARD/COUNTER REPLACEMENT	20,000.00		10,000.00	10,000.00					0.00
66	SHINGLES, PARGING, FOUNDATION, FURNACE	BUILDING REPAIRS	17,000.00								17,000.00
67	UPDATE EXISTING EMERGENCY LIGHTS	EMERGENCY LIGHTING	6,000.00			6,000.00					0.00
68	NEW	SUN SHELTER DAYCARE PLAYGROUND	5,000.00								5,000.00
69	NEW	PLAYSTRUCTURE-HOLY NAMEOF MARY SCHOOL	30,000.00			3,000.00	27,000.00				0.00
70	FOR LONG TERM PLANNING	MECHANICAL ASSESSMENT	10,000.00								10,000.00
71	CARRY OVER FROM 2019	PHONE SYSTEM	7,000.00			7,000.00					0.00
72	RENOVATION	KITCHEN	80,000.00			80,000.00					0.00
		TOTAL DAYCARE	192,500.00	0.00	10,000.00	111,000.00	27,000.00	0.00	0.00	0.00	44,500.00
		PARKS & RECREATION									
73	IMPROVEMENTS TO PARK	RIVERFRONT ESTATES	150,000.00			15,000.00	135,000.00				0.00
74	MAINTENANCE	COMPRESSOR OVERHAUL BOTH ARENAS	15,000.00								15,000.00
75	ANNUAL REQUIREMENT	TREES FOR PARKS	7,000.00								7,000.00
76	IMPROVEMENTS TO PARK	MILL RUN PARK	372,000.00			37,200.00	334,800.00				0.00
77	REPAIRS TO COURT	GEMMILL PARK BASKETBALL COURT	50,000.00			10,000.00					40,000.00
78	MAINTENANCE	SMALL STORAGE SHED ROOFING/FIX UP-ALMONTE	10,000.00								10,000.00
79	MAINTENANCE	GEMMILL PARK BALL DIAMOND	8,000.00								8,000.00
80	REPLACEMENT	AUTO SCRUBBER-PAKENHAM ARENA	10,000.00								10,000.00
81	FOR LONG TERM PLANNING	LIGHTING STUDY-BOTH ARENAS	7,000.00								7,000.00
82	ANNUAL REQUIREMENT	TRAIL DEVELOPMENT	42,500.00			4,250.00	38,250.00				0.00
83	MAINTENANCE	CANTEEN REPAIRS-PAK ARENA	30,000.00								30,000.00
84	FOR LONG TERM PLANNING	MECHANICAL ASSESSMENT-BOTH ARENAS	10,000.00								10,000.00
85	NEW	AUGUSTA ST. PARK SPLASHPAD	80,000.00				35,000.00				45,000.00
86	NEW	RIVERWALK MILL WORKER STAIRCASE AND WALK	150,000.00								122,500.00
		TOTAL P & R	941,500.00	-	-	66,450.00	543,050.00	-	-	167,500.00	164,500.00

LINE NO.	DESCRIPTION OF PROJECT	BUDGET ITEM	TOTAL	OTHER SOURCES OF FINANCING						20 BUDGET
				CANADA	PROV./COUNT	RESERVES	DEVELOPMENT	BANK	OTHER	
			COST	GRANTS	GRANTS		CHARGES	FINANCING	REVENUE	
		LIBRARY								
87	UPGRADES TO ALMONTE BRANCH	FACILITY MAINTENANCE/UPGRADES	35,500.00			35,500.00				0.00
88	UPGRADES TO ALMONTE BRANCH	TECHNOLOGY UPGRADES	5,000.00							5,000.00
89	REPLACEMENTS/PURCHASE OF FURNITURE	FURNITURE AND EQUIPMENT (ALM BRANCH)	25,000.00							25,000.00
90	TO MEET LEGISLATION	ACCESSIBILITY PROJECT	2,500.00			2,500.00				0.00
		TOTAL LIBRARY	68,000.00	0.00	0.00	38,000.00	0.00	0.00	0.00	30,000.00
		PLANNING								
91	NEW	LAND EVALUATION AREA REVIEW STUDY	60,000.00							60,000.00
92	NEW	RESERVE ST. PARKING PLAN	35,000.00							35,000.00
		TOTAL PLANNING	95,000.00	0.00	0.00	0.00	0.00	0.00	0.00	95,000.00
		COMM. ECONOMIC DEVELOPMENT								
		BEAUTIFICATION								
93	FLOWERS FOR DOWNTOWN CORES-SOME RE	FLOWER BASKETS (ANNUAL)	8,000.00						6,000.00	2,000.00
94	METAL BANNER FABRICATION	BANNERS	3,000.00							3,000.00
95	ARBOUR WEEK PLANNING	TREE PLANTING	3,000.00			3,000.00				0.00
96	FENCE REMOVAL CARRY OVER FROM 2019	CPR FENCE REMOVAL	6,250.00			6,250.00				0.00
		SUBTOTAL	20,250.00	0.00	0.00	9,250.00	0.00	0.00	6,000.00	5,000.00
		MARKETING THE MILLS								
97	ANNUAL COSTS FOR DIRECTIONAL SIGNAGE	TODS/SIGNS (ANNUAL)	1,500.00							1,500.00
98	REPLACEMENT OF MOBILE SIGN AT ACC	ELECTRONIC SIGN	50,000.00			50,000.00				0.00
99	ONGOING MAINTENANCE COSTS	WELCOME SIGNS	10,000.00			10,000.00				0.00
100	ANNUAL REPLACEMENTS	EVENT TENTS	4,000.00			4,000.00				0.00
101	ANNUAL REPLACEMENTS	TABLES & CHAIRS	5,000.00			5,000.00				0.00
102	GRAPHIC DESIGN SOFTWARE	COMPUTER AND SOFTWARE	8,000.00			5,000.00				3,000.00
103	REPAIR AND ADD TO EXISTING SIGN	BUSINESS PARK SIGN	20,000.00			10,000.00				10,000.00
104	FOR ALMONTE AND PAK BUSINESS DISTRICTS	DIRECTIONAL SIGNS	8,000.00			8,000.00				0.00
105	FOR ALMONTE ST./HWY. 29	EVENT SIGN STAND	5,000.00			1,000.00				4,000.00
		SUBTOTAL	111,500.00	0.00	0.00	93,000.00	0.00	0.00	0.00	18,500.00
		TOTAL COMM. ECONOMIC DEVELOPMENT	131,750.00	0.00	0.00	102,250.00	0.00	0.00	6,000.00	23,500.00
		TOTAL	11,259,646.00	1,302,440.00	713,476.00	1,879,814.00	1,820,197.00	3,193,715.00	7,000.00	167,500.00

**HARDTOPPING PROJECTS
2020 BUDGET**

	BUDGET ITEM	TOTAL Cost
	<u>HARDTOPPING PROJECTS</u>	
2-301-0301-0435	Pavement Renewals - Five Arches Drive Pakenham	122,100.00
2-301-0301-0436	Surface Treatment Projects - Golden Line Road 760 m N of Almonte Road to March Road (City of Ottawa)	185,400.00
	Concession 11A Ramsay	150,000.00
	Concession 11 North Pakenham	479,800.00
	Subtotal	815,200.00
2-301-0301-0441	Microsurfacing Projects- Concession 4A Ramsay	68,000.00
	Concession 5A Ramsay	167,500.00
	Gale St. Almonte	120,000.00
	Main St. Almonte	261,500.00
	Subtotal	617,000.00
	TOTAL	1,554,300.00

ASSET MANAGEMENT AND LONG TERM PLANNING

In 2017, a new Asset Management Regulation was passed by the Province of Ontario requiring municipalities to complete asset management policies and plans by specified dates and with prescribed contents. As a result the current Asset Management Plan will require updating.

(<https://www.ontario.ca/laws/regulation/170588?search=asset+management+regulation>)

In 2019, Council approved a Strategic Asset Management Policy to meet legislated requirements. <https://www.mississippimills.ca/en/townhall/resources/Strategic-Asset-Management-Policy-approved-by-Council-June-4-2019.pdf>.

An approved **Asset Management Plan** provides Council with detailed information on the condition of municipal infrastructure so that informed resource allocation decisions can be made. Staff can then plan in advance for asset replacement and rehabilitation and communicate this to residents along with annual progress updates as to improvements in this area. The infrastructure replacement needs identified within the asset management plan can then be included in the long term financial plan and the annual budget.

The Municipality's current Asset Management Plan and Long Term Financial Plan can be found at <https://www.mississippimills.ca/en/townhall/financialstatements.asp>. **An up to date Asset Management Plan is required in order to obtain any infrastructure grant funding from the Province and is a requirement of the Federal Gas Tax Program.**

The Municipality maintains and funds from the tax base, user fees and other general revenues assets such as:

2 Libraries (Almonte and Pakenham)

2 Fire Stations (Almonte and Pakenham)

2 Arenas with ice surfaces and upper halls (Almonte and Pakenham)

1 Curling Rink

1 Child Care Centre It also runs programs in schools within Almonte and an expanded program at the Catholic School through a lease arrangement

15 Bridges

11 Large culverts

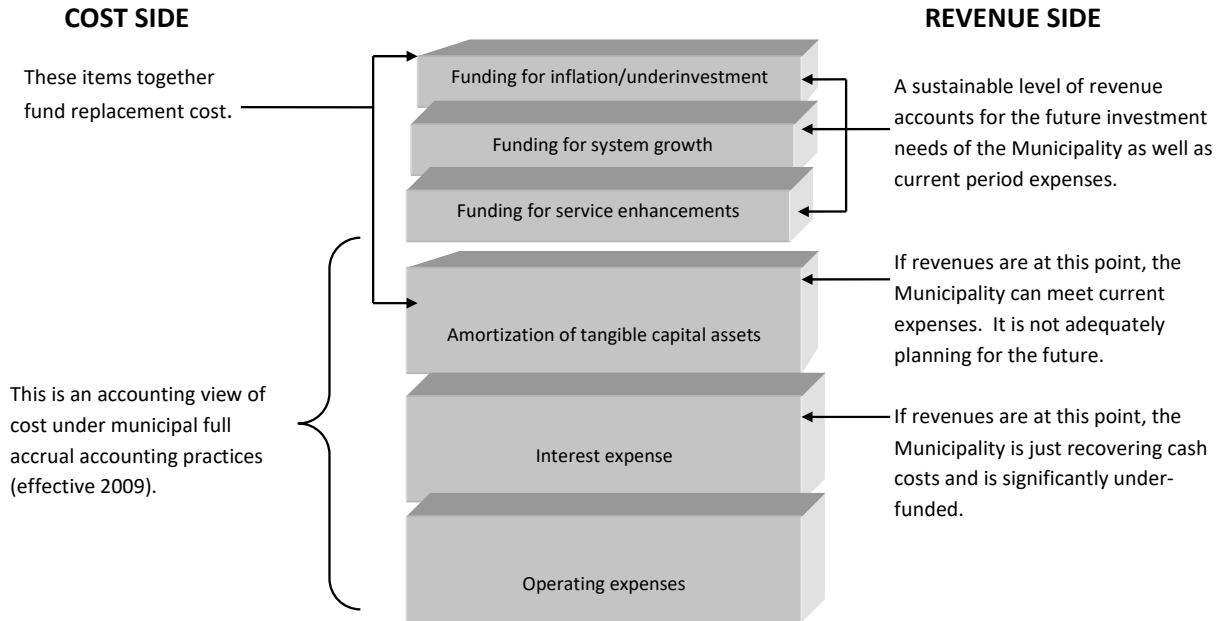
97 km of surface treated roads

96 km of paved roads

186 km of gravel roads

1 splash pad
2 skateboard parks (Almonte and Pakenham)
19 parks, 10 with amenities
144 acres of parkland/green space
3 public works garages
1 Municipal Office
The Almonte Old Town Hall
The Almonte Old Registry office
12 Fire Vehicles
31 Public Works vehicles/ equipment
10 Recreation vehicles/ equipment
2 Building Department Vehicles
2 Beautification Vehicles
Streetlights
36 km of sidewalks and curbs
Signage
Other Equipment
36.5 km of watermains
34 km of sanitary sewers
1 Wastewater treatment plant
1 Water tower
8 sewage pumping stations
5 wells
SCADA equipment
3 water system vehicles
Catchbasins, storm sewers, manholes, water meters, instrumentation and controls

SUSTAINABLE ASSET MANAGEMENT



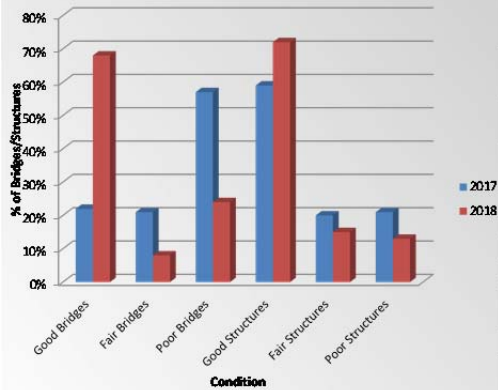
To be sustainable the Municipality must ensure that it is spending/investing appropriately on capital improvements and preparing and planning for future capital including growth related needs, technological improvements or changes required as a result of climate change along with all the operational needs of the Municipality.

Once the full implications of the new asset planning regulation are determined, an updated long term financial plan will be required to address the financial needs included in the asset management plan.

Over the last few years, Council made a commitment to provide funding through the long term financial plans, the annual budget and the asset management plan for asset replacement. As a result, improvements have been made as represented in the following charts:

ASSET MANAGEMENT PLAN RESULTS

Figure 1 - Bridges and Large Structures

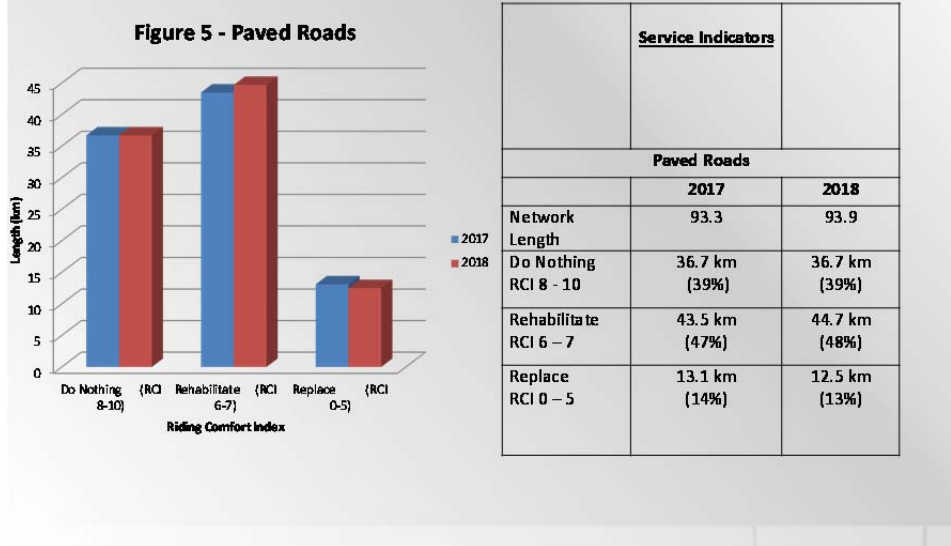


Bridges		
	2017	2018
Total Number of Bridges	15 (2,519m ²)	15 (2,519m ²)
Good Bridges (BCI >70)	22%	68%
Fair Bridges (BCI 60-70)	21%	8%
Poor Bridges (BCI <60)	57%	24%
Large Structures		
Total Large Structures	11 (672m ²)	11 (672 m ²)
Good Structures (>70)	59%	72%
Fair Structures (60-70)	20%	15%
Poor Structures (<60)	21%	13%

This table indicates changes in the condition of bridges and culverts since 2013:

Bridges	2013	2016	2017	2018
Good	8%	17%	22%	68%
Fair	21%	20%	21%	8%
Poor	71%	63%	57%	24%
Culverts				
Good	54%	59%	59%	72%
Fair	18%	20%	20%	15%
Poor	28%	21%	21%	13%

ASSET MANAGEMENT PLAN RESULTS

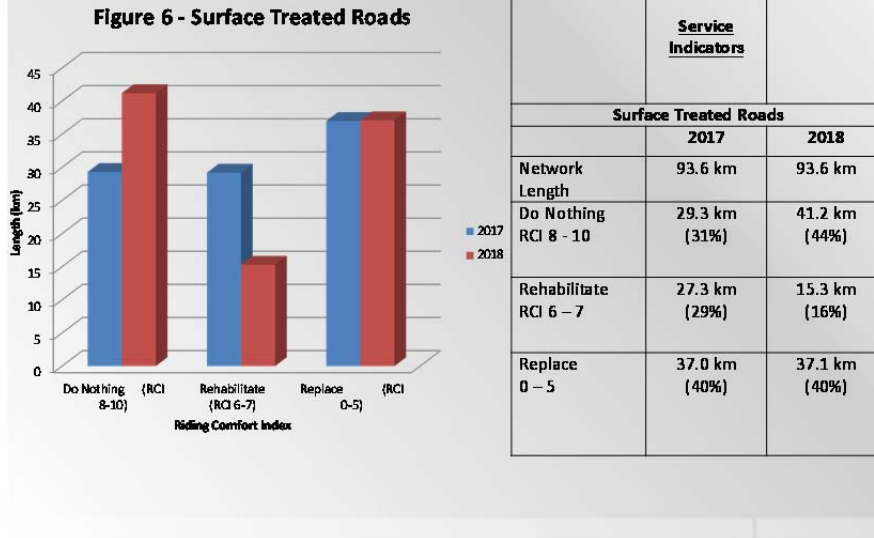


This table indicates changes in the condition of paved roads since 2013:

	2013	2016	2017	2018
Good	22%	35%	39%	39%
Fair	58%	51%	47%	48%
Poor	20%	14%	14%	13%

In 2018, the cost to pave a km of road including pulverizing and a 6" granular base is \$204,750.

ASSET MANAGEMENT PLAN RESULTS



This table indicates changes in the condition of surface treated roads since 2013:

	2013	2016	2017	2018
Good	15%	22%	31%	44%
Fair	75%	31%	31%	16%
Poor	10%	47%	38%	40%

In 2018 the cost of a km of surface treated road including pulverizing and a 6" granular base is \$89,375.

In 2018, Council approved a new development charges study and by-law to provide an additional funding source for capital needs as a result of growth. Information on development charges can be found at

<https://www.mississippimills.ca/en/townhall/developmentcharges.asp>

DEBT AND RESERVES

When determining how to pay for asset replacement, the Municipality considers the following options:

- 1) Out of the current budget (pay as you go). This means that the residents of today pay the full cost.
- 2) By a long term financing arrangement (debt). This means that future residents pay the majority of the cost as they are also the ones who benefit from assets with long lives.
- 3) Out of reserves. This means that those residents in the past paid for the asset through a previous allocation to reserves.
- 4) By an internal financing arrangement. This means that funds are taken out of reserves in the current year and repaid over time. Again, this means that future residents pay the cost of the asset but it also protects the reserve from being depleted.
- 5) By other revenue sources such as the fundraising, Federal, Provincial and County grants, development charges, etc.

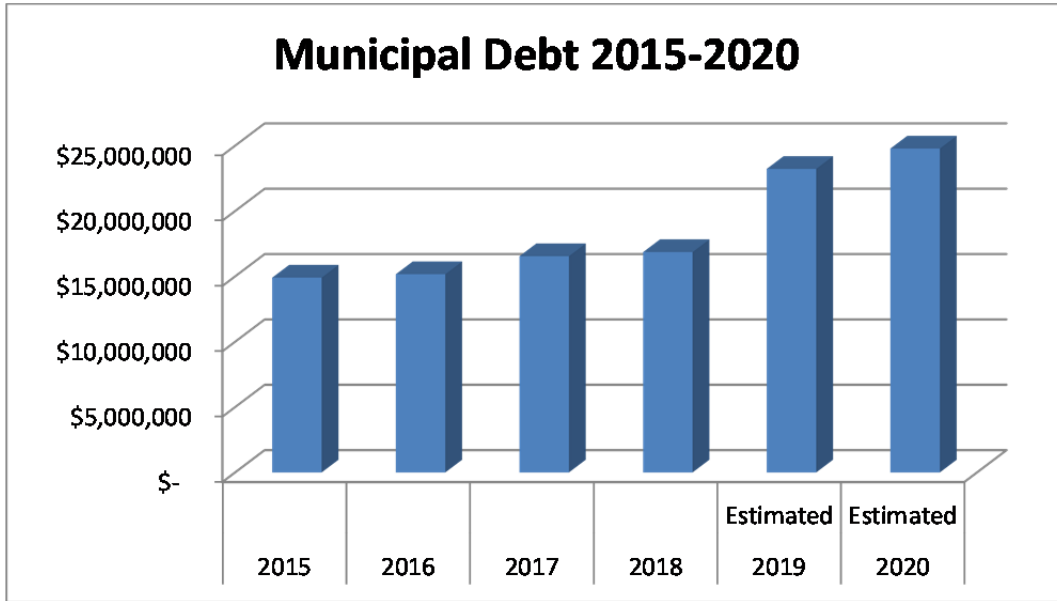
Which option is chosen depends on the funding source outlined in the long term financial plan and other planning documents, the availability of reserves, grants and other revenues or as approved by Council.

DEBT

The Municipality has taken advantage of lower interest rates over the last few years to address the backlog of capital replacement. Debt is considered for assets with expected lives in excess of 10 years with terms not to exceed 20 years. The exception is the waste water treatment plant that has a term of 30 years.

Debt allows for the cost of an asset to be repaid over the life of the asset and not paid all at once. It also means that tax rates and user fees are smoothed out and prevents large spikes in years where major capital replacement is required. Annual debt repayments included in the budget are also considered an investment in capital. Over time, as debt is repaid, the principal and interest payments already included in the budget can be reallocated to replacement needs in that year or be reallocated to reserves for future replacement to minimize tax and user fee increases.

2015 to 2020 principal on all municipal debt **including water and sewer** is depicted as follows:



The large increase in debt between 2018 and 2019 is for a number of vehicle and equipment purchases, bridge and culvert replacements and facility improvements. The increase in debt for 2020 is for water storage in the water and sewer budget. This item requires discussion by Council.

Summary of loans:

Municipality of Mississippi Mills														
Long Term Debt														
Project	Total LTD Dec 31/18 (Actual)	Total LTD Dec 31/19 (estimated)	2020 Additions	Total LTD Dec 31/20 (estimated)	Financial Institution	Int Rate	Expiry Date of existing loan	Renewal Term	Type of Repayment	Frequency	Annual Repayments Principal-2020	2020 Interest	2020 Total	Department
Municipal Office-Loan #1	299,291.54	274,359.00		248,431.00	RBC	3.92%	2028		Blended P+I	Monthly	25,928.00	10,289.00	36,217.00	Admin. Bldgs
Municipal Office-Loan #2	149,969.48	132,621.00		114,728.00	RBC	3.10%	2026		Blended P+I	Monthly	17,893.00	3,903.00	21,796.00	Admin. Bldgs
Almonte Old Town Hall-Loan #1	264,917.80	242,839.00		219,879.00	RBC	3.92%	2028		Blended P+I	Monthly	22,960.00	9,111.00	32,071.00	Admin. Bldgs
Almonte Old Town Hall-Loan #2	441,608.73	390,559.00		337,902.00	RBC	3.10%	2026		Blended P+I	Monthly	52,657.00	11,485.00	64,142.00	Admin. Bldgs
Almonte Old Town Hall-Loan #3	1,055,661.87	990,906.00		923,892.00	TD Bank	3.58%	2021	10 yrs to 2031	Blended P+I	Monthly	67,014.00	34,501.00	101,515.00	Admin. Bldgs
Arenas-Loan #1	12,237.97	11,217.00		10,155.00	RBC	3.92%	2028		Blended P+I	Monthly	1,062.00	421.00	1,483.00	Parks & Rec
Arenas-Loan #2	338,416.62	299,279.00		258,910.00	RBC	3.10%	2026		Blended P+I	Monthly	40,369.00	8,805.00	49,174.00	Parks & Rec
Arenas-Loan #3	10,748.50	8,655.00		6,494.00	BMO	3.14%	2023		Principal+Int	Monthly	2,161.00	204.00	2,365.00	Parks & Rec
Arenas-Loan #4 (Almonte Comm. Centre)	11,009.95	9,504.00		7,925.00	RBC	4.69%	2020	5 yrs to 2025	Blended P+I	Monthly	1,579.00	412.00	1,991.00	Parks & Rec
Arenas-Loan #5 (Almonte Comm. Centre)	514,915.08	481,116.00		445,888.00	RBC	4.15%	2020	10 yrs to 2030	Blended P+I	Monthly	35,228.00	19,288.00	54,516.00	Parks & Rec
Perth/Country/Bridge Sts.-Loan #2 (Roads)	94,107.69	69,168.00		43,058.00	OSIFA	4.63%	2022		Blended P+I	Semi-Annual	26,110.00	2,830.00	28,940.00	Transportation
Public Works Office	24,355.00	22,321.00		20,207.00	RBC	3.92%	2028		Blended P+I	Monthly	2,114.00	839.00	2,953.00	Transportation
Business Park	147,061.60	106,880.00		64,816.00	OSIFA	4.63%	2022		Blended P+I	Semi-Annual	42,064.00	4,560.00	46,624.00	Economic Dev.
Fire Halls	276,157.67	215,726.00		153,369.00	BMO	3.14%	2023		Principal+Int	Monthly	62,357.00	5,880.00	68,237.00	Fire Dept.
Ottawa St./Road Work	591,226.53	510,416.00		425,733.00	RBC	4.69%	2020	5 yrs to 2025	Blended P+I	Monthly	84,683.00	22,106.00	106,789.00	Transportation
SCBA	56,477.39	40,512.00		24,151.00	TD Bank	2.474%	2022		Blended P+I	Monthly	16,361.00	1,245.00	17,606.00	Fire Dept.
Plow Truck	101,288.35	79,319.00		56,806.00	TD Bank	2.474%	2022		Blended P+I	Monthly	22,513.00	1,713.00	24,226.00	Transportation
Ann St.	106,095.90	86,806.00		67,038.00	TD Bank	2.474%	2022		Blended P+I	Monthly	19,768.00	1,504.00	21,272.00	Transportation
2013 Mill of Kintail Bridge	506,575.03	481,247.00		455,077.00	TD Bank	3.450%	2024	10 yrs to 2034	Blended P+I	Monthly	26,170.00	16,236.00	42,406.00	Transportation
2013 Fire Truck	158,476.19	133,533.00		107,869.00	TD Bank	2.910%	2023		Blended P+I	Monthly	25,664.00	3,531.00	29,195.00	Fire Dept.
2013 Sidewalk Plow	70,153.51	59,111.00		47,749.00	TD Bank	2.910%	2023		Blended P+I	Monthly	11,362.00	1,563.00	12,925.00	Transportation
2014 Grader	184,214.58	155,244.00		125,436.00	TD Bank	2.910%	2023		Blended P+I	Monthly	29,808.00	4,102.00	33,910.00	Transportation
Bridges (Con 6D & Con9)	903,835.85	820,445.00		820,445.00	TD Bank	2.860%	2026	10 years to 2036	Blended P+I	Monthly	42,291.00	24,264.00	66,555.00	Transportation
2016 Fire Truck	138,101.86	122,711.00		106,923.00	BMO	2.550%	2027		Blended P+I	Monthly	15,788.00	2,942.00	18,730.00	Fire Dept.
2016 Plow Truck	190,050.24	168,874.00		147,151.00	BMO	2.550%	2027		Blended P+I	Monthly	21,723.00	4,047.00	25,770.00	Transportation
Nugent Bridge	792,401.80	762,647.00		731,890.00	BMO	3.310%	2028	10 years to 2038	Blended P+I	Monthly	30,757.00	24,772.00	55,529.00	Transportation
2017 Fire Truck	285,924.30	257,679.00		228,630.00	TD Bank	2.780%	2027		Blended P+I	Monthly	29,049.00	6,859.00	35,908.00	Fire Dept.
2017 Loader	321,029.54	289,180.00		256,422.00	TD Bank	2.780%	2027		Blended P+I	Monthly	32,758.00	7,736.00	40,494.00	Transportation
2017 Arena Roof	254,583.33	244,998.00		235,090.00	BMO	3.310%	2028	10 years to 2038	Blended P+I	Monthly	9,908.00	7,980.00	17,888.00	Parks & Rec
2018 Ice Resurfacers	76,549.73	69,910.00		63,047.00	TD Bank	3.430%	2028		Blended P+I	Monthly	6,863.00	2,288.00	9,151.00	Parks & Rec
2017 Gemmill Park		493,803.00		474,894.00	TD Bank	2.990%	2029	10 years to 2039	Blended P+I	Monthly	18,909.00	14,387.00	33,296.00	Parks & Rec
2017 Pakenham Library Expansion	162,451.97	156,364.00		150,072.00	BMO	3.310%	2028	10 years to 2038	Blended P+I	Monthly	6,292.00	5,068.00	11,360.00	Library
2018 Fire Truck Unit #550	201,967.64	184,398.00		166,235.00	TD Bank	3.430%	2028		Blended P+I	Monthly	18,163.00	6,055.00	24,218.00	Fire Dept.
2018 Bridges and Culverts		2,931,990.00		2,819,651.00	TD Bank	2.990%	2029	10 years to 2039	Blended P+I	Monthly	112,339.00	85,476.00	197,815.00	Transportation
2018 Backhoes	284,885.99	260,111.00		234,499.00	TD Bank	3.430%	2028		Blended P+I	Monthly	25,612.00	8,539.00	34,151.00	Transportation
2018 Grader	367,144.33	335,164.00		302,102.00	TD Bank	3.430%	2028		Blended P+I	Monthly	33,062.00	11,022.00	44,084.00	Transportation
2018 Downtown Renewal 50%		171,533.00		165,589.00						Estimate only	5,944.00	6,507.00	12,451.00	Transportation
2018 Ramsay Garage Renovations		202,125.00		194,339.00	TD Bank	2.990%	2029	10 years to 2039	Blended P+I	Monthly	7,786.00	5,924.00	13,710.00	Transportation
2018 Dasherboard Replacement		902,135.00		874,305.00						Estimate only	27,830.00	38,314.00	66,144.00	Parks & Rec
Perth/Country/Bridge Sts.-Loan #1 (W&S)	21,152.45	18,688.00		16,146.00	RBC	3.10%	2026		Blended P+I	Monthly	2,542.00	554.00	3,096.00	W&S
Perth/Country/Bridge Sts.-Loan #2 (W&S)	25,015.96	18,387.00		11,446.00	OSIFA	4.63%	2022		Blended P+I	Semi-Annual	6,941.00	752.00	7,693.00	W&S
WWTP	7,219,325.58	7,055,261.00		6,884,350.00	OSIFA	4.13%	2044		Blended P+I	Semi-Annual	170,911.00	289,636.00	460,547.00	W&S
2016 Scada Equipt	175,311.64	155,708.00		135,599.00	BMO	2.550%	2027		Blended P+I	Monthly	20,109.00	3,747.00	23,856.00	W&S
2018 Downtown Renewal 50%		169,010.00		163,066.00						Estimate only	5,944.00	6,507.00	12,451.00	W&S
W&S Capital		574,647.00		554,279.00						Estimate only	20,368.00	21,965.00	42,333.00	W&S
Victoria St. W&S		2,016,840.00		1,949,630.00						Estimate only	67,210.00	79,450.00	146,660.00	W&S
Water Storage			2,930,000.00	2,930,000.00							-	-	-	W&S start 2021
Total	16,834,699.19	23,226,237.00	2,930,000.00	24,781,313.00							1,374,924.00	829,319.00	2,204,243.00	

	Total LTD	2020	
Summary:	Dec 31/20	Debt Payments	
	(estimated)	(estimated)	
Administration	1,844,832.00	255,741.00	
Parks & Recreation	2,376,708.00	236,008.00	
Transportation	6,913,192.00	763,980.00	
Fire Department	787,177.00	193,894.00	
Community & Economic Development	64,816.00	46,624.00	
Library	150,072.00	11,360.00	
Water and Sewer	12,644,516.00	696,636.00	
Subtotal	24,781,313.00	2,204,243.00	
Tile Drainage	23,809.00	4,688.00	Paid by property owners
Total	24,805,122.00	2,208,931.00	

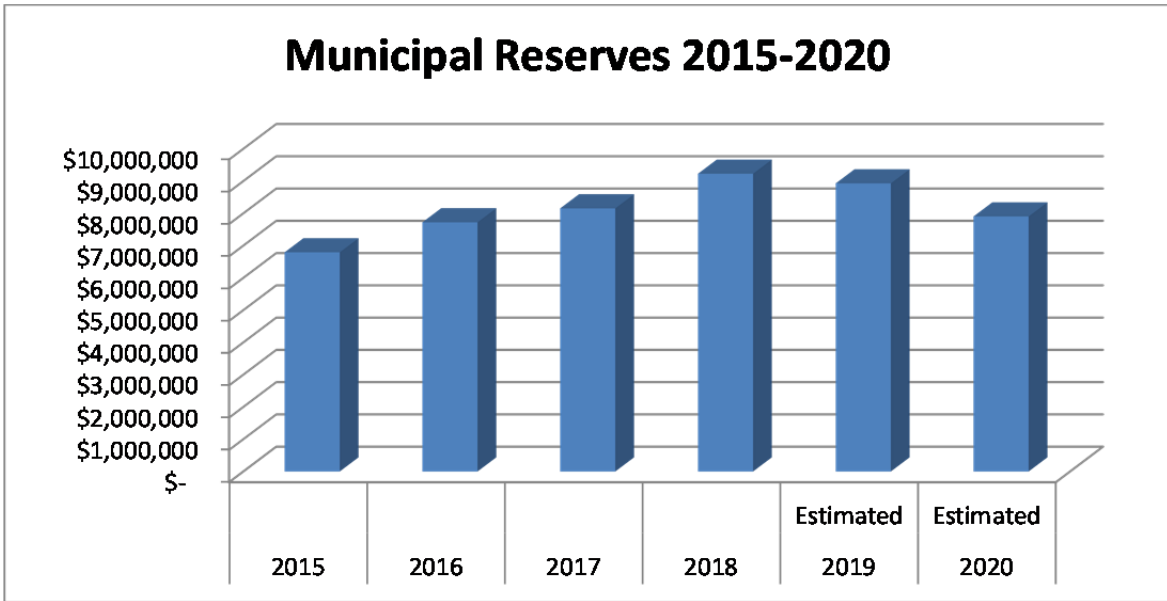
RESERVES:

Reserve balances fluctuate annually depending on the availability of funds in the annual budget to build up the reserve and then conversely the use of reserves annually for projects that funds were set aside for.

Reserves are used to plan for future capital replacement needs to try and smooth out tax rate and user fee changes so that large spikes do not occur in years where large capital improvements or replacements are required. A common practice of the Municipality is to “borrow” funds from reserves to complete a project that is larger in value to avoid external debt financing and as a mechanism to protect the reserve balance in the long term because the amount will be repaid back to reserves over a number of years.

If reserves are depleted in any budget year, then there will be limited funds available in another year to complete required work. This would then equate to a very large increase in taxation or user fees.

Reserves are also needed to address emergency situations that may arise from time to time. 2015-2020 reserves **including water and sewer** are depicted as follows:



This chart includes additions to and the use of reserves for internally financed projects as follows:

Municipality of Mississippi Mills						
Internally financed projects from Reserves						
Included in 2020 budget:						
						Prjoected
	Original Amount	# of years	1st year	last year	2020 Total	Bal at Dec 31/20
Fire Department:						
2016 Truck	43,680	5	2017	2021	8,736	8,736
2017 Chief's Car	38,535	5	2018	2022	7,707	15,414
2017 Commercial Washer/Dryer	30,898	5	2018	2022	6,180	12,360
	113,113				22,623	36,510
Building Department:						
2017 Vehicle	30,000	5	2018	2022	6,000	12,000
	30,000		2,018	2,022	6,000	12,000
Transportation:						
1/2 ton Truck	32,200	5	2016	2020	6,400	-
1/2 ton Truck	33,630	5	2017	2021	6,726	6,726
3/4 Ton Truck	35,000	5	2019	2023	7,000	21,000
Boom Flail	17,300	5	2017	2021	3,460	3,460
Steamer Unit	11,690	5	2017	2021	2,338	2,338
Steamer Unit-Pak	13,850	5	2018	2022	2,770	5,540
2017 Truck	36,321	5	2018	2022	7,264	14,528
LED Streetlights	283,240	10	2019	2027	28,324	226,592
Sidewalk Plow (balance	34,515	5	2018	2022	6,903	13,806
Shaw Bridge	200,000	10	2020	2029	20,000	180,000
1/2 ton Truck	27,000	5	2020	2024	5,400	21,600
	724,746				96,585	495,590
Parks & Recreation:						
SCC project	121,000	10	2014	2023	12,100	36,300
Condenser-ACC	52,036	5	2016	2020	10,407	-
Lawn Mowing Equipment	73,100	5	2017	2021	14,620	14,620
Humidifier-SCC	57,480	5	2017	2021	11,496	11,496
1/2 ton Truck	33,050	5	2017	2021	6,610	6,610
Score Clock	35,000	5	2020	2024	7,000	28,000
Lawn Mowing Equipment	35,000	5	2020	2024	7,000	28,000
	406,666				69,233	125,026
Total	1,205,092				180,554	641,352
Water and Sewer						
						Prjoected
	Original Amount	# of years	1st year	last year	2019 Total	Bal at Dec 31/20
Water Tower	385,000	10	2014	2023	38,500	115,500
Church St.	325,600	10	2018	2022	32,560	65,120
Victoria St.	127,800	10	2019	2028	12,780	102,240
SCADA Equipment	170,000	10	2019	2028	17,000	136,000
Menzie St.	212,000	10	2019	2028	21,200	169,600
Ottawa/Honeybourne Looping	295,680	10	2020	2029	29,568	266,112
Total (rate based)	1,516,080				151,608	854,572
Total	2,721,172				332,162	1,495,924

The 2020 budget also proposes “borrowing” from reserves for capital projects that will start to be repaid back to reserves in 2021:

Projects included in 2020 Budget for internal financing						
Tax Based:	Original Amount	# of years	1st year	last year	2020 Total	
Electronic Sign	50,000	5	2021	2025	10,000	
Fire Truck Conversion	205,000	10	2021	2030	20,500	
Fire Bush Truck	35,000	5	2021	2025	7,000	
Plow Truck	98,250	5	2021	2025	19,650	
Total	388,250				57,150	
Water and Sewer:						
Sanitary Sewer Repairs	230,976	10	2021	2030	23,097	
WWTP Turbo Blower 3 Replacemen	120,000	10	2021	2030	12,000	
Total	508,250				69,150	

Municipal reserves are made up of multiple departmental reserves, some of which are restricted in their use. For example, contributions from the waste management budgets, the building department, water and sewer and septage come from user fees and not taxes and therefore should not be used to pay for items that would normally be funded from taxation. Similarly, policing reserves should only be used for policing matters to help address changes to the annual contract and winter control reserves are meant to be used in years where winter control is over budget because of a bad winter season.

The reserve balances at December 31, 2019 is expected to be \$8,930,562 and 2020 is estimated at \$7,806,266:

**MUNICIPALITY OF MISSISSIPPI MILLS
CONTINUITY OF RESERVE SCHEDULE
TO DECEMBER 31, 2018 (and projected to Dec 31/20)**

	Stabilization Reserves	Tax Supported Reserves	Program Reserves	Dec 31/18 Total	Tsf in 2019	Tsf out 2019	Projected Bal at Dec 31/19	Projected Tsf in 2020	Projected Tsf out 2020	Projected Bal at Dec 31/20
Working Capital	1,100,000.00			1,100,000.00			1,100,000.00			1,100,000.00
Capital		676,419.26		676,419.26	317,025.00	(279,500.00)	713,944.26	337,355.00	(388,250.00)	663,049.26
Live Streaming			25,000.00	25,000.00			25,000.00		(25,000.00)	-
Operational Review			7,474.37	7,474.37			7,474.37			7,474.37
Election			-	-	15,000.00		15,000.00	15,000.00		30,000.00
Strategic Plan				-	10,000.00		10,000.00		(10,000.00)	-
Website				-	25,000.00		25,000.00		(25,000.00)	-
Records Management			100,000.00	100,000.00			100,000.00		(25,000.00)	75,000.00
Heritage			22,923.30	22,923.30			22,923.30			22,923.30
Pound Costs			11,000.00	11,000.00			11,000.00			11,000.00
Facility Manager/H&S			1,600.00	1,600.00			1,600.00			1,600.00
Contingency		262,726.83		262,726.83	25,000.00		287,726.83	25,000.00		312,726.83
Admin. Building		111,107.17		111,107.17	74,000.00	(29,500.00)	155,607.17		(113,000.00)	42,607.17
Policing			233,588.96	233,588.96	12,507.00	(20,000.00)	226,095.96		(29,000.00)	197,095.96
Building Dept.			466,145.07	466,145.07	12,000.00	(8,765.00)	469,380.07	42,764.00		512,144.07
Accessibility		3,793.76		3,793.76		(2,124.05)	1,669.71			1,669.71
Equip. Replacement		34,288.65		34,288.65			34,288.65			34,288.65
Public Works		411,496.65		411,496.65	40,000.00	(138,235.00)	313,261.65		(156,900.00)	156,361.65
Storm/Streetlights		53,199.28		53,199.28			53,199.28			53,199.28
Active Transportation		12,200.00		12,200.00	58,000.00		70,200.00		(70,200.00)	-
Winter Control			55,820.00	55,820.00			55,820.00			55,820.00
Waste Management			1,263,940.64	1,263,940.64	60,539.00		1,324,479.64	58,941.00	(52,000.00)	1,331,420.64
Septage			229,282.84	229,282.84	17,000.00		246,282.84	20,000.00	(55,133.00)	211,149.84
Daycare		470,194.23		470,194.23	6,000.00	(62,000.00)	414,194.23		(195,600.00)	218,594.23
Planning		2,159.09		2,159.09			2,159.09			2,159.09
C&EDC		127,569.09		127,569.09	25,500.00	(15,000.00)	138,069.09		(52,250.00)	85,819.09
Recreation		237,144.58		237,144.58		(57,200.00)	179,944.58		(66,450.00)	113,494.58
Light up the Night			2,470.76	2,470.76			2,470.76			2,470.76
Ticket Surcharge			7,687.93	7,687.93			7,687.93			7,687.93
Cash in Lieu-Parkland			66,279.50	66,279.50	13,000.00		79,279.50			79,279.50
Parking Reserve			32,737.83	32,737.83	36,000.00	(13,000.00)	55,737.83			55,737.83
Water & Sewer		2,383,772.08		2,383,772.08	315,132.00	(647,539.00)	2,051,365.08	315,132.00	(576,861.00)	1,789,636.08
Business Park			647,832.52	647,832.52		(46,624.00)	601,208.52		(46,624.00)	554,584.52
Fire Dept.		40,148.68		40,148.68		(4,000.00)	36,148.68		(13,220.00)	22,928.68
Library		125,935.66		125,935.66		(36,500.00)	89,435.66		(38,000.00)	51,435.66
Ramsay Reserves			2,640.40	2,640.40			2,640.40			2,640.40
Pakenham Reserves			266.72	266.72			266.72			266.72
Total Dec 31	1,100,000.00	4,952,155.01	3,176,690.84	9,228,845.85	1,061,703.00	(1,359,987.05)	8,930,561.80	814,192.00	(1,938,488.00)	7,806,265.80
Summary										
Working Capital			1,100,000.00							Reserve is restricted to offset tax arrears
Capital			1,462,411.71							Reserve is further restricted to projects noted above
Programs in Operating budget			26,193.01							Reserve is for Heritage and Facility Manager/H&S
Contingency			312,726.83							Reserve is for emergencies
Police			197,095.96							Reserve is used to offset increases in contract
Waste Management			1,331,420.64							Reserve is from user fees to offset waste management needs
Septage			211,149.84							Reserve is from Septage fees to offset septage needs
Winter Control			55,820.00							Reserve is to offset deficits in winter control area of budget
Ramsay			2,640.40							Reserve is for museums capital projects
Pakenham			266.72							Reserve is for recreation in Pakenham ward
Business Park			554,584.52							Reserve is to offset debt on park and to plan for next phase
Ticket Surcharge			7,687.93							Reserve is to offset auditorium improvements at Almonte Old Town Hall
Cash in Lieu-Parkland			79,279.50							Reserve is to be used for parkland/recreation trail development
Parking			55,737.83							Reserve is available to address parking related matters
Election			30,000.00							Reserve is being built up to offset the 2022 election
Records Management			75,000.00							Reserve is to offset electronic storage of records
Building Dept			512,144.07							Reserve is from building department revenues and can only be applied to building
Light Up the Night			2,470.76							Reserve is used to offset this event
Water and Sewer			1,789,636.08							Reserve is from water & sewer rates for capital projects
			7,806,265.80							

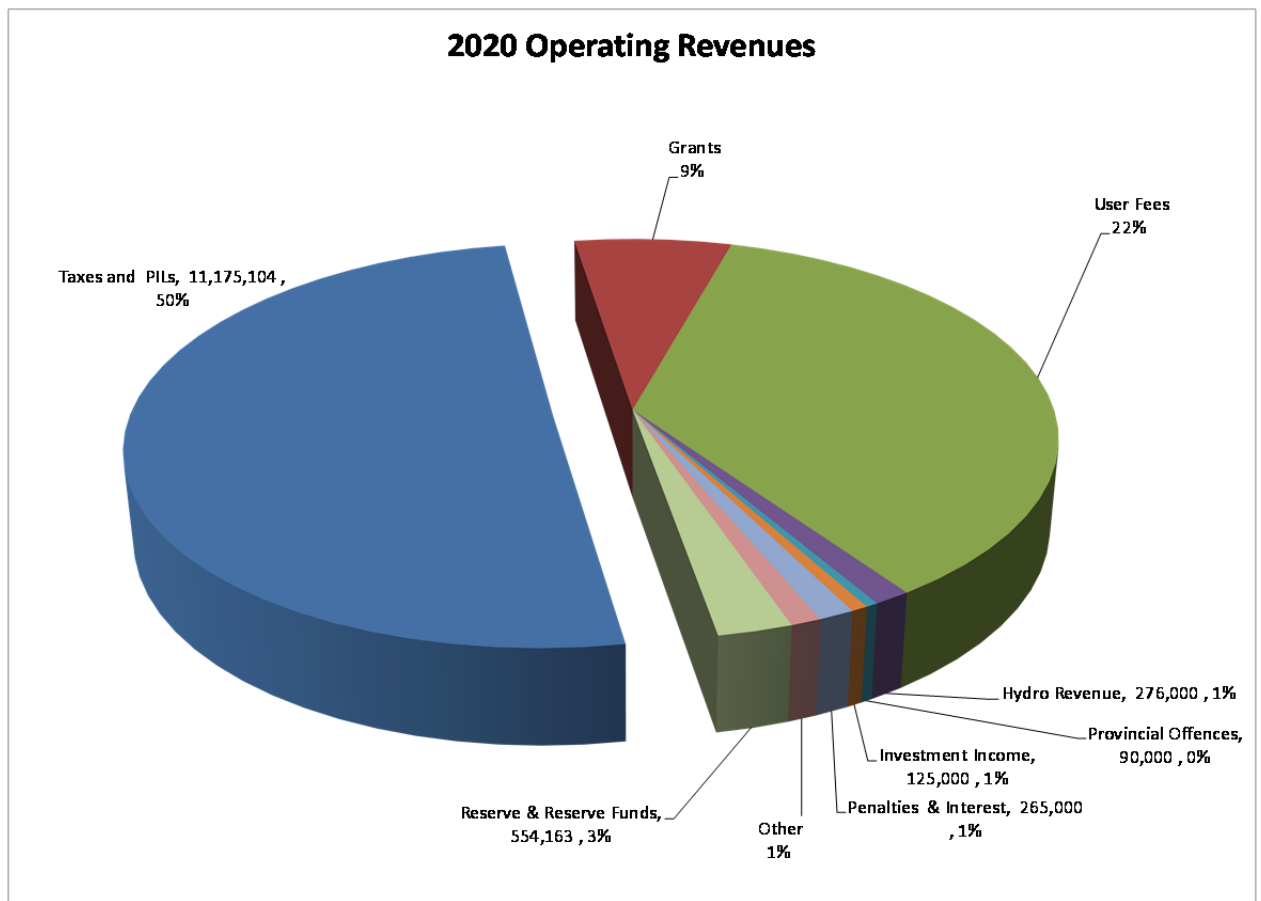
With an estimated capital reserve balance at the end of 2020 of \$1.46 million and a future replacement cost of all municipal infrastructure conservatively estimated at \$170 million, the Municipality is projected to have 0.9% of the cost of capital up front by the end of 2020. This means that when capital replacement is needed in the future, some other funding source will be required and will likely depend on tax and user fee increases. It is important that the Municipality consider increasing the reserve balance in anticipation of future capital needs.

OPERATING REVENUE

The Municipality has a number of revenue sources in addition to taxation that helps pay for the cost of programs and services. For example, the waste management charge covers the full cost of providing waste management services. Likewise, water and sewer, and septage fees pay the full cost of the service and building permit fees cover the full costs of the department and are not paid for through the tax levy.

Development charges help pay for expenditures required as a result of growth and grants and other user fees are available in addition to general licenses and permits. The Municipality also collects interest on its investments and penalties and interest on overdue water and taxes.

Revenues are typically shown in the budget document with a negative sign in front of the figure.



REVENUES										
2020 Budget										
Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual (To Sept 30/19)	2018 Actual	2017 Actual	2016 Actual	2015 Actual
Taxation										
1	Taxes-Town	- 10,773,453.00	- 10,493,797.00	- 279,656.00	3%	- 10,340,757.21	- 10,022,725.09	- 9,439,020.64	- 8,770,729.40	- 8,165,624.06
2	Taxes-County	- 7,517,690.00	- 7,228,550.00	- 289,140.00	4%	- 7,318,079.06	- 7,173,120.22	- 6,993,413.77	- 6,644,761.79	- 6,342,318.74
3	Taxes-Schools	- 4,100,000.00	- 4,100,000.00	-	0%	- 3,996,972.33	- 4,091,880.70	- 4,122,533.82	- 4,205,115.11	- 4,103,294.99
	Total	- 22,391,143.00	- 21,822,347.00	- 568,796.00	3%	- 21,655,808.60	- 21,287,726.01	- 20,554,968.23	- 19,620,606.30	- 18,611,237.79
Federal Grants										
4	Federal Gas Tax Revenue	-	-	-	-	-	-	-	-	-
5	Federal Grants-Students	-	-	-	-	-	8,400.00	-	1,577.00	7,382.00
	Total	-	-	-	-	-	8,400.00	-	1,577.00	7,382.00
Provincial Grants										
6	Prov Grant-Administration (Power Dam)	- 47,000.00	- 50,000.00	3,000.00	-6%	- 46,667.79	- 46,667.79	- 46,667.79	- 75,641.01	- 46,667.79
7	Prov Grant-OMPF	- 890,600.00	- 848,288.00	- 42,312.00	5%	- 646,217.00	- 848,200.00	- 815,900.00	- 811,300.00	- 779,200.00
8	Prov Grant-Court Security	- 9,900.00	- 9,900.00	-	0%	- 650,005.63	- 26,198.79	- 20,277.60	- 13,258.52	- 9,035.00
9	Prov Grant-Livestock	- 4,000.00	- 4,000.00	-	0%	- 5,448.28	- 11,499.35	- 9,099.40	- 21,592.00	- 25,140.00
10	Prov Grant-Drainage Superintendent	- 750.00	- 750.00	-	0%	-	- 1,134.73	- 962.85	- 1,508.98	- 1,260.98
	Total	- 952,250.00	- 912,938.00	- 39,312.00	-1%	- 1,348,338.70	- 933,700.66	- 892,907.64	- 923,300.51	- 861,303.77
11	County Road Maintenance	- 27,780.00	- 26,700.00	- 1,080.00	4%	- 18,103.52	- 26,887.76	- 26,438.60	- 26,073.14	- 25,570.65
Fees & Service Charges										
12	Administration Fees (Tax certificates, NSF fees)	- 13,500.00	- 13,150.00	- 350.00	3%	- 11,655.20	- 14,307.20	- 16,218.00	- 13,074.90	- 10,496.00
13	Fire Fees	- 10,000.00	- 15,000.00	5,000.00	-33%	- 6,586.03	- 35,430.60	- 9,198.53	- 53,899.42	- 49,611.90
14	Roadway and Other PW Fees	- 5,500.00	- 5,000.00	- 500.00	10%	- 4,825.90	- 5,394.73	- 3,915.00	- 5,393.76	- 4,800.01
15	Planning Fees	- 110,000.00	- 100,000.00	- 10,000.00	10%	- 124,011.01	- 82,050.00	- 90,150.00	- 108,806.99	- 166,684.43
16	Tile Drainage Fees	- 4,688.00	- 13,710.00	9,022.00	-66%	- 13,709.08	- 13,709.08	- 13,709.08	- 14,918.30	- 18,817.72
17	Police-Other (False Alarms)	- 600.00	- 800.00	200.00	0%	- 200.00	- 600.00	- 1,402.50	- 1,600.00	- 3,610.00
18	Wedding Fees	-	-	-	0%	-	- 1,600.00	- 4,750.00	- 5,000.00	- 6,150.00
	Total	- 144,288.00	- 147,660.00	3,372.00	-76%	- 160,987.22	- 153,091.61	- 139,343.11	- 202,693.37	- 260,170.06

Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual
Payments in Lieu of taxes										
19	PIL-Town	- 194,220.00	- 194,220.00	-	0%	- 182,443.17	- 192,078.10	- 199,088.32	- 195,260.96	- 194,790.30
20	PIL-County	- 69,830.00	- 69,830.00	-	0%	- 63,800.49	- 69,390.32	- 70,733.60	- 67,017.61	- 67,929.58
21	PIL-Schools	- 1,925.00	- 1,925.00	-	0%	- 1,985.72	- 1,942.19	- 1,884.43	- 109.04	- 110.17
	Total	- 265,975.00	- 265,975.00	-	0%	- 248,229.38	- 263,410.61	- 271,706.35	- 262,387.61	- 262,830.05
Other Revenue										
22	Trade Licence	- 7,000.00	- 7,000.00	-	0%	- 7,100.00	- 6,963.00	- 7,350.00	- 8,325.00	- 3,200.00
23	Dog Tags	- 7,500.00	- 7,500.00	-	0%	- 6,610.00	- 7,960.00	- 8,435.00	- 8,880.00	- 9,285.00
24	Other Licences & Permits (Marriage Licences)	- 15,000.00	- 15,000.00	-	0%	- 13,932.54	- 17,102.22	- 14,261.01	- 15,907.61	- 15,184.48
25	Rental Revenue (Municipal Facilities)	- 65,000.00	- 62,500.00	2,500.00	4%	- 49,129.40	- 74,776.93	- 48,783.21	- 56,345.04	- 30,140.41
26	Fines-Parking	- 8,500.00	- 8,500.00	-	0%	- 6,348.80	- 9,358.25	- 12,985.80	- 9,361.28	- 5,920.05
27	Cash in Lieu-Parking			-		- 36,000.00			- 17,480.00	
28	Cash in Lieu of Parkland			-		- 4,500.00	- 6,827.00	- 30,060.00		- 6,912.50
29	Provincial Offences Revenue	- 90,000.00	- 90,000.00	-	0%	- 45,754.02	- 122,643.18	- 84,539.88	- 54,285.82	- 144,251.25
30	Ticket Surcharge-AOTH		-	-	#DIV/0!	- 5,645.06	- 7,933.55	- 7,016.12	- 6,053.18	- 5,163.26
31	Penalty & Interest-Current Taxes	- 100,000.00	- 105,000.00	5,000.00	-5%	- 54,916.85	- 100,294.01	- 100,972.89	- 108,165.89	- 110,137.31
32	Penalty & Interest-Tax Arrears	- 145,000.00	- 160,000.00	15,000.00	-9%	- 97,932.83	- 141,512.86	- 137,114.22	- 171,873.59	- 184,567.11
33	Interest on Overdue Accounts-Gen.			-				- 1,903.55	-	10.40
34	Interest Income-Investments	- 90,000.00	- 60,000.00	30,000.00	50%	- 141,605.74	- 82,618.80	- 55,997.22	- 61,225.22	- 63,891.75
35	Sale of Land			-		- 95,000.00	- 597,356.59	- 335,576.84	-	- 7,049.69
36	Sale of Equipment			-			- 4,000.00	- 21,130.67		
37	Sale of Books, Maps			-		- 397.34	- 1,682.30	- 1,615.67	- 1,411.20	- 8,170.92
38	Other Revenue (Hydro Revenue)	- 167,044.00	- 183,880.00	16,836.00	-9%	- 47,734.71	- 312,934.99	- 324,340.62	- 287,223.63	- 106,109.58
39	Transfer from Reserves	- 75,624.00	- 94,624.00	19,000.00	-20%		- 383,321.90	- 96,058.67	- 199,075.00	- 151,675.00
40	Transfer from Reserve Fund (Development Charge)	- 95,870.00	- 99,240.00	3,370.00	-3%		- 89,800.00	- 89,800.00	- 89,800.00	- 219,300.00
	Total	- 866,538.00	- 893,244.00	26,706.00	-3%	- 612,607.29	- 1,967,085.58	- 1,377,941.37	- 1,095,422.86	- 1,070,958.31
	Total Revenue	- 24,647,974.00	- 24,068,864.00	- 579,110.00	2%	- 24,044,074.71	- 24,640,302.23	- 23,263,305.30	- 22,132,060.79	- 21,099,452.63

This chart compares the 2020 budget with the 2019 budget and 2018 actuals by expenditure type and revenue source:

Municipality of Mississippi Mills 2020 Budget Summary

	A	B	C	D=B + C	E= C/B	
		2019	2020	2020	% 2020	
	2018 Actual	Approved Budget	Program Change	Requested Budget	Requested/ 2019 Budget	
Expenditures:						
Remuneration, Salaries & Benefits	6,831,449	7,105,631	449,855	7,555,486	6.33%	Includes F/T Deputy Fire Chief, Bylaw staffing reallocations and Daycare Expansion to School
Travel & Training	118,766	203,275	6,725	210,000	3.31%	
Materials & Contracts	6,203,019	6,364,738	320,119	6,684,857	5.03%	Estimated contract increases for OPP, recycling, waste collection, animal control etc. and wild parsnip
General Operating Expenses	990,173	819,672	57,935	877,607	7.07%	Includes Office Supplies, Computer Services Exp, Professional fees, Telephone etc.
Community Grants	259,187	314,295	10,682	324,977	3.40%	
Fuel & Oil	212,829	175,925	12,325	188,250	7.01%	
M&R (facilities, fleet etc.)	400,955	375,929	16,700	392,629	4.44%	
Utilities	424,090	473,879	(25,679)	448,200	-5.42%	
Insurance	145,441	144,622	5,503	150,125	3.81%	Estimate only
Election	43,728	-	-	-	0.00%	
Grant in Lieu of Taxes	78,746	80,200	-	80,200		
Cost Sharing	122,237	134,731	2,507	137,238	1.86%	Estimate only
Subtotal	15,830,620	16,192,897	856,672	17,049,569	5.29%	
Transfers to Reserves	2,884,433	761,016	46,723	807,739	6.14%	Includes net waste management and septage and internal repayments for capital projects
Debt Repayments	1,574,769	1,947,860	261,071	2,208,931	13.40%	Refer to debt schedule for details
Capital Expenditures	2,079,626	2,270,530	(95,026)	2,175,504	-4.19%	Refer to capital budget for details
Subtotal	6,538,828	4,979,406	212,768	5,192,174	4.27%	
Total Expenditures	22,369,448	21,172,303	1,069,440	22,241,743	5.05%	
Revenues						
Supplementary Taxes & PILs	304,151	529,594	25,697	555,291	4.85%	
Grants	1,983,858	1,690,528	(51,852)	1,638,676	-3.07%	
User Fees	7,107,103	7,310,124	642,080	7,952,204	8.78%	
Hydro Revenue	519,320	276,000	-	276,000	0.00%	
Provincial Offences Revenue	122,643	90,000	-	90,000	0.00%	
Investment Income	121,748	80,000	45,000	125,000	56.25%	
Penalties & Interest	273,307	299,000	(34,000)	265,000	-11.37%	
Other Revenue (Licences, perm)	1,264,997	236,750	(8,606)	228,144	-3.64%	
Transfer from Reserves	383,322	104,624	(6,948)	97,676	-6.64%	
Transfer from DCs	378,347	397,262	(3,323)	393,939	-0.84%	
Total Revenues	12,458,796	11,013,882	608,048	11,621,930	5.52%	
Net Levy	9,910,652	10,158,421	461,392	10,619,813	4.54%	

MUNICIPALITY OF MISSISSIPPI MILLS										
2020 Operating & Net Capital Budget Summary										
Line #	DESCRIPTION	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual (To Sept 30/19)	2018 Actual	2017 Actual	2016 Actual	2015 Actual
TAX FUNDED SUMMARY:										
1	GENERAL REVENUE	- 24,647,974.00	- 24,068,864.00	- 579,110.00	2.41%	- 24,044,074.71	- 24,640,302.23	- 23,263,305.30	- 22,132,060.79	- 21,099,452.63
2	COUNCIL	216,387.00	227,450.00	- 11,063.00	-4.86%	134,745.30	272,776.89	251,264.54	238,030.56	247,700.14
3	ADMINISTRATION	1,313,950.00	1,349,667.00	- 35,717.00	-2.65%	989,076.72	2,121,177.90	1,366,187.27	1,184,710.86	1,237,274.06
4	ADMINISTRATION BUILDINGS	461,921.00	461,929.00	- 8.00	0.00%	298,321.59	446,862.98	428,637.27	435,520.55	432,807.40
5	FIRE DEPARTMENT	1,022,467.00	870,151.00	152,316.00	17.50%	479,257.65	885,014.02	761,728.18	799,629.38	750,609.96
6	POLICE	1,941,613.00	1,885,672.00	55,941.00	2.97%	1,100,044.45	1,873,949.77	1,844,527.47	1,801,736.11	1,557,850.28
7	BUILDING DEPARTMENT (SEE NOTE BELOW)	-	-	-	0.00%	- 157,611.28	-	-	-	-
8	PROTECTION	347,054.00	278,611.00	68,443.00	21.16%	212,017.78	276,163.10	260,764.73	208,812.32	141,879.53
9	TRANSPORTATION	4,897,781.00	4,955,376.00	- 57,595.00	-1.16%	2,811,873.33	4,840,892.64	4,464,051.99	4,065,012.11	3,994,505.53
10	WASTE MANAGEMENT (SEE NOTE BELOW)	-	-	-	1.74%	- 619,486.56	-	-	-	-
11	SEPTAGE (SEE NOTE BELOW)	-	-	-	200.00%	- 43,553.49	-	-	-	-
12	DAYCARE SUMMARY	53,569.00	60,757.00	- 7,188.00	-11.83%	5,817.78	30,000.00	61,881.54	37,490.44	- 39,100.77
13	RECREATION SUMMARY	1,516,186.00	1,294,650.00	221,536.00	17.11%	880,385.31	1,283,005.52	1,445,163.70	1,217,804.61	1,120,976.71
14	LIBRARY SUMMARY	638,320.00	627,102.00	11,218.00	1.79%	443,326.50	611,299.30	523,947.64	586,945.20	496,581.17
15	HERITAGE COMMITTEE	40,745.00	39,750.00	995.00	2.50%	11,633.09	12,676.63	22,996.95	12,535.46	11,704.52
16	OTHER CULTURAL	32,500.00	31,400.00	1,100.00	3.50%	32,110.00	30,500.00	27,200.00	38,200.00	26,000.00
17	PLANNING	382,285.00	272,507.00	109,778.00	40.28%	178,870.98	318,805.13	351,034.76	321,922.06	352,309.26
18	CEDC	293,494.00	293,827.00	- 333.00	-0.11%	178,983.99	284,172.50	249,410.29	249,957.12	232,862.08
19	AGRICULTURE	7,688.00	19,710.00	- 12,022.00	-60.99%	10,702.18	16,674.49	16,047.13	16,751.33	21,845.76
20	COUNTY & SCHOOLS	11,689,445.00	11,400,305.00	289,140.00	2.54%	6,673,204.49	11,336,331.36	11,188,461.84	10,917,002.49	10,513,647.00
21	WATER & SEWER (SEE NOTE BELOW)	-	-	-	-	- 604,603.28	- 604,603.28	-	-	-
22	SHORTFALL	207,431.00	-	207,431.00	0%	- 11,028,958.18	- 604,603.28	-	-	-
DESCRIPTION										
USER FEE FUNDED SUMMARIES:										
23	BUILDING DEPT. REVENUE	- 469,900.00	- 446,030.00	- 23,870.00	5%	- 435,509.15	- 615,197.65	- 595,632.94	- 424,548.89	- 359,694.18
24	BUILDING DEPT EXPENDITURES	469,900.00	446,030.00	23,870.00	5%	277,897.87	615,197.65	595,632.94	424,548.89	359,694.18
	NET	-	-	-	0%	- 157,611.28	-	-	-	-
25	WASTE MANAGEMENT REVENUE	- 1,683,160.00	- 1,654,380.00	- 28,780.00	2%	- 1,622,679.54	- 1,702,535.90	- 1,655,834.73	- 1,599,090.30	- 1,631,707.17
26	WASTE MANAGEMENT EXPENDITURES	1,683,160.00	1,654,380.00	28,780.00	2%	1,003,192.98	1,702,535.90	1,655,834.73	1,599,090.50	1,631,707.17
	NET	-	-	-	0%	- 619,486.56	-	-	0.20	-
27	SEPTAGE REVENUE	- 50,000.00	- 27,000.00	- 23,000.00	85%	- 43,553.49	- 97,209.82	- 64,030.87	- 50,251.44	- 34,919.80
28	SEPTAGE EXPENDITURES	50,000.00	27,000.00	23,000.00	85%	-	97,209.82	64,030.87	50,251.43	34,919.80
	NET	-	-	-	0%	- 43,553.49	-	-	-	-
29	WATER AND SEWER REVENUE	- 3,757,388.00	- 3,543,282.00	- 214,106.00	6%	- 2,371,591.31	- 3,895,261.57	- 3,514,277.93	- 3,387,415.50	- 3,088,168.94
30	WATER AND SEWER EXPENDITURES	3,757,388.00	3,543,282.00	214,106.00	6%	1,766,988.03	3,895,261.57	3,514,277.93	3,387,415.50	3,088,168.94
	NET	-	-	-	0%	- 604,603.28	-	-	-	-

LONG TERM FINANCIAL PLANS:

For the years 2013-2019, the Municipality had been following the long term financial plan for tax supported projects which outlines target expenditure and revenue totals, as well as target reserve, debt and capital needs. **The long term financial plan requires updating. Below is a listing of items that were not included in the original long term financial plan.**

Significant additions since 2013 to budgets (not included in the LTFP):

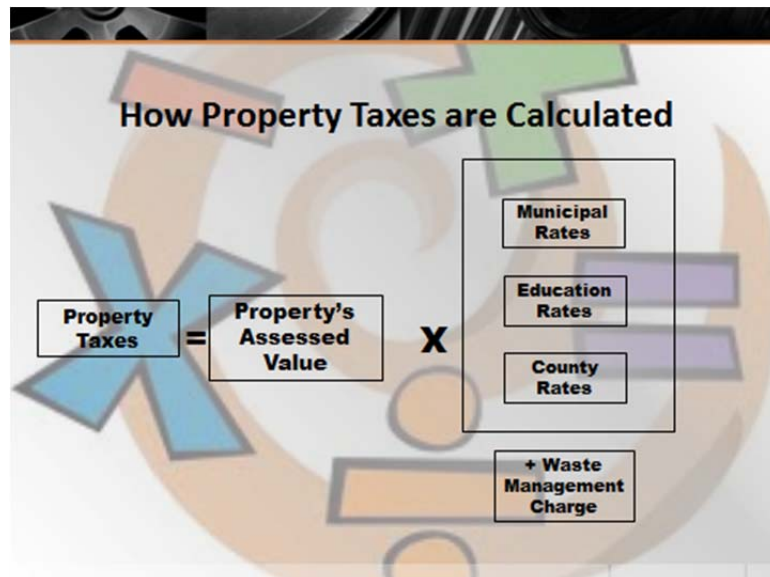
- ▶ LED Streetlight Project funded from reserves-\$283,000
- ▶ Staffing-Deputy Clerk, Facility Manager, Fire Inspection Officer, Fire Admin. Assistant
- ▶ Loss of OMPF funding in 2016 of \$156,800
- ▶ Contract increases higher than inflation. In 2015 the OPP contract increased by \$233,812
- ▶ Bridge/Road work that is significantly higher than the original forecast resulting in increased debt for bridges and therefore increased debt repayments.
- ▶ The Gemmill Park project and the associated debt repayments and operating costs (water useage, hydro)
- ▶ Higher than expected costs on the Pakenham Library project
- ▶ Requirements of asset management, new fire regulations and other legislation
- ▶ Active transportation projects
- ▶ Studies, plans and other capital needs not planned for in the original LTFP
- ▶ Winter Control increases higher than expected due to material costs and the number/type of winter events
- ▶ Wild parsnip spraying

Water and Sewer also has a rate study that provides Council with plan for capital replacement along with required operational needs. Included in the plan is the estimated rate increases required to support the annual budget. Refer to the Water and Sewer section of this document for information on proposed rates for 2020. The rate study also requires updating in 2020.

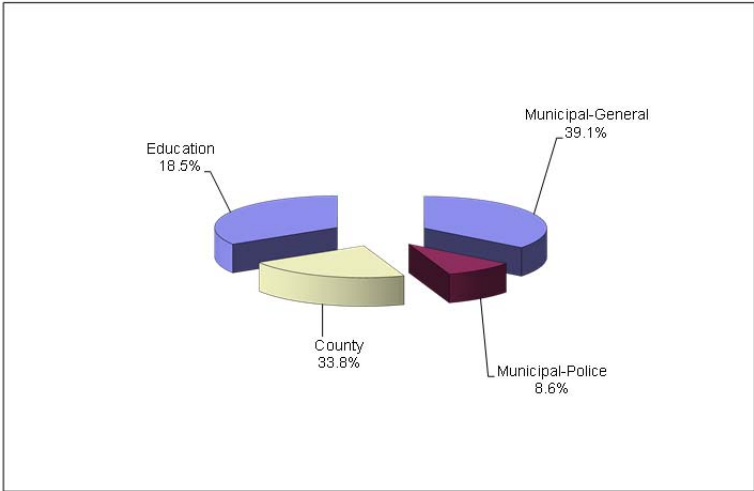
TAXATION

An increase in the required amount of tax revenue to balance the budget does not necessarily translate to the same tax rate change. What happens to the tax rate depends on the assessment change during the year and the overall expenditure level that taxes are required to cover.

The Municipality must levy and collect taxes on behalf of the County of Lanark and the School Boards. These taxes are then paid to those entities regardless of whether the taxpayer has paid them to the Municipality or not. If not, they form part of the tax arrears of the Municipality however the Municipality is permitted to keep any penalties and interest on those tax arrears.



BREAKDOWN OF TAX BILL



Over the last few years the Municipality has been following the approved long term financial plan with 7% tax revenue increases from 2013-2018. Including taxation from the County and School Boards, this did not equate to the same overall tax increase:

Year	Avg. Residential Assessment	Residential Tax Rate	Average Residential Taxes per year	Change over Previous Year	% Change over Previous Year	Monthly Increase to average resident
2015	\$303,000	1.064122%	\$3,224.29	\$90.90	2.90%	\$7.58
2016	\$315,000	1.053824%	\$3,319.55	\$95.26	2.95%	\$7.93
2017	\$322,000	1.064578%	\$3,427.94	\$108.39	3.17%	\$9.03
2018	\$334,000	1.058002%	\$3,533.73	\$105.79	3.08%	\$8.82
2019	\$345,000	1.053651%	\$3,635.10	\$101.37	2.87%	\$8.45

In addition, the Municipality expects to receive taxation during the year from new development in the form of supplemental assessment.

The Municipality's **taxable** assessment increase is estimated to be 4.22% over 2019.

Municipality of Mississippi Mills					
2020 Estimated Assessment					
	Tax				
Tax Class	Qualifier	2020 Est.	2019	\$ Diff	% Diff
Residential	RT	1,803,575,188	1,739,223,904	64,351,284	3.70%
Multi-Residential	MT	22,014,000	21,070,060	943,940	4.48%
Commercial	CT	51,899,294	47,483,343	4,415,951	9.30%
Commercial Vacant Land	CX	2,515,220	2,673,775	(158,555)	-5.93%
Commerical Excess Land	CU	379,965	365,400	14,565	3.99%
Shopping Centre	ST	5,922,600	5,922,600	-	0.00%
Shopping Centre Excess Land	SU	135,000	135,000	-	0.00%
New Commercial Construction	XT	9,745,314	9,507,623	237,691	2.50%
New Commercial Excess Land	XU	95,532	95,532	-	0.00%
Industrial	IT	1,741,397	1,837,886	(96,489)	-5.25%
Industrial Vacant Land	IX	529,047	529,047	-	0.00%
Industrial Excess Land	IU	60,388	60,388	-	0.00%
Industrial New Construction	JT	1,864,626	1,864,626	-	0.00%
Industrial New Const. Excess Lar	JU	128,155	125,530	2,625	2.09%
Pipeline	PT	23,414,397	22,736,839	677,558	2.98%
Farmland	FT	104,598,590	94,122,730	10,475,860	11.13%
Managed Forest	TT	9,488,506	7,861,883	1,626,623	20.69%
Total Taxable Assessment		2,038,107,219	1,955,616,166	82,491,053	4.22%
Payments in lieu		11,434,425	11,434,425	-	0.00%
Exempt		84,573,297	84,573,297	-	0.00%
Total Assessment		2,134,114,941	2,051,623,888	82,491,053	4.02%

The Municipality is responsible for setting the local tax rate and this requirement should be determined without considering the tax changes required by the County and School Boards. The first draft of this document does not estimate the County and School Board rates as no direction has been provided to the Municipality in this regard.

The 2020 draft budget is not yet balanced but **does include a 2.5% municipal tax revenue increase.**

Assuming an average residential assessment increase of 4% the following charts illustrate the impacts to the average taxpayer based on a 2.5% tax revenue increase as well as a 4.54% tax revenue increase which is the amount required to balance the draft budget.

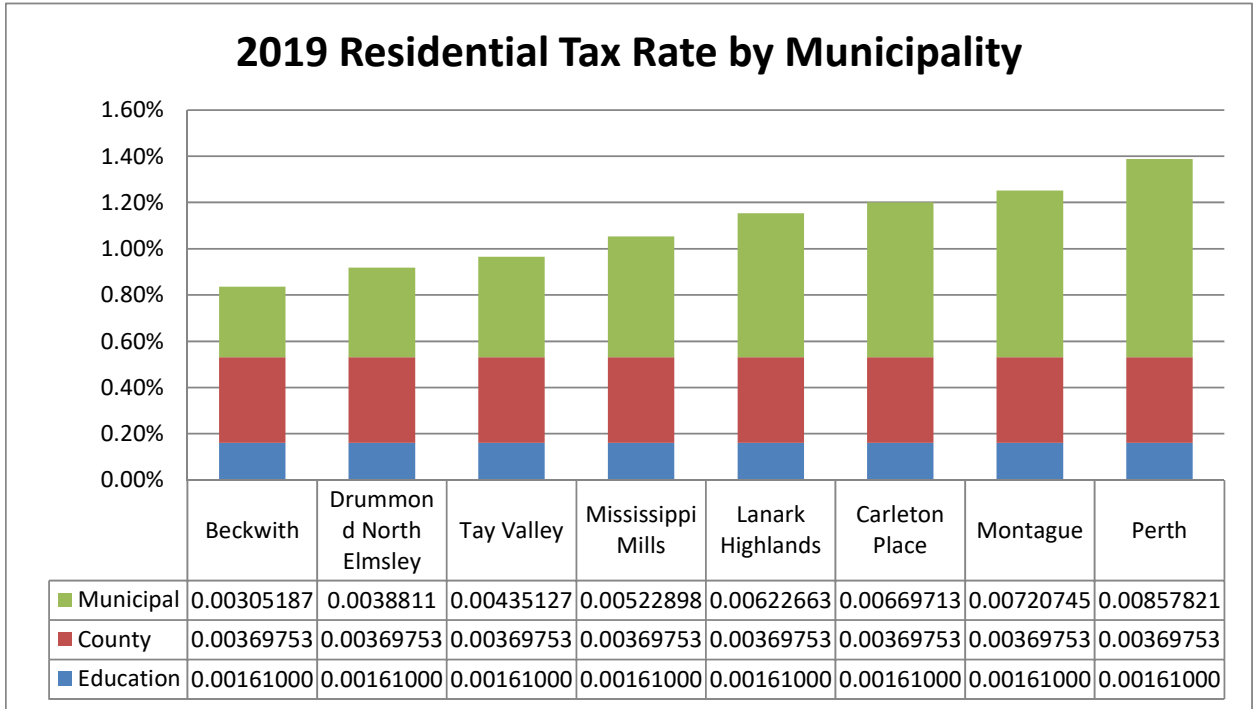
***2020 ESTIMATED OVERALL RESIDENTIAL TAX
CALCULATION ON AVG. ASSESSMENT AND TAX
REVENUE INCREASE 2.5%***

Year	Municipal	Police	Total
2019 (avg. assess=\$345K)	\$1,478.06	\$325.95	\$1,804.01
2019 Tax Rate	.00428421	.00094477	.00522898
2020 (avg. assess=\$358K)	\$1,510.58	\$333.45	\$1,844.03
2020 projected tax rate	.00421948	.00093141	.00515089
\$ annual change	\$32.52	\$7.50	\$40.02
\$ monthly change	\$2.71	\$.63	\$3.34
% change	2.2%	2.3%	2.22%

**2020 ESTIMATED OVERALL RESIDENTIAL TAX
CALCULATION ON AVG. ASSESSMENT AND TAX
REVENUE INCREASE 4.54%**

Year	Municipal	Police	Total
2019 (avg. assess=\$345K)	\$1,478.06	\$325.95	\$1,804.01
2019 Tax Rate	.00428421	.00094477	.00522898
2020 (avg. assess=\$358K)	\$1,546.01	\$333.45	\$1,879.46
2020 projected tax rate	.00431845	.00093141	.00524986
\$ annual change	\$67.95	\$7.50	\$75.45
\$ monthly change	\$5.67	\$.63	\$6.29
% change	4.6%	2.3%	4.18%

A comparison of the Municipality's tax rate with other lower tier municipalities in the County of Lanark is completed each year. Mississippi Mills is not the highest or the lowest as depicted in this chart for 2019:



For comparative purposes, the 2019 Municipal rates at the local level (excluding County and Schools) are:

Municipality	2019 Residential Tax Rate
Beckwith	.305187%
Drummond North Elmsley	.388110%
Tay Valley	.435127%
Mississippi Mills	.522898%
Lanark Highlands	.622663%
Carleton Place	.669713%
Montague	.720745%
Perth	.857821%

To balance a 4.54% tax revenue increase would be required making the 2020 tax rate .524986% which is still lower than Lanark Highlands, Carleton Place, Montague and Perth's 2019 rates.

Not all of the expenditures of the Municipality are paid from taxation. On each of the departmental summaries throughout the budget document details of offsetting revenues are listed to arrive at the net amount to be paid out of taxation.

Municipality of Mississippi Mills					
2020 Tax Requirement by Department					
		2019	% of total	2020	% of total
Council		252,450	2.5%	216,387	2.0%
Administration and Admin. Buildings		1,709,093	16.8%	1,710,871	16.1%
Protective Services		2,940,244	28.9%	3,212,894	30.3%
Roads and Public Works		4,863,676	47.9%	4,807,871	45.3%
Waste Management		-	0.0%	-	0.0%
Rec & Curling		1,294,650	12.7%	1,516,186	14.3%
Planning & Building		212,257	2.1%	313,030	2.9%
C&EDC		278,603	2.7%	279,370	2.6%
Daycare		60,757	0.6%	53,569	0.5%
Library		627,102	6.2%	638,320	6.0%
Agriculture		5,250	0.1%	2,250	0.0%
Septage		-	0.0%	-	0.0%
County and Schools		-	0.0%	-	0.0%
Water & Sewer		-	0.0%	-	0.0%
Net Tax Requirement before General Revenues		12,244,082	120.5%	12,750,748	120.1%
Less General Revenues		2,085,661	20.5%	2,130,935	20.1%
Net Tax Requirement		10,158,421	100.0%	10,619,813	100.0%

The tax revenue increase included in the draft 2020 budget is 2.5% however the budget is not yet balanced.

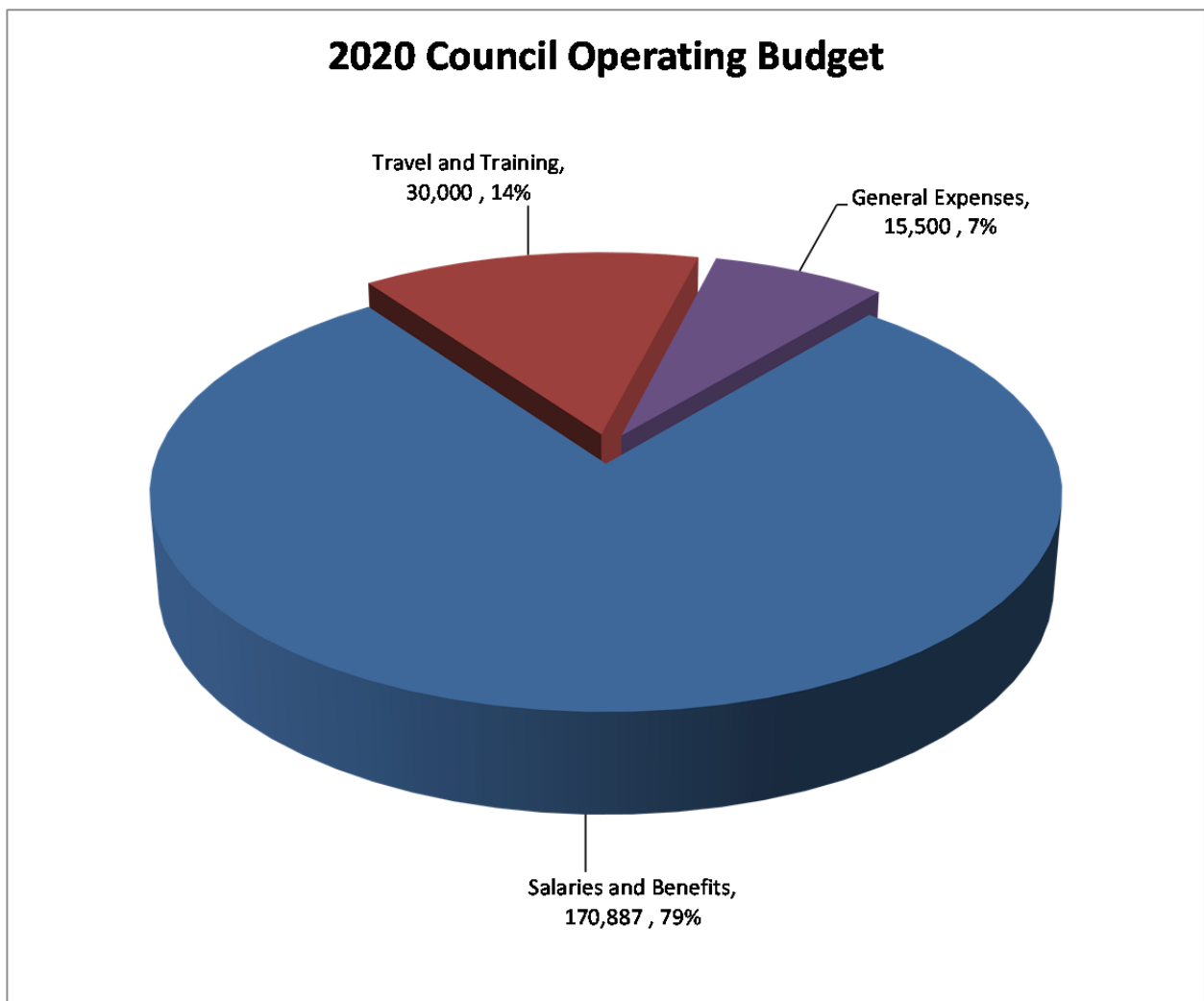
Municipality of Mississippi Mills			
2020 Tax Revenue Change			
Increase in Capital Expenditures	\$	212,768	2.10%
Increase for Operating Expenditures	\$	856,672	8.43%
Increase for Change in General Revenue	\$	(608,048)	-5.99%
Net tax revenue Increase	\$	461,392	4.54%
Net tax revenue Target	\$	253,961	2.50%
Additional tax requirement over 2.5%	\$	207,431	2.04%
1% tax revenue increase equals \$101,584			

Tax revenue increase required to balance

COUNCIL

The Municipality is governed by an elected Council comprised of 7 members; Mayor, Deputy Mayor, and 5 Councillors (2 Almonte Ward, 2 Ramsay Ward and 1 Pakenham Ward). Each Council term is four (4) years.

All members of Council meet twice a month at Committee of the Whole and Council meetings. Committee of the Whole meetings are intended to be a less formal forum for discussion and analysis of issues. Committee of the Whole does not have the authority to authorize final actions and decisions, instead it reviews and gathers information and formulates a recommendation that is then provided to Council for a decision. Both Committee of the Whole and Council meetings are open to the public and attendance is welcome.



Municipality of Mississippi Mills 2020 Budget Summary

Council

	A	B	C	D=B+C	E= C/B
	2018 Actual	2019 Approved Budget	2020 Program Change	2020 Requested Budget	% 2020 Requested/ 2019 Budget
Expenditures:					
Remuneration, Salares & Bene	206,711	167,650	3,237	170,887	1.93%
Travel & Training	22,180	29,900	100	30,000	0.33%
Materials & Contracts	-	-	-	-	
General Operating Expenses	18,886	19,900	(4,400)	15,500	-22.11%
Community Grants	-	-	-	-	see budget
Fuel & Oil	-	-	-	-	
M&R (facilities, fleet etc.)	-	-	-	-	
Utilities	-	-	-	-	
Insurance	-	-	-	-	
Transfers to Reserves	25,000	-	-	-	
Debt Repayments	-	-	-	-	
Capital Expenditures	-	10,000	(10,000)	-	See capital budget
Total Expenditures	272,777	227,450	(11,063)	216,387	-4.86%
Revenues					
Grants					
User Fees					
Other Fees & Charges					
Transfer from Reserves					
Transfer from DCs					
Total Revenues	-	-	-	-	
Net Levy	272,777	227,450	(11,063)	216,387	-4.86%

COUNCIL										
2020 Budget										
		2020	2019	\$	%	2019	2018	2017	2016	2015
Line #	Description	Budget	Budget	Change	Change	Actual	Actual	Actual	Actual	Actual
						(To Sept 30/19)				
1	Remuneration & Benefits	170,887.00	167,650.00	3,237.00	2%	118,319.78	206,711.07	209,006.73	200,415.65	200,827.06
2	Other M & S	7,000.00	8,500.00	- 1,500.00	-18%	4,172.51	6,714.24	4,923.38	4,652.62	5,980.13
3	Telephone	2,500.00	5,400.00	- 2,900.00	-54%	1,112.87	6,452.97	2,113.00	2,835.66	4,729.12
4	Travelling Expense	4,500.00	4,500.00	-	0%	2,187.12	4,914.66	6,543.11	5,863.19	3,809.94
5	Association & Convention	21,000.00	21,000.00	-	0%	4,627.13	13,106.37	18,517.90	12,216.50	13,960.30
6	Memberships	4,500.00	4,400.00	100.00	2%	4,325.89	4,158.51	3,995.17	3,862.69	3,715.08
7	Receptions	6,000.00	6,000.00	-	0%		5,719.07	6,165.25	5,684.25	4,411.61
8	Capital Expenditure	-	10,000.00	- 10,000.00	-100%				-	10,266.90
9	To Reserves			-			25,000.00		2,500.00	
	Total Expenditures	216,387.00	227,450.00	- 11,063.00	-4.86%	134,745.30	272,776.89	251,264.54	238,030.56	247,700.14

**COUNCIL BUDGET
2020**

REMUNERATION AND BENEFITS		\$170,887.00
FOR MAYOR, DEPUTY MAYOR AND 5 COUNCILLORS		
OTHER M & S		\$7,000.00
MEALS FOR MEETINGS	\$ 500.00	
MISCELLANEOUS	\$1,000.00	
I.E. PLAQUES		
PROMO ITEMS	\$2,000.00	
BENEFITS PROGRAM	<u>\$3,500.00</u>	
	<u>\$7,000.00</u>	
TELEPHONE		\$2,500.00
MAYOR AND DEPUTY MAYOR'S CELL PHONES AND MONTHLY DATA PLANS FOR TABLETS		
TRAVELLING EXPENSES		\$4,500.00
TRAVELLING EXPENSES FOR CONFERENCES AND MEETING ATTENDANCE I.E. MILEAGE, TRAIN FARE ETC.		
ASSOCIATION & CONVENTION		\$21,000.00
MEAL ALLOWANCE , HOTEL ACCOMMODATION AND REGISTRATIONS (\$3,000 PER COUNCIL MEMBER)		
MEMBERSHIPS		\$4,500.00
ANNUAL MEMBERSHIP FOR THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO		
RECEPTIONS		\$6,000.00
BREAKFAST MEETING	\$500.00	
CHRISTMAS PARTY	\$4,500.00	
TOWN HALL MEETINGS	\$500.00	
MISCELLANEOUS	<u>\$500.00</u>	
	<u>\$6,000.00</u>	

ADMINISTRATION

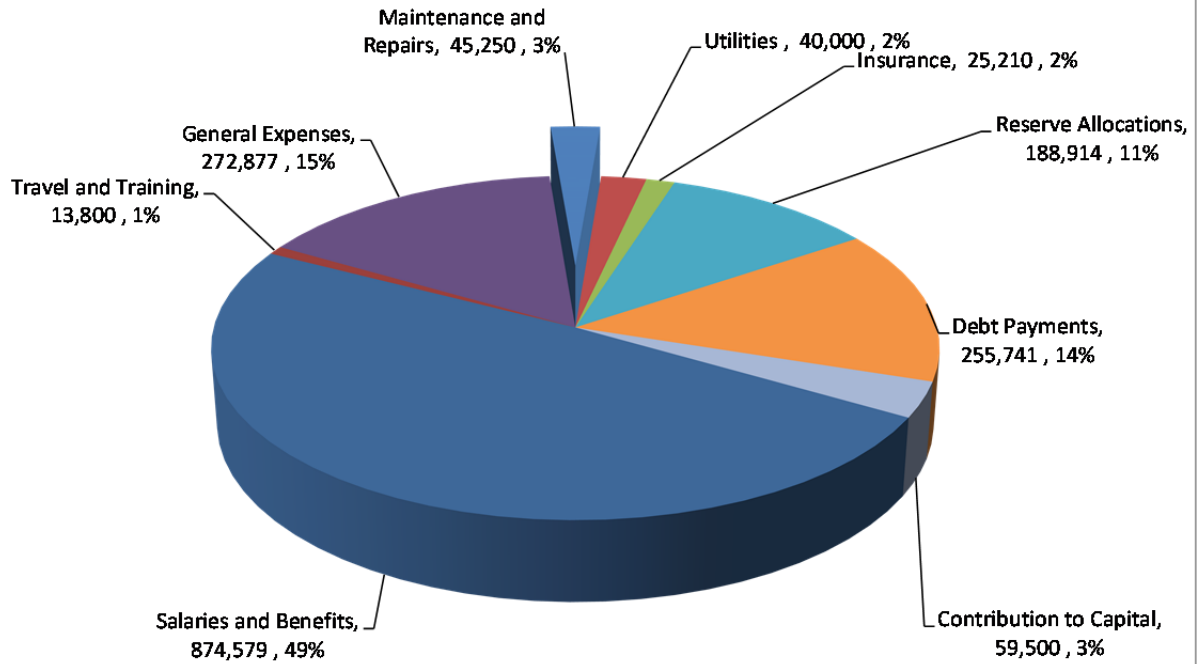
The **Administration** Department provide corporate, information and administrative services that support other departments in the on-going operations of the Municipality. The Administration Department consists of the office of the Chief Administrative Officer (CAO), the office of the Clerk and Finance including the costs of operating and maintaining administrative facilities; the Municipal Office, The Almonte Old Town Hall and the Old Almonte Registry Office.

The **CAO** reports directly to Council and is the senior staff person who provides organizational leadership to the municipal Staff and chairs the Senior Management team meetings. This position is responsible for the administration and coordination of the delivery of services to residents and businesses in a manner that ensures the efficient utilization of the Corporation's human, financial and physical resources and is consistent with the service standards approved within the annual budget and other planning documents. The CAO acts as an advisor to Council in the development of public policies ensuring that Council is provided with all relevant information necessary to make informed decisions. The CAO is also responsible for developing collaborative relationships within the community, other Municipalities and all levels of government.

The **Clerk** is responsible for a number of legislated duties including recording the minutes of all Committee of the Whole and Council meetings, drafting by-laws, acting as a local Registrar for births and deaths, acting a Returning Officer for municipal elections and various other duties as specified in legislation, including the *Municipal Freedom of Information and Protection of Privacy Act*.

The **Finance** department is responsible for long term financial planning, annual budget development, investment management, municipal insurance, development charges, general accounting, treasury and cash management and all statutory reports. The department also levies and calculates property taxes, generates utility billings, collects all monies owed to the Municipality, processes payments for all departments of the Municipality and manages the payroll system for the Municipality's 100+ employees.

2020 Administration (Admin. and Admin. Buildings) Operating Budget



Municipality of Mississippi Mills 2020 Budget Summary

Administration

	A	B	C	D=B+C	E= C/B	
		2019	2020	2020	% 2020	
	2018 Actual	Approved Budget	Program Change	Requested Budget	Requested/2019 Budget	
Expenditures:						
Remuneration, Salaries & Benefits	1,007,965	825,165	25,734	850,899	3.12%	Includes P/T Communications Officer, Step Increases, CPI
Travel & Training	7,377	11,500	2,300	13,800	20.00%	
Materials & Contracts	-	-	-	-		
General Operating Expenses	326,216	268,793	(14,016)	254,777	-5.21%	
Community Grants	-	20,000	(20,000)	-		Riverwalk funding reallocated to Capital in 2020
Fuel & Oil	-	-	-	-		
M&R (facilities, fleet etc.)	-	-	-	-		
Utilities	-	-	-	-		
Insurance	7,275	5,295	265	5,560		
Election	43,728	-	-	-		
Transfers to Reserves	700,478	188,914	-	188,914	0.00%	
Debt Repayments	-	-	-	-		
Capital Expenditures	28,138	30,000	(30,000)	-	-100.00%	See capital budget
Total Expenditures	2,121,177	1,349,667	(35,717)	1,313,950	-2.65%	
Revenues						
Grants						
User Fees	1,600	-	-	-	0.00%	
Other Fees & Charges						
Transfer from Reserves		-	-	-		
Transfer from DCs						
Total Revenues	1,600	-	-	-	0.00%	
Net Levy	2,119,577	1,349,667	(35,717)	1,313,950	-2.65%	

GENERAL ADMINISTRATION

2020 Budget

Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual (To Sept 30/19)	2018 Actual	2017 Actual	2016 Actual	2015 Actual
1	Salaries, Wages and Benefits	850,899.00	825,165.00	25,734.00	3%	711,080.81	1,007,965.29	746,845.14	696,495.52	670,672.30
2	Office Supplies	20,000.00	18,500.00	1,500.00	8%	13,326.77	25,513.55	17,273.52	20,917.52	19,853.27
3	Office Equipment	500.00	500.00	-	0%		152.61	912.78	-	300.00
4	Publications	4,000.00	4,000.00	-	0%	115.75	877.99	839.39	8,161.71	2,093.13
5	Special Circumstances Expense	5,000.00	5,000.00	-	0%	42,939.79	6,526.44	8,426.52	8,322.71	4,929.65
6	Other M & S	12,000.00	12,000.00	-	0%	6,769.29	9,431.96	17,587.79	11,330.37	9,826.99
7	Postage & Courier Services	20,000.00	20,000.00	-	0%	21,523.17	16,860.82	9,397.25	16,769.45	23,917.05
8	Fees for Wedding Ceremonies		-	-	0%		300.00	3,900.00	3,000.00	5,100.00
9	Telephone	15,000.00	12,000.00	3,000.00	25%	12,135.59	12,286.46	8,310.24	8,658.42	9,968.75
10	Legal Fees	15,000.00	15,000.00	-	0%	38,694.59	45,980.80	48,470.93	28,329.48	11,177.82
11	Audit Fees	25,500.00	25,000.00	500.00	2%	17,583.03	24,320.63	22,997.75	22,895.99	22,870.55
12	Other Professional Fees	45,500.00	45,500.00	-	0%	28,213.91	90,145.76	60,321.77	19,501.48	24,680.35
13	Computer Services Expense	80,000.00	90,000.00	- 10,000.00	-11%	36,209.88	63,481.94	45,911.81	53,602.59	63,716.82
14	Advertising	45,000.00	40,000.00	5,000.00	13%	29,290.10	42,477.52	28,078.76	29,650.71	17,085.59
15	Travelling Expense	3,000.00	3,000.00	-	0%	1,507.76	2,327.18	3,095.44	3,604.67	3,100.69
16	Alarm Monitoring	2,100.00	2,020.00	80.00	4%	1,053.18	2,042.78	1,046.24	1,343.28	1,526.40
17	Equipment Rentals, Other	16,000.00	16,000.00	-	0%	10,353.18	15,549.26	16,000.99	15,674.40	14,673.06
18	Memberships	2,800.00	2,500.00	300.00	12%	2,690.16	2,708.23	2,518.66	2,255.10	1,668.86
19	Association & Convention	3,000.00	3,000.00	-	0%	1,750.27	811.16	1,274.91	1,142.80	2,993.26
20	Seminars	5,000.00	3,000.00	2,000.00	67%	3,217.15	1,530.37	2,319.78	4,048.90	4,201.74
21	Insurance	5,560.00	5,295.00	265.00	0%	5,292.00	7,275.23	3,228.46	1,363.92	105,504.04
22	Election		-	-	0%		43,728.29			
23	Riverwalk	-	20,000.00	- 20,000.00			13,139.85			
24	Bank Charges	9,177.00	8,273.00	904.00	11%	5,330.34	7,127.81	6,273.92	5,605.17	5,280.77
25	Admin. Costs allocated to Building	- 60,000.00	- 45,000.00	- 15,000.00	33%		- 50,000.00	- 45,000.00	- 35,000.00	- 33,000.00
26	Capital Expenditure	-	30,000.00	- 30,000.00	0%		28,137.98	2,804.66	1,392.13	19,034.83
27	To Reserves	188,914.00	188,914.00	-	0%		700,477.99	353,350.56	255,644.54	226,098.14
	Total Expenditures	1,313,950.00	1,349,667.00	- 35,717.00	-3%	989,076.72	2,121,177.90	1,366,187.27	1,184,710.86	1,237,274.06

ADMINISTRATION BUDGET 2020

REMUNERATION, SALARIES, AND BENEFITS \$850,899.00

CAO, CLERK, DEPUTY CLERK, COMMUNICATIONS OFFICER, TREASURER,
PAYROLL CLERK, TAX/WATER CLERK, ACCOUNTS RECEIVABLE CLERK,
ACCOUNTS PAYABLE CLERK, RECEPTIONIST, SUMMER STUDENT
PLUS APPLICABLE BENEFITS (INCLUDES EMPLOYEE ASSISTANCE PROGRAM)

OFFICE SUPPLIES \$20,000.00

COMPUTER SUPPLIES, PAPER, LETTERHEAD, ENVELOPES, TONER,
GENERAL OFFICE SUPPLIES

OFFICE EQUIPMENT \$500.00

GENERAL OFFICE EQUIPMENT NEEDS

PUBLICATIONS \$4,000.00

MESSENGER, TAX INSERTS, MUNICIPAL AND OTHER DIRECTORIES,
ACCESS ONTARIO PUBLICATIONS, ETC.

SPECIAL CIRCUMSTANCES \$5,000.00

UNFORESEEN ITEMS THAT OCCUR THROUGHOUT THE YEAR

OTHER M & S \$12,000.00

REMEMBRANCE DAY WREATHS, MAPS, DRUG STRATEGY, WATER
FROM WATERLIFE, MARRIAGE LICENSES* , OTHER ITEMS THAT
CANNOT BE PLACED ELSEWHERE

*OFFSET BY REVENUE

POSTAGE & COURIER SERVICES \$20,000.00

TAX BILLINGS, REMINDER NOTICES, GENERAL MAIL AND COURIER NEEDS

TELEPHONE \$15,000.00

INCLUDES SIX PHONE LINES, CELL PHONES AND FAX

LEGAL FEES \$15,000.00

LEGAL ADVICE AS REQUIRED

AUDIT FEES \$25,500.00

FEES FOR INTERIM AND FINAL AUDITS

OTHER PROFESSIONAL FEES \$45,500.00

COMMUNICATIONS	\$18,000.00
WEB SITE MAINTENANCE	\$3,375.00
CLOSED MEETING	
INVESTIGATOR	\$500.00
OTHER	\$15,000.00
VOTER VIEW ANNUAL FEE	\$ 1,500.00
PROPERTY APPRAISALS, SURVEYS	<u>\$ 7,125.00</u>
	<u>\$45,500.00</u>

COMPUTER SERVICES EXPENSE \$80,000.00

IT SUPPORT, WIRELESS INTERNET, SUPPORT FOR FINANCIAL SYSTEM AND FROM COUNTY OF LANARK, BILLING COSTS

ADVERTISING \$45,000.00

WEEKLY NEWSPAPER AD, TAX NOTICES, REMEMBRANCE DAY, NOTICES UNDER THE MUNICIPAL ACT

TRAVELLING EXPENSE \$3,000.00

MILEAGE FOR STAFF TRAVEL

ALARM MONITORING \$2,100.00

MONTHLY FEE FOR MONITORING ALARM AT MUNICIPAL OFFICE

EQUIPMENT RENTALS, OTHER \$16,000.00

PHOTOCOPIERS, POSTAGE MACHINE FOLDING MACHINE, ETC.

MEMBERSHIP FEES \$2,800.00

ASSOCIATION OF MUNICIPAL CLERKS & TREASURERS:

CAO (100%)	\$350.00
CLERK(100%)	\$350.00
TREASURER (100%)	\$350.00
I.C.A.O	<u>\$1,750.00</u>
	<u>\$2,800.00</u>

ASSOCIATION & CONVENTION \$3,000.00

HOTEL ACCOMMODATIONS, REGISTRATION FEES, MEALS

SEMINARS	\$5,000.00
TRAINING FOR STAFF (WHIMIS, FIRST AID, ETC.), PROFESSIONAL DEVELOPMENT	
RIVERWALK	\$.00
MATCHING FUNDS FOR RIVERWALK DONATIONS	
BANK CHARGES	\$9,177.00
ACTIVITY FEES, INTERAC, ELECTRONIC FUNDS TRANSFERS, ETC.	
ADMIN. COSTS ALLOCATED TO BUILDING	(\$60,000.00)
ALLOCATION OF GENERAL ADMIN. COSTS TO BUILDING DEPT. PER BILL 124 (SEE BUILDING DEPT BUDGET)	
CAPITAL EXPENDITURES	\$.00
TRANSFER TO RESERVES	\$188,914.00

Municipality of Mississippi Mills 2020 Budget Summary

Administration Buildings

	A	B	C	D=B + C	E= C/B	
		2019	2020	2020	% 2020	
		Approved	Program	Requested	Requested/	
	2018 Actual	Budget	Change	Budget	2019 Budget	
Expenditures:						
Remuneration, Salaries & Ben	22,549	23,180	500	23,680	2.16%	
Travel & Training	-	-	-	-	-	
Materials & Contracts	-	-	-	-	-	
General Operating Expenses	17,736	17,850	250	18,100	1.40%	
Community Grants	-	-	-	-	-	
Fuel & Oil	-	-	-	-	-	
M&R (facilities, fleet etc.)	48,476	44,350	900	45,250	2.03%	
Utilities	38,193	41,600	(1,600)	40,000	-3.85%	
Insurance	19,282	18,710	940	19,650	5.02%	
Transfers to Reserves	33,434	-	-	-	-	
Debt Repayments	256,560	255,739	2	255,741	0.00%	See debt schedule
Capital Expenditures	10,634	60,500	(1,000)	59,500	-1.65%	See capital budget
Total Expenditures	446,864	461,929	(8)	461,921	0.00%	
Revenues						
Grants						
User Fees	80,250	62,500	2,500	65,000	4.00%	Rental of AOTH and Municipal office , AOTH surcharge
Other Fees & Charges						
Transfer from Reserves				-		
Transfer from DCs						
Total Revenues	80,250	62,500	2,500	65,000	4.00%	
Net Levy	366,614	399,429	(2,508)	396,921	-0.63%	

ADMINISTRATION BUILDINGS										
2020 Budget										
Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual (To Sept 30/19)	2018 Actual	2017 Actual	2016 Actual	2015 Actual
Municipal Office										
1	Salaries, Wages & Benefits	14,680.00	14,680.00	-	0%	9,811.03	13,605.75	13,293.13	12,990.44	12,201.03
2	Other M & S	400.00	150.00	250.00	167%	266.03	11.67	315.24	439.62	50.19
3	Utilities	16,000.00	16,500.00	- 500.00	-3%	7,940.70	15,537.63	24,322.51	22,618.22	18,964.34
4	Cleaning, Maint., Other Supplies	1,500.00	1,850.00	- 350.00	-19%	755.43	1,190.75	1,740.06	1,229.10	1,993.98
5	Insurance (Building Etc.)	12,040.00	11,465.00	575.00	5%	11,463.59	11,569.40	13,882.76	14,376.53	13,928.76
6	Rentals & Maintenance	26,000.00	23,500.00	2,500.00	11%	15,169.67	29,048.62	19,400.24	22,436.71	21,612.72
7	Long Term Debt Payments	58,013.00	58,013.00	-	0%	42,903.11	58,412.51	58,030.21	60,783.72	60,786.56
8	Capital Expenditure	10,000.00	-	10,000.00	0%					2,645.25
9	To Reserves				0%			15,500.00		
	Total	138,633.00	126,158.00	12,475.00	10%	88,309.56	129,376.33	146,484.15	134,874.34	132,182.83
Registry Office										
10	Utilities	3,000.00	3,100.00	- 100.00	-3%	1,812.18	2,661.87	2,553.58	2,405.59	2,229.65
11	Rentals & Maintenance	1,500.00	1,000.00	500.00	0%	5,100.72	1,700.85	1,104.37	302.33	278.60
12	Capital Expenditure	-	-	-	0%		10,633.91			
13	To Reserves				0%			-	-	-
	Total	4,500.00	4,100.00	400.00	10%	6,912.90	14,996.63	3,657.95	2,707.92	2,508.25
Almonte Old Town Hall										
14	Labour	9,000.00	8,500.00	500.00	6%	5,609.96	8,943.27	8,094.36	10,012.53	6,953.00
15	Other M & S	1,500.00	2,000.00	- 500.00	-25%	463.45	550.20	350.03	2,759.42	2,480.55
16	Utilities	21,000.00	22,000.00	- 1,000.00	-5%	14,700.80	19,993.23	21,283.86	25,254.66	26,736.49
17	Cleaning, Maint., Other Supplies	1,750.00	2,000.00	- 250.00	-13%	169.11	1,319.92	3,556.44	2,100.97	606.72
18	Telephone	1,200.00	1,200.00	-	0%	485.90	1,320.63	1,134.70	1,117.83	1,558.67
19	Insurance (Building Etc.)	7,610.00	7,245.00	365.00	5%	7,245.25	7,712.92	9,255.16	9,584.35	9,285.84
20	Other S & R	14,500.00	14,500.00	-	0%	12,923.02	15,853.30	12,769.96	10,563.34	9,078.46
21	Rentals & Maintenance	15,000.00	16,000.00	- 1,000.00	-6%	14,066.70	15,215.65	16,001.05	27,814.35	17,511.25
22	Long Term Debt Payments-Town Hall	197,728.00	197,726.00	2.00	0%	147,434.94	198,147.35	197,033.49	205,014.31	205,020.28
23	Capital Expenditures	49,500.00	60,500.00	- 11,000.00	-22%		-		1,526.40	885.06
24	To Reserves				0%		33,433.55	9,016.12	2,190.13	18,000.00
	Total	318,788.00	331,671.00	- 12,883.00	-4%	203,099.13	302,490.02	278,495.17	297,938.29	298,116.32
	Total Expenditures	461,921.00	461,929.00	- 8.00	0%	298,321.59	446,862.98	428,637.27	435,520.55	432,807.40

**ADMINISTRATION BUDGET- BUILDINGS
2020**

MUNICIPAL OFFICE

SALARIES, WAGES & BENEFITS \$14,680.00

CLEANING ADMINISTRATION BUILDING PLUS 4% VACATION PAY

OTHER – M & S \$400.00

EMERGENCY LIGHT MAINTENANCE, FIRE
EXTINGUISHER SERVICE, CHRISTMAS DECORATIONS,
OTHER ITEMS THAT CANNOT BE PLACED ELSEWHERE, ETC.

UTILITIES \$16,000.00

HEAT AND HYDRO

CLEANING, MAINTENANCE, OTHER SUPPLIES \$1,500.00

PAPER TOWELS, CLEANING SUPPLIES, SOAPS, ETC.

INSURANCE \$12,040.00

MUNICIPAL OFFICE, CLAYTON COMMUNITY HALL, UNION HALL
NORTH LANARK MUSEUM

RENTALS & MAINTENANCE \$ 26,000.00

ELEVATOR MAINTENANCE, GRASS CUTTING, SNOW REMOVAL
RUG RENTAL, BUILDING REPAIRS

LONG TERM DEBT PAYMENTS \$58,013.00

EXPANSION OF MUNICIPAL OFFICE

OLD REGISTRY OFFICE

UTILITIES \$3,000.00

HEAT, HYDRO AND WATER

RENTALS & MAINTENANCE \$1,500.00

MINOR BUILDING REPAIRS

ALMONTE OLD TOWN HALL

LABOUR	\$9,000.00
CLEANING, REPAIRS ETC.	
OTHER – MATERIALS & SUPPLIES	\$1,500.00
EMERGENCY LIGHT MAINTENANCE, FIRE EXTINGUISHER SERVICE, OTHER ITEMS THAT CANNOT BE PLACED ELSEWHERE, ETC.	
UTILITIES	\$21,000.00
HEAT, HYDRO AND WATER	
CLEANING, MAINTENANCE, OTHER SUPPLIES	\$1,750.00
CLEANING SUPPLIES, WASHROOM SUPPLIES,ETC.	
TELEPHONE	\$1,200.00
CELL PHONE, OFFICE PHONE	
INSURANCE	\$7,610.00
OTHER – SERVICES AND RENTALS	\$14,500.00
CLEANING THE OLD TOWN HALL, ALARM MONITORING OTHER MISCELLANEOUS	
RENTALS & MAINTENANCE	\$15,000.00
ELEVATOR LICENSE AND MAINTENANCE SNOW REMOVAL, BUILDING REPAIRS, ETC.	
LONG TERM DEBT PAYMENTS	\$197,728.00
CAPITAL EXPENDITURES	\$49,500.00

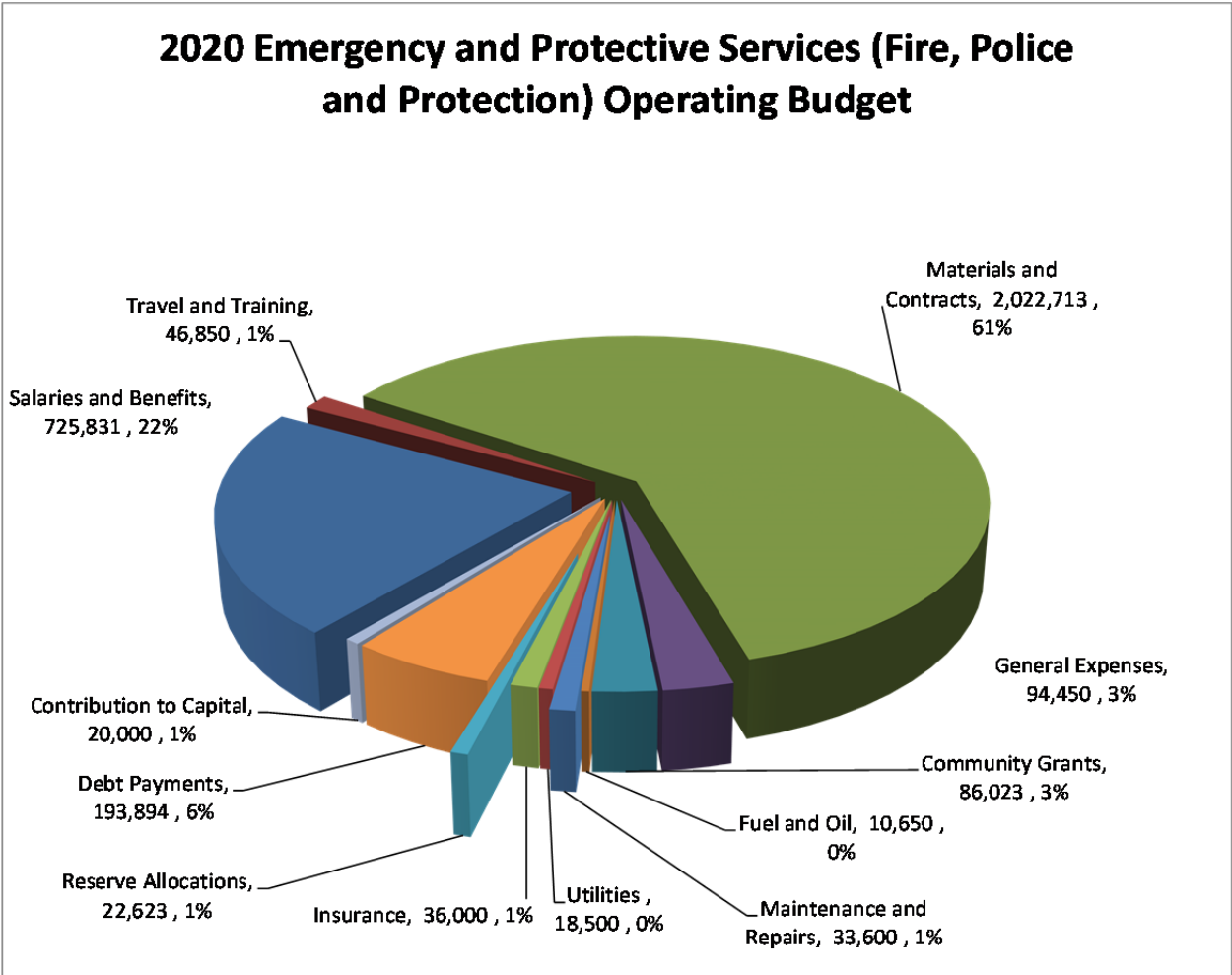
EMERGENCY AND PROTECTIVE SERVICES

Emergency and Protective services is made up of the Fire Department, Police, and other general protection such as by-law and animal control.

The **Fire Department** is comprised of a Fire Chief, District Chiefs, an Inspection Officer, Administrative Support and approximately 46 volunteer firefighters that operate out of two stations.

The Municipality is serviced by the Ontario Provincial **Police** (OPP) through a contract arrangement. Council has an oversight committee called the Community Policing Advisory Committee or CPAC.

Other Protection services are offered primarily by contract and include by-law services for such items as parking and animal control, facility management and health and safety.



Municipality of Mississippi Mills 2020 Budget Summary

Fire Department

	A	B	C	D=B + C	E= C/B	
		2019	2020	2020	% 2020	
	2018 Actual	Approved Budget	Program Change	Requested Budget	Requested/2019 Budget	
Expenditures:						
Remuneration, Salaries & Benefits	389,637	422,310	115,440	537,750	27.34%	Includes F/T Deputy Chief, Step increase, CPI
Travel & Training	10,973	27,325	9,075	36,400	33.21%	
Materials & Contracts	35,286	27,000	2,000	29,000	7.41%	Refer to detailed operating budget
General Operating Expenses	75,636	59,946	24,104	84,050	40.21%	Refer to detailed operating budget
Community Grants		-		-		
Fuel & Oil	11,728	10,900	(250)	10,650	-2.29%	
M&R (facilities, fleet etc.)	39,366	29,700	3,900	33,600	13.13%	
Utilities	17,419	19,229	(729)	18,500	-3.79%	
Insurance	33,256	36,000		36,000	0.00%	
Transfers to Reserves	47,360	22,623		22,623		Reserve repayment for vehicles
Debt Repayments	184,720	193,898	(4)	193,894	0.00%	Fire Trucks, Fire Halls and SCBA
Capital Expenditures	39,632	21,220	(1,220)	20,000	-5.75%	See Capital Budget
Total Expenditures	885,013	870,151	152,316	1,022,467	17.50%	
Revenues						
Grants						
User Fees	35,431	15,000	(5,000)	10,000	-33.33%	Fees for fire callouts and motor vehicle accidents
Other Fees & Charges						
Transfer from Reserves	3,080			-	0.00%	
Transfer from DCs	29,725	39,190	50	39,240	0.13%	Apply to Fire Hall Debt payments per DC study
Total Revenues	68,236	54,190	(4,950)	49,240	-9.13%	
Net Levy	816,777	815,961	157,266	973,227	19.27%	

FIRE DEPARTMENT										
2020 Budget										
Line #	Description	2020	2019	\$	%	2019	2018	2017	2016	2015
		Budget	Budget	Change	Change	Actual	Actual	Actual	Actual	Actual
						(To Sept 30/19)				
1	Salaries, Wages & Benefits	537,750.00	422,310.00	115,440.00	27%	165,495.88	389,636.91	322,624.89	346,056.91	307,679.97
2	Office Supplies	2,500.00	2,200.00	300.00	14%	2,879.33	3,429.65	4,028.86	1,796.08	2,586.40
3	Special Circumstances Expense			-	0%		24,147.44	2,773.37	33,396.38	29,049.29
4	Other M & S	2,500.00	2,200.00	300.00	14%	3,560.31	2,494.77	2,288.23	4,232.88	1,100.00
5	Utilities	18,500.00	19,229.00	- 729.00	-4%	13,145.59	17,418.98	19,428.79	18,929.50	19,456.30
6	Cleaning, Maint and other supplies	1,500.00	1,500.00	-	0%	2,784.51	1,744.42	999.97	1,203.86	1,313.08
7	Postage & Courier Services	300.00	300.00	-	0%		95.34	187.16	221.95	104.00
8	Telephone	4,000.00	3,396.00	604.00	18%	2,512.32	2,730.76	2,793.09	3,016.91	2,668.32
9	Computer Services Expense	2,500.00	2,200.00	300.00	14%	282.67	351.26	5,481.95	831.09	4,116.07
10	Travelling Expense	1,200.00	1,200.00	-	0%	96.94	616.38	283.64	528.70	903.18
11	Equipment Rentals, Other	2,250.00	2,250.00	-	0%	1,183.46	3,138.08	402.96	2,216.33	2,326.23
12	Memberships	1,200.00	1,125.00	75.00	7%	895.00	1,148.04	848.62	1,148.62	638.62
13	Association & Convention	4,000.00	4,000.00	-	0%	2,490.34	3,605.70	3,205.14	4,237.00	3,873.87
14	Insurance (Building Etc.)	36,000.00	36,000.00	-	0%	38,654.10	33,256.11	38,656.58	34,578.59	33,272.96
15	Other S & R	13,000.00	15,000.00	- 2,000.00	-13%	7,736.88	10,475.92	7,581.21	9,746.10	4,428.15
16	Contract Fees	14,000.00	14,000.00	-	0%	6,536.73	16,640.33	12,270.23	12,323.18	5,675.30
17	Misc. Equipment Expense	12,000.00	11,500.00	500.00	4%	15,078.65	21,302.05	13,378.08	10,159.33	7,679.96
18	Personnel (Clothing, Etc.)	25,000.00	6,200.00	18,800.00	303%	13,575.55	5,843.08	5,887.75	5,730.23	3,172.22
19	Fire Prevention Inspections	10,000.00	4,200.00	5,800.00	138%	1,973.58	841.40	4,084.45	4,031.89	4,999.47
20	Communications	5,500.00	5,500.00	-	0%	2,499.70	5,968.35	9,743.77	4,827.99	4,960.16
21	Automatic Aid	13,000.00	13,000.00	-	0%		12,620.00	12,285.00	11,951.00	11,562.50
22	Hydrant Rental	3,500.00	3,500.00	-	0%	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
23	Training	30,000.00	21,000.00	9,000.00	43%	16,635.00	5,603.20	17,275.66	11,417.40	9,813.93
24	Contract Repairs/Maintenance	15,000.00	13,000.00	2,000.00	15%	2,124.49	18,645.60	11,496.88	12,287.69	15,609.75
25	Loan Repayments	193,894.00	193,898.00	- 4.00	0%	145,763.35	184,720.22	134,856.69	160,348.07	160,349.86
26	Capital Expenditure	20,000.00	21,220.00	- 1,220.00	-6%		39,632.17	83,443.97	64,008.85	77,230.38
27	To Reserves	22,623.00	22,623.00	-	0%		47,360.40	16,736.00	10,223.17	10,152.50
	Subtotal	991,717.00	842,551.00	149,166.00	18%	449,404.38	856,966.56	736,542.94	772,949.70	728,222.47

		2020	2019	\$	%	2019	2018	2017	2016	2015
Line #	Description	Budget	Budget	Change	Change	Actual	Actual	Actual	Actual	Actual
	Vehicles and Equipment									
28	M&R Parts	1,500.00	1,500.00	-	0%		-			78.16
29	Fuel & Oil	10,650.00	10,900.00	- 250.00	-2%	7,055.46	11,727.54	8,357.39	9,513.15	11,220.19
30	Licences	100.00	100.00	-	0%	120.00	915.52	196.21	1,476.91	108.00
31	Repairs & Maintenance	18,500.00	15,100.00	3,400.00	23%	22,677.81	15,404.40	16,631.64	15,689.62	10,981.14
	Total Vehicles & Equipment	30,750.00	27,600.00	3,150.00	11%	29,853.27	28,047.46	25,185.24	26,679.68	22,387.49
	Total Fire	1,022,467.00	870,151.00	152,316.00	18%	479,257.65	885,014.02	761,728.18	799,629.38	750,609.96

FIRE DEPARTMENT BUDGET 2020

SALARIES, WAGES AND BENEFITS \$537,750.00

FIRE CHIEF, DEPUTY FIRE CHIEF, INSPECTION OFFICER, ADMIN. SUPPORT
VOLUNTEERS, HONORARIUMS FOR OFFICERS AND STATUTORY BENEFITS

OFFICE SUPPLIES \$2,500.00

PAPER SUPPLIES, FIREHALL SUPPLIES, FIRE PREVENTION & EDUCATION
SUPPLIES, MANUALS, ETC.

OTHER MATERIALS & SUPPLIES \$2,500.00

MISCELLANEOUS ITEMS THAT CANNOT BE ACCOUNTED FOR ELSEWHERE

UTILITIES \$18,500.00

HEAT, HYDRO AND WATER FOR BOTH STATIONS

CLEANING, MAINT & OTHER SUPPLIES \$1,500.00

CLEANING AND WASHROOM SUPPLIES FOR BOTH STATIONS

POSTAGE & COURIER \$300.00

TELEPHONE \$4,000.00

PHONE LINES AND CELL PHONES

COMPUTER SERVICES EXPENSE \$2,500.00

IT SUPPORT

TRAVELLING EXPENSES \$1,200.00

MILEAGE COSTS FOR CHIEF, DEPUTY CHIEF AND OTHER TRAVEL

EQUIPMENT RENTAL \$2,250.00

RENTAL OF EQUIPMENT AS REQUIRED

ASSOCIATION & CONVENTION \$4,000.00

ONTARIO ASSOCIATION OF FIRE CHIEFS, ZONE MEETINGS
FIRE CHIEF'S CONVENTION

INSURANCE	\$36,000.00
BUILDINGS, EQUIPMENT AND VEHICLES, ACCIDENT AND SICKNESS FOR FIREFIGHTERS * FIREFIGHTERS PAY FOR OWN 24 HR COVERAGE FOR ACCIDENT INSURANCE	
OTHER – SERVICES & RENTALS	\$13,000.00
LICENCE RENEWALS FOR RADIOS, BUILDING MAINTENANCE, VOLUNTEER APPRECIATION NIGHT, OTHER MISC.	
CONTRACT FEES	\$14,000.00
SNOW REMOVAL, SEPTIC PUMPING, AIR TANK FILLING EXTERIOR MAINTENANCE	
EQUIPMENT EXPENSE	\$12,000.00
INCLUDES REPAIRS AND UPDATES TO PORTABLE PUMPS, S.C.B. APPARATUS, BUNKER CLEANING AND REPAIRS AND ALL OTHER FIREFIGHTING EQUIPMENT	
PERSONNEL (CLOTHING)	\$25,000.00
UNIFORMS, HELMETS, COVERALLS, ETC.	
FIRE PREVENTION	\$10,000.00
OTHER MATERIALS & SERVICES PROVIDED RELATING TO FIRE PREVENTION	
COMMUNICATIONS	\$5,500.00
REPAIRS, UPDATES TO PAGERS, PORTABLES, MOBILES	
AUTOMATIC AID	\$13,000.00
AGREEMENT WITH CARLETON PLACE FOR FIRST RESPONSE TO AREAS IN MISSISSIPPI MILLS	
HYDRANT RENTAL	\$3,500.00
FEE PAID TO WATER AND SEWER BUDGET	
TRAINING	\$30,000.00
FIRST AID, CPR, DE-FIB, FIRE COLLEGE, TRAINING REQUIRED UNDER LEGISLATION	

CONTRACTS, REPAIRS/MAINTENANCE \$15,000.00

MINOR BUILDING REPAIRS, HALL CLEANING

LOAN PAYMENTS \$193,894.00

FIRE HALLS, VEHICLES AND SCBA

CAPITAL EXPENDITURES \$20,000.00

TO RESERVES \$22,623.00

VEHICLE EXPENSES \$30,750.00

COSTS RELATED TO MAINTENANCE, PARTS, FUEL, SUPPLIES AND SAFETY CHECKS
FOR VEHICLES

Municipality of Mississippi Mills 2020 Budget Summary

Police

	A	B	C	D=B + C	E= C/B	
	2018 Actual	2019 Approved Budget	2020 Program Change	2020 Requested Budget	% 2020 Requested/ 2019 Budget	
Expenditures:						
Remuneration, Salaries & Bene	600	800		800	0.00%	Honorarioums
Travel & Training	6,136	6,700		6,700	0.00%	
Materials & Contracts	1,866,420	1,876,772	55,941	1,932,713	2.98%	
General Operating Expenses	794	1,400		1,400	0.00%	
Community Grants						
Fuel & Oil						
M&R (facilities, fleet etc.)						
Utilities						
Insurance						
Transfers to Reserves	-			-		
Debt Repayments						
Capital Expenditures						
Total Expenditures	1,873,950	1,885,672	55,941	1,941,613	2.97%	
Revenues						
Grants	-	-				
User Fees						
Other Fees & Charges	600	-		-	0.00%	Police-other (false alarms)
Transfer from Reserves	45,720	20,000	9,000	29,000	45.00%	
Transfer from DCs						
Total Revenues	46,320	20,000	9,000	29,000	45.00%	
Net Levy	1,827,630	1,865,672	46,941	1,912,613	2.52%	

PROTECTION TO PERSONS AND PROPERTY-POLICE										
2020 Budget										
Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual
						(To Sept 30/19)				
1	Other Honorariums	800.00	800.00	-	0%		600.00	700.00	600.00	600.00
2	Other M & S	750.00	750.00	-	0%	635.80	93.44	324.96	1,780.50	161.55
3	Telephone	650.00	650.00	-	0%	551.27	700.44	658.28	613.32	606.65
4	Travelling Expense	1,200.00	1,200.00	-	0%	700.85	1,826.77	1,638.85	802.77	909.88
5	Association & Convention	5,500.00	5,500.00	-	0%	3,370.53	4,309.12	3,209.12	2,537.00	3,177.20
6	OPP Contract	1,932,713.00	1,876,772.00	55,941.00	3%	1,094,786.00	1,866,420.00	1,820,736.00	1,782,144.00	1,548,336.00
7	To Reserves			-	0%			17,260.26	13,258.52	4,059.00
	Total Expenditures	1,941,613.00	1,885,672.00	55,941.00	3%	1,100,044.45	1,873,949.77	1,844,527.47	1,801,736.11	1,557,850.28

POLICE BUDGET 2020

REMUNERATION, SALARIES AND BENEFITS	\$800.00
HONORARIUM FOR POLICE SERVICE BOARD MEMBERS \$100 / MEETING	
OTHER – MATERIALS & SUPPLIES	\$750.00
MISCELLANEOUS ITEMS REQUIRED FOR ESO, EXPENSES FOR, JOINT LANARK COUNTY MEETINGS, PROMOTIONAL MATERIALS FOR SCHOOLS	
TELEPHONE	\$650.00
FOR COMMUNITY POLICING OFFICE	
TRAVELLING EXPENSE	\$1,200.00
FOR CPAC MEMBERS TO ATTEND CONFERENCES, ETC.	
ASSOCIATION & CONVENTION	\$5,500.00
ATTENDANCE BY CPAC MEMBERS AT CONFERENCES INCLUDES HOTEL ACCOMMODATION, REGISTRATION FEES, ETC. TRAINING EXPENSES FOR CPAC MEMBERS OAPSB ZONE 2 CDN ASSOC. OF POLICE BRDS OAPSB MEMBERSHIP	
OPP CONTRACT	\$1,932,713.00

CONTRACT IS CALCULATED AS THE TOTAL OF:

- BASE SERVICE COSTS (TOTAL SALARIES AND BENEFITS FOR UNIFORMED OFFICERS, CIVILIAN STAFF AND SUPPORT STAFF PLUS OTHER DIRECT OPERATING COSTS) DIVIDED BY THE NUMBER OF MUNICIPAL PROPERTIES SERVICED BY THE OPP MULTIPLIED BY THE TOTAL NUMBER OF PROPERTIES IN MISSISSIPPI MILLS
- CALLS FOR SERVICE COSTS (TOTAL SALARIES AND BENEFITS FOR UNIFORMED OFFICERS, CIVILIAN STAFF AND SUPPORT STAFF PLUS OTHER DIRECT OPERATING COSTS) USING AVERAGE OF 4 YEARS OF CALLS FOR SERVICE AND THEN WEIGHTED BY THE STANDARD TIME PER CALL
- A CALCULATION FOR OVERTIME
- A SHARE OF PRISONER TRANSPORTATION COSTS
- A SHARE OF ACCOMMODATION AND CLEANING SERVICES.
- RECONCILIATIONS OF THE CONTRACT TO ACTUAL COSTS FROM PREVIOUS YEARS

Municipality of Mississippi Mills 2020 Budget Summary

Protection

	A	B	C	D=B + C	E= C/B	
		2019	2020	2020	% 2020	
	2018 Actual	Approved Budget	Program Change	Requested Budget	Requested/ 2019 Budget	
Expenditures:						
Remuneration, Salaries & Bene	158,234	159,639	27,642	187,281	17.32%	Includes bylaw services from building dept and H&S/Facility manager
Travel & Training	996	4,200	(450)	3,750	-10.71%	
Materials & Contracts	22,778	26,000	35,000	61,000	134.62%	Animal control and by-law contracts
General Operating Expenses	13,143	8,900	100	9,000	1.12%	
Community Grants	73,171	79,872	6,151	86,023	7.70%	MVC Levy
Fuel & Oil						
M&R (facilities, fleet etc.)						
Utilities						
Insurance						
Transfers to Reserves						
Debt Repayments						
Capital Expenditures	7,840	-		-	0.00%	Refer to capital budget
Total Expenditures	276,162	278,611	68,443	347,054	24.57%	
Revenues						
Grants	11,499	4,000		4,000	0.00%	Recovery of livestock valuations included in expenses noted above
User Fees	7,960	7,500		7,500	0.00%	Sale of dog tags
Other Fees & Charges	9,358	8,500		8,500		Parking Fines
Transfer from Reserves		-		-		
Transfer from DCs						
Total Revenues	28,817	20,000	-	20,000	0.00%	
Net Levy	247,345	258,611	68,443	327,054	26.47%	

PROTECTION TO PERSONS & PROPERTY										
2020 Budget										
Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual (To Sept 30/19)	2018 Actual	2017 Actual	2016 Actual	2015 Actual
MVC										
1	Grant to MVC	86,023.00	79,872.00	6,151.00	8%	79,872.00	73,171.00	68,796.00	65,578.00	63,076.00
Animal Control										
2	Animal Control Other M & S	400.00	400.00	-	0%	694.19	363.11	536.62	231.61	644.25
3	Animal Control Contract	26,000.00	26,000.00	-	0%	15,967.59	22,778.28	23,400.02	23,590.45	21,448.90
	Total	26,400.00	26,400.00	-	0%	16,661.78	23,141.39	23,936.64	23,822.06	22,093.15
By-Law Enforcement										
4	Remuneration	64,580.00	48,200.00	16,380.00	34%	25,610.10	50,571.70	39,835.91	37,453.03	20,849.29
5	Bylaw Enforcement-Postage & Courier	250.00	250.00	-	0%	632.60	526.52	32.98	772.28	11.42
6	Bylaw Enforcement Legal Fees	500.00		500.00	0%		599.37		567.31	
7	Bylaw Enforcement Travelling Expense	100.00		100.00	0%				121.35	
8	By-law Contract	35,000.00		35,000.00						
	Total	100,430.00	48,450.00	51,980.00	0%	26,242.70	51,697.59	39,868.89	38,913.97	20,860.71
Accessibility										
9	Accessibility Office Supplies			-	0%					
10	Accessibility Travelling Expense			-	#DIV/0!					
11	Accessibility Conferences			-	0%					
12	Accessibility Promotional/Educational	500.00	1,200.00	- 700.00	0%	216.75		210.64		
13	Accessibility Reference Materials			-	0%					
	Total	500.00	1,200.00	- 700.00	-58%	216.75	-	210.64	-	-
Livestock										
14	Livestock Remuneration	2,000.00	2,000.00	-	0%	269.97	1,554.72	779.57	2,019.17	2,386.96
15	Livestock Other M & S	100.00	100.00	-	0%	28.10				20.00
16	Livestock Valuations	4,000.00	4,000.00	-	0%	5,746.64	10,929.35	8,409.40	20,752.00	24,180.00
	Total	6,100.00	6,100.00	-	0%	6,044.71	12,484.07	9,188.97	22,771.17	26,586.96

Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual
Health & Safety										
17	Health & Safety Training	2,000.00	2,000.00	-	0%	1,097.58	40.60	4,009.44	2,254.99	-
18	Salaries, Wages & Benefits	111,701.00	109,639.00	2,062.00	2%	81,456.53	106,107.99	100,762.51	52,410.69	
19	Telephone	1,200.00	1,200.00	-	0%	425.73	724.99	1,166.24		
20	Travelling Expense	250.00	250.00	-	0%			-	16.32	
21	Memberships	-	300.00	- 300.00	-100%					
22	Conferences/Training	750.00	1,000.00	- 250.00	-25%		96.67	875.14		
23	Capital Expenditure			-	#DIV/0!		7,839.93	10,094.58	1,483.21	8,033.90
	Total	115,901.00	114,389.00	1,512.00	#DIV/0!	82,979.84	114,810.18	116,907.91	56,165.21	8,033.90
Emergency Management										
24	Emergency Management Office Supplies	700.00	700.00	-	0%			610.56		223.52
25	Emergency Management Travelling Expense	150.00	150.00	-	0%				83.44	
26	Emergency Management Conferences & Training	500.00	500.00	-	0%		858.87	876.75	928.97	642.12
27	Emergency Management Public Awareness	850.00	850.00	-	0%			368.37	549.50	363.17
	Total	2,200.00	2,200.00	-	0%	-	858.87	1,855.68	1,561.91	1,228.81
Crossing Guards										
28	Labour	9,000.00	-		0%					
29	Materials and Supplies	500.00	-		0%					
	Total	9,500.00	-		0%					
	Total Expenditures	347,054.00	278,611.00	58,943.00	21%	212,017.78	276,163.10	260,764.73	208,812.32	141,879.53

**PROTECTION TO PERSONS AND PROPERTY BUDGET
2020**

MISSISSIPPI VALLEY CONSERVATION \$86,023.00

2020 ESTIMATED LEVY

ANIMAL CONTROL

OTHER – MATERIALS & SUPPLIES \$400.00

INCLUDES ITEMS SUCH AS DOG TAGS, DOG TAG NOTICES, MEDICAL COSTS, RECEIPT BOOKS, ETC.

CONTRACTED SERVICES \$26,000.00

POUND AND ANIMAL CONTROL SERVICES

BY-LAW ENFORCEMENT

REMUNERATION \$64,580.00

STAFF COSTS RELATED TO BY- LAW ENFORCEMENT

POSTAGE AND COURIER \$250.00

AS REQUIRED

LEGAL FEES \$500.00

AS REQUIRED

TRAVELLING EXPENSE \$100.00

CONTRACT \$35,000.00

CONTRACT FOR BY-LAW ENFORCEMENT SERVICES

ACCESSIBILITY

PROMOTIONAL/EDUCATIONAL \$500.00

PUBLIC AWARENESS RELATED TO ACCESSIBILTY

LIVESTOCK

REMUNERATION \$2,000.00

LIVESTOCK VALUERS

OTHER – MATERIALS & SUPPLIES \$100.00

PURCHASE LIVESTOCK FORMS FROM MUNICIPAL WORLD

VALUATIONS \$4,000.00

REIMBURSE LANDOWNERS FOR LIVESTOCK KILLED

NOTE: IF LIVESTOCK KILLED BY WOLVES, MONIES ARE REIMBURSED 100% BY THE
MINISTRY OF AGRICULTURE

HEALTH & SAFETY

TRAINING \$2,000.00

TRAINING FOR ALL STAFF, DEVELOPMENT OF POLICIES

SALARIES, WAGES & BENEFITS \$111,701.00

HEALTH & SAFETY/FACILITIES MANAGER

TELEPHONE \$1,200.00

TRAVEL EXPENSE \$250.00

MILEAGE

MEMBERSHIPS \$.00

ASSOCIATION & CONVENTION \$750.00

EMERGENCY PLANNING & MANAGEMENT

OFFICE SUPPLIES \$700.00

PAPER, GENERAL SUPPLIES

TRAVEL \$150.00

CONFERENCES & TRAINING \$500.00

EMERGENCY MANAGEMENT COURSES AND TRAINING

PUBLIC AWARENESS \$850.00

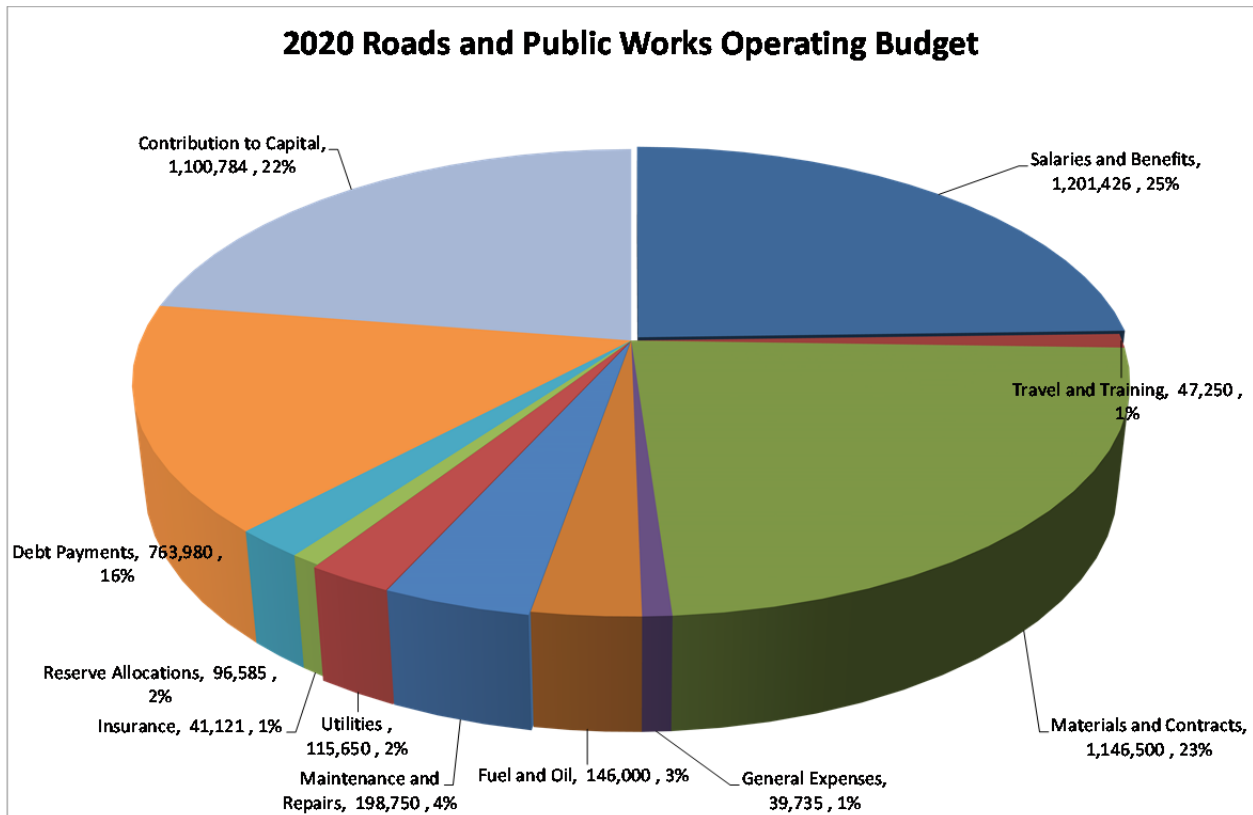
CALENDARS, MAGNETS ETC.

CROSSING GUARDS

LABOUR	\$9,000.00
MATERIALS & SUPPLIES	\$500.00

ROADS AND PUBLIC WORKS

The **Roads and Public Works Department** is responsible for providing some of the basic services that affect the daily lives of those who live and work in Mississippi Mills. The department oversees approximately 379 km of maintained public roads of which 193 km are hard surfaced and 186 km are gravel. Maintenance activities of roads include grading, dust control, sign installation, street sweeping and winter control activities such as plowing, sanding, salting and snow removal.



Municipality of Mississippi Mills 2020 Budget Summary

Transportation

	A	B	C	D=B + C	E= C/B	
		2019	2020	2020	% 2020	
	2018 Actual	Approved Budget	Program Change	Requested Budget	Requested/ 2019 Budget	
Expenditures:						
Remuneration, Salaries & Bene	1,202,418	1,172,932	28,494	1,201,426	2.43%	Includes Step increases, CPI, union hourly rate increase
Travel & Training	24,486	46,250	1,000	47,250	2.16%	
Materials & Contracts	990,072	1,034,500	112,000	1,146,500	10.83%	Refer to detailed operating budget
General Operating Expenses	47,370	32,213	7,522	39,735	23.35%	
Community Grants	-	-	-	-	0.00%	
Fuel & Oil	167,863	132,825	13,175	146,000	9.92%	
M&R (facilities, fleet etc.)	217,977	197,750	1,000	198,750	0.51%	
Utilities	126,170	140,400	(24,750)	115,650	-17.63%	
Insurance	38,094	39,165	1,956	41,121	4.99%	
Transfers to Reserves	102,061	71,185	25,400	96,585	35.68%	Repayment fo vehicles/equipment, street light, storm, union street etc.
Debt Repayments	448,725	702,242	61,738	763,980	8.79%	Roads, bridges and equipment
Capital Expenditures	1,475,657	1,385,914	(285,130)	1,100,784	-20.57%	Refer to detailed capital budget
Total Expenditures	4,840,893	4,955,376	(57,595)	4,897,781	-1.16%	
Revenues						
Grants	26,888	26,700	1,080	27,780	4.04%	Sidewalk agreement-County of Lanark
User Fees						
Other Fees & Charges	3,625	5,000	500	5,500	10.00%	Roadway fees
Transfer from Reserves						
Transfer from DCs	60,075	60,000	(3,370)	56,630	-5.62%	Debt payments-Ottawa St.
Total Revenues	90,588	91,700	(1,790)	89,910	-1.95%	
Net Levy	4,750,305	4,863,676	(55,805)	4,807,871	-1.15%	

TRANSPORTATION										
2020 Budget										
		2020	2019	\$	%	2019	2018	2017	2016	2015
Line #	Description	Budget	Budget	Change	Change	Actual	Actual	Actual	Actual	Actual
						(To Sept 30/19)				
	Administration									
1	Salaries, & Wages and Benefits	582,526.00	567,032.00	15,494.00	3%	466,888.36	591,294.82	559,794.02	535,091.00	557,610.89
2	Office Supplies	14,500.00	10,000.00	4,500.00	45%	3,465.86	9,470.01	20,235.19	12,131.84	8,215.79
3	Postage & Courier Services	2,000.00	1,500.00	500.00	33%	2,080.31	959.17	1,207.61	1,165.36	1,638.61
4	Telephone	1,500.00	1,400.00	100.00	7%	1,097.48	1,349.75	1,339.08	1,307.41	979.62
5	Legal Fees	1,100.00	1,100.00	-	0%	526.61	1,093.86	2,298.40	427.22	156.98
6	Engineering/Other Professional Fees	6,600.00	6,600.00	-	0%	9,111.65	3,774.07	4,675.88	6,524.07	7,101.35
7	Advertising	500.00	500.00	-	0%	330.72	548.18		962.93	
8	Travelling Expense	2,400.00	2,400.00	-	0%	1,301.19	439.63	2,003.86	491.07	2,016.27
9	Association & Convention	4,300.00	4,300.00	-	0%	2,925.61	3,363.73	2,750.18	3,378.25	2,168.86
10	Seminars	650.00	650.00	-	0%	253.38	110.00	381.60	962.18	461.70
11	Insurance (Building Etc.)	28,065.00	26,730.00	1,335.00	5%	26,730.14	28,172.73	42,371.76	50,641.82	50,451.01
12	Other S & R	4,000.00	2,500.00	1,500.00	60%	8,479.27	3,100.98	3,938.00	4,711.93	2,641.86
13	Personnel (Clothing, Etc.)	14,000.00	13,000.00	1,000.00	8%	9,227.82	15,580.69	37,868.67	14,385.26	12,332.89
14	Communications	15,000.00	15,000.00	-	0%	11,706.37	11,493.04	11,261.47	11,824.99	12,723.23
15	Technical Courses	23,300.00	23,300.00	-	0%	10,522.48	18,871.75	17,847.95	22,094.38	22,861.14
16	Personnel (Courses/Memberships, Etc.)	2,600.00	2,600.00	-	0%	1,437.79	1,701.22	2,882.53	2,197.04	1,625.03
17	Fuel & Oil			-	0%	577.66	20,343.50	12,980.81	4,126.58	4,418.26
18	Machine Rental (town)			-	0%					13.20
19	Town Equipt. Rental Adjustment	- 403,200.00	- 386,800.00	- 16,400.00	4%	- 117,197.35	- 480,636.83	- 478,280.55	- 499,491.87	- 407,873.05
20	Long Term Debt Charges-Roads	548,420.00	486,678.00	61,742.00	13%	336,301.68	303,715.16	264,723.63	243,481.56	198,195.68
21	Capital Expenditure	1,100,784.00	1,385,914.00	- 285,130.00	-21%		1,475,656.83	1,007,272.54	654,200.62	762,338.97
22	To Reserves	96,585.00	71,185.00	25,400.00	36%		102,061.00	384,009.01	526,740.00	480,322.00
	Total Administration	2,045,630.00	2,235,589.00	- 189,959.00	-8%	774,611.71	2,112,463.29	1,875,600.02	1,597,353.64	1,711,563.77
	Almonte Ward Garage									
23	Almonte Ward Garage Labour	400.00	400.00	-	0%	4.79	143.22	833.39	99.00	381.97
24	Almonte Ward Garage-Other	1,000.00	1,250.00	- 250.00	-20%	433.11	910.59	1,116.34	890.45	1,093.47
	Total	1,400.00	1,650.00	- 250.00	-15%	437.90	1,053.81	1,949.73	989.45	1,475.44
	Pak. Ward Garage									
25	Pak. Ward Garage Labour	3,100.00	3,100.00	-	0%	1,097.57	908.72	3,897.13	8,108.87	4,411.32
26	Pak. Ward Garage Utilities	6,850.00	8,100.00	- 1,250.00	-15%	5,147.66	6,025.00	7,139.64	6,707.67	7,152.77
27	Pak. Ward Garage Telephone	1,400.00	1,400.00	-	0%	1,059.85	1,458.47	1,271.17	1,037.58	1,106.49
28	Pak. Ward Garage Insurance	702.00	669.00	33.00	5%	669.13	288.36	441.35	438.77	425.79
29	Pak. Ward Garage Other	500.00	700.00	- 200.00	-29%		858.68	95.43	72.85	1,322.90
30	Pak. Ward Garage Alarm Monitoring	800.00	800.00	-	0%	421.29	754.05	561.72	1,517.25	778.47
31	Pak. Ward Garage Tools, Stock Etc.	8,000.00	8,000.00	-	0%	8,403.71	4,185.89	3,996.79	9,176.89	6,652.98
	Total	21,352.00	22,769.00	- 1,417.00	-6%	16,799.21	14,479.17	17,403.23	27,059.88	21,850.72

Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual
Ramsay Ward Garage										
32	Ramsay Ward Garage Labour	10,000.00	10,000.00	-	0%	6,530.25	13,014.74	7,156.54	5,714.54	8,857.33
33	Ramsay Ward Garage Overtime			-	0%	359.64	287.58	255.62	43.70	599.18
34	Ramsay Ward Garage Utilities	34,500.00	35,500.00	- 1,000.00	-3%	21,856.33	31,866.21	19,579.02	18,556.13	17,348.03
35	Ramsay Ward Garage Cleaning, Maint. Etc.	5,500.00	5,500.00	-	0%	4,532.85	5,762.79	6,928.74	6,402.88	2,676.79
36	Ramsay Ward Garage Telephone	1,600.00	1,300.00	300.00	23%	1,482.71	1,487.70	1,448.10	1,248.35	1,158.08
37	Ramsay Ward Garage Insurance (Building Etc.)	1,782.00	1,697.00	85.00	5%	1,696.93	865.05	1,324.01	1,755.11	1,703.16
38	Ramsay Ward Garage Other S & R	1,200.00	1,200.00	-	0%	1,062.06	1,825.56	1,065.36	611.96	3,964.24
39	Ramsay Ward Garage Alarm Monitoring	1,000.00	1,000.00	-	0%	553.84	576.99	631.92	865.96	934.64
40	Ramsay Ward Garage Tools, Stock Etc.	31,000.00	30,000.00	1,000.00	3%	33,857.53	43,003.91	38,217.70	35,596.92	31,444.55
41	Ramsay Ward Garage Contract (Hydro replace light)			-	0%				1,636.57	917.57
	Total	86,582.00	86,197.00	385.00	0%	71,932.14	98,690.53	76,607.01	72,432.12	69,603.57
	Total Roads & Public Works Facilities	109,334.00	110,616.00	- 1,282.00	-1%	89,169.25	114,223.51	95,959.97	100,481.45	92,929.73
Street Lighting										
42	Street Lighting Labour	500.00	500.00	-	0%	838.08	456.50	492.26	845.80	503.66
43	Street Lighting Hydro	70,000.00	92,500.00	- 22,500.00	-24%	39,797.79	84,363.40	139,700.09	124,540.27	107,078.40
44	Street Lighting Machine Rental (town)			-	0%		66.00	72.60	191.40	52.80
45	Street Lighting Contract	9,000.00	12,000.00	- 3,000.00	-25%	2,596.09	12,794.58	23,982.62	28,343.57	22,887.61
	Total	79,500.00	105,000.00	- 25,500.00	-24%	43,231.96	97,680.48	164,247.57	153,921.04	130,522.47
Pakenham Bridge										
46	Pakenham Bridge Hydro	800.00	800.00	-	0%	98.25	951.18	542.73	835.05	968.98
Bridges & Culverts										
47	Bridges & Culverts Labour	15,000.00	12,000.00	3,000.00	25%	19,912.71	15,661.15	13,005.18	7,584.06	11,959.41
48	Bridges & Culverts Overtime			-	0%	1,385.27	912.94	976.11	201.91	1,936.33
49	Bridges & Culverts Machine Rental (town)	6,000.00	4,500.00	1,500.00	33%	13.20	7,859.60	5,789.00	4,217.95	6,456.15
50	Bridges & Culverts Materials	70,000.00	40,000.00	30,000.00	75%	93,374.44	88,394.93	44,103.45	38,232.33	31,195.27
	Total	91,000.00	56,500.00	34,500.00	61%	114,685.62	112,828.62	63,873.74	50,236.25	51,547.16
Hydrants										
51	Hydrants Labour	7,700.00	7,000.00	700.00	10%	8,820.39	8,034.48	9,319.21	6,698.87	3,768.57
52	Hydrants Overtime			-	0%	22.57	112.60	808.46	159.57	0.91
53	Hydrants Machine Rental (town)	1,800.00	1,800.00	-	0%	165.00	1,242.00	2,116.80	1,674.30	974.40
54	Hydrants Materials	16,500.00	16,500.00	-	0%	2,991.96	7,863.95	15,767.52	18,020.15	7,210.46
	Total	26,000.00	25,300.00	700.00	3%	11,999.92	17,253.03	28,011.99	26,552.89	11,954.34
Drainage										
55	Drainage Labour	-	-	-	0%	46.56				
56	Drainage Machine Rental (town)	-	-	-	0%	2,015.80	115.00	113.20	69.00	
	Total	-	-	-	0%	2,062.36	115.00	113.20	69.00	-

Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual
Flood Control										
57	Flood Control Labour	6,700.00	6,700.00	-	0%	4,866.10	6,428.15	5,338.20	2,457.09	6,501.00
58	Flood Control Overtime	1,500.00	1,500.00	-	0%	389.16	1,582.78	2,698.38	678.79	807.82
59	Flood Control Machine Rental (town)	2,100.00	2,100.00	-	0%		2,978.70	3,286.40	1,666.60	2,375.40
60	Flood Control Materials	6,000.00	6,000.00	-	0%	4,566.53	6,228.45	5,475.34	7,111.77	4,813.96
	Total	16,300.00	16,300.00	-	0%	9,821.79	17,218.08	16,798.32	11,914.25	14,498.18
Road Patrol										
61	Road Patrol Labour	38,500.00	61,700.00	23,200.00	-38%	30,665.01	38,146.96	34,964.63	35,440.43	31,639.19
62	Road Patrol Overtime	6,000.00	6,000.00	-	0%	7,324.71	9,335.18	6,254.23	7,763.43	6,921.78
63	Road Patrol Machine Rental (town)	6,200.00	6,200.00	-	0%	765.60	7,319.40	6,326.70	6,290.42	6,538.90
	Total	50,700.00	73,900.00	-23,200.00	-31%	38,755.32	54,801.54	47,545.56	49,494.28	45,099.87
Grass Mowing										
64	Grass Mowing Labour	7,000.00	7,000.00	-	0%	6,501.64	6,217.45	5,213.42	3,819.02	2,311.57
65	Grass Mowing Machine Rental (town)	6,000.00	2,500.00	3,500.00	140%	69.00	6,038.60	8,837.90	3,675.60	3,339.00
66	Grass Mowing Materials	5,000.00	6,000.00	-1,000.00	-17%	2,607.00	779.48	52.89		38.63
67	Grass Mowing Contract	80,000.00	80,000.00	-	0%	48,615.89	25,611.40	15,939.77	21,001.62	19,747.10
	Total	98,000.00	95,500.00	2,500.00	3%	57,793.53	38,646.93	30,043.98	28,496.24	25,436.30
Brushing, Tree Trim & Removal										
68	Brushing, Tree Trim & Removal Labour	34,100.00	34,100.00	-	0%	13,017.77	30,380.39	36,449.98	25,004.71	22,967.53
69	Brushing, Tree Trim & Removal Overtime	1,700.00	1,700.00	-	0%	526.50	4,452.73	1,921.41	2,159.64	1,591.13
70	Brushing, Tree Trim & Removal Machine Rental	11,000.00	9,200.00	1,800.00	20%	314.10	12,739.00	10,573.25	14,757.85	9,962.00
71	Brushing, Tree Trim & Removal Materials			-	0%	6,832.12	5,147.02	1,155.98	28.48	407.04
72	Brushing, Tree Trim & Removal Contract	40,000.00	37,000.00	3,000.00	8%	12,440.15	37,224.30	23,541.63	26,704.37	27,495.78
	Total	86,800.00	82,000.00	4,800.00	6%	33,130.64	89,943.44	73,642.25	68,655.05	62,423.48
Ditching										
73	Ditching Labour	9,700.00	9,700.00	-	0%	4,098.97	6,045.17	8,532.11	11,587.10	2,713.46
74	Ditching Overtime	200.00	200.00	-	0%	320.91	8.82	596.92		
75	Ditching Machine Rental (town)	6,000.00	6,000.00	-	0%		3,414.80	6,283.25	9,386.65	1,208.60
76	Ditching Materials	3,000.00	3,000.00	-	0%	2,600.77	6,054.38	963.79	491.02	3,306.25
77	Ditching Contract	33,000.00	32,000.00	1,000.00	3%	25,760.50	33,151.16	39,334.51	29,378.80	31,735.23
	Total	51,900.00	50,900.00	1,000.00	2%	32,781.15	48,674.33	55,710.58	50,843.57	38,963.54
Catch Basins										
78	Catch Basins Labour	6,100.00	5,900.00	200.00	3%	11,469.97	5,790.73	5,864.77	3,808.88	5,149.86
79	Catch Basins Overtime	600.00	600.00	-	0%	5,080.28	190.74	116.42	629.79	268.44
80	Catch Basins Machine Rental (town)	1,500.00	1,500.00	-	0%	249.70	1,104.65	2,229.30	1,414.70	1,105.30
81	Catch Basins Materials	10,000.00	10,000.00	-	0%	6,904.10	23,535.38	2,216.71	4,446.33	10,055.65
82	Catch Basins Contract	20,000.00	19,000.00	1,000.00	5%	17,876.27	19,836.10	16,638.98	21,406.14	16,365.79
	Total	38,200.00	37,000.00	1,200.00	3%	41,580.32	50,457.60	27,066.18	31,705.84	32,945.04

Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual
	Debris & Litter									
83	Debris & Litter Labour	14,000.00	14,000.00	-	0%	6,672.51	11,045.02	11,367.12	13,568.27	18,573.56
84	Debris & Litter Overtime	900.00	900.00	-	0%	127.83	907.26	701.74	640.72	611.31
85	Debris & Litter Machine Rental (town)	3,000.00	3,000.00	-	0%	72.60	1,774.90	2,032.90	2,307.70	4,530.15
86	Debris & Litter Materials	900.00	700.00	200.00	29%	324.16	1,148.37	775.75	595.94	701.52
	Total	18,800.00	18,600.00	200.00	1%	7,197.10	14,875.55	14,877.51	17,112.63	24,416.54
	Storm Sewers									
87	Storm Sewers Labour	3,400.00	3,400.00	-	0%	113.28	833.09	330.00	43.88	83.94
88	Storm Sewers Overtime	300.00	300.00	-	0%		44.02	288.86		
89	Storm Sewers Machine Rental (town)	500.00	500.00	-	0%		229.50	302.60	6.60	13.20
90	Storm Sewers Materials	3,000.00	3,000.00	-	0%		1,230.23	6,439.09	1,763.81	
91	Storm Sewers Contract	9,000.00	9,000.00	-	0%	1,490.78	7,474.04	8,574.17	3,126.01	13,320.38
	Total	16,200.00	16,200.00	-	0%	1,604.06	9,810.88	15,934.72	4,940.30	13,417.52
	Curbs & Sidewalks									
92	Curbs & Sidewalks Labour	8,000.00	8,000.00	-	0%	2,767.48	6,039.93	3,084.28	2,727.01	8,204.22
93	Curbs & Sidewalks Overtime	200.00	200.00	-	0%	132.05	229.08	157.54	1.53	547.17
94	Curbs & Sidewalks Machine Rental (town)	1,800.00	1,800.00	-	0%		4,397.70	1,679.25	1,503.25	5,725.00
95	Curbs & Sidewalks Materials	1,500.00	1,500.00	-	0%	788.99	1,218.80	905.73	1,186.02	2,452.42
96	Curbs & Sidewalks Contract	50,000.00	50,000.00	-	0%	48,551.70	38,516.13	20,810.17	31,937.37	20,431.78
	Total	61,500.00	61,500.00	-	0%	52,240.22	50,401.64	26,636.97	37,355.18	37,360.59
	Total Roadside Maintenance	371,400.00	361,700.00	9,700.00	3%	226,327.02	302,810.37	243,912.19	239,108.81	234,963.01
	Patching									
97	Patching Labour	50,000.00	48,900.00	1,100.00	2%	46,437.76	54,534.65	48,037.25	43,523.74	41,298.80
98	Patching Overtime	200.00	200.00	-	0%	43.67	130.13	802.10	2.18	197.03
99	Patching Machine Rental (town)	14,000.00	14,000.00	-	0%	46.20	13,047.90	14,386.35	13,168.00	14,206.85
100	Patching Materials	43,500.00	43,500.00	-	0%	40,227.50	39,626.70	50,908.65	47,142.48	43,229.22
	Total	107,700.00	106,600.00	1,100.00	1%	86,755.13	107,339.38	114,134.35	103,836.40	98,931.90
	Sweeping									
101	Sweeping Labour	4,000.00	2,900.00	1,100.00	38%	3,421.35	4,163.49	2,512.08	3,030.48	2,603.72
102	Sweeping Overtime	1,500.00	1,000.00	500.00	50%	1,642.09	2,711.31	867.21	1,096.57	1,069.19
103	Sweeping Machine Rental (town)			-	0%		4,324.50	3,036.60	4,544.00	2,742.30
104	Sweeping Materials			-	0%		544.92		-	
105	Sweeping Contract	27,000.00	27,000.00	-	0%	28,825.13	22,826.31	25,005.97	23,585.47	25,687.27
	Total	32,500.00	30,900.00	1,600.00	5%	33,888.57	34,570.53	31,421.86	32,256.42	32,102.48
	Shoulder Maintenance									
106	Shoulder Maintenance Labour	4,200.00	4,200.00	-	0%	1,114.02	3,448.25	2,527.80	5,189.22	1,582.03
107	Shoulder Maintenance Machine Rental (town)	2,000.00	2,000.00	-	0%	125.46	2,724.20	1,901.40	3,518.90	1,163.40
108	Shoulder Maintenance Materials	4,600.00	4,600.00	-	0%	623.70	5,523.21	1,988.47	9,992.81	
	Total	10,800.00	10,800.00	-	0%	1,863.18	11,695.66	6,417.67	18,700.93	2,745.43
	Total Hardtop Maintenance	151,000.00	148,300.00	2,700.00	2%	122,506.88	153,605.57	151,973.88	154,793.80	133,779.81

Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual
	Patches & Washouts									
109	Patches & Washouts Labour	2,500.00	2,500.00	-	0%	2,056.64	2,303.23	2,427.23	2,144.30	1,119.80
110	Patches & Washouts Overtime			-	0%	401.17		563.54	44.16	
111	Patches & Washouts Machine Rental (town)	4,000.00	4,000.00	-	0%		3,132.20	1,848.00	10,306.25	831.30
112	Patches & Washouts Materials	28,000.00	28,000.00	-	0%	27,712.33	32,750.87	25,964.05	18,170.32	32,804.37
	Total	34,500.00	34,500.00	-	0%	30,170.14	38,186.30	30,802.82	30,665.03	34,755.47
	Grading									
113	Grading Labour	48,600.00	46,000.00	2,600.00		34,508.35	40,645.46	51,835.31	43,468.92	46,888.97
114	Grading Overtime	3,500.00	2,500.00	1,000.00	40%	4,893.16	5,318.91	7,298.41	2,149.42	3,518.85
115	Grading Machine Rental (town)	55,000.00	54,000.00	1,000.00	2%		54,193.05	71,401.75	54,016.60	65,684.35
	Total	107,100.00	102,500.00	4,600.00	4%	39,401.51	100,157.42	130,535.47	99,634.94	116,092.17
	Dust Layer									
116	Dust Layer Labour	3,400.00	3,400.00	-	0%	2,232.51	1,578.59	1,571.68	2,431.89	1,852.19
117	Dust Layer Overtime	400.00	400.00	-	0%	41.43	274.05	206.61	37.29	214.34
118	Dust Layer Machine Rental (town)	900.00	900.00	-	0%		575.80	457.40	838.40	348.50
119	Dust Layer Materials	110,000.00	108,000.00	2,000.00	2%	118,180.60	112,001.03	103,820.05	120,312.40	99,231.02
	Total	114,700.00	112,700.00	2,000.00	2%	120,454.54	114,429.47	106,055.74	123,619.98	101,646.05
	Gravel Resurfacing									
120	Gravel Resurfacing Labour	8,800.00	8,400.00	400.00	5%	5,707.87	8,876.95	8,699.52	9,677.82	22,104.09
121	Gravel Resurfacing Overtime	250.00	250.00	-	0%	65.27	501.06	300.64	42.30	446.13
122	Gravel Resurfacing Machine Rental (town)	9,000.00	8,000.00	1,000.00	13%		10,011.70	8,298.90	9,492.45	24,065.20
	Total	18,050.00	16,650.00	1,400.00	8%	5,773.14	19,389.71	17,299.06	19,212.57	46,615.42
	Total Loose Top Maintenance	274,350.00	266,350.00	8,000.00	3%	195,799.33	272,162.90	284,693.09	273,132.52	299,109.11
	Snowplowing									
123	Snowplowing Labour	74,000.00	67,300.00	6,700.00	10%	48,092.09	50,555.00	43,477.36	53,668.72	37,954.85
124	Snowplowing Overtime	32,000.00	32,000.00	-	0%	45,623.29	46,955.01	53,481.32	59,251.55	31,803.86
125	Snowplowing Machine Rental (town)	143,000.00	143,000.00	-	0%	65,708.95	177,518.75	156,196.15	207,092.15	124,639.15
	Total	249,000.00	242,300.00	6,700.00	3%	159,424.33	275,028.76	253,154.83	320,012.42	194,397.86
	Snow Removal									
126	Snow Removal Labour	34,000.00	27,000.00	7,000.00	26%	16,664.46	10,563.71	17,252.56	21,105.18	20,189.00
127	Snow Removal Overtime	13,000.00	13,000.00	-	0%	25,688.07	15,440.92	25,008.41	23,572.51	12,225.51
128	Snow Removal Machine Rental (town)	40,000.00	40,000.00	-	0%	23,502.20	41,457.60	53,387.80	60,515.25	43,259.75
129	Snow Removal Materials			-	0%	864.96		5,353.09	763.20	60.99
130	Snow Removal Contract	100,000.00	85,000.00	15,000.00	18%	100,382.66	46,996.66	99,710.31	95,977.79	105,298.06
	Total	187,000.00	165,000.00	22,000.00	13%	167,102.35	114,458.89	200,712.17	201,933.93	181,033.31

Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual
131	Sanding & Salting Labour	18,600.00	17,100.00	1,500.00	9%	13,585.12	23,400.36	21,207.31	10,346.99	7,828.90
132	Sanding & Salting Overtime	12,000.00	8,000.00	4,000.00	50%	16,105.83	28,837.36	16,118.30	17,467.61	7,147.11
133	Sanding & Salting Machine Rental (town)	35,000.00	35,000.00	-	0%	25,693.01	72,235.18	66,278.65	35,393.20	33,743.20
134	Sanding & Salting Materials	378,000.00	315,000.00	63,000.00	20%	208,495.70	303,646.20	266,214.55	173,635.63	207,796.62
	Total	443,600.00	375,100.00	68,500.00	18%	263,879.66	428,119.10	369,818.81	236,843.43	256,515.83
	Culvert Thawing & CB Cleaning									
135	Culvert Thawing & CB Cleaning Machine Rental			-	0%	-	23.00		103.50	
	Total	-	-	-	0%	-	23.00	-	103.50	
	Plowing/Sanding Sidewalks									
136	Plowing/Sanding Sidewalks Labour	11,000.00	9,000.00	2,000.00	22%	7,055.68	8,809.45	8,946.66	8,493.86	6,369.54
137	Plowing/Sanding Sidewalks Overtime	5,000.00	4,000.00	1,000.00	25%	5,672.46	7,264.00	6,620.45	8,122.09	4,472.64
138	Plowing/Sanding Sidewalks Machine Rental (town)	16,000.00	9,000.00	7,000.00	78%	4,471.40	15,726.30	16,527.20	16,385.75	13,436.60
139	Plowing/Sanding Sidewalks Materials			-	0%					427.39
140	Plowing/Sanding Sidewalks Contract	8,000.00	7,500.00	500.00		6,532.99	7,891.47	7,235.13	10,481.27	7,708.31
	Total	40,000.00	29,500.00	10,500.00	36%	23,732.53	39,691.22	39,329.44	43,482.97	32,414.48
	Total Winter Control	919,600.00	811,900.00	107,700.00	13%	614,138.87	857,320.97	863,015.25	802,376.25	664,361.48
	Traffic Signs & Line Painting									
141	Traffic Signs & Line Painting Labour	14,600.00	14,600.00	-	0%	8,509.71	13,881.80	20,556.23	13,527.02	13,464.49
142	Traffic Signs & Line Painting Overtime	300.00	300.00	-	0%	631.62	826.52	541.41	187.25	162.36
143	Traffic Signs & Line Painting Machine Rental	2,500.00	2,500.00	-	0%	33.00	2,040.10	4,324.90	2,125.70	2,146.30
144	Traffic Signs & Line Painting Materials	12,000.00	12,000.00	-	0%	6,668.23	10,108.06	14,828.05	16,767.80	8,176.88
145	Traffic Signs & Line Painting Contract	24,500.00	24,500.00	-	0%	25,093.71	32,561.92	16,747.27	21,502.43	17,968.80
	Total	53,900.00	53,900.00	-	0%	40,936.27	59,418.40	56,997.86	54,110.20	41,918.83
	Traffic Lights									
146	Traffic Lights Labour	200.00	200.00	-	0%	186.24	68.47	89.49	394.88	83.94
147	Traffic Lights Overtime				0%		128.66		139.46	
148	Traffic Lights Hydro	3,500.00	3,500.00	-	0%	2,047.19	2,964.27	3,546.06	3,362.97	2,358.50
149	Traffic Lights Materials	1,000.00	1,000.00	-	0%		992.16	234.05	890.40	
150	Traffic Lights Contract	2,500.00	2,500.00	-	0%	2,446.30	2,579.62	1,607.81	1,991.44	2,803.49
	Total	7,200.00	7,200.00	-	0%	4,679.73	6,733.18	5,477.41	6,779.15	5,245.93
	Railway Crossing									
151	Railway Crossing Contract		-	-	0%				536.73	2,773.53
	Total	-	-	-	0%	-	-	-	536.73	2,773.53
	Total Safety Devices	61,100.00	61,100.00	-	0%	45,616.00	66,151.58	62,475.27	61,426.08	49,938.29

Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual
152	Entrances & Addressing Labour	2,900.00	2,900.00	-	0%	1,452.00	2,096.59	1,388.88	1,562.61	3,188.05
153	Entrances & Addressing Machine Rental (town)	500.00	500.00	-	0%	13.20	303.60	226.30	297.00	409.20
154	Entrances & Addressing Materials	1,500.00	1,500.00	-	0%		1,687.51	273.43	6,974.68	773.33
	Total	4,900.00	4,900.00	-	0%	1,465.20	4,087.70	1,888.61	8,834.29	4,370.58
	Municipal Addressing									
	Total Private Entrances & Municipal Addressing	4,900.00	4,900.00	-	0%	1,465.20	4,087.70	1,888.61	8,834.29	4,370.58
	Town Property									
155	Town Property Labour	9,500.00	7,500.00	2,000.00	27%	8,822.04	19,365.96	12,652.88	5,217.24	11,079.66
156	Town Property Overtime	500.00	500.00	-	0%	585.77	1,106.47	904.71	1,171.60	198.03
157	Town Property Machine Rental (town)	3,000.00	3,000.00	-	0%	77.30	3,478.30	3,795.50	3,529.60	5,426.30
158	Town Property Materials	6,000.00	6,000.00	-	0%	6,977.42	3,959.00	3,873.14	6,534.51	10,025.42
	Total	19,000.00	17,000.00	2,000.00	12%	16,462.53	27,909.73	21,226.23	16,452.95	26,729.41
	Maintenance-Other									
159	On Call Labour	7,000.00	7,000.00	-	0%	4,842.88	6,932.14	6,825.00	6,800.00	10,072.92
160	On Call Overtime	-	-	-	0%					
161	Safety Equipment Materials	2,300.00	2,000.00	300.00	15%	2,209.62	2,038.49	1,518.44	803.24	2,143.49
162	Parks & Rec Labour	4,500.00	4,500.00	-	0%	3,446.49	3,455.84	4,596.38	7,129.07	4,503.13
163	Parks & Rec Overtime	300.00	300.00	-	0%	89.59	48.17	676.15	752.76	738.14
164	Other Depts Labour	2,500.00	2,500.00	-	0%	1,440.28	1,862.10	3,411.41	3,244.85	2,920.30
165	Other Depts. Overtime	300.00	300.00	-	0%	384.87	292.70	872.73	329.53	911.86
	Total	16,900.00	16,600.00	300.00	2%	12,413.73	14,629.44	17,900.11	19,059.45	21,289.84
	Ontario One Call									
166	Ontario One Call Labour	5,900.00	5,900.00	-	0%	1,649.26	3,025.53	6,772.24	5,689.40	4,467.10
167	Ontario One Call Overtime	200.00	200.00	-	0%		1.50	203.93		315.18
168	Ontario One Call Materials	200.00	200.00	-	0%					
169	Ontario One Call Machine Rental (town)	300.00	300.00	-	0%		118.80	544.50	436.50	19.80
170	Ontario One Call Contract	500.00	500.00	-	0%	402.74	430.38	174.62	521.93	275.00
	Total	7,100.00	7,100.00	-	0%	2,052.00	3,576.21	7,695.29	6,647.83	5,077.08
	Total Maintenance Other	43,000.00	40,700.00	2,300.00	14%	30,928.26	46,115.38	46,821.63	42,160.23	53,096.33

Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual
	Vehicles and Equipment									
171	Labour	67,050.00	66,250.00	800.00	1%	38,273.77	75,018.45	73,415.33	69,240.70	61,707.48
172	Insurance	10,572.00	10,069.00	503.00		8,846.00	8,768.00	11,410.07	11,046.56	9,544.00
173	M&R Parts	192,850.00	192,250.00	600.00	0%	137,304.81	216,230.02	185,419.67	208,545.69	226,054.15
174	Fuel and Oil	146,000.00	131,325.00	14,675.00	11%	125,695.84	141,746.43	132,181.71	109,579.23	107,409.07
175	Licenses	21,135.00	20,965.00	170.00	1%	22,043.88	21,810.17	21,088.54	22,945.70	20,120.83
176	Machine Time		-	-	0%		2,520.52			
177	Loan Payments	215,560.00	215,562.00	-2.00	0%	158,687.79	145,009.85	93,063.65	70,964.40	70,966.89
	Total Vehicles and Equipment	653,167.00	636,421.00	16,746.00	3%	490,852.09	611,103.44	516,578.97	492,322.28	495,802.42
	Total Expenditures	4,897,781.00	4,955,376.00	-57,595.00	-1%	2,811,873.33	4,840,892.64	4,464,051.99	4,065,012.11	3,994,505.53

**Roads and Public Works
2020 Budget**

ROAD ADMINISTRATION

SALARIES, WAGES AND BENEFITS	\$582,526.00
SALARIES AND BENEFITS ASSOCIATED WITH ADMINISTRATION OF THE DEPARTMENT.	
OFFICE SUPPLIES	\$14,500.00
OFFICE SUPPLIES FOR THE DEPARTMENT	
POSTAGE AND COURIER	\$2,000.00
AS REQUIRED	
TELEPHONE	\$1,500.00
CELL PHONES	
LEGAL FEES	\$1,100.00
FOR LEGAL MATTERS THAT MAY ARISE DURING THE YEAR	
ENGINEERING/OTHER PROFESSIONAL FEES	\$6,600.00
FEES FOR INFORMATION/STUDIES, ETC.	
ADVERTISING	\$500.00
TRAVELLING EXPENSE	\$2,400.00
MILEAGE FOR STAFF	
ASOCIATION AND CONVENTION	\$4,300.00
ONTARIO GOOD ROADS, ROAD SCHOOL, ETC	
SEMINARS	\$650.00
INSURANCE	\$28,065.00
LIABILITY NSURANCE	
OTHER SERVICES AND RENTS	\$4,000.00
MISCELLANEOUS ITEMS THAT CANNOT BE PLACED ELSEWHERE	

PERSONNEL (CLOTHING, ETC.)	\$14,000.00
COTHING ALLOWANCE PER BY-LAW AND THE UNION AGREEMENT (WORKBOOTS, SUMMER AND WINTER APPAREL)	
COMMUNICATIONS	\$15,000.00
CELL PHONES FOR MECHANIC, OPERATIONS MANAGER, CET AND EMERGENCY PURPOSES, PAGER COSTS, VHF SITE RENTAL COSTS AND RADIO LICENSES	
TECHNICAL COURSES	\$23,300.00
MANDATED SAFETY AND PROFESSIONAL TRAINING REQUIREMENTS TO MEET ONTARIO HEALTH AND SAFETY ACT	
PERSONNEL (COURSES/MEMBERSHIPS, ETC.)	\$2,600.00
MEMBERSHIPS FOR PROFESSIONAL ENGINEER, OPERATIONS MANAGER, CET-TRANSPORTATION ASSOCIATION OF CANADA, ONTARIO GOOD ROADS ASSOCIATION, MEDICALS FOR DRIVER'S LICENSES, ETC.	
MACHINE RENTAL (TOWN)	(\$403,200.00)
OFFSETS VEHICLE USEAGE ALLOCATED TO FUNCTIONAL AREAS WITHIN THE BUDGET-NET OF ALL IS ZERO.	
LONG TERM DEBT PAYMENTS	\$548,420.00
DEBT PAYMENTS FOR ROADS, BRIDGES AND FACILITIES	
CAPITAL EXPENDITURES	\$1,100,784.00
TO RESERVES	\$96,585.00
PUBLIC WORKS FACILITIES	
<u>ALMONTE WARD GARAGE</u>	\$1,400.00
OTTAWA RIVER POWER CORPORATION RENTS BAYS IN THE GARAGE. THE LEASE REQUIRES THE PAYMENT OF A GRANT IN LIEU OF TAXES, MAINTENANCE OF THE GROUNDS AND BUILDING AND THE HYDRO.	
<u>PAKENHAM WARD GARAGE</u>	\$21,352.00.
UTILITIES, TELEPHONE, INSURANCE, MAINTENANCE AND REPAIRS	
<u>RAMSAY WARD GARAGE</u>	\$86,582.00
UTILITIES, TELEPHONE, INSURANCE, MAINTENANCE AND REPAIRS	

ROADSIDE MAINTENANCE

STREET LIGHTING \$79,500.00

INCLUDES HYDRO AND MAINTENANCE COSTS FOR STREETLIGHTS IN ALL 3 WARDS.

PAKENHAM BRIDGE \$800.00

HYDRO COSTS ONLY

BRIDGES AND CULVERTS \$91,000.00

BRIDGE CLEANING INCLUDING HIGH PRESSURE WASH ONCE EVERY TWO YEARS FOR EVERY BRIDGE TO WHICH THE BRIDGE DECK IS THE ROAD SURFACE, CULVERT INSPECTION ONCE PER YEAR AND REMOVAL OF BLOCKAGES OR SEDIMENT BUILDUPS, REPLACEMENT OF CULVERTS THAT ARE STRUCTURALLY DEFICIENT

HYDRANTS \$26,000.00

INSPECTION, REPAIR AND REPLACEMENT

FLOOD CONTROL \$16,300.00

MINOR MAINTENANCE ON DRAINS, BEAVER DAM REMOVALS AND REMOVAL OF SNOW IN DITCHES AS REQUIRED.

ROAD PATROL \$50,700.00

ROUTINE INSPECTION OF THE ROAD SYSTEM AND RECORDING OF CONDITIONS THAT DO NOT MEET MINIMUM MAINTENANCE STANDARDS, ALSO WINTER INSPECTION TO DETERMINE ROAD CONDITIONS INCLUDING ICY SURFACES AS PER THE MINIMUM MAINTENANCE STANDARDS

GRASS MOWING \$98,000.00

CUT ONE SWATH ON ALL ROADS TWICE PER YEAR AND TO ELIMINATE ALL NOXIOUS WEEDS BY CUTTING OR SPRAYING INCLUDING WILD PARSNIP

BRUSHING, TREE TRIM AND REMOVAL \$86,800.00

BRUSHING IS REQUIRED WHERE SNOW DRIFTING IS CAUSED BY ROADSIDE OBSTRUCTIONS OR WHERE NECESSARY TO IMPROVE DRAINAGE.
TREE TRIMMING AND REMOVAL IS REQUIRED FOR DEAD TREES OR BRANCHES TO ALLOW FOR A UTILITY CORRIDOR OR FOR DRAINAGE

DITCHING \$51,900.00

REQUIRED WHEN WATER PONDS IN THE ROADSIDE AT A HEIGHT LESS THAN 0.5 M BELOW THE EDGE OF THE SHOULDER

CATCH BASINS \$38,200.00

CLEANING OF CATCH BASIN SUMP BI-ANNUALLY TO REMOVE CONTAMINATED SEDIMENTS AND REPAIRS AS NEEDED TO ADJUST FRAMES AND COVERS

DEBRIS AND LITTER \$18,800.00

PITCH IN WEEK, ROADSIDE CLEANUP AND WEEKLY LITTER PICK UP IN ALMONTE WARD

STORM SEWERS \$16,200.00

URBAN STORM SEWER MAINTENANCE AND REPAIRS, STORM MANHOLE CLEANING, MAINTENANCE AND ADJUSTMENT OF FRAMES AND COVERS

CURBS AND SIDEWALKS \$61,500.00

SPOT REPAIRS OF CURBS AND SIDEWALKS REQUIRED FROM INSPECTIONS AS PER THE MINIMUM MAINTENANCE STANDARDS

HARDTOP MAINTENANCE

PATCHING \$107,700.00

PATCHING IS REQUIRED WHEN THE FREQUENCY OF POTHOLES CAUSES A REDUCTION IN VEHICULAR OPERATING SPEEDS AND IS REQUIRED BEFORE CRACKING BECOMES EXTENSIVE ENOUGH TO CAUSE THE ASPHALT SURFACE TO BREAK AWAY AND WHEN AN EDGE BREAKS AWAY OVER AN EXTENDED LENGTH THAT EXCEEDS .3 M

SWEEPING \$32,500.00

STREET SWEEPING THROUGHOUT THE MUNICIPALITY IN THE SPRING INCLUDING VILLAGES AND RURAL SUBDIVISIONS AS REQUIRED

SHOULDER MAINTENANCE \$10,800.00

GRADING IS REQUIRED WHEN THE SHOULDER BECOMES ROUGH AND DEPRESSIONS APPEAR AT THE PAVEMENT EDGE TO SUCH AN EXTENT THAT WATER PONDS AT THE EDGE AND THE DEPRESSION IS CONSIDERED A TRAFFIC HAZARD. GRANULAR MATERIALS ARE APPLIED WHEN NORMAL GRADING CANNOT OBTAIN SUFFICIENT MATERIAL FROM THE SHOULDERS TO REPAIR THE PAVEMENT EDGE DROP OFF.

LOOSE TOP MAINTENANCE

PATCHES & WASHOUTS \$34,500.00

APPLICATION OF GRANULAR MATERIALS TO REPAIR ROAD SURFACE

GRADING \$107,100.00

GRADING OF GRAVEL ROAD SURFACES TO ELIMINATE POTHOLES AND TO APPLY NEW MATERIALS

DUST LAYER \$114,700.00

THE APPLICATION OF DUST SUPPRESSION MATERIALS ON GRAVEL ROADS

GRAVEL RESURFACING \$18,050.00

SPOT REPAIRS ON GRAVEL ROADS

WINTER CONTROL

SNOWPLOWING \$249,000.00

REMOVAL OF SNOW ACCUMULATION ON THE ROADWAYS IN ACCORDANCE WITH MINIMUM MAINTENANCE STANDARDS

SNOW REMOVAL \$187,000.00

REMOVAL OF SNOW FROM PARKING AREAS AND FROM, INTERSECTIONS TO IMPROVE VISIBILITY AND TO WIDEN ROADS THAT BECOME IMPASSABLE DUE TO EXCESS SNOW STORAGE IN THE ROADS

SANDING & SALTING \$443,600.00

APPLYING SAND, SALT OR A COMBINATION TO ELIMINATE SNOW ACCUMULATION OR IMPROVE ROAD CONDITION FOR VEHICULAR TRAFFIC IN ICY CONDITIONS

PLOWING/SANDING SIDEWALKS \$40,000.00

REMOVAL OF SNOW ON SIDEWALKS AND/OR THE APPLICATION OF SAND/SALT

SAFETY DEVICES

TRAFFIC SIGNS AND LINE PAINTING \$53,900.00

PROVISION OF WARNING SIGNS IN LOCATIONS THAT CONFORM WITH THE ONTARIO TRAFFIC MANUAL, TO PROVIDE CENTERLINE MARKINGS, STOP BARS, TAILS, ARROWS, PARKING BAYS AND HATCHING WHERE REQUIRED ON MUNICIPAL ROADWAYS

TRAFFIC LIGHTS \$7,200.00

MAINTENANCE AND REPAIRS OF TRAFFIC SIGNALS INCLUDING HYDRO COSTS

MUNICIPAL ADDRESSING

ENTRANCES AND ADDRESSING \$4,900.00

COSTS TO INSPECT PRIVATE ENTRANCES AND INSTALL PROPERTY IDENTIFICATION NUMBER SIGNS

OTHER MAINTENANCE \$43,000.00

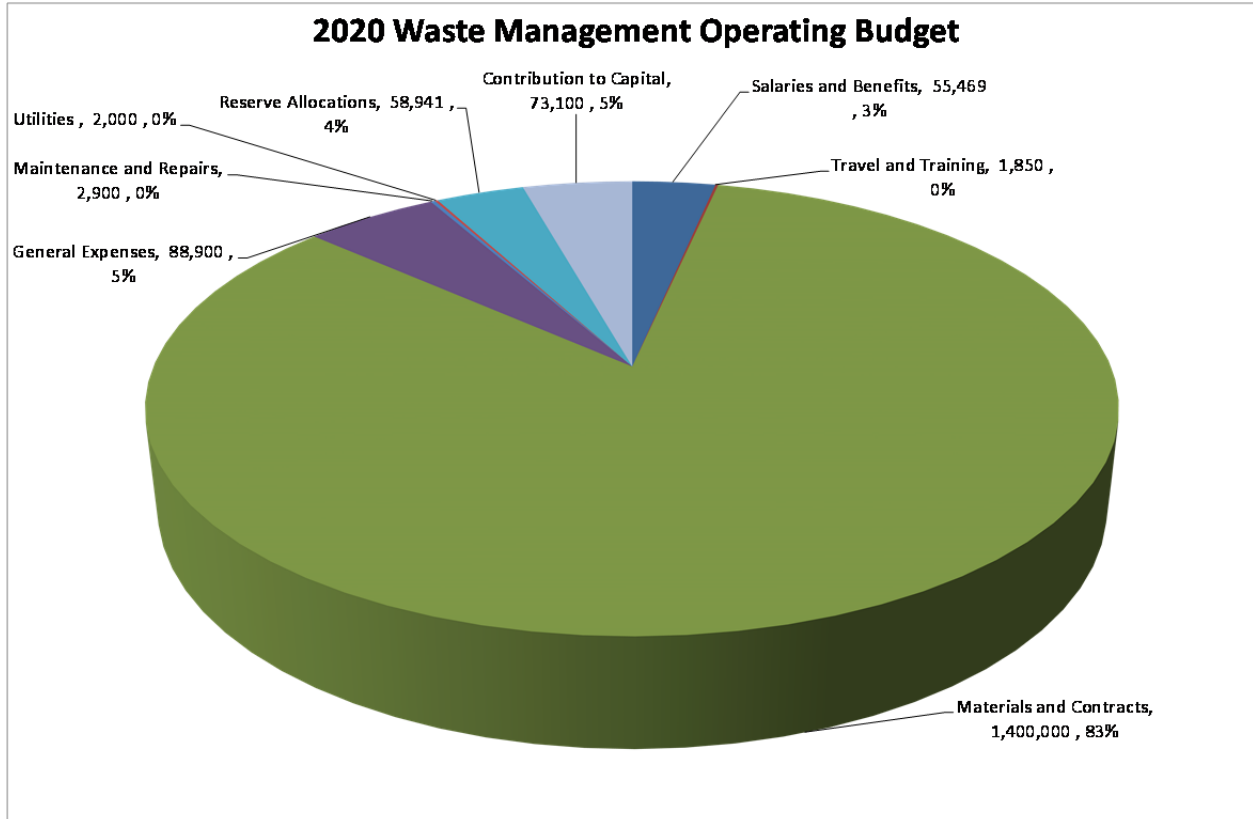
MAINTENANCE PERFORMED BY PUBLIC WORKS STAFF FOR OTHER DEPARTMENTS AND FOR MUNICIPALLY OWNED PROPERTIES

VEHICLES AND EQUIPMENT \$653,167.00

INCLUDES FUEL, MAINTENANCE, INSURANCE, LICENCES AND DEBT COSTS ON VEHICLE AND EQUIPMENT PURCHASES

WASTE MANAGEMENT

Waste Management includes the costs of managing garbage collection, recycling and the landfill sites. The Municipality has contracts with private companies for the provision of the majority of waste management services. **The waste management budget is funded through a waste management charge on final tax bills and not through the municipal tax levy.**



Municipality of Mississippi Mills 2020 Budget Summary

Waste Management

	A	B	C	D=B + C	E= C/B	
		2019	2020	2020	% 2020	
	2018 Actual	Approved Budget	Program Change	Requested Budget	Requested/2019 Budget	
Expenditures:						
Remuneration, Salaries & Benefits	60,918	58,491	(3,022)	55,469	-5.17%	
Travel & Training	1,101	1,850		1,850	0.00%	
Materials & Contracts	1,330,050	1,374,000	26,000	1,400,000	1.89%	Recycling and Waste contracts
General Operating Expenses	78,426	88,900		88,900	0.00%	
Community Grants						
Fuel & Oil						
M&R (facilities, fleet etc.)		2,900		2,900	0.00%	
Utilities	1,454	2,600	(600)	2,000	-23.08%	
Insurance	-	-		-	0.00%	
Transfers to Reserves	165,973	60,539	(1,598)	58,941	-2.64%	Net of Revenues over expenses
Debt Repayments						
Capital Expenditures	64,613	65,100	8,000	73,100	12.29%	Refer to detailed capital budget
Total Expenditures	1,702,535	1,654,380	28,780	1,683,160	1.74%	
Revenues						
Grants						
User Fees	1,508,384	1,503,380	3,530	1,506,910	0.23%	Waste management charges
Other Fees & Charges	194,151	151,000	25,250	176,250	16.72%	Recycling revenue, composter and blue box sales
Transfer from Reserves						
Transfer from DCs						
Total Revenues	1,702,535	1,654,380	28,780	1,683,160	1.74%	
Net Levy	-	-	-	-	0.00%	

WASTE MANAGEMENT										
2020 Budget										
Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual (To Sept 30/19)	2018 Actual	2017 Actual	2016 Actual	2015 Actual
Revenue										
1	Garbage Tags	- 8,000.00	- 6,500.00	- 1,500.00	23%	- 9,464.00	- 11,000.00	- 8,928.00	- 5,918.00	- 6,548.00
2	Garbage Fees	- 1,498,910.00	- 1,496,880.00	- 2,030.00	0%	- 1,500,625.00	- 1,497,384.00	- 1,471,428.00	- 1,429,583.20	- 1,411,704.00
3	Blue Box Receipts	- 500.00	- 250.00	- 250.00	100%	- 700.92	- 814.20	- 580.56	- 502.68	- 226.56
4	Recycling Revenue	- 175,000.00	- 150,000.00	- 25,000.00	17%	- 111,040.02	- 192,281.90	- 174,296.37	- 162,059.82	- 212,070.21
5	Dump Fees	-	-	-	#DIV/0!	-	- 100.00	-	-	- 238.00
6	Composting Units	- 750.00	- 750.00	-	0%	- 849.60	- 955.80	- 601.80	- 1,026.60	- 920.40
	Total Revenue	- 1,683,160.00	- 1,654,380.00	- 28,780.00	2%	- 1,622,679.54	- 1,702,535.90	- 1,655,834.73	- 1,599,090.30	- 1,631,707.17
Expenditures										
Administration										
7	Salaries, Wages & Benefits	39,469.00	38,891.00	578.00	1%	14,720.31	27,671.34	26,443.76	23,251.89	28,775.02
8	Travelling Expense	750.00	750.00	-	0%	19.20	610.50	359.65	-	433.31
9	Technical Courses	1,100.00	1,100.00	-	0%	-	490.72	55.00	-	216.33
	Total	41,319.00	40,741.00	578.00	1%	14,739.51	28,772.56	26,858.41	23,251.89	29,424.66
Waste Collection										
10	Waste Collection Labour	-	-	-	0%	6,800.00	12,619.52	-	328.68	-
11	Waste Collection Postage & Courier Services	4,500.00	4,500.00	-	0%	4,886.79	4,677.71	4,078.76	4,361.62	4,037.44
12	Waste Collection Other S & R	1,700.00	1,700.00	-	0%	1,280.14	435.05	371.42	367.61	-
13	Waste Collection Machine Rental (town)	200.00	200.00	-	0%	-	-	-	-	99.00
14	Waste Collection Contracts	1,362,000.00	1,336,000.00	26,000.00	2%	887,101.78	1,299,716.17	1,303,068.99	1,226,091.15	1,225,888.74
	Total	1,368,400.00	1,342,400.00	26,000.00	2%	900,068.71	1,317,448.45	1,307,519.17	1,231,149.06	1,230,025.18
Landfill Site										
15	Landfill Site Labour	10,000.00	13,600.00	3,600.00	-26%	7,445.56	14,852.77	14,001.03	14,402.53	13,550.05
16	Landfill Site Overtime	500.00	500.00	-	0%	1.91	201.33	503.31	283.66	-
17	Landfill Site Hydro	2,000.00	2,600.00	600.00	-23%	996.68	1,454.10	1,642.83	2,646.93	2,061.88
18	Landfill Site Telephone	-	-	-	0%	-	-	50.88	502.74	541.51
19	Landfill Site Engineering Fees	2,500.00	2,500.00	-	0%	-	-	-	978.27	1,361.75
20	Landfill Site Insurance (Building Etc.)	-	-	-	0%	-	-	-	-	-
21	Landfill Site Other S & R	68,000.00	68,000.00	-	0%	60,727.25	62,578.77	63,383.48	65,612.42	65,050.90
22	Landfill Site Machine Rental (town)	1,500.00	1,500.00	-	0%	392.20	851.25	663.95	1,624.10	1,015.50
23	Landfill Site Materials	25,000.00	25,000.00	-	0%	4,302.93	20,855.93	7,488.48	12,837.53	3,151.40
24	Landfill Site Contract	13,000.00	13,000.00	-	0%	8,197.77	9,376.05	6,483.57	11,310.31	7,621.82
25	Capital Expenditure	73,100.00	65,100.00	8,000.00	12%	-	64,613.19	50,729.74	60,675.07	70,721.74
26	To Reserves	58,941.00	60,539.00	1,598.00	-3%	-	165,972.59	165,834.44	153,882.79	186,864.56
	Total	254,541.00	252,339.00	2,202.00	1%	82,064.30	340,755.98	310,781.71	324,756.35	351,941.11
Pak. Waste Recycle Depot										
27	Pak. Waste Recycle Depot Labour	5,000.00	5,000.00	-	0%	3,689.89	5,573.51	4,813.71	8,460.24	7,182.75
28	Pak. Waste Recycle Depot Overtime	500.00	500.00	-	0%	-	-	209.38	241.70	878.29
29	Pak. Waste Recycle Depot Other S&R	1,700.00	1,700.00	-	0%	1,261.82	1,633.25	1,119.36	1,647.52	1,169.12
30	Pak. Waste Recycle Depot Machine Rental (town)	1,200.00	1,200.00	-	0%	-	818.60	682.90	977.30	1,202.00
31	Pak. Waste Recycle Depot Materials	-	-	-	0%	-	101.76	73.24	131.11	1,088.33
	Total	8,400.00	8,400.00	-	0%	4,951.71	8,127.12	6,898.59	11,457.87	11,520.49

Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual
Waste Diversion Program										
32	Env. Advisory Committee			-	0%				80.94	33.08
33	Waste Diversion Program Promotional/Educational	10,000.00	10,000.00	-	0%	1,368.75	7,431.79	3,776.85	7,068.21	8,762.65
34	Waste Diversion Prog.Subscriptions/Books/Magazi	500.00	500.00	-	0%				371.42	
35	Waste Diversion Program Composters			-	0%				954.76	
	Total	10,500.00	10,500.00	-	0%	1,368.75	7,431.79	3,776.85	8,475.33	8,795.73
	Total Expenditures	1,683,160.00	1,654,380.00	28,780.00	2%	1,003,192.98	1,702,535.90	1,655,834.73	1,599,090.50	1,631,707.17
	Net Waste Management	-	-	-	0%	- 619,486.56	-	-	0.20	-

Waste Management 2020 Budget

ADMINISTRATION \$41,319.00

INCLUDES SALARIES AND BENEFITS TO ADMINISTER THE WASTE MANAGEMENT BUDGET
ALONG WITH TECHNICAL COURSES AND TRAVEL

WASTE COLLECTION \$1,368,400.00

INCLUDES CONTRACT COSTS FOR ROADSIDE COLLECTION OF WASTE AND RECYCLING, AND
LARGE ITEM DAY

LANDFILL SITE \$254,451.00

INCLUDES OPERATING COSTS, CAPITAL EXPENDITURES AND RESERVE ALLOCATIONS
ASSOCIATED WITH THE LANDFILL SITES INCLUDING A PAYMENT IN LIEU OF TAXES TO THE
CITY OF OTTAWA FOR THE HOWIE ROAD SITE

PAKENHAM WASTE RECYCLE DEPOT \$8,400.00

INCLUDES ALL OPERATING COSTS ASSOCIATED WITH THE RECYCLE DEPOT IN PAKENHAM

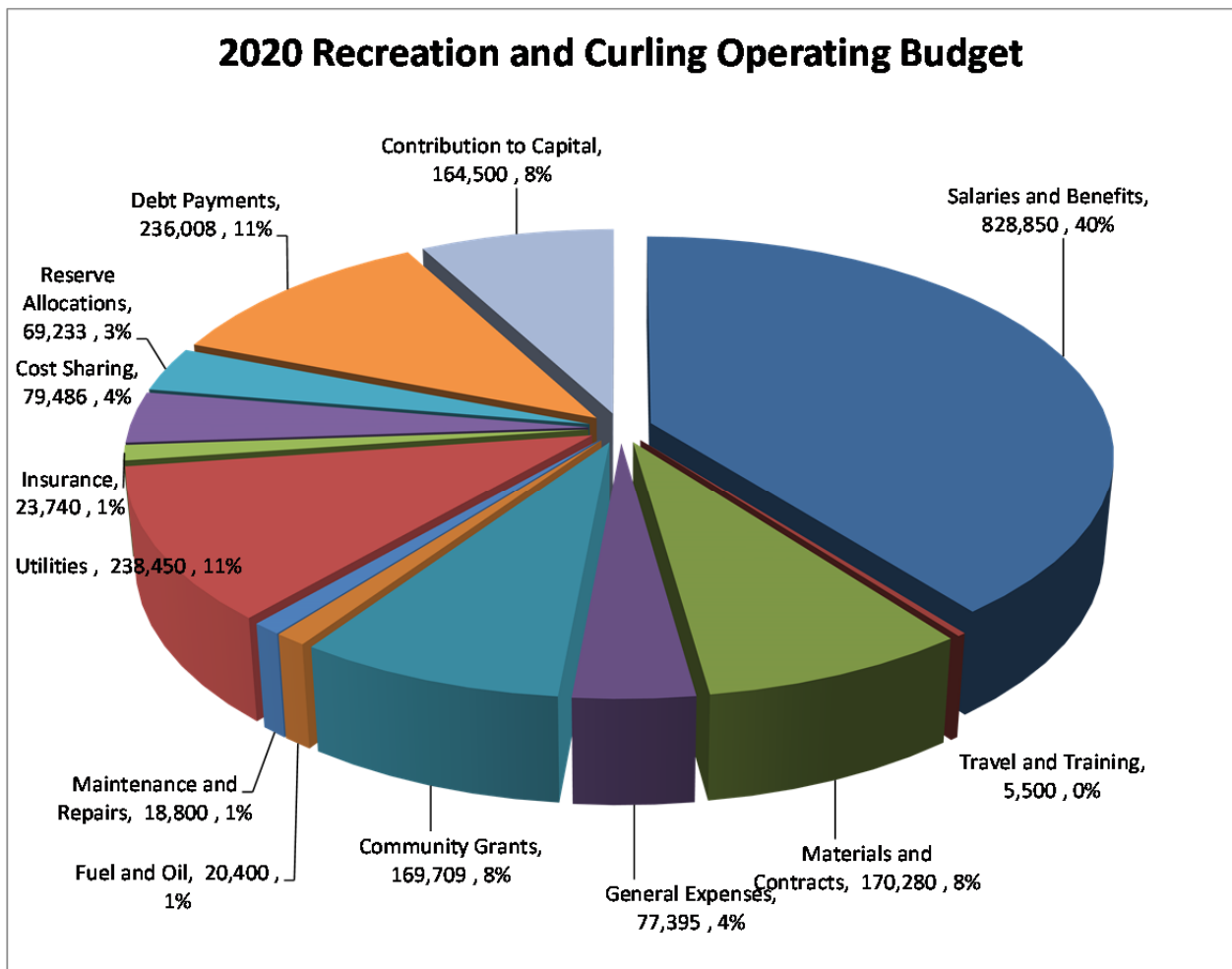
WASTE DIVERSION \$10,500.00

OPERATING FUNDS FOR PROMOTIONAL MATERIALS AND COSTS ASSOCIATED WITH WASTE
DIVERSION

RECREATION AND CURLING

The **Recreation** Department is responsible for overseeing the recreation facilities, programs and events for the Municipality. The department works closely with community groups, volunteers and residents to ensure that community needs are addressed. The Department is also responsible for the curling rink and has an agreement with the Curling Club for use during the curling season.

The Municipality is committed to enhancing the quality of life for its residents by promoting active living and offering quality recreational programming for all to enjoy.



Municipality of Mississippi Mills 2020 Budget Summary

Recreation & Curling

	A	B	C	D=B + C	E= C/B	
		2019	2020	2020	% 2020	
	2018 Actual	Approved Budget	Program Change	Requested Budget	Requested/ 2019 Budget	
Expenditures:						
Remuneration, Salaries & Benefits	758,246	812,870	15,980	828,850	1.97%	Includes step increases, CPI and union hourly rate increase
Travel & Training	2,262	5,000	500	5,500	10.00%	
Materials & Contracts	213,840	181,630	(11,350)	170,280	-6.25%	Refer to detailed operating budget
General Operating Expenses	88,616	78,245	(850)	77,395	-1.09%	Refer to detailed operating budget
Community Grants	145,084	147,423	22,286	169,709	15.12%	Refer to detailed operating budget. Funds added for a Rural recreation grant
Fuel & Oil	21,031	21,400	(1,000)	20,400	-4.67%	
M&R (facilities, fleet etc.)	7,337	19,000	(200)	18,800	-1.05%	Refer to detailed operating budget
Utilities	212,829	237,250	1,200	238,450	0.51%	Increase is mainly for water for splash pad
Insurance	25,004	22,610	1,130	23,740	5.00%	
Cost Sharing	71,204	77,159	2,327	79,486	3.02%	
Transfers to Reserves	109,239	73,803	(4,570)	69,233	-6.19%	Repayment of several capital purchases (vehicles and equipment)
Debt Repayments	123,172	174,314	61,694	236,008	35.39%	Loans for ACC and SCC renovations, Ice resurfacer, Gemmill Park
Capital Expenditures	83,082	47,000	117,500	164,500	250.00%	Refer to capital budget
Total Expenditures	1,860,946	1,897,704	204,647	2,102,351	10.78%	
Revenues						
Grants	300	2,800	(2,500)	300	-89.29%	Summer student, Canada Day, Clayton Taylor Park
User Fees	521,103	563,954	(15,089)	548,865	-2.68%	Use of recreation and curling facilities
Other Fees & Charges	53,138	34,500	2,500	37,000	7.25%	Bar and Food sales at curling club
Transfer from Reserves	-	-	-	-		
Transfer from DCs	3,400	1,800	(1,800)	-	-100.00%	
Total Revenues	577,941	603,054	(16,889)	586,165	-2.80%	
Net Levy	1,283,005	1,294,650	221,536	1,516,186	17.11%	

RECREATION										
2020 Budget										
		2020	2019	\$	%	2019	2018	2017	2016	2015
Line #	Description	Budget	Budget	Change	Change	Actual	Actual	Actual	Actual	Actual
						(To Sept 30/19)				
1	Capital	164,500.00	47,000.00	117,500.00	250%		83,081.69	101,383.27	58,752.77	116,558.02
2	Transfer to Reserves	69,233.00	73,803.00	- 4,570.00	-6%		109,329.23	229,683.81	171,082.85	113,828.54
3	Municipal Grant	1,282,453.00	1,173,847.00	108,606.00	9%	880,385.31	1,090,594.60	1,114,096.62	987,968.99	890,590.15
		1,516,186.00	1,294,650.00	221,536.00	17%	880,385.31	1,283,005.52	1,445,163.70	1,217,804.61	1,120,976.71

RECREATION										
2020 Budget										
Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual
						(To Sept 30/19)				
Revenues										
Federal Grants										
1	Federal Grant-Canada Day	-	2,500.00	2,500.00	-100%	-	-	3,200.00	2,000.00	-
2	Federal Grant-Site Upgrades-Clayton Taylor Park	300.00	300.00	-	0%	300.00	300.00	300.00	300.00	300.00
3	Federal Grant-Student	-	-	-	#DIV/0!	-	-	-	-	1,320.00
Total Federal Grants		300.00	2,800.00	2,500.00	-89%	300.00	300.00	3,500.00	2,300.00	1,620.00
Municipal Grants										
4	Transfer from Reserves	-	-	-	0%	-	-	37,088.71	-	-
5	Reserve Funds	-	1,800.00	1,800.00	-100%	-	3,400.00	3,400.00	3,400.00	3,400.00
6	Municipal Grant	1,282,453.00	1,173,847.00	108,606.00	9%	880,385.31	1,090,594.60	1,114,096.62	987,968.99	890,589.95
Total Municipal Grants		1,282,453.00	1,173,847.00	108,606.00	9%	880,385.31	1,093,994.60	1,154,585.33	991,368.99	893,989.95
Revenue-Almonte										
7	Hall Rentals	25,500.00	33,500.00	8,000.00	-24%	17,076.91	25,156.81	22,431.92	29,262.46	33,198.79
8	Surface Rentals	212,900.00	206,600.00	6,300.00	3%	91,947.55	201,725.92	187,340.42	178,042.14	177,999.13
9	Canteen Rental	-	1,500.00	1,500.00	-100%	-	704.13	1,629.30	2,635.44	2,229.98
10	Miscellaneous Revenue	7,821.00	8,600.00	779.00	-9%	2,312.14	9,595.74	7,420.21	8,772.08	6,603.09
11	Programs	10,100.00	12,600.00	2,500.00	-20%	3,247.76	11,209.68	79,491.67	66,580.46	26,754.10
12	Events	8,000.00	5,000.00	3,000.00	60%	2,651.44	9,507.34	7,190.13	13,972.68	11,140.62
Total Revenues-Almonte		264,321.00	267,800.00	3,479.00	-1%	117,235.80	257,899.62	305,503.65	299,265.26	257,925.71
Sports Fields/Parks Revenue										
13	Rent-Gemmill Ball Diamond	1,200.00	2,500.00	1,300.00	0%	1,061.38	1,831.56	1,821.71	1,532.03	667.51
14	Rent Gemmill Soccer Field	2,000.00	2,000.00	-	0%	-	816.46	2,194.35	2,332.10	1,381.77
15	Rent Snedden/Casey Ball Diamond	2,500.00	2,500.00	-	0%	-	2,217.24	2,632.96	2,739.05	2,656.40
16	Civitan Soccer Field	4,000.00	4,000.00	-	0%	-	2,567.47	3,641.56	4,582.71	3,942.60
17	Appleton Soccer Field	3,500.00	3,700.00	200.00	-5%	-	2,356.99	3,501.02	3,373.05	3,458.12
18	Ramsay Field	-	-	-	#DIV/0!	49.00	114.04	1,837.01	1,899.58	1,274.91
19	Rent Pakenham Comm. Park Ball Diamond	3,000.00	2,500.00	500.00	20%	3,124.55	2,793.81	2,342.98	2,114.77	1,602.78
20	Rent Cedar Hill Hall	2,000.00	2,000.00	-	0%	1,439.70	2,124.32	839.48	761.89	885.81
Total Sports Fields/Parks Revenue		18,200.00	19,200.00	1,000.00	-5%	5,674.63	14,821.89	18,811.07	19,335.18	15,869.90
Revenue-Pakenham										
21	Hall Rentals	38,500.00	43,500.00	5,000.00	-11%	16,451.69	27,495.99	40,529.64	32,442.85	63,251.59
22	Surface Rentals	151,600.00	148,600.00	3,000.00	2%	76,391.65	142,959.83	141,898.72	138,210.06	125,208.24
23	Canteen Rental	-	1,500.00	1,500.00	-100%	-	704.13	1,629.30	2,694.69	2,229.98
24	Miscellaneous Revenue	9,700.00	9,900.00	200.00	-2%	5,350.50	8,709.00	9,289.42	6,591.30	4,072.12
25	Programs	22,500.00	28,000.00	5,500.00	-20%	20,659.81	22,605.83	25,890.50	25,305.00	26,193.19
26	Events	7,500.00	8,200.00	700.00	-9%	6,255.68	8,557.05	8,297.03	28,692.82	27,322.21
Total Revenues-Pakenham		229,800.00	239,700.00	9,900.00	-4%	125,109.33	211,031.83	227,534.61	233,936.72	248,277.33
Total Revenues		1,795,074.00	1,705,147.00	89,927.00	5%	1,128,705.07	1,578,047.94	1,709,934.66	1,546,206.15	1,417,682.89

Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual
	Expenditures									
	Salaries, Wages & Benefits									
27	Management Expenses	168,500.00	167,000.00	1,500.00	1%	115,542.03	151,132.49	145,705.53	140,873.82	137,456.34
28	Full Time Payroll Expenses	213,700.00	214,700.00	- 1,000.00	0%	146,142.87	192,059.14	208,214.00	209,599.21	187,719.17
29	Part Time Payroll Expenses	24,900.00	25,000.00	- 100.00	0%	12,966.83	34,620.84	22,175.26	22,143.99	22,807.58
	Total	407,100.00	406,700.00	400.00	0%	274,651.73	377,812.47	376,094.79	372,617.02	347,983.09
	Recreation General Expenses									
30	Labour	40,000.00	39,000.00	1,000.00	3%	18,393.89	28,083.92	57,578.09	35,443.66	26,107.91
31	Office Supplies	3,000.00	3,000.00	-	0%	1,290.88	4,031.83	2,543.30	1,756.99	2,476.80
32	Other M & S	2,000.00	2,000.00	-	0%	2,001.71	2,301.24	3,463.12	1,263.78	1,402.66
33	Postage & Courier Services	500.00	750.00	- 250.00	-33%	117.15	273.99	452.58	509.53	541.06
34	Telephone	10,000.00	10,000.00	-	0%	7,257.10	9,204.05	9,309.18	7,839.37	7,223.05
35	Audit Fees			-	0%			227.00		
36	Other Professional Fees	1,500.00	3,300.00	- 1,800.00	-55%	250.00	505.00	1,823.25	739.00	3,156.62
37	Computer Services Expense	4,500.00	4,500.00	-	0%	318.00	15,258.85	607.60	1,755.00	4,099.06
38	Travelling Expense	2,000.00	2,000.00	-	0%	958.54	1,128.31	1,173.39	1,648.67	1,875.75
39	Memberships	1,500.00	1,500.00	-	0%	1,257.18	954.00	1,480.36	675.00	932.99
40	Association & Convention	2,000.00	1,500.00	500.00	33%	249.00	179.55	789.16	379.44	1,832.99
41	Other S & R	750.00	750.00	-	0%		1,004.50	689.92	690.62	216.00
42	Rentals & Maintenance	7,000.00	7,000.00	-	0%	9,656.95	134.00	6,759.02	10,773.93	
43	Bad Debt Expense			-	#DIV/0!	6,066.86				
44	Loan Payments	236,008.00	174,314.00	61,694.00	35%	76,021.92	123,172.18	108,005.18	114,219.79	114,223.90
45	Carleton Place Pool Grant	23,622.00	22,922.00	700.00	3%	11,461.00	21,537.00	17,839.00	17,323.00	19,660.00
46	Carleton Place Rec Grant	55,864.00	54,237.00	1,627.00	3%	26,659.00	49,667.00	45,546.00	41,186.00	39,972.00
	Total Recreation General Expenses	390,244.00	326,773.00	63,471.00	19%	161,959.18	257,435.42	258,286.15	236,203.78	223,720.79

Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual
Almonte Arena Expenses										
47	Utilities	107,000.00	109,000.00	- 2,000.00	-2%	43,242.85	87,904.44	114,955.46	103,438.43	109,038.75
48	Insurance	6,346.00	6,044.00	302.00	5%	6,044.07	5,241.60	6,940.80	7,194.96	6,915.96
49	Rentals & Maintenance	1,500.00	2,500.00	- 1,000.00	-40%	31.99	2,055.00	3,757.08	571.93	1,033.13
50	Lobby Cleaning	36,100.00	35,000.00	1,100.00	0%	26,931.74	50,467.53	37,397.54	37,553.10	40,317.85
51	Hall Setup/Cleanup	18,700.00	17,820.00	880.00	5%	12,446.65	14,555.17	14,473.94	16,927.41	14,535.32
52	Upper Hall Bar	6,150.00	8,650.00	- 2,500.00	-29%	4,072.17	2,376.19	3,831.32	7,401.95	9,981.07
53	Upper Hall Cleaning	150.00	300.00	- 150.00	-50%	93.10	-	-	289.20	286.19
54	Upper Hall Misc. Maintenance	10,700.00	10,700.00	-	0%	4,899.91	28,622.82	10,918.68	7,251.43	17,033.10
55	Surface Setup/Cleanup	6,000.00	4,400.00	1,600.00	36%	7,311.27	7,873.36	4,880.96	5,873.59	2,690.37
56	Surface Cleaning	500.00	500.00	-	0%	-	511.70	-	790.60	472.94
57	Bleachers Maintenance	4,000.00	6,500.00	- 2,500.00	-38%	960.40	5,344.12	5,464.32	7,910.67	4,961.31
58	Locker Room Maintenance	20,150.00	20,150.00	-	0%	9,871.01	25,368.59	23,339.62	18,248.55	20,771.80
59	Ice Surface Maintenance	39,750.00	40,500.00	- 750.00	-2%	22,643.28	43,462.68	39,575.96	39,959.28	41,939.59
60	Ice Plant Equipment	12,650.00	12,400.00	250.00	2%	13,626.46	16,051.49	14,363.51	12,822.72	10,794.80
61	Ice Resurfacers	9,900.00	12,400.00	- 2,500.00	-20%	3,585.13	6,546.37	11,839.95	14,456.12	10,617.73
	Total Almonte Arena Expenses	279,596.00	286,864.00	- 7,268.00	-3%	155,760.03	296,381.06	291,739.14	280,689.94	291,389.91
Pakenham Arena Expenses										
62	Utilities	73,000.00	74,000.00	- 1,000.00	-1%	40,722.68	70,942.27	90,080.35	76,641.55	64,449.87
63	Insurance	6,346.00	6,044.00	302.00	5%	6,044.07	8,627.96	6,940.80	7,194.96	6,915.96
64	Lobby Cleaning	38,600.00	37,000.00	1,600.00	4%	20,731.39	39,269.35	39,824.29	38,619.48	31,927.42
65	Hall Setup/Cleanup	13,300.00	14,550.00	- 1,250.00	-9%	8,342.82	10,621.10	14,429.76	15,552.22	15,726.28
66	Upper Hall Bar	14,300.00	17,550.00	- 3,250.00	-19%	9,250.29	13,181.23	16,133.62	15,899.03	25,099.87
67	Surface Setup/Cleanup	5,000.00	6,000.00	- 1,000.00	-17%	22.53	1,997.75	3,530.32	4,128.27	6,000.44
68	Bleachers Maintenance	1,400.00	1,400.00	-	0%	738.06	1,647.46	1,157.88	1,123.56	1,331.65
69	Locker Room Maintenance	12,000.00	12,000.00	-	0%	6,842.57	12,848.28	13,928.92	13,100.52	11,051.58
70	Ice Surface Maintenance	30,000.00	29,500.00	500.00	2%	19,103.20	30,041.17	26,312.59	30,015.75	27,078.89
71	Ice Plant Equipment	5,300.00	7,800.00	- 2,500.00	-32%	3,446.90	4,473.30	5,497.32	725.00	12,689.89
72	Ice Resurfacers	4,500.00	4,500.00	-	0%	2,491.60	5,706.19	4,704.20	5,147.27	5,765.46
73	Other Equipment	13,200.00	14,200.00	- 1,000.00	-7%	7,185.33	14,876.65	16,011.65	14,535.08	12,947.81
	Total Pakenham Arena Expenses	216,946.00	224,544.00	- 7,598.00	-3%	124,921.44	214,232.71	238,551.70	222,682.69	220,985.12

Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual
Sports Fields/Parks/Other Facilities										
74	Insurance	4,702.00	4,478.00	224.00	5%	4,477.67	5,893.16	8,637.68	8,574.64	8,216.40
75	Gemmill Ball Diamond	4,700.00	4,700.00	-	0%	2,998.79	3,237.81	4,361.70	3,315.25	2,450.79
76	Gemmill Soccer Field	5,000.00	5,500.00	500.00	-9%	1,594.37	1,782.01	4,966.02	4,762.02	3,278.58
77	Snedden/Casey Ball Diamond	6,400.00	5,100.00	1,300.00	25%	1,214.43	1,981.98	4,818.94	5,660.61	5,678.88
78	Snedden/Casey Soccer Field		-	-	0%		420.00	120.00	-	-
79	Civitan Soccer Field	8,000.00	8,500.00	500.00	-6%	4,534.55	4,139.52	8,524.93	8,711.19	7,634.84
80	Appleton Field #1	4,000.00	4,600.00	600.00	-13%	2,445.26	2,003.74	4,282.80	3,643.42	3,589.70
81	Appleton Field #2	3,000.00	3,500.00	500.00	-14%	2,031.06	2,125.83	3,977.45	3,051.68	3,237.67
82	Ramsay Ward Soccer Field	4,250.00	5,000.00	750.00	-15%	1,820.84	594.23	4,214.20	4,239.30	3,188.68
83	Gemmill Mini Soccer Field		-	-	0%		-	73.47	79.07	88.26
84	McGregor Ball Field	2,900.00	900.00	2,000.00	222%	7,159.09	442.78	372.12	377.36	677.71
85	Pakenham Ball Field	8,600.00	8,800.00	200.00	-2%	6,189.33	5,483.15	8,360.67	6,727.08	6,332.68
86	Cedar Hill School	4,800.00	4,000.00	800.00	20%	10,905.68	4,190.43	4,537.78	4,814.35	3,063.09
87	Almonte Skate Park	2,000.00	1,000.00	1,000.00	100%	1,950.00	417.46	31.80	593.76	-
88	Gemmill Splash Pad	25,000.00	16,000.00	9,000.00	56%	15,974.06	16,502.04	183.58	-	-
89	Gemmill Field House	3,150.00	3,650.00	500.00	-14%	1,617.51	2,118.36	5,992.86	4,523.95	1,776.07
90	Gemmill Tennis Court	1,800.00	2,800.00	1,000.00	-36%	70.39	585.81	944.91	1,363.40	67.65
91	Gemmill Track	1,500.00	2,400.00	900.00	-38%	254.80	517.20	580.50	672.28	409.48
92	Gemmill Equipt & Swings	1,300.00	1,000.00	300.00	30%	359.07	6,086.66	4,026.15	1,067.06	624.39
93	Gemmill Open Space	11,800.00	11,600.00	200.00	2%	8,458.45	7,951.22	20,221.35	11,294.13	10,709.10
94	Snedden/Casey Open Space	1,800.00	1,500.00	300.00	20%	1,504.56	1,955.79	2,165.78	1,165.10	1,855.99
95	Augusta Swings & Equipment		-	-	0%		-	225.00	-	-
96	Augusta Open Space	2,450.00	2,700.00	250.00	-9%	1,207.38	2,700.86	2,917.72	2,270.69	1,281.31
97	Meadowglen Open Space	1,500.00	1,500.00	-	0%	1,049.30	1,068.03	2,017.47	1,580.58	931.06
98	New England Swings & Equipment	100.00	400.00	300.00	-75%	79.96	79.96	403.26	201.14	70.41
99	Munro Meadows Open Space	600.00	600.00	-	0%	550.00	550.00	550.00	550.00	450.00
100	Library Grounds	700.00	700.00	-	0%	752.36	599.98	575.00	575.00	1,025.12
101	Other Municipal Open Space	48,000.00	44,000.00	4,000.00	9%	37,253.48	40,667.02	25,544.98	15,453.72	25,965.51
102	Mark's Lookout	-	150.00	150.00	-100%	-	-	-	-	661.98
103	Riverfront Estates	2,600.00	2,000.00	600.00	30%	2,183.96	4,361.97	1,942.50	330.00	121.50
104	Pakenham Park Playing Field	1,000.00	1,000.00	-	0%	1,289.97	1,117.67	1,154.20	649.02	712.30
105	Pakenham Park Waterfront	2,700.00	3,700.00	1,000.00	-27%	3,718.19	1,527.45	801.47	559.55	771.68
106	Pakenham Park Open Space	12,500.00	10,500.00	2,000.00	19%	6,533.88	12,417.04	14,596.62	12,913.06	15,074.72
107	Appleton Bay Park	2,750.00	2,300.00	450.00	20%	2,481.49	3,766.60	3,694.87	2,731.89	2,569.79
108	Don Maynard Park	1,000.00	1,400.00	400.00	-29%	457.64	364.82	1,819.48	1,390.87	604.42
109	Cemeteries	2,000.00	1,800.00	200.00	11%	3,190.00	3,190.00	2,315.00	2,315.05	1,150.00
110	NLAS Beach Hut	-	100.00	100.00	-100%	-	-	-	30.55	-
111	NLAS Beach Grounds	1,700.00	1,700.00	-	0%	1,683.01	1,335.69	1,033.64	3,353.60	1,197.00
112	NLAS Open Space	2,800.00	2,700.00	100.00	4%	3,261.86	3,089.41	3,959.37	2,436.39	2,479.09
113	CPR Land	600.00	600.00	-	0%	460.00	460.00	460.00	459.95	450.00
114	MTO Park	3,000.00	2,300.00	700.00	30%	3,288.61	2,266.69	1,850.32	2,372.49	1,883.31
115	Clayton Taylor Park	4,900.00	4,900.00	-	0%	2,091.86	2,691.39	4,848.77	4,357.04	3,177.21
116	Almonte Outdoor Rink	500.00	500.00	-	0%	14.60	-	175.86	56.96	-
117	Augusta Bball and Stand & Pad	-	150.00	150.00	-100%	-	-	-	-	291.75
118	St. James Open Space	750.00	750.00	-	0%	1,199.64	1,657.30	788.96	648.53	1,223.00
119	McIntosh Park	3,000.00	3,000.00	-	0%	822.52	3,190.66	1,047.16	1,150.96	459.22
	Total	199,852.00	184,478.00	15,374.00	8%	149,049.66	155,531.72	164,116.34	131,022.69	125,430.34

Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual
Vehicles and Equipment										
120	Labour	9,150.00	10,150.00	- 1,000.00	-10%	2,014.18	2,351.61	6,502.96	8,477.20	4,721.54
121	M&R Parts	6,300.00	6,300.00	-	0%	4,288.85	4,279.51	4,863.31	11,792.49	5,516.95
122	Fuel and Oil	10,400.00	10,400.00	-	0%	7,889.98	10,176.57	11,615.34	8,365.74	10,223.72
123	Licenses	295.00	295.00	-	0%	505.25	505.25	668.75	780.00	570.00
124	Contract Repairs and Maintenance	605.00	605.00	-	0%	2,711.22	2,940.37	512.02	2,372.44	1,055.05
	Total Vehicles and Equipment	26,750.00	27,750.00	- 1,000.00	-4%	17,409.48	20,253.31	24,162.38	31,787.87	22,087.26
Adult Dance										
125	Instruction Costs	2,500.00	2,500.00	-	0%	2,050.00	3,350.00	4,940.00		
126	Advertising	-	-	-	0%					
	Total	2,500.00	2,500.00	-	0%	2,050.00	3,350.00	4,940.00		-
Day Camp										
127	Salaries	-	-	-	0%					650.00
128	Advertising	-	-	-	0%					
	Total	-	-	-	0%					650.00
Babysitting Course										
129	Babysitting Course-Materials & Supplies	375.00	375.00	-	0%				511.25	235.50
130	Babysitting Course-Instruction Costs	500.00	500.00	-	0%	150.00	300.00	300.00	450.00	450.00
131	Babysitting Course-Advertising			-	0%					
	Total	875.00	875.00	-	0%	150.00	300.00	300.00	961.25	685.50
Other Programs-Almonte										
132	Other Programs-Materials & Supplies	1,000.00	2,000.00	- 1,000.00	-50%		44.95	835.72	3,891.30	477.93
133	Other Programs-Advertising	1,000.00	1,000.00	-	0%		255.00	1,434.00	1,078.64	1,646.28
	Total	2,000.00	3,000.00	- 1,000.00	-33%	-	299.95	2,269.72	4,969.94	2,124.21
Swimming Program										
134	Swimming Program-Salaries & Wages-Rec. Councillor	9,000.00	8,000.00	1,000.00	13%		8,714.08	6,266.90	6,725.66	6,091.33
135	Swimming Program-Materials & Supplies	6,000.00	6,000.00	-	0%	2,500.00	5,022.26	6,266.89	5,361.55	5,663.72
136	Swimming Program-Advertising	100.00	100.00	-	0%	96.00	95.88	95.88	115.88	77.00
	Total	15,100.00	14,100.00	1,000.00	7%	2,596.00	13,832.22	12,629.67	12,203.09	11,832.05
	Total Programs-Almonte	20,475.00	20,475.00	-	0%	4,796.00	17,782.17	20,139.39	18,134.28	15,291.76
Recreation Hockey										
137	Recreation Hockey Program-Materials & Supplies	500.00	500.00	-	0%	552.50	338.40	254.40		357.00
138	Recreation Hockey Program-Advertising	100.00	100.00	-	0%		255.00			83.00
	Total	600.00	600.00	-	0%	552.50	593.40	254.40	-	440.00

Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual
Soccer Program										
139	Soccer Program-Materials & Supplies	2,850.00	1,850.00	1,000.00	54%	4,426.82	2,685.86	2,006.50	2,095.42	1,787.82
Other Programs-Pakenham										
140	Other Programs-Materials & Supplies	100.00	100.00	-	0%	50.40	74.96			2,150.00
Total Programs-Pakenham		3,550.00	2,550.00	1,000.00	39%	5,029.72	3,354.22	2,260.90	2,095.42	4,377.82
Canada Day										
141	Canada Day-Labour	1,500.00	1,500.00	-	0%	801.36	200.00	907.69	381.15	337.19
142	Canada Day-Materials & Supplies	13,000.00	13,000.00	-	0%	13,396.42	13,197.19	20,151.70	11,510.47	11,240.00
143	Canada Day-Advertising	2,500.00	2,500.00	-	0%	611.36	1,221.12	1,374.81	399.26	375.00
Total		17,000.00	17,000.00	-	0%	14,809.14	14,618.31	22,434.20	12,290.88	11,952.19
Light up the Night										
144	Light up the Night-Labour	500.00	500.00	-	0%		399.86	449.76	232.17	
145	Light up the Night-Materials & Supplies	6,000.00	6,000.00	-	0%	153.00	11,745.70	13,878.43	14,013.01	14,936.31
146	Light up the Night-Advertising	1,000.00	1,000.00	-	0%		1,595.06	2,447.46	155.53	640.00
Total		7,500.00	7,500.00	-	0%	153.00	13,740.62	16,775.65	14,400.71	15,576.31
Santa Claus Parade										
147	Santa Claus Parade-Labour	350.00	350.00	-	0%					
148	Santa Claus Parade-Materials & Supplies	300.00	300.00	-	0%		364.38	821.23	429.75	209.00
149	Santa Claus Parade-Advertising	500.00	500.00	-	0%		860.25	428.00	260.66	
Total		1,150.00	1,150.00	-	0%	-	1,224.63	1,249.23	690.41	209.00
Other Events-Almonte										
150	Other Events-Labour	1,500.00	1,500.00	-	0%	946.46	1,639.11	2,109.76	1,433.42	3,488.29
151	Other Events-Materials & Supplies	3,500.00	3,500.00	-	0%	1,760.58	6,820.27	4,916.27	2,364.94	455.00
Total		5,000.00	5,000.00	-	0%	2,707.04	8,459.38	7,026.03	3,798.36	3,943.29
MM at a Glance										
152	MM at a Glance-Labour	200.00	200.00	-	0%					
153	MM at a Glance-Materials & Supplies	100.00	100.00	-	0%		911.55		120.00	144.00
154	MM at a Glance-Advertising	1,000.00	1,000.00	-	0%		565.00	1,655.47	2,240.50	1,004.52
Total		1,300.00	1,300.00	-	0%	-	1,476.55	1,655.47	2,360.50	1,148.52

Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual
155	Volunteer Appreciation Event	500.00	500.00	-	0%	100.00	200.00	139.82	639.00	
	Total Events-Almonte	32,450.00	32,450.00	-	0%	17,769.18	39,719.49	49,280.40	34,179.86	32,829.31
	St. Pat's Dance									
156	St. Pat's Dance-Labour	100.00	100.00	-	0%					
157	St. Pat's Dance-Materials & Supplies	2,500.00	2,500.00	-	0%	1,983.08	1,864.90	2,167.16	1,967.64	1,816.84
158	St. Pat's Dance-Advertising	500.00	500.00	-	0%	629.00	5,137.65	507.68	766.34	434.02
	Total	3,100.00	3,100.00	-	0%	2,612.08	7,002.55	2,674.84	2,733.98	2,250.86
	Home Show									
159	Home Show-Labour	-	-	-	0%				1,237.49	1,991.84
160	Home Show-Materials & Supplies	-	-	-	0%				4,563.15	4,593.17
	Total	-	-	-	0%				5,800.64	6,585.01
	5 Span Jam									
161	5 Span Jam-Materials & Supplies	-	-	-	0%					64.00
	Total	-	-	-	0%					64.00
	Canada Day									
162	Canada Day-Labour	650.00	650.00	-	0%	263.98	801.96	610.19	222.38	246.44
163	Canada Day-Materials & Supplies	7,000.00	7,000.00	-	0%	6,652.59	6,893.02	3,852.79	6,167.57	4,669.63
164	Canada Day-Advertising	800.00	800.00	-	0%	960.00		523.00	337.50	794.90
	Total	8,450.00	8,450.00	-	0%	7,876.57	7,694.98	4,985.98	6,727.45	5,710.97
	Fall Fair									
165	Fall Fair-Labour	2,500.00	2,500.00	-	0%	1,557.74	1,332.10	966.00	1,048.52	1,491.18
166	Fall Fair-Materials & Supplies	6,000.00	6,000.00	-	0%	7,351.74	7,346.48	5,510.45	6,542.61	5,402.77
167	Fall Fair-Advertising	2,200.00	2,200.00	-	0%	76.25	2,230.54	3,198.00	2,237.92	1,160.11
	Total	10,700.00	10,700.00	-	0%	8,985.73	10,909.12	9,674.45	9,829.05	8,054.06
	Craft Show									
168	Craft Show-Labour			-	0%					
169	Craft Show-Advertising			-	0%				- 1,300.00	
	Total	-	-	-	0%			-	- 1,300.00	

Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual
Santa Claus Parade										
170	Santa Claus Parade-Labour	250.00	250.00	-	0%					
171	Santa Claus Parade-Materials & Supplies	2,100.00	2,100.00	-	0%		160.00	321.00	664.98	851.20
172	Santa Claus Parade-Advertising	500.00	500.00	-	0%		860.24	622.00	339.47	24.50
	Total	2,850.00	2,850.00	-	0%	-	1,020.24	943.00	1,004.45	875.70
Other Events-Pakenham										
173	Other Events-Labour	300.00	300.00	-	0%	87.15				
174	Other Events-Materials & Supplies	1,000.00	1,000.00	-	0%	425.00	1,020.59	4,894.91	4,010.49	639.61
175	Other Events-Advertising	250.00	200.00	50.00	0%					
	Total	1,550.00	1,500.00	50.00	0%	512.15	1,020.59	4,894.91	4,010.49	639.61
	Total Events-Pakenham	26,650.00	26,600.00	50.00	0%	19,986.53	27,647.48	23,173.18	28,806.06	24,180.21
Other Recreation Expenses										
176	Youth Centre	30,000.00	30,000.00	-	0%	18,624.79	29,897.45	132,470.88	69,359.61	27,256.79
177	Ramsay Recreation Facility Grant	20,000.00	-	20,000.00	0%					
178	Mississippi Valley Textile Museum	67,983.00	66,520.00	1,463.00	2%	66,520.00	65,089.00	54,241.00	43,393.00	40,400.00
179	Home Support-Mills Community Support Corp.	3,500.00	3,500.00	-	0%	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
180	Mills Community Support-Seniors Programming	10,000.00	10,000.00	-		10,000.00	10,000.00	10,000.00	10,000.00	
181	Appleton Museum	26,252.00	25,687.00	565.00	2%	25,687.00	25,134.00	20,945.00	16,756.00	10,030.00
182	Naismith Basketball Foundation	5,987.00	5,858.00	129.00		5,858.00	5,732.00	5,620.00	5,520.00	5,410.00
183	R. Tait McKenzie Memorial Museum	5,987.00	5,858.00	129.00		5,858.00	5,732.00	5,620.00	5,520.00	5,410.00
184	Public Skating Monitors	2,900.00	2,800.00	100.00	4%	1,271.21	2,948.14	2,489.95	2,533.20	3,100.74
	Total	172,609.00	150,223.00	22,386.00	15%	137,319.00	148,032.59	234,886.83	156,581.81	95,107.53
	Total Expenditures	1,776,222.00	1,689,407.00	86,815.00	5%	1,068,651.95	1,558,182.64	1,682,691.20	1,514,801.42	1,403,383.14
	Net Recreation Fund	- 18,852.00	- 15,740.00	- 3,112.00		- 60,053.12	- 19,865.30	- 27,243.46	- 31,404.73	- 14,299.75

CURLING										
2020 Budget										
		2020	2019	\$	%	2019	2018	2017	2016	2015
Line #	Description	Budget	Budget	Change	Change	Actual	Actual	Actual	Actual	Actual
						(To Sept 30/19)				
	Revenues									
	Food/Liquor									
1	Beverage Sales	- 37,000.00	- 31,000.00	- 6,000.00	19%	- 29,188.78	- 53,138.06	- 30,853.36	- 28,242.29	- 25,580.65
2	Food Sales		- 3,500.00	3,500.00	-100%			- 1,827.15	- 2,833.52	- 2,898.13
	Total	- 37,000.00	- 34,500.00	- 2,500.00	7%	- 29,188.78	- 53,138.06	- 32,680.51	- 31,075.81	- 28,478.78
	Rental Revenues									
3	Curling Lounge Rental	- 2,500.00	- 2,500.00	-	0%	- 245.80	- 3,468.96	- 634.00	- 2,432.34	- 1,660.57
4	Curling Surface Rental	- 500.00	- 500.00	-	0%	- 3,962.00				
5	Curling Surface Bar Proceeds	-	- 2,000.00	2,000.00	-100%			- 171.90		
6	Curling Ice Rental-Curling Club	- 33,544.00	- 32,254.00	- 1,290.00	4%	- 16,127.01	- 33,880.80	- 30,858.51	- 30,094.08	- 29,426.51
7	Curling Rink Advertising			-	#DIV/0!				- 400.00	- 300.00
	Total	- 36,544.00	- 37,254.00	710.00	-2%	- 20,334.81	- 37,349.76	- 31,664.41	- 32,926.42	- 31,387.08
	Total Revenues	- 73,544.00	- 71,754.00	- 1,790.00	2%	- 49,523.59	- 90,487.82	- 64,344.92	- 64,002.23	- 59,865.86
	Expenditures									
	Curling General Expenses									
8	Curling General Exp.-Other Professional Fees			-	0%			77.13	302.86	- 126.96
9	Curling General Exp.-Insurance (Building Etc.)	6,346.00	6,044.00	302.00	5%	6,044.07	5,241.60	6,940.80	7,194.96	6,915.96
10	Curling Utilities	36,300.00	35,500.00	800.00	2%	26,920.43	34,648.38	27,731.46	35,701.37	24,186.80
	Total	42,646.00	41,544.00	1,102.00	3%	32,964.50	39,889.98	34,749.39	43,199.19	30,975.80
	Curling Misc. Maint.									
11	Curling Misc. Maint.-Labour	100.00	500.00	- 400.00	0%		78.00			
	Curling Lounge Setup/Cleanup									
12	Curling Lounge Setup/Cleanup-Labour	-	-	-	0%	116.20				
13	Curling Lounge Setup/Cleanup-Materials & Supplies			-	0%			75.52	302.35	
	Total	-	-	-	0%	116.20	-	75.52	302.35	-

Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual
Curling Ice Rental Lounge Maint.										
14	Curling Ice Rental Lounge Maint.-Labour	10,000.00	7,000.00	3,000.00	43%	9,314.63	13,794.69	7,044.43	7,061.42	6,286.59
15	Curling Ice Rental Lounge Maint.-M&S	1,500.00	1,500.00	-	0%	1,258.86	1,056.66	1,607.79	1,603.64	951.53
16	Curling Ice Rental Lounge Maint.-Contract R&M	2,500.00		2,500.00	0%					
	Total	14,000.00	8,500.00	5,500.00	65%	10,573.49	14,851.35	8,652.22	8,665.06	7,238.12
Curling Ice Rental Locker Maint.										
17	Curling Ice Rental Locker Maint.-Labour	1,800.00	1,800.00	-	0%	2,529.65	3,188.68	1,407.52	1,565.37	1,820.59
18	Curling Ice Rental Locker Maint.-M&S	400.00	400.00	-	0%		1,324.24	1,202.08	444.86	1,523.60
	Total	2,200.00	2,200.00	-	0%	2,529.65	4,512.92	2,609.60	2,010.23	3,344.19
Curling Ice Rental Surface Maint.										
19	Curling Ice Rental Surface Maint.-Labour	1,000.00	1,000.00	-	0%		483.09	1,792.92	873.73	328.38
20	Curling Ice Rental Surface Maint.-M&S	2,800.00	3,250.00	450.00	-14%	250.00	2,246.20	2,594.20	2,643.87	3,191.02
21	Curling Ice Rental Surface Maint.-Contract R&M			-	0%					
	Total	3,800.00	4,250.00	- 450.00	-11%	250.00	2,729.29	4,387.12	3,517.60	3,519.40
Curling Ice Plant										
22	Curling Ice Plant-Labour	-	2,000.00	- 2,000.00	-100%			2,164.97	1,374.69	
23	Curling Ice Plant-M & R Parts (Inventory)	-	100.00	- 100.00	-100%				949.67	523.91
24	Curling Ice Plant-Contract-Repairs/Maintenance	4,500.00	3,000.00	1,500.00	50%	377.50	9,407.35	11,365.70	2,675.00	641.00
	Total	4,500.00	5,100.00	- 600.00	-12%	377.50	9,407.35	13,530.67	4,999.36	1,164.91
Curling Ice Scraper										
25	Curling Ice Scraper-Labour	-	250.00	- 250.00	-100%				169.93	169.99
26	Curling Ice Scraper-M & R Parts (Inventory)			-	0%					
27	Curling Ice Scraper-Contract-Repairs/Maintenance			-	0%		1,392.75			
	Total	-	250.00	- 250.00	-100%	-	1,392.75	-	169.93	169.99
Curling Bar										
28	Curling Bar-Labour	12,000.00	12,000.00	-	0%	7,957.06	12,724.36	12,256.36	11,612.51	8,219.77
29	Curling Bar-Employee Benefits	900.00	900.00	-	0%	718.33	1,103.30	767.34	713.09	926.31
30	Curling Bar-Other M & S	100.00	100.00	-	0%	3.76	156.99	51.50	42.49	24.20
31	Curling Bar-Food Purchases	1,000.00	1,000.00	-	0%	411.04	3,500.00	1,199.78	1,158.19	1,188.49
32	Curling Bar-Liquor & Beer Purchases	10,000.00	10,000.00	-	0%	7,632.14	18,746.77	12,099.86	10,898.22	8,963.39
33	Curling Bar-Pop & Mix Purchases	1,000.00	1,000.00	-	0%	735.96	1,050.06	1,209.02	1,097.00	863.93
34	Curling Bar-Misc. Equipment Expense	150.00	150.00	-	0%		200.00	-	856.31	
	Total	25,150.00	25,150.00	-	0%	17,458.29	37,481.48	27,583.86	26,377.81	20,186.09
	Total Expenditures	92,396.00	87,494.00	4,902.00	6%	64,269.63	110,343.12	91,588.38	89,241.53	66,598.50
	Net Curling Fund	18,852.00	15,740.00	3,112.00	20%	14,746.04	19,855.30	27,243.46	25,239.30	6,732.64

RECREATION AND CURLING BUDGETS 2020

REVENUES

FEDERAL GRANTS

\$ 300.00

CANADA DAY FUNDS AND SITE UPGRADES AT CLAYTON TAYLOR PARK

RESERVE FUNDS

\$.00

FUNDS COLLECTED THROUGH DEVELOPMENT CHARGES TO OFFSET
THE COST OF FACILITY DEBT PAYMENTS

MUNICIPAL GRANT

\$1,282,453.00

FUNDS PROVIDED BY THE MUNICIPALITY

REVENUE-ALMONTE

\$264,321.00

INCLUDES REVENUES FOR ALL FACILITY RENTALS, PROGRAMS AND EVENTS

REVENUE-SPORTS FIELDS/PARKS

\$18,200.00

RENTAL OF SPORTS FIELDS FOR BALL, SOCCER, ETC. ALSO INCLUDES RENTAL OF THE
CEDAR HILL HALL

REVENUES-PAKENHAM

\$229,800.00

INCLUDES REVENUES FOR ALL FACILITY RENTALS, PROGRAMS AND EVENTS

EXPENDITURES

SALARIES, WAGES AND BENEFITS

\$407,100.00

ADMINISTRATION SALARIES (ALL OTHER SALARIES ALLOCATED TO LABOUR ACCOUNTS.
INCLUDES 40% OF COMMUNITY/CULTURAL PROGRAMMER SALARY) PLUS APPLICABLE
BENEFITS FOR FULL AND PART TIME AND STUDENTS INCLUDING STATUTORY BENEFITS

RECREATION GENERAL EXPENSES

LABOUR

\$40,000.00

FULL TIME AND PART TIME WAGES ALLOCATED TO GENERAL RECREATION

<u>OFFICE SUPPLIES</u>	\$3,000.00
PAPER, ENVELOPES, TONER ETC.	
<u>OTHER MATERIALS & SUPPLIES</u>	\$ 2,000.00
MISCELLANEOUS ITEMS THAT CAN'T BE PLACED ELSEWHERE	
<u>POSTAGE & COURIER</u>	\$500.00
<u>TELEPHONE</u>	\$10,000.00
PHONE LINES, CELL PHONES	
<u>OTHER PROFESSIONAL FEES</u>	\$1,500.00
FEES PAID FOR BOOKING SOFTWARE	
<u>COMPUTER SERVICES EXPENSE</u>	\$4,500.00
IT SUPORT COSTS	
<u>TRAVELLING EXPENSE</u>	\$2,000.00
MILEAGE	
<u>MEMBERSHIPS</u>	\$1,500.00
ANNUAL MEMBERSHIPS TO RECREATION ASSOCIATIONS	
<u>ASSOCIATION & CONVENTION</u>	\$2,000.00
TRAINING FOR STAFF	
<u>OTHER SERVICES & RENTS</u>	\$750.00
<u>RENTALS & MAINTENAANCE</u>	\$10,000.00
ALARM MONITORING, ELEVATOR MAINTENANCE, FIRE EXTIGUISHER INSPECTION, SNOW REMOVAL,ETC.	
<u>LOAN PAYMENTS</u>	\$236,008.00
LONG TERM DEBT REPAYMENTS ON ALMONTE COMMUNITY CENTRE, STEWART COMMUNITY CENTRE AND ICE RESURFACER	
<u>CARLETON PLACE POOL GRANT</u>	\$23,622.00
COST SHARING AGREEMENT FOR POOL	

CARLETON PLACE RECREATION GRANT \$55,864.00

COST SHARING AGREEMENT FOR RECREATION

FACILITIES

ALMONTE ARENA EXPENSES \$279,596.00

OPERATING COSTS ASSOCIATED WITH THE ALMONTE COMMUNITY CENTRE (EXCLUDING CURLING) INCLUDING, UTILITIES, INSURANCE, LABOUR, MAINTENANCE, BAR OPERATIONS, EQUIPMENT MAINTENANCE ETC.

PAKENHAM ARENA EXPENSES \$216,946.00

OPERATING COSTS ASSOCIATED WITH THE STEWART COMMUNITY CENTRE INCLUDING, UTILITIES, INSURANCE, LABOUR, MAINTENANCE, BAR OPERATIONS, EQUIPMENT MAINTENANCE ETC.

SPORTS FIELDS/PARKS

RECREATION FIELDS/PARKS EXPENSES \$204,554.00

MAINTENANCE, LABOUR, UTILITIES, INSURANCE, ETC. FOR ALL SPORTS FIELDS, PARKS AND OTHER RECREATION FACILITIES

VEHICLES & EQUIPMENT

VEHICLE & EQUIPMENT \$26,750.00

LABOUR, FUEL, OIL, REPAIRS ETC. FOR RECREATION VEHICLES AND LAWN MOWING EQUIPMENT

PROGRAMS

ALMONTE & PAKENHAM PROGRAMS \$24,025.00

COSTS TO PROVIDE PROGRAMS INCLUDING LABOUR, ADVERTISING, INSTRUCTION COSTS, MATERIALS & SUPPLIES, ETC. PROGRAMS INCLUDE RECREATION HOCKEY, BABYSITTING COURSE, SWIMMING, ETC.

EVENTS

ALMONTE & PAKENHAM EVENTS \$59,100.00

COSTS TO PROVIDE EVENTS INCLUDING LABOUR, ADVERTISING, MATERIALS & SUPPLIES, ETC. EVENTS INCLUDE LIGHT UP THE NIGHT, CHRISTMAS PARADES, CRAFT SHOW, FALL FAIR ETC.

OTHER RECREATION EXPENSES

YOUTH CENTRE \$ 30,000.00

ANNUAL FUNDING

MISSISSIPPI VALLEY TEXTILE MUSEUM \$67,983.00

ANNUAL FUNDING

MILLS COMMUNITY SUPPORT CORPORATION \$3,500.00

ANNUAL FUNDING PROVIDED TO ASSIST WITH THE HOME SUPPORT PROGRAM

MILLS COMMUNITY SUPPORT CORPORATION \$10,000.00

ANNUAL FUNDING PROVIDED TO ASSIST WITH SENIORS PROGRAMMING

APPLETON MUSEUM \$26,252.00

ANNUAL FUNDING

NAISMITH BASKETBALL FOUNDATION \$5,987.00

ANNUAL FUNDING

R. TAIT MCKENZIE MEMORIAL MUSEUM \$5,987.00

ANNUAL FUNDING

RAMSAY RECREATION FACILITY GRANT \$20,000.00

ANNUAL FUNDING

PUBLIC SKATING MONITORS \$ 2,900.00

WAGES PAID TO PUBLIC SKATING MONITORS

CURLING

REVENUES

BEVERAGE AND FOOD SALES \$37,000.00

REVENUES FROM SALE OF LIQUOR, BEER AND FOOD

RENTAL REVENUES \$36,544.00

INCLUDES OFF SEASON RENTALS, AND THE AGREEMENT WITH THE CURLING CLUB FOR USE DURING THE CURLING SEASON

EXPENDITURES

GENERAL OPERATING EXPENSES \$42,646.00

INSURANCE AND UTILITIES

MAINTENANCE \$24,600.00

INCLUDES MAINTENANCE & LABOUR ON LOUNGE, SURFACE, LOCKER AREA, ICE PLANT, AND ICE SCRAPER

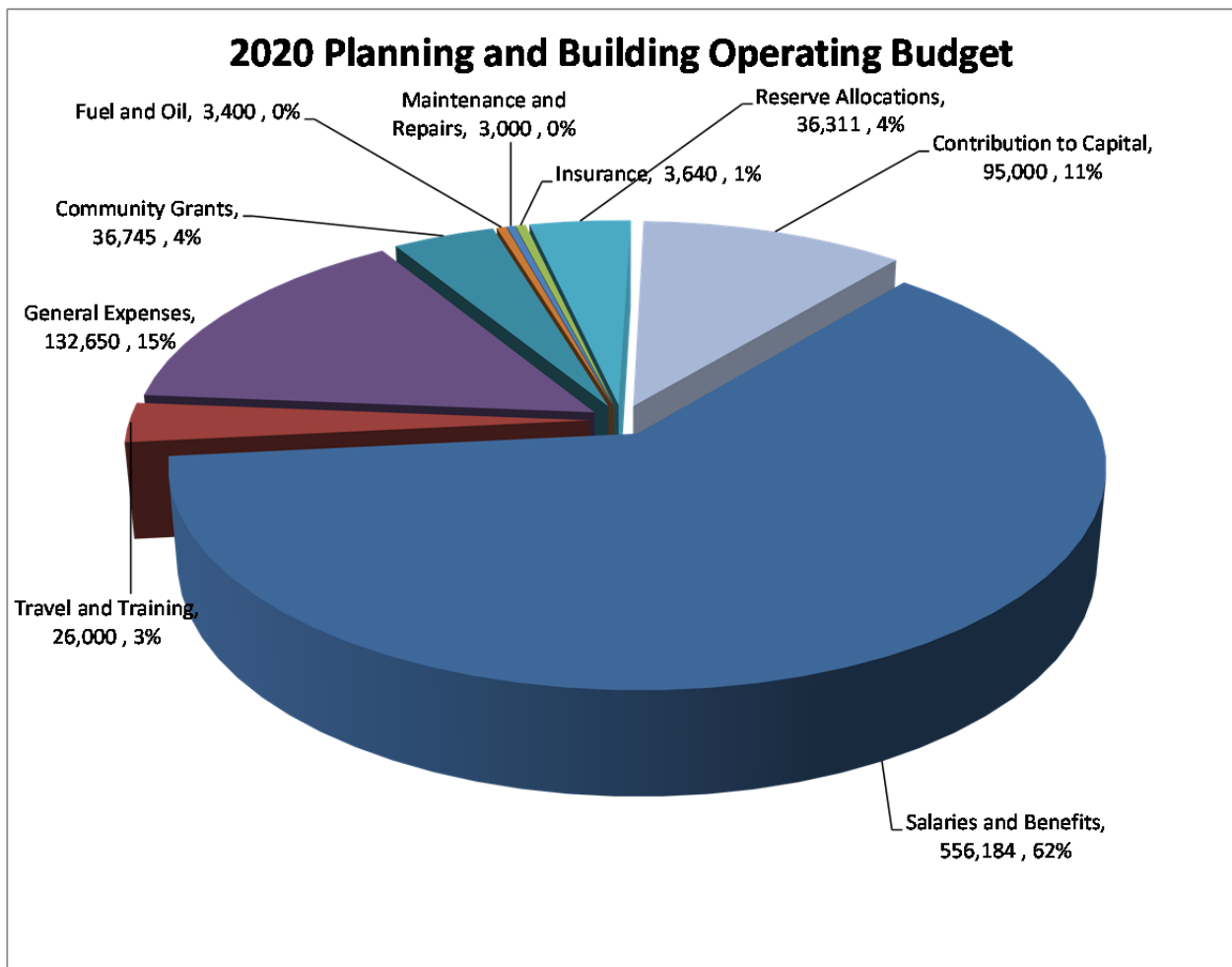
CURLING BAR EXPENSES \$25,150.00

INCLUDES ALL COSTS TO OPERATE THE BAR SUCH AS LIQUOR & BEER, FOOD, LABOUR, ETC.

PLANNING AND BUILDING

Planning is responsible for all aspects of land use planning as mandated by the *Ontario Planning Act* including community plans and development application reviews and approvals. The department is responsible for the development and implementation of the Community Official Plan and zoning by-laws. It also deals with severances, subdivision development, minor variances and site plan control. Planning oversees the management of cultural heritage assets with support from the Municipality's Heritage Committee.

The **Building Department** oversees construction in the Municipality in accordance with the *Ontario Building Code* including issuing building permits, carrying out inspections and providing information on all aspects of building within the Municipality. The building department's expenses are offset by building permit revenue and no funding is provided through municipal taxation.



Municipality of Mississippi Mills 2020 Budget Summary

Planning

	A	B	C	D=B + C	E= C/B	
		2019	2020	2020	% 2020	
	2018 Actual	Approved Budget	Program Change	Requested Budget	Requested/ 2019 Budget	
Expenditures:						
Remuneration, Salaries & Benefits	192,433	225,157	17,678	242,835	7.85%	Includes Step increases, CPI, 50% of F/T Building and Planning Clerk and summer student
Travel & Training	3,677	10,500		10,500	0.00%	
Materials & Contracts						
General Operating Expenses	98,260	36,850	(2,900)	33,950	-7.87%	
Community Grants						
Fuel & Oil						
M&R (facilities, fleet etc.)						
Utilities						
Insurance						
Transfers to Reserves	-	-		-		
Debt Repayments						
Capital Expenditures	24,435	-	95,000	95,000	0.00%	Refer to capital budget
Total Expenditures	318,805	272,507	109,778	382,285	40.28%	
Revenues						
Grants						
User Fees	82,050	100,000	10,000	110,000	10.00%	Planning application fees
Other Fees & Charges						
Transfer from Reserves						
Transfer from DCs						
Total Revenues	82,050	100,000	10,000	110,000	10.00%	
Net Levy	236,755	172,507	99,778	272,285	57.84%	

PLANNING										
2020 Budget										
		2020	2019	\$	%	2019	2018	2017	2016	2015
Line #	Description	Budget	Budget	Change	Change	Actual	Actual	Actual	Actual	Actual
						(To Sept 30/19)				
1	Salaries, Wages & Benefits	242,835.00	225,157.00	17,678.00	8%	152,964.04	192,432.60	198,657.87	219,203.88	209,615.69
2	Publications	100.00	100.00	-	0%	139.78	146.50	34.55	99.75	95.15
3	Other M & S	1,000.00	1,000.00	-	0%	426.31				
4	Materials & Supplies	2,000.00	2,000.00	-	0%	2,682.19	4,875.78	3,734.67	1,711.44	2,091.63
5	Postage & Courier Services	800.00	800.00	-	0%	1,066.92	4,485.44	1,260.89	933.91	1,387.71
6	Telephone	1,800.00	700.00	1,100.00	157%	726.04	934.46	623.90	635.26	917.45
7	Legal Fees	8,000.00	12,000.00	- 4,000.00	-33%	8,879.62	597.58			
8	Other Professional Fees	4,000.00	4,000.00	-	0%	3,348.37	87,220.52	51,280.65	36,925.79	96,657.21
9	Computer Services Expense	16,000.00	16,000.00	-	0%	6,563.18				
10	Advertising	250.00	250.00	-	0%			5,524.14		
11	Travelling Expense	5,500.00	5,500.00	-	0%	319.11	1,228.65	5,012.18	8,452.51	5,839.22
12	Memberships	1,000.00	1,000.00	-	0%	933.66	448.73	1,048.88	1,500.43	1,192.97
13	Association & Convention	4,000.00	4,000.00	-	0%	821.76	2,000.07	1,078.03	3,261.48	5,294.87
14	Capital Expenditure	95,000.00	-	95,000.00	0%	-	24,434.80	37,519.00	29,197.61	4,217.36
15	To Reserves			-	0%			45,260.00	20,000.00	25,000.00
	Total Expenditures	382,285.00	272,507.00	109,778.00	40%	178,870.98	318,805.13	351,034.76	321,922.06	352,309.26

**PLANNING BUDGET
2020**

<u>SALARIES, WAGES & BENEFITS</u>	\$242,835.00
PLANNER, JUNIOR PLANNER, PORTION OF BUILDING & PLANNING CLERK'S SALARY SUMMER STUDENT INCLUDING ALL BENEFITS	
<u>PUBLICATIONS</u>	\$100.00
ONTARIO MUNICIPAL BOARD DECISIONS CASE LAW PERIODICAL	
<u>OTHER M&S</u>	\$1,000.00
FOR ITEMS THAT CANNOT BE PLACED ELSEWHERE	
<u>MATERIALS & SUPPLIES</u>	\$2,000.00
PURCHASE OF FORMS, SPECIALIZED OFFICE SUPPLIES AND MATERIALS	
<u>POSTAGE & COURIER</u>	\$800.00
NOTICE OF PUBLIC MEETINGS MAILINGS	
<u>TELEPHONE</u>	\$1,800.00
CELL PHONE AND TABLET	
<u>LEGAL FEES</u>	\$8,000.00
AS REQUIRED	
<u>OTHER PROFESSIONAL FEES</u>	\$4,000.00
PLANNING ASSISTANCE	
<u>COMPUTER SERVICES EXPENSE</u>	\$16,000.00
IT SUPPORT, CGIS UPGRADE, HARDWARE/SOFTWARE	
<u>ADVERTISING</u>	\$250.00
ADVERTISING FOR ZONING BY-LAW, OFFICIAL PLAN AMEMDMENTS AND OTHER PLANNING ISSUES	
<u>TRAVEL EXPENSE</u>	\$5,500.00
MILEAGE	

MEMBERSHIPS

\$1,000.00

MCIP/CIP PROFESSIONAL MEMBERSHIP

ASSOCIATION & CONVENTION

\$4,000.00

PLANNING CONFERENCE AND PROFESSIONAL DEVELOPMENT

Municipality of Mississippi Mills 2020 Budget Summary

Building Department

	A	B	C	D=B + C	E= C/B	
		2019	2020	2020	% 2020	
	2018 Actual	Approved Budget	Program Change	Requested Budget	Requested/2019 Budget	
Expenditures:						
Remuneration, Salaries & Benefits	332,253	346,665	(34,316)	312,349	-9.90%	Includes Step Increase, CPII, F/T Admin support
Travel & Training	7,475	16,100	(2,100)	14,000	-13.04%	
Materials & Contracts						
General Operating Expenses	73,800	64,300	32,900	97,200	51.17%	
Community Grants						
Fuel & Oil	3,353	2,000	1,400	3,400	70.00%	
M&R (facilities, fleet etc.)	1,279	1,500	1,500	3,000	100.00%	
Utilities						
Insurance	3,439	3,465	175	3,640	5.05%	
Transfers to Reserves	193,599	12,000	24,311	36,311	202.59%	Repay vehicle purchases
Debt Repayments						
Capital Expenditures						
Total Expenditures	615,198	446,030	23,870	469,900	5.35%	
Revenues						
Grants						
User Fees	604,303	414,265	38,635	452,900	9.33%	Building permit fees
Other Fees & Charges	10,895	23,000	(6,000)	17,000	-26.09%	Admin and sign fees
Transfer from Reserves		8,765	(8,765)	-		
Transfer from DCs						
Total Revenues	615,198	446,030	23,870	469,900	5.35%	
Net Levy	-	-	-	-	0.00%	No impact to the tax base

BUILDING DEPARTMENT
2020 Budget

Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual (To Sept 30/19)	2018 Actual	2017 Actual	2016 Actual	2015 Actual
Revenue										
1	Building Admin. Fees	- 15,000.00	- 15,000.00	-	0%	- 15,025.00	- 7,500.00	- 29,385.03	- 10,031.88	- 8,621.85
2	Building Sign Fees	- 2,000.00	- 8,000.00	6,000.00	-75%	- 2,400.00	- 3,395.00	- 1,530.00	- 2,012.00	- 1,011.20
3	Building Permits	- 452,900.00	- 414,265.00	- 38,635.00	9%	- 410,497.27	- 604,302.65	- 564,717.91	- 412,505.01	- 337,250.27
4	Contract Fees	-	-	-	0%	- 7,586.88				
5	Transfer from Reserves		- 8,765.00	8,765.00	0%					- 12,810.86
		- 469,900.00	- 446,030.00	- 23,870.00	5%	- 435,509.15	- 615,197.65	- 595,632.94	- 424,548.89	- 359,694.18
Expenditures										
6	Salaries, Wages & Benefits	312,349.00	346,665.00	- 34,316.00	-10%	245,850.01	332,253.08	283,659.29	289,530.30	292,846.26
7	Office Supplies	4,200.00	3,900.00	300.00	8%	4,470.80	3,842.24	2,782.84	1,500.41	2,200.85
8	Postage & Courier Services	800.00	500.00	300.00	60%	782.70	622.10	224.13	699.72	504.96
9	Telephone	2,900.00	2,900.00	-	0%	2,866.73	3,628.86	1,921.99	1,894.17	1,245.38
10	Legal Fees	5,000.00		5,000.00	#DIV/0!	2,152.75	1,986.86	5,847.72	7,743.82	307.82
11	Computer Services Expense	12,000.00	12,000.00	-	0%	5,500.59	12,321.82	10,256.46	7,694.38	8,496.24
12	Advertising		-	-	0%			329.52		
13	Travelling Expense	2,000.00	1,000.00	1,000.00	100%	139.02	418.00	2,019.68	1,597.33	1,614.11
14	Equipment Rentals, Other							23,550.42		
15	Memberships	2,000.00	2,000.00	-	0%	966.56	272.00	1,162.33	724.66	818.52
16	Association & Convention	3,500.00	3,500.00	-	0%	388.94	3,130.54	1,603.92	1,816.00	967.86
17	Insurance (Building Etc.)	3,570.00	3,465.00	105.00	3%	3,465.20	3,439.20	5,607.84	8,703.41	5,287.56
18	Misc. Vehicle Expense	3,000.00	1,500.00	1,500.00	100%	2,693.19	1,278.66	2,802.32	1,609.40	1,248.78
19	Personnel (Clothing, Etc.)	2,800.00	2,800.00	-	0%	147.07	1,398.21	858.91	376.87	365.43
20	Personnel (Courses/Memberships, Etc.)	6,000.00	6,800.00	- 800.00	-12%	5,369.96	3,654.52	3,897.21	2,632.18	2,781.66
21	Fuel & Oil	3,400.00	2,000.00	1,400.00	70%	3,104.35	3,352.97	2,105.38	2,088.38	2,008.75
22	Contracted Services	10,000.00		10,000.00						
23	Admin. Costs allocated	60,000.00	45,000.00	15,000.00	33%		50,000.00	45,000.00	35,000.00	33,000.00
24	Capital Expenditure			-	0%					
25	Transfer to Reserves	36,381.00	12,000.00	24,381.00	0%		193,598.59	202,002.98	60,937.86	6,000.00
	Total Expenditures	469,900.00	446,030.00	23,870.00	5%	277,897.87	615,197.65	595,632.94	424,548.89	359,694.18
	Net Building Dept.	-	-	-	0%	- 157,611.28	-	-	-	-

BUILDING DEPARTMENT BUDGET 2020

REVENUES

BUILDING ADMIN. FEES \$15,000.00

ADMIN. FEES CHARGED ON BUILDING PERMITS

BUILDING SIGN FEES \$2,000.00

FEES COLLECTED UNDER THE SIGN BY-LAW

BUILDING PERMIT FEES \$452,900.00

FEES COLLECTED FOR ISSUING BUILDING PERMITS

TRANSFER FROM RESERVES \$.00

EXPENDITURES

SALARIES, WAGES & BENEFITS \$312,349.00

INCLUDES CHIEF BUILDING OFFICIAL, BUILDING INSPECTORS AND A PORTION OF BUILDING AND PLANNING CLERK'S SALARY, INCLUDES ALL ASSOCIATED BENEFITS

OFFICE SUPPLIES \$4,200.00

INCLUDES THE PURCHASE OF FORMS REQUIRED BY THE BUILDING DEPT. AND GENERAL OFFICE SUPPLY NEEDS

POSTAGE & COURIER SERVICES \$800.00

TELEPHONE \$2,900.00

CELL PHONES AND TABLETS

COMPUTER SERVICES EXPENSE \$12,000.00

IT SUPPORT, HARDWARE/SOFTWARE

TRAVELLING EXPENSE \$2,000.00

MILEAGE

MEMBERSHIPS \$2,000.00

ONTARIO BUILDING OFFICIALS, OBOA GOLDEN TRIANGLE

<u>ASSOCIATION & CONVENTION</u>	\$3,500.00
INCLUDES REGISTRATION FEES, MEALS AND ACCOMMODATION AT BUILDING RELATED CONFERENCES	
<u>INSURANCE</u>	\$3,640.00
VEHICLE & LIABILITY INSURANCE	
<u>MISCELLANEOUS VEHICLE EXPENSE</u>	\$3,000.00
LICENSES, MAINTENANCE, ETC.	
<u>PERSONNEL (CLOTHING, ETC.)</u>	\$2,800.00
BOOT ALLOWANCE, PROTECTIVE CLOTHING AND EQUIPMENT	
<u>PERSONNEL (COURSES, ETC.)</u>	\$6,000.00
TRAINING FOR STAFF ON BUILDING CODE REQUIREMENTS, PROFESSIONAL DEVELOPMENT	
<u>FUEL & OIL</u>	\$3,400.00
FOR BUILDING DEPT. VEHICLES	
<u>ADMIN. COSTS ALLOCATED</u>	\$60,000.00
ADMINISTRATION COSTS ALLOCATED TO BUILDING DEPARTMENT PER BILL 124 (SEE ADMINISTRATION BUDGET)	
<u>TO RESERVES</u>	\$36,311.00

Municipality of Mississippi Mills 2020 Budget Summary

Heritage

	A	B	C	D=B + C	E= C/B	
	2018 Actual	2019 Approved Budget	2020 Program Change	2020 Requested Budget	% 2020 Requested/2019 Budget	
Expenditures:						
Remuneration, Salaries & Benefits	975	1,150	(150)	1,000	-13.04%	Honorarium
Travel & Training	-	2,000		2,000	0.00%	
Materials & Contracts						
General Operating Expenses	1,270	1,000		1,000	0.00%	
Community Grants	10,432	35,600	1,145	36,745	3.22%	Tax relief program and heritage grant program
Fuel & Oil						
M&R (facilities, fleet etc.)						
Utilities						
Insurance						
Cost Sharing						
Transfers to Reserves						
Debt Repayments						
Capital Expenditures						
Total Expenditures	12,677	39,750	995	40,745	2.50%	
Revenues						
Grants						
User Fees						
Other Fees & Charges						
Transfer from Reserves		-		-	0.00%	
Transfer from DCs						
Total Revenues	-	-	-	-	0.00%	
Net Levy	12,677	39,750	995	40,745	2.50%	

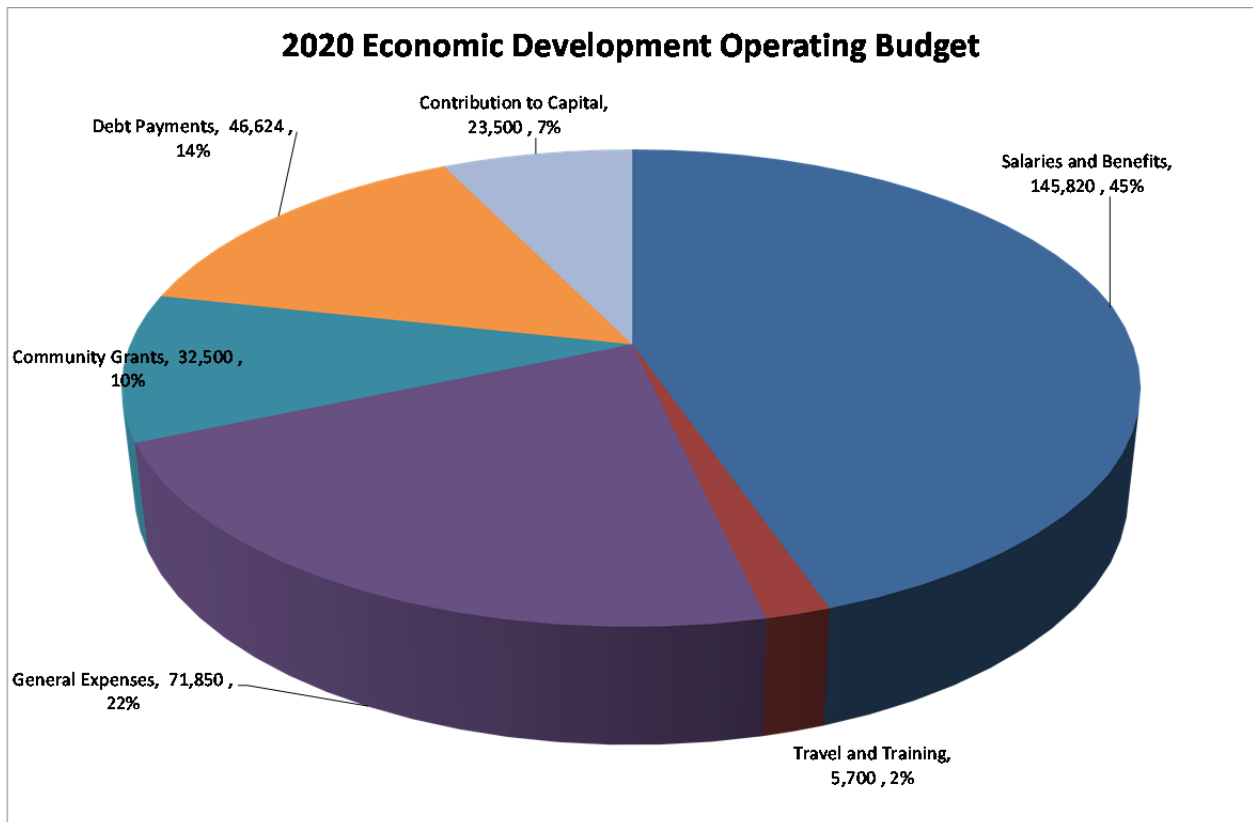
HERITAGE COMMITTEE										
2020 Budget										
		2020	2019	\$	%	2019	2018	2017	2016	2015
Line #	Description	Budget	Budget	Change	Change	Actual	Actual	Actual	Actual	Actual
						(To Sept 30/19)				
1	Honarariums	1,000.00	1,150.00	- 150.00	-13%	375.00	975.00	975.00	900.00	1,125.00
2	Doors Open			-	#DIV/0!		1,194.87	1,514.31		
3	Materials & Supplies	500.00	500.00	-	0%			188.39	2.36	1.54
4	Other Professional Fees	500.00	500.00	-	0%			495.96		75.00
5	Travelling Expense	1,000.00	1,000.00	-	0%	535.70			975.49	433.12
6	Association & Convention	1,000.00	1,000.00	-	0%	653.30	75.00		902.61	614.86
7	Other S & R			-	0%					
8	Receptions		-	-	#DIV/0!					
9	Tax Relief Program	16,745.00	15,600.00	1,145.00	7%		6,410.50	12,460.00	9,755.00	9,455.00
10	Heritage grant program	20,000.00	20,000.00	-		10,069.09	4,021.26	7,363.29		
		40,745.00	39,750.00	995.00	3%	11,633.09	12,676.63	22,996.95	12,535.46	11,704.52

HERITAGE BUDGET 2020

<u>HONORARIUMS</u>	\$1,000.00
RESEARCHER, MEETING ATTENDANCE	
<u>MATERIALS & SUPPLIES</u>	\$500.00
PURCHASE OF LETTERHEAD, OFFICE & MISCELLANEOUS SUPPLIES, POSTAGE, PHOTOCOPYING, PHOTO DEVELOPING & FILM, NEWSLETTER PRINTING, ETC.	
<u>OTHER PROFESSIONAL FEES</u>	\$500.00
COSTS ASSOCIATED WITH DESIGNATING A PROPERTY, ARCHITECTURAL AWARDS PROGRAM	
<u>TRAVELLING EXPENSES</u>	\$1,000.00
MILEAGE, ACCOMODATION, MEAL EXPENSES	
<u>ASSOCIATION & CONVENTION</u>	\$1,000.00
MEMBERSHIPS AND WORKSHOP REGISTRATION	
<u>TAX RELIEF PROGRAM</u>	\$16,745.00
PER BY-LAW AND THE MUNICIPAL ACT	
<u>HERITAGE GRANT PROGRAM</u>	\$20,000.00
PER BY-LAW	

COMMUNITY AND ECONOMIC DEVELOPMENT

Mississippi Mills is a growing Municipality with over 13,000 residents. **Economic Development** is important for the Municipality in order to maintain its high quality of life, natural heritage, rural culture and small town charm. Economic Development is needed to attract and retain businesses to support the Municipality's continued growth and development. Economic Development also includes funding to support organizations through its municipal grant program (<https://www.mississippimills.ca/en/townhall/municipalgrants.asp>).



Municipality of Mississippi Mills 2020 Budget Summary
 Community & Economic Development

	A	B	C	D=B + C	E= C/B	
		2019	2020	2020	% 2020	
	2018 Actual	Approved Budget	Program Change	Requested Budget	Requested/ 2019 Budget	
Expenditures:						
Remuneration, Salaries & Bene	97,512	146,653	(833)	145,820	-0.57%	Includes Step increase, CPI, summer students and support staff
Travel & Training	3,340	5,700		5,700	0.00%	
Materials & Contracts						
General Operating Expenses	74,529	69,350	2,500	71,850	3.60%	
Community Grants						
Fuel & Oil						
M&R (facilities, fleet etc.)	5,184					
Utilities						
Insurance						
Transfers to Reserves	46,336					
Debt Repayments	45,883	46,624		46,624	0.00%	Business Park
Capital Expenditures	11,389	25,500	(2,000)	23,500	-7.84%	See capital budget
Total Expenditures	284,173	293,827	(333)	293,494	-0.11%	
Revenues						
Grants						
User Fees						
Other Fees & Charges						
Transfer from Reserves		46,624		46,624	0.00%	Offset debt costs
Transfer from DCs						
Total Revenues	-	46,624	-	46,624	0.00%	
Net Levy	284,173	247,203	(333)	246,870	-0.13%	

COMMUNITY AND ECONOMIC DEVELOPMENT

2020 Budget

Line #	Description	2020	2019	\$	%	2019	2018	2017	2016	2015
		Budget	Budget	Change	Change	Actual	Actual	Actual	Actual	Actual
						(To Sept 30/19)				
1	Salaries, Wages & Benefits	145,820.00	146,653.00	- 833.00	-1%	91,378.98	97,512.44	90,636.58	84,043.20	86,361.46
2	Office Supplies	300.00	300.00	-	0%	86.50	16.78	356.43	60.11	51.06
3	Publications	500.00	500.00	-	0%		101.05	161.04	587.66	
4	Other M & S	300.00	300.00	-	0%		42.63	166.61	149.98	620.86
5	Postage & Courier Services	150.00	150.00	-	0%					
6	Telephone (Info. Office)	1,600.00	1,600.00	-	0%	1,556.23	2,247.80	1,101.10	1,751.70	1,149.85
7	Other Professional Fees	1,000.00	1,000.00	-	0%				61.06	6,764.04
8	Travelling Expense	1,200.00	1,200.00	-	0%	727.61	983.31	724.14	691.76	459.29
9	Memberships	1,500.00	1,500.00	-	0%	788.64	1,102.78	721.18	1,304.98	2,156.26
10	Association & Convention	3,000.00	3,000.00	-	0%	1,327.23	1,254.37	1,652.78	2,102.18	1,526.91
11	Beautification vehicle maint.	5,000.00	4,000.00	1,000.00	0%	7,336.76	5,183.55	1,957.40		
12	Promotion	40,000.00	40,000.00	-	0%	18,022.50	47,644.24	56,513.86	45,283.84	37,465.01
13	Beautification Projects	20,000.00	20,000.00	-	0%	13,297.75	23,804.40	28,842.12	27,241.32	26,318.07
14	Tourism-Information Office	3,000.00	1,500.00	1,500.00	100%	714.19	671.62	1,280.84	807.14	606.24
15	Long Term Debt Repayments	46,624.00	46,624.00	-	0%	43,747.60	45,883.47	45,916.27	45,947.90	45,978.14
16	To Reserves			-	0%		46,335.50	6,000.00	16,424.29	15,331.91
17	Capital Expenditure	23,500.00	25,500.00	- 2,000.00	-8%		11,388.56	13,379.94	23,500.00	8,072.98
	Total Expenditures	293,494.00	293,827.00	- 333.00	0%	178,983.99	284,172.50	249,410.29	249,957.12	232,862.08

**COMMUNITY ECONOMIC DEVELOPMENT BUDGET
2020**

<u>SALARIES, WAGES & BENEFITS</u>	\$145,820.00
FOR COMMUNITY CO-ORDINATOR, ADMINISTRATION ASSISTANCE, SUMMER STUDENT INCLUDING THE ASSOCIATED BENEFITS	
<u>OFFICE SUPPLIES</u>	\$300.00
GENERAL OFFICE SUPPLIES	
<u>PUBLICATIONS</u>	\$500.00
SUBSCRIPTIONS TO ECONOMIC DEVELOPMENT MATERIALS	
<u>OTHER MATERIALS & SUPPLIES</u>	\$300.00
MISC. ITEMS THAT CANNOT BE PLACED ELSEWHERE	
<u>POSTAGE & COURIER</u>	\$150.00
<u>TELEPHONE</u>	\$1,600.00
CELL PHONE	
<u>OTHER PROFESSIONAL FEES</u>	\$1,000.00
EVENT PUBLICITY PROGRAM, MEDIA PACKAGE OTHER CONSULTING, BUSINESS DATABASE UPDATE	
<u>TRAVELLING EXPENSE</u>	\$1,200.00
MILEAGE	
<u>MEMBERSHIPS</u>	\$1,500.00
MEMBERSHIPS-OTCA, EDAC, MMCC, PBTA, PITCH IN CANADA, CHAMBER	
<u>ASSOCIATION & CONVENTION</u>	\$3,000.00
OEMC CONFERENCE INCLUDING REGISTRATION, MEALS & ACCOMMODATION	
<u>PROMOTION</u>	\$40,000.00
COMMUNITY EVENT GRANTS, PROMOTIONAL ITEMS, COSTS TO PLACE ADVERTISEMENTS ADS-ONT. TRAVEL GUIDE ETC., MICRO GRANT PROGRAM	

BEAUTIFICATION PROJECTS

\$20,000.00

SEASONAL DÉCOR INSTALLATION, ROUND ABOUT MAINTENANCE, RIVERWALK MAINTENANCE, FUNDING FOR HORTICULTURAL SOCIETIES, BANNERS, MURAL MAINTENANCE, GARDENING, EQUIPMENT, PLAQUE AND BENCH MAINTENANCE, ETC.

TOURISM-INFORMATION OFFICE

\$3,000.00

DISPLAYS, EQUIPMENT

LONG TERM DEBT REPAYMENTS

\$46,624.00

PHASE II OF THE BUSINESS PARK

CAPITAL EXPENDITURE

\$23,500.00

Municipality of Mississippi Mills 2020 Budget Summary

Municipal Grants

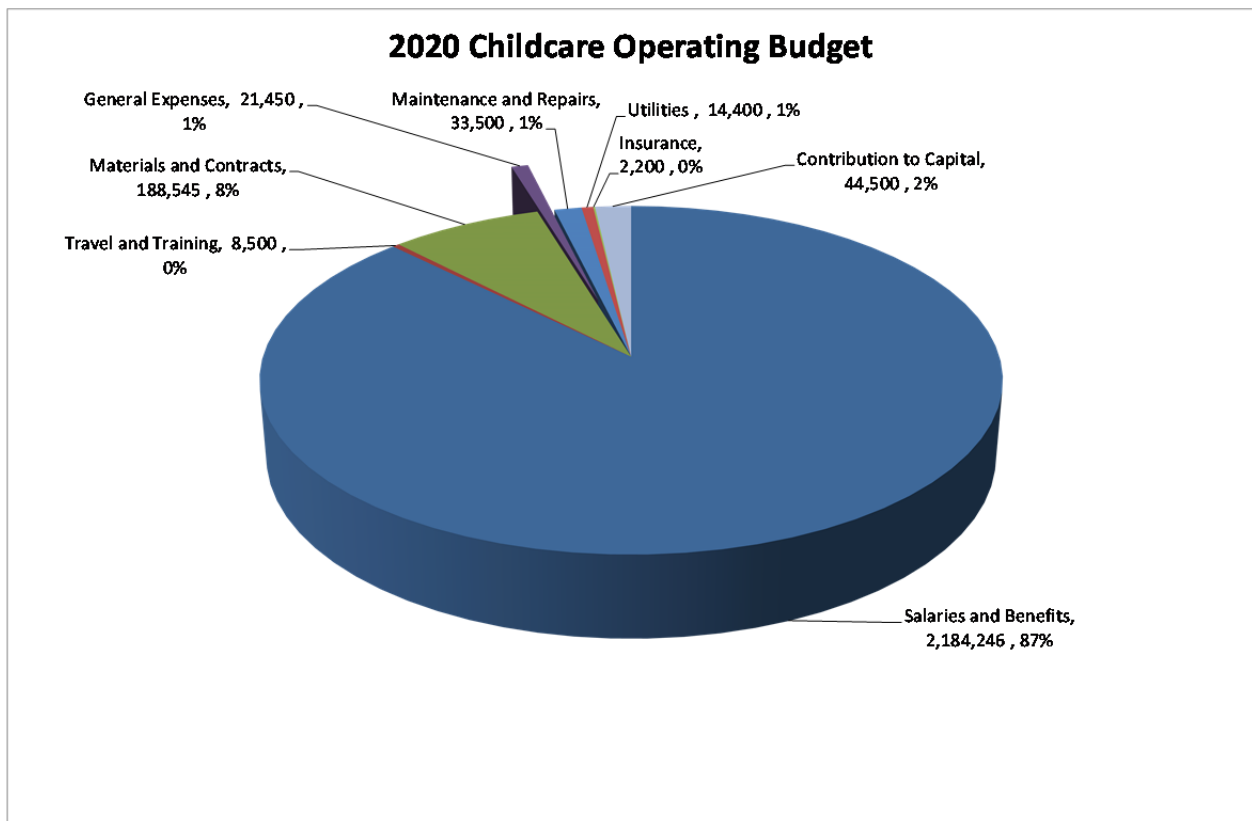
	A	B	C	D=B + C	E= C/B
		2019	2020	2020	% 2020
	2018 Actual	Approved Budget	Program Change	Requested Budget	Requested/ 2019 Budget
Expenditures:					
Remuneration, Salaries & Benefits					
Travel & Training					
Materials & Contracts					
General Operating Expenses					
Community Grants	30,500	31,400	1,100	32,500	3.50%
Fuel & Oil					
M&R (facilities, fleet etc.)					
Utilities					
Insurance					
Cost Sharing					
Transfers to Reserves					
Debt Repayments					
Capital Expenditures					
Total Expenditures	30,500	31,400	1,100	32,500	3.50%
Revenues					
Grants					
User Fees					
Other Fees & Charges					
Transfer from Reserves					
Transfer from DCs					
Total Revenues	-	-	-	-	
Net Levy	30,500	31,400	1,100	32,500	3.50%

OTHER CULTURAL-MUNICIPAL GRANTS										
<i>2020 Budget</i>										
		2020	2019	\$	%	2019	2018	2017	2016	2015
Line #	Description	Budget	Budget	Change	Change	Actual	Actual	Actual	Actual	Actual
						(To Sept 30/19)				
1	Grants or Donations	1,750.00	1,750.00	-	0%	2,500.00	1,750.00		1,750.00	1,750.00
2	Grants or Donations	30,750.00	29,650.00	1,100.00	4%	29,610.00	28,750.00	27,200.00	36,450.00	24,250.00
		32,500.00	31,400.00	1,100.00	4%	32,110.00	30,500.00	27,200.00	38,200.00	26,000.00

CHILDCARE

The Municipality provides **Childcare** services for its residents to support young families who live in this community. The Daycare Centre employs highly trained qualified staff to provide care for infants, toddlers, pre-school age children and before and after school care. Summer programs are also available in July and August.

In 2019 there was an expansion of the service as a new facility constructed by the Catholic District School Board through a lease agreement with the Municipality. This arrangement allowed the Municipality to grow the program at a relatively low cost.



Municipality of Mississippi Mills 2020 Budget Summary

Daycare

	A	B	C	D=B + C	E= C/B	
		2019	2020	2020	% 2020	
	2018 Actual	Approved Budget	Program Change	Requested Budget	Requested/ 2019 Budget	
Expenditures:						
Remuneration, Salaries & Benefits	1,552,689	1,935,294	248,952	2,184,246	12.86%	Includes Step increases, CPI and union hourly rate changes
Travel & Training	7,790	7,500	1,000	8,500	13.33%	
Materials & Contracts	99,004	144,000	44,545	188,545	30.93%	Program supplies and Food including lease costs of new centre
General Operating Expenses	24,894	15,750	5,700	21,450	36.19%	
Community Grants						
Fuel & Oil						
M&R (facilities, fleet etc.)	24,605	28,000	5,500	33,500	19.64%	
Utilities	11,987	13,800	600	14,400	4.35%	
Insurance	1,989	2,030	170	2,200	8.37%	
Transfers to Reserves	340,967					
Debt Repayments						
Capital Expenditures	14,328	53,000	(8,500)	44,500	-16.04%	See capital budget
Total Expenditures	2,078,253	2,199,374	297,967	2,497,341	13.55%	
Revenues						
Grants	939,195	716,242	(91,244)	624,998	-12.74%	Funds from County of Lanark for Fee subsidy, wage subsidy and mitigation funding
User Fees	1,091,239	1,396,200	372,500	1,768,700	26.68%	Fees received from parents
Other Fees & Charges	4,819	5,000		5,000	0.00%	Student grant, interest on overdue accounts
Transfer from Reserves		-	22,052	22,052	0.00%	From reserves to offset County funding loss
Transfer from DCs	13,000	21,175	1,847	23,022	8.72%	Per DC study for programs and leased space
Total Revenues	2,048,253	2,138,617	305,155	2,443,772	14.27%	
Net Levy	30,000	60,757	(7,188)	53,569	-11.83%	

DAYCARE										
2020 Budget										
		2020	2019	\$	%	2019	2018	2017	2016	2015
Line #	Description	Budget	Budget	Change	Change	Actual	Actual	Actual	Actual	Actual
						(To Sept 30/19)				
1	Capital	44,500.00	53,000.00	- 8,500.00	0%		14,327.79	1,878.88	20,765.44	6,803.07
2	Transfers to Reserves			-	0%		340,966.66	103,981.88	3,600.00	4,600.00
3	Municipal Grant	9,069.00	7,757.00	1,312.00	17%	5,817.78	- 325,294.45	- 43,979.22	13,125.00	- 50,503.84
		53,569.00	60,757.00	- 7,188.00	-12%	5,817.78	30,000.00	61,881.54	37,490.44	- 39,100.77

DAYCARE										
2020 Budget										
Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual (To Sept 30/19)	2018 Actual	2017 Actual	2016 Actual	2015 Actual
Revenues										
1	Parent Full Fees	- 1,768,700.00	- 1,396,200.00	- 372,500.00	27%	- 883,816.27	- 1,091,239.32	- 895,799.44	- 814,077.14	- 748,957.00
2	Fee Subsidy-County of Lanark	- 232,850.00	- 281,242.00	48,392.00	-17%	- 207,459.25	- 276,664.54	- 305,746.80	- 287,907.57	- 304,382.16
3	Wage Subsidy	- 392,148.00	- 435,000.00	42,852.00	-10%	- 370,850.07	- 662,530.35	- 422,958.38	- 351,264.51	- 316,449.90
4	Municipal Grant	- 9,069.00	- 7,757.00	- 1,312.00	17%	- 5,817.78	325,294.45	43,979.22	- 13,125.00	50,503.84
5	Miscellaneous Revenue	- 5,000.00	- 5,000.00	-	0%	- 2,581.18	- 4,818.71	- 2,951.85	- 4,151.93	- 3,482.00
6	Reserves	- 22,052.00		- 22,052.00	0%					- 3,419.50
7	Reserve Funds	- 23,022.00	- 21,175.00	- 1,847.00	9%		- 13,000.00	- 13,000.00	- 13,000.00	- 11,500.00
	Total Revenues	- 2,452,841.00	- 2,146,374.00	- 306,467.00	14%	- 1,470,524.55	- 1,722,958.47	- 1,596,477.25	- 1,483,526.15	- 1,337,686.72
Salaries & Benefits										
8	Salaries, Wages & Benefits	2,184,246.00	1,935,294.00	248,952.00	13%	1,304,204.23	1,552,689.06	1,461,222.69	1,348,465.12	1,214,045.97
Materials & Supplies										
9	Office Supplies	7,000.00	5,000.00	2,000.00	40%	1,289.57	5,876.27	3,814.43	4,428.15	2,308.38
10	Programs	50,000.00	42,000.00	8,000.00	19%	21,694.15	35,541.94	23,555.90	31,986.67	26,048.51
11	Repairs & Maintenance	4,000.00	4,000.00	-	0%	2,720.58	4,040.79	2,890.01	2,260.95	2,407.13
12	Food	95,000.00	70,000.00	25,000.00	36%	49,126.14	63,462.08	51,517.63	49,011.67	47,165.94
13	Staff Gift	1,250.00	750.00	500.00	0%		550.00	300.00	188.62	550.00
14	Equipment	6,000.00	4,000.00	2,000.00	50%	1,145.82	1,135.47	284.91	485.94	
15	Cleaning	2,500.00	2,500.00	-	0%	283.54	1,281.29	507.40	1,215.88	1,765.93
16	Kitchen	7,000.00	3,500.00	3,500.00	100%	30.51	862.51	1,014.09	1,901.74	889.82
	Total	172,750.00	131,750.00	41,000.00	31%	76,290.31	112,750.35	83,884.37	91,479.62	81,135.71

Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual
	Services & Rents									
17	Utilities	14,400.00	13,800.00	600.00	4%	7,133.88	11,986.79	12,277.43	12,895.62	12,272.55
18	Telephone	5,500.00	4,500.00	1,000.00	22%	2,708.64	2,961.97	3,230.04	2,897.17	3,044.91
19	Other Professional Fees	1,700.00	1,500.00	200.00	13%	2,303.05	75.00	10,460.28	1,150.50	300.00
20	Computer Services Expense	3,000.00	1,500.00	1,500.00		1,565.89	3,496.34	475.00	180.00	2,954.34
21	Travelling Expense	3,500.00	2,500.00	1,000.00	40%	755.80	2,177.18	1,776.96	1,886.39	1,491.60
22	Conferences	5,000.00	5,000.00	-	0%	1,581.32	5,613.18	1,048.28	1,804.10	4,308.32
23	Insurance (Building Etc.)	2,200.00	2,030.00	170.00	8%	2,028.24	1,989.36	2,925.72	3,168.42	2,874.96
24	Bus	2,000.00	1,500.00	500.00	33%	1,948.70	1,719.74	518.98	366.34	1,083.75
25	Building Equipment & Maintenance	14,000.00	14,000.00	-	0%	9,865.81	17,284.90	16,465.07	13,241.28	12,642.99
26	Bad Debts & Collection Costs	1,000.00	1,000.00	-	0%	310.52	10,214.60	2,189.77	5,991.59	1,531.62
27	Lease-CSB	43,545.00	32,000.00	11,545.00	0%					
	Total	95,845.00	79,330.00	16,515.00	21%	29,580.81	57,519.06	51,367.53	43,581.41	42,505.04
	Total Expenditures	2,452,841.00	2,146,374.00	306,467.00	14%	1,410,075.35	1,722,958.47	1,596,474.59	1,483,526.15	1,337,686.72
	Net Difference	-	-	-	-	60,449.20	-	2.66	-	-

DAYCARE BUDGET 2020

REVENUES

PARENT FULL FEES \$1,768,000.00

FEES COLLECTED FROM PARENTS

FEE SUBSIDY-COUNTY OF LANARK \$232,850.00

FEES PAID BY COUNTY FOR QUALIFYING FAMILIES

WAGE SUBSIDY \$392,148.00

FUNDS RECEIVED FROM THE COUNTY OF LANARK TO OFFSET SALARIES AND BENEFITS PER FUNDING AGREEMENT

MUNICIPAL GRANT \$9,069.00

FUNDS PROVIDED BY THE MUNICIPALITY

MISCELLANEOUS REVENUE \$5,000.00

STUDENT GRANTS, INTEREST EARNED ON OVERDUE ACCOUNTS

RESERVE FUNDS \$23,022.00

FUNDS COLLECTED THROUGH DEVELOPMENT CHARGES TO OFFSET THE COST OF PROGRAMS AND THE LEASE WITH THE CATHOLIC DISTRICT SCHOOL BOARD

EXPENDITURES

SALARIES, WAGES & BENEFITS \$2,184,246.00

SALARIES AND BENEFITS FOR FULL TIME, PART TIME, AND SUPPLY INCLUDING APPLICABLE BENEFITS

OFFICE SUPPLIES \$7,000.00

COMPUTER SUPPLIES, ENVELOPES, PAPER, TONER, GENERAL OFFICE SUPPLIES

PROGRAMS \$50,000.00

PROGRAM COSTS FOR DAYCARE CENTRE AND SCHOOL PROGRAMS INCLUDING TOYS, CRAFT ITEMS ETC.

<u>REPAIRS & MAINTENANCE</u>	\$4,000.00
INCLUDES GENERAL REPAIR ITEMS	
<u>FOOD</u>	\$95,000.00
SUPPLY OF MEALS AND SNACKS FOR THE CENTRE AND THE SCHOOL PROGRAMS	
<u>EQUIPMENT</u>	\$6,000.00
VACCUUM REPLACEMENT, WASHER/DRYER ETC.	
<u>CLEANING</u>	\$2,500.00
GENERAL CLEANING-EXTERIOR I.E. WINDOWS	
<u>KITCHEN</u>	\$7,000.00
GENERAL KITCHEN ITEMS	
<u>UTILITIES</u>	\$14,400.00
HEAT, HYDRO AND WATER	
<u>TELEPHONE</u>	\$5,500.00
INCLUDES PHONE LINE, CELL PHONES	
<u>OTHER PROFESSIONAL FEES</u>	\$1,500.00
AUDIT FEES	
<u>COMPUTER SERVICES EXPENSE</u>	\$1,700.00
IT SUPPORT	
<u>TRAVELLING EXPENSE</u>	\$3,500.00
MILEAGE	
<u>CONFERENCES</u>	\$5,000.00
TRAINING FOR STAFF	
<u>INSURANCE</u>	\$2,200.00
INSURANCE FOR BUILDING	

BUS \$2,000.00

TRANSPORTATION COSTS FOR TRIPS DURING SUMMER, MARCH BREAK ETC.

BUILDING MAINTENANCE & REPAIRS \$14,000.00

GENERAL BUILDING MAINTENANCE INCLUDES SNOW REMOVAL, GRASS CUTTING.ETC.

BAD DEBT & COLLECTION COSTS \$1,000.00

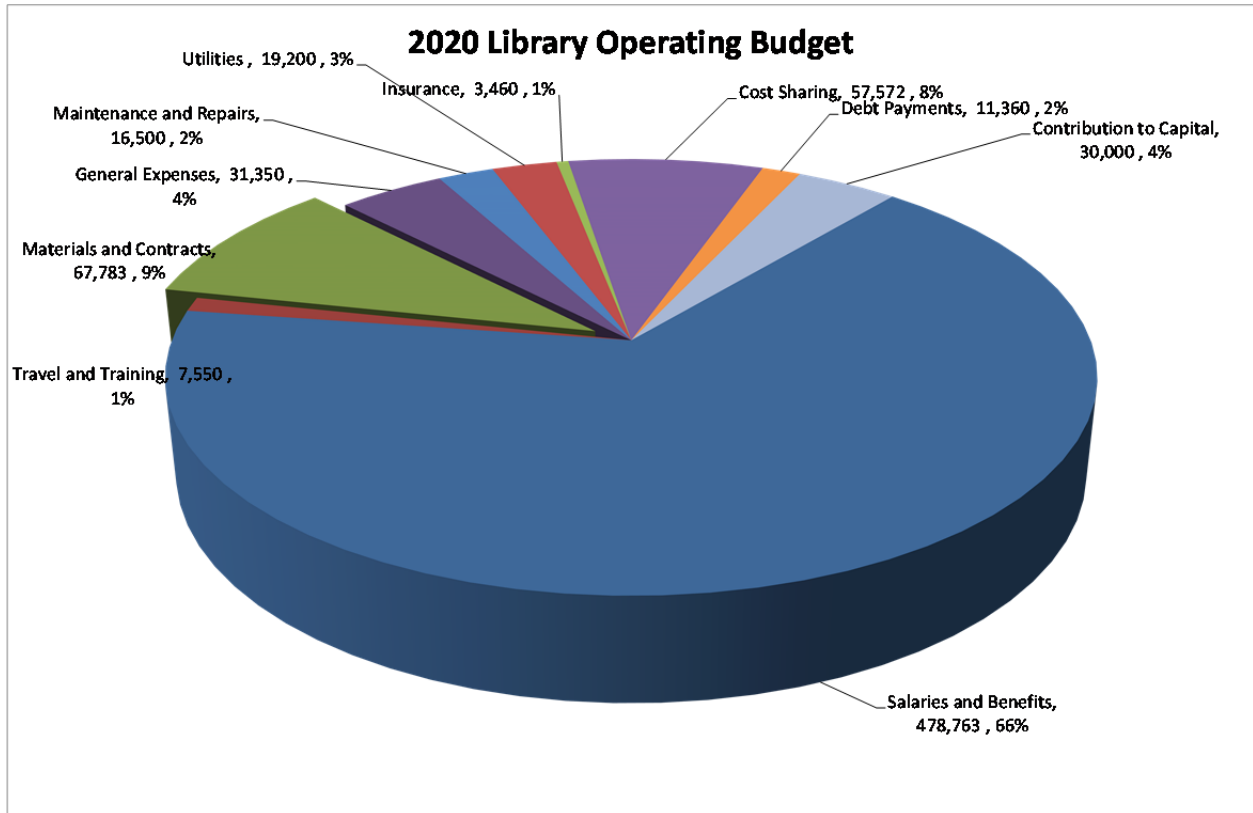
COSTS ASSOCIATED WITH COLLECTING ACCOUNTS

LEASE-CSB \$43,545.00

COST TO LEASE NEW SPACE FROM THE CATHOLIC DISTRICT SCHOOL BOARD

LIBRARY

The Municipality offers **library** services and programs through operation of its library facilities and through a cost sharing agreement with the Town of Carleton Place. Services include book lending, e-resources, research and public computer access.



Municipality of Mississippi Mills 2020 Budget Summary

Library

	A	B	C	D=B + C	E= C/B	
		2019	2020	2020	% 2020	
	2018 Actual	Approved Budget	Program Change	Requested Budget	Requested/2019 Budget	
Expenditures:						
Remuneration, Salaries & Benefits	486,642	468,864	9,899	478,763	2.11%	Includes Step increases, CPI and summer students
Travel & Training	6,088	7,500	50	7,550	0.67%	
Materials & Contracts	57,482	66,933	850	67,783	1.27%	Books, DVDs etc
General Operating Expenses	33,869	25,345	6,005	31,350	23.69%	
Community Grants						
Fuel & Oil						
M&R (facilities, fleet etc.)	21,977	16,500		16,500	0.00%	Building Maintenance
Utilities	16,038	18,700	500	19,200	2.67%	
Insurance	3,185	3,295	165	3,460	5.01%	
Cost Sharing	51,033	57,752		57,752	0.00%	
Transfers to Reserves	48,250					
Debt Repayments	7,980	11,361	(1)	11,360		Pakenham Library Expansion
Capital Expenditures	7,837	36,000	(6,000)	30,000	-16.67%	Refer to capital budget
Total Expenditures	740,381	712,250	11,468	723,718	1.61%	
Revenues						
Grants	75,375	31,848		31,848	0.00%	Household and Operating grants
User Fees						
Other Fees & Charges	21,206	17,900	250	18,150	1.40%	Fines, memberships etc.
Transfer from Reserves						
Transfer from DCs	32,500	35,400		35,400	0.00%	For book purchases per DC study
Total Revenues	129,081	85,148	250	85,398	0.29%	
Net Levy	611,300	627,102	11,218	638,320	1.79%	

LIBRARY										
2020 Budget										
		2020	2019	\$	%	2019	2018	2017	2016	2015
Line #	Description	Budget	Budget	Change	Change	Actual	Actual	Actual	Actual	Actual
						(To Sept 30/19)				
1	Capital	30,000.00	36,000.00	- 6,000.00	-20%		7,836.51	545.93	12,340.56	
2	Transfers to Reserves			-	0%		48,250.00	25,500.00	92,570.00	33,800.00
3	Municipal Grant	608,320.00	591,102.00	17,218.00	3%	443,326.50	555,212.79	497,901.71	482,034.64	462,781.17
		638,320.00	627,102.00	11,218.00	2%	443,326.50	611,299.30	523,947.64	586,945.20	496,581.17

LIBRARY										
2020 Budget										
Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual (To Sept 30/19)	2018 Actual	2017 Actual	2016 Actual	2015 Actual
Revenues										
Federal Grants										
1	Federal Grant-Summer Student			-	#DIV/0!	- 10,673.01			- 3,035.50	- 4,044.00
2	Summer Student-Pakenham			-	#DIV/0!				- 3,035.50	- 3,765.00
	Total	-	-	-	#DIV/0!	-	- 10,673.01	-	- 6,071.00	- 7,809.00
Provincial Grants										
3	Public Operating Grant	- 17,888.00	- 17,888.00	-	0%	- 17,888.00	- 17,888.00	- 17,888.00	- 17,888.00	- 17,888.00
4	Pay Equity Grant	- 13,960.00	- 13,960.00	-	0%	- 13,960.00	- 13,960.00	- 13,960.00	- 13,960.00	- 13,960.00
5	Prov Gran-Sols/Internet etc.			-	0%	- 1,669.94	- 32,853.62	- 18,495.82	- 23,843.54	- 37,713.96
	Total	- 31,848.00	- 31,848.00	-	0%	- 1,669.94	- 64,701.62	- 50,343.82	- 55,691.54	- 69,561.96
Municipal Grants										
6	Reserve Funds	- 35,400.00	- 35,400.00	-	0%	- 32,500.00	- 35,100.00	- 35,600.00	- 35,600.00	- 33,120.00
7	Municipal Grant-MM Library Share	- 608,320.00	- 591,102.00	- 17,218.00	3%	- 443,326.50	- 555,212.79	- 497,901.71	- 482,034.64	- 462,781.37
	Total	- 643,720.00	- 626,502.00	- 17,218.00	3%	- 443,326.50	- 587,712.79	- 533,001.71	- 517,634.64	- 495,901.37
Revenue-Almonte Branch										
	Special Fundraising							- 1.25	- 777.42	
8	Donations-Almonte	- 1,000.00	- 900.00	100.00	11%	- 2,644.41	- 1,452.23	- 42.84	- 97.05	- 33.73
9	Fines-Almonte	- 9,000.00	- 9,000.00	-	0%	- 7,524.64	- 11,077.69	- 11,455.64	- 11,455.07	- 12,525.55
10	Rentals-Almonte	- 2,000.00	- 2,000.00	-	0%	- 821.75	- 1,931.66	- 2,752.58	- 1,308.75	- 2,032.71
11	Memberships-Almonte	- 800.00	- 800.00	-	0%	- 470.00	- 687.00	- 610.00	- 750.00	- 765.00
12	Photocopies-Almonte	- 1,250.00	- 1,250.00	-	0%	- 1,248.68	- 1,681.08	- 1,625.05	- 1,738.81	- 1,763.71
13	Book Sales-Almonte	- 1,500.00	- 1,500.00	-	0%	- 982.57	- 1,729.96	- 1,498.48	- 1,068.96	- 1,124.96
14	DVD Donations-Almonte			-	0%				- 886.20	- 1,201.66
15	Programs-Almonte					- 973.35	- 392.75			
16	Internet-Almonte			-	0%				- 407.55	- 443.39
	Total	- 15,550.00	- 15,450.00	- 100.00	1%	- 14,665.40	- 18,952.37	- 17,985.84	- 18,489.81	- 19,890.71

Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual
Revenue-Pakenham Branch										
17	Donations-Pakenham	- 400.00	- 200.00	- 200.00	100%	- 848.25	- 19.00			- 38.80
18	Fines-Pakenham	- 1,000.00	- 1,000.00	-	0%	- 926.70	- 1,372.10	- 401.15	- 957.30	- 1,644.80
19	Rentals-Pakenham	- 500.00	- 500.00	-	0%	- 389.20	- 397.95		- 181.41	- 79.64
20	Memberships-Pakenham	- 50.00	- 100.00	50.00	-50%		- 30.00	- 105.00		- 45.00
21	Photocopies-Pakenham	- 150.00	- 150.00	-	0%	- 183.98	- 221.29	- 41.68	- 117.93	- 151.37
22	Book Sales-Pakenham	- 500.00	- 500.00	-	0%	- 406.28	- 163.36		- 97.39	- 196.28
23	DVD Donations-Pakenham			-	0%		- 49.55		- 175.35	- 467.95
24	Programs-Pakenham			-	0%					- 252.06
25	Internet-Pakenham			-	0%					
	Total	- 2,600.00	- 2,450.00	- 150.00	6%	- 2,754.41	- 2,253.25	- 547.83	- 1,529.38	- 2,875.90
	Total Revenues	- 693,718.00	- 676,250.00	- 17,468.00	3%	- 462,416.25	- 684,293.04	- 601,879.20	- 599,416.37	- 596,038.94
Salaries & Benefits										
26	Salaries, Wages & Benefits-Almonte	409,206.00	361,163.00	48,043.00	13%	287,119.32	378,548.82	351,194.97	337,578.13	331,235.76
27	Salaries, Wages & Benefits-Pakenham	69,557.00	107,701.00	- 38,144.00	-35%	63,797.38	108,093.26	65,875.85	76,945.94	80,041.88
	Total Salaries, Wages & Benefits	478,763.00	468,864.00	9,899.00	2%	350,916.70	486,642.08	417,070.82	414,524.07	411,277.64
Administration-Almonte										
28	Other M & S	2,500.00	2,700.00	- 200.00	-7%	1,370.52	3,267.03	2,602.17	6,858.17	627.32
29	Equipment	1,000.00	1,000.00	-	0%	234.02	1,333.86	741.66	618.93	
30	Photocopier	600.00	500.00	100.00	20%	536.69	413.04	306.16	332.20	247.88
31	Postage & Courier Services	2,250.00	250.00	2,000.00	800%	439.87	258.93	162.76	222.97	277.07
32	Promotions			-	0%			-	246.30	1,080.22
33	Telephone	2,500.00	2,000.00	500.00	25%	2,445.80	2,945.92	2,497.41	1,953.95	1,689.85
34	Audit Fees			-	0%					64.14
35	Computer Services Expense	9,600.00	8,000.00	1,600.00	20%	5,584.82	7,631.48	10,752.38	6,362.68	8,566.42
36	Advertising	500.00	500.00	-	0%	341.41	328.73	1,700.62	497.61	498.92
37	Travelling Expense	2,000.00	2,000.00	-	0%	1,457.06	1,720.72	3,712.57	2,007.94	2,236.25
38	Memberships	550.00	500.00	50.00		552.86	300.00	875.00	385.00	225.00
39	Insurance (Building Etc.)	3,460.00	3,295.00	165.00	5%	3,292.92	3,184.92	3,094.20	3,237.84	3,117.96
40	Training	3,500.00	3,500.00	-	0%	2,751.05	2,960.98	2,233.47	4,049.55	3,369.29
	Total	28,460.00	24,245.00	4,215.00	17%	19,007.02	24,345.61	28,678.40	26,773.14	22,000.32

Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual
Administration-Pakenham										
41	Other M & S	250.00	500.00	- 250.00	-50%		1,014.19		55.00	
42	Equipment	800.00	800.00	-	0%	613.89	3,436.65	164.30	456.90	10.18
43	Photocopier	200.00	200.00	-	0%	168.65	200.09			
44	Postage & Courier Services	50.00	75.00	- 25.00	-33%				77.84	90.38
45	Telephone	2,500.00	2,000.00	500.00	25%	1,832.03	2,143.29	2,790.00	2,697.97	2,094.59
46	Computer Services Expense	8,600.00	7,000.00	1,600.00	23%	7,416.71	3,584.20	1,153.70	1,324.50	629.00
47	Travelling Expense	500.00	500.00	-	0%	298.68	589.38		366.13	147.07
48	Training	1,000.00	1,000.00	-	0%	972.36	516.83		460.73	417.22
	Total	13,900.00	12,075.00	1,825.00	15%	11,302.32	11,484.63	4,108.00	5,439.07	3,388.44
Materials-Almonte										
49	Office Supplies	4,500.00	4,500.00	-	0%	3,139.46	4,524.42	5,017.10	5,090.73	3,916.31
50	Program Supplies	1,500.00	1,500.00	-	0%	1,696.12	1,303.56	1,144.22	1,330.48	901.86
51	Compact Discs		250.00	- 250.00	0%	125.89	203.41	292.79	400.07	227.26
52	Periodicals	2,500.00	2,400.00	100.00	4%	2,564.28	457.28	2,686.06	3,054.66	668.74
53	Books/eresources	34,650.00	34,650.00	-	0%	18,842.43	33,737.10	34,297.39	32,925.13	28,872.94
54	DVD's	5,000.00	4,000.00	1,000.00	25%	4,963.02	4,381.08	4,260.54	3,923.03	6,853.59
	Total	48,150.00	47,300.00	850.00	2%	31,331.20	44,606.85	47,698.10	46,724.10	41,440.70
Materials-Pakenham										
55	Office Supplies	1,250.00	1,250.00	-	0%	1,428.76	1,607.83	608.67	1,936.01	2,565.28
56	Program Supplies	750.00	750.00	-	0%	79.24	571.02	500.97	633.51	1,408.42
57	Compact Discs			-	0%	35.33		114.98		
58	Periodicals			-	0%		82.23		-	2,963.09
59	Books	15,633.00	15,633.00	-	0%	10,347.44	14,867.37	17,525.61	13,427.67	12,067.80
60	DVD's	2,000.00	2,000.00	-	0%	1,484.33	1,878.52	1,984.29	2,454.94	1,902.22
	Total	19,633.00	19,633.00	-	0%	13,375.10	19,006.97	20,734.52	18,452.13	20,906.81
Building Operation-Almonte										
61	Utilities	13,300.00	12,800.00	500.00	4%	7,707.70	11,012.85	12,906.16	13,400.23	13,909.13
62	Cleaning, Maintenance & Other Supplies	9,000.00	9,000.00	-	0%	5,775.32	12,299.86	9,511.84	12,481.19	21,607.46
	Total	22,300.00	21,800.00	500.00	2%	13,483.02	23,312.71	22,418.00	25,881.42	35,516.59
Building Operation-Pakenham										
63	Utilities	5,900.00	5,900.00	-	0%	2,899.27	5,025.20	3,043.60	3,983.72	3,795.48
64	Cleaning, Maintenance & Other Supplies	7,500.00	7,500.00	-	0%	3,487.09	9,677.38	4,642.00	4,826.28	4,286.52
65	Debt Payments-2017 Expansion	11,360.00	11,361.00	- 1.00	0%	8,519.94	7,979.90			
	Total	24,760.00	24,761.00	- 1.00	0%	14,906.30	22,682.48	7,685.60	8,810.00	8,082.00

		2020	2019	\$	%	2019	2018	2017	2016	2015
Line #	Description	Budget	Budget	Change	Change	Actual	Actual	Actual	Actual	Actual
66	Misc. Fundrasing/grant exp						1,179.21	3,911.26	6,670.94	
	Subtotal-MM Libraries	635,966.00	618,678.00	17,288.00	3%	454,321.66	633,260.54	552,304.70	553,274.87	542,612.50
67	Payments to Carleton Place/Grants	57,752.00	57,572.00	180.00	0%	27,311.00	51,032.50	49,574.50	46,141.50	53,426.44
	Total Expenditures	693,718.00	676,250.00	17,468.00	3%	481,632.66	684,293.04	601,879.20	599,416.37	596,038.94
	Net Difference	-	-	-	0%	19,216.41	-	-	-	-

LIBRARY BUDGET 2020

REVENUES

PROVINCIAL GRANTS \$31,848.00

ANNUAL OPERATING GRANTS FROM THE PROVINCE.

MUNICIPAL GRANT \$608,254.00

FUNDS PROVIDED BY THE MUNICIPALITY INCLUDES AMOUNTS TO OFFSET COST SHARING AGREEMENT

RESERVE FUNDS \$35,400.00

FUNDS COLLECTED THROUGH DEVELOPMENT CHARGES TO OFFSET THE COST OF MATERIAL PURCHASES I.E. BOOKS

GENERAL REVENUES-BOTH BRANCHES \$18,150.00

INCLUDES REVENUES FOR MEMBERSHIPS, FINES, DONATIONS BOOK SALES, ETC

EXPENDITURES

SALARIES, WAGES & BENEFITS \$478,763.00

SALARIES AND BENEFITS FOR FULL TIME, PART TIME AND STUDENTS INCLUDING APPLICABLE BENEFITS

ADMINISTRATION-BOTH BRANCHES \$42,360.00

INCLUDES GENERAL ITEMS SUCH AS TELEPHONE, COMPUTER SERVICES, INSURANCE FOR THE BUILDINGS, TRAINING OF STAFF, AUDIT FEES, ETC.

MATERIALS-BOTH BRANCHES \$67,783.00

INCLUDES THE COSTS OF MATERIALS SUCH AS OFFICE SUPPLIES, BOOKS, DVD'S, PERIODICALS, ETC.

BUILDING OPERATIONS-BOTH BRANCHES \$47,060.00

INCLUDES THE COSTS OF UTILITIES AND BUILDING REPAIRS & MAINTENANCE

PAYMENTS TO CARLETON PLACE \$57,572.00

AMOUNT PAID TO CARLETON PLACE UNDER COST SHARING AGREEMENT

AGRICULTURE

The **agriculture** budget is primarily focused on tile drainage including supporting a drainage superintendent. The tile drainage loan program is offset by revenues collected on final tax bills.

Municipality of Mississippi Mills 2020 Budget Summary					
Agriculture					
	A	B	C	D=B + C	E= C/B
		2019	2020	2020	% 2020
	2018 Actual	Approved Budget	Program Change	Requested Budget	Requested/ 2019 Budget
Expenditures:					
Remuneration, Salaries & Benefits	2,965	3,000	-	3,000	0.00%
Travel & Training		3,000	(3,000)	-	-100.00%
Materials & Contracts					
General Operating Expenses				-	
Community Grants					
Fuel & Oil					
M&R (facilities, fleet etc.)					
Utilities					
Insurance					
Cost Sharing					
Transfers to Reserves					
Debt Repayments	13,709	13,710	(9,022)	4,688	-65.81%
Capital Expenditures					
Total Expenditures	16,674	19,710	(12,022)	7,688	-60.99%
Revenues					
Grants	1,135	750	-	750	0.00%
User Fees					
Other Fees & Charges	13,709	13,710	(9,022)	4,688	-65.81%
Transfer from Reserves					
Transfer from DCs					
Total Revenues	14,844	14,460	(9,022)	5,438	-62.39%
Net Levy	1,830	5,250	(3,000)	2,250	-57.14%

AGRICULTURE										
2020 Budget										
Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual
						(To Sept 30/19)				
1	Remuneration	3,000.00	3,000.00	-	0%	620.78	2,965.41	2,338.05	1,833.03	3,028.04
2	Long Term Debt Charges	4,688.00	13,710.00	- 9,022.00	-66%	10,081.40	13,709.08	13,709.08	14,918.30	18,817.72
3	Association & Convention		3,000.00	- 3,000.00	0%					
		7,688.00	19,710.00	- 12,022.00	-61%	10,702.18	16,674.49	16,047.13	16,751.33	21,845.76

SEPTAGE

The **septage** budget is for operational items related to the septage receiving facility located at the site of the waste water treatment plant. **All costs of septage are recovered through tipping fees and are not paid for from taxation or water and sewer billings.** There are two different charges; one for internal haulers (Mississippi Mills) and one for haulers outside of the Municipality.

Municipality of Mississippi Mills 2020 Budget Summary

Septage

	A	B	C	D=B + C	E= C/B
		2019	2020	2020	% 2020
		Approved	Program	Requested	Requested/
	2018 Actual	Budget	Change	Budget	2019 Budget
Expenditures:					
Remuneration, Salaries & Benefits					
Travel & Training					
Materials & Contracts	39,496	10,000	20,000	30,000	200.00%
General Operating Expenses					
Community Grants					
Fuel & Oil					
M&R (facilities, fleet etc.)					
Utilities					
Insurance					
Cost Sharing					
Transfers to Reserves	57,714	17,000	3,000	20,000	17.65%
Debt Repayments					
Capital Expenditures					
Total Expenditures	97,210	27,000	23,000	50,000	85.19%
Revenues					
Grants					
User Fees	97,210	27,000	23,000	50,000	85.19%
Other Fees & Charges					
Transfer from Reserves					
Transfer from DCs					
Total Revenues	97,210	27,000	23,000	50,000	85.19%
Net Levy	-	-	-	-	0.00%

SEPTAGE										
2020 Budget										
		2020	2019	\$	%	2019	2018	2017	2016	2015
Line #	Description	Budget	Budget	Change	Change	Actual	Actual	Actual	Actual	Actual
						(To Sept 30/19)				
Revenue										
1	Septage Fees	-50,000.00	- 27,000.00	- 23,000.00	85%	- 43,553.49	- 97,209.82	- 64,030.87	- 50,251.44	- 34,919.80
Expenditures										
2	Contract Costs	30,000.00	10,000.00	20,000.00	200%		39,495.98	20,000.00	12,000.00	15,000.00
3	Capital Expenditures	-		-	0%					
4	To Reserves	20,000.00	17,000.00	3,000.00	18%		57,713.84	44,030.87	38,251.43	19,919.80
	Total Expenditures	50,000.00	27,000.00	23,000.00	85%	-	97,209.82	64,030.87	50,251.43	34,919.80
	Net Septage	-	-	-	0%	- 43,553.49	-	-	-	-

COUNTY AND SCHOOLS

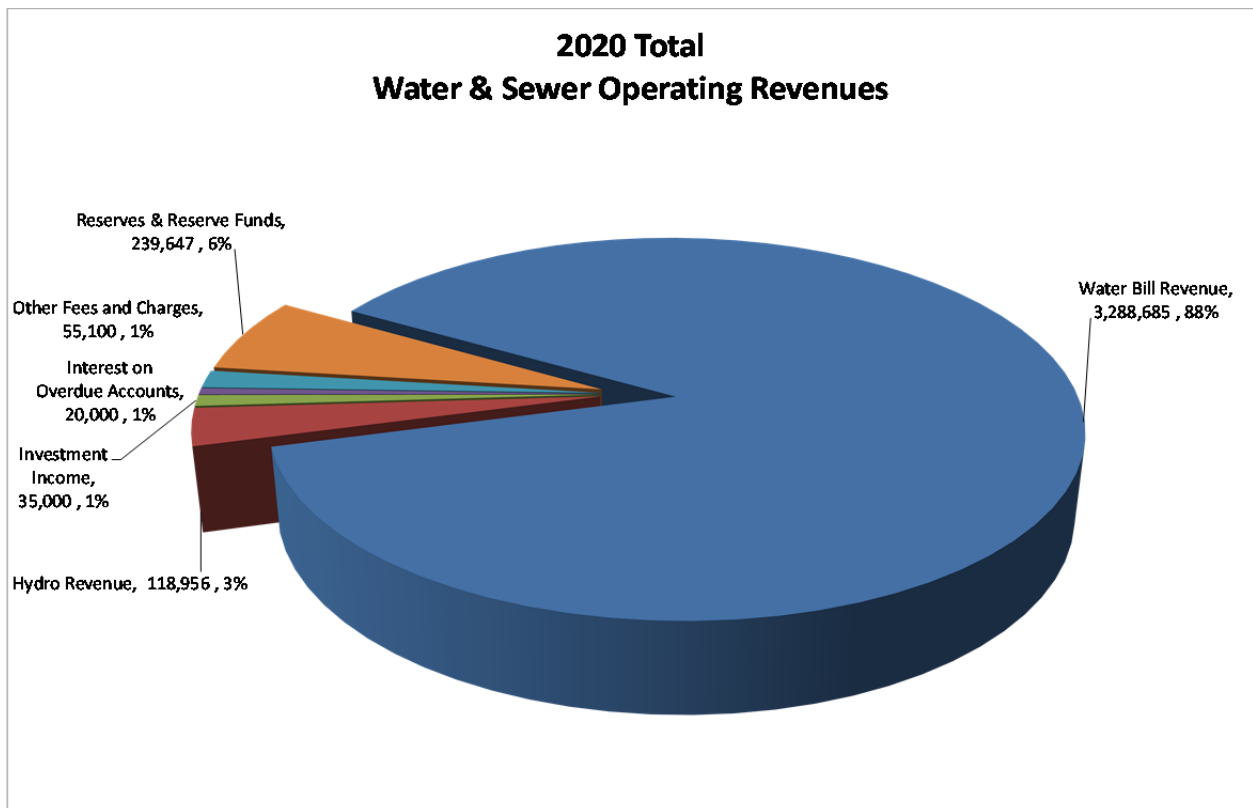
The **County and Schools** budget represents the amounts to be paid to the County and School Boards during the year. It includes amounts collected on tax billings, as a result of supplemental taxation and for payments in lieu of taxation net of any adjustments.

SCHOOL & COUNTY REQUISITIONS										
2020 Budget										
		2020	2019	\$	%	2019	2018	2017	2016	2015
Line #	Description	Budget	Budget	Change	Change	Actual (To Sept 30/19)	Actual	Actual	Actual	Actual
1	School Requisition-English, Public	4,101,925.00	4,101,925.00	-	0%	2,474,309.88	3,360,501.18	3,383,790.22	3,423,100.84	3,319,354.23
2	School Requisition-English, Separate			-	0%	426,487.59	647,607.43	661,728.50	700,588.89	707,226.38
3	County Requisition	7,587,520.00	7,298,380.00	289,140.00	4%	3,706,385.00	7,242,511.06	7,064,102.47	6,711,778.70	6,410,248.34
4	School Requisition-French, Separate			-	0%	49,501.32	66,675.41	60,631.58	63,137.03	57,003.25
5	School Requisition-French, Public			-	0%	16,520.70	19,036.28	18,209.07	18,397.03	19,814.80
	Total Expenditures	11,689,445.00	11,400,305.00	289,140.00	3%	6,673,204.49	11,336,331.36	11,188,461.84	10,917,002.49	10,513,647.00

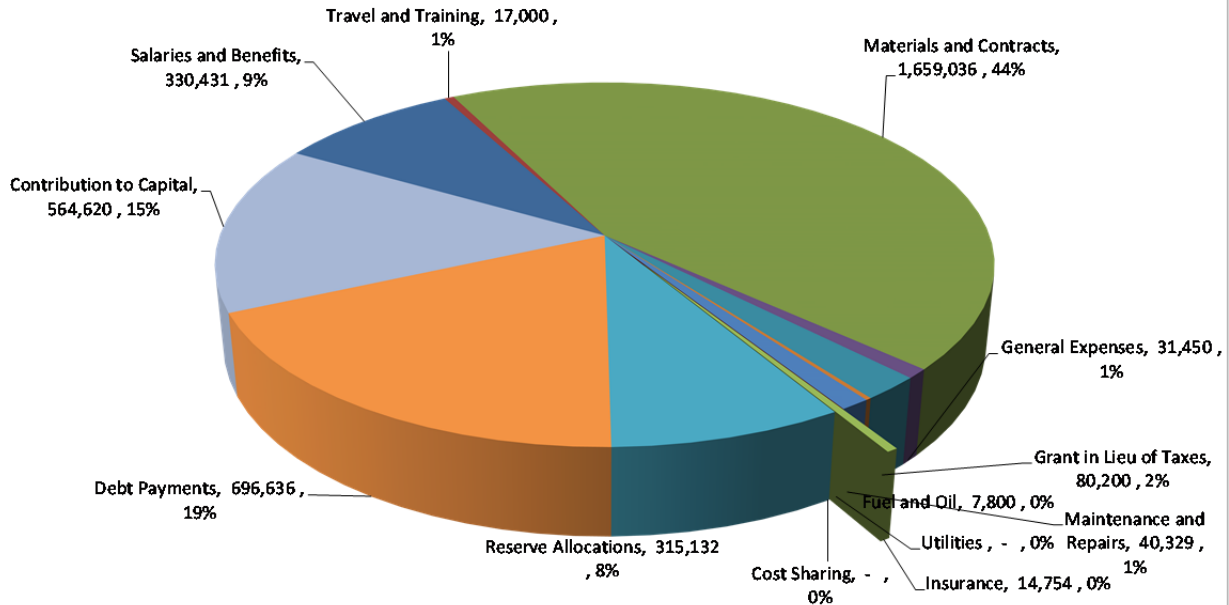
WATER & SEWER

Water and Sewer is an essential service provided to users connected to the municipal system which is represented by approximately 3,223 water and sewer accounts. The system is managed and maintained by the public works department responsible for providing clean and safe drinking water and the treatment of wastewater for those living and working in the serviced area of Mississippi Mills.

The operating and capital costs to provide this service is recovered fully through water billings issued every two months after applying all other water and sewer related revenues such as Federal and Provincial grants, development charges, interest on overdue accounts, etc. No funding for water and sewer services is provided through municipal taxation.



2020 Total Water & Sewer Operating Budget



Municipality of Mississippi Mills 2020 Water and Sewer Budget Summary

	A	B	C	D=B + C	E= C/B	
	2018 Actual	2019 Approved Budget	2020 Program Change	2020 Requested Budget	% 2020 Requested/2019 Budget	
Expenditures:						
Remuneration, Salaries & Benefits	358,702	325,811	4,620	330,431	1.42%	Includes Step increase, CPI, Union hourly rates
Travel & Training	14,885	16,000	1,000	17,000	6.25%	
Materials & Contracts	1,548,591	1,623,903	35,133	1,659,036	2.16%	Includes contract increases for OCWA
General Operating Expenses	16,728	36,887	(5,437)	31,450	-14.74%	Includes Postage, Office Supplies, Professional fees etc.
Fuel & Oil	8,854	8,800	(1,000)	7,800	-11.36%	
M&R (facilities, fleet etc.)	34,754	36,229	4,100	40,329	11.32%	
Grant in Lieu of Taxes	78,746	80,200		80,200	0.00%	
Insurance	13,917	14,052	702	14,754	5.00%	
Transfers to Reserves	1,014,022	315,132		315,132	0.00%	
Debt Repayments	494,020	549,972	146,664	696,636	26.67%	WWTP, Perth/Country/Bridge, SCADA/State and Martin
Capital Expenditures	312,041	536,296	28,324	564,620	5.28%	Refer to capital budget for details
Total Expenditures	3,895,260	3,543,282	214,106	3,757,388	6.04%	
Revenues						
Water Bill Revenue	3,077,573	3,102,415	186,270	3,288,685	6.00%	Estimate based on proposed rate changes, consumption and #u
Hydro Revenue	263,606	102,120	16,836	118,956	16.49%	Interest only, no dividend
Investment Income	39,130	20,000	15,000	35,000	75.00%	
Interest on overdue water acco	42,364	34,000	(14,000)	20,000	-41.18%	
Other Fees & Charges	97,940	45,100	10,000	55,100	22.17%	
Transfer from Reserves	135,000	-		-	0.00%	
Transfer from DCs	239,647	239,647		239,647	0.00%	Per updated rate study for WWTP debt
Total Revenues	3,895,260	3,543,282	214,106	3,757,388	6.04%	
Net	-	-	-	-	0.00%	

Water and Sewer 2020 Budget										
		2020	2019	\$	%	2019	2018	2017	2016	2015
Line #	Description	Budget	Budget	Change	Change	Actual	Actual	Actual	Actual	Actual
						(To Sept 30/19)				
	Revenue									
1	Interest & Dividends-ORPC	- 51,720.00	- 44,400.00	- 7,320.00	16%	- 93,157.71	- 54,056.56	- 70,788.57	- 81,878.90	- 92,911.39
2	Interest and Dividends-MRPC	- 51,720.00	- 44,400.00	- 7,320.00	16%		- 189,750.00	- 206,660.00	- 224,250.00	- 84,000.00
3	Rental Income-MRPC	- 15,516.00	- 13,320.00	- 2,196.00	16%		- 19,800.00	- 21,600.00	- 23,400.00	- 25,200.00
4	Water Bill Revenue	- 3,288,685.00	- 3,102,415.00	- 186,270.00	6%	-2,208,076.54	- 3,077,574.35	- 2,829,633.41	- 2,741,491.26	- 2,519,578.19
5	Miscellaneous Waterworks			-	0%		- 37,597.97		- 10,312.17	
6	Waterworks-Remote meters	- 42,500.00	- 32,500.00	- 10,000.00	31%	- 41,810.09	- 47,182.03	- 60,894.31	- 32,133.94	- 37,399.46
7	Waterworks-W&S Connections	- 9,000.00	- 9,000.00	-	0%	- 9,200.00	- 9,600.00	- 14,724.78	- 8,900.00	- 10,153.98
8	Waterworks-Hydrant Rental	- 3,500.00	- 3,500.00	-	0%	- 3,500.00	- 3,500.00	- 3,500.00	- 3,500.00	- 3,500.00
9	Waterworks-Other Fees & S/C	- 100.00	- 100.00	-	0%		- 60.00	- 120.00	- 90.00	- 120.00
10	Interest on overdue water accounts	- 20,000.00	- 34,000.00	- 14,000.00	-41%	- 15,846.97	- 42,363.66	- 35,219.86	- 34,209.23	- 33,633.70
11	Interest Income	- 35,000.00	- 20,000.00	- 15,000.00	75%		- 39,130.00	- 31,490.00	- 16,865.00	- 14,125.22
12	Reserves		-	-			- 135,000.00			
13	Reserve Funds	- 239,647.00	- 239,647.00	-	0%		- 239,647.00	- 239,647.00	- 210,385.00	- 267,547.00
	Total Revenue	- 3,757,388.00	- 3,543,282.00	- 214,106.00	6%	-2,371,591.31	- 3,895,261.57	- 3,514,277.93	- 3,387,415.50	- 3,088,168.94
	Expenditures									
	General Expenses									
14	Salaries, Wages and Benefits	173,881.00	170,261.00	3,620.00	2%	106,393.83	181,873.53	171,488.34	141,569.03	135,094.71
15	Long Term Debt Charges	696,636.00	549,972.00	146,664.00	27%	243,659.18	494,020.43	490,126.71	470,580.60	470,625.11
16	Postage & Courier Services	500.00	1,000.00	- 500.00	-50%	246.85	153.19	115.43	721.28	286.97
17	Telephone	2,500.00	3,300.00	- 800.00	-24%	1,522.55	2,200.13	2,073.85	2,020.15	1,878.52
18	Audit Fees	2,000.00	2,000.00	-	0%	1,272.00	2,205.01	1,272.00	1,272.00	1,786.19
19	Other Professional Fees	10,500.00	12,500.00	- 2,000.00	-16%	4,407.06	1,098.16	5,516.66	17,664.55	9,763.40
20	Advertising	250.00	1,000.00	- 750.00	-75%	436.55				636.00
21	Insurance (Building Etc.)	12,978.00	12,360.00	618.00	5%	12,357.36	12,273.12	21,097.80	21,140.81	20,341.80
22	Personnel (Clothing, Etc.)	1,500.00	2,050.00	- 550.00	-27%	1,714.40	703.12	1,331.48	1,906.95	719.35
23	Technical Courses	16,000.00	15,000.00	1,000.00	7%	9,092.92	13,928.77	17,925.36	20,000.75	13,325.50
24	Personnel (Courses/Memberships, Etc.)	1,000.00	1,000.00	-	0%	145.00	252.70	175.00	1,027.04	765.27
25	Machine Rental (town)			-	0%			-		
26	Capital Expenditure	564,620.00	536,296.00	28,324.00	5%		312,041.18	315,305.79	320,459.98	303,103.25
27	To Reserves	315,132.00	315,132.00	-	0%		1,014,022.14	617,193.04	737,069.85	337,625.63
	Total General Expenses	1,797,497.00	1,621,871.00	175,626.00	11%	381,247.70	2,034,771.48	1,643,621.46	1,735,432.99	1,295,951.70

Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual
Vehicles & Equipment										
28	Labour	1,700.00	2,000.00	- 300.00	-15%	1,734.69	417.38	356.79	2,071.50	951.79
29	Overtime		-	-	0%	-	-	-	-	-
30	Insurance	1,776.00	1,692.00	84.00	5%	1,692.00	1,644.00	1,644.00	1,610.43	1,667.00
31	M&R Parts	5,700.00	6,200.00	- 500.00	-8%	6,679.64	2,817.96	2,803.45	3,841.80	3,833.94
32	Fuel & Oil	7,800.00	8,800.00	- 1,000.00	-11%	5,910.20	8,854.07	7,275.29	5,917.17	6,349.98
33	Licences	1,429.00	1,429.00	-	0%	1,428.50	1,428.50	1,434.41	1,257.00	1,429.19
	Total Vehicles and Equipment	18,405.00	20,121.00	- 1,716.00	-9%	17,445.03	15,161.91	13,513.94	14,697.90	14,231.90
Sanitary Collection										
34	Sanitary Collection Labour	13,000.00	13,000.00	-	0%	11,370.40	15,724.18	12,534.40	11,555.41	11,027.12
35	Sanitary Collection Overtime	1,600.00	1,600.00	-	0%	5,509.42	3,972.84	3,334.28	1,545.63	3,529.20
36	Sanitary Collection Machine Rental (town)	3,000.00	3,000.00	-	0%	608.40	3,810.90	2,717.40	2,310.10	3,242.05
37	Sanitary Collection Materials	16,000.00	16,000.00	-	0%	4,517.26	11,491.44	16,800.50	16,257.40	13,610.53
38	Sanitary Collection Contract	23,500.00	23,500.00	-	0%	5,715.24	26,491.40	19,009.87	37,084.31	35,565.35
	Total	57,100.00	57,100.00	-	0%	27,720.72	61,490.76	54,396.45	68,752.85	66,974.25
Water Distribution										
39	Water Distribution Postage & Courier Services	10,800.00	7,337.00	3,463.00	47%	9,824.90	10,634.94	5,259.57	5,631.00	5,427.16
Maintenance & Repairs										
40	Maintenance & Repairs Labour	90,000.00	90,000.00	-	0%	61,117.43	112,131.74	97,978.68	78,169.60	92,819.67
41	Maintenance & Repairs Overtime	10,000.00	10,000.00	-	0%	9,616.29	15,392.62	7,084.05	17,825.43	18,185.47
42	Maintenance & Repairs Hydro			-	0%					
43	Maintenance & Repairs Machine Rental (town)	17,000.00	17,000.00	-	0%	517.00	17,401.65	14,241.85	15,932.95	22,277.70
44	Maintenance & Repairs Materials	40,000.00	40,000.00	-	0%	32,927.73	29,832.84	48,299.24	41,616.16	44,260.00
45	Maintenance & Repairs Contract	46,000.00	46,000.00	-	0%	12,502.45	49,029.01	20,603.91	54,566.14	65,358.94
	Total	203,000.00	203,000.00	-	0%	116,680.90	223,787.86	188,207.73	208,110.28	242,901.78
Valve Inspection & Maint.										
46	Valve Inspection & Maint. Labour	11,400.00	11,400.00	-	0%	554.14	4,212.35	5,073.36	10,908.46	195.54
47	Valve Inspection & Maint. Labour	500.00	500.00	-	0%	241.87	377.26	901.74	686.36	137.07
48	Valve Inspection Machine Rental (town)	2,000.00	2,000.00	-	0%		1,359.00	1,276.30	1,975.15	63.00
49	Valve Inspection & Maint. Materials	15,000.00	15,000.00	-	0%	728.86	14,103.48	6,847.95	5,134.49	12,866.76
	Total	28,900.00	28,900.00	-	0%	1,524.87	20,052.09	14,099.35	18,704.46	13,262.37
Meter Install, Maint. & Replacement										
50	Meter Install, Maint. & Replacement Labour	6,000.00	6,000.00	-	0%	2,411.12	3,380.22	3,713.30	4,534.76	6,101.33
51	Meter Install, Maint. & Replacement Overtime	450.00	450.00	-	0%		268.60	231.21	436.93	292.52
52	Meter Install, Maint. & Repl. Machine Rental (town)	1,800.00	1,800.00	-	0%	117.00	2,998.57	930.00	1,236.90	2,110.50
53	Meter Install, Maint. & Replacement Materials	40,000.00	33,000.00	7,000.00	21%	25,726.44	51,049.98	39,206.43	32,760.95	57,881.05
	Total	48,250.00	41,250.00	7,000.00	17%	28,254.56	57,697.37	44,080.94	38,969.54	66,385.40

Line #	Description	2020 Budget	2019 Budget	\$ Change	% Change	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual
Meter Reading & Billing										
54	Meter Reading & Billing Labour	6,600.00	6,600.00	-	0%	4,958.05	6,942.65	5,612.38	7,561.18	5,958.80
55	Meter Reading & Billing Overtime			-	0%		67.70	19.40	141.61	19.74
56	Meter Reading & Billing Office Supplies	3,400.00	3,400.00	-	0%		231.61			3,429.31
57	Meter Reading & Billing Machine Rental (town)	3,400.00	3,300.00	100.00	3%	36.00	1,796.70	1,836.90	2,328.60	1,989.76
	Total	13,400.00	13,300.00	100.00	1%	4,994.05	9,038.66	7,468.68	10,031.39	11,397.61
Pump Houses, Lift Stns.										
58	Pump Houses, Lift Stns. Labour	1,500.00	1,500.00	-	0%		277.54	154.95	1,433.23	
59	Pump Houses, Lift Stns. Overtime	500.00	500.00	-	0%	45.92	135.41	434.93	369.22	257.76
60	Pump Houses, Lift Stns. Engineering Fees	4,000.00	4,000.00	-	0%		205.20	118.40	758.80	3,654.96
61	Contract-OCWA (WT & SPS) Fixed Cost	1,477,236.00	1,450,403.00	26,833.00	2%	1,087,802.28	1,365,720.77	432,499.38	379,176.97	445,810.76
62	Contract-OCWA (WWTP) Cost Plus			-	0%			1,011,640.07	803,551.36	833,514.49
63	Pump Houses, Lift Stns Grant in Lieu	80,200.00	80,200.00	-	0%	78,186.31	78,746.14	79,107.37	78,868.04	76,528.86
	Total	1,563,436.00	1,536,603.00	26,833.00	2%	1,166,034.51	1,445,085.06	1,523,955.10	1,264,157.62	1,359,766.83
Ontario One Call										
64	Ontario One Call Labour	13,000.00	11,700.00	1,300.00	11%	12,394.85	12,948.56	14,283.82	18,179.88	8,590.71
65	Ontario One Call Overtime	300.00	300.00	-	0%	802.94	579.73	604.53	340.24	242.79
66	Ontario One Call Materials	300.00	300.00	-	0%		17.29	264.58	70.60	
67	Ontario One Call Machine Rental (town)	2,000.00	1,500.00	500.00	0%	63.00	3,141.00	3,558.30	3,422.70	1,553.40
68	Ontario One Call Contract	1,000.00	-	1,000.00	0%		854.86	963.48	914.05	1,483.04
	Total	16,600.00	13,800.00	2,800.00	11%	13,260.79	17,541.44	19,674.71	22,927.47	11,869.94
	Total Expenditures	3,757,388.00	3,543,282.00	214,106.00	6%	1,766,988.03	3,895,261.57	3,514,277.93	3,387,415.50	3,088,168.94
	NET WATER & SEWER	-	-	-	0%	- 604,603.28	-	-	-	-

**Water & Sewer Budget
2020 Budget**

REVENUES

<u>INTEREST & DIVIDENDS-ORPC</u>	\$51,720.00
INTEREST ON PROMISSARY NOTE AND DIVIDENDS RECEIVED FROM OTTAWA RIVER POWER CORPORATION-SHARED WITH THE MUNICIPAL BUDGET PER BY-LAW	
<u>INTEREST & DIVIDENDS-MRPC</u>	\$51,720.00
INTEREST ON PROMISSARY NOTE AND DIVIDENDS RECEIVED FROM MISSISSIPPI RIVER POWER CORPORATION-SHARED WITH THE MUNICIPAL BUDGET PER BY-LAW	
<u>RENTAL INCOME-MRPC</u>	\$15,516.00
ANNUAL RENT RECEIVED FROM MISSISSIPPI RIVER POWER CORPORATION-SHARED WITH THE MUNICIPAL BUDGET PER BY-LAW	
<u>WATER BILL REVENUE</u>	\$3,288,685.00
WATER AND SEWER REVENUE, INCLUDES BASE CHARGE AND CONSUMPTION CHARGE	
<u>WATERWORKS-REMOTE METERS</u>	\$42,500.00
REVENUE FROM SALE OF RADIO FREQUENCY (RF) METERS	
<u>WATERWORKS-W&S CONNECTIONS</u>	\$9,000.00
REVENUE COLLECTED ON BUILDING PERMITS FOR WATER CONNECTIONS	
<u>WATERWORKS-HYDRANT RENTAL</u>	\$3,500.00
REVENUE FROM FIRE DEPARTMENT FOR HYDRANT USAGE	
<u>WATERWORKS-OTHER FEES AND S/C</u>	\$100.00
REVENUE FROM SERVICE CHARGES IMPOSED ON WATER ACCOUNTS	
<u>INTEREST ON OVERDUE WATER ACCOUNTS</u>	\$20,000.00
INTEREST CHARGED ON PAST DUE ACCOUNTS	
<u>INTEREST INCOME</u>	\$35,000.00
INTEREST EARNED ON WATER AND SEWER RESERVE BALANCES	

RESERVE FUNDS \$239,647.00

DEVELOPMENT CHARGES COLLECTED TO OFFSET DEBT ON WASTE WATER
TREATMENT PLANT

EXPENDITURES

ADMINISTRATION

SALARIES, WAGES & BENEFITS \$173,881.00

SALARIES AND BENEFITS ASSOCIATED WITH THE ADMINISTRATION OF THE WATER
AND SEWER DEPARTMENT

LONG TERM DEBT CHARGES \$696,636.00

LONG TERM DEBT CHARGES ON WASTE WATER TREATMENT PLANT, SCADA
EQUIPMENT, PERTH/COUNTRY/BRIDGE AND OTHER W&S PROJECTS

POSTAGE & COURIER \$500.00

AS REQUIRED

TELEPHONE \$2,500.00

CELL PHONES

AUDIT FEES \$2,000.00

ANNUAL AUDIT

OTHER PROFESSIONAL FEES \$10,500.00

AS REQUIRED FOR ENGINEERING, CONSULTANTS, ETC.

ADVERTISING \$250.00

ADVERTISEMENTS AS REQUIRED

INSURANCE \$12,978.00

INSURANCE FOR WATER DISTRIBUTION AND SEWAGE COLLECTION

PERSONNEL (CLOTHING, ETC.) \$1,500.00

BOOT AND CLOTHING ALLOWANCE

TECHNICAL COURSES \$16,000.00

THE MUNICIPALITY IS REQUIRED TO HAVE LICENSED OPERATORS UNDER THE SAFE DRINKING WATER ACT AND THE ONTARIO WATER RESOURCES ACT. STAFF REQUIRE A MINIMUM OF 40 HOURS OF TRAINING PER YEAR

PERSONNEL (COURSES/MEMBERSHIPS, ETC.) \$1,000.00

PROFESSIONAL MEMBERSHIPS, EXAM FEES, ETC.

CAPITAL EXPENDITURE \$564,620.00

TO RESERVES \$315,132.00

VEHICLES AND EQUIPMENT \$18,405.00

INCLUDES FUEL AND OIL, MAINTENANCE, LICENSES, INSURANCE, ETC.

SANITARY COLLECTION \$57,100.00

INCLUDES:

INSPECTION-TELEVISION ALL SEWERS AT LEAST ONCE EVERY FOUR YEARS TO DETERMINE CONDITION OF PIPE, INSPECT MANHOLES AT LEAST EVERY FOUR YEARS TO DETERMINE CONDITION OF MANHOLE

CLEANING-FLUSHING OF SEWERS TO MINIMIZE BLOCKAGES AND REMOVE GREASE, MAINTAIN CAPACITY, REDUCE ODOURS, ETC., REMOVE DEBRIS IN MANHOLES AND PROVIDE A CONTINUOUS FLUSHING PROGRAM FOR PROBLEM AREAS

REPAIRS-MINOR STRUCTURAL PROBLEMS, ROOT REMOVAL, GREASE, PREVENTATIVE MAINTENANCE, EMERGENCY REPAIRS

WATER DISTRIBUTION \$231,900.00

INCLUDES:

INSPECTION-FIRE HYDRANTS ARE INSPECTED ANNUALLY PER THE FIRE CODE, HYDRANT FLOW TESTS ARE COMPLETED EVERY TWO YEARS TO DETERMINE THE EFFICIENCY AND ADEQUACY OF THE SYSTEM, LEAK DETECTION LOCATES ARE PERFORMED AT TIME OF HYDRANT INSPECTION, VALVE TURNING PROGRAM COMPLETED ONCE EVERY TWO YEARS

CLEANING-FLUSHING OF WATER MAINS TO REMOVE METAL OXIDES, SEDIMENT AND OTHER PRECIPITATES FROM THE PIPE NETWORK TWICE PER YEAR, CLEAN ISOLATION VALVES WHEN DEBRIS PREVENTS OR IMPEDES PROPER ACCESS TO THE OPERATING NUT WITHIN THE VALVE BOX

REPAIRS-REPLACE HYDRANTS AND VALVES THAT ARE NO LONGER FUNCTIONAL, PREVENTATIVE MAINTENANCE, EMERGENCY REPAIRS TO THE DISTRIBUTION SYSTEM

METER INSTALLATION, MAINTENANCE AND REPLACEMENT \$48,250.00

METERS SHOULD BE REPLACED AS REQUIRED (LIFE IS APPROX. 25 YEARS). OLDER METERS TEND TO BE LESS ACCURATE, NO LEAK DETECTION. METERS SHOULD BE CHECKED EVERY 10 YEARS OR AS REQUIRED WITH THE REPLACEMENT OF OLDER METERS WITH RADIO FREQUENCY METERS WHICH ARE MORE ACCURATE AND PROVIDE LEAK DETECTION AND LESS TIME TO READ BECAUSE DONE REMOTELY.

METER READING AND BILLING \$13,400.00

STAFF TIME TO READ METERS AND COSTS OF MAILING BILLS TO RESIDENTS

PUMP HOUSE, LIFT STATION & TREATMENT PLANT \$1,563,436.00

INCLUDES CONTRACT WITH THE ONTARIO CLEAN WATER AGENCY (OCWA) AND A GRANT IN LIEU OF TAXES FOR THE WASTE WATER TREATMENT PLANT.

THE OCWA CONTRACT INCLUDES:

THE OPERATION OF THE WASTEWATER TREATMENT PLANT INCLUDING LABOUR, CHEMICALS, ENERGY COSTS, SAMPLING OF RAW AND FINAL EFFLUENT, REVIEW OF CHEMICAL ADDITIVES, PROCESS ADJUSTMENTS, RESPONDING TO ALARMS AND COMPLIANCE REPORTING. WEEKLY EXTERNAL LABORATORY SERVICES FOR TESTING AND REPORTING OF PARAMATERS REQUIRED TO BE REPORTED UNDER THE ONTARIO WATER RESOURCES ACT ARE ALSO INCLUDED.

WEEKLY INSPECTIONS FOR MINOR SANITARY PUMP STATIONS AND THREE TIMES PER WEEK FOR THE GEMMILL'S BAY PUMP STATION, REVIEWS OF PUMP OPERATION LOGS, CLEANING OF COURSE BAR SCREENS, FACILITIES, PROCESS ADJUSTMENTS, RESPONDING TO ALARMS AND COMPLIANCE REPORTING.

INSPECTION OF ALL WELL SITES THREE TIMES PER WEEK, SAMPLING OF RAW AND TREATED WATER PARAMATERS, REVIEW OF CHLORINATION PUMP SYSTEMS INCLUDING SUPPLY OF SODIUM HYPOCHLORITE, RESIDUAL CHLORINE AND TURBIDITY ANALYZERS, FACILITIES, PROCESS ADJUSTMENTS, RESPONDING TO ALARMS, AND COMPLIANCE REPORTING INCLUDING LEGISLATED REPORTING.

REVIEW OF WATER STORAGE RECORDS FOR TRENDING AND ANOMOLIES THAT MAY INDICATE SIGNIFICANT LEAKS

WEEKLY EXTERNAL LABORATORY SERVICES FOR TESTING AND REPORTING ALL PARAMATERS REQUIRED TO BE REPORTED UNDER THE SAFE DRINKING WATER ACT.

ONTARIO ONE CALL \$16,600.00

CALL CENTRE FOR LOCATES

LONG TERM PLANNING

The Municipality completed a water and sewer rate study several years ago which provides direction with regards to increases in water and sewer rates each year based on assumptions about growth, consumption and expected operating and capital needs. The study can be found at <https://www.mississippimills.ca/en/townhall/resources/2015-MM-W-S-Rate-Study.pdf>

The rate study incorporates a number of other documents such as the water and sewer master plan (available from the public works department) and the development charges study (<https://www.mississippimills.ca/en/townhall/developmentcharges.asp>) and is essentially the long term financial plan for the water and sewer system.

Rate changes for the last number of years have followed the direction of the Water and Sewer Rate Study as follows:

	2015	2016	2017	2018	2019
Average Consumption in gallons	32,200	32,200	32,200	32,200	32,200
Rate per 1,000 gallons	\$11.17	\$11.35	\$11.53	\$11.71	\$11.90
Average consumption charge	\$359.67	\$365.47	\$371.27	\$377.06	\$383.18
Annual base charge	\$504.33	\$540.90	\$562.54	\$585.00	\$608.00
Total average billing	\$864.00	\$906.37	\$933.81	\$962.06	\$991.18
Increase over previous year	\$26.38	\$42.37	\$27.44	\$28.25	\$29.12
% Increase over previous year	3.15%	4.90%	3.03%	3.03%	3.03%
Increase per month	\$2.20	\$3.53	\$2.87	\$2.35	\$2.43

The 2020 proposed rates also follow the water and sewer rate study recommendations and are calculated as follows:

Proposed 2020 Water and Sewer Rates

	2019	2020	Increase
Annual Base Charge	\$608.00	\$632.00	3.95% or \$24.00
Consumption Rate	\$11.90/1,000 gallons	\$12.09/1,000 gallons	1.59% or \$0.19/1,000 gallons
Average Annual Billing (32,200 gallons / year)	\$991.18 (\$82.60 per month = \$165.20 per each 2 month billing)	\$1,021.30 (\$85.10 per month = \$170.20 per each 2 month billing)	\$30.12 (3.04%, \$2.50 per month = \$5.00 per each 2 month billing)

NOTE: BILLING CYCLE EVERY TWO MONTHS

CONCLUSION

It is hoped that the contents of this document will be useful to both Council and the public in understanding all of the departments of the Municipality, how they are staffed and what the areas of responsibility are.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: November 21, 2019
TO: Council
FROM: Rhonda Whitmarsh, Treasurer
SUBJECT: 2020 FEES AND CHARGES

RECOMMENDATION:

THAT Council approve proposed changes to 2020 fees and charges and that public notice be given as to Council's intention to pass the 2020 Fees and Charges By-Law.

BACKGROUND:

Section 391 of the *Municipal Act, 2001* permits a municipality to enact by-laws to impose fees and charges for municipal services and activities. The purpose of the fees is to recover costs for services and activities provided by or on behalf of a municipality and for the use of its property. Cost-recovery is an important consideration, as is a market comparison with neighbouring municipalities.

DISCUSSION:

Each year Department Heads conduct a review of the fees and charges pertaining to their service area. Fee changes being proposed reflect market rates as compared to other municipalities and to align the fee with the actual cost of providing the service, and if no longer required, the fee is removed.

Refer to Attachment 1 for an explanation of the changes.

Refer to Attachment 2 for the draft by-law.

FINANCIAL IMPLICATIONS:

The proposed fee changes are designed to ensure that the cost of providing a specific service is fully or partially recovered from the user of that service while minimizing the cost and effect to all ratepayers. The proposed 2020 fees have been included in the 2020 draft budget.

SUMMARY:

The draft 2020 Fees and Charges by-law is being provided to the Committee for review prior to passing.

Respectfully submitted,

Reviewed by,
170

Rhonda Whitmarsh, Treasurer

Ken Kelly CAO

Attachment 1

SUMMARY OF PROPOSED CHANGES TO THE FEE SCHEDULE

SUMMARY OF PROPOSED CHANGES TO THE FEE SCHEDULE			
BUILDING			
Item	Current Rate	Proposed Rate	Reason for Amendment/Addition
Basemenet Finishing (plumbing extra)	\$200	\$250	Cost recovery
Basement Finishing (with plumbing)	\$325	N/A	Fee no longer required
Foundation (new)	\$500.00	\$150.00	Reduced to reflect actual inspection time
Foundation (structural repair)	\$175.00	\$125.00	Reduced to reflect actual inspection time
Commercial/Industrial-Buildings new or additons (Group A, B)	\$0.80/sq. ft.	\$1.00/sq.ft.	Cost recovery
Barns/Sheds/grain bins ≤592 sq. ft.	\$125.00	\$150.00	Cost recovery
Fabric/Coverall, Storage, grain bin	N/A	\$150.00	Cost recovery
Engineered Farm Buildings	\$500.00	\$600.00	Cost recovery
Private Pool or Hot tub	\$200.00	\$150.00	Reduced to reflect actual inspection time
Change of Use Permit	2% value of construction	\$125.00	Cost recovery
Renewal of Permit (re-inspection fee extra) 1st renewal	\$125.00	\$125.00	Cost recovery
Renewal of Permit (re-inspection fee extra) 2nd renewal	N/A	\$250.00	Cost recovery
Renewal of Permit (re-inspection fee extra) 3rd renewal	N/A	\$375.00	Cost recovery
Renewal of Permit (re-inspection fee extra) 4th renewal	N/A	\$500.00	Cost recovery
Renewal of Permit (re-inspection fee extra) 5th renewal	N/A	\$625.00	Cost recovery
Renewal of Permit (re-inspection fee extra) each after 5th	N/A	double previous renewal fee	Cost recovery
Alterations/revisions to permits or submitted plans	\$75.00	\$125.00	Cost recovery
Inspection booked-(unable to complete)	\$75.00	N/A	Fee no longer required
Inspections over and above 3	\$75.00	N/A	Fee no longer required
Limiting Distance Agreement	N/A	\$200.00	Cost recovery
Re-Inspection (per inspection where previous incomplete or	N/A	\$125.00	Cost recovery
Construciton without a permit-Major	\$1,000.00 maximum	\$2,000.00 maximum	Cost recovery
Registration of an order or agreement on the property title	N/A	at cost supported by an invoice	Cost recovery
Application of alternative solution base evaluation by CBO	N/A	\$300.00 maximum	Cost recovery
Access to building permit records per property	N/A	\$75.00	Cost recovery

ADMINISTRATION			
Item	Current Rate	Proposed Rate	Reason for Amendment/Addition
Photocopies	\$0.20 per copy	\$0.25 per copy	Cost recovery
PUBLIC WORKS			
Item	Current Rate	Proposed Rate	Reason for Amendment/Addition
Property Identification Sign/Post	\$125.00	\$185.00	Cost recovery
Property Identification Sign Replacement	\$40.00	\$90.00	Cost recovery
PLANNING			
Item	Current Rate	Proposed Rate	Reason for Amendment/Addition
Minor Amendment (see bylaw for definitions)	N/A	\$2,000.00	Cost recovery
Subdivision Amendment Agreement	N/A	\$800.00	Cost recovery
Pre-Servicing Agreement	\$800.00	\$1,000.00	Cost recovery
Radio Telecommunications Concurrence Letter	N/A	\$1,500.00	Cost recovery
Heritage Permits	N/A	\$800.00	Cost recovery
DAYCARE -INFANT PROGRAM			
Item	Current Rate	Proposed Rate	Reason for Amendment/Addition
Full Time	\$62.00	\$63.00	Cost recovery
Part Time	\$67.00	\$68.00	Cost recovery
DAYCARE - TODDLER PROGRAM			
Item	Current Rate	Proposed Rate	Reason for Amendment/Addition
Full Time	\$52.00	\$53.00	Cost recovery
Part Time	\$57.00	\$58.00	Cost recovery
DAYCARE - PRESCHOOL PROGRAM			
Item	Current Rate	Proposed Rate	Reason for Amendment/Addition
Full Time	\$44.00	\$45.00	Cost recovery
Full Time-1/2 day	\$34.00	N/A	No longer offer
Part Time	\$47.00	\$48.00	Cost recovery
Part Time-1/2 day	\$37.00	N/A	No longer offer
DAYCARE -KINDERGARTEN PROGRAM			
Item	Current Rate	Proposed Rate	Reason for Amendment/Addition
Before & After School	\$23.00	\$24.00	Cost recovery
Before or After School	\$18.00	\$19.00	Cost recovery
Before & After School-part time	\$25.00	\$26.00	Cost recovery
Before or After School-Part Time	\$20.00	\$21.00	Cost recovery

Full Day	\$36.00	\$37.00	Cost recovery
P.A. Half Day	\$26.00	N/A	No longer offer
DAYCARE - SCHOOL AGE PROGRAM			
Item	Current Rate	Proposed Rate	Reason for Amendment/Addition
Before & After School	\$21.00	\$22.00	Cost recovery
Before or After School	\$16.00	\$17.00	Cost recovery
Before & After School-part time	\$23.00	\$24.00	Cost recovery
Before or After School-Part Time	\$18.00	\$19.00	Cost recovery
Full Day	\$34.00	\$35.00	Cost recovery
P.A. Half Day	\$24.00	N/A	No longer offer
RECREATION ICE RENTAL RATES (EXCL. HST)			
Item	Current Rate	Proposed Rate	Reason for Amendment/Addition
Prime Time - Minor Resident	\$130.00	\$134.00	Cost recovery
Non Prime Time - Minor Resident	\$108.00	\$111.00	Cost recovery
Prime Time - Adult Resident	\$183.00	\$188.00	Cost recovery
Non Prime Time - Adult Resident	\$152.00	\$156.00	Cost recovery
Prime Time - Non Resident	\$218.00	\$224.00	Cost recovery
Non Prime Time - Non Resident	\$186.00	\$191.00	Cost recovery
Tournament Rate - Minor Sports	\$130.00	\$134.00	Cost recovery
Tournament Rate - Adult Resident	\$147.00	\$151.00	Cost recovery
Tournament Rate - Broomball	\$127.00	\$131.00	Cost recovery
Tournament Rate - Adult Non Resident	\$218.00	\$224.00	Cost recovery
RECREATION BALL DIAMOND RENTAL RATES (EXCL. HST)			
Item	Current Rate	Proposed Rate	Reason for Amendment/Addition
Hourly Rental (no lights required)	\$15.00/hr	\$16.00/hr	Cost recovery
Hourly Rental (lights required)	\$19.00/hr	\$20.00/hr	Cost recovery
ALMONTE OLD TOWN HALL AUDITORIUM RENTAL RATES (EXCL. HST)			
Item	Current Rate	Proposed Rate	Reason for Amendment/Addition
Resident/Community Groups Evening 4:00 p.m to 1:00 a.m. Monday -Thursday, Sunday	\$98.00	\$100.00	Cost recovery
Resident/Community Groups Friday and Saturday	\$128.00	\$130.00	Cost recovery
Non Resident Afternoon 12:00 noon to 4:00 p.m Monday to Friday	\$75.00	\$80.00	Cost recovery
Non Resident Afternoon 12:00 noon to 4:00 p.m Saturday and Sunday	\$110.00	\$115.00	Cost recovery
Non Resident Evening 4:00 p.m. to 1:00 a.m Thursday	\$125.00	\$130.00	Cost recovery
Non Resident Evening 4:00 p.m. to 1:00 a.m Friday and Saturday	\$185.00	\$190.00	Cost recovery

Attachment 2

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-XX

BEING a by-law to establish fees and charges for services provided by the Municipality of Mississippi Mills.

WHEREAS Section 391 of the *Municipal Act*, 2001, S. O. 2001, c. 25, as amended, authorizes a municipality by by-law to impose fees or charges on persons for services or activities provided or done by or on behalf of the municipality and for the use of the municipality's property; and

WHEREAS the *Planning Act*, being Chapter P. 13 R.S.O., 1990 as amended, provides that Council may prescribe a tariff of fees for the processing of applications made in respect of planning matters; and

WHEREAS pursuant to the *Building Code Act*, 1992, S.O. 1992 c 23 as amended, Council may require the payment of fees on applications for and issuance of building permits and prescribing the amounts thereof; and

WHEREAS the Corporation of the Municipality of Mississippi Mills deems it expedient to update the fees and charges to be collected by the various departments of the Corporation of the Municipality of Municipality of Mississippi Mills;

NOW THEREFORE the Council of the Corporation of the Municipality of Mississippi Mills enacts as follows:

1. That Schedule "A" attached to this by-law sets out the fees and charges for The Corporation of the Municipality of Mississippi Mills and forms part of this by-law.
2. That any portion of a fee or charge that remains unpaid beyond the date fixed for payment shall bear interest at the rate of 1.25% after thirty (30) days and each month thereafter until such fee or charge is paid in full.
3. That the Treasurer shall add unpaid fees and charges imposed by the municipality to the tax roll and collect them in the same manner as municipal taxes.
4. That where this by-law established a fee and charge for a fee that also exists in another by-law that predates the effective date of this by-law, the fee and charge in this by-law shall be the applicable fee and charge and the other by-law is hereby effectively amended.
5. That By-law No. 19-25 shall be and is hereby repealed on December 31, 2019.

6. That this by-law and all fees and charges for services set out in Schedule "A" shall come into force and take effect on January 1, 2020.

BY-LAW READ, passed, signed and sealed in open Council this ___ day of ____ 2019.

Christa Lowry, Mayor

Jeanne Harfield, Acting Clerk

SCHEDULE "A" TO BY-LAW 19-XX

FEE AND CHARGES

ADMINISTRATION	
AFFIDAVITS	
Commissioning of Oaths	• \$15.00
GENERAL	
Copies-paper or digital (up to a maximum 11" X 17" size, larger sizes charged as my be required by outsourcing)	• (per page) \$0.25 plus HST
Community Maps	• (each) \$5.35
Municipal Pins	• (each) \$2.00
NSF Charges (Applicable for all Municipal Fees and Charges)	• \$30.00
Tax Certificate	• \$50.00
Water Certificate	• \$50.00
Municipal Office Room Rental	• during business hours \$25.00/hour plus HST • outside office hours \$25.00/hour + \$25/hour for staffing plus HST
Retail Holiday Business Act Exemption Application Fee	• \$100.00 plus HST
Election Signs Removal Fee	• \$25.00/sign
ACCESS TO INFORMATION (FOI)	
FOI Requests (fees regulated by Province)	• application fee \$5.00 • record preparation and search time (per ¼ hr) \$7.50 • photocopies (per page) \$0.20 • computer programming time (per ½ hr) \$60.00 • diskettes and CDs (per disk) \$10.00 • other fees charged (e.g. courier costs) as invoiced • fees estimated over \$100.00 50% deposit
VITAL STATISTICS	
Burial Permits	• (each) \$10.00
Marriage License	• \$150.00
LICENCING	
Liquor License Board of Ontario - Municipal Clearance	• \$35.00
Lottery (fees regulated by AGCO)	• Bingo (per event) 3% of prize value • Raffle (per event) 3% of prize value • Nevada (per box) 3% of prize value
Mobile Canteen	• License \$750.00 • Transfer \$50.00

ADMINISTRATION

Seasonal Stand	<ul style="list-style-type: none"> •License \$750.00 •Transfer \$50.00
Seasonal Produce/ Farm Produce Stand	<ul style="list-style-type: none"> •License \$300.00 •Each Additional License \$50.00 •Transfer \$50.00
Taxi	<ul style="list-style-type: none"> •Operator License \$100.00 •Vehicle License \$100.00 •Driver License \$50.00 •License Transfer \$10.00 •License Plate Replacement \$15.00

CANINE CONTROL

Dog Tags (all tags expire December 31 st each year)	<ul style="list-style-type: none"> • Spayed/Neutered \$20.00 • Not Spayed/Neutered \$30.00 • Microchip (proof required) \$15.00
Replacement Tag	<ul style="list-style-type: none"> • \$5.00
Kennel License (tags for each dog will be provided at no additional cost)	<ul style="list-style-type: none"> • \$100.00
Service Dogs	Exempt from fees but must register with the Municipality, proof required
Impound Fee	<ul style="list-style-type: none"> • \$100.00

PUBLIC WORKS (plus applicable HST)

Entrance Permit Fee	<ul style="list-style-type: none"> • \$100.00
Property Identification Sign/Post	<ul style="list-style-type: none"> • \$185.00
Property Identification Post Replacement	<ul style="list-style-type: none"> • \$90.00
Property Identification Sign Replacement	<ul style="list-style-type: none"> • \$75.00
Tile Drainage Inspection Fee	<ul style="list-style-type: none"> • \$200.00
Water Connection Inspection (new development)	<ul style="list-style-type: none"> • \$50.00
Sewer Connection Inspection (new development)	<ul style="list-style-type: none"> • \$50.00
Turn water on or off (seasonal or outside business hours)	<ul style="list-style-type: none"> • \$50.00
Bulk Water Sales	<ul style="list-style-type: none"> •\$15.00 per 1,000 gallons plus \$30 connection fee
Water Meter	<ul style="list-style-type: none"> •5/8" x 3/4"meter (\$424.78 plus HST)..... \$480.00 •3/4" meter (\$469.03 plus HST)..... \$530.00 •1" meter (\$570.80 plus HST)..... \$645.00 •1.5" meter positive displacement(\$911.51 plus HST)..... \$1,030.00 •2" meter positive displacement(\$1,070.80 plus HST)..... \$1,210.00

GARBAGE AND RECYCLE

Garbage Tags	• (each) \$2.00
Composter	• \$40.00
Blue Box	
• new residents and replacements	• no charge
• to purchase	• \$8.00

FIRE
All rates are subject to HST.

Compliance Letters	• \$65.00
Fire Reports (non-property owners/tenants)	• \$65.00

Inspections	<ul style="list-style-type: none"> • Special Occasion Permit \$65.00 • Liquor License \$65.00 • Home Daycare \$65.00 • Mobile Canteen / Seasonal Stand \$65.00
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Vehicle fire, danger of fire extrication, environmental spill or other emergency – per vehicle requiring responses (non-property owners/tenants)

• current MTO rates

Vehicle fire, danger of fire extrication, environmental spill or other emergency – all other costs incurred by the Fire Department associated with fire suppression and investigation

• at cost and supported by invoices

Hazardous Materials Spill/Clean Up
 Total replacement cost for any contaminated or damaged equipment or materials used in the clean-up of hazardous materials and the approved disposal of equipment or materials according to the direction of the controlling Federal or Provincial Ministry.

• current MTO rates

Open Air Burning
 Fires resulting from contravention of the Open Air Burning By-Law or failure to extinguish a fire once ordered to do so by the Fire Department shall, in addition to any penalty provided in the Open Air Burning By-law be liable to the Municipality for all expenses incurred for the purpose of investigating, controlling and extinguishing the fire including but not limited to materials, equipment rentals, a per vehicle charge and labour costs.

• at cost and supported by invoices

• current MTO rates

Additional Expenses
 If as a result of a Fire and Emergency Services (i) response to an emergency including a motor vehicle incident, or (ii) carry out any of its duties or functions the Fire Chief or Deputy Fire Chief determines that it is necessary to incur additional expenses, retain a private contractor, rent special equipment not normally carried on a fire apparatus or use more materials than are carried on a fire apparatus (“Additional Services”) in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, control and eliminate an emergency, carry out or prevent damage to equipment owned by the Corporation or otherwise carry out the duties and functions of the Fire Department, the owner of the

property requiring or causing the need for the Additional Services shall be charged the costs to provide the Additional Services including all applicable taxes. Property shall mean personal and real property.

•at cost and supported by invoices

Fire Hall Room Rental

•\$25.00/hour plus HST (During Office Hours)

•\$25.00/hour + \$25/hour for staffing, if required plus HST (Outside of Office Hours)

POLICE

The following fees are administered by the Lanark County Detachment of the Ontario Provincial Police (OPP).

First false alarm in any calendar year • no charge

Second false alarm in any calendar year • no charge

Third false alarm and any thereafter in a 12 month period • \$200.00

PLANNING

Official Plan Amendment •\$3,500.00

Zoning

Minor Amendment • \$2,000.00

(includes surplus farm dwellings; conditions of approval on previous applications; garden suites or accessory apartments; or amendment to zone or general provisions)

Major Amendment (all other applications) • \$3,500.00

Temporary Use Extension • \$2,000.00

Lift of Holding Provision • \$650.00

Joint Official Plan & Zoning Amendment •\$4,500.00

Minor Variance • \$800.00

Site Plan Control

Major • \$2,600.00

Minor • \$1,600.00

Red Line Amending • \$1,600.00

Land Division	
Consent	• \$875.00
Plan of Subdivision	• \$4,000.00
Plan of Condominium	• \$3,000.00
Redline Change	• \$1,000.00
Lifting Part Lot Control	• \$1,000.00
Lifting of 1 ft. Reserves	• \$1,000.00
Extension of Draft Approval	• \$800.00
Subdivision Amendment Agreement	• \$800.00
Cash-in-lieu of Parking	•\$3,000.00/space
Agreements	
Encroachments	• \$800.00
Private Road	• \$1,000.00
Secondary Dwelling	• \$800.00
Miscellaneous Development (condition of approval)	• \$800.00
Pre-Servicing	• \$1,000.00
Zoning Compliance Report	• \$200.00
Zoning Certificate	• \$100.00
File Reactivation Fee (inactive for more than 12 months)	• 50% of the Original Fee
Green Energy Applications	• \$1,500.00
Radio Telecommunications Concurrence Letter	• \$1,500.00
Heritage Permits	• \$800.00
Request of Amendment to Designating By-law by Owner	

Additional Expenses

Applicants may be required to pay additional fees for review, reports, and consultation with public agencies including but not limited to; the Leeds, Grenville & Lanark District Health Unit, Mississippi Valley Conservation Authority, County of Lanark, Utility Companies, and Federal and Provincial Ministries.

Applications requiring the submission of supporting studies, briefs, and reports may be subject to peer

review by professional consultants retained by the Municipality. Any incurred legal or professional fees shall be invoiced to the Applicant at the close of the file or the fiscal year end whichever comes first.

•..... at cost and supported by invoices

BUILDING

Minimum Building Permit Fee	•.....\$125.00
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RESIDENTIAL BUILDING FEES

Dwellings

Single Family (≤ 3,200 sq. ft.)	•.....\$3,200.00
Townhome/Semi (≤ 2,500 sq. ft.)	•.....\$2,500.00 per unit
Apartment Dwelling (≤ 1,500 sq. ft.)	•.....\$1,500.00 per unit
Seasonal (≤ 600 sq. ft. – foundation/plumbing,/HVAC/Insulation extra)	•.....\$600.00
Dwellings over the prescribed maximum will be subject to additional charges	•.....\$0.50/sq. ft.

Accessory Dwellings

Coach House	•.....\$2,500.00
Apartment Unit (or second dwelling in a house)	•.....\$1,500.00

Structures

Accessory Building (new or additions)

No foundation	•.....\$150.00
Below Grade Foundation	•.....\$250.00

Garage (attached/detached)

Heated	•.....\$250.00
Unheated	•.....\$300.00

Deck/Landing/Porch

Floating, no below grade foundation	•.....\$150.00
With below grade foundation	•.....\$250.00
With covered roof	•.....\$300.00

Alterations

Additions-New Above Grade Living Space (foundation/plumbing,/HVAC/Insulation extra)	•.....\$1.00/sq. ft.
Basement Finishing (plumbing extra)	•.....\$250.00
Foundation (new)	•.....\$150.00
Foundation (structural or other repair)	•.....\$125.00

Plumbing	• \$125.00
HVAC or Solid Fuel Burning Device	• \$125.00
Insulation	• \$125.00
Renovation to existing building	•2% of the Value of Construction
COMMERCIAL or INDUSTRIAL or INSTITUTIONAL BUILDING FEES	
Buildings new or additions (Group A, B, D, E, & F Occupancies)	• \$1.00/sq. ft.
Fabric/Coverall Buildings/Tents	•2% of the Value of Construction
Air Support Structure/Dome	• \$4,500.00
Alterations/Renovation/Interior Fit Up to existing buildings Group A, B, D, E & F occupancies	•2% of the Value of Construction
Pre-Fab Storage/Warehouse Structures	
<1,500 sq. ft.	• \$600.00
1,500-2,999 sq. ft.	• \$800.00
>3,000 sq. ft.	• \$1,200.00
C-Can or Repurposed Vehicle (not modified)	
No Foundation	• \$150.00
Below Grade Foundation	• \$250.00
C-Can or Repurposed Vehicle (Modified)	• See Pre-Fab Structure
AGRICULTURAL BUILDING FEES	
Conventional Barns/sheds/grain bins	
≤ 592 sq. ft.	• \$150.00
>592 sq. ft.	• \$250.00
Manure Storage/Digesters	• \$300.00
Fabric/Coverall Storage, grain bin	• \$150.00
Engineered Farm Buildings	• \$600.00
MISCELLANEOUS BUILDING FEES and CHARGES	
Conditional Building Permit Agreement	• \$200.00
Demolition Permit	•2% of the Value of Construction
Private Pool or Hot Tub	• \$150.00
Change of Use Permit + Fees required for construction	• \$125.00
Renewal of Permit (Re-inspection fees extra)	
1 st renewal	• \$125.00
2 nd renewal	• \$250.00
3 rd renewal	• \$375.00

4 th renewal	• \$500.00
5 th renewal	• \$625.00
Each year after the 5 th renewal	• Double previous year renewal fee
Occupancy/Use Certificate Inspection	• \$125.00
Alterations/Revisions to Permits or Submitted Plans	• \$125.00
Limiting Distance Agreement	• \$200.00
Re-Inspection (per inspection, where previous inspection failed or was deemed not complete/not ready)	• \$125.00
Permit Transfer to new Owner	• \$125.00
Construction without a permit surcharge fee	
Major	• \$2,000.00 maximum
Minor	• \$500.00 maximum
*Applied at the discretion of the CBO	
Registration of an Order or Agreement on the property title	• at cost and supported by invoices
Application of alternative solution base evaluation by CBO	• \$300.00 maximum
Third party evaluation fee, as required	• at cost and supported by invoices
Access to Building Permit Records per property (reproduction costs extra)	• \$75.00
Building fees added to property tax roll	• 24% surcharge on outstanding fees
SIGN PERMIT FEES	
Fascia / Awning/ Banner/ Sidewalk	• \$125.00
Sidewalk sign (annual renewal)	• \$60.00
Billboard sign	• \$500.00
Portable / Trailer sign	• \$300.00
Ground mount pedestal sign	• \$125.00
Sign Variance	• \$250.00
DAY CARE (fee per day)	
Infant Program	
Full-time	• \$63.00
Part-time	• \$68.00
Toddler Program	
Full-time	• \$53.00
Part-time	• \$58.00

Preschool Program	
Full-time	•\$45.00
Part-time	•\$48.00
Kindergarten Program	
Before & After School	•\$24.00
Before or After School	•\$19.00
Before & After School – Part-time	•\$26.00
Before or After School – Part-time	•\$21.00
Full Day	•\$37.00
School Age Program	
Before & After Full Time	•\$22.00
Before or After Full Time	•\$17.00
Before & After Part Time	•\$24.00
Before or After Part Time	•\$19.00
Full Day	•\$35.00

ALMONTE OLD TOWN HALL

AUDITORIUM
All rates are subject to HST.

Rental Fees Resident/Community Group	
Morning 8:00 a.m. – 12 noon Monday – Sunday	• \$36.75
Afternoon 12 noon – 4:00 p.m. Monday – Sunday	• \$67.00
Evening 4:00 p.m. – 1:00 a.m. Monday- Thursday and Sunday	• \$100.00
Friday and Saturday	• \$130.00
	• + Cleaning Fee (if applicable) - \$75 (50-125 people) \$100 (125+ people) (charged post event)
	• + improvement fee \$2 per ticket or 50% of rental rate for non-ticketed events
Rental Fees Non Resident	
Morning 8:00 a.m.– 12 noon Monday – Sunday	• \$55.00
Afternoon 12 noon – 4:00 p.m. Monday – Friday	• \$80.00
Saturday and Sunday	• \$115.00

Evening 4:00 p.m. – 1:00 a.m. Monday – Wednesday Thursday Friday and Saturday Sunday	<ul style="list-style-type: none"> • \$100.00 • \$130.00 • \$190.00 • \$100.00 • + Cleaning Fee (if applicable) - \$75 (50-125 people) \$100 (125+ people) (charged post event) • + improvement fee \$2 per ticket or 50% of rental rate for non-ticketed events
Wedding Reception/ Private Function	<ul style="list-style-type: none"> • \$675.00
Equipment Rental Stage Lights Spot Light Panels & Track Lights Projector and Screen Sound Equipment – Full Complement Sound Equipment Small Sound Set-up	<ul style="list-style-type: none"> • \$100.00 • \$25.00 • \$100.00 • \$25.00 • \$250.00 • \$100.00
MULTI-PURPOSE ROOM Resident Community/ Affiliate Group Private/Commercial Function (e.g. wedding, reception, meeting, staff function)	<ul style="list-style-type: none"> • \$15.00/ hour (minimum 3 hr rental) • \$25.00/ hour

RECREATION

ICE RENTAL RATES All ice rental rates are an hourly rate and are subject to HST.	
Prime Time – Minor Resident	<ul style="list-style-type: none"> • \$134.00
Non Prime Time – Minor Resident	<ul style="list-style-type: none"> • \$111.00
Prime Time – Adult Resident	<ul style="list-style-type: none"> • \$188.00
Non Prime Time – Adult Resident	<ul style="list-style-type: none"> • \$156.00
Prime Time – Non Resident	<ul style="list-style-type: none"> • \$224.00
Non Prime Time – Non Resident	<ul style="list-style-type: none"> • \$191.00
Tournament Rate – Minor Sports	<ul style="list-style-type: none"> • \$134.00
Tournament Rate – Adult Resident	<ul style="list-style-type: none"> • \$151.00
Tournament Rate – Broomball	<ul style="list-style-type: none"> • \$131.00
Tournament Rate – Adult Non- Resident	<ul style="list-style-type: none"> • \$224.00
SLAB RENTAL RATES All slab rental rates are subject to HST.	

Monday – Thursday	•..... \$39.00/hr
Friday – Sunday Rec Bar/no alcohol	•..... \$64.00/hr
Friday – Sunday Client Bar	•..... \$118.00/hr
Service Club/Non-Profit Rec Bar/no alcohol	•..... \$482.00/booking
Service Club/Non-Profit Client Bar	•..... \$656.00/booking
Resident – Rec Bar/no alcohol	•..... \$482.00/booking
Resident – Client Bar	•..... \$803.00/booking
Non Resident – Rec Bar/no alcohol	•..... \$566.00/booking
Non Resident – Client Bar	•..... \$1,048.00/booking

HALL RENTAL RATES
All hall rental rates are subject to HST.

Monday – Thursday	•..... \$35.00/hr
Friday – Sunday Rec Bar/no alcohol	•..... \$62.00/hr
Friday – Sunday Client Bar	•..... \$122.00/hr
Resident – Rec Bar/no alcohol	•..... \$291.00/booking
Resident – Client Bar	•..... \$584.00/booking
Non Resident – Rec Bar/no alcohol	•..... \$328.00/booking
Non Resident – Client Bar	•..... \$617.00/booking

CEDAR HILL SCHOOL HOUSE HALL RENTAL RATES
All hall rental rates are subject to HST.

Daily excluding heat	•..... \$84.00
Daily including heat	•..... \$106.00
Hourly rental (1/2 day or less)	•..... \$22.00/hr

BASEBALL DIAMOND RENTAL RATES
All rental rates are subject to HST.

Hourly Rental (No lights required)	•..... \$16.00/hr
Hourly Rental (Lights required)	•..... \$20.00/hr

BAR BEVERAGE RATES/BEVERAGE
All rates include HST

Beer	•..... \$5.25
Liquor	•..... \$5.25
Coolers	•..... \$6.25
Wine (per glass)	•..... \$5.25
Wine (per bottle)	•..... \$18.00

BANNER INSTALLATION	
Per sign subject to HST	
Non Profit Groups/Events	•..... \$150.00
For Profit Groups/Event	•..... \$200.00