

OPERATING BUDGET

2024 OPERATING BUDGET



Town of Amherstburg



2024 Operating Budget Index

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Executive Summary



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

The 2024 budget includes:

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

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

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

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

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

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

Impact to Property Owners

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

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

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

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

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

Budget Highlights

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

By the Numbers



Parks, Facilities, Recreation, & Tourism and Culture

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

Infrastructure & Engineering

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

Fire

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

Development Services

Building (Q3 – 2023)

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

Planning (Q3 – 2023)

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

Corporate Services

Finance

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

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

Information Technology

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

Legislative Services

By-Law Enforcement

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

Clerk

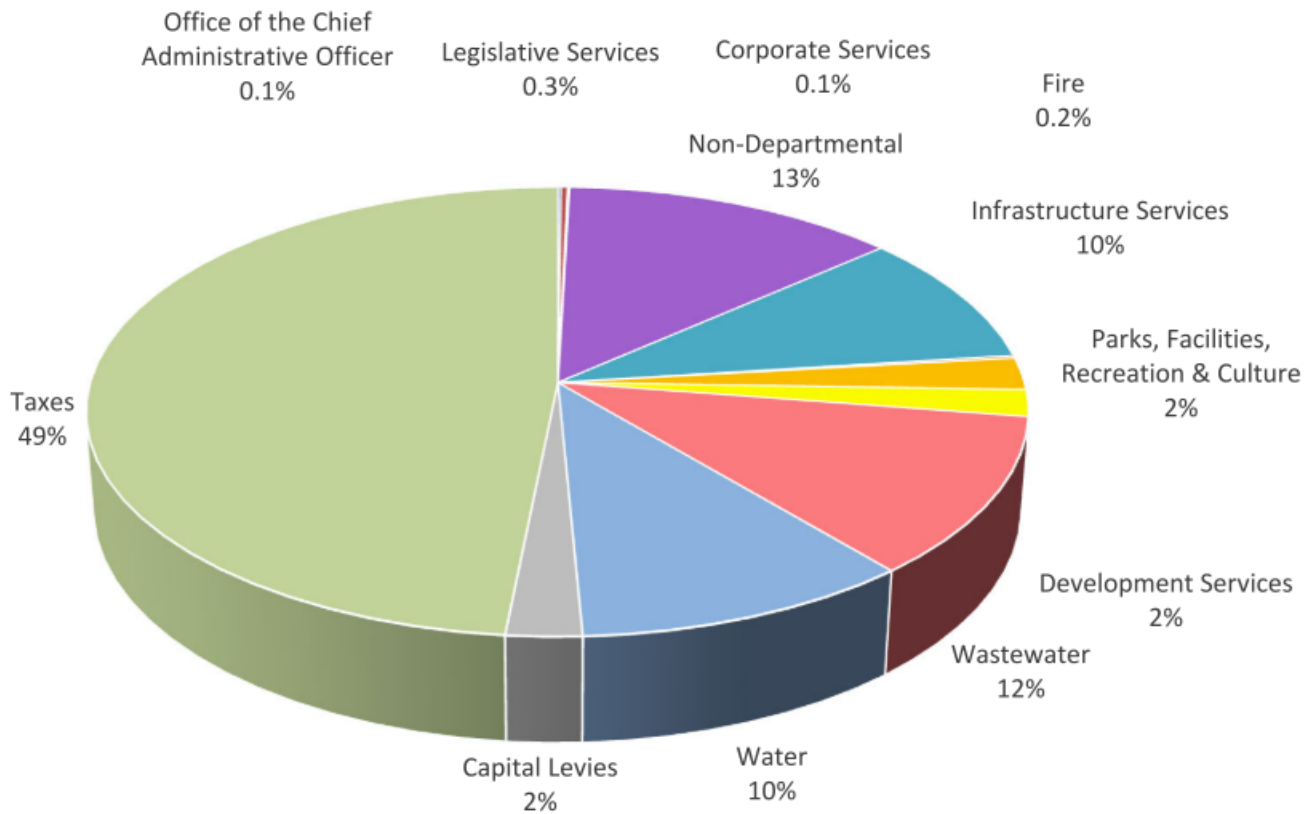
- 39 Regular and Special Public Council Meetings
- 18 In-Camera Council Meetings
- 46 Committee Meetings
- 7 Policies Reviewed & Revised
- 10 Insurance Claims processed against the Town
- 62 Subrogated Loss Claims Reviewed and Initiated on Behalf of the Town of Amherstburg
- 36 By-Laws Enacted
- 260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

Human Resources

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

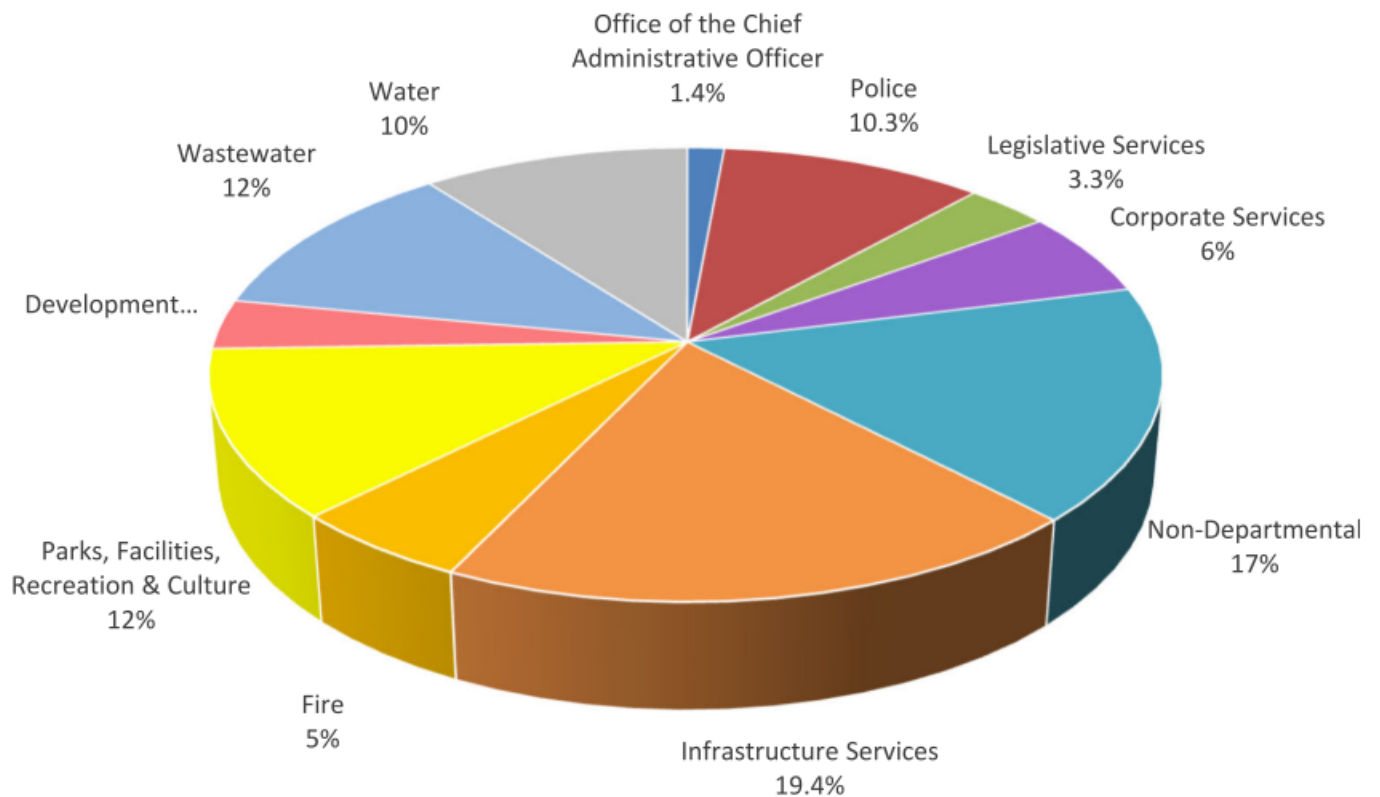
2024 Operational Revenues

Following is a breakdown of the \$61,703,641 total operating revenue in the Budget for taxation, water rate and wastewater rate funded budget centres in 2024:



2024 Operational Expenses

Following is a breakdown of the \$61,703,641 total operating expenses in the Budget for taxation, water rate and wastewater rate funded budget centres in 2024:



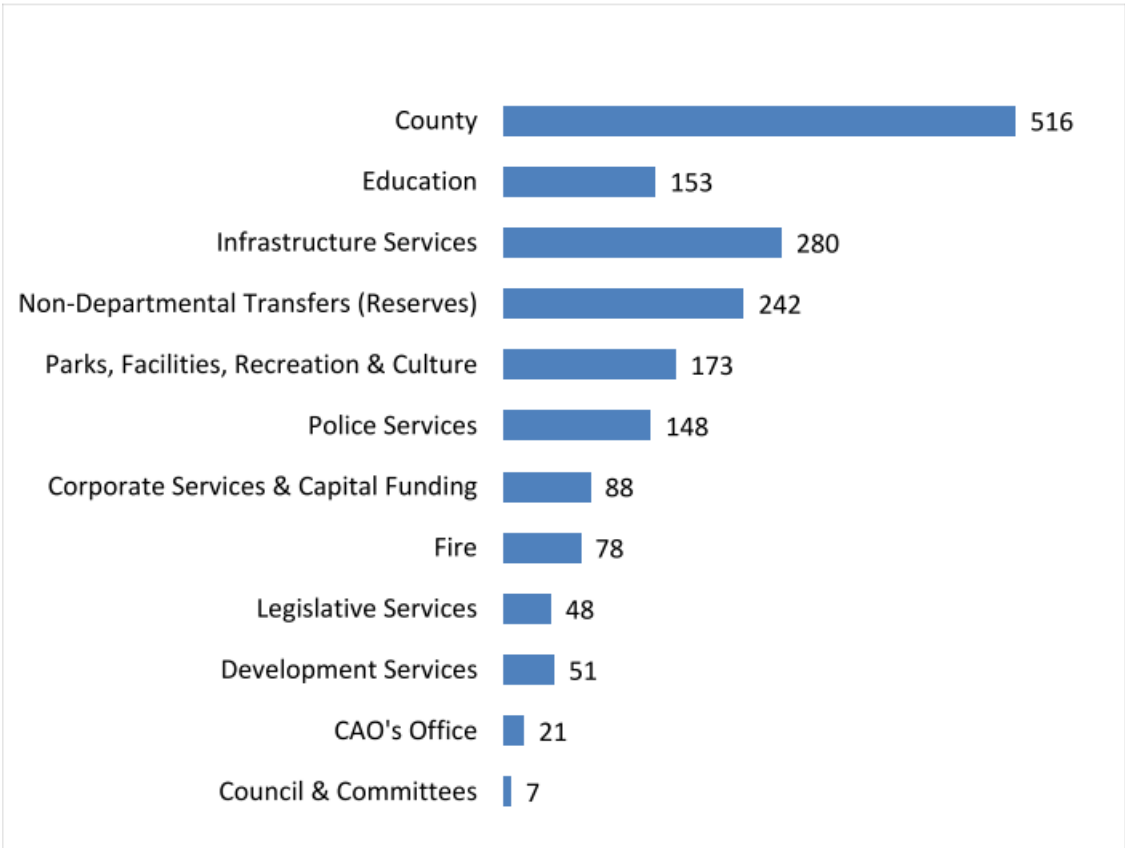
2024 Property Taxes

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

How Amherstburg Tax Dollars Work for You in 2024

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

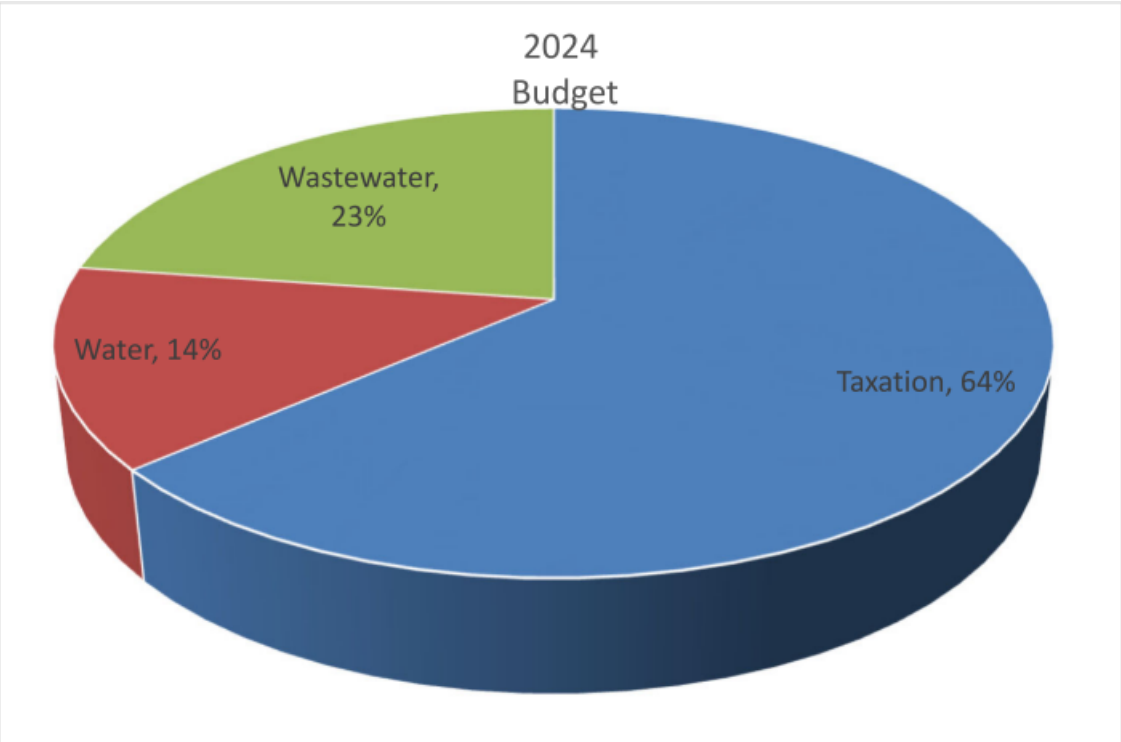
Amherstburg Levy	\$ 1,136	63%
County Levy	516	29%
Education Levy	153	8%
Total Tax Bill	<u>\$ 1,804</u>	



2024 Summary of Impact - Tax, Water and Wastewater

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

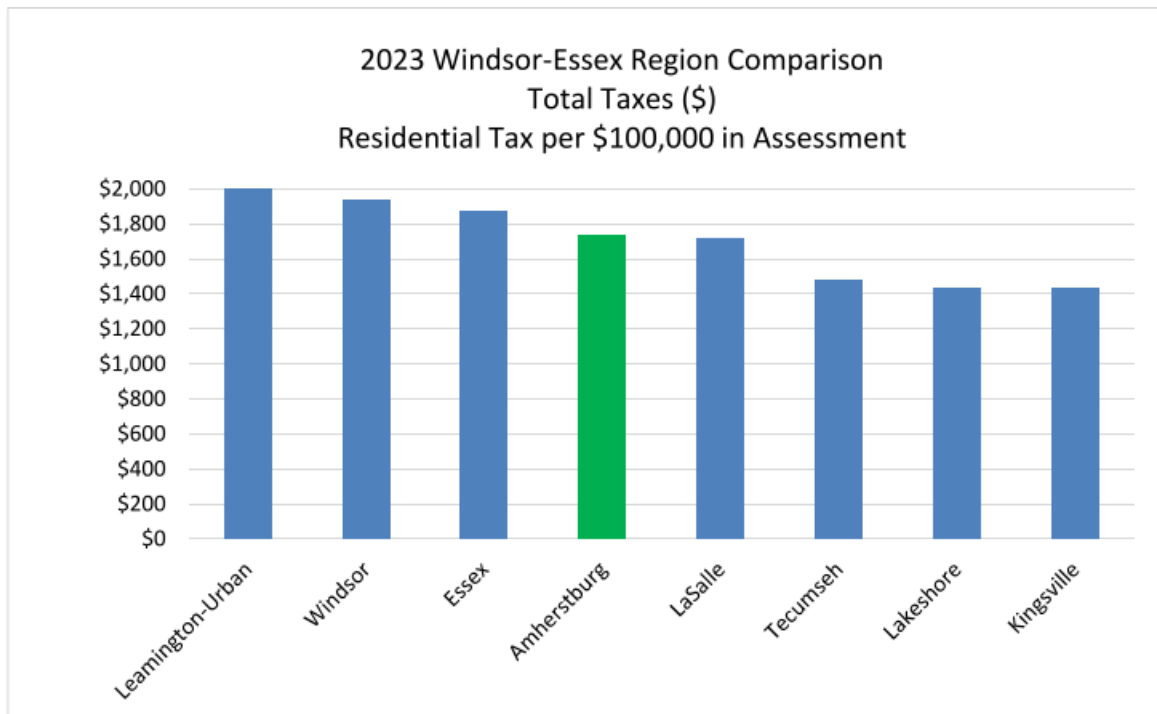
Taxation	\$	2,839
Water		616
Wastewater		1,015
	\$	<u>4,470</u>



Assumptions:
Based on Residential Dwelling Valued at \$250,000
Water rate is 2022 rate + 3%.
Wastewater rate is 2022 rate + 3%
Water usage of 20m3/mo

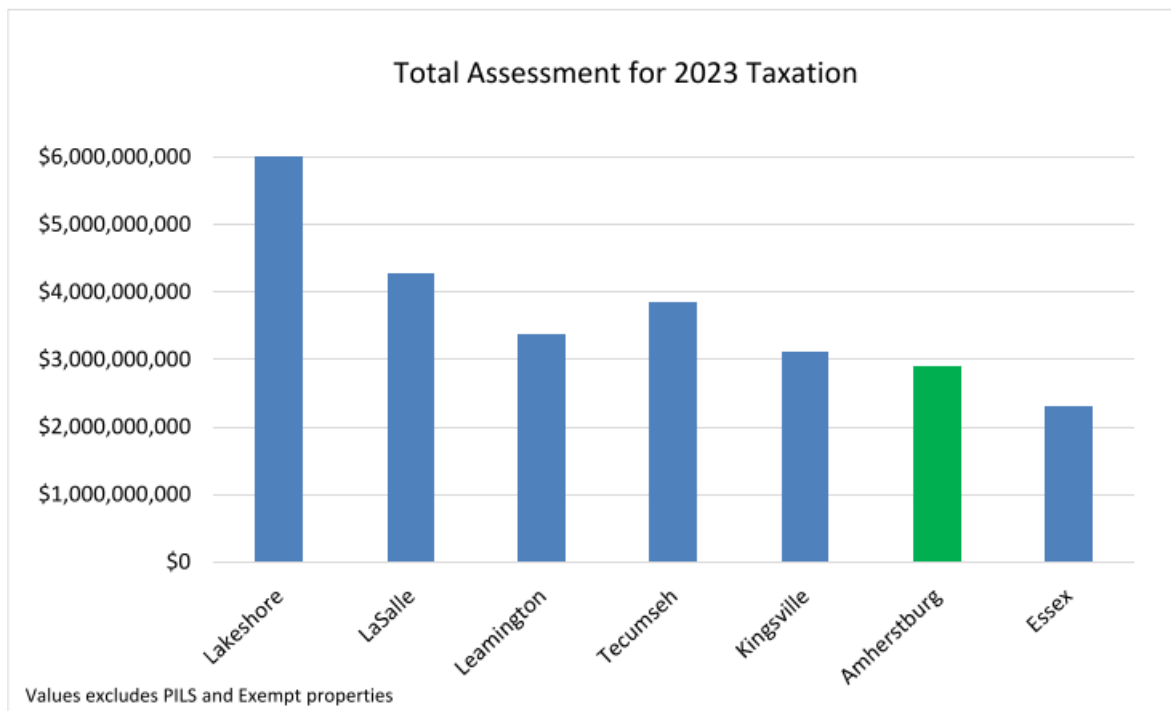
2023 Property Taxes

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



2023 Total Assessment

Assessment from 2023 Assessment Totals Report

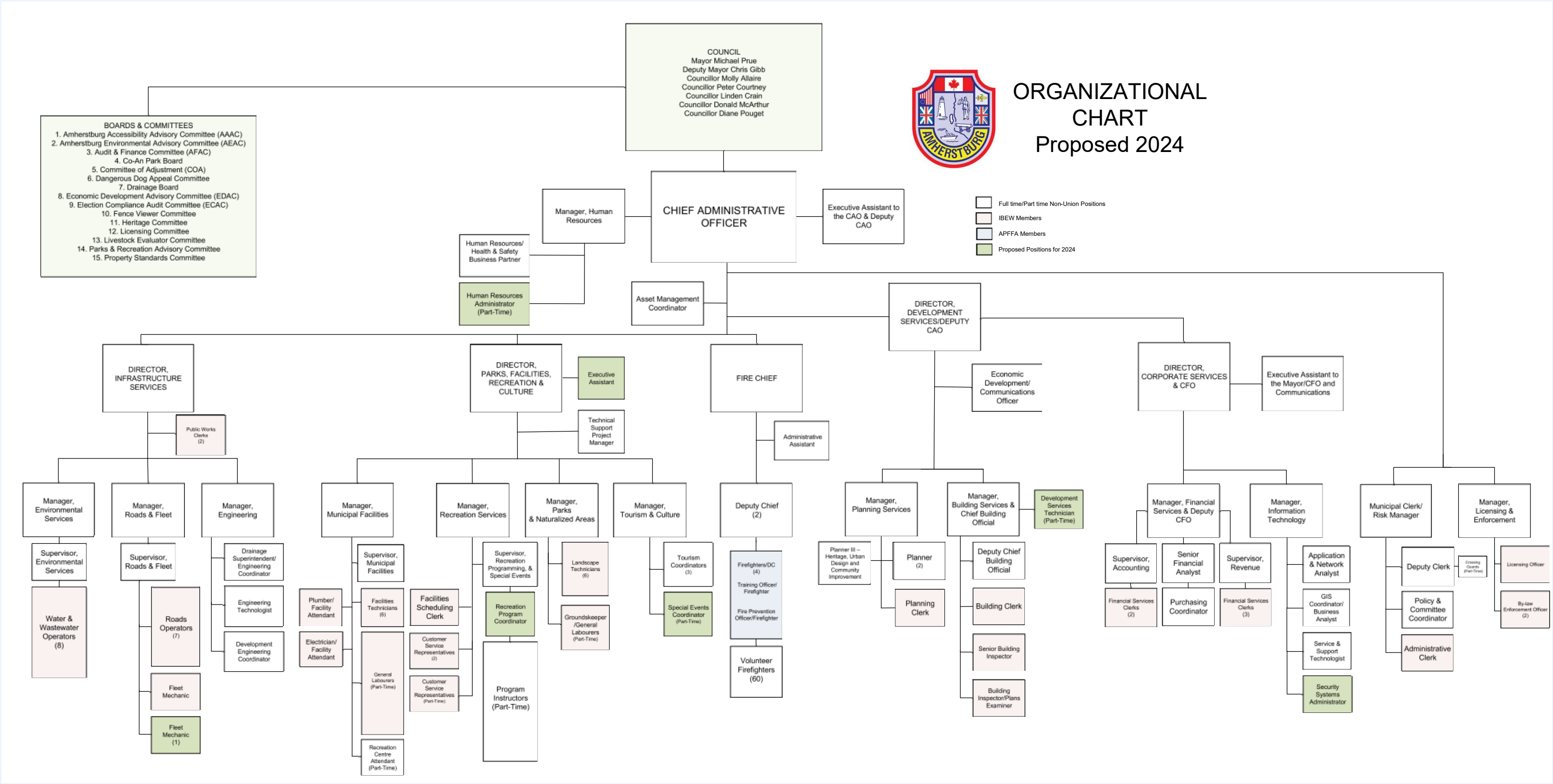


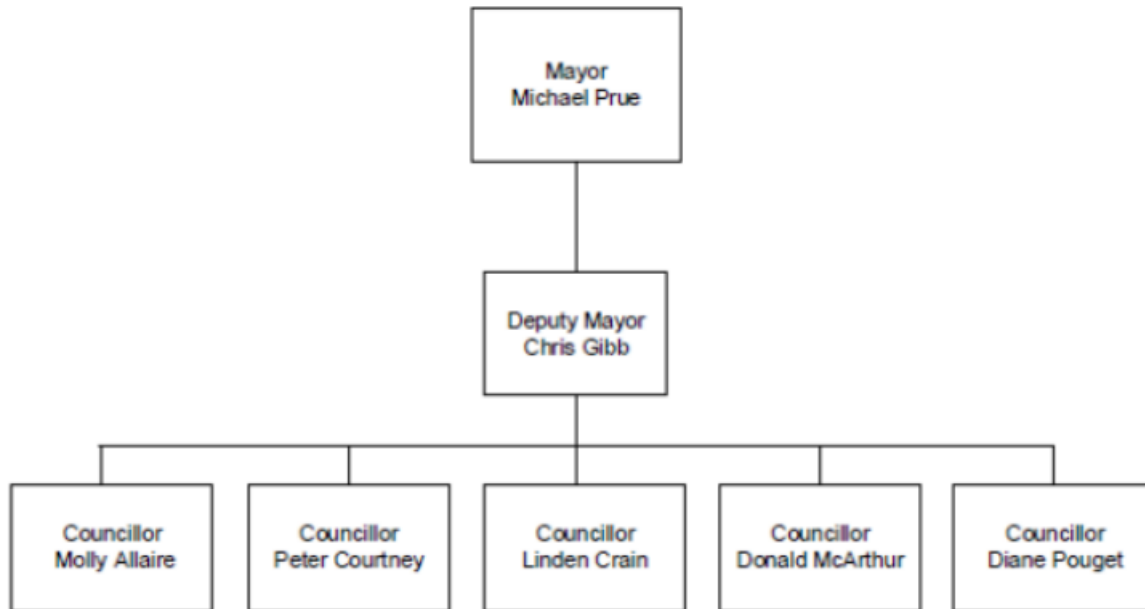
Town of Amherstburg									
Summary of Revenues									
2024 Budget									
Year ending December 31, 2024									
		2022 Budget	2022 YTD Actuals	2023 Budget	2023 YTD Actuals	2023 Base Budget	2024 Budget	2023 vs 2024 Budget Variance Fav/(Unfav)	
Office of the Chief Administrative Officer									
	Police	75,000	157,657	75,000	28,802	75,000	75,000	-	
Legislative Services									
	Clerk's Office	22,000	22,820	22,000	21,612	22,000	22,000	-	
	Licensing & Enforcement	71,600	86,772	83,600	-	83,600	133,100	49,500	
Corporate Services									
	Financial Services	48,000	54,164	48,000	19,902	48,000	48,000	-	
Non-Departmental		8,584,153	9,846,715	8,426,712	1,558,523	5,254,937	8,050,516	(376,196)	
Fire		45,000	77,342	55,000	57,885	55,000	116,000	61,000	
Parks, Facilities, Recreation & Culture									
	Facilities	342,779	359,539	342,779	112,678	342,779	342,779	-	
	Libro Centre	673,621	515,258	768,313	324,233	768,313	768,313	-	
	Parks	5,500	2,970	5,500	14,913	5,500	15,500	10,000	
	Recreation Services	181,000	188,146	202,000	70,447	202,000	203,872	1,872	
	Tourism & Culture	105,000	233,796	90,000	48,221	90,000	90,000	-	
Development Services									
	Building	857,400	1,419,752	965,100	270,520	965,100	842,000	(123,100)	
	Planning	107,560	144,845	275,966	90,953	275,966	280,173	4,207	
	Economic Development	-	-	-	337	-	61,656	61,656	
Infrastructure Services									
	Drainage	1,961,720	756,465	2,463,720	-	2,463,720	4,522,120	2,058,400	
	Public Works	774,000	869,537	834,000	338,303	834,000	1,349,600	515,600	
Total Non-Taxation Revenues		13,854,333	14,735,777	14,657,690	2,957,331	11,485,915	16,920,628	2,262,939	
Capital Special Levy		1,336,489	1,336,489	1,370,849	1,370,849	1,370,849	1,422,436	51,587	
TAXES LEVIED		25,492,485	25,492,485	26,974,125	26,974,125	26,974,125	29,883,462	2,909,337	
TOTAL TAX LEVY		26,828,974	26,828,974	28,344,973	28,344,973	28,344,974	31,305,898	2,960,924	
TOTAL TAX REVENUE		40,683,307	41,564,751	43,002,663	31,302,305	39,830,889	48,226,526	5,223,863	
TOTAL WATER REVENUE		5,913,137	6,425,923	6,202,497	2,469,208	6,202,497	6,383,156	180,659	
TOTAL WASTEWATER REVENUE		7,354,247	7,619,522	7,093,959	3,028,785	7,093,959	7,093,959	-	
TOTAL TOWN REVENUE		53,950,691	55,610,197	56,299,119	36,800,298	53,127,344	61,703,641	5,404,522	

Town of Amherstburg								
Summary of Expenses								
2024 Budget								
Year ending December 31, 2024								
		2022 Budget	2022 YTD Actuals	2023 Budget	2023 YTD Actuals	2024 Budget	2023 vs 2024 Budget Variance Fav/(Unfav)	% Increase
Council & Committees		326,976	259,808	308,372	108,032	311,337	(2,965)	1.0%
Office of the Chief Administrative Officer								
CAO's Office		811,942	843,760	827,733	294,731	876,173	(48,440)	5.9%
Police		5,472,437	5,498,285	5,608,808	2,346,123	6,301,854	(693,046)	12.4%
Legislative Services								
Clerk's Office		1,428,519	1,577,226	1,474,040	1,038,546	1,513,907	(39,866)	2.7%
Licensing & Enforcement		455,462	445,775	478,147	189,422	513,676	(35,529)	7.4%
Corporate Services								
Financial Services		1,559,654	1,445,516	1,580,054	619,358	1,607,383	(27,328)	1.7%
Human Resources		757,685	744,772	790,829	295,970	915,979	(125,150)	15.8%
Information Technology		1,077,051	1,139,440	1,168,188	468,903	1,194,858	(26,670)	2.3%
Non-Departmental		9,614,707	10,456,530	10,092,133	2,512,990	10,267,211	(175,078)	1.7%
Fire		2,446,165	2,355,836	2,604,443	777,338	3,300,423	(695,980)	26.7%
Parks, Facilities, Recreation & Culture								
Facilities		959,974	789,004	1,060,759	315,995	1,084,950	(24,191)	2.3%
Libro Centre		2,756,472	2,533,831	3,084,954	1,118,318	3,286,573	(201,619)	6.5%
Parks		1,369,647	1,473,191	1,383,478	443,286	1,439,023	(55,545)	4.0%
Recreation Services		616,085	572,421	668,563	216,005	802,457	(133,894)	20.0%
Tourism & Culture		578,917	761,382	684,535	226,750	749,744	(65,210)	9.5%
Development Services								
Building		857,400	1,419,752	965,100	325,453	842,000	123,100	-12.8%
Planning		579,586	509,437	772,923	375,815	855,905	(82,982)	10.7%
Economic Development		174,304	186,903	367,541	110,672	467,534	(99,993)	27.2%
Infrastructure Services								
Drainage		2,053,110	984,460	2,552,609	52,099	4,761,409	(2,208,800)	86.5%
Public Works		6,287,215	6,678,103	6,529,453	2,361,652	7,134,131	(604,678)	9.3%
Subtotals		40,183,308	40,675,432	43,002,663	14,197,458	48,226,526	(5,223,863)	12.1%
TOTAL OPERATING EXPENSES		40,183,308	40,675,432	43,002,663	14,197,458	48,226,526	(5,223,863)	12.1%
TAXATION FUNDED CAPITAL EXPENDITURES		500,000	-	-	-	-	-	-
CAPITAL RESERVE TRANSFERS				-	-	-	-	-
		500,000	-	-	-	-	-	-
TOTAL TAXATION FUNDED EXPENDITURES		40,683,307	40,675,432	43,002,663	14,197,458	48,226,526	(5,223,863)	12.15%
TOTAL WATER EXPENSES		5,913,137	6,425,923	6,202,497	2,620,400	6,383,156	(180,659)	
OPERATING EXPENSES		3,568,398	6,425,923	6,202,497	2,620,400	6,383,156	(180,659)	
CAPITAL EXPENDITURES		2,344,740	-	-	-	-	-	
TOTAL WASTEWATER EXPENSES		7,354,247	7,619,522	7,093,959	2,941,713	7,093,959	0	
OPERATING EXPENSES		5,597,151	7,619,522	7,093,959	2,941,713	7,093,959	-	
CAPITAL EXPENDITURES		1,757,096	-	-	-	-	-	
TOTAL TOWN EXPENSES		53,950,691	54,720,877	56,299,119	19,759,572	61,703,641	(5,404,522)	

Town of Amherstburg							
Summary of Expenses By Type							
2024 Budget							
Year ending December 31, 2024							
		2022 Budget	2022 YTD Actuals	2023 Budget	2023 YTD Actuals	2024 Budget	2023 vs 2024 Budget Variance Fav/(Unfav)
DEPARTMENT OPERATING EXPENSES							
Salaries		9,546,510	9,240,831	10,743,004	3,505,572	11,598,901	(855,897)
Benefits		2,895,308	2,635,326	3,401,052	1,168,493	3,624,947	(223,895)
Subtotals		12,441,818	11,876,157	14,144,056	4,674,065	15,223,847	- 1,079,792
General Expenses		3,838,979	3,829,275	3,684,888	1,889,520	4,084,068	(399,180)
Contracted Services		5,254,086	5,353,779	5,350,457	2,229,357	5,885,503	(535,046)
Equipment and Vehicles		713,680	773,948	724,253	267,874	680,453	43,800
Maintenance		1,137,075	1,039,515	1,159,575	393,723	1,188,875	(29,300)
Utilities		1,142,800	895,338	1,142,800	455,342	1,142,800	-
Road Maintenance		1,166,750	1,285,792	1,184,250	250,536	1,244,250	(60,000)
Solid Waste		1,509,700	1,565,986	1,561,200	594,090	1,649,500	(88,300)
Other Expenses		2,152,000	933,921	2,754,000	166,221	5,070,675	(2,316,675)
Debt Payments		778,567	772,627	778,568	322,292	1,003,568	(225,000)
Committees		34,300	14,996	27,405	885	28,800	(1,395)
Crossing Guards		1,000	-	1,000	-	1,000	-
Grants and Waivers		166,179	188,369	185,485	52,703	182,779	2,706
Retiree Benefits		349,570	369,513	349,570	144,358	417,319	(67,749)
Transfers to Reserves		9,496,803	11,790,266	9,955,157	2,756,494	10,423,090	(467,933)
Subtotals		27,741,490	28,813,325	28,858,608	9,523,394	33,002,679	- 4,144,071
TOTAL OPERATING EXPENSES		40,183,307	40,689,483	43,002,663	14,197,458	48,226,526	- 5,223,863
TAXATION FUNDED CAPITAL EXPENDITURES							
		500,000			-		
TOTAL TAX EXPENSES		40,683,307	40,689,483	43,002,663	14,197,458	48,226,526	(5,223,863)
WATER EXPENSES							
Salaries		902,147	907,498	937,034	331,643	961,748	(24,714)
Benefits		344,061	318,790	365,585	137,372	378,147	(12,562)
Subtotals		1,246,208	1,226,289	1,302,619	469,015	1,339,895	- 37,276
General Expenses		914,450	915,118	913,330	374,486	943,630	(30,300)
Equipment and Vehicles		301,400	313,297	362,983	125,001	362,983	-
Contracted Services		850,900	906,115	914,702	395,818	1,015,782	(101,080)
Maintenance		502,900	724,865	605,352	369,332	616,752	(11,400)
Utilities		210,000	226,366	210,000	96,982	210,000	-
Other Expenses		6,500	1,758	6,500	3,516	6,500	-
Debt Payment		354,379	346,473	344,379	143,491	344,379	-
Transfer to Reserves & Capital		1,526,401	994,153	1,542,632	642,760	1,543,235	(603)
Subtotal Water Operating Expenses		5,913,138	5,654,434	6,202,497	2,620,400	6,383,156	(180,659)
WASTEWATER EXPENSES							
General Expenses		899,800	904,829	884,800	360,064	972,600	(87,800)
Environmental Services		2,184,100	2,013,538	2,274,725	791,984	2,224,932	49,793
Building and Utilities		860,950	834,608	928,540	537,212	928,540	-
Debt Payment		2,312,679	2,279,194	2,009,777	837,407	2,009,777	-
Transfer to Reserves & Capital		1,096,718	261,827	996,117	415,045	958,110	38,007
Subtotal Wastewater Operating Expenses		7,354,247	6,293,996	7,093,959	2,941,713	7,093,959	-
TOTAL TOWN EXPENSES		53,950,692	52,637,913	56,299,119	19,759,572	61,703,641	(5,404,522)

TOWN OF AMHERSTBURG							
TAX LEVY CALCULATION							
2024 Budget	2022 Budget	2023 Budget		2024 Budget		Increase	
Total Collectable Tax Levy General	\$ 25,492,485	\$ 26,974,125		\$ 29,883,462		\$ 2,909,337	10.79%
Total Collectable Tax Levies Special Purpose							
Funds Raised By Capital Replacement Levy	\$ 668,245	\$ 685,424		\$ 711,218			
Funds Raised By Capital Reserve Levy	\$ 668,245	\$ 685,424		\$ 711,218			
	\$ 1,336,489	\$ 1,370,849		\$ 1,422,436			
Total Collectable Tax Levies	\$ 26,828,974	\$ 28,344,973		\$ 31,305,898		\$ 2,960,924	10.45%
Tax Rate Calculation Data:							
Taxable Assessment as provided by MPAC	2,673,191,650	2,752,152,250		2,839,767,950			
Weighted Assessment	2,590,033,942	2,656,620,144	2.57%	2,756,592,570	3.76%		
(calculated using tax ratios provided by the County of Essex)			Net Growth		Net Growth		
Average Tax Rate Calculation	0.00984253	0.01015355		0.01084073			6.77%
Total Collectable (through tax rates)/							
Weighted Assessment							
Capital Replacement Rate	0.00025801	0.00025801		0.00025801			0.00%
Capital Reserve Rate	0.00025801	0.00025801		0.00025801			0.00%
Total Tax and Capital Rate	0.01035854	0.01066956		0.01135674			6.44%
Amount Per \$100,000 in Assessment							
Total General Levy Taxes on \$100,000 in assessed value	\$ 984.25	\$ 1,015.35		\$ 1,084.07			
Total Capital Replacement Levy on \$100,000 in assessed value	\$ 25.80	\$ 25.80		\$ 25.80			
Total Capital Reserve Levy on \$100,000 in assessed value	\$ 25.80	\$ 25.80		\$ 25.80			
Total Municipal Tax Bill on \$100,000 in assessed value	\$ 1,035.85	\$ 1,066.96		\$ 1,135.67			\$ 68.72

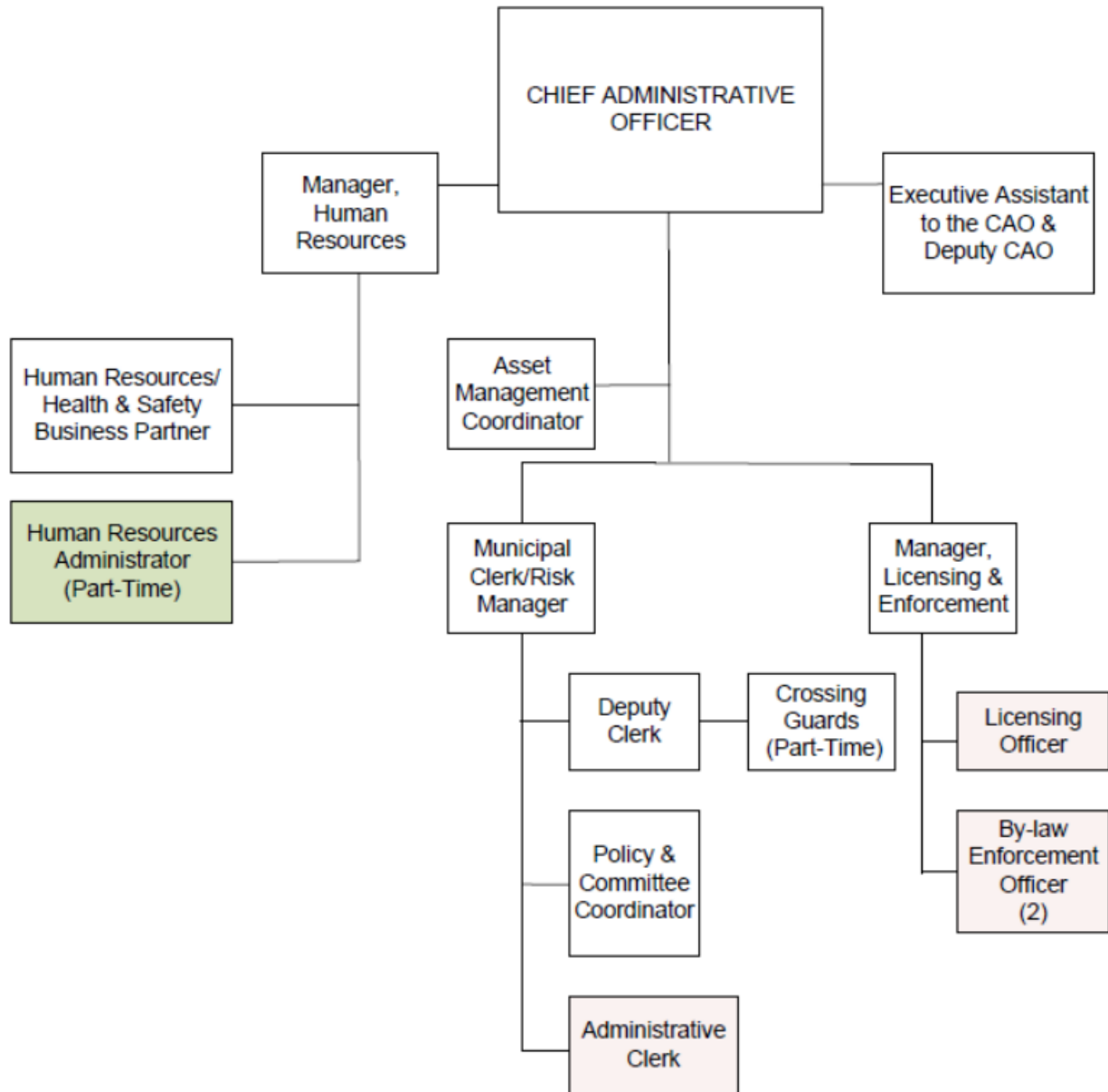




- BOARDS & COMMITTEES**
1. Amherstburg Accessibility Advisory Committee (AAAC)
 2. Amherstburg Environmental Advisory Committee (AEAC)
 3. Audit & Finance Committee (AFAC)
 4. Co-An Park Board
 5. Committee of Adjustment (COA)
 6. Dangerous Dog Appeal Committee
 7. Drainage Board
 8. Economic Development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



Department Overview





Department Description

The Office of The Chief Administrative Officer

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

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

Clerks Department

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

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

Licensing and Enforcement Division

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

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

**Human Resources Department**

The Human Resources Department provides the following services:

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

Budgeted Staffing Resources

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

2023 Staffing Complement includes:*Full Time*

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

Part Time

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

Proposed 2024 Staff Complement Changes:Part Time*

- 0.60 Human Resource Administrator (less 0.24 HR Student)

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

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

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

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

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

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

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

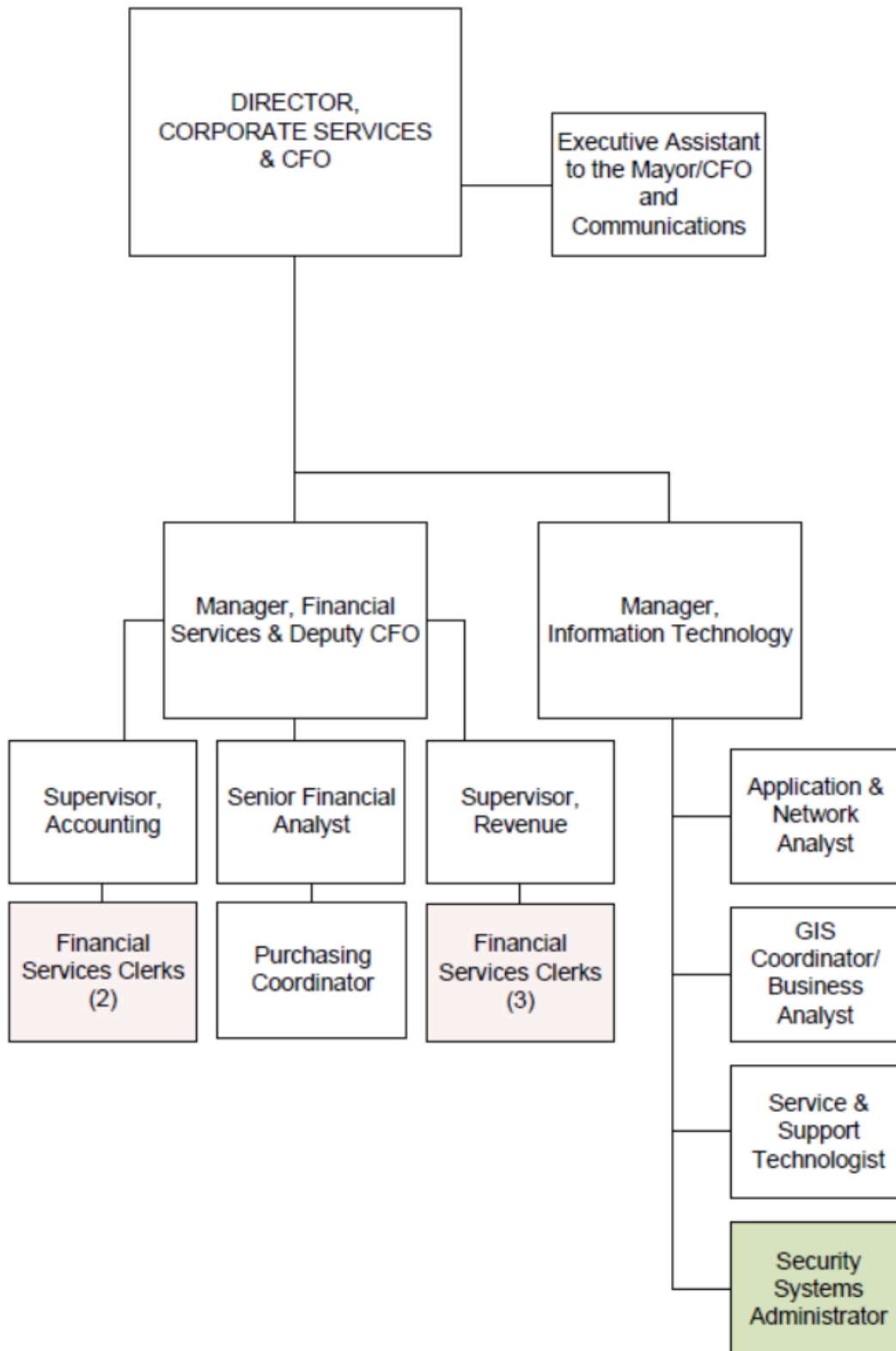
Town of Amherstburg													
Department:						Corporate Services							
Budget Centre:						Human Resources							
2024 Budget													
Year ending December 31, 2024													
		2022 YTD Actuals	2023 Total Budget	2023 YTD Actuals	2023 YTD Variance	2024 Base Budget	2023 In Year Approval	Request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

Town of Amherstburg												
Department:						Legislative Services						
Budget Centre:						Licencing and Enforcement						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD Actuals	2023 Total Budget	2023 YTD Actuals	2023 YTD Variance	2024 Base Budget	2023 In Year Approval	Request - Base Budget	Request - One Time	Request - Enhancement	2024 Total Budget	Issue Paper Ref. No.
Revenue:												
	Provincial Grants	-		-	-	-					-	
	Lic Enforcement Fees and Services Revenue	-		5,345	(5,345)	-				42,000	42,000	
	Lottery Licences	16,253	22,000	4,154	17,846	22,000					22,000	
	Liquor Licences	250	100	-	100	100					100	
	Business Licences	6,867	14,000	3,671	10,329	14,000				4,500	18,500	COU-001
	Marriage Licences	19,174	13,000	5,389	7,611	13,000					13,000	
	Animal Control - Dog Tags and Fines	21,292	17,000	17,011	(11)	17,000					17,000	
	Pool Permits	-	-	-	-	-					-	
	Sign Permits	-	2,000	-	2,000	2,000				1,000	3,000	LIC-001
	Encroachment Fees	806	2,000	-	2,000	2,000				2,000	4,000	LIC-001
	Parking Tickets	6,610	9,000	6,443	2,557	9,000					9,000	
	Fees waived	-	-	-	-	-					-	
	Other Revenues	15,521	4,500	2,541	1,959	4,500					4,500	
Total Revenue		86,772	83,600	44,554	39,046	83,600	-	-	-	49,500	133,100	
Expenses:												
Salaries and Wages:												
	Salaries - Full Time	273,790	294,557	113,853	180,703	294,557		24,695			319,252	
	Salaries - STD/LTD Credit	-	-	-	-	-					-	
	Salaries - Overtime	187	2,000	776	1,224	2,000		-			2,000	
	Salaries - Temporary	-	-	-	-	-					-	
	Salaries - Part Time	-	-	-	-	-					-	
Total Salaries and Wages		273,977	296,557	114,629	181,927	296,557	-	24,695	-	-	321,252	
Benefits:												
	Benefits - CPP	13,301	15,018	6,719	8,299	15,018		1,344			16,362	
	Benefits - EI	4,323	4,663	2,227	2,437	4,663		143			4,806	
	Benefits - OMERS	26,346	29,038	11,664	17,374	29,038		2,778			31,816	
	Benefits - EHT	5,328	5,783	2,282	3,501	5,783		481			6,264	
	Benefits - Greenshield	26,301	24,276	10,570	13,705	24,276		20			24,296	
	Benefits - Life and Disability	16,926	19,441	7,060	12,380	19,441		991			20,432	
	Benefits - WSIB	8,643	10,202	4,029	6,173	10,202		645			10,847	
	Benefits - Post Retirement	2,793	2,925	1,125	1,800	2,925		-			2,925	
Total Benefits		103,961	111,345	45,675	65,669	111,345	-	6,403	-	-	117,748	
General Expenses:												
	Uniforms	5,200	2,700	2,681	19	2,700					2,700	
	Office Supplies	3,609	1,500	1,724	(224)	1,500					1,500	
	Advertising	-	-	-	-	-				1,000	1,000	GEN-001
	Mobile Devices	2,093	3,200	615	2,586	3,200					3,200	
	Professional Fees	2,398	1,500	117	1,383	1,500					1,500	
	Memberships	-	1,150	-	1,150	1,150					1,150	
	Training and Professional Development	5,346	8,550	3,353	5,197	8,550					8,550	
	Travel & Mileage	-	500	398	102	500					500	
	Vehicle and Equipment Maintenance	3,254	1,800	1,537	263	1,800					1,800	
	GPS	831	796	367	429	796					796	
	Service Agreement - Radios	1,280	-	640	(640)	-					-	
	Legal Fees	-	-	-	-	-					-	
	Animal Control - Tags	1,488	600	-	600	600					600	
	Animal Control - Contract	33,000	33,000	17,000	16,000	33,000		1,680			34,680	LIC-004
	Animal Control - Other	1,906	7,750	325	7,425	7,750		(3,750)			4,000	LIC-002
	Encroachment Expenses	(25)	-	-	-	-				1,000	1,000	LIC-003
	Marriage Licences	7,460	7,200	-	7,200	7,200					7,200	
Total General Expenses		67,838	70,246	29,117	41,129	70,246	-	(2,070)	-	2,000	70,176	

Town of Amherstburg												
Department:						Legislative Services						
Budget Centre:						Licencing and Enforcement						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD Actuals	2023 Total Budget	2023 YTD Actuals	2023 YTD Variance	2024 Base Budget	2023 In Year Approval	Request - Base Budget	Request - One Time	Request - Enhancement	2024 Total Budget	Issue Paper Ref. No.
Other Expenses:												
	Fence Viewer Committee	-		-	-	-					-	
	Livestock Compensation Expense	-	-	-	-	-					-	
	Total Other Expenses	-	-	-	-	-	-	-	-	-	-	
Total Expenses												
		445,775	478,147	189,422	288,726	478,147	-	29,029	-	2,000	509,176	
Transfer to (from) Reserves												
	Transfer from Reserves	-	-	-	-	-					-	
	Transfer to Reserves	-	-	-	-	-				4,500	4,500	COU-001
	Total Reserve Transfers	-	-	-	-	-	-	-	-	4,500	4,500	
Total Operating Expenses and Transfers												
		445,775	478,147	189,422	288,726	478,147	-	29,029	-	6,500	513,676	
Net Operating Budget												
		359,003	394,547	144,867	249,680	394,547	-	29,029	-	(43,000)	380,576	
	Incr/(Decr) from Prior Year		2.8%		-35.4%						-3.5%	



Department Overview





Department Description

Financial Services

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

Duties of the Finance Department

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

Information Technology

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

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

**Budgeted Staffing Resources- Corporate Services**

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

2023 Staffing Complement includes:*Full Time*

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

Part Time

- 0.33 IT Student (1 position)

Proposed 2024 Staff Complement changes:Full Time*

- 1.00 IT Security & Systems Administrator

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

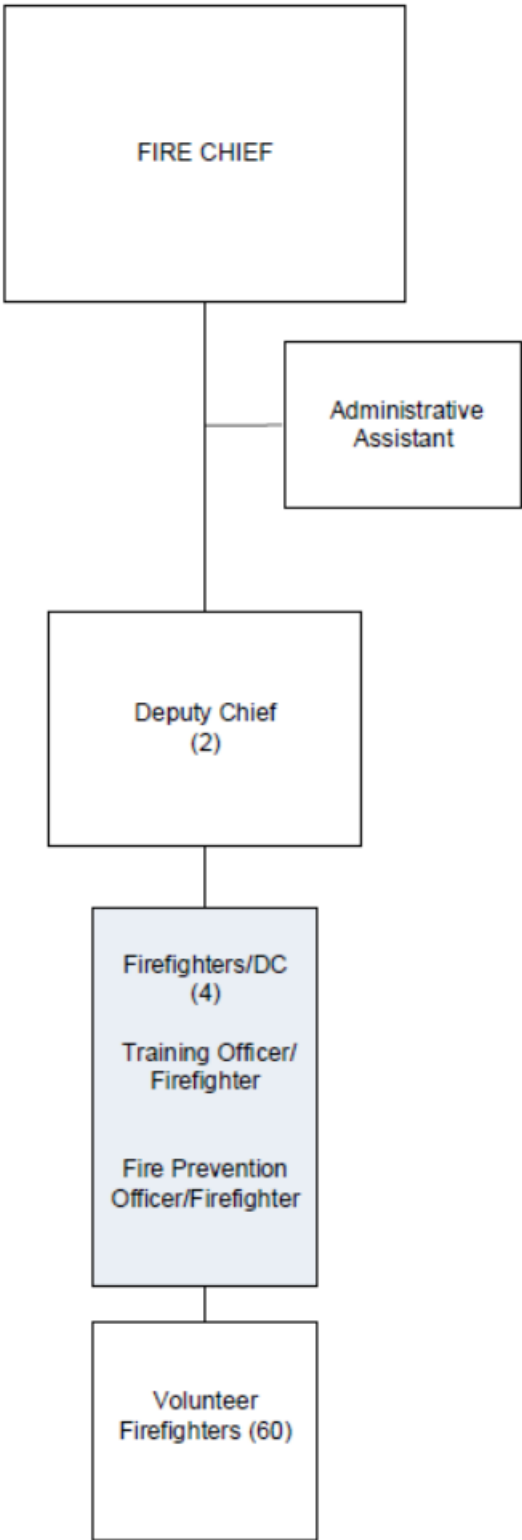
Town of Amherstburg													
Department:						Corporate Services							
Budget Centre:						Information Technology							
2024 Budget													
Year ending December 31, 2024													
		2022 YTD Actuals	2023 Total Budget	2023 YTD Actuals	2023 YTD Variance	2024 Base Budget	2023 In Year Approval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

Town of Amherstburg													
Department:							3			Corporate Services			
Budget Centre:										Non-Departmental			
2024 Budget													
Year ending December 31, 2024													
		2022 YTD Actuals	2023 Total Budget	2023 YTD Actuals	2023 YTD Variance	2024 Base Budget	2023 In Year Approval	Request - Base Budget	Request - One Time	Request - Enhancement	2024 Total Budget	Issue Paper Ref. No.	
Revenue:													
Administrative Income													
	Administrative Charges - Building	109	-	-	-	-					-		
	Recoveries - Water Overhead	692,500	692,500	288,542	403,958	692,500				19,400	711,900		
	Recoveries-Building	134,774	134,774	56,156	78,618	134,774					134,774		
	Recoveries - Wastewater Overhead	241,600	241,600	100,667	140,933	241,600				19,300	260,900		
	Total Administrative Income - Non Departmental	1,068,983	1,068,874	445,364	623,510	1,068,874	-	-	-	38,700	1,107,574		
Taxation Revenue													
	Supplementary Taxes	807,107	710,000	-	710,000	710,000					710,000		
	PIL Federal Government	46,860	49,000	11,677	37,323	49,000				5,000	54,000	NON-001	
	PIL Provincial	27,439	28,800	6,860	21,940	28,800					28,800		
	PIL Municipal	72,508	76,300	-	76,300	76,300					76,300		
	CF PIL not given to School Board	113,462	113,700	12,467	101,233	113,700				6,300	120,000	NON-001	
	PIL Essex Terminal	3,292	2,400	-	2,400	2,400					2,400		
	PIL Subtotal	260,269	267,800	-	267,800	267,800	-	-	-	11,300	279,100		
	Total Taxation Revenue	1,070,669	980,200	31,004	1,216,996	980,200	-	-	-	11,300	991,500		
Grants													
	Other Federal Grants	50,181	-	10,000	(10,000)	-					-		
	Provincial Grant	122,840	-	-	-	-					-		
	Federal Gas Tax Funding	1,116,807	1,165,363	-	1,165,363	1,165,363					1,165,363		
	OCIF Formula Based Funding	3,194,879	3,007,975	-	3,007,975	-			2,556,779		2,556,779	85% of 2023	
	Ontario Municipal Partnership Fund	1,326,400	1,220,900	610,450	610,450	1,220,900	-	2,200			1,218,700	Received Oct 20	
	Total Other Grants	5,811,107	5,394,238	620,450	4,773,788	2,386,263	-	(2,200)	2,556,779	-	4,940,842		
Investment Income													
	Dividends on Investment	-	251,800	251,832	(32)	248,000					248,000		
	Interest on Bank Accounts	386,655	215,000	83,002	131,998	55,000			145,000		200,000	NON-005	
	Total Investment Income	386,655	466,800	334,834	131,966	303,000	-	-	145,000	-	448,000		
Other Income													
	Ontario Aggregate Fees	265,140	236,000	-	236,000	236,000				46,000	282,000	NON-002	
	Donations-Global	34,700	-	10,000	(10,000)	-					-		
	Penalties and Interest on Taxes	274,704	275,600	116,870	158,730	275,600					275,600		
	Sale of Municipal Property	807,087	-	-	-	-					-		
	Miscellaneous Revenue	127,669	5,000	2	4,998	5,000					5,000		
	Greenshield Surplus	-	-	-	-	-					-		
	Total Other Income	1,509,301	516,600	126,872	389,728	516,600	-	-	-	46,000	562,600		
Local Improvement Recoveries													
	Watermains on Taxes	-	-	-	-	-					-		
	Total Local Improvements	-	-	-	-	-	-	-	-	-	-		
	Total Revenue	9,846,715	8,426,712	1,558,523	7,135,989	5,254,937	-	(2,200)	2,701,779	96,000	8,050,516		

Town of Amherstburg												
Department:					3			Corporate Services				
Budget Centre:								Non-Departmental				
2024 Budget												
Year ending December 31, 2024												
		2022 YTD	2023 Total	2023 YTD	2023 YTD	2024 Base	2023 In Year	Request -	Request -	Request -	2024 Total	Issue Paper Ref. No.
		Actuals	Budget	Actuals	Variance	Budget	Approval	Base Budget	One Time	Enhancement	Budget	
Expenses:												
General Expenses:												
	Office Supplies	250	-	-	-	-	-				-	
	Postage	37,324	49,000	16,414	32,586	49,000					49,000	
	Advertising	27,683	18,000	11,388	6,612	18,000					18,000	
	911 Service	-	-	-	-	-					-	
	Donations	-	-	-	-	-					-	
	Contingency Allowance	-	-	-	-	-					-	
	Cash Short/ Over	-	-	(0)	0	-					-	
	Municipal Tax Write Offs	78,137	235,000	19,347	215,653	235,000				(50,000)	185,000	NON-004
	Interest Expense	1,594	10,000	70,529	(60,529)	10,000				90,000	100,000	NON-007
	Bank Charges	-	-	-	-	-					-	
	Charity Rebate	-	1,480	-	1,480	-					-	
	Heritage Tax Rebates	-	6,000	-	6,000	6,000					6,000	
	Conservation Authority Levy	155,950	158,681	78,187	80,495	158,681		5,760			164,441	3% increase
	Miscellaneous expense	-	-	-	-	-					-	
	Total General Expenses	300,939	478,161	195,864	282,297	476,681	-	5,760	-	40,000	522,441	
Expenses - Grants & Waivers												
					-							
	Grants to Organizations	53,203	62,706	52,703	10,003	43,400				16,600	60,000	
	Grants for Community Rentals	135,167	122,779	-	122,779	122,779					122,779	
	Waiver of Fees	-	-	-	-	-					-	
	Total Expenses - Grants & Waivers	188,369	185,485	52,703	132,782	166,179	-	-	-	16,600	182,779	NON--003
Debt Charges												
	Principal Payments - Admin Debt	-	-	-	-	-					-	
	Interest Payments - Admin Debt	-	-	-	-	-					-	
	Total Debt Charges	-	-	-	-	-	-	-	-	-	-	
	Total Expenses	489,308	663,646	248,566	415,080	642,860	-	5,760	-	56,600	705,220	
Transfer to (from) Reserves												
	Transfer from Reserve Fund - DC	(17,941)	-	-	-	-					-	
	Transfer from Deferred Charges	-	-	-	-	-					-	
	Transfer from Reserves	(15,000)	-	-	-	-					-	
	Transfer to Reserve Fund	140,840	-	-	-	-					-	
	Transfer to Reserve Fund - Federal Gas Tax	1,116,807	1,165,363	-	1,165,363	1,165,363					1,165,363	
	Transfer to Reserve Fund - Provincial Grants	3,194,879	2,876,875	-	2,876,875	-			2,556,779		2,556,779	
	Transfer from Deferred Charges	-	-	10,159	(10,159)	-					-	
	Transfer to Reserve - Contingency	118,600	118,600	49,415	69,185	118,600					118,600	
	Transfer to Reserve Fund - General (Life Cycle)	25,000	4,166,549	-	4,166,549	4,166,549				453,600	4,620,149	NON-006
	Transfer to Reserve Fund	325,000	-	135,415	(135,415)	-					-	
	Transfer to Reserve Fund - Sale of Land	3,744,336	-	1,746,060	(1,746,060)	-					-	
	Transfer to Reserve Fund -Capital	500,000	-	323,375	(323,375)	-					-	
	Transfer to Reserve Fund - Sale of Land	800,000	-	-	-	-					-	
	Transfer to Reserve Fund Other	34,700	-	-	-	-					-	
	Transfer to Reserve Funds - Capital New	-	776,100	-	776,100	776,100					776,100	
	Transfer from Operations to CAP YE	-	-	-	-	-					-	
	Transfer to Reserve - Tax Rate Stabilization	-	325,000	-	325,000	325,000					325,000	
	Total Reserve Transfers	9,967,221	9,428,487	2,264,424	7,164,063	6,551,612	-	-	2,556,779	453,600	9,561,991	
	Total Expenses and Transfers	10,456,530	10,092,133	2,512,990	7,579,143	7,194,472	-	5,760	2,556,779	510,200	10,267,211	
	Net Operating Budget	609,814	1,665,421	954,467	443,154	1,939,535	-	7,960	(145,000)	414,200	2,216,695	
	Incr/(Decr) from Prior Year		61.6%								33.1%	



Department Overview





Department Description

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

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

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



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

Budgeted Staffing Resources - Fire Services

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

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

2023 Staffing Complement includes:

Full Time

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

Part Time

60.0 Volunteer Firefighters

*Proposed 2024 Staff Complement changes:

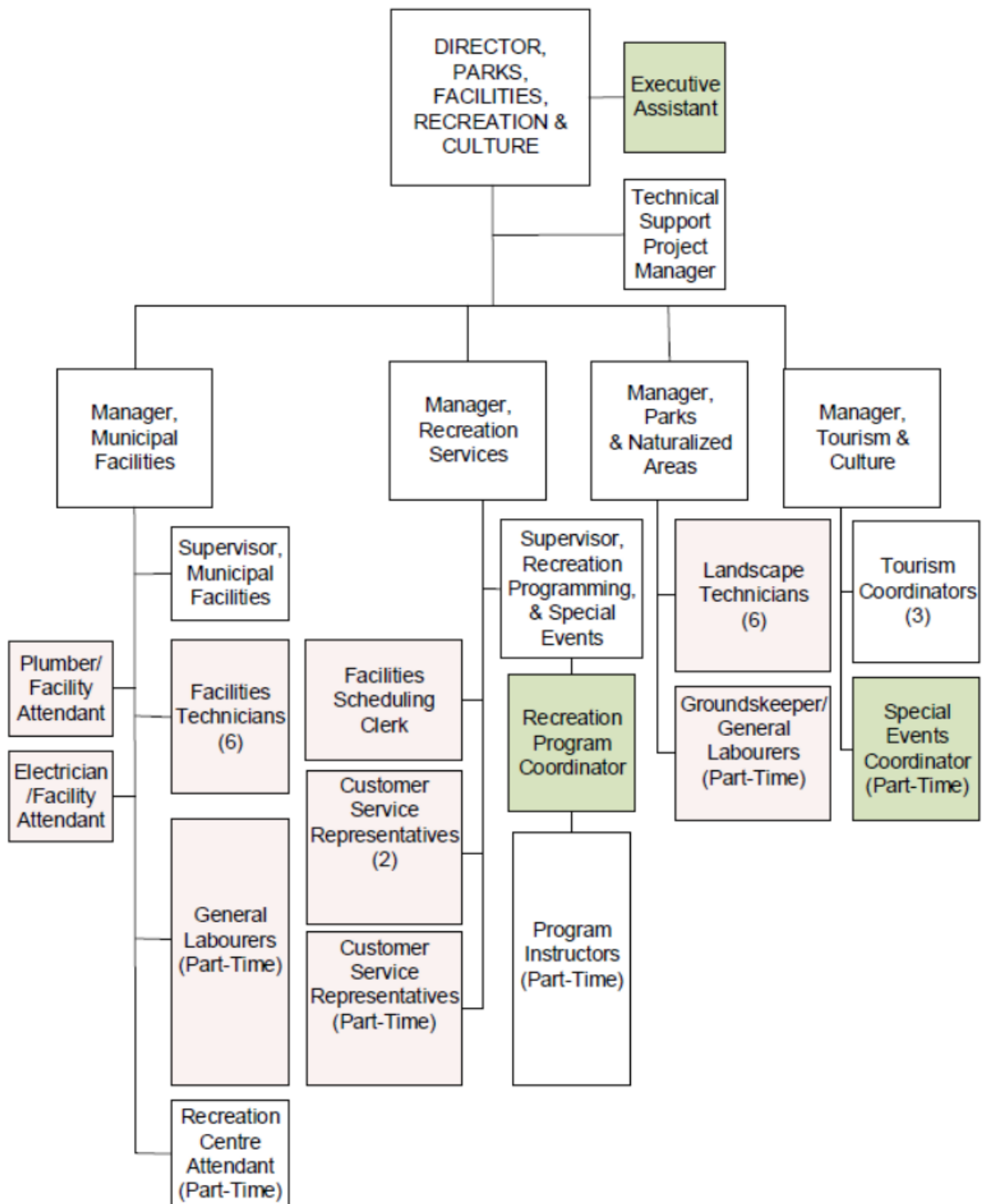
No changes

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

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



Department Overview





Department Description

Parks Division:

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

Recreation Division:

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

Facilities Division:

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

Tourism and Culture Division:

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

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

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

2023 Staffing Complement includes:*Full Time*

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

Part Time

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

Students

2.80 Parks Student Labourers
 1.64 Tourism Students
 0.22 Recreation Camp Students

Proposed 2024 Staff Complement Changes:Full Time*

1.00 Executive Assistant PFRC

Part Time

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

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

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

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

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

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

Town of Amherstburg													
Department:							Parks, Facilities, Recreation & Culture						
Budget Centre:							Parks						
2024 Budget													
Year ending December 31, 2024													
			2022 YTD	2023 Total	2023 YTD	2023 YTD	2024 Base	2023 In Year	Request -	Request -	Request -	2024 Total	
			Actuals	Budget	Actuals	Variance	Budget	Approval	Base Budget	One Time	Enhancement	Budget	Issue Paper Ref. No.
Revenue:													
10-4-7017000-1075	Donations - Memorials (Benches)	-	-	-	-	-	-				10,000	10,000	PAR-001
10-4-7017000-1080	Donations - Hanging Basket Program Revenue	-	-	-	-	-	-					-	
10-4-7017000-3010	Built Right Bike Parks	-	-	11,867	(11,867)	-	-					-	
10-4-7017000-1026	Other Income	2,970	5,500	3,046	2,454	5,500	5,500					5,500	
Total Revenue		2,970	5,500	14,913	(9,413)	5,500	5,500	-	-	-	10,000	15,500	
Expenses:													
Salaries and Wages:													
10-5-7017000-0101	Salaries - Full Time	507,878	513,931	100,460	413,471	513,931			16,256			530,187	
10-5-7017000-0101-002	Salaries - Full Time	-	-	98,659	(98,659)	-	-					-	
10-5-7017000-0104	Salaries - STD/LTD Credit	(156)	-	-	-	-	-					-	
10-5-7017000-0105	Salaries - CE, RE, S.T.D	(23,771)	-	(9,950)	9,950	-	-					-	
10-5-7017000-0102	Salaries - Overtime	9,132	15,000	7,929	7,071	15,000			-			15,000	
10-5-7017000-0109	Salaries - Students	90,886	91,464	7,822	83,642	91,464			11,924			103,388	
10-5-7017000-0112	Salaries - Part time	69,736	111,396	26,991	84,405	111,396			12,478			123,874	
Total Salaries and Wages		653,704	731,791	231,911	499,880	731,791	-	40,658	-	-	-	772,449	
Benefits:													
10-5-7017000-0201	Benefits - CPP	32,045	39,244	13,326	25,918	39,244			1,096			40,340	
10-5-7017000-0202	Benefits - EI	11,152	13,133	4,623	8,510	13,133			976			14,109	
10-5-7017000-0203	Benefits - OMERS	50,452	68,447	22,101	46,346	68,447			(4,657)			63,790	
10-5-7017000-0204	Benefits - EHT	12,614	14,118	4,584	9,534	14,118			945			15,063	
10-5-7017000-0205	Benefits - Greenshield	33,933	47,612	13,952	33,660	47,612			(3,493)			44,119	
10-5-7017000-0207	Benefits - Life and Disability	35,975	33,853	15,082	18,772	33,853			15			33,868	
10-5-7017000-0208	Benefits - WSIB	21,025	24,729	8,396	16,333	24,729			1,690			26,419	
10-5-7017000-0209	Benefits - Post Retirement	5,499	4,875	2,351	2,524	4,875			1,300			6,175	
Total Benefits		202,696	246,011	84,414	161,597	246,011	-	(2,128)	-	-	-	243,883	
General Expenses:													
10-5-7017000-0252	Uniforms	6,224	4,300	5,631	(1,331)	4,300			5,700			10,000	PAR-004
10-5-7017000-0301	Office Supplies	1,832	2,000	584	1,416	2,000						2,000	
10-5-7017000-0336	Contracted Services	71,077	67,500	7,273	60,227	67,500					4,915	72,415	PAR-002
10-5-7017000-0345	Mobile Devices	1,025	1,320	244	1,076	1,320						1,320	
10-5-7017000-0406	GPS	4,122	3,981	1,815	2,166	3,981						3,981	
10-5-7017000-0351	Training and Professional Development	2,500	8,700	3,547	5,153	8,700						8,700	
10-5-7017000-0352	Travel and Mileage	-	-	-	-	-						-	
10-5-1001020-0327	Professional Fees	-	-	-	-	-						-	
10-5-7017000-0319	Service Agreement - Radios	3,017	3,500	1,646	1,854	3,500						3,500	
10-5-7017000-0771	Special Events	6,140	3,500	-	3,500	3,500						3,500	
Total General Expenses		95,937	94,801	20,740	74,061	94,801	-	5,700	-	4,915	-	105,416	
Other Expenses:													
10-5-7017000-1300	Co-An Park	21,423	21,000	21,000	-	21,000					2,100	23,100	PAR-003
10-5-7017000-1310	Joint Use Agreements	5,000	5,000	-	5,000	5,000						5,000	
Total Other Expenses		26,423	26,000	21,000	5,000	26,000	-	-	-	-	2,100	28,100	

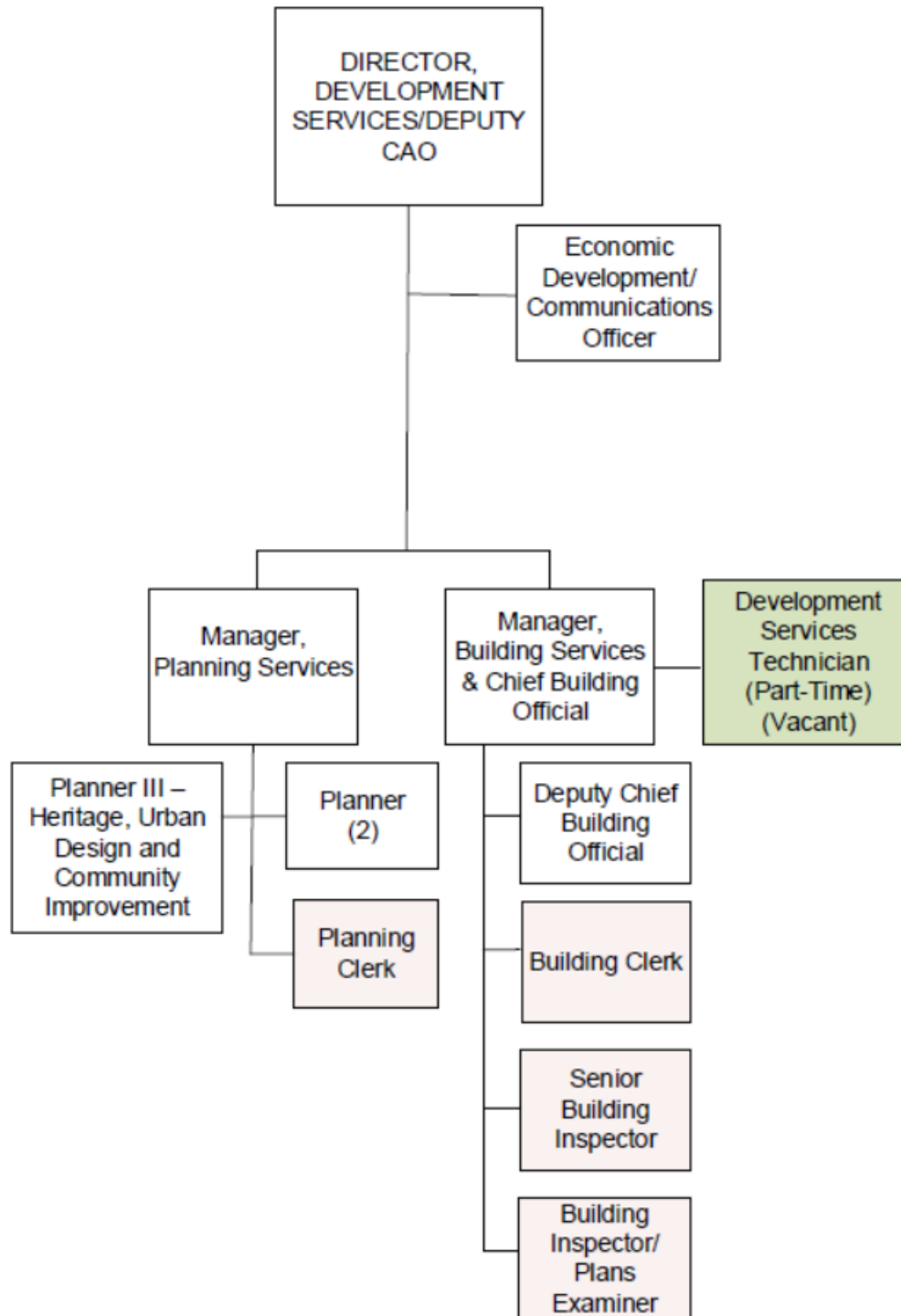
Town of Amherstburg													
Department:							Parks, Facilities, Recreation & Culture						
Budget Centre:							Parks						
2024 Budget													
Year ending December 31, 2024													
			2022 YTD Actuals	2023 Total Budget	2023 YTD Actuals	2023 YTD Variance	2024 Base Budget	2023 In Year Approval	Request - Base Budget	Request - One Time	Request - Enhancement	2024 Total Budget	Issue Paper Ref. No.
Maintenance:													
	10-5-7017000-0322	General Supplies	154,022	156,375	47,093	109,282	156,375		(5,700)			150,675	PAR-004
	10-5-7017000-0322-TRUE	General Supplies	-	-	10	(10)						-	
	10-5-7017000-0331-Ben	Maintenance - Benches	-	-	-	-					5,000	5,000	PAR-001
			-	-	-	-						-	
	10-5-7017000-0402	Vehicle and Equip. Maint.	43,197	50,000	21,837	28,163	50,000					50,000	
	10-5-7017000-2026	Equipment Financing	-	-	-	-	-					-	
	10-5-7017000-0420	Parks Tools and Equip.	9,531	9,000	203	8,797	9,000					9,000	
	10-5-7017000-0343	Vandalism	-	-	-	-	-					-	
	10-5-7017000-0650	Tree Maintenance	45,314	54,500	3,577	50,923	54,500					54,500	PAR-005
	Total Maintenance		252,064	269,875	72,722	197,153	269,875	-	(5,700)	-	5,000	269,175	
Debt Charges													
	10-5-7017190-2005	Principal Payments	-	-	-	-	-					-	
	10-5-7017190-2006	Interest Payments	-	-	-	-	-					-	
	Total Debt Charges		-	-	-	-	-	-	-	-	-	-	
Total Expenses			1,230,824	1,368,478	430,786	937,691	1,368,478	-	38,530	-	12,015	1,419,023	
Transfer to (from) Reserves													
	10-4-7017000-3000	Transfer from Reserves	20,000	-	-	-	-					-	
	10-5-7017000-2001	Transfer to Capital-Parks	207,367	-	-	-	-					-	
	10-5-7017000-2002-RES003	Transfer to Reserves -Memorial Bench	-	-	6,250	(6,250)	-				5,000	5,000	PAR-001
	10-5-7017000-2002-RES003	Transfer to Reserves	15,000	15,000	6,250	8,750	15,000					15,000	
	Total Reserve Transfers		242,367	15,000	12,500	2,500	15,000	-	-	-	5,000	20,000	
Total Operating Expenses and Transfers			1,473,191	1,383,478	443,286	940,191	1,383,478	-	38,530	-	17,015	1,439,023	
Net Operating Budget			1,470,221	1,377,978	428,373	949,605	1,377,978	-	38,530	-	7,015	1,423,523	
		Incr/(Decr) from Prior Year			1.0%							3.3%	

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

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



Department Overview





Department Description

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

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

Economic Development

The Economic Development divisions provides services for:

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

Planning Division

The Planning Division provides processing of applications for the following:

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



Building Division

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

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

Budgeted Staffing Resources- Planning Development and Legislative Services

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

2023 Staffing Complement includes:

Full Time

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

Part Time

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

*Proposed 2024 Staff Complement Changes:

Full time

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

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

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

Town of Amherstburg												
Department:						Development Services						
Budget Centre:						Planning						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD Actuals	2023 Total Budget	2023 YTD Actuals	2023 YTD Variance	2024 Base Budget	2023 In Year Approval	Request - Base Budget	Request - One Time	Request - Enhancement	2024 Total Budget	Issue Paper Ref. No.
Revenue:												
	Planning -Consent and Minor Variances Fees	47,423	104,033	37,049	66,984	104,033					104,033	
	Planning - Flat Fees	97,422	171,933	53,904	118,029	171,933				4,207	176,140	PLA-001
	Planning - ERCA Plan Review Fees	-	-	-	-	-					-	
	Planning-Legal Fees Recovery	-	-	-	-	-					-	
Total Revenue		144,845	275,966	90,953	185,013	275,966	-	-	-	4,207	280,173	
Expenses:												
Salaries and Wages:												
	Salaries - Full Time	230,225	476,846	178,418	298,428	476,846		6,745			483,591	
	Salaries Overtime	14,297	1,000	5,237	(4,237)	1,000		-			1,000	PLA-004
	Salaries - CR.Re:S.T.D.	-	-	-	-	-					-	
	Salaries- Temporary	15,631	-	-	-	-					-	
	Salaries - Part Time	14,328	11,319	5,818	5,501	11,319		1,422			12,741	
Total Salaries and Wages		274,481	489,165	189,473	299,693	489,165	-	8,167	-	-	497,332	
Benefits:												
	Benefits - CPP	13,308	19,447	10,718	8,729	19,447		1,555			21,002	
	Benefits - EI	4,523	5,988	3,614	2,375	5,988		541			6,529	
	Benefits - OMERS	29,914	53,008	18,603	34,405	53,008		339			53,347	
	Benefits - EHT	5,402	9,539	3,632	5,907	9,539		159			9,698	
	Benefits - Greenshield	22,200	31,397	9,071	22,326	31,397		5,922			37,319	
	Benefits - Life and Disability	19,690	30,901	9,797	21,104	30,901		49			30,950	
	Benefits - WSIB	8,699	16,005	6,410	9,595	16,005		275			16,280	
	Benefits - Post Retirement	1,210	2,925	1,230	1,695	2,925		975			3,900	
Total Benefits		104,946	169,210	63,074	106,135	169,210	-	9,815	-	-	179,025	
General Expenses:												
	Office Supplies	10,071	2,500	1,053	1,447	2,500					2,500	
	Legal Fees - OLT	-	-	-	-	-			50,000	50,000	100,000	PLA-002
	Legal Fees	-	-	-	-	-					-	PLA-005
	Mobile Devices	1,326	2,200	194	2,006	2,200					2,200	
	Memberships	2,113	9,448	1,229	8,219	9,448					9,448	
	Training and Professional Development	2,094	13,500	-	13,500	13,500					13,500	
	Travel and Mileage	43	1,000	(88)	1,088	1,000					1,000	
	Meeting Expenses	464	900	538	362	900					900	
	Miscellaneous	-	-	-	-	-					-	
	Legal Fees Recoverable	-	-	-	-	-					-	
	Professional Fees	88,900	35,000	47,432	(12,432)	35,000					35,000	
	Planning Studies	-	-	-	-	-					-	
Total General Expenses		105,011	64,548	50,358	14,190	64,548	-	-	50,000	50,000	164,548	
Other Expenses:												
	ERCA Fee Remittance	-	-	-	-	-					-	
	CIP Incentive Program	-	-	-	-	-					-	
Total Other Expenses		-	-	-	-	-	-	-	-	-	-	
Total Expenses		484,437	722,923	302,905	420,018	722,923	-	17,982	50,000	50,000	840,905	

Town of Amherstburg												
Department:						Development Services						
Budget Centre:						Planning						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD Actuals	2023 Total Budget	2023 YTD Actuals	2023 YTD Variance	2024 Base Budget	2023 In Year Approval	Request - Base Budget	Request - One Time	Request - Enhancement	2024 Total Budget	Issue Paper Ref. No.
	Transfer to (from) Reserves											
	Transfer from Reserve	-	-	-	-	-					-	
	Transfer to Reserves	25,000	25,000	-	25,000	25,000					25,000	
	Transfer to Reserves			41,665	(41,665)						-	
	Transfer to Reserves			10,415	(10,415)						-	
	Transfer to Reserves			10,415	(10,415)						-	
	Transfer from Reserve								(50,000)		(50,000)	PLA-002
	Transfer to Reserve - CIP	-	100,000	-	100,000	-				-	-	PLA-002
	Transfer from Reserve - CIP	-	(100,000)	-	(100,000)	-					-	
	Transfer to Reserves - Plans & Studies	-	25,000	10,415	14,585	25,000				15,000	40,000	PLA-003
	Total Reserve Transfers	25,000	50,000	72,910	(22,910)	50,000	-	-	(50,000)	15,000	15,000	
	Total Operating Expenses and Transfers	509,437	772,923	375,815	397,108	772,923	-	17,982	-	65,000	855,905	
	Net Operating Budget	364,592	496,957	284,862	212,095	496,957	-	17,982	-	60,793	575,732	
	Incr/(Decr) from Prior Year		5.3%								15.9%	

Town of Amherstburg												
Department:						Development Services						
Budget Centre:						Economic Development						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD	2023 Total	2023 YTD	2023 YTD	2024 Base	2023 In Year	Request -	Request -	Request -	2024 Total	Issue Paper Ref. No.
		Actuals	Budget	Actuals	Variance	Budget	Approval	Base Budget	One Time	Enhancement	Budget	
Revenue:												
		-	-	-	-	-	-	-	-	-	-	
	EV Charging Fees	-	-	337	337	-	-	-	-	-	-	
	Grant Revenue	-	-	-	-	-	61,656	-	-	-	61,656	CR-20230213-002
		-	-	-	-	-	-	-	-	-	-	
Total Revenue		-	-	337	337	-	61,656	-	-	-	61,656	
Expenses:												
Salaries and Wages:												
	Salaries - Full Time	156,354	267,494	79,843	437,529	267,494	-	24,905	-	-	292,399	
	Salaries Overtime	-	-	-	-	-	-	-	-	-	-	
	Salaries - CR.Re:S.T.D.	-	-	-	-	-	-	-	-	-	-	
	Salaries- Temporary	-	-	-	-	-	50,422	-	-	-	50,422	CR-20230213-002
	Salaries - Part Time	-	-	-	-	-	-	-	-	-	-	
Total Salaries and Wages		156,354	267,494	79,843	437,529	267,494	50,422	24,905	-	-	342,821	
Benefits:												
	Benefits - CPP	4,231	7,508	3,754	15,017	7,508	-	673	-	-	8,181	
	Benefits - EI	1,363	2,332	1,166	4,664	2,332	-	71	-	-	2,403	
	Benefits - OMERS	19,159	32,063	10,299	51,984	32,063	11,234	3,177	-	-	46,474	CR-20230213-002
	Benefits - EHT	3,068	5,215	1,552	8,526	5,215	-	487	-	-	5,702	
	Benefits - Greenshield	5,334	13,034	2,437	22,280	13,034	-	1,670	-	-	14,704	
	Benefits - Life and Disability	7,244	17,038	3,221	25,595	17,038	-	2,035	-	-	19,073	
	Benefits - WSIB	3,608	6,887	2,747	12,737	6,887	-	20	-	-	6,907	
	Benefits - Post Retirement	-	975	-	1,950	975	-	-	-	-	975	
Total Benefits		44,005	85,053	25,177	142,752	85,053	11,234	8,132	-	-	104,419	
General Expenses:												
	Office Supplies	595	2,500	1,268	5,768	2,500	-	-	-	-	2,500	
	Advertising	-	-	3,053	3,053	-	-	-	-	-	-	
	Mobile Devices	-	744	-	1,224	744	-	-	-	-	744	
	Memberships	-	2,500	-	2,500	2,500	-	-	-	-	2,500	
	Training and Professional Development	-	2,750	750	4,250	2,750	-	-	-	-	2,750	
	Travel and Mileage	-	500	-	500	500	-	-	-	-	500	
	Meeting Expenses	-	100	582	682	100	-	-	-	-	100	
	Miscellaneous	-	5,900	-	11,800	5,900	-	-	-	-	5,900	
	Equipment Maintenance	-	-	-	-	-	-	-	35,680	-	35,680	EDV-001
	Legal Fees Recoverable	-	-	-	-	-	-	-	-	-	-	
	Global Legal Fees	-	-	-	-	-	-	-	-	-	-	
	Professional Fees	-	-	-	-	-	-	-	-	-	-	
Total General Expenses		595	14,994	5,652	29,776	14,994	-	-	35,680	-	50,674	
Other Expenses:												
		-	-	-	-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	-	-	-	
Total Other Expenses		-	-	-	-	-	-	-	-	-	-	
Total Expenses		200,954	367,541	110,672	610,058	367,541	61,656	33,037	35,680	-	497,914	

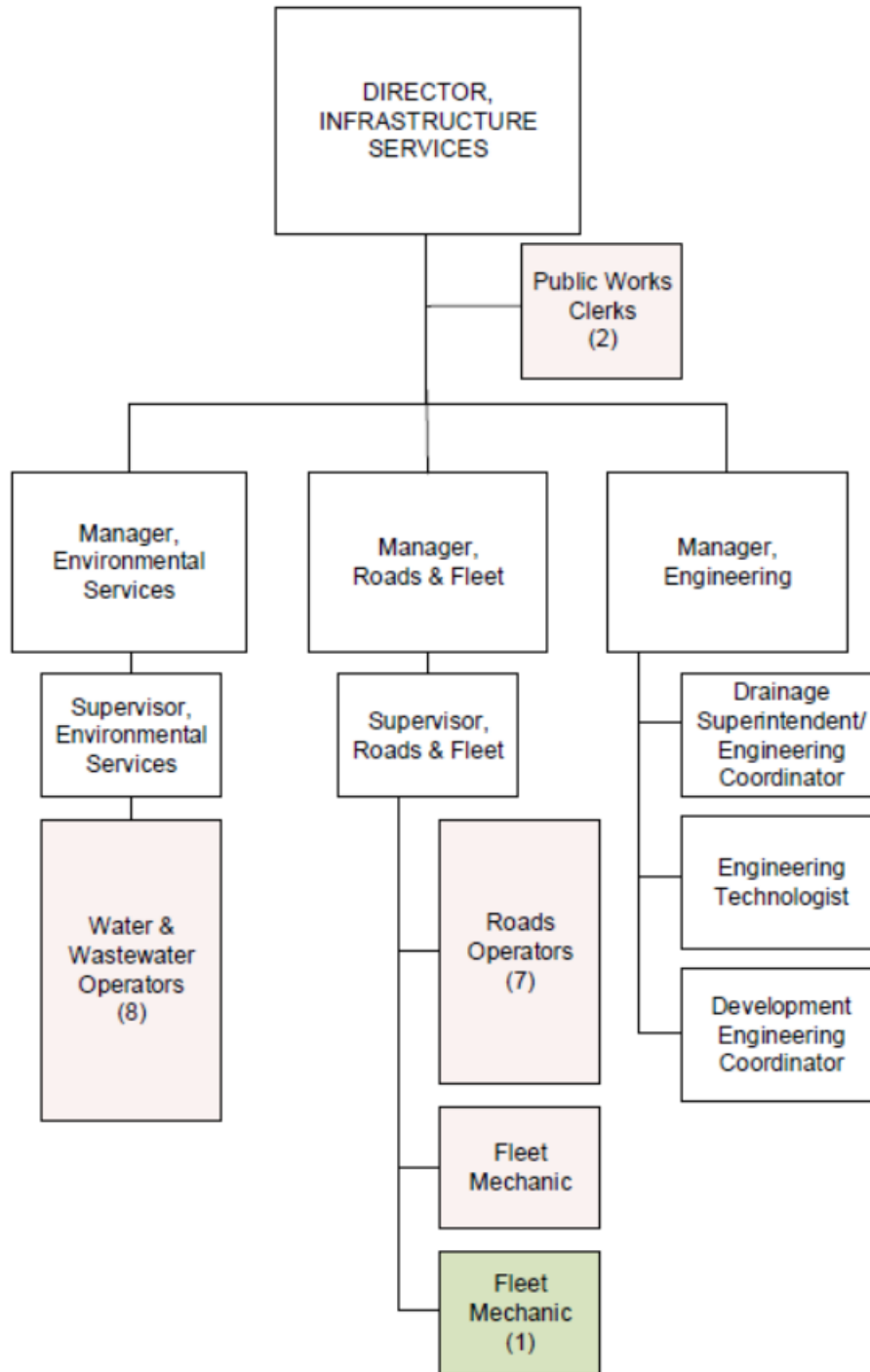
Town of Amherstburg													
Department:							Development Services						
Budget Centre:							Economic Development						
2024 Budget													
Year ending December 31, 2024													
		2022 YTD Actuals	2023 Total Budget	2023 YTD Actuals	2023 YTD Variance		2024 Base Budget	2023 In Year Approval	Request - Base Budget	Request - One Time	Request - Enhancement	2024 Total Budget	Issue Paper Ref. No.
Transfer to (from) Reserves													
	Transfer from Reserve	(14,051)	-	-	-		-			(8,920)		(8,920)	EDV-001
		-	-	-	-		-			(26,760)		(26,760)	EDV-001
	Transfer to Reserve - CIP	-	-	-	-		-					-	
	Transfer from Reserve - CIP	-	-	-	-		-					-	
	Transfer to Reserve	-	-	-	-		-				5,300	5,300	EDV-001
Total Reserve Transfers		(14,051)	-	-	-		-	-	-	(35,680)	5,300	(30,380)	
Total Operating Expenses and Transfers		186,903	367,541	110,672	610,058		367,541	61,656	33,037	-	5,300	467,534	
Net Operating Budget		186,903	367,541	110,335	609,720		367,541	-	33,037	-	5,300	405,878	
	Incr/(Decr) from Prior Year		110.9%									10.4%	

Town of Amherstburg												
Department:						Parks, Facilities, Recreation & Culture						
Budget Centre:						Tourism and Culture						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD Actuals	2023 Total Budget	2023 YTD Actuals	2023 YTD Variance	2024 Base Budget	2023 In Year Approval	Request - Base Budget	Request - One Time	Request - Enhancement	2024 Total Budget	Issue Paper Ref. No.
Revenue:												
	Retail Sales - Tourism Info. Centre	3,571	10,000	269	9,731	10,000					10,000	
	Event Revenue	23,955	35,000	10,702	24,298	35,000					35,000	
	Tourism-Grants	206,270	45,000	37,250	7,750	45,000					45,000	
	Provincial Grants & Donation	-	-	-	-	-					-	
Total Revenue		233,796	90,000	48,221	41,779	90,000	-	-	-	-	90,000	
Expenses:												
Salaries and Wages:												
	Salaries - Full Time	265,280	330,933	97,942	232,991	330,933		4,595			335,528	
	Salaries - STD/LTD Credit	(5,386)	-	-	-	-					-	
	Salaries - Overtime	2,916	-	3,446	(3,446)	-					-	TOU-001
	Salaries- Temporary	40,444	-	20,851	(20,851)	-			20,000		20,000	TOU-004
	Salaries - Students	39,141	54,485	-	54,485	54,485		3,806		(20,000)	38,291	TOU-004
Total Salaries and Wages		342,396	385,418	122,239	263,179	385,418	-	8,401	-	-	393,819	
Benefits:												
	Benefits - CPP	15,220	18,260	6,820	11,439	18,260		(96)			18,164	
	Benefits - EI	5,766	5,426	2,344	3,082	5,426		751			6,177	
	Benefits - OMERS	27,186	39,040	10,112	28,928	39,040		(3,438)			35,602	
	Benefits - EHT	6,742	7,475	2,308	5,166	7,475		205			7,680	
	Benefits - Greenshield	25,485	24,902	7,977	16,925	24,902		308		-	25,210	TOU-004
	Benefits - Life and Disability	20,793	21,842	8,107	13,735	21,842		(368)			21,474	
	Benefits - WSIB	10,740	13,186	4,077	9,109	13,186		446			13,632	
	Benefits - Post Retirement Benefit	2,445	2,925	750	2,175	2,925		-			2,925	
Total Benefits		114,377	133,055	42,496	90,560	133,055	-	(2,191)	-	-	130,864	
General Expenses												
	Uniforms	863	1,000	814	186	1,000					1,000	TOU-006
	Office Supplies	2,445	2,000	482	1,518	2,000			1,000		3,000	GEN-002
	Advertising	30,690	30,000	3,484	26,516	30,000			5,000		35,000	GEN-001
	Advertising		-	1,221	(1,221)	-					-	
	Advertising		-	123	(123)	-					-	
	Advertising		-	2,976	(2,976)	-					-	
	Contracted Services	4,084	-	-	-	-					-	TOU-002
	Community Events	152,749	190,000	2,857	187,143	110,000			20,000	50,000	180,000	TOU-003
	Community Events		-	187	(187)	-					-	
	Community Events		-	4,625	(4,625)	-					-	
	Community Events		-	969	(969)	-					-	
	Community Events		-	13,133	(13,133)	-					-	
	Community Events		-	2,613	(2,613)	-					-	
	Mobile Devices	3,562	3,200	1,117	2,083	3,200					3,200	
	Memberships	5,593	1,000	-	1,000	1,000					1,000	
	Training and Conferences	2,079	3,000	1,695	1,305	3,000			3,000		6,000	TOU-005
	Travel and Mileage	428	1,000	674	326	1,000					1,000	
	Promotions	10,091	10,000	2,028	7,972	10,000					10,000	
	Promotions			172	(172)	-					-	
	Promotions			176	(176)	-					-	
	Promotions			667	(667)	-					-	
	Bank Charges - Special Events	427	500	185	315	500					500	
	BRANDING PROGRAM	1,850	-	-	-	-					-	
Total General Expenses		214,860	241,700	40,199	201,501	161,700	-	-	20,000	59,000	240,700	

Town of Amherstburg													
Department:						Parks, Facilities, Recreation & Culture							
Budget Centre:						Tourism and Culture							
2024 Budget													
Year ending December 31, 2024													
		2022 YTD Actuals	2023 Total Budget	2023 YTD Actuals	2023 YTD Variance	2024 Base Budget	2023 In Year Approval	Request - Base Budget	Request - One Time	Request - Enhancement	2024 Total Budget	Issue Paper Ref. No.	
Debt Charges													
	Principal Payments	4,032	4,149	1,729	2,420	4,149					4,149		
	Interest Payments	281	213	89	124	213					213		
Total Debt Charges		4,313	4,361	1,817	2,544	4,361	-	-	-	-	4,361		
Total Expenses		675,946	764,535	206,750	557,784	684,535	-	6,210	20,000	59,000	769,744		
Transfer to (from) Reserves													
	Transfer from Reserves	(19,104)	(80,000)	-	(80,000)	-			(20,000)		(20,000)	Tax Rate Stabilization	
	Transfer to Reserves	104,540	-	20,000	(20,000)	-					-		
	Transfer to capital	-	-	-	-	-					-		
Total Reserve Transfers		85,436	(80,000)	20,000	(100,000)	-	-	-	(20,000)	-	(20,000)		
Total Operating Expenses and Transfers		761,382	684,535	226,750	457,784	684,535	-	6,210	-	59,000	749,744		
Net Operating Budget		527,586	594,535	178,529	416,005	594,535	-	6,210	-	59,000	659,744		
	Incr/(Decr) from Prior Year	53,669	25.5%								11.0%		



Department Overview





Department Description

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

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

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

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

**Budgeted Staffing Resources- Engineering and Infrastructure Services**

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

2023 Staffing Complement includes:*Full Time*

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

Part Time

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

Proposed 2024 Staff Complement Changes:Full Time*

1.00 Mechanic

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

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

Town of Amherstburg												
Department:						Infrastructure Services						
Budget Centre:						Public Works						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD Actuals	2023 Total Budget	2023 YTD Actuals	2023 YTD Variance	2024 Base Budget	2023 In Year Approval	Request - Base Budget	Request - One Time	Request - Enhancement	2024 Total Budget	Issue Paper Ref. No.
Revenue:												
	Recoveries - Wastewater expenses	600,200	600,200	250,083	350,117	600,200				68,500	668,700	
	Recoveries - Water expenses	93,300	93,300	38,875	54,425	93,300				10,400	103,700	
	Recoveries - Pelee Drainage Superintending	27,625	35,000	6,720	28,280	35,000					35,000	
	Fee Revenue - Reports	825	500	78	422	500					500	
	Engineering Service Fees	-			-	-				120,000	120,000	
	Fee Revenue - PW - Right-Of-Way Permits	76,550	40,000	8,934	31,066	40,000	42,500	79,200			161,700	
	Fee Revenue Subtotal	77,375	40,500	9,012	31,488	40,500	42,500	79,200	-	120,000	282,200	
	Service Charges	10,359	5,000	6,353	(1,353)	5,000					5,000	
	TRANSIT Revenue	6,823	60,000	9,356	50,644	60,000			2,000		62,000	EPW-003
	Transit Gas Tax					-			193,000		193,000	EPW-003
	Proceeds on Sale of Assets	53,855	-	17,903	(17,903)	-					-	
	Proceeds on Sale of Materials	-	-	-	-	-					-	
Total Revenue		869,537	834,000	338,303	527,185	834,000	42,500	79,200	195,000	198,900	1,349,600	
Expenses:												
Salaries and Wages:												
	Salaries - Full Time	1,202,874	1,247,082	270,063	977,019	1,247,082	42,500	73,224		77,600	1,440,406	EPW-005
	Salaries - Full Time	-	-	198,842	(198,842)	-					-	
	Salaries - CR.Re:WSIB	-	-	-	-	-					-	
	Salaries - CR.Re:S.T.D.	(10,668)	-	-	-	-					-	
	Salaries - Overtime	74,224	50,000	28,601	21,399	50,000		-			50,000	
	Salaries - Temporary	38,515	-	-	-	-					-	
	Salaries - Students	41,351	66,219	3,224	62,995	66,219		3,617			69,836	
	Salaries - Part Time	-	17,043	-	17,043	17,043		400			17,443	
Total Salaries and Wages		1,346,295	1,380,344	500,730	879,614	1,380,344	42,500	77,241	-	77,600	1,577,685	
Benefits:												
	Benefits - CPP	52,669	57,516	29,119	28,398	57,516		10,343			67,859	
	Benefits - EI	17,425	18,222	9,536	8,686	18,222		1,855			20,077	
	Benefits - OMERS	126,781	140,259	50,486	89,773	140,259		3,420			143,679	
	Benefits - EHT	25,897	26,994	9,918	17,076	26,994		2,258			29,252	
	Benefits - Greenshield	87,796	85,687	36,015	49,672	85,687		22,101		26,000	133,788	
	Benefits - Life and Disability	69,973	82,307	26,007	56,300	82,307		4,912			87,219	
	Benefits - WSIB	38,342	43,638	17,461	26,177	43,638		3,923			47,561	
	Benefits - Post Retirement	8,508	8,060	3,249	4,812	8,060		975			9,035	
Total Benefits		427,393	462,683	181,791	280,892	462,683	-	49,787	-	26,000	538,470	EPW-005
General Expenses:												
	Uniforms	7,735	8,500	5,497	3,003	8,500				500	9,000	EPW-005
	Clothing	-	-	-	-	-				750	750	EPW-001
	Health and Safety	122	-	-	-	-					-	
	Office Supplies	7,326	5,000	2,649	2,351	5,000				1,000	6,000	GEN-002
	Mobile Devices		6,600	1,901	4,699	6,600			600	1,250	8,450	EPW-001, EPW-005, IT-001
	Memberships	2,600	3,000	858	2,142	3,000				750	3,750	EPW-001
	Training and Conferences	3,850	22,500	9,233	13,267	22,500				2,500	25,000	EPW-001 & EPW-005
	Professional Fees	50,289	60,615	43,548	17,067	22,000		25,000			47,000	EPW-002
	Property Taxes	3,801	4,000	-	4,000	4,000					4,000	
Total General Expenses		80,414	110,215	63,686	46,529	71,600	-	-	25,600	6,750	103,950	

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

Town of Amherstburg												
Department:						Infrastructure Services						
Budget Centre:						Public Works						
2024 Budget												
Year ending December 31, 2024												
		2022 YTD	2023 Total	2023 YTD	2023 YTD	2024 Base	2023 In Year	Request -	Request -	Request -	2024 Total	Issue Paper Ref. No.
		Actuals	Budget	Actuals	Variance	Budget	Approval	Base Budget	One Time	Enhancement	Budget	
Tree Maintenance												
	Tree Trimming	65,719	75,000	9,487	65,513	75,000				15,000	90,000	EPW-006
	Tree and Stump Removal	35,827	50,000	10,960	39,040	50,000					50,000	
	Tree Planting	54,858	50,000	-	50,000	50,000					50,000	
	Reforestation Program	-	-	-	-	-					-	
	Reforestation	-	-	127	(127)	-					-	
	Arborist Services	-	-	-	-	-					-	
	Total Tree Maintenance	156,404	175,000	20,573	154,427	175,000	-	-	-	15,000	190,000	
Other Expenses												
	Mosquito Control Program	45,488	55,000	254	54,746	55,000					55,000	
	Bi-Annual Bridge Inspection	-	-	-	-	-					-	
	Transit expense	138,736	200,000	71,101	128,899	-			300,000		300,000	EPW-004
	Total Other Expenses	184,224	255,000	71,355	183,645	55,000	-	-	300,000	-	355,000	
Solid Waste												
	Garbage Collection	678,603	627,200	263,534	363,666	627,200		37,800			665,000	
	White Goods Collection	6,436	7,000	1,428	5,572	7,000					7,000	
	Collection Calendar Expense	1,576	2,500	-	2,500	2,500					2,500	
	Refuse - Landfill Tipping Fees	84,955	-	-	-	-					-	
	Refuse - Landfill Tipping Fees	684,652	761,000	269,443	491,557	761,000		23,000			784,000	
	Yard Waste Collection	48,598	116,500	50,366	66,134	116,500		23,500			140,000	
	Yard Waste - Landfill Tipping Fees	54,058	42,000	5,896	36,104	42,000		1,500			43,500	
	PWD Yard Clean-up Expenses	7,108	5,000	3,423	1,577	5,000		2,500			7,500	
	Total Solid Waste	1,565,986	1,561,200	594,090	967,110	1,561,200	-	88,300	-	-	1,649,500	
Total Expenses		5,817,573	5,789,546	1,953,936	4,606,660	5,550,931	42,500	215,328	330,300	151,850	6,290,909	
Debt Charges												
	Principal Payments	234,805	242,927	101,220	141,708	242,927					242,927	
	Interest Payments	134,046	128,595	53,581	75,014	128,595					128,595	
	Total Debt Charges	368,851	371,522	154,801	216,721	371,522	-	-	-	-	371,522	
Transfer to (from) Reserves												
	Transfer from Reserves	(76,926)	(238,615)	-	(238,615)	-			(135,300)		(135,300)	Tax Stabilization
	TRANSFERS FROM DEFERRED REVENUE	(3,475,263)	-	-	-	-					-	
	Transfer from DC Reserve	(58,726)	-	-	-	-					-	
	Transfer to Reserve - Plans and Studies	-	45,000	-	45,000	45,000					45,000	
	Transfer to Reserve Fund - DCs	-	-	-	-	-					-	
	Transfer to Reserve - Streetlights	-	12,000	-	12,000	12,000					12,000	
	Capital Expenditures	3,491,194	-	-	-	-					-	
	Transfer to Reserve	-	-	18,750	(18,750)	-					-	
	Transfer to Reserve	-	-	5,000	(5,000)	-					-	
	Transfer to Reserve	-	-	229,165	(229,165)	-					-	
	Transfer to Reserve	611,400	550,000	-	550,000	550,000					550,000	
	Total Reserve Transfers	491,679	368,385	252,915	115,470	607,000	-	-	(135,300)	-	471,700	
Total Operating Expenses and Transfers		6,678,103	6,529,453	2,361,652	4,938,851	6,529,453	42,500	215,328	195,000	151,850	7,134,131	
Net Operating Budget		5,808,566	5,695,453	2,023,348	4,411,667	5,695,453	-	136,128	-	(47,050)	5,784,531	
	Incr/(Decr) from Prior Year		3.3%								1.6%	

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

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

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

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

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

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