Municipality of Mississippi Mills

SPECIAL COMMITTEE OF THE WHOLE AGENDA

Tuesday, October 13, 2020

9:00 a.m.

Council Chambers, Municipal Office

3131 Old Perth Road

Pages

A. CALL TO ORDER

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

C. APPROVAL OF AGENDA

Recommended Motion:
THAT the agenda be approved as presented.

D. SPECIAL REPORTS

D.1. **Draft 2021 Budget Report and Presentations** 2 - 166

- 9:00 am - Rhonda Whitmarsh, Treasurer
- 9:15 am - Cory Smith, A/Director of Roads and Public Works
- 11:15 am - Anita Legault, Daycare Manager
- 1:00 pm - Chad Brown, Fire Chief

D.2. **2021 Fees and Charges** 167 - 190

Recommended Motion:
THAT Committee of the Whole recommends that Council approve proposed changes to 2021 fees and charges;

AND THAT public notice be given as to Council's intention to pass the 2021 Fees and Charges By-law.

E. ADJOURNMENT

Recommended Motion:
THAT the meeting be adjourned at X:XX p.m.

Mississippi Mills

2021 BUDGET



A Natural Place to Grow

Index

	Tab	Pages
Introduction	1	4
2021 Budget Assumptions & Challenges	2	5-10
Executive Summary	3	11-16
Capital Budget	4	17-21
Taxation	5	22-26
Long Term Financial Planning	6	27-34
Debt and Reserves	7	35-43
Operating Revenue	8	44-46
Council	9	47-50
Administration	10	51-61
Emergency and Protective Services	11	62-77
Roads and Public Works - Transportation	12	78-92
Waste Management	13	93-97
Recreation and Curling	14	98-115
Planning and Building	15	116-127
Community and Economic Development	16	128-134
Childcare	17	135-142
Library	18	143-150
Cost Sharing	19	151
Agriculture	20	152
Septage	21	153
County and Schools	22	154
Water and Sewer	23	155-165
Conclusion	24	166
2021 Fees and Charges	25	167-190

Introduction

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

The Municipality provides multiple services that are detailed in the 2021 budget document. These services are managed by many departments that employ over 100 staff as full time, part time, seasonal , casual and students to provide the quality programs and services that the community enjoys, enabling Mississippi Mills to maintain its unique charm and excellent quality of life.

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

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

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

2021 Budget Assumptions & Challenges

The 2021 municipal budget is not balanced and presently has a funding shortfall of $3,656,645; $612,091 is for the Water and Sewer budget and $3,044,554 is for the overall municipal budget.

Mississippi Mills 2021 Budget

Description	Dollars
Municipal Operations & Capital (Total Expenditures)	**$41,739,587**
Funding for Municipal Operations & Capital	
▪ Municipal Tax Revenue	$11,498,045
▪ Long Term Financing	$8,470,400
▪ Reserves/Development Charges	$5,133,481
▪ User Fees & Other Revenues	$9,154,928
▪ Federal, Provincial, County Grants	$3,826,088
Total Revenue	**$38,082,942**
Current Shortfall	**$3,656,645**

To balance the budget as presented, it would require an additional Water and Sewer rate increase of approximately 17.37% and an additional tax revenue increase of 28.07%.

This chart depicts a more detailed breakdown of proposed 2021 expenditures:

Mississippi Mills 2021 Budget

Description	Dollars
Municipal Operations & Capital (Total Expenditures)	
Remuneration, Salaries and Benefits	$7,844,148
Travel and Training	$220,071
Materials and Contracts	$7,225,378
General Operating Expenses	$978,845
Community Grants	$331,025
Fuel & Oil	$191,373
Maintenance & Repairs (facilities, fleet)	$483,949
Utilities (heat, hydro, water)	$439,023
Grant in lieu of taxes	$80,200
Insurance	$155,950
Cost Sharing	$154,330
Transfer to Reserves	$826,376
Debt repayments	$2,134,177
Capital	$20,674,742
Total Expenditures	**$41,739,587**

	MUNICIPALITY OF MISSISSIPPI MILLS									
	2021 Operating & Net Capital Budget Summary									
		2021	2020	$	%	2020	2019	2018	2017	2016
Line #	DESCRIPTION	Budget	Budget	Change	Change	Actual	Actual	Actual	Actual	Actual
						(To Aug 31/20)				
	TAX FUNDED SUMMARY:									
1	GENERAL REVENUE	- 25,312,128.00	- 24,853,206.00	- 458,922.00	1.85%	- 24,369,039.32	- 25,133,921.48	- 24,640,302.23	- 23,263,305.30	- 22,132,060.79
2	COUNCIL	221,921.00	216,786.00	5,135.00	2.37%	111,659.68	196,071.49	272,776.89	251,264.54	238,030.56
3	ADMINISTRATION	1,578,084.00	1,424,514.00	153,570.00	10.78%	746,727.56	1,935,838.24	2,121,177.90	1,366,187.27	1,184,710.86
4	ADMINISTRATION BUILDINGS	538,180.00	461,921.00	76,259.00	16.51%	255,144.74	458,977.30	446,862.98	428,637.27	435,520.55
5	FIRE DEPARTMENT	1,786,133.00	958,804.00	827,329.00	86.29%	424,811.04	980,518.20	885,014.02	761,728.18	799,629.38
6	POLICE	1,954,049.00	1,941,613.00	12,436.00	0.64%	968,043.26	1,896,964.27	1,873,949.77	1,844,527.47	1,801,736.11
7	BUILDING DEPARTMENT (SEE NOTE BELOW)	-	-	-	0.00%	- 237,519.42	-	-	-	-
8	PROTECTION	349,677.00	335,681.00	13,996.00	4.12%	211,890.70	258,489.37	276,163.10	260,764.73	208,812.32
9	TRANSPORTATION	6,767,181.00	4,774,223.00	1,992,958.00	41.74%	2,377,897.54	5,135,599.00	4,840,892.64	4,464,051.99	4,065,012.11
10	WASTE MANAGEMENT (SEE NOTE BELOW)	-	-	-	0.00%	- 726,522.31	-	-	-	-
11	SEPTAGE (SEE NOTE BELOW)	-	-	-	0.00%	- 42,817.74	-	-	-	-
12	DAYCARE SUMMARY	23,000.00	67,096.00	- 44,096.00	-65.72%	19,947.36	77,798.76	30,000.00	61,881.54	37,490.44
13	RECREATION SUMMARY	1,769,737.00	1,453,870.00	315,867.00	21.73%	805,936.50	1,204,406.38	1,211,801.52	1,381,778.70	1,159,295.61
14	LIBRARY SUMMARY	626,263.00	603,870.00	22,393.00	3.71%	379,611.72	552,936.76	560,266.80	474,373.14	540,803.70
15	COST SHARING	154,330.00	149,832.00	4,498.00	3.00%	110,344.50	133,794.50	122,236.50	112,959.50	104,650.50
16	HERITAGE COMMITTEE	41,080.00	40,745.00	335.00	0.82%	5,930.76	29,302.15	12,676.63	22,996.95	12,535.46
17	OTHER CULTURAL	33,150.00	32,500.00	650.00	2.00%	23,350.00	32,110.00	30,500.00	27,200.00	38,200.00
18	PLANNING	326,035.00	389,010.00	- 62,975.00	-16.19%	209,598.75	246,948.40	318,805.13	351,034.76	321,922.06
19	CEDC	339,889.00	305,608.00	34,281.00	11.22%	156,657.29	259,033.41	284,172.50	249,410.29	249,957.12
20	AGRICULTURE	6,628.00	7,688.00	- 1,060.00	-13.79%	1,059.77	16,733.25	16,674.49	16,047.13	16,751.33
21	COUNTY & SCHOOLS	11,841,345.00	11,689,445.00	151,900.00	1.30%	4,896,711.00	11,718,400.00	11,336,331.36	11,188,461.84	10,917,002.49
22	WATER & SEWER (SEE NOTE BELOW)	612,091.0000	-	612,091.00		- 853,411.89	-	-		
23	SHORTFALL	**3,656,645.00**	**-**	**3,656,645.00**	**0%**	**- 14,523,988.51**	**- 0.00**	**0.00**	**-**	**-**
	DESCRIPTION									
	USER FEE FUNDED SUMMARIES:									
24	BUILDING DEPT. REVENUE	- 478,958.00	- 469,900.00	- 9,058.00	2%	- 491,348.50	- 634,856.49	- 615,197.65	- 595,632.94	- 424,548.89
25	BUILDING DEPT EXPENDITURES	478,958.00	469,900.00	9,058.00	2%	253,829.08	634,856.49	615,197.65	595,632.94	424,548.89
	NET	-	-	-	0%	- 237,519.42	-	-	-	-
26	WASTE MANAGEMENT REVENUE	- 2,028,205.00	- 1,683,160.00	- 345,045.00	20%	- 1,579,365.33	- 1,727,887.45	- 1,702,535.90	- 1,655,834.73	- 1,599,090.30
27	WASTE MANAGEMENT EXPENDITURES	2,028,205.00	1,683,160.00	345,045.00	20%	852,843.02	1,727,887.45	1,702,535.90	1,655,834.73	1,599,090.50
	NET	-	-	-	0%	- 726,522.31	-	-	-	0.20
28	SEPTAGE REVENUE	- 50,000.00	- 27,000.00	- 23,000.00	85%	- 42,817.74	- 92,575.99	- 97,209.82	- 64,030.87	- 50,251.44
29	SEPTAGE EXPENDITURES	50,000.00	27,000.00	23,000.00	85%	-	92,575.99	97,209.82	64,030.87	50,251.43
	NET	-	-	-	0%	- 42,817.74	-	-	-	-
30	WATER AND SEWER REVENUE	- 3,867,687.00	- 3,757,388.00	- 110,299.00	3%	- 2,575,776.43	- 3,904,980.14	- 3,895,261.57	- 3,514,277.93	- 3,387,415.50
31	WATER AND SEWER EXPENDITURES	4,479,778.00	3,757,388.00	722,390.00	19%	1,722,364.54	3,904,980.14	3,895,261.57	3,514,277.93	3,387,415.50
	NET	612,091.00	-	612,091.00	0%	- 853,411.89	-	-	-	-

The draft budget includes the following assumptions and changes over the 2020 budget:

Staffing:

- The Fire Department budget includes a full year for the Deputy Fire Chief position approved in 2020 per Council resolution 229-20. This position was approved after the 2020 budget was finalized.
- The Service Delivery Review is being considered by Council however the draft report identifies some new positions that require further discussion by Council. For now, the only position identified in the service delivery review that has been added to the 2021 budget is for a Communications Officer for $77,570 including salary and benefits in the administration budget. <u>If this position is not approved, additional funds should be allocated for contracted support for $20,000 to $30,000.</u>
- Salaries are calculated using 2020 benefit rates as 2021 rates are not yet available. A cost of living increase has also been applied.

General Operating:

- **Some of the departmental 2021 proposed expenditure increases are due to Covid 19 related costs such as cleaning, PPE and signage. The total estimated increase in expenses to the draft budget due to Covid 19 is $63,300.**
- **Comparing 2021 budgeted expenditures with 2020 actuals to date may be difficult due to Covid 19, which delayed or reduced spending in several budget areas in 2020.**
- Wild Parsnip spraying remains at the same funding level as 2020 at $60,000 but has been separated into its own budget line within the transportation area of the budget. Budget line 67.
- The Fire Department's draft 2021 budget has significantly increased in several different areas over the 2020 budget. The overall fire budget is up 86% over 2020. Some of this increase is for capital expenditures.
- The OPP contract increase is $10,436 for 2021.
- Cost Sharing with Carleton Place is estimated at a 3% increase at this time, the actual amounts have not yet been received. Cost sharing has been moved to its own section within the budget document. Council is considering the future of this agreement and additional changes may be required in this area.
- The insurance premium increase is estimated at 4% over 2019 rates.
- The MVC Levy increase is estimated at 2%.

Revenues:

- **Due to Covid 19, comparative information for some 2020 actual revenue results are lower than anticipated. In addition, some budgeted revenues for 2021 are lower than historical trends.**
- **Covid 19 funding received in 2020 is carried into 2021 in the amount of $63,300 to help offset increased costs in the budget for such items as PPE, signage, and additional cleaning.**
- The tax revenue increase is 3% or $325,310. It is unknown what the growth projection is for 2021 at this time. **A 1% tax revenue increase is $108,440**. Refer to the taxation section of this document for additional information.
- Revenues are projected for 2021 based on historical trend data, where applicable. Revenues also incorporate 2021 proposed increases in fees and charges.
- Based on an announcement from the Province, the structure of the Ontario Municipal Partnership Fund (OMPF) is to remain unchanged for 2021. It is assumed that OMPF will be at the same level as 2020.

- The Ontario Community Infrastructure Fund (OCIF) is under review. For now, this funding has been included in capital program at the same level as 2020 in the amount of $254,705.
- Grant funding has been approved for the Levi Bridge. This project has been carried over from 2020 into 2021.
- It is unknown at this time if dividends will be received for 2021 from Mississippi River Power Corporation (MRPC) to further offset the capital program.
- Hydro revenue is shared between the municipal budget and the water and sewer budget in accordance with By-law 15-128. For 2021 the allocation is 51% water and sewer and 49% municipal.
- Water and Sewer rate increases are consistent with the rate study.
- Gas tax funding is allocated to the capital program consistent with previous years.
- The remaining modernization funding of $499,116 has been included to offset any modernization related projects coming out of the strategic plan or the service delivery review although the specific projects have not yet been identified.

Capital/Reserves/Debt:

- Reserves are being used to fund capital and operating items where appropriate. Refer to the details on reserves included in this document.
- **In 2020, several capital projects were delayed or postponed as a result of Covid 19 closures and restrictions. Funding for these projects will be placed into reserves at the end of 2020 and used in 2021. Some projects identified in the capital budget as being carried forward from 2020 may be finalized before the 2020 year end and will therefore be removed from the 2021 budget.**
- The 2021 proposed capital program is significantly higher than the 2020 budget. The amount funded from taxation and water and sewer rates in 2020 was $2,040,061 and the draft of the 2021 budget is requesting $5,452,191 or an increase of $3,402,130.
- New debt for the servicing of the Business Park is included in both the transportation and water and sewer areas of the 2021 budget for a total of $1,301,390. This project was approved by Council in 2020. For now, this loan is included at the full cost of the work less any applicable reserves for the business park. The amount to be long term financed may be reduced if some sales of lots in the business park occur before the loan is finalized. It is hoped that loan repayments in the future will be offset by net proceeds from the sale of land in the business park. Repayments on the loan are expected to start in 2022.
- Debt for the water storage reservoir has not yet been secured and the project is being carried forward into the 2021 budget as the contract for construction was only approved in September 2020. It is assumed that loan repayments would commence in 2022.
- The capital budgets for transportation and water & sewer contains a line item for the Almonte Downtown Renewal project to be debt financed as there are no available reserves or development charges to apply to this work. **This project is included for**

Council's consideration at this time and the combined total is estimated at $4,751,760.
This estimate of costs was provided to the Municipality in March 2020 and may require updating. If this work is approved, annual debt repayments are estimated to be $316,240; the water and sewer share would be $102,780 or an estimated rate increase of 2.91% and the municipal share would be $213,460 or a tax increase of approximately 1.96%. If approved, these debt repayments would not start until 2022 or later and are therefore not included in the 2021 draft budget.

2021 Draft Budget Changes

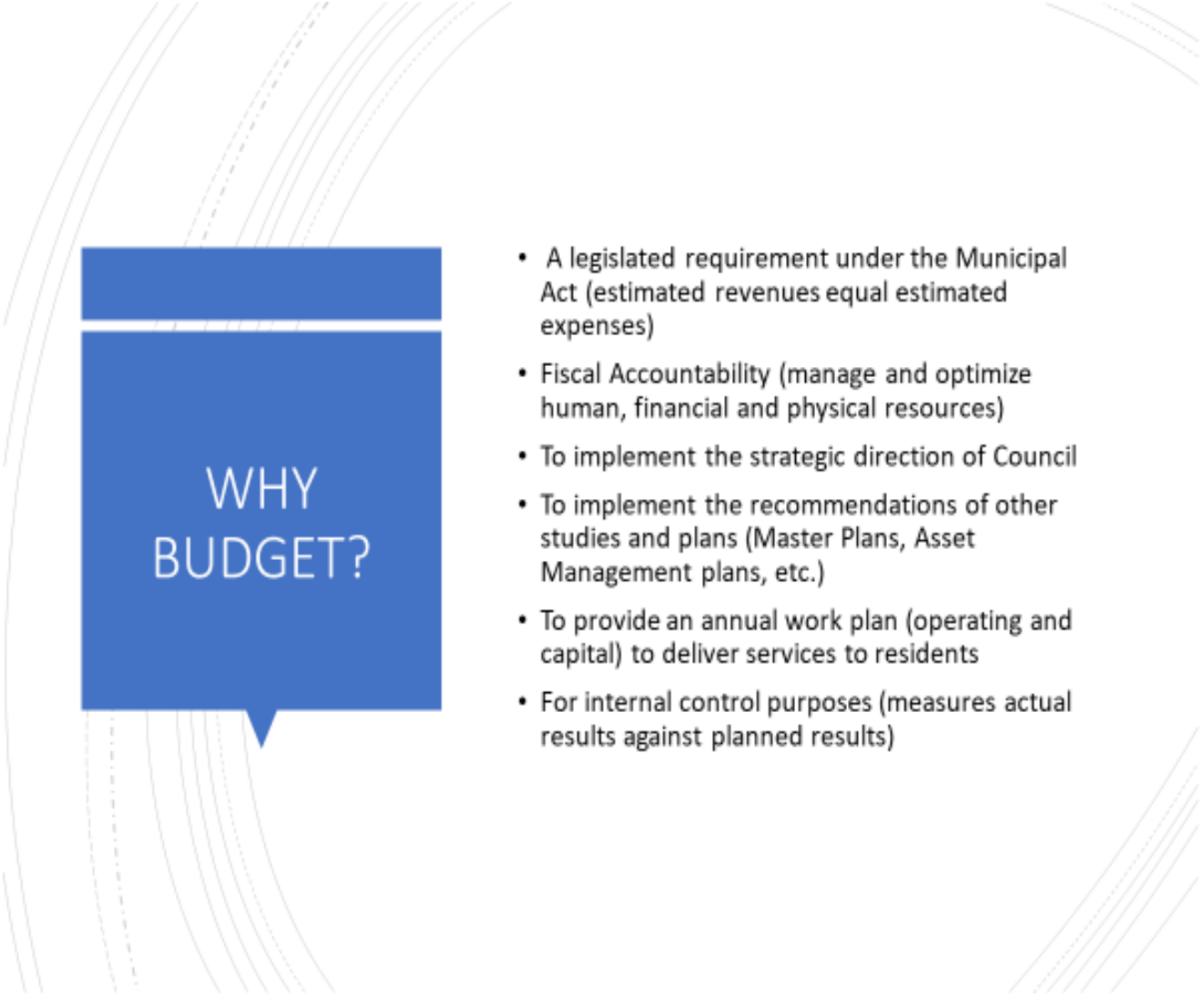
Shortfall 1st draft September 29, 2020	**3,671,068**
Shoartfall 2nd draft October 13, 2020	**3,656,645**
Total 2021 draft budget changes	**14,423**

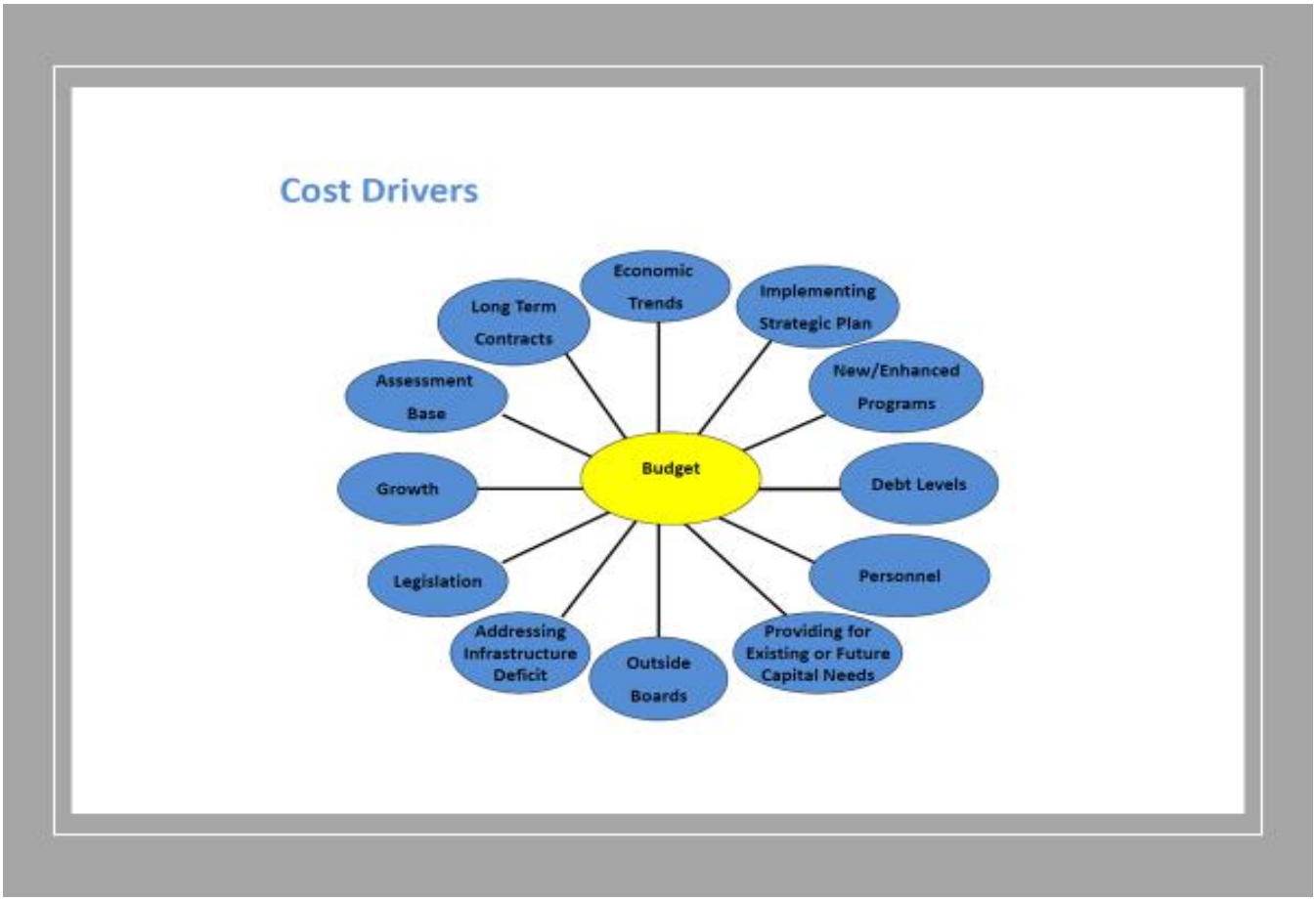
Explanation of Changes:

Department	Description	1st Draft Total	2nd Draft Total	Difference	Explanation of Change
Operating Budget					
Revenue	Grant-County Road Maintenance	27,780	28,365	585	Based on confirmation of amount from the County of Lanark
	Reserve for Policing	30,000	10,436	(19,564)	Confirmation of contract from OPP
Police	Contract	1,971,365	1,943,149	28,216	Confirmation of contract from OPP
Rec & Curling	Changes to Curling Club net Operations	22,357	17,171	5,186	Estimate based on operation in fall of 2021 only
	Total Operating Changes			**14,423**	
Capital Budget					
Transporation	Gale St.	-	120,000	120,000	From 2020 budget
	Gale St. Reserve Funding	-	120,000	(120,000)	Assume from reserves
	Water Reservoir	4,000,000	3,300,000	(700,000)	Reduce based on tender results
	Water Reservoir-Development Charges	1,070,000	882,750	187,250	Reduce based on tender results
	Water Reservoir-Financing	2,930,000	2,417,250	512,750	Reduce based on tender results
	Total Capaital Budget Changes			-	
	Total 2021 Draft Budget Changes			**14,423**	

Executive Summary

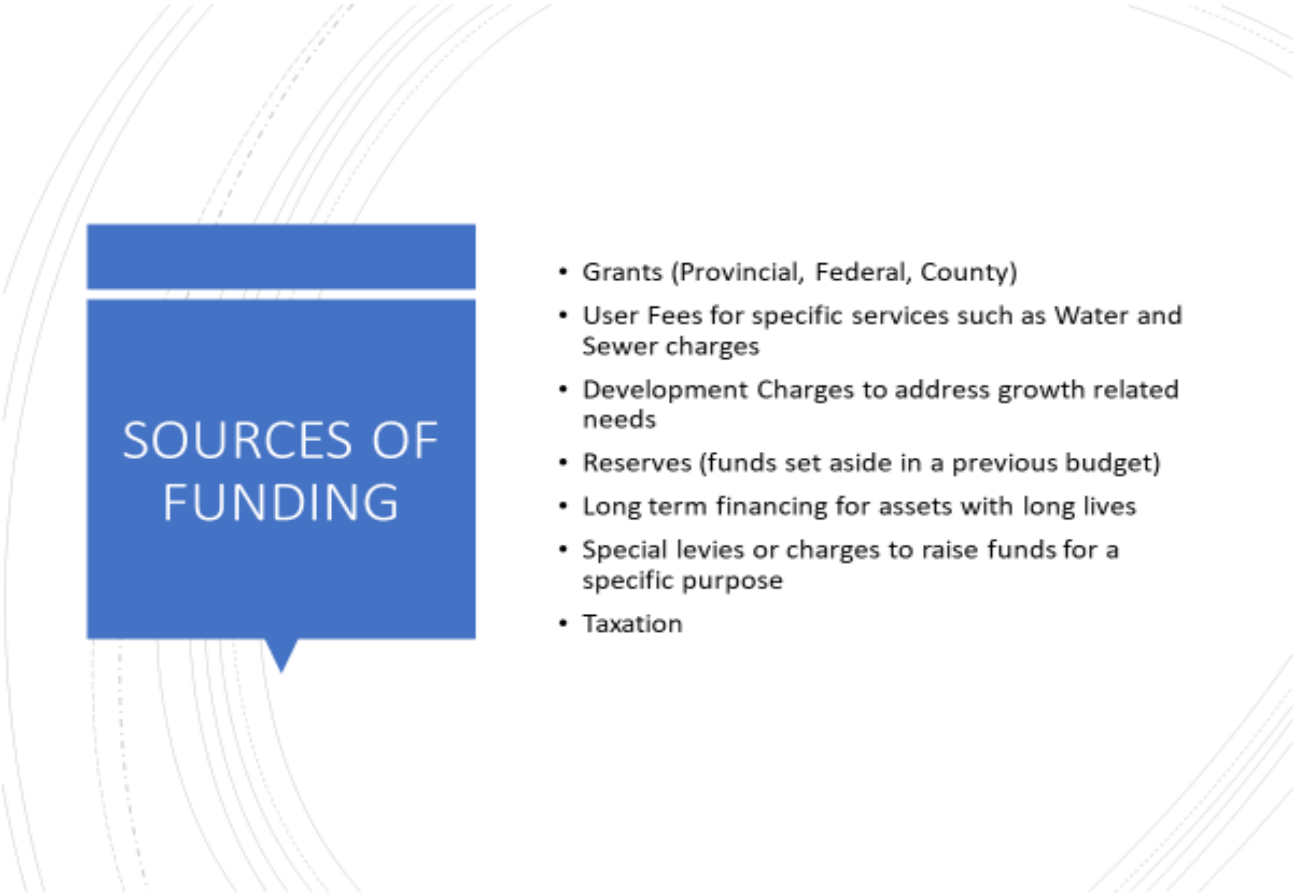
Municipalities are prevented from having budgets that do not balance per Section 290 (2) (b) of the *Municipal Act*. Unlike Federal and Provincial budgets that can be approved with a deficit, a Municipality's annual revenues and expenses must be equal. Expenses and revenues must also be kept separate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





There are many factors that influence the budget such as growth requirements, the property tax assessment base, long term contracts, economic trends, the strategic plan, new programming to deliver services, debt levels, staffing needs, planning for future capital through reserve allocations, pressure from external sources and legislative changes, along with the day to day operating needs of the Municipality. Some of the cost drivers are outside of the control of the Municipality.

Council also considers different sources of funding to balance the budget annually:

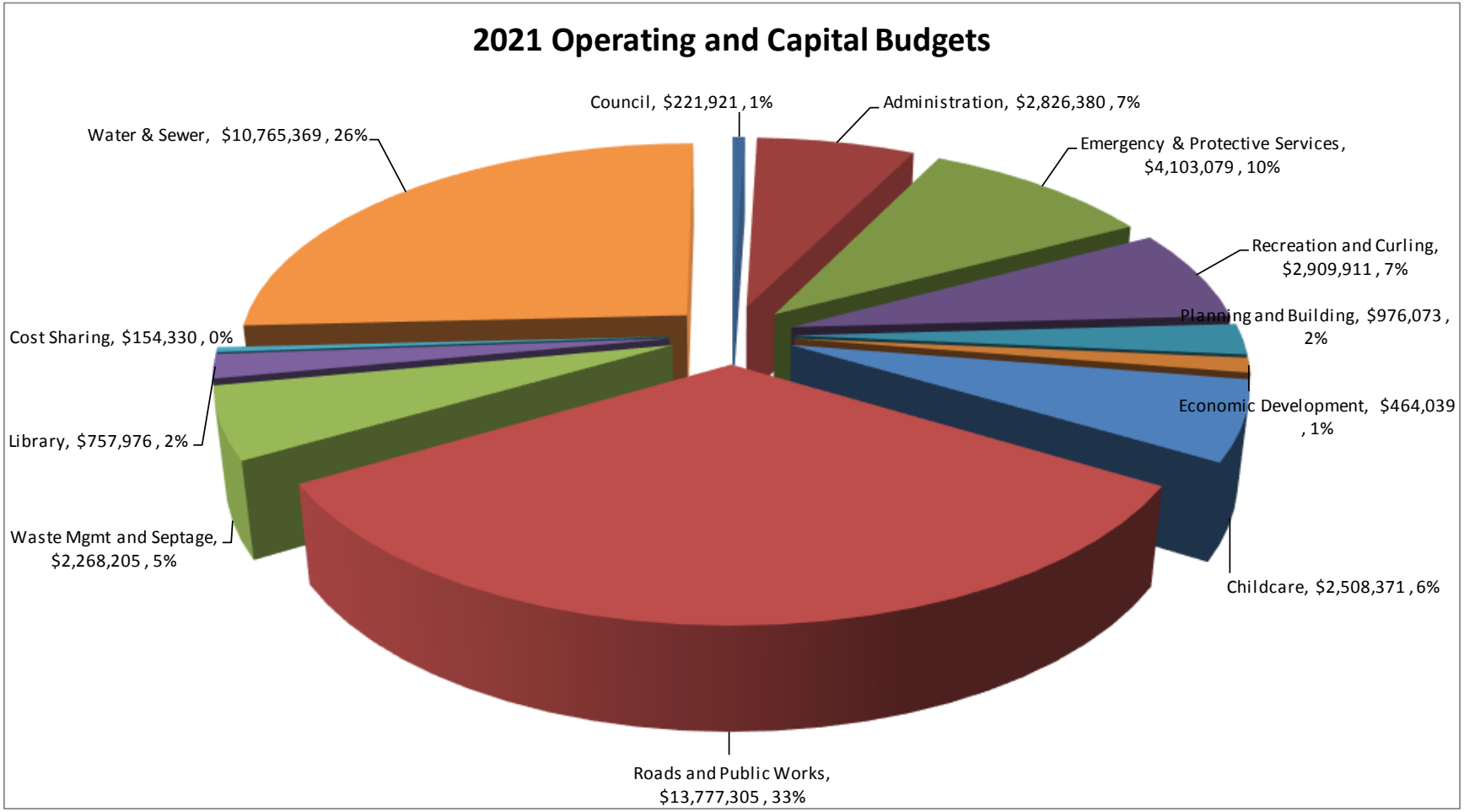


The 2021 budget is broken into two parts; operating and capital.

The operating budget includes the day to day expenses of the Municipality to provide programs and services to residents and includes such items as salaries and benefits, supplies, materials, contracts, etc.

The capital budget includes asset replacement and rehabilitation needs for roads, bridges, facilities, water, sewer, etc. along with the required studies to support the capital program.

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


2021 Operating and Capital Budgets
Council, $221,921 , 1%
Administration, $2,826,380 , 7%
Emergency & Protective Services, $4,103,079 , 10%
Recreation and Curling, $2,909,911 , 7%
Planning and Building, $976,073 , 2%
Economic Development, $464,039 , 1%
Childcare, $2,508,371 , 6%
Roads and Public Works, $13,777,305 , 33%
Waste Mgmt and Septage, $2,268,205 , 5%
Library, $757,976 , 2%
Cost Sharing, $154,330 , 0%
Water & Sewer, $10,765,369 , 26%

This chart represents the total expenses of the Municipality as proposed for 2021 less any known revenues. The net amount of $14,825,640 would be the required amount to balance the 2021 budget and would need to be funded from taxation and water and sewer rates.

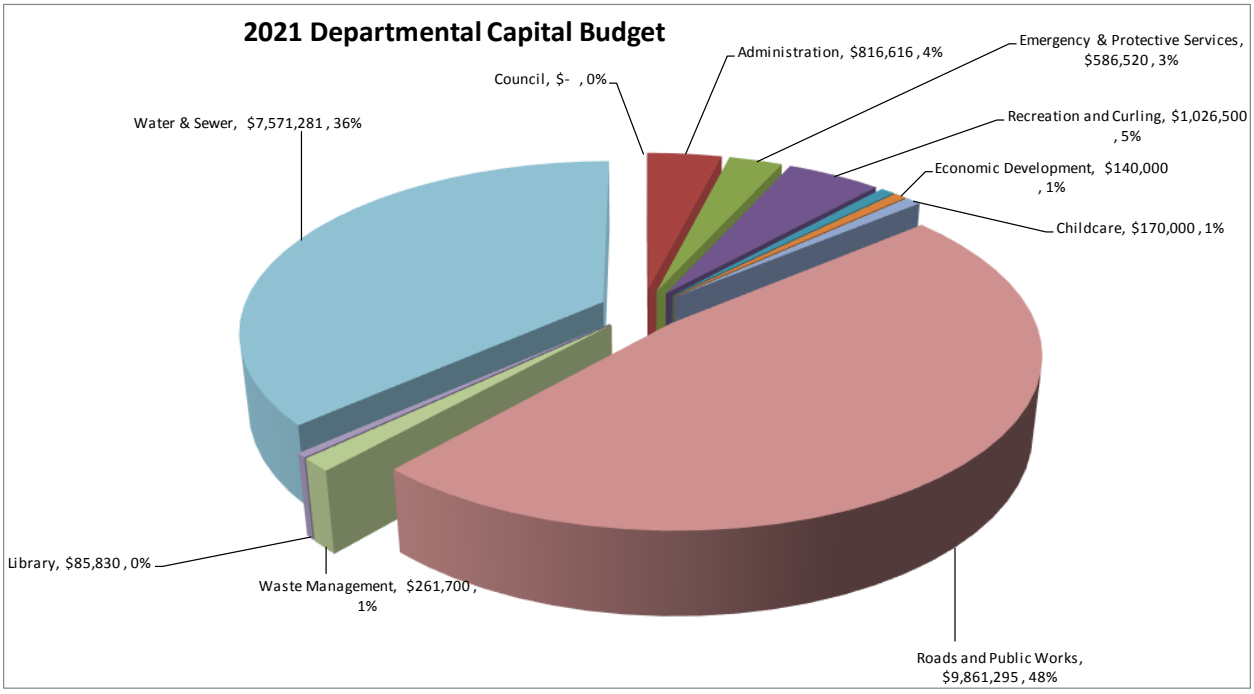
Municipality of Mississippi Mills 2021 Budget Summary

	A	B	C	D=B + C	E= C/B	
	2019 Actual	2020 Approved Budget	2021 Program Change	2021 Requested Budget	% 2021 Requested/ 2020 Budget	
Expenditures:						
Remuneration, Salaries & Bene	6,794,255	7,653,601	190,547	7,844,148	2.49%	includes full year Deputy Fire Chief and F/T Communications Officer
Travel & Training	135,525	210,500	9,571	220,071	4.55%	
Materials & Contracts	6,402,657	6,684,857	540,521	7,225,378	8.09%	Contract increases for OPP, reycling, waste collection, animal control etc. and wild parsnip
General Operating Expenses	895,657	888,807	90,038	978,845	10.13%	Includes Office Supplies, Computer Services Exp, Professional fees, Telephone etc.
Community Grants	292,546	324,977	6,048	331,025	1.86%	
Fuel & Oil	207,991	188,250	3,123	191,373	1.66%	
M&R (facitlities, fleet etc.)	409,901	392,629	91,320	483,949	23.26%	
Utilities	399,984	448,200	(9,177)	439,023	-2.05%	
Insurance	154,338	150,125	5,825	155,950	3.88%	
Election	22	-		-	0.00%	
Grant in Lieu of Taxes	78,186	80,200		80,200		
Cost Sharing	133,795	149,832	4,498	154,330	3.00%	
Subtotal	**15,904,857**	**17,171,978**	**932,314**	**18,104,292**	**5.43%**	
Transfers to Reserves	3,294,957	888,883	(62,507)	826,376	-7.03%	Includes net waste management and septage and internal repayments for capital projects
Debt Repayments	1,848,014	2,208,931	(74,754)	2,134,177	-3.38%	Refer to debt schedule for details
Capital Expenditures	1,364,817	2,040,061	3,412,130	5,452,191	167.26%	Refer to capital budget for details
Subtotal	**6,507,788**	**5,137,875**	**3,274,869**	**8,412,744**	**63.74%**	
Total Expenditures	**22,412,645**	**22,309,853**	**4,207,183**	**26,517,036**	**18.86%**	
Revenues						
Supplementary Taxes & PILs	687,010	760,163	(431,113)	329,050	-56.71%	
Grants	1,903,961	1,638,676	(915)	1,637,761	-0.06%	
User Fees	6,857,332	7,952,204	29,679	7,981,883	0.37%	
Hydro Revenue	499,886	276,000	(104,800)	171,200	-37.97%	
Provincial Offences Revenue	73,441	90,000		90,000	0.00%	
Investment Income	212,604	125,000		125,000	0.00%	
Penalties & Interest	234,290	265,000	5,000	270,000	1.89%	
Other Revenue (Licences, perm	1,565,284	228,144	165,201	393,345	72.41%	
Transfer from Reserves	83,624	167,985	131,155	299,140	78.08%	
Transfer from DCs	136,440	393,939	78	394,017	0.02%	
Total Revenues	12,253,872	11,897,111	(205,715)	11,691,396	-1.73%	
Net Levy	**10,158,773**	**10,412,742**	**4,412,898**	**14,825,640**	**42.38%**	

The net amount is further broken down as follows:

Tax revenue already included in the draft 2021 budget including a 3% increase over 2020	$11,168,995
Shortfall-Water and Sewer Budget	$612,091
Shortfall-Municipal Budget	$3,044,554
Net amount	$14,825,640

The capital budget is depicted by department in the following chart:



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

CAPITAL
ALL DEPARTMENTS
2021 BUDGET

				OTHER SOURCES OF FINANCING						
LINE NO.	DESCRIPTION OF PROJECT	BUDGET ITEM	TOTAL COST	CANADA GRANTS	PROV./COUNT GRANTS	RESERVES	DEVELOPMENT CHARGES	BANK FINANCING	OTHER REVENUE	FUNDRAISING	21 BUDGET
		CAPITAL									
		COUNCIL									
1		**TOTAL COUNCIL**	-	-	-	-	-	-	-	-	-
		ADMINISTRATION									
2	MODERNIIZTION PROJECTS FROM PROV FUNDS	**MODERNIZATION PROJECTS (ELECTRONIC TIMESHEETS, DIGITIZATION STRATEGY, ETC.)**	499,116.00		499,116.00						0.00
3	DIGITIZATION OF RECORDS	**ELECTRONIC RECORDS MANAGEMENT**	50,000.00			37,500.00					12,500.00
		TOTAL ADMINISTRATION	549,116.00	0.00	499,116.00	37,500.00	0.00	0.00	0.00	0.00	12,500.00
		MUNICIPAL OFFICE									
4	CFWD FROM 2020	**PAINTING/PATCHING INTERIOR WALLS**	8,000.00			8,000.00					0.00
5	CFWD FROM 2020	**A/C UNIT (FINANCE AREA FOR FOYER AND RAMSAY ROOM)**	15,000.00			15,000.00					0.00
6	CFWD FROM 2020	**BUILDING CONDITION ASSESSMENT TO SUPPORT ASSET MANAGEMENT**	5,000.00			5,000.00					0.00
		TOTAL MUNICIPAL OFFICE	28,000.00	-	-	28,000.00	-	-	-	-	-
		OLD REGISTRY OFFICE									
7	CFWD FROM 2020	**STONE WALL REPAIR**	5,000.00			5,000.00					0.00
		TOTAL OLD REGISTRY OFFICE	5,000.00	-	-	5,000.00	-	-	-	-	-
		ALMONTE TOWN HALL									
8	CFWD FROM 2020	**AUDITORIUM SOUND AND LIGHT REPLACEMENT**	5,000.00			4,000.00			1,000.00		0.00
9	CFWD FROM 2020	**ENTRANCE LIGHTING- REVIEW AND DESIGN**	12,000.00			12,000.00					0.00
10	CFWD FROM 2020	**FLOOD REPAIR 3RD FLOOR KITCHEN**	5,000.00			5,000.00					0.00
11	CFWD FROM 2020	**A/C UNIT DRAIN ABOVE 3RD FLOOR**	1,500.00			1,500.00					0.00
12	CFWD FROM 2020	**PICNIC TABLE BASE AND TABLES BACK OF TOWN HALL**	7,000.00			7,000.00					0.00
13	CFWD FROM 2020	**OUTSIDE WINDOW AND DOOR PAINTING**	110,000.00			110,000.00					0.00
14	HEALTH & SAFETY	**MECHANICAL/ELECTRICAL WORK**	10,000.00								10,000.00
15	HEALTH & SAFETY	**FIRE PANEL**	20,000.00								20,000.00
16	MAINTENANCE	**EXTERIOR CONCRETE (FRONT ENTRANCE $40K, REPOINTING $15K)**	55,000.00								55,000.00
17	HEALTH & SAFETY	**AUDITORIUM CURTAINS-FIRE RETARDANT TREATMENT**	9,000.00								9,000.00
		TOTAL ALMONTE TOWN HALL	234,500.00	0.00	0.00	139,500.00	0.00	0.00	1,000.00	0.00	94,000.00
		PROTECTION-OTHER									
		FIRE DEPARTMENT									
18	CFWD FROM 2020	**WINDOWS STN 2**	4,075.00			4,075.00					0.00
19	CFWD FROM 2020	**REMOVE PORTION OF BLOCK WALL STN 2**	5,145.00			5,145.00					0.00
20	CFWD FROM 2020	**DOOR REPAIRS STN 1 AND 2**	4,000.00			4,000.00					0.00
21	PURCHASE OF CAMERAS	**THERMAL IMAGING CAMERAS**	15,000.00								15,000.00
22	RESCUE EQUIPMENT	**WATER RESCUE SUITS**	3,000.00								3,000.00
23	TRAINING EQUIPMENT	**COMMAND CENTRE TRAILER**	2,000.00								2,000.00
24	RESCUE EQUIPMENT	**MEDICAL EQUIPMENT**	25,000.00								25,000.00
25	RESCUE EQUIPMENT	**FALL ARREST EQUPMENT**	3,500.00								3,500.00
26	NEW VEHICLE	**1 TON TOW VEHICLE**	90,000.00								90,000.00
27	NEW VEHICLE	**BIUSH FIRE TRUCK**	220,000.00								220,000.00
28	REPLACEMENTS	**7 GARAGE DOORS-STATION 1**	21,500.00								21,500.00
29	TRAINING EQUIPMENT	**TRAINING CENTRE-GROUND WORK**	10,000.00								10,000.00
30	MAINTENANCE	**STATION REPAIRS (OFFICE, WALL REMOVAL, INSPECTION, REPAIRS)**	94,000.00								94,000.00
31	EQUIPMENT NEEDS	**AIR COMPRESSOR-APPARATUS AIR BRAKES**	3,500.00								3,500.00
32	REPLACEMENTS	**HOSE AND APPLIANCE**	25,000.00								25,000.00
33	ANNUAL NEEDS	**BUNKER GEAR, HELMETS, BOOTS**	36,000.00								36,000.00
34	HEALTH & SAFETY	**RECRUIT SAFETY EQUIPMENT**	24,800.00								24,800.00
		TOTAL FIRE	586,520.00	0.00	0.00	13,220.00	0.00	0.00	0.00	0.00	573,300.00

				OTHER SOURCES OF FINANCING							
LINE NO.	DESCRIPTION OF PROJECT	BUDGET ITEM	TOTAL COST	CANADA GRANTS	PROV./COUNTY GRANTS	RESERVES	DEVELOPMENT CHARGES	BANK FINANCING	OTHER REVENUE	FUNDRAISING	21 BUDGET
		BUILDING DEPARTMENT									
35	REPLACEMENT	BUILDING DEPARTMENT VEHICLE	35,000.00			35,000.00					0.00
		TOTAL BUILDING DEPARTMENT	35,000.00	0.00	0.00	35,000.00	0.00	0.00	0.00	0.00	0.00
		ROADS & PUBLIC WORKS									
		ROADS/BRIDGES:									
36	GRAVEL RESURFACING OF PAKENHAM ROADS	GRAVEL-PAKENHAM (ANNUAL REQUIREMENT)	91,000.00								91,000.00
37	GRAVEL RESURFACING OF RAMSAY ROADS	GRAVEL-RAMSAY (ANNUAL REQUIREMENT)	228,000.00								228,000.00
38	ANNIUAL PROGRAM TO PROTECT GOOD ROADS	PAVEMENT MANAGEMENT AND PRESERVATION-CRACK SEALING	43,500.00								43,500.00
39	ANNIUAL PROGRAM	SIDEWALK REPAIRS-KING ST.	85,000.00								85,000.00
40	FOR LONG TERM PLANNING/ASSET MANAGEME	ROAD NETWORK UPDATE/DESIGN/GEOTECH	30,000.00								30,000.00
41	REPLACEMENT	STORM SEWERS-KING ST.	411,000.00								411,000.00
		HARDTOPPING PROJECTS (see attached listing)									
42	RE-SURFACING OF PAVED ROADS	PAVEMENT RENEWAL PROJECTS	221,000.00								221,000.00
43	RE-SURFACING OF ST ROADS	SURFACE TREATMENT PROJECTS	899,000.00	417,467.00	254,705.00						226,828.00
44	HARDTOP SURFACE REPAIRS	ROAD WORK REHABILITATION (MICROSURFACE, ETC.)	685,000.00			120,000.00					565,000.00
		BRIDGES									
45	REHAB OF BRIDGE	LEVI BRIDGE	1,213,300.00	606,650.00	400,389.00	206,261.00					0.00
46	REHAB OF CULVERT	CAMELON ROAD CULVERT	140,000.00								140,000.00
47	REHAB OF BRIDGE	HUGH GRAHAM BRIDGE	338,000.00								338,000.00
48	LEGISLATED	OSIM	20,000.00			20,000.00					0.00
		EQUIPMENT									
49	CFWD FROM 2020	PLOW TRUCK	320,000.00			320,000.00					0.00
50	LIFECYCLE REPLACEMENT UNIT C011	1 TON TRUCK	35,000.00								35,000.00
51	LIFECYCLE REPLACEMENT UNIT C071	GRADER	410,000.00								410,000.00
52	NEW FLEET PER DC STUDY	1/2 TON TRUCK	35,000.00				28,157.00				6,843.00
		FACILITIES									
53	CFWD FROM 2020	PAKENHAM SAND SHED	5,000.00			5,000.00					0.00
54	CFWD FROM 2020	PAKENHAM GARAGE RENOVATIONS	50,000.00			50,000.00					0.00
55	MAINTENANCE	RAMSAY GARAGE RENOVATIONS	20,000.00								20,000.00
		OTHER									
56	ANNAUL PROGRAM OF REPLACEMENTS	URBAN TREE REPLACEMENTS	3,000.00			3,000.00					0.00
57	SERVICING/ROAD WORK	BUSINESS PARK PHASE 3 (TRANSPORTATION SHARE)	1,370,875.00			409,820.00		961,055.00			0.00
58	ROAD/STORM/LANDSCAPING	ALMONTE DOWNTOWN REVITALIZATION (TRANSPORTATION SHARE)	3,207,620.00					3,207,620.00			0.00
		ACTIVE TRANSPORTATION									
		TOTAL PUBLIC WORKS	9,861,295.00	1,024,117.00	655,094.00	1,134,081.00	28,157.00	4,168,675.00	0.00	0.00	2,851,171.00
		WASTE MANAGEMENT									
59	ANNUAL MONITORING PER LEGISLATION	ENVIRONMENTAL SAMPLING HOWIE RD. LANDFILL (ANNUAL)	39,000.00								39,000.00
60	ANNUAL MONITORING PER LEGISLATION	ENVIRONMENTAL SAMPLING PAKENHAM LANDFILL (ANNUAL)	9,700.00								9,700.00
61	ANNUAL MONITORING PER LEGISLATION	ENVIRONMENTAL SAMPLING RAMSAY LANDFILL (ANNUAL)	23,000.00								23,000.00
62	CFWD FROM 2020	BUFFER LANDS FOR LANDFILL	35,000.00			35,000.00					0.00
63	CFWD FROM 2020	HOWIE ROAD GARAGE AND SCALEHOUSE REPAIRS	17,000.00			17,000.00					0.00
64	CFWD FROM 2020	HOWIE ROAD MONITORING WELL	8,000.00			8,000.00					0.00
65	CFWD FROM 2020	GARAGE FOR LOADER	60,000.00			60,000.00					0.00
		TOTAL WASTE MANAGEMENT	191,700.00	0.00	0.00	120,000.00	0.00	0.00	0.00	0.00	71,700.00

				OTHER SOURCES OF FINANCING								
LINE NO.	DESCRIPTION OF PROJECT	BUDGET ITEM	TOTAL COST	CANADA GRANTS	PROV./COUNT GRANTS	RESERVES	DEVELOPMENT CHARGES	BANK FINANCING	OTHER REVENUE	FUNDRAISING	21 BUDGET
		WATER & SEWER									
66	MAINTENANCE	OCWA-WATER TREATMENT CAPITAL PER LTFP	53,560.00								53,560.00
67	MAINTENANCE	OCWA-SANITARY PUMP STATION CAPITAL PER LTFP	70,700.00								70,700.00
68	MAINTENANCE	OCWA-WASTEWATER TREATMENT PLANT CAPITAL PER LTFP	181,430.00								181,430.00
69	REPLACEMENT DUE TO FAILURE	WWTP TURBO BLOWER 3 REPLACEMENT	120,000.00			120,000.00					0.00
70	REPLACEMENTS	WWTP-FILTER MEDIA TOP-UP/REPLACEMENT	17,000.00								17,000.00
71	SECURITY	WWTP FENCING ALTERATIONS	5,000.00			5,000.00					0.00
72	REPAIRS TO PUMP	WWTP PUMP REPAIRS	41,000.00			41,000.00					0.00
73	ROOF REPAIRS TO ADDRESS LEAKS	WWTP ROOF REPAIRS	140,000.00			140,000.00					0.00
74	MANTENANCE	WWTP UV SYSTEM MAINTENANCE	10,000.00			10,000.00					0.00
75	REPLACEMENTS	CHLORINE ANALYZERS	20,000.00								20,000.00
76	MAINTENANCE	WWTP ATAD-SNDR TANK AND FILTRATE CLEANOUT	17,500.00			17,500.00					0.00
77	GROWTH RELATED PROJECT	GEMMILL'S BAY PUMP STATION TWIN FORCEMAIN DESIGN	130,000.00			95,220.00	34,780.00				0.00
78	CAPACITY UPGRADE -CFWD FROM 2020	WATER STORAGE CONSTRUCTION	3,300,000.00				882,750.00	2,417,250.00			0.00
79	ELECTRICAL	WELL 7 & 8 GENERATOR WIRING	5,000.00								5,000.00
80	MANTENANCE	ELECTRICAL/INSTRUMENTATION/CONTROLS -PUMP STATIONS	50,000.00			50,000.00					0.00
81	DESIGN FOR FUTURE REPLACEMENTS	ENGINEERING DESIGN/MOECC APPROVAL	74,000.00			74,000.00					0.00
82	CFWD FROM 2020	SANITARY SEWER REPAIRS	230,976.00			230,976.00					0.00
83	ANNUAL CLEANING AND CCTV PROGRAM	ANNUAL CLEANING AND CCTV PROGRAM-INFILTRATION PER LTFP	40,000.00								40,000.00
84	ANNUAL METER PROGRAM	RADIO FREQUENCY METER CONVERSION PER LTFP	39,000.00								39,000.00
85	SAMPLING BETWEEN LAGOONS AND WELL 5	SAMPLE MONITORING WELLS UPSTREAM OF WELL 5 (REGULATORY)	17,000.00								17,000.00
86	UPDATE TO RATE STUDY	W&S RATE STUDY/FINANCIAL PLAN UPDATE	28,500.00			28,500.00					0.00
87	CFWD FROM 2020	WATER TOWER REPAIRS	55,000.00			55,000.00					0.00
88	LIFECYCLE REPLACEMENT	REPLACE VEHICLE W014	35,000.00			35,000.00					0.00
89	WATER AND SEWER REPLACEMENTS	KING ST. WATER AND SANITARY WORKS	842,000.00								842,000.00
90	SERVICING/ROAD WORK	BUSINESS PARK PHASE 3 (W&S SHARE)	504,475.00			143,970.00	20,170.00	340,335.00			0.00
91	WATER AND SEWER REPLACEMENTS	ALMONTE DOWNTOWN REVITALIZATION (W&S SHARE)	1,544,140.00					1,544,140.00			0.00
		TOTAL WATER & SEWER	7,571,281.00	-	-	1,046,166.00	937,700.00	4,301,725.00	-	-	1,285,690.00
		SEPTAGE									
92	CFWD FROM 2020	SEPTAGE CONTAINMENT AREA	70,000.00			50,633.00	19,367.00				0.00
		TOTAL SEPTAGE	70,000.00	-	-	50,633.00	19,367.00	-	-	-	-
		DAYCARE									
93	REQUIRED FOR LICENSING	LICENCING REQUIRMENTS	2,000.00			2,000.00					0.00
94	REPLACMENTS AS REQUIRED	EQUIPMENT/FURNITURE (ANNUAL)	5,000.00			5,000.00					0.00
95	CFWD FROM 2020	PAINTING/DRYWALL REPAIR	5,000.00			5,000.00					0.00
96	CFWD FROM 2020	CUPBOARD/COUNTER REPLACEMENT	25,000.00		10,000.00	10,000.00					5,000.00
97	CFWD FROM 2020	BUILDING REPAIRS	17,000.00			17,000.00					0.00
98	CFWD FROM 2020	SUN SHELTER DAYCARE PLAYGROUND	5,000.00			5,000.00					0.00
99	CFWD FROM 2020	PLAYSTRUCTURE-HOLY NAME OF MARY	6,000.00			3,000.00					3,000.00
100	CFWD FROM 2020	MECHANICAL ASSESSMENT	10,000.00			10,000.00					0.00
101	CFWD FROM 2020	KITCHEN	95,000.00			80,000.00					15,000.00
		TOTAL DAYCARE	170,000.00	0.00	10,000.00	137,000.00	0.00	0.00	0.00	0.00	23,000.00

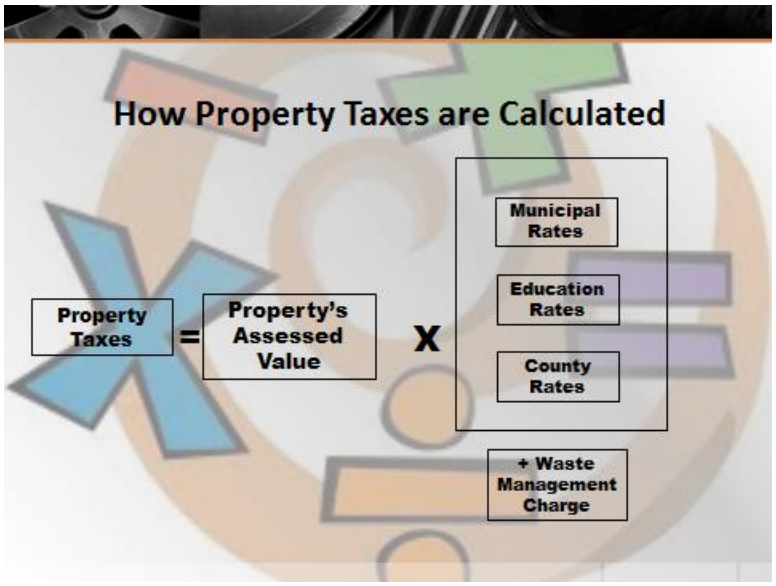
				OTHER SOURCES OF FINANCING							
LINE NO.	DESCRIPTION OF PROJECT	BUDGET ITEM	TOTAL COST	CANADA GRANTS	PROV./COUNT GRANTS	RESERVES	DEVELOPMENT CHARGES	BANK FINANCING	OTHER REVENUE	FUNDRAISING	21 BUDGET
		PARKS & RECREATION									
102	BENCHES FOR PARK	RIVERFRONT ESTATES BENCHES	10,000.00			10,000.00					0.00
103	FIELD IMPROVEMENTS	RAMSAY WARD SOCCER FIELD	10,000.00								10,000.00
104	FIELD IMPROVEMENTS	SNEDDEN CASEY BALL FIELD	15,000.00			5,000.00					10,000.00
105	REMOVAL AND PLANTING OF TREES IN PARKS	TREES FOR PARKS	7,000.00			3,000.00					4,000.00
106	NEW	MUNICIPAL DOG PARK	20,000.00								20,000.00
107	ADDITIONAL WASTE BINS/REPLACEMENTS	WASTE RESEPTACLES FOR PARKS	5,000.00								5,000.00
108	ADDITIONAL PICNIC TABLES/REPLACEMENTS	PICNIC TABLES FOR PARKS	10,000.00								10,000.00
109	HEALTH & SAFETY/MAINTENANCE	ALMONTE ARENA (DOOR, FIRE SAFETY, DRY SPRINKLER, ROOF ANALYSIS)	86,000.00			8,000.00					78,000.00
110	ENERGY IMPROVEMENTS	LED LIGHTING (ALM ARENA, PAK ARENA, CURLING CLUB)	49,500.00								49,500.00
111	MAINTENANCE	EXTERIOR WALL REPAIR-PAK ARENA	100,000.00								100,000.00
112	ANNUAL TRAIL WORK	TRAIL DEVELOPMENT	50,000.00			5,000.00	45,000.00				0.00
113	FROM STRATEGIC PLAN	COMMUNITY SERVICES MASTER PLAN	80,000.00								80,000.00
114	MAINTENANCE	ICE RESUFACER OVERHAUL-PAK ARENA	12,000.00								12,000.00
115	REPLACEMENT	ALMONTE CURLING CLUB FURNACE	10,000.00								10,000.00
116	REPLACEMENT	PAKENHAM PLAYSTRUCTURE	10,000.00								10,000.00
117	NEW	ALMONTE CENOTAPH-FENCING	7,000.00								7,000.00
118	PARK DEVELOPMENT	MILL RUN PARK	372,000.00			37,200.00	334,800.00				0.00
119	MAINTENANCE	GEMMILL PARK BASKETBALL COURT PAINTING	18,000.00								18,000.00
120	MAINTENANCE	PARKING LOT LIGHTING-ALM ARENA	5,000.00								5,000.00
121	CFWD FROM 2020	RIVERWALK MILL WORKERS STAIRCASE AND WALK	150,000.00			27,500.00				122,500.00	0.00
		TOTAL P & R	1,026,500.00	-	-	95,700.00	379,800.00	-	-	122,500.00	428,500.00
		LIBRARY									
122	UPGRADES TO ALMONTE BRANCH	FACILITY MAINTENANCE/UPGRADES	65,330.00			45,000.00					20,330.00
123	UPGRADES	TECHNOLOGY UPGRADES	3,000.00								3,000.00
124	REPLACEMENTS/PURCHASE OF FURNITURE	FURNITURE AND EQUIPMENT	15,000.00								15,000.00
125	CARRY FORWARD FROM 2020	ACCESSIBILITY PROJECT	2,500.00			2,500.00					0.00
		TOTAL LIBRARY	85,830.00	0.00	0.00	47,500.00	0.00	0.00	0.00	0.00	38,330.00
		PLANNING & DEVELOPMENT									
126	CFWD FROM 2020	LAND EVALUATION AREA REVIEW STUDY	30,000.00			30,000.00					0.00
127	CFWD FROM 2020	RESERVE ST. PARKING PLAN	35,000.00			35,000.00					0.00
128	COUNCIL APPROVED IN 2020	OPA 22	55,000.00			30,000.00					25,000.00
		TOTAL PLANNING	120,000.00	0.00	0.00	95,000.00	0.00	0.00	0.00	0.00	25,000.00
		COMM. ECONOMIC									
		DEVELOPMENT									
		BEAUTIFICATION									
129	FLOWERS FOR DOWNTOWN CORES-SOME REC	FLOWER BASKETS (ANNUAL)	10,000.00								10,000.00
130	METAL BANNER FABRICATION	BANNERS	2,500.00								2,500.00
131	ARBOUR WEEK PLANNING	TREE PLANTING	2,000.00								2,000.00
132	PURCASES/REPLACEMENTS	CHRISTMAS DÉCOR	15,000.00			5,000.00					10,000.00
		SUBTOTAL	29,500.00	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	24,500.00
		MARKETING THE MILLS									
133	ANNUAL COSTS FOR DIRECTIONAL SIGNAGE	TODS/SIGNS (ANNUAL)	5,000.00								5,000.00
134	CFWD FROM 2020	ELECTRONIC SIGN	50,000.00			50,000.00					0.00
135	ONGOING MAINTENANCE COSTS	WELCOME SIGNS	8,000.00								8,000.00
136	ANNUAL REPLACEMENTS	EVENT TENTS	4,500.00								4,500.00
137	ANNUAL REPLACEMENTS	TABLES & CHAIRS	2,000.00								2,000.00
138	GRAPHIC DESIGN SOFTWARE	COMPUTER AND SOFTWARE	3,000.00			3,000.00					0.00
139	CFWD FROM 2020	BUSINESS PARK SIGN	20,000.00			20,000.00					0.00
140	CFWD FROM 2020	DIRECTIONAL SIGNS	8,000.00			8,000.00					0.00
141	CFWD FROM 2020	EVENT SIGN STAND	5,000.00			5,000.00					0.00
142	NEW	OVRT (BENCHES, SHADE, ETC.)	5,000.00								5,000.00
		SUBTOTAL	110,500.00	0.00	0.00	86,000.00	0.00	0.00	0.00	0.00	24,500.00
		TOTAL COMM. ECONOMIC DEVELOPMENT	140,000.00	0.00	0.00	91,000.00	0.00	0.00	0.00	0.00	49,000.00
		TOTAL	20,674,742.00	1,024,117.00	1,164,210.00	3,075,300.00	1,365,024.00	8,470,400.00	1,000.00	122,500.00	5,452,191.00

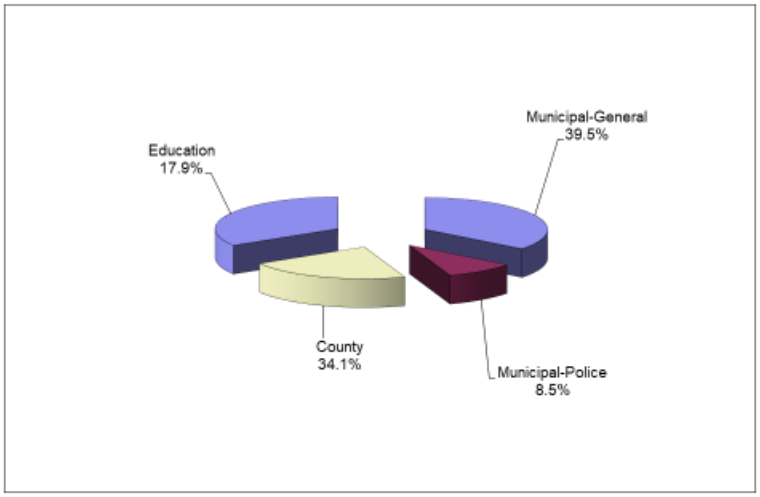
HARDTOPPING PROJECTS
2021 BUDGET

	BUDGET ITEM	TOTAL Cost
	HARDTOPPING PROJECTS	
2-301-0301-0435	**Pavement Renewals -**	
	King St. .397 km	221,000.00
2-301-0301-0436	**Surface Treatment Projects -**	
	Pakenham Concession 12 N-Shaw Road to County Road 29 (3.32 km)	504,000.00
	Ramsay Concession 8-Wolf Grove Rd. to Clayton Rd. (2.708 km)	395,000.00
	Subtotal	899,000.00
2-301-0301-0441	**Microsurfacing Projects**	
	Clayton Road (9.464 km)	565,000.00
	Gale St.	120,000.00
	Subtotal	685,000.00
	TOTAL	1,805,000.00

TAXATION

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





The Provincial reassessment scheduled to take effect for the years 2021-2024 has been postponed due to Covid 19. Assessment information for 2021 will be the same as 2020 as follows:

Municipality of Mississippi Mills								
2021 Assessment by Ward								
	Tax							
Tax Class	**Qualifier**	**Almonte**	**Ramsay**	**Pakenham**	**Total**	**2020**	**$ Diff**	**% Diff**
Residential	RT	588,969,200	961,425,618	287,822,000	1,838,216,818	1,838,216,818	-	0.00%
Multi-Residential	MT	16,551,800	1,912,000	3,509,600	21,973,400	21,973,400	-	0.00%
New Multi-Residential	NT	-	5,570,000	-	5,570,000	5,570,000	-	0.00%
Commercial	CT	28,923,400	13,837,100	5,184,200	47,944,700	47,944,700	-	0.00%
Commercial Vacant Land	CX	1,823,700	699,000	-	2,522,700	2,522,700	-	0.00%
Commerical Excess Land	CU	145,700	60,200	-	205,900	205,900	-	0.00%
Shopping Centre	ST	4,059,300	1,998,800	-	6,058,100	6,058,100	-	0.00%
Shopping Centre Excess Land	SU	-	-	-	-	-	-	0.00%
New Commercial Construction	XT	5,007,700	5,159,100	337,100	10,503,900	10,503,900	-	0.00%
New Commercial Excess Land	XU	81,200	14,900	-	96,100	96,100	-	0.00%
Industrial	IT	578,000	1,006,300	280,000	1,864,300	1,864,300	-	0.00%
Industrial Vacant Land	IX	701,000	160,000	-	861,000	861,000	-	0.00%
Industrial Excess Land	IU	-	51,200	10,500	61,700	61,700	-	0.00%
Industrial New Construction	JT	345,900	634,200	921,800	1,901,900	1,901,900	-	0.00%
Industrial New Const. Excess Lar	JU	-	67,800	60,300	128,100	128,100	-	0.00%
Pipeline	PT	4,174,000	-	19,173,000	23,347,000	23,347,000	-	0.00%
Farmland	FT	220,300	56,889,000	44,518,700	101,628,000	101,628,000	-	0.00%
Managed Forest	TT	-	4,947,700	3,901,500	8,849,200	8,849,200	-	0.00%
Total Taxable Assessment		**651,581,200**	**1,054,432,918**	**365,718,700**	**2,071,732,818**	**2,071,732,818**	**-**	**0.00%**
Payments in lieu		**1,760,300**	**7,950,100**	**1,861,000**	**11,571,400**	**11,571,400**	**-**	**0.00%**
Exempt		**55,580,200**	**21,467,100**	**10,591,900**	**87,639,200**	**87,639,200**	**-**	**0.00%**
Total Assessment		**708,921,700**	**1,083,850,118**	**378,171,600**	**2,170,943,418**	**2,170,943,418**	**-**	**0.00%**

The Municipality is responsible for setting the local tax rate and this requirement should be determined without considering the tax changes required by the County and School Boards.

The 2021 draft budget **includes a 3.0 % municipal tax revenue increase**.

The following charts illustrate the impacts to the average residential taxpayer based on a 3% tax revenue increase.

2021 ESTIMATED OVERALL RESIDENTIAL TAX CALCULATION ON AVG. ASSESSMENT AND TAX REVENUE INCREASE 3%

Year	Municipal	Police	Total
2020 (avg. assess=$364K)	$1,545.05	$335.00	$1,880.05
2020 Tax Rate	.00424464	.00092033	.00516497
2021 (avg. assess=$364K)	$1,592.35	$343.59	$1,935.94
2021 projected tax rate	.00437459	.00094393	.00531852
$ annual change	$47.30	$8.59	$55.89
$ monthly change	$3.94	$.71	$4.65
% change	3.06%	2.56%	2.97%

The next 3 charts reflect the impact on the average taxpayer if the tax revenue increase was 5%, 7% or 10%.

2021 ESTIMATED OVERALL RESIDENTIAL TAX CALCULATION ON AVG. ASSESSMENT AND TAX REVENUE INCREASE 5%

Year	Municipal	Police	Total
2020 (avg. assess=$364K)	$1,545.05	$335.00	$1,880.05
2020 Tax Rate	.00424464	.00092033	.00516497
2021 (avg. assess=$364K)	$1,629.94	$343.59	$1,973.53
2021 projected tax rate	.00447786	.00094393	.00542179
$ annual change	$84.89	$8.59	$93.48
$ monthly change	$7.07	$.71	$7.78
% change	5.49%	2.56%	4.97%

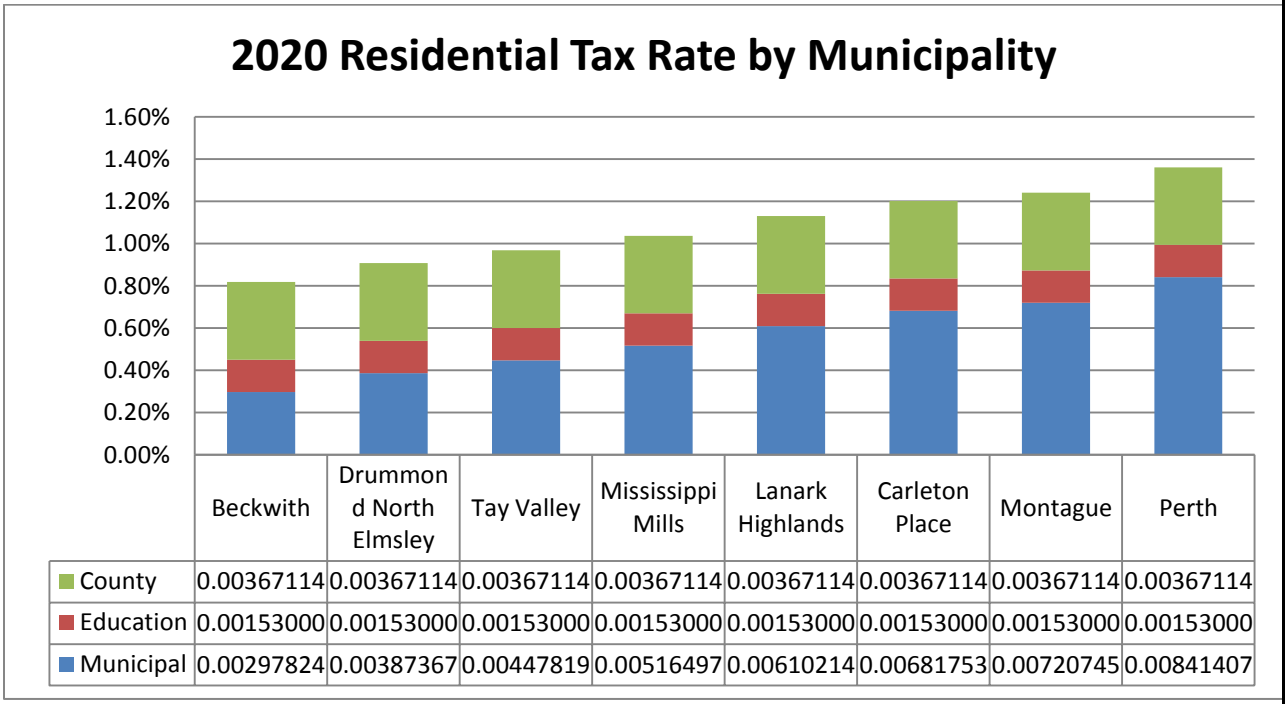
2021 ESTIMATED OVERALL RESIDENTIAL TAX CALCULATION ON AVG. ASSESSMENT AND TAX REVENUE INCREASE 7%

Year	Municipal	Police	Total
2020 (avg. assess=$364K)	$1,545.05	$335.00	$1,880.05
2020 Tax Rate	.00424464	.00092033	.00516497
2021 (avg. assess=$364K)	$1,667.53	$343.59	$2,011.12
2021 projected tax rate	.00458114	.00094393	.00542179
$ annual change	$122.48	$8.59	$131.07
$ monthly change	$10.21	$.71	$10.92
% change	7.93%	2.56%	6.97%

2021 ESTIMATED OVERALL RESIDENTIAL TAX CALCULATION ON AVG. ASSESSMENT AND TAX REVENUE INCREASE 10%

Year	Municipal	Police	Total
2020 (avg. assess=$364K)	$1,545.05	$335.00	$1,880.05
2020 Tax Rate	.00424464	.00092033	.00516497
2021 (avg. assess=$364K)	$1,723.92	$343.59	$2,067.51
2021 projected tax rate	.00473605	.00094393	.00567998
$ annual change	$178.87	$8.59	$187.46
$ monthly change	$14.91	$.71	$15.62
% change	11.58%	2.56%	9.97%

A comparison of the Municipality's tax rate with other lower tier municipalities in the County of Lanark is completed each year. Mississippi Mills is not the highest or the lowest as depicted in this chart for 2020:



	Beckwith	Drummond North Elmsley	Tay Valley	Mississippi Mills	Lanark Highlands	Carleton Place	Montague	Perth
County	0.00367114	0.00367114	0.00367114	0.00367114	0.00367114	0.00367114	0.00367114	0.00367114
Education	0.00153000	0.00153000	0.00153000	0.00153000	0.00153000	0.00153000	0.00153000	0.00153000
Municipal	0.00297824	0.00387367	0.00447819	0.00516497	0.00610214	0.00681753	0.00720745	0.00841407

For comparative purposes, the 2020 Municipal rates at the local level (excluding County and Schools) are:

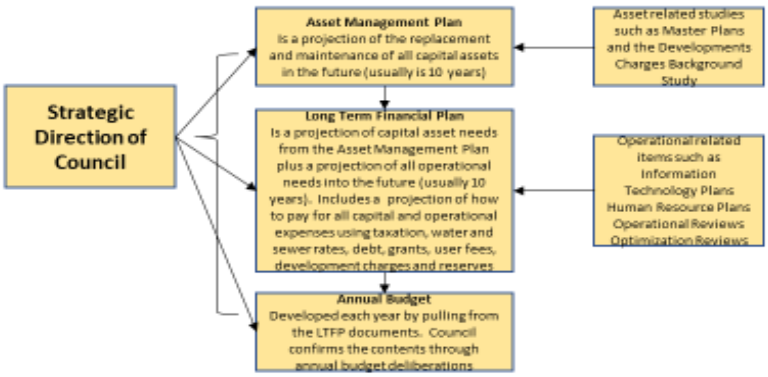
Municipality	2020 Residential Tax Rate
Beckwith	.297824%
Drummond North Elmsley	.387367%
Tay Valley	.447819%
Mississippi Mills	**.516497%**
Lanark Highlands	.610214%
Carleton Place	.681753%
Montague	.720745%
Perth	.841407%

Long Term Financial Planning

In 2017, a new Asset Management Regulation was passed by the Province of Ontario requiring municipalities to complete asset management policies and plans by specified dates and with prescribed contents. As a result the current Asset Management Plan will require updating.
(https://www.ontario.ca/laws/regulation/170588?search=asset+management+regulation)

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

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



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

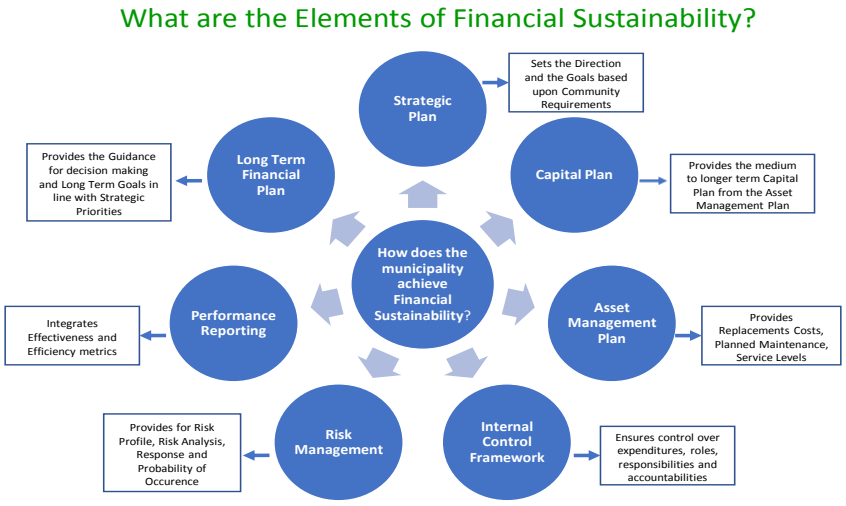
For the years 2013-2019, the Municipality had been following the long term financial plan for tax supported projects which outlines target expenditure and revenue totals, as well as target reserve, debt and capital needs. **The long term financial plan requires updating. Due to Covid 19 delays in the development of other plans and studies needed to complete the Long Term Financial Plan, it has been postponed.**

Water and Sewer also has a rate study that provides Council with plan for capital replacement along with operational needs. Included in the plan is the estimated rate increases needed to support the annual budget. Refer to the Water and Sewer section of this document for information on proposed rates for 2021.

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

2 Libraries (Almonte and Pakenham)
2 Fire Stations (Almonte and Pakenham)
2 Arenas with ice surfaces and upper halls (Almonte and Pakenham)
1 Curling Rink
1 Child Care Centre It also runs programs in schools within Almonte and an expanded program at the Catholic School through a lease arrangement
15 Bridges
11 Large culverts
97 km of surface treated roads
96 km of paved roads
186 km of gravel roads
1 splash pad
2 skateboard parks (Almonte and Pakenham)
19 parks, 10 with amenities
144 acres of parkland/green space
3 public works garages
1 Municipal Office
The Almonte Old Town Hall
The Almonte Old Registry office

12 Fire Vehicles
31 Public Works vehicles/ equipment
10 Recreation vehicles/ equipment
2 Building Department Vehicles
2 Beautification Vehicles
Streetlights
36 km of sidewalks and curbs
Signage
Other Equipment
36.5 km of watermains
34 km of sanitary sewers
1 Wastewater treatment plant
1 Water tower
8 sewage pumping stations
5 wells
SCADA equipment
3 water system vehicles
Catchbasins, storm sewers, manholes, water meters, instrumentation and controls



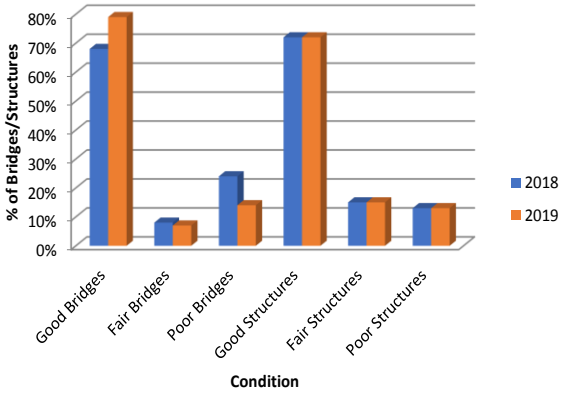
To be sustainable the Municipality must ensure that it is spending/investing appropriately on asset and other capital improvements and preparing and planning for future capital including growth related needs, technological improvements or changes required as a result of climate change along with all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

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

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

ASSET MANAGEMENT PLAN RESULTS

Figure 1 - Bridges and Large Structures



Bridges		
	2018	2019
Total Number of Bridges	15 (2,519m^2)	15 (2,519m^2)
Good Bridges (BCI >70)	68%	79%
Fair Bridges (BCI 60-70)	8%	7%
Poor Bridges (BCI <60)	24%	14%
Large Structures		
Total Large Structures	11 (672m^2)	11 (672 m^2)
Good Structures (>70)	72%	72%
Fair Structures (60-70)	15%	8%
Poor Structures (<60)	13%	20%

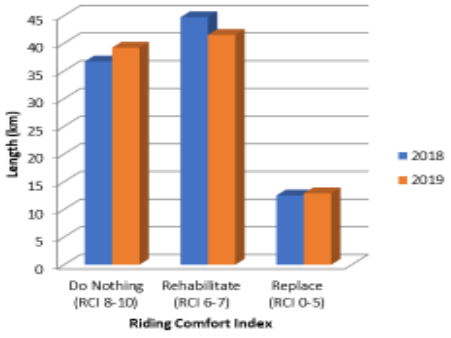
This table indicates changes in the condition of bridges and culverts since 2013:

BRIDGE/CULVERT ASSET MANAGEMENT PLAN RESULTS SINCE 2013

Bridges	2013	2017	2018	2019
Good	8%	22%	68%	79%
Fair	21%	21%	8%	7%
Poor	71%	57%	24%	14%
Culverts				
Good	54%	59%	72%	72%
Fair	18%	20%	15%	8%
Poor	28%	21%	13%	20%

ASSET MANAGEMENT PLAN RESULTS

Figure 5 - Paved Roads



	Service Indicators	
Paved Roads		
	2018	**2019**
Network Length	93.9	93.6
Do Nothing RCI 8 - 10	36.7 km (39%)	39.2km (42%)
Rehabilitate RCI 6 – 7	44.7 km (48%)	41.5 km (44%)
Replace RCI 0 – 5	12.5 km (13%)	12.9 km (14%)

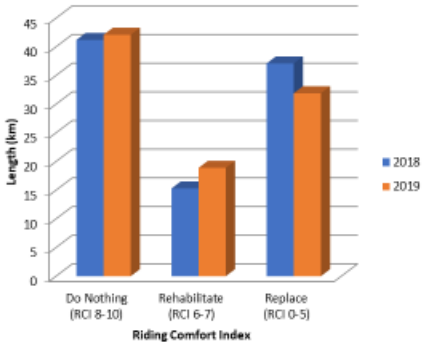
This table indicates changes in the condition of paved roads since 2013:

PAVED ROAD ASSET MANAGEMENT PLAN RESULTS SINCE 2013

	2013	2017	2018	2019
Good	22%	39%	39%	42%
Fair	58%	47%	48%	44%
Poor	20%	14%	13%	14%

ASSET MANAGEMENT PLAN RESULTS

Figure 6 - Surface Treated Roads



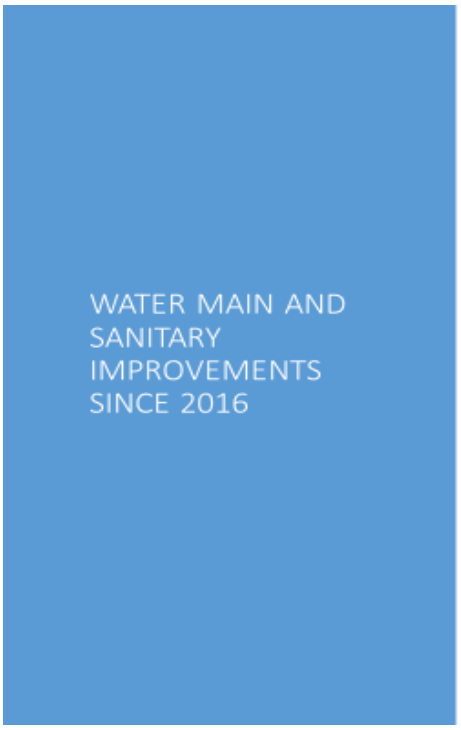
	Service Indicators	
Surface Treated Roads		
	2018	**2019**
Network Length	93.6 km	93.1 km
Do Nothing RCI 8 - 10	41.2 km (44%)	42.1 km (46%)
Rehabilitate RCI 6 – 7	15.3 km (16%)	18.9 km (20%)
Replace 0 – 5	37.1 km (40%)	31.9 km (34%)

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



	2013	2017	2018	2019
Good	15%	31%	44%	46%
Fair	75%	31%	16%	20%
Poor	10%	38%	40%	34%

The next table indicates changes in the condition of water and sewer infrastructure since 2013:



Location	m of water pipe replacement	m of water pipe added	m of sanitary pipe replacement	m of sanitary pipe lining	Original Age of Pipes
Church Street	375		375		1930's
Union Street North	155		155		1930's
State Street	165		165		1930.s
Victoria Street	555	135	555		1948-1973
Concession 11A		275			
Mitcheson Street				300	1930's
Rosamond Street				60	1930's
Mary Street				215	1930's
Almonte Street				80	1972
Total	1250	410	1250	655	

In 2018, Council approved a new development charges study and by-law to provide an additional funding source for capital needs as a result of growth. Information on development charges can be found at (https://www.mississippimills.ca/en/townhall/developmentcharges.asp

DEBT AND RESERVES

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

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

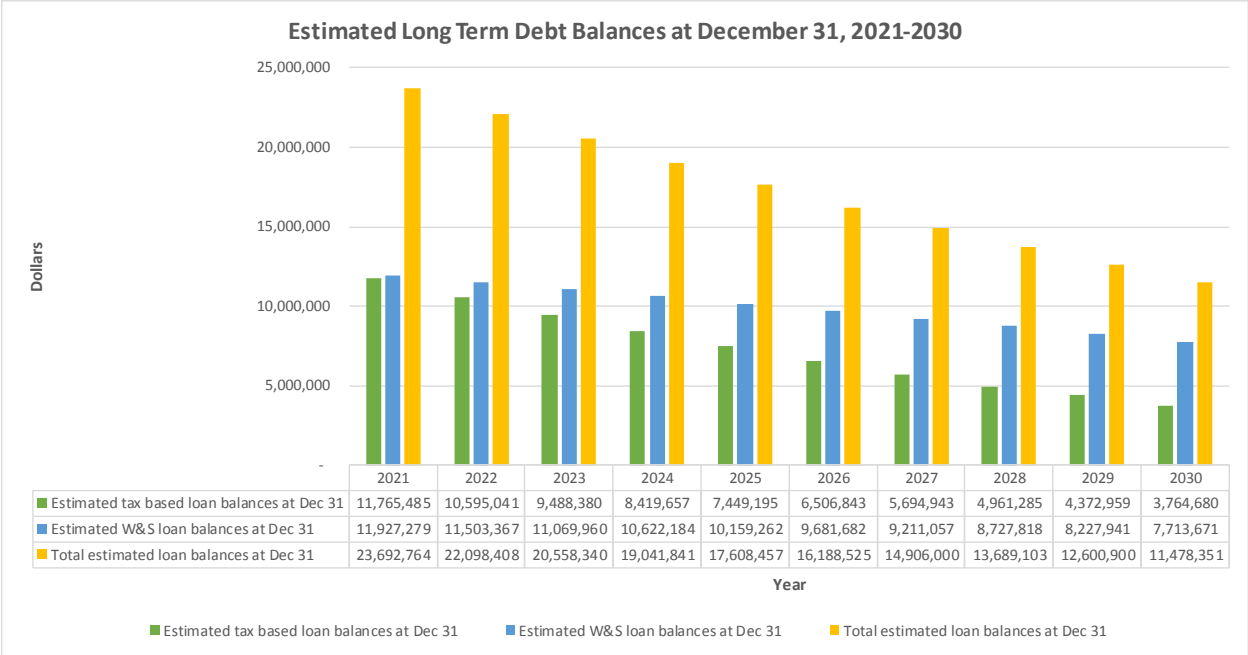
Which option is chosen depends on the funding source outlined in the long term financial plan and other planning documents, the availability of reserves, grants and other revenues or as approved by Council.

DEBT

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

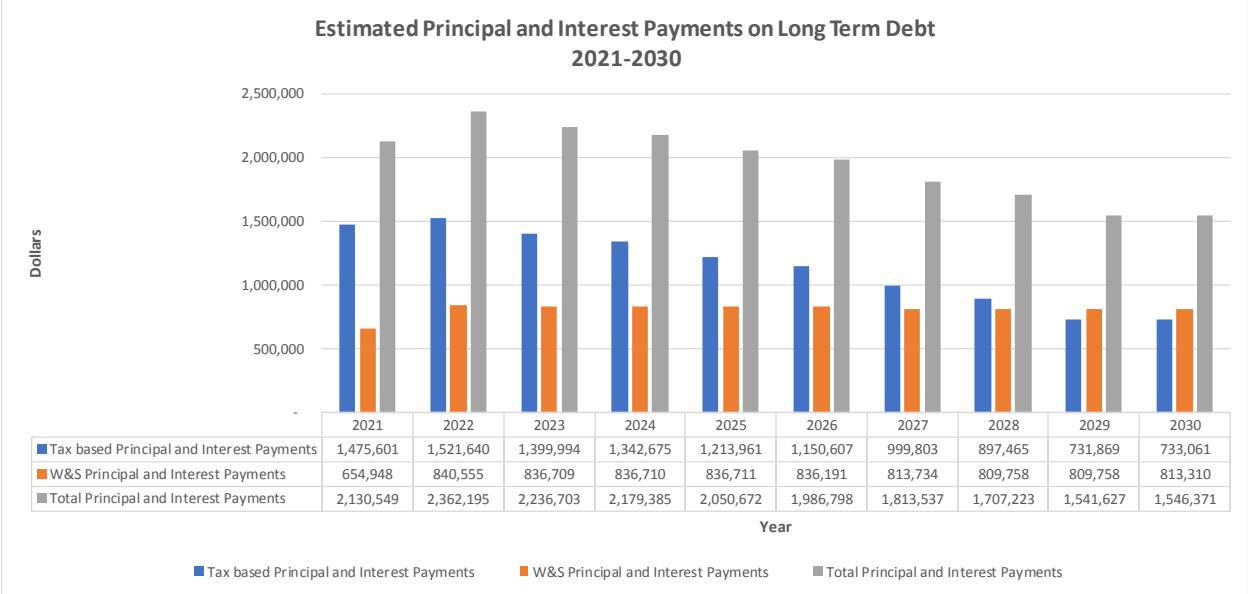
Debt allows for the cost of an asset to be repaid over the life of the asset and not paid all at once. It also means that tax rates and user fees are smoothed out and prevents large spikes in years where major capital replacement is required. Annual debt repayments included in the budget are also considered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

Principal on existing and proposed municipal debt **including water and sewer for 2021-2030** is depicted as follows:



	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Estimated tax based loan balances at Dec 31	11,765,485	10,595,041	9,488,380	8,419,657	7,449,195	6,506,843	5,694,943	4,961,285	4,372,959	3,764,680
Estimated W&S loan balances at Dec 31	11,927,279	11,503,367	11,069,960	10,622,184	10,159,262	9,681,682	9,211,057	8,727,818	8,227,941	7,713,671
Total estimated loan balances at Dec 31	23,692,764	22,098,408	20,558,340	19,041,841	17,608,457	16,188,525	14,906,000	13,689,103	12,600,900	11,478,351

Principal and interest repayments for 2021-2030 are also estimated as follows:



	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Tax based Principal and Interest Payments	1,475,601	1,521,640	1,399,994	1,342,675	1,213,961	1,150,607	999,803	897,465	731,869	733,061
W&S Principal and Interest Payments	654,948	840,555	836,709	836,710	836,711	836,191	813,734	809,758	809,758	813,310
Total Principal and Interest Payments	2,130,549	2,362,195	2,236,703	2,179,385	2,050,672	1,986,798	1,813,537	1,707,223	1,541,627	1,546,371

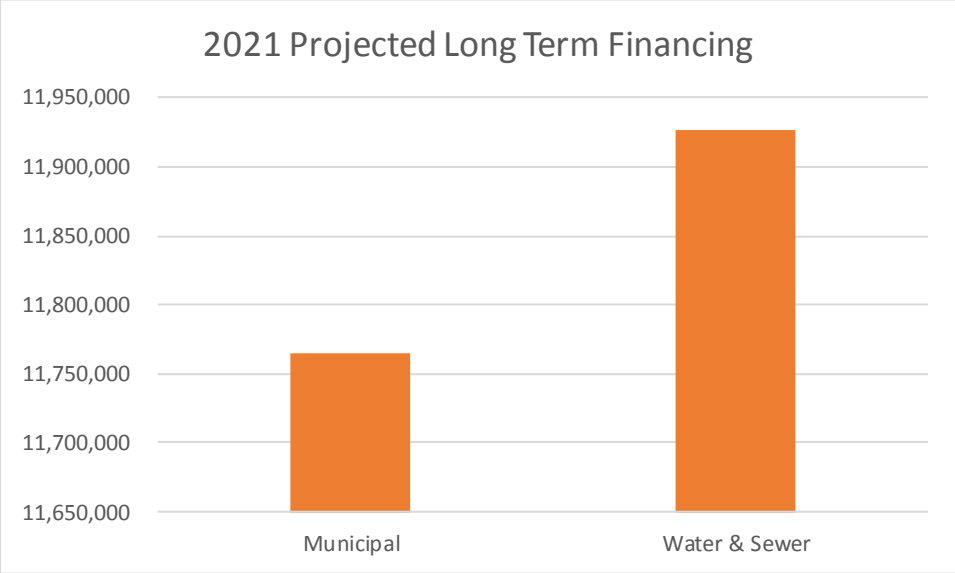
The next chart is a further breakdown of loans and repayments for 2021:

Municipality of Mississippi Mills

Long Term Debt

Project	Total LTD Dec 31/19 (Actual)	Total LTD Dec 31/20 (estimated)	2021 Additions	Total LTD Dec 31/21 (estimated)	Financial Institution	Int Rate	Expiry Date of existing loan	Renewal Term	Type of Repayment	Frequency	Annual Repayments Principal-2021	2021 Interest	2021 Total	Department
Municipal Office-Loan #1	274,360.50	248,433.00		221,470.00	RBC	3.92%	2028		Blended P+I	Monthly	26,963.00	9,254.00	36,217.00	Admin. Bldgs
Municipal Office-Loan #2	132,563.59	114,671.00		96,216.00	RBC	3.10%	2026		Blended P+I	Monthly	18,455.00	3,340.00	21,795.00	Admin. Bldgs
Almonte Old Town Hall-Loan #1	242,840.31	219,880.00		196,003.00	RBC	3.92%	2028		Blended P+I	Monthly	23,877.00	8,195.00	32,072.00	Admin. Bldgs
Almonte Old Town Hall-Loan #2	390,395.46	337,738.00		283,425.00	RBC	3.10%	2026		Blended P+I	Monthly	54,313.00	9,829.00	64,142.00	Admin. Bldgs
Almonte Old Town Hall-Loan #3	990,647.51	923,634.00		849,650.00	TD Bank	3.58%	2021	10 yrs to 2031	Blended P+I	Monthly	73,984.00	28,863.00	102,847.00	Admin. Bldgs
Arenas-Loan #1	11,216.69	10,155.00		9,050.00	RBC	3.92%	2028		Blended P+I	Monthly	1,105.00	379.00	1,484.00	Parks & Rec
Arenas-Loan #2	299,145.75	258,777.00		217,139.00	RBC	3.10%	2026		Blended P+I	Monthly	41,638.00	7,536.00	49,174.00	Parks & Rec
Arenas-Loan #3	8,615.11	6,454.00		4,223.00	BMO	3.14%	2023		Principal+Int	Monthly	2,231.00	135.00	2,366.00	Parks & Rec
Arenas-Loan #4 (Almonte Comm. Centre)	9,506.57	7,867.00		6,141.00	RBC	1.90%	2025		Blended P+I	Monthly	1,726.00	135.00	1,861.00	Parks & Rec
Arenas-Loan #5 (Almonte Comm. Centre)	481,065.41	445,837.00		407,045.00	RBC	4.15%	2020	10 yrs to 2030	Blended P+I	Monthly	38,792.00	12,836.00	51,628.00	Parks & Rec
Perth/Country/Bridge Sts.-Loan #2 (Roads)	69,166.30	43,056.00		16,946.00	OSIFA	4.63%	2022		Blended P+I	Semi-Annual	26,110.00	1,608.00	27,718.00	Transportation
Public Works Office	22,322.48	20,208.00		18,010.00	RBC	3.92%	2028		Blended P+I	Monthly	2,198.00	754.00	2,952.00	Transportation
Business Park	106,879.84	64,815.00		22,751.00	OSIFA	4.63%	2022		Blended P+I	Semi-Annual	42,064.00	2,590.00	44,654.00	Economic Dev.
Fire Halls	214,607.60	152,251.00		87,908.00	BMO	3.14%	2023		Principal+Int	Monthly	64,343.00	3,894.00	68,237.00	Fire Dept.
Ottawa St./Road Work	510,577.95	422,580.00		330,009.00	RBC	1.90%	2025		Blended P+I	Monthly	92,571.00	7,223.00	99,794.00	Transportation
SCBA	37,181.07	20,820.00		4,046.00	TD Bank	2.474%	2022		Blended P+I	Monthly	16,774.00	832.00	17,606.00	Fire Dept.
Plow Truck	79,313.11	56,800.00		33,719.00	TD Bank	2.474%	2022		Blended P+I	Monthly	23,081.00	1,144.00	24,225.00	Transportation
Ann St.	90,125.35	70,357.00		50,090.00	TD Bank	2.474%	2022		Blended P+I	Monthly	20,267.00	1,005.00	21,272.00	Transportation
2013 Mill of Kintail Bridge	481,339.49	455,169.00		428,035.00	TD Bank	3.450%	2024	10 yrs to 2034	Blended P+I	Monthly	27,134.00	15,272.00	42,406.00	Transportation
2013 Fire Truck	133,564.40	107,900.00		81,473.00	TD Bank	2.910%	2023		Blended P+I	Monthly	26,427.00	2,769.00	29,196.00	Fire Dept.
2013 Sidewalk Plow	59,124.86	47,763.00		36,064.00	TD Bank	2.910%	2023		Blended P+I	Monthly	11,699.00	1,226.00	12,925.00	Transportation
2014 Grader	155,280.58	125,473.00		94,879.00	TD Bank	2.910%	2023		Blended P+I	Monthly	30,594.00	3,215.00	33,809.00	Transportation
Bridges (Con 6D & Con9)	867,741.71	825,451.00		781,934.00	TD Bank	2.860%	2026	10 years to 2036	Blended P+I	Monthly	43,517.00	23,038.00	66,555.00	Transportation
2016 Fire Truck	122,456.83	106,669.00		90,474.00	BMO	2.550%	2027		Blended P+I	Monthly	16,195.00	2,534.00	18,729.00	Fire Dept.
2016 Plow Truck	168,524.06	146,801.00		124,518.00	BMO	2.550%	2027		Blended P+I	Monthly	22,283.00	3,487.00	25,770.00	Transportation
Nugent Bridge	760,605.47	729,848.00		698,058.00	BMO	3.310%	2028	10 years to 2038	Blended P+I	Monthly	31,790.00	23,739.00	55,529.00	Transportation
2017 Fire Truck	257,631.69	228,583.00		198,705.00	TD Bank	2.780%	2027		Blended P+I	Monthly	29,878.00	6,031.00	35,909.00	Fire Dept.
2017 Loader	289,125.10	256,367.00		222,675.00	TD Bank	2.780%	2027		Blended P+I	Monthly	33,692.00	6,801.00	40,493.00	Transportation
2017 Arena Roof	244,340.54	234,433.00		224,192.00	BMO	3.310%	2028	10 years to 2038	Blended P+I	Monthly	10,241.00	7,647.00	17,888.00	Parks & Rec
2018 Ice Resurfacer	69,902.68	63,040.00		55,931.00	TD Bank	3.430%	2028		Blended P+I	Monthly	7,109.00	2,042.00	9,151.00	Parks & Rec
2017 Gemmill Park	489,705.96	470,797.00		451,275.00	TD Bank	2.990%	2029	10 years to 2039	Blended P+I	Monthly	19,522.00	13,773.00	33,295.00	Parks & Rec
2017 Pakenham Library Expansion	155,947.07	149,655.00		143,151.00	BMO	3.310%	2028	10 years to 2038	Blended P+I	Monthly	6,504.00	4,856.00	11,360.00	Library
2018 Fire Truck Unit #550	184,377.23	166,214.00		147,401.00	TD Bank	3.430%	2028		Blended P+I	Monthly	18,813.00	5,405.00	24,218.00	Fire Dept.
2018 Bridges and Culverts	2,901,558.95	2,789,220.00		2,673,234.00	TD Bank	2.990%	2029	10 years to 2039	Blended P+I	Monthly	115,986.00	81,829.00	197,815.00	Transportation
2018 Backhoes	260,081.09	234,469.00		207,939.00	TD Bank	3.430%	2028		Blended P+I	Monthly	26,530.00	7,622.00	34,152.00	Transportation
2018 Grader	335,124.93	302,063.00		267,817.00	TD Bank	3.430%	2028		Blended P+I	Monthly	34,246.00	9,839.00	44,085.00	Transportation
2018 Downtown Renewal 50%		169,056.00		163,112.00						**Estimate only**	5,944.00	6,507.00	12,451.00	Transportation
2018 Ramsay Garage Renovations	200,437.76	192,652.00		184,613.00	TD Bank	2.990%	2029	10 years to 2039	Blended P+I	Monthly	8,039.00	5,671.00	13,710.00	Transportation
2018 Dasherboard Replacement		704,460.00		675,109.00	TD Bank	2.417%	2030	10 years to 2040	Blended P+I	Monthly	29,351.00	16,760.00	46,111.00	Parks & Rec
Business Park 2020/2021-Roads	-	-	961,055.00	961,055.00							-	-	-	Transp. Starts in 2022
Perth/Country/Bridge Sts.-Loan #1 (W&S)	18,669.06	16,127.00		13,506.00	RBC	3.10%	2026		Blended P+I	Monthly	2,621.00	474.00	3,095.00	W&S
Perth/Country/Bridge Sts.-Loan #2 (W&S)	18,385.97	11,446.00		4,506.00	OSIFA	4.63%	2022		Blended P+I	Semi-Annual	6,940.00	427.00	7,367.00	W&S
WWTP	7,055,260.68	6,884,350.00		6,706,308.00	OSIFA	4.13%	2044		Blended P+I	Semi-Annual	178,042.00	282,504.00	460,546.00	W&S
2016 Scada Equipt	155,384.22	135,275.00		114,647.00	BMO	2.550%	2027		Blended P+I	Monthly	20,628.00	3,228.00	23,856.00	W&S
2018 Downtown Renewal 50%		169,056.00		163,112.00						**Estimate only**	5,944.00	6,507.00	12,451.00	W&S
W&S Capital		395,656.00		379,254.00	TD Bank	2.417%	2030	10 years to 2040	Blended P+I	Monthly	16,402.00	9,366.00	25,768.00	W&S
Victoria St. W&S		1,865,931.00		1,788,361.00	TD Bank	2.417%	2030	10 years to 2040	Blended P+I	Monthly	77,570.00	44,295.00	121,865.00	W&S
Water Storage		2,930,000.00		2,930,000.00									-	W&S start 2022
Business Park 2020/2021-W&S			340,335.00	340,335.00							-	-	-	W&S start 2022
Total	**19,355,100.93**	**24,338,257.00**	**1,301,390.00**	**24,205,514.00**							**1,434,133.00**	**696,416.00**	**2,130,549.00**	

The above loans for 2021 are paid out of the overall municipal budget or the water and sewer budget as follows:



The following is a summary of the loan payments by department:

	Total LTD	2021		
Summary:	**Dec 31/21**	**Debt Payments**		
	(estimated)	**(estimated)**		
Administration	1,646,764.00	257,073.00		
Parks & Recreation	2,050,105.00	212,958.00		
Transportation	7,292,707.00	755,661.00		
Fire Department	610,007.00	193,895.00		
Community & Economic Development	22,751.00	44,654.00		
Library	143,151.00	11,360.00		
Water and Sewer	12,386,145.00	654,948.00		
Subtotal	24,151,630.00	2,130,549.00		
Tile Drainage	11,529.00	3,628.00	Paid by property owners	
Total	24,163,159.00	2,134,177.00		

RESERVES:

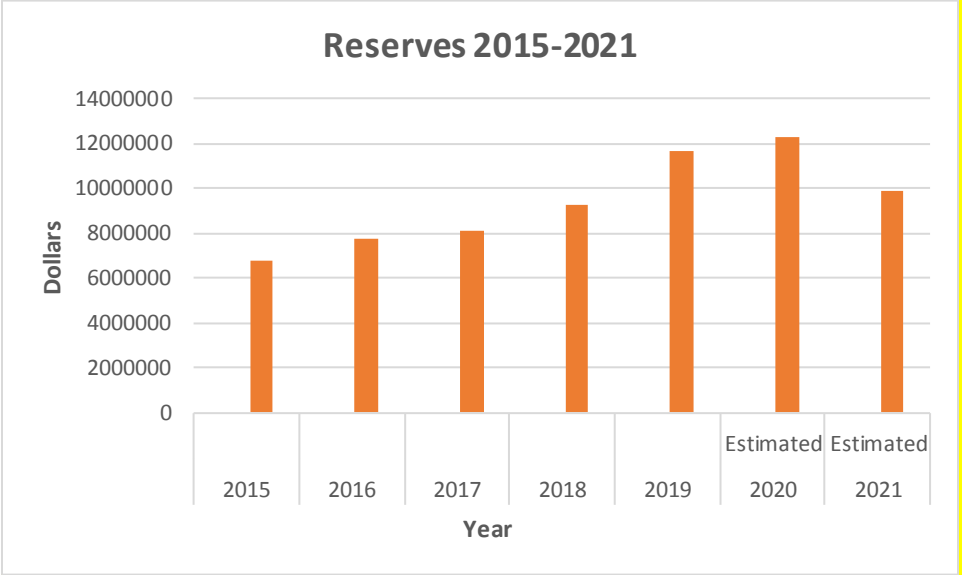
Reserve balances fluctuate annually depending on the availability of funds in the annual budget to build up the reserve and then conversely the use of reserves annually for projects that funds were set aside for.

In 2020, several projects were delayed or postponed as a result of Covid 19 closures and restrictions. Funding for these projects will be placed into reserves at the end of 2020 and used in 2021.

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

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

Reserves are also needed to address emergency situations that may arise from time to time. 2015-2021 reserves **including water and sewer** are depicted as follows:



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

Municipality of Mississippi Mills								
Internally financed projects from Reserves								
Included in 2021 budget:								
						Prjojected		
	Original Amount	**# of years**	**1st year**	**last year**	**2021 Total**	**Bal at Dec 31/21**		
Fire Department:								
2016 Truck	43,680	5	2017	2021	8,736	-		
2017 Chief's Car	38,535	5	2018	2022	7,707	7,707		
2017 Commercial Washer/Dryer	30,898	5	2018	2022	6,180	6,180		
	113,113				22,623	13,887		
Building Department:								
2017 Vehicle	30,000	5	2018	2022	6,000	6,000		
	30,000		2,018	2,022	6,000	6,000		
Transportation:								
1/2 ton Truck	33,630	5	2017	2021	6,726	-		
3/4 Ton Truck	35,000	5	2019	2023	7,000	14,000		
Boom Flail	17,300	5	2017	2021	3,460	-		
Steamer Unit	11,690	5	2017	2021	2,338	-		
Steamer Unit-Pak	13,850	5	2018	2022	2,770	2,770		
2017 Truck	36,321	5	2018	2022	7,264	7,264		
LED Streetlights	283,240	10	2019	2027	28,324	198,268		
Sidewalk Plow (balance)	34,515	5	2018	2022	6,903	6,903		
Shaw Bridge	200,693	10	2020	2029	20,070	160,623		
1/2 ton Truck	32,000	5	2020	2024	6,400	20,200		
Fire Truck Conversion to Plow Truck	205,000	10	2021	2030	20,500	184,500		
	903,239				111,755	594,528		
Parks & Recreation:								
SCC project	121,000	10	2014	2023	12,100	36,300		
Condenser-ACC	52,036	5	2016	2020	10,407	-		
Lawn Mowing Equipment	73,100	5	2017	2021	14,620	14,620		
Humidifier-SCC	57,480	5	2017	2021	11,496	11,496		
1/2 ton Truck	33,050	5	2017	2021	6,610	6,610		
Score Clock	8,865		2020		1,865		Paid $7,000 in 2020	
Lawn Mowing Equipment	28,315	5	2020	2024	5,330	15,985		
	373,846				62,428	85,011		
CEDC:								
Total	**1,420,198**				**202,806**	**699,426**		
						Prjojected		
	Original Amount	**# of years**	**1st year**	**last year**	**2021 Total**	**Bal at Dec 31/21**		
Water and Sewer								
Water Tower	385,000	10	2014	2023	38,500	92,985		
Church St.	325,600	10	2018	2022	32,560	32,560		
Victoria St.	127,800	10	2019	2028	12,780	89,460		
SCADA Equipment	170,000	10	2019	2028	17,000	119,000		
Menzie St.	212,000	10	2019	2028	21,200	148,400		
Ottawa/Honeybourne Looping	265,394	10	2020	2029	26,200	209,626		
Total (rate based)	1,485,794				148,240	692,031		
Total	**2,905,992**				**351,046**	**1,391,457**		

The 2021 budget also proposes “borrowing” from reserves for capital projects that will start to be repaid back to reserves in 2022:

Projects included in 2021 Budget for internal financing						
Tax Based:	**Original Amount**	**# of years**	**1st year**	**last year**	**2022 Total**	
Plow Truck	178,250	10	2022	2031	17,825	
Electronic Sign	50,000	5	2022	2026	10,000	
Total	**228,250**				**27,825**	
Water and Sewer:						
Sanitary Sewer Repairs	230,976	10	2022	2031	23,097	
WWTP Turbo Blower 3 Replacemen	120,000	10	2022	2031	12,000	
	350,976				35,097	
Total	**579,226**				**62,922**	

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

The reserve balances at December 31, 2019 is $11,719,067 and 2021 is estimated at $9,899,872

Due to Covid 19, many capital projects were not able to proceed in 2020 or were incomplete at year end so funding is estimated to transfer to reserves for completion in 2021.

MUNICIPALITY OF MISSISSIPPI MILLS
CONTINUITY OF RESERVE SCHEDULE
TO DECEMBER 31, 2019 (and projected to Dec 31/21)

	Stabilization Reserves	Tax Supported Reserves	Program Reserves	Dec 31/19 Total	Tsf in 2020	Tsf out 2020	Projected Bal at Dec 31/20	Projected Tsf in 2021	Projected Tsf out 2021	Projected Bal at Dec 31/21
Working Capital	1,100,000.00			1,100,000.00			1,100,000.00			1,100,000.00
Capital		1,233,512.34		1,233,512.34	395,941.00	(205,000.00)	1,424,453.34	404,306.00	(325,000.00)	1,503,759.34
Live Streaming			25,000.00	25,000.00		(25,000.00)	-			-
Operational Review			6,639.26	6,639.26			6,639.26			6,639.26
Election			15,000.00	15,000.00	15,000.00		30,000.00	20,000.00		50,000.00
Strategic Plan			10,000.00	10,000.00			10,000.00			10,000.00
Website			25,000.00	25,000.00		(25,000.00)	-			-
Records Management			100,000.00	100,000.00		(25,000.00)	75,000.00		(37,500.00)	37,500.00
Heritage			22,923.30	22,923.30			22,923.30			22,923.30
Pound Costs			11,000.00	11,000.00			11,000.00			11,000.00
Facility Manager/H&S			1,600.00	1,600.00			1,600.00			1,600.00
Asset Management			6,800.00	6,800.00		(6,800.00)	-			-
Contingency		287,726.83		287,726.83	25,000.00		312,726.83	25,000.00		337,726.83
Admin. Building		167,607.17		167,607.17	59,500.00		227,107.17	10,000.00	(172,500.00)	64,607.17
Policing			225,994.59	225,994.59		(29,000.00)	196,994.59		(30,000.00)	166,994.59
Building Dept.			646,564.71	646,564.71	19,994.00		666,558.71	29,501.00	(35,000.00)	661,059.71
Accessibility		1,669.71		1,669.71			1,669.71			1,669.71
Equipt. Replacement		34,288.65		34,288.65			34,288.65			34,288.65
Public Works		737,096.96		737,096.96	206,261.00	(184,900.00)	758,457.96		(284,261.00)	474,196.96
Storm/Streetlights		53,199.28		53,199.28			53,199.28			53,199.28
Active Transportation		12,200.00		12,200.00		(5,000.00)	7,200.00			7,200.00
Winter Control			55,820.00	55,820.00			55,820.00			55,820.00
Waste Management			1,408,108.35	1,408,108.35	66,941.00		1,475,049.35		(298,000.00)	1,177,049.35
Septage			280,766.07	280,766.07	20,000.00	(4,500.00)	296,266.07		(50,633.00)	245,633.07
Daycare		674,957.61		674,957.61	37,175.00	(98,361.00)	613,771.61		(137,000.00)	476,771.61
Planning		2,159.09		2,159.09	95,000.00		97,159.09		(95,000.00)	2,159.09
C&EDC		129,707.67		129,707.67	17,000.00	(7,000.00)	139,707.67		(41,000.00)	98,707.67
Recreation		240,091.98		240,091.98	27,500.00	(25,000.00)	242,591.98		(95,700.00)	146,891.98
Light up the Night			5,717.42	5,717.42			5,717.42			5,717.42
Ticket Surcharge			13,840.45	13,840.45			13,840.45			13,840.45
Cash in Lieu-Parkland			85,779.50	85,779.50			85,779.50			85,779.50
Parking Reserve			55,737.83	55,737.83			55,737.83			55,737.83
Water & Sewer		3,148,721.51		3,148,721.51	613,289.00	(326,435.00)	3,435,575.51	307,569.00	(902,196.00)	2,840,948.51
Business Park			685,165.44	685,165.44		(63,411.00)	621,754.44		(621,754.44)	-
Fire Dept.		124,268.68		124,268.68			124,268.68		(13,220.00)	111,048.68
Library		81,495.00		81,495.00	5,000.00	(2,500.00)	83,995.00		(47,500.00)	36,495.00
Ramsay Reserves			2,640.40	2,640.40			2,640.40			2,640.40
Pakenham Reserves			266.72	266.72			266.72			266.72
							-			
Total Dec 31	**1,100,000.00**	**6,928,702.48**	**3,690,364.04**	**11,719,066.52**	**1,603,601.00**	**(1,032,907.00)**	**12,289,760.52**	**796,376.00**	**(3,186,264.44)**	**9,899,872.08**

Summary

Working Capital	1,100,000.00	Reserve is restricted to offset tax arrears
Capital	3,036,964.69	Reserve is futther restricted to projects noted above
Programs in Operating budget	26,193.01	Reserve is for Heritage and Facility Manager/H&S
Contingency	337,726.83	Reserve is for emergencies
Police	166,994.59	Reserve is used to offset increases in contract
Waste Management	1,177,049.35	Reserve is from user fees to offset waste management needs
Septage	245,633.07	Reserve is from Septage fees to offset septage needs
Winter Control	55,820.00	Reserve is to offset deficits in winter control area of budget
Ramsay	2,640.40	Reserve is for museums capital projects
Pakenham	266.72	Reserve is for recreation in Pakenham ward
Business Park	-	Reserve is to offset debt on park and to plan for next phase
Ticket Surcharge	13,840.45	Reserve is to offset auditorium improvements at Almonte Old Town Hall
Cash in Lieu-Parkland	85,779.50	Reserve is to be used for parkland/recreation trail development
Parking	55,737.83	Reserve is available to address parking related matters
Election	50,000.00	Reserve is being built up to offset the 2022 election
Records Management	37,500.00	Reserve is to offset electronic storage of records
Building Dept	661,059.71	Reserve is from building department revenues and can only be applied to building
Light Up the Night	5,717.42	Reserve is used to offset this event
Water and Sewer	2,840,948.51	Reserve is from water & sewer rates for capital projects
	9,899,872.08	

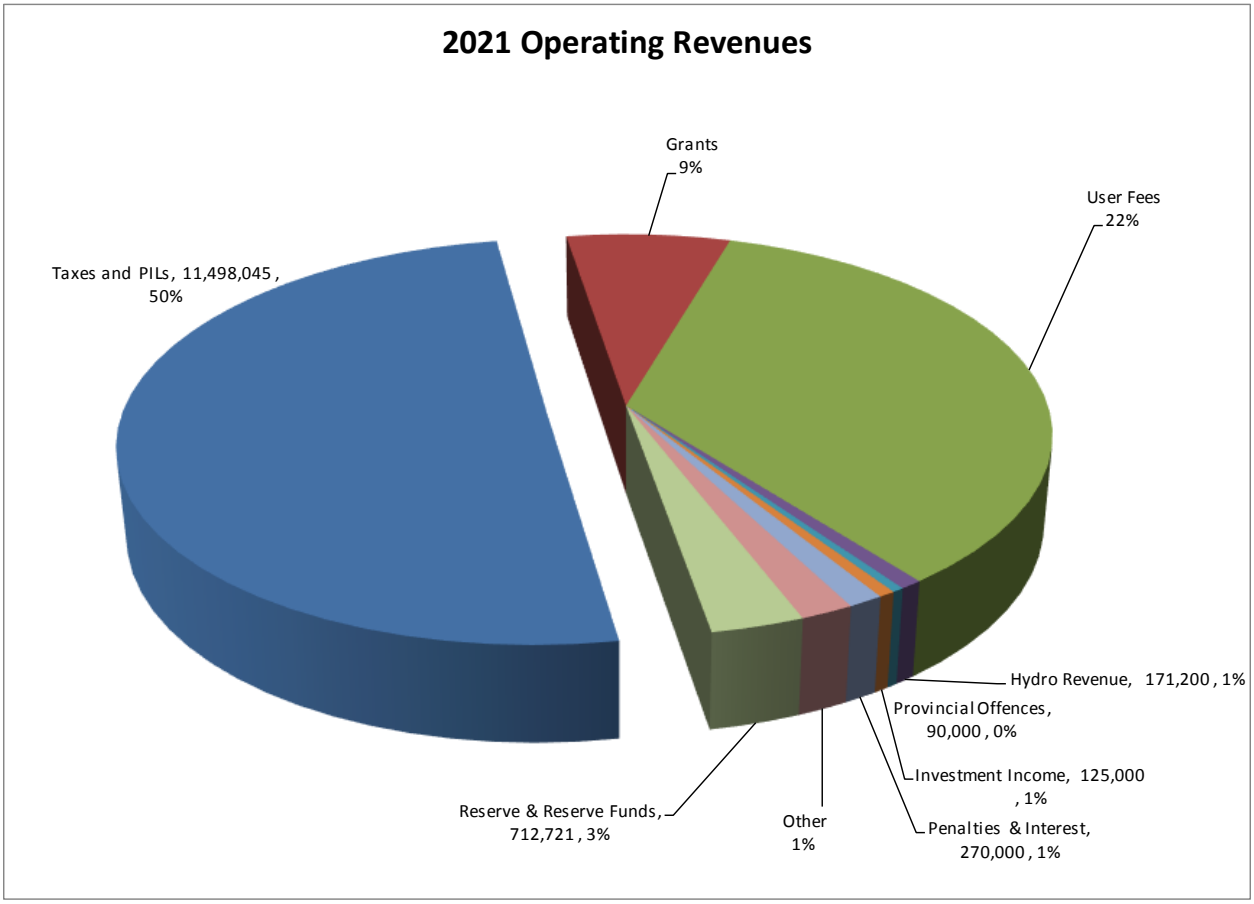
With an estimated capital reserve balance at the end of 2021 of $3 million and a future replacement cost of all municipal infrastructure conservatively estimated at $170 million, the Municipality is projected to have 1.8% of the cost of capital up front by the end of 2021. This means that when capital replacement is needed in the future, some other funding source will be required and will likely depend on tax and user fee increases. It is important that the Municipality consider increasing the reserve balance in anticipation of future capital needs.

REVENUE

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

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

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



REVENUES
2021 Budget

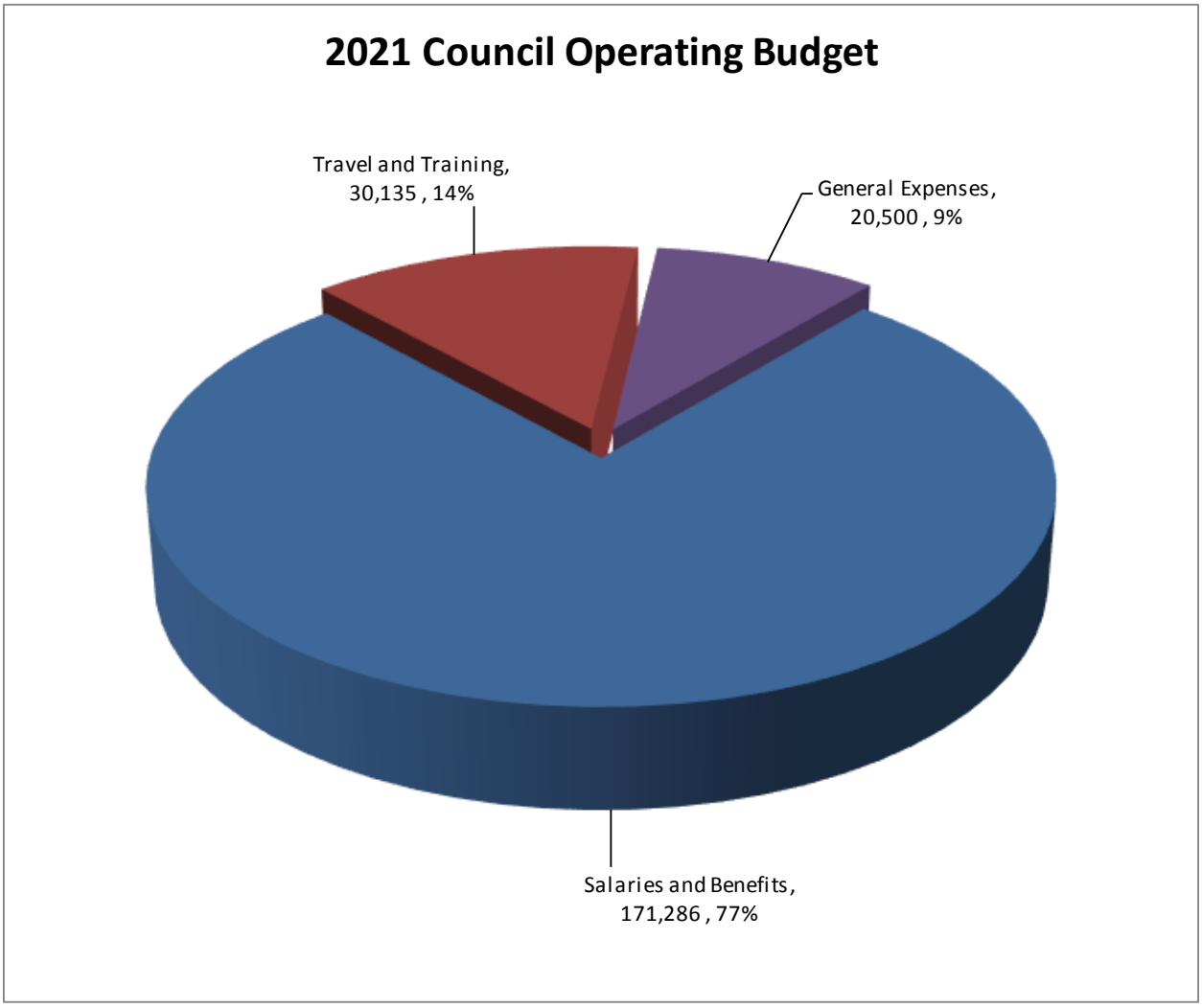
Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual (To Aug 31/20)	2019 Actual	2018 Actual	2017 Actual	2016 Actual
	Taxation									
1	Taxes-Town	- 11,303,995.00	- 10,978,685.00	- 325,310.00	3%	- 10,817,886.37	- 10,653,355.24	- 10,022,725.09	- 9,439,020.64	- 8,770,729.40
2	Taxes-County	- 7,668,045.00	- 7,517,690.00	- 150,355.00	2%	- 7,688,829.74	- 7,545,330.60	- 7,173,120.22	- 6,993,413.77	- 6,644,761.79
3	Taxes-Schools	- 4,100,000.00	- 4,100,000.00	-	0%	- 4,042,714.75	- 4,100,251.26	- 4,091,880.70	- 4,122,533.82	- 4,205,115.11
	Total	**- 23,072,040.00**	**- 22,596,375.00**	**- 475,665.00**	2%	**- 22,549,430.86**	**- 22,298,937.10**	**- 21,287,726.01**	**- 20,554,968.23**	**- 19,620,606.30**
	Federal Grants									
4	Federal Gas Tax Revenue		-	-						
5	Federal Grants-Students		-	-				- 8,400.00		- 1,577.00
	Total	**-**	**-**	**-**	**-**		**-**	**- 8,400.00**	**-**	**- 1,577.00**
	Provincial Grants									
6	Prov Grant-Administration (Power Dam)	- 47,000.00	- 47,000.00	-	0%	- 46,667.79	- 46,667.79	- 46,667.79	- 46,667.79	- 75,641.01
7	Prov Grant-OMPF	- 890,600.00	- 890,600.00	-	0%	- 667,950.00	- 863,300.00	- 848,200.00	- 815,900.00	- 811,300.00
8	Prov Grant-Court Security	- 9,900.00	- 9,900.00	-	0%	- 14,749.52	- 22,915.63	- 26,198.79	- 20,277.60	- 13,258.52
9	Prov Grant-Livestock	- 4,000.00	- 4,000.00	-	0%	- 2,315.58	- 9,464.70	- 11,499.35	- 9,099.40	- 21,592.00
10	Prov Grant-Drainage Superintendent	- 750.00	- 750.00	-	0%	-	- 1,455.73	- 1,134.73	- 962.85	- 1,508.98
	Total	**- 952,250.00**	**- 952,250.00**	**-**	**0%**	**- 731,682.89**	**- 943,803.85**	**- 933,700.66**	**- 892,907.64**	**- 923,300.51**
11	County Road Maintenance	**- 28,365.00**	**- 27,780.00**	**- 585.00**	**2%**	**- 18,519.92**	**- 27,363.48**	**- 26,887.76**	**- 26,438.60**	**- 26,073.14**
	Fees & Service Charges									
12	Administration Fees (Tax certificates, NSF fees)	- 13,500.00	- 13,500.00	-	0%	- 8,782.50	- 15,180.60	- 14,307.20	- 16,218.00	- 13,074.90
13	Fire Fees	- 10,000.00	- 10,000.00	-	0%	- 11,775.42	- 12,528.71	- 35,430.60	- 9,198.53	- 53,899.42
14	Roadway and Other PW Fees	- 5,500.00	- 5,500.00	-	0%	- 4,696.74	- 5,300.90	- 5,394.73	- 3,915.00	- 5,393.76
15	Planning Fees	- 120,000.00	- 110,000.00	- 10,000.00	9%	- 149,798.00	- 162,854.01	- 82,050.00	- 90,150.00	- 108,806.99
16	Tile Drainage Fees	- 3,628.00	- 4,688.00	1,060.00	-23%	- 4,687.45	- 13,709.08	- 13,709.08	- 13,709.08	- 14,918.30
17	Police-Other (False Alarms)	- 600.00	- 600.00	-	0%	-	- 600.00	- 600.00	- 1,402.50	- 1,600.00
18	Wedding Fees	-	-	-	0%	-		- 1,600.00	- 4,750.00	- 5,000.00
	Total	**- 153,228.00**	**- 144,288.00**	**- 8,940.00**	**-14%**	**- 179,740.11**	**- 210,173.30**	**- 153,091.61**	**- 139,343.11**	**- 202,693.37**

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual
						(To Aug 31/20)				
	Payments in Lieu of taxes									
19	PIL-Town	- 194,050.00	- 194,220.00	170.00	0%	- 178,923.72	- 192,427.86	- 192,078.10	- 199,088.32	- 195,260.96
20	PIL-County	- 71,365.00	- 69,830.00	- 1,535.00	2%	- 62,722.12	- 70,836.78	- 69,390.32	- 70,733.60	- 67,017.61
21	PIL-Schools	- 1,935.00	- 1,925.00	- 10.00	1%	- 1,011.65	- 1,985.72	- 1,942.19	- 1,884.43	- 109.04
	Total	**- 267,350.00**	**- 265,975.00**	**- 1,375.00**	1%	**- 242,657.49**	**- 265,250.36**	**- 263,410.61**	**- 271,706.35**	**- 262,387.61**
	Other Revenue									
22	Trade Licence	- 7,000.00	- 7,000.00	-	0%	- 6,950.00	- 7,150.00	- 6,963.00	- 7,350.00	- 8,325.00
23	Dog Tags	- 7,500.00	- 7,500.00	-	0%	- 6,100.00	- 7,200.00	- 7,960.00	- 8,435.00	- 8,880.00
24	Other Licences & Permits (Marriage Licences)	- 15,000.00	- 15,000.00	-	0%	- 4,290.02	- 16,048.79	- 17,102.22	- 14,261.01	- 15,907.61
25	Rental Revenue (Municipal Facilities)	- 65,000.00	- 65,000.00	-	0%	- 25,395.85	- 65,003.25	- 74,776.93	- 48,783.21	- 56,345.04
26	Fines-Parking	- 8,500.00	- 8,500.00	-	0%	- 5,020.00	- 10,191.55	- 9,358.25	- 12,985.80	- 9,361.28
27	Cash in Lieu-Parking			-			- 36,000.00			- 17,480.00
28	Cash in Lieu of Parkland			-		- 40,009.75	- 6,500.00	- 6,827.00	- 30,060.00	
29	Provincial Offences Revenue	- 90,000.00	- 90,000.00	-	0%	- 20,308.83	- 73,441.37	- 122,643.18	- 84,539.88	- 54,285.82
30	Ticket Surcharge-AOTH		-	-	#DIV/0!	- 1,262.07	- 7,152.52	- 7,933.55	- 7,016.12	- 6,053.18
31	Penalty & Interest-Current Taxes	- 100,000.00	- 100,000.00	-	0%	- 40,232.09	- 99,805.43	- 100,294.01	- 100,972.89	- 108,165.89
32	Penalty & Interest-Tax Arrears	- 145,000.00	- 145,000.00	-	0%	- 99,563.52	- 116,110.23	- 141,512.86	- 137,114.22	- 171,873.59
33	Interest on Overdue Accounts-Gen.			-					- 1,903.55	- 10.40
34	Interest Income-Investments	- 90,000.00	- 90,000.00	-	0%	- 130,261.97	- 157,777.22	- 82,618.80	- 55,997.22	- 61,225.22
35	Sale of Land			-			- 92,227.63	- 597,356.59	- 335,576.84	-
36	Sale of Equipment			-		-		- 4,000.00	- 21,130.67	
37	Sale of Books, Maps			-		- 80.86	- 397.34	- 1,682.30	- 1,615.67	- 1,411.20
38	Other Revenue (Hydro Revenue)	- 93,885.00	- 167,044.00	73,159.00	-44%	- 267,533.09	- 510,524.06	- 312,934.99	- 324,340.62	- 287,223.63
39	Transfer from Reserves	- 121,140.00	- 75,624.00	- 45,516.00	60%	-	- 83,624.00	- 383,321.90	- 96,058.67	- 199,075.00
40	Transfer from Reserve Fund (Development Charg	- 95,870.00	- 95,870.00	-	0%	-	- 99,240.00	- 89,800.00	- 89,800.00	- 89,800.00
	Total	**- 838,895.00**	**- 866,538.00**	**27,643.00**	-3%	**- 647,008.05**	**- 1,388,393.39**	**- 1,967,085.58**	**- 1,377,941.37**	**- 1,095,422.86**
	Total Revenue	**- 25,312,128.00**	**- 24,853,206.00**	**- 458,922.00**	**2%**	**- 24,369,039.32**	**- 25,133,921.48**	**- 24,640,302.23**	**- 23,263,305.30**	**- 22,132,060.79**

COUNCIL

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

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



Municipality of Mississippi Mills 2021 Budget Summary

Council

	A	B	C	D=B+C	E= C/B	
	2019 Actual	2020 Approved Budget	2021 Program Change	2021 Requested Budget	% 2021 Requested/ 2020 Budget	
Expenditures:						
Remuneration, Salares & Bene	163,327	171,286		171,286	0.00%	
Travel & Training	20,029	30,000	135	30,135	0.45%	
Materials & Contracts	-			-		
General Operating Expenses	12,715	15,500	5,000	20,500	32.26%	Increase for Mayor support-ROMA
Community Grants	-	-		-		
Fuel & Oil	-	-		-		
M&R (facilities, fleet etc.)	-	-		-		
Utilities	-	-		-		
Insurance	-	-		-		
				-		
				-		
Transfers to Reserves	-	-		-		
Debt Repayments	-	-		-		
Capital Expenditures	-	-		-		See capital budget
Total Expenditures	196,071	216,786	5,135	221,921	2.37%	
Revenues						
Grants						
User Fees						
Other Fees & Charges						
Transfer from Reserves						
Transfer from DCs						
Total Revenues	-	-	-	-		
Net Levy	196,071	216,786	5,135	221,921	2.37%	

	COUNCIL									
	2021 Budget									
		2021	2020	$	%	2020	2019	2018	2017	2016
Line #	Description	Budget	Budget	Change	Change	Actual	Actual	Actual	Actual	Actual
						(To Aug 31/20)				
1	Remuneration & Benefits	171,286.00	171,286.00	-	0%	103,615.07	163,327.41	206,711.07	209,006.73	200,415.65
2	Other M & S	12,000.00	7,000.00	5,000.00	71%	1,977.57	5,730.94	6,714.24	4,923.38	4,652.62
3	Telephone	2,500.00	2,500.00	-	0%	1,284.29	1,570.23	6,452.97	2,113.00	2,835.66
4	Travelling Expense	4,500.00	4,500.00	-	0%	200.54	3,382.91	4,914.66	6,543.11	5,863.19
5	Association & Convention	21,000.00	21,000.00	-	0%	60.00	12,319.97	13,106.37	18,517.90	12,216.50
6	Memberships	4,635.00	4,500.00	135.00	3%	4,522.21	4,325.89	4,158.51	3,995.17	3,862.69
7	Receptions	6,000.00	6,000.00	-	0%	-	5,414.14	5,719.07	6,165.25	5,684.25
8	Capital Expenditure	-	-	-	#DIV/0!					-
9	To Reserves			-				25,000.00		2,500.00
	Total Expenditures	**221,921.00**	**216,786.00**	**5,135.00**	**2.37%**	**111,659.68**	**196,071.49**	**272,776.89**	**251,264.54**	**238,030.56**

COUNCIL BUDGET
2021

REMUNERATION AND BENEFITS		$171,286.00
FOR MAYOR, DEPUTY MAYOR AND 5 COUNCILLORS		
OTHER M & S		$12,000.00
MEALS FOR MEETINGS	$ 500.00	
MISCELLANEOUS	$1,000.00	
I.E. PLAQUES		
PROMO ITEMS	$2,000.00	
SUPPORT-ROMA	$5,000.00	
BENEFITS PROGRAM	$3,500.00	
	$12,000.00	
TELEPHONE		$2,500.00
MAYOR AND DEPUTY MAYOR'S CELL PHONES AND MONTHLY DATA PLANS FOR TABLETS		
TRAVELLING EXPENSES		$4,500.00
TRAVELLING EXPENSES FOR CONFERENCES AND MEETING ATTENDANCE I.E. MILEAGE, TRAIN FARE ETC.		
ASSOCIATION & CONVENTION		$21,000.00
MEAL ALLOWANCE , HOTEL ACCOMMODATION AND REGISTRATIONS ($3,000 PER COUNCIL MEMBER)		
MEMBERSHIPS		$4,635.00
ANNUAL MEMBERSHIP FOR THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO		
RECEPTIONS		$6,000.00
BREAKFAST MEETING	$500.00	
CHRISTMAS PARTY	$4,500.00	
TOWN HALL MEETINGS	$500.00	
MISCELLANEOUS	$500.00	
	$6,000.00	

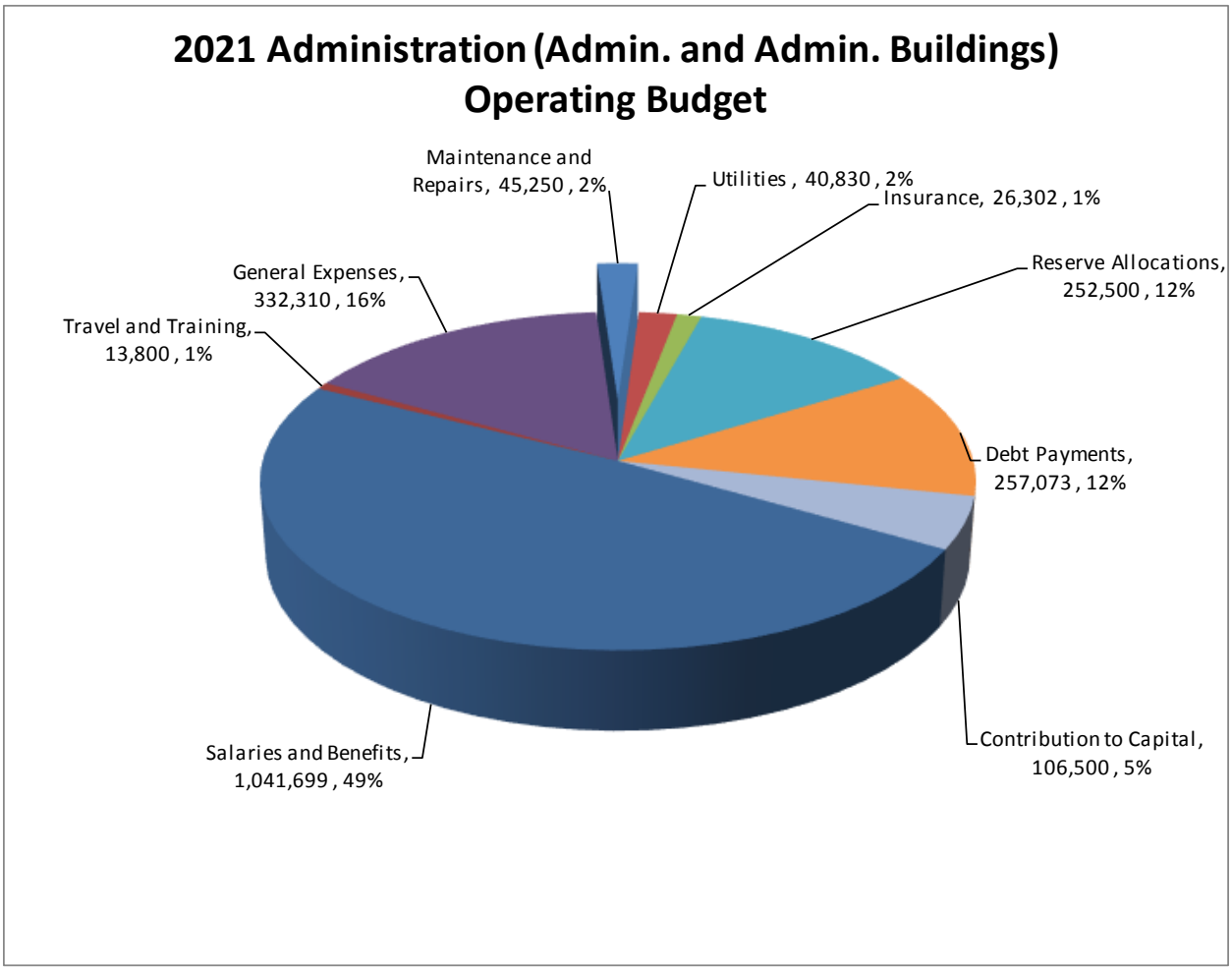
ADMINISTRATION

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

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

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

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


2021 Administration (Admin. and Admin. Buildings) Operating Budget
Maintenance and Repairs, 45,250 , 2%
Utilities , 40,830 , 2%
Insurance, 26,302 , 1%
Reserve Allocations, 252,500 , 12%
General Expenses, 332,310 , 16%
Travel and Training, 13,800 , 1%
Debt Payments, 257,073 , 12%
Salaries and Benefits, 1,041,699 , 49%
Contribution to Capital, 106,500 , 5%

Municipality of Mississippi Mills 2021 Budget Summary

Administration

	A	B	C	D=B+C	E= C/B	
	2019 Actual	2020 Approved Budget	2021 Program Change	2021 Requested Budget	% 2021 Requested/ 2020 Budget	
Expenditures:						
Remuneration, Salaries & Bene	762,989	866,439	126,285	992,724	14.58%	Includes Step Inreases, CPI, F/T Communications Officer
Travel & Training	11,345	13,800		13,800	0.00%	
Materials & Contracts	-			-		
General Operating Expenses	300,737	254,777	46,333	301,110	18.19%	
Community Grants	-	-		-		
Fuel & Oil	-	-		-		
M&R (facilities, fleet etc.)	-	-		-		
Utilities	-	-		-		
Insurance	3,823	5,560	(110)	5,450		
Election	22	-		-		
				-		
Transfers to Reserves	851,352	283,938	(31,438)	252,500	-11.07%	
Debt Repayments	-	-		-		
Capital Expenditures	5,570	-	12,500	12,500		See capital budget
Total Expenditures	1,935,838	1,424,514	153,570	1,578,084	10.78%	
Revenues						
Grants						
User Fees	1,615	-		-	0.00%	
Other Fees & Charges				-		
				-		
Transfer from Reserves		-		-		
Transfer from DCs				-		
Total Revenues	1,615	-	-	-	0.00%	
Net Levy	1,934,223	1,424,514	153,570	1,578,084	10.78%	

GENERAL ADMINISTRATION

2021 Budget

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual (To Aug 31/20)	2019 Actual	2018 Actual	2017 Actual	2016 Actual
1	Salaries, Wages and Benefits	992,724.00	866,439.00	126,285.00	15%	523,144.73	762,988.87	1,007,965.29	746,845.14	696,495.52
2	Office Supplies	20,400.00	20,000.00	400.00	2%	12,090.61	19,277.55	25,513.55	17,273.52	20,917.52
3	Office Equipment	500.00	500.00	-	0%	-		152.61	912.78	-
4	Publications	4,000.00	4,000.00	-	0%	2,133.60	115.75	877.99	839.39	8,161.71
5	Special Circumstances Expense	5,000.00	5,000.00	-	0%	-	42,939.79	6,526.44	8,426.52	8,322.71
6	Other M & S	12,240.00	12,000.00	240.00	2%	1,320.23	8,312.37	9,431.96	17,587.79	11,330.37
7	Postage & Courier Services	20,600.00	20,000.00	600.00	3%	17,360.84	18,131.22	16,860.82	9,397.25	16,769.45
8	Fees for Wedding Ceremonies			-	0%			300.00	3,900.00	3,000.00
9	Telephone	15,300.00	15,000.00	300.00	2%	12,949.12	16,409.34	12,286.46	8,310.24	8,658.42
10	Legal Fees	15,300.00	15,000.00	300.00	2%	16,244.61	44,903.60	45,980.80	48,470.93	28,329.48
11	Audit Fees	26,010.00	25,500.00	510.00	2%	18,723.83	24,706.23	24,320.63	22,997.75	22,895.99
12	Other Professional Fees	55,500.00	45,500.00	10,000.00	22%	36,868.68	40,622.66	90,145.76	60,321.77	19,501.48
13	Computer Services Expense	110,000.00	80,000.00	30,000.00	38%	38,786.27	57,172.66	63,481.94	45,911.81	53,602.59
14	Advertising	50,000.00	45,000.00	5,000.00	11%	39,516.23	45,835.44	42,477.52	28,078.76	29,650.71
15	Travelling Expense	3,000.00	3,000.00	-	0%	907.19	2,095.91	2,327.18	3,095.44	3,604.67
16	Alarm Monitoring	2,100.00	2,100.00	-	0%	936.16	1,404.24	2,042.78	1,046.24	1,343.28
17	Equipment Rentals, Other	16,000.00	16,000.00	-	0%	9,485.36	13,482.45	15,549.26	16,000.99	15,674.40
18	Memberships	2,800.00	2,800.00	-	0%	1,317.79	1,720.76	2,708.23	2,518.66	2,255.10
19	Association & Convention	3,000.00	3,000.00	-	0%	3,783.98	3,426.15	811.16	1,274.91	1,142.80
20	Seminars	5,000.00	5,000.00	-	0%	930.08	4,102.39	1,530.37	2,319.78	4,048.90
21	Insurance	5,450.00	5,560.00	- 110.00	0%	5,292.00	3,823.12	7,275.23	3,228.46	1,363.92
22	Election			-	0%		22.08	43,728.29		
23	Riverwalk	-	-	-			20,000.00	13,139.85		
24	Bank Charges	9,360.00	9,177.00	183.00	2%	4,936.25	7,423.58	7,127.81	6,273.92	5,605.17
25	Admin. Costs allocated to Building	- 61,200.00	- 60,000.00	- 1,200.00	2%	-	- 60,000.00	- 50,000.00	- 45,000.00	- 35,000.00
26	Capital Expenditure	12,500.00	-	12,500.00	0%	-	5,569.71	28,137.98	2,804.66	1,392.13
27	To Reserves	252,500.00	283,938.00	- 31,438.00	-11%	-	851,352.37	700,477.99	353,350.56	255,644.54
	Total Expenditures	**1,578,084.00**	**1,424,514.00**	**153,570.00**	**11%**	**746,727.56**	**1,935,838.24**	**2,121,177.90**	**1,366,187.27**	**1,184,710.86**

ADMINISTRATION BUDGET
2021

REMUNERATION, SALARIES, AND BENEFITS $992,724.00

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

OFFICE SUPPLIES $20,400.00

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

OFFICE EQUIPMENT $500.00

GENERAL OFFICE EQUIPMENT NEEDS

PUBLICATIONS $4,000.00

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

SPECIAL CIRCUMSTANCES $5,000.00

UNFORESEEN ITEMS THAT OCCUR THROUGHOUT THE YEAR

OTHER M & S $12,240.00

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

POSTAGE & COURIER SERVICES $20,600.00

TAX BILLINGS, REMINDER NOTICES, GENERAL MAIL AND COURIER NEEDS

TELEPHONE $15,300.00

INCLUDES SIX PHONE LINES, CELL PHONES AND FAX

LEGAL FEES $15,300.00

LEGAL ADVICE AS REQUIRED

AUDIT FEES $26,010.00

FEES FOR INTERIM AND FINAL AUDITS

OTHER PROFESSIONAL FEES $55,500.00

COMMUNICATIONS	$18,000.00
WEB SITE MAINTENANCE	$3,375.00
CLOSED MEETING	
INVESTIGATOR	$500.00
OTHER	$15,000.00
VOTER VIEW ANNUAL FEE	$11,500.00
PROPERTY APPRAISALS, SURVEYS	$ 7,125.00
	$55,500.00

COMPUTER SERVICES EXPENSE $110,000.00

IT SUPPRORT, WIRELESS INTERNET, SUPPORT FOR FINANCIAL
SYSTEM AND FROM COUNTYOF LANARK, EBILLING COSTS, ESCRIBE fees

ADVERTISING $50,000.00

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

TRAVELLING EXPENSE $3,000.00

MILEAGE FOR STAFF TRAVEL

ALARM MONITORING $2,100.00

MONTHLY FEE FOR MONITORING ALARM AT MUNICIPAL OFFICE

EQUIPMENT RENTALS, OTHER $16,000.00

PHOTOCOPIERS, POSTAGE MACHINE FOLDING MACHINE, ETC.

MEMBERSHIP FEES $2,800.00

ASSOCIATION OF MUNICIPAL CLERKS & TREASURERS:

CAO (100%)	$350.00
CLERK100%)	$350.00
TREASURER (100%)	$350.00
I.C.A.O	$1,750.00
	$2,800.00

ASSOCIATION & CONVENTION $3,000.00

HOTEL ACCOMMODATIONS, REGISTRATION
FEES, MEALS

SEMINARS	$5,000.00
TRAINING FOR STAFF (WHIMIS, FIRST AID, ETC.), PROFESSIONAL DEVELOPMENT	
RIVERWALK	$ .00
MATCHING FUNDS FOR RIVERWALK DONATIONS	
BANK CHARGES	$9,360.00
ACTIVITY FEES, INTERAC, ELECTRONIC FUNDS TRANSFERS, ETC.	
ADMIN. COSTS ALLOCATED TO BUILDING	($61,200.00)
ALLOCATION OF GENERAL ADMIN. COSTS TO BUILDING DEPT. PER BILL 124 (SEE BUILDING DEPT BUDGET)	
CAPITAL EXPENDITURES	$12,500 .00
TRANSFER TO RESERVES	$252,500.00

Municipality of Mississippi Mills 2021 Budget Summary

Administration Buildings

	A	B	C	D=B + C	E= C/B	
	2019 Actual	2020 Approved Budget	2021 Program Change	2021 Requested Budget	% 2021 Requested/ 2020 Budget	
Expenditures:						
Remuneration, Salaries & Ben	21,072	23,680	25,295	48,975	106.82%	Includes Increase in labour for cleaning due to Covid 19
Travel & Training				-		
Materials & Contracts	-			-		
General Operating Expenses	17,802	18,100	13,100	31,200	72.38%	Includes Increase in cleaning supplies due to Covid 19
Community Grants	-	-		-		
Fuel & Oil	-	-		-		
M&R (facilities, fleet etc.)	43,961	45,250		45,250	0.00%	
Utilities	33,872	40,000	830	40,830	2.08%	
Insurance	18,709	19,650	1,202	20,852	6.12%	
				-		
Transfers to Reserves	64,653	-		-		
Debt Repayments	255,665	255,741	1,332	257,073	0.52%	See debt schedule
Capital Expenditures	3,243	59,500	34,500	94,000	57.98%	See capital budget
Total Expenditures	458,977	461,921	76,259	538,180	16.51%	
Revenues						
Grants						
User Fees	65,003	65,000		65,000	0.00%	Rental of AOTH and Municipal office
Other Fees & Charges						
Transfer from Reserves			27,750	27,750		Covid 19 grant funding received in 2020
Transfer from DCs						
Total Revenues	65,003	65,000	27,750	92,750	42.69%	
Net Levy	393,974	396,921	48,509	445,430	12.22%	

ADMINISTRATION BUILDINGS

2021 Budget

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual (To Aug 31/20)	2019 Actual	2018 Actual	2017 Actual	2016 Actual
	Municipal Office									
1	Salaries, Wages & Benefits	14,975.00	14,680.00	295.00	2%	8,026.72	12,925.75	13,605.75	13,293.13	12,990.44
2	Other M & S	400.00	400.00	-	0%	-	266.03	11.67	315.24	439.62
3	Utilities	16,320.00	16,000.00	320.00	2%	9,145.13	11,837.54	15,537.63	24,322.51	22,618.22
4	Cleaning, Maint., Other Supplies	1,530.00	1,500.00	30.00	2%	919.81	956.83	1,190.75	1,740.06	1,229.10
5	Insurance (Building Etc.)	12,240.00	12,040.00	200.00	2%	11,884.12	11,463.59	11,569.40	13,882.76	14,376.53
6	Rentals & Maintenance	30,000.00	26,000.00	4,000.00	15%	12,725.52	19,587.65	29,048.62	19,400.24	22,436.71
7	Long Term Debt Payments	58,013.00	58,013.00	-	0%	38,149.33	57,940.63	58,412.51	58,030.21	60,783.72
8	Capital Expenditure	-	10,000.00	- 10,000.00	0%					
9	To Reserves			-	0%				15,500.00	
	Total	**133,478.00**	**138,633.00**	**- 5,155.00**	**-4%**	**80,850.63**	**114,978.02**	**129,376.33**	**146,484.15**	**134,874.34**
	Registry Office									
10	Utilities	3,065.00	3,000.00	65.00	2%	1,739.19	2,620.91	2,661.87	2,553.58	2,405.59
11	Rentals & Maintenance	2,500.00	1,500.00	1,000.00	0%	381.60	5,422.79	1,700.85	1,104.37	302.33
12	Capital Expenditure	-	-	-	0%			10,633.91		
13	To Reserves			-	0%				-	-
	Total	**5,565.00**	**4,500.00**	**1,065.00**	**24%**	**2,120.79**	**8,043.70**	**14,996.63**	**3,657.95**	**2,707.92**
	Almonte Old Town Hall									
14	Labour	34,000.00	9,000.00	25,000.00	278%	2,075.76	8,145.94	8,943.27	8,094.36	10,012.53
15	Other M & S	1,530.00	1,500.00	30.00	2%	356.95	697.43	550.20	350.03	2,759.42
16	Utilities	21,445.00	21,000.00	445.00	2%	14,046.83	11,408.00	19,993.23	21,283.86	25,254.66
17	Cleaning, Maint., Other Supplies	4,500.00	1,750.00	2,750.00	157%	1,552.48	8,315.89	1,319.92	3,556.44	2,100.97
18	Telephone	1,200.00	1,200.00	-	0%	711.74	950.04	1,320.63	1,134.70	1,117.83
19	Insurance (Building Etc.)	8,612.00	7,610.00	1,002.00	13%	8,361.24	7,245.25	7,712.92	9,255.16	9,584.35
20	Other S & R	14,790.00	14,500.00	290.00	2%	6,006.26	15,888.63	15,853.30	12,769.96	10,563.34
21	Rentals & Maintenance	20,000.00	15,000.00	5,000.00	33%	7,995.61	17,684.02	15,215.65	16,001.05	27,814.35
22	Long Term Debt Payments-Town Hall	199,060.00	197,728.00	1,332.00	1%	131,066.45	197,724.37	198,147.35	197,033.49	205,014.31
23	Capital Expenditures	94,000.00	49,500.00	44,500.00	47%	-	3,243.49	-		1,526.40
24	To Reserves			-	0%		64,652.52	33,433.55	9,016.12	2,190.13
	Total	**399,137.00**	**318,788.00**	**80,349.00**	**25%**	**172,173.32**	**335,955.58**	**302,490.02**	**278,495.17**	**297,938.29**
	Total Expenditures	**538,180.00**	**461,921.00**	**76,259.00**	**17%**	**255,144.74**	**458,977.30**	**446,862.98**	**428,637.27**	**435,520.55**

ADMINISTRATION BUDGET- BUILDINGS
2021

MUNICIPAL OFFICE

SALARIES, WAGES & BENEFITS $14,975.00

CLEANING ADMINISTRATION BUILDING PLUS 4% VACATION PAY

OTHER – M & S $400.00

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

UTILITIES $16,320.00

HEAT AND HYDRO

CLEANING, MAINTENANCE, OTHER SUPPLIES $1,530.00

PAPER TOWELS, CLEANING SUPPLIES, SOAPS, ETC.

INSURANCE $12,240.00

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

RENTALS & MAINTENANCE $ 30,000.00

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

LONG TERM DEBT PAYMENTS $58,013.00

EXPANSION OF MUNICIPAL OFFICE

OLD REGISTRY OFFICE

UTILITIES $3,065.00

HEAT, HYDRO AND WATER

RENTALS & MAINTENANCE $2,500.00

MINOR BUILDING REPAIRS

ALMONTE OLD TOWN HALL

LABOUR	$34,000.00
CLEANING, REPAIRS ETC.	
OTHER – MATERIALS & SUPPLIES	$1,530.00
EMERGENCY LIGHT MAINTENANCE, FIRE EXTINGUISHER SERVICE, OTHER ITEMS THAT CANNOT BE PLACED ELSEWHERE, ETC.	
UTILITIES	$21,445.00
HEAT, HYDRO AND WATER	
CLEANING, MAINTENANCE, OTHER SUPPLIES	$4,500.00
CLEANING SUPPLIES, WASHROOM SUPPLIES,ETC.	
TELEPHONE	$1,200.00
CELL PHONE, OFFICE PHONE	
INSURANCE	$8,612.00
OTHER – SERVICES AND RENTALS	$14,790.00
CLEANING THE OLD TOWN HALL, ALARM MONITORING OTHER MISCELLANEOUS	
RENTALS & MAINTENANCE	$20,000.00
ELEVATOR LICENSE AND MAINTENANCE SNOW REMOVAL, BUILDING REPAIRS, ETC.	
LONG TERM DEBT PAYMENTS	$199,060.00
CAPITAL EXPENDITURES	$94,000.00

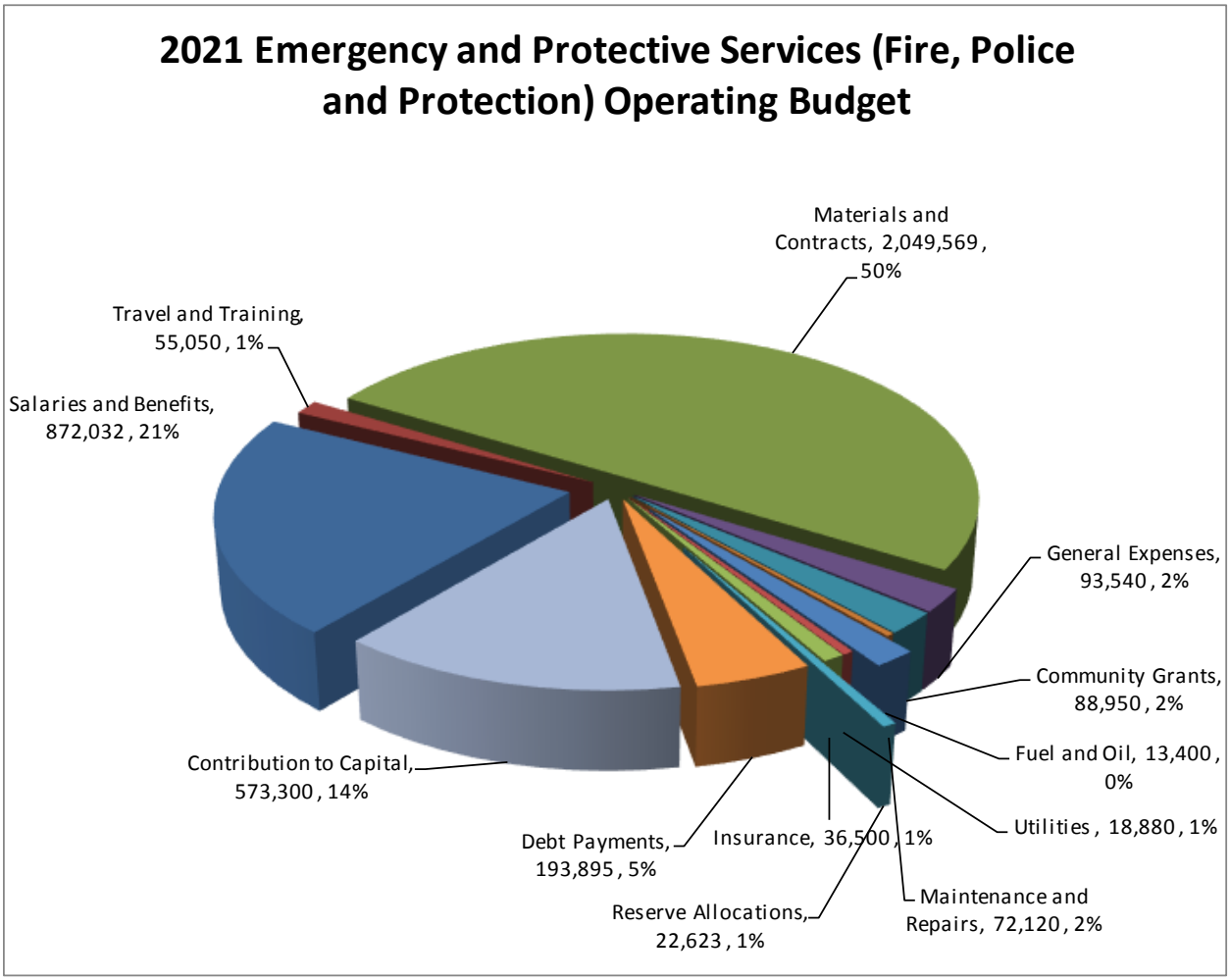
EMERGENCY AND PROTECTIVE SERVICES

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

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

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

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



Municipality of Mississippi Mills 2021 Budget Summary

Fire Department

	A	B	C	D=B + C	E= C/B	
	2019 Actual	2020 Approved Budget	2021 Program Change	2021 Requested Budget	% 2021 Requested/ 2020 Budget	
Expenditures:						
Remuneration, Salaries & Bene	424,731	487,887	200,888	688,775	41.18%	Includes Step increase, CPI. F/T Deputy Chief, Increased volunteer remuneration
Travel & Training	30,877	36,400	6,400	42,800	17.58%	
Materials & Contracts	17,334	29,000	15,200	44,200	52.41%	Refer to detailed operating budget
General Operating Expenses	70,389	70,250	9,390	79,640	13.37%	Refer to detailed operating budget. Includes increased cleaning due to Covid 19
Community Grants		-		-		
Fuel & Oil	6,503	10,650	2,750	13,400	25.82%	
M&R (facilities, fleet etc.)	61,587	33,600	38,520	72,120	114.64%	Refer to detailed operating budget
Utilities	17,628	18,500	380	18,880	2.05%	
Insurance	32,330	36,000	500	36,500	1.39%	
Transfers to Reserves	110,743	22,623		22,623		Reserve repayment for vehicles
Debt Repayments	197,387	193,894	1	193,895	0.00%	Fire Trucks, Fire Halls and SCBA
Capital Expenditures	11,009	20,000	553,300	573,300	2766.50%	See Capital Budget
Total Expenditures	980,518	958,804	827,329	1,786,133	86.29%	
Revenues						
Grants						
User Fees	12,529	10,000		10,000	0.00%	Fees for fire callouts and motor vehicle accidents
Other Fees & Charges						
Transfer from Reserves	-		1,500	1,500	0.00%	Covid 19 grant funding received in 2020
Transfer from DCs	29,725	39,240		39,240	0.00%	Apply to Fire Hall Debt payments per DC study
Total Revenues	42,254	49,240	1,500	50,740	3.05%	
Net Levy	938,264	909,564	825,829	1,735,393	90.79%	

FIRE DEPARTMENT

2021 Budget

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual (To Aug 31/20)	2019 Actual	2018 Actual	2017 Actual	2016 Actual
1	Salaries, Wages & Benefits	688,775.00	487,887.00	200,888.00	41%	187,808.83	424,730.65	389,636.91	322,624.89	346,056.91
2	Office Supplies	2,550.00	2,500.00	50.00	2%	806.71	3,116.18	3,429.65	4,028.86	1,796.08
3	Special Circumstances Expense			-	0%			24,147.44	2,773.37	33,396.38
4	Other M & S	2,500.00	2,500.00	-	0%	1,651.11	6,389.22	2,494.77	2,288.23	4,232.88
5	Utilities	18,880.00	18,500.00	380.00	2%	12,040.25	17,627.52	17,418.98	19,428.79	18,929.50
6	Cleaning, Maint and other supplies	3,000.00	1,500.00	1,500.00	100%	270.76	3,189.91	1,744.42	999.97	1,203.86
7	Postage & Courier Services	300.00	300.00	-	0%	90.03		95.34	187.16	221.95
8	Telephone	4,080.00	4,000.00	80.00	2%	1,928.34	3,385.00	2,730.76	2,793.09	3,016.91
9	Computer Services Expense	3,000.00	2,500.00	500.00	20%	4,038.40	1,161.88	351.26	5,481.95	831.09
10	Travelling Expense	1,500.00	1,200.00	300.00	25%	132.94	200.24	616.38	283.64	528.70
11	Equipment Rentals, Other	6,250.00	2,250.00	4,000.00	178%	126.85	1,367.23	3,138.08	402.96	2,216.33
12	Memberships	1,300.00	1,200.00	100.00	8%	150.00	1,254.49	1,148.04	848.62	1,148.62
13	Association & Convention	5,000.00	4,000.00	1,000.00	25%	2,243.02	3,666.77	3,605.70	3,205.14	4,237.00
14	Insurance (Building Etc.)	36,500.00	36,000.00	500.00	1%	26,992.45	32,330.42	33,256.11	38,656.58	34,578.59
15	Other S & R	6,500.00	13,000.00	- 6,500.00	-50%	176.03	16,358.85	10,475.92	7,581.21	9,746.10
16	Contract Fees	25,700.00	14,000.00	11,700.00	84%	12,203.78	8,166.69	16,640.33	12,270.23	12,323.18
17	Misc. Equipment Expense	39,500.00	12,000.00	27,500.00	229%	12,070.83	28,602.08	21,302.05	13,378.08	10,159.33
18	Personnel (Clothing, Etc.)	11,500.00	11,200.00	300.00	3%	1,878.19	17,568.79	5,843.08	5,887.75	5,730.23
19	Fire Prevention Inspections	17,500.00	10,000.00	7,500.00	75%	763.20	2,066.82	841.40	4,084.45	4,031.89
20	Communications	8,700.00	5,500.00	3,200.00	58%	6,303.60	2,499.70	5,968.35	9,743.77	4,827.99
21	Automatic Aid	13,260.00	13,000.00	260.00	2%	-	12,976.50	12,620.00	12,285.00	11,951.00
22	Hydrant Rental	3,500.00	3,500.00	-	0%	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
23	Training	35,000.00	30,000.00	5,000.00	17%	5,512.53	25,755.68	5,603.20	17,275.66	11,417.40
24	Contract Repairs/Maintenance	18,500.00	15,000.00	3,500.00	23%	653.96	9,167.51	18,645.60	11,496.88	12,287.69
25	Loan Repayments	193,895.00	193,894.00	1.00	0%	130,054.21	197,386.61	184,720.22	134,856.69	160,348.07
26	Capital Expenditure	573,300.00	20,000.00	553,300.00	97%	-	11,008.73	39,632.17	83,443.97	64,008.85
27	To Reserves	22,623.00	22,623.00	-	0%	-	110,743.00	47,360.40	16,736.00	10,223.17
	Subtotal	**1,743,113.00**	**928,054.00**	**815,059.00**	**88%**	**411,396.02**	**944,220.47**	**856,966.56**	**736,542.94**	**772,949.70**

		2020	2019	$	%	2020	2019	2018	2017	2016
Line #	**Description**	**Budget**	**Budget**	**Change**	**Change**	**Actual**	**Actual**	**Actual**	**Actual**	**Actual**
						(To Aug 31/20)				
	Vehicles and Equipment									
28	M&R Parts	1,000.00	1,000.00	-	0%	-	119.98	-		
29	Fuel & Oil	13,400.00	10,650.00	2,750.00	26%	3,151.15	9,221.54	11,727.54	8,357.39	9,513.15
30	Licences	120.00	600.00	- 480.00	-80%	-	120.00	915.52	196.21	1,476.91
31	Repairs & Maintenance	28,500.00	18,500.00	10,000.00	54%	10,263.87	26,836.21	15,404.40	16,631.64	15,689.62
	Total Vehicles & Equipment	**43,020.00**	**30,750.00**	**12,270.00**	**40%**	**13,415.02**	**36,297.73**	**28,047.46**	**25,185.24**	**26,679.68**
	Total Fire	**1,786,133.00**	**958,804.00**	**827,329.00**	**86%**	**424,811.04**	**980,518.20**	**885,014.02**	**761,728.18**	**799,629.38**

FIRE DEPARTMENT BUDGET
2021

SALARIES, WAGES AND BENEFITS	$688,775.00
FIRE CHIEF, DEPUTY FIRE CHIEF, INSPECTION OFFICER, ADMIN. SUPPORT VOLUNTEERS, HONORARIUMS FOR OFFICERS AND STATUTORY BENEFITS	
OFFICE SUPPLIES	$2,550.00
PAPER SUPPLIES, FIREHALL SUPPLIES, FIRE PREVENTION & EDUCATION SUPPLIES, MANUALS, ETC.	
OTHER MATERIALS & SUPPLIES	$2,500.00
MISCELLANEOUS ITEMS THAT CANNOTBE ACCOUNTED FOR ELSEWHERE	
UTILITIES	$18,880.00
HEAT, HYDRO AND WATER FOR BOTH STATIONS	
CLEANING, MAINT & OTHER SUPPLIES	$3,000.00
CLEANING AND WASHROOM SUPPLIES FOR BOTH STATIONS	
POSTAGE & COURIER	$300.00
TELEPHONE	$4,080.00
PHONE LINES AND CELL PHONES	
COMPUTER SERVICES EXPENSE	$3,000.00
IT SUPPORT	
TRAVELLING EXPENSES	$1,500.00
MILEAGE COSTS FOR CHIEF, DEPUTY CHIEF AND OTHER TRAVEL	
EQUIPMENT RENTAL	$6,250.00
RENTAL OF EQUIPMENT AS REQUIRED	
ASSOCIATION & CONVENTION	$5,000.00
ONTARIO ASSOCIATION OF FIRE CHIEFS, ZONE MEETINGS FIRE CHIEF'S CONVENTION	

INSURANCE $36,500.00

BUILDINGS, EQUIPMENT AND VEHICLES, ACCIDENT AND SICKNESS FOR FIREFIGHTERS
* FIREFIGHTERS PAY FOR OWN 24 HR COVERAGE FOR ACCIDENT INSURANCE

OTHER – SERVICES & RENTALS $6,500.00

LICENCE RENEWALS FOR RADIOS, BUILDING MAINTENANCE, VOLUNTEER APPRECIATION NIGHT, OTHER MISC.

CONTRACT FEES $25,700.00

SNOW REMOVAL, SEPTIC PUMPING, AIR TANK FILLING
EXTERIOR MAINTENANCE

EQUIPMENT EXPENSE $39,500.00

INCLUDES REPAIRS AND UPDATES TO PORTABLE PUMPS, S.C.B. APPARATUS, BUNKER CLEANING AND REPAIRS AND ALL OTHER FIREFIGHTING EQUIPMENT

PERSONNEL (CLOTHING) $11,500.00

UNIFORMS, HELMETS, COVERALLS, ETC.

FIRE PREVENTION $17,500.00

OTHER MATERIALS & SERVICES PROVIDED RELATING TO FIRE PREVENTION

COMMUNICATIONS $8,700.00

REPAIRS, UPDATES TO PAGERS, PORTABLES, MOBILES

AUTOMATIC AID $13,260.00

AGREEMENT WITH CARLETON PLACE FOR FIRST RESPONSE TO AREAS IN MISSISSIPPI MILLS

HYDRANT RENTAL $3,500.00

FEE PAID TO WATER AND SEWER BUDGET

TRAINING $35,000.00

FIRST AID, CPR, DE-FIB, FIRE COLLEGE, TRAINING REQUIRED UNDER LEGISLATION

CONTRACTS, REPAIRS/MAINTENANCE $18,500.00

MINOR BUILDING REPAIRS, HALL CLEANING

LOAN PAYMENTS $193,895.00

FIRE HALLS, VEHICLES AND SCBA

CAPITAL EXPENDITURES $573,300.00

TO RESERVES $22,623.00

VEHICLE EXPENSES $43,020.00

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

Municipality of Mississippi Mills 2021 Budget Summary

Police

	A	B	C	D=B + C	E= C/B	
	2019 Actual	2020 Approved Budget	2021 Program Change	2021 Requested Budget	% 2021 Requested/ 2020 Budget	
Expenditures:						
Remuneration, Salaries & Bene	1,000	800	200	1,000	25.00%	Honorarioums
Travel & Training	4,997	6,700	1,800	8,500	26.87%	
Materials & Contracts	1,876,776	1,932,713	10,436	1,943,149	0.54%	
General Operating Expenses	1,786	1,400		1,400	0.00%	
Community Grants						
Fuel & Oil						
M&R (facilities, fleet etc.)						
Utilities						
Insurance						
Transfers to Reserves	12,406			-		
Debt Repayments						
Capital Expnditures						
Total Expenditures	1,896,965	1,941,613	12,436	1,954,049	0.64%	
Revenues						
Grants	-	-				
User Fees						
Other Fees & Charges	600	600		600	0.00%	Police-other (false alarms)
Transfer from Reserves	20,000	29,000	1,000	30,000	3.45%	
Transfer from DCs						
Total Revenues	20,600	29,600	1,000	30,600	3.38%	
Net Levy	1,876,365	1,912,013	11,436	1,923,449	0.60%	

PROTECTION TO PERSONS AND PROPERTY-POLICE

2021 Budget

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual (To Aug 31/20)	2019 Actual	2018 Actual	2017 Actual	2016 Actual
1	Other Honorariums	1,000.00	800.00	200.00	25%	-	1,000.00	600.00	700.00	600.00
2	Other M & S	750.00	750.00	-	0%	42.56	1,048.47	93.44	324.96	1,780.50
3	Telephone	650.00	650.00	-	0%	495.44	737.06	700.44	658.28	613.32
4	Travelling Expense	2,000.00	1,200.00	800.00	67%	280.82	1,125.58	1,826.77	1,638.85	802.77
5	Association & Convention	6,500.00	5,500.00	1,000.00	18%	870.44	3,871.53	4,309.12	3,209.12	2,537.00
6	OPP Contract	1,943,149.00	1,932,713.00	10,436.00	1%	966,354.00	1,876,776.00	1,866,420.00	1,820,736.00	1,782,144.00
7	To Reserves			-	0%		12,405.63		17,260.26	13,258.52
	Total Expenditures	**1,954,049.00**	**1,941,613.00**	**12,436.00**	1%	**968,043.26**	**1,896,964.27**	**1,873,949.77**	**1,844,527.47**	**1,801,736.11**

POLICE BUDGET
2021

REMUNERATION, SALARIES AND BENEFITS $1,000.00

HONORARIUM FOR POLICE SERVICE BOARD MEMBERS $100 / MEETING

OTHER – MATERIALS & SUPPLIES $750.00

MISCELLANEOUS ITEMS REQUIRED FOR ESO, EXPENSES FOR, JOINT LANARK COUNTY MEETINGS, PROMOTIONAL MATERIALS FOR SCHOOLS

TELEPHONE $650.00

FOR COMMUNITY POLICING OFFICE

TRAVELLING EXPENSE $2,000.00

FOR CPAC MEMBERS TO ATTEND CONFERENCES, ETC.

ASSOCIATION & CONVENTION $6,500.00

ATTENDANCE BY CPAC MEMBERS AT CONFERENCES
INCLUDES HOTEL ACCOMMODATION, REGISTRATION FEES, ETC.
TRAINING EXPENSES FOR CPAC MEMBERS
OAPSB ZONE 2
CDN ASSOC. OF POLICE BRDS
OAPSB MEMBERSHIP

OPP CONTRACT $1,943,149.00

CONTRACT IS CALCULATED AS THE TOTAL OF:

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

Municipality of Mississippi Mills 2021 Budget Summary

Protection

	A	B	C	D=B + C	E= C/B	
	2019 Actual	2020 Approved Budget	2021 Program Change	2021 Requested Budget	% 2021 Requested/ 2020 Budget	
Expenditures:						
Remuneration, Salaries & Bene	138,295	175,908	6,349	182,257	3.61%	Includes bylaw services from building dept and H&S/Facility manager
Travel & Training	1,004	3,750		3,750	0.00%	
Materials & Contracts	25,390	61,000	1,220	62,220	2.00%	Animal control and by-law contracts
General Operating Expenses	7,777	9,000	3,500	12,500	38.89%	
Community Grants	86,023	86,023	2,927	88,950	3.40%	MVC Levy
Fuel & Oil						
M&R (facilities, fleet etc.)						
Utilities						
Insurance						
Transfers to Reserves						
Debt Repayments						
Capital Expenditures	-	-		-	0.00%	Refer to capital budget
Total Expenditures	258,489	335,681	13,996	349,677	4.17%	
Revenues						
Grants	9,465	4,000		4,000	0.00%	Recovery of livestock valuations included in expenses noted above
User Fees	7,200	7,500		7,500	0.00%	Sale of dog tags
Other Fees & Charges	10,192	8,500		8,500		Parking Fines
Transfer from Reserves		-		-		
Transfer from DCs						
Total Revenues	26,857	20,000	-	20,000	0.00%	
Net Levy	231,632	315,681	13,996	329,677	4.43%	

PROTECTION TO PERSONS & PROPERTY

2021 Budget

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual (To Aug 31/20)	2019 Actual	2018 Actual	2017 Actual	2016 Actual
	MVC									
1	Grant to MVC	**88,950.00**	**86,023.00**	**2,927.00**	**3%**	**82,596.00**	**79,872.00**	**73,171.00**	**68,796.00**	**65,578.00**
	Animal Control									
2	Animal Control Other M & S	400.00	400.00	-	0%	241.82	694.19	363.11	536.62	231.61
3	Animal Control Contract	26,520.00	26,000.00	520.00	2%	13,783.44	24,918.15	22,778.28	23,400.02	23,590.45
	Total	**26,920.00**	**26,400.00**	**520.00**	**2%**	**14,025.26**	**25,612.34**	**23,141.39**	**23,936.64**	**23,822.06**
	By-Law Enforcement									
4	Remuneration	68,952.00	67,600.00	1,352.00	2%	18,861.02	36,307.32	50,571.70	39,835.91	37,453.03
5	Bylaw Enforcement-Postage & Courier	250.00	250.00	-	0%	187.44	1,475.08	526.52	32.98	772.28
6	Bylaw Enforcement Legal Fees	500.00	500.00	-	0%			599.37		567.31
7	Bylaw Enforcement Travelling Expense	100.00	100.00	-	0%					121.35
8	By-law Contract	35,700.00	35,000.00	700.00		25,930.80				
	Total	**105,502.00**	**103,450.00**	**2,052.00**	**0%**	**44,979.26**	**37,782.40**	**51,697.59**	**39,868.89**	**38,913.97**
	Accessibility									
9	Accessibility Office Supplies			-	0%					
10	Accessibility Travelling Expense			-	#DIV/0!					
11	Accessibility Conferences			-	0%					
12	Accessibility Promotional/Educational	500.00	500.00	-	0%		216.75		210.64	
13	Accessibility Reference Materials			-	0%					
	Total	**500.00**	**500.00**	**-**	**0%**		**216.75**	**-**	**210.64**	**-**
	Livestock									
14	Livestock Remuneration	2,000.00	2,000.00	-	0%	609.54	854.72	1,554.72	779.57	2,019.17
15	Livestock Other M & S	100.00	100.00	-	0%	114.75	28.10			
16	Livestock Valuations	4,000.00	4,000.00	-	0%	1,978.23	9,074.70	10,929.35	8,409.40	20,752.00
	Total	**6,100.00**	**6,100.00**	**-**	**0%**	**2,702.52**	**9,957.52**	**12,484.07**	**9,188.97**	**22,771.17**

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual
						(To Aug 31/20)				
	Health & Safety									
17	Health & Safety Training	2,000.00	2,000.00	-	0%	549.25	1,605.92	40.60	4,009.44	2,254.99
18	Salaries, Wages & Benefits	102,125.00	97,308.00	4,817.00	5%	64,077.05	98,663.51	106,107.99	100,762.51	52,410.69
19	Telephone	1,200.00	1,200.00	-	0%	356.66	2,198.25	724.99	1,166.24	
20	Travelling Expense	250.00	250.00	-	0%	176.78	1,051.17		-	16.32
21	Memberships	750.00	750.00	-	0%					
22	Conferences/Training	-	-	-	#DIV/0!		503.71	96.67	875.14	
23	Capital Expenditure			-	#DIV/0!			7,839.93	10,094.58	1,483.21
	Total	106,325.00	101,508.00	4,817.00	#DIV/0!	65,159.74	104,022.56	114,810.18	116,907.91	56,165.21
	Emergency Management									
24	Emergency Management Office Supplies	700.00	700.00	-	0%				610.56	
25	Emergency Management Travelling Expense	150.00	150.00	-	0%	46.36				83.44
26	Emergency Management Conferences & Training	500.00	500.00	-	0%		500.00	858.87	876.75	928.97
27	Emergency Management Public Awareness	850.00	850.00	-	0%	517.51	254.66		368.37	549.50
28	Emergency Control Operations	3,500.00	-	3,500.00	0%		-	-	-	-
	Total	**5,700.00**	**2,200.00**	**3,500.00**	**159%**	**563.87**	**754.66**	**858.87**	**1,855.68**	**1,561.91**
	Crossing Guards									
29	Labour	**9,180.00**	9,000.00		0%	1,864.05	271.14			
30	Other M&S	**500.00**	500.00		0%					
	Total	**9,680.00**	**9,500.00**	**-**	0%	**1,864.05**	**271.14**	**-**	**-**	**-**
	Total Expenditures	**349,677.00**	**335,681.00**	**13,816.00**	4%	**211,890.70**	**258,489.37**	**276,163.10**	**260,764.73**	**208,812.32**

PROTECTION TO PERSONS AND PROPERTY BUDGET
2021

MISSISSIPPI VALLEY CONSERVATION $88,950.00

2021 ESTIMATED LEVY

ANIMAL CONTROL

OTHER – MATERIALS & SUPPLIES $400.00

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

CONTRACTED SERVICES $26,520.00

POUND AND ANIMAL CONTROL SERVICES

BY-LAW ENFORCEMENT

REMUNERATION $68,952.00

STAFF COSTS RELATED TO BY- LAW ENFORCEMENT

POSTAGE AND COURIER $250.00

AS REQUIRED

LEGAL FEES $500.00

AS REQUIRED

TRAVELLING EXPENSE $100.00

CONTRACT $35,700.00

CONTRACT FOR BY-LAW ENFORCEMENT SERVICES

ACCESSIBILITY

PROMOTIONAL/EDUCATIONAL $500.00

PUBLIC AWARENESS RELATED TO ACCESSIBILTY

LIVESTOCK

REMUNERATION $2,000.00

LIVESTOCK VALUERS

OTHER – MATERIALS & SUPPLIES $100.00

PURCHASE LIVESTOCK FORMS FROM MUNICIPAL WORLD

VALUATIONS $4,000.00

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

HEALTH & SAFETY

TRAINING $2,000.00

TRAINING FOR ALL STAFF, DEVELOPMENT OF POLICIES

SALARIES, WAGES & BENEFITS $102,125.00

HEALTH & SAFETY/FACILITIES MANAGER

TELEPHONE $1,200.00

TRAVEL EXPENSE $250.00

MILEAGE

MEMBERSHIPS $.00

ASSOCIATION & CONVENTION $750.00

EMERGENCY PLANNING & MANAGEMENT

OFFICE SUPPLIES $700.00

PAPER, GENERAL SUPPLIES

TRAVEL $150.00

CONFERENCES & TRAINING $500.00

EMERGENCY MANAGEMENT COURSES AND TRAINING

PUBLIC AWARENESS $850.00

CALENDARS, MAGNETS ETC.

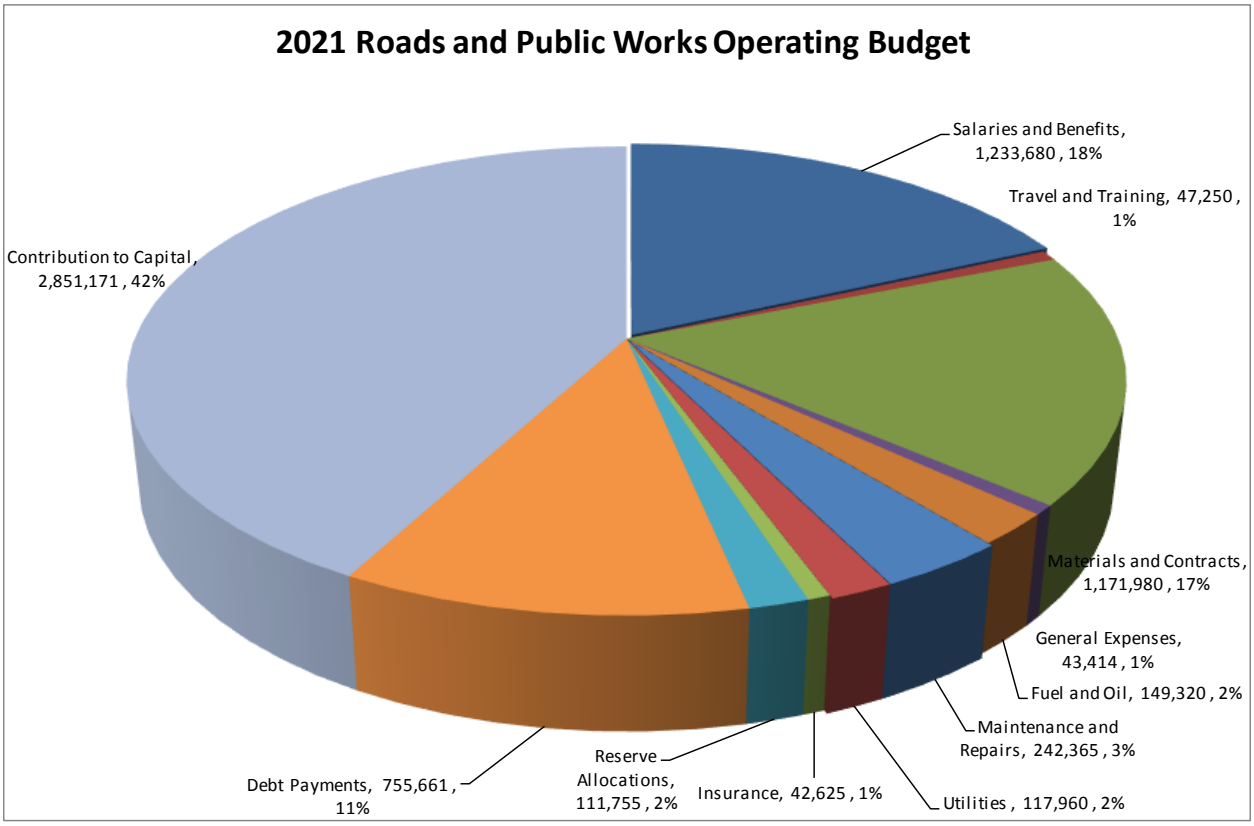
EMERGENCY CONTROL OPERATIONS $3,500.00

CROSSING GUARDS

LABOUR	$9,180.00
MATERIALS & SUPPLIES	$500.00

ROADS AND PUBLIC WORKS

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



Municipality of Mississippi Mills 2021 Budget Summary

Transportation

	A	B	C	D=B + C	E= C/B	
	2019 Actual	2020 Approved Budget	2021 Program Change	2021 Requested Budget	% 2021 Requested/ 2020 Budget	
Expenditures:						
Remuneration, Salaries & Bene	1,262,537	1,209,486	24,194	1,233,680	2.00%	Includes Step increases, CPI, union hourly rate increase
Travel & Training	33,622	47,250		47,250	0.00%	
Materials & Contracts	1,138,309	1,146,500	25,480	1,171,980	2.22%	Refer to detailed operating budget
General Operating Expenses	55,347	39,735	3,679	43,414	9.26%	
Community Grants	-	-		-	0.00%	
Fuel & Oil	166,987	146,000	3,320	149,320	2.27%	
M&R (facilities, fleet etc.)	227,457	198,750	43,615	242,365	21.94%	
Utilities	100,074	115,650	2,310	117,960	2.00%	
Insurance	37,942	41,121	1,504	42,625	3.66%	
Transfers to Reserves	519,088	96,585	15,170	111,755	15.71%	Repayment for vehicles/equipment, street light, storm, union street etc.
Debt Repayments	683,540	763,980	(8,319)	755,661	-1.09%	Roads, bridges and equipment
Capital Expenditures	910,696	969,166	1,882,005	2,851,171	194.19%	Refer to detailed capital budget
Total Expenditures	5,135,599	4,774,223	1,992,958	6,767,181	41.74%	
Revenues						
Grants	27,780	27,780		27,780	0.00%	Sidewalk agreement-County of Lanark
User Fees						
Other Fees & Charges	5,300	5,500		5,500	0.00%	Roadway fees
Transfer from Reserves						
Transfer from DCs	60,000	56,630		56,630	0.00%	Debt payments-Ottawa St.
Total Revenues	93,080	89,910	-	89,910	0.00%	
Net Levy	5,042,519	4,684,313	1,992,958	6,677,271	42.55%	

TRANSPORTATION

2021 Budget

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual (To Aug 31/20)	2019 Actual	2018 Actual	2017 Actual	2016 Actual
	Administration									
1	Salaries,& Wages and Benefits	602,360.00	590,586.00	11,774.00	2%	478,502.08	627,974.05	591,294.82	559,794.02	535,091.00
2	Office Supplies	14,500.00	14,500.00	-	0%	10,709.14	6,132.45	9,470.01	20,235.19	12,131.84
3	Postage & Courier Services	2,000.00	2,000.00	-	0%	436.54	2,427.77	959.17	1,207.61	1,165.36
4	Telephone	1,500.00	1,500.00	-	0%	802.71	1,691.78	1,349.75	1,339.08	1,307.41
5	Legal Fees	1,100.00	1,100.00	-	0%	-	526.61	1,093.86	2,298.40	427.22
6	Engineering/Other Professional Fees	6,600.00	6,600.00	-	0%	1,629.43	9,111.65	3,774.07	4,675.88	6,524.07
7	Advertising	500.00	500.00	-	0%	-	330.72	548.18		962.93
8	Travelling Expense	2,400.00	2,400.00	-	0%		1,940.38	439.63	2,003.86	491.07
9	Association & Convention	4,300.00	4,300.00	-	0%	634.51	4,268.66	3,363.73	2,750.18	3,378.25
10	Seminars	650.00	650.00	-	0%	5,914.12	262.38	110.00	381.60	962.18
11	Insurance (Building Etc.)	28,905.00	28,065.00	840.00	3%	27,009.00	26,730.14	28,172.73	42,371.76	50,641.82
12	Other S & R	4,000.00	4,000.00	-	0%	4,759.90	11,951.30	3,100.98	3,938.00	4,711.93
13	Personnel (Clothing, Etc.)	14,000.00	14,000.00	-	0%	8,258.17	13,767.15	15,580.69	37,868.67	14,385.26
14	Communications	15,000.00	15,000.00	-	0%	9,033.55	14,563.70	11,493.04	11,261.47	11,824.99
15	Technical Courses	23,300.00	23,300.00	-	0%	7,106.34	11,807.84	18,871.75	17,847.95	22,094.38
16	Personnel (Courses/Memberships, Etc.)	2,600.00	2,600.00	-	0%	2,846.62	1,575.29	1,701.22	2,882.53	2,197.04
17	Fuel & Oil			-	0%	21,461.81	9,392.32	20,343.50	- 12,980.81	4,126.58
18	Machine Rental (town)			-	0%					
19	Town Equipt. Rental Adjustment	- 415,475.00	- 403,200.00	- 12,275.00	3%		- 499,317.68	- 480,636.83	- 478,280.55	- 499,491.87
20	Long Term Debt Charges-Roads	540,202.00	548,420.00	- 8,218.00	-1%	356,107.15	468,293.62	303,715.16	264,723.63	243,481.56
21	Capital Expenditure	2,851,171.00	969,166.00	1,882,005.00	194%		910,696.46	1,475,656.83	1,007,272.54	654,200.62
22	To Reserves	111,755.00	96,585.00	15,170.00	16%		519,088.40	102,061.00	384,009.01	526,740.00
	Total Administration	**3,811,368.00**	**1,922,072.00**	**1,889,296.00**	98%	**935,211.07**	**2,143,214.99**	**2,112,463.29**	**1,875,600.02**	**1,597,353.64**
	Almonte Ward Garage									
23	Almonte Ward Garage Labour	410.00	400.00	10.00	3%	1,552.85	89.75	143.22	833.39	99.00
24	Almonte Ward Garage-Other	1,020.00	1,000.00	20.00	2%	756.04	868.03	910.59	1,116.34	890.45
	Total	**1,430.00**	**1,400.00**	**30.00**	2%	**2,308.89**	**957.78**	**1,053.81**	**1,949.73**	**989.45**
	Pak. Ward Garage									
25	Pak. Ward Garage Labour	3,160.00	3,100.00	60.00	2%	1,503.46	1,905.41	908.72	3,897.13	8,108.87
26	Pak. Ward Garage Utilities	6,985.00	6,850.00	135.00	2%	3,524.22	6,847.73	6,025.00	7,139.64	6,707.67
27	Pak. Ward Garage Telephone	1,430.00	1,400.00	30.00	2%	982.97	1,412.62	1,458.47	1,271.17	1,037.58
28	Pak. Ward Garage Insurance	720.00	702.00	18.00	3%	880.72	669.13	288.36	441.35	438.77
29	Pak. Ward Garage Other	510.00	500.00	10.00	2%	30.15		858.68	95.43	72.85
30	Pak. Ward Garage Alarm Monitoring	815.00	800.00	15.00	2%	514.28	561.72	754.05	561.72	1,517.25
31	Pak. Ward Garage Tools, Stock Etc.	8,160.00	8,000.00	160.00	2%	2,683.43	9,821.87	4,185.89	3,996.79	9,176.89
	Total	**21,780.00**	**21,352.00**	**428.00**	2%	**10,119.23**	**21,218.48**	**14,479.17**	**17,403.23**	**27,059.88**

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual (To Aug 31/20)	2019 Actual	2018 Actual	2017 Actual	2016 Actual
	Ramsay Ward Garage									
32	Ramsay Ward Garage Labour	10,200.00	10,000.00	200.00	2%	6,869.71	12,611.70	13,014.74	7,156.54	5,714.54
33	Ramsay Ward Garage Overtime			-	0%		359.64	287.58	255.62	43.70
34	Ramsay Ward Garage Utilities	35,185.00	34,500.00	685.00	2%	19,558.82	28,749.47	31,866.21	19,579.02	18,556.13
35	Ramsay Ward Garage Cleaning, Maint. Etc.	5,610.00	5,500.00	110.00	2%	4,457.84	7,035.62	5,762.79	6,928.74	6,402.88
36	Ramsay Ward Garage Telephone	1,635.00	1,600.00	35.00	2%	2,066.58	2,675.38	1,487.70	1,448.10	1,248.35
37	Ramsay Ward Garage Insurance (Building Etc.)	1,820.00	1,782.00	38.00	2%	1,467.89	1,696.93	865.05	1,324.01	1,755.11
38	Ramsay Ward Garage Other S & R	1,225.00	1,200.00	25.00	2%	725.80	2,347.53	1,825.56	1,065.36	611.96
39	Ramsay Ward Garage Alarm Monitoring	1,020.00	1,000.00	20.00	2%	384.66	746.17	576.99	631.92	865.96
40	Ramsay Ward Garage Tools, Stock Etc.	34,000.00	31,000.00	3,000.00	10%	22,343.14	38,603.98	43,003.91	38,217.70	35,596.92
41	Ramsay Ward Garage Contract (Hydro replace light)			-	0%					1,636.57
	Total	**90,695.00**	**86,582.00**	**4,113.00**	5%	**57,874.44**	**94,826.42**	**98,690.53**	**76,607.01**	**72,432.12**
	Total Roads & Public Works Facilities	**113,905.00**	**109,334.00**	**4,571.00**	4%	**70,302.56**	**117,002.68**	**114,223.51**	**95,959.97**	**100,481.45**
	Street Lighting									
42	Street Lighting Labour	510.00	500.00	10.00	2%		884.64	456.50	492.26	845.80
43	Street Lighting Hydro	71,400.00	70,000.00	1,400.00	2%	36,869.84	61,279.02	84,363.40	139,700.09	124,540.27
44	Street Lighting Machine Rental (town)			-	0%		151.60	66.00	72.60	191.40
45	Street Lighting Contract	9,180.00	9,000.00	180.00	2%	7,775.33	4,967.70	12,794.58	23,982.62	28,343.57
	Total	**81,090.00**	**79,500.00**	**1,590.00**	2%	**44,645.17**	**67,282.96**	**97,680.48**	**164,247.57**	**153,921.04**
	Pakenham Bridge									
46	Pakenham Bridge Hydro	**820.00**	**800.00**	**20.00**	3%	310.01	49.19	951.18	542.73	835.05
	Bridges & Culverts									
47	Bridges & Culverts Labour	15,300.00	15,000.00	300.00	2%	8,345.87	20,698.61	15,661.15	13,005.18	7,584.06
48	Bridges & Culverts Overtime			-	0%	59.36	1,385.27	912.94	976.11	201.91
49	Bridges & Culverts Machine Rental (town)	6,120.00	6,000.00	120.00	2%	-	7,129.80	7,859.60	5,789.00	4,217.95
50	Bridges & Culverts Materials	71,400.00	70,000.00	1,400.00	2%	10,556.77	53,489.19	88,394.93	44,103.45	38,232.33
	Total	**92,820.00**	**91,000.00**	**1,820.00**	2%	**18,962.00**	**82,702.87**	**112,828.62**	**63,873.74**	**50,236.25**
	Hydrants									
51	Hydrants Labour	7,855.00	7,700.00	155.00	2%	3,438.45	12,024.79	8,034.48	9,319.21	6,698.87
52	Hydrants Overtime			-	0%		621.98	112.60	808.46	159.57
53	Hydrants Machine Rental (town)	1,835.00	1,800.00	35.00	2%		2,531.45	1,242.00	2,116.80	1,674.30
54	Hydrants Materials	16,830.00	16,500.00	330.00	2%		2,991.96	7,863.95	15,767.52	18,020.15
	Total	**26,520.00**	**26,000.00**	**520.00**	2%	**3,438.45**	**18,170.18**	**17,253.03**	**28,011.99**	**26,552.89**
	Drainage									
55	Drainage Labour	-	-	-	0%		2,146.35			
56	Drainage Machine Rental (town)	-	-	-	0%		396.20	115.00	113.20	69.00
	Total	**-**	**-**	**-**	0%		**2,542.55**	**115.00**	**113.20**	**69.00**

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual (To Aug 31/20)	2019 Actual	2018 Actual	2017 Actual	2016 Actual
57	Flood Control Labour	6,835.00	6,700.00	135.00	2%	3,681.08	5,282.62	6,428.15	5,338.20	2,457.09
58	Flood Control Overtime	1,530.00	1,500.00	30.00	2%	1,208.65	389.16	1,582.78	2,698.38	678.79
59	Flood Control Machine Rental (town)	2,140.00	2,100.00	40.00	2%		10,561.70	2,978.70	3,286.40	1,666.60
60	Flood Control Materials	6,120.00	6,000.00	120.00	2%	4,362.10	4,900.28	6,228.45	5,475.34	7,111.77
	Total	**16,625.00**	**16,300.00**	**325.00**	2%	**9,251.83**	**21,133.76**	**17,218.08**	**16,798.32**	**11,914.25**
	Road Patrol									
61	Road Patrol Labour	39,270.00	38,500.00	770.00	2%	17,167.63	42,845.82	38,146.96	34,964.63	35,440.43
62	Road Patrol Overtime	6,120.00	6,000.00	120.00	2%	1,255.44	7,575.63	9,335.18	6,254.23	7,763.43
63	Road Patrol Machine Rental (town)	6,325.00	6,200.00	125.00	2%		8,370.30	7,319.40	6,326.70	6,290.42
	Total	**51,715.00**	**50,700.00**	**1,015.00**	2%	**18,423.07**	**58,791.75**	**54,801.54**	**47,545.56**	**49,494.28**
	Grass Mowing									
64	Grass Mowing Labour	7,140.00	7,000.00	140.00	2%	10,073.55	6,501.64	6,217.45	5,213.42	3,819.02
65	Grass Mowing Machine Rental (town)	6,120.00	6,000.00	120.00	2%	716.57	4,211.20	6,038.60	8,837.90	3,675.60
66	Grass Mowing Materials	5,100.00	5,000.00	100.00	2%	673.59	2,607.00	779.48	52.89	
67	Grass Mowing-Wild Parsnip	60,000.00	60,000.00	-	0%	-	27,870.18			
67a	Grass Mowing Contract	21,600.00	20,000.00	1,600.00	8%	12,628.10	28,390.45	25,611.40	15,939.77	21,001.62
	Total	**99,960.00**	**98,000.00**	**1,960.00**	2%	**24,091.81**	**69,580.47**	**38,646.93**	**30,043.98**	**28,496.24**
	Brushing, Tree Trim & Removal									
68	Brushing, Tree Trim & Removal Labour	34,780.00	34,100.00	680.00	2%	11,092.08	21,466.70	30,380.39	36,449.98	25,004.71
69	Brushing, Tree Trim & Removal Overtime	1,735.00	1,700.00	35.00	2%	112.68	867.54	4,452.73	1,921.41	2,159.64
70	Brushing, Tree Trim & Removal Machine Rental	11,220.00	11,000.00	220.00	2%		9,248.40	12,739.00	10,573.25	14,757.85
71	Brushing, Tree Trim & Removal Materials			-	0%	11.18	6,845.34	5,147.02	1,155.98	28.48
72	Brushing, Tree Trim & Removal Contract	40,800.00	40,000.00	800.00	2%	9,260.16	26,204.05	37,224.30	23,541.63	26,704.37
	Total	**88,535.00**	**86,800.00**	**1,735.00**	2%	**20,476.10**	**64,632.03**	**89,943.44**	**73,642.25**	**68,655.05**
	Ditching									
73	Ditching Labour	9,895.00	9,700.00	195.00	2%	6,245.41	5,842.42	6,045.17	8,532.11	11,587.10
74	Ditching Overtime	205.00	200.00	5.00	3%		320.91	8.82	596.92	
75	Ditching Machine Rental (town)	6,120.00	6,000.00	120.00	2%		4,860.95	3,414.80	6,283.25	9,386.65
76	Ditching Materials	3,060.00	3,000.00	60.00	2%	111.94	2,743.03	6,054.38	963.79	491.02
77	Ditching Contract	40,000.00	33,000.00	7,000.00	21%	10,429.14	31,572.27	33,151.16	39,334.51	29,378.80
	Total	**59,280.00**	**51,900.00**	**7,380.00**	14%	**16,786.49**	**45,339.58**	**48,674.33**	**55,710.58**	**50,843.57**
	Catch Basins									
78	Catch Basins Labour	6,220.00	6,100.00	120.00	2%	1,955.66	11,688.69	5,790.73	5,864.77	3,808.88
79	Catch Basins Overtime	615.00	600.00	15.00	3%	46.70	5,154.02	190.74	116.42	629.79
80	Catch Basins Machine Rental (town)	1,530.00	1,500.00	30.00	2%		3,427.20	1,104.65	2,229.30	1,414.70
81	Catch Basins Materials	10,200.00	10,000.00	200.00	2%	3,732.83	6,904.10	23,535.38	2,216.71	4,446.33
82	Catch Basins Contract	20,400.00	20,000.00	400.00	2%	10,153.00	17,876.27	19,836.10	16,638.98	21,406.14
	Total	**38,965.00**	**38,200.00**	**765.00**	2%	**15,888.19**	**45,050.28**	**50,457.60**	**27,066.18**	**31,705.84**

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual (To Aug 31/20)	2019 Actual	2018 Actual	2017 Actual	2016 Actual
	Debris & Litter									
83	Debris & Litter Labour	14,280.00	14,000.00	280.00	2%	4,289.55	9,533.51	11,045.02	11,367.12	13,568.27
84	Debris & Litter Overtime	915.00	900.00	15.00	2%	269.03	403.33	907.26	701.74	640.72
85	Debris & Litter Machine Rental (town)	3,060.00	3,000.00	60.00	2%		2,097.70	1,774.90	2,032.90	2,307.70
86	Debris & Litter Materials	920.00	900.00	20.00	2%	419.47	636.66	1,148.37	775.75	595.94
	Total	**19,175.00**	**18,800.00**	**375.00**	2%	**4,978.05**	**12,671.20**	**14,875.55**	**14,877.51**	**17,112.63**
	Storm Sewers									
87	Storm Sewers Labour	3,470.00	3,400.00	70.00	2%	221.77	205.11	833.09	330.00	43.88
88	Storm Sewers Overtime	305.00	300.00	5.00	2%		22.96	44.02	288.86	
89	Storm Sewers Machine Rental (town)	510.00	500.00	10.00	2%		106.90	229.50	302.60	6.60
90	Storm Sewers M|aterials	3,060.00	3,000.00	60.00	2%			1,230.23	6,439.09	1,763.81
91	Storm Sewers Contract	9,180.00	9,000.00	180.00	2%	60.00	5,596.79	7,474.04	8,574.17	3,126.01
	Total	**16,525.00**	**16,200.00**	**325.00**	2%	**281.77**	**5,931.76**	**9,810.88**	**15,934.72**	**4,940.30**
	Curbs & Sidewalks									
92	Curbs & Sidewalks Labour	8,160.00	8,000.00	160.00	2%	868.61	2,767.48	6,039.93	3,084.28	2,727.01
93	Curbs & Sidewalks Overtime	205.00	200.00	5.00	3%		132.05	229.08	157.54	1.53
94	Curbs & Sidewalks Machine Rental (town)	1,835.00	1,800.00	35.00	2%		1,566.50	4,397.70	1,679.25	1,503.25
95	Curbs & Sidewalks Materials	1,530.00	1,500.00	30.00	2%		788.99	1,218.80	905.73	1,186.02
96	Curbs & Sidewalks Contract	55,000.00	50,000.00	5,000.00	10%	34,142.49	48,551.70	38,516.13	20,810.17	31,937.37
	Total	**66,730.00**	**61,500.00**	**5,230.00**	9%	**35,011.10**	**53,806.72**	**50,401.64**	**26,636.97**	**37,355.18**
	Total Roadside Maintenance	**389,170.00**	**371,400.00**	**17,770.00**	5%	**117,513.51**	**297,012.04**	**302,810.37**	**243,912.19**	**239,108.81**
	Patching									
97	Patching Labour	51,000.00	50,000.00	1,000.00	2%	56,423.06	55,638.50	54,534.65	48,037.25	43,523.74
98	Patching Overtime	205.00	200.00	5.00	3%	188.01	43.67	130.13	802.10	2.18
99	Patching Machine Rental (town)	14,280.00	14,000.00	280.00	2%		15,215.35	13,047.90	14,386.35	13,168.00
100	Patching Materials	44,370.00	43,500.00	870.00	2%	32,613.37	45,062.59	39,626.70	50,908.65	47,142.48
	Total	**109,855.00**	**107,700.00**	**2,155.00**	2%	**89,224.44**	**115,960.11**	**107,339.38**	**114,134.35**	**103,836.40**
	Sweeping									
101	Sweeping Labour	4,080.00	4,000.00	80.00	2%	2,244.41	3,882.15	4,163.49	2,512.08	3,030.48
102	Sweeping Overtime	1,530.00	1,500.00	30.00	2%	1,201.36	1,688.01	2,711.31	867.21	1,096.57
103	Sweeping Machine Rental (town)	3,800.00		3,800.00	0%		3,826.95	4,324.50	3,036.60	4,544.00
104	Sweeping Materials			-	0%			544.92		-
105	Sweeping Contract	27,540.00	27,000.00	540.00	2%	20,343.85	29,914.98	22,826.31	25,005.97	23,585.42
	Total	**36,950.00**	**32,500.00**	**4,450.00**	14%	**23,789.62**	**39,312.09**	**34,570.53**	**31,421.86**	**32,256.47**
	Shoulder Maintenance									
106	Shoulder Maintenance Labour	4,285.00	4,200.00	85.00	2%	3,989.13	1,330.72	3,448.25	2,527.80	5,189.22
107	Shoulder Maintenance Machine Rental (town)	2,040.00	2,000.00	40.00	2%		773.30	2,724.20	1,901.40	3,518.90
108	Shoulder Maintenance Materials	10,000.00	4,600.00	5,400.00	117%		623.70	5,523.21	1,988.47	9,992.81
108a	Shoulder Maintenance Contract	10,000.00		10,000.00	0%	402.12				
	Total	**26,325.00**	**10,800.00**	**15,525.00**	144%	**4,391.25**	**2,727.72**	**11,695.66**	**6,417.67**	**18,700.93**
	Total Hardtop Maintenance	**173,130.00**	**151,000.00**	**22,130.00**	15%	**117,405.31**	**157,999.92**	**153,605.57**	**151,973.88**	**154,793.80**

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual (To Aug 31/20)	2019 Actual	2018 Actual	2017 Actual	2016 Actual
	Patches & Washouts									
109	Patches & Washouts Labour	2,550.00	2,500.00	50.00	2%	753.75	3,018.19	2,303.23	2,427.23	2,144.30
110	Patches & Washouts Overtime			-	0%	332.91	401.17		563.54	44.16
111	Patches & Washouts Machine Rental (town)	4,080.00	4,000.00	80.00	2%		1,904.85	3,132.20	1,848.00	10,306.25
112	Patches & Washouts Materials	32,000.00	28,000.00	4,000.00	14%	12,366.38	29,257.77	32,750.87	25,964.05	18,170.32
	Total	**38,630.00**	**34,500.00**	**4,130.00**	12%	**13,453.04**	**34,581.98**	**38,186.30**	**30,802.82**	**30,665.03**
	Grading									
113	Grading Labour	49,575.00	48,600.00	975.00		26,605.43	42,526.27	40,645.46	51,835.31	43,468.92
114	Grading Overtime	3,570.00	3,500.00	70.00	2%	4,888.14	5,007.08	5,318.91	7,298.41	2,149.42
115	Grading Machine Rental (town)	56,100.00	55,000.00	1,100.00	2%	-	67,731.73	54,193.05	71,401.75	54,016.60
	Total	**109,245.00**	**107,100.00**	**2,145.00**	2%	**31,493.57**	**115,265.08**	**100,157.42**	**130,535.47**	**99,634.94**
	Dust Layer									
116	Dust Layer Labour	3,470.00	3,400.00	70.00	2%	1,106.62	2,418.75	1,578.59	1,571.68	2,431.89
117	Dust Layer Overtime	410.00	400.00	10.00	3%	77.40	41.43	274.05	206.61	37.29
118	Dust Layer Machine Rental (town)	915.00	900.00	15.00	2%		1,148.80	575.80	457.40	838.40
119	Dust Layer Materials	116,000.00	110,000.00	6,000.00	5%	106,634.10	118,180.60	112,001.03	103,820.05	120,312.40
	Total	**120,795.00**	**114,700.00**	**6,095.00**	5%	**107,818.12**	**121,789.58**	**114,429.47**	**106,055.74**	**123,619.98**
	Gravel Resurfacing									
120	Gravel Resurfacing Labour	8,975.00	8,800.00	175.00	2%	4,377.31	6,467.23	8,876.95	8,699.52	9,677.82
121	Gravel Resurfacing Overtime	255.00	250.00	5.00	2%	36.81	65.27	501.06	300.64	42.30
122	Gravel Resurfacing Machine Rental (town)	9,180.00	9,000.00	180.00	2%		8,959.20	10,011.70	8,298.90	9,492.45
	Total	**18,410.00**	**18,050.00**	**360.00**	2%	**4,414.12**	**15,491.70**	**19,389.71**	**17,299.06**	**19,212.57**
	Total Loose Top Maintenance	**287,080.00**	**274,350.00**	**12,730.00**	5%	**157,178.85**	**287,128.34**	**272,162.90**	**284,693.09**	**273,132.52**
	Snowplowing									
123	Snowplowing Labour	75,480.00	74,000.00	1,480.00	2%	38,815.44	61,627.37	50,555.00	43,477.36	53,668.72
124	Snowplowing Overtime	32,640.00	32,000.00	640.00	2%	32,177.76	58,697.58	46,955.01	53,481.32	59,251.55
125	Snowplowing Machine Rental (town)	145,860.00	143,000.00	2,860.00	2%		197,308.60	177,518.75	156,196.15	207,092.15
	Total	**253,980.00**	**249,000.00**	**4,980.00**	2%	**70,993.20**	**317,633.55**	**275,028.76**	**253,154.83**	**320,012.42**
	Snow Removal									
126	Snow Removal Labour	34,680.00	34,000.00	680.00	2%	20,223.85	19,652.92	10,563.71	17,252.56	21,105.18
127	Snow Removal Overtime	13,260.00	13,000.00	260.00	2%	22,355.72	27,231.78	15,440.92	25,008.41	23,572.51
128	Snow Removal Machine Rental (town)	40,800.00	40,000.00	800.00	2%		53,625.25	41,457.60	53,387.80	60,515.25
129	Snow Removal Materials			-	0%		864.96		5,353.09	763.20
130	Snow Removal Contract	105,000.00	100,000.00	5,000.00	5%	87,306.26	108,739.23	46,996.66	99,710.31	95,977.79
	Total	**193,740.00**	**187,000.00**	**6,740.00**	4%	**129,885.83**	**210,114.14**	**114,458.89**	**200,712.17**	**201,933.93**

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual (To Aug 31/20)	2019 Actual	2018 Actual	2017 Actual	2016 Actual
131	Sanding & Salting Labour	18,975.00	18,600.00	375.00	2%	9,306.78	19,651.68	23,400.36	21,207.31	10,346.99
132	Sanding & Salting Overtime	12,240.00	12,000.00	240.00	2%	5,553.74	18,722.67	28,837.36	16,118.30	17,467.61
133	Sanding & Salting Machine Rental (town)	35,700.00	35,000.00	700.00	2%		51,621.36	72,235.18	66,278.65	35,393.20
134	Sanding & Salting Materials	390,000.00	378,000.00	12,000.00	3%	182,516.87	408,127.28	303,646.20	266,214.55	173,635.63
	Total	**456,915.00**	**443,600.00**	**13,315.00**	3%	**197,377.39**	**498,122.99**	**428,119.10**	**369,818.81**	**236,843.43**
	Culvert Thawing & CB Cleaning									
135	Culvert Thawing & CB Cleaning Machine Rental			-	0%		-	23.00		103.50
	Total	**-**	**-**	**-**	0%		-	23.00	**-**	**103.50**
	Plowing/Sanding Sidewalks									
136	Plowing/Sanding Sidewalks Labour	11,220.00	11,000.00	220.00	2%	6,192.40	10,601.65	8,809.45	8,946.66	8,493.86
137	Plowing/Sanding Sidewalks Overtime	5,100.00	5,000.00	100.00	2%	3,934.21	7,338.09	7,264.00	6,620.45	8,122.09
138	Plowing/Sanding Sidewalks Machine Rental (town)	16,320.00	16,000.00	320.00	2%		15,655.25	15,726.30	16,527.20	16,385.75
139	Plowing/Sanding Sidewalks Materials			-	0%					
140	Plowing/Sanding Sidewalks Contract	8,160.00	8,000.00	160.00		5,459.42	11,799.07	7,891.47	7,235.13	10,481.27
	Total	**40,800.00**	**40,000.00**	**800.00**	2%	**15,586.03**	**45,394.06**	**39,691.22**	**39,329.44**	**43,482.97**
	Total Winter Control	**945,435.00**	**919,600.00**	**25,835.00**	3%	**413,842.45**	**1,071,264.74**	**857,320.97**	**863,015.25**	**802,376.25**
	Traffic Signs & Line Painting									
141	Traffic Signs & Line Painting Labour	14,895.00	14,600.00	295.00	2%	5,835.26	16,647.90	13,881.80	20,556.23	13,527.02
142	Traffic Signs & Line Painting Overtime	305.00	300.00	5.00	2%	157.13	631.62	826.52	541.41	187.25
143	Traffic Signs & Line Painting Machine Rental	2,550.00	2,500.00	50.00	2%		2,730.10	2,040.10	4,324.90	2,125.70
144	Traffic Signs & Line Painting Materials	13,000.00	12,000.00	1,000.00	8%	12,176.96	11,213.62	10,108.06	14,828.05	16,767.80
145	Traffic Signs & Line Painting Contract	27,000.00	24,500.00	2,500.00	10%	22,073.78	37,791.18	32,561.92	16,747.27	21,502.43
	Total	**57,750.00**	**53,900.00**	**3,850.00**	7%	**40,243.13**	**69,014.42**	**59,418.40**	**56,997.86**	**54,110.20**
	Traffic Lights									
146	Traffic Lights Labour	205.00	200.00	5.00	3%		279.36	68.47	89.49	394.88
147	Traffic Lights Overtime				0%			128.66		139.46
148	Traffic Lights Hydro	3,570.00	3,500.00	70.00	2%	1,453.29	3,148.53	2,964.27	3,546.06	3,362.97
149	Traffic Lights Materials	1,020.00	1,000.00	20.00	0%			992.16	234.05	890.40
150	Traffic Lights Contract	2,800.00	2,500.00	300.00	12%	6,471.93	2,955.10	2,579.62	1,607.81	1,991.44
	Total	**7,595.00**	**7,200.00**	**395.00**	5%	**7,925.22**	**6,382.99**	**6,733.18**	**5,477.41**	**6,779.15**
	Railway Crossing									
151	Railway Crossing Contract		-	-	0%					536.73
	Total	**-**	**-**	**-**	0%			**-**	**-**	**536.73**
	Total Safety Devices	**65,345.00**	**61,100.00**	**4,245.00**	7%	**48,168.35**	**75,397.41**	**66,151.58**	**62,475.27**	**61,426.08**

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual (To Aug 31/20)	2019 Actual	2018 Actual	2017 Actual	2016 Actual
152	Entrances & Addressing Labour	2,960.00	2,900.00	60.00	2%	1,617.44	2,020.14	2,096.59	1,388.88	1,562.61
153	Entrances & Addressing Machine Rental (town)	510.00	500.00	10.00	2%		402.40	303.60	226.30	297.00
154	Entrances & Addressing Materials	1,530.00	1,500.00	30.00	2%	228.96		1,687.51	273.43	6,974.68
	Total	**5,000.00**	**4,900.00**	**100.00**	2%	**1,846.40**	**2,422.54**	**4,087.70**	**1,888.61**	**8,834.29**
	Municipal Addressing									
	Total Private Entrances & Municipal Addressing	**5,000.00**	**4,900.00**	**100.00**	2%	**1,846.40**	**2,422.54**	**4,087.70**	**1,888.61**	**8,834.29**
	Town Property									
155	Town Property Labour	9,690.00	9,500.00	190.00	2%	10,103.76	14,062.63	19,365.96	12,652.88	5,217.24
156	Town Property Overtime	510.00	500.00	10.00	2%	425.67	1,753.44	1,106.47	904.71	1,171.60
157	Town Property Machine Rental (town)	3,060.00	3,000.00	60.00	2%		3,147.35	3,478.30	3,795.50	3,529.60
158	Town Property Materials	6,120.00	6,000.00	120.00	2%	1,542.88	7,391.45	3,959.00	3,873.14	6,534.51
	Total	**19,380.00**	**19,000.00**	**380.00**	2%	**12,072.31**	**26,354.87**	**27,909.73**	**21,226.23**	**16,452.95**
	Maintenance-Other									
159	On Call Labour	7,145.00	7,000.00	145.00	2%	4,450.00	6,705.38	6,932.14	6,825.00	6,800.00
160	On Call Overtime	-		-	0%					
161	Safety Equipment Materials	2,345.00	2,300.00	45.00	2%	766.02	2,270.57	2,038.49	1,518.44	803.24
162	Parks & Rec Labour	4,590.00	4,500.00	90.00	2%	1,383.06	5,054.42	3,455.84	4,596.38	7,129.07
163	Parks & Rec Overtime	305.00	300.00	5.00	2%		341.14	48.17	676.15	752.76
164	Other Depts Labour	2,550.00	2,500.00	50.00	2%	2,337.26	3,496.12	1,862.10	3,411.41	3,244.85
165	Other Depts. Overtime	305.00	300.00	5.00	2%	620.46	642.96	292.70	872.73	329.53
	Total	**17,240.00**	**16,900.00**	**340.00**	2%	**9,556.80**	**18,510.59**	**14,629.44**	**17,900.11**	**19,059.45**
	Ontario One Call									
166	Ontario One Call Labour	6,020.00	5,900.00	120.00	2%	2,340.52	2,648.74	3,025.53	6,772.24	5,689.40
167	Ontario One Call Overtime	205.00	200.00	5.00	3%	49.07	110.61	1.50	203.93	
168	Ontario One Call Materials	205.00	200.00	5.00	3%					
169	Ontario One Call Machine Rental (town)	305.00	300.00	5.00	0%		135.30	118.80	544.50	436.50
170	Ontario One Call Contract	510.00	500.00	10.00	2%	315.88	739.06	430.38	174.62	521.93
	Total	**7,245.00**	**7,100.00**	**145.00**	**3%**	**2,705.47**	**3,633.71**	**3,576.21**	**7,695.29**	**6,647.83**
	Total Maintenance Other	**43,865.00**	**43,000.00**	**865.00**	**7%**	**24,334.58**	**48,499.17**	**46,115.38**	**46,821.63**	**42,160.23**

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual (To Aug 31/20)	2019 Actual	2018 Actual	2017 Actual	2016 Actual
	Vehicles and Equipment									
171	Labour	69,020.00	66,608.00	2,412.00	4%	44,996.98	66,686.39	75,018.45	73,415.33	69,240.70
172	Insurance	11,180.00	10,572.00	608.00		10,845.04	8,846.00	8,768.00	11,410.07	11,046.56
173	M&R Parts	196,105.00	193,290.00	2,815.00	0%	123,268.42	228,700.19	216,230.02	185,419.67	208,545.69
174	Fuel and Oil	149,320.00	146,000.00	3,320.00	2%	76,370.44	157,594.86	141,746.43	132,181.71	109,579.23
175	Licenses	22,209.00	21,135.00	1,074.00	5%		22,161.88	21,810.17	21,088.54	22,945.70
176	Machine Time		-	-	0%			2,520.52		
177	Loan Payments	215,459.00	215,562.00	- 103.00	0%	141,583.05	200,994.59	145,009.85	93,063.65	70,964.40
	Total Vehicles and Equipment	**663,293.00**	**653,167.00**	**10,126.00**	2%	**397,063.93**	**684,983.91**	**611,103.44**	**516,578.97**	**492,322.28**
	Total Expenditures	**6,767,181.00**	**4,774,223.00**	**1,992,958.00**	42%	**2,377,897.54**	**5,135,599.00**	**4,840,892.64**	**4,464,051.99**	**4,065,012.11**

Roads and Public Works
2021 Budget

ROAD ADMINISTRATION

SALARIES, WAGES AND BENEFITS	$602,360.00
SALARIES AND BENEFITS ASSOCIATED WITH ADMINISTRATION OF THE DEPARTMENT.	
OFFICE SUPPLIES	$14,500.00
OFFICE SUPPLIES FOR THE DEPARTMENT	
POSTAGE AND COURIER	$2,000.00
AS REQUIRED	
TELEPHONE	$1,500.00
CELL PHONES	
LEGAL FEES	$1,100.00
FOR LEGAL MATTERS THAT MAY ARISE DURING THE YEAR	
ENGINEERING/OTHER PROFESSIONAL FEES	$6,600.00
FEES FOR INFORMATION/STUDIES, ETC.	
ADVERTISING	$500.00
TRAVELLING EXPENSE	$2,400.00
MILEAGE FOR STAFF	
ASOCIATION AND CONVENTION	$4,300.00
ONTARIO GOOD ROADS, ROAD SCHOOL, ETC	
SEMINARS	$650.00
INSURANCE	$28,905.00
LIABILITY NSURANCE	
OTHER SERVICES AND RENTS	$4,000.00
MISCELLANEOUS ITEMS THAT CANNOT BE PLACED ELSEWHERE	

PERSONNEL (CLOTHING, ETC.) $14,000.00

COTHING ALLOWANCE PER BY-LAW AND THE UNION AGREEMENT (WORKBOOTS, SUMMER AND WINTER APPAREL)

COMMUNICATIONS $15,000.00

CELL PHONES FOR MECHANIC, OPERATIONS MANAGER, CET AND EMERGENCY PURPOSES, PAGER COSTS, VHF SITE RENTAL COSTS AND RADIO LICENSES

TECHNICAL COURSES $23,300.00

MANDATED SAFETY AND PROFESSIONAL TRAINING REQUIREMENTS TO MEET ONTARIO HEALTH AND SAFETY ACT

PERSONNEL (COURSES/MEMBERSHIPS, ETC.) $2,600.00

MEMBERSHIPS FOR PROFESSIONAL ENGINEER, OPERATIONS MANAGER, CET-TRANSPORTATION ASSOCIATION OF CANADA, ONTARIO GOOD ROADS ASSOCIATION, MEDICALS FOR DRIVER'S LICENSES, ETC.

MACHINE RENTAL (TOWN) ($415,475.00)

OFFSETS VEHICLE USEAGE ALLOCATED TO FUNCTIONAL AREAS WITHIN THE BUDGET-NET OF ALL IS ZERO.

LONG TERM DEBT PAYMENTS $540,202.00

DEBT PAYMENTS FOR ROADS, BRIDGES AND FACILITIES

CAPITAL EXPENDITURES $2,851,171.00

TO RESERVES $111,755.00

PUBLIC WORKS FACILITIES

ALMONTE WARD GARAGE $1,430.00

OTTAWA RIVER POWER CORPORATION RENTS BAYS IN THE GARAGE. THE LEASE REQUIRES THE PAYMENT OF A GRANT IN LIEU OF TAXES, MAINTENANCE OF THE GROUNDS AND BUILDING AND THE HYDRO.

PAKENHAM WARD GARAGE $21,780.00.

UTILITIES, TELEPHONE, INSURANCE, MAINTENANCE AND REPAIRS

RAMSAY WARD GARAGE $90,695.00

UTILITIES, TELEPHONE, INSURANCE, MAINTENANCE AND REPAIRS

ROADSIDE MAINTENANCE

STREET LIGHTING $81,090.00

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

PAKENHAM BRIDGE $820.00

HYDRO COSTS ONLY

BRIDGES AND CULVERTS $92,820.00

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

.

HYDRANTS $26,520.00

INSPECTION, REPAIR AND REPLACEMENT

FLOOD CONTROL $16,625.00

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

ROAD PATROL $51,715.00

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

.

GRASS MOWING $99,960.00

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

BRUSHING, TREE TRIM AND REMOVAL $88,535.00

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

DITCHING $59,280.00

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

CATCH BASINS $38,965.00

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

DEBRIS AND LITTER $19,175.00

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

STORM SEWERS $16,525.00

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

CURBS AND SIDEWALKS $66,730.00

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

HARDTOP MAINTENANCE

PATCHING $109,855.00

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

SWEEPING $36,950.00

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

SHOULDER MAINTENANCE $26,325.00

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

LOOSE TOP MAINTENANCE

PATCHES & WASHOUTS $38,630.00

APPLICATION OF GRANULAR MATERIALS TO REPAIR ROAD SURFACE

GRADING $109,245.00

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

DUST LAYER $120,795.00

THE APPLICATION OF DUST SUPRESSION MATERIALS ON GRAVEL ROADS

GRAVEL RESURFACING $18,410.00

SPOT REPAIRS ON GRAVEL ROADS

WINTER CONTROL

SNOWPLOWING $253,980.00

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

SNOW REMOVAL $193,740.00

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

SANDING & SALTING $456,915.00

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

PLOWING/SANDING SIDEWALKS $40,800.00

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

SAFETY DEVICES

TRAFFIC SIGNS AND LINE PAINTING $57,750.00

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

TRAFFIC LIGHTS $7,595.00

MAINTENANCE AND REPAIRS OF TRAFFIC SIGNALS INCLUDING HYDRO COSTS

MUNICIPAL ADDRESSING

ENTRANCES AND ADDRESSING $5,000.00

COSTS TO INSPECT PRIVATE ENTRANCES AND INSTALL PROPERTY IDENTIFICATION NUMBER SIGNS

OTHER MAINTENANCE $43,865.00

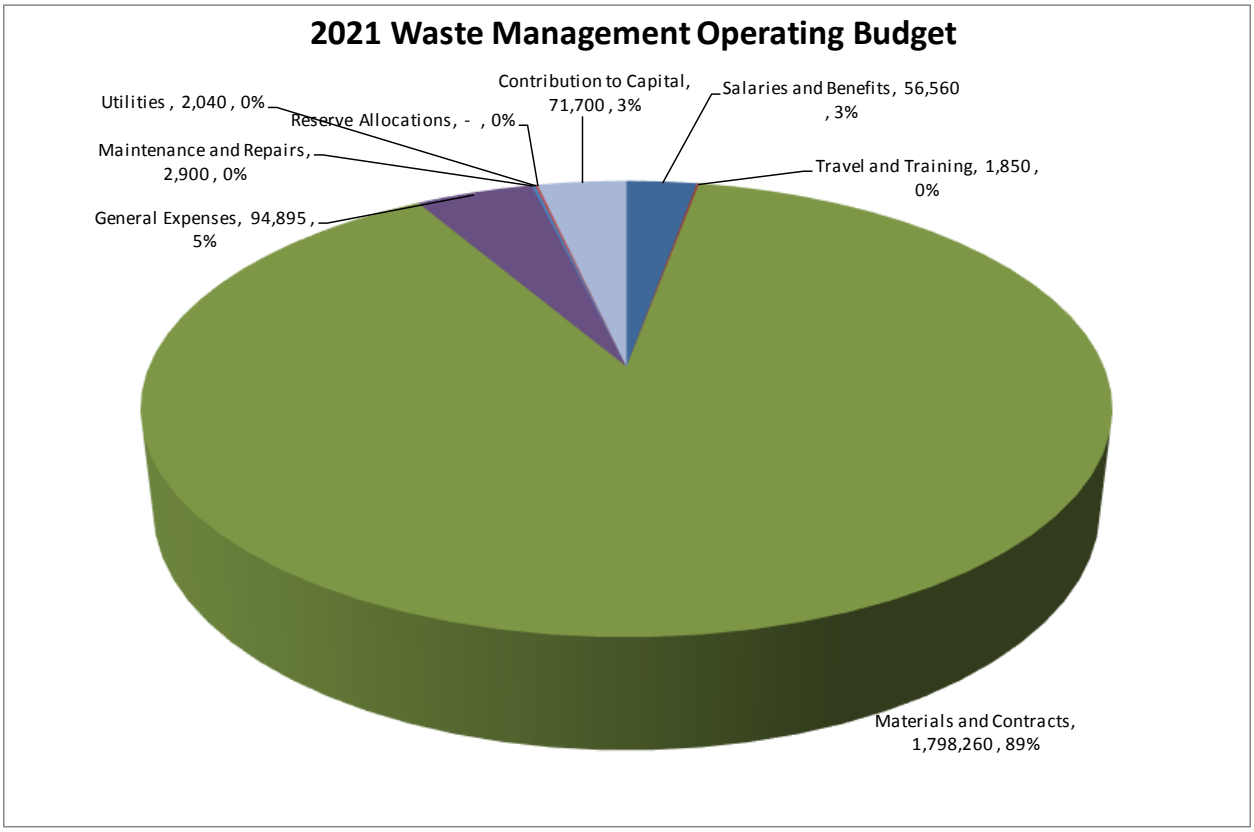
MAINTENANCE PERFORMED BY PUBLIC WORKS STAFF FOR OTHER DEPARTMENTS AND FOR MUNICIPALLY OWNED PROPERTIES

VEHICLES AND EQUIPMENT $663,293.00

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

WASTE MANAGEMENT

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



Municipality of Mississippi Mills 2021 Budget Summary

Waste Management

	A	B	C	D=B + C	E= C/B	
	2019 Actual	2020 Approved Budget	2021 Program Change	2021 Requested Budget	% 2021 Requested/ 2020 Budget	
Expenditures:						
Remuneration, Salaries & Bene	46,743	55,469	1,091	56,560	1.97%	
Travel & Training	120	1,850		1,850	0.00%	
Materials & Contracts	1,397,113	1,400,000	398,260	1,798,260	28.45%	Recycling and Waste contracts
General Operating Expenses	70,796	88,900	5,995	94,895	6.74%	
Community Grants						
Fuel & Oil						
M&R (facilities, fleet etc.)	1,073	2,900		2,900	0.00%	
Utilities	1,380	2,000	40	2,040	2.00%	
Insurance		-		-	0.00%	
Transfers to Reserves	159,168	58,941	(58,941)	-	-100.00%	
Debt Repayments						
Capital Expenditures	51,494	73,100	(1,400)	71,700	-1.92%	Refer to detailed capital budget
Total Expenditures	1,727,887	1,683,160	345,045	2,028,205	20.50%	
Revenues						
Grants						
User Fees	1,500,625	1,506,910	168,045	1,674,955	11.15%	Waste management charges
Other Fees & Charges	227,262	176,250	(1,000)	175,250	-0.57%	Recycling revenue, composter and blue box sales
Transfer from Reserves			178,000	178,000		
Transfer from DCs						
Total Revenues	1,727,887	1,683,160	345,045	2,028,205	20.50%	
Net Levy	-	-	-	-	0.00%	

WASTE MANAGEMENT

2021 Budget

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual (To Aug 31/20)	2019 Actual	2018 Actual	2017 Actual	2016 Actual
	Revenue									
1	Garbage Tags	- 9,000.00	- 8,000.00	- 1,000.00	13%	- 6,652.00	- 12,074.00	- 11,000.00	- 8,928.00	- 5,918.00
2	Garbage Fees	- 1,674,955.00	- 1,498,910.00	- 176,045.00	12%	- 1,470,520.00	- 1,500,625.00	- 1,497,384.00	- 1,471,428.00	- 1,429,583.20
3	Blue Box Receipts	- 500.00	- 500.00	-	0%	- 233.64	- 856.68	- 814.20	- 580.56	- 502.68
4	Recycling Revenue	- 165,000.00	- 175,000.00	- 10,000.00	-6%	- 101,605.69	- 213,198.97	- 192,281.90	- 174,296.37	- 162,059.82
5	Dump Fees			-	#DIV/0!			- 100.00	-	-
6	Composting Units	- 750.00	- 750.00	-	0%	- 354.00	- 1,132.80	- 955.80	- 601.80	- 1,026.60
6a	Reserves	- 178,000.00								
	Total Revenue	- 2,028,205.00	- 1,683,160.00	- 345,045.00	20%	- 1,579,365.33	- 1,727,887.45	- 1,702,535.90	- 1,655,834.73	- 1,599,090.30
	Expenditures									
	Administration									
7	Salaries, Wages & Benefits	40,260.00	39,469.00	791.00	2%	11,161.54	32,704.03	27,671.34	26,443.76	23,251.89
8	Travelling Expense	750.00	750.00	-	0%		120.35	610.50	359.65	
9	Technical Courses	1,100.00	1,100.00	-	0%			490.72	55.00	
	Total	**42,110.00**	**41,319.00**	**791.00**	2%	**11,161.54**	**32,824.38**	**28,772.56**	**26,858.41**	**23,251.89**
	Waste Collection									
10	Waste Collection Labour		-	-	0%	22,467.94	-	12,619.52		328.68
11	Waste Collection Postage & Courier Services	4,635.00	4,500.00	135.00	3%	4,717.14	4,889.40	4,677.71	4,078.76	4,361.62
12	Waste Collection Other S & R	1,700.00	1,700.00	-	0%	18.91	1,280.14	435.05	371.42	367.61
13	Waste Collection Machine Rental (town)	200.00	200.00	-	0%					
14	Waste Collection Contracts	1,760,000.00	1,362,000.00	398,000.00	29%	733,937.34	1,380,139.72	1,299,716.17	1,303,068.99	1,226,091.15
	Total	**1,766,535.00**	**1,368,400.00**	**398,135.00**	29%	**761,141.33**	**1,386,309.26**	**1,317,448.45**	**1,307,519.17**	**1,231,149.06**
	Landfill Site									
15	Landfill Site Labour	10,200.00	10,000.00	200.00	2%	4,574.29	8,932.58	14,852.77	14,001.03	14,402.53
16	Landfill Site Overtime	500.00	500.00	-	0%		1.91	201.33	503.31	283.66
17	Landfill Site Hydro	2,040.00	2,000.00	40.00	2%	1,160.98	1,380.11	1,454.10	1,642.83	2,646.93
18	Landfill Site Telephone			-	0%				50.88	502.74
19	Landfill Site Engineering Fees	2,500.00	2,500.00	-	0%					978.27
20	Landfill Site Insurance (Building Etc.)			-	0%					
21	Lanfill Site Other S & R	69,360.00	68,000.00	1,360.00	2%	59,105.64	61,314.13	62,578.77	63,383.48	65,612.42
22	Landfill Site Machine Rental (town)	1,500.00	1,500.00	-	0%		642.10	851.25	663.95	1,624.10
23	Landfill Site Materials	25,000.00	25,000.00	-	0%	187.58	6,865.36	20,855.93	7,488.48	12,837.53
24	Landfill Site Contract	13,260.00	13,000.00	260.00	2%	2,851.31	10,107.81	9,376.05	6,483.57	11,310.31
25	Capital Expenditure	71,700.00	73,100.00	- 1,400.00	-2%		51,494.02	64,613.19	50,729.74	60,675.07
26	To Reserves	-	58,941.00	- 58,941.00	-100%		159,167.71	165,972.59	165,834.44	153,882.79
	Total	**196,060.00**	**254,541.00**	**- 58,481.00**	-23%	**67,879.80**	**299,905.73**	**340,755.98**	**310,781.71**	**324,756.35**
	Pak. Waste Recycle Depot									
27	Pak. Waste Recycle Depot Labour	5,100.00	5,000.00	100.00	2%	3,553.70	4,987.17	5,573.51	4,813.71	8,460.24
28	Pak. Waste Recycle Depot Overtime	500.00	500.00	-	0%	381.51	137.75		209.38	241.70
29	Pak. Waste Recycle Depot Other S&R	1,700.00	1,700.00	-	0%	1,410.75	1,668.86	1,633.25	1,119.36	1,647.52
30	Pak. Waste Recycle Depot Machine Rental (town)	1,200.00	1,200.00	-	0%		431.20	818.60	682.90	977.30
31	Pak. Waste Recycle Depot Materials			-	0%			101.76	73.24	131.11
	Total	**8,500.00**	**8,400.00**	**100.00**	1%	**5,345.96**	**7,224.98**	**8,127.12**	**6,898.59**	**11,457.87**

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual (To Aug 31/20)	2019 Actual	2018 Actual	2017 Actual	2016 Actual
	Waste Diversion Program									
32	Env. Advisory Committee			-	0%					80.94
33	Waste Diversion Program Promotional/Educational	14,500.00	10,000.00	4,500.00	45%	7,314.39	1,623.10	7,431.79	3,776.85	7,068.21
34	Waste Diversion Prog.Subscriptions/Books/Magazi	500.00	500.00	-	0%					371.42
35	Waste Diversion Program Composters			-	0%					954.76
	Total	**15,000.00**	**10,500.00**	**4,500.00**	**43%**	**7,314.39**	**1,623.10**	**7,431.79**	**3,776.85**	**8,475.33**
	Total Expenditures	**2,028,205.00**	**1,683,160.00**	**345,045.00**	**20%**	**852,843.02**	**1,727,887.45**	**1,702,535.90**	**1,655,834.73**	**1,599,090.50**
	Net Waste Management	-	-	-	0%	- 726,522.31	-	-	-	0.20

Waste Management
2021 Budget

ADMINISTRATION $42,110.00

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

WASTE COLLECTION $1,766,535.00

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

LANDFILL SITE $196,060.00

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

PAKENHAM WASTE RECYCLE DEPOT $8,500.00

INCLUDES ALL OPERATING COSTS ASSOCIATED WITH THE RECYCLE DEPOT IN PAKENHAM

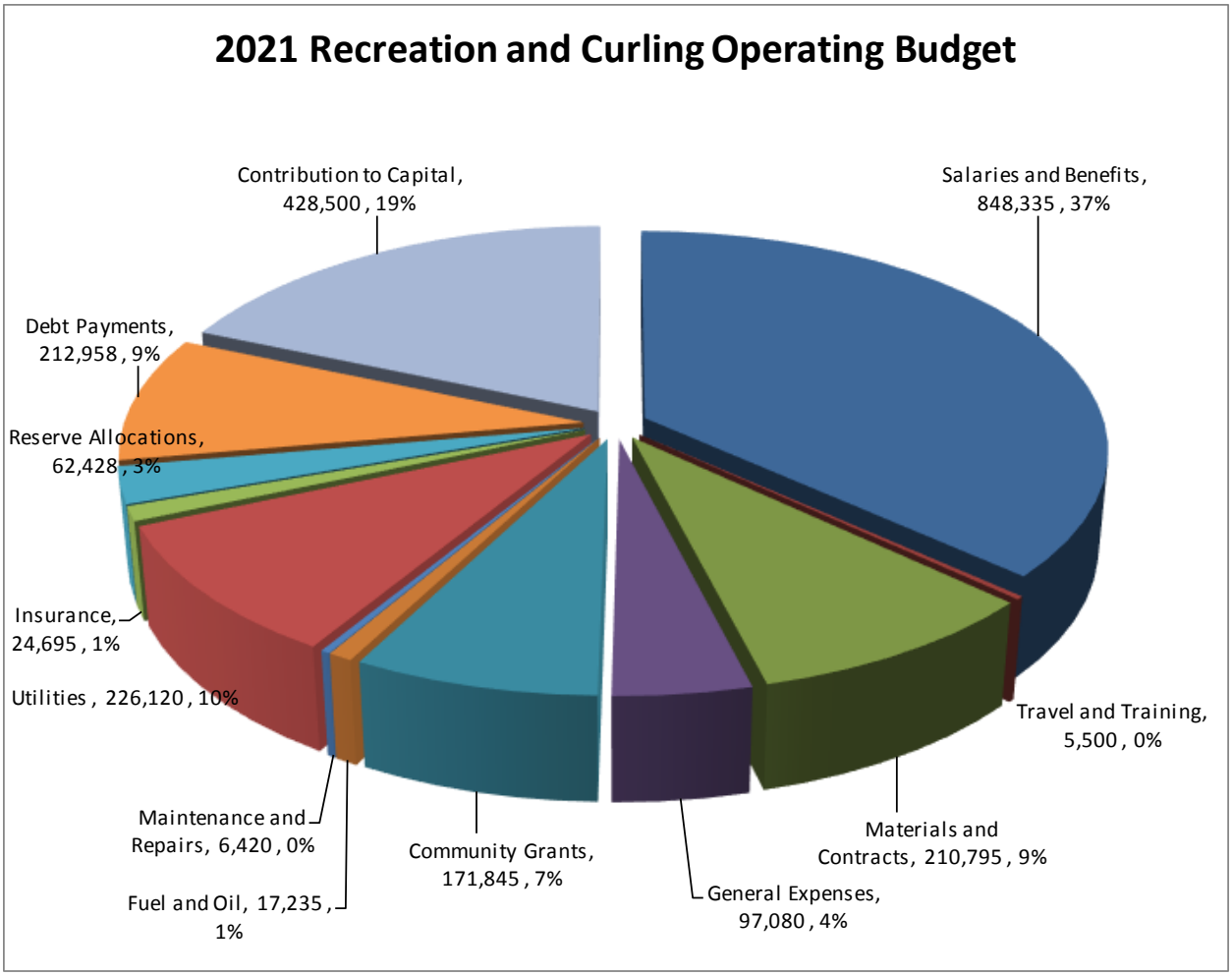
WASTE DIVERSION $15,000.00

OPERATING FUNDS FOR PROMOTIONAL MATERIALS AND COSTS ASSOCIATED WITH WASTE DIVERSION

RECREATION AND CURLING

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

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



Municipality of Mississippi Mills 2021 Budget Summary

Recreation & Curling

	A	B	C	D=B + C	E= C/B	
	2019 Actual	2020 Approved Budget	2021 Program Change	2021 Requested Budget	% 2021 Requested/ 2020 Budget	
Expenditures:						
Remuneration, Salaries & Bene	758,520	846,020	2,315	848,335	0.27%	Includes step increases, CPI and union hourly rate increase
Travel & Training	2,912	5,500		5,500	0.00%	
Materials & Contracts	229,821	170,280	40,515	210,795	23.79%	Refer to detailed operating budget
General Operating Expenses	72,042	77,395	19,685	97,080	25.43%	Refer to detailed operating budget
Community Grants	147,423	169,709	2,136	171,845	1.26%	Refer to detailed operating budget
Fuel & Oil	17,522	20,400	(3,165)	17,235	-15.51%	
M&R (facilities, fleet etc.)	14,444	18,800	(12,380)	6,420	-65.85%	Refer to detailed operating budget
Utilities	221,285	238,450	(12,330)	226,120	-5.17%	
Insurance	22,610	23,740	955	24,695	4.02%	
Transfers to Reserves	83,850	69,233	(6,805)	62,428	-9.83%	Repayment of several capital purchases (vehicles and equipment)
Debt Repayments	159,197	236,008	(23,050)	212,958	-9.77%	Loans for ACC and SCC renovations, Ice resurfacer, Gemmill Park
Capital Expenditures	29,925	164,500	264,000	428,500	160.49%	Refer to capital budget
Total Expenditures	1,759,551	2,040,035	271,876	2,311,911	13.33%	
Revenues						
Grants	300	300		300	0.00%	Summer student, Canada Day, Clayton Taylor Park
User Fees	499,128	548,865	(21,991)	526,874	-4.01%	Use of recreation and curling facilities
Other Fees & Charges	53,916	37,000	(22,000)	15,000	-59.46%	Bar and Food sales at curling club
Transfer from Reserves	-					
Transfer from DCs	1,800	-		-	0.00%	
Total Revenues	555,144	586,165	(43,991)	542,174	-7.50%	
Net Levy	1,204,407	1,453,870	315,867	1,769,737	21.73%	

RECREATION

2021 Budget

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual (To Aug 31/20)	2019 Actual	2018 Actual	2017 Actual	2016 Actual
1	Capital	428,500.00	164,500.00	264,000.00	160%		29,925.25	83,081.69	101,383.27	58,752.77
2	Transfer to Reserves	62,428.00	69,233.00	- 6,805.00	-10%		83,849.66	109,329.23	229,683.81	171,082.85
3	Municipal Grant	1,278,809.00	1,220,137.00	58,672.00	5%	805,936.50	1,090,631.47	1,019,390.60	1,050,711.62	929,459.99
		1,769,737.00	1,453,870.00	315,867.00	22%	805,936.50	1,204,406.38	1,211,801.52	1,381,778.70	1,159,295.61

	RECREATION									
	2021 Budget									
		2021	2020	$	%	2020	2019	2018	2017	2016
Line #	Description	Budget	Budget	Change	Change	Actual	Actual	Actual	Actual	Actual
						(To Aug 31/20)				
	Revenues									
	Federal Grants									
1	Federal Grant-Canada Day			-	#DIV/0!				- 3,200.00	- 2,000.00
2	Federal Grant-Site Upgrades-Clayton Taylor Park	- 300.00	- 300.00	-	0%		- 300.00	- 300.00	- 300.00	- 300.00
3	Federal Grant-Student		-	-	#DIV/0!					
	Total Federal Grants	**- 300.00**	**- 300.00**	**-**	0%	**-**	**- 300.00**	**- 300.00**	**- 3,500.00**	**- 2,300.00**
	Municipal Grants									
4	Tranfer from Reserves			-	0%				- 37,088.71	
5	Reserve Funds	-		-	#DIV/0!		- 1,800.00	- 3,400.00	- 3,400.00	- 3,400.00
6	Municipal Grant	- 1,278,809.00	- 1,220,137.00	- 58,672.00	5%	- 805,936.50	- 1,090,631.47	- 1,019,390.60	- 1,050,711.62	- 929,459.99
	Total Municipal Grants	**- 1,278,809.00**	**- 1,220,137.00**	**- 58,672.00**	5%	**- 805,936.50**	**- 1,092,431.47**	**- 1,022,790.60**	**- 1,091,200.33**	**- 932,859.99**
	Revenue-Almonte									
7	Hall Rentals	- 21,500.00	- 25,500.00	4,000.00	-16%	- 6,182.23	- 26,009.54	- 25,156.81	- 22,431.92	- 29,262.46
8	Surface Rentals	- 218,420.00	- 212,900.00	- 5,520.00	3%	- 73,903.73	- 183,918.26	- 201,725.92	- 187,340.42	- 178,042.14
9	Canteen Rental	-	-	-	#DIV/0!			- 704.13	- 1,629.30	- 2,635.44
10	Miscellaneous Revene	- 7,100.00	- 7,821.00	721.00	-9%	- 6,329.68	- 4,686.06	- 9,595.74	- 7,420.21	- 8,772.08
11	Programs	- 10,100.00	- 10,100.00	-	0%	- 802.66	- 8,338.62	- 11,209.68	- 79,491.67	- 66,580.46
12	Events	- 8,000.00	- 8,000.00	-	0%	- 570.00	- 11,273.85	- 9,507.34	- 7,190.13	- 13,972.68
	Total Revenues-Almonte	**- 265,120.00**	**- 264,321.00**	**- 799.00**	0%	**- 87,788.30**	**- 234,226.33**	**- 257,899.62**	**- 305,503.65**	**- 299,265.26**
	Sports Fields/Parks Revenue									
13	Rent-Gemmill Ball Diamond	- 1,800.00	- 1,200.00	- 600.00	0%	- 396.00	- 926.18	- 1,831.56	- 1,821.71	- 1,532.03
14	Rent Gemmill Soccer Field	- 2,000.00	- 2,000.00	-	0%		- 956.62	- 816.46	- 2,194.35	- 2,332.10
15	Rent Snedden/Casey Ball Diamond	- 2,500.00	- 2,500.00	-	0%	- 272.00	- 556.99	- 2,217.24	- 2,632.96	- 2,739.05
16	Civitan Soccer Field	- 4,000.00	- 4,000.00	-	0%		- 1,625.20	- 2,567.47	- 3,641.56	- 4,582.71
17	Appleton Soccer Field	- 3,500.00	- 3,500.00	-	0%		- 2,133.59	- 2,356.99	- 3,501.02	- 3,373.05
18	Ramsay Field			-	#DIV/0!		- 49.00	- 114.04	- 1,837.01	- 1,899.58
19	Rent Pakenham Comm. Park Ball Diamond	- 3,000.00	- 3,000.00	-	0%	- 1,651.42	- 3,276.55	- 2,793.81	- 2,342.98	- 2,114.77
20	Rent Cedar Hill Hall	- 2,000.00	- 2,000.00	-	0%		- 1,461.58	- 2,124.32	- 839.48	- 761.89
	Total Sports Fields/Parks Revenue	**- 18,800.00**	**- 18,200.00**	**- 600.00**	3%	**- 2,319.42**	**- 10,985.71**	**- 14,821.89**	**- 18,811.07**	**- 19,335.18**
	Revenue-Pakenham									
21	Hall Rentals	- 28,500.00	- 38,500.00	10,000.00	-26%	- 10,616.61	- 30,033.45	- 27,495.99	- 40,529.64	- 32,442.85
22	Surface Rentals	- 155,980.00	- 151,600.00	- 4,380.00	3%	- 60,811.28	- 146,971.51	- 142,959.83	- 141,898.72	- 138,210.06
23	Canteen Rental	-	-	-	#DIV/0!			- 704.13	- 1,629.30	- 2,694.69
24	Miscellaneous Revene	- 9,700.00	- 9,700.00	-	0%		- 10,049.50	- 8,709.00	- 9,289.42	- 6,591.30
25	Programs	- 22,500.00	- 22,500.00	-	0%	- 660.00	- 22,579.81	- 22,605.83	- 25,890.50	- 25,305.00
26	Events	- 7,500.00	- 7,500.00	-	0%		- 6,593.73	- 8,557.05	- 8,297.03	- 28,692.82
	Total Revenues-Pakenham	**- 224,180.00**	**- 229,800.00**	**5,620.00**	-2%	**- 72,087.89**	**- 216,228.00**	**- 211,031.83**	**- 227,534.61**	**- 233,936.72**
	Total Revenues	**- 1,787,209.00**	**- 1,732,758.00**	**- 54,451.00**	3%	**- 968,132.11**	**- 1,554,171.51**	**- 1,506,843.94**	**- 1,646,549.66**	**- 1,487,697.15**

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual
						(To Aug 31/20)				
	Expenditures									
	Salaries, Wages & Benefits									
27	Management Expenses	191,810.00	188,098.00	3,712.00	2%	116,067.15	162,148.53	151,132.49	145,705.53	140,873.82
28	Full Time Payroll Expenses	218,195.00	211,272.00	6,923.00	3%	134,703.93	197,814.76	192,059.14	208,214.00	209,599.21
29	Part Time Payroll Expenses	25,800.00	24,900.00	900.00	0%	7,393.34	20,307.39	34,620.84	22,175.26	22,143.99
	Total	**435,805.00**	**424,270.00**	**11,535.00**	3%	**258,164.42**	**380,270.68**	**377,812.47**	**376,094.79**	**372,617.02**
	Recreation General Expenses									
30	Labour	42,000.00	40,000.00	2,000.00	5%	20,900.47	42,877.12	28,083.92	57,578.09	35,443.66
31	Office Supplies	3,000.00	3,000.00	-	0%	1,856.90	3,017.23	4,031.83	2,543.30	1,756.99
32	Other M & S	2,000.00	2,000.00	-	0%	1,640.32	3,519.02	2,301.24	3,463.12	1,263.78
33	Postage & Courier Services	500.00	500.00	-	0%	38.15	122.37	273.99	452.58	509.53
34	Telephone	10,000.00	10,000.00	-	0%	6,875.37	10,631.22	9,204.05	9,309.18	7,839.37
35	Audit Fees			-	0%				227.00	
36	Other Professional Fees	1,500.00	1,500.00	-	0%	449.95	850.00	505.00	1,823.25	739.00
37	Computer Services Expense	4,500.00	4,500.00	-	0%	708.50	3,378.88	15,258.85	607.60	1,755.00
38	Travelling Expense	2,000.00	2,000.00	-	0%	457.61	1,336.80	1,128.31	1,173.39	1,648.67
39	Memberships	1,500.00	1,500.00	-	0%	1,002.00	1,326.21	954.00	1,480.36	675.00
40	Association & Convention	2,000.00	2,000.00	-	0%	635.00	249.00	179.55	789.16	379.44
41	Other S & R	750.00	750.00	-	0%			1,004.50	689.92	690.62
42	Rentals & Maintenance	7,140.00	7,000.00	140.00	2%	3,500.00	9,656.95	134.00	6,759.02	10,773.93
43	Bad Debt Expense			-	#DIV/0!		6,066.86			
44	Loan Payments	212,958.00	236,008.00	- 23,050.00	-10%	99,291.89	159,196.82	123,172.18	108,005.18	114,219.79
	Total Recreation General Expenses	**289,848.00**	**310,758.00**	**- 20,910.00**	-7%	**137,356.16**	**242,228.48**	**186,231.42**	**194,901.15**	**177,694.78**

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual
						(To Aug 31/20)				
	Almonte Arena Expenses									
45	Utilities	109,250.00	107,000.00	2,250.00	2%	54,845.45	74,635.43	87,904.44	114,955.46	103,438.43
46	Insurance	6,000.00	6,346.00	- 346.00	-5%	5,763.61	6,044.07	5,241.60	6,940.80	7,194.96
47	Rentals & Maintenenance	1,530.00	1,500.00	30.00	2%		40.98	2,055.00	3,757.08	571.93
48	Lobby Cleaning	42,530.00	36,100.00	6,430.00	0%	20,377.48	43,323.88	50,467.53	37,397.54	37,553.10
49	Hall Setup/Cleanup	20,550.00	18,700.00	1,850.00	10%	6,467.49	14,588.87	14,555.17	14,473.94	16,927.41
50	Upper Hall Bar	6,275.00	6,150.00	125.00	2%	769.92	4,955.31	2,376.19	3,831.32	7,401.95
51	Upper Hall Cleaning	150.00	150.00	-	0%		93.10	-	-	289.20
52	Upper Hall Misc. Maintenance	11,700.00	10,700.00	1,000.00	9%	17,784.94	17,179.60	28,622.82	10,918.68	7,251.43
53	Surface Setup/Cleanup	7,000.00	6,000.00	1,000.00	17%	2,796.64	7,362.76	7,873.36	4,880.96	5,873.59
54	Surface Cleaning	500.00	500.00	-	0%			511.70	-	790.60
55	Bleachers Maintenance	6,000.00	4,000.00	2,000.00	50%	427.61	2,054.19	5,344.12	5,464.32	7,910.67
56	Locker Room Maintenance	23,315.00	20,150.00	3,165.00	16%	11,973.93	18,380.15	25,368.59	23,339.62	18,248.55
57	Ice Surface Maintenance	41,825.00	39,750.00	2,075.00	5%	17,340.95	46,522.53	43,462.68	39,575.96	39,959.28
58	Ice Plant Equipment	12,905.00	12,650.00	255.00	2%	9,157.99	19,380.82	16,051.49	14,363.51	12,822.72
59	Ice Resurfacer	10,210.00	9,900.00	310.00	3%	2,650.58	8,589.87	6,546.37	11,839.95	14,456.12
	Total Almonte Arena Expenses	**299,740.00**	**279,596.00**	**20,144.00**	7%	**150,356.59**	**263,151.56**	**296,381.06**	**291,739.14**	**280,689.94**
	Pakenham Arena Expenses									
60	Utilities	74,460.00	73,000.00	1,460.00	2%	37,554.99	79,528.76	70,942.27	90,080.35	76,641.55
61	Insurance	6,000.00	6,346.00	- 346.00	-5%	5,763.61	6,044.07	8,627.96	6,940.80	7,194.96
62	Lobby Cleaning	46,080.00	38,600.00	7,480.00	19%	12,478.51	30,005.96	39,269.35	39,824.29	38,619.48
63	Hall Setup/Cleanup	17,020.00	13,300.00	3,720.00	28%	4,426.36	12,548.34	10,621.10	14,429.76	15,552.22
64	Upper Hall Bar	14,585.00	14,300.00	285.00	2%	4,364.93	14,824.13	13,181.23	16,133.62	15,899.03
65	Surface Setup/Cleanup	5,100.00	5,000.00	100.00	2%	5,633.86	629.67	1,997.75	3,530.32	4,128.27
66	Bleachers Maintenance	1,800.00	1,400.00	400.00	29%	332.87	1,344.22	1,647.46	1,157.88	1,123.56
67	Locker Room Maintenance	15,000.00	12,000.00	3,000.00	25%	6,921.95	12,741.22	12,848.28	13,928.92	13,100.52
68	Ice Surface Maintenance	31,090.00	30,000.00	1,090.00	4%	13,600.68	34,179.18	30,041.17	26,312.59	30,015.75
69	Ice Plant Equipment	5,405.00	5,300.00	105.00	2%	5,611.80	4,564.64	4,473.30	5,497.32	725.00
70	Ice Resurfacer	4,590.00	4,500.00	90.00	2%	1,732.38	4,814.05	5,706.19	4,704.20	5,147.27
71	Other Equipment	13,465.00	13,200.00	265.00	2%	5,791.98	11,257.46	14,876.65	16,011.65	14,535.08
	Total Pakenham Arena Expenses	**234,595.00**	**216,946.00**	**17,649.00**	8%	**104,213.92**	**212,481.70**	**214,232.71**	**238,551.70**	**222,682.69**

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual (To Aug 31/20)	2019 Actual	2018 Actual	2017 Actual	2016 Actual
	Sports Fields/Parks/Other Facilities									
72	Insurance	6,695.00	4,702.00	1,993.00	42%	6,498.41	4,477.67	5,893.16	8,637.68	8,574.64
73	Gemmill Ball Diamond	4,935.00	4,700.00	235.00	5%	888.68	3,280.06	3,237.81	4,361.70	3,315.25
74	Gemmill Soccer Field	5,080.00	5,000.00	80.00	2%	155.94	1,594.37	1,782.01	4,966.02	4,762.02
75	Snedden/Casey Ball Diamond	6,530.00	6,400.00	130.00	2%	1,432.72	1,328.19	1,981.98	4,818.94	5,660.61
76	Snedden/Casey Soccer Field		-	-	0%			420.00	120.00	-
77	Civitan Soccer Field	8,160.00	8,000.00	160.00	2%	1,122.80	4,621.96	4,139.52	8,524.93	8,711.19
78	Appleton Field #1	4,080.00	4,000.00	80.00	2%	545.79	2,564.30	2,003.74	4,282.80	3,643.42
79	Appleton Field #2	3,060.00	3,000.00	60.00	2%	545.79	2,031.06	2,125.83	3,977.45	3,051.68
80	Ramsay Ward Soccer Field	4,335.00	4,250.00	85.00	2%	1,184.26	2,056.32	594.23	4,214.20	4,239.30
81	Gemmill Mini Soccer Field		-	-	0%			-	73.47	79.07
82	McGregor Ball Field	2,955.00	2,900.00	55.00	2%		7,159.09	442.78	372.12	377.36
83	Pakenham Ball Field	8,770.00	8,600.00	170.00	2%	3,952.88	8,241.90	5,483.15	8,360.67	6,727.08
84	Cedar Hill School	4,895.00	4,800.00	95.00	2%	4,544.89	11,542.42	4,190.43	4,537.78	4,814.35
85	Almonte Skate Park	2,060.00	2,000.00	60.00	3%		1,950.00	417.46	31.80	593.76
86	Gemmill Splash Pad	25,680.00	25,000.00	680.00	3%	6,550.20	30,081.46	16,502.04	183.58	-
87	Gemmill Field House	3,215.00	3,150.00	65.00	2%	147.17	1,949.69	2,118.36	5,992.86	4,523.95
88	Gemmill Tennis Court	1,835.00	1,800.00	35.00	2%	307.00	934.47	585.81	944.91	1,363.40
89	Gemmill Track	1,530.00	1,500.00	30.00	2%	441.83	254.80	517.20	580.50	672.28
90	Gemmill Equipt & Swings	1,325.00	1,300.00	25.00	2%	59.30	359.07	6,086.66	4,026.15	1,067.06
91	Gemmill Open Space	12,040.00	11,800.00	240.00	2%	5,676.66	8,585.85	7,951.22	20,221.35	11,294.13
92	Snedden/Casey Open Space	1,835.00	1,800.00	35.00	2%	1,635.17	1,504.56	1,955.79	2,165.78	1,165.10
93	Augusta Swings & Equipment		-	-	0%	-		-	225.00	-
94	Augusta Open Space	2,500.00	2,450.00	50.00	2%	631.08	1,826.03	2,700.86	2,917.72	2,270.69
95	Meadowglen Open Space	1,530.00	1,500.00	30.00	2%	878.53	1,049.30	1,068.03	2,017.47	1,580.58
96	New England Swings & Equipment	100.00	100.00	-	0%			79.96	403.26	201.14
97	Munro Meadows Open Space	615.00	600.00	15.00	3%	440.00	550.00	550.00	550.00	550.00
98	Library Grounds	715.00	700.00	15.00	2%	460.00	752.36	599.98	575.00	575.00
99	Other Municipal Open Space	51,720.00	48,000.00	3,720.00	8%	27,397.73	48,471.72	40,667.02	25,544.98	15,453.72
100	Mark's Lookout	-	-	-	#DIV/0!		-	-	-	-
101	Riverfront Estates	8,000.00	2,600.00	5,400.00	208%	745.00	2,183.96	4,361.97	1,942.50	330.00
102	Pakenham Park Playing Field	1,020.00	1,000.00	20.00	2%	1,499.06	1,289.97	1,117.67	1,154.20	649.02
103	Pakenham Park Waterfront	2,755.00	2,700.00	55.00	2%	688.20	3,718.19	1,527.45	801.47	559.55
104	Pakenham Park Open Space	12,750.00	12,500.00	250.00	2%	4,525.29	7,225.04	12,417.04	14,596.62	12,913.06
105	Appleton Bay Park	2,805.00	2,750.00	55.00	2%	4,427.01	2,736.97	3,776.60	3,694.87	2,731.89
106	Don Maynard Park	2,300.00	1,000.00	1,300.00	130%	233.91	457.64	364.82	1,819.48	1,390.87
107	Cemeteries	2,600.00	2,000.00	600.00	30%	2,552.00	3,190.00	3,190.00	2,315.00	2,315.05
108	NLAS Beach Hut	-	-	-	#DIV/0!			-	-	30.55
109	NLAS Beach Grounds	1,735.00	1,700.00	35.00	2%	3,179.10	1,735.99	1,335.69	1,033.64	3,353.60
110	NLAS Open Space	2,855.00	2,800.00	55.00	2%	1,513.84	3,287.34	3,089.41	3,959.37	2,436.39
111	CPR Land	615.00	600.00	15.00	3%	512.00	460.00	460.00	460.00	459.95
112	MTO Park	3,060.00	3,000.00	60.00	2%	5,540.07	3,288.61	2,266.69	1,850.32	2,372.49
113	Clayton Taylor Park	5,450.00	4,900.00	550.00	11%	4,125.67	2,838.54	2,691.39	4,848.77	4,357.04
114	Almonte Outdoor Rink	510.00	500.00	10.00	2%	51.51	328.44	-	175.86	56.96
115	Augusta Bball and Stand & Pad	-	-	-	#DIV/0!			-	-	-
116	St. James Open Space	765.00	750.00	15.00	2%	1,390.02	1,199.64	1,657.30	788.96	648.53
117	McIntosh Park	3,060.00	3,000.00	60.00	2%	774.57	822.52	3,190.66	1,047.16	1,150.96
	Total	**216,475.00**	**199,852.00**	**16,623.00**	8%	**97,254.08**	**181,929.50**	**155,541.72**	**164,116.34**	**131,022.69**

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual
						(To Aug 31/20)				
	Vehicles and Equipment									
118	Labour	9,335.00	9,150.00	185.00	2%	3,629.76	2,116.10	2,351.61	6,502.96	8,477.20
119	M&R Parts	6,420.00	6,300.00	120.00	0%	4,805.09	4,568.09	4,279.51	4,863.31	11,792.49
120	Fuel and Oil	10,605.00	10,400.00	205.00	2%	1,719.74	9,414.84	10,176.57	11,615.34	8,365.74
121	Licenses	560.00	295.00	265.00	90%		505.25	505.25	668.75	780.00
122	Contract Repairs and Maintenance	615.00	605.00	10.00	2%	1,165.59	4,476.02	2,940.37	512.02	2,372.44
	Total Vehicles and Equipment	**27,535.00**	**26,750.00**	**510.00**	2%	**11,320.18**	**21,080.30**	**20,253.31**	**24,162.38**	**31,787.87**
	Adult Dance									
123	Instruction Costs	3,000.00	2,500.00	500.00	0%	275.00	3,750.00	3,350.00	4,940.00	
124	Advertising	-	-	-	0%					
	Total	**3,000.00**	**2,500.00**	**500.00**	0%	275.00	3,750.00	3,350.00	4,940.00	
	Babysitting Course									
125	Babysitting Course-Materials & Supplies	375.00	375.00	-	0%					511.25
126	Babysitting Course-Instruction Costs	500.00	500.00	-	0%	150.00	150.00	300.00	300.00	450.00
127	Babysitting Course-Advertising			-	0%					
	Total	**875.00**	**875.00**	**-**	0%	**150.00**	**150.00**	**300.00**	**300.00**	**961.25**
	Other Programs-Almonte									
128	Other Programs-Materials & Supplies	1,020.00	1,000.00	20.00	2%	136.40		44.95	835.72	3,891.30
129	Other Programs-Advertising	1,020.00	1,000.00	20.00	2%		601.56	255.00	1,434.00	1,078.64
	Total	**2,040.00**	**2,000.00**	**40.00**	2%	**136.40**	**601.56**	**299.95**	**2,269.72**	**4,969.94**
	Swimming Program									
130	Swimming Program-Salaries & Wages-Rec. Councillor	9,180.00	9,000.00	180.00	2%		7,029.20	8,714.08	6,266.90	6,725.66
131	Swimming Program-Materials & Supplies	6,120.00	6,000.00	120.00	2%		9,529.54	5,022.26	6,266.89	5,361.55
132	Swimming Program-Advertising	100.00	100.00	-	0%	96.00	96.00	95.88	95.88	115.88
	Total	**15,400.00**	**15,100.00**	**300.00**	2%	**96.00**	**16,654.74**	**13,832.22**	**12,629.67**	**12,203.09**
	Total Programs-Almonte	**21,315.00**	**20,475.00**	**840.00**	4%	**657.40**	**21,156.30**	**17,782.17**	**20,139.39**	**18,134.28**
	Recreation Hockey									
133	Recreation Hockey Program-Materials & Supplies	500.00	500.00	-	0%	300.00	552.50	338.40	254.40	
134	Recreation Hockey Program-Advertising	100.00	100.00	-	0%			255.00		
	Total	**600.00**	**600.00**	**-**	0%	**300.00**	**552.50**	**593.40**	**254.40**	**-**

		2021	2020	$	%	2020	2019	2018	2017	2016
Line #	**Description**	**Budget**	**Budget**	**Change**	**Change**	**Actual**	**Actual**	**Actual**	**Actual**	**Actual**
						(To Aug 31/20)				
	Soccer Program									
135	Soccer Program-Materials & Supplies	**2,920.00**	**2,850.00**	70.00	2%	-	4,426.82	2,685.86	2,006.50	2,095.42
	Other Programs-Pakenham									
136	Other Programs-Materials & Supplies	**100.00**	**100.00**	-	0%	-	50.40	74.96		
	Total Programs-Pakenham	**3,620.00**	**3,550.00**	**70.00**	2%	**300.00**	**5,029.72**	**3,354.22**	**2,260.90**	**2,095.42**
	Canada Day									
137	Canada Day-Labour	1,500.00	1,500.00	-	0%		801.36	200.00	907.69	381.15
138	Canada Day-Materials & Supplies	13,000.00	13,000.00	-	0%	345.00	13,691.42	13,197.19	20,151.70	11,510.47
139	Canada Day-Advertising	2,500.00	2,500.00	-	0%		611.36	1,221.12	1,374.81	399.26
	Total	**17,000.00**	**17,000.00**	**-**	0%	**345.00**	**15,104.14**	**14,618.31**	**22,434.20**	**12,290.88**
	Light up the Night									
140	Light up the Night-Labour	500.00	500.00	-	0%		379.85	399.86	449.76	232.17
141	Light up the Night-Materials & Supplies	9,000.00	6,000.00	3,000.00	50%	925.32	12,917.25	11,745.70	13,878.43	14,013.01
142	Light up the Night-Advertising	1,000.00	1,000.00	-	0%	171.00		1,595.06	2,447.46	155.53
	Total	**10,500.00**	**7,500.00**	**3,000.00**	40%	**1,096.32**	**13,297.10**	**13,740.62**	**16,775.65**	**14,400.71**
	Santa Claus Parade									
143	Santa Claus Parade-Labour	350.00	350.00	-	0%					
144	Santa Claus Parade-Materials & Supplies	300.00	300.00	-	0%			364.38	821.23	429.75
145	Santa Claus Parade-Advertising	-	500.00	- 500.00	-100%		345.00	860.25	428.00	260.66
	Total	**650.00**	**1,150.00**	**- 500.00**	-43%	**-**	**345.00**	**1,224.63**	**1,249.23**	**690.41**
	Other Events-Almonte									
146	Other Events-Labour	2,000.00	1,500.00	500.00	33%		946.46	1,639.11	2,109.76	1,433.42
147	Other Events-Materials & Supplies	5,000.00	3,500.00	1,500.00	43%	127.38	2,595.91	6,820.27	4,916.27	2,364.94
	Total	**7,000.00**	**5,000.00**	**2,000.00**	40%	**127.38**	**3,542.37**	**8,459.38**	**7,026.03**	**3,798.36**
	MM at a Glance									
148	MM at a Glance-Labour	200.00	200.00	-	0%					
149	MM at a Glance-Materials & Supplies	100.00	100.00	-	0%			911.55		120.00
150	MM at a Glance-Advertising	1,500.00	1,000.00	500.00	50%			565.00	1,655.47	2,240.50
	Total	**1,800.00**	**1,300.00**	**500.00**	38%	**-**	**-**	**1,476.55**	**1,655.47**	**2,360.50**

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual
						(To Aug 31/20)				
151	**Volunteer Appreciation Event**	**1,000.00**	**500.00**	500.00	100%	-	100.00	200.00	139.82	639.00
	Total Events-Almonte	**37,950.00**	**32,450.00**	**5,500.00**	17%	**1,568.70**	**32,388.61**	**39,719.49**	**49,280.40**	**34,179.86**
	St. Pat's Dance									
152	St. Pat's Dance-Labour	100.00	100.00	-	0%					
153	St. Pat's Dance-Materials & Supplies	2,500.00	2,500.00	-	0%	25.55	1,983.08	1,864.90	2,167.16	1,967.64
154	St. Pat's Dance-Advertising	500.00	500.00	-	0%	59.50	629.00	5,137.65	507.68	766.34
	Total	**3,100.00**	**3,100.00**	**-**	0%	**85.05**	**2,612.08**	**7,002.55**	**2,674.84**	**2,733.98**
	Home Show									
159	Home Show-Labour	-		-	0%					1,237.49
160	Home Show-Materials & Supplies	-		-	0%					4,563.15
	Total	**-**	**-**	**-**	0%					**5,800.64**
	Canada Day									
161	Canada Day-Labour	650.00	650.00	-	0%		263.98	801.96	610.19	222.38
162	Canada Day-Materials & Supplies	7,000.00	7,000.00	-	0%		6,652.59	6,893.02	3,852.79	6,167.57
163	Canada Day-Advertising	1,500.00	800.00	700.00	88%		960.00		523.00	337.50
	Total	**9,150.00**	**8,450.00**	**700.00**	8%	**-**	**7,876.57**	**7,694.98**	**4,985.98**	**6,727.45**
	Fall Fair									
164	Fall Fair-Labour	2,500.00	2,500.00	-	0%		1,557.74	1,332.10	966.00	1,048.52
165	Fall Fair-Materials & Supplies	6,000.00	6,000.00	-	0%		7,624.55	7,346.48	5,510.45	6,542.61
166	Fall Fair-Advertising	2,200.00	2,200.00	-	0%		1,306.25	2,230.54	3,198.00	2,237.92
	Total	**10,700.00**	**10,700.00**	**-**	0%	**-**	**10,488.54**	**10,909.12**	**9,674.45**	**9,829.05**
	Craft Show									
167	Craft Show-Labour			-	0%					
168	Craft Show-Advertising			-	0%					- 1,300.00
	Total	**-**	**-**	**-**	0%				-	- 1,300.00

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual
						(To Aug 31/20)				
	Santa Claus Parade									
169	Santa Claus Parade-Labour	250.00	250.00	-	0%					
170	Santa Claus Parade-Materials & Supplies	2,100.00	2,100.00	-	0%		532.04	160.00	321.00	664.98
171	Santa Claus Parade-Advertising	1,000.00	500.00	500.00	100%		410.00	860.24	622.00	339.47
	Total	**3,350.00**	**2,850.00**	**500.00**	18%	**-**	**942.04**	**1,020.24**	**943.00**	**1,004.45**
	Other Events-Pakenham									
172	Other Events-Labour	300.00	300.00	-	0%		87.15			
173	Other Events-Materials & Supplies	1,500.00	1,000.00	500.00	0%	90.00	425.00	1,020.59	4,894.91	4,010.49
174	Other Events-Advertising	250.00	250.00	-	0%					
	Total	**2,050.00**	**1,550.00**	**500.00**	0%	**90.00**	**512.15**	**1,020.59**	**4,894.91**	**4,010.49**
	Total Events-Pakenham	**28,350.00**	**26,650.00**	**1,700.00**	6%	**175.05**	**22,431.38**	**27,647.48**	**23,173.18**	**28,806.06**
	Other Recreation Expenses									
175	Youth Centre	30,000.00	30,000.00	-	0%	15,170.71	30,000.00	29,897.45	132,470.88	69,359.61
176	Ramsay Recreation Facility Grant	20,000.00	20,000.00	-	0%	18,323.07				
177	Mississippi Valley Textile Museum	69,345.00	67,983.00	1,362.00	2%	67,983.00	66,520.00	65,089.00	54,241.00	43,393.00
178	Home Support-Mills Community Support Corp.	3,500.00	3,500.00	-	0%	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
179	Mills Commuinity Support-Seniors Programming	10,000.00	10,000.00	-		10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
180	Appleton Museum	26,780.00	26,252.00	528.00	2%	26,252.00	25,687.00	25,134.00	20,945.00	16,756.00
181	Naismith Basketball Foundation	6,110.00	5,987.00	123.00		5,987.00	5,858.00	5,732.00	5,620.00	5,520.00
182	R. Tait McKenzie Memorial Museum	6,110.00	5,987.00	123.00		5,987.00	5,858.00	5,732.00	5,620.00	5,520.00
183	Public Skating Monitors	2,960.00	2,900.00	60.00	2%	1,544.42	2,877.71	2,948.14	2,489.95	2,533.20
	Total	**174,805.00**	**172,609.00**	**2,196.00**	1%	**154,747.20**	**150,300.71**	**148,032.59**	**234,886.83**	**156,581.81**
	Total Expenditures	**1,770,038.00**	**1,713,906.00**	**55,857.00**	3%	**916,113.70**	**1,532,448.94**	**1,486,988.64**	**1,619,306.20**	**1,456,292.42**
	Net Recreation Fund	**- 17,171.00**	**- 18,852.00**	**1,406.00**		**- 52,018.41**	**- 21,722.57**	**- 19,855.30**	**- 27,243.46**	**- 31,404.73**

CURLING

2021 Budget

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual (To Aug 31/20)	2019 Actual	2018 Actual	2017 Actual	2016 Actual
	Revenues									
	Food/Liquor									
1	Beverage Sales	- 15,000.00	- 37,000.00	22,000.00	-59%	- 24,092.95	- 49,691.57	- 53,138.06	- 30,853.36	- 28,242.29
2	Food Sales		-	-	#DIV/0!				- 1,827.15	- 2,833.52
	Total	**- 15,000.00**	**- 37,000.00**	**22,000.00**	-59%	**- 24,092.95**	**- 49,691.57**	**- 53,138.06**	**- 32,680.51**	**- 31,075.81**
	Rental Revenues									
3	Curling Lounge Rental	- 1,250.00	- 2,500.00	1,250.00	-50%		- 827.80	- 3,468.96	- 634.00	- 2,432.34
4	Curling Surface Rental	- 250.00	- 500.00	250.00	-50%		- 3,962.00			
5	Curling Surface Bar Proceeds	-	-	-	#DIV/0!				- 171.90	
6	Curling Ice Rental-Curling Club	- 17,274.00	- 33,544.00	16,270.00	-49%	- 16,997.01	- 32,899.02	- 33,880.80	- 30,858.51	- 30,094.08
7	Curling Rink Advertising			-	#DIV/0!					- 400.00
	Total	**- 18,774.00**	**- 36,544.00**	**17,770.00**	-49%	**- 16,997.01**	**- 37,688.82**	**- 37,349.76**	**- 31,664.41**	**- 32,926.42**
	Total Revenues	**- 33,774.00**	**- 73,544.00**	**39,770.00**	-54%	**- 41,089.96**	**- 87,380.39**	**- 90,487.82**	**- 64,344.92**	**- 64,002.23**
	Expenditures									
	Curling General Expenses									
8	Curling General Exp.-Other Professional Fees			-	0%				77.13	302.86
9	Curling General Exp.-Insurance (Building Etc.)	6,000.00	6,346.00	- 346.00	-5%	5,763.61	6,044.07	5,241.60	6,940.80	7,194.96
10	Curling Utilities	19,635.00	36,300.00	- 16,665.00	-46%	28,617.67	44,683.71	34,648.38	27,731.46	35,701.37
	Total	**25,635.00**	**42,646.00**	**- 17,011.00**	-40%	**34,381.28**	**50,727.78**	**39,889.98**	**34,749.39**	**43,199.19**
	Curling Misc. Maint.									
11	Curling Misc. Maint.-Labour	**100.00**	**100.00**	-	**0%**	**-**	**247.50**	**78.00**		
	Curling Lounge Setup/Cleanup									
12	Curling Lounge Setup/Cleanup-Labour	-	-	-	0%		116.20			
13	Curling Lounge Setup/Cleanup-Materials & Supplies	.		-	0%				75.52	302.35
	Total	**-**	**-**	**-**	0%	**-**	**116.20**	**-**	**75.52**	**302.35**

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual
						(To Aug 31/20)				
	Curling Ice Rental Lounge Maint.									
14	Curling Ice Rental Lounge Maint.-Labour	7,000.00	10,000.00	- 3,000.00	-30%	9,252.82	16,314.24	13,794.69	7,044.43	7,061.42
15	Curling Ice Rental Lounge Maint.-M&S	1,500.00	1,500.00	-	0%	837.66	1,506.68	1,056.66	1,607.79	1,603.64
16	Curling Ice Rental Lounge Maint.-Contract R&M	2,500.00	2,500.00	-	0%					
	Total	**11,000.00**	**14,000.00**	**- 3,000.00**	-21%	**10,090.48**	**17,820.92**	**14,851.35**	**8,652.22**	**8,665.06**
	Curling Ice Rental Locker Maint.									
17	Curling Ice Rental Locker Maint.-Labour	1,000.00	1,800.00	- 800.00	-44%	2,754.48	3,839.95	3,188.68	1,407.52	1,565.37
18	Curling Ice Rental Locker Maint.-M&S	400.00	400.00	-	0%		503.34	1,324.24	1,202.08	444.86
	Total	**1,400.00**	**2,200.00**	**- 800.00**	-36%	**2,754.48**	**4,343.29**	**4,512.92**	**2,609.60**	**2,010.23**
	Curling Ice Rental Surface Maint.									
19	Curling Ice Rental Surface Maint.-Labour	510.00	1,000.00	- 490.00	-49%			483.09	1,792.92	873.73
20	Curling Ice Rental Surface Maint.-M&S	1,400.00	2,800.00	- 1,400.00	-50%	744.97	3,080.98	2,246.20	2,594.20	2,643.87
21	Curling Ice Rental Surface Maint.-Contract R&M			-	0%					
	Total	**1,910.00**	**3,800.00**	**- 1,890.00**	-50%	**744.97**	**3,080.98**	**2,729.29**	**4,387.12**	**3,517.60**
	Curling Ice Plant									
22	Curling Ice Plant-Labour	-	-	-	#DIV/0!				2,164.97	1,374.69
23	Curling Ice Plant-M & R Parts (Inventory)	-	-	-	#DIV/0!					949.67
24	Curling Ice Plant-Contract-Repairs/Maintenance	2,250.00	4,500.00	- 2,250.00	-50%	1,043.72	5,474.98	9,407.35	11,365.70	2,675.00
	Total	**2,250.00**	**4,500.00**	**- 2,250.00**	-50%	**1,043.72**	**5,474.98**	**9,407.35**	**13,530.67**	**4,999.36**
	Curling Ice Scraper									
25	Curling Ice Scraper-Labour	-	-	-	#DIV/0!					169.93
26	Curling Ice Scraper-M & R Parts (Inventory)			-	0%					
27	Curling Ice Scraper-Contract-Repairs/Maintenance			-	0%			1,392.75		
	Total	**-**	**-**	**-**	#DIV/0!	**-**	**-**	**1,392.75**	**-**	**169.93**
	Curling Bar									
28	Curling Bar-Labour	3,500.00	12,000.00	- 8,500.00	-71%	5,721.65	12,939.11	12,724.36	12,256.36	11,612.51
29	Curling Bar-Employee Benefits	450.00	900.00	- 450.00	-50%	430.61	1,103.91	1,103.30	767.34	713.09
30	Curling Bar-Other M & S	100.00	100.00	-	0%	25.15	303.92	156.99	51.50	42.49
31	Curling Bar-Food Purchases	350.00	1,000.00	- 650.00	-65%	555.25	678.09	3,500.00	1,199.78	1,158.19
32	Curling Bar-Liquor & Beer Purchases	3,600.00	10,000.00	- 6,400.00	-64%	10,373.51	15,043.69	18,746.77	12,099.86	10,898.22
33	Curling Bar-Pop & Mix Purchases	500.00	1,000.00	- 500.00	-50%	580.99	1,424.48	1,050.06	1,209.02	1,097.00
34	Curling Bar-Misc. Equipment Expense	150.00	150.00	-	0%	25.15	22.56	200.00	-	856.31
	Total	**8,650.00**	**25,150.00**	**- 16,500.00**	-66%	**17,712.31**	**31,515.76**	**37,481.48**	**27,583.86**	**26,377.81**
	Total Expenditures	**50,945.00**	**92,396.00**	**- 41,451.00**	**-45%**	**66,727.24**	**113,327.41**	**110,343.12**	**91,588.38**	**89,241.53**
	Net Curling Fund	**17,171.00**	**18,852.00**	**- 1,681.00**	**-9%**	**25,637.28**	**25,947.02**	**19,855.30**	**27,243.46**	**25,239.30**

RECREATION AND CURLING BUDGETS
2021

REVENUES

FEDERAL GRANTS $ 300.00

CANADA DAY FUNDS AND SITE UPGRADES AT CLAYTON TAYLOR PARK

RESERVE FUNDS $ .00

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

MUNICIPAL GRANT $1,278,809.00

FUNDS PROVIDED BY THE MUNICIPALITY

REVENUE-ALMONTE $265,120.00

INCLUDES REVENUES FOR ALL FACILITY RENTALS, PROGRAMS AND EVENTS

REVENUE-SPORTS FIELDS/PARKS $18,800.00

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

REVENUES-PAKENHAM $224,180.00

INCLUDES REVENUES FOR ALL FACILITY RENTALS, PROGRAMS AND EVENTS

EXPENDITURES

SALARIES, WAGES AND BENEFITS $435,805.00

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

RECREATION GENERAL EXPENSES

LABOUR $42,000.00

FULL TIME AND PART TIME WAGES ALLOCATED TO GENERAL RECREATION

OFFICE SUPPLIES	$3,000.00
PAPER, ENVELOPES, TONER ETC.	
OTHER MATERIALS & SUPPLIES	$ 2,000.00
MISCELLANEOUS ITEMS THAT CAN'T BE PLACED ELSEWHERE	
POSTAGE & COURIER	$500.00
TELEPHONE	$10,000.00
PHONE LINES, CELL PHONES	
OTHER PROFESSIONAL FEES	$1,500.00
FEES PAID FOR BOOKING SOFTWARE	
COMPUTER SERVICES EXPENSE	$4,500.00
IT SUPORT COSTS	
TRAVELLING EXPENSE	$2,000.00
MILEAGE	
MEMBERSHIPS	$1,500.00
ANNUAL MEMBERSHIPS TO RECREATION ASSOCIATIONS	
ASSOCIATION & CONVENTION	$2,000.00
TRAINING FOR STAFF	
OTHER SERVICES & RENTS	$750.00
RENTALS & MAINTENAANCE	$7,140.00
ALARM MONITORING, ELEVATOR MAINTENANCE, FIRE EXTIGUISHER INSPECTION, SNOW REMOVAL,ETC.	
LOAN PAYMENTS	$212,958.00
LONG TERM DEBT REPAYMENTS ON ALMONTE COMMUNITY CENTRE, STEWART COMMUNITY CENTRE AND ICE RESURFACER	
FACILITIES	
ALMONTE ARENA EXPENSES	$299,740.00

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

PAKENHAM ARENA EXPENSES $234,595.00

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

SPORTS FIELDS/PARKS

RECREATION FIELDS/PARKS EXPENSES $216,475.00

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

VEHICLES & EQUIPMENT

VEHICLE & EQUIMENT $27,535.00

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

PROGRAMS

ALMONTE & PAKENHAM PROGRAMS $24,935.00

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

EVENTS

ALMONTE & PAKENHAM EVENTS $66,300.00

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

OTHER RECREATION EXPENSES

YOUTH CENTRE $ 30,000.00

ANNUAL FUNDING

MISSISSIPPI VALLEY TEXTILE MUSEUM $69,345.00

ANNUAL FUNDING

MILLS COMMUNITY SUPPORT CORPORATION $3,500.00

ANNUAL FUNDING PROVIDED TO ASSIST WITH THE HOME SUPPORT PROGRAM

MILLS COMMUNITY SUPPORT CORPORATION $10,000.00

ANNUAL FUNDING PROVIDED TO ASSIST WITH SENIORS PROGRAMMING

APPLETON MUSEUM $26,780.00

ANNUAL FUNDING

NAISMITH BASKETBALL FOUNDATION $6,110.00

ANNUAL FUNDING

R. TAIT MCKENZIE MEMORIAL MUSEUM $6,110.00

ANNUAL FUNDING

RAMSAY RECREATION FACILITY GRANT $20,000.00

ANNUAL FUNDING

PUBLIC SKATING MONITORS $ 2,960.00

WAGES PAID TO PUBLIC SKATING MONITORS

CURLING

REVENUES

BEVERAGE AND FOODE SALES $15,000.00

REVENUES FROM SALE OF LIQUOR, BEER AND FOOD

RENTAL REVENUES $18,774.00

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

EXPENDITURES

GENERAL OPERATING EXPENSES $25,635.00

INSURANCE AND UTILITIES

MAINTENANCE $16,660.00

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

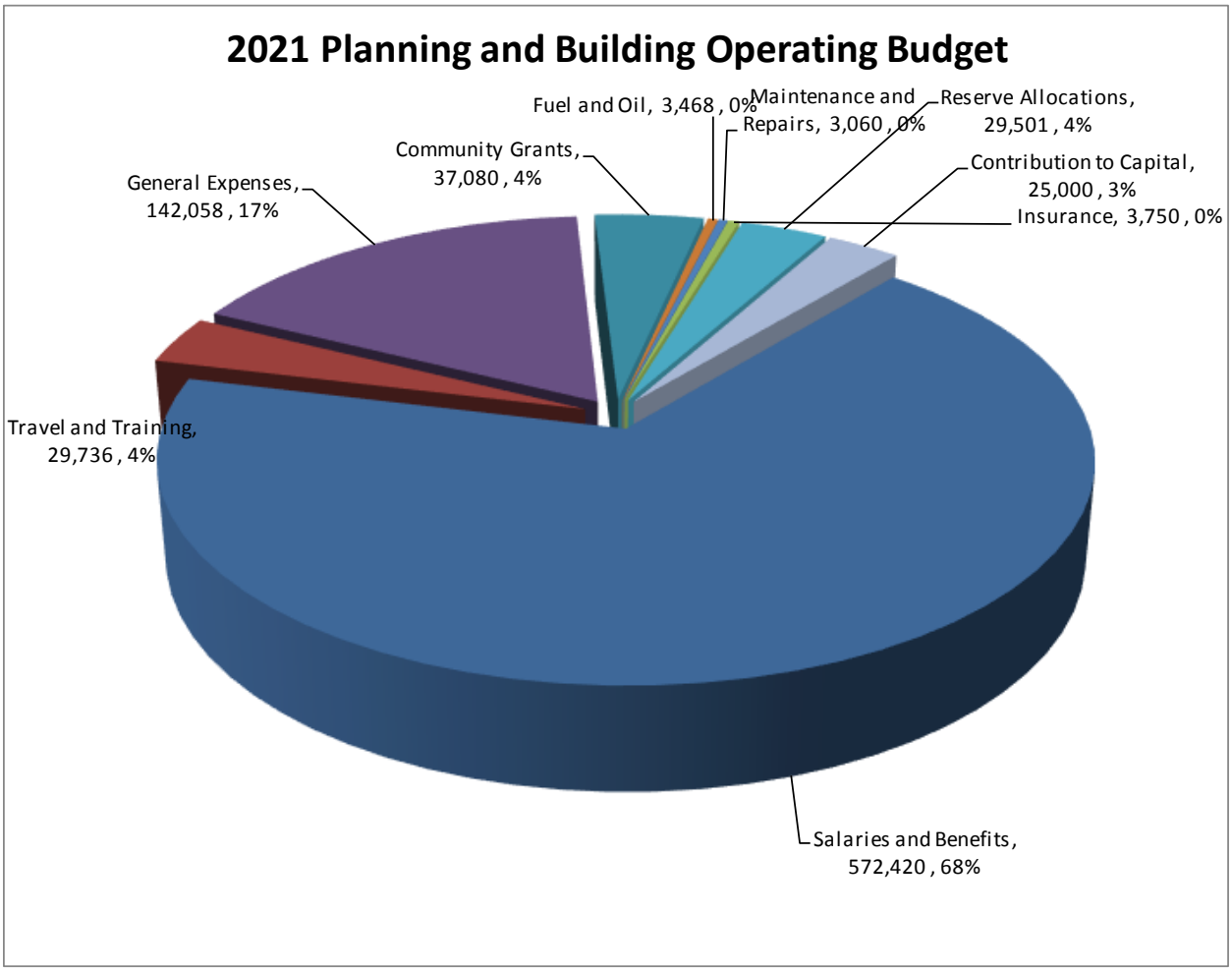
CURLING BAR EXPENSES $8,650.00

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

PLANNING AND BUILDING

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

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



Municipality of Mississippi Mills 2021 Budget Summary

Planning

	A	B	C	D=B + C	E= C/B	
	2019 Actual	2020 Approved Budget	2021 Program Change	2021 Requested Budget	% 2021 Requested/ 2020 Budget	
Expenditures:						
Remuneration, Salaries & Bene	210,475	249,560	4,365	253,925	1.75%	Includes Step increases, CPI, summer student
Travel & Training	3,210	10,500	610	11,110	5.81%	
Materials & Contracts						
General Operating Expenses	33,263	33,950	2,050	36,000	6.04%	
Community Grants						
Fuel & Oil						
M&R (facilities, fleet etc.)						
Utilities						
Insurance						
Transfers to Reserves	-	-		-		
Debt Repayments						
Capital Expenditures		95,000	(70,000)	25,000	0.00%	Refer to capital budget
Total Expenditures	246,948	389,010	(62,975)	326,035	-16.19%	
Revenues						
Grants						
User Fees	162,854	110,000	10,000	120,000	9.09%	Planning application fees
Other Fees & Charges						
Transfer from Reserves						
Transfer from DCs						
Total Revenues	162,854	110,000	10,000	120,000	9.09%	
Net Levy	84,094	279,010	(72,975)	206,035	-26.15%	

PLANNING

2021 Budget

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual (To Aug 31/20)	2019 Actual	2018 Actual	2017 Actual	2016 Actual
1	Salaries, Wages & Benefits	253,925.00	249,560.00	4,365.00	2%	159,641.21	210,474.53	192,432.60	198,657.87	219,203.88
2	Publications	100.00	100.00	-	0%	-	139.78	146.50	34.55	99.75
3	Other M & S	1,000.00	1,000.00	-	0%	310.18	886.80			
4	Materials & Supplies	2,000.00	2,000.00	-	0%	644.59	3,382.34	4,875.78	3,734.67	1,711.44
5	Postage & Courier Services	850.00	800.00	50.00	6%	1,193.87	1,549.34	4,485.44	1,260.89	933.91
6	Telephone	1,800.00	1,800.00	-	0%	1,008.19	1,299.08	934.46	623.90	635.26
7	Legal Fees	8,000.00	8,000.00	-	0%	36,049.62	14,422.20	597.58		
8	Other Professional Fees	4,000.00	4,000.00	-	0%	1,672.11	3,348.37	87,220.52	51,280.65	36,925.79
9	Computer Services Expense	18,000.00	16,000.00	2,000.00	13%	7,661.55	8,236.09			
10	Advertising	250.00	250.00	-	0%				5,524.14	
11	Travelling Expense	5,610.00	5,500.00	110.00	2%		319.11	1,228.65	5,012.18	8,452.51
12	Memberships	1,500.00	1,000.00	500.00	50%	1,073.36	933.66	448.73	1,048.88	1,500.43
13	Association & Convention	4,000.00	4,000.00	-	0%	344.07	1,957.10	2,000.07	1,078.03	3,261.48
14	Capital Expenditure	25,000.00	95,000.00	- 70,000.00	0%			24,434.80	37,519.00	29,197.61
15	To Reserves			-	0%				45,260.00	20,000.00
	Total Expenditures	**326,035.00**	**389,010.00**	**- 62,975.00**	**-16%**	**209,598.75**	**246,948.40**	**318,805.13**	**351,034.76**	**321,922.06**

PLANNING BUDGET
2021

SALARIES, WAGES & BENEFITS	$253,925.00
PLANNER, JUNIOR PLANNER, PORTION OF BUILDING & PLANNING CLERK'S SALARY SUMMER STUDENT INCLUDING ALL BENEFITS	
PUBLICATIONS	$100.00
ONTARIO MUNICIPAL BOARD DECISIONS CASE LAW PERIODICAL	
OTHER M&S	$1,000.00
FOR ITEMS THAT CANNOT BE PLACED ELSEWHERE	
MATERIALS & SUPPLIES	$2,000.00
PURCHASE OF FORMS, SPECIALIZED OFFICE SUPPLIES AND MATERIALS	
POSTAGE & COURIER	$850.00
NOTICE OF PUBLIC MEETINGS MAILINGS	
TELEPHONE	$1,800.00
CELL PHONE AND TABLET	
LEGAL FEES	$8,000.00
AS REQUIRED	
OTHER PROFESSIONAL FEES	$4,000.00
PLANNING ASSISTANCE	
COMPUTER SERVICES EXPENSE	$18,000.00
IT SUPPORT, CGIS UPGRADE, HARDWARE/SOFTWARE	
ADVERTISING	$250.00
ADVERTISING FOR ZONING BY-LAW, OFFICIAL PLAN AMEMDMENTS AND OTHER PLANNING ISSUES	
TRAVEL EXPENSE	$5,610.00
MILEAGE	
MEMBERSHIPS	$1,500.00

MCIP/CIP PROFESSIONAL MEMBERSHIP

ASSOCIATION & CONVENTION $4,000.00

PLANNING CONFERENCE AND PROFESSIONAL DEVELOPMENT

Municipality of Mississippi Mills 2021 Budget Summary

Building Department

	A	B	C	D=B + C	E= C/B	
	2019 Actual	2020 Approved Budget	2021 Program Change	2021 Requested Budget	% 2021 Requested/ 2020 Budget	
Expenditures:						
Remuneration, Salaries & Bene	339,986	303,666	13,829	317,495	4.55%	Includes Step Increase, CPI
Travel & Training	14,849	14,000	2,626	16,626	18.76%	
Materials & Contracts						
General Operating Expenses	89,182	122,200	(17,142)	105,058	-14.03%	
Community Grants						
Fuel & Oil	3,949	3,400	68	3,468	2.00%	
M&R (facilities, fleet etc.)	3,005	3,000	60	3,060	2.00%	
Utilities						
Insurance	3,465	3,640	110	3,750	3.02%	
Transfers to Reserves	180,420	19,994	9,507	29,501	47.55%	Repay vehicle purchases
Debt Repayments						
Capital Expenditures						
Total Expenditures	634,856	469,900	9,058	478,958	1.93%	
Revenues						
Grants						
User Fees	606,075	452,900	9,058	461,958	2.00%	Building permit fees
Other Fees & Charges	28,781	17,000		17,000	0.00%	Admin and sign fees
Transfer from Reserves		-		-		
Transfer from DCs						
Total Revenues	634,856	469,900	9,058	478,958	1.93%	
Net Levy	-	-	-	-	0.00%	No impact to the tax base

BUILDING DEPARTMENT

2021 Budget

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual (To Aug 31/20)	2019 Actual	2018 Actual	2017 Actual	2016 Actual
	Revenue									
1	Building Admin. Fees	- 15,000.00	- 15,000.00	-	0%	- 8,945.00	- 15,320.00	- 7,500.00	- 29,385.03	- 10,031.88
2	Building Sign Fees	- 2,000.00	- 2,000.00	-	0%	- 1,050.00	- 3,375.00	- 3,395.00	- 1,530.00	- 2,012.00
3	Building Permits	- 461,958.00	- 452,900.00	- 9,058.00	2%	- 478,346.78	- 606,074.77	- 604,302.65	- 564,717.91	- 412,505.01
4	Contract Fees	-	-	-	0%	- 3,006.72	- 10,086.72			
5	Transfer from Reserves		-	-	0%					
		- 478,958.00	**- 469,900.00**	**- 9,058.00**	2%	**- 491,348.50**	**- 634,856.49**	**- 615,197.65**	**- 595,632.94**	**- 424,548.89**
	Expenditures									
6	Salaries, Wages & Benefits	317,495.00	303,666.00	13,829.00	5%	218,283.80	339,986.47	332,253.08	283,659.29	289,530.30
7	Office Supplies	4,284.00	4,200.00	84.00	2%	3,477.06	5,399.45	3,842.24	2,782.84	1,500.41
8	Postage & Courier Services	816.00	800.00	16.00	2%	397.73	842.99	622.10	224.13	699.72
9	Telephone	2,958.00	2,900.00	58.00	2%	1,916.15	3,982.85	3,628.86	1,921.99	1,894.17
10	Legal Fees	5,250.00	5,000.00	250.00	5%	7,832.21	2,552.16	1,986.86	5,847.72	7,743.82
11	Other Professional Fees	4,000.00	25,000.00	- 21,000.00	-84%	-				
12	Computer Services Expense	16,550.00	12,000.00	4,550.00	38%	10,413.09	14,239.30	12,321.82	10,256.46	7,694.38
13	Advertising		-	-	0%				329.52	
14	Travelling Expense	2,040.00	2,000.00	40.00	2%	24.87	749.13	418.00	2,019.68	1,597.33
15	Equipment Rentals, Other								23,550.42	
16	Memberships	2,040.00	2,000.00	40.00	2%	1,160.89	966.56	272.00	1,162.33	724.66
17	Association & Convention	3,570.00	3,500.00	70.00	2%		1,716.79	3,130.54	1,603.92	1,816.00
18	Insurance (Building Etc.)	3,750.00	3,640.00	110.00	3%	3,681.17	3,465.20	3,439.20	5,607.84	8,703.41
19	Misc. Vehicle Expense	3,060.00	3,000.00	60.00	2%	1,453.91	3,005.24	1,278.66	2,802.32	1,609.40
20	Personnel (Clothing, Etc.)	2,856.00	2,800.00	56.00	2%	357.68	2,165.22	1,398.21	858.91	376.87
21	Personnel (Courses/Memberships, Etc.)	6,120.00	6,000.00	120.00	2%	3,593.75	11,416.15	3,654.52	3,897.21	2,632.18
22	Fuel & Oil	3,468.00	3,400.00	68.00	2%	1,236.77	3,949.34	3,352.97	2,105.38	2,088.38
23	Contracted Services	10,000.00	10,000.00	-	0%	-				
24	Admin. Costs allocated	61,200.00	60,000.00	1,200.00	2%	-	60,000.00	50,000.00	45,000.00	35,000.00
25	Capital Expenditure	-	-	-	0%					
26	Transfer to Reserves	29,501.00	19,994.00	9,507.00	0%	-	180,419.64	193,598.59	202,002.98	60,937.86
	Total Expenditures	**478,958.00**	**469,900.00**	**9,058.00**	2%	**253,829.08**	**634,856.49**	**615,197.65**	**595,632.94**	**424,548.89**
	Net Building Dept.	**-**	**-**	-	0%	**- 237,519.42**	**-**	**-**	**-**	**-**

BUILDING DEPARTMENT BUDGET
2021

REVENUES

BUILDING ADMIN. FEES $15,000.00

ADMIN. FEES CHARGED ON BUILDING PERMITS

BUILDING SIGN FEES $2,000.00

FEES COLLECTED UNDER THE SIGN BY-LAW

BUILDING PERMIT FEES $461,958.00

FEES COLLECTED FOR ISSUING BUILDING PERMITS

TRANSFER FROM RESERVES $.00

EXPENDITURES

SALARIES, WAGES & BENEFITS $317,495.00

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

OFFICE SUPPLIES $4,284.00

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

.

POSTAGE & COURIER SERVICES $816.00

TELEPHONE $2,958.00

CELL PHONES AND TABLETS

COMPUTER SERVICES EXPENSE $16,550.00

IT SUPPORT, HARDWARE/SOFTWARE

TRAVELLING EXPENSE $2,040.00

MILEAGE

MEMBERSHIPS $2,040.00

ONTARIO BUILDING OFFICIALS, OBOA GOLDEN TRIANGLE

ASSOCIATION & CONVENTION $3,570.00

INCLUDES REGISTRATION FEES, MEALS AND ACCOMMODATION AT BUILDING RELATED CONFERENCES

INSURANCE $3,750.00

VEHICLE & LIABILITY INSURANCE

MISCELLANEOUS VEHICLE EXPENSE $3,060.00

LICENSES, MAINTENANCE, ETC.

PERSONNEL (CLOTHING, ETC.) $2,856.00

BOOT ALLOWANCE, PROTECTIVE CLOTHING AND EQUIPMENT

PERSONNEL (COURSES, ETC.) $6,120.00

TRAINING FOR STAFF ON BUILDING CODE REQUIREMENTS, PROFESSIONAL DEVELOPMENT

FUEL & OIL $3,468.00

FOR BUILDING DEPT. VEHICLES

ADMIN. COSTS ALLOCATED $61,2000.00

ADMINISTRATION COSTS ALLOCATED TO BUILDING DEPARTMENT PER BILL 124 (SEE ADMINISTRATION BUDGET)

TO RESERVES $29,501.00

Municipality of Mississippi Mills 2021 Budget Summary

Heritage

	A	B	C	D=B + C	E= C/B	
	2019 Actual	2020 Approved Budget	2021 Program Change	2021 Requested Budget	% 2021 Requested/ 2020 Budget	
Expenditures:						
Remuneration, Salaries & Bene	675	1,000		1,000	0.00%	Honorarium
Travel & Training	1,189	2,000		2,000	0.00%	
Materials & Contracts						
General Operating Expenses	448	1,000		1,000	0.00%	
Community Grants	26,990	36,745	335	37,080	0.91%	Tax relief program and heritage grant program
Fuel & Oil						
M&R (facilities, fleet etc.)						
Utilities						
Insurance						
Cost Sharing						
Transfers to Reserves						
Debt Repayments						
Capital Expenditures						
Total Expenditures	29,302	40,745	335	41,080	0.82%	
Revenues						
Grants						
User Fees						
Other Fees & Charges						
Transfer from Reserves		-		-	0.00%	
Transfer from DCs						
Total Revenues	-	-	-	-	0.00%	
Net Levy	29,302	40,745	335	41,080	0.82%	

HERITAGE COMMITTEE

2021 Budget

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual (To Aug 31/20)	2019 Actual	2018 Actual	2017 Actual	2016 Actual
1	Honarariums	1,000.00	1,000.00	-	0%	300.00	675.00	975.00	975.00	900.00
2	Doors Open			-	#DIV/0!			1,194.87	1,514.31	
3	Materials & Supplies	500.00	500.00	-	0%	0.89			188.39	2.36
4	Other Professional Fees	500.00	500.00	-	0%		448.08		495.96	
5	Travelling Expense	1,000.00	1,000.00	-	0%		535.70			975.49
6	Association & Convention	1,000.00	1,000.00	-	0%	75.00	653.30	75.00		902.61
7	Tax Relief Program	17,080.00	16,745.00	335.00	2%		8,038.33	6,410.50	12,460.00	9,755.00
8	Heritage grant program	20,000.00	20,000.00	-		5,554.87	18,951.74	4,021.26	7,363.29	
		41,080.00	**40,745.00**	**335.00**	**1%**	**5,930.76**	**29,302.15**	**12,676.63**	**22,996.95**	**12,535.46**

HERITAGE BUDGET
2021

HONORARIUMS $1,000.00

RESEARCHER, MEETING ATTENDANCE

MATERIALS & SUPPLIES $500.00

PURCHASE OF LETTERHEAD, OFFICE & MISCELLANEOUS SUPPLIES, POSTAGE, PHOTOCOPYING, PHOTO DEVELOPING & FILM, NEWSLETTER PRINTING, ETC.

OTHER PROFESSIONAL FEES $500.00

COSTS ASSOCIATED WITH DESIGNATING A PROPERTY, ARCHITECTURAL AWARDS PROGRAM

TRAVELLING EXPENSES $1,000.00

MILEAGE, ACCOMODATION, MEAL EXPENSES

ASSOCIATION & CONVENTION $1,000.00

MEMBERSHIPS AND WORKSHOP REGISTRATION

TAX RELIEF PROGRAM $17,080.00

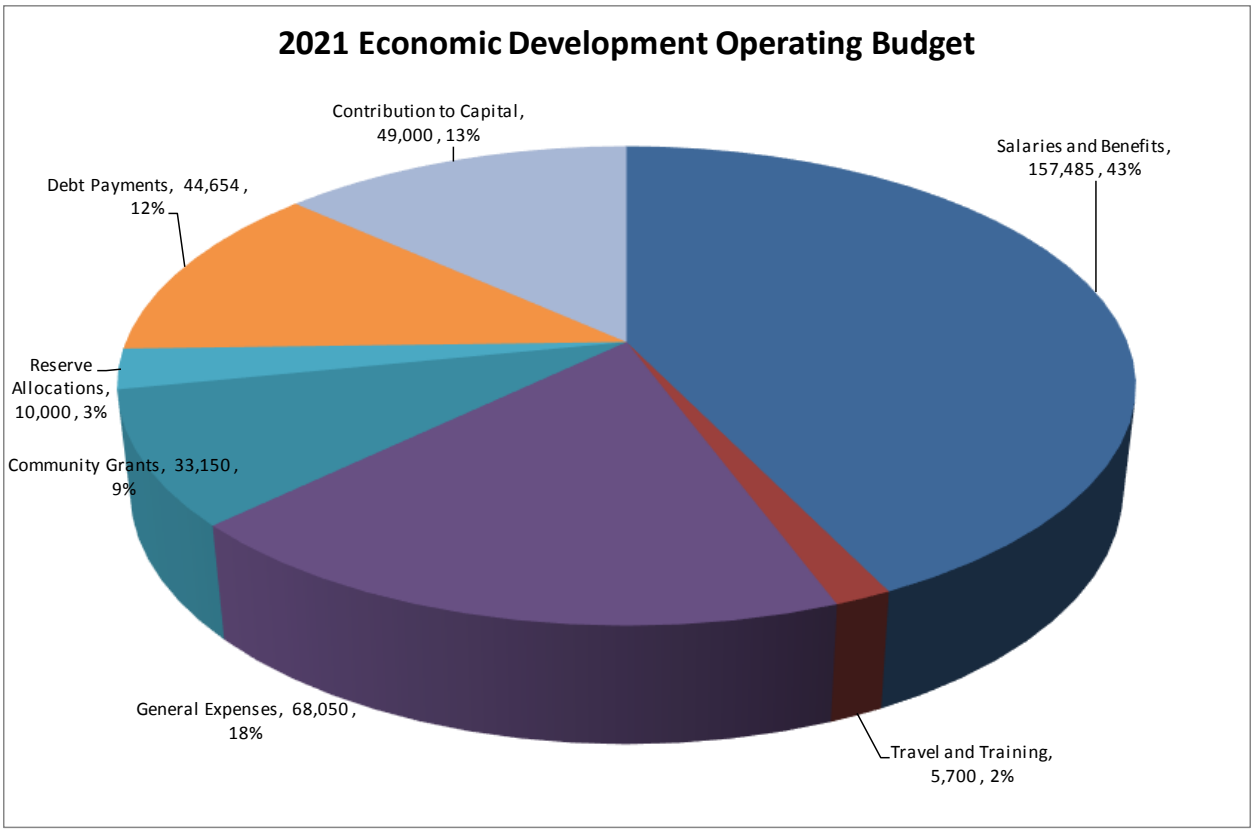
PER BY-LAW AND THE MUNICIPAL ACT

HERITAGE GRANT PROGRAM $20,000.00

PER BY-LAW

COMMUNITY AND ECONOMIC DEVELOPMENT

Mississippi Mills is a growing Municipality with over 13,000 residents. **Economic Development** is important for the Municipality in order to maintain its high quality of life, natural heritage, rural culture and small town charm. Economic Development is needed to attract and retain businesses to support the Municipality's continued growth and development. Economic Development also includes funding to support organizations through its municipal grant program.



Municipality of Mississippi Mills 2021 Budget Summary

Community & Economic Development

	A	B	C	D=B + C	E= C/B	
	2019 Actual	2020 Approved Budget	2021 Program Change	2021 Requested Budget	% 2021 Requested/ 2020 Budget	
Expenditures:						
Remuneration, Salaries & Bene	108,146	154,434	3,051	157,485	1.98%	Includes Step increase, CPI, summer students and support staff
Travel & Training	2,975	5,700		5,700	0.00%	
Materials & Contracts						
General Operating Expenses	64,546	66,850	1,200	68,050	1.80%	
Community Grants						
Fuel & Oil						
M&R (facilities, fleet etc.)	7,355	5,000		5,000		
Utilities						
Insurance						
Transfers to Reserves	23,048		10,000	10,000		
Debt Repayments	45,848	46,624	(1,970)	44,654	-4.23%	Business Park
Capital Expenditures	7,115	27,000	22,000	49,000	81.48%	See capital budget
Total Expenditures	259,033	305,608	34,281	339,889	11.22%	
Revenues						
Grants						
User Fees						
Other Fees & Charges						
Transfer from Reserves		46,624	(1,970)	44,654	0.00%	Offset debt costs
Transfer from DCs						
Total Revenues	-	46,624	(1,970)	44,654	0.00%	
Net Levy	259,033	258,984	36,251	295,235	14.00%	

COMMUNITY AND ECONOMIC DEVELOPMENT

2021 Budget

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual (To Aug 31/20)	2019 Actual	2018 Actual	2017 Actual	2016 Actual
1	Salaries, Wages & Benefits	157,485.00	154,434.00	3,051.00	2%	76,799.30	108,145.82	97,512.44	90,636.58	84,043.20
2	Office Supplies	300.00	300.00	-	0%	-	408.55	16.78	356.43	60.11
3	Publications	500.00	500.00	-	0%	-		101.05	161.04	587.66
4	Other M & S	300.00	300.00	-	0%	54.85		42.63	166.61	149.98
5	Postage & Courier Services	150.00	150.00	-	0%	-				
6	Telephone (Info. Office)	1,600.00	1,600.00	-	0%	825.50	1,851.21	2,247.80	1,101.10	1,751.70
7	Other Professional Fees	1,000.00	1,000.00	-	0%	-				61.06
8	Travelling Expense	1,200.00	1,200.00	-	0%	442.55	858.73	983.31	724.14	691.76
9	Memberships	1,500.00	1,500.00	-	0%	273.18	788.64	1,102.78	721.18	1,304.98
10	Association & Convention	3,000.00	3,000.00	-	0%	-	1,327.23	1,254.37	1,652.78	2,102.18
11	Beautification vehicle maint.	5,000.00	5,000.00	-	0%	2,390.68	7,354.52	5,183.55	1,957.40	
12	Promotion	40,800.00	40,000.00	800.00	2%	23,868.06	34,350.92	47,644.24	56,513.86	45,283.84
13	Beautification Projects	20,400.00	20,000.00	400.00	2%	7,480.05	25,611.32	23,804.40	28,842.12	27,241.32
14	Tourism-Information Office	3,000.00	3,000.00	-	0%	-	2,325.21	671.62	1,280.84	807.14
15	Long Term Debt Repayments	44,654.00	46,624.00	-1,970.00	-4%	44,523.12	45,848.10	45,883.47	45,916.27	45,947.90
16	To Reserves	10,000.00		10,000.00	0%		23,048.00	46,335.50	6,000.00	16,424.29
17	Capital Expenditure	49,000.00	27,000.00	22,000.00	81%		7,115.16	11,388.56	13,379.94	23,500.00
	Total Expenditures	**339,889.00**	**305,608.00**	**34,281.00**	**11%**	**156,657.29**	**259,033.41**	**284,172.50**	**249,410.29**	**249,957.12**

COMMUNITY ECONOMIC DEVELOPMENT BUDGET
2021

SALARIES, WAGES & BENEFITS $157,485.00

FOR COMMUNITY CO-ORDINATOR, ADMINISTRATION ASSISTANCE, SUMMER STUDENT INCLUDING THE ASSOCIATED BENEFITS

OFFICE SUPPLIES $300.00

GENERAL OFFICE SUPPLIES

PUBLICATIONS $500.00

SUBSCRIPTIONS TO ECONOMIC DEVELOPMENT MATERIALS

OTHER MATERIALS & SUPPLIES $300.00

MISC. ITEMS THAT CANNOT BE PLACED ELSEWHERE

POSTAGE & COURIER $150.00

TELEPHONE $1,600.00

CELL PHONE

OTHER PROFESSIONAL FEES $1,000.00

EVENT PUBLICITY PROGRAM, MEDIA PACKAGE OTHER CONSULTING, BUSINESS DATABASE UPDATE

TRAVELLING EXPENSE $1,200.00

MILEAGE

MEMBERSHIPS $1,500.00

MEMBERSHIPS-OTCA, EDAC, MMCC, PBTA, PITCH IN CANADA, CHAMBER

ASSOCIATION & CONVENTION $3,000.00

OEMC CONFERENCE INCLUDING REGISTRATION, MEALS & ACCOMMODATION

PROMOTION $40,800.00

COMMUNITY EVENT GRANTS, PROMOTIONAL ITEMS, COSTS TO PLACE ADVERTISEMENTS ADS-ONT. TRAVEL GUIDE ETC., MICRO GRANT PROGRAM

BEAUTIFICATION PROJECTS $20,400.00

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

TOURISM-INFORMATION OFFICE $3,000.00

DISPLAYS, EQUIPMENT

LONG TERM DEBT REPAYMENTS $44,654.00

PHASE II OF THE BUSINESS PARK

CAPITAL EXPENDITURE $49,000.00

Municipality of Mississippi Mills 2021 Budget Summary

Municipal Grants

	A	B	C	D=B + C		E= C/B
	2019 Actual	2020 Approved Budget	2021 Program Change	2021 Requested Budget		% 2021 Requested/ 2020 Budget
Expenditures:						
Remuneration, Salaries & Benefits						
Travel & Training						
Materials & Contracts						
General Operating Expenses						
Community Grants	32,110	32,500	650	33,150		2.00%
Fuel & Oil						
M&R (facilities, fleet etc.)						
Utilities						
Insurance						
Cost Sharing						
Transfers to Reserves						
Debt Repayments						
Capital Expnditures						
Total Expenditures	32,110	32,500	650	33,150		2.00%
Revenues						
Grants						
User Fees						
Other Fees & Charges						
Transfer from Reserves						
Transfer from DCs						
Total Revenues	-	-	-	-		
Net Levy	32,110	32,500	650	33,150		2.00%

OTHER CULTURAL-MUNICIPAL GRANTS

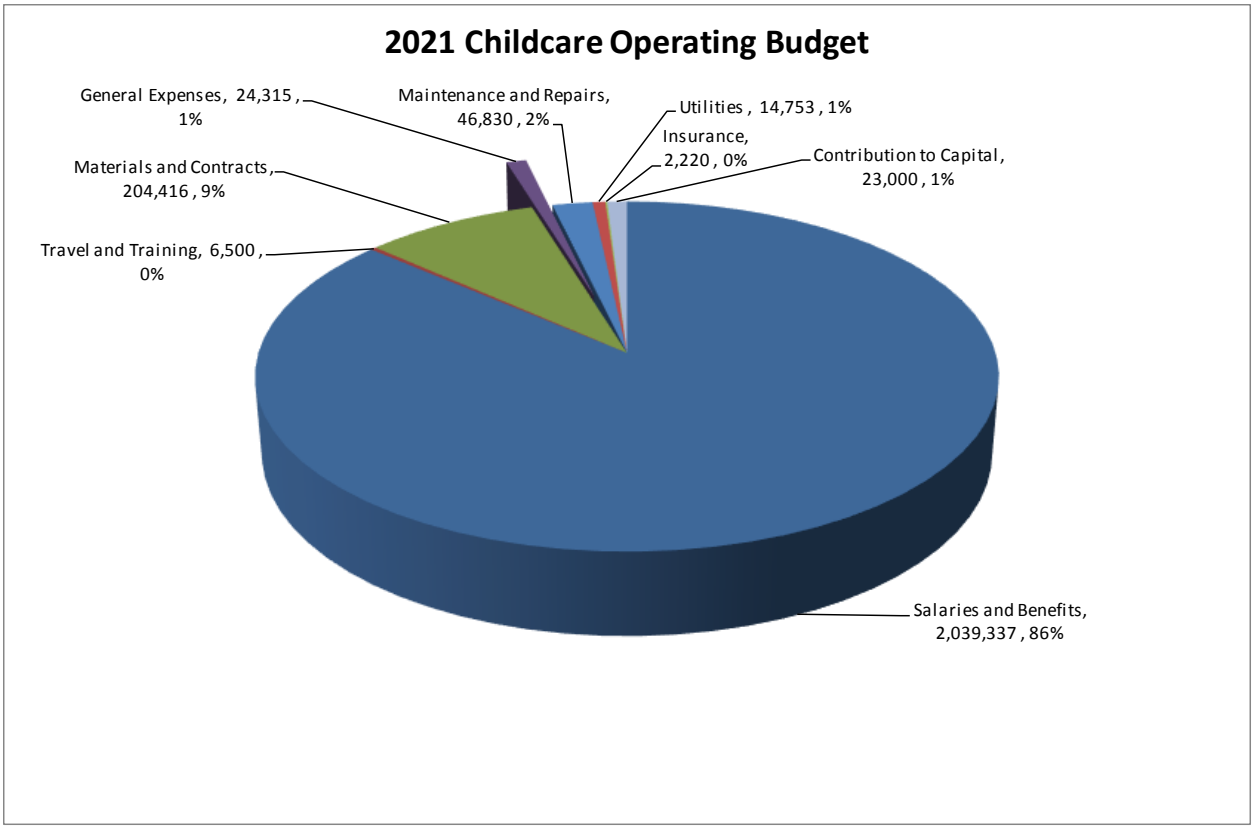
2021 Budget

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual
						(To Aug 31/20)				
1	Grants or Donations	2,500.00	1,750.00	750.00	43%	2,500.00	2,500.00	1,750.00		1,750.00
2	Grants or Donations	30,650.00	30,750.00	- 100.00	0%	20,850.00	29,610.00	28,750.00	27,200.00	36,450.00
		33,150.00	**32,500.00**	**650.00**	**2%**	**23,350.00**	**32,110.00**	**30,500.00**	**27,200.00**	**38,200.00**

CHILDCARE

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

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



Municipality of Mississippi Mills 2021 Budget Summary

Daycare

	A	B	C	D=B + C	E= C/B	
	2019 Actual	2020 Approved Budget	2021 Program Change	2021 Requested Budget	% 2021 Requested/ 2020 Budget	
Expenditures:						
Remuneration, Salaries & Bene	1,792,959	2,273,907	(234,570)	2,039,337	-10.32%	Includes Step increases, CPI and union hourly rate changes
Travel & Training	4,487	8,500	(2,000)	6,500	-23.53%	
Materials & Contracts	103,913	188,545	15,871	204,416	8.42%	Program supplies and Food including lease costs of new centre
General Operating Expenses	19,722	22,950	1,365	24,315	5.95%	
Community Grants						
Fuel & Oil						
M&R (facilities, fleet etc.)	22,339	33,500	13,330	46,830	39.79%	Includes Increased costs due to Covid 19
Utilities	10,820	14,400	353	14,753	2.45%	
Insurance	2,028	2,200	20	2,220	0.91%	
Transfers to Reserves	207,136					
Debt Repayments						
Capital Expenditures	799	37,175	(14,175)	23,000	-38.13%	See capital budget
Total Expenditures	2,164,203	2,581,177	(219,806)	2,361,371	-8.52%	
Revenues						
Grants	876,146	624,998		624,998	0.00%	Funds from County of Lanark for Fee subsidy, wage subsidy and mitigation funding
User Fees	1,202,997	1,768,700	(83,427)	1,685,273	-4.72%	Fees received from parents
Other Fees & Charges	7,262	5,000		5,000	0.00%	Student grant, interest on overdue accounts
Transfer from Reserves		92,361	(92,361)	-	0.00%	From reserves to offset County funding loss
Transfer from DCs	-	23,022	78	23,100	0.34%	Per DC study for programs and leased space
Total Revenues	2,086,405	2,514,081	(175,710)	2,338,371	-6.99%	
Net Levy	77,798	67,096	(44,096)	23,000	-65.72%	

DAYCARE

2021 Budget

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual
						(To Aug 31/20)				
1	Capital	23,000.00	37,175.00	- 14,175.00	0%		798.76	14,327.79	1,878.88	20,765.44
2	Transfers to Reserves			-	0%		207,135.95	340,966.66	103,981.88	3,600.00
3	Municipal Grant		29,921.00	- 29,921.00	-100%	19,947.36	- 130,135.95	- 325,294.45	- 43,979.22	13,125.00
		23,000.00	**67,096.00**	**- 44,096.00**	**-66%**	**19,947.36**	**77,798.76**	**30,000.00**	**61,881.54**	**37,490.44**

DAYCARE

2021 Budget

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual (To Aug 31/20)	2019 Actual	2018 Actual	2017 Actual	2016 Actual
	Revenues									
1	Parent Full Fees	- 1,685,273.00	- 1,768,700.00	83,427.00	-5%	- 349,353.54	- 1,202,996.73	- 1,091,239.32	- 895,799.44	- 814,077.14
2	Fee Subsidy-County of Lanark	- 232,850.00	- 232,850.00	-	0%	- 109,516.65	- 287,659.97	- 276,664.54	- 305,746.80	- 287,907.57
3	Wage Subsidy	- 392,148.00	- 392,148.00	-	0%	- 332,317.74	- 588,485.94	- 662,530.35	- 422,958.38	- 351,264.51
4	Municipal Grant	-	- 29,921.00	29,921.00	-100%	- 19,763.54	130,135.95	325,294.45	43,979.22	- 13,125.00
5	Miscellaneous Revenue	- 5,000.00	- 5,000.00	-	0%	- 1,780.33	- 7,261.77	- 4,818.71	- 2,951.85	- 4,151.93
6	Reserves	-	- 92,361.00	92,361.00	0%	- 61,574.00				
7	Reserve Funds	- 23,100.00	- 23,022.00	- 78.00	0%			- 13,000.00	- 13,000.00	- 13,000.00
	Total Revenues	**- 2,338,371.00**	**- 2,544,002.00**	**205,631.00**	-8%	**- 874,305.80**	**- 1,956,268.46**	**- 1,722,958.47**	**- 1,596,477.25**	**- 1,483,526.15**
	Salaries & Benefits									
8	Salaries, Wages & Benefits	**2,039,337.00**	**2,273,907.00**	**- 234,570.00**	**-10%**	**912,995.55**	**1,792,959.45**	**1,552,689.06**	**1,461,222.69**	**1,348,465.12**
	Materials & Supplies									
9	Office Supplies	7,505.00	7,000.00	505.00	7%	3,090.35	1,931.49	5,876.27	3,814.43	4,428.15
10	Programs	50,000.00	50,000.00	-	0%	14,774.25	33,340.63	35,541.94	23,555.90	31,986.67
11	Repairs & Maintenance	4,080.00	4,000.00	80.00	2%	527.47	4,755.71	4,040.79	2,890.01	2,260.95
12	Food	110,000.00	95,000.00	15,000.00	16%	17,407.30	70,571.98	63,462.08	51,517.63	49,011.67
13	Staff Gift	1,250.00	1,250.00	-	0%		450.00	550.00	300.00	188.62
14	Equipment	6,000.00	6,000.00	-	0%	2,913.08	1,586.48	1,135.47	284.91	485.94
15	Cleaning	15,750.00	2,500.00	13,250.00	530%	2,542.22	802.37	1,281.29	507.40	1,215.88
16	Kitchen	7,000.00	7,000.00	-	0%	40.68	208.83	862.51	1,014.09	1,901.74
	Total	**201,585.00**	**172,750.00**	**28,835.00**	17%	**41,295.35**	**113,647.49**	**112,750.35**	**83,884.37**	**91,479.62**

Line #	Description	2020 Budget	2019 Budget	$ Change	% Change	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual
						(To Aug 31/20)				
	Services & Rents									
17	Utilities	14,753.00	14,400.00	353.00	2%	6,483.53	10,820.43	11,986.79	12,277.43	12,895.62
18	Telephone	7,500.00	5,500.00	2,000.00	36%	6,715.42	4,381.75	2,961.97	3,230.04	2,897.17
19	Other Professional Fees	3,060.00	3,200.00	- 140.00	-4%	961.22	2,467.60	75.00	10,460.28	1,150.50
20	Computer Services Expense	3,000.00	3,000.00	-		1,383.36	2,429.66	3,496.34	475.00	180.00
21	Travelling Expense	3,500.00	3,500.00	-	0%	489.02	2,079.61	2,177.18	1,776.96	1,886.39
22	Conferences	3,000.00	5,000.00	- 2,000.00	-40%	2,739.81	2,406.95	5,613.18	1,048.28	1,804.10
23	Insurance (Building Etc.)	2,220.00	2,200.00	20.00	1%	2,155.67	2,028.24	1,989.36	2,925.72	3,168.42
24	Bus	1,000.00	2,000.00	- 1,000.00	-50%	-	1,948.70	1,719.74	518.98	366.34
25	Building Equipment & Maintenance	14,000.00	14,000.00	-	0%	6,013.53	14,985.91	17,284.90	16,465.07	13,241.28
26	Bad Debts & Collection Costs	1,000.00	1,000.00	-	0%	796.17	3,628.68	10,214.60	2,189.77	5,991.59
27	Lease-CSB	44,416.00	43,545.00	871.00	0%	14,926.23	2,483.99			
	Total	**97,449.00**	**97,345.00**	**104.00**	0%	**42,663.96**	**49,661.52**	**57,519.06**	**51,367.53**	**43,581.41**
	Total Expenditures	**2,338,371.00**	**2,544,002.00**	**- 205,631.00**	-8%	**996,954.86**	**1,956,268.46**	**1,722,958.47**	**1,596,474.59**	**1,483,526.15**
	Net Difference	**-**	**-**	**-**		**122,649.06**	**-**	**-**	**- 2.66**	**-**

DAYCARE BUDGET
2021

REVENUES

PARENT FULL FEES $1,685,273.00

FEES COLLECTED FROM PARENTS

FEE SUBSIDY-COUNTY OF LANARK $232,850.00

FEES PAID BY COUNTY FOR QUALIFYING FAMILIES

WAGE SUBSIDY $392,148.00

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

MUNICIPAL GRANT $.00

FUNDS PROVIDED BY THE MUNICIPALITY

MISCELLANEOUS REVENUE $5,000.00

STUDENT GRANTS, INTEREST EARNED ON OVERDUE ACCOUNTS

RESERVE FUNDS $23,100.00

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

EXPENDITURES

SALARIES, WAGES & BENEFITS $2,039,337.00

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

OFFICE SUPPLIES $7,505.00

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

PROGRAMS $50,000.00

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

REPAIRS & MAINTENANCE	$4,080.00
INCLUDES GENERAL REPAIR ITEMS	
FOOD	$110,000.00
SUPPLY OF MEALS AND SNACKS FOR THE CENTRE AND THE SCHOOL PROGRAMS	
EQUIPMENT	$6,000.00
VACCUUM REPLACEMENT, WASHER/DRYER ETC.	
CLEANING	$15,750.00
GENERAL CLEANING-EXTERIOR I.E. WINDOWS	
KITCHEN	$7,000.00
GENERAL KITCHEN ITEMS	
UTILITIES	$14,753.00
HEAT, HYDRO AND WATER	
TELEPHONE	$7,500.00
INCLUDES PHONE LINE, CELL PHONES	
OTHER PROFESSIONAL FEES	$3,060.00
AUDIT FEES, COLLEGE OF ECE FEES	
COMPUTER SERVICES EXPENSE	$3,000.00
IT SUPPORT	
TRAVELLING EXPENSE	$3,500.00
MILEAGE	
CONFERENCES	$3,000.00
TRAINING FOR STAFF	
INSURANCE	$2,220.00
INSURANCE FOR BUILDING	

BUS $1,000.00

TRANSPORTATION COSTS FOR TRIPS DURING SUMMER, MARCH BREAK ETC.

BUILDING MAINTENANCE & REPAIRS $14,000.00

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

BAD DEBT & COLLECTION COSTS $1,000.00

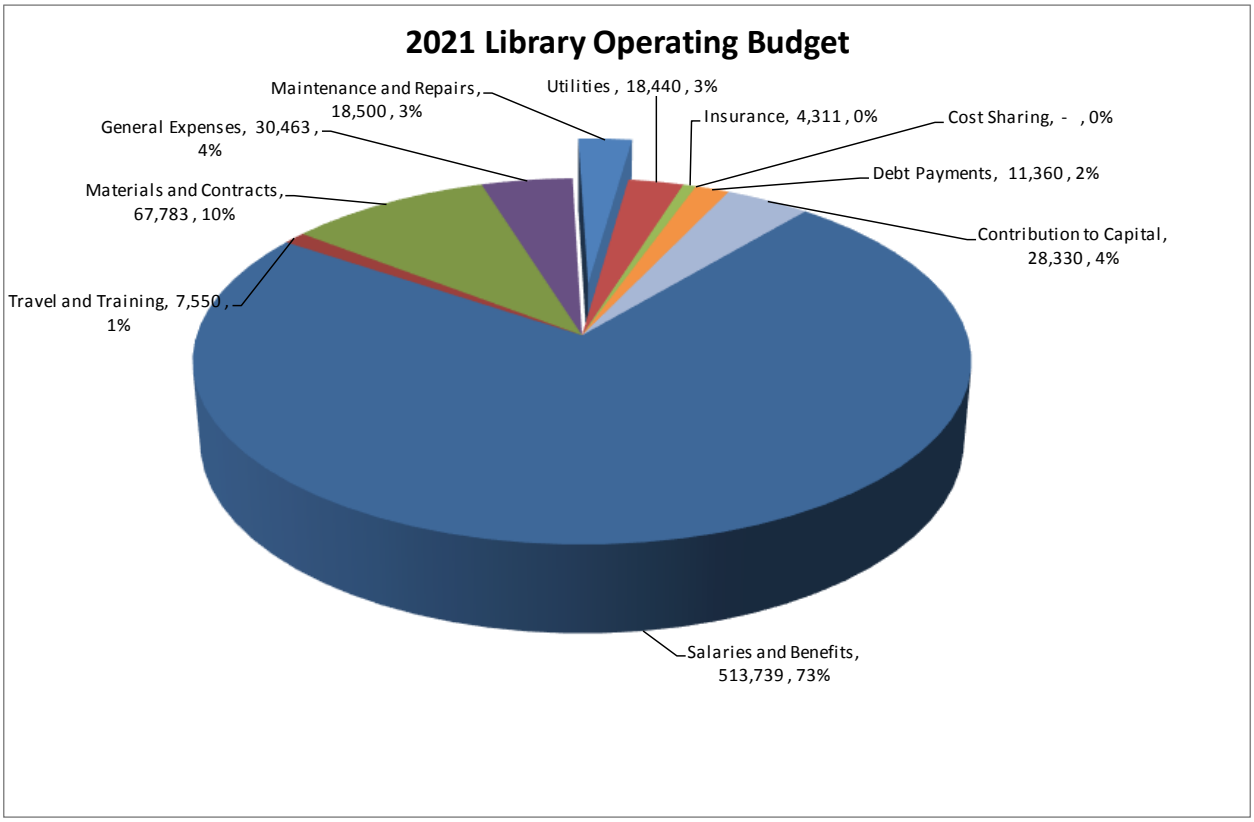
COSTS ASSOCIATED WITH COLLECTING ACCOUNTS

LEASE-CSB $44,416.00

COST TO LEASE NEW SPACE FROM THE CATHOLIC DISTRICT SCHOOL BOARD

LIBRARY

The Municipality offers **library** services and programs through operation of its library facilities in both Pakenham and Almonte. Services include book lending, e-resources, research and public computer access.



Municipality of Mississippi Mills 2021 Budget Summary

Library

	A	B	C	D=B + C	E= C/B	
	2019 Actual	2020 Approved Budget	2021 Program Change	2021 Requested Budget	% 2021 Requested/ 2020 Budget	
Expenditures:						
Remuneration, Salaries & Bene	473,115	503,065	10,674	513,739	2.12%	Includes Step increases, CPI and summer students
Travel & Training	7,741	7,550		7,550	0.00%	
Materials & Contracts	61,017	67,783		67,783	0.00%	Books, DVDs etc
General Operating Expenses	44,983	30,350	113	30,463	0.37%	
Community Grants						
Fuel & Oil						
M&R (facilities, fleet etc.)	17,218	16,500	2,000	18,500	12.12%	Building Maintenance
Utilities	15,060	19,200	(760)	18,440	-3.96%	
Insurance	3,293	3,460	851	4,311	24.60%	
Transfers to Reserves	-					
Debt Repayments	11,360	11,360		11,360		Pakenham Library Expansion
Capital Expenditures	34,430	30,000	8,330	38,330	27.77%	Refer to capital budget
Total Expenditures	668,217	689,268	21,208	710,476	3.08%	
Revenues						
Grants	56,348	31,848		31,848	0.00%	Household and Operating grants
User Fees						
Other Fees & Charges	23,533	18,150	(1,185)	16,965	-6.53%	Fines, memberships etc.
Transfer from Reserves						
Transfer from DCs	35,400	35,400		35,400	0.00%	For book purchases per DC study
Total Revenues	115,281	85,398	(1,185)	84,213	-1.39%	
Net Levy	552,936	603,870	22,393	626,263	3.71%	

	LIBRARY										
	2021 Budget										
			2021	2020	$	%	2020	2019	2018	2017	2016
Line #	Account	Description	Budget	Budget	Change	Change	Actual	Actual	Actual	Actual	Actual
							(To July 31/20)				
1	1-711-0712-7200	Capital	38,330.00	30,000.00	8,330.00	22%		34,430.41	7,836.51	545.93	12,340.56
2	1-711-0712-7730	Transfers to Reserves			-	0%			48,250.00	25,500.00	92,570.00
3	1-711-0712-8100	Municipal Grant	587,933.00	573,870.00	14,063.00	2%	369,742.38	518,506.35	504,180.29	448,327.21	435,893.14
			626,263.00	**603,870.00**	**22,393.00**	**4%**	**369,742.38**	**552,936.76**	**560,266.80**	**474,373.14**	**540,803.70**

LIBRARY

2020 Budget

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual (To Aug 31/20)	2019 Actual	2018 Actual	2017 Actual	2016 Actual
	Revenues									
	Federal Grants									
1	Federal Grant-Summer Student			-	#DIV/0!		- 1,960.00	- 10,673.01		- 3,035.50
2	Summer Student-Pakenham			-	#DIV/0!		- 1,960.00			- 3,035.50
	Total	**-**	**-**	**-**	#DIV/0!	**-**	**- 3,920.00**	**- 10,673.01**	**-**	**- 6,071.00**
	Provincial Grants									
3	Public Operating Grant	- 17,888.00	- 17,888.00	-	0%	- 17,888.00	- 17,888.00	- 17,888.00	- 17,888.00	- 17,888.00
4	Pay Equity Grant	- 13,960.00	- 13,960.00	-	0%	- 13,960.00	- 13,960.00	- 13,960.00	- 13,960.00	- 13,960.00
5	Prov Gran-Sols/Internet etc.			-	0%	- 1,050.31	- 20,579.73	- 32,853.62	- 18,495.82	- 23,843.54
	Total	**- 31,848.00**	**- 31,848.00**	**-**	0%	**- 32,898.31**	**- 52,427.73**	**- 64,701.62**	**- 50,343.82**	**- 55,691.54**
	Municipal Grants									
6	Reserve Funds	- 35,400.00	- 35,400.00	-	0%		- 35,400.00	- 32,500.00	- 35,100.00	- 35,600.00
7	Municipal Grant-MM Library Share	- 587,933.00	- 573,870.00	- 14,063.00	2%	- 379,611.72	- 518,506.35	- 504,180.29	- 448,327.21	- 435,893.14
	Total	**- 623,333.00**	**- 609,270.00**	**- 14,063.00**	**2%**	**- 379,611.72**	**- 553,906.35**	**- 536,680.29**	**- 483,427.21**	**- 471,493.14**
	Revenue-Almonte Branch									
	Special Fundraising					- 838.45			- 1.25	- 777.42
8	Donations-Almonte	- 3,000.00	- 1,000.00	- 2,000.00	200%	- 940.30	- 4,646.30	- 1,452.23	- 42.84	- 97.05
9	Fines-Almonte	- 7,000.00	- 9,000.00	2,000.00	-22%	- 1,969.54	- 9,842.14	- 11,077.69	- 11,455.64	- 11,455.07
10	Rentals-Almonte	- 1,000.00	- 2,000.00	1,000.00	-50%	- 358.40	- 958.91	- 1,931.66	- 2,752.58	- 1,308.75
11	Memberships-Almonte	- 815.00	- 800.00	- 15.00	2%	- 360.00	- 560.00	- 687.00	- 610.00	- 750.00
12	Photocopies-Almonte	- 1,600.00	- 1,250.00	- 350.00	28%	- 510.56	- 1,622.24	- 1,681.08	- 1,625.05	- 1,738.81
13	Book Sales-Almonte	- 1,000.00	- 1,500.00	500.00	-33%	- 606.09	- 1,388.76	- 1,729.96	- 1,498.48	- 1,068.96
14	DVD Donations-Almonte			-	0%					- 886.20
15	Programs-Almonte					- 121.20	- 1,146.35	- 392.75		
16	Internet-Almonte			-	0%					- 407.55
	Total	**- 14,415.00**	**- 15,550.00**	**1,135.00**	**-7%**	**- 5,704.54**	**- 20,164.70**	**- 18,952.37**	**- 17,985.84**	**- 18,489.81**

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual (To Aug 31/20)	2019 Actual	2018 Actual	2017 Actual	2016 Actual
	Revenue-Pakenham Branch									
17	Donations-Pakenham	- 1,000.00	- 400.00	- 600.00	150%	- 2.65	- 857.50	- 19.00		
18	Fines-Pakenham	- 500.00	- 1,000.00	500.00	-50%	- 367.10	- 1,118.60	- 1,372.10	- 401.15	- 957.30
19	Rentals-Pakenham	- 200.00	- 500.00	300.00	-60%	- 146.01	- 676.85	- 397.95		- 181.41
20	Memberships-Pakenham	- 50.00	- 50.00	-	0%			- 30.00	- 105.00	
21	Photocopies-Pakenham	- 300.00	- 150.00	- 150.00	100%	- 35.36	- 280.52	- 221.29	- 41.68	- 117.93
22	Book Sales-Pakenham	- 500.00	- 500.00	-	0%	- 123.45	- 434.60	- 163.36		- 97.39
23	DVD Donations-Pakenham			-	0%	- 90.00		- 49.55		- 175.35
24	Programs-Pakenham			-	0%					
25	Internet-Pakenham			-	0%					
	Total	**- 2,550.00**	**- 2,600.00**	**50.00**	**-2%**	**- 764.57**	**- 3,368.07**	**- 2,253.25**	**- 547.83**	**- 1,529.38**
	Total Revenues	**- 672,146.00**	**- 659,268.00**	**- 12,878.00**	**2%**	**- 418,979.14**	**- 633,786.85**	**- 633,260.54**	**- 552,304.70**	**- 553,274.87**
	Salaries & Benefits									
26	Salaries, Wages & Benefits-Almonte	442,714.00	433,543.00	9,171.00	2%	225,539.07	388,243.82	378,548.82	351,194.97	337,578.13
27	Salaries, Wages & Benefits-Pakenham	71,025.00	69,522.00	1,503.00	2%	29,425.12	84,871.15	108,093.26	65,875.85	76,945.94
	Total Salaries, Wages & Benefits	**513,739.00**	**503,065.00**	**10,674.00**	**2%**	**254,964.19**	**473,114.97**	**486,642.08**	**417,070.82**	**414,524.07**
	Administration-Almonte									
28	Other M & S	2,000.00	2,500.00	- 500.00	-20%	1,298.05	4,509.19	3,267.03	2,602.17	6,858.17
29	Equipment	1,000.00	1,000.00	-	0%	259.20	1,455.10	1,333.86	741.66	618.93
30	Photocopier	600.00	600.00	-	0%	417.07	4,337.26	413.04	306.16	332.20
31	Postage & Courier Services	2,000.00	2,250.00	- 250.00	-11%	608.41	1,044.20	258.93	162.76	222.97
32	Promotions			-	0%				-	246.30
33	Telephone	2,035.00	2,000.00	35.00	2%	1,001.60	2,788.59	2,945.92	2,497.41	1,953.95
34	Audit Fees	1,018.00		1,018.00	0%	1,017.60				
35	Computer Services Expense	9,000.00	9,600.00	- 600.00	-6%	5,533.01	7,982.15	7,631.48	10,752.38	6,362.68
36	Advertising	510.00	500.00	10.00	0%	356.57	497.35	328.73	1,700.62	497.61
37	Travelling Expense	2,000.00	2,000.00	-	0%	569.99	2,066.05	1,720.72	3,712.57	2,007.94
38	Memberships	550.00	550.00	-		280.00	652.86	300.00	875.00	385.00
39	Insurance (Building Etc.)	4,311.00	3,460.00	851.00	25%	4,310.27	3,292.92	3,184.92	3,094.20	3,237.84
40	Training	3,500.00	3,500.00	-	0%	287.68	3,578.36	2,960.98	2,233.47	4,049.55
	Total	**28,524.00**	**27,960.00**	**564.00**	**2%**	**15,939.45**	**32,204.03**	**24,345.61**	**28,678.40**	**26,773.14**

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual (To Aug 31/20)	2019 Actual	2018 Actual	2017 Actual	2016 Actual
	Administration-Pakenham									
41	Other M & S	250.00	250.00	-	0%	223.41	544.41	1,014.19		55.00
42	Equipment	800.00	800.00	-	0%	345.31	2,353.07	3,436.65	164.30	456.90
43	Photocopier	200.00	200.00	-	0%		346.71	200.09		
44	Postage & Courier Services	50.00	50.00	-	0%	2.16				77.84
45	Telephone	2,000.00	2,000.00	-	0%	1,027.42	2,196.13	2,143.29	2,790.00	2,697.97
46	Computer Services Expense	9,000.00	8,600.00	400.00	5%	6,274.22	7,817.52	3,584.20	1,153.70	1,324.50
47	Travelling Expense	500.00	500.00	-	0%		471.62	589.38		366.13
48	Training	1,000.00	1,000.00	-	0%		972.36	516.83		460.73
	Total	**13,800.00**	**13,400.00**	**400.00**	**3%**	**7,872.52**	**14,701.82**	**11,484.63**	**4,108.00**	**5,439.07**
	Materials-Almonte									
49	Office Supplies	3,500.00	4,500.00	- 1,000.00	-22%	1,076.69	4,796.04	4,524.42	5,017.10	5,090.73
50	Program Supplies	1,530.00	1,500.00	30.00	2%	406.76	2,017.19	1,303.56	1,144.22	1,330.48
51	Compact Discs			-	0%		125.89	203.41	292.79	400.07
52	Periodicals	2,500.00	2,500.00	-	0%	31.53	2,595.03	457.28	2,686.06	3,054.66
53	Books/eresources	35,343.00	34,650.00	693.00	2%	16,955.63	34,176.57	33,737.10	34,297.39	32,925.13
54	DVD's	5,000.00	5,000.00	-	0%	3,188.64	5,243.16	4,381.08	4,260.54	3,923.03
	Total	**47,873.00**	**48,150.00**	**- 277.00**	**-1%**	**21,659.25**	**48,953.88**	**44,606.85**	**47,698.10**	**46,724.10**
	Materials-Pakenham									
55	Office Supplies	1,200.00	1,250.00	- 50.00	-4%	277.19	1,428.76	1,607.83	608.67	1,936.01
56	Program Supplies	765.00	750.00	15.00	2%	110.92	869.77	571.02	500.97	633.51
57	Compact Discs			-	0%		35.33		114.98	
58	Periodicals			-	0%			82.23		-
59	Books	15,945.00	15,633.00	312.00	2%	9,058.36	15,983.57	14,867.37	17,525.61	13,427.67
60	DVD's	2,000.00	2,000.00	-	0%	1,447.12	2,857.10	1,878.52	1,984.29	2,454.94
	Total	**19,910.00**	**19,633.00**	**277.00**	**1%**	**10,893.59**	**21,174.53**	**19,006.97**	**20,734.52**	**18,452.13**
	Building Operation-Almonte									
61	Utilities	12,420.00	13,300.00	- 880.00	-7%	6,964.56	10,659.09	11,012.85	12,906.16	13,400.23
62	Cleaning, Maintenance & Other Supplies	10,500.00	9,000.00	1,500.00	17%	5,177.05	9,672.28	12,299.86	9,511.84	12,481.19
	Total	**22,920.00**	**22,300.00**	**620.00**	**3%**	**12,141.61**	**20,331.37**	**23,312.71**	**22,418.00**	**25,881.42**
	Building Operation-Pakenham									
63	Utilities	6,020.00	5,900.00	120.00	2%	3,067.29	4,400.67	5,025.20	3,043.60	3,983.72
64	Cleaning, Maintenance & Other Supplies	8,000.00	7,500.00	500.00	7%	2,895.07	7,545.48	9,677.38	4,642.00	4,826.28
65	Debt Payments-2017 Expansion	11,360.00	11,360.00	-	0%	7,573.28	11,360.10	7,979.90		
	Total	**25,380.00**	**24,760.00**	**620.00**	**3%**	**13,535.64**	**23,306.25**	**22,682.48**	**7,685.60**	**8,810.00**

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual (To Aug 31/20)	2019 Actual	2018 Actual	2017 Actual	2016 Actual
66	Misc. Fundrasing/grant exp							1,179.21	3,911.26	6,670.94
	Subtotal-MM Libraries	**672,146.00**	**659,268.00**	**12,878.00**	**2%**	**337,006.25**	**633,786.85**	**633,260.54**	**552,304.70**	**553,274.87**
	Total Expenditures	**672,146.00**	**659,268.00**	**12,878.00**	**2%**	**337,006.25**	**633,786.85**	**633,260.54**	**552,304.70**	**553,274.87**
	Net Difference	**-**	**-**	**-**	**0%**	**- 81,972.89**	**-**	**-**	**-**	**-**

LIBRARY BUDGET
2021

REVENUES

PROVINCIAL GRANTS $31,848.00

ANNUAL OPERATING GRANTS FROM THE PROVINCE.

MUNICIPAL GRANT $587,933.00

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

RESERVE FUNDS $35,400.00

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

GENERAL REVENUES-BOTH BRANCHES $16,965.00

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

EXPENDITURES

SALARIES, WAGES & BENEFITS $513,739.00

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

ADMINISTRATION-BOTH BRANCHES $42,324.00

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

MATERIALS-BOTH BRANCHES $67,783.00

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

BUILDING OPERATIONS-BOTH BRANCHES $48,300.00

INCLUDES THE COSTS OF UTILITIES AND BUILDING REPAIRS & MAINTENANCE

COST SHARING

The **cost sharing** budget represents the amounts paid to the Town of Carleton Place under the current cost sharing agreement for recreation, pool and library services. Prior to 2021, the cost sharing budget amounts were included in the recreation and library budgets.

Municipality of Mississippi Mills 2021 Budget Summary

Cost Sharing

	A	B	C	D=B + C	E= C/B
	2019 Actual	2020 Approved Budget	2021 Program Change	2021 Requested Budget	% 2021 Requested/ 2020 Budget
Expenditures:					
Remuneration, Salaries & Benefits				-	
Travel & Training		-		-	
Materials & Contracts					
General Operating Expenses				-	
Community Grants					
Fuel & Oil					
M&R (facilities, fleet etc.)					
Utilities					
Insurance					
Cost Sharing	133,794	149,832	4,498	154,330	3.00%
Transfers to Reserves					
Debt Repayments					
Capital Expenditures					
Total Expenditures	133,794	149,832	4,498	154,330	3.00%
Revenues					
Grants				-	
User Fees					
Other Fees & Charges				-	
Transfer from Reserves					
Transfer from DCs					
Total Revenues	-	-	-	-	
Net Levy	133,794	149,832	4,498	154,330	3.00%

COST SHARING

2021 Budget

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual
						(To Aug 31/20)				
1	Carleton Place Library Grant	61,775.00	59,974.00	1,801.00	3%	42,951.00	57,554.50	51,032.50	49,574.50	46,141.50
2	Carleton Place Pool Grant	29,685.00	28,821.00	864.00	3%	21,615.75	22,922.00	21,537.00	17,839.00	17,323.00
3	Carleton Place Rec Grant	62,870.00	61,037.00	1,833.00	3%	45,777.75	53,318.00	49,667.00	45,546.00	41,186.00
		154,330.00	149,832.00	4,498.00	3%	110,344.50	133,794.50	122,236.50	112,959.50	104,650.50

AGRICULTURE

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

Municipality of Mississippi Mills 2021 Budget Summary

Agriculture

	A	B	C	D=B + C	E= C/B	
	2019 Actual	2020 Approved Budget	2021 Program Change	2021 Requested Budget	% 2021 Requested/ 2020 Budget	
Expenditures:						
Remuneration, Salaries & Bene	3,024	3,000		3,000	0.00%	Drainage Superindendent
Travel & Training		-		-	#DIV/0!	
Materials & Contracts						
General Operating Expenses				-		
Community Grants						
Fuel & Oil						
M&R (facilities, fleet etc.)						
Utilities						
Insurance						
Cost Sharing						
Transfers to Reserves						
Debt Repayments	13,709	4,688	(1,060)	3,628	-22.61%	Tile drainage loans paid to Ministry
Capital Expenditures						
Total Expenditures	16,733	7,688	(1,060)	6,628	-13.79%	
Revenues						
Grants	1,456	750	-	750	0.00%	Provincial grant for drainage superintendent
User Fees						
Other Fees & Charges	13,709	4,688	(1,060)	3,628	-22.61%	Tile drainage loan recovery from property owners
Transfer from Reserves						
Transfer from DCs						
Total Revenues	15,165	5,438	(1,060)	4,378	-19.49%	
Net Levy	1,568	2,250	-	2,250	0.00%	

AGRICULTURE

2021 Budget

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual (To Aug 31/20)	2019 Actual	2018 Actual	2017 Actual	2016 Actual
1	Remuneration	3,000.00	3,000.00	-	0%		3,024.17	2,965.41	2,338.05	1,833.03
2	Long Term Debt Charges	3,628.00	4,688.00	- 1,060.00	-23%	1,059.77	13,709.08	13,709.08	13,709.08	14,918.30
3	Association & Convention		-	-	0%					
		6,628.00	**7,688.00**	**- 1,060.00**	**-14%**	**1,059.77**	**16,733.25**	**16,674.49**	**16,047.13**	**16,751.33**

SEPTAGE

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

Municipality of Mississippi Mills 2021 Budget Summary

Septage

	A	B	C	D=B + C	E= C/B
	2019 Actual	2020 Approved Budget	2021 Program Change	2021 Requested Budget	% 2021 Requested/ 2020 Budget
Expenditures:					
Remuneration, Salaries & Benefits					
Travel & Training					
Materials & Contracts	24,452	10,000	20,000	30,000	200.00%
General Operating Expenses					
Community Grants					
Fuel & Oil					
M&R (facilities, fleet etc.)					
Utilities					
Insurance					
Cost Sharing					
Transfers to Reserves	68,124	17,000	3,000	20,000	17.65%
Debt Repayments					
Capital Expnditures					
Total Expenditures	92,576	27,000	23,000	50,000	85.19%
Revenues					
Grants					
User Fees	92,576	27,000	23,000	50,000	85.19%
Other Fees & Charges					
Transfer from Reserves					
Transfer from DCs					
Total Revenues	92,576	27,000	23,000	50,000	85.19%
Net Levy	-	-	-	-	0.00%

SEPTAGE

2021 Budget

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual
						(To Aug 31/20)				
	Revenue									
1	Septage Fees	**-50,000.00**	**- 27,000.00**	- 23,000.00	85%	- 42,817.74	**- 92,575.99**	**- 97,209.82**	**- 64,030.87**	**- 50,251.44**
	Expenditures									
2	Contract Costs	30,000.00	10,000.00	20,000.00	200%		24,452.29	39,495.98	20,000.00	12,000.00
3	Capital Expenditures	-		-	0%					
4	To Reserves	20,000.00	17,000.00	3,000.00	18%		68,123.70	57,713.84	44,030.87	38,251.43
	Total Expenditures	50,000.00	27,000.00	23,000.00	85%	-	92,575.99	97,209.82	64,030.87	50,251.43
	Net Septage	-	-	-	0%	(42,817.74)	-	-	-	-

COUNTY AND SCHOOLS

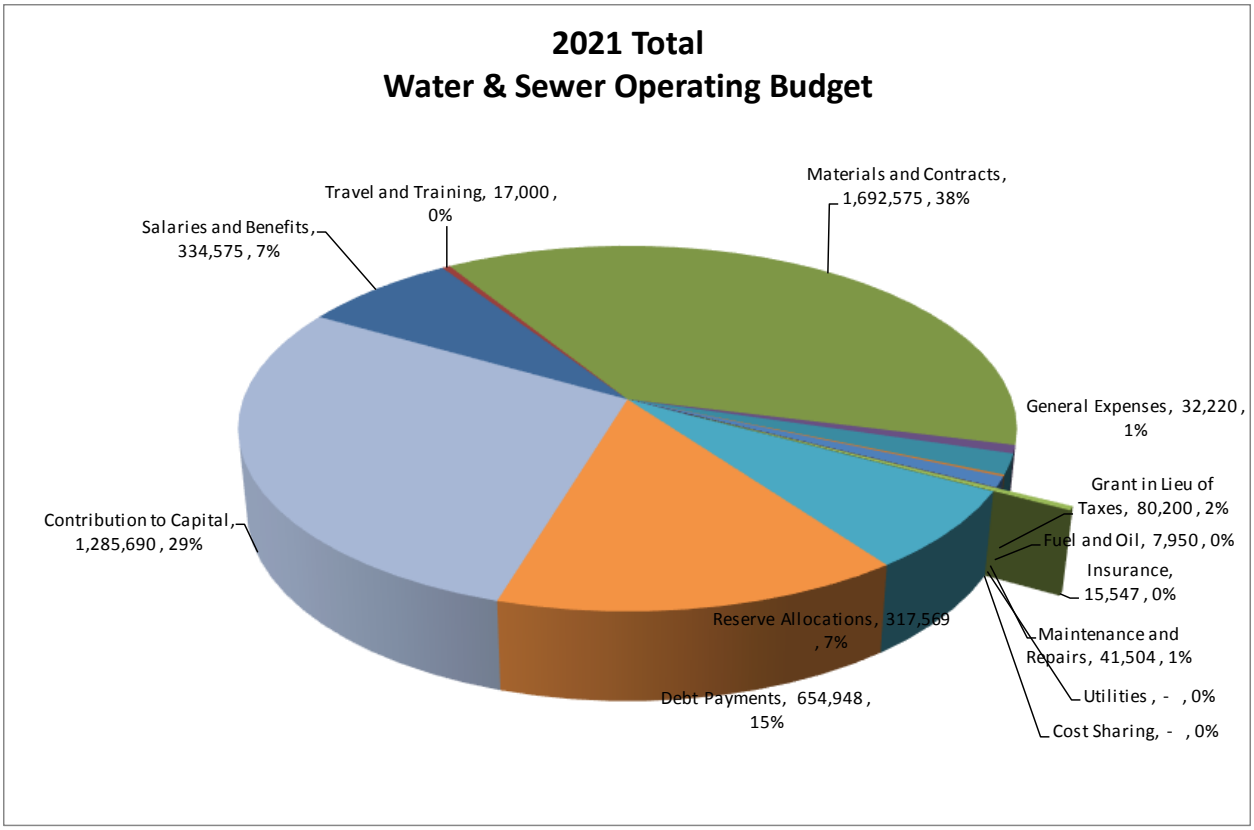
The **County and Schools** budget represents the amounts to be paid to the County and School Boards during the year. It includes amounts collected on tax billings, as a result of supplemental taxation and for payments in lieu of taxation net of any adjustments.

	SCHOOL & COUNTY REQUISITIONS									
	2021 Budget									
		2021	2020	$	%	2020	2019	2018	2017	2016
Line #	Description	Budget	Budget	Change	Change	Actual	Actual	Actual	Actual	Actual
						(To Aug 31/20)				
1	School Requisition-English, Public	4,101,935.00	4,101,925.00	10.00	0%	824,770.00	3,376,821.43	3,360,501.18	3,383,790.22	3,423,100.84
2	School Requisition-English, Separate			-	0%	160,163.00	636,213.86	647,607.43	661,728.50	700,588.89
3	County Requisition	7,739,410.00	7,587,520.00	151,890.00	2%	3,889,771.00	7,616,166.94	7,242,511.06	7,064,102.47	6,711,778.70
4	School Requisition-French, Separate			-	0%	16,500.00	67,296.06	66,675.41	60,631.58	63,137.03
5	School Requisition-French, Public			-	0%	5,507.00	21,901.71	19,036.28	18,209.07	18,397.03
	Total Expenditures	**11,841,345.00**	**11,689,445.00**	**151,900.00**	1%	**4,896,711.00**	**11,718,400.00**	**11,336,331.36**	**11,188,461.84**	**10,917,002.49**

WATER & SEWER

Water and Sewer is an essential service provided to users connected to the municipal system which is represented by approximately 3,347 water and sewer accounts. The system is managed and maintained by the public works department responsible for providing clean and safe drinking water and the treatment of wastewater for those living and working in the serviced area of Mississippi Mills.

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



Municipality of Mississippi Mills

2021 Water and Sewer Budget Summary

	A	B	C	D=B + C	E= C/B	
	2019 Actual	2020 Approved Budget	2021 Program Change	2021 Requested Budget	% 2021 Requested/ 2020 Budget	
Expenditures:						
Remuneration, Salaries & Bene	308,180	327,994	6,581	334,575	2.01%	Includes Step increase, CPI, Union hourly rates
Travel & Training	15,091	17,000		17,000	0.00%	
Materials & Contracts	1,577,643	1,659,036	33,539	1,692,575	2.02%	Includes contract increases for OCWA
General Operating Expenses	21,245	31,450	770	32,220	2.45%	Includes Postage, Office Supplies, Professional fees etc.
Fuel & Oil	7,805	7,800	150	7,950	1.92%	
M&R (facitlities, fleet etc.)	34,756	40,329	1,175	41,504	2.91%	
Grant in Lieu of Taxes	78,186	80,200		80,200	0.00%	
Insurance	14,049	14,754	793	15,547	5.37%	
Transfers to Reserves	1,085,256	317,569		317,569	0.00%	
Debt Repayments	493,975	696,636	(41,688)	654,948	-5.98%	WWTP, Perth/Country/Bridge, SCADA/State and Martin
Capital Expenditures	268,794	564,620	721,070	1,285,690	127.71%	Refer to capital budget for details
Total Expenditures	3,904,980	3,757,388	722,390	4,479,778	19.23%	
Revenues						
Water Bill Revenue	3,329,703	3,288,685	140,910	3,429,595	4.28%	Estmate based on proposed rate changes, consumption and #users
Hydro Revenue	185,700	118,956	(31,641)	87,315	-26.60%	Interest only, no dividend
Investment Income	54,827	35,000		35,000	0.00%	
Interest on overdue water acc	18,374	20,000		20,000	0.00%	
Other Fees & Charges	76,729	55,100	1,030	56,130	1.87%	
Transfer from Reserves	-	-		-	0.00%	
Transfer from DCs	239,647	239,647		239,647	0.00%	Per updated rate study for WWTP debt
Total Revenues	3,904,980	3,757,388	110,299	3,867,687	2.94%	
Net	-	-	612,091	612,091	0.00%	

Water and Sewer

2021 Budget

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual (To Aug 31/20)	2019 Actual	2018 Actual	2017 Actual	2016 Actual
	Revenue									
1	Interest & Dividends-ORPC /ORES	- 26,115.00	- 51,720.00	25,605.00	-50%	- 25,728.06	- 44,729.82	- 54,056.56	- 70,788.57	- 81,878.90
2	Interest and Dividends-MRPC	- 61,200.00	- 51,720.00	- 9,480.00	18%		- 127,650.00	- 189,750.00	- 206,660.00	- 224,250.00
3	Rental Income-MRPC		- 15,516.00	15,516.00	-100%		- 13,320.00	- 19,800.00	- 21,600.00	- 23,400.00
4	Water Bill Revenue	- 3,429,595.00	- 3,288,685.00	- 140,910.00	4%	-2,482,493.52	- 3,329,702.52	- 3,077,574.35	- 2,829,633.41	- 2,741,491.26
5	Miscellaneous Waterworks			-	0%			- 37,597.97		- 10,312.17
6	Waterworks-Remote meters	- 43,350.00	- 42,500.00	- 850.00	2%	- 46,526.86	- 60,029.79	- 47,182.03	- 60,894.31	- 32,133.94
7	Waterworks-W&S Connections	- 9,180.00	- 9,000.00	- 180.00	2%	- 11,200.00	- 13,200.00	- 9,600.00	- 14,724.78	- 8,900.00
8	Waterworks-Hydrant Rental	- 3,500.00	- 3,500.00	-	0%	- 3,500.00	- 3,500.00	- 3,500.00	- 3,500.00	- 3,500.00
9	Waterworks-Other Fees & S/C	- 100.00	- 100.00	-	0%			- 60.00	- 120.00	- 90.00
10	Interest on overdue water accounts	- 20,000.00	- 20,000.00	-	0%	- 6,327.99	- 18,374.25	- 42,363.66	- 35,219.86	- 34,209.23
11	Interest Income	- 35,000.00	- 35,000.00	-	0%		- 54,826.76	- 39,130.00	- 31,490.00	- 16,865.00
12	Reserves			-				- 135,000.00		
13	Reserve Funds	- 239,647.00	- 239,647.00	-	0%		- 239,647.00	- 239,647.00	- 239,647.00	- 210,385.00
	Total Revenue	**- 3,867,687.00**	**- 3,757,388.00**	**- 110,299.00**	3%	**-2,575,776.43**	**- 3,904,980.14**	**- 3,895,261.57**	**- 3,514,277.93**	**- 3,387,415.50**
	Expenditures									
	General Expenses									
14	Salaries, Wages and Benefits	174,885.00	171,444.00	3,441.00	2%	94,510.80	157,869.33	181,873.53	171,488.34	141,569.03
15	Long Term Debt Charges	654,948.00	696,636.00	- 41,688.00	-6%	312,624.77	493,974.85	494,020.43	490,126.71	470,580.60
16	Postage & Courier Services	500.00	500.00	-	0%		290.78	153.19	115.43	721.28
17	Telephone	2,500.00	2,500.00	-	0%	1,297.24	2,199.93	2,200.13	2,073.85	2,020.15
18	Audit Fees	2,000.00	2,000.00	-	0%	1,272.00	1,272.00	2,205.01	1,272.00	1,272.00
19	Other Professional Fees	10,500.00	10,500.00	-	0%		5,178.28	1,098.16	5,516.66	17,664.55
20	Advertising	250.00	250.00	-	0%		436.55			
21	Insurance (Building Etc.)	13,712.00	12,978.00	734.00	6%	13,313.22	12,357.36	12,273.12	21,097.80	21,140.81
22	Personnel (Clothing, Etc.)	1,500.00	1,500.00	-	0%	1,313.24	2,618.72	703.12	1,331.48	1,906.95
23	Technical Courses	16,000.00	16,000.00	-	0%	4,526.15	12,021.75	13,928.77	17,925.36	20,000.75
24	Personnel (Courses/Memberships, Etc.)	1,000.00	1,000.00	-	0%		450.28	252.70	175.00	1,027.04
25	Machine Rental (town)			-	0%				-	
26	Capital Expenditure	1,285,690.00	564,620.00	721,070.00	56%		268,794.13	312,041.18	315,305.79	320,459.98
27	To Reserves	317,569.00	317,569.00	-	0%		1,085,256.32	1,014,022.14	617,193.04	737,069.85
	Total General Expenses	**2,481,054.00**	**1,797,497.00**	**683,557.00**	38%	**428,857.42**	**2,042,720.28**	**2,034,771.48**	**1,643,621.46**	**1,735,432.99**

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual (To Aug 31/20)	2019 Actual	2018 Actual	2017 Actual	2016 Actual
	Vehicles & Equipment									
28	Labour	1,735.00	1,700.00	35.00	2%	1,428.97	2,147.37	417.38	356.79	2,071.50
29	Overtime		-	-	0%		-	-	-	-
30	Insurance	1,835.00	1,776.00	59.00	3%	1,692.00	1,692.00	1,644.00	1,644.00	1,610.43
31	M&R Parts	5,815.00	5,700.00	115.00	2%	9,153.52	8,968.48	2,817.96	2,803.45	3,841.80
32	Fuel & Oil	7,950.00	7,800.00	150.00	2%	3,312.03	7,805.38	8,854.07	7,275.29	5,917.17
33	Licences	1,429.00	1,429.00	-	0%		1,428.50	1,428.50	1,434.41	1,257.00
	Total Vehicles and Equipment	**18,764.00**	**18,405.00**	**359.00**	**2%**	**15,586.52**	**22,041.73**	**15,161.91**	**13,513.94**	**14,697.90**
	Sanitary Collection									
34	Sanitary Collection Labour	13,260.00	13,000.00	260.00	2%	9,106.32	15,995.05	15,724.18	12,534.40	11,555.41
35	Sanitary Collection Overtime	1,635.00	1,600.00	35.00	2%	1,753.35	6,820.86	3,972.84	3,334.28	1,545.63
36	Sanitary Collection Machine Rental (town)	3,060.00	3,000.00	60.00	2%		3,796.70	3,810.90	2,717.40	2,310.10
37	Sanitary Collection Materials	16,000.00	16,000.00	-	0%	7,410.39	6,952.14	11,491.44	16,800.50	16,257.40
38	Sanitary Collection Contract	23,970.00	23,500.00	470.00	2%	14,949.34	16,850.27	26,491.40	19,009.87	37,084.31
	Total	**57,925.00**	**57,100.00**	**825.00**	1%	**33,219.40**	**50,415.02**	**61,490.76**	**54,396.45**	**68,752.85**
	Water Distribution									
39	Water Distribution Postage & Courier Services	**12,500.00**	**10,800.00**	1,700.00	16%	7,712.22	11,866.94	10,634.94	5,259.57	5,631.00
	Maintenance & Repairs									
40	Maintenance & Repairs Labour	91,800.00	90,000.00	1,800.00	2%	63,949.72	81,347.27	112,131.74	97,978.68	78,169.60
41	Maintenance & Repairs Overtime	10,200.00	10,000.00	200.00	2%	7,308.02	12,844.97	15,392.62	7,084.05	17,825.43
42	Mainenance & Repairs Machine Rental (town)	17,000.00	17,000.00	-	0%	-	12,750.60	17,401.65	14,241.85	15,932.95
43	Maintenance & Repairs Materials	40,800.00	40,000.00	800.00	2%	20,179.90	39,698.50	29,832.84	48,299.24	41,616.16
44	Maintenance & Repairs Contract	46,920.00	46,000.00	920.00	2%	33,398.77	39,874.44	49,029.01	20,603.91	54,566.14
	Total	**206,720.00**	**203,000.00**	**3,720.00**	2%	**124,836.41**	**186,515.78**	**223,787.86**	**188,207.73**	**208,110.28**
	Valve Inspection & Maint.									
45	Valve Inspection & Maint. Labour	11,630.00	11,400.00	230.00	2%	3,278.95	733.68	4,212.35	5,073.36	10,908.46
46	Valve Inspection & Maint. Labour	510.00	500.00	10.00	2%	448.25	278.74	377.26	901.74	686.36
47	Valve Inspection Machine Rental (town)	2,000.00	2,000.00	-	0%		578.10	1,359.00	1,276.30	1,975.15
48	Valve Inspection & Maint. Materials	15,000.00	15,000.00	-	0%	52.06	2,535.10	14,103.48	6,847.95	5,134.49
	Total	**29,140.00**	**28,900.00**	**240.00**	1%	**3,779.26**	**4,125.62**	**20,052.09**	**14,099.35**	**18,704.46**
	Meter Install, Maint. & Replacement									
49	Meter Install, Maint. & Replacement Labour	6,120.00	6,000.00	120.00	2%	1,637.36	3,251.64	3,380.22	3,713.30	4,534.76
50	Meter Install, Maint. & Replacement Overtime	460.00	450.00	10.00	2%	66.63	127.44	268.60	231.21	436.93
51	Meter Install, Maint. & Repl.Machine Rental (town)	1,800.00	1,800.00	-	0%		993.60	2,998.57	930.00	1,236.90
52	Meter Install, Maint. & Replacement Materials	40,800.00	40,000.00	800.00	2%	28,213.03	41,071.57	51,049.98	39,206.43	32,760.95
	Total	**49,180.00**	**48,250.00**	**930.00**	2%	**29,917.02**	**45,444.25**	**57,697.37**	**44,080.94**	**38,969.54**

Line #	Description	2021 Budget	2020 Budget	$ Change	% Change	2020 Actual (To Aug 31/20)	2019 Actual	2018 Actual	2017 Actual	2016 Actual
	Meter Reading & Billing									
53	Meter Reading & Billing Labour	6,735.00	6,600.00	135.00	2%	3,986.99	8,099.59	6,942.65	5,612.38	7,561.18
54	Meter Reading & Billing Overtime			-	0%	23.35	22.96	67.70	19.40	141.61
55	Meter Reading & Billing Office Supplies	3,470.00	3,400.00	70.00	2%	277.55		231.61		
56	Meter Reading & Billing Machine Rental (town)	3,400.00	3,400.00	-	0%		2,340.00	1,796.70	1,836.90	2,328.60
	Total	**13,605.00**	**13,400.00**	**205.00**	2%	**4,287.89**	**10,462.55**	**9,038.66**	**7,468.68**	**10,031.39**
	Pump Houses, Lift Stns.									
57	Pump Houses, Lift Stns. Labour	1,530.00	1,500.00	30.00	2%	52.64		277.54	154.95	1,433.23
58	Pump Houses, Lift Stns. Overtime	510.00	500.00	10.00	2%	639.41	45.92	135.41	434.93	369.22
59	Pump Houses, Lift Stns. Engineering Fees	4,000.00	4,000.00	-	0%			205.20	118.40	758.80
60	Contract-OCWA (WT & SPS) Fixed Cost	1,506,780.00	1,477,236.00	29,544.00	2%	984,823.60	1,430,558.04	1,365,720.77	432,499.38	379,176.97
61	Contract-OCWA (WWTP) Cost Plus			-	0%				1,011,640.07	803,551.36
62	Pump Houses, Lift Stns Grant in Lieu	80,200.00	80,200.00	-	0%	77,135.32	78,186.31	78,746.14	79,107.37	78,868.04
	Total	**1,593,020.00**	**1,563,436.00**	**29,584.00**	2%	**1,062,650.97**	**1,508,790.27**	**1,445,085.06**	**1,523,955.10**	**1,264,157.62**
	Ontario One Call									
63	Ontario One Call Labour	13,260.00	13,000.00	260.00	2%	10,981.06	17,723.40	12,948.56	14,283.82	18,179.88
64	Ontario One Call Overtime	305.00	300.00	5.00	2%	524.17	871.82	579.73	604.53	340.24
65	Ontario One Call Materials	305.00	300.00	5.00	2%	12.20		17.29	264.58	70.60
66	Ontario One Call Machine Rental (town)	3,000.00	2,000.00	1,000.00	0%		3,899.70	3,141.00	3,558.30	3,422.70
67	Ontario One Call Contract	1,000.00	1,000.00	-	0%		102.78	854.86	963.48	914.05
	Total	**17,870.00**	**16,600.00**	1,270.00	5%	11,517.43	22,597.70	17,541.44	19,674.71	22,927.47
	Total Expenditures	**4,479,778.00**	**3,757,388.00**	**722,390.00**	19%	**1,722,364.54**	**3,904,980.14**	**3,895,261.57**	**3,514,277.93**	**3,387,415.50**
	NET WATER & SEWER	**612,091.00**	**-**	**612,091.00**	0%	**- 853,411.89**	**-**	**-**	**-**	**-**

Water & Sewer Budget
2021 Budget

REVENUES

INTEREST & DIVIDENDS-ORPC/ORES $26,115.00

INTEREST ON PROMISSARY NOTE AND DIVIDENDS RECEIVED FROM OTTAWA RIVER POWER CORPORATION-SHARED WITH THE MUNICIPAL BUDGET PER BY-LAW

INTEREST & DIVIDENDS-MRPC $61,200.00

INTEREST ON PROMISSARY NOTE AND DIVIDENDS RECEIVED FROM MISSISSIPPI RIVER POWER CORPORATION-SHARED WITH THE MUNICIPAL BUDGET PER BY-LAW

WATER BILL REVENUE $3,429,595.00

WATER AND SEWER REVENUE, INCLUDES BASE CHARGE AND CONSUMPTION CHARGE

WATERWORKS-REMOTE METERS $43,350.00

REVENUE FROM SALE OF RADIO FREQUENCY (RF) METERS

WATERWORKS-W&S CONNECTIONS $9,180.00

REVENUE COLLECTED ON BUILDING PERMITS FOR WATER CONNECTIONS

WATERWORKS-HYDRANT RENTAL $3,500.00

REVENUE FROM FIRE DEPARTMENT FOR HYDRANT USAGE

WATERWORKS-OTHER FEES AND S/C $100.00

REVENUE FROM SERVICE CHARGES IMPOSED ON WATER ACCOUNTS

INTEREST ON OVERDUE WATER ACCOUNTS $20,000.00

INTEREST CHARGED ON PAST DUE ACCOUNTS

INTEREST INCOME $35,000.00

INTEREST EARNED ON WATER AND SEWER RESERVE BALANCES

RESERVE FUNDS $239,647.00

DEVELOPMENT CHARGES COLLECTED TO OFFSET DEBT ON WASTE WATER TREATMENT PLANT

EXPENDITURES

ADMINISTRATION

SALARIES, WAGES & BENEFITS $174,885.00

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

LONG TERM DEBT CHARGES $654,948.00

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

POSTAGE & COURIER $500.00

AS REQUIRED

TELEPHONE $2,500.00

CELL PHONES

AUDIT FEES $2,000.00

ANNUAL AUDIT

OTHER PROFESSIONAL FEES $10,500.00

AS REQUIRED FOR ENGINEERING, CONSULTANTS, ETC.

ADVERTISING $250.00

ADVERTISEMENTS AS REQUIRED

INSURANCE $13,712.00

INSURANCE FOR WATER DISTRIBUTION AND SEWAGE COLLECTION

PERSONNEL (CLOTHING, ETC.) $1,500.00

BOOT AND CLOTHING ALLOWANCE

TECHNICAL COURSES $16,000.00

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

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

PROFESSIONAL MEMBERSHIPS, EXAM FEES, ETC.

CAPITAL EXPENDITURE $1,285,690.00

TO RESERVES $317,569.00

VEHICLES AND EQUIPMENT $18,764.00

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

SANITARY COLLECTION $57,925.00

INCLUDES:

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

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

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

WATER DISTRIBUTION $248,360.00

INCLUDES:

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

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

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

METER INSTALLATION, MAINTENANCE AND REPLACEMENT $49,180.00

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

METER READING AND BILLING $13,605.00

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

PUMP HOUSE, LIFT STATION & TREATMENT PLANT $1,593,020.00

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

THE OCWA CONTRACT INCLUDES:

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

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

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

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

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

ONTARIO ONE CALL $17,870.00

CALL CENTRE FOR LOCATES

LONG TERM PLANNING

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

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

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

	2016	2017	2018	2019	2020
Average Consumption in gallons	32,200	32,200	32,200	32,200	32,200
Rate per 1,000 gallons	$11.35	$11.53	$11.71	$11.90	$12.09
Average consumption charge	$365.47	$371.27	$377.06	$383.18	$389.30
Annual base charge	$540.90	$562.54	$585.00	$608.00	$632.00
Total average billing	$906.37	$933.81	$962.06	$991.18	$1,021.30
Increase over previous year	$42.37	$27.44	$28.25	$29.12	$30.12
% Increase over previous year	4.90%	3.03%	3.03%	3.03%	3.04%
Increase per month	$3.53	$2.87	$2.35	$2.43	$2.51

The 2021 proposed rates also follow the water and sewer rate study recommendations and are calculated as follows:

Proposed 2021
Water and Sewer Rates

	2020	2021	Increase
Annual Base Charge	$632.00	$657.00	3.95% or $25.00
Consumption Rate	$12.09/1,000 gallons	$12.28/1,000 gallons	1.57% or $0.19/1,000 gallons
Average Annual Billing (32,200 gallons / year)	$1,021.30 ($85.10 per month= $170.20 per each 2 month billing)	$1,052.42 ($87.70 per month= $175.40 per each 2 month billing)	$31.12 (3.04%, $2.60 per month =$5.20 per each 2 month billing)

NOTE: BILLING CYCLE EVERY TWO MONTHS

CONCLUSION

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

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: September 29, 2020

TO: Committee of the Whole

FROM: Rhonda Whitmarsh, Treasurer

SUBJECT: 2021 Fees and Charges

RECOMMENDATION:

THAT Committee of the Whole recommends that Council approve proposed changes to 2021 fees and charges and that public notice be given as to Council's intention to pass the 2021 Fees and Charges By-Law.

BACKGROUND:

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

DISCUSSION:

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

Refer to Attachment 1 for an explanation of the changes.

Refer to Attachment 2 for the draft by-law.

FINANCIAL IMPLICATIONS:

The proposed fee changes are designed to ensure that the cost of providing a specific service is fully or partially recovered from the user of that service while minimizing the cost and effect to all ratepayers. The proposed 2021 fees have been included in the 2021 draft budget.

SUMMARY:

The draft 2021 Fees and Charges by-law is being provided to the Committee for review prior to passing.

Respectfully submitted,

Rhonda Whitmarsh, Treasurer

Reviewed by,

Ken Kelly CAO

Attachment 1

SUMMARY OF PROPOSED CHANGES TO THE FEE SCHEDULE			
BUILDING			
Item	**Current Rate**	**Proposed Rate**	**Reason for Amendment/Addition**
Residential Fee-Seasonal(≤ 600 sq. ft.)	$600.00	$1,200.00	Cost recovery
Renovation to existing building	2% value of construction	2% value of construction for first $1,000,000 and 1% of value thereafter	Cost recovery
Commercial/Industrial/Inst.-Buildings new or additons (Group A-1 & A-3)	$1.00/sq. ft.	$2.00/sq. ft.	Cost recovery
Commercial/Industrial/Inst.-Buildings new or additons (Group A-2 & A-4)	$1.00/sq. ft.	$1.50/sq. ft.	Cost recovery
Commercial/Industrial/Inst.-Buildings new or additons (Group B-1)	$1.00/sq. ft.	$2.50/sq. ft.	Cost recovery
Commercial/Industrial/Inst.-Buildings new or additons (Group B-2)	$1.00/sq. ft.	$2.00/sq. ft.	Cost recovery
Commercial/Industrial/Inst.-Buildings new or additons (Group B-3)	$1.00/sq. ft.	$1.50/sq. ft.	Cost recovery
Commercial/Industrial/Inst.-Buildings new or additons (Group F-1)	$1.00/sq. ft.	$1.25/sq. ft.	Cost recovery
Commercial/Industrial/Inst.-Alterations/Renovations Groups A-F	2% value of construction	2% value of construction for first $1,000,000 and 1% of value thereafter	Cost recovery
Commercial/Industial-Inst.-Fabric/Coverall Buildings/Tents	2% value of construction	N/A	Fee no longer required. Now included in fees for Groups A1 to F3
Commercial/Industial-Inst.-Air Support Structures/Dome	$4,500.00	N/A	Fee no longer required. Now included in fees for Groups A1 to F3
Commercial/Industial-Inst.-Pre-Fab Warehouse Structures	$600.00-$1,200.00	N/A	Fee no longer required. Now included in fees for Groups A1 to F3
Commercial/Industial-Inst.-C-Can or repurposed vehicle	$150.00-$250.00	N/A	Fee no longer required. Now included in fees for Groups A1 to F3
Demolition Permit	2% value of construction	1% value of construction	Cost recovery
Renewal of Permit (re-inspection fee extra) 4th renewal	$500.00	N/A	Fee no longer required.
Renewal of Permit (re-inspection fee extra) 4th renewal and susequent renewal	N/A	$500.00	Cost recovery
Renewal of Permit (re-inspection fee extra) 5th renewal	$625.00	N/A	Fee no longer required
Renewal of Permit (re-inspection fee extra) after the 5th renewal	Double previous year renewal fee	N/A	Fee no longer required
Construciton without a permit-Minor	$500.00 maximum	$1,000.00 maximum	Cost recovery
Construction without a permit-Major	$2,000.00 maximum	$2,500.00 maximum	Cost recovery
Access to building permit records per property-Multiple records-cost per record	N/A	$25.00	Cost recovery
Sign Permit-Place/Instal sign prior to obtaining permit	N/A	$125.00	Cost recovery
ADMINISTRATION			
Item	**Current Rate**	**Proposed Rate**	**Reason for Amendment/Addition**
Administration fee for eligible online payments made by credit card via the website	N/A	$5.00/transaction	Cost recovery of service fees charged by 3rd party provider
FIRE			
Item	**Current Rate**	**Proposed Rate**	**Reason for Amendment/Addition**
Inspections-Mobile Canteen/Seasonal Stand	$65.00	$100.00	Cost recovery
Inspections-Re-inspections (non-compliance)	N/A	$250.00	Cost recovery
Property Identification Sign Replacement	$40.00	$90.00	Cost recovery

DAYCARE -INFANT PROGRAM			
Item	**Current Rate**	**Proposed Rate**	**Reason for Amendment/Addition**
Full Time	$63.00	$64.25	Cost recovery
Part Time	$68.00	$69.35	Cost recovery
DAYCARE - TODDLER PROGRAM			
Item	**Current Rate**	**Proposed Rate**	**Reason for Amendment/Addition**
Full Time	$53.00	$54.00	Cost recovery
Part Time	$58.00	$59.00	Cost recovery
DAYCARE - PRESCHOOL PROGRAM			
Item	**Current Rate**	**Proposed Rate**	**Reason for Amendment/Addition**
Full Time	$45.00	$45.90	Cost recovery
Part Time	$48.00	$48.95	Cost recovery
DAYCARE -KINDERGARTEN PROGRAM			
Item	**Current Rate**	**Proposed Rate**	**Reason for Amendment/Addition**
Before & After School	$24.00	$24.45	Cost recovery
Before or After School	$18.90	$19.25	Cost recovery
Before & After School-part time	$26.00	$26.55	Cost recovery
Before or After School-Part Time	$21.00	$21.45	Cost recovery
Full Day	$37.00	$37.75	Cost recovery
DAYCARE -SCHOOL AGE PROGRAM			
Item	**Current Rate**	**Proposed Rate**	**Reason for Amendment/Addition**
Before & After School	$22.00	$22.45	Cost recovery
Before or After School	$16.80	$17.15	Cost recovery
Before & After School-part time	$24.00	$24.45	Cost recovery
Before or After School-Part Time	$18.90	$19.25	Cost recovery
Full Day	$35.00	$35.70	Cost recovery
RECREATION ICE RENTAL RATES (EXCL. HST)			
Item	**Current Rate**	**Proposed Rate**	**Reason for Amendment/Addition**
Prime Time - Minor Resident	$134.00	$138.00	Cost recovery
Non Prime Time - Minor Resident	$111.00	$114.00	Cost recovery
Prime Time - Adult Resident	$188.00	$194.00	Cost recovery
Non Prime Time - Adult Resident	$156.00	$161.00	Cost recovery
Prime Time - Non Resident	$224.00	$231.00	Cost recovery
Non Prime Time - Non Resident	$191.00	$197.00	Cost recovery
Tournament Rate - Minor Sports	$134.00	$138.00	Cost recovery
Tournament Rate - Adult Resident	$151.00	$156.00	Cost recovery
Tournament Rate - Broomball	$131.00	$135.00	Cost recovery
Tournament Rate - Adult Non Resident	$224.00	$231.00	Cost recovery

RECREATION CEDAR HILL HALL RENTAL RATES (EXCL. HST)			
Item	**Current Rate**	**Proposed Rate**	**Reason for Amendment/Addition**
Daily excluding heat	$84.00	$87.00	Cost recovery
Daily including heat	$106.00	$109.00	Cost recovery
Hourly Rental (1/2 day or less)	$22.00/hr	$23.00/hr	Cost recovery
RECREATION BALL DIAMOND RENTAL RATES (EXCL. HST)			
Item	**Current Rate**	**Proposed Rate**	**Reason for Amendment/Addition**
Hourly rental (no lights required)	$16.00/hr	$17.00/hr	Cost recovery
Hourly rental (lights required)	$20.00/hr	$21.00/hr	Cost recovery
ALMONTE OLD TOWN HALL AUDITORIUM RENTAL RATES (EXCL. HST)			
Item	**Current Rate**	**Proposed Rate**	**Reason for Amendment/Addition**
Hourly rate weekdays	N/A	$20.00	Cost recovery
Hourly rate weekend days (8 a.m.-4:00 p.m.)	N/A	$25.00	Cost recovery
Wedding reception/private function	$675.00	$700.00	Cost recovery

Attachment 2

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 20-XX

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

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

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

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

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

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

1. That Schedule "A" attached to this by-law sets out the fees and charges for The Corporation of the Municipality of Mississippi Mills and forms part of this by-law.

2. That any portion of a fee or charge that remains unpaid beyond the date fixed for payment shall bear interest at the rate of 1.25% after thirty (30) days and each month thereafter until such fee or charge is paid in full.

3. That the Treasurer shall add unpaid fees and charges imposed by the municipality to the tax roll and collect them in the same manner as municipal taxes.

4. That where this by-law established a fee and charge for a fee that also exists in another by-law that predates the effective date of this by-law, the fee and charge in this by-law shall be the applicable fee and charge and the other by-law is hereby effectively amended.

5. That By-law No. 19-124 shall be and is hereby repealed on December 31, 2020.

6. That this by-law and all fees and charges for services set out in Schedule “A” shall come into force and take effect on January 1, 2021.

BY-LAW READ, passed, signed and sealed in open Council this xxth day of _____ 2020.

_____	_____
Christa Lowry, Mayor	Jeanne Harfield, Clerk

SCHEDULE "A" TO BY-LAW 20-XX

FEE AND CHARGES

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

ADMINISTRATION	
LICENCING	
Liquor License Board of Ontario - Municipal Clearance	• $35.00
Lottery (fees regulated by AGCO)	•Bingo (per event)..... 3% of prize value •Raffle (per event) ..... 3% of prize value •Nevada (per box) ..... 3% of prize value
Mobile Canteen	•License.....$750.00 •Transfer.....$50.00
Seasonal Stand	•License.....$750.00 •Transfer.....$50.00
Seasonal Produce/ Farm Produce Stand	•License.....$300.00 •Each Additional License.....$50.00 •Transfer.....$50.00
Taxi	•Operator License.....$100.00 •Vehicle License.....$100.00 •Driver License .....$50.00 •License Transfer .....$10.00 •License Plate Replacement $15.00
CANINE CONTROL	
Dog Tags (all tags expire December 31st each year)	• Spayed/Neutered .....$20.00 • Not Spayed/Neutered.....$30.00 • Microchip (proof required) $15.00
Replacement Tag	• $5.00
Kennel License (tags for each dog will be provided at no additional cost)	• $100.00
Service Dogs	Exempt from fees but must register with the Municipality, proof required
Impound Fee	• $100.00

PUBLIC WORKS (plus applicable HST)	
Entrance Permit Fee	• $100.00
Property Identification Sign/Post	• $185.00
Property Identification Post Replacement	• $90.00
Property Identification Sign Replacement	• $75.00
Tile Drainage Inspection Fee	• $200.00
Water Connection Inspection (new development)	• $50.00

Sewer Connection Inspection (new development)	• $50.00
Turn water on or off (seasonal or outside business hours)	• $50.00
Bulk Water Sales	• .....$15.00 per 1,000 gallons plus $30 connection fee
Water Meter	•5/8" x 3/4"meter ($424.78 plus HST).....$480.00 •3/4" meter ($469.03 plus HST).....$530.00 •1" meter ($570.80 plus HST).....$645.00 •1.5" meter positive displacement($911.51 plus HST) .....$1,030.00 •2" meter positive displacement($1,070.80 plus HST) $1,210.00
GARBAGE AND RECYCLE	
Garbage Tags	• .....(each) $2.00
Composter	• $40.00
Blue Box •new residents and replacements • to purchase	 • .....no charge • $8.00

FIRE **All rates are subject to HST.**	
Compliance Letters Fire Reports (non-property owners/tenants)	•…. .....$65.00 • $65.00
Inspections	• Special Occasion Permit.....$65.00 • Liquor License .....$65.00 • Home Daycare.....$65.00 • Mobile Canteen / Seasonal Stand .....$100.00 • Re-inspections (non-compliance) $250.00
Vehicle fire, danger of fire extrication, environmental spill or other emergency – per vehicle requiring responses (non-property owners/tenants) • .....current MTO rates	
Vehicle fire, extrication, environmental spill or other emergency – all other costs incurred by the Fire Department associated with fire suppression and investigation • .....at cost and supported by invoices	
Hazardous Materials Spill/Clean Up Total replacement cost for any contaminated or damaged equipment or materials used in the clean-up of hazardous materials and the approved disposal of equipment or materials according to the direction of the controlling Federal or Provincial regulations. • .....current MTO rates and costs supported by invoices	

Open Air Burning Fires resulting from contravention of the Open Air Burning By-Law or failure to extinguish a fire once ordered to do so by the Fire Department shall, in addition to any penalty provided in the Open Air Burning By-law be liable to the Municipality for all expenses incurred for the purpose of investigating, controlling and extinguishing the fire including but not limited to materials, equipment rentals, a per vehicle charge and labour costs. • .....at cost and supported by invoices • .....current MTO rates
Additional Expenses If as a result of a Fire and Emergency Services (i) response to an emergency including a motor vehicle incident, or (ii) carry out any of its duties or functions the Fire Chief or Deputy Fire Chief determines that it is necessary to incur additional expenses, retain a private contractor, rent special equipment not normally carried on a fire apparatus or use more materials than are carried on a fire apparatus ("Additional Services") in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, control and eliminate an emergency, carry out or prevent damage to equipment owned by the Corporation or otherwise carry out the duties and functions of the Fire Department, the owner of the property requiring or causing the need for the Additional Services shall be charged the costs to provide the Additional Services including all applicable taxes. Property shall mean personal and real property. • .....at cost and supported by invoices
Fire Hall Room Rental • ..... $25.00/hour plus HST (During Office Hours) • .....$25.00/hour + $25/hour for staffing, if required plus HST (Outside of Office Hours)

POLICE	
The following fees are administered by the Lanark County Detachment of the Ontario Provincial Police (OPP).	
First false alarm in any calendar year	• ..... no charge
Second false alarm in any calendar year	• ..... no charge
Third false alarm and any thereafter in a 12 month period	• $200.00

PLANNING	
Official Plan Amendment	• $3,500.00
Zoning	

Minor Amendment (includes surplus farm dwellings; conditions of approval on previous applications; garden suites or accessory apartments; or amendment to zone or general provisions) Major Amendment (all other applications) Temporary Use Extension Lift of Holding Provision	• ..... $2,000.00 • ..... $3,500.00 • ..... $2,000.00 • $650.00
Joint Official Plan & Zoning Amendment	• $4,500.00
Minor Variance	• $800.00
Site Plan Control Major Minor Red Line Amending	• ..... $2,600.00 • ..... $1,600.00 • $1,600.00
Land Division Consent Plan of Subdivision Plan of Condominium Redline Change Lifting Part Lot Control Lifting of 1 ft. Reserves Extension of Draft Approval Subdivision Amendment Agreement	• ..... $875.00 • ..... $4,000.00 • ..... $3,000.00 • ..... $1,000.00 • ..... $1,000.00 • ..... $1,000.00 • ..... $800.00 • $800.00
Cash-in-lieu of Parking	• $3,000.00/space
Agreements Encroachments Private Road	• ..... $800.00 • $1,000.00

Accessory Dwelling Unit Miscellaneous Development (condition of approval) Pre-Servicing	• ..... $800.00 • ..... $800.00 • $1,000.00
Zoning Compliance Report	• $200.00
Zoning Certificate	• $100.00
File Reactivation Fee (inactive for more than 12 months)	• .....50% of the Original Fee
Green Energy Applications **Radio Telecommunications Concurrence Letter**	• ..... $1,500.00 • $1,500.00
Heritage Permits Request of Amendment to Designating By-law by Owner	• $800.00

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

Applications requiring the submission of supporting studies, briefs, and reports may be subject to peer review by professional consultants retained by the Municipality. Any incurred legal or professional fees shall be invoiced to the Applicant at the close of the file or the fiscal year end whichever comes first.

• …….. at cost and supported by invoices

BUILDING	
Minimum Building Permit Fee	•……..…$125.00
RESIDENTIAL BUILDING FEES	
Dwellings Single Detached (≤ 3.200 sq. ft.) Townhome/Semi (≤ 2,500 sq. ft.) Apartment Dwelling (≤ 1,500 sq. ft.)	 • .....$3,200.00 per unit • .....$2,500.00 per unit • .....$1,500.00 per unit

Seasonal (≤ 600 sq. ft.) foundation / plumbing / HVAC / Insulation / woodstove extra Dwellings over the prescribed maximum will be subject to additional charges	• .....$1,200.00 per unit • .....$0.50/sq. ft.
Accessory Dwellings Coach House Apartment Unit (or second dwelling in a house)	 • .....$2,500.00 per unit • .....$1,500.00 per unit
Accessory Structures **Garage / Sheds / C-Cans** (new or additions) On Grade foundation Below Grade Foundation Structures over 1,200 sq. ft. will be subject to additional charges Plumbing/HVAC/Insulation/solid fuel extra-see below **Deck/Landing/Porch** No below grade foundation Below grade foundation With covered roof or 2 storey	 • .....$150.00 • .....$250.00 • .....$0.25/sq. ft. • .....$150.00 • .....$250.00 • $300.00
Alterations Additions - New Above Grade Living Space - foundation / plumbing / HVAC/ Insulation extra – see below Basement Finishing (plumbing extra) Foundation (new) Foundation (structural or another repair) Plumbing / Insulation / HVAC / Solid Fuel Renovation to existing building	 • .....$1.00/sq. ft. • .....$200.00 • .....$250.00 • .....$150.00 • .....Minimum Fee • . 2% of the Value of Construction for first $1,000,000 and 1% of valuation thereafter
COMMERCIAL or INDUSTRIAL or INSTITUTIONAL BUILDING FEES	
Buildings New or Additions	
Group A-1 & A-3	• .....$2.00/sq. ft.
Group A-2 & A-4	• .....$1.50/sq. ft.
Group B-1	• .....$2.50/sq. ft.
Group B-2	• .....$2.00/sq. ft.
Group B-3	• .....$1.50/sq. ft.
Group D & E	• .....$1.00/sq. ft.

Group F-1	• .....$1.25/sq. ft.
Group F-2 & F-3	• .....$1.00/sq. ft.
Alterations / Renovation / Interior Fit-Up to existing buildings Groups A, B, D, E & F	• . 2% of the Value of Construction for first $1,000,000 and 1% of valuation thereafter
AGRICULTURAL BUILDING FEES	
Conventional Barns/sheds ≤6,420 sq. ft. and ≤ 3 storeys On ground foundation Below Grade Foundation	 • .....$150.00 • $250.00
Manure Nutrient Storage	• $300.00
Fabric/Coverall Storage, grain bin	• $150.00
Engineered Farm Buildings (Part 4)	• $600.00
MISCELLANEOUS BUILDING FEES and CHARGES	
Conditional Building Permit Agreement	• $200.00
Demolition Permit	• ..... 1% of the Value of Construction
Private Pool or Hot Tub	• $150.00
Change of Use Permit No Construction	• .....Minimum Fee
Renewal of Permit (Re-inspection fees extra) 1st Renewal 2nd Renewal 3rd Renewal 4th Renewal and all subsequent renewals	 • .....$125.00 • .....$250.00 • .....$375.00 • $500.00
Occupancy & Use Certificate Inspection	• .....Minimum Fee
Alterations/Revisions to Permits or Submitted Plans	• .....Minimum Fee
Limiting Distance Agreement	• $200.00
Re-Inspection (per inspection, where previous inspection failed or was deemed not complete or not ready)	• .....Minimum Fee
Permit Transfer to new Owner	• .....Minimum Fee
Construction without a permit surcharge fee Major – additions, renovations, fit-up Minor – decks, sheds, pools, hot tubs *Applied at the discretion of the CBO	 • ..... $2,500.00 maximum • ..... $1,000.00 maximum

Registration of an Order or Agreement on the property title	• ..... at cost and supported by invoices
Application of alternative solution base evaluation by CBO Third party evaluation fee, as required	• ..... $300.00 maximum • ..... at cost and supported by invoices
Access to an archived Building Permit Record Per property single record search Multiple records – cost per record search (reproduction costs extra)	• .....$75.00 • $25.00
Building Fees added to property tax roll	• … 25% surcharge outstanding fees applied to tax account
SIGN PERMIT FEES	
Fascia / Awning/ Banner/ Sidewalk	• $125.00
Sidewalk sign (annual renewal)	• $60.00
Billboard sign	• $500.00
Portable/Trailer sign	• $300.00
Ground mounted pedestal sign	• $125.00
Sign Variance	• $250.00
Place/Install sign prior to obtaining permit	• $125.00

DAY CARE (fee per day)	
Infant Program Full-time Part-time	 • ..... $64.25 • $69.35
Toddler Program Full-time Part-time	 • ..... $54.00 • $59.00
Preschool Program Full-time Part-time	 • ..... $45.90 • $48.95
Kindergarten Program Before & After School Before or After School Before & After School – Part-time Before or After School – Part-time Full Day	 • ..... $24.45 • ..... $19.25 • ..... $26.55 • ..... $21.45 • $37.75
School Age Program	

Before & After Full Time Before or After Full Time Before & After Part Time Before or After Part Time Full Day	• ..... $22.45 • ..... $17.15 • ..... $24.45 • ..... $19.25 • $35.70
ALMONTE OLD TOWN HALL	
AUDITORIUM **All rates are subject to HST.**	
Rental Fees Resident/Community Group **Hourly Rate Weekdays** **Hourly Rate Weekend Days (8:00AM to 4:00PM)** **Morning 8:00 a.m. – 12 noon** Monday – Sunday **Afternoon 12 noon – 4:00 p.m.** Monday –Sunday **Evening 4:00 p.m. – 1:00 a.m.** Monday- Thursday and Sunday Friday and Saturday	• ..... $20.00 • ..... $25.00 • ..... $36.75 • ..... $67.00 • ..... $100.00 • ..... $130.00 • .. + Cleaning Fee (if applicable) - $75 (50-125 people) $100 (125+ people) (charged post event) • ..... + improvement fee $2 per ticket or 50% of rental rate for non-ticketed events
Rental Fees Non Resident **Morning 8:00 a.m.– 12 noon** Monday – Sunday **Afternoon 12 noon – 4:00 p.m.** Monday – Friday Saturday and Sunday **Evening 4:00 p.m. – 1:00 a.m.** Monday – Wednesday Thursday Friday and Saturday	• ..... $55.00 • ..... $80.00 • ..... $115.00 • ..... $100.00 • ..... $130.00 • $190.00

Sunday	• ..... $100.00 • ... + Cleaning Fee (if applicable) - $75 (50-125 people) $100 (125+ people) (charged post event) • ..... + improvement fee $2 per ticket or 50% of rental rate for non-ticketed events
Wedding Reception/ Private Function	• $700.00
Equipment Rental Stage Lights Spot Light Panels & Track Lights Projector and Screen Sound Equipment – Full Complement Sound Equipment Small Sound Set-up	 • ..... $100.00 • ..... $25.00 • ..... $100.00 • ..... $25.00 • ..... $250.00 • $100.00
MULTI-PURPOSE ROOM Resident Community/ Affiliate Group Private/Commercial Function (e.g. wedding, reception, meeting, staff function)	 • ..... $15.00/ hour • ..... $25.00/ hour

RECREATION	
ICE RENTAL RATES **All ice rental rates are an hourly rate and are subject to HST.**	
Prime Time – Minor Resident	• $138.00
Non Prime Time – Minor Resident	• $114.00
Prime Time – Adult Resident	• $194.00
Non Prime Time – Adult Resident	• $161.00
Prime Time – Non Resident	• $231.00
Non Prime Time – Non Resident	• $197.00
Tournament Rate – Minor Sports	• $138.00
Tournament Rate – Adult Resident	• $156.00
Tournament Rate – Broomball	• $135.00
Tournament Rate – Adult Non- Resident	• $231.00
SLAB RENTAL RATES	

All slab rental rates are subject to HST.	
Monday – Thursday	• $39.00/hr
Friday – Sunday Rec Bar/no alcohol	• $64.00/hr
Friday – Sunday Client Bar	• $118.00/hr
Service Club/Non-Profit Rec Bar/no alcohol	• $482.00/booking
Service Club/Non-Profit Client Bar	• $656.00/booking
Resident – Rec Bar/no alcohol	• $482.00/booking
Resident – Client Bar	• $803.00/booking
Non Resident – Rec Bar/no alcohol	• $566.00/booking
Non Resident – Client Bar	• $1,048.00/booking
HALL RENTAL RATES **All hall rental rates are subject to HST.**	
Monday – Thursday	• $35.00/hr
Friday – Sunday Rec Bar/no alcohol	• $62.00/hr
Friday – Sunday Client Bar	• $122.00/hr
Resident – Rec Bar/no alcohol	• $291.00/booking
Resident – Client Bar	• $584.00/booking
Non Resident – Rec Bar/no alcohol	• $328.00/booking
Non Resident – Client Bar	• $617.00/booking
CEDAR HILL SCHOOL HOUSE HALL RENTAL RATES **All hall rental rates are subject to HST.**	
Daily excluding heat	• $87.00
Daily including heat	• $109.00
Hourly rental (1/2 day or less)	• $23.00/hr
BASEBALL DIAMOND RENTAL RATES **All rental rates are subject to HST.**	
Hourly Rental (No lights required)	• $17.00/hr
Hourly Rental (Lights required)	• $21.00/hr
BAR BEVERAGE RATES/BEVERAGE **All rates include HST**	
Beer	• $5.25
Liquor	• $5.25
Coolers	• $6.25
Wine (per glass)	• $5.25
Wine (per bottle)	• $18.00

COMMUNITY AND ECONOMIC DEVELOPMENT	
BANNER INSTALLATION **Per sign subject to HST**	
Non Profit Groups/Events	• $150.00
For Profit Groups/Event	• $200.00

BUILDING

Minimum Building Permit Fee	• $125.00
RESIDENTIAL BUILDING FEES	
Dwellings	
Single Detached ~~Family~~ (≤ 3.200 sq. ft.)	• ..... $3,200.00 per unit
Townhome/Semi (≤ 2,500 sq. ft.)	• ..... $2,500.00 per unit
Apartment Dwelling (≤ 1,500 sq. ft.)	• ..... $1,500.00 per unit
Seasonal (≤ 600 sq. ft.) foundation / plumbing / HVAC / Insulation / solid fuel extra	• ..... ~~$600.00~~ $1200.00 per unit It did not seem reasonable that a seasonal cottage, which would require same review time and just about same inspection time should not reflect the hours to complete project.
Dwellings over the prescribed maximum will be subject to additional charges	• ..... $0.50/sq. ft.
Accessory Dwellings	
Coach House	• ..... $2,500.00 per unit
Apartment Unit (or second dwelling in a house)	• ..... $1,500.00 per unit
Accessory Structures	We recently had a 3000 sq, ft. accessory structure 3 vehicle with loft for $250.00.
Garage / Sheds / C-Can (new or additions)	
~~No~~ On-Grade foundation	• $150.00
Below Grade Foundation	• $250.00
Structures over 1200 sq. ft. will be subject to additional charges.	• ..... $0.25/sq. ft.
Plumbing / HVAC / Insulation / solid fuel extra - see below.	
Deck/Landing/Porch	
~~Floating,~~ No below grade foundation	• $150.00
~~With b~~ Below grade foundation	• $250.00
With covered roof or 2 storey	• $300.00
Alterations	
Additions - New Above Grade Living Space - foundation / plumbing / HVAC/ Insulation extra – see below	• ..... $1.00/sq. ft.
Basement Finishing (plumbing extra)	• $200.00
Foundation (new)	• $250.00
Foundation (structural or other repair)	• $150.00
Plumbing / Insulation / HVAC / Solid Fuel	• ..... Minimum Fee
~~HVAC or Solid Fuel Burning Device~~	• ..... ~~$125.00~~
~~Insulation~~ Consolidated above	• ..... ~~$125.00~~

Renovation to existing building This fee has not been evaluated in many years … it came to our attention with the larger projects like OMNI that the cost to renovate was higher than constructing a new building. This is the going rate in other jurisdictions.	• …2% of the Value of Construction for first $1,000,000 and 1% of valuation thereafter.
COMMERCIAL or INDUSTRIAL or INSTITUTIONAL BUILDING FEES	
Buildings New or Additions	• ~~…$1.00/sq. ft.~~
Group A-1 & A-3	• …$2.00/sq. ft.
Group A-2 & A-4	• …$1.50/sq. ft.
Group B-1	• …$2.50/sq. ft.
Group B-2	• …$2.00/sq. ft.
Group B-3	• …$1.50/sq. ft.
Group D & E	• …$1.00/sq. ft.
Group F-1	• …$1.25/sq. ft.
Group F-2 & F-3	• …$1.00/sq. ft.
~~Fabric/Coverall Buildings/Tents~~	• ~~…2% of the Value of Construction~~
~~Air Support Structure/Dome~~	• ~~…$4,500.00~~
Alterations / Renovation / Interior Fit Up to existing buildings Groups A, B, D, E & F This fee has not been evaluated in many years … it came to our attention with the larger projects like OMNI that the cost to renovate was higher than constructing a new building. This is the going rate in other jurisdictions.	• …2% of the Value of Construction for first $1,000,000 and 1% of valuation thereafter
~~**Pre-Fab Storage/Warehouse Structures**~~ ~~<1,500 sq. ft.~~ ~~1,500-2,999 sq. ft.~~ ~~>3,000 sq. ft.~~	 • ~~…$600.00~~ • ~~…$800.00~~ • ~~…$1,200.00~~
~~C-Can or Repurposed Vehicle (not modified)~~ ~~No Foundation~~ ~~Below Grade Foundation~~ ~~C-Can or Repurposed Vehicle (Modified)~~ THE ABOVE FEES HAVE NOT BEEN CANCELLED … THEY HAVE BEEN RE-CATEGORIZED AND CAPTURED ACCORDING TO THE BUILDING CODE GROUPS ABOVE. THIS SIMPLIFIES AND COORDINATES BETTER WITH THE CODE.	 • ~~…$150.00~~ • ~~…$250.00~~ • ~~… See Pre-Fab Structure~~
AGRICULTURAL BUILDING FEES	

Conventional Barns/sheds~~/grain bins~~ ≤ 6420 sq. ft. and ≤ 3 storeys ~~≤ 592 sq.~~ ft On-ground foundation ~~>592 sq. ft.~~ Below grade foundation BETTER DESCRIBES THE BUILDING.	• .....$150.00 • $250.00
Manure ~~Storage/Digesters~~ Nutrient Storage	• $300.00
Fabric/Coverall Storage, grain bin	• $150.00
Engineered Farm Buildings (Part 4) PART 4 IS THE ENGINEERING REQUIREMENT FOR BUILDINGS.	• $600.00
MISCELLANEOUS BUILDING FEES and CHARGES	
Conditional Building Permit Agreement	• $200.00
Demolition Permit	~~2%~~ 1% of the Value of Demolition
Private Pool or Hot Tub	• $150.00
Change of Use Permit ~~+ Fees required for~~ No Construction. BETTER DESCRIBES THE REQUIREMENT WHEN A BUILDING CHANGES USE WITHOUT REQUIRING CONSTRUCTION. PERMIT REQUIRED TO ASSESS HAZARD INDEX AND CONSTRUCTION INDEX.	• ..... Minimum Fee
Renewal of Permit (Re-inspection fees extra) 1st Renewal 2nd Renewal 3rd Renewal 4th Renewal and all subsequent renewals ~~5th renewal~~ ~~Each year after the 5th renewal~~ THE FEE FOR RENEWAL PAST 4 YEARS APPEARS TO BE UNSUPPORTABLE. AN OLD 7 YEAR PERMIT AT $2500.00 and following year $5000.00 could not be supported in court.	• .....$125.00 • .....$250.00 • .....$375.00 • .....$500.00 • .....~~$625.00~~ • ..... ~~Double previous year renewal fee~~
Occupancy & Use Certificate Inspection	• ..... Minimum Fee
Alterations/Revisions to Permits or Submitted Plans	• ..... Minimum Fee
Limiting Distance Agreement	• $200.00
Re-Inspection (per inspection, where previous inspection failed or was deemed not complete or not ready)	• ..... Minimum Fee
Permit Transfer to new Owner	• ..... Minimum Fee
Construction without a permit surcharge fee	

Major – additions, renovations, fit-up Minor – decks, sheds, pools, hot tubs *Applied at the discretion of the CBO THE PREVIOUS FEES DID NOT APPEAR TO MAKE MUCH OF AN IMPACT. MAXIMUM FEE TO BE APPLIED FOR PROFESSIONAL CONTRACTOR THAT KNOW BETTER. THE AMOUNT OF TIME REQUIRED TO MAKE SURE AND CORRECT PROBLEMS WHEN A PROJECT STARTS WITHOUT A PERMIT IS EASILY 4X'S THAT OF A REGULAR PROJECT. COOPERATION IS PARAMOUNT AND FEE REDUCTION IS THE NORMAL.	• .....$2,500.00 maximum • .....$1000.00 maximum
Registration of an Order or Agreement on the property title	• …….. at cost and supported by invoices
Application of alternative solution base evaluation by CBO Third party evaluation fee, as required	• .....$300.00 maximum • …….. at cost and supported by invoices
Access to an archived Building Permit Record Per property single record search Multiple records – cost per record search (reproduction costs extra) REAL COST TO PROVIDE SERVICE.	• .....$75.00 • $25.00
Building Fees added to property tax roll	• … 25% surcharge outstanding fees applied to tax account
SIGN PERMIT FEES	
Fascia / Awning/ Banner/ Sidewalk	• $125.00
Sidewalk sign (annual renewal)	• $60.00
Billboard sign	• $500.00
Portable / Trailer sign	• $300.00
Ground mount pedestal sign	• $125.00
Sign Variance	• $250.00
Administration fee over and above sign FEE to Place / Install Sign prior to obtaining permit COST TO FOLLOW UP AND ADMINISTER.	• $125.00