

2020 Operations Budget – December 9, 2019



Topics

- Budget Timeline
- Transportation
- Environmental
- Parks & Recreation
- Water & Wastewater

Budget Timeline



Transportation

- Operations
- Paving
- Bridges
- Traffic
- Sidewalks
- Snow Removal
- Parking Lot
- Street Lighting

Operations 1 of 2



2020 Budget Operations

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Salaries & Benefits	1,079,920	1,068,986	1,103,801	34,815	
Travel Mileage	-	250	-	(250)	
Travel Accommodation	-	1,500	-	(1,500)	
Travel Non Mileage	-	3,000	-	(3,000)	
Travel Meals	113	600	150	(450)	
Training Accommodation	3,435	6,000	3,500	(2,500)	
Training Non-Mileage	636	500	700	200	
Training Meals	1,368	1,550	1,400	(150)	
Training Other	-	850	-	(850)	
Training Fees	19,101	17,000	17,000	-	
Conference Fees	48	1,000	1,000	-	
Membership Fees	-	700	350	(350)	
Professional Dues	47	-	50	50	
Meeting Expenses	-	1,000	-	(1,000)	
Office Supplies	1,097	600	1,100	500	

Operations 2 of 2



2020 Budget Operations

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Computer Printer Supplies	353	750	400	(350)	
External Printing Costs	-	350	-	(350)	
Supplies Other	-	600	-	(600)	
Computer Licenses	55	-	100	100	
Advertising Recruitment	611	-	650	650	
Telephone	182	-	200	200	
Cellular Services	1,143	1,400	1,200	(200)	
Data Communications	2,057	1,400	2,100	700	
Vehicle Fuel	4,552	2,550	4,600	2,050	
Licensing Vehicles	46	-	50	50	
Vehicle Supplies Other	1,068	100	1,100	1,000	
Clothing Allowance	774	-	800	800	
Answering Services	731	150	750	600	
Legal Fees	-	550	-	(550)	
Total	1,117,336	1,111,386	1,141,001	29,615	
				2.7%	

Paving



2020 Budget Paving

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Asphalt Cold Mix	5,722	5,400	5,400	-	
Contracted Services	13,656	13,600	13,600	-	
Maintenance Contract	261,810	261,810	261,810	-	To match funding
Total	281,188	280,810	280,810	-	

Bridges



2020 Budget Bridges

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Inspections	2,000	2,000	-	(2,000)	Next report 2021
Total	2,000	2,000	-	(2,000)	

Sidewalks



2020 Budget Sidewalks

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Other	424	-	500	500	
Gravel	2,066	5,000	2,500	(2,500)	
Contracted Services	5,255	5,000	5,300	300	
Maintenance Contract	50,528	51,000	51,000	-	
Transfer to Reserve	12,500	12,500	12,500	-	
Total	70,773	73,500	71,800	(1,700)	

Winter Maintenance



2020 Budget Winter Mtce

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Sand	11,244	9,100	10,000	900	
Salt	36,495	41,000	40,000	(1,000)	
Snow Removal	46,156	40,700	43,000	2,300	
Transfer to Reserve	11,700	11,700	11,700	-	
Total	105,596	102,500	104,700	2,200	

Parking Lots



2020 Budget Parking Lots

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Hydro	363	450	400	(50)	
Total	363	450	400	(50)	

Street Lighting



2020 Budget Street Lighting

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Equipment Repairs	14,946	24,600	20,000	(4,600)	
Hydro	55,928	48,700	56,000	7,300	
Contracted Services	-	2,200	-	(2,200)	
Maintenance Contract	6,916	9,150	7,000	(2,150)	
Debenture Payment	50,000	50,000	50,000	-	
Total	127,790	134,650	133,000	(1,650)	

Environmental Services

- Storm Sewers
- Waste Collection
- Waste Disposal
- Waste Diversion

Storm Sewers



2020 Budget Storm Sewers

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Contracted Services	26,575	26,000	26,000	-	
Debenture Payments	42,075	42,300	42,300	-	
Transfer to Reserves	1,000	1,000	1,000	-	
Total	69,649	69,300	69,300	-	

Waste Collection



2020 Budget Waste Collect

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Garbage Bags	18,419	20,000	20,000	-	
Waste Collection	84,428	83,200	85,000	1,800	
Supplies	872	-	1,000	1,000	
Transfer to Reserves	2,000	2,000	2,000	-	
Total	105,719	105,200	108,000	2,800	

Waste Disposal



2020 Budget Waste Disp

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Waste Disposal Contracts	45,870	45,000	46,000	1,000	
Total	45,870	45,000	46,000	1,000	

Waste Diversion



2020 Budget Waste Diversion

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
External Printing Costs	972	2,600	1,000	(1,600)	
Advertising Community	2,408	2,700	2,500	(200)	
Diversion Contract	75,276	73,600	76,000	2,400	
Transfer to Reserve	4,700	4,700	4,700	-	
Total	83,356	83,600	84,200	600	

Parks & Recreation

- Walker House
- Recreation - Culture
- Parks
- Recreation - Programs
- Marina
- Pool
- Community Centre
- Museum

Walker House



2020 Budget Walker House

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Salaries & Benefits	70,805	70,567	73,448	2,881	
Conferences	48	1,100	750	(350)	
Health & Safety Supplies	32	-	50	50	
Insurance	1,804	1,800	1,850	50	3% Increase
Office Supplies	-	700	-	(700)	
Other	-	100	-	(100)	
Computer printer supplies	73	-	100	100	
Program Expenses	16,251	17,500	16,500	(1,000)	
Janitorial Supplies	385	400	400	-	
Maintenance Supplies	398	1,750	400	(1,350)	
Cleaning Contracts	2,443	-	-	-	Now In-House
Repairs	3,875	1,000	1,000	-	
Repairs	766	-	800	800	
Hydro	1,839	2,000	1,900	(100)	
Heat	1,495	2,000	1,500	(500)	
Water	307	400	350	(50)	
Sewer	512	600	550	(50)	
Cellular Services	876	400	900	500	
Data Communications	1,140	1,100	1,200	100	
Building & Content Insurance	583	600	600	-	3% Increase
Contracted Services	378	-	400	400	
Inspections	305	-	350	350	
Inspections	-	50	-	(50)	
Transfer to Reserves	1,750	1,750	1,750	-	
Total	106,064	103,817	104,798	981	
				0.9%	

Recreation - Culture



2020 Budget Rec-Culture

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Grants to Others	175,401	175,421	175,421	-	Library & Community Grants
Transfer to Reserves	25,000	25,000	25,000	-	
Total	200,400	200,421	200,421	-	

Parks 1 of 2



2020 Budget Parks

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Training Meals	215	-	250	250	
Training Fees	3,781	-	4,000	4,000	
Membership Fees	1,269	-	1,300	1,300	
Professional Dues	-	150	-	(150)	
Health & Safety Supplies	94	250	100	(150)	
Liability Insurance	8,381	8,300	8,650	350	3% Increase
Supplies Other	-	1,200	-	(1,200)	
Courier	-	150	-	(150)	
Freight	-	100	-	(100)	
Other	1,056	1,650	1,000	(650)	
Office Equipment	-	800	-	(800)	
Advertising Recruitment	169	-	200	200	
Cleaning supplies	13	-	50	50	
Maintenance Supplies	2,853	3,900	3,000	(900)	
Maintenance Contract	45,964	42,700	46,000	3,300	
Landscaping	14,902	18,200	16,000	(2,200)	
Building Repairs	1,832	2,050	2,000	(50)	
Hydro	5,165	6,000	5,200	(800)	

Parks 2 of 2



2020 Budget Parks

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Cellular Services	5,485	4,100	5,500	1,400	
Data Communications	1,578	1,150	1,600	450	
Insurance	1,273	1,300	1,350	50	
Fuel	596	150	600	450	
Tools	67	17,700	12,500	(5,200)	
Vehicle Parts	7,177	2,200	8,000	5,800	
Equipment Supplies	110	150	150	-	
Vehicle Repairs	1,894	100	2,000	1,900	
Vehicle Insurance	2,440	2,450	2,500	50	3% Increase
Safety Devices	-	500	-	(500)	
Uniforms / Clothing	2,289	2,700	2,300	(400)	
Contracted Services	(0)	600	-	(600)	
Security Services	-	750	-	(750)	
Rental Equipment	241	3,000	1,500	(1,500)	
Bank Fees	639	450	650	200	
Transfer to Reserves	24,200	24,200	24,200	-	
Debenture Payment	81,000	81,000	81,000	-	
Total	214,682	227,950	231,600	3,650	
				1.6%	

Rec - Programs



2020 Budget Rec - Program

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Salaries & Benefits	54,470	55,578	57,808	2,230	
Training Fees	3,000	3,050	3,000	(50)	
Conference Fees	-	200	-	(200)	
External Printing Costs	3,970	4,500	4,000	(500)	
Postage	140	-	150		
Program Expenses	-	13,000	-	(13,000)	
Classes	4,150	-	4,200	4,200	
Programs	2,750	-	3,000	3,000	
Day Trips	3,633	-	3,700	3,700	
Total	72,113	76,328	75,858	(620)	

Marina 1 of 2



2020 Budget Marina

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Salaries & Benefits	91,543	88,777	91,620	2,843	
Travel Mileage	94	-	100	100	
Travel Meals	57	-	100	100	
Training Mileage	-	100	-	(100)	
Training Fees	892	1,200	1,000	(200)	
Membership Fees	245	1,000	300	(700)	
Meeting expenses	27	-	50	50	
Health & Safety Supplies	812	300	850	550	
Liability Insurance	17,929	17,950	18,500	550	3% Increase
Office Supplies	622	150	700	550	
Computer Printing Supplies	51	-	100	100	
Parts	157	300	200	(100)	
Other	3,525	1,450	3,500	2,050	
Office Equipment	1,009	-	1,000	1,000	
Admin Computer	397	-	400	400	
Equipment Maintenance	2,000	2,000	2,000	-	
Advertising Recruitment	976	-	1,000	1,000	
Promotional Materials	376	-	400	400	
Janitorial Cleaning Supplies	1,221	2,650	1,500	(1,150)	
Maintenance Supplies	2,638	2,400	2,700	300	
Maintenance Contracts	6,216	14,500	6,250	(8,250)	
Building Repairs	6,168	1,500	6,200	4,700	

Marina 2 of 2



2020 Budget Marina

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Other Building Contracts	651	-	700	700	
Hydro	7,543	10,000	8,000	(2,000)	
Water	2,410	11,970	2,500	(9,470)	
Sewer	2,566	12,150	2,600	(9,550)	
Telephone	920	800	1,000	200	
Cellular Services	1,341	900	1,400	500	
Data Communications	3,394	700	3,400	2,700	
Building & Contents Insurance	721	750	750	-	3% Increase
Fuel	-	100	-	(100)	
Tools	395	-	400	400	
Signs & Boards	1,247	300	1,250	950	
Gas	73,959	95,200	74,000	(21,200)	
Diesel	10,663	14,000	10,700	(3,300)	
Ice	1,714	1,900	1,750	(150)	
Drinks	620	500	650	150	
Uniforms	1,842	700	2,000	1,300	
Contracted Services	8,808	5,000	9,000	4,000	
Security Services	41,207	40,000	42,000	2,000	
Waste Collection	916	2,450	1,000	(1,450)	
Write-Offs	-	100	-	(100)	
Credit Card Charges	10,516	8,100	10,500	2,400	
Transfer to Reserves	43,500	43,500	43,500	-	
Total	351,889	383,397	355,570	(27,827)	-7.3%

Pool



2020 Budget Pool

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Salaries & Benefits	53,389	68,227	69,415	1,188	June - August 31st
Training Fees	175	250	200	(50)	
Training Materials	-	200	-	(200)	
Membership Fees	246	200	250	50	
Health & Safety Supplies	24	250	200	(50)	
Office Supplies	634	100	650	550	
External Printing Costs	-	100	-	(100)	
Supplies Other	897	4,350	2,000	(2,350)	
Office Equipment	241	-	250	250	
Equipment Maintenance	-	1,500	-	(1,500)	
Advertising Community	-	200	-	(200)	
Public Relations	420	-	450	450	
Maintenance Supplies	2,076	200	2,100	1,900	
Maintenance Contracts	-	1,000	500	(500)	
Repairs	-	450	250	(200)	
Hydro	2,552	3,100	2,600	(500)	
Heat	2,174	1,600	2,200	600	
Water	228	400	250	(150)	
Sewer	399	650	400	(250)	
Telephone	1,083	1,850	1,100	(750)	
Data Communications	763	-	800	800	
Building & Contents Insurance	637	650	650	-	
Uniforms	534	600	600	-	
Pool - Chemicals	3,183	3,500	3,300	(200)	
Badges	631	1,150	750	(400)	
Contracted Services	-	400	-	(400)	
Transfer to Reserves	2,100	2,100	2,100	-	
Total	72,387	93,027	91,015	(2,012)	
				-2.2%	

Community Centre



2020 Budget Comm Centre

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Membership Fees	189	-	200	200	
Health & Safety Supplies	3,528	2,000	3,600	1,600	
Liability Insurance	32,160	32,200	33,150	950	3% Increase
Office Supplies	47	-	50	50	
Other	81	-	100	100	
Janitorial Cleaning Supplies	-	2,000	-	(2,000)	
Maintenance Supplies	516	-	600	600	
Maintenance Contracts	2,384	5,000	3,000	(2,000)	
Repairs	1,715	5,000	2,000	(3,000)	
Hydro	13,537	15,000	14,000	(1,000)	
Heat	4,374	4,000	4,500	500	
Water	518	800	550	(250)	
Sewer	722	800	750	(50)	
Telephone	1,826	1,400	1,850	450	
Data Communications	2,253	3,100	2,300	(800)	
Building & Contents Insurance	4,880	4,900	5,050	150	3% Increase
Arena Supplies	38	-	50	50	
Security	463	600	500	(100)	
Rental Equipment	110	2,000	500	(1,500)	
Grants to Others	11,600	11,600	11,600	-	
Transfer to Reserves	235,000	235,000	235,000	-	
Total	315,942	325,400	319,350	(6,050)	-1.9%

Museum



2020 Budget Museum

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Liability Insurance	467	500	500	-	
Other	168	100	200	100	
Maintenance Supplies	-	50	-	(50)	
Repairs	-	1,000	-	(1,000)	
Other Building Contracts	-	50	-	(50)	
Other Building Contracts	-	50	-	(50)	
Hydro	617	1,000	650	(350)	
Heat	1,094	1,700	1,100	(600)	
Water	211	350	250	(100)	
Sewer	370	600	400	(200)	
Telephone	976	1,550	1,000	(550)	
Building & Contents Insurance	509	500	525	25	3% Increase
Security Services	346	500	350	(150)	
Contracted Services	3,645	2,600	3,700	1,100	
Transfer to Reserves	21,000	21,000	21,000	-	
Total	29,404	31,550	29,675	(1,875)	-5.9%

Water and Wastewater

- Wastewater Collection
- Wastewater Treatment Plant
- Water Treatment Plant
- Water Distribution

Wastewater Collection



2020 Budget WW Collection

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Salaries & Benefits	66,678	67,755	69,296	1,541	
Insurance	7,851	7,625	8,100	475	3% Increase
Staff Training	-	5,500	5,500	-	
Repairs	18,937	18,750	19,000	250	
Hydro	32,736	33,200	33,000	(200)	
Heat	683	700	700	-	
Building Insurance	690	700	700	-	3% Increase
Contracted Services	83,634	75,000	85,000	10,000	
Property Taxes	2,100	2,100	2,100	-	
Debenture Payments	164,570	164,570	164,570	-	
Transfer to Reserves	81,630	63,608	51,542	(12,066)	
Insurance Claims	-	20,000	20,000	-	
Total	459,508	459,508	459,508	-	

Wastewater Treatment Plant



2020 Budget Waste WTP

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Liability Insurance	5,808	5,808	5,983	175	3% Increase
Repairs & Mtce	154,434	131,520	136,360	4,840	
Hydro	158,945	154,107	166,892	12,785	
Heat	9,485	9,670	9,959	289	
Water	4,514	776	1,000	224	
Telephone	2,084	2,138	2,146	8	
Property Tax	11,474	11,474	11,818	344	3% Increase
Building - Insurance	15,171	15,171	15,626	455	3% Increase
Service Fees	16,288	16,320	16,695	375	2.5% Increase
Contracted Services	63,921	63,921	65,519	1,598	2.5% Increase
Engineering Fees	5,000	5,000	5,000	-	2% Increase
Water Treatment Contract	299,436	299,434	305,425	5,991	2% Increase
Debenture Payments	343,827	343,827	343,827	-	
Transfer to Reserves	108,912	140,135	113,050	(27,085)	
Outlet Rental Fee	495	493	495	2	
Total	1,199,794	1,199,794	1,199,794	0	

Water Treatment Plant



2020 Budget Water TP

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Admin Allocation	55,290	55,290	56,396	1,106	
Maintenance Contracts	-	900	-	(900)	
Repairs	7,953	7,100	10,000	2,900	
Hydro	87,582	108,550	90,000	(18,550)	
Heat	5,919	8,100	6,500	(1,600)	
Water	-	150	-	(150)	
Liability Insurance	9,177	9,200	9,500	300	3% Increase
Data Communications	3,748	3,500	3,800	300	
Building & Contents Insurance	7,931	8,100	7,950	(150)	
Contracted Services	30,823	30,000	31,000	1,000	
Security Services	216	-	300	300	
Transfer to Reserves	147,437	125,186	136,063	10,877	
Water Treatment Contract	228,336	228,336	232,903	4,567	2% Increase
Total	584,412	584,412	584,412	(0)	

Water Distribution 1 of 2



2020 Budget Water Distrib

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Salaries & Benefits	195,909	193,725	196,651	2,926	
Travel Meals	-	100	-	(100)	
Training Mileage	2,838	5,200	5,200	-	
Training Accommodation	1,662	3,900	3,900	-	
Training Meals	459	900	900	-	
Training Fees	5,528	7,300	7,300	-	
Conference Fees	-	750	750	-	
Membership Fees	341	700	700	-	
Health & Safety Supplies	-	500	500	-	
Insurance	2,970	2,900	3,100	200	3% Increase
Supplies Other	-	150	-	(150)	
Other Expenses	74	50	100	50	
Advertising Community	394	250	400	150	
Maintenance Supplies	1,198	19,800	19,000	(800)	
Hydro	1,006	1,400	1,100	(300)	
Telephone	381	400	400	-	
Cellular Service	1,515	1,400	1,550	150	
Data	384	350	400	50	

Water Distribution 2 of 2



2020 Budget Water Distrib

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Tools	122	10,200	10,000	(200)	
Parts	837	750	1,000	250	
Building & Contents Insurance	1,910	1,900	2,000	100	
Pipe Fittings	13,785	30,000	30,000	-	
Uniforms / Clothing	678	800	800	-	
Contracted Services	96,956	72,500	100,000	27,500	
Legal Fees	-	5,000	5,000	-	
Engineering Fees	904	50,000	10,000	(40,000)	
Storm Sewer Contracts	-	2,400	2,400	-	
Water Distribution Contracts	11,681	75,000	75,000	-	
Rental Equipement	-	1,000	-	(1,000)	
Bad Debts	1,811	5,000	5,000	-	
Transfer to Reserves	220,069	69,086	80,260	11,174	
Debenture Payments	67,860	67,860	67,860	-	
Total	631,271	631,271	631,271	-	

Summary to Date Expenses

	2019 Budget	2019 Projection	2020 Budget	Budget to Budget	Budget to Projection	Notes	Transfer to Reserves
Health Services	361,271	348,722	356,587	(4,684)	7,865		7,800
Social Services	793,912	793,859	823,022	29,110	29,163		-
Administration	1,287,215	1,276,374	1,301,990	14,775	25,616		255,517
Protective Services	2,145,619	2,073,986	2,165,333	19,564	91,347		300,000
Planning	40,570	50,754	66,824	26,254	16,070		-
Transportation	2,235,751	2,219,414	2,261,191	25,440	41,777		24,200
Environmental	303,100	304,594	307,500	4,400	2,906		7,700
Parks & Recreation	1,441,890	1,362,882	1,408,287	(33,753)	45,506		352,550
Total	8,609,328	8,430,585	8,690,734	81,406	260,150		947,767
% Change				0.9%	3.1%		
Water & Wastewater	2,874,985	2,874,985	2,874,985	-	-		380,915
Modernization	591,400	591,400	-	(591,400)	(591,400)		-

Next Budget Meeting – January 6, 2020

Topics

- Revenue
- Taxation
- Ec Dev
- Tourism
- Library

