



# OPERATING BUDGET

## 2024 Operating Budget Overview

For 2024, the annual net operating budget (net levy) is proposed at \$69,968,495 an increase of \$5,798,195 or 9.04% over 2023 and consists of:

**Table 1**

Inflation and additional funding required to maintain existing service levels, as well as to support statutory compliance, and proposed new/enhanced services	7.51%
Annual increase for Insurance costs in the base budget	0.50%
Special levy dedicated to supporting the Town's State of Good Repair Program (0.78%) and a new special levy for future Healthcare initiatives (0.25%)	1.03%
In-year Council requests	0.00%
<b>TOTAL</b>	<b>9.04%</b>

This increase to the Town's annual operating budget equates to a 4.30% increase to the tax bill (for the Town's portion) and an overall increase of 6.06% when the Region and Education components are included. Table 2 below summarizes both the impact to the Town's operating budget and the impact to the tax bill:

**Table 2**

Net Operating Budget Impact			Tax Bill Impact				
Budget Drivers	2024 Increase to Budget	2024 Increase to Budget	Overall Share of 2023 Tax Bill	2024 Impact on Total Tax Bill	Tax bill increase per \$100,000 of assessment	Tax bill Increase per \$632,500 assessment	Overall Share of 2024 Tax Bill
Maintain current service levels	\$4,502,909	7.02%		3.34%	\$28.46	\$180.01	
Management of existing assets	\$987,600	1.54%		0.73%	\$6.24	\$39.47	
Downloaded/Legislated impacts	\$409,786	0.64%		0.30%	\$2.59	\$16.39	
Corporate & community security	\$621,000	0.97%		0.46%	\$3.92	\$24.79	
Council requests	\$160,400	0.25%		0.12%	\$1.01	\$6.39	
<b>Total Base Operating Budget</b>	<b>\$6,681,695</b>	<b>10.41%</b>		<b>4.95%</b>	<b>\$42.22</b>	<b>\$267.05</b>	
Assessment Growth	-\$883,500	-1.38%		-0.65%	-\$5.58	-\$35.29	
<b>Total Town of Halton Hills</b>	<b>\$5,798,195</b>	<b>9.04%</b>		<b>4.30%</b>	<b>\$36.64</b>	<b>\$231.76</b>	<b>48.89%</b>
Region of Halton		5.10%	47.56%	1.76%	\$15.00	\$94.89	34.19%
Education		0.00%	34.50%	0.00%	\$0.00	\$0.00	16.92%
<b>Total</b>			<b>100.00%</b>	<b>6.06%</b>	<b>\$51.64</b>	<b>\$326.65</b>	<b>100.00%</b>



The right-hand side of Table 2 shows the impact of the budget increase to the residential tax bill, which is an additional \$36.64 per \$100,000 of the residence's current value assessment (CVA). After adding in the impacts of the Regional operating budget increase (5.1%) and school board's budget increase (0.0%), this results in a total increase of \$51.64 per \$100,000 of CVA. For the average assessed value of a residential home in Halton Hills of \$632,500 (per the latest MPAC assessment), this is a total \$326.65 increase to the residential property tax bill in 2024.

The total levy with the increase noted above becomes \$904.34 per \$100,000 of CVA for 2024 with \$442.17 directed towards Town provided services, and the remainder allocated to the Region of Halton (\$309.17), and to the Halton School Boards (\$153.00). This is shown in Table 3 below:

**Table 3**

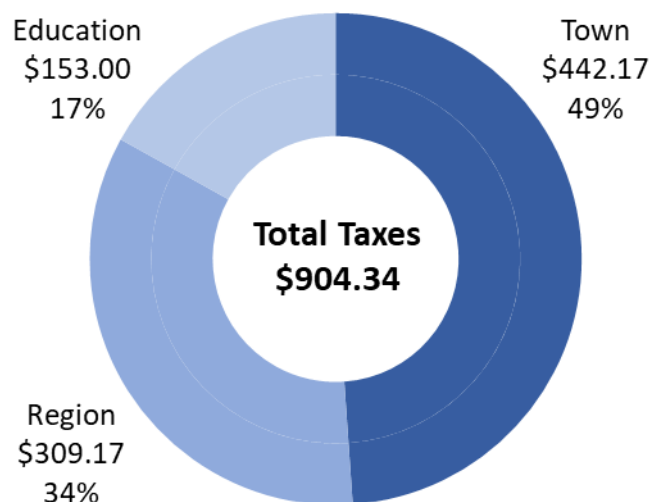
**Property Tax Impact  
(per \$100,000 CVA)**

	2024 Share of Tax Bill	2023 Taxes	2024 Budget Impact	2024 Taxes	\$ Increase on Tax Bill	% Increase on Tax Bill
Town	48.89%	\$405.53	9.04%	\$442.17	\$36.64	4.30%
Region	34.19%	\$294.17	5.10%	\$309.17	\$15.00	1.76%
Education	16.92%	\$153.00	0.00%	\$153.00	\$0.00	0.00%
<b>Total</b>	<b>100.00%</b>	<b>\$852.70</b>	<b>6.06%</b>	<b>\$904.34</b>	<b>\$51.64</b>	<b>6.06%</b>

It is important to note that property taxes are calculated based on the MPAC assessed value of the property and not market prices.

The following chart shows how the 2024 tax bill will be distributed between the Town, Region and School Boards.

**Chart 1**



## Operating Budget – A Corporate Perspective

Table 4 below shows the proposed 2024 gross operating expenditures of \$95.0 million. Non-property tax revenues of \$25.0 million are projected to offset some of these expenditures, resulting in a net budget position of \$70.0 million, that is to be collected through property taxes.

When compared to the 2023 approved budget of \$63.3 million and adjusted for assessment growth of \$883,500, this represents a \$5.8 million or 9.04% increase in the budget requirement for 2024.

**Table 4**

### 2024 Operating Budget

#### Gross Expenditures and Revenues by Category (\$000s)

	2023 Budget (\$)	2024				2024 vs. 2023	
		Base Budget (\$)	Operating Budget Requests (On-going)	Operating Budget Requests (One Time)	Total Budget (\$)	Budget Change	
<b>Gross Expenditures</b>							
Salaries & Benefits	51,169	53,597	1,687	-	55,284	4,115	8.04%
Materials & Supplies	3,904	4,242	-	-	4,242	338	8.67%
Utilities, Services & Other	13,819	15,438	101	50	15,589	1,770	12.81%
Financing & External Transfers	3,713	3,301	-	-	3,301	(412)	-11.10%
Contributions to Reserves	13,325	14,026	160	-	14,187	862	6.47%
Contributions to Capital Fund	2,185	2,377	-	-	2,377	192	8.78%
<b>Total Gross Expenditures</b>	<b>88,115</b>	<b>92,981</b>	<b>1,949</b>	<b>50</b>	<b>94,980</b>	<b>6,865</b>	<b>7.79%</b>
<b>Gross Revenues</b>							
Payment in Lieu of Taxes	(1,859)	(1,859)	-	-	(1,859)	-	0.00%
User Fees & Service Charges	(10,693)	(10,618)	(822)	-	(11,440)	(746)	6.98%
Recoveries & Donations	(1,862)	(1,823)	-	-	(1,823)	39	-2.12%
Development Charges	(2,366)	(2,210)	-	-	(2,210)	156	-6.59%
Grants	(971)	(973)	-	-	(973)	(2)	0.15%
Reserves	(1,630)	(1,340)	(8)	(50)	(1,398)	232	-14.22%
Financing	(3,160)	(3,066)	-	-	(3,066)	94	-2.97%
Other	(2,286)	(2,242)	-	-	(2,242)	44	-1.91%
<b>Total Gross Revenues</b>	<b>(24,828)</b>	<b>(24,131)</b>	<b>(830)</b>	<b>(50)</b>	<b>(25,011)</b>	<b>(183)</b>	<b>0.74%</b>
Assessment Growth						884	-1.38%
ral Levy <sup>1</sup>	(52,039)	(66,739)	(958)	-	(67,697)	(15,658)	24.40%
al Levies <sup>1</sup>	(11,248)	(2,111)	(160)	-	(2,271)	8,977	-13.99%
<b>axation</b>	<b>(63,287)</b>	<b>(68,850)</b>	<b>(1,119)</b>	<b>-</b>	<b>(69,968)</b>	<b>(6,682)</b>	<b>10.41%</b>
<b>Net Operating Budget Impact (Net of Assessment Growth)</b>	<b>(63,287)</b>	<b>(68,850)</b>	<b>(1,119)</b>	<b>-</b>	<b>(69,968)</b>	<b>(5,798)</b>	<b>9.04%</b>

Note:

1. Levy % increases for 2024 are calculated after the 2023 base budget is adjusted for assessment growth  
 (\$63,286,800 + \$883,500 = \$64,170,300)

2. Due to rounding, percent changes presented in this table may not add up precisely to the totals provided

In advance of preparing the 2024 operating budget, staff have undertaken an extensive review of the current economic environment, factored in new assessment growth and collated all commitments from prior years budgets to determine how they will impact the upcoming budget year. Details of these considerations are outlined as follows:

### **Economic Environment**

- Interest rate increases continue to be a challenge with the Bank of Canada overnight interest rate at 5.0%, which will continue to impact the economy in the short term.
- Inflation is also proving to be a challenge, and although there has been some stabilization, the Statistics Canada Consumer Price Index (CPI) rose 3.3% in July 2023 compared with July of 2022.
- The construction price index in Q2 of 2023 reported a 13% year-over-year increase in residential building construction prices in the Toronto area.
- The June 2023 Labour Market report produced by Statistics Canada reported that Ontario's average hourly wage rate in June rose by 3.7% on a year-over year basis.

### **Assessment Growth**

Assessment growth revenues are an important element of the annual budgeted cash inflows and the Town relies on these to minimize tax rate increases. Assessment growth and a correlated increase to tax revenues occurs when new properties are added to the tax roll and/or expansions or additions are made to existing properties. Assessment growth can also be negatively impacted by the settlement of appeals filed by property owners. Increases in property values due to reassessment do not provide additional revenue to the Town.

Assessment growth fluctuates greatly each year due to many factors such as the availability of land supply and servicing, growth activities such as Vision Georgetown and the Premier Gateway areas, the focus of the Municipal Property Assessment Corporation (MPAC), the economic climate, and unexpected factors such as COVID-19. The Town has experienced a period of low assessment growth for the past few years creating pressures that limit budget increases and service level enhancements.

Based on the final returned roll, assessment growth in 2024 will be 1.38%, (0.7% in 2021, 0.5% in 2022, 0.7% in 2023) yielding additional revenues of \$883,500.

Of special note, there are pending decisions on property tax appeals that will continue to pose challenges for the realization of assessment growth for the Town within the short term.

## Commitments Carried Over from Prior Year Budgets

In prior years, Council approved budgetary commitments totaling \$248K that need to be included in the 2024 budget. Commitments carried forward include increasing contributions to the WSIB reserve (as approved through CORPSERV-2021-0007), operating impacts from capital projects approved in prior years, and the implementation of year 3 of the 8-year Senior Services Delivery Review (approved through RP-2020-0027).

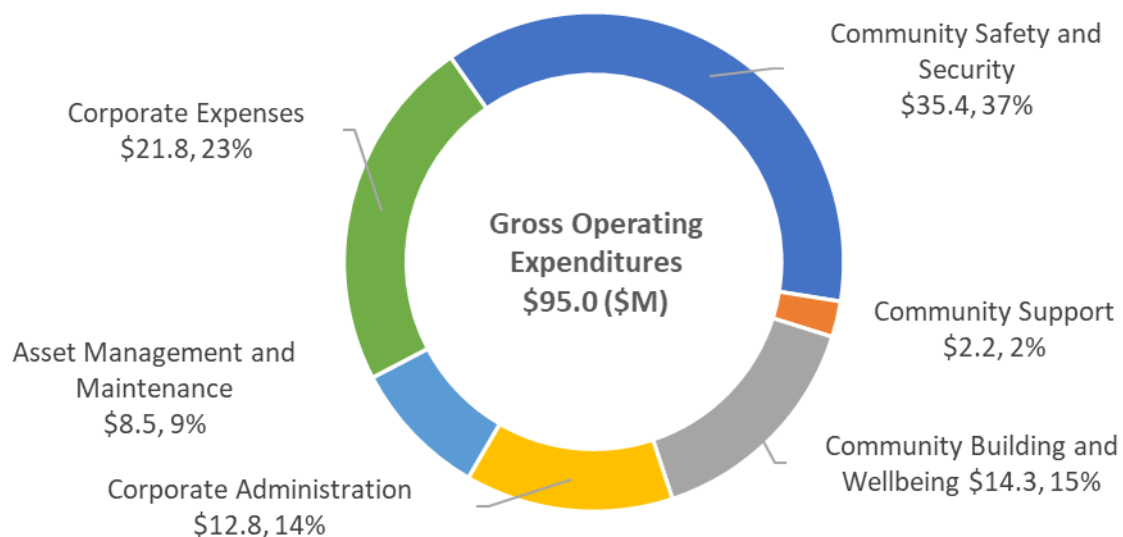
For 2024, staff have categorized the gross operating budget into the following general services that enhance the Town:

- **Community Safety and Security** – road maintenance and snow clearing; vehicle and people movement within the town; building code and by-law enforcement services, fire response and emergency management and planning for climate change adaptation.
- **Community Support** – youth and senior facilities, support for local businesses and community groups and tourism development projects.
- **Community Building and Wellbeing** – recreation programs, library services, trails and parks, investment attraction, cultural services and planning activities.
- **Corporate Administration** – Council and clerks, administration, finance, IT, HR, communications.
- **Asset Management and Maintenance** – asset management activities and facilities management.
- **Corporate Expenses** – insurance and WSIB costs, election costs, contracted services and legal fees, borrowing costs and transfers to reserves for long term financial planning.

Chart 2 and Table 5 below, show the gross expenditures for each of these services in 2024:

**Chart 2**

### Breakdown of Service Categories



**Table 5**

**2024 Operating Budget**  
**Gross Expenditures by Service Category (\$000s)**

	2023 Budget (\$)	2024				2024 vs. 2023 Budget Change	
		Base Budget (\$)	Operating Budget Requests (On-going)	Operating Budget Requests (One Time)	Total Budget (\$)	\$	%
<b>Gross Expenditures</b>							
Community Safety and Security	34,974	34,718	644	-	35,363	389	1.11%
Community Support	2,082	2,212	17	-	2,229	147	7.05%
Community Building and Wellbeing	13,365	13,792	512	-	14,303	938	7.02%
Corporate Administration	11,964	12,464	347	15	12,825	861	7.20%
Asset Management and Maintenance	7,890	8,160	270	35	8,465	575	7.29%
Corporate Expenses	17,841	21,635	160	-	21,796	3,954	22.16%
<b>Total Gross Expenditures</b>	88,115	92,981	1,949	50	94,980	6,865	7.79%
<b>Gross Revenues</b>	(24,828)	(24,131)	(830)	(50)	(25,011)	(183)	0.74%
<b>Total Net Expenditures</b>	63,287	68,850	1,119	-	69,968	6,682	10.41%
						Assessment Change <sup>1</sup>	
						\$	%
Assessment Growth						(884)	-1.38%
General Levy <sup>2</sup>	52,039	66,578	1,119	-	67,697	15,658	24.40%
Special Levies <sup>2</sup>	11,248	2,271	-	-	2,271	(8,977)	-13.99%
<b>Net Town Levy Requirement</b>	<b>63,287</b>	<b>68,850</b>	<b>1,119</b>	<b>-</b>	<b>69,968</b>	<b>5,798</b>	<b>9.04%</b>

The largest category of gross expenditures is Community Safety and Security at 37%, followed by Corporate Expenses at 23% and Community Building and Wellbeing at 15%. The distribution of these expenses remains, in the most part, consistent year over year and reflects the Town's current business and service delivery model.

### Other Factors Included in the 2024 Operating Budget

**2023 One-time costs reversal:** In the 2023 budget, Council approved \$35K of one-time budget inclusions to be funded from the base budget. The full amount has been reversed, and the resulting additional base budget room serves to reduce the 2024 net budget.

**External debt – Expired term loan:** Following the completion of a term loan that was funded from the base operating budget, an extra \$136K of additional base budget room has been freed up in 2024 and used to reduce the net budget.

**Insurance premiums:** an increase of \$318K is included in the operating budget as a provision for an estimated 15% insurance premium increase. Premium increases are expected to slow as premium rates catch up to market adjustments.

**Contributions to Reserves:** a total increase of \$862K has been set aside to increase funding to reserves for those areas experiencing the highest budget pressures. Table 6 below provides a summary of budgeted contributions to reserves.

**Table 6**

Reserves (\$000's)	Annual Operating Contributions		
	2023	2024	Change
Capital Reserves	\$ 10,716	11,076	360
Stabilization Reserves	1,570	1,811	241
Operating Reserves	1,039	1,139	100
Discretionary Reserves	0	160	160
Total	\$ 13,325	\$ 14,187	\$ 862

More details on the Reserve and Reserve Fund information are included in the Reserves and Supplementary Section of the budget book.

A key priority of the LRFP is to closely monitor the Town's reserve capacity and to ensure sustainability of the reserve balances. Staff will continue to closely monitor the reserve balances through the LRFP process, and any additional funding required to strengthen the reserves will be addressed through future annual budget processes.

#### **Maintaining Current Service Levels:**

**Annual inflation:** an estimate of 3.0% for inflation has been included for select items that do not have a known budget increase as outlined in this report. Actual cost increases during 2023 and the 2024 budget year may be higher than this, resulting in unfavourable operating variances.

**Compensation (maintaining current service levels):** An additional \$2.6M has been included in the 2024 budget as an estimate of the total cost increases for salaries and benefits of the existing 2023 staff complement. Included in this amount are:

- o \$573K for step increases,
- o \$534K for anticipated union increases,
- o \$430K for benefit increases,
- o \$791K for a non-union cost of living adjustment.

Requests for additional staffing positions resulting from mounting pressures beyond the Town's control, including positions added due to downloaded services, are detailed with costs below.



Changes to minimum wage rates and statutory benefits increases are noted in the downloaded/legislated services section.

The non-union cost of living adjustment (COLA) is planned at 2.25% and the outside workers union and fire union total compensation increases are planned at 3%. COLA increases are based on inflation, as measured by the Consumer Price Index (CPI) and rate increases in surrounding municipalities. Both CUPE and Fire union contracts are up for negotiation in 2023 and will impact 2024 budgeted increases.

**Staff resources:** a total of \$67K has been added to the 2024 budget to maintain current service levels and retain current staff resources.

**External contract providers:** an additional \$431K has been included in the budget to address the estimated inflationary cost increases for external contract providers of core services such as pavement marking, traffic signal maintenance, conventional transit services, and IT software services.

**Utilities and supplies:** an increase of \$338K has been included to address the estimated inflationary costs for utilities and supplies used to provide services by Town staff and at Town facilities. Materials such as salt and sand used in winter control activities, vehicles repair and maintenance supplies, fuel, and utilities used at facilities and parks require budget increases as inflation drives prices up.

**Operating budget Impacts from the capital program:** an increase of \$274K has been included in the budget as the estimated impact from approved capital projects. Operating budget impacts from capital projects include costs to maintain an asset or service going forward such as: software service fees, maintenance on new trails, or fuel and supplies for new fleet vehicles. This amount includes the operating costs incurred by prior year capital projects in addition to the estimated impact of the proposed 2024 capital program.

#### **Downloaded and Legislated Impacts:**

**Bill 23 (More Homes Built Faster Act)** – The Province of Ontario introduced Bill 23 in October 2022, with its plan to address the housing crisis by targeting the creation of 1.5 million homes over the next 10 years. To implement the plan, Bill 23 proposed extensive changes to the *Development Charges Act, 1997* (DCA), along with nine other Acts including the *Planning Act*.

In addition, Bill 134 was announced in September 2023 which provided further changes and some details regarding previous changes to the DCA. Due to its timing and many unknown elements of these changes, only the quantified impacts have been incorporated into the 2024 Budget and Business Plan, as outlined in the staff resource section below. As more information

becomes available, the impacts of Bill 23 & 134 will be incorporated into the LRFP and the financing of the capital budget and forecast.

**Staff resources (Downloaded and Legislated Impacts):** as responsibilities shift between different levels of government and through legislated changes the cost is oftentimes required to be absorbed by the local municipalities. An additional \$410K of downloaded staffing related costs have been added to the Town's base budget in 2024.

\$106K of this is a result of changes to the OMERS eligibility criteria and the increased administrative burden for the Town. \$149K of this is attributable to the realignment of Regional Planning Services to the lower tiers because of Bill 23, More Homes Built Faster Act, 2022 and compressed Planning timelines in Bill 109, More Homes for Everyone Act, 2022.

The remaining \$155K is required to address the minimum wage increase, changes to statutory benefits such as employment insurance and the Canada Pension Plan, and to provide adequate budget for locate services that are required as a result of Bill 93, (*Getting Ontario Connected Act, 2022*).

### **Management of Existing Infrastructure and Assets**

**Maintaining Town assets in a state of good repair:** The most recent State of Infrastructure Report (RP-2019-0001) approved by Council February 11, 2019, outlined the investment required to ensure the Town's existing infrastructure remain in a state of good repair. The Town's annual financial reporting has also indicated a decline in the value of Tangible Assets as they continue to age. In 2023, Provincial funding models introduced asset replacement values as a component to determine annual grant funding for municipalities as a means of encouraging solid asset management planning.

This expanding state-of-good-repair program requires continuous funding from the provincial/federal governments as well as sustainable funding through annual budget provisions. Where limited capital funding is expected, capital programs that were previously identified and included in the capital forecast will need to be deferred into future years based on affordability as assessed through the LRFP.

Detailed further below under the Property Taxes and Special Levy Section, the 2024 budget includes a \$500K increase to reserves for the State of Good Repair program as a plan to gradually reduce the funding shortfall in this area and support ongoing asset management practices.

**Staff resources:** as the Town's inventory of assets continues to grow and age, and as maintaining and investing in those assets has been tied to certain funding from other levels of

government, a total of \$370K has been included in the budget for staffing dedicated to managing the Town's existing assets:

**Corporate and Community Security:**

**Legal and enforcement fees:** an additional \$355K is required to phase-in increases to the operating budget for legal (\$175K) and enforcement (\$180K) services as the Town is experiencing a significant increase in volume related costs pertaining to these services. In addition, \$26K has been added to provide crossing guard services at three new locations.

**Cyber Security:** an additional \$240K is needed to further advance the Town's investment in cyber security in the face of increasingly sophisticated cybersecurity threats, to protect the Town's assets and operations. Included in this are technology enhancements and an additional staff member.

**Council Initiated Referrals to Budget Committee:**

An additional \$119K is required for the sister-city implementation workplan as recommended through report number BEC-2023-011 to cover staffing costs.

Note: The position was removed during Budget Committee deliberations and will not proceed in 2024.

## Staff Resources

The following are the details related to the 13.4 FTE staff positions requested in the 2024 operating budget.

### STAFF COMPLEMENT 2024 BUDGET & BUSINESS PLAN

	2023 Final Budget <sup>1</sup>	2023 In-year Change	2024 Base Budget	2024 Net Additions	2024 Budget Submission
<b>Town</b>					
Permanent:					
Full Time	321.0	5.0	326.0	14.0	340.0
Part Time	116.5	(1.8)	114.7	(0.1)	114.6
Contract	8.1	(4.0)	4.1	(0.5)	3.6
Temporary	3.0	(3.0)	-	-	-
<b>Total</b>	<b>448.6</b>	<b>(3.8)</b>	<b>444.8</b>	<b>13.4</b>	<b>458.2</b>
<b>Library</b>					
Full Time	19.0		19.0	-	19.0
Part Time	25.5	0.2	25.7	-	25.5
<b>Total</b>	<b>44.5</b>	<b>0.2</b>	<b>44.7</b>	<b>-</b>	<b>44.5</b>
<b>Combined total</b>	<b>493.1</b>	<b>(3.6)</b>	<b>489.5</b>	<b>13.4</b>	<b>502.8</b>

Staffing complement in full time equivalent (FTE)

1. 2023 Final Budget Full Time complement adjusted by 2 FTE to reflect prior year change

A staffing forecast exercise to identify areas that will need additional staff within the next three years was completed to strategically plan for growth and respond to other environmental factors that are affecting staff workloads. The most critical position requests are listed below while the rest of the positions identified for 2024 have been deferred to a future budget.

Positions marked with an \* have future operating budget impacts which are included in the Long-Range Financial Plan.

### Maintaining current services

#### Public Art Coordinator – Part Time, Contract (Existing position with incumbent)

Transfer of existing full time contract previously funded from reserves to the operating budget. Position needed to deliver core cultural services including Public Art Master Plan, programming, implementing Council-approved Graffiti Action Plan and 50<sup>th</sup> Anniversary public art program for 2024.

Funding Source:	Operating Budget
FTE	0.5 note: existing position, reduced from 1.0 FTE to 0.5 FTE at Budget Committee
2024 Operating Budget Impact	\$50,900
Budget Impact	0.08%

\*Legal Coordinator – Full Time, Permanent (Existing position with incumbent)

Conversion of existing contract position to permanent to address increased workload in this division as well as to prepare for growth.

Funding Source:	Growth Stabilization Reserve
FTE	1.0 note: existing position, does not affect net FTE number
2024 Operating Budget Impact	\$0
Budget Impact	0.00%

\*Landscape Architect Technologist – Full Time, Permanent (Existing position with incumbent)

Conversion of existing contract position to permanent to maintain service levels and assist with asset and inventory management.

Funding Source:	Cash-in-Lieu Parkland Reserve
FTE	1.0 note: existing position, does not affect FTE number
2024 Operating Budget Impact	\$0
Budget Impact	0.0%

Aquatics Programmer – Full Time, Permanent

Conversion of part time budget hours to a full time position bolstered by revenues. Position to provide program supervision during peak times as a result of program growth.

Funding Source:	Program revenues and conversion of Part Time hours
FTE	0.14
2024 Operating Budget Impact	\$0
Budget Impact	0.00%

Intermediate Building Inspector – Full Time, Permanent

Additional staff position to prepare for coming growth.

Funding Source:	Building Permit Fees
FTE	1.0
2024 Operating Budget Impact	\$0
Budget Impact	0.0%

Plans Examiner (Generalist) – Full Time, Permanent

Additional staff position to prepare for coming growth.

Funding Source:	Building Permit Fees
FTE	1.0
2024 Operating Budget Impact	\$0
Budget Impact	0.0%



**Recreation Programmer – Part Time, Permanent**

Increase in existing budget for additional part time hours to support Seniors Services.

Funding Source:	Operating Budget
FTE	0.2
2024 Operating Budget Impact	\$16,500
Budget Impact	0.03%

**Downloaded/Legislated Impacts****Payroll, Pension and Benefits Specialist – Full Time, Permanent**

Additional position required to respond to new OMERS regulations and assist with the administration of the healthcare benefits program.

Funding Source:	Operating Budget
FTE	1.0
2024 Operating Budget Impact	\$106,400
Budget Impact	0.17%

**\*Senior Planner – Development Review - Full Time, Permanent**

New position due to Bill 23, More Homes Built Faster Act, 2022.

Funding Source:	Growth Stabilization Reserve and Operating Budget
FTE	1.0
2024 Operating Budget Impact	\$35,800
Budget Impact	0.06%

**\*Senior Environmental Planner - Full Time, Permanent**

New position due to Bill 23, More Homes Built Faster Act, 2022; Bill 109, More Homes for Everyone Act, 2022

Funding Source:	Growth Stabilization Reserve and Operating Budget
FTE	1.0
2024 Operating Budget Impact	\$35,800
Budget Impact	0.06%

**\*Development Engineering Coordinator - Full Time, Permanent**

New position due to Bill 23, More Homes Built Faster Act, 2022; Bill 109, More Homes for Everyone Act, 2022

Funding Source:	Growth Stabilization Reserve and Operating Budget
FTE	1.0
2024 Operating Budget Impact	\$38,900
Budget Impact	0.06%

**\*Transportation Planning Coordinator - Full Time, Permanent**

New position will provide comments on various development and amendment applications as they pertain to transportation and to prepare for growth.

Funding Source:	Growth Stabilization Reserve and Operating Budget
FTE	1.0
2024 Operating Budget Impact	\$38,900
Budget Impact	0.06%

**Management of Existing Infrastructure and Assets****Asset Management Coordinator and Data Analyst – Full Time, Permanent**

New position attached to the Asset Management Information System implemented for asset management monitoring, reporting obligations and decision-making.

Funding Source:	Operating Budget
FTE	1.0
2024 Operating Budget Impact	\$129,600
Budget Impact	0.20%

**Mechanic – Full Time, Permanent**

Additional position to alleviate workload associated with growing fleet maintenance and safety inspections obligations.

Funding Source:	Operating Budget
FTE	1.0
2024 Operating Budget Impact	\$100,000
Budget Impact	0.16%

**Environment and Natural Assets Coordinator, Full time, Permanent**

New position to implement existing environment, natural assets, biodiversity and adaption workplan and to implement Council Resolution No. 2023-0092 related to Bird Friendly Community.

Funding Source:	Operating Budget
FTE	1.0
2024 Operating Budget Impact	\$140,100
Budget Impact	0.22%

**Corporate and Community Security****Cyber Security Specialist – Full Time, Permanent**

New position to add internal expertise to manage network security activities including policy development as the Town matures its cybersecurity measures.

Funding Source:	Operating Budget
FTE	1.0
2024 Operating Budget Impact	\$140,100
Budget Impact	0.22%

**Crossing Guards (3) – Part Time, Permanent**

Additional crossing guard positions in response to increase in service demands.

Funding Source:	Operating Budget
FTE	0.6
2024 Operating Budget Impact	\$25,900
Budget Impact	0.04%

**Council Initiated Referrals to Budget Committee****Business Investment Attraction Coordinator - Full Time, Temporary Contract**

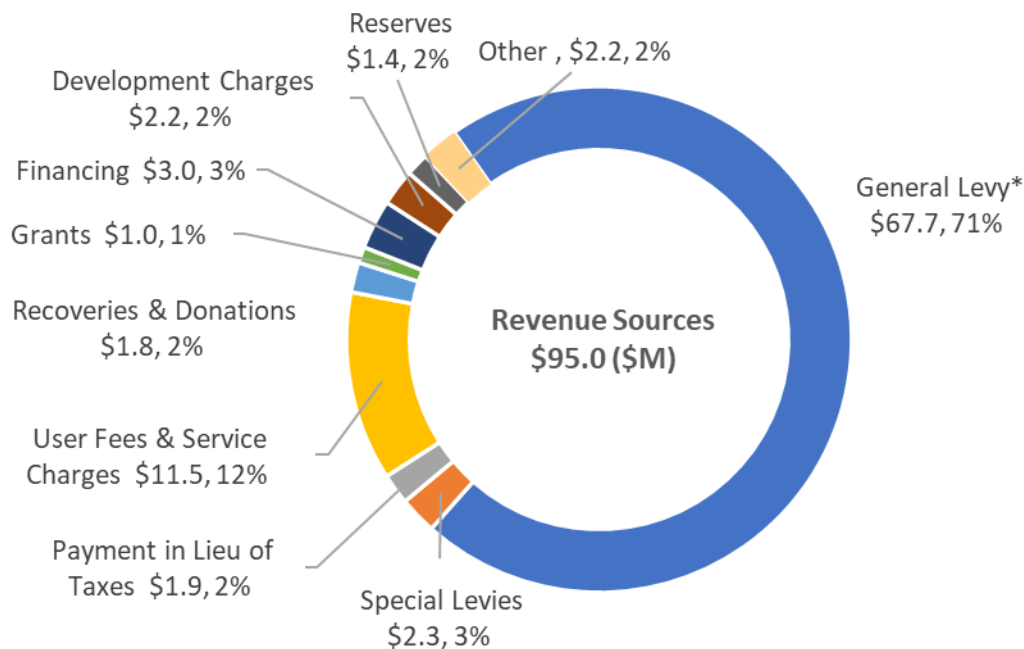
New position in relation to Council Resolution: 2023-0127 and subsequent Report BEC-2023-011 regarding Sister-City Arrangement.

Funding Source:	Operating Budget
FTE	0
2024 Operating Budget Impact	\$0
Budget Impact	0.0%

Note: The position was removed during Budget Committee deliberations and will not proceed in 2024.

**Operating Budget - Revenues**

Revenue sources used to fund the gross \$95.0 million operating expenses are summarized in Chart 3 below:

**Chart 3**

\*General levy includes assessment growth

Total revenue sources are net of interdepartmental revenue of \$3.9M

The Town explores various other revenue sources first to fund increases in expenditures and funds the remaining balance from the property tax levy. Other revenue sources include, but are not limited to, user fees, service charges, program fees, interest earned, federal and provincial grant funding, payment in lieu of taxes and contributions from trust funds. Other revenue sources do not typically increase at the same pace of inflation that expenditures for Town services do or in alignment with the Town's growth, such as earned interest or federal and provincial grant funding. As a result, the budget is largely supported through taxation.

In 2024, out of the \$95.0 million gross operating budget expenditures, \$25.0 million will be funded from other revenue sources, with the remaining \$70.0 million funded from assessment growth, general and special tax levies.

### **Property Tax (General Levy & Special Levy)**

Property taxation represents 71% of the 2024 funding for the Town's operating budget, including assessment growth, and 3% from special levies. A breakdown of the total tax levy is provided in Table 7 below:

**Table 7**

<b>Levy</b>	<b>Preliminary 2024 Budget (\$)</b>
2024 Preliminary Net Operating Budget	69,968,495
Levy Funding:	
General Levy	67,697,095
SOGR Special Levy	2,111,000
Healthcare Special Levy*	160,400
<b>Net Levy</b>	<b>69,968,495</b>

\*Note: The new healthcare special levy was approved as a budget amendment during Budget Committee.

### **Special Levies**

Special levies are raised to provide a funding source that directs tax levies to a specific purpose or objective. In report CS-2023-027 2024 Preliminary Budget Forecast, Council approved the collapse of all but one of the existing special levies and the renaming of the State of Good Repair special levy. The 2024 budget includes an annual increase of \$500K for this SOGR Special Levy which is transferred to Town reserves for the purpose of maintaining Town assets in a state of good repair. The new Healthcare special levy was approved through a budget amendment during Budget Committee, in the amount of \$160,400.

**Payment in Lieu of Taxes (PILs)**

Payments in lieu of taxes (PILs) are payments made by the federal or provincial government to municipalities for properties that are tax exempt. For 2024 PILs are budgeted at \$1.9 million and represent 2% of total revenues.

**User Fees Revenue**

User fees are a critical source of revenue for the Town. They are reviewed annually from the perspective of service delivery, cost recovery, comparability of fees with neighbouring municipalities and market demand. In advance of the 2024 budget year, the proposed user fee updates will be presented to Council in the 2024 Rates and Fees report CS-2023-032. The user fee revenues for 2024 are anticipated to be \$11.5M.

**Development Charges (DCs)**

Development charges are transferred to the operating budget to fund growth-related debenture charges resulting from previously issued external debentures. In 2024, DC contributions are planned at \$2.2 million and reflect an annual reduction of \$156K related to Mold-Masters Sportsplex debt, which has expired.

**Financing**

Halton Hills Community Energy Corporation (HHCEC) and its subsidiaries contribute significant streams of revenue to the Town, through dividend and promissory note interest re-payments. In 2024 the annual dividends are expected to be \$1,692,000, and \$1,313,100 of this is utilized to offset costs in the Town's base operating budget, with the remaining \$378,900 directed to capital reserves to support the state-of-good-repair programs, and the promissory note repayment revenue is planned at \$210,900 for 2024.

The financing category also includes a budget for investment income of \$1,155,000 which is the current forecasted return on investment for the Town's portfolio.

**Recoveries & Donations**

Recoveries and donations include the revenue recovered through specific programs from user groups, or from other levels of government and donations made to the Town. In 2024 general recoveries are budgeted to decrease by \$39K to \$1.8 million.

**Grants from Other Levels of Government**

The Town receives a number of grants that support the operating budget. The largest of these, the Provincial Gas Tax, funds the public transit operations. Other grants fund the provision of services to the public. Table 8 below summarizes all budgeted operating grant funding and the programs that these funds support:



**Table 8**

Operating Grants	2024 Budget Funding	Program
Provincial Gas Tax	595,500	ActiVan - Public Transit
Ontario Community Infrastructure Fund	80,000	Asset Management
Seniors Active Living Centre - Maintenance & Operating Grant - Seniors	85,400	Recreation
Seniors Active Living Centre - Maintenance & Operating Grant - Community Programs	22,000	Recreation
Local Health Integration Network	82,500	Recreation
Provincial Library Operating Grant - Ministry of Tourism, Culture & Sport	61,300	Library Services
Ministry of Transportation	44,932	Public Works
Canada Summer Jobs	1,000	Planning & Development
<b>Total</b>	<b>972,632</b>	

**Reserves**

The Town uses reserves as a source of funding in the operating budget for expenditures that are short term or temporary in nature. In 2024, \$1.4 million has been budgeted to be withdrawn from reserves and used to offset the expenditures listed in Table 8 below:

**Table 9**

Expense	Reserve	Amount
Fire Services operating budget	Fire Services Reserve	\$715,800
Transportation & Public Works capital construction staffing	Pavement Management Reserve	\$23,000
Parks Landscape Architect Technologist	Cash-In-Lieu of Parkland	\$84,900
Self insurance	Tax Rate Stabilization	\$84,700
Debt financing	New Capital Reserve	\$236,500
	Contingency Reserve	\$91,600
Provision for WSIB claims	WSIB Reserve	\$50,000
Halton Court Services (POA) revenue phase-out	Tax Rate Stabilization	\$53,500
<b>Total Drawn from Reserves</b>		<b>\$1,340,000</b>
<b>Operating Budget Requests</b>		
Landscape Architect Technologist (budget request 24-21)	Cash-In-Lieu of Parkland	\$8,100
Docu-Pet Dog Licencing (one time request 24-1)	Tax Rate Stabilization	\$15,000
Community Engagement - Environmental Stewardship (one time request 24-3)	Tax Rate Stabilization	\$35,000
<b>Total Operating Budget Requests</b>		<b>\$58,100</b>

**Other Revenues**

In 2024 the other revenues category is proposed at \$2.2 million or 2% of the total funding sources and include miscellaneous revenues such as supplementary taxes; tax penalties; chargebacks from capital projects to recognize staff time dedicated to capital works; gravel royalties and contributions from trust funds for maintenance work carried out by public works staff.

**Supplementary Tax Billings**

Supplementary tax billings, which are categorized in the other revenue source, can vary each year and have ranged from \$320,000 to as high as \$1.3M. Due to this level of uncertainty, staff are not budgeting an increase in 2024 and will maintain the budget at the current level of \$325,000.



## **Operating Budget Net Expenditures by Departments**

The following tables summarize the net expenditures by department and present the 2024 changes to the operating budget and

**Table 10**

**2024 Operating Budget**  
**Net Expenditures by Department**

	2022	2023	2024				2024 vs 2023 Budget Change	
	Actuals (\$)	Budget (\$)	Base Budget (\$)	Operating Budget Requests (On-going)	Operating Budget Requests (One Time)	Total Budget (\$)	\$	%
<b>Net Expenditures<sup>1</sup></b>								
Council	818,429	915,700	871,300	-	-	871,300	(44,400)	-4.85%
Office of the CAO	3,032,431	3,287,900	3,448,800	-	-	3,448,800	160,900	4.89%
Business, Environment & Culture	1,856,196	2,183,500	2,346,700	320,150	-	2,666,850	483,350	22.14%
Corporate Services	6,106,396	6,676,800	7,009,700	346,500	-	7,356,200	679,400	10.18%
Library Services	3,691,273	4,079,700	4,247,500	-	-	4,247,500	167,800	4.11%
Fire Services	9,991,991	9,890,155	10,319,800	-	-	10,319,800	429,645	4.34%
Transportation & Public Works	15,922,866	15,534,800	17,494,400	203,700	-	17,698,100	2,163,300	13.93%
Planning & Development	1,500,202	1,711,300	1,865,300	71,600	-	1,936,900	225,600	13.18%
Recreation and Parks	8,214,758	8,930,000	9,550,300	16,500	-	9,566,800	636,800	7.13%
Corporate Revenues & Expenses	7,779,723	10,076,945	11,695,845	160,400	-	11,856,245	1,779,300	17.66%
<b>Total Net Expenditures</b>	<b>58,914,265</b>	<b>63,286,800</b>	<b>68,849,645</b>	<b>1,118,850</b>	<b>-</b>	<b>69,968,495</b>	<b>6,681,695</b>	<b>10.56%</b>
Assessment Growth	-	-	-	-	-	-	883,500	-1.38%
General Levy <sup>2</sup>	(49,108,865)	(52,038,700)	(66,578,245)	(1,118,850)	-	(67,697,095)	(15,658,395)	24.40%
Special Levies	(9,805,400)	(11,248,100)	(2,271,400)	-	-	(2,271,400)	8,976,700	-13.99%
<b>Total Taxation</b>	<b>(58,914,265)</b>	<b>(63,286,800)</b>	<b>(68,849,645)</b>	<b>(1,118,850)</b>	<b>-</b>	<b>(69,968,495)</b>	<b>(6,681,695)</b>	<b>10.41%</b>
<b>Net Town Tax Impact (Net of Assessment Growth)</b>		<b>(63,286,800)</b>	<b>(68,849,645)</b>	<b>(1,118,850)</b>	<b>-</b>	<b>(69,968,495)</b>	<b>(5,798,195)</b>	<b>9.04%</b>

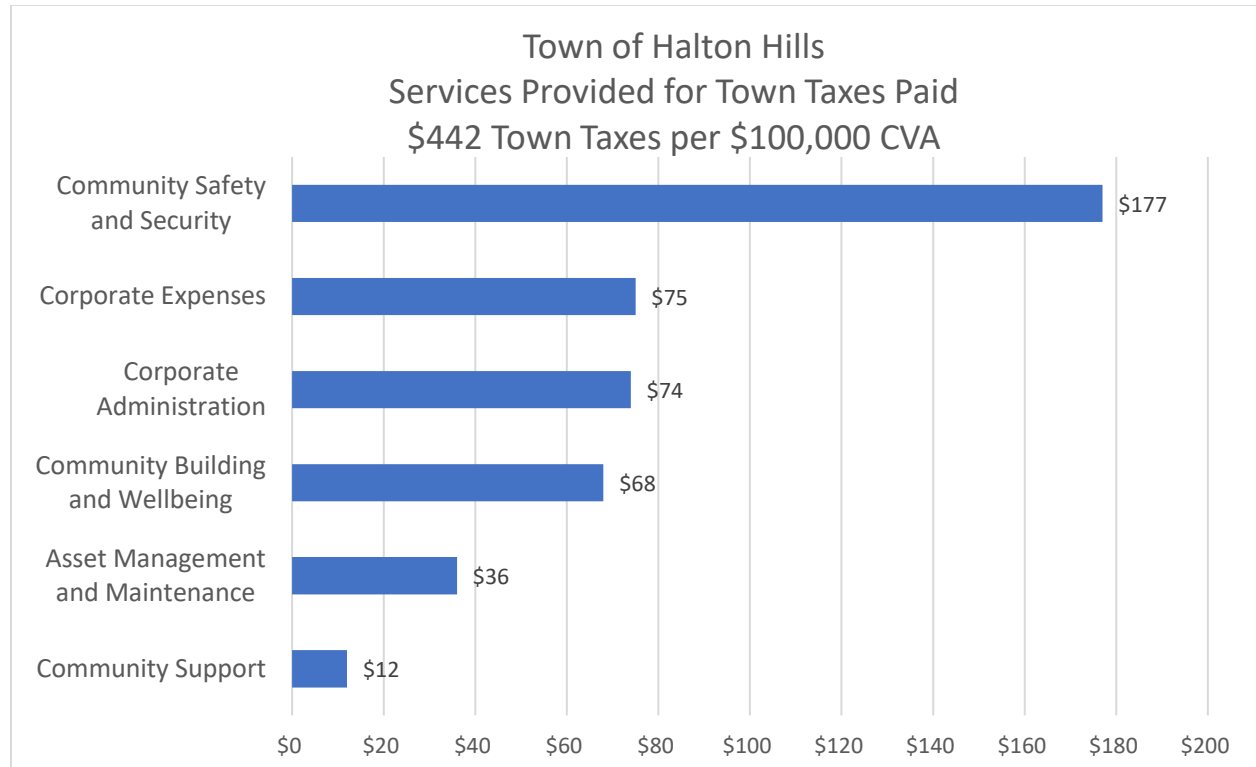
Note:

1. Department subtotals show net operating expenditures and do not include contributions from Special Tax Levies in 2022 and 2023. These special levies are collapsed in 2024 and form part of the general levy.

2. Levy % increases for 2024 are calculated after the 2023 base budget is adjusted for assessment growth (\$63,286,800 + \$883,500 = \$64,170,300)

**Chart 4**

The chart below shows how each dollar of total taxes levied (Town's portion only) per \$100,000 of residential assessed value are used to provide services: (\$442 per \$100,000 CVA in 2024):





## 2024 Operating Budget

### 2023 One Time Operating Budget Reversals

The following one time operating budget requests were approved for the 2023 operating budget only and have been removed from the 2024 operating budget.

Ref	Department	Description	FTE	2023 Operating Budget Request	Funding	2024 Budget Impact		Tax Rate
						\$	%	%
<b>2023 Operating Budget Request</b>								
	Business, Environment & Culture	Climate change adaptation outreach and partnership one time request		10,000		\$ (10,000)	-0.02%	-0.01%
	Business, Environment & Culture	Low carbon transition strategy community engagement one time request		25,000		\$ (25,000)	-0.04%	-0.02%
<b>Total Operating Budget Impact</b>			<b>0.0</b>	<b>35,000</b>	<b>0</b>	<b>\$ (35,000)</b>	<b>-0.05%</b>	<b>-0.03%</b>

## 2024 Operating Budget

### Inflationary Cost Increases and Base Budget Changes

The following base budget changes are included in the 2024 proposed operating budget to address inflationary increases and maintaining core services. Details can be found in the department summaries in the operating budget section of the budget and business plan.

Ref	Department	Description	FTE	2024 Operating Budget Request	Funding	2024 Budget Impact \$	%	Tax Rate %
<b>Maintaining Current Service Levels</b>								
	All departments	Compensation changes including in-year changes, step increases, union and non-union cost of living adjustments and increases to health benefits.		2,535,408		\$ 2,535,408	3.95%	1.88%
	All departments	Contract cost increases for contract services such as pavement marking, traffic signal maintenance, conventional transit and software services.		430,600		\$ 430,600	0.67%	0.32%
	All departments	Inflationary increases in fuel, utilities and supplies		338,334		\$ 338,334	0.53%	0.25%
	All departments	Miscellaneous operating budget changes		532,817		\$ 532,817	0.83%	0.39%
	Various departments	Operating impacts as a result of capital projects approved in prior years		97,800		\$ 97,800	0.15%	0.07%
	Various departments	Operating impacts as a result of capital projects proposed in 2024 and project management costs		175,800		\$ 175,800	0.27%	0.13%
	Business, Environment & Culture	Phase-out reserve funding for existing EV chargers as per financing plan		24,000		\$ 24,000	0.04%	0.02%
	Corporate Revenue & Expenses	Insurance premiums		318,500		\$ 318,500	0.50%	0.24%
	Corporate Revenue & Expenses	Reduce revenue from Halton Court Services (POA)		53,600		\$ 53,600	0.08%	0.04%
	Corporate Revenue & Expenses	Increase contributions to WSIB reserve		100,000		\$ 100,000	0.16%	0.07%
	Corporate Revenue & Expenses	Repurpose debt room in base budget as debentures expire		(135,900)		\$ (135,900)	-0.21%	-0.10%
<b>Downloaded/Legislated Impacts</b>								
	All departments	Increases in statutory benefits such as employment insurance and the Canada Pension Plan (CPP)		117,197		\$ 117,197	0.18%	0.09%
	Recreation & Parks	Increases in minimum wage		9,289		\$ 9,289	0.01%	0.01%
	Transportation & Public Works	Inflationary increases to locate services required as a result of Bill 93		27,500		\$ 27,500	0.04%	0.02%
<b>Management of Existing Infrastructure and Assets</b>								
	Corporate Revenue & Expenses	Increased contribution to reserves for the state of good repair capital program		500,000		\$ 500,000	0.78%	0.37%
	Corporate Revenue & Expenses	Net change in contribution to capital reserves		117,900		\$ 117,900	0.18%	0.09%

Ref	Department	Description	FTE	2024 Operating Budget Request	Funding	2024 Budget Impact		Tax Rate
						\$	%	%
<b>Corporate and Community Security</b>								
	Corporate Revenue & Expenses	Legal fees		175,000		\$ 175,000	0.27%	0.13%
	Corporate Revenue & Expenses	Enforcement legal fees		180,000		\$ 180,000	0.28%	0.13%
<b>*Budget Committee Amendments</b>								
	Corporate Revenue & Expenses	Contribution to Healthcare discretionary reserve fund		160,400		\$ 160,400	0.25%	0.13%
<b>Total Operating Budget Impact</b>			<b>0.0</b>	<b>5,758,245</b>	<b>0</b>	<b>\$ 5,758,245</b>	<b>8.97%</b>	<b>4.28%</b>

## 2024 Operating Budget Requests

### Ongoing Operating Budget Requests

The following operating budget requests are ongoing requests and details can be found in the operating budget section of the budget and business plan.

Ref	Department	Description	FTE	2024 Operating Budget Request	Funding	2024 Budget Impact \$	%	Tax Rate %
<b>Maintaining Current Service Levels</b>								
24-6 p 3-51	Business, Environment & Culture	Public Art Coordinator contract be extended as an ongoing permanent contract position	0.50	50,450		\$ 50,450	0.08%	0.04%
24-20 p 3-102	Recreation & Parks	Recreation Programmer increase to part time hours to support seniors services	0.20	16,500		\$ 16,500	0.03%	0.01%
<b>Downloaded/Legislated Impacts</b>								
24-9 p 3-60	Corporate Services	Payroll, Pension and Benefits Specialist full time position as a result of changes to OMERS and increased reporting obligations	1.00	106,400		\$ 106,400	0.17%	0.08%
24-11 p 3-80	Transportation & Public Works	Development Engineering Coordinator full time position to address Bill 109/Bill 23 requirements will be partially funded from the Growth Stabilization Reserve	1.00	129,600	(90,700)	\$ 38,900	0.06%	0.03%
24-15 p 3-84	Transportation & Public Works	Transportation Planning Coordinator full time position to address Bill 109/Bill 23 requirements will be partially funded from the Growth Stabilization Reserve	1.00	129,600	(90,700)	\$ 38,900	0.06%	0.03%
24-17 p 3-91	Planning & Development	Senior Environmental Planner full time position to address Bill 109/Bill 23 requirements will be partially funded from the Growth Stabilization Reserve	1.00	147,100	(111,300)	\$ 35,800	0.06%	0.03%
24-18 p 3-92	Planning & Development	Senior Planner, Development Review full time position to address Bill 109/Bill 23 requirements will be partially funded from the Growth Stabilization Reserve	1.00	147,100	(111,300)	\$ 35,800	0.06%	0.03%
<b>Management of Existing Infrastructure and Assets</b>								
24-4 p 3-49	Business, Environment & Culture	Asset Management Coordinator and Data Analyst full time position	1.00	129,600		\$ 129,600	0.20%	0.10%
24-5 p 3-50	Business, Environment & Culture	Environment and Natural Assets Coordinator full time position	1.00	140,100		\$ 140,100	0.22%	0.10%
24-13 p 3-82	Transportation & Public Works	Mechanic full time CUPE position	1.00	100,000		\$ 100,000	0.16%	0.07%

Ref	Department	Description	FTE	2024 Operating Budget Request	Funding	2024 Budget Impact \$	%	Tax Rate %
<b>Corporate and Community Security</b>								
24-7 p 3-58	Corporate Services	Consulting services for cyber security enhancements		100,000		\$ 100,000	0.16%	0.07%
24-8 p 3-59	Corporate Services	Cyber Security Specialist full time position	1.00	140,100		\$ 140,100	0.22%	0.10%
24-10 p 3-79	Transportation & Public Works	Crossing Guards (3 locations)	0.60	25,900		\$ 25,900	0.04%	0.02%
<b>Zero Budget Impact</b>								
24-12 p 3-81	Transportation & Public Works	Intermediate Building Inspector full time position to be funded through building permit revenue	1.00	129,600	(129,600)	\$ -	0.00%	0.00%
24-14 p 3-83	Transportation & Public Works	Plans Examiner (Generalist) full time position to be funded through building permit revenue	1.00	129,600	(129,600)	\$ -	0.00%	0.00%
24-16 p 3-90	Planning & Development	Legal Coordinator contract full time position to replace the existing contract position. This growth related position to be funded from the Growth Stabilization Reserve.	1.00	106,400	(106,400)	\$ -	0.00%	0.00%
24-19 p 3-101	Recreation & Parks	Aquatic Programmer full time position to be funded through increased revenue and a reduction in existing part time hours	0.14	93,000	(93,000)	\$ -	0.00%	0.00%
24-21 p 3-103	Recreation & Parks	Landscape Architectural Technologist convert contract to full time position with additional costs to be funded from Cash-In-Lieu of Parkland Reserve		8,100	(8,100)	\$ -	0.00%	0.00%
<b>Total Operating Budget Impact</b>			<b>13.44</b>	<b>1,728,050</b>	<b>(769,600)</b>	<b>\$ 958,450</b>	<b>1.49%</b>	<b>0.71%</b>



## 2024 Operating Budget Requests

### One Time Operating Budget Requests

The following one time operating budget requests are for inclusion in the 2024 operating budget only. Details can be found in the operating budget section of the budget and business plan.

Ref	Department	Description	FTE	2024 Operating Budget Request	Funding	2024 Budget Impact \$	%	Tax Rate %
<b>Council Initiated Referrals to Budget Committee</b>								
24-2 p 3-47	Business, Environment & Culture	Business Investment Attraction Coordinator one year contract	0.00	0		\$ -	0.00%	0.00%
<b>Zero Budget Impact</b>								
24-1 p 3-39	Office of the CAO	DocuPet dog licencing program contracted services funded from Tax Rate Stabilization Reserve		15,000	(15,000)	\$ -	0.00%	0.00%
24-3 p 3-48	Business, Environment & Culture	Community engagement on environmental Stewardship contracted services funded from Tax Rate Stabilization Reserve		35,000	(35,000)	\$ -	0.00%	0.00%
<b>Total Operating Budget Impact</b>			<b>0.00</b>	<b>50,000</b>	<b>(50,000)</b>	<b>\$ -</b>	<b>0.00%</b>	<b>0.00%</b>





# Council

## Operating Budget

## COUNCIL

The role of Council is to make decision about the Town's services and financing as described in the *Municipal Act 2021* . In addition, the Town has various Advisory Committees as a way for residents to provide input and make recommendations on matters that affect the entire community.

### 2024 Operating Budget Overview

Council	2023 Approved Budget	2024 Total Budget	2024 vs. 2023 Budget Change	
<b>Revenue Total</b>	-	-	-	<b>0.0%</b>
<b>Expenses</b>				
Salaries & Benefits	710,000	743,500	33,500	4.7%
Professional Development & Fees	35,800	35,800	-	0.0%
Program Supplies	2,800	2,800	-	0.0%
General Supplies	300	300	-	0.0%
Contracted Services and Agreements	10,500	10,500	-	0.0%
Rent Expense	-	-	-	0.0%
Public Relations and Communication	24,700	24,700	-	0.0%
Administration and Office Expenses	53,700	53,700	-	0.0%
Grants to Others	77,900	-	(77,900)	-100.0%
<b>Expenses Total</b>	<b>915,700</b>	<b>871,300</b>	<b>(44,400)</b>	<b>-4.8%</b>
<b>Council Total</b>	<b>915,700</b>	<b>871,300</b>	<b>(44,400)</b>	<b>-4.8%</b>

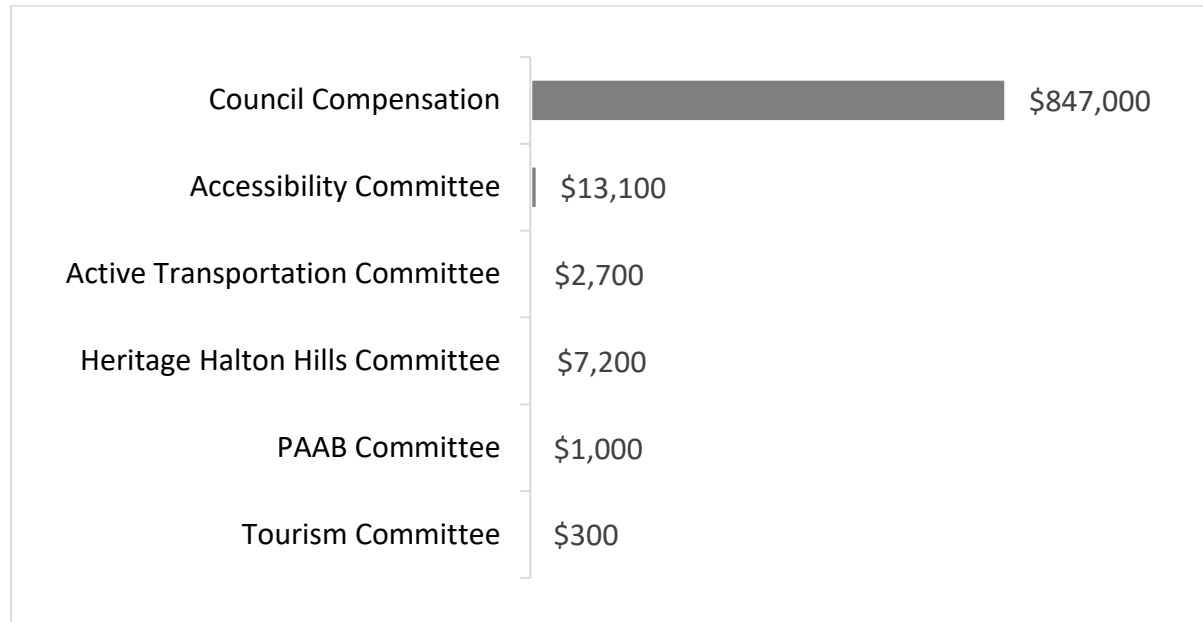
## Operating Budget by Service

Council meets legislative and executive responsibilities as a governing authority and through Advisory Committees.

Council	2022 Actuals	2023 Approved Budget	Base Budget	2024		2024 vs. 2023		
				OP Budget Request	One-Time OP Budget Request	Total Budget	Budget Change	
Council								
Council Compensation								
Revenue	(2,500)	-	-	-	-	-	-	0.0%
Expense	728,680	813,500	847,000	-	-	847,000	33,500	4.1%
Council Compensation Total	726,180	813,500	847,000	-	-	847,000	33,500	4.1%
Council Total	726,180	813,500	847,000	-	-	847,000	33,500	4.1%
Committees								
Accessibility Committee								
Expense	-	13,100	13,100	-	-	13,100	-	0.0%
Accessibility Committee Total	-	13,100	13,100	-	-	13,100	-	0.0%
Active Transportation Committee								
Expense	-	2,700	2,700	-	-	2,700	-	0.0%
Active Transportation Committee Total	-	2,700	2,700	-	-	2,700	-	0.0%
Community Partnership Committee								
Expense	66,960	77,900	-	-	-	-	(77,900)	-100.0%
Community Partnership Committee Total	66,960	77,900	-	-	-	-	(77,900)	-100.0%
Heritage Halton Hills Committee								
Revenue	(2,100)	-	-	-	-	-		
Expense	27,389	7,200	7,200	-	-	7,200	-	0.0%
Heritage Halton Hills Committee Total	25,289	7,200	7,200	-	-	7,200	-	0.0%
PAAB Committee								
Expense	-	1,000	1,000	-	-	1,000	-	0.0%
PAAB Committee Total	-	1,000	1,000	-	-	1,000	-	0.0%
Tourism Committee								
Expense	-	300	300	-	-	300	-	0.0%
Tourism Committee Total	-	300	300	-	-	300	-	0.0%
Committees Total	92,249	102,200	24,300	-	-	24,300	(77,900)	-76.2%
Council Total	818,429	915,700	871,300	-	-	871,300	(44,400)	-4.8%

## Operating Budget by Service

The proposed 2024 operating budget for Council is \$871,300 in gross expenditures with \$871,300 being supported from the general tax levy.



## 2024 Operating Budget Drivers

The \$44,400, or 4.8%, decrease to Council's operating budget includes various inclusions to support the effective and efficient delivery of services for the corporation.

The following major budget changes are included in Council's operating budget for 2024:

### Maintaining current service levels

- \$33,500 or 4.7%, represents the base change in compensation and benefits for the current staff complement. This includes a cost adjustment associated with the Town's benefit provider.

### Zero budget impact

- \$77,900 base budget decrease as the operating budget for the Community Partnership Program has been reallocated to Recreation & Parks to better align with the management of the program.



# Office of the CAO

## Operating Budget

## OFFICE OF THE CAO

The Office of the Chief Administrative Officer (CAO) provides the overall direction for the strategic, efficient, effective and equitable management of the organization. The CAO provides advice to the Mayor, Council and direction to the Senior Management Team. The department is made up of three divisions: Clerks; Communications; and Strategic Initiatives. These sections work collaboratively to deliver on Council's strategic plan priorities and ensure that Halton Hills is the best place to live, work, play and invest.

## 2024 Operating Budget Overview

	2023	2024	2024 vs. 2023	
Office of the CAO	Approved Budget	Total Budget	Budget Change	
Revenue				
Licences and Permits	(205,500)	(208,000)	(2,500)	1.2%
Fines	(294,600)	(294,600)	-	0.0%
Recoveries	(21,800)	(6,800)	15,000	-68.8%
Other Revenue	(9,000)	(9,000)	-	0.0%
Transfers from Reserves	(136,000)	(151,000)	(15,000)	11.0%
Revenue Total	(666,900)	(669,400)	(2,500)	0.4%
Expenses				
Salaries & Benefits	3,287,300	3,433,200	145,900	4.4%
Professional Development & Fees	33,600	33,600	-	0.0%
Program Supplies	25,500	25,500	-	0.0%
General Supplies	3,650	3,650	-	0.0%
Contracted Services and Agreements	510,100	525,100	15,000	2.9%
Professional Fees	5,000	5,000	-	0.0%
Public Relations and Communication	11,050	10,550	(500)	-4.5%
Administration and Office Expenses	77,600	80,600	3,000	3.9%
Grants to Others	1,000	1,000	-	0.0%
Expenses Total	3,954,800	4,118,200	163,400	4.1%
Office of the CAO Total	3,287,900	3,448,800	160,900	4.9%



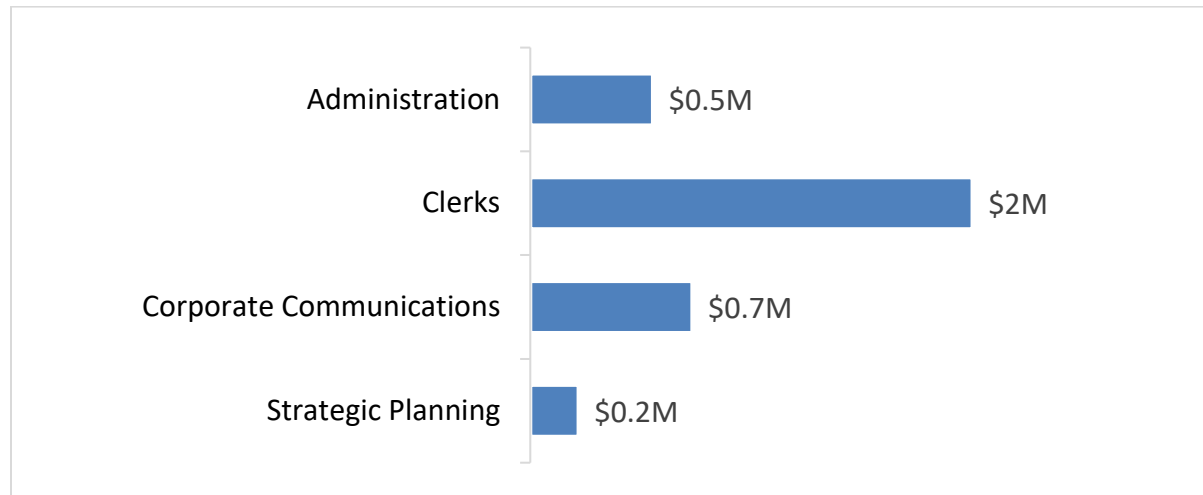
## Operating Budget by Service

The Office of the CAO provides services through the Administration, Clerks, Corporate Communications and Strategic Planning divisions.

Office of the CAO	2022 Actuals	2023 Approved Budget	Base Budget	2024		2024 vs. 2023		
				OP Budget Request	One-Time OP Budget Request	Total Budget	Budget Change	
Administration								
Administration								
Expense	497,952	530,600	545,600	-	-	545,600	15,000	2.8%
Administration Total	497,952	530,600	545,600	-	-	545,600	15,000	2.8%
Administration Total	497,952	530,600	545,600	-	-	545,600	15,000	2.8%
Clerks								
Clerks								
Revenue	(409,239)	(515,900)	(518,400)	-	(15,000)	(533,400)	(17,500)	3.4%
Expense	2,144,301	2,376,700	2,485,800	-	15,000	2,500,800	124,100	5.2%
Clerks Total	1,735,062	1,860,800	1,967,400	-	-	1,967,400	106,600	5.7%
Clerks Total	1,735,062	1,860,800	1,967,400	-	-	1,967,400	106,600	5.7%
Corporate Communications								
Corporate Communications								
Revenue	-	(15,000)	-	-	-	-	15,000	-100.0%
Expense	620,739	702,600	721,000	-	-	721,000	18,400	2.6%
Corporate Communications Total	620,739	687,600	721,000	-	-	721,000	33,400	4.9%
Corporate Communications Total	620,739	687,600	721,000	-	-	721,000	33,400	4.9%
Strategic Planning								
Strategic Planning								
Revenue	(136,000)	(136,000)	(136,000)	-	-	(136,000)	-	0.0%
Expense	314,678	344,900	350,800	-	-	350,800	5,900	1.7%
Strategic Planning Total	178,678	208,900	214,800	-	-	214,800	5,900	2.8%
Strategic Planning Total	178,678	208,900	214,800	-	-	214,800	5,900	2.8%
Office of the CAO Total	3,032,431	3,287,900	3,448,800	-	-	3,448,800	160,900	4.9%

## Operating Budget by Service

The 2024 operating budget for the Office of the CAO is proposed at \$4,118,200 in gross expenditures, with \$3,448,800 funded from the general tax levy to support the services performed by all divisions within the Office of the CAO.



## 2024 Operating Budget Drivers

The \$160,900, or 4.9%, net increase to the Office of the CAO's operating budget includes various inclusions to support the effective and efficient delivery of services for the corporation.

The following major budget changes are included in the Office of the CAO operating budget for 2024:

### Maintaining current service levels

- \$145,900 or 4.4%, represents the base change in compensation and benefits for the current staff complement. This includes previously approved contract adjustments, performance increments, job evaluation changes, a 2.25 % proposed economic adjustment, and cost adjustments associated with the Town's benefit provider.
- \$15,000 adjustment in general recoveries to phase out the contribution that was budgeted in 2020 for the conversion of the Communications Coordinator from contract to full-time.

### Zero budget impact

- One-time start-up costs of \$15,000 to be funded from the Tax Rate Stabilization Reserve to implement the DocuPet Dog Licencing Program. DocuPet is a third party dog licensing company which will simplify the licensing process to increase compliance and revenue.

# 2024 Operating Budget Request

<b>Position/Program</b>	<b>Ref No.</b>	24-1
DocuPet Dog Licencing Program	<b>Budget Impact</b>	\$ -
<b>Approved by Council?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>FTE Impact</b>	
<b>Included in Budget?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Effective Date</b>	January 1, 2024
<b>Department</b>	<b>Division</b>	
Office of the CAO	Clerks	

## Description of Services to be Performed:

DocuPet is a third party dog licensing company which will simplify the licensing process to increase compliance and revenue. It removes the administration of the dog licensing program from the Town to a fully outsourced company that will administer the entire notice to licence communications.

DocuPet will improve the administration and compliance of the dog licensing program. At this time, dog licensing is low on list of priorities but could increase annual revenues significantly by having a focused campaign. Many homes welcomed new pets through the pandemic. Only 987 dogs licenced in all of HH for the 2023 licence year.

One-time start up costs are required to implement the DocuPet Dog Licencing Program.

**It is recommended that DocuPet Dog Licencing Program be approved as an ongoing service and that the start-up costs be financed from the Tax Rate Stabilization Reserve of \$15,000.**

**Risk if not approved: The level of service will remain the same, however the Town risks the continued increase in non-compliant pet owners. Staff currently maintain the program, however with DocuPet, the Town will see overall improvements.**

## Budget Impact:

### Expenditures:

Salary & Benefits	
Supplies & Services	15,000
Other	
<b>Total</b>	<b>\$ 15,000</b>

### Account & Notes:

Contracted Services

### Revenue:

Fees	
Grants	
Other	(15,000)
<b>Total</b>	<b>\$ (15,000)</b>

Tax Rate Stabilization

### Net Cost

<b>\$ -</b>
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# **Business, Environment & Culture**

## Operating Budget

## BUSINESS, ENVIRONMENT & CULTURE

The Business, Environment and Culture department delivers key services to showcase Halton Hills as a prime investment destination by helping to raise quality of life and creating the best place to live, work, play, create, visit and invest. It leverages synergies between its four divisions of Economic Development and Innovation, Investment Attraction, Climate Change and Asset Management, and Cultural Services. These divisions work collaboratively to provide existing and future residents, businesses and visitors with quality services that support the local business community and creative sector; attract non-residential investments, quality jobs and generate assessment revenue; amplify the benefits of tourism activities; ensure optimal municipal facility performance to deliver quality municipal services in the most efficient manner; support environmental stewardship and resiliency that enhances Halton Hills' environment-rich character; leverage creative placemaking to build distinctive neighbourhoods; strengthen partnerships that respond to growing diversity; and foster a welcoming community through truth and reconciliation, and equity, diversity and inclusion initiatives. Combined, the divisions help raise quality of life, which is a key driver of economic investment decisions.

### 2024 Operating Budget Overview

Business, Environment & Culture	2023 Approved Budget	2024 Total Budget	2024 vs. 2023 Budget Change	
<b>Revenue</b>				
User Fees	(8,300)	(4,300)	4,000	-48.2%
Grants	(80,000)	(80,000)	-	0.0%
Other Revenue	(700)	(1,000)	(300)	42.9%
Transfers from Reserves	(119,300)	(35,000)	84,300	-70.7%
<b>Revenue Total</b>	<b>(208,300)</b>	<b>(120,300)</b>	<b>88,000</b>	<b>-42.2%</b>
<b>Expenses</b>				
Salaries & Benefits	2,125,550	2,517,300	391,750	18.4%
Professional Development & Fees	28,400	38,800	10,400	36.6%
Program Supplies	9,600	9,600	-	0.0%
General Supplies	6,200	5,500	(700)	-11.3%
Utilities	700	700	-	0.0%
Licences, Permits and Fees	24,000	24,000	-	0.0%
Contracted Services and Agreements	139,300	132,300	(7,000)	-5.0%
Professional Fees	2,100	4,100	2,000	95.2%
Public Relations and Communication	12,500	11,500	(1,000)	-8.0%
Administration and Office Expenses	22,950	22,550	(400)	-1.7%
Grants to Others	10,200	10,200	-	0.0%
Other	500	800	300	60.0%
Interdepartmental Reallocations	9,800	9,800	-	0.0%
<b>Expenses Total</b>	<b>2,391,800</b>	<b>2,787,150</b>	<b>395,350</b>	<b>16.5%</b>
<b>Business, Environment &amp; Culture Total</b>	<b>2,183,500</b>	<b>2,666,850</b>	<b>483,350</b>	<b>22.1%</b>

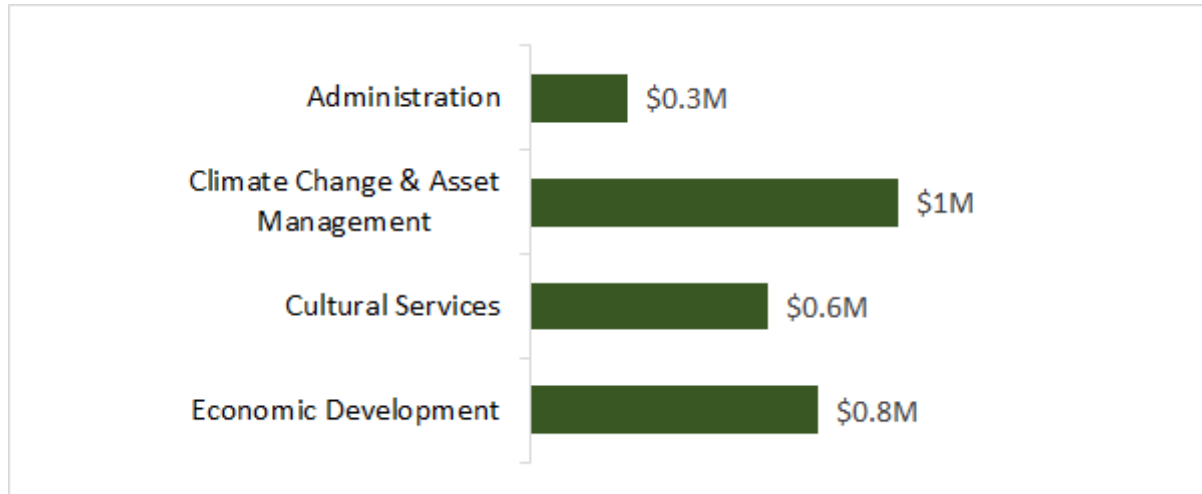
## Operating Budget by Service

The Business, Environment and Culture department provides services through the Administration, Economic Development, Climate Change and Asset Management, and Culture divisions.

Business, Environment & Culture	2022 Actuals	2023 Approved Budget	Base Budget	2024		2024 vs. 2023		
				OP Budget Request	One-Time OP Budget Request	Total Budget	Budget Change	
Administration								
Administration								
Expense	246,362	254,800	267,700	-	-	267,700	12,900	5.1%
Administration Total	246,362	254,800	267,700	-	-	267,700	12,900	5.1%
Administration Total	246,362	254,800	267,700	-	-	267,700	12,900	5.1%
Economic Development								
Economic Development								
Revenue	(36,672)	-	-	-	-	-	-	0.0%
Expense	716,297	723,100	774,500	-	-	774,500	51,400	7.1%
Economic Development Total	679,625	723,100	774,500	-	-	774,500	51,400	7.1%
Economic Development Total	679,625	723,100	774,500	-	-	774,500	51,400	7.1%
Climate Change & Asset Management								
Climate Change & Asset Management								
Revenue	(204,161)	(104,000)	(80,000)	-	(35,000)	(115,000)	(11,000)	10.6%
Expense	794,053	796,300	795,900	269,700	35,000	1,100,600	304,300	38.2%
Climate Change & Asset Management Total	589,892	692,300	715,900	269,700	-	985,600	293,300	42.4%
Climate Change & Asset Management Total	589,892	692,300	715,900	269,700	-	985,600	293,300	42.4%
Cultural Services								
Cultural Services								
Revenue	(208,867)	(104,300)	(5,300)	-	-	(5,300)	99,000	-94.9%
Expense	549,184	617,600	593,900	50,450	-	644,350	26,750	4.3%
Cultural Services Total	340,317	513,300	588,600	50,450	-	639,050	125,750	24.5%
Cultural Services Total	340,317	513,300	588,600	50,450	-	639,050	125,750	24.5%
Business, Environment & Culture Total	1,856,196	2,183,500	2,346,700	320,150	-	2,666,850	483,350	22.1%

## Operating Budget by Service

The 2024 operating budget for Business, Environment and Culture is proposed at \$2,787,150 in gross expenditures, with \$2,666,850 funded from the general tax levy to support the services performed by all divisions within the Business, Environment and Culture department.



## 2024 Operating Budget Drivers

The \$483,350, or 22.1%, net increase to the Business, Environment & Culture operating budget includes various inclusions to support the effective and efficient delivery of services for the corporation.

The following major budget changes are included in the Business, Environment & Culture operating budget for 2024:

### Maintaining current service levels

- \$71,600 or 3.3%, represents the base change in compensation and benefits for the current staff complement. This includes previously approved contract adjustments, performance increments, job evaluation changes, a 2.25% proposed economic adjustment, and cost adjustments associated with the Town's benefit provider.
- To maintain the Public Art workplan in the Cultural Services division, \$50,450 has been included to continue the existing Public Art Coordinator – Contract position (+0.5 FTE) - which has an existing staff incumbent. Established in 2021, this position is required to assist with the delivery of core cultural services, including implementation of the Town's successful Public Art Master Plan and associated programming and initiatives, implementing elements of the Council-approved Graffiti Action Plan, integrating public art into municipal and private sector projects, managing the Council-approved 50th



Anniversary themed public art program for 2024, as well as to explore numerous initiatives discussed during the September 11, 2023 Council Public Art Workshop. The Town's public art program helps raise the local quality of life, which is a key driver of economic development decisions, and creates a unique sense of place.

- \$24,000 reduction to phase-out reserve funding for the annual fees associated with the existing IVY EV charger's agreement. No additional chargers are proposed. Council approved ADMIN-2021-0024 in 2021 to fund the first four years (2021-2025) of the agreement by redirecting funds previously approved for the installation of the EV chargers as part of capital budget (7300-221703 - the Corporate Energy Plan implementation). Following approval of the report, the capital project was closed, and the remaining funds were transferred back to reserves. Funding from reserves is no longer a reliable funding source. Going forward, the fees will be drawn from the base budget.

#### **Management of existing infrastructure and assets**

- \$129,600 for an Asset Management Coordinator and Data Analyst (+1.0 FTE) in the Climate Change and Asset Management division to support the ongoing implementation of the Asset Management Information System (AMIS) across departments. Successful implementation of AMIS is critical to the effective and efficient management of the Town's \$4 billion in assets and to ensuring that residents, businesses, and visitors enjoy quality municipal services. AMIS will enable the collection, analysis, and reporting of critical asset data to ensure that Town assets are operating at peak efficiency, and that staff and Council have data for evidence-based decision making. Integration with the Long-Range Financial Plan will also be achieved.
- \$140,100 for an Environment and Natural Assets Coordinator (+1.0 FTE) in the Climate Change and Asset Management division to implement the Town's core environment, natural assets, biodiversity, and adaptation/resiliency workplan, with a focus on environmental stewardship and Halton Hills' environment-rich natural character. This includes developing and implementing a Biodiversity Strategy, Natural Assets Implementation Action Plan, and advancing the Adaptation Plan. This position will also advance the Town's Privately-owned Tree Management Strategy to preserve and grow the Town's tree canopy and collaborate with community groups to advance local projects. The Coordinator's work will be critical to supporting and supplementing legislated work arising out of Asset Management Planning related to natural assets and climate impacts. The Coordinator will lead cross-departmental collaboration, and policy and process development, undertake vulnerability assessments to help manage risks, and seek external funding opportunities.

**Zero budget impact**

- One-time operating budget request of \$35,000 to fund Community Engagement - Environmental Stewardship programs and/or services that will support residents, businesses, and organizations in taking practical and effective action on the health of the natural environment, natural assets, biodiversity, and resiliency. This includes building community capacity and awareness using a variety of tools, such as partnerships, community events, workshops, webinars, brochures, signage, interactive guides, guest speakers, on-site visits, project profiles, pilot projects, community surveys, and targeted community grants. The tools and processes developed in 2024 will be used and/or updated by the Town in future years to maximize their community and environmental benefits.

# 2024 Operating Budget Request

<b>Position/Program</b>	<b>Ref No.</b>	24-3
Community Engagement - Environmental Stewardship (One-Time)	<b>Budget Impact</b>	\$ -
<b>Approved by Council?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>FTE Impact</b>	
<b>Included in Budget?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Effective Date</b>	January 1, 2024
<b>Department</b>	<b>Division</b>	
Business, Environment & Culture	Climate Change and Asset Management	

## Description of Services to be Performed:

This project is focused on community engagement that supports residents, businesses and organizations in taking practical and effective action on the health of the natural environment, natural assets, biodiversity and resiliency. This includes building community capacity through partnerships, community events, workshops, webinars, brochures, interactive guides, guest speakers, on-site visits, signage and other tools. The anticipated result is a healthy environment and improved community resiliency to more severe and frequent extreme weather events. The tools and processes developed in 2024 will be used and/or updated by the Town in future years to maximize their community and environmental benefits.

It is recommended that the Community Engagement - Environmental Stewardship be approved as an one-time cost to be financed from the Tax Rate Stabilization Reserve of \$35,000.

**Risk if not approved:** Increased community risk and future costs of responding to more severe weather. Lost opportunities to continue to engage and support the community with adaptation actions. Lost opportunities to leverage funding from external sources.

## Budget Impact:

### Expenditures:

Salary & Benefits	
Supplies & Services	35,000
Other	
<b>Total</b>	<b>\$ 35,000</b>

### Account & Notes:

Contracted Services

### Revenue:

Fees	
Grants	
Other	(35,000)
<b>Total</b>	<b>\$ (35,000)</b>

Tax Rate Stabilization Reserve

<b>Net Cost</b>	<b>\$ -</b>
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# 2024 Operating Budget Request

<b>Position/Program</b>	<b>Ref No.</b>	24-4
Asset Management Coordinator and Data Analyst	<b>Budget Impact</b>	\$ 129,600
<b>Approved by Council?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>FTE Impact</b>	1.0
<b>Included in Budget?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Effective Date</b>	January 1, 2024
<b>Department</b>	<b>Division</b>	
Business, Environment & Culture	Climate Change and Asset Management	

## Description of Services to be Performed:

Management of Town assets is a core municipal responsibility. The Town owns and maintain over \$1 billion in municipal assets and infrastructure. There is an additional \$3 billion in valuable services provided by local natural assets. These assets are critical to delivering quality services to residents, businesses and visitors. This position is required to lead implementation of a complex Asset Management Information System across all departments including the collection, analysis and reporting of critical asset data to ensure that Town facilities and infrastructure are operating at peak efficiency. This role is critical to ensuring that the Town meets provincial regulations.

It is recommended that the Asset Management Coordinator and Data Analyst be approved as an on-going full time position (1.0 FTE) and that the required funding be financed through a base budget increase of \$129,600.

**Risk if not approved:** Unable to meet requirements of the Ontario Regulation 588/17 and operationalize the Asset Management Information System software across all departments in order to generate operational efficiency benefits. Increased risks due to premature asset failure, higher operating and replacement costs. Increased risk in managing the Town's financial position due to challenges in maximizing linkages to the

## Budget Impact:

### Expenditures:

Salary & Benefits	129,600
Supplies & Services	
Other	3,500
<b>Total</b>	<b>\$ 133,100</b>

### Revenue:

Fees	
Grants	
Other	(3,500)
<b>Total</b>	<b>\$ (3,500)</b>

### Net Cost

**\$ 129,600**

### Account & Notes:

Non-Union Full Time Salaries & Benefits

Phone & Laptop

Technology Replacement Reserve

# 2024 Operating Budget Request

<b>Position/Program</b>	<b>Ref No.</b>	24-5
Environment and Natural Assets Coordinator	<b>Budget Impact</b>	\$ 140,100
<b>Approved by Council?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>FTE Impact</b>	1.0
<b>Included in Budget?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Effective Date</b>	January 1, 2024
<b>Department</b>	<b>Division</b>	
Business, Environment & Culture	Climate Change and Asset Management	

## Description of Services to be Performed:

This position will implement the Town's core environmental, natural assets, biodiversity & adaptation workplan. This includes developing/implementing the Biodiversity Strategy, Natural Assets Action Plan, Private Tree Management Strategy to protect and grow the tree canopy, green infrastructure elements, and the Adaptation Plan. With a focus on the natural environment and adaptation, the Coordinator will also improve the Town's and community's ability to respond to more frequent severe weather events, and complete vulnerability assessments. This position is critical to acting on natural asset recommendations generated through the legislated Asset Management program. It is also key to delivering any new programs and/or community partnerships such as the one related to Halton Hills being certified as a Bird Friendly Community per Council Resolution No. 2023-0092, and partnerships (including with Credit Valley Conservation). The Coordinator will also lead cross-departmental coordination, research and apply for

**It is recommended that the Environment and Natural Assets Coordinator be approved as an on-going full time position (1.0 FTE) and that the required funding be financed through a base budget increase of \$140,100.**

**Risk if not approved: Not able to develop/implement the Natural Assets Action Plan, Biodiversity Strategy, Private Tree Management Strategy, Adaptation Plan and the Bird Friendly Community Certification resolution. Major limitation on environmental stewardship, and resiliency and adaptation.**

## Budget Impact:

### Expenditures:

Salary & Benefits	140,100
Supplies & Services	
Other	3,500
Total	\$ 143,600

### Account & Notes:

Non-Union Full Time Salaries & Benefits
Phone & Laptop

### Revenue:

Fees	
Grants	
Other	(3,500)
Total	\$ (3,500)

Technology Replacement Reserve

<b>Net Cost</b>	<b>\$ 140,100</b>
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# 2024 Operating Budget Request

<b>Position/Program</b>	<b>Ref No.</b>	24-6
Public Art Coordinator (Contract)	<b>Budget Impact</b>	\$ 50,450
<b>Approved by Council?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>FTE Impact</b>	0.5
<b>Included in Budget?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Effective Date</b>	January 1, 2024
<b>Department</b>	<b>Division</b>	
Business, Environment & Culture	Cultural Services	

## Description of Services to be Performed:

Public art contributes to raising local quality of life, which is a major driver of investment attraction. It creates a unique sense of place, and raises community engagement. The existing position (with an incumbent) is currently a two-year contract, ending Dec. 2023. Continuation of this position is required to deliver core cultural services, including implementation of the Town's successful Public Art Master Plan and associated programming and initiatives, implementing the Council-approved Graffiti Action Plan, and leading the Council-approved 50th Anniversary themed public art program for 2024. The Coordinator is also required to review and potentially implement policies and/or initiatives related to maintenance/replacement of existing murals; delivering interactive community art/cultural installations and events (per Council's Public Art Workshop); assisting BIAs with projects that contribute to downtown vibrancy; grant programs for local artists; public art installations; integration with Town infrastructure projects; and public art on private property.

**It is recommended that the Public Art Coordinator be approved as an on-going part-time contract position (0.5 FTE) and that the required funding be financed through a base budget increase of \$50,450.**

**Risk if not approved: Inability to implement the Public Art Master Plan & 50th Anniversary public art program. Missed opportunities to integrate public art in capital projects and to provide support to BIAs and other organizations with related projects. Reduced support for local artists and stakeholders interested in creating public art projects. Loss of an existing staff incumbent to continue a successful program.**

## Budget Impact:

### Expenditures:

Salary & Benefits	50,450
Supplies & Services	
Other	
<b>Total</b>	<b>\$ 50,450</b>

### Account & Notes:

Contract Salaries & Statutory Benefits

### Revenue:

Fees	
Grants	
<b>Total</b>	<b>\$ -</b>

### Net Cost

**\$ 50,450**



# **Corporate Services**

## Operating Budget

## CORPORATE SERVICES

Corporate Services represents critical functions related to Finance, Information Technology Services (ITS), and Human Resources that in turn support and enhance the delivery of effective and efficient municipal services. Each of these functional areas are supported by highly skilled staff who provide professional expertise and manage resources essential to the successful operation of the municipality.

### 2024 Operating Budget Overview

Corporate Services	2023 Approved Budget	2024 Total Budget	2024 vs. 2023 Budget Change	
<b>Revenue</b>				
User Fees	(240,000)	(225,000)	15,000	-6.3%
Licences and Permits	(237,500)	(237,500)	-	0.0%
Recoveries	(38,100)	(38,100)	-	0.0%
Other Revenue	(600)	(600)	-	0.0%
Interdepartmental Reallocations	(2,500)	(2,500)	-	0.0%
<b>Revenue Total</b>	<b>(518,700)</b>	<b>(503,700)</b>	<b>15,000</b>	<b>-2.9%</b>
<b>Expenses</b>				
Salaries & Benefits	5,659,700	6,084,500	424,800	7.5%
Professional Development & Fees	68,400	68,100	(300)	-0.4%
Program Supplies	600	600	-	0.0%
General Supplies	1,300	1,300	-	0.0%
Repair and Maintenance	8,000	6,000	(2,000)	-25.0%
Contracted Services and Agreements	1,349,800	1,590,600	240,800	17.8%
Professional Fees	53,100	53,100	-	0.0%
Public Relations and Communication	1,500	1,500	-	0.0%
Administration and Office Expenses	53,100	54,200	1,100	2.1%
<b>Expenses Total</b>	<b>7,195,500</b>	<b>7,859,900</b>	<b>664,400</b>	<b>9.2%</b>
<b>Corporate Services Total</b>	<b>6,676,800</b>	<b>7,356,200</b>	<b>679,400</b>	<b>10.2%</b>



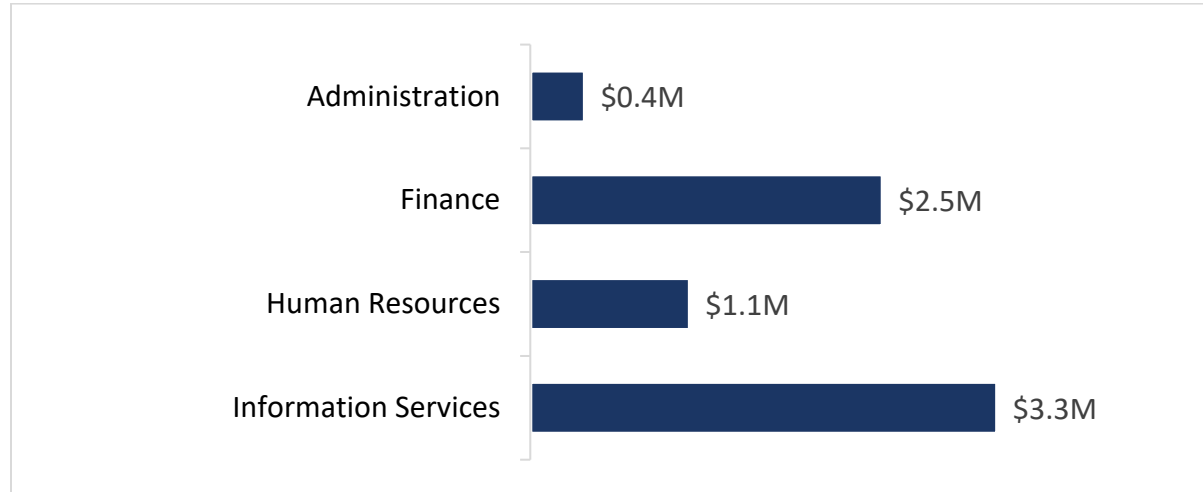
## Operating Budget by Service

The Corporate Services department provides services through the Administration, Finance, Human Resources, and Information Technology Services divisions.

Corporate Services	2022 Actuals	2023 Approved Budget	Base Budget	2024		2024 vs. 2023		
				OP Budget Request	One-Time OP Budget Request	Total Budget	Budget Change	
Administration								
Administration								
Expense	343,350	367,600	388,600	-	-	388,600	21,000	5.7%
Administration Total	343,350	367,600	388,600	-	-	388,600	21,000	5.7%
Administration Total	343,350	367,600	388,600	-	-	388,600	21,000	5.7%
Human Resources								
Human Resources								
Expense	960,858	974,300	1,029,400	106,400	-	1,135,800	161,500	16.6%
Human Resources Total	960,858	974,300	1,029,400	106,400	-	1,135,800	161,500	16.6%
Human Resources Total	960,858	974,300	1,029,400	106,400	-	1,135,800	161,500	16.6%
Finance								
Finance								
Revenue	(363,239)	(402,100)	(387,100)	-	-	(387,100)	15,000	-3.7%
Expense	2,604,822	2,806,400	2,895,700	-	-	2,895,700	89,300	3.2%
Finance Total	2,241,583	2,404,300	2,508,600	-	-	2,508,600	104,300	4.3%
Finance Total	2,241,583	2,404,300	2,508,600	-	-	2,508,600	104,300	4.3%
Information Technology Services								
Information Services								
Revenue	(52,500)	(116,600)	(116,600)	-	-	(116,600)	-	0.0%
Expense	2,613,105	3,047,200	3,199,700	240,100	-	3,439,800	392,600	12.9%
Information Services Total	2,560,605	2,930,600	3,083,100	240,100	-	3,323,200	392,600	13.4%
Information Technology Services Total	2,560,605	2,930,600	3,083,100	240,100	-	3,323,200	392,600	13.4%
Corporate Services Total	6,106,396	6,676,800	7,009,700	346,500	-	7,356,200	679,400	10.2%

## Operating Budget by Service

The 2024 operating budget for Corporate Services is proposed at \$7,859,900 in gross expenditures, with \$7,356,200 funded from the general tax levy to support the services performed by all divisions within the Corporate Services department.



## 2024 Operating Budget Drivers

The \$679,400, or 10.2%, net increase to the Corporate Services operating budget includes various inclusions to support the effective and efficient delivery of services for the corporation. The following major budget changes are included in the Corporate Services operating budget for 2024:

### Maintaining current service levels

- \$176,800 or 8.7%, represents the base change in compensation and benefits for the current staff complement. This includes previously approved contract adjustments, performance increments, job evaluation changes, a 2.25% proposed economic adjustment, and cost adjustments associated with the Town's benefit provider.
- \$30,000 base budget increase related to licensing and usage costs for the Town's contracted payroll system provider.
- \$66,800 increase as a result of base budget changes for additional license costs for newly implemented I.T. systems from previously approved capital projects.
- \$59,300 for miscellaneous budget changes such as cost increases for existing I.T. servicing costs and a reduction in fee revenues for tax certificates based on lower anticipated volumes.

**Downloaded/legislated impacts**

- A \$106,400 budget request for a Payroll, Pension, and Benefits Specialist in order to better support the Town in response to new OMERS regulations, administer the Town's benefits plan, and manage digitalized employee files.

**Corporate and community security**

- \$140,100 – A budget request has been included for the addition of a Cyber Security Specialist who will be responsible for developing and enhancing procedures and work plans to advance the organization's cyber maturity and resilience.
- \$100,000 in additional service support related to cyber security is also requested to reduce the risk and threat of cyber attack on the corporation and maintain security of sensitive community information.

# 2024 Operating Budget Request

<b>Position/Program</b>	<b>Ref No.</b>	24-7
Cyber Security Enhancements	<b>Budget Impact</b>	\$ 100,000
<b>Approved by Council?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>FTE Impact</b>	0.0
<b>Included in Budget?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Effective Date</b>	January 1, 2024
<b>Department</b>	<b>Division</b>	
Corporate Services	Information Technology Services	

## Description of Services to be Performed:

It is recommended to further advance the cyber protections and controls in place to improve prevention, detection and mitigation capabilities. Prioritized improvements include vulnerability scanning and detection, penetration testing and workstation level firewalls. Implementation of prioritized new protections and tools for early identification of vulnerabilities at various points of entry to the organization's technology infrastructure. Detected vulnerabilities can then be addressed in a timely manner to reduce the risk and severity of future cyber attacks.

Implementation and execution of the noted enhanced security controls and tools will require both internal and external expert resources.

**It is recommended that the Cyber Security Enhancements be approved and that the required funding be financed through a base budget increase of \$100,000.**

**Risk if not approved: There is an ongoing risk of cyber attack if our systems are not protected or proactive measures are taken to address vulnerabilities. These attacks can have operational and financial impacts.**

## Budget Impact:

### Expenditures:

Salary & Benefits	
Supplies & Services	100,000
Other	
<b>Total</b>	<b>\$ 100,000</b>

### Account & Notes:

Contract/Consulting services

### Revenue:

Fees	
Grants	
Other	
<b>Total</b>	<b>\$ -</b>

### Net Cost

**\$ 100,000**

# 2024 Operating Budget Request

<b>Position/Program</b>	<b>Ref No.</b>	24-8
Cyber Security Specialist	<b>Budget Impact</b>	\$ 140,100
<b>Approved by Council?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>FTE Impact</b>	1.0
<b>Included in Budget?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Effective Date</b>	January 1, 2024
<b>Department</b>	<b>Division</b>	
Corporate Services	Information Technology Services	

## Description of Services to be Performed:

A new full-time position to focus on cyber security within the organization. This position will develop policies, procedures and work plans related to cyber security and advancement of the organization's cyber maturity, resilience and ability to respond to an ever growing complexity and volume of cyber threats.

Dedicated resourcing will enhance the ability to implement new cyber security measures, track progress of maturity improvement and provide expertise to the organization that is currently missing. The addition of this position is hoped to assist in reducing the risk of future cyber vulnerabilities through the early identification and mitigation of risks through a combination of technical measures, procedural improvements and staff training.

**It is recommended that the Cyber Security Specialist be approved as an on-going full-time position (1.0 FTE) and that the required funding be financed through a base budget increase of \$140,100.**

**Risk if not approved: There is an ongoing risk of cyber attack if our systems are not protected or proactive measures are taken to address vulnerabilities. These attacks can have operational and financial impacts.**

## Budget Impact:

### Expenditures:

Salary & Benefits	140,100
Supplies & Services	
Other	
Total	\$ 140,100

### Revenue:

Fees	
Grants	
Other	
Total	\$ -

### Net Cost

\$ 140,100

### Account & Notes:

Non-union Salaries & Benefits

# 2024 Operating Budget Request

<b>Position/Program</b>		<b>Ref No.</b>	24-9
Payroll, Pension and Benefits Specialist		<b>Budget Impact</b>	\$ 106,400
<b>Approved by Council?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>FTE Impact</b>	1.0
<b>Included in Budget?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Effective Date</b>	January 1, 2024
<b>Department</b>		<b>Division</b>	
Corporate Services		Human Resources	

## Description of Services to be Performed:

This position is responsible for payroll processing, troubleshooting and providing support to managers and staff, administers the OMERS pension plan for full-time and part-time employees, and manages the enrolment and customer service for the healthcare benefits program. Changes to the eligibility of part time staff to join the OMERS plan has drastically increased reporting and administrative obligations. This position also manages and maintains digitalized employee files.

It is recommended that the Payroll, Pension and Benefits Specialist be approved as an on-going full-time position (1.0 FTE) and that the required funding be financed through a base budget increase of \$106,400.

Risk if not approved: The payroll division will fall behind on its reporting obligations, customer service to staff will be delayed due to workload and accuracy of payroll details is at risk.

## Budget Impact:

### Expenditures:

Salary & Benefits	106,400
Supplies & Services	
Other	
<b>Total</b>	<b>\$ 106,400</b>

### Account & Notes:

Non-union Salaries & Benefits

### Revenue:

Fees	
Grants	
Other	
<b>Total</b>	<b>\$ -</b>


### Net Cost

**\$ 106,400**



# **Library Services**

## Operating Budget

## LIBRARY SERVICES

The Library's mission is to empower our community through ideas, creativity and connections in a welcoming, safe and supportive environment. The Library continues to cultivate and deliver leading-edge programs, services and collections to meet community needs, expand access to technology, promote digital literacy and enhance community wellbeing. The structure, processes, and resources are focused on ensuring leaders and staff can operationalize all strategic goals.

Library administration provides the leadership, planning, resource management and direction to deliver on the Library's strategic plan priorities to ensure the Library is a welcoming and inclusive space, builds community connections through collaboration and partnerships, enriches lives and enhances community wellbeing. The Library provides programs, services and collections to the residents of Halton Hills from branches located in Georgetown and Acton.

## 2024 Operating Budget Overview

2023 Operating Budget Overview				
	2023	2024	2024 vs. 2023	
Library Services	Approved Budget	Total Budget	Budget Change	
Revenue				
User Fees	(8,900)	(8,900)	-	0.0%
Licences and Permits	(6,500)	(6,500)	-	0.0%
Fines	(15,000)	(11,000)	4,000	-26.7%
Recoveries	(1,900)	(1,900)	-	0.0%
Grants	(61,300)	(61,300)	-	0.0%
Other Revenue	(5,300)	(5,300)	-	0.0%
Interdepartmental Reallocations	(27,800)	(27,800)	-	0.0%
Revenue Total	(126,700)	(122,700)	4,000	-3.2%
Expenses				
Salaries & Benefits	3,926,550	4,090,350	163,800	4.2%
Professional Development & Fees	30,700	30,700	-	0.0%
Program Supplies	16,800	16,800	-	0.0%
General Supplies	13,800	13,800	-	0.0%
Repair and Maintenance	10,900	10,900	-	0.0%
Contracted Services and Agreements	96,800	96,800	-	0.0%
Professional Fees	5,500	5,500	-	0.0%
Public Relations and Communication	3,700	3,700	-	0.0%
Administration and Office Expenses	49,050	49,050	-	0.0%
Interdepartmental Reallocations	2,500	2,500	-	0.0%
Transfers to Reserve	47,700	47,700	-	0.0%
Financial Charges	2,400	2,400	-	0.0%
Expenses Total	4,206,400	4,370,200	163,800	3.9%
Library Services Net Levy Impact	4,079,700	4,247,500	167,800	4.1%



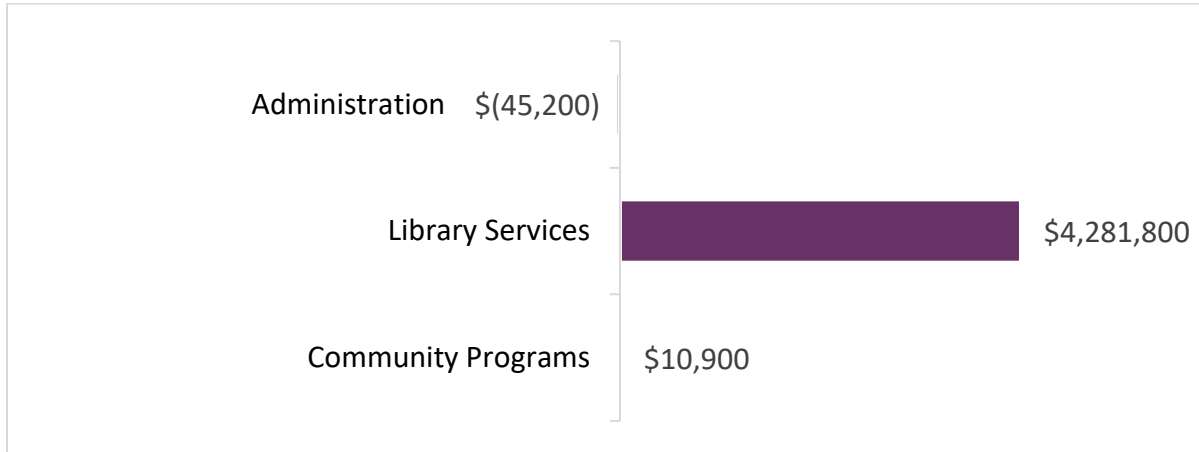
## Operating Budget by Service

Library Services delivers services to the community through the Administration, general Library Services, and the Community Programs divisions.

Library Services	2022 Actuals	2023 Approved Budget	Base Budget	2024		2024 vs. 2023		
				OP Budget Request	One-Time OP Budget Request	Total Budget	Budget Change	
Administration								
Administration								
Revenue	(69,345)	(61,300)	(61,300)	-	-	(61,300)	-	0.0%
Expense	12,876	15,400	16,100	-	-	16,100	700	4.5%
Administration Total	(56,469)	(45,900)	(45,200)	-	-	(45,200)	700	-1.5%
Administration Total	(56,469)	(45,900)	(45,200)	-	-	(45,200)	700	-1.5%
Library Services								
Library Services								
Revenue	(61,760)	(59,400)	(55,400)	-	-	(55,400)	4,000	-6.7%
Expense	3,795,585	4,175,000	4,337,200	-	-	4,337,200	162,200	3.9%
Library Services Total	3,733,825	4,115,600	4,281,800	-	-	4,281,800	166,200	4.0%
Library Services Total	3,733,825	4,115,600	4,281,800	-	-	4,281,800	166,200	4.0%
Community Programs								
Community Programs								
Revenue	(23,916)	(6,000)	(6,000)	-	-	(6,000)	-	0.0%
Expense	37,833	16,000	16,900	-	-	16,900	900	5.6%
Community Programs Total	13,917	10,000	10,900	-	-	10,900	900	9.0%
Community Programs Total	13,917	10,000	10,900	-	-	10,900	900	9.0%
Library Services Total	3,691,273	4,079,700	4,247,500	-	-	4,247,500	167,800	4.1%

## Operating Budget by Service

The 2024 operating budget for Library Services is proposed at \$4,370,200 in gross expenditures, with \$4,247,500 funded from the general tax levy to support the services performed by all divisions within the Library Services department.



## 2024 Operating Budget Drivers

Library Services proposes a net increase of \$167,800 or 4.1% for the 2024 operating budget. These changes enable the Library to deliver innovative community programming and offer leading-edge collections and services, while building community and engaging key audiences.

The following budget changes are included in the Library Services operating budget for 2024:

### Maintaining current service levels

- An increase of \$163,800 for compensation and benefits to maintain existing levels of service. This includes a proposed non-union economic adjustment and performance increments, job evaluation changes, and changes to statutory and health benefits.
- A base budget increase of \$4,000 to support the 5-year plan to decrease revenue collection from fines.



# **Fire Department**

## Operating Budget

## FIRE SERVICES

The Halton Hills Fire Department is a composite fire service providing an all-hazards response capability to natural and human-caused events from three strategically located stations. Based on the Ontario Fire Marshal's three lines of defence, the divisions provide:

1. Public Fire Safety Education and Prevention;
2. Fire Safety Standards and Enforcement; and,
3. Emergency Response.

## 2024 Operating Budget Overview

Fire Services	2023 Approved Budget	2024 Total Budget	2024 vs. 2023 Budget Change	
<b>Revenue</b>				
Recoveries	(42,000)	(51,000)	(9,000)	21.4%
Grants	(2,500)	(2,500)	-	0.0%
Other Revenue	(149,500)	(149,500)	-	0.0%
Transfers from Reserves	(579,800)	(579,800)	-	0.0%
<b>Revenue Total</b>	<b>(773,800)</b>	<b>(782,800)</b>	<b>(9,000)</b>	<b>1.2%</b>
<b>Expenses</b>				
Salaries & Benefits	9,214,155	9,624,700	410,545	4.5%
Professional Development & Fees	71,600	85,400	13,800	19.3%
Program Supplies	2,500	2,500	-	0.0%
General Supplies	117,700	124,100	6,400	5.4%
Fuel	66,300	66,300	-	0.0%
Utilities	115,700	116,800	1,100	1.0%
Repair and Maintenance	195,800	191,500	(4,300)	-2.2%
Licences, Permits and Fees	4,800	4,800	-	0.0%
Contracted Services and Agreements	646,700	657,600	10,900	1.7%
Professional Fees	38,000	38,000	-	0.0%
Public Relations and Communication	900	900	-	0.0%
Administration and Office Expenses	26,800	26,900	100	0.4%
Interdepartmental Reallocations	58,000	58,100	100	0.2%
Transfers to Reserve	105,000	105,000	-	0.0%
<b>Expenses Total</b>	<b>10,663,955</b>	<b>11,102,600</b>	<b>438,645</b>	<b>4.1%</b>
<b>Total Budget Before Special Levies</b>	<b>9,890,155</b>	<b>10,319,800</b>	<b>429,645</b>	<b>4.3%</b>
<b>Fire Services Special Levy</b>	<b>(1,360,955)</b>	<b>-</b>	<b>1,360,955</b>	<b>-100.0%</b>
<b>Fire Services Total</b>	<b>8,529,200</b>	<b>10,319,800</b>	<b>1,790,600</b>	<b>21.0%</b>

## Operating Budget by Service

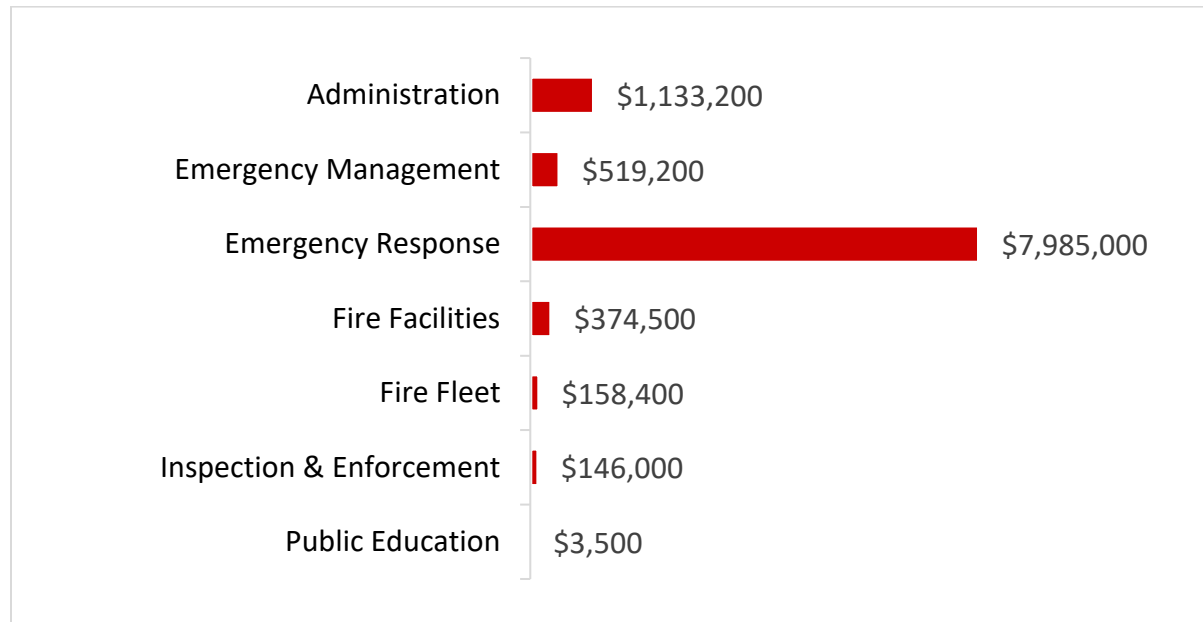
Fire Services delivers services to the community through the Administration, Public Education, Inspection and Enforcement of safety standards, Emergency Management, and Facilities and Fleet divisions.

Fire Services	2022 Actuals	2023 Approved Budget	Base Budget	2024		2024 vs. 2023		
				OP Budget Request	One-Time OP Budget Request	Total Budget	Budget Change	
Administration								
Administration								
Revenue	(165,304)	(500)	(500)	-	-	(500)	-	0.0%
Expense	1,192,525	1,174,900	1,133,700	-	-	1,133,700	(41,200)	-3.5%
Administration Total	1,027,221	1,174,400	1,133,200	-	-	1,133,200	(41,200)	-3.5%
Administration Total	1,027,221	1,174,400	1,133,200	-	-	1,133,200	(41,200)	-3.5%
Public Education								
Public Education								
Revenue	-	(2,500)	(2,500)	-	-	(2,500)	-	0.0%
Expense	2,852	6,000	6,000	-	-	6,000	-	0.0%
Public Education Total	2,852	3,500	3,500	-	-	3,500	-	0.0%
Public Education Total	2,852	3,500	3,500	-	-	3,500	-	0.0%
Inspection & Enforcement								
Inspection & Enforcement								
Revenue	(48,410)	(294,300)	(294,300)	-	-	(294,300)	-	0.0%
Expense	168,123	419,855	440,300	-	-	440,300	20,445	4.9%
Inspection & Enforcement Total	119,713	125,555	146,000	-	-	146,000	20,445	16.3%
Inspection & Enforcement Total	119,713	125,555	146,000	-	-	146,000	20,445	16.3%
Emergency Response								
Emergency Management								
Expense	280	16,200	16,200	-	-	16,200	-	0.0%
Emergency Management Total	280	16,200	16,200	-	-	16,200	-	0.0%
Emergency Response								
Revenue	(506,215)	(461,500)	(461,500)	-	-	(461,500)	-	0.0%
Expense	7,969,621	7,602,900	8,171,000	-	-	8,171,000	568,100	7.5%
Emergency Response Total	7,463,406	7,141,400	7,709,500	-	-	7,709,500	568,100	8.0%
Fire Communications								
Expense	519,779	503,000	503,000	-	-	503,000	-	0.0%
Fire Communications Total	519,779	503,000	503,000	-	-	503,000	-	0.0%

Fire Services	2022 Actuals	2023 Approved Budget	Base Budget	2024		Total Budget	2024 vs. 2023	
				OP Budget Request	One-Time OP Budget Request		Budget Change	
<b>Training</b>								
Revenue	(35,000)	-	-	-	-	-	-	0.0%
Expense	294,996	400,700	275,500	-	-	275,500	(125,200)	-31.2%
<b>Training Total</b>	259,996	400,700	275,500	-	-	275,500	(125,200)	-31.2%
<b>Emergency Response Total</b>	<b>8,243,461</b>	<b>8,061,300</b>	<b>8,504,200</b>	-	-	<b>8,504,200</b>	<b>442,900</b>	<b>5.5%</b>
<b>Fire Facilities &amp; Fleet</b>								
<b>Fire Facilities</b>								
Revenue	(12,000)	(15,000)	(24,000)	-	-	(24,000)	(9,000)	60.0%
Expense	305,023	298,600	306,700	-	-	306,700	8,100	2.7%
<b>Fire Facilities Total</b>	293,023	283,600	282,700	-	-	282,700	(900)	-0.3%
<b>Fire Fleet</b>								
Expense	305,721	241,800	250,200	-	-	250,200	8,400	3.5%
<b>Fire Fleet Total</b>	305,721	241,800	250,200	-	-	250,200	8,400	3.5%
<b>Fire Facilities &amp; Fleet Total</b>	<b>598,744</b>	<b>525,400</b>	<b>532,900</b>	-	-	<b>532,900</b>	<b>7,500</b>	<b>1.4%</b>
<b>Total Operating Budget Before Special Levy</b>	<b>9,991,991</b>	<b>9,890,155</b>	<b>10,319,800</b>	-	-	<b>10,319,800</b>	<b>429,645</b>	<b>4.3%</b>
<b>Fire Services Special Levy</b>	(1,361,858)	(1,360,955)	-	-	-	-	1,360,955	-100.0%
<b>Total Net Operating Budget</b>	<b>8,630,133</b>	<b>8,529,200</b>	<b>10,319,800</b>	-	-	<b>10,319,800</b>	<b>1,790,600</b>	<b>21.0%</b>

## Operating Budget by Service

The 2024 operating budget for Fire Services is proposed at \$11,102,600 in gross expenditures, with \$10,319,800 funded from the general tax levy to support the services performed by all divisions within the Fire Services department.



## 2024 Operating Budget Drivers

The \$1,790,600, or 21.0%, net increase to the Fire Services operating budget includes various inclusions to support the effective and efficient delivery of core services to the community and \$1,360,955 to reflect the absorption of the Fire Services Special Levy into the base budget. The following major budget changes are included in the Fire Services operating budget for 2024:

### Special Levies

- In report CS-2023-02 2024 Preliminary Budget Forecast, Council approved moving six (6) special levies into the base budget at a net zero budget impact. The costs relating to the six special levies continue to be incurred by the Town but are considered permanent in nature and more effectively managed as part of the base budget. This change to the resulted in a reclassification of \$1,360,955 from the Fire Services special levy section to the base budget.

### Maintaining current service levels

- \$410,545 or 4.5%, represents the base change in compensation and benefits for the current staff complement. This includes previously approved contract adjustments, performance increments, job evaluation changes, a proposed 2.25% non-union and a 3%

union economic adjustment, and cost adjustments associated with the Town's benefit provider.

- \$9,000 increase in revenue received from the Region of Halton for the shared operating costs of the Maple Avenue Fire Station. Halton Paramedic Services (HPS) leases space from the Town at a calculated rate as set out in the lease agreement.
- \$8,400 increase to the Radio Trunking costs budget for services provided by Halton Regional Police. This budget has not been increased for several years causing an annual deficit. This increase now reflects the actual cost of these services.
- \$8,000 base budget increase to support the operating costs of all Halton Hills Fire Stations, including utilities, maintenance supplies, service contracts and general repairs and maintenance.





# **Transportation & Public Works**

## Operating Budget

## TRANSPORTATION & PUBLIC WORKS

The Transportation and Public Works Department delivers several services and programs that enhance, build, and maintain the sustainable community of Halton Hills. Services range from building permit administration to code enforcement, development review, design, construction, and maintenance of core infrastructure, and integrated transportation services.

### 2024 Operating Budget Overview

	2023	2024	2024 vs. 2023	
Transportation & Public Works	Approved Budget	Total Budget	Budget Change	
Revenue				
User Fees	(895,625)	(928,872)	(33,247)	3.7%
Licences and Permits	(3,088,600)	(3,529,200)	(440,600)	14.3%
Recoveries	(1,385,871)	(1,352,898)	32,973	-2.4%
Grants	(640,432)	(640,432)	-	0.0%
Other Revenue	(209,111)	(214,422)	(5,311)	2.5%
Transfers from Reserves	(23,000)	(23,000)	-	0.0%
Interdepartmental Reallocations	(3,284,976)	(3,488,772)	(203,796)	6.2%
Revenue Total	(9,527,615)	(10,177,596)	(649,981)	6.8%
Expenses				
Salaries & Benefits	14,006,590	15,563,869	1,557,279	11.1%
Professional Development & Fees	107,700	120,000	12,300	11.4%
General Supplies	1,791,096	2,081,570	290,474	16.2%
Fuel	644,900	654,900	10,000	1.6%
Utilities	491,350	511,600	20,250	4.1%
Repair and Maintenance	350,500	410,600	60,100	17.1%
Licences, Permits and Fees	67,130	64,630	(2,500)	-3.7%
Contracted Services and Agreements	2,591,650	3,172,303	580,653	22.4%
Professional Fees	19,000	39,000	20,000	105.3%
Public Relations and Communication	5,600	5,000	(600)	-10.7%
Administration and Office Expenses	194,000	201,500	7,500	3.9%
Financial Charges	3,000	3,000	-	0.0%
Interdepartmental Reallocations	3,325,176	3,557,572	232,396	7.0%
Transfers to Reserve	1,464,723	1,490,152	25,429	1.7%
Expenses Total	25,062,415	27,875,696	2,813,281	11.2%
Total Budget Before Special Levies	15,534,800	17,698,100	2,163,300	13.9%
Pavement Management Special Levy	(343,900)	-	343,900	-100.0%
Transportation & Public Works Total	15,190,900	17,698,100	2,507,200	16.5%

## Operating Budget by Service

The Transportation & Public Works department provides services in Transportation, Engineering & Construction, Development Engineering, Building Services, and Public Works divisions.

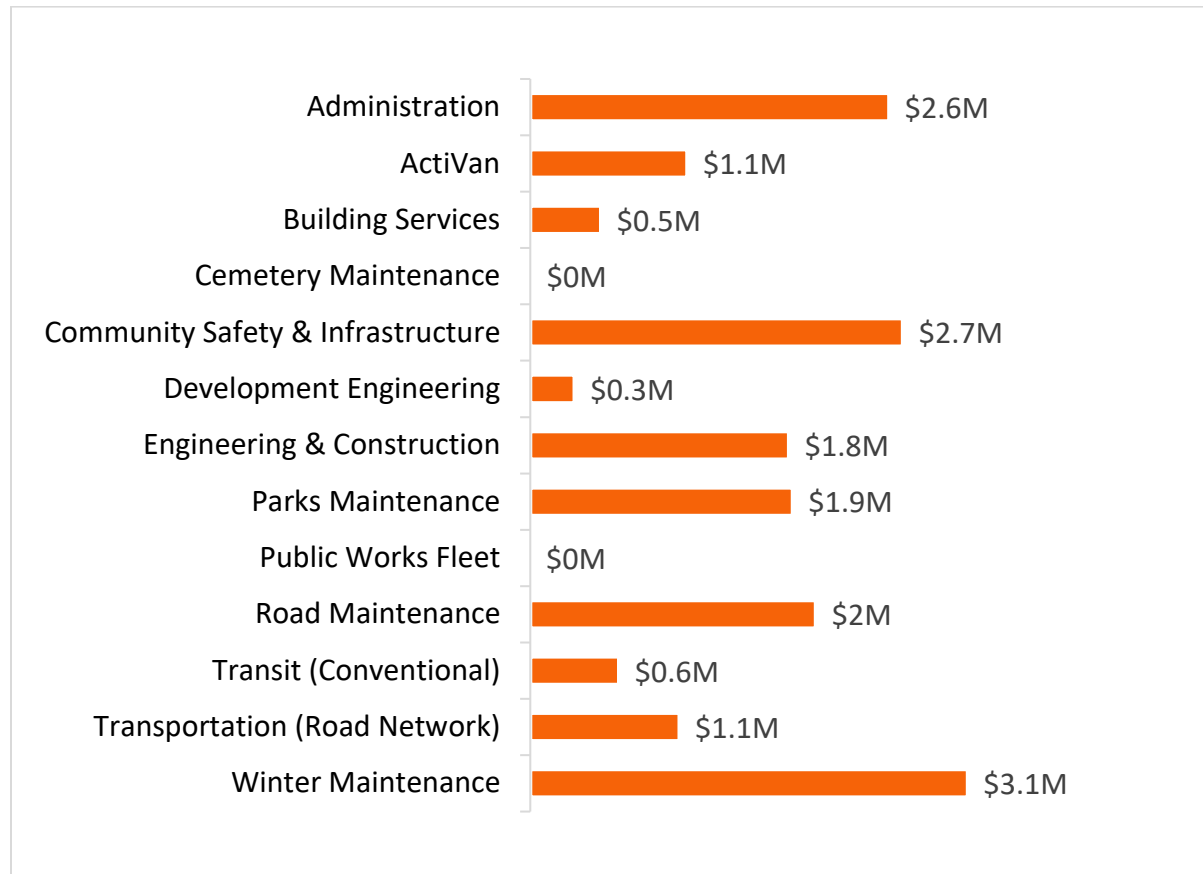
Transportation & Public Works	2022 Actuals	2023 Approved Budget	2024			2024 vs. 2023		
			Base Budget	OP Budget Request	One-Time OP Budget Request	Total Budget	Budget Change	
Administration								
Administration								
Revenue	-	-	-	-	-	-		
Expense	274,611	366,700	380,400	-	-	380,400	13,700	3.7%
Administration Total	274,611	366,700	380,400	-	-	380,400	13,700	3.7%
Administration Total	274,611	366,700	380,400	-	-	380,400	13,700	3.7%
Transportation								
Transportation (Road Network)								
Revenue	(96,768)	(273,700)	(184,800)	(90,700)	-	(275,500)	(1,800)	0.7%
Expense	870,302	1,196,900	1,207,500	129,600	-	1,337,100	140,200	11.7%
Transportation (Road Network) Total	773,534	923,200	1,022,700	38,900	-	1,061,600	138,400	15.0%
ActiVan								
Revenue	(755,916)	(920,100)	(930,100)	-	-	(930,100)	(10,000)	1.1%
Expense	1,755,904	1,833,600	2,047,300	-	-	2,047,300	213,700	11.7%
ActiVan Total	999,988	913,500	1,117,200	-	-	1,117,200	203,700	22.3%
Transit (Conventional)								
Revenue	-	(15,000)	(15,000)	-	-	(15,000)	-	0.0%
Expense	159,224	591,000	647,000	-	-	647,000	56,000	9.5%
Transit (Conventional) Total	159,224	576,000	632,000	-	-	632,000	56,000	9.7%
Transportation Total	1,932,746	2,412,700	2,771,900	38,900	-	2,810,800	398,100	16.5%
Design & Construction								
Engineering & Construction								
Revenue	(31,768)	(47,300)	(49,730)	-	-	(49,730)	(2,430)	5.1%
Expense	1,555,221	1,751,500	1,891,230	-	-	1,891,230	139,730	8.0%
Engineering & Construction Total	1,523,453	1,704,200	1,841,500	-	-	1,841,500	137,300	8.1%
Design & Construction Total	1,523,453	1,704,200	1,841,500	-	-	1,841,500	137,300	8.1%

Transportation & Public Works	2022 Actuals	2023 Approved Budget	2024			2024 vs. 2023		
			Base Budget	OP Budget Request	One-Time OP Budget Request	Total Budget	Budget Change	
Development Engineering								
Development Engineering								
Revenue	(635,251)	(734,600)	(754,600)	(90,700)	-	(845,300)	(110,700)	15.1%
Expense	948,787	934,600	1,030,900	129,600	-	1,160,500	225,900	24.2%
Development Engineering Total	313,536	200,000	276,300	38,900	-	315,200	115,200	57.6%
Development Engineering Total	313,536	200,000	276,300	38,900	-	315,200	115,200	57.6%
Building & Zoning								
Building Services								
Revenue	(2,898,090)	(2,459,000)	(2,459,000)	(259,200)	-	(2,718,200)	(259,200)	10.5%
Expense	3,383,190	2,886,800	2,962,200	259,200	-	3,221,400	334,600	11.6%
Building Services Total	485,100	427,800	503,200	-	-	503,200	75,400	17.6%
Building & Zoning Total	485,100	427,800	503,200	-	-	503,200	75,400	17.6%
Public Works								
Administration								
Revenue	(1,161,660)	(1,148,703)	(1,159,025)	-	-	(1,159,025)	(10,322)	0.9%
Expense	3,080,326	2,866,403	3,233,225	100,000	-	3,333,225	466,822	16.3%
Administration Total	1,918,666	1,717,700	2,074,200	100,000	-	2,174,200	456,500	26.6%
Cemetery Maintenance								
Revenue	(389,430)	(326,838)	(375,596)	-	-	(375,596)	(48,758)	14.9%
Expense	338,625	348,538	380,796	-	-	380,796	32,258	9.3%
Cemetery Maintenance Total	(50,805)	21,700	5,200	-	-	5,200	(16,500)	-76.0%
Community Safety & Infrastructure								
Revenue	(149,326)	(125,894)	(118,894)	-	-	(118,894)	7,000	-5.6%
Expense	2,386,852	2,563,194	2,745,594	25,900	-	2,771,494	208,300	8.1%
Community Safety & Infrastructure Total	2,237,526	2,437,300	2,626,700	25,900	-	2,652,600	215,300	8.8%
Parks Maintenance								
Revenue	(445,456)	(424,072)	(424,447)	-	-	(424,447)	(375)	0.1%
Expense	2,184,905	2,151,272	2,291,747	-	-	2,291,747	140,475	6.5%
Parks Maintenance Total	1,739,449	1,727,200	1,867,300	-	-	1,867,300	140,100	8.1%
Public Works Fleet								
Revenue	(2,686,138)	(2,983,776)	(3,107,372)	(100,000)	-	(3,207,372)	(223,596)	7.5%
Expense	3,194,244	2,988,076	3,107,372	100,000	-	3,207,372	219,296	7.3%
Public Works Fleet Total	508,106	4,300	-	-	-	-	(4,300)	-100.0%

Transportation & Public Works	2022 Actuals	2023 Approved Budget	Base Budget	2024		Total Budget	2024 vs. 2023	
				OP Budget Request	One-Time OP Budget Request		Budget Change	
<b>Road Maintenance</b>								
Revenue	(347,738)	(23,700)	(13,500)	-	-	(13,500)	10,200	-43.0%
Expense	2,335,772	1,751,900	2,046,600	-	-	2,046,600	294,700	16.8%
<b>Road Maintenance Total</b>	<b>1,988,034</b>	<b>1,728,200</b>	<b>2,033,100</b>	<b>-</b>	<b>-</b>	<b>2,033,100</b>	<b>304,900</b>	<b>17.6%</b>
<b>Winter Maintenance</b>								
Revenue	(60,132)	(44,932)	(44,932)	-	-	(44,932)	-	0.0%
Expense	3,112,576	2,831,932	3,159,532	-	-	3,159,532	327,600	11.6%
<b>Winter Maintenance Total</b>	<b>3,052,444</b>	<b>2,787,000</b>	<b>3,114,600</b>	<b>-</b>	<b>-</b>	<b>3,114,600</b>	<b>327,600</b>	<b>11.8%</b>
<b>Public Works Total</b>	<b>11,393,420</b>	<b>10,423,400</b>	<b>11,721,100</b>	<b>125,900</b>	<b>-</b>	<b>11,847,000</b>	<b>1,423,600</b>	<b>13.7%</b>
<b>Total Operating Budget Before Special Levy</b>	<b>15,922,866</b>	<b>15,534,800</b>	<b>17,494,400</b>	<b>203,700</b>	<b>-</b>	<b>17,698,100</b>	<b>2,163,300</b>	<b>13.9%</b>
<b>Pavement Management Special Levy</b>	<b>(344,008)</b>	<b>(343,900)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>343,900</b>	<b>-100.0%</b>
<b>Total Net Operating Budget</b>	<b>15,578,858</b>	<b>15,190,900</b>	<b>17,494,400</b>	<b>203,700</b>	<b>-</b>	<b>17,698,100</b>	<b>2,507,200</b>	<b>16.5%</b>

## Operating Budget by Service

The 2024 operating budget for Transportation and Public Works is proposed at \$27,875,696 in gross expenditures, with \$17,698,100 funded from the general tax levy to support the services performed by all divisions within the Transportation and Public Works department.



## 2024 Operating Budget Drivers

The \$2,507,200, or 16.5%, net increase to the Transportation & Public Works operating budget includes \$2,163,300 in inclusions and amounts to support the continued effective and efficient delivery of core services to the community and \$343,900 to reflect the absorption of the Pavement Management Special Levy into the base budget. The following major budget changes are included in the Transportation & Public Works operating budget for 2024:

### Special Levies

- In report CS-2023-02 2024 Preliminary Budget Forecast, Council approved moving six (6) special levies into the base budget at a net zero budget impact. The costs relating to the six special levies continue to be incurred by the Town but are considered permanent in nature and more effectively managed as part of the base budget. This change to the

resulted in a reclassification of \$343,900 from the Pavement Management special levy section to the base budget.

### **Maintaining current service levels**

- \$904,196 or 5.9%, represents the base change in compensation and benefits for the current staff complement. This includes previously approved contract adjustments, performance increments, job evaluation changes, a 2.25% non-union and 3% union proposed economic adjustment, and cost adjustments associated with the Town's benefit provider.
- \$338,334 base budget increase to reflect additional costs for winter control materials (i.e. salt, sand), outsourced repair and maintenance for fleet and equipment, and utilities costs.
- A \$276,600 base budget increase to reflect inflated contract costs for existing services such as Pavement Markings (as noted in report TPW-2023-005), lighting and traffic signal maintenance costs, and tree maintenance activities.
- An additional \$80,000 to accommodate inflationary increases to continue the transit service to Steeles Avenue from Milton.
- \$189,970 in other base budget changes to reflect rising costs for materials and regular operations and maintenance of Public Works fleet, ActiVan, miscellaneous repairs for the Operations Centre and yard, and other minor miscellaneous administrative changes.
- \$143,000 in base budget increases as a result of on-going budget impacts from capital projects to maintain new vehicles, and other transportation infrastructure such as sidewalks, streetlights, pedestrian crossovers, and traffic signals.

### **Downloaded/legislated impacts**

- A net \$38,900 increase for a requested Development Engineering Coordinator to provide additional capacity for the Development Engineering division to ensure deadlines to review planning applications, as a result of Bill 109 are met.
- A net \$38,900 increase for a requested Transportation Planning Coordinator to ensure that transportation work on Planning applications to meet deadlines required by Bill 109 are met, and that transportation concerns are effectively addressed for new development and growth.
- \$27,500 base budget increase to provide locate services as result of the changed responsibilities stemming from Bill 93, Getting Ontario Connect Act, 2022

### **Management of existing infrastructure and assets**

- \$100,000 is requested for a Mechanic to support maintaining the existing fleet equipment in safe working order and to increase proactive maintenance work on assets to help increase the life of the equipment.

**Corporate and community security**

- A budget request totaling \$25,900 for additional crossing guards to provide service at additional locations. This will enhance pedestrian safety for the community and provide better school route connectivity.

**Zero budget impact**

- Two budget requests with a net \$0 impact have also been included for a Plans Examiner (Generalist) and an Intermediate Building Inspector position for Building Services. These positions are required in response to anticipated growth in the coming years which will require increased permit and inspection capacity, as well as a large number of changes to the Building Code Act in 2024 which will require time for training and implementation.



# 2024 Operating Budget Request

<b>Position/Program</b>	<b>Ref No.</b>	24-10
Crossing Guards (3 Locations)	<b>Budget Impact</b>	\$ 25,900
<b>Approved by Council?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>FTE Impact</b>	0.6
<b>Included in Budget?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Effective Date</b>	January 1, 2024
<b>Department</b>	<b>Division</b>	
Transportation & Public Works	Public Works	

## Description of Services to be Performed:

This request is to implement three new school crossing guards during the school year to improve pedestrian safety and school route connectivity in the community.

The proposed locations that met the warrant were: Argyll Road and Barber Drive (east intersection), Main Street N and Moore Park Crescent. A third Crossing Guard is proposed in order to provide staff with the flexibility to review and implement a Crossing Guard within the same year if a new location meets the specified warrants. The latter will expedite the process of improving safety at pedestrian crossing locations with vulnerable users.

**It is recommended that the Crossing Guards (3 locations) be approved as on-going part-time positions (0.6 FTE) and that the required funding be financed through a base budget increase of \$25,900.**

**Risk if not approved: If not implemented vulnerable pedestrians' safety will remain hazardous due to the increased aggressive and distracted driving patterns.**

## Budget Impact:

### Expenditures:

Salary & Benefits	25,900
Supplies & Services	
Other	
<b>Total</b>	<b>\$ 25,900</b>

### Account & Notes:

Non-union PT Salaries & Benefits

### Revenue:

Fees	
Grants	
Other	
<b>Total</b>	<b>\$ -</b>

### Net Cost

**\$ 25,900**

# 2024 Operating Budget Request

<b>Position/Program</b>	<b>Ref No.</b>	24-11
Development Engineering Coordinator	<b>Budget Impact</b>	\$ 38,900
<b>Approved by Council?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>FTE Impact</b>	1.0
<b>Included in Budget?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Effective Date</b>	January 1, 2024
<b>Department</b>	<b>Division</b>	
Transportation & Public Works	Development Engineering	

## Description of Services to be Performed:

Request for a new permanent intermediate level full time staff person with focused on the technical engineering review and approval of the various planning applications such as OPA, ZBA, SUB and SPA to support residential and employment development. Their role would also support the administration of the site alteration bylaw, including enforcement, and provide customer service to residents related to construction impacts, grading and drainage.

This position will support base level of service delivery in response to anticipated growth, increased capacity needs, and Bill 109/Bill 23 requirements.

**It is recommended that the Development Engineering Coordinator be approved as an on-going full-time position (1.0 FTE) and that it be financed through a base budget increase of \$38,900 and a contribution from the Growth Stabilization Reserve for \$90,700.**

**Risk if not approved: Without additional capacity, staff will not be able to meet deadlines to review planning applications required by Bill 109 in combination with increased volume for Vision Georgetown. Additionally, response times to homeowner concerns may be significantly increased.**

## Budget Impact:

### Expenditures:

Salary & Benefits	129,600
Supplies & Services	
Other	
<b>Total</b>	<b>\$ 129,600</b>

### Revenue:

Fees	
Grants	
Other	(90,700)
<b>Total</b>	<b>\$ (90,700)</b>

### Net Cost

**\$ 38,900**

### Account & Notes:

Non-union FT Salaries & Benefits
Contribution from Growth Stabilization Reserve

# 2024 Operating Budget Request

<b>Position/Program</b>	<b>Ref No.</b>	24-12
Intermediate Building Inspector	<b>Budget Impact</b>	\$ -
<b>Approved by Council?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>FTE Impact</b>	1.0
<b>Included in Budget?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Effective Date</b>	January 1, 2024
<b>Department</b>	<b>Division</b>	
Transportation & Public Works	Building Services	

## Description of Services to be Performed:

An Intermediate Building Inspector position is required in order to provide sufficient time for training and integration for the anticipated increased volume of permits and inspections as a result of growth in order to maintain current service levels and meet legislative requirements. Inspection requests continue to grow including follow up on inactive permit construction and an increase in illegal construction investigations

This position will be an appointed inspector under the Building Code Act and is responsible for performing mandatory field inspections for small and large building types (classified as assembly, institutional, commercial, residential and industrial buildings), and designated structures to ensure that construction (Architectural, Structural, Electrical, Building Mechanical & Fire Protections Systems and Site Servicing work) complies with reviewed drawings on the basis of which building permits were issued, the Ontario Building Code, Building Code Act, Applicable law, Technical Standards and all other applicable legislations, standards and by-laws. This position is also responsible to inspect unsafe buildings and illegal construction of small and large buildings.

**It is recommended that the Intermediate Building Inspector be approved as an on-going full-time position (1.0 FTE) and that the required funding be fully financed through Building Permit Fees.**

**Risk if not approved: Mandatory 48-hour turnaround for inspections as required by the Ontario Building Code may be at risk without additional capacity in response to growth and anticipated changes to the Code.**

## Budget Impact:

### Expenditures:

Salary & Benefits	129,600
Supplies & Services	
Other	
<b>Total</b>	<b>\$ 129,600</b>

### Account & Notes:

Non-Union FT Salaries & Benefits

### Revenue:

Fees	(129,600)
Grants	
Other	
<b>Total</b>	<b>\$ (129,600)</b>

Building Permit Fees

### Net Cost

\$ -
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# 2024 Operating Budget Request

<b>Position/Program</b>	<b>Ref No.</b>	24-13
Mechanic	<b>Budget Impact</b>	\$ 100,000
<b>Approved by Council?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>FTE Impact</b>	1.0
<b>Included in Budget?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Effective Date</b>	January 1, 2024
<b>Department</b>	<b>Division</b>	
Transportation & Public Works	Public Works	

## Description of Services to be Performed:

An additional Mechanic position is required to maintain base level of service for maintaining fleet equipment in safe working order, to ensure mandatory safety inspections are achieved, and to increase proactive maintenance work. This proposal will help meet the Town's growing fleet, including Public Works, ActiVan, Facilities and Fire equipment, and support recommendations within the Corporate Fleet Management Strategy to consolidate Fleet maintenance operations. Additional mechanic resources will also augment coverage for standby assignments, vacation and other absences, helping minimize out-of-service equipment.

It is recommended that the Mechanic be approved as an on-going full-time position (1.0 FTE) and that the required funding be financed through a base budget increase of \$100,000.

**Risk if not approved:** Maintenance and inspection of fleet equipment may not achieve minimum safety requirements which could have insurance, level of service, and employee and public safety impacts.

## Budget Impact:

### Expenditures:

Salary & Benefits	100,000
Supplies & Services	
Other	
<b>Total</b>	<b>\$ 100,000</b>

### Revenue:

Fees	
Grants	
Other	
<b>Total</b>	<b>\$ -</b>

### Net Cost

**\$ 100,000**

### Account & Notes:

CUPE FT Salaries & Benefits

# 2024 Operating Budget Request

<b>Position/Program</b>	<b>Ref No.</b>	24-14
Plans Examiner (Generalist)	<b>Budget Impact</b>	\$ -
<b>Approved by Council?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>FTE Impact</b>	1.0
<b>Included in Budget?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Effective Date</b>	January 1, 2024
<b>Department</b>	<b>Division</b>	
Transportation & Public Works	Building Services	

## Description of Services to be Performed:

Plans examiners are required to meet or exceed the minimum legislative permit review timelines regardless of the number of permits received. In order to support the town's projected growth of building infrastructure, additional building services staff are required to maintain our current customer service levels and meet the legislative requirements. In March of 2024 the Province is expected to release a new Ontario building Code (OBC) comprising of 2400 building code changes which is the largest number of code changes since the first OBC released in 1975. Significant time and training will be required by all building staff to ensure that the minimum requirements are being met in advance of a time of historical growth for the Town.

This position will assist with plans review of design documentation submitted by applicants for building permits for houses and small buildings (classified as buildings having an area less than 600 m<sup>2</sup> and height less than 3 storeys) as well as for on-site sewage disposal systems to ensure compliance with the OBC, Building Code Act, Applicable law, Technical Standards and all other applicable legislations, standards and by-laws.

**It is recommended that the Plans Examiner (Generalist) be approved as an on-going full-time position (1.0 FTE) and that the required funding be fully financed through Building Permit Fees.**

**Risk if not approved: Minimum legislated review times for building permits may not be met without additional capacity in response to Building Code changes and anticipated growth.**

## Budget Impact:

### Expenditures:

Salary & Benefits	129,600
Supplies & Services	
Other	
<b>Total</b>	<b>\$ 129,600</b>

### Revenue:

Fees	(129,600)
Grants	
Other	
<b>Total</b>	<b>\$ (129,600)</b>

### Net Cost

**\$ -**

### Account & Notes:

Non-Union FT Salaries & Benefits

Building Permit Fees

# 2024 Operating Budget Request

<b>Position/Program</b>	<b>Ref No.</b>	24-15
Transportation Planning Coordinator	<b>Budget Impact</b>	\$ 38,900
<b>Approved by Council?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>FTE Impact</b>	1.0
<b>Included in Budget?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Effective Date</b>	January 1, 2024
<b>Department</b>	<b>Division</b>	
Transportation & Public Works	Transportation	

## Description of Services to be Performed:

A Transportation Planning Coordinator position is required in order to review Planning Act applications including Official Plan Amendments, Zoning By-law Amendments, Draft Plan of Subdivision, Site Plan Applications and Committee of Adjustments to compile transportation related comments which are sent back to the applicants. Other key functions include; Manage and comment on major internal and external transportation planning initiatives, provide project management for Town initiated transportation planning studies including the Transportation Master Plan, Active Transportation Master Plan, Feasibility Studies, Municipal Class Environmental Assessments for road projects and in-house transportation related studies. This position will also provide critical input in the preparation of Secondary plans to support future growth, and appear before the OLT when required to provide expert evidence in relation to transportation matters.

This position will support base level of service in response to anticipated growth, increased capacity needs, and Bill 109/Bill 23 requirements.

**It is recommended that the Transportation Planning Coordinator be approved as an on-going full-time position (1.0 FTE) and that it be financed through a base budget increase of \$38,900 and a contribution from the Growth Stabilization Reserve for \$90,700.**

**Risk if not approved: A dedicated staff position in this role with help reduce risk associated with reduced planning timelines as a result of Bill 109 and Bill 23 which could result in refunds of planning fees.**

## Budget Impact:

### Expenditures:

Salary & Benefits	129,600
Supplies & Services	
Other	
<b>Total</b>	<b>\$ 129,600</b>

### Revenue:

Fees	
Grants	
Other	(90,700)
<b>Total</b>	<b>\$ (90,700)</b>

### Net Cost

**\$ 38,900**

### Account & Notes:

Non-Union FT Salaries & Benefits
Contribution from Growth Stabilization Reserve



# Planning & Development

## Operating Budget

## PLANNING & DEVELOPMENT

The Planning & Development Department develops and implements plans, programs and services that enhance and build the community. These include the development of policy documents, the review and processing of development applications filed under the Planning Act, and the preparation of various legal agreements.

### 2024 Operating Budget Overview

Planning & Development	2023 Approved Budget	2024 Total Budget	2024 vs. 2023 Budget Change	
<b>Revenue</b>				
User Fees	(13,500)	(13,500)	-	0.0%
Licences and Permits	(978,073)	(1,229,573)	(251,500)	25.7%
Grants	(1,000)	(1,000)	-	0.0%
Other Revenue	(1,700)	(1,700)	-	0.0%
<b>Revenue Total</b>	<b>(994,273)</b>	<b>(1,245,773)</b>	<b>(251,500)</b>	<b>25.3%</b>
<b>Expenses</b>				
Salaries & Benefits	2,589,473	3,061,773	472,300	18.2%
Professional Development & Fees	39,700	46,000	6,300	15.9%
Contracted Services and Agreements	1,600	1,600	-	0.0%
Professional Fees	30,000	30,000	-	0.0%
Public Relations and Communication	-	-	-	0.0%
Administration and Office Expenses	29,800	28,300	(1,500)	-5.0%
Grants to Others	15,000	15,000	-	0.0%
Interdepartmental Reallocations	-	-	-	0.0%
Transfers to Reserve	-	-	-	0.0%
<b>Expenses Total</b>	<b>2,705,573</b>	<b>3,182,673</b>	<b>477,100</b>	<b>17.6%</b>
<b>Planning &amp; Development Total</b>	<b>1,711,300</b>	<b>1,936,900</b>	<b>225,600</b>	<b>13.2%</b>



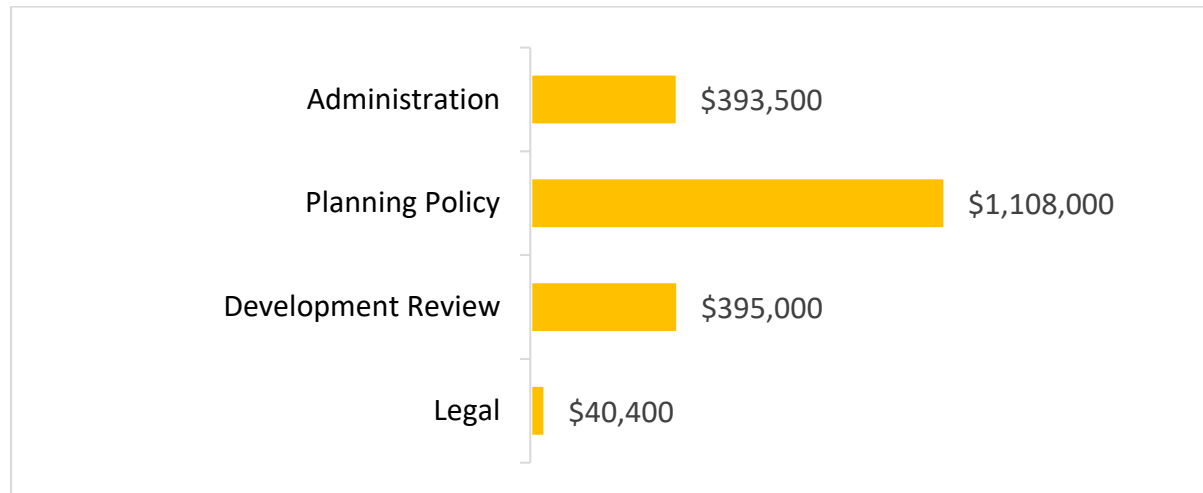
## Operating Budget by Service

Planning and Development provides services in the Administration, Planning Policy, Development Review, and Legal divisions.

Planning & Development	2022 Actuals	2023 Approved Budget	Base Budget	2024		2024 vs. 2023		
				OP Budget Request	One-Time OP Budget Request	Total Budget	Budget Change	
Administration								
Administration								
Revenue	(812)	-	-	-	-	-	-	0.0%
Expense	357,749	373,300	393,500	-	-	393,500	20,200	5.4%
Administration Total	356,937	373,300	393,500	-	-	393,500	20,200	5.4%
Administration Total	356,937	373,300	393,500	-	-	393,500	20,200	5.4%
Planning Policy								
Planning Policy								
Revenue	-	(1,500)	(1,500)	-	-	(1,500)	-	0.0%
Expense	936,680	1,030,800	1,109,500	-	-	1,109,500	78,700	7.6%
Planning Policy Total	936,680	1,029,300	1,108,000	-	-	1,108,000	78,700	7.6%
Planning Policy Total	936,680	1,029,300	1,108,000	-	-	1,108,000	78,700	7.6%
Development Review								
Development Review								
Revenue	(799,320)	(791,573)	(791,573)	(222,600)	-	(1,014,173)	(222,600)	28.1%
Expense	961,638	1,068,573	1,114,973	294,200	-	1,409,173	340,600	31.9%
Development Review Total	162,318	277,000	323,400	71,600	-	395,000	118,000	42.6%
Development Review Total	162,318	277,000	323,400	71,600	-	395,000	118,000	42.6%
Legal								
Legal								
Revenue	(117,003)	(201,200)	(123,700)	(106,400)	-	(230,100)	(28,900)	14.4%
Expense	161,270	232,900	164,100	106,400	-	270,500	37,600	16.1%
Legal Total	44,267	31,700	40,400	-	-	40,400	8,700	27.4%
Legal Total	44,267	31,700	40,400	-	-	40,400	8,700	27.4%
Net Levy Impact	1,500,202	1,711,300	1,865,300	71,600	-	1,936,900	225,600	13.2%

## Operating Budget by Service

The 2024 operating budget for Planning and Development is proposed at \$3,182,673 in gross expenditures, with \$1,936,900 funded from the general tax levy to support the services performed by all divisions within the Planning and Development department.



## 2024 Operating Budget Drivers

The \$225,600, or 13.2%, net increase to the Planning & Development operating budget includes various inclusions to support the review and processing of development applications filed under the Planning Act, the development of planning policy documents, and the preparation of various legal agreements. The following major budget changes are included in the Planning & Development operating budget for 2024:

### Maintaining current service levels

- \$150,400 or 8.8%, represents the base change in compensation and benefits for the current staff complement. This includes previously approved contract adjustments, performance increments, job evaluation changes, a 2.25% proposed economic adjustment, and cost adjustments associated with the Town's benefit provider.
- \$3,600 net increase for minor miscellaneous base budget changes.

### Downloaded/legislated impacts

- \$71,600 net budget increase for two requests for a Senior Planner – Development Review and a Senior Environmental Planner. These positions will help mitigate additional capacity required in the Development Review division as a result of changes in planning responsibilities at Halton Region stemming from Bill 109 and Bill 23, and from the advancement of growth and development in the Town.

**Zero Budget Impact**

- A \$0 budget impact request has also been made for the inclusion of a Legal Coordinator for the Legal division to assist with capacity in processing legal agreements and other items as a result of additional growth anticipated in the near future.

<b>Position/Program</b>				<b>Ref No.</b>	24-16	
Legal Coordinator				<b>Budget Impact</b>	\$ -	
<b>Approved by Council?</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input checked="" type="checkbox"/>	<b>FTE Impact</b>	1.0
<b>Included in Budget?</b>	<b>Yes</b>	<input checked="" type="checkbox"/>	<b>No</b>	<input type="checkbox"/>	<b>Effective Date</b>	January 1, 2024
<b>Department</b>				<b>Division</b>		
Planning & Development				Legal		

This request is to support the conversion of the existing limited-term contract approval for a Legal Coordinator position from a 2-year contract to a full-time permanent position within Planning & Development. This position is vital to support the existing Legal Coordinator in managing legal processes for development agreements related to planning approvals, and licensing, acquisition, and disposition of Town-owned lands and interest in lands. Having current, accurate resources in place will help this function to successfully manage the increased volume of work anticipated resulting from various initiatives impacting the Town such as Vision Georgetown, development in the Premier Gateway, and Aggregate extraction activities.

**Risk if not approved:** Expanded work load requirements may be difficult for existing staff to manage within the time frames expected by the development industry in processing their proposals.

Contribution from Growth Stabilization Reserve

# 2024 Operating Budget Request

<b>Position/Program</b>	<b>Ref No.</b>	24-17
Senior Environmental Planner	<b>Budget Impact</b>	\$ 35,800
<b>Approved by Council?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>FTE Impact</b>	1.0
<b>Included in Budget?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Effective Date</b>	January 1, 2024
<b>Department</b>	<b>Division</b>	
Planning & Development	Development Review	

## Description of Services to be Performed:

This position examines and evaluates development applications and related studies for conformity to provincial, regional and Town legislation and policies pertaining to natural heritage system; resolves conflicts on planning and development matters; and, reviews subwatershed and environmental impact reports prepared in support of Town initiated studies in coordination with the Planning Policy division. It will also liaise with conservation authorities in regards to planning matters.

This position will also assist with implementing the transition of planning responsibilities to the Town from the Region as a result of Bill 23 and assist the Development Review section in the timely review of development applications as required by Bill 109, including review of EIA/EIR/SIS.

**It is recommended that the Senior Environmental Planner be approved as an on-going full-time position (1.0 FTE) and that it be financed through a base budget increase of \$35,800 and a contribution from the Growth Stabilization Reserve for \$111,300.**

**Risk if not approved: Ensuring planning functions properly align with environmental-related legislation and policies as the Town does not currently have staff with this expertise.**

## Budget Impact:

### Expenditures:

Salary & Benefits	146,500
Supplies & Services	600
Other	
<b>Total</b>	<b>\$ 147,100</b>

### Revenue:

Fees	
Grants	
Other	(111,300)
<b>Total</b>	<b>\$ (111,300)</b>

### Net Cost

**\$ 35,800**

### Account & Notes:

Non-union Salaries & Benefits
Professional Dues & Telephone
Contribution from Growth Stabilization Reserve

# 2024 Operating Budget Request

<b>Position/Program</b>	<b>Ref No.</b>	24-18
Senior Planner, Development Review	<b>Budget Impact</b>	\$ 35,800
<b>Approved by Council?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>FTE Impact</b>	1.0
<b>Included in Budget?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Effective Date</b>	January 1, 2024
<b>Department</b>	<b>Division</b>	
Planning & Development	Development Review	

## Description of Services to be Performed:

This new position will project and manage the review of development applications, provide advice to Council, respond to public inquiries, and manage other planning related functions for the municipality. A qualified Senior Planner would be retained to ensure the delivery of important development approvals, thereby ensuring the Town's growth management strategy is achieved.

This position will provide assistance to help manage the transition of responsibilities to the Town from the Region as a result of Bill 23 and assist the Development Review section in the review of infill development proposals and the development of Vision Georgetown, Stewarttown, Southeast Georgetown and the Premier Gateway.

**It is recommended that the Senior Planner, Development Review be approved as an on-going full-time position (1.0 FTE) and that it be financed through a base budget increase of \$35,800 and a contribution from the Growth Stabilization Reserve for \$111,300.**

**Risk if not approved: Additional workload impacts set by the additional requirements under Bill 23 and Bill 109 may not be achievable, which may result in refunds on application fees being required.**

## Budget Impact:

### Expenditures:

Salary & Benefits	146,500
Supplies & Services	600
Other	
<b>Total</b>	<b>\$ 147,100</b>

### Revenue:

Fees	
Grants	
Other	(111,300)
<b>Total</b>	<b>\$ (111,300)</b>

### Net Cost

**\$ 35,800**

### Account & Notes:

Non-union Salaries & Benefits
Professional Dues & Telephone
Contribution from Growth Stabilization Reserve



# **Recreation & Parks**

## Operating Budget

## RECREATION & PARKS

The primary role of the Recreation and Parks Department is to enhance the quality of life and well-being for residents of Halton Hills. We embrace our mandate by following the primary objectives of the National Framework for Recreation to provide facilities, services and programs that help to fulfil the physical, mental, and social health needs of the community.

### 2024 Operating Budget Overview

	2023	2024	2024 vs. 2023	
Recreation & Parks	Approved Budget	Total Budget	Budget Change	
Revenue				
User Fees	(3,765,700)	(3,900,700)	(135,000)	3.6%
Recoveries	(113,300)	(112,800)	500	-0.4%
Grants	(188,400)	(189,900)	(1,500)	0.8%
Other Revenue	(705,500)	(665,000)	40,500	-5.7%
Interdepartmental Reallocations	(415,000)	(376,400)	38,600	-9.3%
Transfer from Reserves	(84,900)	(93,000)	(8,100)	9.5%
Revenue Total	(5,272,800)	(5,337,800)	(65,000)	1.2%
Expenses				
Salaries & Benefits	10,107,300	10,624,900	517,600	5.1%
Professional Development & Fees	75,100	75,000	(100)	-0.1%
Program Supplies	40,000	55,700	15,700	39.3%
General Supplies	414,550	430,750	16,200	3.9%
Utilities	1,498,300	1,514,000	15,700	1.0%
Repair and Maintenance	863,000	892,300	29,300	3.4%
Licences, Permits and Fees	10,300	10,500	200	1.9%
Contracted Services and Agreements	417,450	439,350	21,900	5.2%
Professional Fees	35,500	35,500	-	0.0%
Rent Expense	315,900	323,600	7,700	2.4%
Public Relations and Communication	11,400	10,600	(800)	-7.0%
Administration and Office Expenses	126,600	126,900	300	0.2%
Grants to Others	27,300	105,200	77,900	285.3%
Interdepartmental Reallocations	260,100	260,300	200	0.1%
Expenses Total	14,202,800	14,904,600	701,800	4.9%
Recreation & Parks Total	8,930,000	9,566,800	636,800	7.1%



## Operating Budget by Service

Recreation and Parks provides services through the divisions of Recreation Services, Facilities, Parks and Open Space and Community Development.

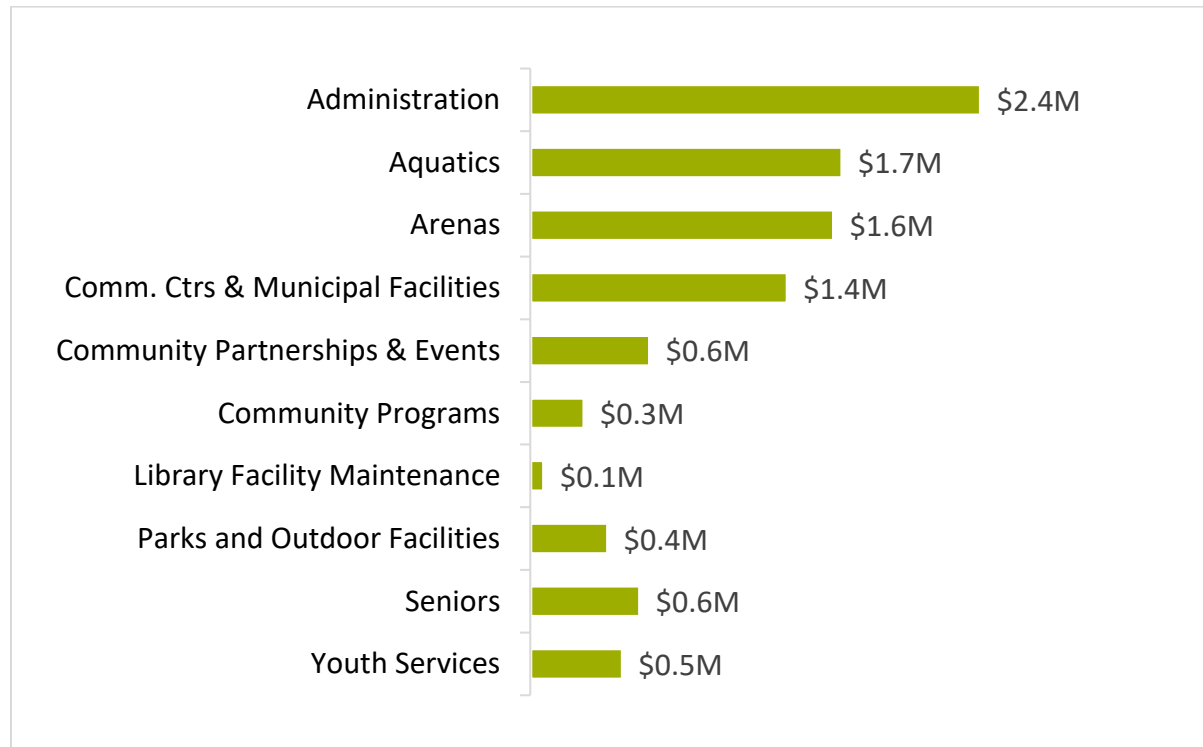
Recreation & Parks	2022 Actuals	2023 Approved Budget	Base Budget	2024		2024 vs. 2023		
				OP Budget Request	One-Time OP Budget Request	Total Budget	Budget Change	
Administration								
Administration								
Revenue	(6,302)	(21,600)	(21,600)	-	-	(21,600)	-	0.0%
Expense	1,026,280	1,120,300	1,184,700	-	-	1,170,000	49,700	4.4%
Administration Total	1,019,978	1,098,700	1,148,400	-	-	1,148,400	49,700	4.5%
Administration Total	1,019,978	1,098,700	1,148,400	-	-	1,148,400	49,700	4.5%
Recreation Services								
Administration								
Revenue	(312,000)	(320,800)	(257,000)	-	-	(257,000)	63,800	-19.9%
Expense	1,212,152	1,313,600	1,357,500	-	-	1,357,500	43,900	3.3%
Administration Total	900,152	992,800	1,100,500	-	-	1,100,500	107,700	10.8%
Aquatics								
Revenue	(1,011,621)	(1,123,600)	(1,122,100)	(52,500)	-	(1,174,600)	(51,000)	4.5%
Expense	1,061,233	1,265,100	1,289,500	52,500	-	1,342,000	76,900	6.1%
Aquatics Total	49,612	141,500	167,400	-	-	167,400	25,900	18.3%
Community Programs								
Revenue	(436,623)	(613,300)	(620,500)	-	-	(620,500)	(7,200)	1.2%
Expense	692,879	882,600	909,800	-	-	909,800	27,200	3.1%
Community Programs Total	256,256	269,300	289,300	-	-	289,300	20,000	7.4%
Seniors								
Revenue	(355,902)	(350,700)	(346,900)	-	-	(351,400)	(700)	0.2%
Expense	884,348	869,300	917,000	16,500	-	952,700	83,400	9.6%
Seniors Total	528,446	518,600	584,800	16,500	-	601,300	82,700	15.9%
Youth Services								
Revenue	(23,233)	(8,900)	(8,900)	-	-	(8,900)	-	0.0%
Expense	343,646	359,100	384,500	-	-	384,500	25,400	7.1%
Youth Services Total	320,413	350,200	375,600	-	-	375,600	25,400	7.3%
Recreation Services Total	2,054,879	2,272,400	2,517,600	16,500	-	2,534,100	107,700	4.7%

Recreation & Parks	2022 Actuals	2023 Approved Budget	Base Budget	2024		2024 vs. 2023		
				OP Budget Request	One-Time OP Budget Request	Total Budget	Budget Change	
Facilities								
Administration								
Expense	133,141	142,000	142,000	-	-	142,000	-	0.0%
Administration Total	133,141	142,000	142,000	-	-	142,000	-	0.0%
Aquatics								
Revenue	(50,165)	(60,000)	(60,000)	-	-	(60,000)	-	0.0%
Expense	1,449,107	1,501,600	1,558,700	-	-	1,558,700	57,100	3.8%
Aquatics Total	1,398,942	1,441,600	1,498,700	-	-	1,498,700	57,100	4.0%
Arenas								
Revenue	(2,151,113)	(2,476,800)	(2,505,200)	-	-	(2,505,200)	(28,400)	1.1%
Expense	3,547,887	3,963,500	4,126,500	-	-	4,126,500	163,000	4.1%
Arenas Total	1,396,774	1,486,700	1,621,300	-	-	1,621,300	134,600	9.1%
Community Centres & Municipal Facilities								
Revenue	(186,731)	(194,000)	(228,700)	-	-	(228,700)	(34,700)	17.9%
Expense	1,325,299	1,563,800	1,602,800	-	-	1,602,800	39,000	2.5%
Community Centres & Municipal Facilities Tot	1,138,568	1,369,800	1,374,100	-	-	1,374,100	4,300	0.3%
Library Facility Maintenance								
Expense	80,248	63,600	74,600	-	-	74,600	11,000	17.3%
Library Facility Maintenance Total	80,248	63,600	74,600	-	-	74,600	11,000	17.3%
Parks and Outdoor Facilities								
Revenue	(10,093)	(7,800)	(11,000)	-	-	(11,000)	(3,200)	41.0%
Expense	12,982	19,900	20,300	-	-	20,300	400	2.0%
Parks and Outdoor Facilities Total	2,889	12,100	9,300	-	-	9,300	(2,800)	-23.1%
Youth Services								
Expense	104,961	110,900	118,500	-	-	118,500	7,600	6.9%
Youth Services Total	104,961	110,900	118,500	-	-	118,500	7,600	6.9%
Facilities Total	4,255,523	4,626,700	4,838,500	-	-	4,838,500	-	0.0%
Parks & Open Space								
Parks and Outdoor Facilities								
Revenue	(84,933)	(87,300)	(87,300)	(8,100)	-	(95,400)	(8,100)	9.3%
Expense	449,653	471,000	494,000	8,100	-	502,100	31,100	6.6%
Parks and Outdoor Facilities Total	364,720	383,700	406,700	-	-	406,700	23,000	6.0%
Parks & Open Space Total	364,720	383,700	406,700	-	-	406,700	23,000	6.0%

Recreation & Parks	2022 Actuals	2023 Approved Budget	2024			2024 vs. 2023		
			Base Budget	OP Budget Request	One-Time OP Budget Request	Total Budget	Budget Change	
Community Development								
Community Partnerships & Events								
Revenue	(15,950)	(8,000)	(8,000)	-	-	(8,000)	-	0.0%
Expense	535,608	556,500	647,100	-	-	647,100	90,600	16.3%
Community Partnerships & Events Total	519,658	548,500	639,100	-	-	639,100	90,600	16.5%
Community Development Total	519,658	548,500	639,100	-	-	639,100	90,600	16.5%
Total Net Operating Budget	8,214,758	8,930,000	9,550,300	16,500	-	9,566,800	636,800	7.1%

## Operating Budget by Service

The 2024 operating budget for Recreation and Parks is proposed at \$14,909,100 in gross expenditures, with \$9,566,800 funded from the general tax levy to support the services performed by all divisions within the Recreation and Parks department.



## 2024 Operating Budget Drivers

The \$636,800, or 7.1%, net increase to the Recreation & Parks operating budget includes various inclusions to support the effective and efficient delivery of services for the corporation.

The following major budget changes are included in the Recreation & Parks operating budget for 2024:

### Maintaining current service levels

- \$431,211 or 4.3%, represents the base change in compensation and benefits for the current staff complement. This includes previously approved contract adjustments, performance increments, job evaluation changes, a 2.25% non-union and a 3.0% union proposed economic adjustment, and cost adjustments associated with the Town's benefit provider.

- To support Seniors Services in the Recreation Services division, \$16,500 has been included to increase the Hillsview Recreation Programmers hours by 364 annually (+0.2 FTE). The additional hours will ensure that Hillsview has the staffing resources on site to support day to day operations, respond to increased demands in program and service delivery, manage the expansion of facility usage, and maintain administrative tasks including those required for CARF Accreditation.
- \$76,100 increase to support the operating costs of community centres, aquatics centres, libraries, and municipal buildings, including utilities, maintenance supplies, pool chemicals, and general repairs and maintenance.
- \$36,900 increase in user fee and rental revenue based on current levels of service and Town rates for recreation programs and facility rentals.
- \$24,700 increase in materials and supplies to support and maintain the existing quality of recreational programming within the community.

#### **Downloaded/legislated impacts**

- \$9,289 increase to part-time wages, resulting from the minimum wage increase on October 1<sup>st</sup> in Ontario.

#### **Zero budget impact**

- A \$0 budget impact request has been made for the inclusion of a full-time Aquatics Programmer (+0.16 FTE) through the conversion of existing part-time hours and an increase of associated revenues. The Aquatic Programmer will provide consistent supervision of programs and staff during peak usage at the Gellert Community Centre in response to program growth. Currently, our swim program is in high demand with waiting lists. This is projected to continue, and the additional resource will help manage the influx of participants and demand.
- A \$0 budget impact request has been made for the inclusion of the conversion of the Landscape Architectural Technologist from contract to full time. The Landscape Architectural Technologist (LAT) contract position was approved as part of the 2022 operating budget to be funded from Cash-in-Lieu (CIL) of Parkland Reserve. In order to allow for better staff retention and attractiveness of the position, the request is to convert the permanent contract position to a regular full time position with Town benefits. The \$8,100 in cost for Town benefits will be funded from the CIL Reserve.
- \$77,900 for the Community Partnership Program has been reallocated from the Council budget to better align with the management of the program.

- \$38,600 decrease in revenue for the reallocation of interdepartmental recoveries including the phasing out of the transfer from capital reserves to fund the Capital Project Manager and Supervisor's wages and benefits that are included in the base budget.

# 2024 Operating Budget Request

<b>Position/Program</b>	<b>Ref No.</b>	24-19
Aquatic Programmer	<b>Budget Impact</b>	\$ -
<b>Approved by Council?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>FTE Impact</b>	0.14
<b>Included in Budget?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Effective Date</b>	January 1, 2024
<b>Department</b>	<b>Division</b>	
Recreation and Parks	Recreation Services	

## Description of Services to be Performed:

This is a full-time position created through the conversion of existing part-time hours and an increase of associated revenues. The Aquatic Programmer will provide consistent supervision of programs and staff during peak usage at the Gellert Community Centre in response to program growth. Currently, our swim program is in high demand with many classes having a waiting list. This is projected to continue, and the additional resource will help manage the influx of participants and demand.

It is recommended that Aquatic Programmer be approved as an ongoing service through the conversion of existing part-time hours and an increase of associated revenues at a net zero impact to the Town.

**Risk if not approved:** Inability to keep up with rising demands, lag behind our counterparts, program waiting lists, damage to reputation, and impact on program quality;

## Budget Impact:

### Expenditures:

Salary & Benefits	93,000
Supplies & Services	
Other	3,500
<b>Total</b>	<b>\$ 96,500</b>

### Revenue:

Fees	(40,500)
Grants	(52,500)
Other	(3,500)
<b>Total</b>	<b>\$ (96,500)</b>

### Net Cost

**\$ -**

### Account & Notes:

Non-Union Full Time Salaries & Benefits
Laptop & Cell Phone
Facility Rental & General Registration Revenue
Part Time Wages & Benefits
Technology Replacement Reserve

# 2024 Operating Budget Request

<b>Position/Program</b>	<b>Ref No.</b>	24-20
Recreation Programmer (PT) - Additional Hours	<b>Budget Impact</b>	\$ 16,500
<b>Approved by Council?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>FTE Impact</b>	0.2
<b>Included in Budget?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Effective Date</b>	January 1, 2024
<b>Department</b>	<b>Division</b>	
Recreation and Parks	Recreation Services	

## Description of Services to be Performed:

To support Seniors Services in the Recreation Services division, \$16,500 has been included to increase the Hillsview Recreation Programmers hours by 364 annually (+0.2 FTE). The additional hours will ensure that Hillsview has the staffing resources on site to support day to day operations, respond to increased demands in program and service delivery, manage the expansion of facility usage, and maintain administrative tasks including those required for CARF Accreditation. In 2023, the Recreation Supervisor has been filling the gap and straddling own tasks and responsibilities with those of the Recreation Programmer.

It is recommended that additional 364 hours for the Recreation Programmer (PT) be approved as an ongoing service (0.16 FTE) and that the required funding be financed through a base budget increase of \$16,100.

**Risk if not approved:** Seniors are a growing demographic and the Hillsview Active Living Centre is the community hub where a multitude of programs and services can be accessed. Without staff support we

## Budget Impact:

### Expenditures:

Salary & Benefits	16,500
Supplies & Services	
Other	
Total	\$ 16,500

### Revenue:

Fees	
Grants	
Other	
Total	\$ -

### Net Cost

\$ 16,500

### Account & Notes:

Non-Union Part Time Wages & Benefits



# 2024 Operating Budget Request

<b>Position/Program</b>	<b>Ref No.</b>	24-21
Landscape Architectural Technologist - Contract to Full Time	<b>Budget Impact</b>	\$ -
<b>Approved by Council?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>FTE Impact</b>	
<b>Included in Budget?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Effective Date</b>	January 1, 2024
<b>Department</b>	<b>Division</b>	
Recreation and Parks	Parks & Open Space	

## Description of Services to be Performed:

A permanent contract Landscape Architectural Technologist (LAT) was approved in the 2022 operating budget to assist with Minor Capital Projects and Development Applications (E.g. Blanket orders, Minor Site Plans) and Mapping, Graphics, Research. The LAT also provides assistance with the inventory and asset management portfolios as they are advanced.

In order to allow for better staff retention and attractiveness of the position, the request is to convert the permanent contract position to a regular full time position with Town benefits.

It is recommended that the Landscape Architectural Technologist be approved as a full time non-union position and that the required funding of \$8,100 be financed from the Cash-in-Lieu (CIL) of Parkland Reserve.

**Risk if not approved:** If the LAT Contract position is not converted to full time, there is risk of higher staff turn over, leading to gaps in the work force, and delay in completing key park construction projects (new

## Budget Impact:

### Expenditures:

Salary & Benefits	8,100
Supplies & Services	
Other	
<b>Total</b>	<b>\$ 8,100</b>

### Account & Notes:

Town Benefits

### Revenue:

Fees	
Grants	
Other	(8,100)
<b>Total</b>	<b>\$ (8,100)</b>

Cash-in-Lieu (CIL) of Parkland Reserve

### Net Cost

<b>\$ -</b>
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# **Corporate Revenues and Expenses**

## Operating Budget

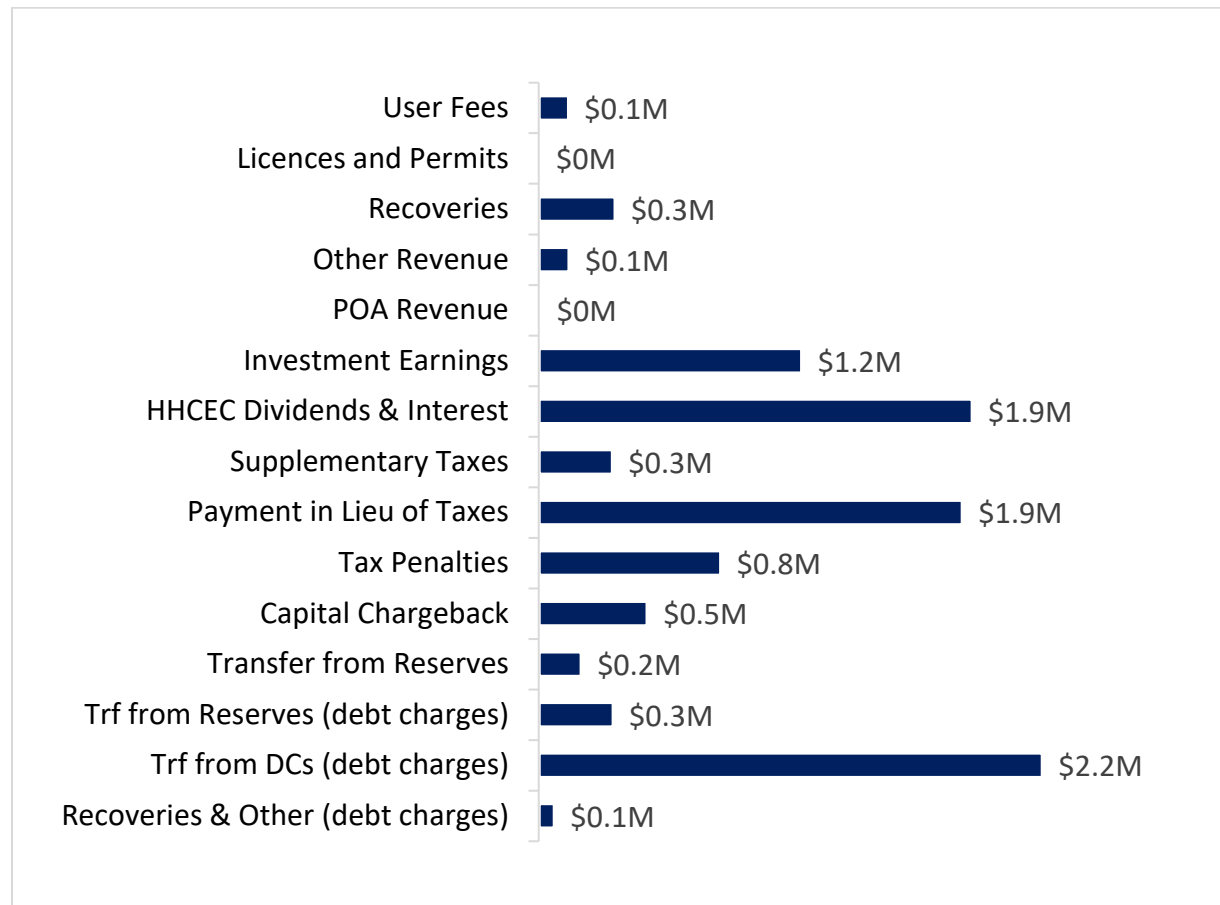
## CORPORATE REVENUES AND EXPENSES

Corporate revenues and expenses are related to corporate-wide programs, long-term financing, capital planning and the management of reserves and special levies. Corporate expenses include budget for expenses such as Town liability insurance, WSIB costs, legal services, health and safety, and audit services. Corporate revenues include investment earnings, supplementary taxes, and revenues from the Provincial Offences Act.

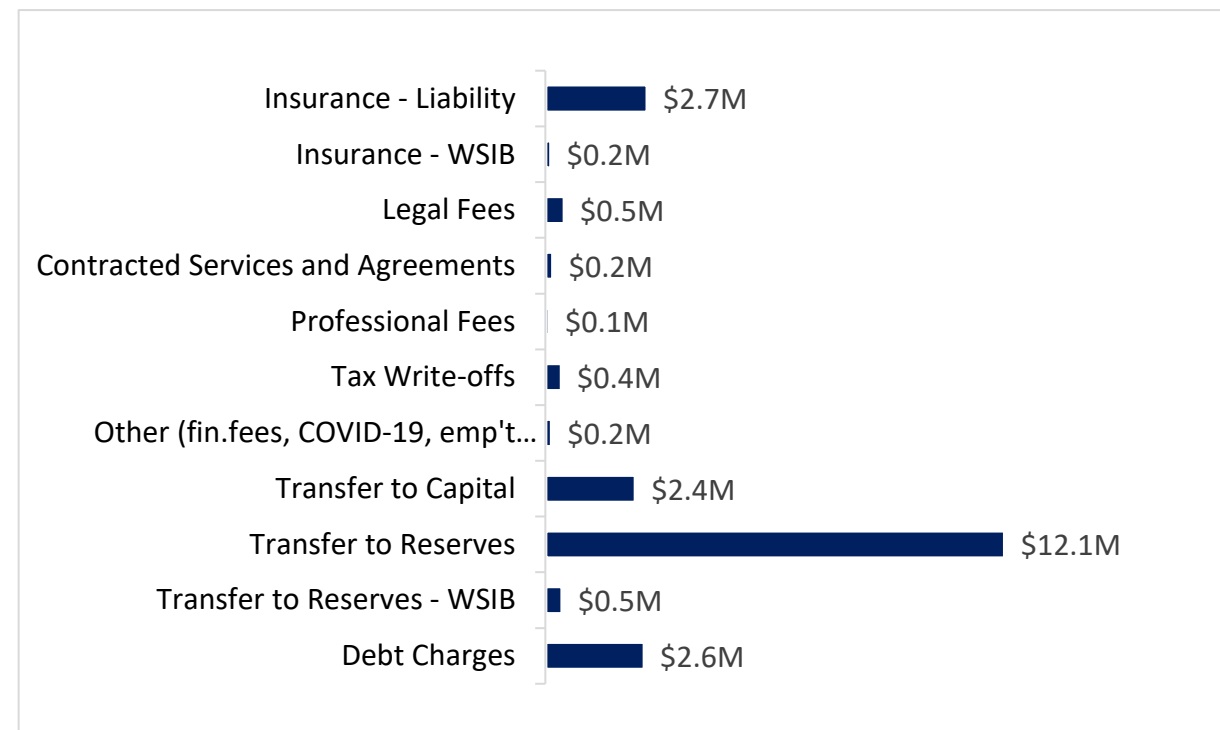
### 2024 Operating Budget Overview

	2023	2024	2024 vs. 2023	
Corporate Revenues and Expenses	Approved Budget	Total Budget	Budget Change	
Revenue				
User Fees	(132,600)	(132,600)	-	0.0%
Licences and Permits	(8,000)	(8,000)	-	0.0%
Recoveries	(321,800)	(336,800)	(15,000)	4.7%
Other Revenue	(135,000)	(135,000)	-	0.0%
POA Revenue	(63,600)	(10,000)	53,600	-84.3%
Investment Earnings	(1,155,000)	(1,155,000)	-	0.0%
HHCEC Dividends & Interest	(1,996,900)	(1,902,900)	94,000	-4.7%
Supplementary Taxes	(325,000)	(325,000)	-	0.0%
Payment in Lieu of Taxes	(1,859,400)	(1,859,400)	-	0.0%
Tax Penalties	(800,000)	(800,000)	-	0.0%
Capital Chargeback	(474,100)	(477,700)	(3,600)	0.8%
Transfer from Reserves	(188,200)	(188,200)	-	0.0%
Trf from Reserves (debt charges)	(498,700)	(328,100)	170,600	-34.2%
Trf from DCs (debt charges)	(2,366,200)	(2,210,300)	155,900	-6.6%
Recoveries & Other (debt charges)	(70,200)	(70,300)	(100)	0.1%
Revenue Total	(10,394,700)	(9,939,300)	455,400	-4.4%
Expenses				
Insurance - Liability	2,373,400	2,691,900	318,500	13.4%
Insurance - WSIB	155,000	155,000	-	0.0%
Legal Fees	150,000	505,000	355,000	236.7%
Contracted Services and Agreements	184,000	204,500	20,500	11.1%
Professional Fees	106,000	112,500	6,500	6.1%
Tax Write-offs	428,700	428,700	-	0.0%
Other (fin.fees, COVID-19, emp't costs)	110,900	168,400	57,500	51.8%
Transfer to Capital	2,185,100	2,377,000	191,900	8.8%
Transfer to Reserves	11,357,545	12,093,845	736,300	6.5%
Transfer to Reserves - WSIB	350,000	450,000	100,000	28.6%
Debt Charges	3,071,000	2,608,700	(462,300)	-15.1%
Expenses Total	20,471,645	21,795,545	1,323,900	6.5%
Corporate Revenues and Expenses Total	10,076,945	11,856,245	1,779,300	17.7%
Special Levies	(9,543,245)	(2,271,400)	7,271,845	-76.2%
Net Total	533,700	9,584,845	9,051,145	1695.9%

## Operating for Corporate Revenues



## Operating Budget for Corporate Expenses



## 2024 Operating Budget Drivers

The proposed gross expenditures for the 2024 Corporate Revenue and Expenses operating budget is \$21,795,545 with a net impact of \$11,856,245. Out of the net \$11,856,245, \$2,271,400 is supported from special levies and the remaining \$9,584,845 is supported from the general tax levy.

The following major budget changes are included in Corporate Revenues and Expenses operating budget for 2024:

### Special Levies

- In report CS-2023-027 2024 Preliminary Budget Forecast, Council approved moving six (6) special levies into the base budget at a net zero budget impact. The costs relating to the six special levies continue to be incurred by the Town but are considered permanent in nature and more effectively managed as part of the base budget. This change resulted in a reclassification of \$7,932,245 from the special levies section to the base budget levy funding for this department. Special levies were also reclassified in Fire Services and Transportation and Public Works, and are detailed within their individual departmental budgets.
- The remaining State of Good Repair (SOGR) special levy (formerly the Infrastructure Gap special levy) will continue due to the significant funding shortfall in this area. A proposed increase of \$500,000 in the SOGR special levy is included in the 2024 operating budget.
- A new Healthcare special levy of \$160,400 was approved as a budget amendment during Budget Committee.

### Maintaining current service levels

- Revenue from recoveries is increasing by \$15,000 as the growing volume of transactions made using the corporate purchasing card (p-card) program increases the rebate received.
- A reduction of \$53,600 (25%) in revenue from Halton Court Services (POA) is the third reduction in a four-year plan to phase out reliance on this non-guaranteed revenue source.
- A \$94,000 reduction in interest repayments from the Halton Hills Community Energy Corporate (HHCEC) promissory note in corporate revenue, due to a change in the annual interest rate. This shortfall in revenue is offset by a reduction in contributions to capital reserves.
- A \$462,300 decrease in financing and external debt charges, which includes:
  - \$326,400 reduction in debt charges related to the Mold-Masters Sportsplex Arena as this term loan is scheduled to end in 2024. This reduction in debt

charges has a net zero tax impact as the costs were funded from development charges and capital reserves, which will no-longer be required.

- \$135,900 reduction in debt charges as the term loan issued for LED parking lot lighting is scheduled to end in 2024. The reduction in debt costs have been removed from the 2024 base budget.
- An increase of \$318,500 to fund insurance premiums will address the anticipated 15% premium increase for 2024. Premium increases are expected to slow as premium rates catch up to market adjustments.
- Contracted services and agreements are increasing by \$10,500 for data and voice communication contracts and \$10,000 for health and safety consulting services.

### **Management of existing infrastructure and assets**

- An increase of \$191,900 in direct funding to the capital budget as planned through the LRFP. This transfer to the capital program provides one funding source to ongoing capital projects that create a base capital program each year. The increase in the transfer is offset by a reduction in the contributions to the capital reserve so there is no tax impact.
- The overall net impact on transfers to reserves is an increase of \$836,400 which is driven by:

#### **Capital Reserves**

- \$500,000 increase in capital reserves. This annual increase is a critical capital funding source to address the infrastructure gap identified in the 2018 State of Infrastructure Report (report no. RP-2019-0001). The increase is funded by a corresponding increase in the SOGR special levy, noted above.
- \$191,900 reduction in the contribution to capital reserve as these funds have been redirected to the base capital budget for ongoing capital projects.
- \$94,000 reduction in the interest income received from the HHCEC Promissory Note will in turn reduce the amount that can be transferred to capital reserves.
- \$100,000 to the Pavement Management reserve as directed by the LRFP
- \$17,900 to the Technology Replacement Reserve as directed by the LRFP
- \$3,000 to the Green Revolving Fund as per the Reserve and Reserve Funds Policy. Efficiency savings gained through the implementation of climate change initiatives are directed to the Green Revolving Fund to provide a sustainable source of funding for future related initiatives.

#### **Operating Reserves**

- \$100,000 increase to the annual amount transferred to the WSIB reserve (as approved through CORPSERV-2021-0007)
- \$241,000 transfer to the Tax Rate Stabilization reserve from additional assessment growth revenues.

**Discretionary Reserves**

- \$160,400 contribution to the new Healthcare discretionary reserve fund for the Healthcare special levy approved as a budget amendment at Budget Committee.

**Corporate and community security**

- An additional \$355,000 is required to phase-in increases to the operating budget for legal (\$175,000) and enforcement (\$180,000) services as the Town is experiencing a significant increase in volume related costs pertaining to these services.