

Planning & Building Committee 2012 Budget Review

- Planning
- Building
- By-law
- Animal Control

**Town of The Blue Mountains
2012 Budget
Department Summary**

Revised 01/16/12
02:31 PM

Operating
Planning and Zoning
1-810

	2010		2011		2012 Proposed			Projected			
	Actual	Budget	Actual	Budget	Budget	\$ Chg	% Ch	2013 Budget	% Ch	2014 Budget	% Chg
EXPENSES											
Salaries, Wages & Benefits	447,541	421,883	495,603	481,947	479,160	-2,787	-0.6%	535,095	11.7%	605,615	13.2%
Administrative Expenses	6,003	9,300	8,963	6,900	6,500	-400	-5.8%	7,500	15.4%	7,900	5.3%
Communications	16,033	12,200	12,897	16,100	15,000	-1,100	-6.8%	15,250	1.7%	15,000	-1.6%
Training Related	14,224	19,600	17,530	19,600	18,850	-750	-3.8%	19,415	3.0%	19,640	1.2%
Equipment Related	6,614	3,000	51	3,000	3,000	0	0.0%	3,000	0.0%	3,000	0.0%
Professional Fees	285,936	423,600	161,936	274,900	210,500	-64,400	-23.4%	158,000	-24.9%	58,000	-63.3%
Financial Expenses	13,346	21,410	14,444	14,000	10,980	-3,020	-21.6%	11,525	5.0%	12,100	5.0%
Minor Capital Work	0	0	1,932	0	0	0	0.0%	0	0.0%	0	0.0%
TOTAL EXPENSES	<u>789,696</u>	<u>910,993</u>	<u>713,355</u>	<u>816,447</u>	<u>743,990</u>	<u>-72,457</u>	<u>-8.9%</u>	<u>749,785</u>	<u>0.8%</u>	<u>721,255</u>	<u>-3.8%</u>
TRANSFERS											
Transfers to Operating Program	101,348	85,800	0	89,800	131,500	41,700	46.4%	135,250	2.9%	105,500	-22.0%
Transfers to Capital	5,399	5,064	0	10,010	18,569	8,559	85.5%	7,695	-58.6%	7,695	0.0%
Interfunctional Transfers	381	-862	-8,846	-292	0	292	-100.0%	0	0.0%	0	0.0%
Transfer To/From Unfinanced Ca	-242,655	-212,100	175,000	10,900	-51,000	-61,900	-567.9%	5,000	-109.8%	46,000	820.0%
TOTAL TRANSFERS	<u>-135,528</u>	<u>-122,098</u>	<u>166,154</u>	<u>110,418</u>	<u>99,069</u>	<u>-11,349</u>	<u>-10.3%</u>	<u>147,945</u>	<u>49.3%</u>	<u>159,195</u>	<u>7.6%</u>
TOTAL TRANSFERS & EX	<u>654,169</u>	<u>788,895</u>	<u>879,509</u>	<u>926,865</u>	<u>843,059</u>	<u>-83,806</u>	<u>-9.0%</u>	<u>897,730</u>	<u>6.5%</u>	<u>880,450</u>	<u>-1.9%</u>
REVENUE											
Reserve Revenue	89,962	146,300	0	191,300	129,000	-62,300	-32.6%	132,500	2.7%	73,500	-44.5%
Sales	148	1,000	81	500	1,000	500	100.0%	1,000	0.0%	1,000	0.0%
Fee and Charges	193,895	212,500	153,237	234,500	234,000	-500	-0.2%	234,000	0.0%	234,000	0.0%
TOTAL REVENUE	<u>284,005</u>	<u>359,800</u>	<u>153,318</u>	<u>426,300</u>	<u>364,000</u>	<u>-62,300</u>	<u>-14.6%</u>	<u>367,500</u>	<u>1.0%</u>	<u>308,500</u>	<u>-16.1%</u>
NET POSITION	<u>-370,164</u>	<u>-429,095</u>	<u>-726,191</u>	<u>-500,565</u>	<u>-479,059</u>	<u>21,506</u>	<u>-4.3%</u>	<u>-530,230</u>	<u>10.7%</u>	<u>-571,950</u>	<u>7.9%</u>

Natural Heritage Study

Project #	1-810-8016
Department	Planning & Building Services
Year of Initiation	2012
Year of Completion	2013
Submitted by	David Finbow
Flexible	YES
Capital	NO

Description
To undertake a Natural Heritage Study - Section 8.2 of the Official Plan indicates that "The Town shall undertake and develop a Greenlands strategy within 5 years of the approval of this Plan (<i>approved 2006</i>). The Greenlands strategy will be based on the Natural Heritage System approach."

Category	Details
Purpose	To undertake a Natural Heritage Study
Strategic Plan	<i>Preserving and enhancing natural and environmental features, and cultural heritage of the community.</i>
Environmental Impact	

		Budget							
Expenditures	Total	2012	2013	2014	2015	2016	2017	Account	
Materials	\$ -							62000	
Advertisements	\$ -							62125	
Courier	\$ -							63010	
Professional Fees	\$ -							63100	
Legal	\$ -							63105	
Engineering	\$ -							63115	
Consulting	\$ 40,000	\$ 15,000	\$ 25,000					63120	
Contract Services	\$ -							63125	
Contingencies	\$ -							63126	
Additional Equipment	\$ -							64010	
Replacement Equipment	\$ -							64011	
Additional Vehicles	\$ -							64020	
Replacement Vehicles	\$ -							64021	
Interim Financing	\$ -							63210	
Expenditures Total:	\$ 40,000	\$ 15,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -		

		Budget							
Funding		Total	2012	2013	2014	2015	2016	2017	Account
Federal Grants	\$	-							53005
Provincial Grants	\$	-							53010
Municipal Act 326 / 391	\$	-							54012
Developer Contributions	\$	-							57013
Revenue Fund - Taxes	\$	4,000	\$ 1,500	\$ 2,500					54011
Revenue Fund - User Fees	\$	-							54011
Reserves	\$	-							54032
Reserve Funds	\$	36,000	\$ 13,500	\$ 22,500					54046
Debt	\$	-							58100
Funding Total:	\$	40,000	\$ 15,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	

Timeline - Current Projects	Staff Resources Required							
August 2012 Commencement	Senior Policy Planner							
August 2013 Completion	Senior Policy Planner							

Notes to Expenditure & Funding Tables
Project Costing Driver Town of Collingwood Natural Heritage Study (consultant NVCA)
Operational Expenditure Impact
Potential Cost Savings
Funding Sources - Grants / Reserves / etc. General Government DC Fund 4-124-0000-33001

Map or Picture of Project
<p>The Town of The Blue Mountains' natural environment is a defining feature of the Town's image and appeal. Given this, the Town is compelled to protect these valuable assets for generations to come.</p> <p>The principal goal of a Natural Heritage Study is to conduct an inventory and assessment of natural heritage features and areas within the Town and to provide recommendations for policies dealing with matters of natural heritage in the Official Plan. The Study also provides a comprehensive overview of the Town's natural heritage based on the compilation of existing but varied data and information. Various stakeholders would also be involved in the process of identifying significant natural heritage features and areas. The findings of the Study would also serve as an educational tool for the community on the richness of our natural heritage, particularly for school-aged children.</p> <p>A Natural Heritage Study would provide detailed policy recommendations for a range of natural heritage features and functions consistent with the Provincial Policy Statement, including significant portions of the habitat of endangered and threatened species, fish habitat, wetlands, significant wildlife habitat, Areas of Natural and Scientific Interest (ANSIs), sites of geological interest, ecosystem recovery, and watersheds and watershed-based planning.</p>

TERMS OF REFERENCE

Town of Collingwood - Natural Heritage System Update and Review 2010

Prepared by:

David Featherstone, B.Sc,

Manager, Watershed Monitoring Program

Nottawasaga Valley Conservation Authority

July 2010

Introduction

The Town of Collingwood is a designated Settlement Area and is poised for future urban growth. As a "complete community", Collingwood offers a variety of living and working opportunities. Located between the Niagara Escarpment and the shores of Nottawasaga Bay, Collingwood's unique location offers a variety of recreational experiences unsurpassed in southern Ontario.

Collingwood Harbour was the first Great Lakes Area of Concern to be delisted thanks to the efforts of community groups and public agencies. Water quality along the shoreline and within tributary streams continues to be an important issue within the Town. Water systems are the ultimate integrators of land uses within their catchments. The persistence of healthy streams and shorelines will, at least in part, depend on land use patterns within the Town of Collingwood and upstream municipalities. Natural heritage features on the landscape provide a framework within which healthy watercourses can emerge and flow.

Natural heritage features also have their own intrinsic value on the landscape. The Town of Collingwood supports an array of natural heritage features including:

- Globally rare Great Lakes Coastal Marsh communities
- wetland complexes associated with various recessional stages of proglacial Lake Nipissing
- Mixed and deciduous forests
- Significant wildlife habitat – colonial bird nesting, Species At Risk

One provincially significant wetland complex – the Silver Creek Wetland Complex – lies within the Town (and extends west into the Town of Blue Mountains. A number of unevaluated wetlands lie to the south and east of the evaluated complex. Globally rare Great Lakes Coastal Marsh communities are present along undisturbed shorelines both east and west of Collingwood Harbour and occasionally within inland wetland units.

Portions of four Simcoe County Greenland units lies within the Town of Collingwood. The Batteaux Creek (WL6) and Pretty River (WL5) units follow the valley systems associated with their respective watercourses. Collingwood Shores (WL1) lies wholly within the Town and encompasses a mosaic of lowland forest, swamp forest and coastal marshes and fens extending inland from Georgian Bay to the west of Collingwood Harbour. A small, disjunct portion of the Stayner Swamp/McIntyre Creek unit (WL2) lies just east of Batteaux Creek south of Highway 26.

Large wooded areas (upland and swamp forest) support a diverse array of forest interior bird species, reptiles and amphibians. Coniferous and mixed forests provide important overwintering habitat for white-tailed deer. Rare vegetation communities support provincially rare plant species.

The Town of Collingwood shoreline supports coastal marshes and important spawning habitat for a number of fish species. The shoreline is also an important foraging area for shorebirds and lies along the migration route for a number of shorebird species.

Within the Town of Collingwood, there are a number of issues related to the identification and protection of natural heritage features of common interest to both the Town and Nottawasaga Valley Conservation Authority:

- Projected municipal growth may mean losing natural areas.
- Recent changes in Conservation Authority regulations now requires the NVCA to regulate all wetlands; there are a number of unevaluated wetland features within the Town that have not been identified in Official Plan schedules but are still subject to regulation
- There are a number of natural heritage features within the Town (including unevaluated wetlands) but, in some areas, little information and data to identify them and evaluate their significance.
- There is a limited understanding of the interrelationships between the Town's natural features and their functions and connections on the landscape.

To assist the Town in identifying these natural heritage features, to define a core natural heritage system and to help refine the natural heritage policies outlined in its Official Plan, the Nottawasaga Valley Conservation Authority (NVCA) will work with the Town and other partners to develop a natural heritage system and strategy that is appropriate for municipal planning purposes.

Natural Heritage Strategy

The purpose of the natural heritage strategy is to provide the Town with the information and tools necessary to strike an appropriate balance between land and resource use and the protection of the Town's significant natural features and their functions. The strategy will identify and evaluate all natural heritage components within the Town and identify a core natural heritage system based on this evaluation with a focus on increased protection of core systems identified through the study. The strategy will address municipal responsibilities to "be consistent with" the natural heritage provisions of the Provincial Policy Statement within a Settlement Area context.

2.1 Natural Heritage System Overview

The Natural Heritage Strategy (NHS) will identify and evaluate the Town's natural features using the provincial standard Ecological Land Classification (ELC) system as the base for the evaluation model. The significance of these features will then be evaluated based on a review of the physical attributes of these features and their likely ecological functions in accordance with accepted natural heritage theory embodied within the Provincial Policy Statement and associated support documents.

A natural heritage systems approach will be developed to evaluate and identify key natural heritage systems within, and adjacent to, the Town of Collingwood. Since natural heritage systems extend across municipal – and even watershed – boundaries, this broader view of natural heritage systems outside of the Town of Collingwood is warranted.

A three phase approach to development of a Town of Collingwood Natural Heritage System is proposed:

Phase 1 – classification of all natural heritage features in the Town of Collingwood to Vegetation Type using an Ecological Land Classification (ELC) approximation approach.

ELC mapping from various development applications will be combined with classification of previously unmapped areas. Unmapped area classification will be undertaken using a combination of roadside surveys, trail walks, orthophoto interpretation and field surveys (where access is available on public lands only).

In addition to ELC mapping, shoreline features (natural and anthropogenic) will be mapped to better understand these features and their functions. Watercourses and associated valleylands and fish habitat will also be identified.

Phase 2 – Evaluate Feature Significance and Develop Natural Heritage System

Feature evaluation and natural heritage system development will be based on accepted natural heritage theory embodied within the PPS and associated support documents which states that the physical characteristics of the natural heritage feature dictate its ecological function, such that larger, well-connected, and more compactly shaped areas provide more functions and are, therefore, generally more important than small, narrow or isolated features. Large features are vital components of the natural heritage system, providing a range of habitats and internal connectivity that support biodiversity on the landscape.

The fine resolution of vegetation community mapping combined with functional knowledge of interactions between these communities and, in some cases, watercourses/valleylands and the Georgian Bay shoreline will allow for a functional assessment that goes beyond most municipal natural heritage approaches which tend to focus on landscape-scale associations.

A draft Natural Heritage System report documenting the results of the natural heritage feature assessment and development of a proposed natural heritage system will be provided at the end of Phase 2.

Phase 3 – Develop and Implement Natural Heritage Schedules and Policies

Following preparation of the Natural Heritage System report, the final step will be to work with Town staff and council to develop updated natural heritage schedules and policies to protect and enhance the Town Natural Heritage System. This will be a consultative process with the Town and the public.

The Natural Heritage Strategy is intended to be incorporated into the Town Official Plan as part of its ongoing review and update processes. Through appropriate policy, the NHS can be used to facilitate: protection of identified significant natural areas, development application review, stewardship initiatives involving restoration and rehabilitation, and long-term land securement decision-making.

Steering and Technical Advisory Committees

A steering advisory committee comprised of Town planning staff, a local councillor, NVCA staff and possibly County planning staff will direct project and policy development. This committee will meet every other month (more frequently, if required) to discuss study progress.

A technical advisory committee comprised of interested municipal staff, NVCA and possibly Ministry of Natural Resources staff will meet on an ad-hoc basis to discuss technical, science-based issues as they arise during project development.

NVCA staff recognize that the Blue Mountain Watershed Trust and the Environment Network are highly effective non-government organizations within the Town of Collingwood and that they bring considerable local expertise to environmental issues. NVCA staff respectfully suggest that the Town consider bringing these organizations into the advisory committee framework.

Public Consultation

Consultation with the public will occur following completion of Phase 2 of the Natural Heritage Strategy. A public open house format will be used to provide the public with input and review of the draft natural heritage system mapping and reporting.

Schedule

The project timeline is shown in In the table below.

TASK	2010			2011			
	July/ Aug	Sept/ Oct	Nov/ Dec	Jan/ Feb	Mar/ Apr	May/ June	July/ Aug
NH STRATEGY							
Background Info. Coll.							
Air Photo Interp. (Phase 1)							
Ground Truthing (Phase 1)							
Digitizing (Phase 2)							
Assessment/Ranking (Phase 2)							
Report							
Policy Development (Phase 3)							
<i>MEETINGS</i>							
Project Team Meetings (4)							
Committee Presentation							
Public Open House (1)							

Figure 1: Proposed Natural Heritage System Schedule

Budget

TASK	Manager, Watershed Monitoring \$80/hr (days)	Watershed Monitoring Technician \$60/hr (days)	GIS @ \$70/hr (days)
Background Data Collection	1	2	
Orthophoto Interpretation	1	3	
Shoreline Survey	2	2	
Field Truthing	3	3	
Digitizing/Data Management	1	5	1
GIS Support and Modeling			0
Reporting	5	5	1
Policy Development	3		
Tech. Advis. Comm. Meetings	3	3	1
Public Meeting	2	2	1
Project Management	2		
Fees Subtotal	\$12,880	\$14,000	\$2,240
Fees Total			\$29,120
EXPENSES			
Mileage (500 km @ \$0.52)			\$260
Report Production			\$500
Equipment			\$100
Miscellaneous			\$100
Expenses Total			\$960
TOTAL COST (excluding GST)			\$30,080

GIS/Data

All maps produced by the NVCA through the study will be provided to the Town on paper and in digital GIS form (ArcView). NVCA staff will work with Town staff to ensure effective transfer of databases and data layers to the Town GIS system. Joint NVCA/municipal ownership of all derived maps and associated databases is proposed.

Summary of Municipal Benefits

The following is a summary of the major benefits the Town will receive from partnering with NVCA in developing this Natural Heritage Strategy:

- **Cost-effective identification of the Town's natural heritage features (including those required by the PPS plus municipally significant features) using the provincial standard ELC protocol**
- **Functional assessment of these features using accepted natural heritage system principles as per the Provincial Policy Statement and associated documents including the updated Natural Heritage Reference Manual (April 2010).**
- **Development of a defensible Natural Heritage System that protects linked natural heritage features of greatest value on the landscape as well as isolated features that contribute to significant biodiversity values and functions.**
- **Identification of key restoration areas to direct stewardship activities to areas of greatest value**
- **Identification of key natural heritage features to direct land acquisition activities to areas of greatest value**
- **Enhanced NVCA services – informed review of Environmental Impact Studies, informed technical and professional support for natural heritage system policies at at venues such as OMB hearings**

Official Plan Review

Project #	1-810-8012
Department	Planning & Building Services
Year of Initiation	2011
Year of Completion	2013
Submitted by	David Finbow
Flexible	No
Capital	No

Description
5 Year Review of the Town's Official Plan - Contract awarded in 2011 to Meridian Planning Consultants. Work underway. Projected expenditures in 2011 are +/- \$95,000.

Category	Details
Purpose	Undertake a 5 year review of the Town's Official Plan as mandated by the <i>Planning Act</i> .
Strategic Plan	Managing growth to ensure the ongoing health and prosperity of the community.
Environmental Impact	

Budget									
Expenditures	Total	2012	2013	2014	2015	2016	2017	Account	
Materials	\$ -							62000	
Advertisements	\$ -							62125	
Courier	\$ -							63010	
Professional Fees	\$ -							63100	
Legal	\$ 90,000	\$45,000	\$45,000					63105	
Engineering	\$ -							63115	
Consulting	\$ 45,000	\$45,000						63120	
Contract Services	\$ -							63125	
Contingencies	\$ -							63126	
Additional Equipment	\$ -							64010	
Replacement Equipment	\$ -							64011	
Additional Vehicles	\$ -							64020	
Replacement Vehicles	\$ -							64021	
Interim Financing	\$ -							63210	
Expenditures Total:	\$ 135,000	\$ 90,000	\$ 45,000	\$ -	\$ -	\$ -	\$ -		

Site Plan Design Guidelines

Project #	1-810-8009
Department	Planning & Building Services (Planning)
Year of Initiation	2008
Year of Completion	2014
Submitted by	David Finbow
Flexible	No
Capital	No

Description
Retain a consultant to develop Site Plan Design Guidelines. Consultant has been retained to develop a component of the Guidelines for Drive-thrus. Further work will be required to comprehensively address appropriate Site Plan Design Guidelines.

Category	Details
Purpose	Site Plan Design Guidelines will better position our Community to address development applications that are not reflective of our Community's desires/goals (such as sustainable and sensitive design).
Strategic Plan	Managing growth to ensure the ongoing health & prosperity of the community.
Environmental Impact	The environmental impacts of new development and redevelopment will be considered in all design concepts with an emphasis on the sustainability of the Town and the environment.

Budget									
Expenditures	Total	2012	2013	2014	2015	2016	2017	Account	
Materials	\$ -							62000	
Advertisements	\$ -							62125	
Courier	\$ -							63010	
Professional Fees	\$ -							63100	
Legal	\$ -							63105	
Engineering	\$ -							63115	
Consulting	\$ 47,500	\$ 27,500	\$ 20,000					63120	
Contract Services	\$ -							63125	
Contingencies	\$ -							63126	
Additional Equipment	\$ -							64010	
Replacement Equipment	\$ -							64011	
Additional Vehicles	\$ -							64020	
Replacement Vehicles	\$ -							64021	
Interim Financing	\$ -							63210	
Expenditures Total:	\$ 47,500	\$ -	\$ 27,500	\$ 20,000	\$ -	\$ -	\$ -		

		Budget							
Funding		Total	2012	2013	2014	2015	2016	2017	Account
Federal Grants	\$	-							53005
Provincial Grants	\$	-							53010
Municipal Act 326 / 391	\$	-							54012
Developer Contributions	\$	-							57013
Revenue Fund - Taxes	\$	4,750	\$ 2,750	\$ 2,000					54011
Revenue Fund - User Fees	\$	-							54011
Reserves	\$	-							54032
Reserve Funds	\$	42,750	\$ 24,750	\$ 18,000					54046
Debt	\$	-							58100
Funding Total:	\$	47,500	\$ -	\$ 27,500	\$ 20,000	\$ -	\$ -	\$ -	

Timeline - Current Projects	Staff Resources Required							

Notes to Expenditure & Funding Tables

Project Costing Driver

Operational Expenditure Impact

Potential Cost Savings

Funding Sources - Grants / Reserves / etc.

90% eligible through General Government DC Fund 4-124-0000-33001

Map or Picture of Project



Zoning By-law Review

Project #	1-810-8007
Department	Planning & Building Services
Year of Initiation	2007
Year of Completion	2012
Submitted by	David Finbow
Flexible	No
Capital	No

Description
Completion of the Town's New Comprehensive Zoning By-law along with budgeting for potential appeals of same to the Ontario Municipal Board. Project awarded to Meridian Planning in 2008. The majority of the Budget Expenditures identified are to address outstanding appeals. Note: Pursuant to Section 26(9) of the <i>Planning Act</i> , the Town must, no later than three years after approval of a new Official Plan amend its Zoning By-law that is in effect within the municipality to ensure it is in conformity with the Official Plan.

Category	Details
Purpose	Short Term Accommodation and finalization of the comprehensive Zoning By-law.
Strategic Plan	Managing growth to ensure the ongoing health & prosperity of the community.
Environmental Impact	By updating Zoning By-law provisions, the Town can implement sustainability provisions, including intensification, urban boundaries, Smart Growth, all in accordance with the 2005 Provincial Policy Statement.

Budget									
Expenditures	Total	2012	2013	2014	2015	2016	2017	Account	
Materials	\$ -							62000	
Advertisements	\$ -							62125	
Courier	\$ -							63010	
Professional Fees	\$ -							63100	
Legal	\$ 112,500	\$75,000	\$30,000	\$ 7,500				63105	
Engineering	\$ -							63115	
Consulting	\$ -							63120	
Contract Services	\$ -							63125	
Contingencies	\$ -							63126	
Additional Equipment	\$ -							64010	
Replacement Equipment	\$ -							64011	
Additional Vehicles	\$ -							64020	
Replacement Vehicles	\$ -							64021	
Interim Financing	\$ -							63210	
Expenditures Total:	\$ 112,500	\$ 75,000	\$ 30,000	\$ 7,500	\$ -	\$ -	\$ -		

		Budget							
Funding		Total	2012	2013	2014	2015	2016	2017	Account
Federal Grants	\$	-							53005
Provincial Grants	\$	-							53010
Municipal Act 326 / 391	\$	-							54012
Developer Contributions	\$	-							57013
Revenue Fund - Taxes	\$	112,500	\$75,000	\$30,000	\$ 7,500				54011
Revenue Fund - User Fees	\$	-							54011
Reserves	\$	-							54032
Reserve Funds	\$	-							54046
Debt	\$	-							58100
Funding Total:	\$	112,500	\$ 75,000	\$ 30,000	\$ 7,500	\$ -	\$ -	\$ -	

Timeline - Current Projects	Staff Resources Required							

Notes to Expenditure & Funding Tables

Project Costing Driver
 Known legal, engineering and consulting costs as well as contract with Meridian for new Zoning By-law.

Operational Expenditure Impact

Potential Cost Savings

Funding Sources - Grants / Reserves / etc.

Map or Picture of Project



**TOWN OF THE BLUE MOUNTAINS
LONG TERM FINANCIAL PLAN
CAPITAL PROJECT INFORMATION SHEET**

SECTION: General Government
DEPT: ADMINISTRATION
SUB-DEPT: Council, Admin, CAO, Clerk, Treasurer
PROJECT: Administration Summary

PURPOSE:

PERFORMANCE & ACTIVITY MEASURES
INCREASE (DECREASE)

PROJECT FINANCIAL DETAILS

	2011	2012	2013	2014	2015	2016
Expenditures						
Financial Information System	0	30,000	10,000	10,000	10,000	10,000
Administration Building Construction	2,447,000	183,630	0	0	0	0
Town Hall Replacement Phone System	50,000	0	0	0	0	0
Medical Clinic Property	5,425	0	0	0	0	0
Human Resources Information System	0	0	25,000	0	0	0
Computer Equipment - Financial Services	22,356	23,248	14,946	14,946	18,518	14,946
Computer Equipment - Council	5,339	3,831	3,196	3,196	4,149	3,196
Computer Equipment - Clerk/CAO	9,810	5,747	4,794	4,794	6,223	4,794
Computer Equipment - Human Resources	3,204	4,650	2,989	2,989	3,704	2,989
Furniture & Equipment - FIT/Planning	35,000	22,000	0	0	0	0
Total Expenditures	2,578,134	273,106	60,925	35,925	42,594	35,925
Sources of Financing						
External Sources:						
Grants, Subsidies	1,132,000	0	0	0	0	0
Developer Contributions	0	0	0	0	0	0
Donations, Other Revenue	0	0	0	0	0	0
Revenue Fund:						
from Operations (Tax Base)	200,184	59,476	60,925	35,925	42,594	35,925
from Operations (User Fees)	62,850	0	0	0	0	0
Municipal Act, 326, 391	0	0	0	0	0	0
Other Sources, specify	0	0	0	0	0	0
Reserves and Reserve Funds:						
from Capital Res	30,000	30,000	0	0	0	0
from Equipment Repl Res	0	0	0	0	0	0
from Sewer Res	0	0	0	0	0	0
from Water Res	0	0	0	0	0	0
from Other Res	-30,000	0	0	0	0	0
from Development Charges	0	0	0	0	0	0
from Parkland Res Fund	0	0	0	0	0	0
from Other Res Fund	0	0	0	0	0	0
Debenture Financing:						
Debt	2,985,700	183,630	0	0	0	0
Capital Lease	0	0	0	0	0	0
Total Financing	4,380,734	273,106	60,925	35,925	42,594	35,925
Unfinanced Outlay (Net)	0	0	0	0	0	0

EXPLANATION & HIGHLIGHTS:

General Ledger Account(s):
General Ledger Account(s):

Planning Division Office Furniture

Project #	6-810-1000	
Department	Planning & Building Services	
Year of Initiation	2011	
Year of Completion	2012	
Submitted by	David Finbow	
Flexible	No	
Capital	No	

Description
Provide office furniture, computer and other office infrastructure for proposed new hire - Manager, Planning Services.

Category	Details
Purpose	New position proposed in the 2012 Budget - Manager, Planning Services
Strategic Plan	Addressing the Town's municipal infrastructure needs.
Environmental Impact	

Budget									
<i>Expenditures</i>	Total	2012	2013	2014	2015	2016	2017	Account	
Materials	\$ -							62000	
Advertisements	\$ -							62125	
Courier	\$ -							63010	
Professional Fees	\$ -							63100	
Legal	\$ -							63105	
Engineering	\$ -							63115	
Consulting	\$ -							63120	
Contract Services	\$ -							63125	
Contingencies	\$ -							63126	
Additional Equipment	\$ 7,000	\$ 7,000						64010	
Replacement Equipment	\$ -							64011	
Additional Vehicles	\$ -							64020	
Replacement Vehicles	\$ -							64021	
Interim Financing	\$ -							63210	
Expenditures Total:	\$ 7,000	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -		

		Budget							
Funding		Total	2012	2013	2014	2015	2016	2017	Account
Federal Grants	\$	-							53005
Provincial Grants	\$	-							53010
Municipal Act 326 / 391	\$	-							54012
Developer Contributions	\$	-							57013
Revenue Fund - Taxes	\$	7,000	\$ 7,000						54011
Revenue Fund - User Fees	\$	-							54011
Reserves	\$	-							54032
Reserve Funds	\$	-							54046
Debt	\$	-							58100
Funding Total:	\$	7,000	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -	-

Timeline - Current Projects	Staff Resources Required							

Notes to Expenditure & Funding Tables

Project Costing Driver

Operational Expenditure Impact

Potential Cost Savings

Funding Sources - Grants / Reserves / etc.
Taxation

Map or Picture of Project



**Town of The Blue Mountains
2012 Budget
Department Summary**

Revised 01/16/12
02:33 PM

Operating
Building Inspection
1-241

	2010		2011		2012 Proposed			Projected		2014	
	Actual	Budget	Actual	Budget	Budget	\$ Chg	% Ch	Budget	% Ch	Budget	% Chg
EXPENSES											
Salaries, Wages & Benefits	311,781	297,162	335,034	297,103	354,045	56,942	19.2%	362,620	2.4%	370,920	2.3%
Administrative Expenses	4,267	6,000	6,034	8,600	8,600	0	0.0%	7,800	-9.3%	7,800	0.0%
Operating Expenses	0	0	8	0	0	0	0.0%	0	0.0%	0	0.0%
Communications	4,333	5,200	3,640	5,170	5,100	-70	-1.4%	5,170	1.4%	5,300	2.5%
Training Related	11,448	15,550	9,744	15,550	13,550	-2,000	-12.9%	14,100	4.1%	14,300	1.4%
Personnel	827	2,000	865	1,000	1,000	0	0.0%	1,000	0.0%	1,000	0.0%
Equipment Related	419	3,350	48	730	3,150	2,420	331.5%	3,150	0.0%	3,150	0.0%
Vehicle Related	16,288	20,325	14,404	18,825	18,750	-75	-0.4%	18,750	0.0%	18,750	0.0%
Professional Fees	4,710	11,100	4,467	26,100	26,100	0	0.0%	26,100	0.0%	26,100	0.0%
Financial Expenses	76,359	71,871	80,907	85,500	89,000	3,500	4.1%	93,425	5.0%	98,070	5.0%
TOTAL EXPENSES	<u>430,430</u>	<u>432,558</u>	<u>455,152</u>	<u>458,578</u>	<u>519,295</u>	<u>60,717</u>	<u>13.2%</u>	<u>532,115</u>	<u>2.5%</u>	<u>545,390</u>	<u>2.5%</u>
TRANSFERS											
Transfers to Operating Program	0	0	0	20,000	0	-20,000	-100.0%	0	0.0%	0	0.0%
Transfers to Capital	18,039	27,676	18,333	25,262	15,849	-9,413	-37.3%	6,975	-56.0%	6,975	0.0%
Interfunctional Transfers	147,697	147,647	29,874	151,254	163,110	11,856	7.8%	164,800	1.0%	166,450	1.0%
TOTAL TRANSFERS	<u>165,736</u>	<u>175,323</u>	<u>48,207</u>	<u>196,516</u>	<u>178,959</u>	<u>-17,557</u>	<u>-8.9%</u>	<u>171,775</u>	<u>-4.0%</u>	<u>173,425</u>	<u>1.0%</u>
TOTAL TRANSFERS & EX	<u>596,166</u>	<u>607,881</u>	<u>503,359</u>	<u>655,094</u>	<u>698,254</u>	<u>43,160</u>	<u>6.6%</u>	<u>703,890</u>	<u>0.8%</u>	<u>718,815</u>	<u>2.1%</u>
REVENUE											
User Rate Billings	10,080	0	6,410	0	3,000	3,000	0.0%	3,000	0.0%	3,000	0.0%
Reserve Revenue	0	0	0	20,000	0	-20,000	-100.0%	0	0.0%	0	0.0%
Fee and Charges	444,828	377,000	372,269	456,000	329,500	-126,500	-27.7%	369,500	12.1%	404,500	9.5%
Proceeds from Debt	0	230,881	0	179,094	356,954	177,860	99.3%	322,590	-9.6%	302,515	-6.2%
TOTAL REVENUE	<u>454,908</u>	<u>607,881</u>	<u>378,679</u>	<u>655,094</u>	<u>689,454</u>	<u>34,360</u>	<u>5.2%</u>	<u>695,090</u>	<u>0.8%</u>	<u>710,015</u>	<u>2.1%</u>
NET POSITION	<u>-141,258</u>	<u>0</u>	<u>-124,679</u>	<u>0</u>	<u>-8,800</u>	<u>-8,800</u>	<u>0.0%</u>	<u>-8,800</u>	<u>0.0%</u>	<u>-8,800</u>	<u>0.0%</u>

**TOWN OF THE BLUE MOUNTAINS
LONG TERM FINANCIAL PLAN
CAPITAL PROJECT INFORMATION SHEET**

SECTION: Protection Services
DEPT: BUILDING AND BY-LAW ENFORCEMENT
SUB-DEPT: Building Inspection
PROJECT: Building Inspection Summary

PURPOSE:

PERFORMANCE & ACTIVITY MEASURES
INCREASE (DECREASE)

PROJECT FINANCIAL DETAILS

	2011	2012	2013	2014	2015	2016
Expenditures						
City View Enhancements	0	5,000	0	0	0	0
Computer Equipment	8,942	10,849	6,975	6,975	8,642	6,975
Furniture and Equipment	5,000	0	0	0	0	0
Town Hall Facility (Building Share)	8,820	0	0	0	0	0
Public Self Serve Touch Screen Computer	2,500	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Total Expenditures	25,262	15,849	6,975	6,975	8,642	6,975
Sources of Financing						
<i>External Sources:</i>						
Grants, Subsidies	0	0	0	0	0	0
Developer Contributions	0	0	0	0	0	0
Donations, Other Revenue	0	0	0	0	0	0
<i>Revenue Fund:</i>						
from Operations (Tax Base)	0	0	0	0	0	0
from Operations (User Fees)	25,262	15,849	6,975	6,975	8,642	6,975
Municipal Act, 326, 391	0	0	0	0	0	0
Other Sources, specify	0	0	0	0	0	0
<i>Reserves and Reserve Funds:</i>						
from Capital Res	0	0	0	0	0	0
from Equipment Repl Res	0	0	0	0	0	0
from Sewer Res	0	0	0	0	0	0
from Water Res	0	0	0	0	0	0
from Other Res	0	0	0	0	0	0
from Development Charges	0	0	0	0	0	0
from Parkland Res Fund	0	0	0	0	0	0
from Other Res Fund	0	0	0	0	0	0
<i>Debtenture Financing:</i>						
Debt	0	0	0	0	0	0
Capital Lease	0	0	0	0	0	0
Total Financing	25,262	15,849	6,975	6,975	8,642	6,975
Unfinanced Outlay (Net)	0	0	0	0	0	0

EXPLANATION & HIGHLIGHTS:

General Ledger Account(s):
General Ledger Account(s):

CityView Upgrade

Project #	6-241-1000
Department	Planning & Building Services Department
Year of Initiation	2012
Year of Completion	2012
Submitted by	David Finbow
Flexible	No
Capital	Yes

Description
Upgrade to CityView for required reporting and septic maintenance program.

Category	Details
Purpose	To provide enhanced reporting functionality to address TARION reporting requirements and to provide for septic maintenance reporting and tracking vis a vis source water protection.
Strategic Plan	<i>Preserving and enhancing natural and environmental features. Providing a strong, well managed municipal government.</i>
Environmental Impact	Positive

Budget									
Expenditures	Total	2012	2013	2014	2015	2016	2017	Account	
Materials	\$ -							62000	
Advertisements	\$ -							62125	
Courier	\$ -							63010	
Professional Fees	\$ -							63100	
Legal	\$ -							63105	
Engineering	\$ -							63115	
Consulting	\$ 5,000	\$ 5,000						63120	
Contract Services	\$ -							63125	
Contingencies	\$ -							63126	
Additional Equipment	\$ -							64010	
Replacement Equipment	\$ -							64011	
Additional Vehicles	\$ -							64020	
Replacement Vehicles	\$ -							64021	
Interim Financing	\$ -							63210	
Expenditures Total:	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -		

		Budget							
Funding		Total	2012	2013	2014	2015	2016	2017	Account
	Federal Grants	\$ -							53005
	Provincial Grants	\$ -							53010
	Municipal Act 326 / 391	\$ -							54012
	Developer Contributions	\$ -							57013
	Revenue Fund - Taxes	\$ -							54011
	Revenue Fund - User Fees	\$ 5,000	\$ 5,000						54011
	Reserves	\$ -							54032
	Reserve Funds	\$ -							54046
	Debt	\$ -							58100
Funding Total:		\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	-

Timeline - Current Projects	Staff Resources Required							
RFP / Tender Documents	Manager, Building & By-law							
Advertisement and Closing of Bid	Staff Resources Required							
Project Start	2012							
Project Completion	2012							

Notes to Expenditure & Funding Tables

Project Costing Driver

CityView

Operational Expenditure Impact

Potential Cost Savings

Savings re staff time

Funding Sources - Grants / Reserves / etc.

BP Revenues

Map or Picture of Project

**Town of The Blue Mountains
2012 Budget
Department Summary**

Revised 01/16/12
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Operating
By-Law
1-242

	2010		2011		2012 Proposed			Projected			
	Actual	Budget	Actual	Budget	Budget	\$ Chg	% Ch	2013 Budget	% Ch	2014 Budget	% Chg
EXPENSES											
Salaries, Wages & Benefits	161,588	177,271	172,469	183,760	215,090	31,330	17.0%	259,675	20.7%	262,585	1.1%
Administrative Expenses	3,281	2,250	3,007	3,150	4,450	1,300	41.3%	3,150	-29.2%	3,150	0.0%
Operating Expenses	406	0	0	0	0	0	0.0%	0	0.0%	0	0.0%
Communications	4,714	4,550	5,264	4,100	4,100	0	0.0%	4,100	0.0%	4,100	0.0%
Training Related	4,557	6,350	3,980	5,675	5,675	0	0.0%	6,085	7.2%	6,210	2.1%
Personnel	766	1,200	715	1,200	1,200	0	0.0%	1,200	0.0%	1,200	0.0%
Equipment Related	1,753	3,000	27	2,050	4,750	2,700	131.7%	4,750	0.0%	4,750	0.0%
Vehicle Related	8,710	8,150	11,547	8,650	8,800	150	1.7%	8,650	-1.7%	8,650	0.0%
Professional Fees	16,131	7,000	28,395	7,500	7,500	0	0.0%	7,500	0.0%	7,500	0.0%
Financial Expenses	13,925	14,067	15,815	16,650	12,950	-3,700	-22.2%	13,565	4.7%	13,210	-2.6%
TOTAL EXPENSES	215,830	223,838	241,218	232,735	264,515	31,780	13.7%	308,675	16.7%	311,355	0.9%
TRANSFERS											
Transfers to Capital	13,099	16,714	0	2,981	3,100	119	4.0%	31,993	932.0%	1,993	-93.8%
Interfunctional Transfers	7,893	7,893	8,705	8,705	9,000	295	3.4%	9,236	2.6%	9,475	2.6%
TOTAL TRANSFERS	20,992	24,607	8,705	11,686	12,100	414	3.5%	41,229	240.7%	11,468	-72.2%
TOTAL TRANSFERS & EX	236,822	248,445	249,923	244,421	276,615	32,194	13.2%	349,904	26.5%	322,823	-7.7%
REVENUE											
Fee and Charges	47,748	46,300	60,003	50,400	51,100	700	1.4%	53,100	3.9%	55,100	3.8%
TOTAL REVENUE	47,748	46,300	60,003	50,400	51,100	700	1.4%	53,100	3.9%	55,100	3.8%
NET POSITION	-189,074	-202,145	-189,920	-194,021	-225,515	-31,494	16.2%	-296,804	31.6%	-267,723	-9.8%

**TOWN OF THE BLUE MOUNTAINS
LONG TERM FINANCIAL PLAN
CAPITAL PROJECT INFORMATION SHEET**

SECTION: Protection Services
DEPT: BUILDING AND BY-LAW ENFORCEMENT
SUB-DEPT: By-law Enforcement
PROJECT: By-law Enforcement Summary

PURPOSE:

PERFORMANCE & ACTIVITY MEASURES
INCREASE (DECREASE)

PROJECT FINANCIAL DETAILS

	2011	2012	2013	2014	2015	2016
Expenditures						
Vehicles, replacement	0	0	30,000	0	30,000	0
Computer Equipment	2,981	3,100	1,993	1,993	2,469	1,993
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Total Expenditures	2,981	3,100	31,993	1,993	32,469	1,993
Sources of Financing						
<i>External Sources:</i>						
Grants, Subsidies	0	0	0	0	0	0
Developer Contributions	0	0	0	0	0	0
Donations, Other Revenue	0	0	0	0	0	0
<i>Revenue Fund:</i>						
from Operations (Tax Base)	2,981	3,100	31,993	1,993	32,469	1,993
from Operations (User Fees)	0	0	0	0	0	0
Municipal Act, 326, 391	0	0	0	0	0	0
Other Sources, specify	0	0	0	0	0	0
<i>Reserves and Reserve Funds:</i>						
from Capital Res	0	0	0	0	0	0
from Equipment Repl Res	0	0	0	0	0	0
from Sewer Res	0	0	0	0	0	0
from Water Res	0	0	0	0	0	0
from Other Res	0	0	0	0	0	0
from Development Charges	0	0	0	0	0	0
from Parkland Res Fund	0	0	0	0	0	0
from Other Res Fund	0	0	0	0	0	0
<i>Debtenture Financing:</i>						
Debt	0	0	0	0	0	0
Capital Lease	0	0	0	0	0	0
Total Financing	2,981	3,100	31,993	1,993	32,469	1,993
Unfinanced Outlay (Net)	0	0	0	0	0	0

EXPLANATION & HIGHLIGHTS:

General Ledger Account(s):
General Ledger Account(s):

Purchase of Replacement Vehicles - By-law

Project #	6-242-1000
Department	By-law Services
Year of Initiation	2013
Year of Completion	2015
Submitted by	Greg Miller
Flexible	No
Capital	Yes

Description
Replace current older vehicles where repair costs are escalating and reliability is decreasing. Replacing a 2005 Ford Escape with a like model in 2013. Replacing a 2007 Chevrolet Colorado with a like model in 2015.

Category	Details
Purpose	To replace older vehicles at the end of their useful lives.
Strategic Plan	Goal #2 "Addressing the Town's municipal infrastructure needs".
Environmental Impact	The Town will consider the type and size of vehicle required with consideration for hybrid fuel vehicles which will reduce the Town's carbon footprint.

Budget									
Expenditures	Total	2012	2013	2014	2015	2016	2017	Account	
Materials	\$ -							62000	
Advertisements	\$ -							62125	
Courier	\$ -							63010	
Professional Fees	\$ -							63100	
Legal	\$ -							63105	
Engineering	\$ -							63115	
Consulting	\$ -							63120	
Contract Services	\$ -							63125	
Contingencies	\$ -							63126	
Additional Equipment	\$ -							64010	
Replacement Equipment	\$ -							64011	
Additional Vehicles	\$ -							64020	
Replacement Vehicles	\$ 60,000		\$ 30,000		\$ 30,000			64021	
Interim Financing	\$ -							63210	
Expenditures Total:	\$ 60,000	\$ -	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -		

		Budget							
Funding		Total	2012	2013	2014	2015	2016	2017	Account
Federal Grants	\$	-							53005
Provincial Grants	\$	-							53010
Municipal Act 326 / 391	\$	-							54012
Developer Contributions	\$	-							57013
Revenue Fund - Taxes	\$	60,000	\$ 30,000		\$ 30,000				54011
Revenue Fund - User Fees	\$	-							54011
Reserves	\$	-							54032
Reserve Funds	\$	-							54046
Debt	\$	-							58100
Funding Total:	\$	60,000	\$ -	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	

<u>Timeline - Current Projects</u>	Staff Resources Required							

Notes to Expenditure & Funding Tables

Project Costing Driver

Costs based on vehicles purchased in 2009 plus inflationary factors

Operational Expenditure Impact

Project management
Review specification package
Review and approve payment of vehicle

Potential Cost Savings

Reduced repairs and maintenance; increased reliability

Funding Sources - Grants / Reserves / etc.

Map or Picture of Project

**Town of The Blue Mountains
2012 Budget
Department Summary**

Revised 01/16/12
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Operating
Animal Control
1-243

	2010		2011		2012 Proposed			Projected			
	Actual	Budget	Actual	Budget	Budget	\$ Chg	% Ch	2013 Budget	% Ch	2014 Budget	% Chg
EXPENSES											
Salaries, Wages & Benefits	20,172	20,829	18,847	21,121	28,640	7,519	35.6%	28,025	-2.1%	28,815	2.8%
Administrative Expenses	281	980	583	1,080	1,060	-20	-1.9%	1,060	0.0%	1,060	0.0%
Operating Expenses	165	0	175	0	0	0	0.0%	0	0.0%	0	0.0%
Communications	77	560	0	560	500	-60	-10.7%	500	0.0%	500	0.0%
Training Related	0	325	0	325	325	0	0.0%	325	0.0%	325	0.0%
Personnel	0	0	0	100	100	0	0.0%	100	0.0%	100	0.0%
Equipment Related	0	150	0	155	160	5	3.2%	160	0.0%	160	0.0%
Professional Fees	2,613	3,000	3,941	6,675	5,000	-1,675	-25.1%	5,000	0.0%	5,000	0.0%
Financial Expenses	5,505	7,500	265	7,500	7,500	0	0.0%	7,500	0.0%	7,500	0.0%
TOTAL EXPENSES	<u>28,813</u>	<u>33,344</u>	<u>23,810</u>	<u>37,516</u>	<u>43,285</u>	<u>5,769</u>	<u>15.4%</u>	<u>42,670</u>	<u>-1.4%</u>	<u>43,460</u>	<u>1.9%</u>
TOTAL TRANSFERS & EX	<u>28,813</u>	<u>33,344</u>	<u>23,810</u>	<u>37,516</u>	<u>43,285</u>	<u>5,769</u>	<u>15.4%</u>	<u>42,670</u>	<u>-1.4%</u>	<u>43,460</u>	<u>1.9%</u>
REVENUE											
Grants	4,400	7,500	400	7,500	7,500	0	0.0%	7,500	0.0%	7,500	0.0%
Fee and Charges	8,105	10,000	8,265	8,500	10,000	1,500	17.6%	10,000	0.0%	10,000	0.0%
TOTAL REVENUE	<u>12,505</u>	<u>17,500</u>	<u>8,665</u>	<u>16,000</u>	<u>17,500</u>	<u>1,500</u>	<u>9.4%</u>	<u>17,500</u>	<u>0.0%</u>	<u>17,500</u>	<u>0.0%</u>
NET POSITION	<u>-16,308</u>	<u>-15,844</u>	<u>-15,145</u>	<u>-21,516</u>	<u>-25,785</u>	<u>-4,269</u>	<u>19.8%</u>	<u>-25,170</u>	<u>-2.4%</u>	<u>-25,960</u>	<u>3.1%</u>