

The Town of Orangeville



1863-2013 ANNIVERSARY

Approved 2013 Operating & Capital Budgets

Orangeville, ON

GFOA AWARD

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Town of Orangeville, Ontario for a second consecutive year. In order to receive these awards, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we will be submitting it to GFOA to determine its eligibility for another award.



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INTRODUCTION

We are pleased to present the 2013 Operating and Capital Budgets on behalf of the residents and businesses of the Town of Orangeville. The budget is intended to serve as a policy document, financial plan, operations guide, and a communications device. The budget is presented with a holistic overview of the Town's operations and associated budgets. Within the following pages is information regarding the Town's Operating and Capital Budgets. In addition to the financial overviews, the budget document incorporates information about our community, financial policies, departmental business plans and much more. We hope you find it informative.

BUDGET PHILOSOPHY - Vision and values

The Town of Orangeville takes the management and stewardship of public funds seriously. For several years, the Town's rigorous budgetary process has focused on containing costs and implementing best practices with the goal of demonstrating leadership in financial management. The approved 2013 Budget continues to build on these core values, prudent management and successful business practices.

The guiding principles in the preparation of this budget may be summarized as follows:

- Maintain existing service levels
- Improve customer service
- Keep tax rates competitive
- Incorporate a proactive infrastructure renewal plan
- Identify and incorporate efficiencies
- Ensure rates and fees for services are appropriate

OUR VISION

We value our heritage, natural environment and small Town appeal while embracing the future with a progressive and innovative spirit.

The aim of the annual budget is to focus and deliver on the values of Council. Council's values focus the objectives and the conduct of staff.

These values are:

- A barrier-free community
- Encouraging community involvement
- Spending taxpayers money wisely and responsibly
- Encouraging a healthy lifestyle
- Caring for the environment
- Enhancing the Town's environment
- Encouraging business growth
- Supporting arts and culture
- Exceptional recreational and leisure activities
- A safe and secure environment
- Honouring our heritage
- A well maintained infrastructure

COUNCIL DIRECTION

The Municipal Council is the governing and legislative body for the Town of Orangeville. All members of Council are elected for a four-year term and exercise their governance through the adoption of resolutions and bylaws. Council provides input and direction in the following ways:

- Establish strategic statements such as visions and values;
- Establish policies that define the strategic priorities of Orangeville;
- Ensure that municipal services are provided in an efficient and cost-effective manner;
- Balance the diverse values and priorities of competing interests within the community; and
- Promote the interest of Orangeville.

Council is also responsible for the review and approval of the recommended operating and capital budgets.

INTRODUCTION

BROADER PUBLIC INPUT

The Town of Orangeville is constantly reviewing and maintaining a variety of different studies and plans which guide the future direction of the Town. They include:

- Development Charges Study
- Growth Management Study
- Roads Needs Assessment
- Trails Master Plan
- Parks and Recreation Strategic Plan
- Official Plan Review
- Asset Management and Condition Studies
- Housing Needs and Mix Analysis
- Long Term Financial Plan

Each of these initiatives was used to guide the 2013 budgeting process, and has been taken into consideration during all strategic planning and budget planning processes.

Council meetings and Council members are available to residents and other stakeholders facilitating open dialogue between elected officials and community members. In addition, public input is sought through the Town of Orangeville's website and by written or electronic correspondence through the Clerk's Department, which provides additional avenues for stakeholders to provide direction and feedback to the Corporation.

BUDGET GUIDELINES AND PROCESS

Operating and Capital Budgets Approach and Guidelines

The Economic Challenge

The Bank of Canada reports that the global financial turmoil that has persisted since 2007 has reduced financial stability in the economy, and is only now beginning to slowly show signs of recovering. Households

are a central component of Canada's economy and, hence, its financial stability. Although Canada has weathered the global turmoil relatively well, the robustness of domestic household finances remains an important determinant of the country's economic and financial well-being. This financial health is heavily influenced by two key factors: a household's level of indebtedness relative to its ability to meet its financial obligations, and changes in the valuation of the single most important asset held by many Canadians – their homes.

The trend increase in household indebtedness is not unique to Canada, since a similar rise can be observed across other advanced economies. As well, the Canadian housing market has not exhibited the excesses seen in other countries where severe economic disruptions have occurred in recent years.

Many families and businesses are financially burdened by the lingering recession and are depending more than ever before on municipal services. This poses a critical dilemma for Orangeville, as the Town continues to be subjected to many factors (e.g. inflation, growth, collective agreements, contract escalation costs, fluctuating revenues, emerging legislative requirements, etc.) that put significant strain on the property tax rate in order to maintain the level of service offered. The impacts of these pressures are typically long-term and require long-term funding solutions.

Unlike senior levels of government revenue sources, which are vast by comparison and most grow with the economy, municipal governments have limited revenue sources, which only grow through new development and Council decisions to increase levies and fees. This situation presents challenges to the Town. The Town has always considered increasing the tax levy as a last resort and through prudent policies, tight budget guidelines, and strong leadership the Town continues to offer residents excellent value for the lowest possible tax rate.

INTRODUCTION

GUIDELINES DESIGNED TO PROVIDE THE LOWEST POSSIBLE TAX INCREASE

For several years, the Town's rigorous budgetary process focused on containing costs and implementing best practices, with the goal of demonstrating leadership in financial management. The 2013 budget guidelines continued to build on those core values. Orangeville has always taken the management and stewardship of public funds very seriously and due to the current economic environment, the Town's approach to the annual operating budget had an even greater focus on financial constraint and tightening the budget. This was accomplished through the following actions:

- Froze most account budgets at 2012 levels unless cost pressures were documented;
- A strict process to evaluate funding requests;
- Thorough multi-layered review process;
- Reinforced priorities through business planning;
- Increased revenue through user fee reviews.

Under the guidelines, departments were only permitted to include very specific increases, typically related to predetermined agreements, contracts or Council approvals. There was no across-the-board increase for inflation and no automatic increase for new staffing. The objectives of the guidelines were to provide the lowest possible tax increase while maintaining the Town's service levels.

In preparing the budget a net assessment growth of 1.9 percent was used. The 2013 Budget continues to ensure that the Town's overall tax-supported debt level is decreasing and that any new debt can be accommodated within the base budget. Interest earnings continue to be forecasted at moderate returns due to the continued economic outlook.

BUDGET REVIEW PROCESS

Operating and Capital Budgets Undergo Multiple Layers of Review

Departmental Review – Operating and capital budget submissions are prepared by the respective department and are reviewed and approved by the Department Head before final submission.

Departmental Budget Review – The Treasury Department, in co-operation with the relevant department head, will review and analyze the operating and capital submissions for adherence to the guidelines. Once all submissions are received, budgets are consolidated, a corporate review/analysis is conducted, and the results are presented to the management team.

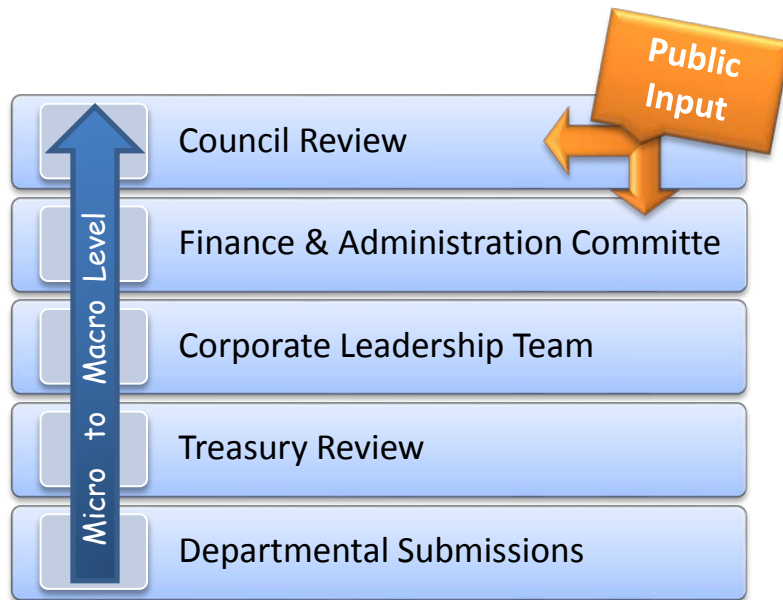
Corporate Leadership Team Review – The next step in the process is to present the draft operating and capital budgets to the Corporate Leadership Team for review and recommendation. The team is comprised of senior managers from all operating areas of the Town. During this time, management assesses the operating and capital budget issues, prioritizes requests, and formulates recommendations for the Finance and Administration Committee.

Finance and Administration Committee – The Finance and Administration Committee is comprised of all members of Council. The budgets are presented to the Committee in manageable sections. Typically, the Finance and Administration Committee performs a macro level review and focuses on department increases, capital programs and specific budget pressures. The Committee invites public comment regarding the proposed budget prior to each meeting.

After considerable review, and possibly requests for additional information or further management review, the Finance and Administration Committee recommends the budgets to Council for approval.

INTRODUCTION

Council Review - All members of Council review and vote on the recommended operating and capital budgets. Council may amend the budgets prior to approval.



BUDGET PROCESS TIMELINE

Operating and Capital Budgets Deliberation Schedule

Date	Action Required
Sep. 14, 2012	Departmental Budget templates were distributed.
Sep. 24	Departmental meetings commenced.
Oct. 12	Departments submitted respective <i>2013 Proposed Capital Budgets</i> and <i>New/Amended Service Initiatives</i> .
Oct. 24 - 28	Capital Priority Setting meeting(s) held with the Corporate Leadership Team.
Oct. 31	Departments submitted respective <i>2013 Proposed Operating Budgets</i> and <i>Departmental Overviews</i> .
Nov. 1	Compensation and benefit projections reviewed.
Nov 13	Tax Levy and 2013 Assessment review.
Nov. 19	Document preparation and review by Treasury
Dec. 10	Budget Overview and Projection to Finance and Administration Committee.
Dec. 11	Proposed budgets are consolidated and finalized.
Jan. 9, 2013	<i>2013 Proposed Operating and Capital Budgets</i> are distributed and public comment is invited.
Jan. 14	Finance and Administration Committee begins deliberations.
Feb. 4	<i>Recommended 2013 Proposed Operating and Capital Budgets</i> are tabled for Council consideration.

INTRODUCTION

ORGANIZATION OF THE BUDGET BOOK

This budget document includes an Executive Summary Section which provides an overview of the approved 2013 Operating and Capital Budgets. The items included in the “Base” Operating Budget are detailed as well as the proposed “New / Amended Service Initiatives”, which are reviewed as part of the operating budget deliberations.

The approved 2013 Operating Budget is then presented in summary format by department. The summaries group all expenditures and then revenues by department, and lastly, net operating budget by department.

Further on in the document are the individual department detailed budgets.

Each Departmental Section is organized as follows:

- Department Introduction or Overview
- Departmental Mission Statement (where applicable);
- 2012 Significant Achievements
- 2013 Direction and Service Priorities
- Departmental Summary Budget – provides budget details by expenditure type (salaries, materials, services, etc.) and by service area (e.g. Recreation Facilities, Road Maintenance, Fire Suppression, etc.)
- Other supplementary information (if applicable)

Interesting Story behind the Orangeville Coat of Arms



In 1944 Mayor Richard McCulloch received a letter from the Right Honourable E. Rowe (MP for Dufferin-Simcoe) advising him that one of nine new Castle-Class Corvettes put on active duty in the Canadian navy was named HMCS Orangeville in honour of the Town of Orangeville. The letter requested that a coat of arms be designed for the ship. An artist was commissioned to design a crest with a mill incorporated into it, as the most familiar landmark of the time was the mill on Armstrong Street. The artist misunderstood and included a windmill instead! The crest was presented to the ship at its commissioning.

The ship’s motto was in Latin, “Na Bother Ata,” which translates to “No Bother At All.”

A bronze version of the crest was later presented to the town by Lieutenant Commander, R. Pike, the ship’s first captain, and was adopted as the official town crest.

This crest is proudly displayed inside the council chambers at Town Hall. The ship’s bell is now in the possession of the Legion.

EXECUTIVE SUMMARY

OVERVIEW

The approved 2013 Budget document is a result of extensive discussion and planning involving residents, community and business groups.

Council and staff have produced a balanced budget which addresses the social needs of the community, maintains service levels, and in some instances enhances services. We've accomplished this with a 3.86 percent reduction in the municipal portion of the tax rate. When combined with the upper-tier and educational portions, the overall property tax rate decrease is 1.23 percent for Orangeville residents.

Overall, the budget maintains levels of services while serving an ever-increasing population. The budget provides funding necessary for maintaining an expanding network of roads, parks, trails and infrastructure, as well as enhanced capital funding to reserves by \$1.29 million dollars. Council's decision to increase the contributions to reserves will afford infrastructure investment on a timely basis without significant tax implications.

Contained within the 2013 Operating Budget are two significant impacts worthy of mention. First is a 24 percent reduction in expenditures for the Public Work's department, due predominately to the uploading of waste services to the County of Dufferin. Second is a 4.5 percent increase in revenues contained within Corporate Allocations due predominately to a one-time dividend from Orangeville Hydro. The majority of the proceeds from this dividend are included in the additional contribution made to the Community Infrastructure Reserve for 2013. A multi-year consolidate summary of revenues by source is available on page 10.

The Town of Orangeville is mandated to collect Education and County levies. Exhibit 1: Distribution of 2013 Tax Dollars Collected is a graphical presentation of the \$50 million dollars in property taxes to be collected.

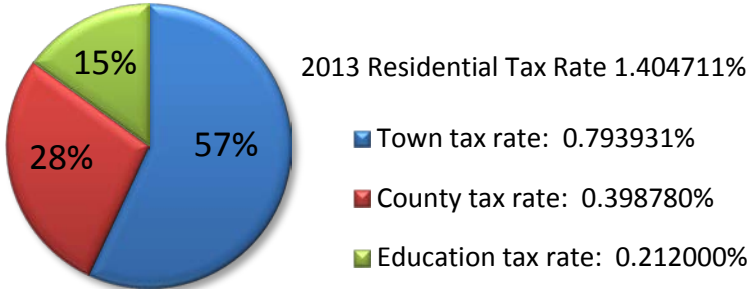


Exhibit 1: Distribution of 2013 Tax Dollars Collected

The \$48.7 million dollar operating budget contains the rates-supported budget for water and wastewater of \$10.8 million dollars. The costs to operate, maintain, and ultimately replace the Town-owned water and wastewater facilities are funded entirely from user rates. Expansion costs for those services are funded primarily from Development Charges.

The \$8.4 million dollar capital budget is predominately funded by Development Charges which represent almost 78 percent of the total funding. A contribution from the tax levy of \$1.37 million dollars represents approximately 5 percent of the total funding. The tax levy allocation equates to approximately \$51,100 dollars more than the previous year.

An overview of the 2013 Operating Budget starts on page 7, followed by an overview of the 2013 Capital Budget beginning on page 17. Detailed information about the operating budget is available on page 37, with detailed information about the capital budget beginning on page 161.

EXECUTIVE SUMMARY

2013 OPERATING BUDGET HIGHLIGHTS

Orangeville's track record of fiscal responsibility and providing value for the property tax dollar is once again reflected in the approved 2013 Operating and Capital Budgets. The proposed 2013 Base Operating Budget provided a reduction in the tax rate of approximately 6.5 percent and was approximately 4.8 percent lower than the approved 2012 Operating Budget. Mandatory Amended Initiatives totalling \$560,414 were identified.

Mandatory Initiatives

Development of Integrated Accessibility Standard	\$ 10,000
Visitor Information Centre - Occupancy costs	26,000
Orangeville Railway Development Corporation	460,000
Increase Tax Write-Offs re: industrial settlements	60,000
Credit Valley Conservation Levies increase	4,414
	\$ 560,414

With the inclusion of Mandatory Amended Initiatives, the adjusted 2013 Base Operating Budget was equivalent to an approximately 4.4 percent reduction in the municipal portion of the tax rate. This has been a major accomplishment since the Town continues to be affected by many factors that put significant upward pressure on the property tax rate. These include higher than anticipated decreases in assessment valuations for the Industrial property class, inflation, salary and benefits, collective agreements, fluctuating revenues, growth-based service requirements, escalating infrastructure renewal costs, changing legislative requirements, and utility cost pressures.

OPERATING BUDGET OVERVIEW

The 2013 Base Operating Budget was prepared on the premise that the Town will deliver the same level and quality of services approved in the 2012 Operating Budget, with the exception of waste services which have been uploaded to the County of Dufferin. The net change in the

Base Operating Budget prior to the mandatory amended initiatives is a reduction of \$1.7 million as detailed in Exhibit 2: Impacts Included in the Base Operating Budget shown below. This clearly indicates that the approved strict guidelines in place during the budgetary process have been adhered to.

Exhibit 2: Impacts Included in the Base Operating Budget

REVENUES	
Assessment Changes	\$ 516,530
Rates & Fees increases	33,624
Reduced Reserve draws	(58,200)
Reduced Grants	(49,766)
Uploading of waste mgmt. to the County of Dufferin	(17,800)
Estimated Hydro Dividend	1,452,000
Other revenue shifts	392,120
EXPENDITURES	
Allowance for wage settlements (Union)	323,388
Allowance for wage settlements (Non-Union)	294,000
Employee Benefit Increases (including OMERS)	308,254
Additional Reserve Contributions	1,250,000
Inflation, Utilities, Fuel & Insurance	83,676
Uploading of waste mgmt. to the County of Dufferin	(1,834,650)
Annualization of 2012 decisions	167,582
Reduced Transfer to Capital – Energy Retrofit	(125,000)
Financing Costs of Visitor Information Centre	50,000
Other shifts (decreases)	(22,774)
NET BASE BUDGET REDUCTION:	\$ -1,774,032
Plus Mandatory Amended Initiatives	560,414
ADJUSTED BASE BUDGET REDUCTION:	\$ -1,213,618

EXECUTIVE SUMMARY

A major challenge for the Town of Orangeville in 2013 will be the reduced projected revenues based on property assessment values as provided by the Municipal Property Assessment Corporation (MPAC).

Approximately 55 percent of the Town’s operating fund revenue is generated through property taxation. The tax levy is calculated by multiplying the property tax rates by the assessment values provided by MPAC.

In preparing the forecast for 2013, the value of the assessment roll was 2.9 percent higher than the previous year’s unadjusted assessment roll. This increase is approximately 4 percent lower than the increases realized in 2011 and 2012. For projection purposes, a year-over-year comparison of assessment rolls is used which does not adjust for supplemental and omitted rolls or Assessment Review Board decisions applicable to prior years.

As stipulated in the *Municipal Act, 2001*, municipalities have very limited means in which to raise funds and must prepare balanced budgets annually. These limitations require that Council balance the provision of services with the priority of minimizing tax rate increases.

Annually, departments submit requests for additional funding to enhance services, provide for higher service standards, and add new staff or offer new programs which were not included in the base budget submission. For 2013 these requests were presented with the current economic climate in mind.

The Proposed New/Amended Service Initiatives for 2013 were presented in three envelopes:

A- Mandatory - This includes items which are new expenditures in the 2013 budget being driven by legislative requirements or prior

Council decisions. In some cases policy changes would be required by Council to amend the request. The magnitude of funding could be amended by Council.

B- No New Hires – This includes items that were recommended to maintain our infrastructure, ensure adequate program support, or assist in statutory/legislative mandates of various operation areas, but would not require additional personnel or hours of current staff.

C- New Hires/Additional Staff Hours – This includes items that were recommended to maintain our infrastructure, ensure adequate program support or assist in various operation areas, but would require additional staff and/or additional staff hours.

The tax rate impacts of the envelopes Council reviewed during the budget deliberations are summarized in Exhibit 3: Tax Rate Impact of Envelopes below.

Exhibit 3: Tax Rate Impact of Proposed Envelopes

	Dollar Impact	Tax Rate Impact	Cumulative Tax Rate Impact
Base Budget	(1,774,032)	-6.46%	
A-Mandatory	560,414	2.04%	-4.42%
B-No New Hires	337,210	1.23%	-3.19%
C-New Hires/+ Hours	71,946	0.26%	-2.93%
Total	\$(804,462)	-2.93%	

EXECUTIVE SUMMARY

While all the initiatives proposed by staff address legitimate Town concerns, Council remains focused on financial constraint. Therefore, after considerable deliberation and recognizing the challenge of balancing requests for additional resources with limited fiscal flexibility, Council decided on an additional \$713,744 in amendments. These initiatives are itemized in Exhibit 6: 2013 Approved New/Amended Service Initiatives on the next page to follow.

These decisions resulted in the adoption of a \$48.7 million dollar operating budget and a \$8.4 million dollar capital budget.

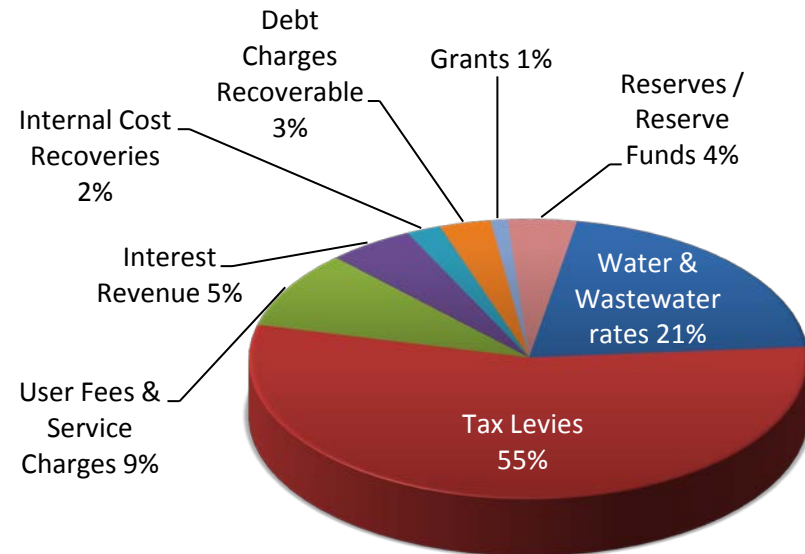
Below, Exhibit 4: The Tax Rate Impact of Council Approved Envelopes summarizes this information.

Exhibit 4: Tax Rate Impact of Council Approved Envelopes

	\$ Impact	Tax Rate Impact	Cumulative Tax Rate Impact
Base Budget	(1,774,032)	-6.46%	
A-Mandatory	560,414	2.04%	-4.42%
B-No New Hires	162,710	0.59%	-3.83%
C-New Hires/+ Hours	12,500	0.05%	-3.78%
D-Council Initiated	(21,850)	-0.08%	-3.86%
Total	\$(1,060,258)	-3.86%	

The Town of Orangeville diligently pursues cost efficiencies and maximizes non-tax revenue sources in order to minimize tax rate increases; this will continue to be a priority. Exhibit 5: Funding Sources for the Operating Budget highlights the funding sources of the approved 2013 Operating Budget.

Exhibit 5: Funding Sources for the Operating Budget



EXECUTIVE SUMMARY

Summary of Town's Operating Revenues: 2011 - 2013

REVENUE BY SOURCE

	2013 Budget	Comparisons			
		2012 Budget	2011 Budget	\$ Change 2012/13	% Change 2012/13
TAX REVENUE	\$ 26,702,965	\$ 27,181,495	\$ 25,147,023	\$ (478,530)	-1.8%
PAYMENTS-IN-LIEU-OF TAXES	166,525	166,525	158,600	-	-
WATER & WASTEWATER FEES	10,479,000	9,668,000	9,123,414	811,000	8.4%
LICENSES & PERMITS	760,300	729,876	699,366	30,424	4.2%
FINES & PENALTIES	466,600	339,000	160,500	127,600	37.6%
INTEREST REVENUE	2,320,000 *	776,000	818,000	1,544,000	199.0%
USER FEES & SERVICE CHARGES	3,169,383	3,145,689	3,273,178	23,694	0.8%
MUNICIPAL SERVICE AGREEMENTS	831,000	831,000	640,267	-	-
DEBT CHARGES RECOVERABLE	1,231,100	1,145,470	1,145,470	85,630	7.5%
TRANSFERS FROM RESERVES	206,500	178,000	173,727	28,500	16.0%
INTERNAL COST RECOVERIES	988,140	935,220	985,083	52,920	5.7%
GRANTS	780,754	728,800	713,800	51,954	7.1%
MISCELLANEOUS	721,339	721,300	406,500	39	0.0%
	\$ 48,823,606	\$ 46,546,375	\$ 43,444,928	\$ 2,277,231	4.9%

* Interest Revenue increase due primarily to a one time Hydro dividend.

EXECUTIVE SUMMARY

Exhibit 6: 2013 Approved New/Amended Service Initiatives

Envelope	Department	Description	Impact		FTE
			2013	2014	
A	Corporate Services	Development of Integrated Accessibility Standard	\$ 10,000	(10,000)	
A	Corporate Services	Visitor Information Centre - Occupancy Costs	26,000		
A	Corporate Services	Orangeville Railway Development Corporation	460,000		
A	Corporate Services	Increase Tax write-offs due to Industrial settlements	60,000	(60,000)	
A	Corporate Services	Credit Valley Conservation Authority levies increase	4,414		
B	Committees	Mayor's Youth Advisory Committee new special initiatives	7,000	(3,000)	
B	Fire	Painting and Floor Repairs at Fire Station	8,000	(1,000)	
B	Human Resources	Management Training	10,000		
B	Library	Contribution to Building Reserve	35,000		
B	Parks & Recreation	Parks Master Plan	60,000	(60,000)	
B	Public Works	Boulevard topsoil and sod	18,000	(18,000)	
B	Public Works	Crack Sealing	8,000		
B	Public Works	Lateral Filing Cabinets	1,710	(1,710)	
B	Public Works	Tree Maintenance	15,000		
C	Economic Development	Municipal Cultural Plan and Cultural Mapping	12,500		0.10
C	Communications	Orangeville 150 th Event Co-ordinator	17,600	(17,600)	0.25
D	Communications	Draw from reserve for Event Co-ordinator position	(17,600)		
D	Corporate Services	Visitor Information Centre – Rental Revenues	(55,800)		
D	Corporate Services	Mural Maintenance	2,200		
D	Capital	Service Club Signage & tax levy portion of Projects 36 & 70	31,750		
D	Corporate Services	1849 Lorne Scotts grant	2,100	(2,100)	
D	Committees	Draw from reserve to fund 1849 Lorne Scotts grant	(2,100)		
Total :			\$ 713,744	\$ (173,410)	0.35

EXECUTIVE SUMMARY

ADDITIONAL INITIATIVES FOR 2013

Subsequent to the 2013 budget process, yet prior to the printing of the budget document, two additional new initiatives have been approved by Council for 2013. Neither of these initiatives will have an impact on the tax rate.

On April 22, 2013 Council passed By-Law 41-2013 to authorize a funding agreement with Tree Canada. Tree Canada is granting \$15,000 to the Town of Orangeville to assist with the planting of 150 trees as part of the municipality's 150th birthday celebrations. The funding will be matched by the Town of Orangeville as a draw from reserves.

The Orangeville Sustainability Action Team applied for the funding for the project which will expand the Town's urban forest. This initiative has been included in the 2013 Capital Budget.

Also, on May 6, 2013 Council received a letter from the Minister of Canadian Heritage and Official Languages, advising approval of a grant for the 150th Birthday Celebration project, in the amount of \$40,000. This initiative has been included in the Committees departmental budget within the Community Events section. It is expected that the additional revenues received will be offset by equivalent expenditures.

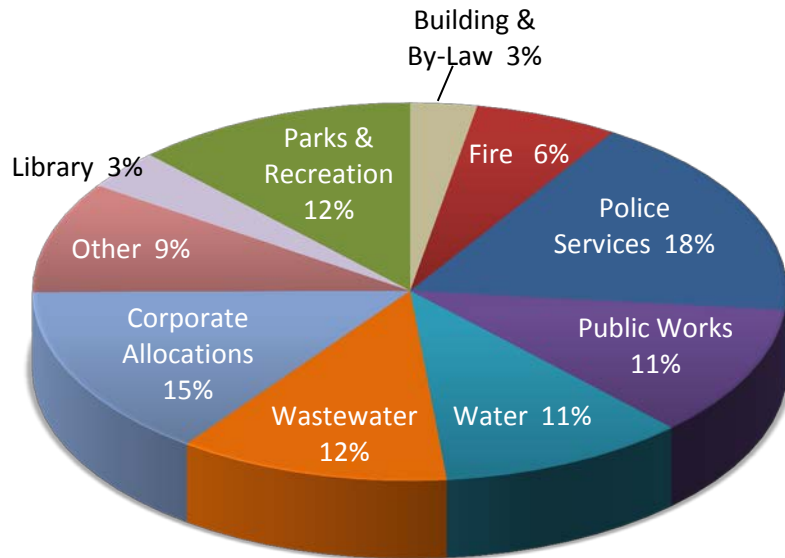


EXECUTIVE SUMMARY

Approved 2013 OPERATING BUDGET EXPENDITURES – Exhibit 7

The gross expenditures provided for in the approved 2013 Operating Budget total \$48,793,606.

Exhibit 7: Operating Expenditures by Department

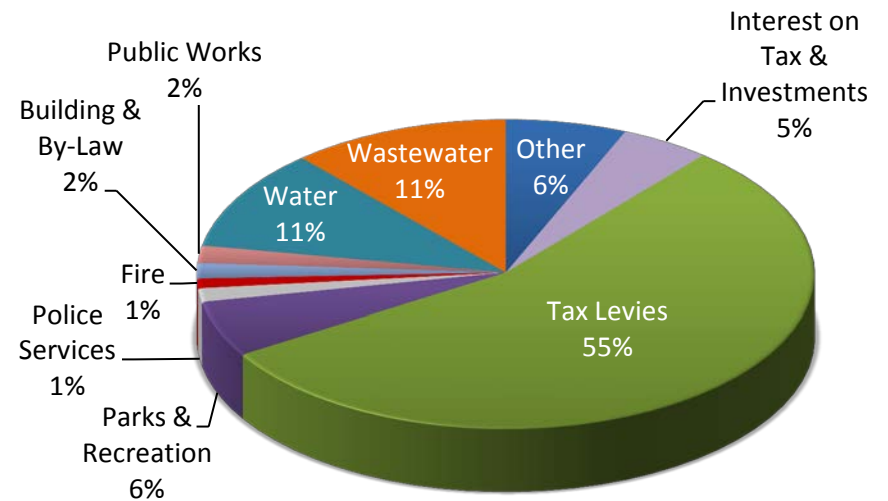


Other includes:			
Mayor & Council	\$ 273,025	Human Resources	387,789
Committees	369,950	Information Tech.	688,014
Administration	304,489	Planning	406,990
Communications	247,186	Economic Dev /SBEC	532,062
Clerk's.	470,265	Treasury	976,178

Approved 2013 OPERATING BUDGET REVENUES – Exhibit 8

The Operating Budget revenues of \$48,793,606 are funded mainly from revenues associated with taxation. The Corporate Allocations departmental overview on page 71, provides a detailed listing of the revenue sources and their underlying budget assumptions.

Exhibit 8: Operating Revenues by Department



Other includes:			
Committees	\$ 107,800	Information Technology	167,000
Communications	17,600	Library	161,300
Corporation Allocations	2,117,019	Planning	103,000
Clerk's	98,800	Economic Dev / SBEC	196,304
Human Resources	10,000	Treasury	155,375

EXECUTIVE SUMMARY

HOW YOUR TAX DOLLARS ARE DISTRIBUTED

At the heart of all budget considerations is balancing the service needs and expectations of Orangeville’s residential and business community to achieve the best value for money.

The funding for the services and programs that contribute to the safety of our community and the quality of life it offers is in large part funded by local property taxpayers. Adding to the complexity of the challenge, are the mandated and regulated services that the Town has little control over. For instance, new operating costs this year include standards set out in the Accessibility for Ontarians with Disabilities Act (AODA), while recurring mandates such as the annual levies imposed by the Credit Valley Conservation Authority must continue to be accommodated.

To calculate your total property tax bill, multiply your property assessment by the 2013 total residential tax rate of 1.404711 percent. To calculate how much of your tax bill actually goes to the Town of Orangeville, multiply your assessment by the town tax rate, which is 0.7939311 percent.

Exhibit 9: Historical Residential Tax Rates in Orangeville

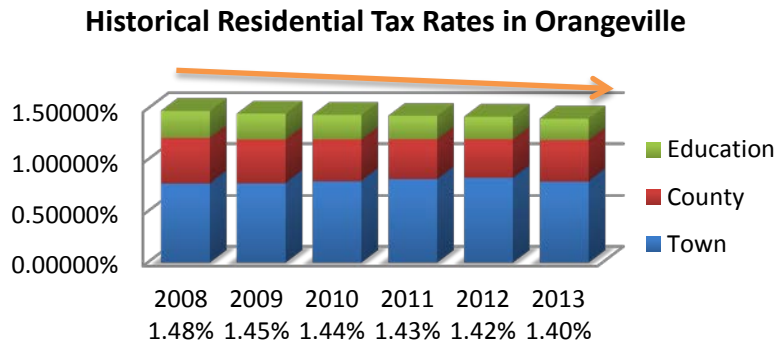
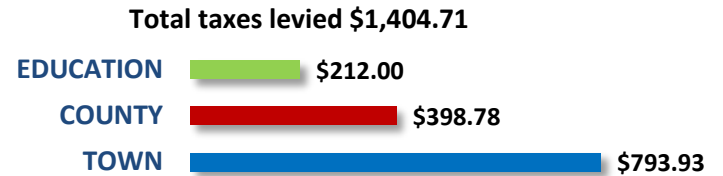
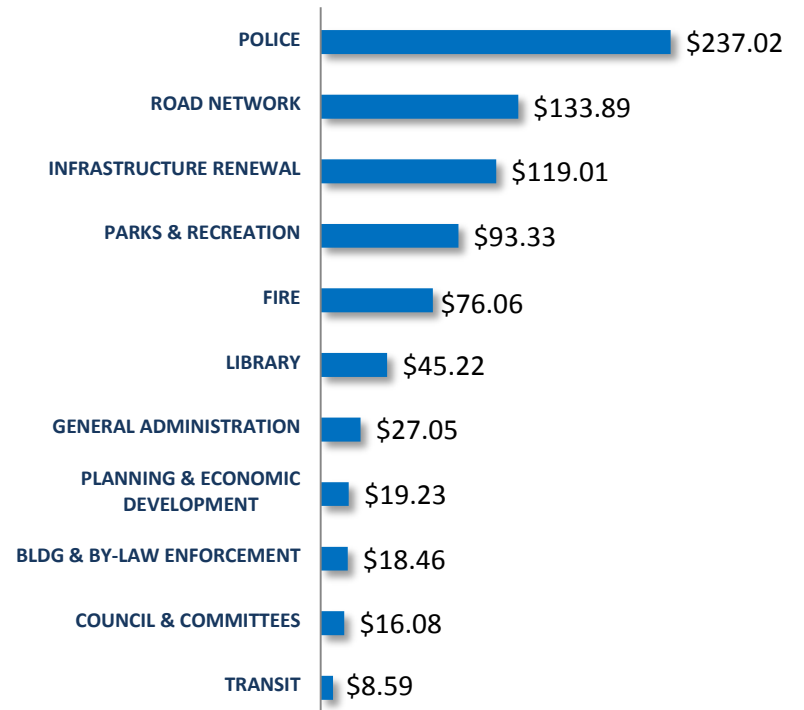


Exhibit 10: 2013 Tax Dollars

Distribution of your 2013 Tax Dollars by Service Area, Based on assessed value of \$100,000



Town Services Breakdown of \$793.93



EXECUTIVE SUMMARY
EXPENDITURES BY DEPARTMENT

	2013 Budget	C o m p a r i s o n s				% Change 2012/13
		2012 Budget	2012 Est.Actual	2011 Actual	\$ Change 2012/13	
MAYOR AND COUNCIL	\$ 273,025	\$ 267,375	\$ 264,277	\$ 259,794	\$ 5,650	2.1%
COMMITTEES	369,950	237,568	287,487	232,716	132,382	55.7%
ADMINISTRATION	304,489	293,755	283,339	367,918	10,734	3.7%
CLERK'S	470,265	461,623	453,002	422,054	8,642	1.9%
COMMUNICATIONS	247,186	186,554	203,750	60,796	60,632	32.5%
HUMAN RESOURCES	387,789	364,029	333,456	370,671	23,760	6.5%
PLANNING	406,990	393,697	357,564	375,023	13,293	3.4%
ECONOMIC DEVELOPMENT	532,062	427,253	415,605	422,298	104,809	24.5%
TREASURY	976,178	948,271	825,330	775,229	27,907	2.9%
INFORMATION TECHNOLOGY	688,014	658,559	694,883	582,899	29,455	4.5%
CORPORATE ALLOCATIONS	7,236,948	5,390,407	6,313,011	3,815,635	1,846,542	34.3%
PARKS AND RECREATION	5,933,994	5,840,975	5,363,459	5,270,710	93,019	1.6%
POLICE SERVICES	8,574,733	8,102,019	8,612,653	8,030,942	472,714	5.8%
FIRE	3,019,863	2,867,971	2,899,067	2,826,564	151,893	5.3%
BUILDING & BY-LAW ENFORCEMENT	1,397,797	1,379,439	1,580,260	1,156,622	18,358	1.3%
PUBLIC WORKS	5,470,765	7,203,146	6,984,523	6,731,143	(1,732,381)	-24.1%
PUBLIC WORKS - WATER	5,179,100	4,750,000	4,454,500	4,358,201	429,100	9.0%
PUBLIC WORKS - WASTEWATER	5,658,500	5,221,000	5,221,000	4,908,161	437,500	8.4%
ORANGEVILLE PUBLIC LIBRARY	1,665,958	1,552,734	1,518,962	1,448,199	113,224	7.3%
	\$ 48,793,606	\$ 46,546,375	\$ 47,066,128	\$ 42,415,574	\$ 2,247,231	4.8%

EXECUTIVE SUMMARY

REVENUES BY DEPARTMENT

	2013 Budget	Comparisons				
		2012 Budget	2012 Est.Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
MAYOR AND COUNCIL	\$ -	\$ -	\$ -	\$ (381)	\$ -	-
COMMITTEES	(107,800)	(10,200)	(31,719)	(17,705)	(97,600)	956.9%
ADMINISTRATION	-	-	-	-	-	-
CLERK'S	(98,800)	(91,500)	(121,476)	(110,300)	(7,300)	8.0%
COMMUNICATIONS	(17,600)	-	(10,147)	-	(17,600)	10,147
HUMAN RESOURCES	(10,000)	(40,000)	(40,000)	(60,000)	30,000	-75.0%
PLANNING	(103,000)	(93,000)	(149,744)	(99,420)	(83,000)	89.2%
ECONOMIC DEVELOPMENT	(196,304)	(140,000)	(139,072)	(158,748)	(198,500)	141.8%
TREASURY	(155,375)	(155,375)	(143,737)	(114,184)	(66,100)	-
INFORMATION TECHNOLOGY	(167,000)	(167,000)	(167,000)	(126,295)	-	-
CORPORATE ALLOCATIONS	(31,288,909)	(29,897,130)	(30,354,499)	(27,058,091)	(1,391,779)	4.7%
PARKS AND RECREATION	(2,828,573)	(2,936,175)	(2,767,716)	(2,616,349)	107,602	-3.7%
POLICE SERVICES	(688,000)	(758,000)	(830,123)	(734,985)	70,000	-9.2%
FIRE	(489,000)	(489,000)	(518,357)	(435,630)	-	-
BUILDING & BY-LAW ENFORCEMENT	(783,595)	(759,185)	(1,033,883)	(603,765)	(24,410)	3.2%
PUBLIC WORKS	(860,750)	(877,510)	(898,331)	(829,380)	16,760	-1.9%
PUBLIC WORKS - WATER	(5,179,100)	(4,750,000)	(4,454,500)	(4,358,201)	(429,100)	9.0%
PUBLIC WORKS - WASTEWATER	(5,658,500)	(5,221,000)	(5,221,000)	(4,908,161)	(437,500)	8.4%
ORANGEVILLE PUBLIC LIBRARY	(161,300)	(161,300)	(184,823)	(183,979)	(161,303)	0.0%
	\$ (48,793,606)	\$ (46,546,375)	\$ (47,066,128)	\$ (42,415,574)	\$ (2,689,830)	5.8%

EXECUTIVE SUMMARY
NET TAX LEVY BY DEPARTMENT

	2013 Budget	Comparisons				
		2012 Budget	2012 Est.Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
MAYOR AND COUNCIL	\$ 273,025	\$ 267,375	\$ 264,277	\$ 259,413	\$ 5,650	2.1%
COMMITTEES	262,150	227,368	255,768	215,012	34,782	15.3%
ADMINISTRATION	304,489	293,755	283,339	367,918	10,734	3.7%
CLERK'S	371,465	370,123	331,526	311,754	1,342	0.4%
COMMUNICATIONS	229,586	186,554	193,603	60,796	43,032	23.1%
HUMAN RESOURCES	377,789	324,029	293,456	310,671	53,760	16.6%
PLANNING	303,990	300,697	207,820	275,603	3,293	1.1%
ECONOMIC DEVELOPMENT	335,758	287,253	276,533	263,549	48,505	16.9%
TREASURY	820,803	792,896	681,594	661,045	27,907	3.5%
INFORMATION TECHNOLOGY	521,014	491,559	527,883	456,604	29,455	6.0%
CORPORATE ALLOCATIONS	(24,051,961)	(24,506,723)	(24,041,488)	(23,242,456)	454,763	-1.9%
PARKS AND RECREATION	3,105,421	2,904,800	2,595,743	2,654,360	200,621	6.9%
POLICE SERVICES	7,886,733	7,344,019	7,782,530	7,295,957	542,714	7.4%
FIRE	2,530,863	2,378,971	2,380,710	2,390,934	151,893	6.4%
BUILDING & BY-LAW ENFORCEMENT	614,202	620,254	546,377	552,857	(6,052)	-1.0%
PUBLIC WORKS	4,610,015	6,325,636	6,086,192	5,901,762	(1,715,621)	-27.1%
PUBLIC WORKS - WATER	-	-	-	-	-	
PUBLIC WORKS - WASTEWATER	-	-	-	-	-	
ORANGEVILLE PUBLIC LIBRARY	1,504,658	1,391,434	1,334,139	1,264,220	113,224	8.1%
	\$ -	\$ -	\$ -	\$ -	\$ -	

EXECUTIVE SUMMARY

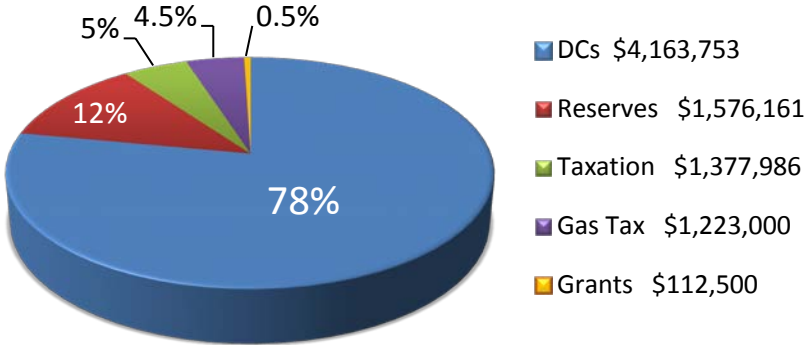
2013 CAPITAL BUDGET HIGHLIGHTS

The approved 2013 Capital Budget is \$8.4 million dollars and is within Council approved policies and recognizes the limited amount of tax dollars available for capital work. In the preparation of the Capital Budget, the continued pressures of growth, maintaining existing infrastructure and the provision of new services were balanced against available funding, the impact on the operating budget and the available staff resources to undertake and properly manage the projects. The status of outstanding existing capital projects and the timing of their completion were reviewed before entertaining requests for funding new projects.

Exhibit 11: 2013 Capital Funding below depicts the funding sources for the approved 2013 Capital Budget. Exhibit 12: 2013 Capital Expenditures by Category on page 18 graphically presents the capital budget by category.

Exhibit 11: 2013 Capital Funding

2013 Capital Funding Sources



FUNDING SOURCES

Development Charges (DCs): This funding source is based on legislation which imposes charges on new development in the Town to pay for growth related net capital costs of servicing new development. The intent of the legislation is to maintain existing capital service levels and fund hard service growth requirements. Development charge reserve collections are dependent on the economy and therefore, future capital plans may require adjustments and could be different from the initial development charge document forecast.

Reserves / Reserve Funds: This funding source is derived from dedicated operating budget contributions or allocations or accumulated net revenue for a particular purpose. Reserves can be established for any predetermined purpose and applied for that purpose at the discretion of Council. The Town has established a number of reserves to help manage municipal finances and protect against the potential need to reduce service levels or raise taxes due to temporary shortfalls or unexpected expenditure increases. A Reserve Fund is established to account for assets that have been segregated for a specific purpose either voluntarily or because of legal or contractual reasons.

Taxation: Projects identified from taxation funding are the 10 per-cent co-funding requirement for growth related soft services (community centres, parks, etc.) as required under legislation and capital projects without a dedicated source of financing, such as new initiatives.

Gas Tax: This source of funding is an Infrastructure Canada program that supports municipal infrastructure projects that contribute to cleaner air, water and reducing greenhouse gas emissions, and falls into categories such as drinking water, wastewater infrastructure, public transit, community energy systems, solid waste management and local roads.

Grants: This source of funding is provided by Federal/Provincial/County levels, specific contributions and bequests. Typically these funding sources have very prescribed requirements and criteria.

EXECUTIVE SUMMARY

DEFINITION

The Association of Municipal Clerks and Treasurers of Ontario (AMCTO) define capital expenditures as those which involve the acquisition of assets of considerable value and life expectancy. These expenditures are key elements of the municipal infrastructure. They are a prerequisite to municipal growth and development and they are not only costly to provide initially but also to maintain, rebuild or replace. Capital expenditures include costs associated with the purpose of constructing, acquiring, or improving lands, buildings, engineering services machinery and equipment, or furniture and fixtures. The project must be undertaken for the purpose of providing municipal services, have a lasting benefit beyond one year and/or extending the life of the asset. An expenditure for repair or maintenance designed to maintain an asset in its original state is not a capital expenditure.

Municipalities own approximately 53 percent of Canada’s public infrastructure. The Town’s web-based software, CityWide, can provide reports on life cycle costing and remaining service life of Tangible Capital Assets (TCA’s) to assist departments in planning capital acquisitions.

Some of the highlights of the 2013 Capital Budget are as follows:

Tax Supported Projects

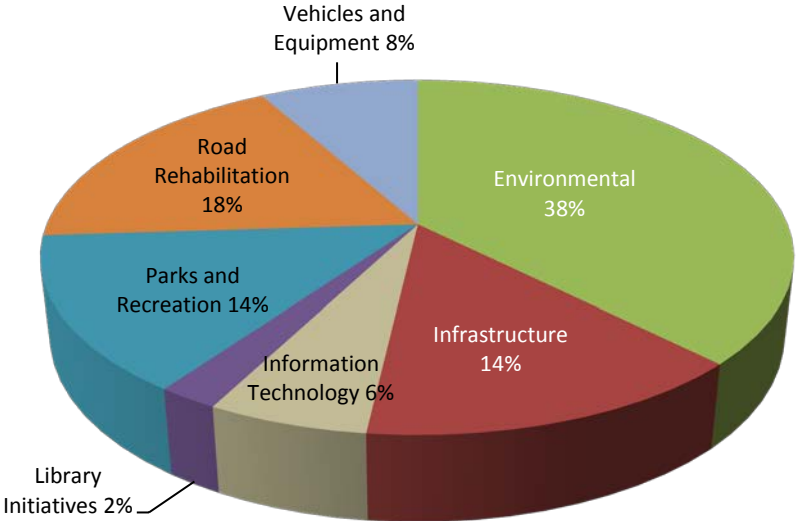
Recreational Facility Initiatives	\$ 598,000
Mill Creek Stream Stabilization	214,000
Library Initiatives	187,250
IT Initiatives including Public WIFI	80,000
Trail Rehabilitation	70,000

Rate Supported Projects

Environmental Upgrades (Water/Wastewater)	\$ 3,171,180
Roads Rehabilitation	1,511,000
Trail Construction and Rehabilitation	369,000

Exhibit 12: 2013 Capital Expenditures by Category

Capital Expenditures by Category



Detailed information about the approved 2013 Capital Budget is provided in the capital section of this document beginning on page 161.

COMPREHENSIVE FISCAL AND ACCOUNTING POLICIES

SUMMARY

The Municipality has an extensive array of principles, practices and policies which govern the financial administration of the entity. The general financial objectives can be summarized as follows:

Financial Viability – To maintain a financially viable municipality that can provide high quality services for our current and future ratepayers.

Financial Management – To enhance the fiscal position of the municipality through sound financial management, both short-term and long-term.

Financial Flexibility – To maintain financial flexibility and to anticipate and meet changing economic conditions.

Legislative Compliance – The municipality follows the legislative requirements of the *Municipal Act, 2001* and Regulations under the Act. In addition, the municipality meets or exceeds all policy statements of the Public Sector Accounting Board (PSAB), which is governed by the Canadian Institute of Chartered Accountants.

The following provides an overview of the specific financial policies, controls, and planning framework of the municipality. The Town's fiscal period is January 1 to December 31.

LONG-TERM FINANCIAL PLAN

The review and update of the Long-Term Financial Plan (LTFP) has been identified as a key project. The need for a current LTFP became increasingly apparent due to numerous factors including: reduced fiscal flexibility, increased cost pressures, modest reserve levels, the lack of Federal/Provincial ongoing capital funding and reduced cost recovery ratios in specific program areas compared to historic levels.

The ongoing financial challenges of the past and future, define the financial framework which the municipality must work and continue to succeed in the future. The LTFP is intended as a roadmap only. Future Council's and administrations will be able to refine this road map over time. Each year the LTFP is used to influence the operating and capital budget guidelines and inputs into the annual budget process.

The framework of the LTFP consists of the following:

- *Setting the Stage*—gives an overview of the financial realities of the past and those influencing the future.
- *Current Financial Position*—provides an assessment of the Town's current financial position. A set of indicators are used to highlight the financial strengths of the organization, as well as identifying items that require attention.
- *Looking Ahead (Operating)*— provides an outward look (5 years), to predict the future financial position. Its goal is to determine whether or not, in the near future, the Town will be facing a financial shortfall, given what is known today about the cost of providing services, future revenues, infrastructure growth and renewal needs, and the influence of key financial realities.
- *Looking Ahead (Capital)*—provides an assessment of the capital investment required over the next 10 to 20 year time horizon. Specific detail is paid to determining the financial resources that will be required to undertake the forecasted investments.
- *Conclusions & Next Steps*—provides concluding comments and details as to how the plan can be incorporated into the financial planning framework for the Town.

COMPREHENSIVE FISCAL AND ACCOUNTING POLICIES

As a result of the LTFP process, Council has directed staff to pursue the following measures in 2013:

- Ensure Town service levels are appropriate and respond to changing needs.
- Ensure user fees are reviewed on a regular schedule.
- Balance the level of resources committed to new or amended services and the resources needed to address the Town's asset renewal needs.
- Increasing capital contributions by the rate of increase in the Construction Price Index.
- Explore new revenue sources.
- Balance revenues received due to growth with future infrastructure needs through a proactive reserve contribution policy. Additional contributions of \$1,250,000 are provided in the Proposed 2013 budget.

The LTFP is updated regularly and is influenced by numerous other long term plans and policy documents such as the Town's Development Charge Study, Roads Assessments and similar master plans for the Town's service areas.

OPERATING BUDGET CONTROL PROCESS

The Town has policies in place to allow the departments sufficient latitude to effectively manage programs and service delivery for which they are accountable. These policies establish financial accountability and spending authorities for budget allocations. The general accountabilities and allowable adjustments are as follows:

- Departmental services approved by Council are carried out within the department's net expenditure approvals, and that deviations from this policy are reported to and reviewed by the CAO or Council, as set out herein.
- Department Directors are accountable to the CAO and Council for their spending, revenue generation and service delivery

performance against budget approvals. The Treasurer is to ensure that these variances are detailed in the quarterly variance reports to Council.

- Revenues that are received beyond the level provided for in the budget shall not be spent or committed without Council approval. At year-end, such revenues become part of the Town surplus which may be directed to specific reserves.
- Reallocations between expenditure classifications (excluding salaries and benefits) that do not affect the net operating budget of a specific program may be made by a Department Director.
- The transfer of approved budgets requires the recommendation of the Department Head and concurrence of the Treasurer and CAO, prior to Council approval.
- All events (i.e. unforeseen grants, etc.) after the original adoption of the budget will be reported as a variance against budget.

CAPITAL BUDGET CONTROL PROCESS

The following points highlight the capital budget control process:

- In adopting the Capital Budget, Council has determined the sums required for each capital project listed in the Capital Budget. The Treasurer certifies that funding for the capital projects in the Capital Budget are within the Town's financial debt limit allowable by the Province of Ontario.
- All Capital Budgets and departmental reports to Council seeking authority for the release of funds and commencement of the capital project or amendments to the capital program must first be reviewed by the Treasurer to ensure accuracy, financing sources and financial impact and then reviewed by the CAO before being submitted to Council for approval.
- The Treasurer, as part of the annual capital budget submission, reviews all prior years' capital budget approvals. This review forms part of the annual Capital Budget process.

COMPREHENSIVE FISCAL AND ACCOUNTING POLICIES

FINANCIAL PLANNING POLICIES AND PRINCIPLES

The financial plan, which covers both the operating and capital budgets for all funds, encompasses the following principles:

- **Balanced Budget** – The Municipality is required under the *Municipal Act* not to plan for a deficit. To achieve this, the budget is prepared on a financially viable basis and is monitored and controlled to enhance the final year-end results to achieve a balanced budget. As such, all budgeted revenues must equal budgeted expenditures.
- **Long Range Perspective** – All budgets are prepared with a long-term perspective to ensure affordability and equity to the ratepayers. As such, all programs and projects within the operating and capital budgets must be realistic.
- **User Pay** – The Municipality has a practice to ensure that services that are identifiable to specific users are charged to them (either through user charges or specific area rates) instead of levying a general tax to all property owners.
- **Proactive Asset Management** – The infrastructure of the municipality is reviewed on an ongoing basis to assess its condition. Proactive maintenance and rehabilitation programs are then programmed into the budget process.
- **Reserves and Reserve Funds** shall be utilized by the municipality to assist in financial planning.
- The establishment of specific revenues to provide for tax rate stabilization, the replacement of infrastructure, facilities and future capital projects and to manage the debt financing needs of the Town.

PURCHASING PRACTICES AND PRINCIPLES

- To ensure the most cost effective and cost efficient methods are used to purchase goods and services for the Town in the manner approved by Council.

- The Town's purchasing decisions are made without favour or bias, that there is equal opportunity for qualified suppliers to bid on business, and that there is a high standard of financial stewardship.
- All purchases for the municipality must be governed by the financial limits and procurement methods established under the municipality's Procurement Policy.

CASH MANAGEMENT

The Town makes every reasonable effort to control the Town's cash needs, with a goal of maintaining adequate working capital, maximizing investment opportunities, internal borrowing and debt repayment acceleration. The reduction of service charges and other financing costs is also a goal of cash management.

INTERNAL BORROWING

Where beneficial and practical, the Town will maximize the benefit of internal borrowing. The rate charged and credit on borrowed funds is set 0.5 percent above the prime rate charged at the major banks at the time the borrowing occurs.

REVENUE AND EXPENDITURE POLICIES AND PRINCIPLES

- **Revenue Diversification** – The Municipality undertakes various reviews to ensure the non-tax base for the municipality is maximized. In terms of rates and fees, Council is informed during the budget process of the current cost recovery and adjustments are made based on policy.
- **Use of One-Time Revenue** – This is not used to fund the base budget or ongoing program costs. In some cases, it may be utilized to fund the start up cost of a program; however, it is generally earmarked for one-time expenditures and utilized to supplement the available capital program funding. The

COMPREHENSIVE FISCAL AND ACCOUNTING POLICIES

Proposed 2013 budget has an additional allocation to reserve of \$1,000,000 due to a projected dividend from Orangeville Hydro that exceeds the annual budgeted amount.

- Expenditures – In addition to the expenditure controls detailed above under the operating and capital budget control processes, monthly reports are prepared for management to monitor actual to planned results.
- Purchasing Policy – Purchases for the municipality must be governed by the financial limits and procurement methods established under the municipality’s Purchasing By-Law.

DEBT MANAGEMENT

Council reviews the debt level and forecasted level as part of the capital budget review process. It is the goal of Council to ensure debt is fiscally managed and is significantly below the allowable provincial government authorized level of 25% of own source revenues. In comparison to other municipal units, the Town has a relatively low total debt burden currently at approximately 3% of own source revenues. The practices and actions of Council ensure the following:

- A strong financial position is maintained
- Encourage planning and budgeting of future capital projects
- Limit and ensure debt is manageable from both a tax rate and user rate viewpoint
- Debt service burden shall be significantly below the allowable provincial limit.

INVESTMENT POLICY

This policy applies to the investment of all funds of the Town. It is the goal of the Town to seek the highest investment return with the maximum security, while meeting the cash needs of the Town. Staff must operate within the boundaries of the *Municipal Act, 2001* and attendant regulations.

TANGIBLE CAPITAL ASSETS – The Town complies with the tangible capital asset requirements of the Public Sector Accounting board. The annual financial statements are prepared to reflect historical cost and amortization. The Town will comply with the future requirements to integrate these financial statement requirements into its budgeting practices.

BASIS OF ACCOUNTING

The Town prepares its financial information in accordance with the generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants and prescribed practices issued by the Ministry of Housing and Municipal Affairs. The Town’s sources of financing and expenditures are recorded using the accrual basis of accounting. This basis recognizes revenues as they become available and measurable and expenditures as they are incurred and measurable as the result of receipt of goods or services and the creation of a legal obligation to pay. This is also the basis for developing the Town’s budget.

COMPREHENSIVE FISCAL AND ACCOUNTING POLICIES

MUNICIPAL FUNDS

The municipality's resources and operations are separated into various funds. Each fund is a separate fiscal and accounting entity organized by their intended purpose. They are separated to comply with legal, financial, and governance requirements. In municipal financial operations, monies raised or supplied for one purpose cannot be used for any other purpose. Legal restrictions and contractual agreements prevent it from being used or diverted to any other use. Fund accounting shows that the money has been used for its intended purpose. The Town's external auditors audit all funds annually. Although all funds are segregated, the Town also prepares Consolidated Financial Statements in accordance with requirements of the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants. The following funds are used for budgeting and management report.

General Fund – This fund includes all municipal programs and services not accounted for in any other fund. This is the largest of the funds and the cost of the activities is recovered through municipal property taxes, user fees and other revenue sources. The General Fund also includes a provision for contributions to reserves and reserve funds. For example, in an election year, election expenditures are financed by a transfer from the Election Reserve; conversely, in non-election years contributions are made to the Election Reserve. Expenditures and revenues related to the provision of water and sewer services are accounted for as part of the General Fund. Although sewer activities are accounted for in this manner, staff manages the sewer revenues/expenditures on a net basis with contributions/withdraws from the sewer reserve managed so as not to impact the general tax rate.

The balance in the General Fund as of January 1 is transferred to the Reserve/Reserve Fund during the year.

Capital Fund – The Capital Fund includes all expenditures and financing sources to acquire or contract city infrastructure such as roads, building, vehicles, computer information network, recreation facilities, parks improvement, buses and other fleet vehicles. The Capital Fund is maintained with two components: one for all general municipal assets and the other reflects the transactions of the Town water and wastewater infrastructure needs. The balance in the Capital Fund as of January 1 represents unexpected capital funding.

Reserve/Reserve Funds – A reserve is an appropriation from net revenue at the discretion of Council. The Town does not apply interest earned to the specific reserves; it is reported as General Fund earnings.

A reserve fund is an allocation of accumulated net revenue. A reserve fund differs from a reserve in that reserve fund assets are segregated and restricted to meet the purpose of the reserve fund.

There are two types of reserve funds: obligatory reserve funds and discretionary reserve funds. Obligatory reserve funds are created whenever statute requires. Discretionary reserve funds are established by Council to finance a future expenditure for which it has authority to spend money.



COMPREHENSIVE FISCAL AND ACCOUNTING POLICIES

CONSOLIDATED FUND BALANCE SUMMARY

A summary of fund balances are shown in the table below, labeled Exhibit 13: Fund Balances, which continues onto the following page. As highlighted, the total reserve and reserve fund balance is expected to decrease by approximately 16 percent. This reduction is predominately due to the funding of growth related capital projects, for which these reserves are committed. It is expected that work in progress reserves will increase as two capital projects are expected to span more than the current year. Any variance in the General Operating Fund is reflected as a transfer to/from Reserve/Reserve Fund at year end.

Exhibit 13: Fund Balances

	General Operating	Capital Fund	Reserve/Reserve Fund
Fund Balance—Beginning	-	\$ 1,657,428	\$ 10,214,265
Revenues			
Tax Levies	\$ 26,869,490		
Water & Wastewater Fees	10,479,000		
Licences & Permits	760,300		
Fines & Penalties	466,600		
Interest Revenue	2,320,000		
User Fees & Service Charges	3,169,383		
Municipal Service Agreements	831,000		
Internal Cost Recoveries	988,140		
Grants	780,754	112,500	
Miscellaneous	721,339		
Debt Charges Recoverable	1,231,100		
Transfer from Reserve/Reserve Funds	206,500	6,962,914	
Transfer from General Fund		1,377,986	2,137,119
Transfer from Water & Wastewater			3,210,569
Sub-Total	48,823,606	8,453,400	5,347,688

COMPREHENSIVE FISCAL AND ACCOUNTING POLICIES

	General Operating	Capital Fund	Reserve/Reserve Fund
Continued:			
Expenses			
Mayor, Council & Committees	(642,975)		
Administration	(304,489)		
Clerk's, Communications & Human Resources	(1,105,240)		
Planning & Economic Development	(939,052)		
Treasury & Information Technology	(1,664,192)	(150,000)	
Corporate Allocations	(5,276,833)	(135,000)	
Parks & Recreation	(5,833,990)	(1,457,909)	
Protection Services	(11,552,596)	(146,561)	
Building & By-law Enforcement	(1,397,797)		
Public Works	(5,500,765)	(3,019,500)	
Water & Wastewater	(10,837,600)	(3,171,180)	
Public Library	(1,450,958)	(373,250)	
Transfer to Capital Fund	(222,000)		(6,962,914)
Transfer to/from Reserve/Reserve Funds	(2,095,119)		
Sub-Total	(48,823,606)	(8,453,400)	(6,962,914)
Fund Balance—Ending	-	\$ 1,657,428	\$ 8,599,039

GOVERNANCE PROFILE

The Municipal Council is the governing and legislative body for the Town of Orangeville. Council is responsible for establishing priorities, policy direction, monitoring and valuating the implementation of programs, and authorizing revenue collection and expenditures.

Council is composed of a Mayor, Deputy Mayor and five (5) other Councillors. All members of Council are elected directly and represent the Town. Members do not represent individual wards or districts and serve the community as a whole. The current term began December 1, 2010 and expires on November 30, 2014. The Town of Orangeville's political and administrative decision-making structure includes: Council, the standing and special committees of Council, operating and support departments and various special purpose authorities or bodies. Council also serves as the Budget Committee and Finance Committee for the Municipality. The members of Council are:

Mayor	Rob Adams
Deputy Mayor	Warren Maycock
Councillor	Sylvia Bradley
Councillor	Gail Campbell
Councillor	Mary Rose
Councillor	Jeremy Williams
Councillor	Scott Wilson

After each municipal election, Orangeville Town Council appoints citizens to various Boards and Committees that make decisions and/or recommendations on a variety of matters. These appointments give Orangeville residents from various backgrounds, a chance to volunteer their skills to help in the community. The term of the appointment is usually four years (concurrent with the term of council). Most committees meet monthly. Each committee, at its first meeting, determines the schedule of meetings for the new term.

Mayor and Council 2010 - 2014

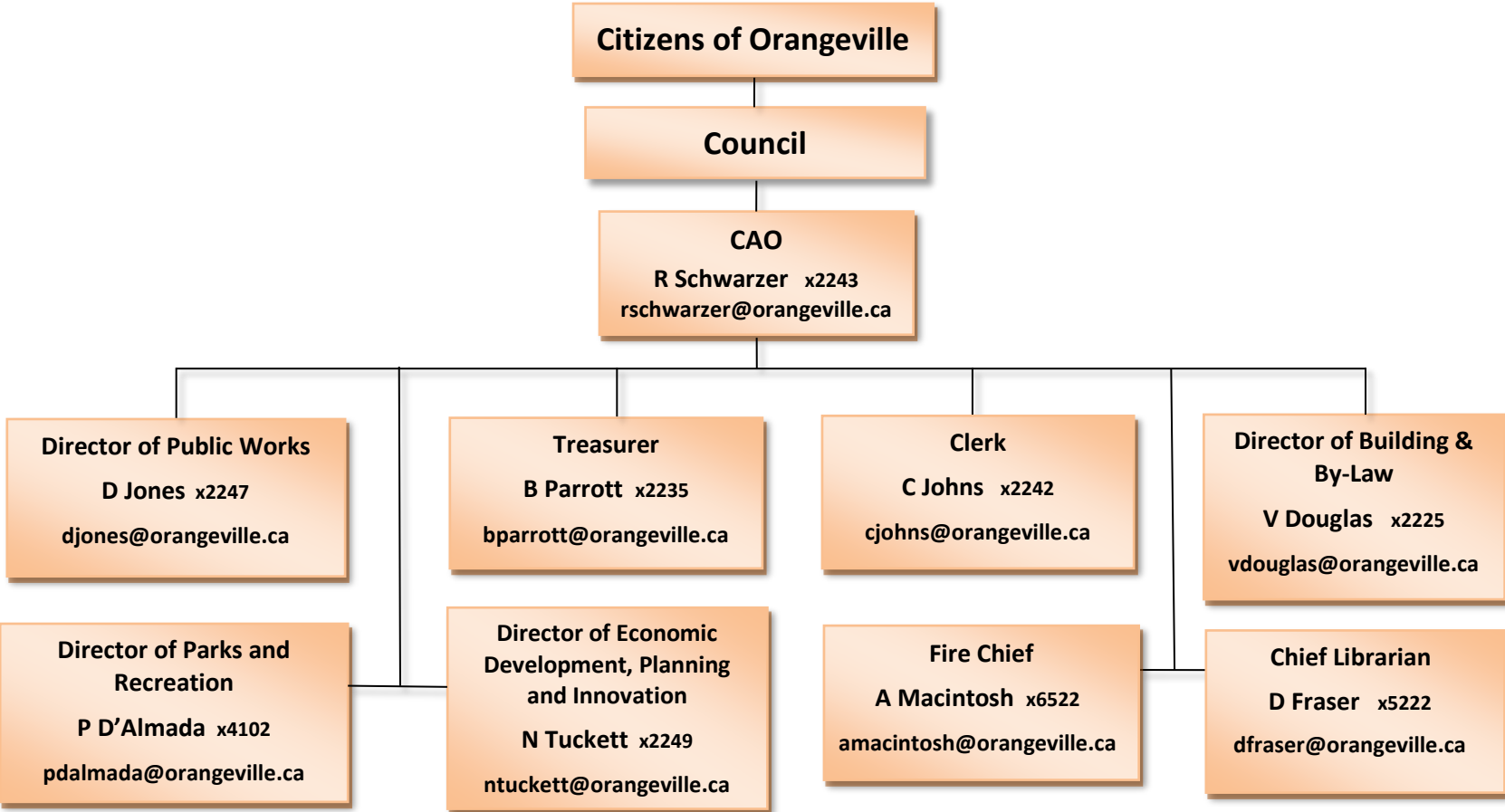


Standing: Warren Maycock, Mary Rose, Scott Wilson, Jeremy Williams, Sylvia Bradley, and Gail Campbell.

Seated: Rob Adams

GOVERNANCE PROFILE

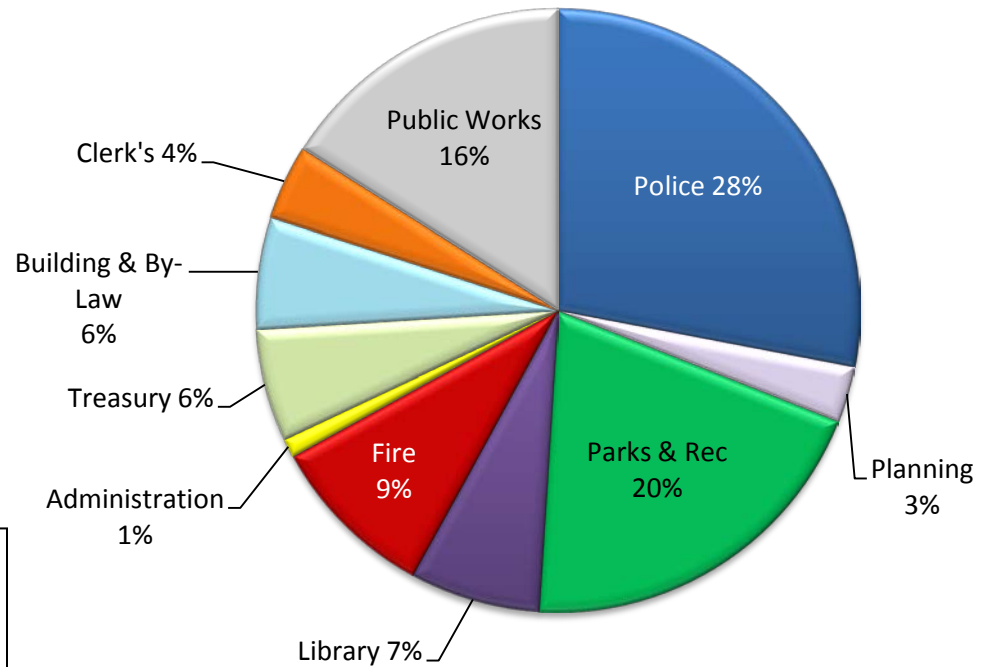
The head of the administrative structure is the Chief Administrative Officer (CAO). The Directors are each responsible for a service unit (Treasury, Clerks, Parks & Recreation etc.) and report to the CAO.



SUMMARY OF STAFFING BY DEPARTMENT

	2011		2012		2013	
	FT	PT	FT	PT	FT	PT
Administration	2.0		2.0		2.0	
Clerk's	9.0	0.8	9.0	0.8	9.0	1.1
Planning	7.0	0.8	7.0	0.8	7.1	0.8
Treasury	12.0	1.0	13.0	1.0	13.0	1.0
Parks & Rec(Note 2)	30.0	22.0	30.0	23.5	30.0	23.5
Police	68.0	8.8	68.0	8.8	68.0	8.8
Fire (Note 1)	16.0	8.0	16.0	8.0	16.0	8.0
Building & By-Law	9.0	7.8	9.0	7.8	9.0	7.8
PW (Note 2)	36.0	7.0	36.0	7.0	36.0	7.0
Library	7.0	11.0	7.0	11.0	7.0	11.0
	<u>196.0</u>	<u>67.2</u>	<u>197.0</u>	<u>68.7</u>	<u>197.1</u>	<u>70.0</u>
NET CHANGE					0.1	0.3

Full Time Equivalents by Department



Additional Staff Complement/FTEs Approved in 2013

<u>Dept</u>	<u>New Initiative Approved</u>	
Planning	Municipal Cultural Plan & Mapping	0.1
Clerks	Community 150 th Event Coordinator	0.3

Note 1: The part time Fire Volunteers total 32 personnel, hours are variable annually, this equates to 8 FTE's

Note 2: The major operating departments have large numbers of staff providing program services. Most of these staff are working significantly less than 40 hours per week. Similar to Note 1, the total staff far exceed the FTE's.

COMMUNITY PROFILE

Orangeville at a glance

The Town of Orangeville was incorporated as a village on December 22, 1863, according to the Ontario Archives. The Town of Orangeville is gearing up for its sesquicentennial celebration and a year-long tribute to the Town’s history. See page 36 for details on the sesquicentennial celebrations.

Orangeville is located at the headwaters of four river systems and it was water that attracted the interest of the community’s first pioneers. It currently encompasses over 15 square kilometers of land in the southern part of Dufferin County. Nestled in the rolling countryside less than an hour from Toronto and only moments away from the unspoiled, natural beauty of the Niagara Escarpment, Orangeville’s small-town charm and “big city” amenities appeal to residents and businesses alike.

Businesses invest and grow in our community because of its convenient location, the lifestyle the area affords, an available highly skilled workforce, and competitive business operating costs. We have a strong, diversified business community and our business park is home to multinational manufacturing operations and successful small business operations. Orangeville is also a regional centre for commercial and service activity. As a shopping destination, Orangeville offers a variety of experiences from exquisite dining and boutiques, to convenience shopping at some of Canada’s largest retailers.

Over the past few years, Orangeville has experienced steady growth due to our strong mix of location, community amenities, attractive and unique housing and a state-of-the-art regional health care facility. Increasing post-secondary opportunities in the community will help broaden our appeal to families and businesses. We are carefully planning our growth to provide and preserve a welcoming environment for residents, businesses and visitors.

Orangeville’s lifestyle has something for everyone. The Town enjoys a vibrant culture with live theatre and an active community of artisans. Our easily accessible parks and recreational opportunities offer peaceful parkland, active recreation amenities, and nearby wide-open spaces with excellent hiking trails, cross-country and downhill skiing, golfing, fishing, plus a variety of other activities to satisfy almost every outdoor enthusiast.

Proximity to the Greater Toronto Area (GTA), Canada's largest metropolitan area of more than 5.6 million people, equips businesses in Orangeville with a host of benefits. Located at the north-west edge of the GTA, where provincial Highways 9 & 10 intersect, Orangeville is less than an hour's drive (approximately 80 kilometers) from Toronto, and within a day's drive or a short flight to a market of 135 million people.

<i>Centrally located with short driving times from Orangeville</i>		
<i>To Brampton</i>	<i>38 km</i>	<i>34 minutes</i>
<i>To Alliston</i>	<i>42 km</i>	<i>33 minutes</i>
<i>To Kitchener</i>	<i>77 km</i>	<i>1 hr, 19 min</i>
<i>To Toronto</i>	<i>84 km</i>	<i>1 hr, 8 min</i>
<i>To Buffalo, New York</i>	<i>199 km</i>	<i>2 hr, 15 min</i>
<i>To Detroit, Michigan</i>	<i>354 km</i>	<i>4 hr, 18 min</i>
<i>To Ottawa</i>	<i>518 km</i>	<i>5 hr, 30 min</i>
<i>To New York City, New York</i>	<i>809 km</i>	<i>8 hr, 40 min</i>

Source: Google Maps, 2008

COMMUNITY PROFILE

Where are we?

South/Central Ontario



COMMUNITY PROFILE

Connected to the World

At the heart of Dufferin County's economic growth, Orangeville is a hub for businesses and industry and only 30 minutes from Ontario's major 400 series highways. With access to a regional trade area of approximately 90,000 people and an accessible and highly skilled workforce, Orangeville puts businesses and industries within easy reach of one of the world's largest consumer and industrial markets.

Air connections to Canadian and international destinations are only 45 minutes away, via Canada's largest airport, Lester B. Pearson International Airport. The Waterloo Regional Airport, a non-hub primary commercial airport offering commercial, corporate and general aviation services is only an hour's drive and the Brampton Flying Club is just 15 minutes from town.

Full rail service via the Orangeville-Brampton Railway connects industries in Orangeville with the CPR mainline in Mississauga providing a reliable link to all major Can-Am corridors. It also provides a unique tourism experience where approximately 12,000 visitors annually ride the rails aboard the Credit Valley Explorer Tour Train and take in the scenic Hills of Headwaters region.

A southern bypass route connects Highway 10 with County Rd. 109 and ensures fast and efficient transportation access to the Orangeville Business Park. Orangeville connects commuters to Brampton and downtown Toronto with GO Transit's bus service. Orangeville Transit provides local bus service to the Orangeville Business Park and throughout Town.

Population and Employment - Connected Growth

As the largest urban area in Dufferin County, the Town of Orangeville has experienced steady growth, with *Statistics Canada Census, 2011* reporting a population of 27,975 people in 2011, which represents a percentage change of 3.9 percent increase from 2006. The Ontario Ministry of Finance projects the number of residents for the whole of Dufferin County to increase by 34 percent by 2036 stating that this is significantly above the provincial average, creating new opportunities for business, services and residents.

Orangeville is a youthful community. In fact, it is the fourth youngest among all municipalities in the Toronto Census Metropolitan Area, with a median age of 37.3 years, well below the provincial median age of 40.4 years. In 2011, 27.4 percent of the resident population of Orangeville was between the ages of 25 and 44 years.

Increasing employment opportunities for Orangeville and Dufferin County are directly connected to population growth. Dufferin County's employment base is projected to expand to 27,000 local jobs by 2031, up from 18,945 reported by the 2006 census, and will provide the workforce needed to support a growing local and regional economy.

Orangeville has a diverse economic base with representation in sectors such as transportation, construction, agriculture, health care, manufacturing and plastics. Our local manufacturers produce a wide range of products, including automobile seats, fasteners for the aerospace industry, computer cables and plastic hoses. This diversity can be marketed externally in order to help attract new business investment and assist with forging new supplier relationships.

COMMUNITY PROFILE

Town of Orangeville Major Employers

	Industry	FTE's
Upper Grand District SB	Education	604
Headwaters Health Care Centre	Hospital Services	447
D + H	Business Process Outsourcing	260
Town of Orangeville	Municipal Government	247
Pinehurst Group Inc.	Manufacturer of architectural millwork and cabinetry	150
Clorox Company of Canada	Manufacturer of plastic products	130
County of Dufferin	Municipal Government	124
Avalon Retirement Centre	Retirement Home	120
Roto-Mill	Heavy Civil Road Construction	110
E. Hofmann Plastics Inc.	Manufacturer of food grade packaging	100
Hydro One	Electricity Delivery Services	99
Woolwich Dairy Inc.	Manufacturer of goat cheese products	90
R.J. Burnside & Associates	Engineering & Science Based Solutions	88
Roehling Engineering Plastics	Manufacturer of engineered plastics products	85
Direct Plastics Group	Manufacturer of plastic packaging	80
Sanoh Canada Ltd.	Manufacturer of tubular automotive parts	80

- Footnotes:**
- i) Full Time Equivalent (FTE) = Part Time (PT)/3.
 - ii) Major Public and Private Sector Employers excluding retail establishments.
 - iii) Sources of information include; Direct Contact with Employers, Town of Orangeville Industrial Directory 2012.

Business and Industry's Regional Connection

The Town of Orangeville has a strong and varied industrial base, including plastics, automotive and food-related industries. Our local manufacturers produce a wide range of products, including automobile seats, fasteners for the aerospace industry, computer cables and plastic hoses.

More than 21 businesses employing over 100 employees currently operate in the Orangeville area. Major employers include globally-connected business and industry operations as well as government service agencies.

Our community is attractive to a growing number of small and medium-sized businesses and entrepreneurial operations. Orangeville's position as a thriving regional hub for commercial and service activity has attracted major retailers including Home Depot, Winners, Wal-Mart, and Canadian Tire, among others.

Connected with Business

Orangeville provides access to low-cost, reliable power and offers a full range of energy services and solutions to assist in optimizing local business operations. Orangeville Hydro is wholly owned by the Town of Orangeville and the Town of Grand Valley, and operates as a for-profit electric distribution utility, enabling the Town to control local hydro costs, which is particularly attractive for businesses and manufacturing operations concerned with escalating hydro costs.

COMMUNITY PROFILE

Industry Commitment

The Town is firmly committed to creating the conditions that make Orangeville an attractive location for new and existing businesses to connect with the global market place.

The Orangeville-Brampton Railway (OBRY) is an excellent tool in promoting the retention and expansion of existing businesses, as well as the attraction of new business investment. This is particularly true of companies that experience high transportation costs associated, in part, with truck or air transport. There may also be potential for additional sites in association with the development of the southern portion of Veteran's Way industrial lands.

Historically, Orangeville has experienced a higher rate of growth in residential lands than employment lands. While this is due in part to the lack of available serviced inventory for employment and industrial development and expansion, Orangeville's proximity and accessibility to the GRA has also contributed to the pace of residential development.

Reliable Telecommunications to stay connected

Orangeville residents and businesses stay connected with a full suite of high-speed data transfer lines for their personal computing and business needs, including Fibre Optics, Cable, ISDN, T1, T3, Megalink, DSL, ADSL, SDSL and TLS, all provided by major telecommunications companies like Atria and Bell.

Lifestyle and Opportunity – A Great Combination

Ideally situated in the heart of Canada's economic engine, Orangeville's perfect combination of location, lifestyle and opportunities makes it a great place to live and do business. Our historic community is set in the picturesque Hills of the Headwaters, one of the most scenic regions in southern Ontario. Our region's diverse landscape and community

amenities and activities help energize our residents and business community.

The benefits afforded by the community's location and the connection to a quality workforce means greater economic opportunities. The BMA Management Consulting Inc. Municipal Study 2012 reports that the average family income in Orangeville in 2012 was \$88,785, compared with the Simcoe/Muskoka/Dufferin average of \$85,036.

Housing and Lifestyle - An Appealing Connection

Orangeville appeals to families, offering attractive and unique housing options. Families looking to relocate can select from stately brick century homes on tree-lined streets, single family homes and townhouses in newer subdivisions with access to modern parks and walking trails, or estate residential and executive housing in town or in the surrounding rural areas. There's sure to be something to connect everyone with the lifestyle they've always dreamed of.

Orangeville's housing costs are highly competitive. When compared with surrounding areas Brampton, Caledon and Newmarket, Orangeville ranks lowest across four housing categories.

Toronto Real Estate Board, Market Watch

	Orangeville	Brampton	Caledon	Newmarket
Detached	\$434,135	\$474,460	\$629,711	\$535,416
Semi-Detached	\$228,500	\$353,996	N/A	\$377,682
Townhouse	\$328,500	\$339,345	\$358,000	\$393,175
Condo Townhouse	\$211,320	\$261,117	\$296,050	\$315,000

(Source: Toronto Real Estate Board, Market Watch December 2012)

COMMUNITY PROFILE

Our Education Connection

Orangeville and area is served by three school boards, Upper Grand District School Board, Dufferin-Peel Catholic District School Board and Conseil Scolaire de District Centre Sud Ouest. There are two secondary schools, and an ongoing elementary school building program. There are also several well-respected and privately-funded schools in Orangeville and the surrounding areas, as well as a French language school.

Expanding Post-Secondary Opportunities

Residents wishing to advance their education have post-secondary opportunities in the community or access to a range of institutions within a short commuting distance. Nine of the country's finest universities are in close proximity to Orangeville, including the University of Toronto, York University and Ryerson in Toronto, Wilfred Laurier and the University of Waterloo in Kitchener-Waterloo, the University of Guelph, and McMaster University in Hamilton. Additionally, the Town benefits from its proximity to a number of community colleges in and around the GTA offering a diverse range of programs.

Georgian College operates a regional campus in Orangeville, providing quality education and training opportunities, professional development, academic upgrading and employment assistance programs. The Humber Institute of Technology and Advanced Learning has established a satellite campus in Orangeville.

A Regional Health Care Centre

Headwaters Health Care Centre is at the heart of medical services for the Greater Dufferin area and a leader in community health care. A merger of two rural hospitals, Headwaters-Orangeville operates as a 108-bed acute care facility, while Headwaters-Shelburne operates a 33-bed chronic care hospital. Headwaters Health Care Centre is home to a wide variety of family practice and medical practitioners as well as consulting and visiting specialists in a range of health care disciplines.

Emergency Services

Orangeville operates its own professional police service and a full-time fire department, utilizing state-of-the-art equipment and modern facilities.

Modern Recreation Facilities

Orangeville boasts two community centres. The Alder Street Recreation Centre is a modern recreation centre combining recreation with community and cultural activities. The centre features two arenas, a walking/running track, gymnasium, leisure pool with waterslide, lap pool, office and meeting space, a branch library and more. The Tony Rose Memorial Sports Centre provides two arenas and a pool. A variety of recreational and league programs are offered at both centres throughout the year.

Outdoor Connections

The Town also provides approximately 36 hectares of active and passive parks, trails and sports fields, including lighted and unlit baseball diamonds and soccer fields, accessible play areas for all ages, an outdoor skateboard park, splash pad, outdoor ice rinks, and other amenities. As part of our commitment to ensuring the health of our community, the Town is continuing to expand its extensive multi-use trail system.

COMMUNITY PROFILE

Within the Orangeville vicinity there is an overwhelming number of outdoor activities available. Island Lake Conservation Area provides access to hiking trails, fishing, canoeing, swimming, bird watching, and other year-round recreational activities. Cross country and downhill skiing, horseback riding, snowmobiling and other outdoor activities are on our doorstep for the enjoyment of area visitors and residents. Over 15 golf courses are within a 30-minute drive of Orangeville for your putting (and driving) pleasure.

The Orangeville Visitors Information Centre opened in late 2012 and provides a variety of information on Orangeville's tourism attractions, events, accommodations, amenities and more from trained staff on site available to answer inquiries in person, by telephone or by email.

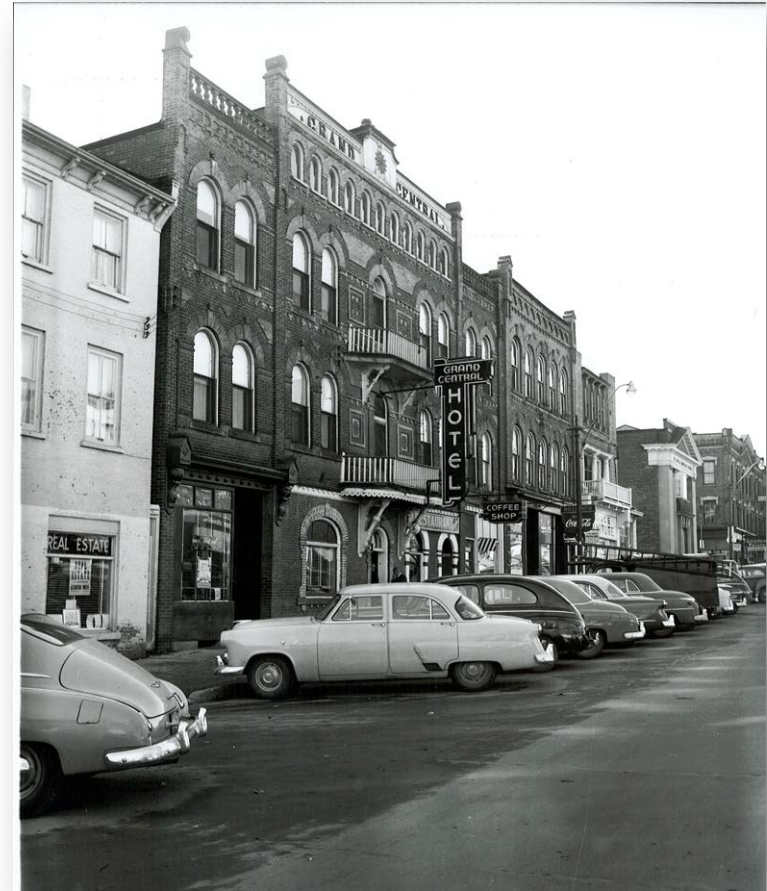
Unique Shopping Experiences

Orangeville offers shoppers a variety of choices. Downtown Orangeville radiates charm and character and provides the perfect backdrop for a mix of unique shops set within some magnificent historic Ontario architecture. Stroll along Broadway or explore one of the many side streets of downtown Orangeville and visit an array of clothing boutiques, art stores & galleries and specialty shops. Or, take advantage of the modern convenience and selection available in our shopping centres.

Local Attractions, Festivals and Events - Connecting the Community

Orangeville hosts a growing number of festivals and special events that reflect the diversity of interests in our community, including the Orangeville Farmers' Market, Orangeville Blues & Jazz Festival, Headwaters Arts Festival in the Hills, Orangeville Agricultural Fall Fair, Orangeville Moonlight Magic/Light Up Downtown and First Night Celebrations. Unique attractions draw visitors from across and beyond

the region including Theatre Orangeville, the Credit Valley Explorer Tour Train and our Tree Sculpture Walking Tour.



Broadway Orangeville. From the collection of DCMA

COMMUNITY PROFILE



The Town of Orangeville is gearing up for its sesquicentennial celebration and a year-long tribute to the Town's history.

Included in the approved new initiatives this year is the contract position of 150th Birthday Event Co-ordinator. Additional funding for the celebration was recently announced by Dufferin-Caledon MP, David Tilson, who presented the town with a \$40,000 grant from the Canadian Heritage fund, and another \$30,000 funding has been committed from the Orangeville Business Improvement Association (BIA) for the Town's 150th birthday events.

The Orangeville 150th Birthday Steering Committee is focused on two main events—the July 6 Birthday Bash and the December 22 Incorporation Party.

The Birthday Bash will feature heritage walking tours, a juried art show, a free community barbecue (breakfast and lunch) thanks to Enbridge Community Events Team and Sobeys, a theatrical re-enactment of the naming of Orangeville, the farmers' market, children's activities including a petting zoo, buskers, local entertainment on stage, a professional entertainment line-up from 5:30-11 p.m. and a unique full-screen projection show with animated effects, video and music on the front wall of Town Hall depicting the Town's history.

These events will take place in downtown Orangeville, plus the County of Dufferin will host a historical display for Orangeville at the County Courthouse on Zina Street, and a very special tree sculpture will be placed at Orangeville's Visitor Information Centre to honour the Town's history.

Vendor applications are being received, entertainers are being booked, and all the logistics are being addressed. Volunteers will be sought to assist with the many events that will make up the day. The Incorporation Party will blend merriment and refinement with a string quartet and a theatrical re-enactment of the naming of Orangeville as well as hot beverages and roasting chestnuts.

Community organizations and individuals are also planning sesquicentennial events or paying tribute to Orangeville's 150th birthday at their annual events. The Farmers' Market pays tribute to the sesquicentennial on June 15 and the Northmen Alumni are planning a retro lacrosse game, etc.

An updated list of sesquicentennial events can be found on the Town of Orangeville website at www.orangeville150.ca.



Broadway Orangeville 1923. From the collection of DCMA

MAYOR AND COUNCIL

INTRODUCTION

The Municipal Council is the governing and legislative body for the Town of Orangeville. Council is responsible for establishing priorities, policy direction, monitoring and valuating the implementation of programs, and authorizing revenue collection and expenditures.

Council is composed of a Mayor, Deputy Mayor and five (5) other Councillors. All members of Council are elected directly. Members do not represent individual wards or districts but serve the community as a whole. The current term began in 2010 and expires in 2014. The Town of Orangeville's political and administrative decision-making structure includes: Council, the standing and special committees of Council, operating and support departments, various agencies and special purpose authorities.

After each municipal election, Orangeville Town Council appoints citizens to various Boards and Committees that make decisions and/or recommendations on a variety of matters. These appointments give Orangeville residents from various backgrounds a chance to volunteer their skills to help in the community.

The term of the appointment is usually four years (concurrent with the term of council). Most committees meet monthly. Each committee determines the schedule of meetings for the new term at its first meeting.

The major Committees of Council are as follows:

- Accessibility Committee
- Arts and Culture Committee
- Committee of Adjustments
- Council Remuneration Review Ad Hoc Committee
- Economic Development Committee
- Fire Services Advisory Committee
- First Night Committee
- Heritage Orangeville
- Honours Committee
- Mayor's Seniors' Advisory Committee
- Mayor's Youth Advisory Committee
- Orangeville Sustainability Action Team
- Property Standards Committee
- Recreation Committee
- Sports and Cultural Events Funding Committee
- Trailways Committee
- Transit System Optimization Committee
- Vandalism Committee

MISSION STATEMENT

Council provides the overall direction for the Municipality in terms of its legislative powers and responsibilities under the Municipal Act, and represents the views and interest of its citizens, businesses and organizations in terms of municipal activities and activities that have an impact on the Town of Orangeville.

MAYOR AND COUNCIL

		2013 Budget	Comparisons				
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
Expenditures							
04-050-00-019	Honorariums	\$ 187,733	\$ 183,600	\$ 184,000	\$ 180,000	4,133	2.3%
04-050-00-025	Fringe Benefits	51,692	50,175	47,198	45,810	1,517	3.0%
04-050-00-042	Payroll Charges	-	-	-	1,214	-	-
04-050-00-045	Office Supplies / Materials	2,500	2,500	3,177	3,653	-	-
04-050-00-047	Telephone / Communications	7,000	7,000	6,929	6,710	-	-
04-050-00-055	Advertising	2,000	2,000	1,631	2,106	-	-
04-050-00-071	Memberships / Subscriptions	6,700	6,500	6,656	6,428	200	3.1%
04-050-00-073	Workshops / Training Courses	400	600	97	122	(200)	-33.3%
04-050-00-077	Mileage	1,000	1,000	800	452	-	-
04-050-00-081	Public Relations	11,000	11,000	11,551	10,567	-	-
04-050-00-097	Agenda Delivery	3,000	3,000	2,438	2,733	-	-
		273,025	267,375	264,477	259,794	5,650	2.1%
Revenues							
04-050-00-625	Sundry Revenue	-	-	-	(381)	-	-
	Net Tax Levy	\$ 273,025	\$ 267,375	\$ 264,477	\$ 259,413	\$ 5,650	2.1%

COMMITTEES

ACCESSIBILITY COMMITTEE

The Town of Orangeville's Accessibility Committee is dedicated to promoting a barrier-free environment for all persons, regardless of needs, to participate as fully as possible in all aspects of community life.

The goals of the Accessibility Committee are to encourage and facilitate accessibility on behalf of all persons by:

- Promoting public awareness and sensitivity to accessibility issues
- Encouraging co-operation among all service and interest groups to ensure a better community for all persons
- Identifying and documenting relevant accessibility issues and concerns with respect to all municipal property and buildings
- Liaising with Town Departments and local organizations in addressing accessibility issues that are related to municipal property and buildings
- Recognizing that the needs of all persons are constantly changing

ARTS AND CULTURE COMMITTEE

The purpose of this committee is to help position Orangeville as the artistic hub for the Headwaters Region. The Committee will partner with key stakeholders to increase the overall level of arts activity in Orangeville through its support and promotion of arts and culture festivals and attractions. Furthermore, the Committee will recognize the contribution that arts and culture makes to the community through the organization of an annual Arts and Culture Awards event.

HERITAGE COMMITTEE

Heritage Orangeville is a standing committee of Town Council that advises Council on all matters related to heritage properties in the Town of Orangeville. Its role is to facilitate the conservation and preservation of not only our inheritance of historically, architecturally, and culturally significant properties, but also our natural environment and our culture, all of which are irreplaceable assets of the community in which we live.

MAYOR'S SENIORS' ADVISORY COMMITTEE

The purpose of the Mayor's Seniors Advisory Committee is to review, seek input, and make recommendations to Council on matters affecting the seniors of the Town of Orangeville. The committee will establish lines of communication for seniors, provide an opportunity for seniors to bring forth concerns, make constructive suggestions and be involved in the solutions, determine issues affecting seniors as a whole, provide a service and a voice for seniors and provide a focus for ideas to make Orangeville a welcome place for seniors to live.

MAYOR'S YOUTH ADVISORY COMMITTEE

(MYAC) acts as an advisory body to Council on matters, within the influence of the Town of Orangeville, which have an impact on the youth of the Town. MYAC meets on the first Thursday of every month.

THE ORANGEVILLE SUSTAINABILITY ACTION TEAM

The purpose of this committee is to assist in the development, implementation and promotion of environmentally sustainable practices within the Town of Orangeville in order to reduce the Town's environmental impact and improve the quality of life of its residents, now and in the future.

COMMITTEES

	2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
		2012 Budget	2012 Est. Actual	2011 Actual			
Summary							
Expenses:							
Accessibility Committee	\$ 25,800	\$ 24,000	\$ 20,000	\$ 8,911	\$ 1,800	7.5%	
Arts and Culture Committee	6,000	5,000	5,862	2,177	1,000	20.0%	
Community Events	270,800	164,218	214,086	198,410	121,582	74.0%	
Heritage Orangeville	17,550	7,550	8,343	3,286	10,000	132.5%	
Mayor's Youth Advisory Committee	15,250	6,250	7,250	1,819	2,000	32.0%	
Mayor's Senior Advisory Committee	16,550	12,550	12,900	3,834	4,000	31.9%	
Orangeville Sustainability Team (OSAT)	18,000	18,000	19,046	14,278	-	0.0%	
Total Expenses	369,950	237,568	287,487	232,716	132,382	55.7%	
Revenues:							
Accessibility Committee	(5,800)	(4,000)	(11,330)	-	(1,800)	45%	
Arts and Culture Committee	(900)	-	(862)	-	(900)		
Community Events	(94,100)	-	(10,138)	(9,300)	(94,100)		
Heritage Orangeville	(1,800)	(2,000)	(2,793)	(3,427)	200	-10%	
Mayor's Youth Advisory Committee	-	-	(1,000)	(3,427)	-	-	
Mayor's Senior Advisory Committee	(5,200)	(1,200)	(1,550)	(1,550)	(4,000)	333%	
Orangeville Sustainability Team (OSAT)	-	(3,000)	(4,046)	-	3,000	-	
Total Revenues	(107,800)	(10,200)	(31,719)	(17,705)	(97,600)	957%	
NET TAX LEVY	\$ 262,150	\$ 227,368	\$ 255,768	\$ 215,012	\$ 34,782	15.3%	

COMMITTEES

		2013 Budget	Comparisons				
			2012 Budget	2012 Est.Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
Accessibility Committee							
Expenditures							
09-490-00-045	Office Supplies / Materials	\$ 300	\$ 300	\$ 554	\$ 164	\$ -	-
09-490-00-055	Advertising and Promotion	3,300	3,300	1,183	1,106	-	-
09-490-00-073	Workshops / Training Courses	500	500	294	168	-	-
09-490-00-077	Mileage	100	100	71	88	-	-
09-490-00-321	Special Projects	21,600	19,800	16,190	7,386	1,800	9.1%
09-490-00-399	Transfer Surplus to Reserve	-	-	1,708	-	-	-
		25,800	\$ 24,000	\$ 20,000	\$ 8,911	1,800	7.5%
Revenues							
09-490-00-547	Transfer from Reserves	(5,800)	(4,000)	(11,330)	-	(1,800)	-
	Sub-total Accessibility Committee	20,000	\$ 20,000	\$ 8,671	8,911	-	-
Arts and Culture Committee							
Expenditures							
11-584-00-051	Printing / Photocopy Costs	200	200	13	-	-	-
11-584-00-055	Advertising	400	400	650	179	-	-
11-584-00-090	Special Projects	5,400	4,400	957	1,998	1,000	22.7%
11-584-00-095	Miscellaneous	-	-	2,423	-	-	-
11-584-00-385	Transfer Surplus to Reserve	-	-	1,819	-	-	-
		6,000	5,000	5,862	2,177	1,000	20.0%
Revenues							
11-584-00-625	Sundry	(900)	-	(862)	-	(900)	-
	Sub-total Arts and Culture Committee	5,100	5,000	5,000	2,177	100	2.0%

COMMITTEES

		2013 Budget	Comparisons				
			2012 Budget	2012 Est.Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
Community Events							
Expenditures							
04-050-00-099	Delegations / Receptions / Retirements	6,700	6,700	6,995	4,596	-	-
04-050-00-167	Sports and Cultural Events	2,000	2,000	1,050	2,000	-	-
04-050-00-321	Special Council Projects	1,500	1,500	66	2,603	-	-
04-050-00-325	First Night	20,000	15,000	23,924	26,535	5,000	33.3%
04-050-00-327	Rick Hansen 25th Anniversary	-	-	94	5,909	-	-
04-050-00-328	Orangeville's 150th Birthday Celebration	92,000	-	732	-	92,000	-
04-050-00-385	Transfer to Reserve	-	-	52,000	-	-	-
11-585-00-001	Salaries - Full Time	35,000	35,000	40,467	49,538	-	-
11-585-00-209	Outside Services	500	500	-	2,035	-	-
11-585-00-368	Town Contribution - Farmers' Market	-	-	-	5,000	-	-
11-585-00-375	Community Grants	78,100	53,518	53,759	55,194	24,582	45.9%
11-585-00-376	Town Contribution - Blues & Jazz	-	-	-	10,000	-	-
11-585-00-378	Theatre Orangeville	35,000	35,000	35,000	35,000	-	-
		270,800	164,218	214,086	198,410	121,582	74.0%
Revenues							
04-050-00-622	Memento Sales	-	-	(513)	-	-	-
04-050-00-547	Transfer from Reserve	(52,000)	-	-	-	(52,000)	-
04-050-00-536	Grant Funds for 150th Birthday	(40,000)	-	-	-	(40,000)	-

COMMITTEES

		2013 Budget	Comparisons				
			2012 Budget	2012 Est.Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
04-050-00-623	First Night Revenues	-	-	(9,550)	(9,300)	-	-
04-050-00-625	Sundry	-	-	(75)	-	-	-
11-585-00-547	Transfer from Reserve 1849 Lorne Scotts Gra	(2,100)	-	-	-	-	-
		(94,100)	-	(10,138)	(9,300)	(92,000)	-
Sub-total Community Events		176,700	164,218	203,948	189,110	12,482	7.6%
Heritage Orangeville							
Expenditures							
11-580-00-019	Honorarium	400	400	200	254	-	-
11-580-00-045	Office Supplies / Materials	100	100	120	34	-	-
11-580-00-047	Telephone / Communications	25	25	-	-	-	-
11-580-00-055	Advertising	-	-	318	-	-	-
11-580-00-071	Memberships / Subscriptions	325	325	-	110	-	-
11-580-00-073	Workshops / Training Courses	800	800	288	675	-	-
11-580-00-077	Mileage	300	300	158	115	-	-
11-580-00-275	Plaquing Costs	1,500	1,500	1,626	380	-	-
11-580-00-321	Special Project - Walking Tour Brochure	14,100	4,100	2,448	1,718	10,000	243.9%
11-580-00-385	Transfer to Reserves	-	-	3,185	-	-	-
		17,550	7,550	8,343	3,286	10,000	132.5%
Revenues							
11-582-00-625	Sundry	(1,800)	(2,000)	(2,793)	(3,427)	200	-10.0%
Sub-total Heritage Orangeville		15,750	5,550	5,550	(141)	10,200	183.8%

COMMITTEES

		2013 Budget	Comparisons				
			2012 Budget	2012 Est.Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
Mayor's Youth Advisory Committee							
Expenditures							
11-586-00-045	Office Supplies / Materials	150	150	-	-	-	-
11-586-00-051	Printing / Photocopy Costs	300	300	-	167	-	-
11-586-00-053	Postage and Courier	100	100	-	-	-	-
11-586-00-055	Advertising	500	500	410	-	-	-
11-586-00-073	Workshops / Training Courses	1,000	1,000	101	160	-	-
11-586-00-077	Travel and Volunteer Expenses	200	200	43	192	-	-
11-586-00-081	Public Relations	4,000	2,000	2,482	-	2,000	100.0%
11-586-00-082	Bursary Program	2,000	2,000	1,109	1,299	-	-
11-586-00-325	Special Events	7,000	-	3,105	-	7,000	-
		15,250	6,250	7,250	1,819	2,000	32.0%
Revenues							
11-586-00-604	Other Grants	-	-	(1,000)	(3,427)	-	-
	Sub-total Mayor's Youth Advisory Comm	15,250	6,250	6,250	(1,609)	7,000	112.0%
Mayor's Seniors Advisory Committee							
Expenditures							
11-583-00-051	Printing / Photocopy Costs	100	100	46	74	-	-
11-583-00-071	Memberships / Subscriptions	200	200	-	-	-	-
11-583-00-073	Workshops/Conferences	1,000	1,000	-	-	-	-
11-583-00-077	Meeting Expense	500	500	219	413	-	-
11-583-00-090	Seniors Forum	3,000	3,000	2,038	1,216	-	-

COMMITTEES

		2013 Budget	Comparisons				% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	
11-583-00-095	Special Projects	9,000	5,000	451	2,131	4,000	80.0%
11-583-00-099	Georgian College CFS Rebate Program	2,750	2,750	-	-	-	-
11-583-00-385	Transfer Surplus to Reserve	-	-	10,146	-	-	-
		16,550	12,550	12,900	3,834	4,000	31.9%
Revenues							
11-583-00-547	Transfer from Reserves	(4,000)	-	-	-	(4,000)	-
11-583-00-594	Seniors Forum - Donations	(1,200)	(1,200)	(1,550)	(1,550)	-	-
		(5,200)	(1,200)	(1,550)	(1,550)	(4,000)	333.3%
Sub-total Mayor's Seniors Advisory		11,350	11,350	11,350	2,284	-	-
Orangeville Sustainability Team (OSAT)							
Expenditures							
12-717-00-055	Advertising and Promotion	5,000	5,000	1,164	510	-	-
12-717-00-321	Special Projects	13,000	13,000	17,882	13,768	-	-
		18,000	18,000	19,046	14,278	-	-
Revenues							
12-717-00-547	Transfer from Reserves	-	(3,000)	(1,561)	-	3,000	-
12-717-00-595	Cost Recovery	-	-	(2,485)	-	-	-
		-	(3,000)	(4,046)	-	3,000	-100.0%
Sub-total OSAT		18,000	15,000	15,000	14,278	3,000	20.0%
Net Tax Levy		\$ 262,150	\$ 227,368	\$ 255,768	\$ 218,439	\$ 34,782	15.3%

ADMINISTRATION

INTRODUCTION

The Administration Department provides leadership and direction and is responsible for the co-ordination of information with all departments while ensuring that the policies of Council are effectively implemented. The Chief Administrative Officer is Council's principal advisor on matters of policy and is responsible to Council for the efficient administration of all Town activities. All Department Heads are responsible to the Chief Administrative Officer for the efficient operation of their respective departments.

The Administration Department is also responsible for the coordination of the Mayor's Office and Council.

MISSION STATEMENT

To assist Council in ensuring policies adopted and decisions made by Council are the most effective in moving the Town forward in a positive and sustainable manner.

2012 SIGNIFICANT ACHIEVEMENTS

In 2012, the Administration Department focused on the corporate structure and more effectively aligning administrative responsibilities with the appropriate department.

The Town's administrative structure was re-organized to reduce the number of direct reports to the CAO while streamlining administrative functions. The Clerk's Department assumed responsibility for corporate communication and human resources. The Planning Department was re-structured to incorporate planning, economic development and tourism into one department. The Treasury Department now includes the information technology function.



Orangeville Town Hall, 1956. From the collection of the DCMA

This re-structuring will permit the CAO to focus more on broader administration and business planning issues and corporate strategies.

2013 DIRECTION AND PRIORITIES

For 2013, the corporate re-organization will be completed with the hiring of new department heads for Public Works; Economic Development, Planning and Innovation; and Treasury. Other key initiatives for the coming year will include the following:

- Initiate/complete business recovery plan.
- Initiate/complete succession plan.
- Continue update of strategic plan.

ADMINISTRATION

		2013 Budget	Comparisons				% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	
Expenditures							
04-055-00-001	Salaries - Full Time	\$ 234,532	\$ 228,819	\$ 224,800	\$ 296,918	\$ 5,713	2.5%
04-055-00-021	Employee Benefits - Full Time	62,407	57,386	52,448	65,699	5,021	8.7%
04-055-00-045	Office Supplies / Materials	2,400	2,400	2,050	2,009	-	-
04-055-00-047	Telephone / Communications	900	900	592	681	-	-
04-055-00-051	Printing / Photocopy Costs	100	200	-	100	(100)	-50.0%
04-055-00-053	Postage / Courier / Fax	50	50	-	50	-	-
04-055-00-063	Computer Operation & Supplies	200	200	-	-	-	-
04-055-00-067	Office Equipment	500	500	793	449	-	-
04-055-00-071	Memberships / Subscriptions	1,150	1,100	1,108	733	50	4.5%
04-055-00-073	Workshops / Training Courses	100	100	-	-	-	-
04-055-00-075	Conferences	600	600	-	-	-	-
04-055-00-077	Mileage	300	300	-	-	-	-
04-055-00-081	Public Relations	1,250	1,200	1,548	1,279	50	4.2%
		304,489	293,755	283,339	367,918	10,734	3.7%
	Net Tax Levy	\$ 304,489	\$ 293,755	\$ 283,339	\$ 367,918	\$ 10,734	3.7%

CLERK'S

INTRODUCTION

The Clerk's Department is responsible for the records of the Town and serves as an information centre for Council, interdepartmental staff and the public. It processes information presented to Council in the form of agendas, minutes, by-laws and agreements. The department issues business, lottery and marriage licences and records vital statistics on behalf of the Office of the Registrar General. Requests under the *Municipal Freedom of Information and Protection of Privacy Act* are fulfilled by the Clerk. The Clerk and Deputy Clerk perform civil marriage ceremonies. The Clerk is responsible for preparing and conducting municipal elections in accordance with provincial legislation.

MISSION STATEMENT

The Clerk's department mandate is to provide information, advice and a high level of customer service to Council, staff and the general public.

2012 SIGNIFICANT ACHIEVEMENTS

- Developed agendas and recorded minutes for council meetings.
- Provided secretarial services for several Town committees.
- Performed marriage ceremonies.
- Issued various types of licences.
- Worked with other departments on implementation of corporate records management system.
- Updated the Town's Records Retention By-law.
- Processed an increased number of requests under the *Freedom of Information and Protection of Privacy Act*.
- Processed and held Hearings for an increased number of Committee of Adjustment applications.



2013 DIRECTION AND PRIORITIES

- Initiate process for review of council remuneration.
- Implement a Records Management Program.
- Begin preparations for 2014 municipal election.
- Monitor provincial legislation to ensure compliance.
- Attend relevant training sessions as funds permit.

2013 AND ONWARD – ASSUMPTIONS AND MAJOR ISSUES

- Conduct 2014 municipal election
- Incorporating electronic communications into records management system without trained staff.

CLERK'S

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
Expenditures								
04-057-00-001	Salaries - Full Time	\$ 318,520	\$ 315,434	\$ 320,993	\$ 304,519	\$ 3,086	1.0%	
04-057-00-021	Employee Benefits - Full Time	103,945	98,389	94,564	85,111	5,556	5.6%	
04-057-00-045	Office Supplies / Materials	2,500	2,500	1,531	1,726	-	-	
04-057-00-047	Telephone	1,200	1,200	545	589	-	-	
04-057-00-051	Printing / Photocopy Costs	2,775	2,500	2,855	2,256	275	11.0%	
04-057-00-053	Postage / Courier / Fax	150	150	-	107	-	-	
04-057-00-055	Advertising	1,500	1,500	1,149	1,124	-	-	
04-057-00-057	Service Agreement / Equip Repair	-	-	-	256	-	-	
04-057-00-059	Equipment Rentals	9,600	8,500	7,449	7,449	1,100	12.9%	
04-057-00-067	Office Equipment	250	500	28	751	(250)	-50.0%	
04-057-00-069	Professional Fees	625	950	214	214	(325)	-34.2%	
04-057-00-071	Memberships / Subscriptions	1,000	1,000	910	799	-	-	
04-057-00-073	Workshops / Training Courses	5,000	5,000	2,998	2,532	-	-	
04-057-00-075	Conferences	1,550	2,500	2,288	1,744	(950)	-38.0%	
04-057-00-077	Mileage	1,000	1,000	246	339	-	-	
04-057-00-132	C.O.A. Expenses	5,650	5,500	2,832	2,938	150	2.7%	
04-057-00-139	Marriage Licences	15,000	15,000	14,400	9,600	-	-	
		470,265	461,623	453,002	422,054	8,642	1.9%	

CLERK'S

		2013 Budget	Comparisons				
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
Revenues							
04-059-00-538	Vital Statistics	(5,500)	(5,000)	(8,225)	(7,525)	(500)	10.0%
04-059-00-539	Marriage Licences	(25,000)	(24,000)	(29,165)	(26,565)	(1,000)	4.2%
04-059-00-540	Business Licences	(20,000)	(20,000)	(22,745)	(26,142)	-	-
04-059-00-542	Lottery Licences	(5,500)	(5,500)	(6,216)	(8,405)	-	-
04-059-00-550	Weddings	(8,000)	(7,000)	(10,750)	(7,550)	(1,000)	14.3%
04-059-00-596	C.O.A. Application Fees	(28,800)	(24,000)	(37,600)	(26,088)	(4,800)	20.0%
04-059-00-625	Sundry	(6,000)	(6,000)	(6,775)	(8,026)	-	-
		(98,800)	(91,500)	(121,476)	(110,300)	(7,300)	8.0%
Net Tax Levy		\$ 371,465	\$ 370,123	\$ 331,526	\$ 311,754	\$ 1,342	0.4%

COMMUNICATIONS

INTRODUCTION

The Town of Orangeville’s Communications Division provides responses to public queries and information about programs and services, builds awareness about municipal services, establishes links with the community and media, collaborates with external organizations, develops key messages, and promotes the corporation both externally and internally via a wide variety of mediums, including social media. The communications division manages corporate messaging and interacts with all departments, Council, Town committees, the public and media.

MISSION STATEMENT

Provide consistent, timely, accurate and effective communications for key audiences – public and staff, relating to the Town’s policies, programs, services and events.

2012 SIGNIFICANT ACHIEVEMENTS

- Introduction of Communications Co-ordinator position has streamlined communication services offered to departments and broadened services to include more graphic design
- Completion, and approval, of a social media policy and a media relations policy – in an effort to ensure corporate messages are managed in terms of accuracy, timeliness, tone and content
- Continued work to comply with accessibility legislation for websites to meet mandated target dates for different levels of accessibility
- Increased growth in corporate social media accounts
- Preparation work for Orangeville 150 celebration
- Completion of phase one of website project – updating main corporate website in terms of visual appeal and easier navigation

- Completion of several brochures, including updated tree sculpture brochure and Heritage Walking Tour booklet

2013 DIRECTION AND PRIORITIES

- Create “accessible” document templates for all departments
- Create style guideline booklet and provide training for all departmental website editors, and others, to ensure all documents posted to websites will comply with provincial legislation by January 1, 2014
- Increase publication of e-newsletters and internal newsletters
- Complete final phase of corporate website project, with focus on increased functionality in 2013, including a community calendar for public submissions.
- Implement new e-newsletter framework and increase frequency of e-newsletters, as well as internal newsletters
- Initiate Mayor’s column or blog

2013 ASSUMPTIONS AND ISSUES

- Continued increase in use of Town Page by departments
- Increased demand for graphic and writing services
- Increased use of communications for Orangeville 150 celebrations



COMMUNICATIONS

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
Expenditures								
04-056-00-001	Salaries - Full Time	\$ 129,876	\$ 95,621	\$ 95,015	-	\$ 34,255	35.8%	
04-056-00-005	Salaries - Part Time	14,600	-	-	-	14,600	-	
04-056-00-021	Employee Benefits - Full Time	39,210	26,483	26,350	-	12,727	48.1%	
04-056-00-025	Employee Benefits - Part Time	3,000	-	-	-	3,000	-	
04-056-00-045	Office Supplies / Materials	350	350	458	115	-	-	
04-056-00-047	Telephone / Communications	1,750	1,750	839	661	-	-	
04-056-00-051	Printing / Tree Sculpture Brochure	3,000	6,000	4,579	-	(3,000)	-50.0%	
04-056-00-063	Computer Operations & Supplies	5,700	5,700	3,434	2,376	-	-	
04-056-00-064	Website	1,700	1,500	1,201	1,058	200	13.3%	
04-056-00-067	Office Equipment	1,500	3,000	1,608	285	(1,500)	-50.0%	
04-056-00-071	Memberships / Subscriptions	1,400	1,400	1,352	1,330	-	-	
04-056-00-073	Workshops / Training	3,000	1,400	1,403	1,389	1,600	114.3%	
04-056-00-077	Mileage	1,100	650	562	611	450	69.2%	
04-056-00-081	Public Relations	3,500	3,200	11,846	2,286	300	9.4%	
04-056-00-091	Internal Newsletter	-	2,000	-	-	(2,000)	-100.0%	
04-056-00-092	Town Page Costs	37,000	33,500	51,272	50,185	3,500	10.4%	
04-056-00-321	Special Projects	-	3,500	3,331	-	(3,500)	-100.0%	
04-056-00-385	Transfer to Reserve	500	500	500	500	-	-	
		247,186	186,554	203,750	60,796	60,632	32.5%	
Revenues								
04-056-00-526	Cost Recovery	-	-	(535)	-	-	-	
04-056-00-547	Transfer from Reserve	(17,600)	-	-	-	(17,600)	-	
04-056-00-625	Sundry Revenue	-	-	(9,612)	-	-	-	
		(17,600)	-	(10,147)	-	(17,600)	-	
Net Tax Levy		\$ 229,586	\$ 186,554	\$ 193,603	\$ 60,796	\$ 43,032	23.1%	

HUMAN RESOURCES

INTRODUCTION

The Town of Orangeville's human resources department provides human resources and health and safety functions to the Town's 464 employees both full-time, part-time and contract within its 10 departments.

MISSION STATEMENT

Create a positive, safe and respectful work environment for all employees and provide resources and tools to the Departments to support staff development and job satisfaction.

2012 SIGNIFICANT ACHIEVEMENTS

- Development of proposal for re-organization of Town reporting structure and positions
- Recruitment of 126 positions which equates to replacing or increasing the Town's staffing complement on average by 10.5 employees per month
- Parks and Recreation – development of process for new contractor position
- Negotiation of a new Fire contract
- Negotiation of a new Police Uniform contract. This the first time that the Police Uniform contract was freely negotiated in many years.
- Review approximately 35 Employee policies with the Policy Review Committee and the CAO Committee for the Employee Handbook.
- Completion of HRIS interfaces with the old and new payroll systems. Human Resources inputting all payroll related changes.
- Seven managers and supervisors participated in a supervisory program through Georgian College. This consisted of 8 modules

offered throughout the year to help build supervisory and management skills

- The transition of payroll functions to the Treasury department and training of the new Payroll Coordinator continued.
- Incident management was centralized though SharePoint
- Rolled out Joint Health and Safety Inspection system based on SharePoint and created an electronic process utilizing a tablet to input the information directly into the system while conducting the inspections.
- Implemented revised return to work process for occupational and non-occupational injuries.
- TOSSI Supervisory group had 3 meetings. Topics covered include: Human Rights in the workplace, overview of EAP program and offerings, inspection process, RTW process, health and safety dashboard
- Safety Flash Mob endorsed the National Safety week in May recognizing safety in the workplace.
- Organized events in conjunction with Brittany Kelly for the 2012 United Way Campaign. Town of Orangeville employees raised about \$500.00.

2013 DIRECTION AND PRIORITIES

- Continue to review and update the Employee Handbook policies
- Recruitment of three Director positions
- Complete negotiations for Police Civilian Contract
- Continue manager and supervisor development through training programs
- Create a management committee with all Town Managers
- Development of corporate Orientation program
- Wage survey
- Participate on the Council Remuneration Committee

HUMAN RESOURCES

- Revision of Health and Safety hazard assessments
- Complete systems interface with Info: HR and Nova Time
- Create new procedures for reporting data to Human Resources
- Introduce the Employee Self Service Module for attendance
- Continue to work on launching the Human Resources SharePoint site.

2013 ASSUMPTIONS AND MAJOR ISSUES

- Replacement of the Treasurer, Director of Public Works, Director of Economic Development and Planning in the first quarter
- Increased demand on HR time for recruitment, new and revised job descriptions
- Uncertain economic times – budgetary restrictions
- Number of employees remain constant – increasing demands across most departments
- Additional human resources and health and safety training for new Directors to understand the Town's policies and procedures
- A continued high demand for recruiting at all levels



G.W.V.A Celebration, Orangeville 1919. From the collection of the DCMA

HUMAN RESOURCES

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
Human Resources								
Expenditures								
04-062-00-001	Salaries - Full Time	\$ 181,983	\$ 177,544	\$ 177,201	\$ 213,820	\$ 4,439	2.5%	
04-062-00-021	Employee Benefits - Full Time	52,409	48,592	44,961	51,501	3,817	7.9%	
04-062-00-045	Office Supplies / Materials	800	800	578	499	-	-	
04-062-00-047	Telephone / Communications	800	800	697	750	-	-	
04-062-00-051	Printing / Photocopy Costs	2,000	2,000	1,597	1,623	-	-	
04-062-00-053	Postage / Courier / Fax	150	150	108	141	-	-	
04-062-00-055	Advertising	5,000	5,000	1,755	1,193	-	-	
04-062-00-057	Service Agreement / Equip Repair	100	100	-	10	-	-	
04-062-00-063	Computer Operation & Supplies	5,200	4,200	5,332	7,709	1,000	23.8%	
04-062-00-067	Office Equipment	700	700	615	-	-	-	
04-062-00-071	Memberships / Subscriptions	8,200	8,200	6,499	2,305	-	-	
04-062-00-073	Workshops / Training Courses	6,500	6,500	901	2,378	-	-	
04-062-00-075	Conferences	2,000	2,000	1,451	1,531	-	-	
04-062-00-076	Corporate Training	17,500	7,500	10,200	2,121	10,000	133.3%	
04-062-00-077	Mileage	500	500	530	868	-	-	
04-062-00-099	Staff Recognition Events	17,000	15,000	13,673	12,000	2,000	13.3%	
Sub-total Human Resources		300,842	279,586	266,098	298,449	21,256	7.6%	

HUMAN RESOURCES

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
Health and Safety								
Expenditures								
09-480-00-005	Salaries - Part Time	50,341	48,672	46,375	49,298	1,669	3.4%	
09-480-00-025	Employee Benefits - Part-Time	10,206	9,421	9,168	9,658	785	8.3%	
09-480-00-045	Office Supplies / Materials	1,000	1,000	412	248	-	-	
09-480-00-047	Telephone	800	800	640	656	-	-	
09-480-00-063	Computer Operations & Supplies	2,000	2,000	-	-	-	-	
09-480-00-069	Professional Fees	11,500	11,500	3,606	2,361	-	-	
09-480-00-071	Memberships / Subscriptions	850	800	1,047	277	50	6.3%	
09-480-00-073	Workshops / Training Courses	8,000	8,000	4,274	7,852	-	-	
09-480-00-077	Mileage	300	300	275	580	-	-	
09-480-00-095	Safety Equip / Protective Clothing	850	850	751	727	-	-	
09-480-00-099	Health and Safety Recognition	1,100	1,100	810	565	-	-	
		86,947	84,443	67,358	72,221	2,504	3.0%	
Revenues								
09-480-00-547	Transfer from Reserves	(10,000)	(40,000)	(40,000)	(60,000)	30,000	-75.0%	
	Sub-total Health and Safety	76,947	44,443	27,358	12,221	32,504	73.1%	
Net Tax Levy		\$ 377,789	\$ 324,029	\$ 293,456	\$ 310,671	\$ 53,760	16.6%	

PLANNING

INTRODUCTION

The Planning Department is responsible for the distribution of information and advice to Council, landowners, the general public and to the development industry with respect to community and land use planning. The department administers the Town's Official Plan, Zoning By-law and the development approvals process, and provides planning advice and recommendations to the Committee of Adjustment. Planning staff conduct research into a variety of land use planning matters including changing Provincial policy and emerging issues affecting a broad range of economic, environmental and social factors that contribute to the community. The Department also manages change in the community through direct involvement in built heritage preservation and enhancement, urban design, economic development, and the preservation and enhancement of the natural environment, all with the view of building and maintaining a healthy, balanced community.

MISSION

The Planning Department's objective is to achieve the following:

- Provide timely assistance to Council, the public and private agencies concerned with the development of the Town in determining future policies and actions in all matters relating to the development of the Municipality.
- Provide the public and development industry with high levels of customer service and education in respect of the Town's planning context as it changes over time.
- Take into account the financial status of the Town when considering future development so that a balance between residential and commercial-industrial assessment may be achieved and maintained.

- Provide the public information regarding the future development pattern of the community, in order to reduce the element of speculation in land which arises when residents and land developers are not advised of the development policies and plans for the Town.
- Provide guidance and direction based on best practice and emerging program research in making the Town a more liveable and sustainable community.

2012 SIGNIFICANT ACHIEVEMENTS

- Ongoing implementation of the 'Places-to-Grow' and Provincial Policy Statement conformity exercise.
- Lead the department in the implementation of such Orangeville Sustainability Action Team (OSAT) initiatives as the Baby Tree program, numerous tree planting events that has resulted in the planting of thousands of trees and shrubs in the community, and the establishment of the location of an additional community garden in the Town.
- Key participant in the ongoing implementation of the Trails Master Plan.
- Ongoing direct participation in the Province's Drinking Water Source Protection policy development exercise.
- Lead the department in the comprehensive municipal review of employment areas as a direct result of two Zoning By-law amendment applications.
- Lead the department in the development and ongoing implementation of the Urban Forestry Policy.
- Lead the department in the review and the development of the new Parkland Dedication By-law.

PLANNING

2013 DIRECTION AND PRIORITIES

- Ongoing implementation of the Dufferin County Growth Management Study and development of an associated monitoring program.
- Ongoing implementation of the recommendations of the House Needs Analysis.
- Restructure the Planning Department within the new Department of Economic Development, Planning and Innovation to better reflect its changing role and responsibilities.
- Address the development of remaining greenfield lands and intensification pressures in the face of limited servicing capacities.
- Address densification and maturation of housing form issues in light of limited remaining greenfield lands and rising housing prices.
- Maintaining community character, improving the mix of housing types and affordability, and improving jobs-housing balance in the face of increasing residential development densities and mounting redevelopment pressure and increasing land values.
- Continue to investigate the move towards the implementation of a GIS system for the Corporation.
- Continue exploring the BIA expansion process as per the direction of Council.
- Review the Proposed Amendment 2 to the Growth Plan for the Greater Golden Horseshoe, 2006 and determine potential impacts on the Town.
- Monitor the process of developing an Official Plan for Dufferin County which was recently identified as a Provincial requirement.



Welcome to Orangeville East End

PLANNING

		2013 Budget	Comparisons				
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
Expenditures							
12-701-00-001	Salaries - Full Time	\$ 293,936	\$ 286,792	\$ 252,847	\$ 281,899	\$ 7,144	2.5%
12-701-00-021	Employee Benefits - Full Time	91,254	85,105	74,401	72,123	6,149	7.2%
12-701-00-045	Office Supplies / Materials	2,000	2,000	1,385	1,778	-	-
12-701-00-047	Telephone / Communications	800	800	514	696	-	-
12-701-00-051	Printing / Photocopy Costs	2,200	2,200	1,700	2,401	-	-
12-701-00-055	Advertising	2,500	2,500	5,471	4,383	-	-
12-701-00-063	Computer Operation & Supplies	5,000	5,000	4,981	3,762	-	-
12-701-00-067	Office Equipment	1,000	1,000	1,158	519	-	-
12-701-00-069	Professional Fees	-	-	11,323	-	-	-
12-701-00-071	Memberships / Subscriptions	1,200	1,200	1,118	1,103	-	-
12-701-00-073	Workshops / Training Courses	1,600	1,600	545	1,514	-	-
12-701-00-075	Conferences	2,500	2,500	1,909	1,000	-	-
12-701-00-077	Mileage	1,000	1,000	212	1,407	-	-
12-701-00-321	Special Projects	2,000	2,000	-	2,439	-	-
		406,990	393,697	357,564	375,023	13,293	3.4%
Revenues							
12-705-00-526	Planning Application Fees	(100,000)	(90,000)	(146,837)	(96,100)	(10,000)	11.1%
12-705-00-576	Zoning Information	(2,500)	(2,500)	(2,215)	(2,920)	-	-
12-705-00-625	Sundry	(500)	(500)	(160)	(400)	-	-
12-705-00-630	Development Expenditures Recovered	-	-	(532)	-	-	-
		(103,000)	(93,000)	(149,744)	(99,420)	(10,000)	10.8%
	Net Tax Levy	\$ 303,990	\$ 300,697	\$ 207,820	\$ 275,603	\$ 3,293	1.1%

ECONOMIC DEVELOPMENT

INTRODUCTION

The primary role of Economic Development is to support the organization in the areas of Marketing (Business Retention and Expansion, Investment Readiness/Attraction and Collaborative Marketing), Tourism Development, and Entrepreneurship and Small Business Assistance through the operation of the Orangeville & Area Small Business Enterprise Centre (SBEC).

2012 SIGNIFICANT ACHIEVEMENTS

Marketing & Business Development Initiatives:

- Continued promotion of target sectors as identified in the Economic Development Strategy through a variety of advertising and outreach initiatives
- Completed quarterly issues of Orangeville Business Connections newsletter
- Launched social media platforms (Twitter and Facebook)
- Completed monitoring and updating of Town's Business Website (orangevillebusiness.ca)
- Delivered business visitation program with staff conducting visits and surveying business owners from a variety of sectors
- Continued promotion of Town-owned general industrial lands
- Hosted Economic Outlook Breakfast

Tourism Development & Marketing Initiatives:

- Launched new interactive tourism website (orangevilletourism.ca) with enhanced design, tools and information to improve the visitor experience and communications
- Updated the Orangeville Tourism Guide and expanded distribution in Southern Ontario
- Continued implementation of Tourism Plan with new collaborative marketing and outreach initiatives

- Participated in activities to support the development of the new Orangeville Tourism Centre
- Completed new Visitor Services Delivery Agreement with Theatre Orangeville resulting in expanded hours for visitor services delivery

Entrepreneurship & Small Business Assistance Initiatives through the Orangeville & Area SBEC:

- Delivered 14 Workshops on a variety of small business topics including an e-business and social media series and a one day event focused for artists
- Strengthened youth programming and services to include significant youth outreach and education, delivery of the Summer Company Program, and the launch of a new Young Professionals Group
- Continued to complete funding applications to various organizations complementary to SBEC services and created and implemented annual business plan for Ministry of Economic Development and Innovation (MEDI) partnership funding

Reporting:

- Provided Council with bi-monthly New Business Reports and provided the Economic Development Committee (EDC) with quarterly Departmental Activity Reports (enquiries, consultations, workshops hosted, website statistics)
- Fulfilled monthly reporting requirements to MEDI as part of partnership agreement

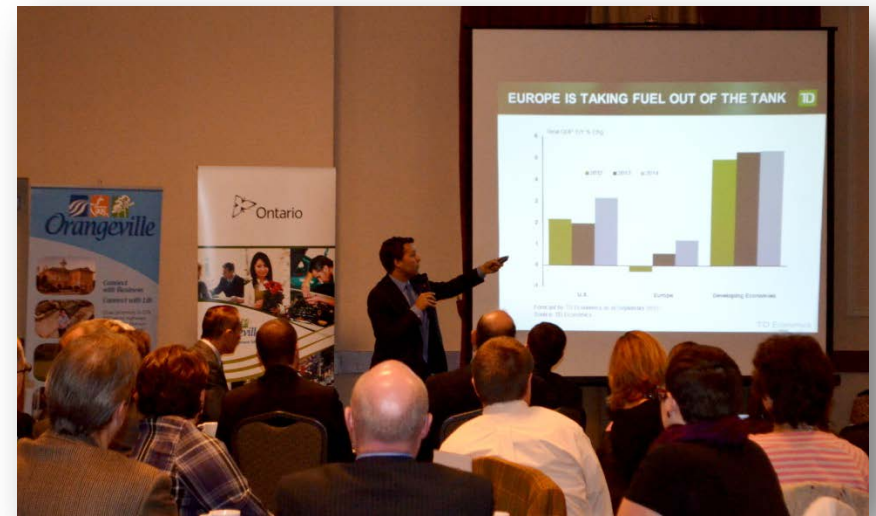
ECONOMIC DEVELOPMENT

2013 DIRECTION AND PRIORITIES

- Continue delivery of core Economic Development programs and services and implementation of Economic Development Strategy and Tourism Strategy
- Maintain outreach and communication efforts through ongoing updates to the business and tourism websites, creation and distribution of business newsletter and utilization of social media tools
- Continue promotion of town-owned general industrial lands
- Establish Orangeville Tourism Centre and oversee promotion of visitor services
- Assist with promotion of 150th Celebrations with implementation of business and tourism related projects that will support increased visitation and business awareness
- Initiate development of a Municipal Cultural Plan in collaboration with the Arts and Culture Committee (subject to a successful funding application to the Creative Communities Prosperity Fund)

2013 AND ONWARD – Major Issues

- Maintain core services, programs and resources
- Town's role in delivery of tourism services expanded with launch of new Tourism Centre and expanded collaborative marketing with the Orangeville BIA and Theatre Orangeville
- Availability of Town-owned general industrial lands improves Town's investment readiness
- Dufferin.biz initiative may provide support in promoting Dufferin County as a place to do business



Derek Burleton presenting

ECONOMIC DEVELOPMENT

		2013 Budget	Comparisons				
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
Expenditures							
12-720-00-001	Salaries - Full Time	\$ 93,877	\$ 81,830	\$ 83,057	\$ 90,487	\$ 12,047	14.7%
12-720-00-005	Salaries - Part Time	21,669	21,141	21,244	17,958	528	2.5%
12-720-00-021	Employee Benefits - Full Time	27,592	23,504	24,360	20,252	4,088	17.4%
12-720-00-025	Employee Benefits - Part Time	4,328	4,030	4,637	1,933	298	7.4%
12-720-00-045	Office Supplies / Materials	300	300	274	247	-	-
12-720-00-047	Telephone / Communications	1,000	1,000	771	658	-	-
12-720-00-051	Printing / Photocopy Costs	1,200	1,200	1,052	647	-	-
12-720-00-053	Postage / Courier	100	100	-	31	-	-
12-720-00-054	Website Development & Maintenance	8,000	10,000	9,719	9,612	(2,000)	-20.0%
12-720-00-055	Marketing & Advertising	24,000	24,000	19,446	21,249	-	-
12-720-00-056	Sign Maintenance	2,000	2,000	305	448	-	-
12-720-00-057	Service Agreement / Equipment Repair	1,200	1,200	728	856	-	-
12-720-00-071	Memberships / Subscriptions	890	670	890	651	220	32.8%
12-720-00-073	Workshops / Training Courses	1,200	1,200	1,072	557	-	-
12-720-00-075	Conferences	1,100	1,000	1,070	1,182	100	10.0%
12-720-00-077	Mileage	1,000	1,000	879	266	-	-
12-720-00-081	Public Relations	800	800	297	766	-	-
12-720-00-321	Special Projects	57,000	-	-	9,228	57,000	-
12-723-00-335	Trade Shows	500	500	722	479	-	-

ECONOMIC DEVELOPMENT

		2013 Budget	Comparisons				
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
12-723-00-337	Tourism Development & Marketing	18,500	18,500	12,945	17,900	-	-
12-723-00-338	Visitors Services Agreement	51,993	26,111	27,312	25,228	25,882	99.1%
12-723-00-339	Maintenance – Visitor Centre	-	-	-	2,931	-	-
12-723-00-343	Mementos	2,000	2,000	1,858	1,760	-	-
		320,249	222,086	212,638	225,325	98,163	44.2%
Revenues							
12-720-00-526	Cost Recovery	-	-	(241)			
12-720-00-536	Government Grants	(54,304)	-	-	(22,870)	(54,304)	-
12-720-00-546	Economic Development Event Revenue	(1,000)	(1,000)	(1,180)	(2,305)	-	-
12-720-00-569	Cultural Plan Partner contributions	(2,500)	-	-	-	(2,500)	-
12-720-00-625	Economic Development Sundry Revenue	-	(500)	(2,186)	(503)	500	-100.0%
		(57,804)	(1,500)	(3,607)	(25,678)	(56,304)	3753.6%
Sub-total Economic Development		262,445	220,586	209,030	199,647	41,859	19.0%
Small Business Enterprise Centre							
Expenditures							
12-724-00-001	Salaries - Full Time	124,478	121,449	123,051	121,354	3,029	2.5%
12-724-00-005	Salaries - Part Time	21,669	21,141	20,624	20,774	528	2.5%
12-724-00-021	Employee Benefits - Full Time	41,188	38,647	37,289	35,241	2,541	6.6%
12-724-00-025	Employee Benefits - Part Time	4,328	4,030	4,311	2,272	298	7.4%
12-724-00-045	Office Supplies / Materials	1,000	1,000	96	989	-	-
12-724-00-047	Telephone/Communications	900	350	664	22	550	-

ECONOMIC DEVELOPMENT

		2013 Budget	C o m p a r i s o n s				% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	
12-724-00-051	Printing / Photocopy Costs	2,200	2,600	2,130	2,109	(400)	-15.4%
12-724-00-053	Postage / Courier	100	100	21	-	-	-
12-724-00-055	Advertising	900	800	985	823	100	12.5%
12-724-00-063	Computer Equipment / Supplies	3,000	3,000	1,908	-	-	-
12-724-00-069	Professional Fees	2,000	2,000	1,827	2,048	-	-
12-724-00-073	Workshops & Training Courses	1,500	1,500	1,416	557	-	-
12-724-00-077	Travel Expenses	600	600	465	658	-	-
12-724-00-321	Special Projects	7,750	7,750	7,959	10,125	-	-
12-724-00-403	Publications	200	200	223	-	-	-
		211,813	205,167	202,968	196,973	6,646	3.2%
Revenues							
12-724-00-536	Government Grants	(80,000)	(80,000)	(80,000)	(80,000)	-	-
12-724-00-546	SBEC Event Revenue	(8,000)	(8,000)	(7,639)	(7,590)	-	-
12-724-00-569	Partner Contributions	(50,000)	(50,000)	(47,778)	(45,394)	-	-
12-724-00-625	Sundry Revenue	(500)	(500)	(48)	(87)	-	-
		(138,500)	(138,500)	(135,465)	(133,070)	-	-
Sub-total Small Business Enterprise Centre		73,313	66,667	67,503	63,902	6,646	10.0%
Net Tax Levy		\$ 335,758	\$ 287,253	\$ 276,533	\$ 263,549	\$ 48,505	16.9%

TREASURY

INTRODUCTION

The Treasury Department's function is to handle all of the financial affairs of the Municipality on behalf and in the manner directed by Council. In addition Treasury will advise Council, the Chief Administrative Office and Department Managers on the status of the Town's finances and the actions required to meet the Town's financial obligations and objectives.

MISSION STATEMENT

To provide effective, efficient and quality services valued by our internal and external customers thereby enhancing service levels and satisfaction to our ratepayers.

This mission statement is achieved by the implementation of the following objectives:

- To ensure long term planning is undertaken in all service areas to maximize service delivery.
- To safeguard the assets of the organization.
- To work with internal departments to develop workable financing plans for acquisition and construction of capital projects.
- To ensure the municipality's debt portfolio is managed effectively.
- To exercise proper management of the funds of the municipality.
- Handling all of the financial affairs of the municipality on behalf and in the manner directed by Council.
- To comply with auditing and legislative standards.

2012 SIGNIFICANT ACHIEVEMENTS

- Continually improve communications to ratepayers in the form of tax billing, web site communication and publications.
- Continue the integration of services standards into the budget process.
- Completed the modeling of our current rates and fees, with recommended changes for Council consideration, including the introduction of potential revenue areas.
- Continue to provide financial advice and assistance to the municipal team.
- Recipients of the GFOA Distinguished Budget Presentation Award for the second consecutive year.
- Hired and trained new Payroll Coordinator.
- Successfully implemented a new more efficient version of Ceridian Payroll.
- Automated the uploading of Ceridian payroll information into the general ledger.
- Re-organized the department in order to incorporate better emphasis on customer service.

2013 DIRECTION AND PRIORITIES

- Review of insurance and banking services in anticipation of the RFP process.
- Co-sponsor the development of the capital asset management plan.
- Review service delivery and customer service procedures.
- Preparations to begin for the 2014 Development Charges Study.
- Review work flow processes in order to incorporate more efficient procedures.
- Review options regarding the implementation of automated systems and procedures.

TREASURY

- Ongoing review and update of Treasury related policies.
- Review and update the investment management policy.

2013 ASSUMPTIONS AND MAJOR ISSUES

- Continued changes in provincial and Canadian standards in the accounting profession, reporting requirements and internal and external demand for information will require a future investment in new business systems and processes.
- Staff training will be a major issue in 2013 with the hiring of three new individuals.



Circa 1886 Orangeville Post Office

TREASURY

		2013 Budget	Comparisons				
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
Expenditures							
05-101-00-001	Salaries - Full Time	\$ 636,320	\$ 620,887	\$ 532,994	\$ 516,432	\$ 15,433	2.5%
05-101-00-005	Salaries - Part Time	43,012	42,342	62,988	37,826	670	1.6%
05-101-00-021	Employee Benefits - Full Time	200,329	187,157	157,817	139,574	13,172	7.0%
05-101-00-025	Employee Benefits - Part Time	4,717	6,785	7,235	3,138	(2,068)	-30.5%
05-101-00-043	Employment Agencies	-	-	9,464	-	-	-
05-101-00-045	Office Supplies / Materials	6,000	6,000	6,363	5,026	-	-
05-101-00-047	Telephone / Communications	1,700	1,700	1,286	1,493	-	-
05-101-00-049	Insurance	-	-	654	768	-	-
05-101-00-051	Printing / Photocopy Costs	9,000	9,000	10,718	11,291	-	-
05-101-00-053	Postage / Courier / Fax	300	300	189	197	-	-
05-101-00-055	Advertising	500	500	413	2,163	-	-
05-101-00-057	Service Agreement / Equip Repair	2,000	2,000	816	1,502	-	-
05-101-00-063	Computer Operation & Supplies	2,000	2,000	618	2,153	-	-
05-101-00-065	Computer Mtce Agreement / Licence	56,500	56,500	24,186	41,475	-	-
05-101-00-067	Office Equipment	1,500	1,500	345	1,845	-	-
05-101-00-071	Memberships / Subscriptions	2,800	2,100	2,733	2,129	700	33.3%
05-101-00-073	Workshops / Training Courses	5,000	5,000	4,308	4,239	-	-
05-101-00-075	Conferences	4,000	4,000	1,869	3,210	-	-
05-101-00-077	Mileage	500	500	335	770	-	-
		976,178	948,271	825,330	775,229	27,907	2.9%

TREASURY

		2013 Budget	Comparisons				
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
Revenues							
05-102-00-526	Cost Recovery - Internal	(54,700)	(54,700)	(54,700)	(52,500)	-	-
05-102-00-530	Tax Certificates	(20,000)	(20,000)	(22,820)	(22,835)	-	-
05-102-00-532	User fee Revenues	(57,075)	(57,075)	(59,864)	(29,870)	-	-
05-102-00-535	Refund fee	(100)	(100)	(125)	(210)	-	-
05-102-00-546	Returned cheque fee	(2,000)	(2,000)	(3,390)	(2,504)	-	-
05-102-00-547	Transfer from Reserve	(20,000)	(20,000)	-	-	-	-
05-102-00-554	Tax Confirmation Letter Fees	(1,000)	(1,000)	(1,474)	(1,540)	-	-
05-102-00-625	Sundry Revenue	(500)	(500)	(1,364)	(4,725)	-	-
		(155,375)	(155,375)	(143,737)	(114,184)	-	-
Net Tax Levy		\$ 820,803	\$ 792,896	\$ 681,594	\$ 661,045	\$ 27,907	3.5%

INFORMATION TECHNOLOGY

INTRODUCTION

The Information Technology Department is responsible for all aspects of the Town's information technology infrastructure. The unit also supports the Orangeville Police Service and Library Boards technology infrastructure and applications. This includes the secure and reliable network that connects workstations, printers and scanners at sites throughout the Town and provides users with access to essential software tools, integrated data sources, and the internet; databases that house and protect extensive data collections across the corporation; software applications that streamline processes and services; websites that extend electronic information access and online services to staff and citizens; telephone, cell phone, voice mail, and handheld devices that facilitate effective communications; public workstations and wireless services that expand public computing and internet access; and backend systems that support the diverse services provided by the Town's departments.



From the collection of the DCMA

2012 SIGNIFICANT ACHIEVEMENTS

Sustaining efforts to protect the Town's information technology infrastructure, including:

- Work with Orangeville's department to plan and determine needs for a singular asset management, Work order system.
- Supply technical leadership and support for ongoing information technology projects within the civic organization.
- Acquiring and deploying new and replacement information technology equipment in a timely and cost-effective manner.
- Supporting, upgrading, and maintaining the Town's corporate and desktop software applications.
- Implement stronger security solutions on the network to maintain high level of security to the town network and information.
- Review IT Policies, updating or creating based on the new security model.

2013 DIRECTION AND PRIORITIES

- Completion of 21 new sites onto the network in support of public works new water management system.
- Refine online registration solutions being implemented.
- Emergency Operations Centre at Diane Dr. completion
- Work with Clerks to department to see implementation of SharePoint
- Public Wi-Fi Initiative
- Expand the usage of Fibre Optic Network.

INFORMATION TECHNOLOGY

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
Expenditures								
04-104-00-001	Salaries - Full Time	\$ 320,908	\$ 300,205	\$ 306,123	\$ 273,660	\$ 20,703	6.9%	
04-104-00-021	Employee Benefits - Full Time	95,375	86,219	88,422	70,904	9,156	10.6%	
04-104-00-045	Office Supplies / Materials	472	450	10	1,500	22	4.9%	
04-104-00-047	Telephone / Communications	29,710	27,960	38,302	39,864	1,750	6.3%	
04-104-00-048	Data Lines	15,200	15,000	15,051	-	200	1.3%	
04-104-00-051	Printing / Photocopy Costs	315	300	-	225	15	5.0%	
04-104-00-053	Postage / Courier / Fax	350	350	-	115	-	-	
04-104-00-059	Equipment Rentals	-	-	4,498	-	-	-	
04-104-00-063	Computer Operation & Supplies	89,145	89,150	133,672	67,216	(5)	-	
04-104-00-067	Office Equipment	300	300	-	2,246	-	-	
04-104-00-069	Professional Fees	25,000	25,000	7,404	16,312	-	-	
04-104-00-071	Memberships / Subscriptions	1,500	1,500	-	1,030	-	-	
04-104-00-073	Workshops / Training Courses	10,500	10,500	9,701	9,300	-	-	
04-104-00-077	Mileage	4,715	4,600	7,592	4,763	115	2.5%	
04-104-00-104	Service Agreements / Equip Repair	94,524	97,025	84,108	95,764	(2,501)	-2.6%	
		688,014	658,559	694,883	582,899	29,455	4.5%	
Revenues								
04-104-00-526	I.S. Cost Recovery	(167,000)	(167,000)	(167,000)	(126,295)	-	-	
	Net Tax Levy	\$ 521,014	\$ 491,559	\$ 527,883	\$ 456,604	\$ 29,455	6.0%	

CORPORATE ALLOCATIONS

INTRODUCTION

The Corporate Allocations section of the Operating Budget is comprised of several elements which have not been identified within specific departments. Expenditures and revenues in this classification generally pertain to the Municipal operations as a whole or the benefits are shared across the entire Municipality. Additional details are provided below.

FACILITIES

This section deals with the operation of the Municipal Town hall building, the train station building and the new Visitor Information building.

CORPORATE EXPENDITURES

This section pertains to the general operations of the Town as a whole. This classification includes items such as:

- Insurance administration (broker and adjusters fees). Insurance coverage premiums are charged to specific departments.
- Legal, auditing and other professional services.
- Service charges relating to banking and payroll administration.
- Funding for special initiatives as approved by Council including website upgrades and records management.
- Tax write-offs based on successful appeals.
- Contributions to the Credit Valley Conservation Authority. Mandated levy contribution to ensure Ontario's water, land and natural habitats are conserved, restored and responsibly managed through watershed-based programs.

- The beautifying of downtown Orangeville through the Facade Improvement grant program.

Corporate Financing includes several components such as:

- Continued commitment to the community infrastructure reserve contributions \$1,960,000.
- Energy retro-fit reserve payback allocations of \$100,000.
- Capital projects funding from operating of approximately \$1,370,000.
- Total debt principle and interest payment of approximately \$1,900,000. Of this amount approximately \$1,200,000 is recovered from Development Charges, BIA Contributions and Water/Wastewater Contributions.

CORPORATE REVENUES

Tax Levy

Property taxation is a major source of revenue for the Town. To determine the tax levy for a property, the property's assessment value is multiplied by tax rate for its property class.

Payments-In-Lieu-of Taxes (PIL'S)

Although property owned and occupied by the government and government entities is not subject to taxation, they are liable for payments-in-lieu-of taxes, generally at the equivalent tax rates. The 2013 budget reflects the actual assessment values provided by the Municipal Property Assessment Corporation.

CORPORATE ALLOCATIONS

Interest on Investments

Interest earned on bank deposits, investments, and loans through cash management policy and strategy.

Interest on Taxes

This source of revenue is resulting from the late payment of property taxes. These penalties are imposed in accordance with Provincial Legislation. The maximum allowable rate is 1.25% per month, which the Town does apply to amounts overdue monthly.

Cost Recoveries

These are charge-backs generally to the water and wastewater accounts (which are self-sustaining) and other expenditure classifications for the purpose of recovering costs from external parties.



Aerial view of Island Lake



Aerial view of Broadway

CORPORATE ALLOCATIONS SUMMARY

	2013 Budget	Comparisons				% Change 2012/13
		2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	
Expenditures:						
Facilities	\$ 830,485	\$ 329,504	\$ 309,480	\$ 274,583	\$ 500,982	152.0%
Development Charge By-Law Update	5,000	-	-	18,275	5,000	-
Elections	25,000	25,000	26,501	27,139	-	0.0%
Corporate	6,376,463	5,035,903	5,977,030	3,495,637	1,340,560	26.6%
	7,236,948	5,390,407	6,313,011	3,815,635	1,846,542	34.3%
Revenues:						
Facilities	(55,800)	-	-	(30,000)	(55,800)	-
Development Charge By-Law Update	(5,000)	-	(185,836)	-	(5,000)	-
Elections	-	-	-	-	-	-
Corporate	(31,228,109)	(29,897,130)	(30,168,663)	(27,028,091)	(1,330,979)	4%
	(31,288,909)	(29,897,130)	(30,354,499)	(27,058,091)	(1,391,779)	5%
NET TAX LEVY	\$ (24,051,961)	\$ (24,506,723)	\$ (24,041,488)	\$ (23,242,456)	\$ 454,763	-2%

CORPORATE ALLOCATIONS

		2013 Budget	Comparisons				
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
Facilities							
Administration - Building							
Expenditures							
04-065-00-001	Salaries - Full Time	\$ 85,864	\$ 83,760	\$ 82,754	\$ 78,600	\$ 2,104	2.5%
04-065-00-021	Employee Benefits - Full Time	32,654	30,938	30,477	27,557	1,716	5.5%
04-065-00-047	Telephone	3,330	3,330	3,421	2,843	-	-
04-065-00-049	Insurance	5,958	5,063	5,263	6,874	895	17.7%
04-065-00-101	Gas	14,500	14,445	12,497	15,507	55	0.4%
04-065-00-103	Hydro	30,500	30,456	38,752	37,731	44	0.1%
04-065-00-105	Maintenance Supplies	8,180	8,180	8,444	7,820	-	-
04-065-00-107	Maintenance Repairs	23,000	23,000	28,966	19,233	-	-
04-065-00-109	Mat Service	3,000	3,032	2,421	3,027	(32)	-1.1%
04-065-00-111	Equipment & Repairs	4,000	4,000	-	3,635	-	-
04-065-00-115	Lawn / Garden Maintenance	4,100	4,100	1,970	2,635	-	-
04-065-00-116	Elevator Maintenance	10,100	10,100	1,595	12,770	-	-
04-065-00-117	Janitorial Services	39,000	39,000	36,658	38,786	-	-
04-065-00-118	Security System	2,000	1,600	3,349	1,718	400	25.0%
04-065-00-120	Snow Removal - Town Hall Lot	1,600	1,600	-	1,450	-	-
04-065-00-385	Transfer to Reserves (security system)	-	-	-	5,000	-	-
		267,785	262,604	256,566	265,186	5,182	2.0%
Revenues							
04-065-00-550	Facility Rentals	-	-	-	(30,000)	-	-
Sub-total Administration - Building		267,785	262,604	256,566	235,186	5,182	2.0%

CORPORATE ALLOCATIONS

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
<i>Rail Yard and Train Station</i>								
Expenditures								
12-710-00-101	Gas	500	-	-	-	500	-	
12-710-00-103	Hydro	500	-	-	-	500	-	
12-710-00-105	Maintenance Supplies	2,000	-	-	-	2,000	-	
12-710-00-107	Maintenance Repairs	3,000	-	-	-	3,000	-	
12-710-00-115	Lawn / Garden Maintenance	2,500	-	-	-	2,500	-	
12-710-00-120	Snow Removal - Town Hall Lot	3,000	-	-	-	3,000	-	
12-710-00-209	Outside Services	4,500	4,500	450	898	-	-	
12-710-00-246	Property Taxes	460,000	-	-	-	460,000	-	
12-710-00-386	Train Station Activities	31,500	42,000	42,009	38,500	(10,500)	-25.0%	
	<i>Sub-total Train Station</i>	507,500	46,500	42,459	39,398	461,000	991.4%	
<i>Visitor Information Centre</i>								
Expenditures								
12-726-00-047	Telephone / Communications	2,000	1,200	-	-	800	66.7%	
12-726-00-049	Insurance	1,500	1,500	1,500	-	-	-	
12-726-00-101	Gas	4,200	2,700	50	-	1,500	55.6%	
12-726-00-103	Hydro	4,800	3,000	-	-	1,800	60.0%	
12-726-00-105	Maintenance Supplies	3,000	1,500	299	-	1,500	100.0%	
12-726-00-107	Maintenance Repairs	2,000	1,000	-	-	1,000	100.0%	
12-726-00-115	Lawn / Garden Maintenance	2,500	2,500	-	-	-	-	
12-726-00-117	Janitorial Services	12,000	2,000	20	-	10,000	500.0%	
12-726-00-118	Security System	2,000	1,000	-	-	1,000	100.0%	

CORPORATE ALLOCATIONS

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
12-726-00-120	Snow Removal	2,200	800	-	-	1,400	175.0%	
12-726-00-246	Property Tax	19,000	3,200	8,586	-	15,800	493.8%	
		55,200	20,400	10,455	-	34,800	170.6%	
Revenues								
12-726-00-523	Facility Rentals	(55,800)	-	-	(30,000)	(55,800)	-	
Sub-total Visitor Information Centre		(600)	20,400	10,455	(30,000)	(21,000)	-102.9%	
NET Facilities:		774,685	329,504	309,480	274,583	445,182	135.1%	
Development Charge By-Law Update								
Expenditures								
04-063-00-069	Professional Fees	5,000	-	-	18,275	5,000	-	
Revenues								
04-063-00-547	Transfer From Reserve	(5,000)	-	(185,836)	-	(5,000)	-	
Sub-total Development Chrg By-Law		-	-	(185,836)	18,275	-	-	
Elections								
Expenditures								
04-061-00-209	Outside Services	-	-	1,501	2,139	-	-	
04-061-00-385	Transfer To Reserve (Election)	25,000	25,000	25,000	25,000	-	-	
Sub-total Elections Office		25,000	25,000	26,501	27,139	-	-	

CORPORATE ALLOCATIONS

		2013 Budget	Comparisons				
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
Corporate Expenditures							
05-103-00-042	Payroll Charges / Bank Charges	58,319	58,319	56,128	64,955	-	-
05-103-00-049	Insurance Administration	50,000	50,000	3,414	102,867	-	-
05-103-00-050	Retiree Benefits & Salary Continuance	215,000	140,000	290,570	40,021	75,000	53.6%
05-103-00-051	Corporate Contingency	25,000	15,482	-	-	9,518	61.5%
05-103-00-053	Postage Expense	30,000	30,000	34,780	34,576	-	-
05-103-00-069	Professional Fees	160,000	160,000	382,337	225,902	-	-
05-103-00-073	Workshops / Training	15,000	15,000	16,493	13,343	-	-
05-103-00-143	Tax Write Offs	300,000	240,000	333,970	399,154	60,000	25.0%
05-103-00-145	ESA Fees	16,000	16,000	19,920	15,376	-	-
05-103-00-149	WSIB Schedule II	75,000	75,000	75,704	71,838	-	-
05-103-00-321	Special Initiatives	127,700	105,500	14,897	34,931	22,200	21.0%
05-103-00-383	Transfer to Capital - Corporate	1,261,550	1,364,800	1,390,473	1,611,416	(103,250)	-7.6%
05-103-00-385	Transfer to Reserve	1,960,115	718,115	1,138,150	350,000	1,242,000	173.0%
05-103-00-386	Capital Financing	1,879,654	1,848,976	2,006,270	382,662	30,678	1.7%
06-245-00-084	Vicki Barron Lakeside Trail Maintenance	8,000	8,000	8,000	-	-	-
06-245-00-085	Credit Valley Conservation	122,625	118,211	116,432	88,888	4,414	3.7%
06-245-00-087	Friends of Island Lake CVC Trail Support	25,000	25,000	25,000	25,000	-	-
12-710-00-375	Façade Improvement Grant	30,000	30,000	55,427	34,710	-	-
12-710-00-385	Transfer to Reserve - Façade	-	-	4,573	-	-	-
		6,376,463	5,035,903	5,977,030	3,495,637	1,340,560	26.6%

CORPORATE ALLOCATIONS

		2013 Budget	Comparisons				
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
Corporate Revenue							
05-105-00-500	Tax Levy	(26,402,965)	(26,946,695)	(26,946,704)	(24,912,225)	543,730	-2.0%
05-105-00-501	Supplementary Taxes	(300,000)	(234,800)	(370,049)	(515,387)	(65,200)	27.8%
05-106-00-500	Debt Charges Recoverable	(1,231,179)	(1,145,470)	(625,673)	(294,942)	(85,709)	7.5%
05-107-00-510	Canada Post PIL	(10,225)	(10,225)	(10,733)	(10,227)	-	-
05-107-00-511	MTO PIL	(800)	(1,900)	(710)	(658)	1,100	-57.9%
05-107-00-512	Municipal Act - Hospital	(17,000)	(17,000)	(18,807)	(17,974)	-	-
05-107-00-514	Hydro One - PIL Town Portion	(68,100)	(67,000)	(69,908)	(67,430)	(1,100)	1.6%
05-107-00-516	Orangeville Hydro - PIL Town portion	(54,000)	(54,000)	(53,582)	(53,956)	-	-
05-107-00-517	Greater Toronto Transit Authority PIL	(15,500)	(15,500)	(16,901)	(15,830)	-	-
05-107-00-518	Railway Lands PIL	(900)	(900)	(704)	(704)	-	-
05-112-00-523	Property Rental	-	-	-	(8,786)	-	-
05-112-00-524	Investment Income	(20,000)	(20,000)	(10,409)	(13,143)	-	-
05-112-00-526	Administration Costs Recovered	(529,440)	(480,640)	(538,004)	(459,842)	(48,800)	10.2%
05-112-00-527	P.O.A. Fines Recovered	(150,000)	(70,000)	(166,438)	(91,477)	(80,000)	114.3%
05-112-00-529	Other Revenues	(20,000)	(2,000)	(28,750)	(24,309)	(18,000)	900.0%
05-112-00-531	Penalties & Interest on Taxes	(500,000)	(408,000)	(566,658)	(538,384)	(92,000)	22.5%
05-112-00-533	Hydro Dividends	(1,800,000)	(348,000)	(628,437)	-	(1,452,000)	417.2%
05-112-00-534	Property Sales	(30,000)	-	(38,412)	(2,816)	(30,000)	-
05-112-00-536	Ontario Specific Grants	(3,000)	-	(2,785)	-	(3,000)	-
05-112-00-547	WSIB Schedule II - T/f From Reserve	(75,000)	(75,000)	(75,000)	-	-	-
		(31,228,109)	(29,897,130)	(30,168,663)	(27,028,091)	(1,330,979)	4.5%
	Net Tax Levy	\$ (24,051,961)	\$ (24,506,723)	\$ (24,041,488)	\$ (23,212,456)	\$ 454,763	-1.9%

PARKS AND RECREATION

INTRODUCTION

The 2013 Budget submission for Parks and Recreation supports the vision and goals detailed in the ten year Strategic Plan, community feedback and recommendations made through the Recreation Committee and Council.

MISSION

The Mission of the Parks and Recreation Department is

“To provide opportunities for all residents to participate in an active and healthy lifestyle that benefits the mind and body”.

The vision is identified in five core objectives:

1. Increase physical activity opportunities for children and youth.
2. Promote opportunities for seniors to live active and healthy lifestyles.
3. Maintain all parks and recreation facilities to an appropriate standard.
4. Maximize use of parks and recreation facilities and increase revenue.
5. Regularly seek community input and work with local groups and municipalities and provide feedback.

These priorities are supported by all of the key service areas: administration, parks, trails, recreation facilities, programs, community development and special events.

2012 SIGNIFICANT ACHIEVEMENTS

Administration / Customer Service / Information Technology

- Assessed the requirements for a Point of Sale system for aquatics registration at Alder St. RC to process registrations and payments – not recommended at this time.
- Assessed the requirements for the installation of Compass card readers – not recommended at this time.
- Assessed current Class database management processes, updated requirements and developed a plan to improve data management and reporting capabilities to its full potential.
- Reviewed compliance with terms of lease agreements and payments and recommended changes to Council.

Committees

- Continued to support the development of a sustainable Sports Council.
- Provided administrative and advisory support to: Parks and Recreation, Trailway, First Night, Mayor’s Youth Advisory, Sports, and other committees.
- Worked with community residents to formalize relationship with the Town for fundraising for off-leash dog park and Mill St. Peace Park.

Facilities

- Commenced an assessment of indoor recreation facility demand and supply benchmarked against recreation sector standards.
- Commenced an assessment of Tony Rose MSC to determine capital utilization rates and costs to repair / replace the two ice pads and pool tank and systems.

PARKS AND RECREATION

- Enhanced access control and security systems at Alder St. RC, Tony Rose MSC and 120 Diane Drive.
- Developed concepts and requirements for marquis signs at Alder Street RC and Tony Rose Memorial MSC.
- Completed required repairs and upgrades to the Brown's Farm Park facility at 120 Diane Drive.
- Completed Alder St. RC fall arrest system and roof repairs initiated in 2011.
- Engineering assessment completed to resurface waterslide stairs at Adler Street Recreation Centre to prevent future deterioration resulting from rusting.

Health and Safety

- Replaced chlorine disinfecting system at both swimming pools storage rooms to prevent dangerous result of chemicals interacting.

Human Resources

- Worked with HR to review and update department structure to reflect changing demands for services.

Marketing / Promotions / Communication / Sponsorship

- Continued to improve advertising and promotion of programs and services including branding, signage, advertising and communication (including website improvements and social media).
- Published two Parks and Recreation community guides to promote the range of parks, recreation, library and community based programs available to community.
- Promoted the trailway system.
- Increased utilization of facilities, parks and trails through promotion and sponsorship.

- Promoted Sports Tourism to increase use of Town facilities and sports fields, in partnership with the BIA.
- Promoted sponsorship opportunities encouraging local businesses to support access to recreation for free community events.
- Promoted increased use of Town facilities by schools.

Parks

- Completed construction of the sports pad at Brown's Farm Park, in partnership with the Orangeville Lions Club.
- Engaged a parks planner to work with the community and stakeholders to gather input, create a concept plan, and estimate a budget for development at Brown's Farm Park, Fendley Park Splash Pad (in partnership with the Rotary Club of Orangeville) and Mill St. Park.
- Completed an assessment of tennis court #4 at Rotary Park, and courts at Idyllwild and Myr Morrow Parks.
- Replaced playground equipment and upgraded Haley Parkette and Credit Lake Park.
- Supported the fundraising efforts for Mill St., Fendley, Off-leash Dog and Brown's Farm Parks.
- Ongoing maintenance and repairs to 95 acres of parks, and 9 kilometres of trails.
- Initiated operational requirements of the off-leash dog park and the outdoor sports pad.
- Worked with the Orangeville Sustainability Action Team on the development of a community garden and tree planting.

PARKS AND RECREATION

Policy

- Research, consult with community, recommend and implement:
- Affiliation, Space Allocation, Terms and Conditions and Fundraising policies for community user groups.
- Received a Healthy Community Grant for a program planning model to determine the best mix of direct and community based program delivery options, and confirm the Department's role in program delivery.
- Surveyed sport groups to determine office and storage requirements in Town facilities based on ability to accommodate space needs and costs / fees associated with renting space.
- Updated and approved park and facility rental terms and conditions.
- Implemented no smoking by-law on Parks and Recreation property.

Programs

- Initiated process to assess community needs in recreation program and service delivery, and work in partnership with community agencies and organizations, to address gaps in service.
- Supported existing and encouraged new, community organizations to ensure success in recreation program delivery.
- Worked with schools and community partners, including the Town of Orangeville Library, to enhance opportunities for children and youth to be more active.
- Increased physical activity for children and youth through the promotion of the *inMotion* community program.
- Encouraged opportunities for children and youth with disabilities to integrate into recreation programs.
- Expanded the range of direct-delivery programming opportunities for children, youth, adults and seniors.

- Increased opportunities for engaging youth – e.g. drop-in programs, year-round youth events, Youth Week celebrations and the Mayor's Youth Advisory Committee.
- Increased the range of advanced aquatic leadership programs, targeted at local and surrounding communities.
- Launched a successful Lifesaving Sport Club for children and youth.
- Expanded opportunities for families, children and youth including flexible, unstructured drop-in access to swimming, skating, children's activities at the Market on Broadway, and twice-weekly Play in the Park programs.

Special Events

- Planned and delivered Families *inMotion* Day, Youth Nights, Boys and Girls Night Out, as well as a float in the Santa Claus parade.
- Partnered with Presidents and the Communications Division to host the PC BBQ event.
- Lead the First Night Ad Hoc Committee in hosting the 2012 event at the Tony Rose MSC including free swims, skates, outdoor activities and fireworks display.

Sports Fields

- Assessed needs, researched best practices and developed equipment requirements to improve efficiency in maintaining outdoor parks, trails and sports fields.
- Worked with Sports Council and sport user groups to develop policies which optimize use of sports fields, especially for soccer & lacrosse.

PARKS AND RECREATION

Trails

- Re-surface trails and walkways at Rebecca Hills and Mother Teresa Parks to address washout after rainstorms, and meet accessibility standards.
- Worked with Trailway Committee to confirm priority trails for the 2013 Capital Budget deliberations.

2013 DIRECTION AND PRIORITIES

Administration / Customer Service

- Realign job functions to better meet customer service requirements.
- Increase online registrations from 7% to 25% of total registrations through adjustment of online fees.

Aquatics

- Increase the range of aquatics programs to ensure maximum utilization of facilities.
- Expand Lifesaving Sport program to include all age groups.
- Expand the range of aquafit classes to meet a wider range of abilities.

Committees

- Provide administrative support to parks and recreation committees: Recreation, Trailway, Mayor's Youth Advisory, Sports Council, and other ad hoc committees.

Facilities

- Engage the community and stakeholders in completing the indoor recreation facility assessment study, develop a Business Case to

determine utilization rates and opportunities for re-purposing indoor facility space to meet changing community needs, and develop a 5–10 year capital projection for maintaining and upgrading recreation facilities.

- Design, bid and install two marquis signs.
- Administer the Arena Advertising Program and report back to Council on future operating options.
- Improve facility requirements to meet safety regulations and codes.
- Upgrade facility features and amenities to better meet customer / program / sport requirements.
- Perform lifecycle repairs, maintenance and replacement on facility components and amenities.

Health and Safety

- Complete workplace specific assessments in compliance with OHS requirements.

Human Resources

- Work with the Human Resources Division to ensure that the department is aligned to meet service requirements.
- Continue to develop job sharing options between facilities and parks for shoulder and summer seasons.

Marketing / Promotions

- Continue to implement the department's Marketing Plan, utilizing a marketing approach to program development and facility utilization, to meet customer needs.
- Promote and expand the Community Matching Fund program.

PARKS AND RECREATION

Parks

- Work with stakeholders and the community to develop a Parks Master Plan to identify upgrades, new features and re-purposing of exiting parks.
- Complete a detailed design and budget for Fendley Park Splash Pad and Brown's Farm Sports Park.
- Review and enhance equipment requirements to improve efficiency in maintaining outdoor facilities.
- Work with Sports Council and user groups to optimize the use of existing, and determine the need for new sports fields.
- Support community and service club fundraising for parks.
- Pursue an agreement with the County of Dufferin for open space between Dawson Rd. and Centre St.

Programs

- Continue to expand, through direct delivery, contacts and in partnership, the range of parks and recreation programs based on identified community need.
- Complete the Healthy Community Fund Grant Program Planning Project, including a community needs assessment, gap analysis, programs database, and partnerships.
- Develop and implement a program planning model to determine the best mix of direct and community based program delivery options, and confirm the department's role in program delivery.
- Promote integrated opportunities for children and youth with disabilities and seniors.

Policy

- Develop and implement Affiliation, Ice Allocation, and Fundraising policy for community user groups.

- Review and recommend parks, facilities and program User Fees for 2014.

Special Events

- Plan and deliver one of the Town's 150th Anniversary at First Night New Year's Eve Celebration 2013, Families *inMotion* Day, Youth Nights, and Santa Claus parade float.
- Support 150th Anniversary Celebrations in Town parks and facilities.

Trailway

- Continue to work with the Trailway Committee to update Trails Master Plan and confirm future trail development plans.
- Design and construct approved trail projects.

OnGoing Activities

- Work with schools, community partners, and Orangeville Library, to enhance program opportunities, and build capacity for delivering sports and events.
- Participate on the *inMotion* advisory committee and promote increasing physical activity.

PARKS AND RECREATION

	2013 Budget	Comparisons				
		2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
Summary						
Expenditures:						
Recreation Administration	\$ 273,108	\$ 273,037	\$ 319,671	\$ 290,539	\$ 71	-
Diane Drive Site	17,000	26,000	13,765	10,560	(9,000)	-34.6%
Children's Programming	150,985	121,261	127,221	129,066	29,724	24.5%
Summer Camps	211,524	210,526	175,834	193,816	998	0.5%
Alder Street Recreation Centre	2,668,306	2,695,251	2,584,450	2,362,804	(26,945)	-1.0%
Tony Rose Memorial Sports Centre	1,701,169	1,683,063	1,337,995	1,531,609	18,105	1.1%
Parks Operations	911,904	831,837	804,524	752,317	80,067	9.6%
Total Expenses	5,933,996	5,840,975	5,363,459	5,270,710	93,021	1.6%
Revenues:						
Recreation Administration	(5,000)	(12,000)	(2,900)	-	7,000	-58.3%
Diane Drive Site	-	(6,000)	-	(6,000)	6,000	-
Children's Programming	(74,400)	(65,750)	(56,298)	(63,129)	(8,650)	13.2%
Summer Camps	(172,500)	(177,000)	(163,844)	(203,808)	4,500	-2.5%
Alder Street Recreation Centre	(1,631,118)	(1,727,250)	(1,610,104)	(1,513,866)	96,132	-5.6%
Tony Rose Memorial Sports Centre	(880,055)	(880,000)	(871,033)	(761,283)	(55)	0.0%
Parks Operations	(65,500)	(68,175)	(63,538)	(68,263)	2,675	-3.9%
Total Revenues	(2,828,573)	(2,936,175)	(2,767,716)	(2,616,349)	107,602	-3.7%
Net Tax Levy	\$ 3,105,423	\$ 2,904,800	\$ 2,595,743	\$ 2,654,360	\$ 200,623	6.9%

PARKS AND RECREATION

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
Recreation Administration								
Expenditures								
13-530-00-001	Salaries - Full Time	172,714	170,434	221,307	221,787	2,280	1.3%	
13-530-00-021	Benefits - Full Time	50,794	47,503	58,742	50,466	3,291	6.9%	
13-530-00-112	Liability Insurance	12,000	12,000	10,649	10,000	-	-	
13-530-00-120	Office Supplies	1,400	1,400	712	473	-	-	
13-530-00-125	Photocopies & Courier	700	700	331	322	-	-	
13-530-00-140	Advertising	-	3,000	-	1,550	(3,000)	-100.0%	
13-530-00-141	Public Relations / Promotions	3,000	2,000	1,878	542	1,000	50.0%	
13-530-00-150	Meeting Expenses	2,000	2,000	716	283	-	-	
13-530-00-160	Professional Association Fees	1,600	1,600	1,567	491	-	-	
13-530-00-165	Workshops / Training Courses	2,000	2,000	926	498	-	-	
13-530-00-166	Conferences	2,000	2,000	1,268	-	-	-	
13-530-00-170	Mileage	1,200	1,200	1,558	861	-	-	
13-530-00-210	Cell Phones	1,200	1,200	775	924	-	-	
13-530-00-245	Software Support	6,000	6,000	13,082	1,435	-	-	
13-530-00-247	Software Purchase	3,500	5,000	540	196	(1,500)	-30.0%	
13-530-00-470	Special Projects	13,000	15,000	5,619	714	(2,000)	-13.3%	
		273,108	273,037	319,671	290,539	71	0.0%	
Revenues								
13-530-00-602	Ontario Grants	-	-	(2,900)	-	-	-	
13-530-00-690	Additional fees	(5,000)	(12,000)	-	-	7,000	-58.3%	
		(5,000)	(12,000)	(2,900)	-	7,000	-58.3%	
Sub-total Parks and Rec Administration		268,108	261,037	316,771	290,539	7,071	2.7%	

PARKS AND RECREATION

		2013 Budget	Comparisons				
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
<i>Diane Drive Site</i>							
Expenditures							
13-550-00-303	Hydro	9,000	12,000	7,854	8,512	(3,000)	-25.0%
13-550-00-315	Cleaning Supplies	500	500	984	271	-	-
13-550-00-317	Maintenance and Repairs	3,000	3,000	361	801	-	-
13-550-00-320	Security	1,500	3,500	443	773	(2,000)	-57.1%
13-550-00-322	Life Safety Services	1,500	2,000	-	201	(500)	-25.0%
13-550-00-323	Consultation	1,500	5,000	4,123	-	(3,500)	-70.0%
		17,000	26,000	13,765	10,560	(9,000)	-34.6%
Revenues							
13-550-00-699	Transfer from Reserve	-	(6,000)	-	(6,000)	6,000	-100.0%
		-	(6,000)	-	(6,000)	6,000	-100.0%
<i>Sub-total Diane Drive Site</i>		17,000	20,000	13,765	4,560	(3,000)	-15.0%

Recreation Children's Programming

Expenditures							
13-570-00-001	Salaries - Full Time	29,980	26,423	32,904	40,198	3,557	13.5%
13-570-00-005	Salaries - Part Time	63,702	33,776	32,846	32,585	29,926	88.6%
13-570-00-021	Benefits - Full time	10,049	8,881	10,335	15,977	1,168	13.1%
13-570-00-028	Benefits - Part Time	4,299	4,073	3,278	2,996	226	5.5%
13-570-00-120	Office Supplies	300	300	22	180	-	-
13-570-00-125	Printing / Photocopying	200	200	176	178	-	-

PARKS AND RECREATION

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
13-570-00-140	Advertising	3,000	2,500	3,709	1,721	500	20.0%	
13-570-00-150	Promotions	500	500	328	-	-	-	
13-570-00-160	Professional Associations	1,100	1,100	365	164	-	-	
13-570-00-165	Workshops Training Courses	1,000	1,000	1,620	410	-	-	
13-570-00-166	Conferences	1,200	-	-	-	1,200	-	
13-570-00-170	Mileage	1,000	1,200	259	388	(200)	-16.7%	
13-570-00-180	Uniforms	625	300	402	-	325	108.3%	
13-570-00-210	Cell Phones	480	800	28	142	(320)	-40.0%	
13-570-00-291	Community Grants / Jump Start	-	5,000	-	-	(5,000)	-100.0%	
13-570-00-410	Materials	3,000	2,400	485	719	600	25.0%	
13-570-00-430	Supplies	3,000	3,000	2,266	2,788	-	-	
13-570-00-470	Partner Services	22,000	22,000	36,990	25,620	-	-	
13-570-00-471	Special Events and Facility Rentals	5,000	7,308	1,209	5,000	(2,308)	-31.6%	
13-570-00-482	Transportation	550	500	-	-	50	10.0%	
		150,985	121,261	127,221	129,066	29,724	24.5%	
Revenues								
13-570-00-660	Program Registration	(64,400)	(55,000)	(56,298)	(62,260)	(9,400)	17.1%	
13-570-00-661	Extra Fees	-	(750)	-	-	750	-100.0%	
13-570-00-662	Rental Party Packages	(10,000)	(10,000)	-	(869)	-	-	
		(74,400)	(65,750)	(56,298)	(63,129)	(8,650)	13.2%	
Sub-total Children's Programming		76,585	55,511	70,923	65,937	21,074	38.0%	

PARKS AND RECREATION

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
Summer Camps								
Expenditures								
13-572-00-001	Salaries - Full Time	29,980	35,873	25,987	28,960	(5,893)	-16.4%	
13-572-00-005	Salaries - Part Time	120,196	116,470	90,282	97,892	3,726	3.2%	
13-572-00-021	Benefits - Full Time	10,049	10,111	8,601	7,700	(62)	-0.6%	
13-572-00-025	Benefits - Part Time	14,149	11,322	9,361	7,800	2,827	25.0%	
13-572-00-120	Office Supplies	200	400	537	25	(200)	-50.0%	
13-572-00-140	Advertising	3,300	3,000	2,887	3,022	300	10.0%	
13-572-00-165	Workshops / Training Courses	1,800	1,800	2,109	1,473	-	-	
13-572-00-170	Mileage	700	750	349	1,157	(50)	-6.7%	
13-572-00-180	Uniforms	1,100	800	1,057	1,140	300	37.5%	
13-572-00-210	Cell Phones	900	900	1,186	1,424	-	-	
13-572-00-410	Materials	2,000	2,000	2,851	1,810	-	-	
13-572-00-430	Supplies	4,050	4,000	4,452	5,214	50	1.3%	
13-572-00-431	Camp T-Shirts	5,000	5,000	5,435	8,163	-	-	
13-572-00-470	Partner Services	3,000	3,000	7,786	13,600	-	-	
13-572-00-471	Special Guests (Field Trips)	3,000	4,000	3,451	3,969	(1,000)	-25.0%	
13-572-00-481	Facility Rentals	7,700	6,700	6,798	6,668	1,000	14.9%	
13-572-00-482	Transportation	1,400	1,400	1,926	1,219	-	-	
13-572-00-490	Program Refunds	3,000	3,000	778	2,582	-	-	
		211,524	210,526	175,834	193,816	998	0.5%	
Revenue								
13-572-00-601	Federal Grants	-	(3,500)	(2,873)	(2,873)	3,500	-100.0%	
13-572-00-602	Provincial Grants	(2,500)	(2,500)	(1,890)	(22,200)	-	-	
13-572-00-660	Program Registration	(168,000)	(168,000)	(156,695)	(177,405)	-	-	

PARKS AND RECREATION

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
13-572-00-661	Extra Fees	(1,000)	(2,000)	(330)	(355)	1,000	-50.0%	
13-572-00-680	Product Sales	(1,000)	(1,000)	(2,056)	(975)	-	-	
		(172,500)	(177,000)	(163,844)	(203,808)	4,500	-2.5%	
Sub-total Summer Camps		39,024	33,526	11,990	(9,991)	5,498	16.4%	

Alder Street Recreation Centre General Facility

Expenditures

13-540-00-001	Salaries - Full Time	187,058	178,279	455,407	168,743	8,779	4.9%
13-540-00-005	Salaries - Part Time	35,112	34,582	56,802	40,890	530	1.5%
13-540-00-021	Benefits - Full Time	59,800	54,948	112,969	47,971	4,852	8.8%
13-540-00-025	Benefits - Part Time	5,366	4,488	2,918	4,544	878	19.6%
13-540-00-112	Liability Insurance	28,189	27,536	29,102	26,148	653	2.4%
13-540-00-120	Office Supplies	4,000	3,700	5,970	4,571	300	8.1%
13-540-00-125	Photocopies	4,500	4,900	2,328	4,112	(400)	-8.2%
13-540-00-130	Office Equipment Lease	3,150	3,150	3,061	2,794	-	-
13-540-00-131	Office Equipment Repair	300	300	-	100	-	-
13-540-00-132	Office Furniture & Equipment	1,800	1,800	6,477	3,515	-	-
13-540-00-136	Courier	200	200	273	200	-	-
13-540-00-140	Advertising	1,000	1,000	303	548	-	-
13-540-00-150	Meeting Expenses	750	750	205	109	-	-
13-540-00-160	Professional Assoc Fees	400	500	25	456	(100)	-20.0%
13-540-00-161	Subscriptions/Publications	500	-	-	-	500	-

PARKS AND RECREATION

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
13-540-00-162	Training Materials	1,000	500	-	500	500	100.0%	
13-540-00-165	Workshops / Training Courses	5,000	7,000	4,978	1,244	(2,000)	-28.6%	
13-540-00-166	Conferences	2,000	-	-	-	2,000	-	
13-540-00-170	Mileage	2,000	2,000	1,899	1,640	-	-	
13-540-00-180	Uniforms	7,000	7,000	3,393	4,570	-	-	
13-540-00-201	Telephone	6,000	6,000	4,321	4,283	-	-	
13-540-00-210	Cell Phones and Pagers	3,600	3,600	1,596	2,321	-	-	
13-540-00-216	Two-way Radios	1,000	1,000	566	-	-	-	
13-540-00-220	SOCAN Licensing	800	800	-	149	-	-	
13-540-00-230	Internet	900	540	675	690	360	66.7%	
13-540-00-240	Hardware Maintenance	500	700	-	500	(200)	-28.6%	
13-540-00-242	Hardware Purchases	12,000	15,000	12,268	2,697	(3,000)	-20.0%	
13-540-00-245	Software Support	4,350	4,350	4,342	4,588	-	-	
13-540-00-249	I.T. Supplies	500	-	667	-	500	-	
13-540-00-301	Gas	45,000	43,050	78,806	87,572	1,950	4.5%	
13-540-00-303	Hydro	100,000	95,040	170,873	153,562	4,960	5.2%	
13-540-00-305	Property Tax - Commercial Space	45,000	60,000	51,805	52,171	(15,000)	-25.0%	
13-540-00-310	Property / Boiler Insurance	25,298	21,578	22,432	20,156	3,720	17.2%	
13-540-00-311	Plumbing	7,300	7,700	4,879	13,220	(400)	-5.2%	
13-540-00-312	Painting	4,000	21,000	10,963	31,238	(17,000)	-81.0%	
13-540-00-315	Cleaning Supplies	24,215	24,436	19,839	21,725	(221)	-0.9%	
13-540-00-317	Building Mtce Materials	12,000	13,150	4,932	7,046	(1,150)	-8.7%	
13-540-00-319	Small Tools Purchase	1,500	1,800	352	1,335	(300)	-16.7%	
13-540-00-320	Security	600	500	282	421	100	20.0%	
13-540-00-321	Waste Disposal	6,400	6,700	5,480	5,620	(300)	-4.5%	

PARKS AND RECREATION

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
13-540-00-322	Life Safety Services	10,500	11,450	5,363	5,716	(950)	-8.3%	
13-540-00-323	Mat Service	4,150	4,145	4,272	5,491	5	0.1%	
13-540-00-325	Outside Services	77,800	91,600	31,467	70,666	(13,800)	-15.1%	
13-540-00-330	Equipment Repair Supplies	1,500	1,500	750	2,465	-	-	
13-540-00-331	Equipment Rental	500	3,100	-	880	(2,600)	-83.9%	
13-540-00-332	Equipment Purchases	10,500	10,100	8,645	7,119	400	4.0%	
13-540-00-335	HVAC Supplies	2,650	2,650	201	329	-	-	
13-540-00-336	HVAC Service Contracts	25,000	26,500	23,616	29,064	(1,500)	-5.7%	
13-540-00-338	Equipment Service Contracts	6,500	6,500	5,066	6,732	-	-	
13-540-00-339	Elevator Service Contract	5,500	5,000	3,520	8,282	500	10.0%	
13-540-00-350	Grounds Maintenance	6,200	14,100	13,466	616	(7,900)	-56.0%	
13-540-00-352	Parking Lot Maintenance	7,300	7,800	8,159	7,120	(500)	-6.4%	
13-540-00-355	Snow Clearing Contract	18,000	26,000	10,747	23,674	(8,000)	-30.8%	
13-540-00-356	Snow Clearing Materials	4,225	5,000	1,770	1,981	(775)	-15.5%	
13-540-00-383	Transfer to Capital - Energy Retro Fit	-	-	65,000	-	-	-	
13-540-00-399	Transfer to Reserve	60,000	60,000	60,000	45,000	-	-	
13-540-00-490	Program Refunds	-	400	(3,227)	-	(400)	-100.0%	
		890,413	935,422	1,320,003	937,084	(45,009)	-4.8%	
Revenue								
13-540-00-608	Donations	-	-	-	(3,100)	-	-	
13-540-00-610	Community Room Rentals	(27,000)	(20,000)	(27,442)	(17,686)	(7,000)	35.0%	
13-540-00-615	Commercial Lease Revenue	(150,000)	(215,000)	(133,979)	(195,530)	65,000	-30.2%	
13-540-00-616	Comm Lease - Operating Cost Recovery	(35,000)	(35,000)	(29,440)	(37,740)	-	-	
13-540-00-620	Rental Agreement Revenue	(3,520)	(3,000)	(3,074)	(3,807)	(520)	17.3%	
13-540-00-640	Service Agreement Revenue	(2,000)	(5,000)	(1,644)	(3,400)	3,000	-60.0%	

PARKS AND RECREATION

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
13-540-00-650	Program Revenue (Party Packages)	(1,000)	(5,000)	(898)	(2,184)	4,000	-80.0%	
13-540-00-670	Advertising Revenue	(10,000)	(10,000)	(12,000)	(19,694)	-	-	
13-540-00-831	Facilities Costs Recovered	-	-	(8,800)	-	-	-	
		(228,520)	(293,000)	(217,277)	(283,140)	64,480	-22.0%	
Sub-total Alder Street General Facility		661,893	642,422	1,102,726	653,944	19,471	3.0%	

Ice Operations

Expenditures

13-542-00-001	Salaries - Full Time	237,600	231,302	92,669	280,864	6,298	2.7%
13-542-00-005	Wages - Part Time	55,778	56,274	65,603	57,858	(496)	-0.9%
13-542-00-021	Benefits - Full Time	77,921	72,568	30,281	58,052	5,353	7.4%
13-542-00-025	Benefits - Part Time	8,566	7,140	857	6,583	1,426	20.0%
13-542-00-140	Advertising	500	-	-	-	500	-
13-542-00-160	Professional Association Fees	500	-	-	-	500	-
13-542-00-162	Training Materials	500	500	-	-	-	-
13-542-00-165	Workshops / Training Courses	1,500	3,000	210	70	(1,500)	-50.0%
13-542-00-301	Gas	44,907	43,599	2,427	3,600	1,308	3.0%
13-542-00-303	Hydro	75,643	73,440	89,933	80,822	2,203	3.0%
13-542-00-312	Plumbing	2,500	2,500	87	780	-	-
13-542-00-317	Building Maintenance Supplies	6,200	10,500	2,490	4,157	(4,300)	-41.0%
13-542-00-325	Outside Services	20,275	21,800	55,721	17,051	(1,525)	-7.0%
13-542-00-330	Equipment Supplies	10,725	12,575	4,743	9,689	(1,850)	-14.7%
13-542-00-331	Equipment Rental	1,500	1,500	1,017	1,919	-	-
13-542-00-332	Equipment Purchases	2,050	2,150	2,834	1,364	(100)	-4.7%

PARKS AND RECREATION

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
13-542-00-338	Equipment Service Contracts	37,500	32,000	23,295	19,826	5,500	17.2%	
13-542-00-410	Materials	720	2,500	1,297	2,500	(1,780)	-71.2%	
13-542-00-420	Supplies	3,125	3,100	2,136	2,304	25	0.8%	
		588,010	576,448	375,600	547,437	11,562	2.0%	
Revenues								
13-542-00-621	Hourly Rentals	(615,000)	(612,150)	(619,645)	(592,623)	(2,850)	0.5%	
13-542-00-651	Public Skating	(15,000)	(15,000)	(15,075)	(14,398)	-	-	
13-542-00-652	Shinny	(21,000)	(21,000)	(19,910)	(22,466)	-	-	
13-542-00-653	Ticket Ice	(300)	(500)	(412)	(534)	200	-	
13-542-00-661	Other Program Registration	(6,500)	(6,500)	(6,620)	(6,116)	-	-	
		(657,800)	(655,150)	(661,662)	(636,137)	(2,650)	0.4%	
Sub-total Alder Street Ice Operations		(69,790)	(78,702)	(286,062)	(88,700)	8,912	-11.3%	
Floor Operations								
Expenditures								
13-543-00-001	Salaries - Full Time	33,716	32,905	9,330	29,340	811	2.5%	
13-543-00-005	Wages - Part Time	28,143	23,785	45	27,142	4,358	18.3%	
13-543-00-021	Benefits - Salary Full Time	11,248	10,506	2,607	9,014	742	7.1%	
13-543-00-025	Benefits - Part Time	4,331	3,060	6	2,868	1,271	41.5%	
13-543-00-301	Gas	5,408	5,250	-	2,500	158	3.0%	
13-543-00-303	Hydro	2,225	2,160	-	1,500	65	3.0%	
13-543-00-317	Building Maintenance Materials	1,100	1,100	274	205	-	-	

PARKS AND RECREATION

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
13-543-00-325	Outside Services	1,000	500	1,548	1,579	500	100.0%	
13-543-00-430	Supplies	350	350	104	350	-	-	
		87,520	79,616	13,914	74,498	7,904	9.9%	
Revenues								
13-543-00-621	Hourly Rentals	(15,000)	(14,500)	(16,445)	(14,153)	(500)	3.4%	
		(15,000)	(14,500)	(16,445)	(14,153)	(500)	3.4%	
Sub-total Alder Street Floor Operations		72,520	65,116	(2,531)	60,345	7,404	11.4%	
Pool Operations								
Expenditures								
13-545-00-001	Salaries - Full Time	187,848	215,594	146,334	200,912	(27,746)	-12.9%	
13-545-00-005	Wages - Part Time	371,610	318,444	322,579	298,196	53,166	16.7%	
13-545-00-021	Benefits - Full Time	62,744	69,953	46,181	48,211	(7,209)	-10.3%	
13-545-00-025	Benefits - Part Time	48,246	39,372	33,521	38,110	8,874	22.5%	
13-545-00-120	Alder Pool Office Supplies	950	950	794	978	-	-	
13-545-00-136	Courier	300	152	345	299	148	97.4%	
13-545-00-140	Advertising	500	500	315	266	-	-	
13-545-00-160	Professional Association Fees	600	600	-	385	-	-	
13-545-00-162	Training Materials	2,500	2,500	365	46	-	-	
13-545-00-165	Workshops / Training Courses	1,700	1,700	1,654	943	-	-	
13-545-00-166	Conferences	1,400	1,400	-	-	-	-	
13-545-00-170	Mileage	300	300	546	578	-	-	
13-545-00-181	Annual Uniform Allowance	1,000	1,000	1,381	1,260	-	-	
13-545-00-301	Gas	69,200	67,200	4,135	7,200	2,000	3.0%	

PARKS AND RECREATION

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
13-545-00-303	Hydro	44,500	43,200	38,971	39,023	1,300	3.0%	
13-545-00-311	Plumbing Costs	2,500	2,500	2,226	4,483	-	-	
13-545-00-312	Painting	2,000	15,700	208	6,000	(13,700)	-87.3%	
13-545-00-315	Cleaning Supplies	3,865	5,000	2,924	1,553	(1,135)	-22.7%	
13-545-00-316	Chemicals	14,100	16,100	15,665	13,469	(2,000)	-12.4%	
13-545-00-317	Building Mtce Materials	6,250	6,250	817	640	-	-	
13-545-00-323	Mat Service	850	1,000	205	340	(150)	-15.0%	
13-545-00-325	Outside Services	22,000	35,300	19,663	30,446	(13,300)	-37.7%	
13-545-00-330	Equipment Supplies	6,800	5,700	2,951	1,991	1,100	19.3%	
13-545-00-331	Equipment Rentals	1,300	1,500	768	-	(200)	-13.3%	
13-545-00-332	Equipment Purchases	2,000	3,750	234	2,639	(1,750)	-46.7%	
13-545-00-333	Safety Equipment	1,500	1,300	345	434	200	15.4%	
13-545-00-336	HVAC	8,000	12,000	4,208	4,654	(4,000)	-	
13-545-00-410	Materials	3,400	3,400	1,417	897	-	-	
13-545-00-411	Course Materials	10,000	10,000	11,195	12,281	-	-	
13-545-00-412	Lesson Materials	1,600	1,600	4,666	3,129	-	-	
13-545-00-431	Course Supplies	2,500	2,500	2,066	104	-	-	
13-545-00-432	Lesson Supplies	1,800	1,800	1,073	2,084	-	-	
13-545-00-491	Other Program Expense	3,500	3,500	4,654	823	-	-	
		887,363	891,765	672,404	722,375	(4,402)	-0.5%	
Revenues								
13-545-00-601	Federal Grants	(1,500)	(2,500)	(1,386)	(2,581)	1,000	-40.0%	
13-545-00-602	Provincial Grants	(500)	(1,500)	(560)	(1,260)	1,000	-66.7%	
13-545-00-604	Other Grants	(2,098)	(2,000)	(1,892)	(5,461)	(98)	4.9%	
13-545-00-621	Hourly rentals	(27,000)	(26,000)	(40,493)	(30,962)	(1,000)	3.8%	

PARKS AND RECREATION

		2013 Budget	Comparisons				
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
13-545-00-624	School Rentals	(6,000)	(6,000)	(3,494)	(7,360)	-	-
13-545-00-628	Full Season Rentals	(42,000)	(49,500)	(23,936)	(13,384)	7,500	-
13-545-00-651	Public Swimming	(43,000)	(55,000)	(63,762)	(52,201)	12,000	-21.8%
13-545-00-652	Drop-In Programs	(7,200)	(7,000)	(4,435)	(6,817)	(200)	2.9%
13-545-00-659	Passes	(48,000)	(48,000)	(31,896)	(43,547)	-	-
13-545-00-662	Lesson Registration	(270,000)	(288,000)	(281,885)	(278,063)	18,000	-6.3%
13-545-00-663	Life Saving Courses Registration	(45,000)	(42,000)	(44,544)	(45,483)	(3,000)	7.1%
13-545-00-664	Fitness Classes	(15,000)	(15,000)	-	-	-	-
13-545-00-665	Operation Course Material	(5,000)	(5,000)	(9,258)	(6,582)	-	-
13-545-00-680	Product Sales	(2,500)	(5,100)	(4,650)	(5,325)	2,600	-51.0%
		(514,798)	(552,600)	(512,191)	(499,026)	37,802	-6.8%
<i>Sub-total Alder Street Pool Operations</i>		372,565	339,165	160,214	223,349	33,400	9.8%

Concessions & Vending

Expenditures

13-546-00-001	Salaries - Full Time	6,250	6,097	5,480	5,000	153	2.5%
13-546-00-005	Wages - Part Time	59,703	48,463	49,032	21,454	11,240	23.2%
13-546-00-021	Benefits - Salary FT	1,844	1,710	1,348	600	134	7.8%
13-546-00-025	Benefits - Wages PT	7,381	5,613	4,704	1,672	1,768	31.5%
13-546-00-317	Maintenance & Repair	1,000	1,000	527	847	-	-
13-546-00-325	Outside Services	1,000	1,000	811	1,987	-	-
13-546-00-330	Equipment Supplies	500	500	135	899	-	-
13-546-00-332	Equipment Purchases	1,000	1,000	2,000	3,855	-	-

PARKS AND RECREATION

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
13-546-00-399	Transfer to Reserve	14,321	40,617	18,364	-	(26,296)	-64.7%	
13-546-00-430	Concession Supplies	90,000	70,000	87,379	29,961	20,000	28.6%	
13-546-00-431	Vending Supplies	32,000	36,000	32,749	15,134	(4,000)	-11.1%	
		215,000	212,000	202,529	81,410	3,000	-	
Revenues								
13-546-00-680	Concession Sales	(150,000)	(140,000)	(145,076)	(50,958)	(10,000)	7.1%	
13-546-00-682	Vending Revenue	(65,000)	(72,000)	(57,453)	(30,453)	7,000	-9.7%	
		(215,000)	(212,000)	(202,529)	(81,410)	(3,000)	1.4%	
Sub-total Alder Concessions & Vending		-	-	-	-	-	-	
Alder Street Recreation Centre		1,037,188	968,001	974,347	848,937	69,187	7.1%	

Tony Rose Memorial Sports Centre

General Facility Operations

Expenditures

13-560-00-001	Salaries - Full Time	148,260	140,065	241,784	125,668	8,195	5.9%
13-560-00-005	Wages - Part Time	35,112	27,867	40,426	23,145	7,245	26.0%
13-560-00-021	Benefits - Salary Full Time	47,421	43,222	65,060	31,721	4,199	9.7%
13-560-00-025	Benefits - Part Time	5,366	3,468	3,720	2,602	1,898	54.7%
13-560-00-112	Liability Insurance	11,228	30,092	30,369	28,109	(18,864)	-62.7%
13-560-00-120	Office Supplies	1,300	1,300	1,944	1,784	-	-
13-560-00-125	Photocopies	800	700	1,052	999	100	14.3%

PARKS AND RECREATION

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
13-560-00-130	Office Equipment Lease	2,600	2,600	2,091	2,283	-	-	
13-560-00-131	Office Equipment Repair	200	200	-	200	-	-	
13-560-00-132	Office Furniture & Equipment	2,500	500	145	886	2,000	400.0%	
13-560-00-136	Courier	100	100	35	100	-	-	
13-560-00-140	Advertising	1,200	1,200	697	1,089	-	-	
13-560-00-141	Public Relations / Promotions	300	300	-	300	-	-	
13-560-00-150	Meeting Expense	500	-	79	-	500	-	
13-560-00-160	Professional Association Fees	400	500	-	456	(100)	-20.0%	
13-560-00-161	Subscriptions / Publications	100	100	-	100	-	-	
13-560-00-162	Training Materials	500	500	-	400	-	-	
13-560-00-165	Workshops / Training Courses	5,600	4,300	2,884	574	1,300	30.2%	
13-560-00-170	Mileage	2,000	1,500	1,561	1,344	500	33.3%	
13-560-00-180	Uniforms	5,700	5,500	3,299	4,551	200	3.6%	
13-560-00-201	Telephone	2,500	-	2,686	2,100	2,500	-	
13-560-00-210	Cell Phones	1,600	1,600	1,215	1,391	-	-	
13-560-00-216	Two-way Radios	1,000	1,000	566	-	-	-	
13-560-00-220	SOCAN Licensing	500	500	452	170	-	-	
13-560-00-230	Internet	550	550	-	189	-	-	
13-560-00-242	Hardware Purchases	3,200	3,200	4,006	6,860	-	-	
13-560-00-245	Software Support	4,750	4,750	4,863	4,576	-	-	
13-560-00-249	I.T. Supplies	500	500	-	400	-	-	
13-560-00-301	Gas	7,462	7,245	12,523	27,879	217	3.0%	
13-560-00-303	Hydro	11,458	11,124	11,917	12,347	334	3.0%	
13-560-00-310	Property / Boiler Insurance	10,842	6,998	7,175	6,537	3,844	54.9%	
13-560-00-311	Plumbing	4,100	9,300	8,603	15,249	(5,200)	-55.9%	

PARKS AND RECREATION

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
13-560-00-312	Painting	3,000	2,500	3,217	1,494	500	20.0%	
13-560-00-315	Cleaning Supplies	15,411	17,455	10,950	12,555	(2,044)	-11.7%	
13-560-00-317	Building Mtce Materials	7,600	9,500	7,810	7,169	(1,900)	-20.0%	
13-560-00-319	Small Tools Purchase	1,500	1,500	1,097	1,471	-	-	
13-560-00-320	Security	500	500	343	462	-	-	
13-560-00-321	Waste Disposal	6,200	6,200	4,828	5,965	-	-	
13-560-00-322	Life Safety Services	10,000	9,250	6,641	8,734	750	8.1%	
13-560-00-323	Mat Service	2,500	2,500	1,122	1,786	-	-	
13-560-00-325	Outside Services	30,000	33,200	38,252	41,932	(3,200)	-9.6%	
13-560-00-330	Equipment Repair Supplies	2,000	2,000	524	2,620	-	-	
13-560-00-331	Equipment Rental	3,200	3,200	525	1,964	-	-	
13-560-00-332	Equipment Purchases	6,000	6,500	6,500	5,686	(500)	-7.7%	
13-560-00-335	HVAC Supplies	4,000	4,000	1,329	1,001	-	-	
13-560-00-336	HVAC Service Contracts	10,000	10,000	7,882	12,805	-	-	
13-560-00-338	Equipment Service Contracts	1,100	5,600	306	4,500	(4,500)	-80.4%	
13-560-00-339	Elevator Service Contract	4,500	6,000	4,253	5,019	(1,500)	-	
13-560-00-350	Grounds Maintenance	4,100	7,500	477	6,124	(3,400)	-45.3%	
13-560-00-352	Parking Lot Maintenance	5,200	3,200	6,118	9,230	2,000	62.5%	
13-560-00-355	Snow Clearing Contract	16,500	18,500	10,044	15,964	(2,000)	-10.8%	
13-560-00-356	Snow Clearing Materials	5,700	2,700	1,067	1,697	3,000	111.1%	
13-560-00-399	Transfer to Reserve	10,000	10,000	10,000	20,000	-	-	
		468,661	472,586	572,435	472,188	(3,926)	-0.8%	
Revenues								
13-560-00-610	Community Room Rentals	(25,000)	(24,000)	(28,341)	(25,843)	(1,000)	4.2%	
13-560-00-620	Rental Agreement Revenue	-	(7,500)	(228)	(221)	7,500	-100.0%	

PARKS AND RECREATION

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
13-560-00-640	Service Agreement Revenue	(1,800)	(6,500)	(1,766)	(4,516)	4,700	-72.3%	
13-560-00-670	Advertising Revenue	(5,000)	(5,000)	-	(7,111)	-	-	
13-560-00-690	Additional Service Fees	-	-	(300)	-	-	-	
13-560-00-831	Facilities Costs Recovered	-	-	(5,194)	-	-	-	
		(31,800)	(43,000)	(35,829)	(37,691)	11,200	-26.0%	
Sub-total Tony Rose General Facility		436,861	429,586	536,606	434,497	7,274	1.7%	

Ice Operations

Expenditures

13-562-00-001	Salaries - Full Time	183,630	183,318	68,873	224,590	312	0.2%
13-562-00-005	Wages - Part Time	55,028	45,602	38,987	37,562	9,426	20.7%
13-562-00-021	Benefits - Salary Full Time	61,422	56,884	18,431	55,258	4,538	8.0%
13-562-00-025	Benefits - Part Time	8,566	4,896	686	3,804	3,670	75.0%
13-562-00-301	Gas	32,923	32,025	28,583	31,727	898	2.8%
13-562-00-303	Hydro	56,510	54,864	71,502	74,082	1,646	3.0%
13-562-00-311	Plumbing	1,000	1,000	1,208	4,549	-	-
13-562-00-317	Building Maintenance Materials	4,800	4,800	3,521	3,379	-	-
13-562-00-325	Outside Services	14,625	41,400	16,443	32,931	(26,775)	-64.7%
13-562-00-330	Equipment Supplies	9,625	9,225	8,925	8,224	400	4.3%
13-562-00-331	Equipment Rental	900	900	-	1,073	-	-
13-562-00-332	Equipment Purchases	3,150	5,080	2,925	4,409	(1,930)	-38.0%
13-562-00-338	Equipment Service Contracts	31,000	31,000	26,275	15,660	-	-
13-562-00-410	Materials	600	600	221	441	-	-
13-562-00-420	Supplies	4,125	4,125	2,695	1,658	-	-

PARKS AND RECREATION

		2013 Budget	Comparisons				
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
		467,903	475,719	289,276	499,346	(7,816)	-1.6%
Revenues							
13-562-00-621	Hourly Rentals	(490,000)	(494,500)	(483,989)	(509,444)	4,500	-0.9%
13-562-00-651	Public Skating	(6,000)	(5,500)	(7,821)	(6,901)	(500)	9.1%
13-562-00-652	Shinny	(2,000)	(1,000)	(1,659)	(1,843)	(1,000)	100.0%
13-562-00-653	Ticket Ice	(750)	(500)	(918)	(529)	(250)	50.0%
13-562-00-659	Passes	(100)	(14,500)	(137)	(92)	14,400	-99.3%
		(498,850)	(516,000)	(494,524)	(518,809)	17,150	-3.3%
Sub-total Tony Rose Ice Operations		(30,947)	(40,281)	(205,248)	(19,463)	9,334	-23.2%
Floor Operations							
Expenditures							
13-563-00-001	Salaries - Full Time	95,866	93,489	21,088	69,000	2,377	2.5%
13-563-00-005	Wages - Part Time	28,143	29,143	67	17,646	(1,000)	-3.4%
13-563-00-021	Benefits - Salary Full Time	31,090	28,853	5,742	15,200	2,237	7.8%
13-563-00-025	Benefits - Part Time	4,331	3,366	7	1,529	965	28.7%
13-563-00-301	Gas	4,326	4,200	-	3,200	126	3.0%
13-563-00-303	Hydro	12,978	12,600	-	8,400	378	3.0%
13-563-00-311	Plumbing	500	500	247	500	-	-
13-563-00-312	Painting	500	500	-	500	-	-
13-563-00-317	Building Maintenance Materials	1,400	1,400	1,617	148	-	-
13-563-00-325	Outside Services	2,500	3,000	1,195	492	(500)	-16.7%

PARKS AND RECREATION

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
13-563-00-410	Materials	200	1,200	755	223	(1,000)	-83.3%	
13-563-00-430	Supplies	400	400	267	828	-	-	
		182,233	178,651	30,985	117,667	3,582	2.0%	
Revenues								
13-563-00-621	Hourly Rentals	(38,000)	(31,500)	(39,607)	(12,948)	(6,500)	20.6%	
		(38,000)	(31,500)	(39,607)	(12,948)	(6,500)	20.6%	
Sub-total Tony Rose Floor Operations		144,233	147,151	(8,622)	104,719	(2,918)	-2.0%	
Pool Operations								
Expenditures								
13-565-00-001	Salaries - Full Time	121,686	136,092	68,723	131,013	(14,406)	-10.6%	
13-565-00-005	Wages - Part Time	138,824	112,857	102,567	113,947	25,967	23.0%	
13-565-00-021	Benefits - Salary Full Time	40,042	43,432	22,266	36,375	(3,390)	-7.8%	
13-565-00-025	Benefits - Part Time	18,342	12,036	10,807	11,049	6,306	52.4%	
13-565-00-120	Office Supplies	500	500	606	377	-	-	
13-565-00-136	Courier	200	200	567	658	-	-	
13-565-00-140	Advertising	200	200	237	120	-	-	
13-565-00-160	Professional Association Fees	500	500	151	385	-	-	
13-565-00-162	Training Materials	500	500	484	59	-	-	
13-565-00-165	Workshops / Training Courses	1,000	1,000	1,045	688	-	-	
13-565-00-166	Conferences	1,400	1,400	-	-	-	-	
13-565-00-170	Mileage	500	500	345	754	-	-	
13-565-00-181	Annual Uniform Allowance	500	500	915	760	-	-	
13-565-00-301	Gas	17,304	16,800	11,986	13,305	504	3.0%	

PARKS AND RECREATION

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
13-565-00-303	Hydro	36,709	35,640	35,751	37,041	1,069	3.0%	
13-565-00-311	Plumbing	2,200	4,500	4,157	3,112	(2,300)	-51.1%	
13-565-00-312	Painting	7,200	1,200	113	829	6,000	500.0%	
13-565-00-315	Cleaning Supplies	3,750	3,750	1,666	3,897	-	-	
13-565-00-316	Chemicals	5,000	6,000	6,439	5,018	(1,000)	-16.7%	
13-565-00-317	Building Mtce Supplies	2,800	2,800	815	1,473	-	-	
13-565-00-323	Mat Service	600	600	1,878	682	-	-	
13-565-00-325	Outside Services	9,415	13,500	10,718	8,092	(4,085)	-30.3%	
13-565-00-330	Equipment Supplies	2,800	2,800	935	498	-	-	
13-565-00-331	Equipment Rentals	500	500	-	-	-	-	
13-565-00-332	Equipment Purchases	4,000	4,000	5,208	3,446	-	-	
13-565-00-333	Safety Equipment	1,500	900	63	2,720	600	66.7%	
13-565-00-410	Materials	3,400	3,400	1,299	628	-	-	
13-565-00-411	Course Materials	9,000	9,000	10,352	6,933	-	-	
13-565-00-431	Course Supplies	1,900	1,900	1,039	1,966	-	-	
13-565-00-432	Lesson Supplies	600	600	225	620	-	-	
13-565-00-491	Other Program Expense	500	500	(600)	(1,562)	-	-	
		433,372	418,107	300,758	384,882	15,265	3.7%	
Revenues								
13-565-00-601	Federal Grants	(1,386)	-	(1,386)	-	(1,386)	-	
13-565-00-604	Other Grants	(12,281)	(3,000)	(4,607)	(7,252)	(9,281)	309.4%	
13-565-00-621	Hourly rentals	(4,965)	(1,000)	(17,241)	(14,547)	(3,965)	396.5%	
13-565-00-624	School Rentals	(10,252)	(6,000)	(4,965)	(7,176)	(4,252)	70.9%	
13-565-00-628	Full Season Rentals	(10,000)	(20,000)	(10,251)	(6,925)	10,000	-50.0%	
13-565-00-651	Public Swimming	(8,500)	(7,000)	(9,431)	(8,553)	(1,500)	21.4%	

PARKS AND RECREATION

	2013 Budget	Comparisons				
		2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
13-565-00-652 Drop-In Programs	(2,000)	-	(2,392)	(2,606)	(2,000)	-
13-565-00-659 Passes	(27,500)	(33,000)	(18,802)	(14,853)	5,500	-16.7%
13-565-00-662 Lesson Registration	(48,500)	(50,000)	(45,830)	(34,026)	1,500	-3.0%
13-565-00-663 Life Saving Courses Registration	(27,521)	(20,000)	(31,304)	(30,394)	(7,521)	37.6%
13-565-00-665 Course Material Revenue	(9,000)	(11,000)	(9,993)	(7,500)	2,000	-
13-565-00-680 Product Sales	(500)	(500)	(329)	(476)	-	-
	(162,405)	(151,500)	(156,531)	(134,309)	(10,905)	7.2%
Sub-total Tony Rose Pool Operations	270,967	266,607	144,227	250,573	4,360	1.6%

Concessions & Vending

Expenditures

13-566-00-001 Salaries - Full Time	6,250	6,097	4,847	-	153	2.5%
13-566-00-005 Wages - Part Time	39,802	36,822	37,884	16,013	2,980	8.1%
13-566-00-021 Benefits - Salary FT	1,844	1,710	1,238	-	134	7.8%
13-566-00-025 Benefits - Wages PT	4,921	4,265	4,010	1,906	656	15.4%
13-566-00-317 Maintenance & Repair	1,000	1,000	171	570	-	-
13-566-00-325 Outside Services	1,000	1,000	1,124	1,650	-	-
13-566-00-330 Equipment Supplies	500	500	374	629	-	-
13-566-00-332 Equipment Purchases	1,000	1,000	902	1,954	-	-
13-566-00-399 Transfer to Reserve	15,683	11,606	16,708	-	4,077	-
13-566-00-430 Concession Supplies	50,000	50,000	49,086	23,497	-	-
13-566-00-431 Vending Supplies	27,000	24,000	28,198	11,308	3,000	12.5%
	149,000	138,000	144,542	57,526	11,000	-

PARKS AND RECREATION

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
Revenues								
13-566-00-680	Concession Sales	(74,000)	(90,000)	(72,335)	(29,510)	16,000	-17.8%	
13-566-00-682	Vending Revenue	(75,000)	(48,000)	(72,207)	(28,016)	(27,000)	56.3%	
		(149,000)	(138,000)	(144,542)	(57,526)	(11,000)	8.0%	
Sub-total Tony Rose Concessions & Vending		-	-	-	-	-	-	
Tony Rose Memorial Centre		821,114	803,063	466,962	770,325	18,050	2.2%	
Parks Operations								
Expenditures								
11-518-00-001	Salaries - Full Time	269,573	258,194	279,075	239,696	11,379	4.4%	
11-518-00-005	Salaries - Part Time	163,386	159,120	156,919	148,927	4,266	2.7%	
11-518-00-021	Employee Benefits - Full Time	85,515	79,491	84,168	68,678	6,024	7.6%	
11-518-00-025	Employee Benefits - Part Time	17,155	21,726	17,323	17,802	(4,571)	-21.0%	
11-518-00-045	Office Supplies / Materials	2,900	800	1,103	541	2,100	262.5%	
11-518-00-047	Telephone / Communications	4,500	4,500	4,815	4,179	-	-	
11-518-00-049	Insurance	5,606	10,497	10,913	9,806	(4,892)	-46.6%	
11-518-00-063	Software Support & Licenses	2,000	2,000	2,053	1,769	-	-	
11-518-00-071	Memberships-Parks	1,500	1,500	1,241	515	-	-	
11-518-00-073	Workshop / Staff Training	5,170	4,000	4,043	1,186	1,170	29.3%	
11-518-00-093	Uniforms	5,800	5,800	5,673	6,020	-	-	
11-518-00-101	Gas - Rotary Park	4,120	4,000	1,811	4,780	120	3.0%	
11-518-00-105	Park Maintenance & Supplies	43,000	41,500	46,539	42,277	1,500	3.6%	

PARKS AND RECREATION

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
11-518-00-106	Sport Field Maintenance	27,400	27,400	21,636	21,999	-	-	
11-518-00-108	Park Lighting Maintenance	2,500	2,500	1,698	1,497	-	-	
11-518-00-110	Ball Diamond Lighting - Mtce	5,000	5,000	5,000	4,692	-	-	
11-518-00-111	Equipment Mtce & Supplies	5,000	4,600	4,818	4,578	400	8.7%	
11-518-00-112	Playground Equipment & Repairs	15,500	13,000	13,661	10,349	2,500	19.2%	
11-518-00-115	Skateboard Park	3,500	3,500	1,310	3,570	-	-	
11-518-00-120	East Entrance Maintenance	4,000	10,000	10,252	9,245	(6,000)	-60.0%	
11-518-00-124	Trailway Maintenance	10,000	10,000	12,733	5,363	-	-	
11-518-00-125	Utilities - Ball Diamond	8,200	8,200	8,065	8,803	-	-	
11-518-00-126	Utilities - Soccer Field	3,000	3,000	2,886	3,368	-	-	
11-518-00-127	Utilities - Field House	3,200	3,200	3,812	3,801	-	-	
11-518-00-131	Utilities - Park	7,100	7,100	9,402	7,508	-	-	
11-518-00-133	Portable Washrooms	3,000	2,000	2,035	1,811	1,000	50.0%	
11-518-00-207	Machinery Rentals	5,000	7,000	4,267	5,990	(2,000)		
11-518-00-209	Outside Services	66,500	6,500	4,443	6,707	60,000	923.1%	
11-518-00-285	Turf Maintenance / Fertilizer	11,000	11,000	4,511	9,982	-	-	
11-518-00-289	Tree Removal / Replacement	9,500	5,500	4,832	4,740	4,000	72.7%	
11-518-00-290	Park Improvements	15,000	15,000	6,259	9,078	-	-	
11-518-00-291	Other Program Expense	15,000	15,000	-	-	-	-	
	Condensed Fleet Expenditures	82,280	79,209	67,227	83,061	3,071	3.9%	
		911,904	831,837	804,524	752,317	80,067	9.6%	
	Revenues							
11-528-00-535	Federal Grants	-	(1,500)	-	-	1,500	-100.0%	
11-528-00-536	Ontario Specific Grants	(1,250)	(3,500)	(1,260)	(3,360)	2,250	-64.3%	
11-528-00-592	Soccer Field Lighting Revenue	(2,500)	(2,200)	(2,205)	(2,136)	(300)	13.6%	

PARKS AND RECREATION

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
11-528-00-598	Ball Diamond Lighting Revenue	(12,000)	(12,500)	(12,090)	(12,278)	500	-4.0%	
11-528-00-599	Ball Diamond Out of Town Surcharge	(150)	(250)	(124)	(252)	100		
11-528-00-600	Sports Field Rentals (Ball Diamonds)	(33,000)	(32,500)	(31,564)	(32,443)	(500)	1.5%	
11-528-00-602	Park Amenities	(700)	(700)	(660)	(748)	-		
11-528-00-603	Soccer Field Rentals	(15,000)	(14,000)	(13,785)	(13,965)	(1,000)	7.1%	
11-528-00-608	Concessions	-	(325)	(678)	(325)	325		
11-528-00-609	Skate Park Rentals	(400)	(400)	(402)	(386)	-	-	
11-528-00-625	Sundry (picnic tables)	(500)	(300)	(770)	(2,370)	(200)		
		(65,500)	(68,175)	(63,538)	(68,263)	2,675	-3.9%	
<i>Sub-total Parks Operations</i>		846,404	763,662	740,986	684,054	82,742	10.8%	
Net Tax Levy		\$ 3,105,423	\$ 2,904,800	\$ 2,595,743	\$ 2,654,360	\$ 200,623	6.9%	

POLICE SERVICES

INTRODUCTION

The Orangeville Police Service is committed to a close partnership with the 28,000 citizens of the Town Of Orangeville to provide a safe and secure community. The Orangeville Police Service is made up of 43 sworn Officers, 28 civilian staff and 12 auxiliary members. In addition, the Orangeville Police Service maintains the Dufferin County Emergency 911 Centre, providing dispatch twenty-four hours a day, seven days a week. This service is provided for the Orangeville and Shelburne Police Services and 911 call transfers for the Dufferin/Caledon Detachments of the Ontario Provincial Police. The Communications Centre also dispatches the Orangeville, Shelburne, Grand Valley and Mulmur Township Fire Services.

The Orangeville Police Services Board is the formal governance body for policing and together with the police service share in the responsibility of providing effective and efficient protection services that enhance public safety and security.

MISSION STATEMENT

The fundamental purpose of the Orangeville Police Service is to provide a safe and secure environment for all members of the community.

VALUE STATEMENT:

- Working in partnership with, and being accountable to, the community.

- Maintaining a good rapport and open lines of communication with the community members.
- Maintaining high standards of service.
- Building on the strengths of our staff.



Kids'n'Kops Day Camp

2012 SIGNIFICANT ACHIEVEMENTS

- Orangeville Police Service clearance rate for violent crime is at 96.8% which contributed to Orangeville being ranked as the 18th safest community in Canada for a population under thirty

POLICE SERVICES

thousand based on Statistics Canada Crime Severity Index for 2011.

- There has been a reduction in violent crime by 49.9%.
- Targeted traffic enforcement resulted in an increase in traffic charges and warnings by 32.9% and subsequently a reduction in motor vehicle collisions by 11%.
- We proudly continue to collaborate and support our community partners from the business sector, social support services and various charitable organizations.
- Relationships with the community were strengthened as a result of numerous community events and initiatives with the following organizations: Family Transitions Place, Dufferin Big Brothers and Big Sisters, Dufferin Child and Family Services, the Door Youth Shelter, Community Living Dufferin, Orangeville Business Improvement Association, etc.
- We implemented social media technology to expand communication to the public and other agencies.
- To enhance the safety and security of the downtown core area in cooperation with the Business Improvement Association and Town Council the following initiatives were taken:
 - Greater visibility in the downtown core area was achieved by ongoing foot patrol; and
 - A vandalism committee was formed to bring together stakeholders to address community concerns.
- Successfully secured the following grants:
 - Civil Remedies Grant
 - Safer Community-1,000 Officers Partnership Program
 - Community Policing Partnerships Program
 - Police Officer Recruitment Fund Program
 - R.I.D.E. Program



Chief and Deputy Chief walking the beat

2013 DIRECTION AND PRIORITIES

The Orangeville Police Service's Business Plan which was developed in consultation with the community and elected officials provides a blueprint on our vision, direction and Service Priorities and Goals to be achieved to maintain and enhance community safety and security. We continue to work towards the following Service Priorities as adopted by the Police Services Board:

- Community Safety
- Drug Enforcement
- Traffic Safety
- Increase Community Involvement in Crime Prevention Initiatives
- Safe Schools and Youth Crime
- Technology and Equipment

POLICE SERVICES

		2013 Budget	Comparisons				
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
Expenditures							
06-200-00-001	Salaries - Uniformed FT	\$ 3,920,909	\$ 3,757,572	\$ 3,969,244	\$ 3,768,519	\$ 163,337	4.3%
06-200-00-005	Salaries - Uniformed PT	230,854	223,894	228,900	200,000	6,960	3.1%
06-201-00-001	Salaries - Civilians FT	349,657	339,473	331,166	304,400	10,184	3.0%
06-201-00-005	Salaries - Civilians PT	61,840	60,041	51,755	20,430	1,799	3.0%
06-203-00-001	Salaries - Court Security FT	199,251	193,448	192,586	159,095	5,803	3.0%
06-203-00-005	Salaries - Court Security PT	147,532	143,185	181,686	129,831	4,347	3.0%
06-204-00-001	Salaries - Civilians Commun FT	685,202	665,248	668,969	647,217	19,954	3.0%
06-204-00-005	Salaries - Civilians Commun PT	298,985	289,275	263,561	274,825	9,710	3.4%
06-200-00-019	Honorariums - Police Commission	36,000	35,000	50,501	38,984	1,000	2.9%
06-200-00-021	Empl Benefits - Uniformed FT	1,086,255	990,000	1,012,694	827,384	96,255	9.7%
06-200-00-025	Empl Benefits - Uniformed PT/PSB	56,380	55,171	54,736	50,301	1,209	0.1%
06-201-00-021	Empl Benefits - Civilians FT	106,848	99,791	93,673	85,187	7,057	7.1%
06-201-00-025	Empl Benefits - Civilian PT	13,812	18,799	17,203	4,336	(4,987)	-26.5%
06-203-00-021	Empl Benefits - Court Security FT	60,344	57,946	58,858	51,583	2,398	4.1%
06-203-00-025	Empl Benefits - Court Security PT	47,153	48,360	57,002	39,025	(1,207)	-2.5%
06-204-00-021	Employee Benefits - Communicaiton FT	201,867	183,361	182,069	160,356	18,506	10.1%
06-204-00-025	Employee Benefits - Communication PT	98,185	89,822	50,707	54,756	8,363	9.3%
06-200-00-045	Office Supplies / Materials	6,000	6,000	4,927	5,371	-	-
06-200-00-047	Telephone / Communications	60,000	60,000	46,594	5,745	-	-
06-200-00-049	Insurance	106,883	64,151	66,691	59,923	42,733	66.6%
06-200-00-051	Printing / Photocopy Costs	1,200	1,200	790	262	-	-
06-200-00-053	Postage / Courier	2,100	2,100	3,043	2,651	-	-
06-200-00-055	Advertising	1,000	1,000	577	342	-	-
06-200-00-057	Service Agreement / Equip Repair	40,000	57,000	27,502	32,616	(17,000)	-29.8%

POLICE SERVICES

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
06-200-00-059	Equipment Rentals	1,000	1,000	320	467	-	-	
06-200-00-063	Computer Operation & Supplies	158,000	138,000	163,972	198,725	20,000	14.5%	
06-200-00-067	Office Equipment	2,000	2,000	1,503	4,027	-	-	
06-200-00-069	Professional Fees	5,000	1,500	7,714	8,736	3,500	233.3%	
06-200-00-070	Identification Equipment / Supplies	2,000	2,000	441	2,223	-	-	
06-200-00-071	Memberships / Subscriptions	3,300	3,300	3,324	2,787	-	-	
06-200-00-073	Workshops / Training Courses	32,000	32,000	20,223	30,671	-	-	
06-200-00-075	Conferences	5,000	5,000	3,574	3,477	-	-	
06-200-00-077	Mileage	2,000	3,000	513	1,114	(1,000)	-33.3%	
06-200-00-081	Public / Safety Relations	3,000	3,000	1,460	3,100	-	-	
06-200-00-093	Uniforms & Equipment	54,000	54,000	38,759	54,512	-	-	
06-200-00-094	Canine Unit Support	2,500	2,500	2,121	1,251	-	-	
06-200-00-210	Meals (Prisoners & Officers)	6,000	7,000	4,676	4,652	(1,000)	-14.3%	
06-200-00-214	Investigations	15,000	15,000	14,902	16,802	-	-	
06-200-00-216	Breathalyzer Expense	1,515	1,515	8,776	1,135	-	-	
06-200-00-339	Bike Patrol	1,530	3,030	677	-	(1,500)	-49.5%	
06-202-00-045	Office Supplies / Materials	303	303	57	67	-	-	
06-202-00-047	Telephone	1,808	808	1,548	2,078	1,000	123.8%	
06-202-00-068	Secretarial Services	9,000	9,000	2,420	3,847	-	-	
06-202-00-069	Professional Fees	125,000	100,000	344,308	443,065	25,000	25.0%	
06-202-00-071	P.S.B. Memberships / Dues	3,030	3,030	250	2,677	-	-	
06-202-00-073	P.S.B. Workshops / Seminars	505	505	-	110	-	-	
06-202-00-075	P.S.B. Conferences	404	404	-	407	-	-	
06-202-00-279	Award Presentations	1,000	1,000	199	854	-	-	
06-204-00-047	Office Supplies / Materials	-	-	1,931	-	-	-	

POLICE SERVICES

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
06-204-00-057	Service Agreement / Equip Repairs	8,050	5,050	8,653	3,155	3,000	59.4%	
06-204-00-067	Office Equipment	792	707	1,381	1,371	85	12.0%	
06-204-00-135	Radio Licence	1,313	1,313	1,129	991	-	-	
06-206-00-049	Insurance	5,996	6,299	8,303	5,983	(303)	-4.8%	
06-206-00-057	Service Agreements / Equip Repair	4,800	4,800	673	7,483	-	-	
06-206-00-101	Gas	5,778	5,778	6,108	4,197	-	-	
06-206-00-103	Hydro	22,356	22,356	24,236	20,912	-	-	
06-206-00-105	Maintenance Supplies	7,000	7,000	12,524	12,174	-	-	
06-206-00-107	Maintenance Repairs	5,000	5,000	9,839	9,967	-	-	
06-206-00-109	Mat Service	2,200	2,200	2,003	2,049	-	-	
06-206-00-111	Equipment & Repairs	1,000	1,000	4,657	2,919	-	-	
06-206-00-115	Snow Removal / Lawn Maintenance	6,000	6,000	9,281	11,744	-	-	
06-206-00-117	Janitorial Services	38,000	38,000	38,375	36,400	-	-	
	Condensed Fleet Expenditures	183,295	140,785	221,391	201,671	42,510	30.2%	
06-229-00-383	Contribution to Capital - Fleet Replacement	30,000	25,000	25,000	-	5,000	20.0%	
		8,574,733	8,102,019	8,612,653	8,030,942	472,714	5.8%	

POLICE SERVICES

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
Revenues								
06-235-00-526	Admin Costs Recovered	(135,500)	(135,500)	(136,772)	(139,093)	-	-	
06-235-00-536	Ontario Specific Grants	(130,000)	(200,000)	(243,351)	(328,635)	70,000	-35.0%	
06-235-00-560	Mun Agreement - County 911	(105,000)	(105,000)	(100,000)	(101,588)	-	-	
06-235-00-561	Police / Fire Agreements	(75,000)	(75,000)	(81,116)	(77,709)	-	-	
06-235-00-563	Provincial Court Services	(189,000)	(189,000)	(196,090)	(180)	-	-	
06-235-00-565	Costs Recovered - Paid Duty	(18,000)	(18,000)	(23,695)	(53,069)	-	-	
06-235-00-567	Costs Recovered - Reports	(31,000)	(31,000)	(47,197)	(32,448)	-	-	
06-235-00-568	Costs Recovered - Auctions	(3,500)	(3,500)	(1,610)	(1,375)	-	-	
06-235-00-625	Sundry	(1,000)	(1,000)	(293)	(888)	-	-	
		(688,000)	(758,000)	(830,123)	(734,985)	70,000	-9.2%	
Net Tax Levy		\$ 7,886,733	\$ 7,344,019	\$ 7,782,530	\$ 7,295,957	\$ 542,714	7.4%	

FIRE

INTRODUCTION

The Orangeville Fire Department is a composite department consisting of 32 volunteer firefighters and 10 full time firefighters covering the hours of 0600 to 1800 7 days a week. The Orangeville Fire Chief also holds the position of Dufferin County Fire Coordinator as well as the Community Emergency Management Coordinator for Orangeville with the Deputy Chief being the alternate in these positions.

The Orangeville Fire Department responds to emergency calls in Orangeville as well as the Town of Mono, East Garafraxa, and Amaranth Townships.

The firefighters respond to over 1400 calls annually consisting of:

Fire responses: structural, vehicle, agricultural;

Motor vehicle accident responses: extrication of victims, First Aid, stabilizing victims and removing them from the vehicles, assist police in protecting the scene and traffic control, clean-up of liquid spills such as gasoline, oil, etc.;

Medical responses: usually life threatening conditions which include trouble breathing, possible heart attack, seizures, industrial entrapment where hydraulic equipment is required etc.;

Other responses not included in the above: carbon monoxide activations, natural gas leaks, fire alarm activations, hazardous material spills, burning complaints, unknown odors, public assistance, as well as Mutual Aid if required by another fire department.

Response apparatus consists of: (1) 2008 Pierce Contender Pumper; (1) 2005 Pierce Enforcer Pumper/Rescue; (1) 2003 Ford XLT F550 Compressed Air Foam Mini Pumper; (1) 2002 Pierce Dash 105 foot Ladder Truck; (1) 1997 Freightliner 1800 Gallon Tanker and (1) 2012 Spartan MetroStar Rescue Truck.



Fire Hall Dawson Road

FIRE

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
Expenditures								
06-150-00-001	Salaries - Full Time	\$ 1,528,482	\$ 1,470,781	\$ 1,535,893	\$ 1,446,020	\$ 57,701	3.9%	
06-150-00-008	Salaries - Volunteer Firefighters	316,975	310,000	303,214	320,261	6,975	2.3%	
06-150-00-021	Employee Benefits - Full Time	434,128	400,884	407,672	377,516	33,244	8.3%	
06-150-00-027	Employee Benefits - Volunteers	183,867	162,335	171,597	152,153	21,532	13.3%	
06-150-00-043	Employment Agency Services	-	-	2,682	-	-	-	
06-150-00-045	Office Supplies / Materials	3,100	3,100	1,903	2,390	-	-	
06-150-00-047	Telephone / Communications	6,300	6,300	4,615	5,797	-	-	
06-150-00-049	Insurance	16,972	7,698	9,021	7,900	9,274	120.5%	
06-150-00-051	Printing / Photocopy Costs	400	400	29	-	-	-	
06-150-00-053	Postage / Courier	700	700	772	569	-	-	
06-150-00-055	Advertising	2,000	1,200	2,049	1,520	800	66.7%	
06-150-00-057	Service Agreement / Equip. Repair	700	700	590	272	-	-	
06-150-00-059	Office Equipment - Lease	3,900	3,900	4,066	4,149	-	-	
06-150-00-067	Office Equipment	1,200	1,000	1,313	1,287	200	20.0%	
06-150-00-071	Memberships / Subscriptions	2,250	2,100	2,483	2,712	150	7.1%	
06-150-00-073	Workshops / Training Courses	6,000	6,000	5,303	5,388	-	-	
06-150-00-077	Mileage	2,300	2,300	-	2,172	-	-	
06-150-00-080	Emergency Planning	2,500	2,500	3,912	1,801	-	-	
06-150-00-081	Public Relations	2,500	2,500	846	2,459	-	-	
06-152-00-049	Insurance - Volunteers	8,100	8,100	7,599	7,800	-	-	
06-152-00-073	Training Personnel	73,500	73,500	27,378	58,462	-	-	
06-152-00-077	Mileage / Meeting Expenses	600	600	529	742	-	-	
06-152-00-093	Uniforms	22,000	22,000	13,920	18,809	-	-	
06-152-00-095	Safety Equip. / Protective Clothing	25,000	25,000	25,515	38,331	-	-	

FIRE

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
06-152-00-096	Bunker Gear	12,000	11,000	13,909	9,828	1,000	9.1%	
06-152-00-135	Radio / Lic / Ins / Alarm Sys / Alert	21,000	21,000	19,818	20,909	-	-	
06-152-00-171	Fire Prevention	11,000	11,000	9,175	11,750	-	-	
06-152-00-175	Expendable Supplies & Equipment	45,000	42,500	46,068	42,734	2,500	5.9%	
06-152-00-223	Central Communications	117,000	117,000	117,000	117,000	-	-	
06-154-00-049	Insurance	1,766	1,283	1,334	1,198	482	37.6%	
06-154-00-101	Heat / Water	6,000	6,000	2,957	5,396	-	-	
06-154-00-103	Hydro	8,200	8,200	10,519	9,935	-	-	
06-154-00-105	Maintenance Supplies	4,500	3,500	3,598	3,128	1,000	28.6%	
06-154-00-107	Maintenance Repairs	23,000	14,900	24,397	16,800	8,100	54.4%	
06-154-00-111	Equipment & Repairs	4,000	4,000	4,440	(398)	-	-	
06-154-00-115	Snow Removal / Lawn Maintenance	4,500	4,500	4,372	4,640	-	-	
06-154-00-117	Janitorial Services	2,300	2,200	2,918	2,177	100	4.5%	
	Condensed Fleet Expenditures	99,124	95,289	93,658	110,955	3,835	4.0%	
06-175-00-385	Contribution to Capital Fleet Replacement	17,000	12,000	12,000	12,000	5,000	41.7%	
		\$ 3,019,863	2,867,971	2,899,067	2,826,564	151,893	5.3%	
	Revenues							
06-180-00-554	Burning Permits	(9,000)	(9,000)	(7,990)	(8,045)	-	-	
06-180-00-559	M.T.O. Call - Outs	(12,000)	(12,000)	(23,780)	(17,505)	-	-	
06-180-00-560	Municipal Agreements	(450,000)	(450,000)	(462,601)	(383,165)	-	-	
06-180-00-566	Fire Reports	(2,000)	(2,000)	(1,910)	(3,225)	-	-	
06-180-00-571	Costs Recovered	(12,000)	(10,000)	(19,792)	(23,690)	(2,000)	20.0%	
06-180-00-625	Sundry	(4,000)	(6,000)	(2,284)	-	2,000	-33.3%	
		(489,000)	(489,000)	(518,357)	(435,630)	-	-	
	Net Tax Levy	\$ 2,530,863	\$ 2,378,971	\$ 2,380,710	\$ 2,390,934	\$ 151,893	6.4%	

BUILDING AND BY-LAW ENFORCEMENT

INTRODUCTION

Building and By-Law Enforcement provides internal support to Council and the Corporation as well as external services to the Public through the following service areas:

- Building Permit issuance and inspection
- By-Law Enforcement
- Taxi-Cab By-Law Administration Licensing and inspection
- Sign Permit Issuance and Inspection
- Crossing Guard Program
- Town Hall Administration / Facilities Management 87 Broadway
 - Tourism Centre – 200 Lakeview Court
 - Rail Yard Building-
 - Animal Shelter – 650 Riddell Road
 - Oversee maintenance projects - Library 1 Mill street
- Contracting out and Facilities Management of Animal Control
- Parking Agreements
- Special Projects , including project management of construction of new Tourism Building at 200 Lakeview Court

MISSION STATEMENT

Our ongoing goal is to provide quality, efficient and effective levels of service to Orangeville Council, Orangeville residents, and our external customers on a continuing basis. We continually seek out new ways to improve the delivery of the services we provide while maintaining an accountable and cost effective department.

2012 SIGNIFICANT ACHIEVEMENTS

Significant achievements include:

- Staff continues to update their skills through participation in Ministry approved training and educational courses.
- Provided the project management for the construction of the Town's new Tourism Centre located at 200 Lakeview Court.
- Continued development of additional standards and policies related to the Ontarians with Disabilities Act and Regulation 429/07.
- Review and update the Sign Permit By-Law Number 42-2006.
- Archive completed parking ticket files related to the old parking ticket program.
- Follow up and review of all open inactive building files to close out and archive.

2013 DIRECTION AND PRIORITIES

- Staff will continue to update their skills through participation in Ministry approved training and educational courses.
- Continued development of additional standards and policies related to the Ontarians with Disabilities Act and Regulation 429/07.
- Review and update the Sign Permit By-Law Number 42-2006.
- The province plans to replace the current 2006 Ontario Building Code in the summer of 2013, which will incorporate significant changes.
- Work with all stakeholders in adapting to the new 2013 Building Code changes.
- Review operating budgets to more accurately reflect the cost of providing administrative support for the Accessibility Committee.

BUILDING & BY-LAW ENFORCEMENT

	2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
		2012 Budget	2012 Est. Actual	2011 Actual			
Summary							
Expenses:							
Building	\$ 614,700	\$ 591,076	\$ 811,457	\$ 430,941	\$ 23,624	4.0%	
Property Standards Enforcement	223,500	223,231	219,249	195,581	269	0.1%	
Canine control	67,652	67,652	61,974	61,041	-	-	
Parking	162,685	176,240	147,907	152,171	(13,555)	-7.7%	
Crossing Guards	329,259	321,240	339,673	316,889	8,019	2.5%	
Total Expenses	1,397,797	1,379,439	1,580,260	1,156,622	18,358	1.3%	
Revenues:							
Building	(614,700)	(591,076)	(811,456)	(430,941)	(23,624)	4.0%	
Property Standards Enforcement	(67,000)	(66,209)	(124,517)	(84,273)	(791)	1.2%	
Canine control	(1,895)	(1,900)	(1,395)	(1,395)	5	-0.3%	
Parking	(100,000)	(100,000)	(96,514)	(87,156)	-	-	
Crossing Guards	-	-	-	-	-	-	
Total Revenues	(783,595)	(759,185)	(1,033,883)	(603,765)	(24,410)	3.2%	
Net Tax Levy	\$ 614,202	\$ 620,254	\$ 546,377	\$ 552,857	\$ (6,052)	-1.0%	

BUILDING & BY-LAW ENFORCEMENT

		2013 Budget	Comparisons				
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
Building Expenditures							
06-250-00-001	Salaries - Full Time	\$ 337,984	\$ 334,972	\$ 334,293	\$ 327,860	\$ 3,012	0.9%
06-250-00-021	Employee Benefits - Full Time	100,698	93,527	90,527	83,919	7,171	7.7%
06-250-00-045	Office Supplies / Materials	2,500	2,500	2,815	1,315	-	-
06-250-00-047	Telephone / Communications	2,625	2,625	1,486	1,465	-	-
06-250-00-049	Insurance	33,380	25,965	26,993	27,892	7,415	28.6%
06-250-00-051	Printing / Photocopy Costs	700	700	743	575	-	-
06-250-00-053	Postage / Courier / Fax	700	700	23	27	-	-
06-250-00-055	Advertising	300	300	-	-	-	-
06-250-00-057	Service Agreement / Equip. Repair	11,500	11,500	165	4,031	-	-
06-250-00-063	Computer Operations & Supplies	700	700	116	-	-	-
06-250-00-067	Office Equipment /Furniture	2,000	2,000	148	153	-	-
06-250-00-069	Professional Fees	-	-	18,181	-	-	-
06-250-00-071	Memberships / Subscriptions	3,000	3,000	1,022	2,699	-	-
06-250-00-073	Workshops / Training Courses	5,000	5,000	191	227	-	-
06-250-00-075	Conferences	1,500	1,500	1,617	842	-	-
06-250-00-077	Mileage	1,100	1,100	1,134	566	-	-
06-250-00-079	Lease Vehicle Expenses	25,537	25,537	21,052	20,917	-	-
06-250-00-081	Public Relations	800	800	670	697	-	-
06-250-00-095	Safety Equip. / Protective Clothing	1,700	1,700	1,247	647	-	-
06-250-00-111	Equipment	3,000	3,000	-	3,000	-	-
06-250-00-113	Overhead Allocation	55,000	55,000	55,000	50,000	-	-

BUILDING & BY-LAW ENFORCEMENT

		2013 Budget	Comparisons				
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
06-250-00-209	Outside Services	2,000	2,000	-	-	-	-
06-258-00-385	Transfer to/from Reserve	22,976	16,950	254,033	(95,889)	6,026	35.6%
		614,700	591,076	811,457	430,941	23,624	4.0%
Revenue							
06-260-00-551	Building Permits	(605,000)	(581,376)	(808,920)	(421,838)	(23,624)	4.1%
06-260-00-553	Demolition Permits	(500)	(500)	-	-	-	-
06-260-00-556	Pool Enclosure Permits	(4,000)	(4,000)	(392)	(844)	-	-
06-260-00-576	Building Information	(4,000)	(4,000)	(2,045)	(2,233)	-	-
06-260-00-625	Sundry	(1,200)	(1,200)	(100)	(6,025)	-	-
		(614,700)	(591,076)	(811,456)	(430,941)	(23,624)	4.0%
Sub-total Building Costs		-	-	-	-	-	
Property Standards Enforcement Expenditures							
06-270-00-001	Salaries - Full Time	121,585	125,337	128,204	110,861	(3,752)	-3.0%
06-270-00-021	Employee Benefits - Full Time	38,794	37,595	38,272	31,589	1,199	3.2%
06-270-00-045	Office Supplies / Materials	1,620	1,620	1,544	1,595	-	-
06-270-00-047	Telephone	1,600	1,600	708	1,036	-	-
06-270-00-049	Insurance	19,363	19,091	20,101	18,522	272	1.4%
06-270-00-055	Advertising	1,000	1,000	-	1,000	-	-
06-270-00-057	Service Agreements / Equip. Repair	8,200	4,650	8,132	4,881	3,550	76.3%
06-270-00-069	Professional Fees	6,550	6,550	4,025	5,617	-	-
06-270-00-071	Memberships / Subscriptions	810	810	180	770	-	-
06-270-00-073	Workshops / Training Courses	2,800	2,800	1,110	889	-	-
06-270-00-079	Lease Vehicle Expenses	15,078	16,078	16,159	15,221	(1,000)	-6.2%

BUILDING & BY-LAW ENFORCEMENT

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
06-270-00-093	Uniforms	1,100	1,100	404	66	-	-	
06-270-00-138	Taxi Licences Admin	1,000	1,000	-	182	-	-	
06-270-00-205	Materials & Supplies	1,000	1,000	181	353	-	-	
06-270-00-209	Outside Services	3,000	3,000	229	3,000	-	-	
		223,500	223,231	219,249	195,581	269	0.1%	
Revenue								
06-275-00-527	By-Law Fines Recovered	(6,791)	(6,000)	(43,186)	(23,059)	(791)	13.2%	
06-275-00-543	Taxi Licences	(24,000)	(24,000)	(24,423)	(23,340)	-	-	
06-275-00-544	Sign Permits	(30,500)	(30,500)	(51,231)	(37,874)	-	-	
06-275-00-571	By-Law Costs Recovered	(4,709)	(4,709)	(5,678)	-	-	-	
06-275-00-625	Sundry	(1,000)	(1,000)	-	-	-	-	
		(67,000)	(66,209)	(124,517)	(84,273)	(791)	1.2%	
Sub-total Property Standards Costs		156,500	157,022	94,732	111,308	(522)	-0.3%	
Canine Control								
Expenditures								
06-280-00-069	Professional Fees	500	1,000	-	1,000	(500)	-50.0%	
06-280-00-101	Heat	4,437	4,437	3,320	3,626	-	-	
06-280-00-103	Hydro	5,468	4,968	8,295	13,055	500	10.1%	
06-280-00-107	Repairs & Maintenance	3,000	3,000	2,702	616	-	-	
06-280-00-117	Purchased Services	50,247	50,247	46,494	40,653	-	-	
06-280-00-187	Pound Expenses	4,000	4,000	1,163	2,091	-	-	
		67,652	67,652	61,974	61,041	-	-	

BUILDING & BY-LAW ENFORCEMENT

		2013 Budget	Comparisons				
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
Revenues							
06-290-00-555	SPCA Special Agreement Revenue	(1,395)	(1,400)	(1,395)	(1,395)	5	-0.4%
06-290-00-572	Canine Fines & Penalties	(500)	(500)	-	-	-	-
		(1,895)	(1,900)	(1,395)	(1,395)	5	-0.3%
	<i>Sub-total Canine Costs</i>	65,757	65,752	60,579	59,645	5	-
Parking Expenditures							
07-363-00-001	Salaries - Full Time	71,097	89,526	63,579	76,352	(18,429)	-20.6%
07-363-00-021	Employee Benefits - Full Time	24,279	26,854	19,475	20,288	(2,575)	-9.6%
07-363-00-042	Overhead Allocation from General	15,000	14,500	14,500	14,500	500	3.4%
07-363-00-045	Office Supplies / Materials	300	300	163	292	-	-
07-363-00-093	Uniforms	200	200	184	194	-	-
07-363-00-103	Hydro	1,800	1,800	-	1,800	-	-
07-363-00-115	Snow Removal	2,600	2,600	1,436	701	-	-
07-363-00-241	Parking Tickets / Refunds	5,000	2,500	2,400	2,544	2,500	100.0%
07-363-00-242	Processing Costs - MTO	5,100	5,100	7,136	5,676	-	-
07-363-00-243	Parking Lot Maintenance	4,040	4,040	635	750	-	-
07-363-00-245	Laneway & Parking - 85 Broadway	3,100	3,100	3,969	3,969	-	-
07-363-00-246	Lots 82 & 112 Broadway	27,870	14,420	32,850	15,354	13,450	93.3%
07-363-00-247	Armstrong & Little York Parking Lots	2,300	2,300	1,580	1,481	-	-
07-363-00-249	Hutchison Lot	-	9,000	-	8,269	(9,000)	-100.0%
		162,685	176,240	147,907	152,171	(13,555)	-7.7%

BUILDING & BY-LAW ENFORCEMENT

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
Revenues								
07-364-00-569	Revenue Recovered From BIA	(35,000)	(35,000)	(35,000)	(35,000)	-	-	
07-364-00-587	Fine Revenue	(65,000)	(65,000)	(61,514)	(52,156)	-	-	
		(100,000)	(100,000)	(96,514)	(87,156)	-	-	
	Sub-total Parking	62,685	76,240	51,393	65,015	(13,555)	-17.8%	
Crossing Guards								
07-359-00-001	Salaries - Full Time	44,048	42,973	47,940	44,312	1,075	2.5%	
07-359-00-005	Salaries - Part Time	244,237	238,863	251,636	236,841	5,374	2.2%	
07-359-00-021	Employee Benefits - Full Time	13,816	12,890	13,124	10,341	926	7.2%	
07-359-00-025	Employee Benefits - Part Time	22,308	21,664	24,317	20,611	644	3.0%	
07-359-00-047	Telephone	600	600	371	333	-	-	
07-359-00-095	Safety Equip. / Protective Clothing	3,030	3,030	2,010	3,121	-	-	
07-359-00-205	Materials & Supplies	1,220	1,220	275	1,329	-	-	
		329,259	321,240	339,673	316,889	8,019	2.5%	
	Net Tax Levy	\$ 614,202	\$ 620,254	\$ 546,376	\$ 552,857	\$ (6,052)	-1.0%	

PUBLIC WORKS

INTRODUCTION

The Public Works Department is composed of two groups. The first is the group of Staff who are involved in the day to day operations and maintenance of the services the Department is responsible for. This group is commonly referred to as the “outside staff”. The second group is the administration staff who deal with the engineering or administration component of those services.



Public Works is responsible for the following services:

1. The maintenance and operation of the road network which includes the road surface, the storm collection (catchbasins) and drainage system (storm sewers), sidewalks, boulevard trees, streetlights, signs, and traffic signals;
2. The maintenance of the surface drainage courses, creeks or stormwater management ponds the storm sewers discharge into;
3. The maintenance and operation of the water supply and distribution system, including the storage reservoirs (see the separate water works overview);
4. The maintenance and operation of the sanitary sewer collection system and Water Pollution Control Plant (see the separate wastewater overview);
5. The administration of the contract for the operation of the Orangeville Transit system;
6. The administration of the contracts for the engineering and construction contracts for the infrastructure renewal projects that are undertaken within the service envelope described above; and
7. The review and approval of the engineering component of the planning applications received by the Town.

MISSION STATEMENT

To operate and maintain the services that are provided to meet or exceed the applicable regulatory requirements and/or in accordance with the direction provided by Council.

PUBLIC WORKS

2012 SIGNIFICANT ACHIEVEMENTS

- Reconstructed 0.9 lane-km of road and associated work (Sanitary sewer, watermain, storm sewer, and sidewalk replacement);
- Resurfaced approximately 8,845 m² or 2.2 lane-km of road surface;
- Rehabilitated approximately 1.5 lane-km of road surface;
- Rehabilitated approximately 40 catch basin and maintenance hole structures;
- Replaced approximately 650 sidewalk panels or 975 m² of sidewalk and repaired approximately 1,185 sidewalk panels or 1,780 m² to remove safety hazards;
- Added approximately 1,000 m² of new sidewalk on streets that previously did not have sidewalk.
- Removed 28 dead or high hazard trees, removed 42 old stumps, planted 29 replacement trees, and started the update of the boulevard tree inventory;
- Increased transit ridership by more than 5%, maintaining ridership above 100,000;
- Through tenders, acquired three trucks, an articulating tractor, and an utility vehicle;
- Started the rehabilitation of one bridge based on recommendations in the biannual bridge needs assessment;
- Continued to investigate ways to minimize the amount of road salt being used and purchased equipment to track where and how much is applied;

- Provided a level of service for solid waste collection and removal such that there were a minimal number of complaints from the residents;
- Moved into the pre-design phase of the Environmental Assessment for the rehabilitation of Mill Creek between Bythia Street and the confluence with the Credit River; and
- Worked with the County and Council toward transitioning the responsibility for waste management services from the Town to the County in 2013.

2013 DIRECTION AND PRIORITIES

- Continue to maintain and operate the services Public Works is responsible for to meet the regulatory requirements and the level of service established by Council;
- Continue with a road reconstruction and rehabilitation program that will help to address the road and underground pipe infrastructure deficit that still exists;
- Refine the Road Needs Assessment to update the multi-year road reconstruction and rehabilitation plan;
- Continue to enhance the service provided by, and ridership on, Orangeville Transit
- Continue with the update of the Municipal Servicing Standards;
- Continue to enhance the urban forestry program by doing more trimming to remove branches that obstruct vehicles on the road and pedestrians on the

PUBLIC WORKS

sidewalk, by planting more trees as funds permit, and by implementing the recommendations from the tree inventory and assessment work that will be completed in the spring of 2013.

2013 & ONWARD – ASSUMPTIONS AND MAJOR ISSUES

- Continue to provide the level of service based on the applicable regulatory requirements and/or policies approved by Council;
- Maintain all piped services to satisfy the expectations of the system users; and
- Implement the road and related infrastructure construction, reconstruction and rehabilitation programs, and urban forestry programs, as approved by Council.



PUBLIC WORKS - TAX SUPPORTED

	2013 Budget	Comparisons				% Change 2012/13
		2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	
Expenditures:						
TRANSPORTATION	\$ 5,274,017	\$ 5,214,739	\$ 5,030,674	\$ 4,763,258	\$ 59,278	1.1%
ENVIRONMENTAL	114,251	1,908,306	1,892,954	1,890,603	(1,794,055)	-94.0%
CEMETERY	82,498	80,101	60,896	77,282	2,397	3.0%
	5,470,765	7,203,146	6,984,523	6,731,143	(1,732,381)	-24.1%
Revenues:						
TRANSPORTATION	(533,000)	(556,960)	(537,256)	(459,598)	23,960	-4.3%
ENVIRONMENTAL	(295,500)	(288,300)	(310,876)	(306,130)	(7,200)	2.5%
CEMETERY	(32,250)	(32,250)	(50,199)	(63,653)	-	0.0%
	(860,750)	(877,510)	(898,331)	(829,380)	16,760	-1.9%
Sub Totals:						
TRANSPORTATION	4,741,017	4,657,779	4,493,417	4,303,660	83,238	1.8%
ENVIRONMENTAL	(181,249)	1,620,006	1,582,078	1,584,473	(1,801,255)	-111.2%
CEMETERY	50,248	47,851	10,697	13,629	2,397	5.0%
NET TAX LEVY	\$ 4,610,015	\$ 6,325,636	\$ 6,086,192	\$ 5,901,762	\$ (1,715,621)	-27.1%

PUBLIC WORKS - TRANSPORTATION

	2013 Budget	Comparisons				
		2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
Summary						
Expenditures:						
Administration	\$ 848,817	\$ 773,751	\$ 789,860	\$ 749,701	\$ 75,066	9.7%
Operations Centre	152,989	167,555	233,296	176,855	(14,566)	-8.7%
Roadways - Road Maintenance	1,928,772	1,968,921	1,745,320	1,659,902	(40,149)	-2.0%
Roadside Maintenance, Misc.	586,946	541,410	699,218	464,551	45,536	8.4%
Sidewalks/St. Name Signs/St. Lighting	767,516	791,115	665,914	771,086	(23,599)	-3.0%
Fleet Operations	385,685	384,998	302,495	350,356	687	0.2%
Municipal Transit	603,291	586,989	594,571	590,808	16,302	2.8%
	5,274,017	5,214,739	5,030,674	4,763,258	59,278	1.1%
Revenues:						
Administration	(102,000)	(102,000)	(102,308)	(101,275)	-	-
Operations Centre	(100,000)	(95,880)	(95,880)	(94,000)	(4,120)	4.3%
Roadways - Road Maintenance	(13,500)	(13,500)	(20,153)	(108,226)	-	-
Roadside Maintenance, Misc.	-	-	-	-	-	-
Sidewalks/St. Name Signs/St. Lighting	-	(30,000)	-	-	30,000	-100.0%
Fleet Operations	-	-	-	-	-	-
Municipal Transit	(317,500)	(315,580)	(318,915)	(156,097)	(1,920)	0.6%
	(533,000)	(556,960)	(537,256)	(459,598)	23,960	-4.3%
Net Tax Levy	\$ 4,741,017	\$ 4,657,779	\$ 4,493,417	\$ 4,303,660	\$ 83,238	-2.2%

PUBLIC WORKS - TRANSPORTATION

		2013 Budget	Comparisons				% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	
Administration							
Expenditures							
07-300-00-001	Salaries - Full Time	\$ 496,420	\$ 454,246	\$ 431,570	\$ 453,708	\$ 42,174	11.5%
07-300-00-002	Salaries - Full Time Overtime	9,982	-	-	-	9,982	-
07-300-00-005	Salaries - Part Time	6,003	5,968	13,288	18,932	35	0.6%
07-300-00-021	Benefits - Full Time	150,684	127,741	114,630	108,360	22,943	18.0%
07-300-00-025	Benefits - Part Time	620	1,100	1,436	1,967	(480)	-43.6%
07-300-00-045	Office Supplies / Materials	3,500	3,500	1,837	3,351	-	-
07-300-00-047	Telephone / Communications	3,600	2,500	1,525	1,956	1,100	44.0%
07-300-00-049	Insurance	150,148	149,296	152,535	139,458	852	0.6%
07-300-00-051	Printing / Photocopy Costs	200	200	-	-	-	-
07-300-00-053	Postage / Courier / Fax	500	500	116	189	-	-
07-300-00-055	Advertising	6,000	6,000	5,221	7,906	-	-
07-300-00-057	Service Agreement / Equip Repair	3,700	3,700	3,214	3,416	-	-
07-300-00-063	Computer Operation & Supplies	2,000	2,000	1,944	985	-	-
07-300-00-067	Office Equipment	4,110	5,700	2,092	2,092	(1,590)	-27.9%
07-300-00-071	Memberships / Subscriptions	3,500	3,500	3,396	3,721	-	-
07-300-00-073	Workshops / Training Courses	3,500	3,000	1,654	916	500	16.7%
07-300-00-075	Conference	1,750	1,500	1,778	555	250	16.7%
07-300-00-077	Mileage	2,600	3,300	2,158	2,189	(700)	-21.2%
07-300-00-385	Transfer to Reserve	-	-	51,466	-	-	#DIV/0!
		848,817	773,751	789,860	749,701	75,066	9.7%
Revenues							
07-302-00-526	Administration Costs Recovered	(102,000)	(102,000)	(102,308)	(101,275)	-	-
	Sub-total Administration	746,817	671,751	687,551	648,426	75,066	11.2%

PUBLIC WORKS - TRANSPORTATION

		2013 Budget	Comparisons				
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
Operations Centre							
Expenditures							
07-305-00-001	Salaries - Full Time	27,327	49,185	75,325	42,723	(21,858)	-30.0%
07-305-00-002	Salaries - Full Time - Overtime	2,608	-	-	-	2,608	-
07-305-00-005	Salaries - Part Time	10,724	-	-	-	10,724	-
07-305-00-021	Benefits - Full Time	9,715	17,318	30,178	15,100	(7,603)	-43.9%
07-305-00-025	Benefits - Part Time	1,363	-	-	-	1,363	-
07-305-00-045	Office Supplies / Materials	3,000	3,000	3,181	1,836	-	-
07-305-00-047	Telephone / Communications	2,400	2,400	2,577	1,284	-	-
07-305-00-051	Printing & Photocopying	4,500	4,500	3,580	3,152	-	-
07-305-00-063	Computer Operations & Supplies	1,000	1,000	-	-	-	-
07-305-00-101	Heat	10,300	10,300	9,250	13,855	-	-
07-305-00-103	Hydro	15,552	15,552	22,368	20,167	-	-
07-305-00-105	Maintenance Supplies	1,000	1,000	659	813	-	-
07-305-00-107	Building Maintenance & Repairs	45,300	45,100	57,827	48,685	200	0.4%
07-305-00-119	Workshop Equipment	18,200	18,200	28,351	29,240	-	-
		152,989	167,555	233,296	176,855	(14,566)	-8.7%
Revenues							
07-305-00-526	Chargeback to Water & Sewer	(100,000)	(95,880)	(95,880)	(94,000)	(4,120)	4.3%
	Sub-total Operations Centre	52,989	71,675	137,416	82,855	(18,686)	-26.1%

PUBLIC WORKS - TRANSPORTATION

		2013 Budget	Comparisons				
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
Roadways							
Expenditures							
Bridges & Culverts							
07-310-00-001	Salaries - Full Time	242	436	2,949	1,945	(194)	5.1%
07-310-00-002	Salaries - Full Time - Overtime	23	-	-	-	23	-
07-310-00-005	Salaries - Part Time	95	-	-	-	95	-
07-310-00-021	Benefits - Full Time	86	-	-	-	86	-
07-310-00-025	Benefits - Part Time	12	-	-	-	12	-
07-310-00-205	Materials & Supplies	1,000	1,000	-	505	-	-
07-310-00-209	Outside Services	55,000	88,000	51,895	-	(33,000)	-37.5%
Ditching							
07-314-00-001	Salaries - Full Time	3,990	7,181	4,588	5,296	(3,191)	5.2%
07-314-00-002	Salaries - Full Time - Overtime	381	-	-	-	381	-
07-314-00-005	Salaries - Part Time	1,566	-	-	-	1,566	-
07-314-00-021	Benefits - Full Time	1,418	-	112	-	1,418	-
07-314-00-025	Benefits - Part Time	199	-	-	-	199	-
07-314-00-205	Materials & Supplies	2,000	2,000	-	2,763	-	-
07-314-00-209	Outside Services	7,500	7,500	2,835	22,803	-	-
Catch Basin, Curb, Storm Sewer							
07-316-00-001	Salaries - Full Time	26,116	47,005	59,928	52,164	(20,889)	5.2%
07-316-00-002	Salaries - Full Time - Overtime	2,493	-	-	-	2,493	-
07-316-00-005	Salaries - Part Time	10,248	-	-	-	10,248	-
07-316-00-021	Benefits - Full Time	9,284	-	58	-	9,284	-
07-316-00-025	Benefits - Part Time	1,303	-	-	-	1,303	-
07-316-00-205	Materials & Supplies	26,000	26,000	37,109	1,380	-	-

PUBLIC WORKS - TRANSPORTATION

		2013 Budget	C o m p a r i s o n s				
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
07-316-00-209	Outside Services	241,400	241,400	142,545	128,339	-	-
	<i>Sweeping, Flushing, Cleaning</i>						
07-318-00-001	Salaries - Full Time	24,976	54,622	46,536	47,812	(29,646)	-13.4%
07-318-00-002	Salaries - Full Time - Overtime	2,384	-	-	-	2,384	-
07-318-00-005	Salaries - Part Time	9,801	-	-	-	9,801	-
07-318-00-021	Benefits - Full Time	8,879	-	-	-	8,879	-
07-318-00-025	Benefits - Part Time	1,246	-	-	-	1,246	-
07-318-00-205	Materials & Supplies	200	200	-	-	-	-
07-318-00-209	Outside Services	50,800	50,800	43,188	41,617	-	-
	<i>Shoulder Maintenance</i>						
07-320-00-001	Salaries - Full Time	1,995	3,590	3,597	3,193	(1,595)	5.2%
07-320-00-002	Salaries - Full Time - Overtime	190	-	-	-	190	-
07-320-00-005	Salaries - Part Time	783	-	-	-	783	-
07-320-00-021	Benefits - Full Time	709	-	-	-	709	-
07-320-00-025	Benefits - Part Time	100	-	-	-	100	-
07-320-00-205	Materials & Supplies	2,100	2,100	-	-	-	-
07-320-00-209	Outside Services	5,000	5,000	1,119	1,015	-	-
	<i>Resurfacing & Patching</i>						
07-322-00-001	Salaries - Full Time	25,874	46,570	44,433	56,186	(20,696)	5.2%
07-322-00-002	Salaries - Full Time - Overtime	2,469	-	-	-	2,469	-
07-322-00-005	Salaries - Part Time	10,153	-	-	-	10,153	-
07-322-00-021	Benefits - Full Time	9,198	-	10	-	9,198	-
07-322-00-025	Benefits - Part Time	1,291	-	-	-	1,291	-
07-322-00-205	Materials & Supplies	9,000	9,000	585	4,113	-	-
07-322-00-209	Outside Services	133,850	125,850	200,346	117,558	8,000	6.4%

PUBLIC WORKS - TRANSPORTATION

		2013 Budget	Comparisons				
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
<i>Snow Plowing</i>							
07-324-00-001	Salaries - Full Time	43,332	87,700	63,983	82,352	(44,368)	-6.5%
07-324-00-002	Salaries - Full Time - Overtime	4,136	-	-	-	4,136	-
07-324-00-005	Salaries - Part Time	17,004	-	-	-	17,004	-
07-324-00-021	Benefits - Full Time	15,404	-	-	-	15,404	-
07-324-00-025	Benefits - Part Time	2,162	-	-	-	2,162	-
07-324-00-209	Outside Services	107,880	107,880	30,874	97,537	-	-
<i>Snow Removal</i>							
07-325-00-001	Salaries - Full Time	43,493	87,700	11,122	77,304	(44,207)	-6.1%
07-325-00-002	Salaries - Full Time - Overtime	4,151	-	-	-	4,151	-
07-325-00-005	Salaries - Part Time	17,067	-	-	-	17,067	-
07-325-00-021	Benefits - Full Time	15,462	-	-	-	15,462	-
07-325-00-025	Benefits - Part Time	2,170	-	-	-	2,170	-
07-325-00-209	Outside Services	202,900	202,900	5,182	182,327	-	-
<i>Sanding & Salting</i>							
07-326-00-001	Salaries - Full Time	30,844	65,179	90,030	89,317	(34,335)	-10.4%
07-326-00-002	Salaries - Full Time - Overtime	2,944	-	-	-	2,944	-
07-326-00-005	Salaries - Part Time	12,104	-	-	-	12,104	-
07-326-00-021	Benefits - Full Time	10,965	-	11	-	10,965	-
07-326-00-025	Benefits - Part Time	1,539	-	-	-	1,539	-
07-326-00-205	Materials & Supplies	313,505	297,500	270,361	295,493	16,005	5.4%
07-326-00-209	Outside Services	26,800	26,800	10,725	19,997	-	-
<i>Winter Standby</i>							
07-330-00-209	Outside Services	50,000	50,000	61,831	47,583	-	-
07-327-00-383	Transfer to Capital	-	-	160,000	-	-	-

PUBLIC WORKS - TRANSPORTATION

		2013 Budget	Comparisons				
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
07-327-00-385	Transfer to Reserve (Winter Control)	-	-	165,000	-	-	-
<i>Safety Devices, Signs, Railroad Crossing Mtce</i>							
07-332-00-001	Salaries - Full Time	27,129	58,538	46,555	52,810	(31,409)	-12.3%
07-332-00-002	Salaries - Full Time - Overtime	2,589	-	-	-	2,589	-
07-332-00-005	Salaries - Part Time	10,646	-	-	-	10,646	-
07-332-00-021	Benefits - Full Time	9,644	-	17	-	9,644	-
07-332-00-025	Benefits - Part Time	1,354	-	-	-	1,354	-
07-332-00-103	Traffic Signal Energy	15,000	15,000	7,037	10,548	-	-
07-332-00-104	Traffic Signal Repair	68,000	75,500	46,996	81,230	(7,500)	-9.9%
07-332-00-205	Materials & Supplies	19,500	19,500	22,669	11,823	-	-
07-332-00-209	Outside Services	82,000	82,000	59,861	61,542	-	-
07-332-00-235	Railway Crossing Maintenance	19,100	18,100	18,871	18,647	1,000	5.5%
<i>Administration, Roadways</i>							
07-334-00-001	Salaries - Full Time	13,542	24,373	4,018	21,083	(10,831)	5.2%
07-334-00-002	Salaries - Full Time - Overtime	1,292	-	-	-	1,292	-
07-334-00-005	Salaries - Part Time	5,314	-	-	-	5,314	-
07-334-00-021	Benefits - Full Time	4,814	-	-	-	4,814	-
07-334-00-025	Benefits - Part Time	676	-	-	-	676	-
<i>Training Courses</i>							
07-336-00-001	Salaries - Full Time	10,277	18,497	17,458	15,723	(8,220)	5.2%
07-336-00-002	Salaries - Full Time - Overtime	981	-	-	-	981	-
07-336-00-005	Salaries - Part Time	4,033	-	-	-	4,033	-
07-336-00-021	Benefits - Full Time	3,653	-	-	-	3,653	-
07-336-00-025	Benefits - Part Time	513	-	-	-	513	-
07-336-00-073	Workshops / Training Courses	10,000	10,000	9,307	7,161	-	-

PUBLIC WORKS - TRANSPORTATION

		2013 Budget	Comparisons				% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	
07-336-00-077	Mileage	500	500	-	-	-	-
07-336-00-218	Traffic Counts	3,000	3,000	1,577	736	-	-
		1,928,772	1,968,921	1,745,320	1,659,902	(40,149)	-2.0%
Revenues							
07-345-00-573	Roadways Costs Recovered	(13,000)	(13,000)	(18,920)	(56,405)	-	-
07-345-00-547	Transfer from Reserve	-	-	-	(43,000)	-	-
07-345-00-625	Sundry	(500)	(500)	(1,233)	(8,821)	-	-
		(13,500)	(13,500)	(20,153)	(108,226)	-	-
Sub-total Roadways		1,915,272	1,955,421	1,725,167	1,551,677	(40,149)	-2.1%
Roadsides							
Expenditures							
Overhead Payroll							
07-347-00-001	Salaries - Full Time	42,931	-	-	2,984	42,931	-
07-347-00-002	Salaries - Full Time - Overtime	4,097	-	-	-	4,097	-
07-347-00-003	Salaries Fulltime Standby	5,779	-	-	-	5,779	-
07-347-00-005	Salaries - Part Time	16,898	-	-	-	16,898	-
07-347-00-021	Benefits - Full Time	15,504	-	-	-	15,504	100.0%
07-347-00-025	Benefits - Part Time	2,149	-	-	-	2,149	-
Miscellaneous							
07-348-00-001	Salaries - Full Time	53,613	110,180	225,658	106,995	(56,567)	-51.3%
07-348-00-002	Salaries - Full Time - Overtime	5,117	-	-	-	5,117	-
07-348-00-005	Salaries - Part Time	21,039	-	-	-	21,039	-
07-348-00-021	Benefits - Full Time	19,059	-	6,656	-	19,059	-

PUBLIC WORKS - TRANSPORTATION

		2013 Budget	Comparisons				
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
07-348-00-025	Benefits - Part Time	2,675	-	-	-	2,675	-
07-348-00-047	Share of Cell Phone Costs	4,150	3,000	2,649	1,979	1,150	38.3%
07-348-00-069	Professional Fees (Engineer)	4,200	4,200	6,245	1,269	-	-
07-348-00-093	Uniforms	10,869	10,869	6,725	6,616	-	-
07-348-00-205	Materials & Supplies	15,325	15,325	10,967	9,778	-	-
07-348-00-209	Outside Services	33,000	18,000	8,248	13,739	15,000	83.3%
07-348-00-223	Central Communications	6,500	6,500	6,500	6,500	-	-
07-348-00-225	Radio Communications / Licence / Pag	3,400	3,400	1,289	991	-	-
07-348-00-229	Small Tools, Brooms, Shovels, Rakes	2,700	2,700	1,999	1,022	-	-
Median Maintenance							
07-349-00-001	Median - Allocation of Wages	-	5,700	4,098	544	(5,700)	-100.0%
07-349-00-103	Median - Energy Costs	2,200	2,200	2,079	2,103	-	-
07-349-00-205	Median - Materials & Supplies	2,300	2,300	3,584	435	-	-
07-349-00-209	Median - Outside Services	11,100	19,600	16,534	16,063	(8,500)	-43.4%
S.W.M. Pond & Boulevard Maintenance							
07-350-00-001	Salaries - Full Time	4,173	6,855	52,008	54,351	(2,682)	5.2%
07-350-00-005	Salaries - Part Time	1,495	-	-	-	1,495	-
07-350-00-021	Benefits - Full Time	1,354	-	3,548	-	1,354	-
07-350-00-025	Benefits - Part Time	190	-	-	-	190	-
07-350-00-205	Materials & Supplies	500	500	-	157	-	-
07-350-00-209	Outside Services	87,450	83,150	68,068	65,894	4,300	5.2%
07-350-00-285	Boulevard Fertilizer / Weed Control	6,000	6,000	-	4,088	-	-
07-350-00-286	Rail Yard Maintenance	5,300	5,300	4,808	3,834	-	-
Tree Maintenance							
07-351-00-001	Salaries - Full Time	5,895	9,684	32,011	13,925	(3,789)	5.2%

PUBLIC WORKS - TRANSPORTATION

		2013 Budget	C o m p a r i s o n s				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual	2012 Actual		
07-351-00-005	Salaries - Part Time	2,111	-	-	-	2,111	-	
07-351-00-021	Benefits - Full Time	1,913	-	1,077	-	1,913	-	
07-351-00-025	Benefits - Part Time	268	-	-	-	268	-	
07-351-00-205	Materials & Supplies	500	500	1,737	385	-	-	
07-351-00-209	Outside Services	135,900	150,900	171,110	120,540	(15,000)	-9.9%	
07-351-00-210	Tree Planting	20,000	20,000	12,506	-	-	-	
07-351-00-285	Tree Carving Maintenance	3,000	3,000	3,146	923	-	-	
Debris & Litter Pick-Up								
07-353-00-001	Salaries - Full Time	13,360	24,047	18,676	13,259	(10,687)	5.2%	
07-353-00-002	Salaries - Full Time - Overtime	1,275	-	-	-	1,275	-	
07-353-00-005	Salaries - Part Time	5,243	-	-	-	5,243	-	
07-353-00-021	Benefits - Full Time	4,750	-	3,216	-	4,750	-	
07-353-00-025	Benefits - Part Time	667	-	-	-	667	-	
07-353-00-043	Employment Agency Staff	-	4,200	-	-	(4,200)	-	
07-353-00-209	Outside Services	1,000	23,300	24,077	16,177	(22,300)	-95.7%	
Sub-total Roadsides		586,946	541,410	699,218	464,551	45,536	8.4%	
Sidewalks / Street Name Signs / Street Lighting Expenditures								
Sidewalks - Winter Control								
07-355-00-001	Salaries - Full Time	52,159	102,987	11,666	-	(50,828)	-4.1%	
07-355-00-002	Salaries - Full Time - Overtime	4,978	-	-	-	4,978	-	
07-355-00-005	Salaries - Part Time	20,468	-	-	-	20,468	-	
07-355-00-021	Benefits - Full Time	18,542	-	-	-	18,542	-	
07-355-00-025	Benefits - Part Time	2,602	-	-	-	2,602	-	

PUBLIC WORKS - TRANSPORTATION

		2013 Budget	Comparisons				
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
07-355-00-205	Materials & Supplies	5,300	5,300	8,405	-	-	-
07-355-00-209	Outside Services	178,400	176,200	95,517	-	2,200	1.2%
07-355-00-210	Sidewalk Equipment Standby	56,000	56,000	56,008	-	-	-
Sidewalks							
07-356-00-001	Salaries - Full Time	20,520	34,329	56,628	98,287	(13,809)	3.3%
07-356-00-005	Salaries - Part Time	7,351	-	-	-	7,351	-
07-356-00-021	Benefits - Full Time	6,659	-	7,328	225	6,659	-
07-356-00-025	Benefits - Part Time	935	-	-	-	935	-
07-356-00-205	Materials & Supplies	5,300	5,300	2,120	7,826	-	-
07-356-00-209	Outside Services	142,400	142,400	143,727	370,517	-	-
07-356-00-210	Sidewalk Equipment Standby	-	-	-	27,980	-	-
Street Name Signs							
07-357-00-001	Salaries - Full Time	1,192	1,959	3,153	1,963	(767)	5.2%
07-357-00-005	Salaries - Part Time	427	-	-	-	427	-
07-357-00-021	Benefits - Full Time	387	-	212	-	387	-
07-357-00-025	Benefits - Part Time	54	-	-	-	54	-
07-357-00-205	Materials & Supplies	5,700	5,700	1,079	1,504	-	-
Street Lighting							
07-360-00-103	Energy Charge	150,150	150,150	197,606	203,045	-	-
07-360-00-255	Maintenance Orangeville Hydro	85,490	85,490	67,247	59,511	-	-
07-360-00-257	Maintenance Outside Service	2,500	25,300	15,220	229	(22,800)	-90.1%
		767,516	791,115	665,914	771,086	(23,599)	-3.0%
Revenues							
07-345-00-547	Transfer from Reserve	-	(30,000)	-	-	30,000	-
Sub-total Sidewalks/St. Name Signs/St. Lighting		767,516	761,115	665,914	771,086	6,401	0.8%

PUBLIC WORKS - TRANSPORTATION

	2013 Budget	Comparisons					
		2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13	
<i>Fleet Operations</i>							
Fleet Expenditures	385,685	384,998	302,495	350,356	687	0.2%	
<i>Municipal Transit Expenditures</i>							
07-398-00-001	Salaries - Full Time	37,131	36,314	26,365	47,555	817	2.2%
07-398-00-021	Benefits - Full Time	10,800	10,000	5,882	8,675	800	8.0%
07-398-00-045	Office Supplies / Materials	500	500	47	116	-	-
07-398-00-049	Insurance	-	12,830	13,289	11,985	(12,830)	-100.0%
07-398-00-051	Printing / Photocopying Costs	5,000	5,000	1,191	4,320	-	-
07-398-00-053	Postage/Courier	100	100	-	-	-	-
07-398-00-055	Advertising	3,000	3,000	2,282	108	-	-
07-398-00-077	Mileage	700	700	1,251	359	-	-
07-398-00-111	Equipment & Repairs	2,200	2,200	1,428	-	-	-
07-398-00-205	Materials & Supplies	1,000	1,000	1,104	1,079	-	-
07-398-00-209	Outside Services	15,000	12,100	19,696	15,067	2,900	24.0%
07-398-00-211	Licences	660	645	606	455	15	2.3%
07-398-00-312	Operating Charges	430,000	412,400	421,638	392,989	17,600	4.3%
07-398-00-313	Maintenance Charges	70,000	63,000	77,591	85,902	7,000	11.1%
07-398-00-314	Transit Study	5,000	5,000	-	-	-	-
07-398-00-315	Treasury Cost Recovery	22,200	22,200	22,200	22,200	-	-
		603,291	586,989	594,571	590,808	16,302	2.8%

PUBLIC WORKS - TRANSPORTATION

		2013 Budget	Comparisons				% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	
Revenues						-	
07-399-00-547	Ontario Specific Grants (Reserve)	(151,000)	(151,000)	(151,000)	-	-	-
07-399-00-622	User Fees - Transit	(154,500)	(146,880)	(149,662)	(142,233)	(7,620)	5.2%
07-399-00-623	Advertising Fees - Transit	(12,000)	(17,700)	(18,253)	(13,865)	5,700	-32.2%
		(317,500)	(315,580)	(318,915)	(156,097)	(1,920)	0.6%
	<i>Sub-total Municipal Transit</i>	285,791	271,409	275,656	434,711	14,382	5.3%
	Net Tax Levy	\$ 4,741,017	\$ 4,657,779	\$ 4,493,417	\$ 4,303,660	\$ 83,238	1.8%

PUBLIC WORKS - ENVIRONMENTAL

	2013 Budget	Comparisons				% Change 2012/13
		2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	
Summary						
Expenditures:						
Solid Waste Administration	\$ 16,326	\$ 35,231	\$ 28,599	\$ 31,561	\$ (18,905)	-53.7%
Garbage Collection	95,125	1,052,075	1,011,802	1,035,434	(956,950)	-91.0%
Waste Recycling	2,800	821,000	852,552	823,607	(818,200)	-99.7%
	114,251	1,908,306	1,892,954	1,890,603	(1,794,055)	-94.0%
Revenues:						
Solid Waste Administration	-	-	-	-	-	
Garbage Collection	(72,700)	(84,500)	(72,167)	(89,702)	11,800	-14.0%
Waste Recycling	(222,800)	(203,800)	(238,709)	(216,428)	(19,000)	9.3%
	(295,500)	(288,300)	(310,876)	(306,130)	(7,200)	2.5%
Net Tax Levy	\$ (181,249)	\$ 1,620,006	\$ 1,582,078	\$ 1,584,473	\$ (1,801,255)	-111.2%

PUBLIC WORKS - ENVIRONMENTAL

		2013 Budget	Comparisons				
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
Solid Waste Administration							
Expenditures							
08-400-00-001	Salaries - Waste	\$ 11,957	\$ 27,036	\$ 21,862	\$ 24,870	(15,080)	-55.8%
08-400-00-021	Benefits - Waste	4,369	8,195	6,737	6,691	(3,826)	-46.7%
		16,326	35,231	28,599	31,561	(18,905)	-53.7%
Garbage Collection							
Expenditures							
08-411-00-308	Miscellaneous Collections	3,625	10,000	12,821	9,453	(6,375)	-63.8%
08-411-00-309	Collection Charges	-	710,000	693,228	706,020	(710,000)	-100.0%
08-411-00-310	Disposal / Tipping Charges	-	305,000	283,872	296,087	(305,000)	-100.0%
08-411-00-311	Administration Costs	91,500	18,500	13,306	16,724	73,000	394.6%
08-411-00-313	Residential / Condominium Rebate	-	8,575	8,575	7,150	(8,575)	-100.0%
		95,125	1,052,075	1,011,802	1,035,434	(956,950)	-91.0%
Revenues							
08-411-00-622	User Fees - Garbage Tags	(70,000)	(80,000)	(66,295)	(83,830)	10,000	-12.5%
08-411-00-623	User Fees - Large Items	(2,700)	(4,500)	(5,873)	(5,873)	1,800	-40.0%
		(72,700)	(84,500)	(72,167)	(89,702)	11,800	-14.0%
	Sub-total Garbage Collection	22,425	967,575	939,635	945,732	(945,150)	-97.7%

PUBLIC WORKS - ENVIRONMENTAL

		2013 Budget	Comparisons				
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
Waste Recycling							
Expenditures							
08-413-00-111	Equipment	-	25,000	8,909	17,574	(25,000)	-100.0%
08-413-00-306	Collection & Disposal - White Goods	-	5,000	995	3,457	(5,000)	-100.0%
08-413-00-307	Collection & Disposal - Yard Waste	-	170,000	184,971	172,931	(170,000)	-100.0%
08-413-00-309	Collection & Disposal - Recycling	-	595,000	627,839	597,585	(595,000)	-100.0%
08-413-00-311	Administration Costs	2,800	6,000	2,772	7,082	(3,200)	-53.3%
08-413-00-312	Fuel Surcharge	-	20,000	27,067	24,978	(20,000)	-100.0%
		2,800	821,000	852,552	823,607	(818,200)	-99.7%
Revenues							
08-413-00-536	Ontario Specific Grants	(220,000)	(195,000)	(232,310)	(208,053)	(25,000)	12.8%
08-413-00-622	User Fees - White Goods	(2,600)	(8,000)	(6,218)	(8,135)	5,400	-67.5%
08-413-00-638	Other Revenue	(200)	(800)	(181)	(240)	600	-75.0%
		(222,800)	(203,800)	(238,709)	(216,428)	(19,000)	9.3%
Sub-total Waste Recycling		(220,000)	617,200	613,844	607,180	(837,200)	-135.6%
Net Tax Levy		\$ (181,249)	\$ 1,620,006	\$ 1,582,078	\$ 1,584,473	\$ (1,801,255)	-111.2%

PUBLIC WORKS - CEMETERY

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011	Actual		
Expenditures								
09-475-00-001	Salaries - Full Time	\$ 25,391	\$ 40,926	\$ 31,450	\$ 44,905	\$ (15,535)	5.8%	
09-475-00-002	Salaries - Full Time - Overtime	2,423	-	-	-	2,423		
09-475-00-005	Salaries - Part Time	9,964	-	-	-	9,964	-	
09-475-00-021	Employee Benefits - Full Time	9,026	4,775	4,773	-	4,251	-	
09-475-00-025	Employee Benefits - Part Time	1,267	-	-	-	1,267	-	
09-475-00-049	Insurance	26	-	22	-	26	-	
09-475-00-071	Memberships / Subscriptions / Licence	500	500	401	405	-	-	
09-475-00-073	Conferences / Training Courses	500	500	0	443	-	-	
09-475-00-111	Equipment	200	200	0	-	-	-	
09-475-00-193	Foundations / Markers	7,500	7,500	3,431	5,373	-	-	
09-475-00-195	Cornerposts	900	900	595	488	-	-	
09-475-00-203	Maintenance Costs / Parts	1,000	1,000	2,374	1,261	-	-	
09-475-00-209	Outside Services	22,500	22,500	16,629	23,186	-	-	
09-475-00-213	Software Lease	1,300	1,300	1,221	1,221	-	-	
		82,498	80,101	60,896	77,282	2,397	0.0%	
Revenues								
09-477-00-548	Interest Earned	-	-	(7,103)	(8,228)	-	-	
09-477-00-588	Sales of Plots	(10,250)	(10,250)	(20,498)	(14,420)	-	-	
09-477-00-589	Burials	(16,000)	(16,000)	(17,281)	(32,150)	-	-	
09-477-00-590	Foundations	(6,000)	(6,000)	(5,317)	(8,855)	-	-	
		(32,250)	(32,250)	(50,199)	(63,653)	-	-	
	Net Tax Levy	\$ 50,248	\$ 47,851	\$ 10,697	\$ 13,629	\$ 2,397	-0.1%	

PUBLIC WORKS – WATER WORKS

INTRODUCTION

The Orangeville Water Works consists of 12 groundwater supply wells and associated treatment facilities, 4 storage reservoirs with a useable storage capacity of 15,900 cubic meters, and approximately 115 km of distribution watermains. There are high lift pumping stations associated with the two in-ground storage facilities. There are approximately 9,000 service connections from those watermains to properties within the municipal boundary. The operation and maintenance of the Orangeville water works is fully funded from user rates. Capital works may be funded from rates, development charges, grants or debt.

MISSION STATEMENT

Consistent with the overall Mission Statement for the Public Works Department, the Orangeville Water Works is operated to meet or exceed the applicable regulatory requirements.

2012 SIGNIFICANT ACHIEVEMENTS

- Replaced approximately 600 meters of old watermain and added approximately 150 meters of new watermain in conjunction with the reconstruction of some existing residential streets.
- Received no significant water quality or quantity complaints from customers.
- Successfully worked through the 2012 annual Ministry of the Environment inspection with no significant issues being identified.
- Began the construction phase of the upgrade of the SCADA system for the Orangeville water works, which includes integrating it with the SCADA controls at the WPCP to provide redundancy in the event of a partial system failure.

- The rate structure was set through 2014 with the passing of By-law 29-2010.
- Provided input, as required, to help the CTC Source Protection Committee submit its Source Protection Plan to the MOE pursuant to the Clean Water Act.

2013 DIRECTION AND PRIORITIES

- Continue to operate the Orangeville Drinking Water system in accordance with the requirements of O. Reg. 170/03, as amended.
- Continue to upgrade the water distribution system when roads are reconstructed by replacing old watermains that are subject to breaks.
- Complete the upgrade to the SCADA system. Review and address operational issues that may arise.
- Refine and implement an overall maintenance program for the system.

2013 & ONWARD – ASSUMPTIONS AND MAJOR ISSUES

The major challenge for Orangeville will be to find additional sources of water supply (a further 3,000 m³/day is required) given that the source will be outside its municipal boundaries, and to some extent controlled by the need to meet the requirements of the *Clean Water Act*. In addition, the Town is dealing with an Class EA for the Pullen Well, which is in Amaranth on lands abutting Orangeville. Also, Amaranth is expected to continue to process a planning application to amend its OP and zoning bylaw with respect to lands that are west of, and over the recharge area for, Well Field 5/5A. Orangeville has to be careful neither activity negatively impact Orangeville's water supply.

Public Works - WATER (RATE SUPPORTED)

	2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
		2012 Budget	2012 Est. Actual	2011 Actual			
Summary							
Expenditures:							
Water Works Payroll Overhead	\$ 78,156	\$ -	\$ -	\$ -	\$ 78,156	-	
Water Supply	1,855,417	1,896,736	1,896,736	1,170,751	(41,319)	-2.2%	
Water Mains	212,939	175,993	175,993	158,157	36,946	21.0%	
Meters & Conservation	131,339	130,242	130,242	127,307	1,097	0.8%	
Mono Contract	221,860	211,238	211,238	166,262	10,622	5.0%	
Service to Private Properties	111,432	113,978	113,978	125,741	(2,546)	-2.2%	
Hydrants	120,181	73,705	73,705	96,343	46,476	63.1%	
Water Works Administration	1,233,359	1,382,157	1,382,157	1,376,405	(148,798)	-10.8%	
Water Works Vehicles	149,429	126,574	126,574	108,479	22,855	18.1%	
Transfer to Reserve	1,064,988	639,377	343,877	1,028,755	425,611	66.6%	
	5,179,100	4,750,000	4,454,500	4,358,201	429,100	9.0%	
Revenues:							
Program Revenues	(5,179,100)	(4,750,000)	(4,454,500)	(4,358,201)	(429,100)	9.0%	
	(5,179,100)	(4,750,000)	(4,454,500)	(4,358,201)	(429,100)	9.0%	
NET WATER WORKS	\$ -	\$ -	\$ -	\$ -	\$ -	-	

Public Works - WATER (RATE SUPPORTED)

		2013 Budget	Comparisons				
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
Water Works - Overhead and Standby							
08-419-01-001	Salaries - Full Time	\$ 49,687	\$ -	\$ -	\$ -	\$ 49,687	-
08-419-01-002	Salaries - Full Time - Overtime	4,112	-	-	-	4,112	-
08-419-01-003	Salaries - Full Time - Standby	8,625	-	-	-	8,625	-
08-419-01-021	Employee Benefits - Full Time	15,732	-	-	-	15,732	-
Water Supply							
08-420-01-001	Salaries - Full Time	352,244	559,936	559,936	320,029	207,692	-37.1%
08-420-01-002	Salaries - Full Time - Overtime	29,150	-	-	-	29,150	-
08-420-01-021	Employee Benefits - Full Time	108,998	-	-	-	108,998	-
08-420-01-047	Telephone / Communications	41,000	41,000	41,000	33,992	-	-
08-420-01-073	Workshops / Training Courses	16,500	15,000	15,000	8,458	1,500	10.0%
08-420-01-093	Uniforms	11,525	11,300	11,300	5,931	225	2.0%
08-420-01-101	Heat	21,000	21,000	21,000	20,111	-	-
08-420-01-103	Hydro	300,000	294,300	294,300	309,221	5,700	1.9%
08-420-01-111	Equipment & Repairs	39,500	27,500	27,500	4,712	12,000	43.6%
08-420-01-123	Chemicals	67,000	51,000	51,000	45,335	16,000	31.4%
08-420-01-205	Materials & Supplies	56,500	34,000	34,000	70,877	22,500	66.2%
08-420-01-206	Outside Lab Services - Compliance	95,600	-	-	-	95,600	-
08-420-01-207	Outside Professional Srvcs-Compliance	80,000	-	-	-	80,000	-
08-420-01-208	Outside Services - Compliance	52,000	-	-	-	52,000	-
08-420-01-209	Outside Services - Operations	548,400	786,700	786,700	302,041	238,300	-30.3%
08-420-01-223	Central Communications (Emerg Ans Srv)	6,000	6,000	6,000	6,000	-	-
08-420-01-247	PIL Water Sewer Property	5,000	5,000	5,000	4,729	-	-
08-420-01-305	Property Taxes	14,000	14,000	14,000	12,807	-	-
08-420-01-307	SCADA Maintenance	11,000	30,000	30,000	26,508	19,000	-63.3%

Public Works - WATER (RATE SUPPORTED)

		2013 Budget	Comparisons				
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
Water Mains							
08-422-01-001	Salaries - Full Time	58,497	81,493	81,493	97,393 -	22,996	-28.2%
08-422-01-002	Salaries - Full Time - Overtime	4,841	-	-	-	4,841	-
08-422-01-021	Employee Benefits - Full Time	18,101	-	-	-	18,101	-
08-422-01-111	Equipment & Repairs	8,500	500	500	-	8,000	1600.0%
08-422-01-205	Materials & Supplies	35,000	25,000	25,000	24,004	10,000	40.0%
08-422-01-209	Outside Services	88,000	69,000	69,000	36,759	19,000	27.5%
Meters & Conservation							
08-424-01-001	Salaries - Full Time	29,366	37,242	37,242	41,929 -	7,876	-21.1%
08-424-01-021	Employee Benefits - Full Time	9,273	-	-	-	9,273	-
08-424-01-111	Equipment & Repairs	5,000	5,000	5,000	5,322	-	-
08-424-01-205	Materials & Supplies	500	500	500	109	-	-
08-424-01-209	Outside Services / Maintenance	56,200	55,000	55,000	53,189	1,200	2.2%
08-424-01-257	Toilet Rebate Program	15,000	17,500	17,500	19,665 -	2,500	-14.3%
08-424-01-259	Meter Purchases & Conservation Devices	16,000	15,000	15,000	7,093	1,000	6.7%
Mono Contract							
08-425-01-001	Salaries - Full Time	84,873	118,238	118,238	100,758 -	33,365	-28.2%
08-425-01-002	Salaries - Full Time - Overtime	7,024	-	-	-	7,024	-
08-425-01-021	Employee Benefits - Full time	26,263	-	-	-	26,263	-
08-425-01-111	Equipment & Repairs	3,000	3,000	3,000	-	-	-
08-425-01-205	Materials & Supplies	3,000	3,000	3,000	5,376	-	-
08-425-01-206	Outside Lab Services - Compliance	29,200	-	-	-	29,200	-
08-425-01-207	Outside Professional Srvcs-Compliance	3,500	-	-	-	3,500	-
08-425-01-208	Outside Services - Compliance	7,500	-	-	-	7,500	-
08-425-01-209	Outside Services - Operations	57,500	87,000	87,000	60,128 -	29,500	-33.9%

Public Works - WATER (RATE SUPPORTED)

		2013 Budget	Comparisons				
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
Service to Private Properties							
08-426-01-001	Salaries - Full Time	49,154	68,478	68,478	94,539 -	19,324	-28.2%
08-426-01-002	Salaries - Full Time - Overtime	4,068	-	-	-		
08-426-01-021	Employee Benefits - Full Time	15,210	-	-	-	15,210	-
08-426-01-111	Equipment & Repairs	1,000	1,000	1,000	470	-	-
08-426-01-205	Materials & Supplies	12,000	12,000	12,000	8,434	-	-
08-426-01-209	Outside Services	30,000	32,500	32,500	22,297 -	2,500	-7.7%
Hydrants							
08-427-01-001	Salaries - Full Time	26,348	36,705	36,705	29,624 -	10,357	-28.2%
08-427-01-002	Salaries - Full Time - Overtime	2,180	-	-	-	2,180	-
08-427-01-021	Employee Benefits - Full Time	8,153	-	-	-	8,153	-
08-427-01-043	Employment Agency Staff	5,000	-	-	-	5,000	-
08-427-01-205	Materials & Supplies	12,000	5,000	5,000	23,692	7,000	140.0%
08-427-01-209	Outside Services	54,500	20,000	20,000	43,028	34,500	172.5%
08-427-01-212	Replacement Hydrants	12,000	12,000	12,000	-	-	-
Administration - Water Works							
08-428-01-001	Salaries - Full Time	254,866	255,226	255,226	265,593 -	360	-0.1%
08-428-01-005	Salaries - Part Time	6,003	-	-	-	6,003	-
08-428-01-021	Benefits - Full Time	77,533	72,847	72,847	53,923	4,686	6.4%
08-428-01-025	Benefits - Part Time	613	-	-	-	613	-
08-428-01-042	Overhead Allocation to General	288,320	288,320	288,320	242,600	-	-
08-428-01-043	Overhead Allocation - Operations Centre	50,000	50,000	50,000	50,000	-	-
08-428-01-045	Office Supplies / Materials	2,500	2,500	2,500	2,566	-	-
08-428-01-049	Insurance	33,224	35,075	35,075	31,487 -	1,851	-5.3%
08-428-01-051	Printing / Photocopy Costs	500	500	500	99	-	-
08-428-01-053	Postage / Courier	1,000	1,000	1,000	284	-	-

Public Works - WATER (RATE SUPPORTED)

	2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
		2012 Budget	2012 Est. Actual	2011 Actual			
08-428-01-055 Advertising	3,000	3,000	3,000	2,725	-	-	
08-428-01-063 Computer Operation & Supplies	3,000	3,000	3,000	6,048	-	-	
08-428-01-067 Office Equipment	1,000	1,000	1,000	-	-	-	
08-428-01-068 Reading / Billing Services	177,000	175,000	175,000	185,760	2,000	1.1%	
08-428-01-069 Professional Fees - (Audit)	25,000	25,000	25,000	15,098	-	-	
08-428-01-071 Memberships / Subscriptions	1,800	1,800	1,800	1,745	-	-	
08-428-01-073 Workshops / Training Courses	4,000	4,000	4,000	4,108	-	-	
08-428-01-075 Conferences	2,500	2,000	2,000	1,252	500	25.0%	
08-428-01-077 Mileage	1,500	2,000	2,000	1,879	- 500	-25.0%	
08-428-01-087 Debenture Principal (Water Meter Loan)	-	155,989	155,989	195,626	- 155,989	-100.0%	
08-428-01-088 Infrastructure Debt Financing	300,000	300,000	300,000	300,000	-	-	
08-428-01-089 Debenture Interest (Water Meter Loan)	-	3,900	3,900	15,612	- 3,900	-100.0%	
08-432-01-000 Condensed Vehicle Fleet Expenses	149,429	126,574	126,574	108,480	22,855	18.1%	
08-455-01-385 Transfer to Reserves	1,064,988	639,377	343,877	1,028,754	425,611	66.6%	
Total Water Works Expenditures	5,179,100	4,750,000	4,454,500	4,358,201	429,100	9.0%	

Public Works - WATER (RATE SUPPORTED)

		2013 Budget	Comparisons				
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
Revenue							
08-430-01-550	Property Rental	(15,000)	(15,000)	(15,000)	(9,237)	-	-
08-430-01-574	Service Charges	(5,000)	(5,000)	(5,000)	(8,640)	-	-
08-430-01-575	Meter and Conservation Devices	(16,000)	(16,000)	(20,500)	(15,592)	-	-
08-430-01-581	Water Works Monthly Fees Billing	(730,000)	(687,000)	(687,000)	(715,537)	(43,000)	6.3%
08-430-01-582	Water Works Volume Billing	(4,160,000)	(3,822,000)	(3,522,000)	(3,394,884)	(338,000)	8.8%
08-430-01-583	Miscellaneous Sales	(15,000)	(15,000)	(15,000)	(11,376)	-	-
08-430-01-624	Mono Contract	(233,100)	(185,000)	(185,000)	(200,470)	(48,100)	26.0%
08-430-01-625	Sundry Revenues	(5,000)	(5,000)	(5,000)	(2,463)	-	-
		(5,179,100)	(4,750,000)	(4,454,500)	(4,358,201)	(429,100)	9.0%
NET WATER WORKS		\$ -	\$ -	\$ -	\$ -	\$ -	-

PUBLIC WORKS – WASTEWATER

INTRODUCTION

The Orangeville wastewater system consists of a collection system (sanitary sewers), four sewage pumping stations and the Water Pollution Control Plant (WPCP) at 16 Town Line. The WPCP, which has a rated capacity of 14,400 m³/day, treats all of the sewage that is collected by the sanitary sewer system. The WPCP treats sewage using the activated sludge process with pre-denitrification for biological nutrient removal. Treated effluent is discharged to the Credit River south of the WPCP. There are approximately 115 km of sanitary sewers in the collection system with manholes located at regular intervals. The operating and maintenance of the Orangeville wastewater system is fully funded from user rates. Capital works may be funded from rates, development charges, grants or debt.

MISSION STATEMENT

The Orangeville wastewater system is operated to be consistent with the mission statement for the Public Works Department; specifically, to meet or exceed the applicable regulatory requirements.

2012 SIGNIFICANT ACHIEVEMENTS

- WPCP Expansion: The Environmental Assessment for the expansion of the WPCP was approved in 2011 and the Conceptual Design and Optimization Study was completed in early 2012. The detailed design work for the expansion was awarded to a consultant in 2012 and is ongoing.
- New Inlet Works Facility: The construction of a new inlet works facility at the WPCP started in 2010 and was completed in the fall of 2012. The new facility replaced the outdated inlet works facility that was constructed in the early 1970's.

- WPCP Operation: In 2012 the WPCP continued to operate in compliance with the applicable regulatory requirements.
- Wastewater Collection: In 2012, approximately 300 meters of sanitary sewer were replaced as part of two road reconstruction projects, and the Town assumed two wastewater pumping stations from developers. The new SCADA systems are being set up so these stations can be controlled and monitored remotely.

2013 DIRECTION AND PRIORITIES

- WPCP Expansion: It is anticipated that the detailed design for the expansion of the WPCP will be completed in 2013, which would include the issuance of a new Environmental Compliance Approval at a higher rated capacity. Following the completion of the design, a contract for the construction of the expansion will be tendered.
- Sanitary Sewer Infiltration and Inflow Reduction: There is a need to undertake sewage flow monitoring and collection system upgrades to reduce the extraneous flows entering the collection system.

2013 & ONWARD – ASSUMPTIONS AND MAJOR ISSUES

The major issue facing Orangeville with respect to its wastewater collection and treatment system will be moving forward with the expansion of the WPCP to provide sewage treatment capacity to the remaining undeveloped lands within the Town's municipal boundary and treatment capacity for the pressate from the biosolids dewatering operation.

Public Works - WASTEWATER (RATE SUPPORTED)

	C o m p a r i s o n s					
	2013 Budget	2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
Summary						
Expenditures:						
Sanitary Sewer	\$ 286,932	\$ 291,608	\$ 247,958	\$ 290,239	\$ (4,676)	-1.6%
Wastewater Administration	951,745	943,722	967,588	938,083	8,023	0.9%
CVC Levy	122,625	118,211	119,401	123,596	4,414	3.7%
Water Pollution Control Plant	2,141,404	2,381,145	2,084,126	2,092,380	(239,741)	-10.1%
Wastewater Payroll Overhead	10,213	-	-	-	10,213	-
Transfer to Reserve	2,145,581	1,486,314	1,801,927	1,463,863	659,267	44.4%
	5,658,500	5,221,000	5,221,000	4,908,161	437,500	8.4%
Revenues:						
Program Revenues	(5,658,500)	(5,221,000)	(5,221,000)	(4,908,161)	(437,500)	8.4%
	(5,658,500)	(5,221,000)	(5,221,000)	(4,908,161)	(437,500)	8.4%
NET WASTEWATER	\$ -	\$ -	\$ -	\$ -	\$ -	

Public Works - WASTEWATER (RATE SUPPORTED)

		2013 Budget	Comparisons				
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
Sanitary Sewer							
08-401-00-001	Salaries - Full Time and Standby	\$ 84,335	\$ 123,378	\$ 80,528	\$ 101,225	\$ (39,043)	-31.6%
08-401-00-002	Salaries - Full Time Overtime	4,790	-	-	-	4,790	-
08-401-00-021	Employee Benefits - Full Time	28,507	-	-	-	28,507	-
08-401-00-042	Operations Centre Chargeback	50,000	50,000	50,000	50,000	-	-
08-401-00-047	Telephone	2,500	3,000	2,366	2,671	500	-16.7%
08-401-00-073	Workshops / Training Courses	5,000	4,000	4,081	4,071	1,000	25.0%
08-401-00-093	Uniforms	3,000	3,000	2,754	3,720	-	-
08-401-00-103	Hydro	7,800	7,630	7,630	7,800	170	2.2%
08-401-00-111	Equipment & Repairs	15,000	15,000	15,000	5,052	-	-
08-401-00-205	Materials & Supplies	12,000	12,000	12,000	7,466	-	-
08-401-00-208	Overstrength Agreement Sampling	3,000	2,600	2,600	3,051	400	15.4%
08-401-00-209	Outside Services	65,000	65,000	65,000	99,184	-	-
08-401-00-223	Central Communications	6,000	6,000	6,000	6,000	-	-
Wastewater Administration							
08-402-00-001	Salaries - Full Time	131,319	128,429	128,429	131,294	2,890	2.3%
08-402-00-021	Benefits - Full Time	38,514	35,528	35,528	31,508	2,986	8.4%
08-402-00-042	Overhead Allocation to General	288,320	288,320	288,320	228,800	-	-
08-402-00-049	Insurance	11,692	10,695	10,695	9,588	997	9.3%
08-402-00-055	Advertising	200	200	200	-	-	-
08-402-00-069	Professional Fees - Audit	2,000	2,000	25,866	47,427	-	-
08-402-00-070	Billing / Reading Services	176,000	175,000	175,000	185,760	1,000	0.6%
08-402-00-071	Memberships / Subscriptions	400	400	400	228	-	-
08-402-00-073	Workshops / Training Courses	1,100	1,000	1,000	350	100	10.0%
08-402-00-075	Conferences	700	650	650	646	50	7.7%
08-402-00-077	Mileage	1,500	1,500	1,500	2,482	-	-

Public Works - WASTEWATER (RATE SUPPORTED)

		2013 Budget	Comparisons				
			2012 Budget	2012 Est. Actual	2011 Actual	\$ Change 2012/13	% Change 2012/13
08-402-00-087	Debenture Principal	300,000	300,000	300,000	300,000	-	-
	CVC Levy						
08-403-00-085	General Levy - 50% CVC	96,675	91,475	93,734	88,887	5,200	5.7%
08-403-00-086	Special Levy - 50% CVC	25,950	26,736	25,667	24,274	787	-2.9%
08-403-00-087	Optional Levy CVC	-	-	-	10,435	-	-
	Water Pollution Control Plant						
08-405-00-001	Salaries - Full Time	343,927	336,359	336,359	295,108	7,568	2.2%
08-405-00-002	Salaries Over Time	27,500	25,000	25,000	22,863	2,500	10.0%
08-405-00-003	Salaries Standby	8,625	8,625	8,625	7,725	-	-
08-405-00-021	Benefits Full time, Over Time & Standby	119,664	107,370	107,370	75,733	12,294	11.5%
08-405-00-047	Telephone	2,880	2,880	2,880	2,147	-	-
08-405-00-049	Insurance	23,714	1,150	16,569	1,072	22,564	1962.1%
08-405-00-069	Professional Services	10,000	10,000	-	-	-	-
08-405-00-073	Workshops / Training Courses	7,500	7,500	2,625	5,980	-	-
08-405-00-087	Debenture Costs	-	1,783	4,997	155,947	1,783	-100.0%
08-405-00-093	Uniforms/Safety Equip./Protective Cloth.	5,200	5,200	5,200	3,006	-	-
08-405-00-101	Natural Gas	35,000	60,000	12,000	27,081	25,000	-41.7%
08-405-00-103	WPCP - Hydro	375,000	360,000	303,577	330,632	15,000	4.2%
08-405-00-111	Equipment Replacement & Repairs	80,000	80,000	80,000	69,754	-	-
08-405-00-123	Chemicals	139,000	122,000	135,166	125,827	17,000	13.9%
08-405-00-205	Materials & Supplies	25,000	25,000	25,000	26,588	-	-
08-405-00-206	Outside Laboratory Services	26,000	22,000	17,205	21,837	4,000	18.2%
08-405-00-209	Outside Services	80,000	90,200	90,200	139,177	10,200	-11.3%
08-405-00-200	WPCP Vehicle	11,000	-	-	1,497	11,000	-
08-405-00-210	Vehicle - Wastewater - Fuel	1,500	1,500	1,500	777	-	-
08-405-00-211	Vehicle - Wastewater- Insurance	1,812	500	500	670	1,312	262.4%

Public Works - WASTEWATER (RATE SUPPORTED)

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
08-405-00-212	Vehicle - Wastewater - License	82	74	74	-	8	10.8%	
08-405-00-213	Vehicle - Wastewater - Maintenance Costs	3,000	3,000	3,000	-	-	-	
08-405-00-247	PIL WPCP	11,000	11,000	10,771	10,633	-	-	
08-405-00-302	Capital & Finance Charges	-	261,004	68,840	11,993	- 261,004	-100.0%	
08-405-00-303	Marsh Monitoring Survey	25,000	45,000	35,060	22,155	- 20,000	-44.4%	
08-405-00-304	Consulting Fees	9,000	9,000	7,780	7,781	-	-	
08-405-00-305	Biosolids Disposal	770,000	785,000	783,828	722,945	- 15,000	-1.9%	
08-405-00-310	Transitional Costs	-	-	-	3,450	-	-	
08-405-00-385	Transfer to Reserves - Wastewater	2,145,581	1,486,314	1,801,927	1,463,863	659,267	44.4%	
Wastewater Payroll Overhead								
08-409-00-001	Salaries - Full Time and Standby	7,335	-	-	3,450	7,335	-	
08-409-00-002	Salaries - Full-time - Overtime	2,461	-	-	-	2,461	-	
08-409-00-021	Employee Benefits - Full Time	417	-	-	3,450	417	-	
Total Sanitary Sewer Expenditures		5,658,500	5,221,000	5,221,000	4,915,061	437,500	8.4%	
Program Revenues								
08-407-00-506	Sewer Monthly Fees Billing	(727,000)	(687,000)	(687,000)	(712,800)	(40,000)	5.8%	
08-407-00-508	Sewer Volume Billing	(4,862,000)	(4,472,000)	(4,472,000)	(4,056,326)	(390,000)	8.7%	
08-407-00-578	Contribution from Over Strength Agrmnt	(65,000)	(55,000)	(55,000)	(70,416)	(10,000)	18.2%	
08-407-00-579	Sewer Back-Up Charges	(1,000)	(1,000)	(1,000)	(480)	-	-	
08-407-00-625	Sundry	(1,000)	(1,000)	(1,000)	(28,149)	-	-	
08-407-00-520	Hydro Usage - Entec	(2,000)	(2,000)	(2,000)	(1,243)	-	-	
08-407-00-526	Hydro Usage - XOGEN	(500)	(3,000)	(3,000)	(38,748)	2,500	-83.3%	
		(5,658,500)	(5,221,000)	(5,221,000)	(4,908,161)	(437,500)	8.4%	
NET Wastewater		\$ -	\$ -	\$ -	\$ -	\$ -	-	

LIBRARY

INTRODUCTION

The Library is a vital part of our municipality and continues to flourish as a strong member and active partner within the community. The Library Board looks forward to continuing a strong and cooperative relationship with the Town and Council.

MISSION STATEMENT

The Orangeville Public Library seeks to meet the informational, educational, recreational and cultural interests and needs of our community by providing free and timely access to print and non-print resources appropriate to those needs. The Orangeville Public Library seeks to encourage and facilitate reading, literacy and lifelong learning by supplying Orangeville Public Library resources in a variety of formats designed to interest, inform and enlighten.

The Orangeville Public Library seeks to protect the public's right to know by resisting censorship and providing equal access to information needed for informed and effective daily living, decision making, problem solving and thoughtful participation in civic/community affairs. The Orangeville Public Library seeks to provide the highest quality service and to organize and display the collection for easy, open access by all.

2012 SIGNIFICANT ACHIEVEMENTS

Significant achievements were:

- Fundamental shift in our approach to Customer Service
- Implementation of a Homebound Delivery Service
- Progression towards Accreditation

2013 Strategic Direction and Service Priorities

- Certificate of Accreditation
- Renovations to the Mill Street Branch

2013 and Onward Assumptions and Major Issues

- Strategic Plan and Needs Assessment



Orangeville Public Library

ORANGEVILLE PUBLIC LIBRARY

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
Expenditures								
11-600-03-001	Salaries - Full Time	\$ 490,991	\$ 465,916	\$ 457,684	\$ 425,889	\$ 25,075	5.4%	
11-600-03-005	Salaries - Part Time	550,685	530,546	530,343	523,488	20,139	3.8%	
11-600-03-021	Employee Benefits - Full Time	145,675	140,733	129,530	112,270	4,942	3.5%	
11-600-03-025	Employee Benefits - Part Time	102,864	79,121	83,065	67,701	23,743	30.0%	
11-600-03-045	Office Supplies	7,000	7,000	6,782	5,280	-	-	
11-600-03-047	Telephone	4,000	4,000	3,895	4,028	-	-	
11-600-03-049	Insurance	540	481	481	429	59	12.3%	
11-600-03-053	Postage / Courier / Fax	500	500	337	316	-	-	
11-600-03-055	Advertising	8,500	8,500	7,670	7,871	-	-	
11-600-03-059	Equipment Rentals / Leased Equip	7,008	10,508	7,893	8,708	(3,500)	-33.3%	
11-600-03-065	Computer Maintenance Agreement	12,000	8,500	8,636	7,839	3,500	41.2%	
11-600-03-067	Office Equipment	2,000	1,500	3,253	2,149	500	33.3%	
11-600-03-068	Accounting Services	2,500	2,500	2,500	2,500	-	-	
11-600-03-069	Professional Fees (Audit)	1,650	1,500	1,500	1,500	150	10.0%	
11-600-03-071	Memberships	2,275	2,275	1,924	1,374	-	-	
11-600-03-073	Workshops / Training Courses	6,000	6,000	5,235	5,092	-	-	
11-600-03-075	Conferences	6,500	6,500	4,368	5,771	-	-	
11-600-03-077	Mileage	1,500	1,250	1,328	1,464	250	20.0%	
11-600-03-081	Programs	11,350	11,070	11,485	9,784	280	2.5%	
11-600-03-082	Adult Programming	6,000	6,000	5,992	6,248	-	-	

ORANGEVILLE PUBLIC LIBRARY

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
11-604-03-049	Insurance	5,364	1,731	1,731	1,716	3,632	209.8%	
11-604-03-101	Gas	6,773	6,773	6,474	5,845	-	-	
11-604-03-103	Hydro	14,706	14,706	13,268	12,848	-	-	
11-604-03-105	Maintenance Supplies - Building	8,000	8,500	5,274	2,282	(500)	-5.9%	
11-604-03-107	Maintenance Repairs	14,470	15,000	13,756	25,700	(530)	-3.5%	
11-604-03-109	Mat Service	1,100	1,100	750	966	-	-	
11-604-03-115	Snow Removal / Lawn Maintenance	4,320	4,320	1,664	859	-	-	
11-604-03-116	Elevator Maintenance	2,000	2,000	969	1,369	-	-	
11-604-03-117	Janitorial Services	12,000	12,000	11,171	9,311	-	-	
11-606-03-383	Contribution to Building Reserve	35,000	-	-	-	35,000	-	
11-626-03-049	Insurance	1,784	1,300	1,300	1,180	484	37.3%	
11-626-03-101	Gas	3,400	3,400	3,400	3,400	-	-	
11-626-03-103	Hydro	5,304	5,304	5,304	5,304	-	-	
11-626-03-105	Maintenance Supplies - Building	200	200	-	58	-	-	
11-626-03-107	Maintenance Repairs	2,000	2,000	-	-	-	-	
11-626-03-383	Contribution to Capital Collections	180,000	180,000	180,000	177,660	-	-	
		1,665,958	1,552,734	1,518,962	1,448,199	113,224	7.3%	

ORANGEVILLE PUBLIC LIBRARY

		2013 Budget	Comparisons				\$ Change 2012/13	% Change 2012/13
			2012 Budget	2012 Est. Actual	2011 Actual			
Revenues								
11-608-03-526	Admin Costs Recovered	(48,500)	(48,500)	(47,685)	(46,078)	-	-	
11-608-03-531	Fines & Penalties	(18,000)	(19,000)	(16,431)	(16,153)	1,000	-5.3%	
11-608-03-535	Federal Grants	(3,000)	(2,100)	(4,766)	(3,576)	(900)	42.9%	
11-608-03-536	Ontario Specific Grants	(30,700)	(30,700)	(30,708)	(35,108)	-	-	
11-608-03-547	Transfer from Reserves	-	-	-	(3,000)	-	-	
11-608-03-570	Non-Resident Fees	(44,200)	(44,000)	(57,029)	(58,261)	(200)	0.5%	
11-608-03-594	Donations	(4,000)	(5,000)	(4,520)	(5,658)	1,000	-20.0%	
11-608-03-607	Room Rental	(2,000)	(1,800)	(3,457)	(4,244)	(200)	11.1%	
11-608-03-620	Costs Recovered	(7,000)	(7,000)	(10,065)	(3,881)	-	-	
11-608-03-625	Sundry	(2,000)	(2,000)	(6,069)	(4,174)	-	-	
11-608-03-627	Photocopies	(1,900)	(1,200)	(4,093)	(3,846)	(700)	58.3%	
		(161,300)	(161,300)	(184,823)	(183,979)	-	-	
Net Tax Levy		\$ 1,504,658	\$ 1,391,434	\$ 1,334,139	\$ 1,264,220	\$ 113,224	8.1%	

CAPITAL BUDGET

INTRODUCTION

The Capital Budget is a long-term, multi-year plan that is updated and refined on an annual basis. This plan reflects the need to invest in our infrastructure as the Town grows and the existing infrastructure ages. Along with these factors the withdrawal of Provincial and Federal capital allocations has created a significant financial challenge for the Town of Orangeville. The need to prepare long-term infrastructure renewal plans, at the same time plan for growth, which is supported by prudent financial planning, is a major undertaking.

OVERVIEW OF CAPITAL BUDGET PREPARATION

In addition to being a planning tool, the Capital Budget and Forecast is a very important financial tool. By identifying and quantifying our renewal and growth needs we are able to determine the existing financial capacity and financial implications of the Town undertaking the desired plan. The use of long term financial planning ensures that service levels are maintained and our assets are in a good state of repair without negative impact or significant tax or rate increases in any particular year.

The guiding principles that staff employ in the development of the Capital Budget and Forecast may be summarized as follows:

- Focus on the renewal needs of existing assets
- Focus on the needs of the community
- Achieve optimum benefit from the use of taxpayer's dollars
- Increase the efficiency of our program delivery
- Communicating the capital plan and priorities thus reducing community pressure to fund projects of lower priority

CAPITAL BUDGET INPUTS

The graphic below illustrates the hierarchy of information which leads to the Town's overall vision and impacts capital investment decisions.



PRESENTATION OF THE CAPITAL BUDGET AND FORECAST

The Town of Orangeville presents a capital investment plan annually to Council. Over the balance of the year, staff will be providing direction on the future needs of the infrastructure plan. In addition to the proposed items detailed in this document, staff may bring forward additional items during the year. However, all projects require Council approval prior to being undertaken. There is no commitment to fund future years unless Council has specifically approved the funding for these projects. In addition, for projects in the current year that are contingent on various external-funding sources and funding for these contingent projects is not forthcoming, the projects may be deferred, amended or cancelled.

CAPITAL BUDGET

DEFINITION

A capital expenditure is defined as one that results in the acquisition, construction, development or betterment of a tangible capital asset.

Tangible capital assets are non-financial assets having physical substance that:

1. Are held in use in the production or supply of goods and services, for rental to others, for administrative purposes or for development, construction, maintenance or repair of other tangible capital assets;
2. Have useful economic lives extending beyond one year;
3. Are to be used on a continuing basis; and
4. Are not for resale in the ordinary course of operations.

As municipalities face the need for increased capital expenditures—to maintain the existing infrastructure, to provide for new programs and responsibilities, and to accommodate future growth, it is important that these spending decisions are made only after a careful consideration of priorities and options.

Staff has brought forward a multi-year plan prior to the budget to inform future years' budget deliberations. Projects included in the forecast indicate expectations and do not represent commitments that the Town will proceed with. Exceptions to this would be growth related projects that have been incorporated into the Town's Development Charge Background Study.

Over time priorities may change or external funding may be available, which may result in Council amending or adjusting the projects in the capital forecast plan.

Capital Planning

The following master plans and studies drive the Town's capital planning program:

A Roads Needs Study was completed in 2007 with an interim update done in 2011 to assess the Town's 20 year road system. The studies provide information on construction needs and cost estimates. The construction needs identify critical deficiencies and list roads and structures in order of a priority rating with respect to reconstruction and/or upgrades.

A Water/Wastewater Rate Study was updated in 2009. In addition to addressing operating costs, the study identifies all current and future water systems capital needs and identifies potential methods of cost recovery.

The Drinking Water Quality Management Standard (DWQMS) Financial Plan was completed in 2009 with the purpose of forecasting capital requirements and ensuring sustainability of the system. This is a requirement in order to apply for a Municipal Drinking-Water license as per the Safe Water Drinking Act (O. Reg 453/07).

A Development Charge (DC) Study was completed in 2009 pursuant to the requirements of the *Development Charges Act, 1997*. The DC Study details service needs arising from residential and non-residential growth and imposes a charge for development of property.

The Parks and Recreation Strategic Plan was completed in 2010. It is a five to ten year blueprint to assist Council, the Department, its partners, and the entire community by identifying needs and priorities related to parks and recreation service facilities.

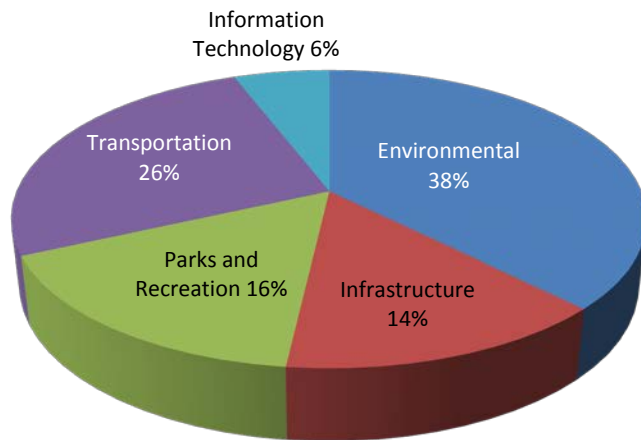
The Bridge Inventory and Assessment is done every two years, the last one was completed in 2012. This assessment detects structural and functional deficiencies to minimise the probability of structural failure and to improve safety.

CAPITAL BUDGET

The approved 2013 Capital Budget includes gross expenditures of \$8,453,400. Exhibit 1 below details the 2013 Capital Projects by Function. Summary details of the approved projects will follow on the next page.

Exhibit 1:

Capital Projects by Function



ENVIRONMENTAL PROJECT HIGHLIGHT

The expansion of the Water Pollution Control Plant (WPCP) located at 16 Town Line, is the largest capital project approved in 2013. It is a multi-year project with a \$2M impact in 2013. This project involves completing the detailed design, tending and construction of the expansion works to increase the rated capacity of the WPCP to accommodate future development.

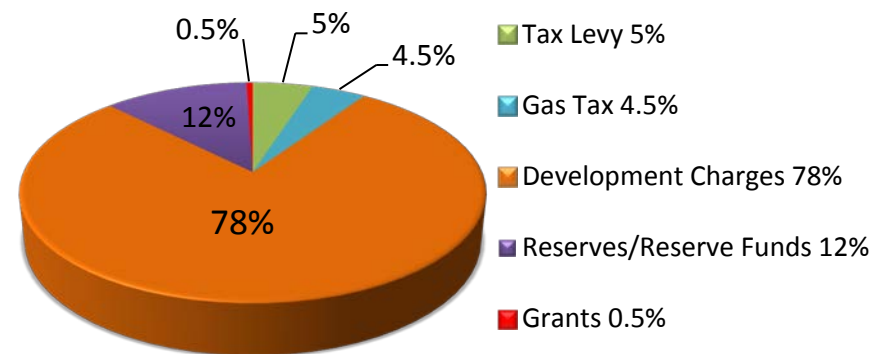
The Long Term Servicing Strategy, which was finalized in 2004, concluded that expanding the WPCP was the preferred approach to

providing sewer treatment capacity to the remaining undeveloped lands within the Town's municipal boundary. The Class Environmental Assessment has now been approved and the conceptual design is done. The detailed design work, which has already begun, will be completed in the summer of 2013 with tendering and construction to follow, likely in late 2013.

Financing of the approved 2013 Capital Budget is provided by several different funding sources. As Exhibit 2 highlights, the largest source of financing is from Development Charges (DCs). Development Charges are applied against the town's growth related projects. Annually the development charge funding can vary due to timing of specific growth related projects. Other financing sources include Federal Gas Tax, Reserves and Reserve Funds and external recoveries.

Exhibit 2:

Capital Funding Sources



A brief description of each funding source is available in the Capital section of the Executive Summary on page 17.

CAPITAL BUDGET

Approved 2013 Capital Projects

<i>Proj No.</i>	<i>Project Name</i>	<i>Gross Cost</i>	<i>Beyond 2013</i>	<i>Impact on 2013</i>	<i>Tax Levy</i>	<i>Reserve/ Res Funds</i>	<i>Gas Tax Funds</i>	<i>DC</i>	<i>Grants</i>
1	Replace Boards and Concrete Apron at Rink A at Tony Rose	325,000		325,000	325,000				
2	Mill Creek Stream Stabilization	899,180		899,180	214,355			684,825	
3	Pickup Truck 1/2 Ton Lease	32,400		32,400	3,240			29,160	
4	Parking Lot at Visitor Information Centre	15,000		15,000	15,000				
5	Library Collections	182,250		182,250	110,250			72,000	
6	Workstations Replacement	65,000		65,000	65,000				
7	Police Vehicle Replacement	45,000		45,000	45,000				
8	Showers / Change Room	15,000		15,000	15,000				
9	Trail Rehabilitation at Mill Creek	70,000		70,000	70,000				
10	Salt Storage Shed Operations Centre	500,000		500,000	50,000			450,000	
11	Replace Stairs to Waterslide at Alder Centre	58,000		58,000	58,000				
12	Fire Proofing on Steel Columns Reinstallment at Green Rink at Alder Centre	25,000		25,000	25,000				
13	Mill Street Renovations	166,000		166,000	72,750	55,000		38,250	
14	Police OPTIS/CTAS Server Replacement	22,000		22,000	22,000				
15	Police Server Replacement Schedule	10,000		10,000	10,000				

CAPITAL BUDGET

<i>Proj No.</i>	<i>Project Name</i>	<i>Gross Cost</i>	<i>Beyond 2013</i>	<i>Impact on 2013</i>	<i>Tax Levy</i>	<i>Reserve/ Res Funds</i>	<i>Gas Tax Funds</i>	<i>DC</i>	<i>Grants</i>
16	2-Ton Truck with Aerial Bucket	120,000		120,000	12,000			108,000	
17	Playground Structure Replacement at Village Green Park	40,000		40,000	40,000				
18	Public WIFI	5,000		5,000	5,000				
19	Brush and Tree Chipper	29,000		29,000	2,900			26,100	
20	Detailed Design at Brown's Farm Park	45,090		45,090	4,509			40,581	
21	Splash Pad Detailed Design at Fendley Park	77,819		77,819	7,782			70,037	
22	Addition Area sign money	40,000		40,000	40,000				
23	HVAC IT area	60,000		60,000	60,000				
24	Upgrade Boardwalk at Dragonfly Park	12,000		12,000	12,000				
25	Website Upgrade	20,000		20,000	20,000				
26	Library Electronic Inventory & Circulating System	5,000		5,000	5,000				
27	Aquacide Weed Killer (Boulevards)	17,000		17,000	1,700			15,300	
28	Fuel Management System	12,500		12,500	1,250			11,250	
29	Sports Pad Lighting at Brown's Farm	60,000		60,000	6,000			54,000	
30	New IT Fire Retardant System at Alder Centre	20,000		20,000	20,000				
31	3 New 1/2 Ton Truck for Parks Phased in over 2 years	105,000	52,500	52,500	17,500			35,000	

CAPITAL BUDGET

<i>Proj No.</i>	<i>Project Name</i>	<i>Gross Cost</i>	<i>Beyond 2013</i>	<i>Impact on 2013</i>	<i>Tax Levy</i>	<i>Reserve/ Res Funds</i>	<i>Gas Tax Funds</i>	<i>DC</i>	<i>Grants</i>
73	Lighting Upgrades on Ball Field at Idyllwide Park	85,000		85,000		42,500			42,500
74	Resurface Ball Diamond fields at Idyllwilde and Rotary Parks	110,000		110,000		55,000			55,000
33	Theatre Space Upgrades	70,000		70,000		70,000			
36	Signage and Bell Tower at Visitor Information Centre	20,000		20,000	20,000				
32	New Trails - Seniors Centre on Bythia to Community Garden on Center St	95,000		95,000			9,500	85,500	
68	Maywood Park Trail Ext. Bredin Parkway to Victor Large Way/Hansen Blvd	140,000		140,000			14,000	126,000	
69	New Trails: Amelia St and Credit Meadows Trail to ODSS Fields	175,000		175,000			17,500	157,500	
53	Broadway Intersection Improvements. Phased in over 2 years	360,000	161,000	199,000			199,000		
48	Reconstruction of Second St., Third Ave. to Fourth Ave.	1,087,000		1,087,000		384,000	703,000		
49	Controller Cabinet and Component Replacement at Broadway/First	45,000		45,000			45,000		
50	Wellington St. Bridge Rehabilitation (Engineering/Design)	25,000		25,000			25,000		

CAPITAL BUDGET

<i>Proj No.</i>	<i>Project Name</i>	<i>Gross Cost</i>	<i>Beyond 2013</i>	<i>Impact on 2013</i>	<i>Tax Levy</i>	<i>Reserve/ Res Funds</i>	<i>Gas Tax Funds</i>	<i>DC</i>	<i>Grants</i>
51	Cannon Court Resurfacing	105,000		105,000			105,000		
52	Cambridge St. Resurfacing	105,000		105,000			105,000		
62	Police Vehicle Purchase	22,161		22,161		22,161			
63	Historical Site Repairs at Mill Park	30,000		30,000		30,000			
70	Purchase Attachment for Mini Track Loader	17,500		17,500	1,750			15,750	
64	SCADA Upgrades/funding	350,000		350,000		350,000			
66	Water Works 5 ton Van	76,000		76,000		76,000			
67	Water Works 1 ton Van	40,000		40,000		40,000			
60	Trailer mounted valve exerciser/vac system	65,000		65,000		6,500		58,500	
71	Access/Vent. Enhancement to Valve Pits-Dudgeon, S/S, S/P Reservoirs	175,000		175,000		175,000			
77	Northerly Extension of B Line W/M	86,000		86,000				86,000	
61	WPCP Expansion	21,087,000	1,721,000	2,000,000				2,000,000	
65	Sanitary Sewer Infiltration Reduction Projects	1,275,000	1,020,000	255,000		255,000			
	Planting of 150 Trees	30,000		30,000		15,000			15,000
				\$ 8,453,400	\$1,377,986	\$1,576,161	\$1,223,000	\$4,163,753	\$112,500

LONG-TERM LIABILITIES

CURRENT LONG-TERM DEBT OUTSTANDING

The total current long-term debt obligations (principal and interest) for the Town of Orangeville are \$23,759,229. Payments for the next 5 fiscal years and thereafter are as follows:

Year	Principal	Interest	Total
2013	910,872	819,717	1,730,590
2014	933,968	774,527	1,708,496
2015	982,080	726,415	1,708,496
2016	1,021,768	686,727	1,708,496
2017	1,086,793	621,702	1,708,496
2018	1,117,173	591,323	1,708,496
2019 ONWARDS	10,714,305	2,771,857	13,486,162
	\$ 16,766,960	\$ 6,992,269	\$ 23,759,229

Interest expense is recognized on the consolidated statement of operations and accumulated surplus.

The annual principal and interest payments required to service the long-term liabilities of the town are within the annual debt repayment limit prescribed by the Ministry of Municipal Affairs and Housing.

Approximately \$5.6M of this total relates to projects funded from the general tax rate. The balance of approximately \$11.1M is funded through rates (water and wastewater fees) and development charges.

The current long-term debt outstanding for the Town of Orangeville is made up of the obligations listed in the chart below.

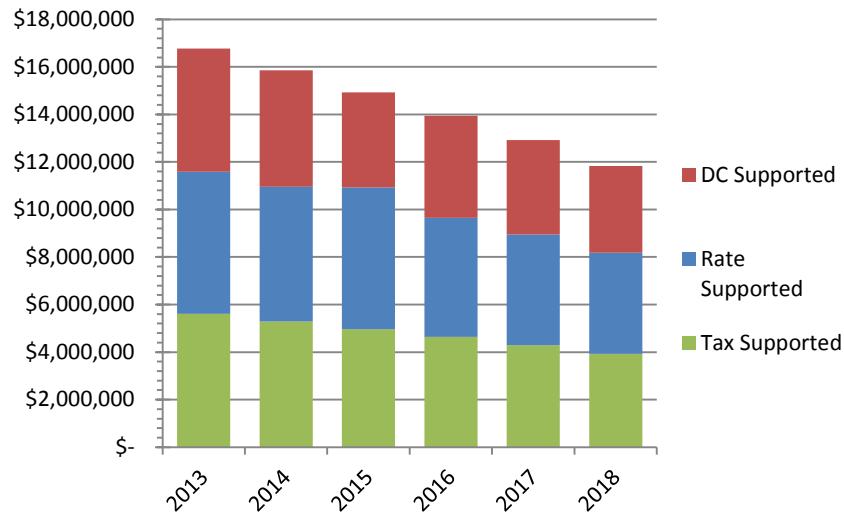
Long-Term Liabilities	Year End 2012
Alder Street Recreation Centre, 5.05%, payable in monthly payments of \$39,601 principal and interest, due December 2015, maturing 2026.	\$ 4,518,179
Humber College Land, 5.15%, payable in monthly payments of \$19,045 principal and interest, due March 2016, maturing 2026.	2,192,913
Police Station and Westdale Improvement Area, 5.15%, payable in monthly payments of \$22,052 principal and interest, due March 2016, maturing 2026.	2,539,438
Westdale Improvement Area, 4.91%, payable in monthly payments of \$25,150 principal and interest, due November 2016, maturing 2026.	3,039,756
Various Transportation Capital Projects, 3.74% adjusted every six months, payable in monthly payments of \$28,950.47 principal and interest adjusted every six months, due December 2016, maturing 2026.	3,795,779
BIA Parking Lot, 4.60%, payable in monthly payments of \$4,785 principal and interest, due April 2019, maturing 2034.	658,801
Capital Lease payable, Case Loader, 0%, payable in monthly payments of \$3,157 principal, due July 2013.	22,094
	\$ 16,766,960

LONG-TERM LIABILITIES

The forecasted long-term debt to be outstanding for the next five years is illustrated in the chart listed as Exhibit 3. The rate supported and development charge debt issues have been incorporated into the rate setting model for water and wastewater user rates.

Exhibit 3:

LONG-TERM DEBT OUTSTANDING 2013 - 2018

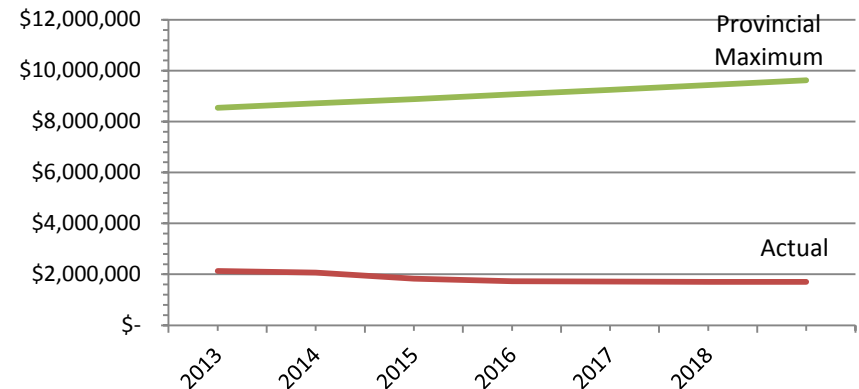


The allowable annual repayment limit respecting long-term debt and financial obligations is set by the Provincial Government. The maximum allowable limit is set at 25 percent of the municipality's own source revenues. The limit for the current year is approximately \$8.7M. The Town's current obligations are slightly more than \$2.0M, which is substantially below the allowable limit.

The chart below listed as Exhibit 4 compares forecasted debt service burden against the allowable provincial limit.

Exhibit 4:

ALLOWABLE DEBT SERVICE BURDEN



GLOSSARY

Accounting Principles

Generally Accepted Accounting Principles that apply specifically to the process of developing estimates and budgets and the reporting of results for financial documents.

Accrual Accounting

The Municipality's sources of financing and expenditures are recorded using the accrual basis of accounting. This basis recognizes revenues as they become available and measurable and expenditures as they are incurred and measurable as the result of receipt of goods or services and the creation of a legal obligation to pay. This is also the basis for developing the Municipality's budget.

Allowance

A provision for an expected loss or reduction in the value of an asset, so as to reduce the reported value of the asset to a value which reflects its estimated realizable value. Examples of an allowance are: Allowance for Doubtful Accounts, Allowance for Uncollectable Taxes.

Approved Budget

The final budget passed by Council, which will govern the operations and reporting during the fiscal year.

Assessment

A value established by the Municipal Property Assessment Corporation (MPAC) for real property for use as a basis of levying property taxes for municipal purposes.

Assets

All properties, both tangible and intangible, owned by an entity.

Balanced Budget

Total expenses equal total revenues in an operating year.

Base Budget

Budget resources that are required to maintain service at the level provided in the previous year's budget.

Budget

A financial plan for a specified period of time (fiscal year) that matches all planned revenues and expenditures for the provision of various municipal programs and services, approved by Council.

Budget Document

The official written statement prepared by administration, which presents the proposed budget for the fiscal year to Council.

Budget Message

A general discussion of the proposed budget presented in writing as part of the budgeted document. The budget message explains principal budget issues and highlights against the background of financial experience in recent years and presents recommendations made by senior administration, for the consideration of Committee and Council.

Budget Principles

Propositions employed in the operating and capital budget development, control and reporting.

Capital Budget

A plan of proposed capital expenditures to be incurred in the current year and over a period of subsequent future years [long term], identifying each capital project and the method of financing.

Capital Projects

Projects, which purchase or construct capital assets. Typically, a capital project encompasses a purchase of land and/or the construction of a building or infrastructure.

GLOSSARY

Collective Agreement

A legally binding agreement between an employer and a union, detailing the terms and conditions of employment.

Current Taxes

Taxes that are levied and payment due within the fiscal year.

Debenture Debt

The payment of interest and repayment of principle to holders of the Municipality's debt instruments, used to finance capital projects.

Debt Limit

The total outstanding debt service charges incurred by the Municipality. This can be expressed as the Council Policy limit or the allowable Provincial Government Limit.

Deficit

The excess of liabilities over assets, or expenditures over revenues, in a fund over an accounting period.

Department

A basic organizational unit of the Municipality, which is functionally unique in its delivery of services.

Depreciation

A non-cash expense which allocates the amortizable amount of an item of property, plant and equipment over its estimate life in a rational and systemic basis.

Development Charges (DC)

Development charges are assessed against land development projects in order to help fund the cost of capital infrastructure needed to service growth.

Estimated Revenue

The amount of projected revenue to be collected during the fiscal year. The amount of revenue budgeted is the amount approved by Council.

Expenditure

Acquired goods and services.

External Boards

Local boards which are consolidated in the Municipality's financial reporting. These boards are under the control of the Council.

Fiscal Policy

Actions adopted to achieve a financial outcome.

Fiscal Year

The twelve-month accounting period for recording financial transactions. The Town of Orangeville's fiscal year is January 1 to December 31.

Full Time Equivalent Position (FTE)

A measure to account for all staffing dollars in terms of their value as a staffing unit. For example two (2) half-time positions would equate to one (1) FTE.

Fund

A set of interrelated accounts to record revenues and expenses associated with a specific purpose. A fund has its own revenues, expenditures, assets, liabilities and equity.

GLOSSARY

Fund Balance

A term used to express the equity (assets minus liabilities) of governmental fund types and trust funds. A fund balance is the excess of cumulative revenues and other sources of funds, over cumulative expenditures and other uses of funds.

Generally Accepted Accounting Principles (GAAP)

Recognized uniform principles, standards, and guidelines for financial accounting and reporting. GAAP encompasses the conventions and rules that define accepted accounting principles at a particular time.

Grant

A monetary contribution by one governmental unit or other organization to another. Typically, these contributions are made to local governments by the Provincial and Federal Governments.

Inflation

A rise in price levels caused by economic activity.

Infrastructure

The facilities and assets employed by the Municipality to deliver services. These facilities and assets are numerous and are not limited to: roads, sewers, water plants, buildings and vehicles.

Investment Income

Interest and dividend income received from investments and cash balances.

Long Term Debt

Borrowing to finance capital projects having a maturity of more than one year after the date of issue.

Net-Tax Levy (Impact)

This represents the total gross expenditures required with consideration given to non-taxation revenues including all non-taxation revenue sources. The gross expenditure minus the non-tax revenue sources represents the impact on the tax rate. If the impact results in a positive number, additional pressures would result on the tax rate; conversely, a negative number shows the initiative has a positive impact on the tax rate.

Object Code

A revenue or expenditure category used consistently across the municipality to provide more detailed analysis and reporting of revenues and/or expenditures. For example, grants, building permits, miscellaneous licenses, fees, rentals, taxation, personnel services, materials, purchased services and supplies.

Operating (Current) Budget

The budget containing allocations for such expenditures as salaries and wages, materials and supplies, utilities, and insurance to provide basic government programs and services for the current fiscal year.

Payments in Lieu of Taxes (PIL's)

Payments in lieu of taxes received from other governments which are exempt from the payment of property taxes.

Program

A group of activities, operations or organizational units directed to attain specific objectives and are accounted for as such.

Public Sector Accounting Board (PSAB)

The subcommittee of the Canadian Institute of Chartered Accountants which provides recommendations and issues pronouncements to enhance the financial reporting information of public sector bodies.

GLOSSARY

Surplus

The excess that exists when expenditures at fiscal yearend are lower than had been budgeted for or revenues are higher. Surpluses are required to be applied fully in the following year's operating budget to reduce amounts raised through taxation, unless allocated to a reserve by Council.

Reserves

An allocation of accumulated net revenue. It has no reference to any specific asset and does not require the physical segregation of money or assets.

Reserve Fund

Assets segregated and restricted to meet the purpose of the reserve fund. They may be:

Obligatory – created whenever a statute requires revenues received for special purpose to be segregated.

Discretionary – created whenever a municipal council wishes to earmark revenues to finance a future project for which it has authority to spend money.

Revenue

Funds that a government entity receives as income. It includes such items as property tax payments, fees for specific services, receipts from other governments, fines, grants and interest income.

Tangible Capital Assets (TCA)

Non-financial asset with a gross cost exceeding \$5,000, with a useful life beyond one year and required for the purpose of constructing, acquiring or improving lands, buildings, engineering services or machinery and equipment.

Tax Levy

The total amount to be raised by property taxes for operating and debt service purposes specified in the annual Tax Levy by-Law.

Tax Rate

The rate levied on each real property according to assessed property value and property class.

User Fees

A fee levied for services or use of municipal property on an individual or groups of individuals benefiting from service.

Variance

The difference between an actual and a budgeted expense or revenue.

Working Capital

Cashflow required to fund operations requirements.

ACRONYMS

AODA	Accessibility for Ontarians with Disabilities Act	MPAC	Municipal Property Assessment Corporation
BIA	Business Improvement Area	MTO	Ontario Ministry of Transport
CAO	Chief Administrative Officer	MYAC	The Mayor's Youth Advisory Committee
Corp.	Corporate Allocations	OMERS	Ontario Municipal Employees Retirement System
DC	Development Charges	OSAT	Orangeville Sustainability Team
DCMA	Dufferin County Museum & Archives	P&R	Parks and Recreation
EDC	Economic Development Committee	PIL	Payment in Lieu
FT	Full Time	PSAB	Public Sector Accounting Board
FTE	Full Time Equivalents	PT	Part Time
GAAP	Generally Accepted Accounting Principles	PW	Public Works
GFOA	Government Finance Officers Association	RFP	Request for Proposal
GIS	Geographic Information System	SBEC	SBEC Small Business Enterprise Centre
GTA	The Greater Toronto Area	SCADA	Supervisory Control and Data Acquisition
HR	Human Resources	TOMRMS	The Ontario Municipal Records Management System
HRIS	Human Resources Information System	TOSSI	Town of Orangeville Supervisors Safety Initiative
HST	Harmonized Sales Tax	WHMIS	Workplace Hazardous Materials Information System
HVAC	Heating, Ventilating and Air Conditioning	WPCP	Water Pollution Control Program
IT	Information Technology		