

SPECIAL TOWN COUNCIL MEETING
Town Hall – Council Chambers & Facebook Live
Monday, July 29, 2024 – 7pm



AGENDA:

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. NEW BUSINESS**
 - 3.1. RFD 039-2024 Approval of the 2024-2025 Operating Budget – CAO
 - 3.2. RFD 040-2024 Approval of the 2024-2025 Capital Budget – CAO
 - 3.3. RFD 041-2024 Approval of the 2024-2025 Water Budgets – CAO
 - 3.4. RFD 037-2024 Appointment List Update – CAO
 - 3.5. RFD 038-2024 Forecasting Policy – CAO
- 4. ADJOURNMENT**

**REQUEST FOR DECISION
2024-25 Operating Budget Approval
RFD 039-2024**



To: Town Council
From: Ashley Crocker, Chief Administrative Officer
Date: July 29, 2024
Subject: 2024-25 Operating Budget

Guiding Principles for Decision-Making

Accountability Transparency Diversity Sustainability Engaged Informed

References/Attachments

- 2024-25 Operating Budget
- Tax Rate Resolution
- Sewer Service Charge Bylaw
- Sewer Usage Charge – Taxable
- Sewer Usage Charge – Tax Exempt

Legislation

- *Municipal Government Act*

Recommendation

Recommend that Council approve the 2024-2025 Town General Operating Budget as presented, with total expenditures of \$4,388,614.

That Town Council estimates that the sum required for the lawful purposes of the Town for the year 2024-2025, after crediting probable revenues from all sources, other than the rates for the year, is the sum of \$4,388,614 and;

That Town Council hereby authorizes the levying and collection of a rate for the current year of \$4.300 per \$100 on the value of the property assessed in the assessment roll as Commercial property and Business Occupancy and \$1.820 per \$100 on the value of the property assessed in the assessment roll as Residential and Resource property, the rate of \$3.14 per acre for property assessed in the assessment roll as Farm Acreage, and the rate of \$3.23 per \$100 on the value of the property assessed in the assessment roll as Seasonal Tourist Businesses, and a sewer service charge of a flat fee of \$250 plus an additional rate of \$0.13 per \$100 on the value of the property assessed in the assessment roll as taxable Residential and Commercial property on which any building is connected to the sewage system of the Town, and a fire protection (hydrant) rate of \$0.13 per \$100 on the value of all properties assessed in the assessment roll, these being the rates the Council deems sufficient to raise the sum to defray the expenditures of the Town for the current year and;

REQUEST FOR DECISION
2024-25 Operating Budget Approval
RFD 039-2024



That the rates and taxes be due and payable the last business day of September, 2024 and;

That an interest rate of 24% per annum, compounded, be charged on the 2024-2025 final tax bills still outstanding after the last business day of September, 2024 and;

That a sewer usage rate of \$0.901 per one cubic meter of water consumed by tax exempt properties, which are not paying full grants in lieu of taxation, be levied in accordance with the Sewer Service Charge Bylaw for the year 2024-2025.

Background

In accordance with the *Municipal Government Act*, all municipalities are required to deliver a balanced budget. Middleton's budget reflects Council's strategic plan and requires both short-term and long-term planning to ensure Middleton meets the needs required in the community, while maintaining long-term financial stability.

The Fire Protection (hydrant) rate that is collected on tax bills and flowed through to the Middleton Water Utility is estimated at \$0.13 per \$100 on the value of all properties. This rate cannot be finalized until the year-end financials for 2023-2024 are completed. Staff will bring back an updated calculation for this rate, if it is different than the estimate.

This resolution contains motions that specify the tax rates that the Municipality will charge. It is used for applying for Federal Grants in Lieu.

Financial Implications

The balanced 2024/25 Town General Operating Budget will include a 1 cent increase to both commercial and residential tax rates. There is no budgeted withdrawal from the Operating Reserve to balance the budget this year.

Taxable Properties:

The Sewer Flat rate applied to tax bills of \$250 was billed and does not change. A Sewer Rate is charged to taxable Residential and Commercial property on which any building is connected to the sewage system of the Town. This rate is set at **\$0.13** per \$100 on the value of the property assessed.

Tax Exempt Properties:

There are approximately 25 tax exempt properties, which are not paying full grants in lieu of taxation. The Sewer Service Charge Bylaw dictates that these properties be levied a rate in accordance with "Schedule A" of the bylaw. These charges are applied to the water bills at a rate of **\$0.901** per one cubic meter of water consumed.

REQUEST FOR DECISION
2024-25 Operating Budget Approval
RFD 039-2024



Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
	Economy	
	Community	
X	Governance	Ensures sound financial decisions lead to long-term fiscal sustainability.
	Council Strategic Initiative	

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO supports approval of the budgets.

CAO Initials: AC

Target Decision Date: 29 July 2024

General Operating Fund Budget Overview						
	2024/25	2023/24			2023/24	
	Budget	Budget	Change \$	Change %	Forecast Actual	2022/23 Actuals
REVENUES						
Assessable property taxes	3,850,314	3,673,372	176,942	5%	3,589,395	3,464,007
Grants in lieu of taxes	157,277	154,946	2,331	2%	147,413	148,155
Services provided to other governments	205,977	148,830	57,146	38%	141,559	108,627
Sales of services	25,200	39,150	(13,950)	-36%	41,434	42,771
Other revenue from own sources	80,771	64,554	16,217	25%	107,461	105,019
Unconditional transfers from other governments	288,981	338,838	(49,857)	-15%	338,951	338,978
Conditional transfers	52,014	118,482	(66,468)	-56%	135,403	96,642
TOTAL REVENUE	4,660,533	4,538,173	122,360	3%	4,501,615	4,304,199
EXPENSES						
General government services	596,056	544,369	51,687	9%	590,540	483,198
Protective services	1,506,323	1,274,520	231,803	18%	1,241,772	1,206,626
Transportation services	769,082	789,887	(20,804)	-3%	779,521	614,914
Environmental health services	417,303	372,529	44,774	12%	368,923	374,948
Public health services	-	150,000	(150,000)	-100%	150,000	159,850
Environmental development services	230,491	230,515	(24)	0%	251,881	168,898
Recreation and cultural services	409,901	397,723	12,178	3%	372,677	377,361
Mandatory education contributions	413,508	393,468	20,040	5%	408,498	390,168
Interest (MFC)	43,187	54,868	(11,681)	-21%	41,094	43,765
Interest (Inter-fund)	2,763	9,855	(7,092)	-72%	10,423	4,580
TOTAL EXPENSES	4,388,614	4,217,734	170,880	4%	4,215,328	3,824,307
ANNUAL SURPLUS / (DEFICIT)	271,920	320,439			286,286	479,892
FINANCING AND TRANSFERS						
Principal repayments (MFC)	183,673	250,573	(66,900)	-27%	225,573	219,211
Principal repayments (Inter-fund)	36,899	77,950	(41,051)	-53%	77,950	65,802
Transfer to Sewer Reserve	50,000	50,000	-	0%	50,000	50,000
Transfer from Operating Reserve	-	-	-	0%	-	(15,000)
Use of prior year surplus	-	(58,084)	58,084	-100%	(67,237)	(6,355)
TOTAL AFTER TRANSFERS	1,348	0	1,348		0	0

TOWN OF MIDDLETON

**TAX RATE RESOLUTION
2024/25**

BE IT RESOLVED THAT Town Council estimates that the sum required for the lawful purposes of the Town for the year 2024/25, after crediting probable revenues from all sources, other than the rates for the year, is the sum of \$4,388,614 and;

FURTHER RESOLVED that Town Council hereby authorizes the levying and collection of a rate for the current year of **\$4.300 per \$100** on the value of the property assessed in the assessment roll as **Commercial property and Business Occupancy** and **\$1.820 per \$100** on the value of the property assessed in the assessment roll as **Residential and Resource property**, the rate of **\$3.14 per acre** for property assessed in the assessment roll as **Farm Acreage**, and the rate of **\$3.23 per \$100** on the value of the property assessed in the assessment roll as **Seasonal Tourist Businesses**, and a sewer service charge of a **flat fee of \$250** plus an additional rate of **\$0.13 per \$100** on the value of the property assessed in the assessment roll as **taxable Residential and Commercial property** on which any building is connected to the sewage system of the Town, and a **fire protection rate of \$0.13** per \$100 on the value of all properties assessed in the assessment roll, these being the rates the Council deems sufficient to raise the sum to defray the expenditures of the Town for the current year and;

FURTHER RESOLVED that the rates and taxes be due and payable the last business day of September 2024 and;

FURTHER RESOLVED that an interest rate of 24% per annum, compounded, be charged on the 2024-2025 final tax bills still outstanding after the last business day of September 2024 and;

FURTHER RESOLVED that a **sewer usage rate of \$0.901 per one cubic meter** of water consumed by tax exempt properties, which are not paying full grants in lieu of taxation, be levied in accordance with the Sewer Service Charge Bylaw for the year 2024-2025.

Passed in open Council this 29th day of July 2024.

MAYOR

CAO

CERTIFICATE

I hereby certify that the foregoing is a true copy of a resolution of the Council of the Municipal Corporation of the TOWN of MIDDLETON passed at a meeting of said Council duly called and held on 29th day of July A.D. 2024 at which a quorum of the Council was present and voting.

CLERK

CHAPTER 38 - SEWER SERVICE CHARGE BYLAW

COUNCIL: JAN 6, 1975 MINISTER: MARCH 13, 1975
AMENDED AUG 4, 1981 AMENDED JUNE 21, 1982
COUNCIL: JULY 5, 1995 MINISTER: AUGUST 4, 1995
AMENDED BY COUNCIL MAY 6, 2002, MAY 5, 2008, March 12, 2009

BE IT RESOLVED by the Municipal Council of the Town of Middleton that Bylaw Chapter 38, Sewer Service Charge Bylaw, be enacted as follows:

1. In this Bylaw, unless the context otherwise specifically indicated otherwise:
 - (a) "Council" means the Council of the Town of Middleton.
 - (b) "Municipality" means the Town of Middleton.
 - (c) "Clerk" means the Clerk Treasurer of the Town of Middleton.
 - (d) "Engineer" means the Engineer for the Municipality and includes the Director of Public Works.
 - (e) "Building" means any dwelling, house, shop, store, office of any building which would require sewerage services.
 - (f) "Owner" means the owner or authorized agent of property that is in the area serviced by a public sewer system.
 - (g) "Sewer" means a pipe, conduit, drain, open channel, or ditch used for the collection and transmission of wastewater, storm water, or uncontaminated process.
2. Every owner of residential or commercial, taxable land
 - (a) on which any building is connected to a sewage system;

shall pay to the Municipality an annual "Sewer Charge" which will reflect 100% of the costs associated with running, servicing and improvements to the sewer treatment system.
3. The Municipality shall annually calculate the sewer charges by resolution of Council who will define the method by which residential and commercial rates are calculated. Such calculations can be found in Schedule "B" as an addendum to this Bylaw.
4. The Sewer Service Charge shall be billed twice per year concurrent with the interim and final property tax bills and due and payable on the date set by Municipal Council.

The sewer service charge for the interim billings shall be calculated using one-half the previous year's mill rate applied to the current year's assessment amount for each property, with the balance to be billed on the final property tax billing, once the rate has been set. The flat sewer fee of \$250 will be charged one-half on the interim property tax billing and one-half on the final property tax billing.

(A) The Sewer Service Charge, if not paid by the due date, shall bear interest at the same rate as charged on unpaid taxes.

(1) The Sewer Service Charge is a lien on the whole of the property subject to the sewer service charge in the same manner and with the same effect as rates and taxes under the Municipal Government Act.

(2) The Sewer Service Charge and interest thereon may be sued for and collected in the same manner as other rates and taxes.

5. Whereas a property, which is exempted from Municipal Taxation under the Assessment Act, the Bonus Act, a Special Act of Legislature, or by an agreement under the Industrial Estates Act, is connected to the Town sewer system, the owner or occupier shall pay to the Town, excepting in cases where a grant in lieu of taxes is being paid, a sewer rate calculated in accordance with Schedule "A" attached to this bylaw, and such amounts shall be charged against the real property so serviced

SCHEDULE "A"

Sewer Rates and Charges Tax Exempt Properties

(Rates amended May 15/87; May 13/88; July 2/91; Aug 4/95)

1. The sewer usage fee rate increases outlined below shall be amended annually to be effective April 1st following and shall be effective for the period ending March 31st next following.

Metered water service shall be used in calculating sewer rates as follows:

- A) Total cost for sanitary sewer operating system, plus related debt charges for sewer system, as budgeted for the upcoming fiscal year,
- B) minus the Provincial Grants toward sewer debt charges, sewer frontage revenues and other revenues generated from the sewer system operation, as budgeted for the upcoming year,
- C) divided by the total consumption as recorded from the master meter of the Water Utility for the immediate past one-year period of February 15 prior calendar year to February 14 current calendar year.
- D) Using the above formula, i.e. A minus B divided by C, the rate for a cubic meter of water is determined.

This rate is applied against the quarterly cubic meter consumption on customers' meters who are liable to pay the sewer usage charge in accordance with provisions in this Bylaw.

2. The rate shall be billed quarterly in conjunction with the quarterly water billings and shall be due and payable as of the 15th day of the month in which the quarterly billings are made.

3. An interest penalty rate per annum, as set by Council from time to time, shall be applied for each thirty (30) day period on any sewer usage bill principal amount outstanding and unpaid as at the end of thirty (30) days from date of billing and for any subsequent thirty (30) day period that the principal amount, or part thereof, remains unpaid.

4. Where metered water service is not provided or where a user is connected to the sewer system but not connected to the Town water system, then such user shall pay a flat rate of \$29.75 per quarter.

SCHEDULE "B"

Sewer Rates and Charges Residential and Commercial Properties

The sewer charge outlined below shall be amended annually to become effective April 1st following and shall be effective for the period ending March 31st next following.

1. Residential and Commercial Properties will be assessed a flat sewer fee of \$250.00 with the balance to be collected based upon a rate applied to assessment to reflect 100% cost recovery.
2. The rate will be calculated by dividing the total cost of sanitary sewer operations plus related debt charges as budgeted for the upcoming fiscal year.
3. Divided by the total number of taxable commercial and residential accounts.
4. Such accounts shall include any/all properties located in the Middleton Industrial Park which are tied into the sewer system.
5. The Sewer Service Charge shall be billed twice per year concurrent with the interim and final property tax bills and due at a date set by Council. Such date will be set in conjunction with the annual budget process.
6. An interest penalty rate per annum, as set by Council from time to time, shall be applied for each thirty (30) day period on any sewer usage bill principal amount outstanding and unpaid as at the end of thirty (30) days from date of billing and for any subsequent thirty (30) day period that the principal amount, or part thereof, remains unpaid.


THIS IS TO CERTIFY that this bylaw amendment, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council by majority vote of the whole Council of the Town of Middleton on the 2nd day of March, 2009.


Clayton MacMurtry
Chief Administrative Officer

1. Date of Notice to Council Jan 05/09
2. Date of First Reading Feb 02/09
3. Publication of Notice of Second Reading Feb 12/09
4. Date of Second Reading and Passing March 02/09
5. Date of Publication of Notice of Passing* March 12/09

* Effective date of the Bylaw unless otherwise specified in the text of the Bylaw.

GIVEN under the hand of the Chief Administrative Officer and under the corporate seal of the Town of Middleton this 12th day of March, 2009.


Clayton MacMurtry
Chief Administrative Officer

**2024/25
SEWER USAGE CHARGE**

RATE CALCULATION-TAXABLE PROPERTIES

<u>EXPENDITURES</u>		<u>BUDGET 24/25</u>	
OPERATING COSTS	-SEWER COLLECTION		16,307
	-LIFT STATIONS		35,936
	-TREATMENT		192,365
	-TOTAL OPERATING		244,608
DEBT LOAD		<u>PRINCIPAL</u>	<u>INTEREST</u>
33-A-1	Lagoons-2023	80,000	25,856
41-A-1	Main St. Sanitary Sewer	29,727	3,892
		<u>109,727</u>	<u>29,749</u>
			139,476
	TOTAL EXPENDITURES		\$ 384,084.15
	LESS: SEWER REVENUE(ACCT# 01-110-112-1061)		200
	SEWER USAGE TAX EXEMPT PROPERTIES		48,029
			335,855
	LESS: FLAT RATE PROPERTIES X \$250	644	161,000
	NET EXPENDITURES		\$ 174,855.18
	<u>NET EXPENDITURES</u>		= RATE
	<u>TOTAL ASSESSMENT OF XXX PROPERTIES</u>		
	\$ 174,855.18 / \$ 135,009,100 =		0.0013 \$ 0.0013

**2024/25
SEWER USAGE CHARGE**

RATE CALCULATION - TAX EXEMPT PROPERTIES

<u>BUDGETED EXPENDITURES FISCAL YEAR ENDED 3/31/25</u>			<u>BUDGET 24/25</u>
OPERATING COSTS	-SEWER COLLECTION		16,307
	-LIFT STATIONS		35,936
	-TREATMENT		192,365
	-TOTAL OPERATING		244,608
DEBT LOAD		PRINCIPAL	INTEREST
33-A-1	Lagoons-2023	80,000	25,856
41-A-1	Main St. Sanitary Sewer	29,727	3,892
-			
		<u>\$109,727.00</u>	<u>\$29,748.74</u>
			139,476
			<u>384,084</u>
	LESS SEWER REVENUE(ACCT# 01-110-112-1061)		
	01-110-112-1061 Sewer- Ann.Chg/Entr.Fee		200.00
			<u>383,884</u>

$$\frac{\text{NET EXPENDITURES}}{\text{TOTAL WATER CONSUMED(Apr-Mar)}} = \text{RATE PER M}_3$$

\$ 383,884.15 / 426,214 m3 = 0.900684 **0.901**

SUMMARY:

Total sewer expenditures net of revenue from connect/disconnect charges	<u>\$ 383,884.15</u>
Portion covered by Area Rate on taxable properties	\$ 174,855.18
Portion covered by Flat Rate properties	161,000.00
Portion covered by Tax Exempt properties, based on water volumes	48,028.98
	<u>\$ 383,884.15</u>

Tax Rate Summary

Description	Notes	2024/25 Rate	2023/24 Rate
Residential	Per \$100 of assessment	1.82	1.81
Commercial	Per \$100 of assessment	4.30	4.29
Farm Acreage	Per acre	3.14	3.14
Forest Taxable (under 50,000)	Per acre	0.25	0.25
Seasonal Tourist	Per \$100 of assessment	3.23	3.218
Fire Protection	Per \$100 of assessment	0.13	0.16
Sewer Rate (taxable)	Per \$100 of assessment	0.13	0.13
Sewer Rate (tax-exempt)	Per 1 cubic meter	0.901	0.873
Sewer Rate (flat rate)	Flat fee	\$250	\$250

**REQUEST FOR DECISION
2024-25 Capital Budget Approval
RFD 040-2024**



To: Town Council
From: Ashley Crocker, Chief Administrative Officer
Date: July 29, 2024
Subject: 2024-25 Capital Budget

Guiding Principles for Decision-Making

Accountability Transparency Diversity Sustainability Engaged Informed

References/Attachments

- 2024-25 Capital Budget
- 5-Year Capital Plan – Spending
- 5-Year Capital Plan – Funding
- Capital Budget Resolution

Legislation

- *Municipal Government Act*

Recommendation

Recommend that Council approve the 2024-2025 Capital Budget for Town General and Water in the amount of \$1,857,200 as presented.

Recommend that Council approve the five-year Town General Capital budget for the years 2024/25, 2025/26, 2026/27, 2027/28, and 2028/29 in the amount of \$7,443,051.

Recommend that Council approve the five-year Capital budget for the Middleton Water Utility for the years 2024/25, 2025/26, 2026/27, 2027/28 and 2028/29 in the amount of \$8,569,258.

Recommend that Council receive the presentation of the 5-year Capital Budget for years 2024-2025 to 2028-2029 in the amount of \$16,012,309, and direct staff to file the 5-Year Capital Investment Plan with the Province.

Background

In accordance with the *Municipal Government Act*, all municipalities are required to deliver a balanced budget. Middleton's budget reflects Council's strategic plan and requires both short-term and long-term planning to ensure Middleton meets the needs required in the community, while maintaining long-term financial stability.

REQUEST FOR DECISION
2024-25 Capital Budget Approval
RFD 040-2024



Financial Implications

Middleton must take measures to approve an attainable 5-Year Capital Investment Plan budget for the 2024/25 fiscal year with a focus on both short-term and long-term implications to the community.

Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
	Economy	
	Community	
X	Governance	Ensures sound financial decisions lead to long-term fiscal sustainability.
	Council Strategic Initiative	

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO supports approval of the budgets.

CAO Initials: AC

Target Decision Date: 29 July 2024

Capital Budget

For the Fiscal Year

2024/25

Project Name	Unit	Asset	Brief Description	Cost	Operating	Grant	Drawdown Reserves	Long-term Debt	Other	Project #
ROTARY PARK PAVILION ROOF	Town	Buildings	Replace shingles	14,600	-	-	14,600	-	-	22-03
PUBLIC WORKS SAND & SALT BUILDING - ROOF & LIGHTING	Town	Buildings	Replace shingles	9,900	-	-	9,900	-	-	22-08
ROSA M. HARVEY LIBRARY ROOF	Town	Buildings	Replace shingles half roof	8,800	-	-	8,800	-	-	24-01
HEAT PUMP - PUBLIC WORKS OFFICE	Town	Heavy equipment	Heat pump - PW	2,900	-	-	2,900	-	-	24-04
LINE PAINTER	Town	Other equipment	Xwalks, parking, stop	8,900	-	-	8,900	-	-	24-08
SCADA FOR 4 LIFT STATIONS	Town	Sewer lift stations	Sewer SCADA	30,000	-	-	30,000	-	-	23-04
LIFT STATION PUMP REPLACEMENT	Town	Sewer lift stations	Sewer pump	8,300	-	-	8,300	-	-	23-05
SCHOOL ST LIFT STATION SUCTION LINE	Town	Sewer lift stations	Sewer upgrade	4,200	-	-	4,200	-	-	24-07
MARSHALL STREET SEWER PIPE AND MANHOLE REPLACEMENT	Town	Sewer mains	Sewer - Marshall St	20,000	-	-	20,000	-	-	23-12
SANITARY SEWER MAIN & MANHOLE - BRIDGE STREET	Town	Sewer mains	Sewer - Bridge St	20,000	-	-	20,000	-	-	24-13
SIDEWALK REPLACEMENTS	Town	Sidewalks	Sections near Bruce Motors & Tim Hortons	25,000	-	-	25,000	-	-	22-14
VEHICLE REPLACEMENT - PUBLIC WORKS	Town	Vehicles	Public works truck	50,000	-	-	-	50,000	-	24-06
TOTAL TOWN				202,600	-	-	152,600	50,000	-	
HEAT PUMP - WATER TREATMENT BUILDING	Water	Heavy equipment	Temperature control	7,200	-	-	7,200	-	-	24-03
SCHOOL STREET RECONSTRUCTION - REPLACE WATER LINES	Water	Water Distribution mains	Engineering work this year	35,000	-	-	35,000	-	-	22-21
FIRE HYDRANT REPLACEMENTS	Water	Water hydrants	Hydrants - 3 per year	18,000	-	-	18,000	-	-	22-10
WATER METER REPLACEMENTS	Water	Water meters	Replace 40 meters & wand	12,200	-	-	12,200	-	-	22-11
WATER RESERVOIR	Water	Water reservoir	Reservoir - 2 year project	1,553,200	-	-	1,553,200	-	-	22-12-A
WELL PUMP REPLACEMENT	Water	Water treatment equipment	Replace Pump #3	25,000	-	-	25,000	-	-	24-09
BOOSTER PUMP REBUILD	Water	Water treatment equipment	Water booster pump	4,000	-	-	4,000	-	-	24-11
TOTAL WATER				1,654,600	-	-	1,654,600	-	-	
				\$ 1,857,200	\$ -	\$ -	\$ 1,807,200	\$ 50,000	\$ -	

Capital Budget Spending by Year
For the Five Years from

Project Name	Brief Description	2024/25	to		2028/29			Project #
		Total	2024/25	2025/26	2026/27	2027/28	2028/29	
ROTARY PARK PAVILION ROOF	Replace leaking roof, partial funding by Rotary Club	14,600	14,600	-	-	-	-	22-03
COMMUNITY CENTRE & FIRE HALL	New firehall & community Centre	6,251,551	-	-	-	6,251,551	-	22-06-A
PUBLIC WORKS SAND & SALT BUILDING - ROOF & LIGHTING	Replace roof & install LED lighting	11,900	9,900	2,000	-	-	-	22-08
SIDEWALK REPLACEMENTS	annual budget to replace segments of sidewalk	125,000	25,000	25,000	25,000	25,000	25,000	22-14
SCADA FOR 4 LIFT STATIONS	automatic notice to operator of breakdowns	30,000	30,000	-	-	-	-	23-04
LIFT STATION PUMP REPLACEMENT	6 of 10 pumps are old - replace 1 per year	48,300	8,300	10,000	10,000	10,000	10,000	23-05
MARSHALL STREET SEWER PIPE AND MANHOLE REPLACEMENT	pipe failure, backflow issues	20,000	20,000	-	-	-	-	23-12
ROSA M. HARVEY LIBRARY ROOF	replace shingles on half the roof - fix leaks	8,800	8,800	-	-	-	-	24-01
HEAT PUMP - PUBLIC WORKS OFFICE	safe working environment	2,900	2,900	-	-	-	-	24-04
VEHICLE REPLACEMENT - RECREATION	replace vehicle in 2 yrs - spend \$5k now to fix	50,000	-	-	50,000	-	-	24-05
VEHICLE REPLACEMENT - PUBLIC WORKS	replace vehicle won't pass safety inspection	50,000	50,000	-	-	-	-	24-06
SCHOOL ST LIFT STATION SUCTION LINE	ensure proper operation of lift station	4,200	4,200	-	-	-	-	24-07
LINE PAINTER	less expensive to buy the machine than contract out	8,900	8,900	-	-	-	-	24-08
SANITARY SEWER MAIN & MANHOLE - BRIDGE STREET	old pipe repair to prevent backup & overflow	20,000	20,000	-	-	-	-	24-13
FURNACE OIL TANKS	tanks over 15 years old - insurance more expensive	2,000	-	-	2,000	-	-	24-14
FIRE HALL INSULATION	reduce heat loss to make heat/cool more efficient	17,200	-	17,200	-	-	-	24-15
FIRE HALL HEAT PUMP & BASEBOARD HEATERS	replace oil with heatpump & baseboard heaters	47,700	-	47,700	-	-	-	24-16
FIRE PUMPER/TANKER	frequent repairs, issues with the electrical & reliability	700,000	-	700,000	-	-	-	24-17
9 SCBA AIR PACK UPGRADES	NS Health & Safety requirement	30,000	-	-	-	30,000	-	24-18
	TOTAL TOWN	7,443,051	202,600	801,900	87,000	6,316,551	35,000	
FIRE HYDRANT REPLACEMENTS	annual budget to replace 5 per year	90,000	18,000	18,000	18,000	18,000	18,000	22-10
WATER METER REPLACEMENTS	replace 50 broken meters with RF technology + reader	12,200	12,200	-	-	-	-	22-11
WATER RESERVOIR	replace broken reservoir	6,523,858	1,553,200	4,730,800	239,858	-	-	22-12-A
SCHOOL STREET RECONSTRUCTION - REPLACE WATER LINES	end of life replacement	710,000	35,000	-	-	675,000	-	22-21
HEAT PUMP - WATER TREATMENT BUILDING	end of life replacement	7,200	7,200	-	-	-	-	24-03
WELL PUMP REPLACEMENT	end of life replacement - part of 5 year plan	50,000	25,000	-	-	-	25,000	24-09
WATER VALVE REPLACEMENT	identify & replace curbstops to isolate leaks	72,000	-	-	24,000	24,000	24,000	24-10
BOOSTER PUMP REBUILD	to bring water to reservoir	4,000	4,000	-	-	-	-	24-11
WATER MAIN UPGRADE - NORTHLANDS	upgrade to support growth	1,100,000	-	-	1,100,000	-	-	24-12
	TOTAL WATER	8,569,258	1,654,600	4,748,800	1,381,858	717,000	67,000	
		16,012,309	1,857,200	5,550,700	1,468,858	7,033,551	102,000	

**Capital Budget Funding by Source
For the Five Years from**

Project Name	2024/25		to		2028/29		Long-term Debt	Other	Project #
	Total	Operating	Grant	Drawdown Reserves	(Repay) Reserves				
ROTARY PARK PAVILION ROOF	14,600	-	-	14,600	-	-	-	-	22-03
COMMUNITY CENTRE & FIRE HALL	6,251,551	-	1,137,980	1,751,070	-	3,064,721	297,780	-	22-06-A
PUBLIC WORKS SAND & SALT BUILDING - ROOF & LIGHTING	11,900	2,000	-	9,900	-	-	-	-	22-08
SIDEWALK REPLACEMENTS	125,000	-	-	125,000	-	-	-	-	22-14
SCADA FOR 4 LIFT STATIONS	30,000	-	-	30,000	-	-	-	-	23-04
LIFT STATION PUMP REPLACEMENT	48,300	-	-	48,300	-	-	-	-	23-05
MARSHALL STREET SEWER PIPE AND MANHOLE REPLACEMENT	20,000	-	-	20,000	-	-	-	-	23-12
ROSA M. HARVEY LIBRARY ROOF	8,800	-	-	8,800	-	-	-	-	24-01
HEAT PUMP - PUBLIC WORKS OFFICE	2,900	-	-	2,900	-	-	-	-	24-04
VEHICLE REPLACEMENT - RECREATION	50,000	-	-	-	-	50,000	-	-	24-05
VEHICLE REPLACEMENT - PUBLIC WORKS	50,000	-	-	-	-	50,000	-	-	24-06
SCHOOL ST LIFT STATION SUCTION LINE	4,200	-	-	4,200	-	-	-	-	24-07
LINE PAINTER	8,900	-	-	8,900	-	-	-	-	24-08
SANITARY SEWER MAIN & MANHOLE - BRIDGE STREET	20,000	-	-	20,000	-	-	-	-	24-13
FURNACE OIL TANKS	2,000	-	-	2,000	-	-	-	-	24-14
FIRE HALL INSULATION	17,200	17,200	-	-	-	-	-	-	24-15
FIRE HALL HEAT PUMP & BASEBOARD HEATERS	47,700	23,850	23,850	-	-	-	-	-	24-16
FIRE PUMPER/TANKER	700,000	-	350,000	-	-	350,000	-	-	24-17
9 SCBA AIR PACK UPGRADES	30,000	15,000	15,000	-	-	-	-	-	24-18
TOTAL TOWN	7,443,051	58,050	1,526,830	2,045,670	-	3,514,721	297,780		
FIRE HYDRANT REPLACEMENTS	90,000	-	-	90,000	-	-	-	-	22-10
WATER METER REPLACEMENTS	12,200	-	-	12,200	-	-	-	-	22-11
WATER RESERVOIR	6,523,858	-	-	4,192,243	(123,603)	2,455,218	-	-	22-12-A
SCHOOL STREET RECONSTRUCTION - REPLACE WATER LINES	710,000	-	-	710,000	-	-	-	-	22-21
HEAT PUMP - WATER TREATMENT BUILDING	7,200	-	-	7,200	-	-	-	-	24-03
WELL PUMP REPLACEMENT	50,000	-	-	50,000	-	-	-	-	24-09
WATER VALVE REPLACEMENT	72,000	-	-	72,000	-	-	-	-	24-10
BOOSTER PUMP REBUILD	4,000	-	-	4,000	-	-	-	-	24-11
WATER MAIN UPGRADE - NORTHLANDS	1,100,000	-	-	-	-	1,100,000	-	-	24-12
TOTAL WATER	8,569,258	-	-	5,137,643	(123,603)	3,555,218	-		
	16,012,309	58,050	1,526,830	7,183,313	(123,603)	7,069,939	297,780		

TOWN OF MIDDLETON

**FIVE-YEAR CAPITAL INVESTMENT PLAN
2024/25, 2025/26, 2026/27, 2027/28 and 2028/29**

BE IT RESOLVED THAT Council approve the five-year Town General Capital budget for the years 2024/25, 2025/26, 2026/27, 2027/28, and 2028/29 in the amount of \$7,443,051.

BE IT RESOLVED THAT Council approve the five-year Capital budget for the Middleton Water Utility for the years 2024/25, 2025/26, 2026/27, 2027/28, and 2028/29 in the amount of \$8,569,258.

Passed in open Council this 29th day of July 2024.

MAYOR

CAO

CERTIFICATE

I hereby certify that the foregoing are true copies of resolutions of the Council of the Municipal Corporation of the TOWN of MIDDLETON passed at a meeting of said Council duly called and held on 29th day of July, 2024 at which a quorum of the Council was present and voting.

CLERK

REQUEST FOR DECISION
Water Utility Budgets for 2024-25
RFD#: 041-2024



To: Town Council
From: Ashley Crocker, CAO
Date: July 29, 2024
Subject: Water Utility Budgets for 2024-2025

Guiding Principles for Decision-Making

Accountability Transparency Diversity Sustainability Engaged Informed

References/Attachments

- Water Utility Resolution
- Water Utility 3-Year Operating Budget

Legislation

- *Municipal Government Act*
- *Nova Scotia Utility and Review Board*

Recommendations

BE IT RESOLVED THAT the Town of Middleton Water Utility Operating budgets for the years 2024/25, 2025/26 and 2026/27, with planned expenditure amounts of \$842,830, \$833,761 and \$1,155,145 respectively, and projecting no annual surpluses or deficits, be approved.

Background

The Nova Scotia *Utility and Review Board* requires that a 3-year operating budget be submitted every year. The Town's planned new reservoir will add some additional costs after it is constructed and will also create some savings because the old reservoir is leaking treated water.

Budgets for 2025/26 and 2026/27 will be submitted to the consultants for the rate study that has been initiated and may be updated within the rate study.

Financial Implications

None. The 3-year operating budgets were created based on best estimates.

REQUEST FOR DECISION
Water Utility Budgets for 2024-25
RFD#: 041-2024



Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
	Economy	
	Community	
X	Governance	Compliance with MGA requirements
	Council Strategic Initiative	

Alternatives

Not applicable.

Community Engagement/Communication

Not applicable.

CAO Comments

The CAO approves the above motions.

CAO Initials: AC

Target Decision Date: 29 July 2024

TOWN OF MIDDLETON

**WATER UTILITY
OPERATING BUDGETS
2024/25, 2025/26 AND 2026/27**

BE IT RESOLVED THAT the Town of Middleton Water Utility Operating budgets for the years 2024/25, 2025/26, and 2026/27 with planned expenditure amounts of \$842,830, \$833,761 and \$1,155,145 respectively, be approved.

Passed in open Council this 29th day of July 2024.

MAYOR

CAO

CERTIFICATE

I hereby certify that the foregoing is a true copy of a resolution of the Council of the Municipal Corporation of the TOWN of MIDDLETON passed at a meeting of said Council duly called and held on 29th day of July, 2024 at which a quorum of the Council was present and voting.

CLERK

Water Utility Operating Fund Budget Overview								
	2026/27	2025/26	2024/25	2023/24		Change	2023/24	
	Budget Plan	Budget Plan	Proposed Budget	Approved Budget	Change \$	%	Forecast Actual	2022/23 Actuals
REVENUES								
Metered sales	604,271	606,901	608,714	617,613	(8,899)	-1%	597,197	614,794
Flat rate sales	900	900	900	900	-	0%	1,053	953
Public fire protection	689,907	277,077	276,410	239,213	37,197	16%	239,630	273,845
Sprinkler service	1,972	2,317	-	2,933	(2,933)	-100%	3,600	3,350
Other operational revenue	6,815	6,915	6,720	4,782	1,938	41%	6,811	12,405
Non-operating revenue	1,010	1,010	1,010	400	610	152%	41,950	26,748
TOTAL REVENUE	1,304,875	895,120	893,754	865,840	27,913	3%	890,241	932,095
EXPENSES								
Source of supply	51,681	50,177	53,574	69,455	(15,881)	-23%	65,855	4,821
Power and pumping	69,555	83,276	79,875	80,691	(816)	-1%	71,640	70,526
Water treatment	84,199	47,288	45,318	43,306	2,012	5%	47,501	41,335
Transmission and distribution	274,109	266,125	275,633	205,056	70,577	34%	197,322	184,347
Admin and general	266,807	259,068	261,971	246,487	15,484	6%	183,286	256,871
Depreciation	247,883	80,883	80,883	66,999	13,884	21%	66,999	83,095
Taxes	48,352	46,943	45,576	47,812	(2,236)	-5%	44,809	43,737
Interest - MFC	112,560	-	-	72,928	(72,928)	-100%	-	-
Interest - Interfund	-	-	-	-	-	0%	-	-
TOTAL EXPENSES	1,155,145	833,761	842,830	832,734	10,096	1%	677,412	684,732
ANNUAL SURPLUS / (DEFICIT)	149,730	61,359	50,924	33,106	17,817		212,829	247,363
FINANCING AND TRANSFERS								
Capital out of revenue	-	-	-	-	-		-	15,518
Transfer to Reservoir reserve	-	89,948	89,948	-	89,948		89,948	344,366
Principal repayments (MFC)	112,560	-	-	72,928	(72,928)		-	-
Principal repayments (Inter-fund)	-	-	-	-	-		-	-
TOTAL AFTER TRANSFERS	37,171	(28,589)	(39,024)	(39,822)	797	-	122,881	(112,521)

2024/25 OPERATING & CAPITAL BUDGETS

Version 3

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7

- Capital Project Sheets

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- Reserve Activities

Section 1

Budget Process

Budget Process

Jan 2
2024

- Prepare and populate capital and operating budget templates

Jun 19
2024

- Management meeting to review operating and capital budgets

Jul 2
2024

- Present version 1 draft operating and capital budget to COTW

Jul 9
2024

- Budget discussions around Version 1 at Special COTW

Jul 15
2024

- Present version 2 draft operating and capital budget to Council

Jul 29
2024

- Final version 3 presented and approval by Council

Strategic Plan 2020-2024

Strategic Priority Areas



Environment



Infrastructure



Economy



Community



Governance

Council's Strategic Initiatives

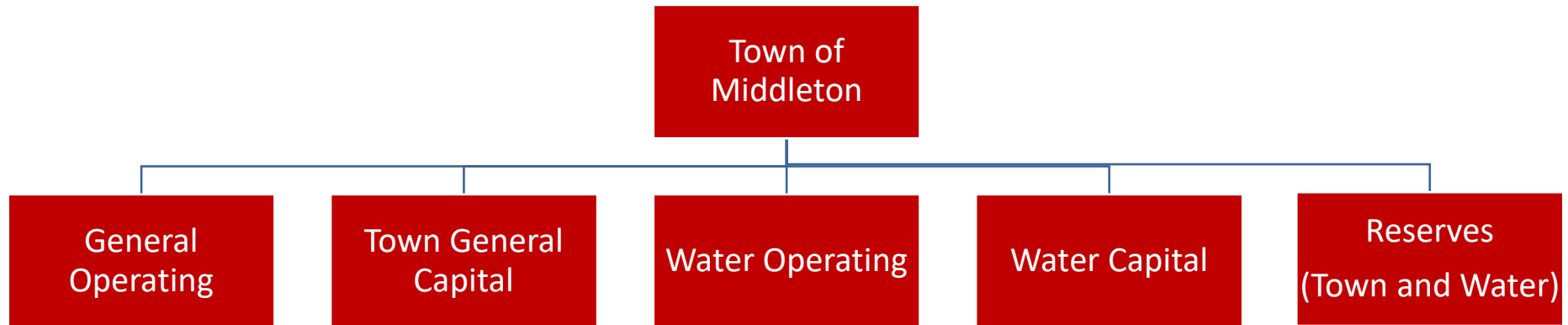
1. To build a new accessible and inclusive Community Centre & Fire Hall.
2. To build a new reservoir to serve the customers of the Middleton Water Utility.
3. To concentrate on economic development initiatives that support business park growth, brand awareness and small businesses.
4. To address public safety concerns in the downtown and public spaces.
5. To develop an asset management plan focused on improving the maintenance of town infrastructure.

*The Strategic Plan will be refreshed for the 2025-2026 budget

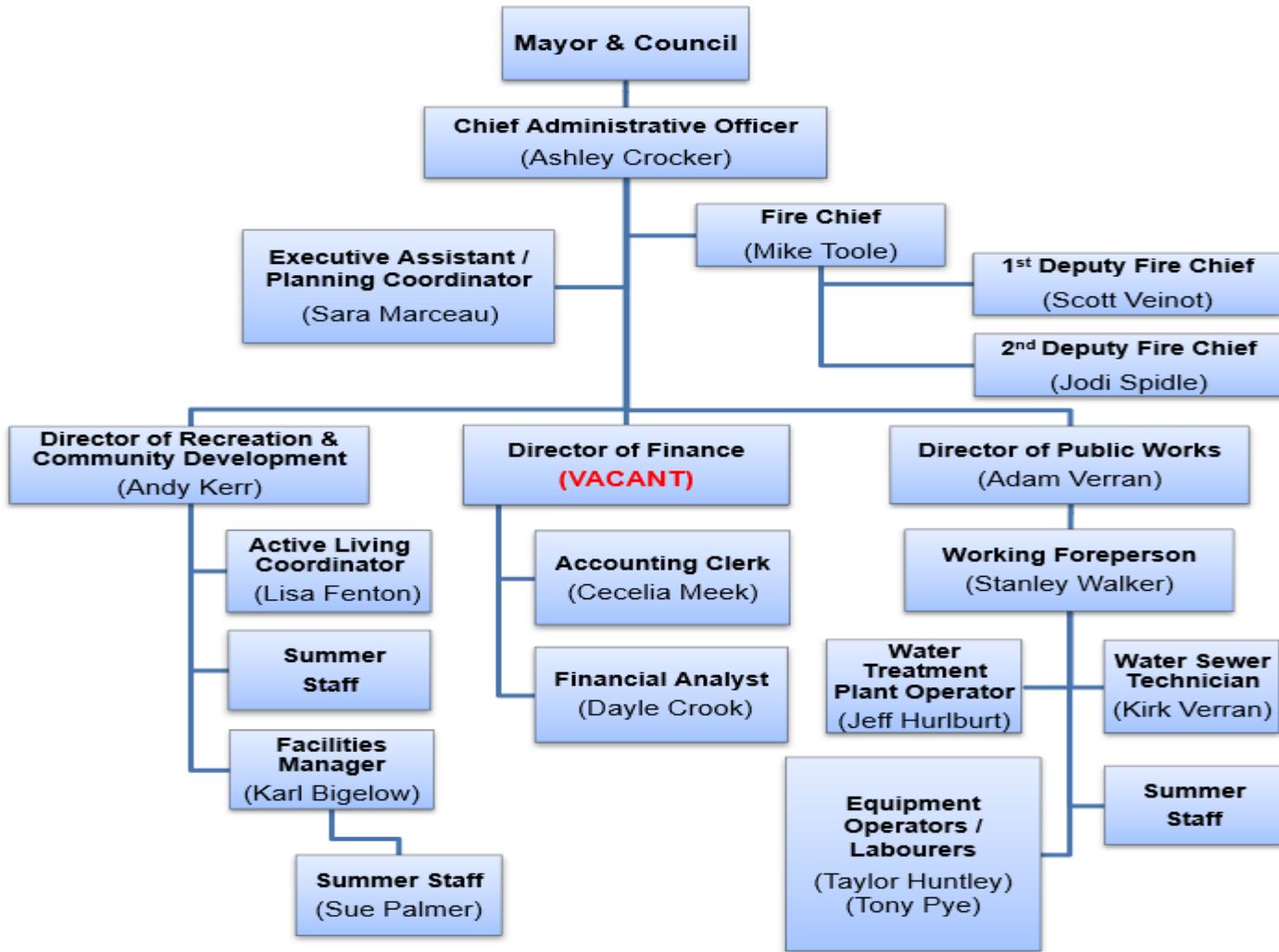
Guiding Principles for Decision Making

Transparency	Accountability	Diversity	Sustainability	Engaged	Informed
We commit to ensure decisions are made openly and publicly and access to information is easily accessible	We commit to ensuring a trusting relationship with the public and the responsibility for the decisions of Council and their impact	We commit to embracing diversity and inclusion, and treating everyone with courtesy, equity and fairness	We commit to making decisions that meet the needs of our community, while also being mindful of future needs and opportunities and ensuring long-term viability	We commit to inform, consult, involve, collaborate, and/or empower our residents on decisions and the decision-making process	We commit to seeking out complete information in order to make appropriate and evidence-based decisions

Municipal Funds



Organizational Chart



Fiscal and Accounting Framework

- *Municipal Government Act:*
 - Requires that we have a balanced budget
 - Any prior year deficits must be funded in current year
 - Requires Council approval to use reserve funds
 - Requires proceeds of disposition of capital assets be used to purchase new capital assets, or placed in capital reserves
- *Utility and Review Board (UARB) Public Utilities Act:*
 - Requires that depreciation be funded from the water rate
 - Requires that all capital projects over \$250k be approved
 - Requires approval to use the Depreciation Reserve Fund

Section 2

Budget Highlights

Budget Assumptions

- Actual increase for RCMP contract (\$205K)
- Impact of Service Exchange Agreement with Province on Regional Housing, Corrections, Equalization Grant
- Actual increase Education contribution (\$20K)
- 4% increase for non-union, no increase for Council
- 4% increase for union per new Collective Agreement
- 14 total staff (reduction of Planning Coordinator and 1 PW staff)
- No use of prior year surplus
- \$50K transfer to reserves

Budget Highlights

- Added 1 new RCMP Officer
- \$80K grant from County of Annapolis for Recreation
- Service Exchange Agreement with Province of NS has resulted in approximately \$75K in over savings
- All service contracts for equipment or professional services have increased
- Reduced staffing (part-time staff position and PW)
- 1 cent increase to Residential and Commercial Tax Rates

Budget Pressures

- Mandatory payments are non-discretionary expenses, which total \$1.72M or 39% of total Town General expenses
- 1 new RCMP officer plus the annual increase put expenses up by \$205K
- Long-term debt implications of Reservoir and Community Centre Fire Hall projects will put significant pressure on future operating budgets for both the Town General and Water Operating funds
- Use of reserves and debt for capital projects

Staffing

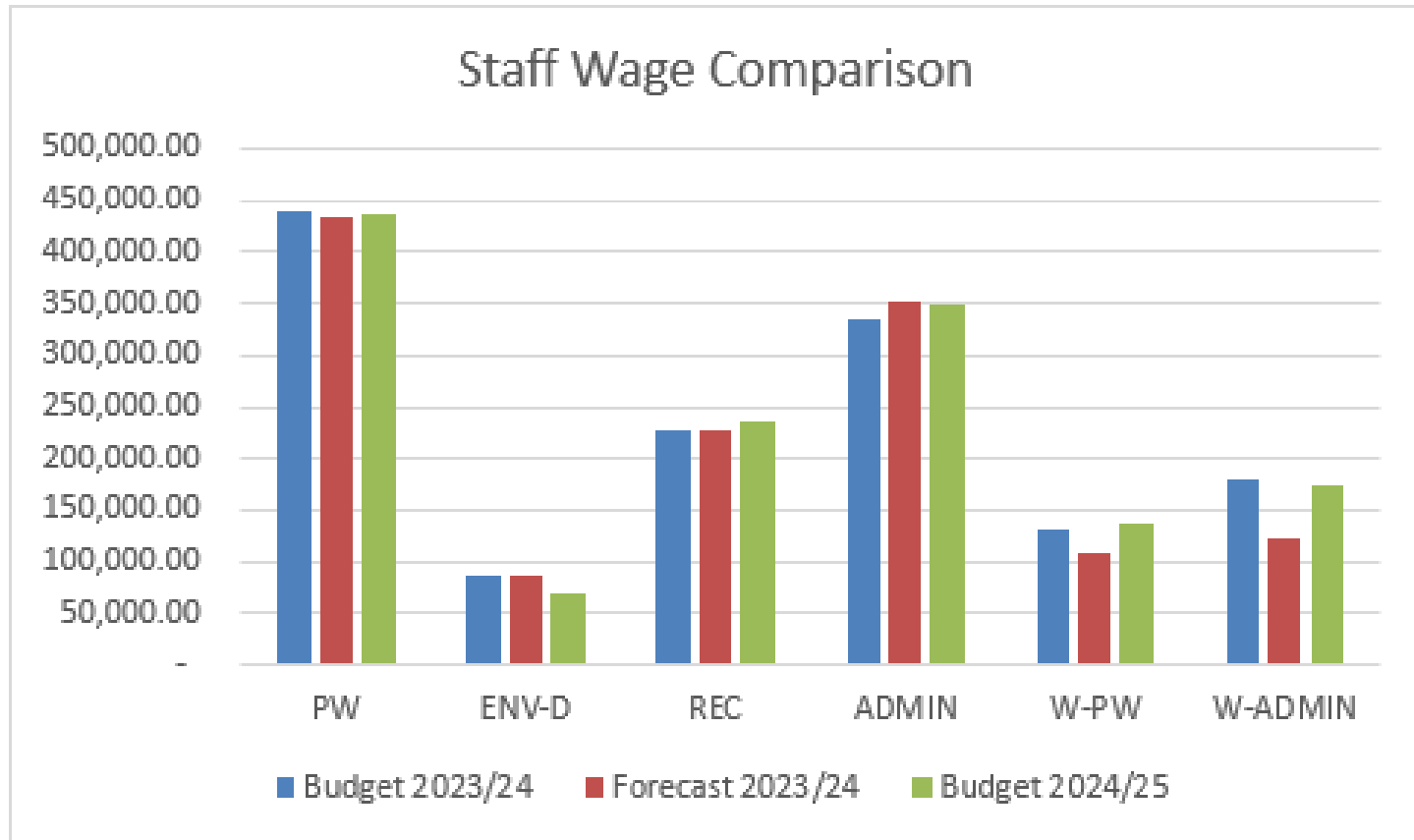
- Staffing breakdown:
 - 13 Full-time positions
 - 2 Seasonal positions
 - Seasonal/Contract positions vary depending on programming
 - Contract accountant covering 2 days/week for vacant Director of Finance position

Staffing Salary Comparison

	2024/25 Budget	2023/24 Budget	2023/24 Forecast
Town General	\$ 1,089,933	\$ 1,090,327	\$ 1,099,821
Water Operating	\$ 310,747	\$ 310,174	\$ 232,235
Total	\$ 1,400,680	\$ 1,400,501	\$ 1,332,056

- Increase of 5% from 2023/24 Forecast and 0% from 2023/24 Budget:
 - 4% increase for union employees (as per the union contract)
 - 4% increase for non-union and
 - No increase to Councillor honorariums
 - 2023/24 had vacant staff positions during the year
- Costs are split with the Water Utility in the following manner:
 - Public Works salaries and wages are allocated per time spent
 - Public Works benefits are split 70/30
 - Administration salaries are split 70/30

Staffing

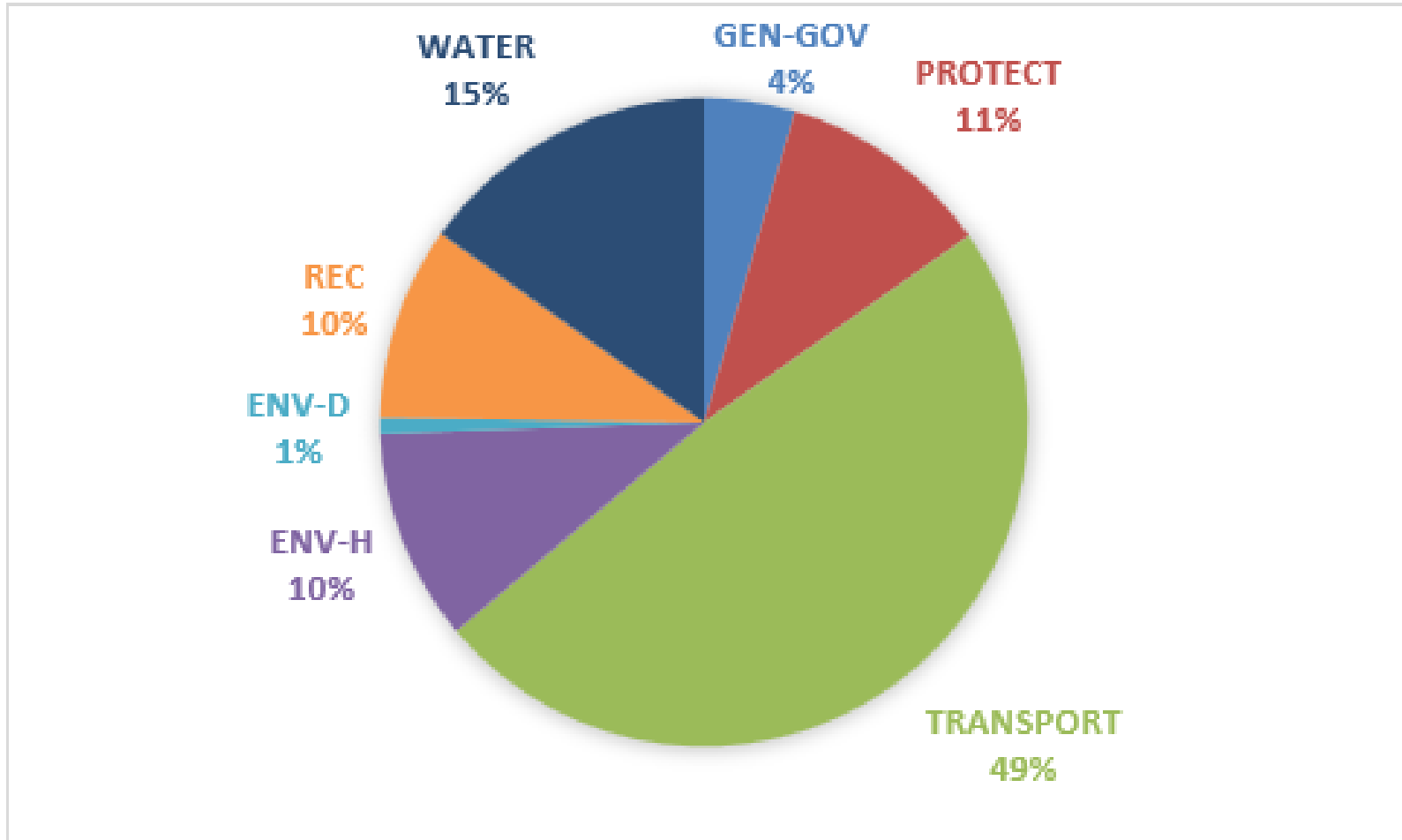


Insurance

	2024/25 Budget	2023/24 Budget	Variance
Town General	\$74,330.36	\$65,716.86	\$8,613.50
Water Operating	\$13,210.24	\$12,578.41	\$631.83
Total	\$87,540.60	\$78,295.27	\$9,245.33/

- Overall increase of 11.8%
 - Includes a 10% inflationary factor that has been applied to all building limits as replacement costs have increased substantially due to Covid-19
 - Continue to be in a “hard market” which means stricter underwriting guidelines, increase in deductibles and increases in premiums
- Cost allocated based on the property and contents of each department

Insurance Breakdown



Audit Fees

	2024/25 Budget	2023/24 Budget	Variance
Town General	\$19,848.50	\$19,848.50	\$ -
Water Operating	\$8,506.50	\$8,506.50	\$ -
Total	\$28,355.00	\$28,355.00	\$ -

- New Auditor appointed for 2023/24 budget (BDO Canada)
 - Audit Services were RFP'd in December 2022 for a 3-year term
 - National firm and increased labour costs have increased the cost of audit services for the Town
- Budget should have been \$26,750 for Year 1
- Year 2 is \$28,355 and Year 3 is \$29,960
- Cost split 70/30 between Town General and Water Operating

Section 3

2024/25 Town General Operating Budget

Town General Operating Budget

General Operating Fund Budget Overview						
	2024/25	2023/24			2023/24	
	Budget	Budget	Change \$	Change %	Forecast Actual	2022/23 Actuals
REVENUES						
Assessable property taxes	3,850,314	3,673,372	176,942	5%	3,589,395	3,464,007
Grants in lieu of taxes	157,277	154,946	2,331	2%	147,413	148,155
Services provided to other governments	205,977	148,830	57,146	38%	141,559	108,627
Sales of services	25,200	39,150	(13,950)	-36%	41,434	42,771
Other revenue from own sources	80,771	64,554	16,217	25%	107,461	105,019
Unconditional transfers from other governments	288,981	338,838	(49,857)	-15%	338,951	338,978
Conditional transfers	52,014	118,482	(66,468)	-56%	135,403	96,642
TOTAL REVENUE	4,660,533	4,538,173	122,360	3%	4,501,615	4,304,199
EXPENSES						
General government services	596,056	544,369	51,687	9%	590,540	483,198
Protective services	1,506,323	1,274,520	231,803	18%	1,241,772	1,206,626
Transportation services	769,082	789,887	(20,804)	-3%	779,521	614,914
Environmental health services	417,303	372,529	44,774	12%	368,923	374,948
Public health services	-	150,000	(150,000)	-100%	150,000	159,850
Environmental development services	230,491	230,515	(24)	0%	251,881	168,898
Recreation and cultural services	409,901	397,723	12,178	3%	372,677	377,361
Mandatory education contributions	413,508	393,468	20,040	5%	408,498	390,168
Interest (MFC)	43,187	54,868	(11,681)	-21%	41,094	43,765
Interest (Inter-fund)	2,763	9,855	(7,092)	-72%	10,423	4,580
TOTAL EXPENSES	4,388,614	4,217,734	170,880	4%	4,215,328	3,824,307
ANNUAL SURPLUS / (DEFICIT)	271,920	320,439			286,286	479,892
FINANCING AND TRANSFERS						
Principal repayments (MFC)	183,673	250,573	(66,900)	-27%	225,573	219,211
Principal repayments (Inter-fund)	36,899	77,950	(41,051)	-53%	77,950	65,802
Transfer to Sewer Reserve	50,000	50,000	-	0%	50,000	50,000
Transfer from Operating Reserve	-	-	-	0%	-	(15,000)
Use of prior year surplus	-	(58,084)	58,084	-100%	(67,237)	(6,355)
TOTAL AFTER TRANSFERS	1,348	0	1,348		0	0

Town General Operating Budget

Town General Variances

	2024-2025	2023-2024		
	Budget	Budget	Variance	Variance Analysis
REVENUES				
Assessable property taxes	3,850,314	3,673,372	176,942	\$221K taxes increased assessments, (\$20K) hydrant rate (assessments), (\$20K) deed tsfr
Grants in lieu of taxes	157,277	154,946	2,331	Nothing to report
Services provided to other governments	205,977	148,830	57,146	\$70K add'l from County for recreation and \$40K for fire, (\$55K) loss from cancelled contract for DPW
Sales of services	25,200	39,150	(13,950)	(\$14K) Prior year budget for Day Camp Program revenue was over-estimated in error
Other revenue from own sources	80,771	64,554	16,217	\$12K additional estimated on penalties/interest on taxes
Unconditional transfers from other governments	288,981	338,838	(49,857)	(\$50K) reduction in equalization grant due to Service Exchange agreement
Conditional transfers from federal or provincial governments or agencies	52,014	118,482	(66,468)	(\$35K) MTP study in 23/24, (\$30K) fewer student grants & error in PY budget
TOTAL REVENUE	4,660,533	4,538,173	122,360	
EXPENSES				
General government services	596,056	544,369	51,687	\$7.5K Payworks & Postage, \$12.5K salaries, \$12K election, \$10K legal
Protective services	1,506,323	1,274,520	231,803	\$205K 1 RCMP officer & increase, \$35K hydrant (increased assessment), (\$25K) savings under corrections
Transportation services	769,082	789,887	(20,804)	(\$20K) salary savings
Environmental health services	417,303	372,529	44,774	\$25K UV lights, \$10K salaries, \$10K power
Public health services	-	150,000	(150,000)	(\$150K) savings under regional housing due to Service Exchange Agreement with the Province
Environmental development services	230,491	230,515	(24)	\$25K for Building/Fire inspection and Planning Contract, (\$20K) salary savings
Recreation and cultural services	409,901	397,723	12,178	\$6K add'l training courses required updating for Rec staff (once every 5 years)
Mandatory education contributions	413,508	393,468	20,040	\$20K AVRSB Invoice is higher
Interest (MFC)	43,187	54,868	(11,681)	Interest decreases as principal balance of loan is paid off
Interest (Inter-fund)	2,763	9,855	(7,092)	Interest decreases as principal balance of loan is paid off
TOTAL EXPENSES	4,388,614	4,217,734	170,880	
ANNUAL SURPLUS / (DEFICIT)	271,920	320,439	(48,519)	
FINANCING AND TRANSFERS				
Principal repayments (MFC)	183,673	250,573	(66,900)	Two loans were paid off
Principal repayments (Inter-fund)	36,899	77,950	(41,051)	Loans paid off
Transfer to Reserves	50,000	50,000	-	Nothing to report
Use of prior year surplus	-	(58,084)	58,084	No projection of using reserves to balance the budget
TOTAL AFTER TRANSFERS	1,348	0	1,348	

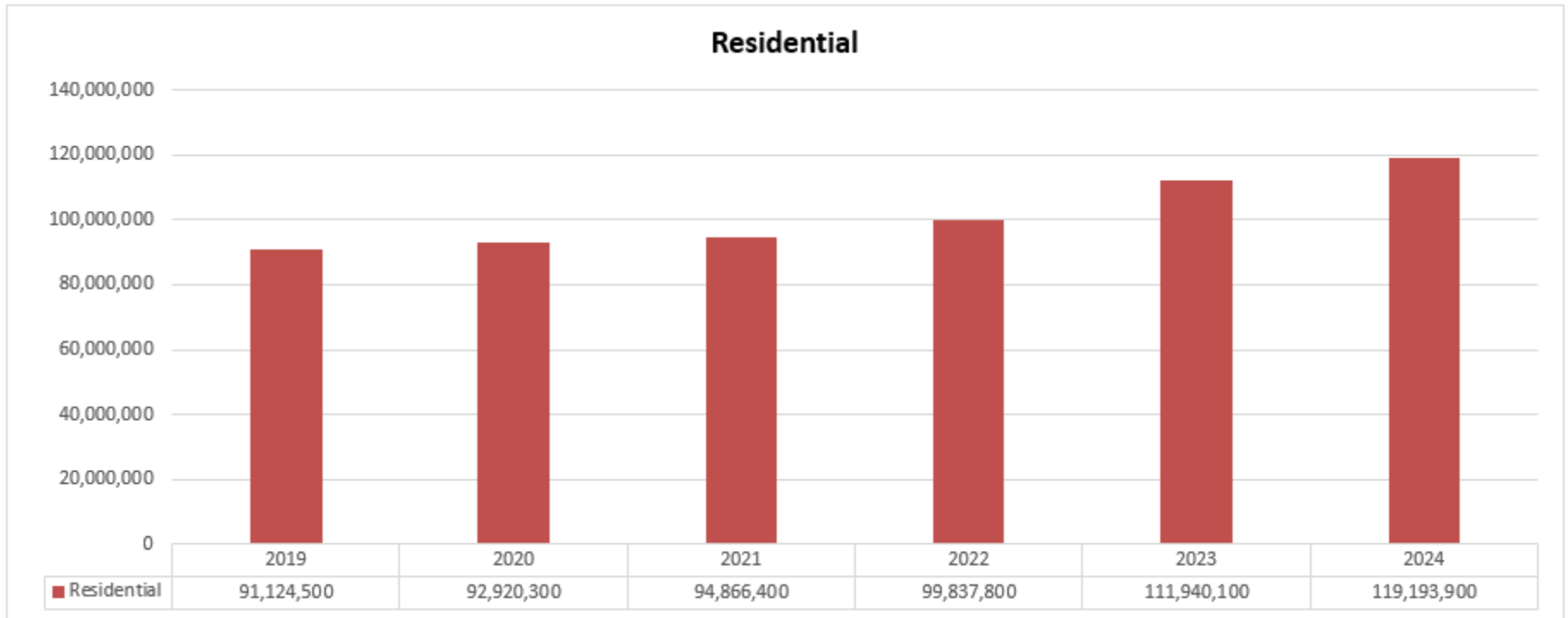
Town General Operating Revenue

	2024/25 Budget	2023/24 Budget	Change \$	Change %	2022/23 Actuals	2023/24 Forecast Actual
REVENUES						
Assessable property taxes	3,850,314	3,673,372	176,942	4.82%	3,464,007	3,589,395
Grants in lieu of taxes	157,277	154,946	2,331	1.50%	148,155	147,413
Services provided to other government	205,977	148,830	57,146	38.40%	108,627	141,559
Sales of services	25,200	39,150	(13,950)	-35.63%	42,771	41,434
Other revenue from own sources	80,771	64,554	16,217	25.12%	105,019	107,461
Unconditional transfers	288,981	338,838	(49,857)	-14.71%	338,978	338,951
Conditional transfers	52,014	118,482	(66,468)	-56.10%	96,642	135,403
TOTAL REVENUE	4,660,533	4,538,173	122,360	2.70%	4,304,199	4,501,615

Revenue Summary

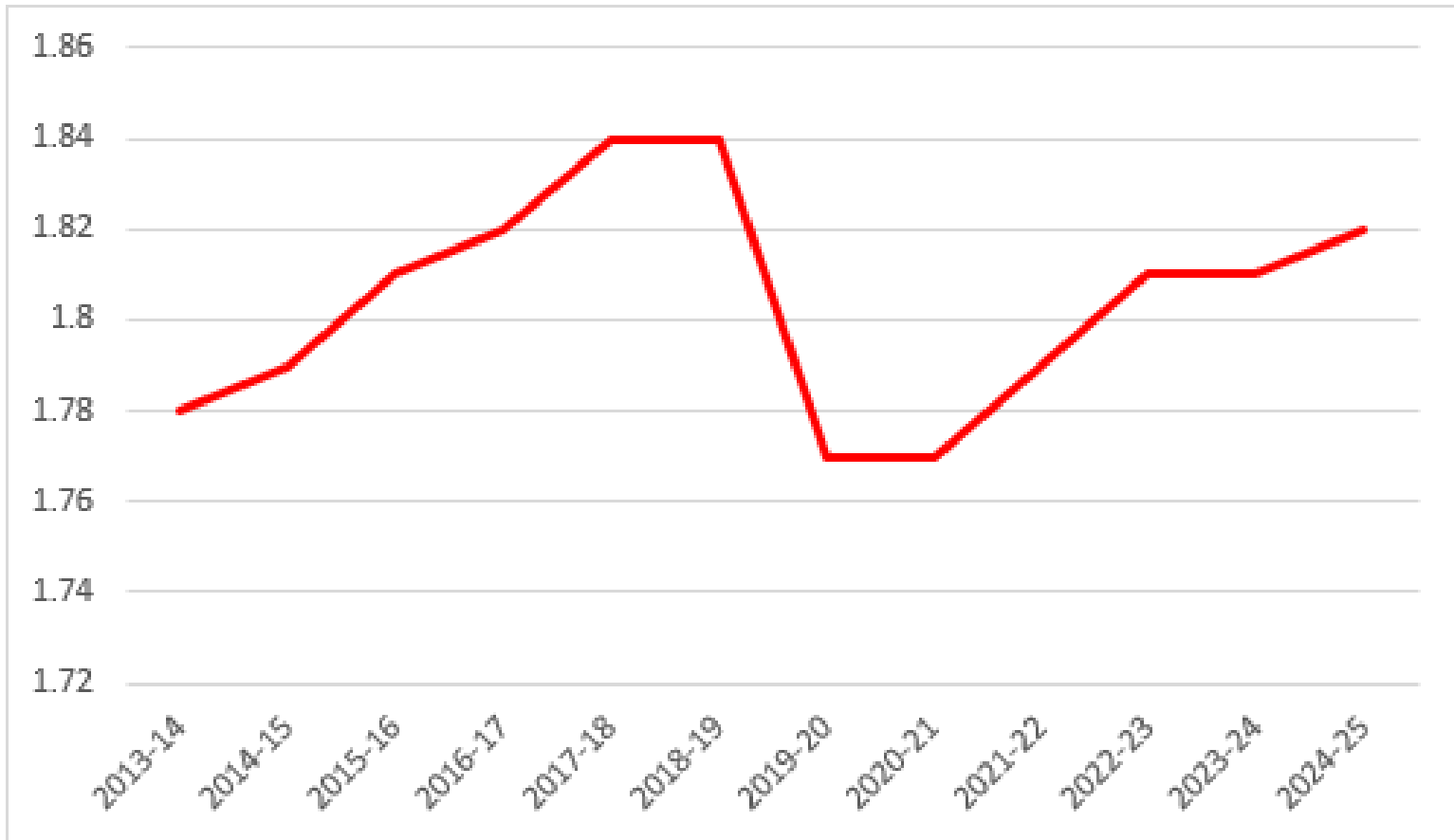
- Revenues are up 5% from 2023/24 budget
- Property Tax Revenue increased by \$176,942
- Received \$80,000 grant from County of Annapolis for Recreation (only \$10,000 received in past)
- \$50,000 reduction in equalization grant from the Province due to the new Service Exchange Agreement
- 1 cent increase on residential and commercial rates

Residential Assessment Figures

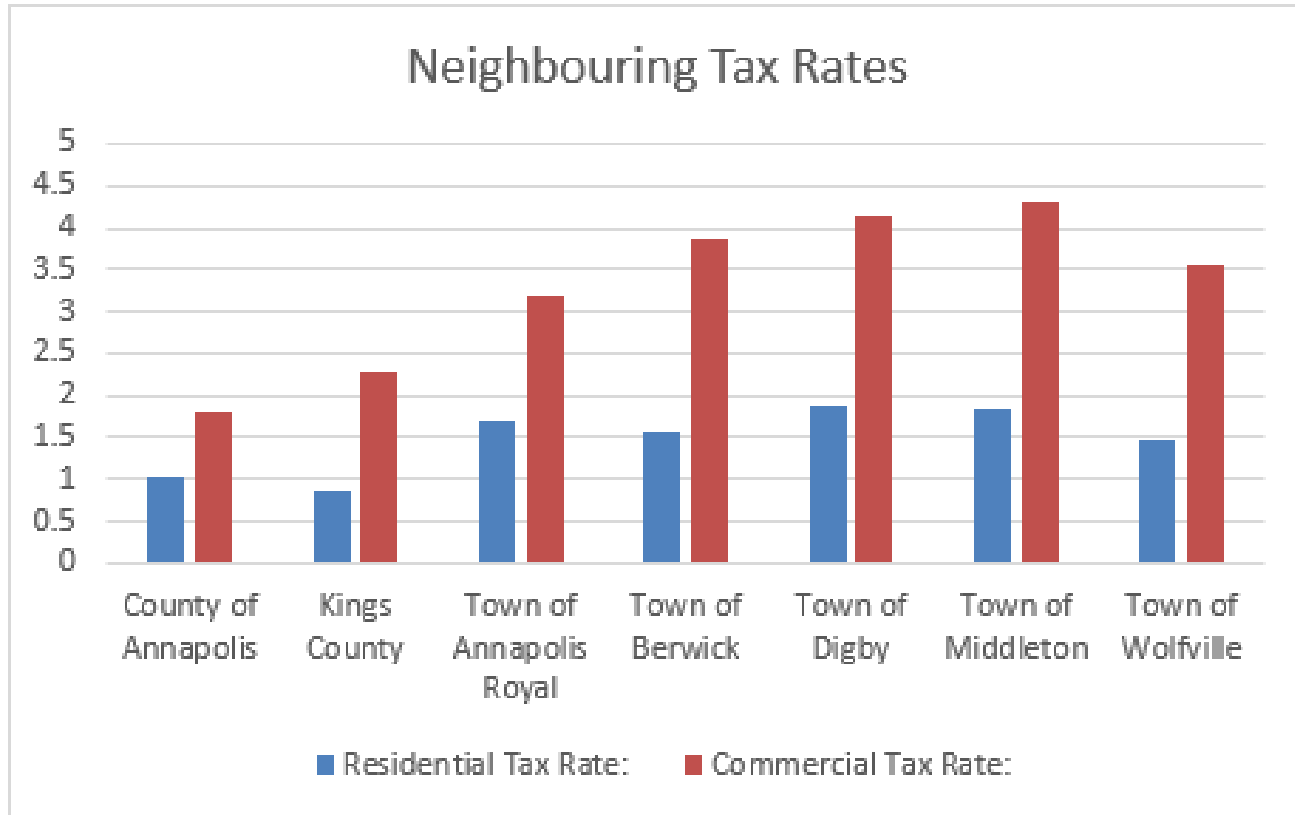


- Residential assessments represent 59.51% of overall assessment
- Residential assessments increased by 6.48% (down from 12.12% in prior year)
- Increase of over \$7.2M in assessed value

Residential Historical Tax Rates



Neighbouring Tax Rates



- Town of Middleton has the highest commercial rate

Tax Revenue Highlights

Tax Revenue Increase	2024/25 Budget	2023/24 Forecast	Variance
Residential	\$2,168,464	\$2,022,017	\$146,447
Commercial	725,612	695,748	29,864
Total	\$2,894,077	\$2,717,765	\$176,312

Budget includes a tax rate increase of **1 cent** for both residential and commercial rates, which accounts for additional revenue of \$14,096. The remaining increase in tax revenue is due to increases in assessment values.

**1 cent =
\$14,096**

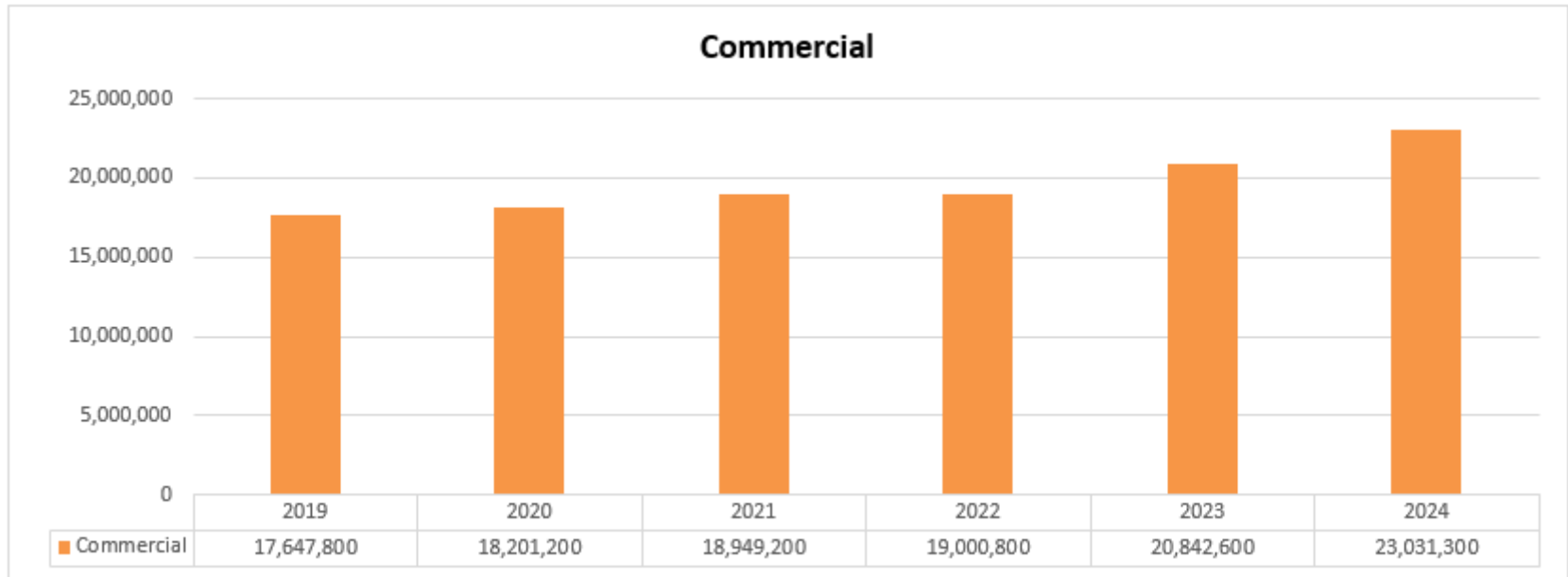
Residential 1 cent = \$12,034

Commercial 1 cent = \$2,062

Residential Tax Effort

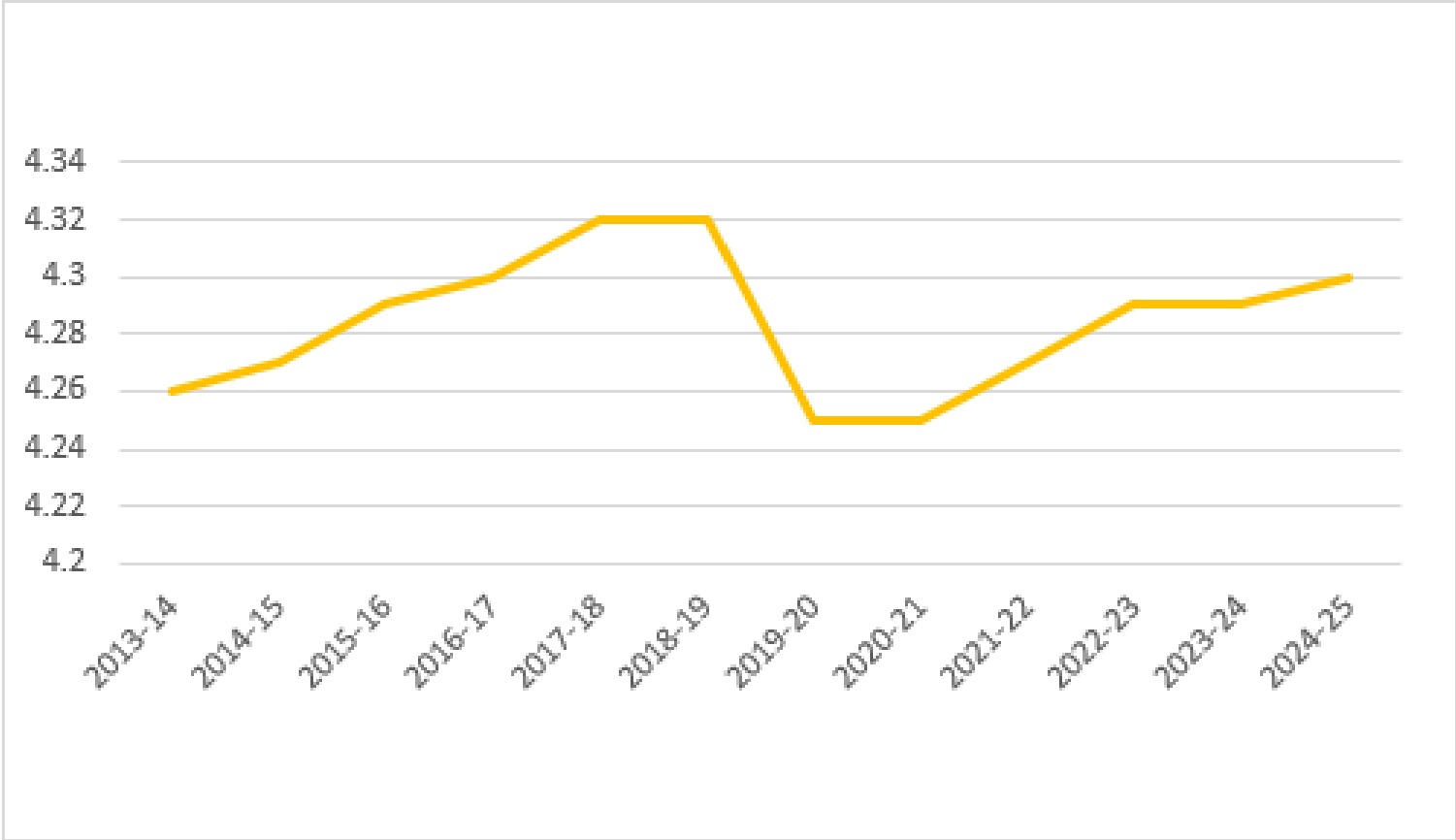
- Calculation:
$$\frac{\text{Total residential tax revenue per dwelling unit}}{\text{Median household income}}$$
- 2024/25 budgeted residential tax effort: 5.2%
- 2023/24 forecasted residential tax effort: 4.8%
- 2022/23 submitted residential tax effort: 4.6%
- 2021/22 residential tax effort: 4.2%
- 2020/21 residential tax effort: 5.1%
- Risk Thresholds:
 - Low: Less than 4%
 - Moderate: 4% to 6%
 - High: Greater than 6%

Commercial Assessment Figures



- Commercial assessments represent 11.50% of overall assessment
- Commercial assessments increased by 10.5% (up from 9.69% in prior year)
- Increase of over \$2.1M in assessed value

Commercial Historical Tax Rates



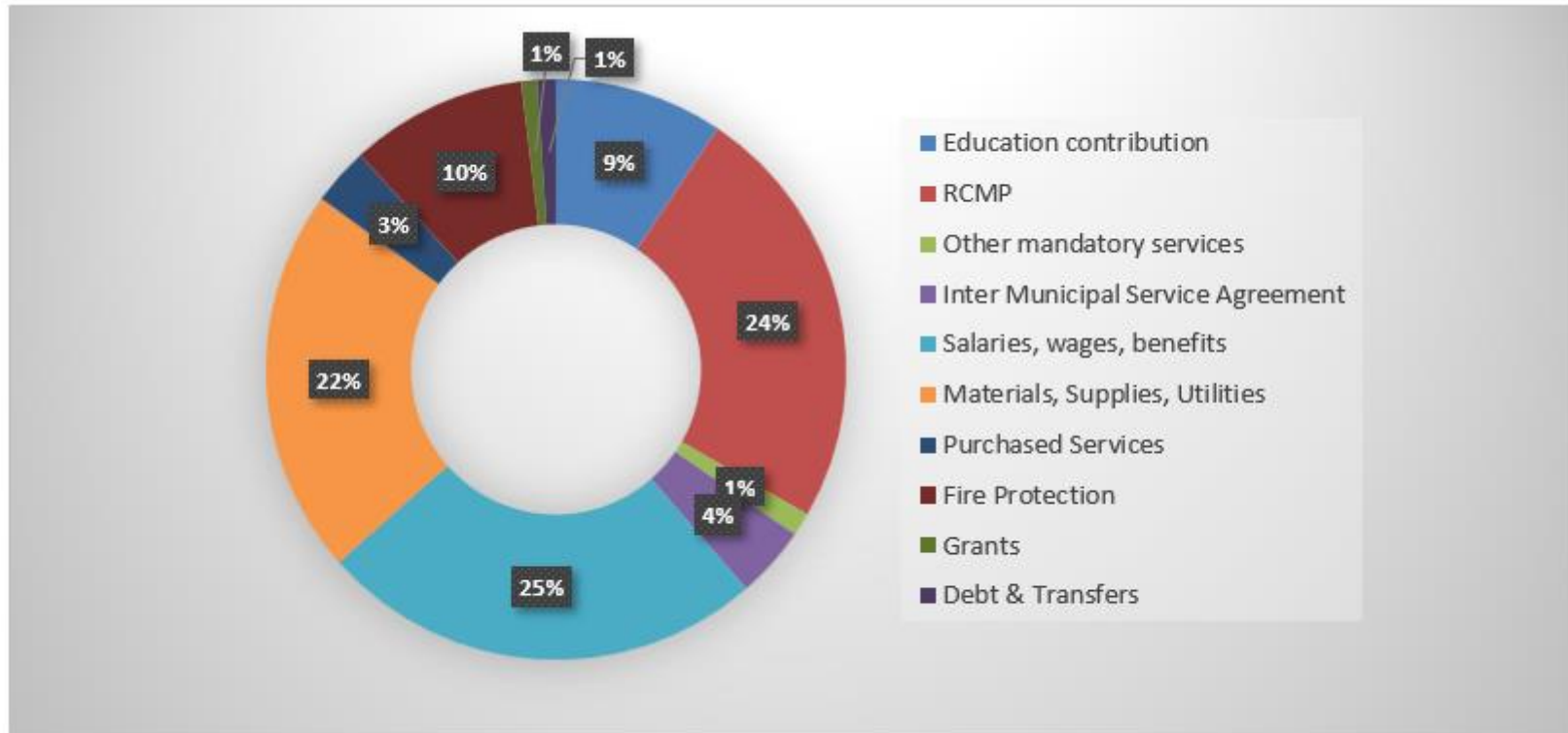
Tax Rate Summary

Description	Notes	2024/25 Rate	2023/24 Rate
Residential	Per \$100 of assessment	1.82	1.81
Commercial	Per \$100 of assessment	4.30	4.29
Farm Acreage	Per acre	3.14	3.14
Forest Taxable (under 50,000)	Per acre	0.25	0.25
Seasonal Tourist	Per \$100 of assessment	3.23	3.218
Fire Protection	Per \$100 of assessment	0.13	0.16
Sewer Rate (taxable)	Per \$100 of assessment	0.13	0.13
Sewer Rate (tax-exempt)	Per 1 cubic meter	0.901	0.873
Sewer Rate (flat rate)	Flat fee	\$250	\$250

Expenditure Summary

	2024/25 Budget	2023/24 Budget	Change \$	Change %	2022/23 Actuals	2023/24 Forecast Actual
EXPENSES						
General government services	596,056	544,369	51,687	9.49%	483,198	590,540
Protective services	1,506,323	1,274,520	231,803	18.19%	1,206,626	1,241,772
Transportation services	769,082	789,887	(20,804)	-2.63%	614,914	779,521
Environmental health services	417,303	372,529	44,774	12.02%	374,948	368,923
Public health services	-	150,000	(150,000)	-100.00%	159,850	150,000
Environmental development services	230,491	230,515	(24)	-0.01%	168,898	251,881
Recreation and cultural services	409,901	397,723	12,178	3.06%	377,361	372,677
Mandatory education contributions	413,508	393,468	20,040	5.09%	390,168	408,498
TOTAL EXPENSES	4,388,614	4,217,734	170,880	4.05%	3,824,307	4,215,328

Expenditures by Nature



Breakdown of Expenses

2024-2025 Operating Budget for Town General - Breakdown of Expenses

Summary of Expenses	% of		Description	Category	
	Cost	Expenses			
Staff Salaries	1,048,951	22.5%	Provincial Policing Servicing Agreement	Non-discretionary	
Policing Services (RCMP)	1,031,769	22.1%	14 staff, summer students	Some discretion	Offset by \$30K in grants for recreation
Education (AVRCE)	413,508	8.9%	Mandated Service	Non-discretionary	
Hydrant Rental	266,522	5.7%	Loan Agreements with MFC	Non-discretionary	
Principal and Interest on Long-term Debt	257,860	5.5%	Offset by revenue and transferred to Water Utility	Non-discretionary	
Fire Department Expenses	187,888	4.0%	Mandated Service	Some discretion	
Roads/Sidewalks/Storm (line painting, patching, signs, snow removal, tree removal, gravel)	171,206	3.7%	Mandated Service	Some discretion	
Utilities (Power, Water, Oil, Fuel)	158,350	3.4%	Based on NSP rates and fuel/oil costs	Non-discretionary	
Waste/Recycling Contract (Valey Waste Resource Management)	151,837	3.3%	Inter-Municipal Services Agreement	Non-discretionary	
Repairs and Maintenance	106,441	2.3%	To Town facilities and equipment	Some discretion	
Professional Services (Audit, Legal, Surveying, Engineering)	102,383	2.2%	Mandated Service / Under Contract	Non-discretionary	
Planning, GIS, and Building/Fire Inspection	89,886	1.9%	Most under contract/agreement or required to perform services	Some discretion	
Technical Equipment (Computer, Licenses, Software, Telephone)	82,645	1.8%	Some are under contract	Non-discretionary	
Insurance	63,767	1.4%	Required to have	Non-discretionary	Actual is \$87.5K (fire, water, library)
Public Works/Facilities/Parks Tools, Supplies, Materials	59,400	1.3%	\$40K sewer expenses, Hippo \$5.5K, Small Tools \$10K	Some discretion	
Council Salaries	56,241	1.2%	7 members of Council	Some discretion	
Rec Programs (Learn to Run, Movie Nights, Heart of Christmas, Century Ride, day camps)	54,456	1.2%	Largely offset by program revenue and grants	Discretionary	Revenue brought in offsets this
Training and Travel	50,000	1.1%	Transfer to sewer reserve	Discretionary	
Grants to Organizations	47,397	1.0%	Most training is required for jobs/certifications required	Some discretion	
Regional Library	35,000	0.8%	Pool, rink, museums, HOTV, MABA, etc.	Discretionary	
Advertising and Office Supplies	30,239	0.6%	Mandated Service	Non-discretionary	
Tax Exemptions	28,013	0.6%	Some ads required by MGA	Discretionary	
Parks Maintenance	23,621	0.5%	Maintain playground, soccer fields, lawns, all parks, etc.	Some discretion	Already removed \$5k
Assessment (Pproperty Valuation Services Corporation)	22,818	0.5%	Mandated Service (assessment roll)	Non-discretionary	
Public Transit	21,851	0.5%	Per legislation/policies in place	Some discretion	Would have to look at existing policies
Janitorial Expenses	21,500	0.5%	Kings Transit and Trans-County Transportation (contract)	Some discretion	
2024 Election	14,979	0.3%	Under contract (went out to RFP)	Some discretion	Actual is \$40K (fire + library)
Valley REN	12,514	0.3%	Mandated Service	Non-discretionary	
Rink Water and Sewer	12,182	0.3%	Inter-Municipal Services Agreement	Some discretion	2 years notice required
Annapolis REMO	12,123	0.3%	Per Agreement	Non-discretionary	Amount is variable
Bank Charges	11,624	0.2%	Inter-Municipal Services Agreement	Some discretion	
	7,000	0.2%	Required to have bank accounts - recently reviewed fees	Non-discretionary	
	5,214	0.1%	Accessibility Operating Expenses	Discretionary	
Total Expenses	4,659,186				

Mandatory Payments

- Mandatory Payments are items which the Town has no discretion over and form the single largest group of expenditures within the budget (39% of total expenses)

	2024/25 Budget	2023/24 Budget	Change \$	Change %	2022/23 Actuals	2023/24 Forecast Actual
Correctional Services	-	23,226	(23,226)	-100.00%	22,968	22,753
Inter Municipal Service Agreement	175,643	176,237	(595)	-0.34%	181,841	171,458
Kings Transit	21,500	21,500	-	0.00%	21,500	20,000
Property Valuation Services	22,818	22,479	340	1.51%	22,745	28,098
RCMP & Prosecution Services	1,048,951	839,487	209,464	24.95%	785,141	825,111
Regional Centre for Education	413,508	393,468	20,040	5.09%	390,168	408,498
Regional Housing	-	150,000	(150,000)	-100.00%	159,850	150,000
Regional Library	12,300	12,300	-	0.00%	12,300	12,300
Tax Exemptions	21,851	22,587	(736)	-3.26%	21,720	21,760
TOTAL CONTRIBUTIONS	1,716,571	1,661,284	55,288	3.33%	1,618,233	1,659,979

Inter-Municipal Service Agreements

- TOTAL IMSA **\$175,643**
- Valley Region Solid Waste-Resource Authority **\$151,837**
- Valley Regional Enterprise Network **\$12,182**
- Annapolis County Regional Emergency Management Organization **\$11,624**

Expenditure Summary

General Government

	2024/25	2023/24			2022/23	2023/24
	Budget	Budget	Change \$	Change %	Actuals	Forecast
Salaries, wages, benefits	349,504	335,363	14,141	4.22%	292,160	351,759
Materials, Supplies, Utilities	149,282	136,295	12,987	9.53%	68,043	150,880
Purchased Services	52,601	27,645	24,956	90.27%	78,530	38,042
Other mandatory services	22,818	22,479	340	1.51%	22,745	28,098
Grants	21,851	22,587	(736)	-3.26%	21,720	21,760
TOTAL Expenditures	596,056	544,369	51,687	9.49%	483,198	590,540

Expenditure Summary

Protective Services

	2024/25 Budget	2023/24 Budget	Change \$	Change %	2022/23 Actuals	2023/24 Forecast
Salaries, wages, benefits	4,500	4,693	(193)	-4.11%	3,600	3,600
Materials, Supplies, Utilities	170,132	164,155	5,977	3.64%	123,408	149,201
Purchased Services	13,256	12,170	1,086	8.93%	10,784	10,316
Other mandatory services	257,860	220,036	37,824	17.19%	254,655	220,036
Inter Municipal Service Agreement	11,624	10,754	870	8.09%	6,069	10,754
RCMP	1,048,951	862,713	186,239	21.59%	808,109	847,864
TOTAL Expenditures	1,506,323	1,274,520	231,803	18.19%	1,206,626	1,241,772

RCMP - \$1,048,951

Annapolis REMO - \$11,624

Hydrant Rate - \$257,860

Fire Department - \$187,888

TOTAL - \$1,506,323

Fire Department Budget

Fire Department Budget

Fire Department Revenue

Grants

Grant from County of Annapolis - Operating

53,940

Total Revenue

53,940

Fire Department Expenses

General Expenses

Repairs and Maintenance

37,856

Clothing & Boots

25,759

Other Equipment

24,299

Utilities (Power, Water, Oil, Fuel)

22,500

Technical Equipment (Computer, Licenses, Software, Telephone)

17,894

Training and Travel

17,729

Insurance

13,255

Hose & Couplings

10,637

Janitor

11,561

Honoraria

4,500

Misc.

1,898

Total Expenses

187,888

Net Loss, Subsidized by Town General Tax Rate

(133,948)

NOTE: The fire department also receives a capital grant from Annapolis County, budgeted at \$64,784 for 2024-2025, but this grant can only be used on equipment and capital purchases, not operating expenses

Expenditure Summary

Transportation Services

	2024/25 Budget	2023/24 Budget	Change \$	Change %	2022/23 Actuals	2023/24 Forecast
Salaries, wages, benefits	355,837	365,017	(9,180)	-2.51%	297,237	371,069
Materials, Supplies, Utilities	347,061	362,264	(15,204)	-4.20%	266,342	348,018
Purchased Services	44,685	41,105	3,579	8.71%	29,834	40,434
Other mandatory services	21,500	21,500	-	0.00%	21,500	20,000
TOTAL Expenditures	769,082	789,887	(20,804)	-2.63%	614,914	779,521

Expenditure Summary

Environmental Health (Sewer)

	2024/25 Budget	2023/24 Budget	Change \$	Change %	2022/23 Actuals	2023/24 Forecast
Salaries, wages, benefits	79,551	74,953	4,598	6.13%	51,619	62,767
Materials, Supplies, Utilities	165,058	123,417	41,640	33.74%	140,475	137,855
Purchased Services	20,857	20,857	-	0.00%	19,814	19,778
Inter Municipal Service Agreement	151,837	153,301	(1,464)	-0.96%	163,040	148,522
TOTAL Expenditures	417,303	372,529	44,774	12.02%	374,948	368,923

Category	Amount
Total Expenditures	\$ 417,303
Less: ineligible expenses (Tree removal, Valley Waste Contract)	(172,695)
Add: principal and interest payments on sewer loans	139,276
Total to Recoup via Sewer Rates	\$ 383,884

Category	Rate	Amount
Area Rate on taxable properties	\$0.0013	\$ 174,855
Flat Rate properties	\$250	161,000
Tax Exempt properties, based on water volume (cubic meters)	\$0.901	48,029
Total Recouped from Rates		\$ 383,884

Expenditure Summary

Environmental Development Services

	2024/25	2023/24			2022/23	2023/24
	Budget	Budget	Change \$	Change %	Actuals	Forecast
Salaries, wages, benefits	69,839	87,108	(17,269)	-19.82%	79,704	87,227
Materials, Supplies, Utilities	145,694	125,309	20,384	16.27%	72,775	150,564
Purchased Services	2,776	5,916	(3,140)	-53.07%	3,687	1,908
Inter Municipal Service Agreement	12,182	12,182	-	0.00%	12,732	12,182
TOTAL Expenditures	230,491	230,515	(24)	-0.01%	168,898	251,881

Expenditure Summary

Recreation and Cultural Services

	2024/25	2023/24			2022/23	2023/24
	Budget	Budget	Change \$	Change %	Actuals	Forecast
Salaries, wages, benefits	235,202	227,886	7,315	3.21%	211,603	226,999
Materials, Supplies, Utilities	138,809	131,440	7,369	5.61%	128,141	111,213
Purchased Services	7,090	5,097	1,994	39.12%	4,318	5,665
Other mandatory services	12,300	12,300	-	0.00%	12,300	12,300
Grants	16,500	21,000	(4,500)	-21.43%	21,000	16,500
TOTAL Expenditures	409,901	397,723	12,178	3.06%	377,361	372,677

Recreation Budget

Recreation Revenue

Grants

Grant from County of Annapolis	80,000
MPAL (Province of NS)	25,000
Active Community Fund	17,450
Canada Summer Jobs (2 students)	4,256
	<u>126,706</u>

Program Revenue

Summer Day Camps and March Break Camps	25,200
Heart Run/Century Ride Registration & Sponsorships	22,000
	<u>47,200</u>

Total Revenue

173,906

Recreation Expenses

Town Recreation

Salaries (including Parks & Rec)	199,912
Salaries - summer staff (7 students)	37,581
Program Expenses	29,722
Parks Maintenance	23,621
Heart Run/Century Ride	20,857
Training and Travel	11,576
Utilities (Power, Water, Oil, Fuel)	9,400
Repairs and Maintenance	8,682
Insurance	5,882
Technical Equipment (Computer, Licenses, Software, Telephone)	2,747
	<u>349,980</u>

Grants

Library	30,239
Middleton Rink Commission	16,623
Middleton Pool Society	13,059
	<u>59,921</u>

Total Expenses

409,901

Net Loss, Subsidized by Town General Tax Rate

(235,995)

Grants to Organizations

Organization	Description	2024-25 Budget	2023-24 Budget	2022-23 Actuals
Library	Power, Insurance, Janitor, Telephone, Water, Sewer, Repairs + \$12,300 Regional Library Contribution + Roof (24-25 only)	\$ 39,039	\$ 29,267	\$ 27,846
Pool	\$12,000 Grant, Insurance, Lights	13,059	12,816	12,689
Rink	\$4,500 Grant, Water, Sewer	16,623	20,950	23,200
HOTV	General Operations, Fireworks	4,500	7,000	7,000
M. Museum	General Operations	4,500	4,500	4,500
R. Museum	General Operations	3,000	3,000	3,000
MABA	Website, social media, promotional resource development	-	3,500	-
SMH	Foundation grant for new Digital Imaging Machine	5,000	-	-
Total		\$ 85,721	\$ 81,033	\$78,235

- Received \$20,000 request from Soldier's Memorial Hospital Foundation for 2024-25 to assist with purchase of a new Digital Imaging Machine – \$5,000 grant is included in the budget
- Received \$3,000 request from Cats for Keeps for 2024-25 to assist with re-homing cats in Middleton area – could not accommodate request in budget

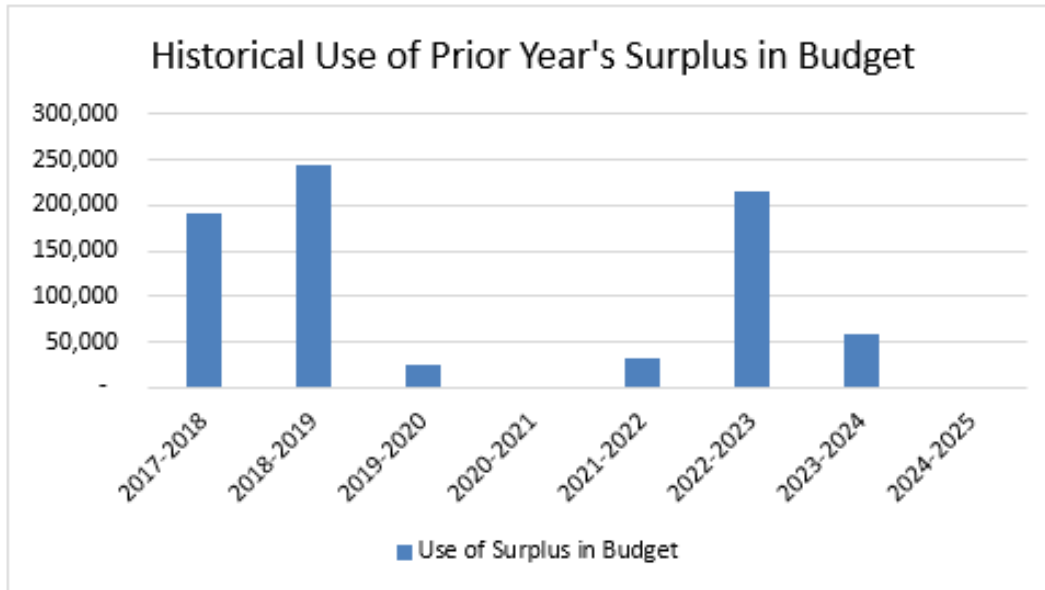
Grants to Organizations

The Town provides several In-Kind Services to organizations that are not recorded separately in the financial statements.

Organization	Description
Library	Parking lot clearing, landscaping/flowers, mowing
Pool	Filling the pool (unmetered), mechanical/structural maintenance, water maintenance, mowing, marketing, printing/photocopying
Rink	Marketing, photocopying, plowing (~\$6,500)
HOTV	11 staff directly assist with specific events, clean washrooms, garbage pickup, marketing
M. Museum	Mowing, plowing
R. Museum	Mowing, flowers and plowing has been discussed
MABA	Executive advice, marketing

Operating Surplus

- Staff are not recommending to use prior year surplus this year to balance the budget
- It is not good financial practice to continuously take from reserves to balance the budget
- Over the past 8 years, the Town has budgeted to use almost \$800,000 from reserves to balance the budget



Transfer to Reserves from Operating

- Every effort should be made each year to transfer money **to reserves** for the future replacement of assets
- The Town has historically transferred ~\$50,000 per year to the Sewer Reserve



Financial Condition Indicators (FCI's)

Indicator Name				Actual	Actual	Actual	Actual	Actual	As filed	Forecast	Budget
	Green	Yellow	Red	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
B1 3-year change in Tax Base	= or > CPI% Change	< CPI Change, but not negative growth	Negative growth	5.3%	3.1%	1.6%	0.8%	3.7%	4.6%	10.0%	19.0%
B2 Reliance on Single Business/Institution	< 10%	10% to 15%	> 15%	1.1%	1.1%	1.1%	1.0%	1.0%	1.1%	1.2%	1.2%
B3 Residential Tax Effort	< 4%	4% to 6%	> 6%	4.7%	4.7%	4.9%	5.1%	4.2%	4.6%	4.8%	5.2%
S1 Uncollected Taxes	< 10% CY Tax billings	10% to 15% CY Tax billings	> 15% CY Tax billings	4.8%	2.5%	4.4%	3.3%	3.3%	3.3%	2.9%	2.9%
S2 Operating Reserve	> 20% Optg Exp	10% to 20% operating expenses	< 10% Optg Exp	11.8%	9.7%	9.4%	10.9%	15.4%	15.6%	13.0%	12.1%
S3 Debt Service Cost	< 10% OSR	10% to 15% own source operating revenue	> 15% OSR	9.8%	9.5%	9.4%	8.6%	8.6%	8.0%	7.4%	5.6%
S4 Outstanding Operating Debt	< 25% OSR	25% to 50% own source operating revenue	> 50% OSR	0.0%	0.7%	5.3%	7.0%	0.0%	0.0%	0.0%	0.0%
S5 Undepreciated Assets	NBV > 50% Cost	NBV 35% to 50% Cost	NBV < 35% Cost	54.1%	52.5%	50.3%	49.9%	49.7%	48.1%	45.8%	43.6%
R1 # of Deficits in Last 5 Years	0 in last 5 years	1 or more in last 5 years	1 or more in last 2 years	0	0	1	1	1	1	1	0
R2 Liquidity	CA/CL > 1.5	CA/CL between 1 and 1.5	CA/CL < 1.0	3.6	2.6	1.8	2.3	2.7	3.9	1.9	1.9
R3 Reliance on Government Transfers	< 15% Total Rev	15% to 20% Total Revenue	> 20% Total Revenue	11.5%	11.7%	12.1%	12.3%	20.2%	11.7%	10.2%	7.0%
R4 Combined Reserve (Operating & Capital)	> 40% Optg Exp+ Amort	30% to 40% Operating Exp + Amortization	< 30% Optg Exp+ Amort	31.0%	30.4%	32.8%	35.8%	37.1%	40.8%	39.7%	37.3%
Years with Budget Accuracy within + or - 5% in the last five years				suspended for 2020-21, 2021- 22, 2022-23, and 2023-24 due to COVID							
Overall Assessment - # FCI's that meet low risk threshold				9 to 12	7 to 8	6 or less					

Financial Condition Indicators (FCI's)

Indicator Name	Actual 2017-18	Actual 2018-19	Actual 2019-20	Actual 2020-21	Actual 2021-22	As filed 2022-23	Forecast 2023-24	Budget 2024-25
B1 3-year change in Tax Base	5.3%	3.1%	1.6%	0.8%	3.7%	4.6%	10.0%	19.0%
B2 Reliance on Single Business/Institution	1.1%	1.1%	1.1%	1.0%	1.0%	1.1%	1.2%	1.2%
B3 Residential Tax Effort	4.7%	4.7%	4.9%	5.1%	4.2%	4.6%	4.8%	5.2%
S1 Uncollected Taxes	4.8%	2.5%	4.4%	3.3%	3.3%	3.3%	2.9%	2.9%
S2 Operating Reserve	11.8%	9.7%	9.4%	10.9%	15.4%	15.6%	13.0%	12.1%
S3 Debt Service Cost	9.8%	9.5%	9.4%	8.6%	8.6%	8.0%	7.4%	5.6%
S4 Outstanding Operating Debt	0.0%	0.7%	5.3%	7.0%	0.0%	0.0%	0.0%	0.0%
S5 Undepreciated Assets	54.1%	52.5%	50.3%	49.9%	49.7%	48.1%	45.8%	43.6%
R1 # of Deficits in Last 5 Years	0	0	1	1	1	1	1	0
R2 Liquidity	3.6	2.6	1.8	2.3	2.7	3.9	1.9	1.9
R3 Reliance on Government Transfers	11.5%	11.7%	12.1%	12.3%	20.2%	11.7%	10.2%	7.0%
R4 Combined Reserve (Operating & Capital)	31.0%	30.4%	32.8%	35.8%	37.1%	40.8%	39.7%	37.3%
Years with Budget Accuracy within + or - 5% in the last five years	3	2	2	1	2			
Overall Assessment - # FCI's that meet low risk threshold	9	8	7	6	5	7	6	8

Section 4

2024/25 Water Utility Operating Budget

Water Utility Operating Budget

Water Utility Operating Fund Budget Overview						
	2024/25	2023/24		Change	2023/24	2022/23
	Budget	Budget	Change \$	%	Forecast	Actuals
REVENUES						
Metered sales	608,714	617,613	(8,899)	-1%	597,197	614,794
Flat rate sales	900	900	-	0%	1,053	953
Public fire protection	276,410	239,213	37,197	16%	239,630	273,845
Sprinkler service	-	2,933	(2,933)	-100%	3,600	3,350
Other operational revenue	6,720	4,782	1,938	41%	6,811	12,405
Non-operating revenue	1,010	400	610	152%	41,950	26,748
TOTAL REVENUE	893,754	865,840	27,913	3%	890,241	932,095
EXPENSES						
Source of supply	53,574	69,455	(15,881)	-23%	65,855	4,821
Power and pumping	79,875	80,691	(816)	-1%	71,640	70,526
Water treatment	45,318	43,306	2,013	5%	47,501	41,335
Transmission and distribution	275,633	205,056	70,577	34%	197,322	184,347
Admin and general	261,971	246,487	15,484	6%	183,286	256,871
Depreciation	80,883	66,999	13,884	21%	66,999	83,095
Taxes	45,576	47,812	(2,237)	-5%	44,809	43,737
Interest - MFC	-	72,928	(72,928)	-100%	-	-
Interest - Interfund	-	-	-	0%	-	-
TOTAL EXPENSES	842,830	832,734	10,096	1%	677,412	684,732
ANNUAL SURPLUS / (DEFICIT)	50,924	33,106	17,817		212,829	247,363
FINANCING AND TRANSFERS						
Capital out of revenue	-	-	-		-	15,518
Transfer to Reservoir reserve	89,948	-	89,948		89,948	344,366
Principal repayments (MFC)	-	72,928	(72,928)		-	-
Principal repayments (Inter-fund)	-	-	-		-	-
TOTAL AFTER TRANSFERS	(39,024)	(39,822)	797	-	122,881	(112,521)

Water Utility Revenue Summary

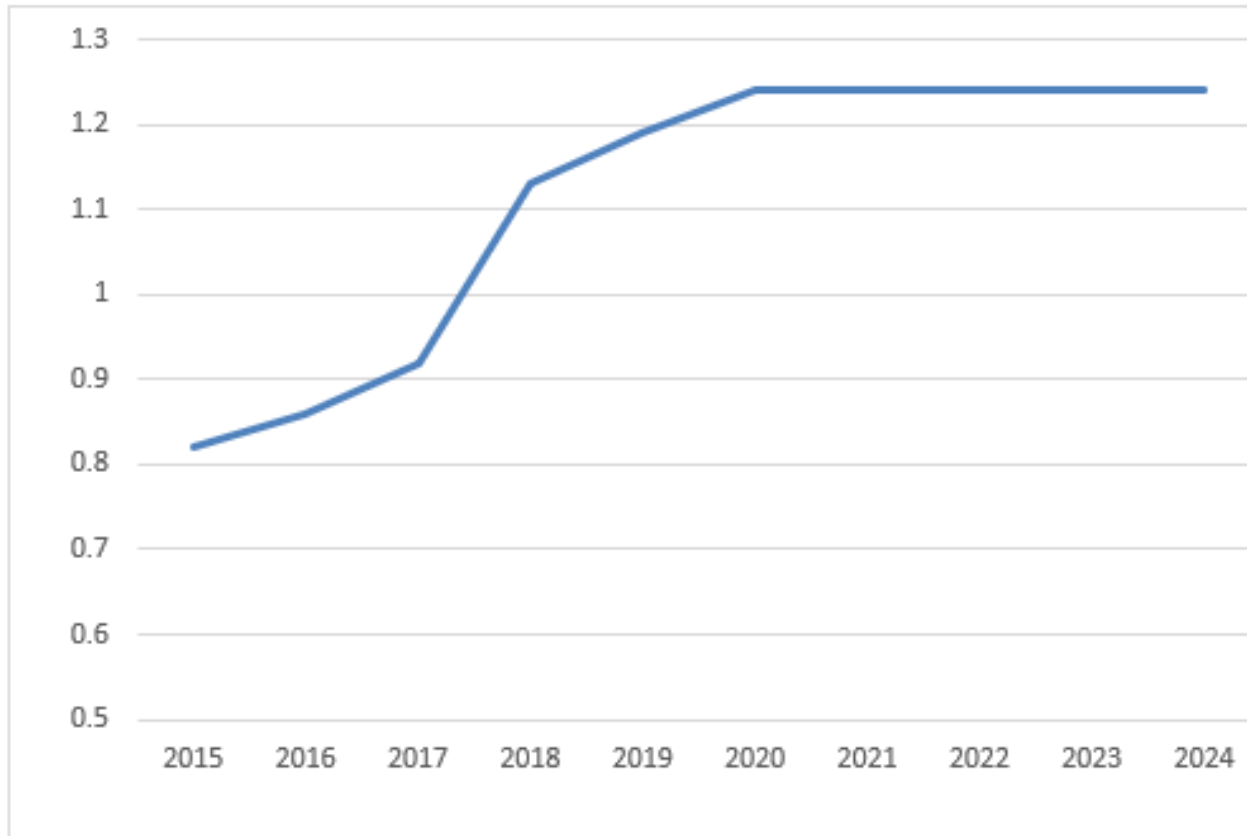
Water Utility Operating Fund Budget Overview						
	2024/25 Budget	2023/24 Budget	Change \$	Change %	2023/24 Forecast	2022/23 Actuals
REVENUES						
Metered sales	608,714	617,613	(8,899)	-1%	597,197	614,794
Flat rate sales	900	900	-	0%	1,053	953
Public fire protection	276,410	239,213	37,197	16%	239,630	273,845
Sprinkler service	-	2,933	(2,933)	-100%	3,600	3,350
Other operational revenue	6,720	4,782	1,938	41%	6,811	12,405
Non-operating revenue	1,010	400	610	152%	41,950	26,748
TOTAL REVENUE	893,754	865,840	27,913	3%	890,241	932,095

- Public Fire Protection is up due to increased assessments. The Hydrant rate of 0.0013 per \$100 of assessment is based on a preliminary calculation of prior year actuals. The new rate cannot be calculated until the fiscal 2023-2024 numbers have been updated for year-end.

Water Utility Expenditure Summary

Water Utility Operating Fund Budget Overview						
	2024/25	2023/24	Change	Change	2023/24	2022/23
	Budget	Budget	\$	%	Forecast	Actuals
EXPENSES						
Source of supply	53,574	69,455	(15,881)	-23%	65,855	4,821
Power and pumping	79,875	80,691	(816)	-1%	71,640	70,526
Water treatment	45,318	43,306	2,013	5%	47,501	41,335
Transmission and distribution	275,633	205,056	70,577	34%	197,322	184,347
Admin and general	261,971	246,487	15,484	6%	183,286	256,871
Depreciation	80,883	66,999	13,884	21%	66,999	83,095
Taxes	45,576	47,812	(2,237)	-5%	44,809	43,737
Interest - MFC	-	72,928	(72,928)	-100%	-	-
Interest - Interfund	-	-	-	0%	-	-
TOTAL EXPENSES	842,830	832,734	10,096	1%	677,412	684,732

Water Utility Rate History



Consumption rates per cubic metre

Section 5

2024/25 Capital Budget

2024-2025 Capital Budget

Capital Budget

For the Fiscal Year

2024/25

Project Name	Unit	Asset	Brief Description	Cost	Operating	Grant	Drawdown Reserves	Long-term Debt	Other	Project #
ROTARY PARK PAVILION ROOF	Town	Buildings	Replace shingles	14,600	-	-	14,600	-	-	22-03
PUBLIC WORKS SAND & SALT BUILDING - ROOF & LIGHTING	Town	Buildings	Replace shingles	9,900	-	-	9,900	-	-	22-08
ROSA M. HARVEY LIBRARY ROOF	Town	Buildings	Replace shingles half roof	8,800	-	-	8,800	-	-	24-01
HEAT PUMP - PUBLIC WORKS OFFICE	Town	Heavy equipment	Heat pump - PW	2,900	-	-	2,900	-	-	24-04
LINE PAINTER	Town	Other equipment	Xwalks, parking, stop	8,900	-	-	8,900	-	-	24-08
SCADA FOR 4 LIFT STATIONS	Town	Sewer lift stations	Sewer SCADA	30,000	-	-	30,000	-	-	23-04
LIFT STATION PUMP REPLACEMENT	Town	Sewer lift stations	Sewer pump	8,300	-	-	8,300	-	-	23-05
SCHOOL ST LIFT STATION SUCTION LINE	Town	Sewer lift stations	Sewer upgrade	4,200	-	-	4,200	-	-	24-07
MARSHALL STREET SEWER PIPE AND MANHOLE REPLACEMENT	Town	Sewer mains	Sewer - Marshall St	20,000	-	-	20,000	-	-	23-12
SANITARY SEWER MAIN & MANHOLE - BRIDGE STREET	Town	Sewer mains	Sewer - Bridge St	20,000	-	-	20,000	-	-	24-13
SIDEWALK REPLACEMENTS	Town	Sidewalks	Sections near Bruce Motors & Tim Hortons	25,000	-	-	25,000	-	-	22-14
VEHICLE REPLACEMENT - PUBLIC WORKS	Town	Vehicles	Public works truck	50,000	-	-	-	50,000	-	24-06
TOTAL TOWN				202,600	-	-	152,600	50,000	-	
HEAT PUMP - WATER TREATMENT BUILDING	Water	Heavy equipment	Temperature control	7,200	-	-	7,200	-	-	24-03
SCHOOL STREET RECONSTRUCTION - REPLACE WATER LINES	Water	Water Distribution mains	Engineering work this year	35,000	-	-	35,000	-	-	22-21
FIRE HYDRANT REPLACEMENTS	Water	Water hydrants	Hydrants - 3 per year	18,000	-	-	18,000	-	-	22-10
WATER METER REPLACEMENTS	Water	Water meters	Replace 40 meters & wand	12,200	-	-	12,200	-	-	22-11
WATER RESERVOIR	Water	Water reservoir	Reservoir - 2 year project	1,553,200	-	-	1,553,200	-	-	22-12-A
WELL PUMP REPLACEMENT	Water	Water treatment equipment	Replace Pump #3	25,000	-	-	25,000	-	-	24-09
BOOSTER PUMP REBUILD	Water	Water treatment equipment	Water booster pump	4,000	-	-	4,000	-	-	24-11
TOTAL WATER				1,654,600	-	-	1,654,600	-	-	
				\$ 1,857,200	\$ -	\$ -	\$ 1,807,200	\$ 50,000	\$ -	

Town of Middleton
 Operating Impact of Capital Budget
 For the Fiscal Year ended

2024/25

Project Name	Dept	Repairs & Maintenance & Other	Interest Expense	Depreciation	Loan Principal	Total	Project #
ROTARY PARK PAVILION ROOF	Recreation	-	-	365	-	365	22-03
PUBLIC WORKS SAND & SALT BUILDING - ROOF & LIGHTING	Other Public Works	-	-	248	-	248	22-08
ROSA M. HARVEY LIBRARY ROOF	Recreation	-	-	220	-	220	24-01
HEAT PUMP - PUBLIC WORKS OFFICE	Other Public Works	-	-	290	-	290	24-04
LINE PAINTER	Roads	-	-	1,780	-	1,780	24-08
SCADA FOR 4 LIFT STATIONS	Sewer	-	-	1,200	-	1,200	23-04
LIFT STATION PUMP REPLACEMENT	Sewer	-	-	663	-	663	23-05
SCHOOL ST LIFT STATION SUCTION LINE	Sewer	-	-	168	-	168	24-07
MARSHALL STREET SEWER PIPE AND MANHOLE REPLACEMENT	Sewer	-	-	400	-	400	23-12
SANITARY SEWER MAIN & MANHOLE - BRIDGE STREET	Sewer	-	-	400	-	400	24-13
SIDEWALK REPLACEMENTS	Roads	-	-	1,555	-	1,555	22-14
VEHICLE REPLACEMENT - PUBLIC WORKS	Other Public Works	-	2,500	5,000	5,000	12,500	24-06
TOTAL TOWN		-	2,500	12,288	5,000	19,788	
HEAT PUMP - WATER TREATMENT BUILDING	Water	-	-	720	-	720	24-03
FIRE HYDRANT REPLACEMENTS	Water	-	-	284	-	284	22-10
WATER METER REPLACEMENTS	Water	-	-	848	-	848	22-11
WATER RESERVOIR	Water	-	-	84,052	-	84,052	22-12-A
SCHOOL STREET RECONSTRUCTION - REPLACE WATER LINES	Water	-	-	156	-	156	22-21
WELL PUMP REPLACEMENT	Water	40,000	-	4,697	-	44,697	24-09
BOOSTER PUMP REBUILD	Water	-	-	400	-	400	24-11
TOTAL WATER		40,000	-	91,156	-	131,156	
TOTAL OPERATING IMPACT		80,000	-	182,312	-	262,312	
Total Operating Impact		80,000	2,500	194,600	5,000	282,100	

Section 6

5-Year Capital Plan

5-Year Capital Budget

Capital Budget Spending by Year For the Five Years from

Project Name	Brief Description	Total	to					Project #
			2024/25	2025/26	2026/27	2027/28	2028/29	
ROTARY PARK PAVILION ROOF	Replace leaking roof, partial funding by Rotary Club	14,600	14,600	-	-	-	-	22-03
COMMUNITY CENTRE & FIRE HALL	New firehall & community Centre	6,251,551	-	-	-	6,251,551	-	22-06-A
PUBLIC WORKS SAND & SALT BUILDING - ROOF & LIGHTING	Replace roof & install LED lighting	11,900	9,900	2,000	-	-	-	22-08
SIDEWALK REPLACEMENTS	annual budget to replace segments of sidewalk	125,000	25,000	25,000	25,000	25,000	25,000	22-14
SCADA FOR 4 LIFT STATIONS	automatic notice to operator of breakdowns	30,000	30,000	-	-	-	-	23-04
LIFT STATION PUMP REPLACEMENT	6 of 10 pumps are old - replace 1 per year	48,300	8,300	10,000	10,000	10,000	10,000	23-05
MARSHALL STREET SEWER PIPE AND MANHOLE REPLACEMENT	pipe failure, backflow issues	20,000	20,000	-	-	-	-	23-12
ROSA M. HARVEY LIBRARY ROOF	replace shingles on half the roof - fix leaks	8,800	8,800	-	-	-	-	24-01
HEAT PUMP - PUBLIC WORKS OFFICE	safe working environment	2,900	2,900	-	-	-	-	24-04
VEHICLE REPLACEMENT - RECREATION	replace vehicle in 2 yrs - spend \$5k now to fix	50,000	-	-	50,000	-	-	24-05
VEHICLE REPLACEMENT - PUBLIC WORKS	replace vehicle won't pass safety inspection	50,000	50,000	-	-	-	-	24-06
SCHOOL ST LIFT STATION SUCTION LINE	ensure proper operation of lift station	4,200	4,200	-	-	-	-	24-07
LINE PAINTER	less expensive to buy the machine than contract out	8,900	8,900	-	-	-	-	24-08
SANITARY SEWER MAIN & MANHOLE - BRIDGE STREET	old pipe repair to prevent backup & overflow	20,000	20,000	-	-	-	-	24-13
FURNACE OIL TANKS	tanks over 15 years old - insurance more expensive	2,000	-	-	2,000	-	-	24-14
FIRE HALL INSULATION	reduce heat loss to make heat/cool more efficient	17,200	-	17,200	-	-	-	24-15
FIRE HALL HEAT PUMP & BASEBOARD HEATERS	replace oil with heatpump & baseboard heaters	47,700	-	47,700	-	-	-	24-16
FIRE PUMPER/TANKER	frequent repairs, issues with the electrical & reliability	700,000	-	700,000	-	-	-	24-17
9 SCBA AIR PACK UPGRADES	NS Health & Safety requirement	30,000	-	-	-	30,000	-	24-18
TOTAL TOWN		7,443,051	202,600	801,900	87,000	6,316,551	35,000	
FIRE HYDRANT REPLACEMENTS	annual budget to replace 5 per year	90,000	18,000	18,000	18,000	18,000	18,000	22-10
WATER METER REPLACEMENTS	replace 50 broken meters with RF technology + reader	12,200	12,200	-	-	-	-	22-11
WATER RESERVOIR	replace broken reservoir	6,523,858	1,553,200	4,730,800	239,858	-	-	22-12-A
SCHOOL STREET RECONSTRUCTION - REPLACE WATER LINES	end of life replacement	710,000	35,000	-	-	675,000	-	22-21
HEAT PUMP - WATER TREATMENT BUILDING	end of life replacement	7,200	7,200	-	-	-	-	24-03
WELL PUMP REPLACEMENT	end of life replacement - part of 5 year plan	50,000	25,000	-	-	-	25,000	24-09
WATER VALVE REPLACEMENT	identify & replace curbstops to isolate leaks	72,000	-	-	24,000	24,000	24,000	24-10
BOOSTER PUMP REBUILD	to bring water to reservoir	4,000	4,000	-	-	-	-	24-11
WATER MAIN UPGRADE - NORTHLANDS	upgrade to support growth	1,100,000	-	-	1,100,000	-	-	24-12
TOTAL WATER		8,569,258	1,654,600	4,748,800	1,381,858	717,000	67,000	
		16,012,309	1,857,200	5,550,700	1,468,858	7,033,551	102,000	

5-Year Capital Budget Funding

Capital Budget Funding by Source
For the Five Years from

Project Name	2024/25		to		2028/29		Other	Project #
	Total	Operating	Grant	Drawdown Reserves	(Repay) Reserves	Long-term Debt		
ROTARY PARK PAVILION ROOF	14,600	-	-	14,600	-	-	-	22-03
COMMUNITY CENTRE & FIRE HALL	6,251,551	-	1,137,980	1,751,070	-	3,064,721	297,780	22-06-A
PUBLIC WORKS SAND & SALT BUILDING - ROOF & LIGHTING	11,900	2,000	-	9,900	-	-	-	22-08
SIDEWALK REPLACEMENTS	125,000	-	-	125,000	-	-	-	22-14
SCADA FOR 4 LIFT STATIONS	30,000	-	-	30,000	-	-	-	23-04
LIFT STATION PUMP REPLACEMENT	48,300	-	-	48,300	-	-	-	23-05
MARSHALL STREET SEWER PIPE AND MANHOLE REPLACEMENT	20,000	-	-	20,000	-	-	-	23-12
ROSA M. HARVEY LIBRARY ROOF	8,800	-	-	8,800	-	-	-	24-01
HEAT PUMP - PUBLIC WORKS OFFICE	2,900	-	-	2,900	-	-	-	24-04
VEHICLE REPLACEMENT - RECREATION	50,000	-	-	-	-	50,000	-	24-05
VEHICLE REPLACEMENT - PUBLIC WORKS	50,000	-	-	-	-	50,000	-	24-06
SCHOOL ST LIFT STATION SUCTION LINE	4,200	-	-	4,200	-	-	-	24-07
LINE PAINTER	8,900	-	-	8,900	-	-	-	24-08
SANITARY SEWER MAIN & MANHOLE - BRIDGE STREET	20,000	-	-	20,000	-	-	-	24-13
FURNACE OIL TANKS	2,000	-	-	2,000	-	-	-	24-14
FIRE HALL INSULATION	17,200	17,200	-	-	-	-	-	24-15
FIRE HALL HEAT PUMP & BASEBOARD HEATERS	47,700	23,850	23,850	-	-	-	-	24-16
FIRE PUMPER/TANKER	700,000	-	350,000	-	-	350,000	-	24-17
9 SCBA AIR PACK UPGRADES	30,000	15,000	15,000	-	-	-	-	24-18
TOTAL TOWN	7,443,051	58,050	1,526,830	2,045,670	-	3,514,721	297,780	
FIRE HYDRANT REPLACEMENTS	90,000	-	-	90,000	-	-	-	22-10
WATER METER REPLACEMENTS	12,200	-	-	12,200	-	-	-	22-11
WATER RESERVOIR	6,523,858	-	-	4,192,243	(123,603)	2,455,218	-	22-12-A
SCHOOL STREET RECONSTRUCTION - REPLACE WATER LINES	710,000	-	-	710,000	-	-	-	22-21
HEAT PUMP - WATER TREATMENT BUILDING	7,200	-	-	7,200	-	-	-	24-03
WELL PUMP REPLACEMENT	50,000	-	-	50,000	-	-	-	24-09
WATER VALVE REPLACEMENT	72,000	-	-	72,000	-	-	-	24-10
BOOSTER PUMP REBUILD	4,000	-	-	4,000	-	-	-	24-11
WATER MAIN UPGRADE - NORTHLANDS	1,100,000	-	-	-	-	1,100,000	-	24-12
TOTAL WATER	8,569,258	-	-	5,137,643	(123,603)	3,555,218	-	
	16,012,309	58,050	1,526,830	7,183,313	(123,603)	7,069,939	297,780	

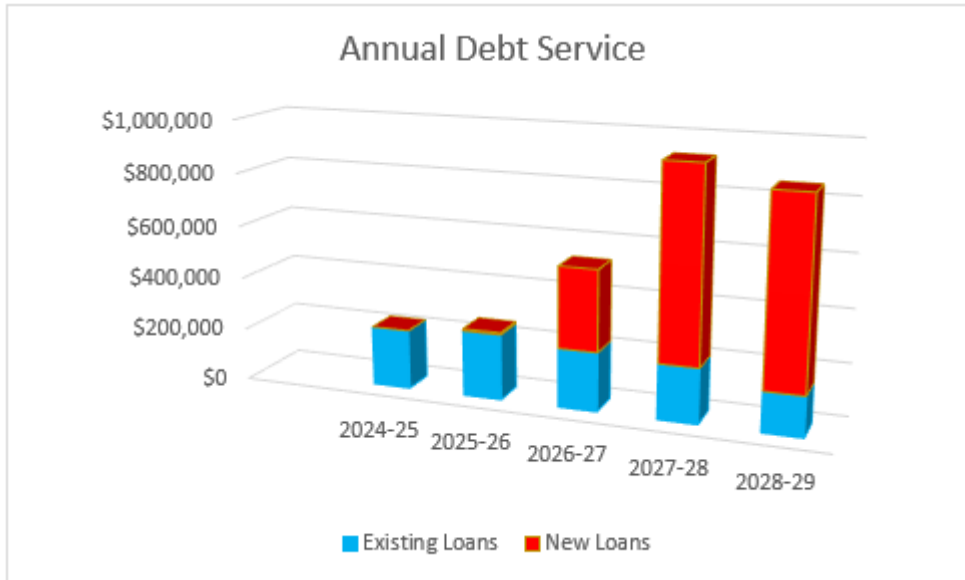
5-Year Capital Budget Changes – Town General

- Additions:
 - \$100,000 Vehicle Replacements for Public Works and Recreation (current vehicles won't pass inspection)
 - \$8,800 Library Roof, \$2,900 Heat Pump PW Office, \$8,900 Line Painter, \$2,000 Furnace Oil Tanks, \$4,200 School St Lift Station Suction Line
 - \$20,000 Marshall Street Sewer Pipe and Manhole Replacement
 - \$20,000 Sanitary Sewer Main & Manhole Bridge St (already approved)
 - \$64,900 upgrades to Fire Hall, \$700,000 New Fire Pumper, \$30,000 Air Packs
- Deletions:
 - \$585,000 Connaught Street Reconstruction (now too expensive)
 - \$1,090,000 Main Street Reconstruction (now too expensive)
 - \$420,000 School Street Reconstruction (now too expensive)
 - \$24,000 Highway Signs (have not heard from DTIR)
 - \$15,000 Website Redesign (waiting for Accessibility final requirements)
 - \$175,000 Public Works Building Upgrades
- Other Changes:
 - Could not accommodate request from Accessibility Advisory Committee for \$25,000 to be set aside for future playground upgrades
 - Pushed Community Centre/Fire Hall project out to 2027/28 due to lack of funding.
A decision needs to be made regarding this project.

5-Year Capital Budget Changes - Water

- Additions:
 - \$1,100,000 water main upgrades for Northlands development – 2026/27 (agreement in place)
 - \$4,000 Booster Pump rebuild – 2024/25
 - \$50,000 Well Pump Replacement (5-year plan) – 2024/25 and 2028/29
 - \$7,200 Replace Broken Heat Pumps at STP – 2024/25
 - \$72,000 Water Valve Replacement – Years 3, 4, 5
- Deletions:
 - \$120,000 Connaught Street Reconstruction (now too expensive)
 - \$210,000 Main Street Reconstruction (now too expensive)
- Other Changes:
 - Water Meter Replacement Project – found savings and more efficient way to complete the project for less dollars
 - Increased cost of School Street Reconstruction from \$165,000 to \$710,000 (was prioritized due to the number of watermain breaks that have occurred on School Street in past 2 years)

Budget Impact on Debt Service



- Current debt service is approximately \$225k per year
- In 2027/28, debt service for reservoir and the firehall/community centre adds close to \$600k per year

5-Year Capital Plan: Impact on Financial Condition Indicators (FCI's)

Financial Condition Indicators Affected by Capital Budget		23/24 Forecast	24/25	25/26	26/27	27/28	28/29	Indicator Thresholds		
Operating Reserve	=A/B	13.0%	12.1%	12.4%	12.8%	12.8%	13.3%	>20%	10%-20%	<10%
Accumulated Surplus (Deficit) - General Operating Reserve	A	\$ 577,676	\$ 577,108	\$ 594,421	\$ 612,253	\$ 630,621	\$ 649,540			
Total expenses	B	\$ 4,451,614	\$ 4,755,876	\$ 4,776,246	\$ 4,774,477	\$ 4,914,602	\$ 4,866,970			
Debt Service Cost	=A/B	7.4%	5.6%	6.4%	7.1%	14.5%	12.8%	< 10%	10%-15%	>15%
Total principal & interest	A	266,667	225,813	256,854	282,262	579,075	512,847			
Total Revenue less conditional transfers	B	3,618,763	4,001,411	4,001,411	4,001,411	4,001,411	4,001,411			
Undepreciated Assets (estimated)	=A/B	45.8%	43.6%	43.2%	40.8%	52.3%	50.4%	<25%	25%-50%	>50%
Total Net book value of General capital assets including WIP	A	9,292,198	8,944,798	9,196,698	8,733,698	14,500,249	13,985,249			
Total Gross cost of General capital assets including WIP	B	20,298,139	20,500,739	21,302,639	21,389,639	27,706,190	27,741,190			
Combined Reserve (Operating & Capital)	=A/B	39.7%	37.3%	38.3%	39.4%	39.4%	44.1%	>40%	30%-40%	<30%
Total Reserve fund balance	A	1,766,342.40	1,774,544.12	1,828,124.37	1,881,293.06	1,937,806.18	2,145,940.36			
Total expenses	B	\$ 4,451,614	\$ 4,755,876	\$ 4,776,246	\$ 4,774,477	\$ 4,914,602	\$ 4,866,970			

Section 7

Capital Project Sheets

Project Name: ROTARY PARK PAVILION ROOF

Project # 22-03

Department: Recreation Unit: Town Asset Class Buildings

Type of Asset: Replacement Reason: End of life asset replacement Expected Useful Life: 40 years

Project Description: The Rotary Park Pavilion contains storage facilities for equipment for sports teams, as well as washrooms. Cost estimated at \$14,000 plus HST

Need for Project: Roof is leaking.

Project Funding: Drawdown \$14,600 from Capital Reserve

Carry-over Project This was a carry over project from 2023/24 however no funds were spent. Council approved RFD 028-2024 on May 21, 2024 to proceed with the replacement before full summer activity commences.

Additional Operating Expense n/a

Annual Operating Impact:	Total up to	Forecast to	Total up to	New Spending					Total	Project
	3/31/2023	3/31/2024	3/31/2024	2024/25	2025/26	2026/27	2027/28	2028/29		Total
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	365	365	365	365	365	1,825	1,825
Loan principal	-	-	-	-	-	-	-	-	-	-
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	365	365	365	365	365	1,825	1,825
Capital Budget:	3/31/2023	3/31/2024	3/31/2024	2024/25	2025/26	2026/27	2027/28	2028/29	Total	Project Total
Capital cost	-	-	-	14,600	-	-	-	-	14,600	14,600
Funding:										
Operating	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-	-	-
Drawdown Reserves	-	-	-	14,600	-	-	-	-	14,600	14,600
Borrow from Reserves	-	-	-	-	-	-	-	-	-	-
Long-term debt	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
Total funding	-	-	-	14,600	-	-	-	-	14,600	14,600

Department: Administration **Unit:** Town **Asset Class** Buildings

Type of Asset: New & replacement **Reason:** Other **Expected Useful Life:** 40 years

Project Description: Construct new firehall and community centre. Costs to date \$394k for land, design, tender, etc. Future costs: Construction - lowest bid \$5.8 million, \$108k lost construction supervision, \$20k furniture & fixtures, Environmental Assessment and Aboriginal Consultation before any sitework begins - estimate \$15k. \$257k HST on future costs at 4.29% Project total now \$6.6 million.

Need for Project: Improve access to firetrucks during emergencies. Provide community centre meeting space and comfort centre.

Project Funding: Federal portion - \$1,137,980 ICIP grant, plus \$1,751,070 drawdown of Community Centre/Fire Hall Reserve, plus \$265,057 from Volunteer Fire Dept fundraising and borrow remaining \$3.1 million from Municipal Finance Corporation financed over 20 years at 5%

Carry-over Project Approximately \$394,000 spent to date on engineering and design in preparation for tender, including \$142,000 for land, which will eventually be funded from the Debenture

Additional Operating Expense Estimate 1% of capital cost for maintenance

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project Total
	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29		
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	153,236	153,236	306,472	306,472
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	9,856	9,856	9,856	166,144	166,144	361,856	361,856
Loan principal	-	-	-	-	-	-	153,236	153,236	306,472	306,472
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	9,856	9,856	9,856	472,616	472,616	974,800	974,800
Capital Budget:	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29	Total	Project Total
Capital cost	293,319	100,905	394,224	-	-	-	6,251,551	-	6,251,551	6,645,775
Funding:										
Operating	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	1,137,980	-	1,137,980	1,137,980
Drawdown Reserves	-	-	-	-	-	-	1,751,070	-	1,751,070	1,751,070
Borrow from Reserves	293,319	100,905	394,224	-	-	-	-	-	-	394,224
Long-term debt	-	-	-	-	-	-	3,064,721	-	3,064,721	3,064,721
Other	-	-	-	-	-	-	297,780	-	297,780	297,780
Total funding	293,319	100,905	394,224	-	-	-	6,251,551	-	6,251,551	6,645,775

Project Name: PUBLIC WORKS SAND & SALT BUILDING - ROOF & LIGHTING

Project # 22-08

Department: Other Public Works Unit: Town Asset Class Buildings

Type of Asset: Replacement Reason: End of life asset replacement Expected Useful Life: 40 years

Project Description: Replace roof (estimated cost \$9,900) and install LED lighting (estimated cost \$2,000). Phase project over two years.

Need for Project: Roof is past the end of its useful life and in poor condition. Lighting will improve safety when workers are loading salt at night in bad weather

Project Funding: Drawdown from Operating Reserve for cost of the roof. May be eligible for grant from Efficiency Nova Scotia for a portion of the lighting cost. Use Operating funds to pay for lighting

Carry-over Project: n/a

Additional Operating Expense: n/a

	Total up to	Budgeted for	Total up to	New Spending					Total	Project Total
	3/31/2023	2023/24	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29		
Annual Operating Impact:										
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	248	298	298	298	298	1,438	1,438
Loan principal	-	-	-	-	-	-	-	-	-	-
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	248	298	298	298	298	1,438	1,438
Capital Budget:	3/31/2023	2023/24	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29	Total	Project Total
Capital cost	-	-	-	9,900	2,000	-	-	-	11,900	11,900
Funding:										
Operating	-	-	-	-	2,000	-	-	-	2,000	2,000
Grants	-	-	-	-	-	-	-	-	-	-
Drawdown Reserves	-	-	-	9,900	-	-	-	-	9,900	9,900
Borrow from Reserves	-	-	-	-	-	-	-	-	-	-
Long-term debt	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
Total funding	-	-	-	9,900	2,000	-	-	-	11,900	11,900

Project Name: SIDEWALK REPLACEMENTS

Project # 22-14

Department: Roads **Unit:** Town **Asset Class:** Sidewalks
Type of Asset: Replacement **Reason:** End of life asset replacement **Expected Useful Life:** 25 years

Project Description: Replace a section of sidewalk each year. In 2024/25 replace sections in front of Bruce Motors and near Tim Hortons

Need for Project: End-of-life issues with cracking, uneven sections that pose trip hazard, and any adjustments to curbs to improve accessibility. Broken and uneven sections increase wear and tear on the Trackless and reduce it's lifespan

Project Funding: Drawdown CCBF (Gas Tax) Reserve

Carry-over Project: In 2023/24 the Town replaced several sections of sidewalk for a total of \$13,873

Additional Operating Expense: n/a

	Total up to	Budgeted for	Total up to	New Spending					Total	Project
	3/31/2023	2023/24	3/31/2024	2024/25	2025/26	2026/27	2027/28	2028/29		Total
Annual Operating Impact:										
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	1,555	2,555	3,555	4,555	5,555	17,775	17,775
Loan principal	-	-	-	-	-	-	-	-	-	-
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	1,555	2,555	3,555	4,555	5,555	17,775	17,775
Capital Budget:	3/31/2023	2023/24	3/31/2024	2024/25	2025/26	2026/27	2027/28	2028/29	Total	Project Total
Capital cost	-	13,873	13,873	25,000	25,000	25,000	25,000	25,000	125,000	138,873
Funding:										
Operating	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-	-	-
Drawdown Reserves	-	13,873	13,873	25,000	25,000	25,000	25,000	25,000	125,000	138,873
Borrow from Reserves	-	-	-	-	-	-	-	-	-	-
Long-term debt	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
Total funding	-	13,873	13,873	25,000	25,000	25,000	25,000	25,000	125,000	138,873

Project Name: SCADA FOR 4 LIFT STATIONS

Project # 23-04

Department: Sewer Unit: Town Asset Class: Sewer lift stations
 Type of Asset: New Reason: Critical level of service Expected Useful Life: 25 years

Project Description: Install SCADA monitoring equipment at the 4 lift stations which currently do not have this equipment

Need for Project: SCADA provides live monitoring of the operating conditions and alerts the On-Call Public Works operator when a sewer lift station is not functioning, allowing PW to resolve the issue before a sewage spill.

Project Funding: Fund from CCBF (Gas Tax) Reserve

Carry-over Project n/a

Additional Operating Expense n/a

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project Total
	3/31/2023	2023/24	3/31/2024	2024/25	2025/26	2026/27	2027/28	2028/29		
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	1,200	1,200	1,200	1,200	1,200	6,000	6,000
Loan principal	-	-	-	-	-	-	-	-	-	-
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	1,200	1,200	1,200	1,200	1,200	6,000	6,000

Capital Budget:	Total up to	Budgeted for	Total up to	New Spending					Total	Project Total
	3/31/2023	2023/24	3/31/2024	2024/25	2025/26	2026/27	2027/28	2028/29		
Capital cost	-	-	-	30,000	-	-	-	-	30,000	30,000
Funding:										
Operating	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-	-	-
Drawdown Reserves	-	-	-	30,000	-	-	-	-	30,000	30,000
Borrow from Reserves	-	-	-	-	-	-	-	-	-	-
Long-term debt	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
Total funding	-	-	-	30,000	-	-	-	-	30,000	30,000

Project Name: LIFT STATION PUMP REPLACEMENT

Project # 23-05

Department: Sewer **Unit:** Town **Asset Class** Sewer lift stations
Type of Asset: Replacement **Reason:** End of life asset replacement **Expected Useful Life:** 25 years

Project Description: Program to replace 1 pump per year at 3 of the 5 lift stations, with compatible pumps for the above-ground lift stations. Each lift station has 2 pumps. In 2023/24 we purchased 1 pump and on May 6, 2024, Council approved the purchase of the second pump RFD 025-2024

Need for Project: 6 of the 10 lift station pumps are several years past the end of their expected useful lives. Pumps take more than a year for manufacture and delivery, so need compatible pumps in case of pump failure, and need to have compatible spare parts on hand.

Project Funding: Fund from CCBF (Gas Tax) Reserve

Carry-over Project n/a

Additional Operating Expense n/a

	Total up to Budgeted for Total up to			New Spending					Total	Project Total
	3/31/2023	2023/24	3/31/2024	2024/25	2025/26	2026/27	2027/28	2028/29		
Annual Operating Impact:										
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-
Interest expense - interfur	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	663	1,063	1,463	1,863	2,263	7,313	7,313
Loan principal	-	-	-	-	-	-	-	-	-	-
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	663	1,063	1,463	1,863	2,263	7,313	7,313
Capital Budget:										
Capital cost	-	8,265	8,265	8,300	10,000	10,000	10,000	10,000	48,300	56,565
Funding:										
Operating	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-	-	-
Drawdown Reserves	-	8,265	8,265	8,300	10,000	10,000	10,000	10,000	48,300	56,565
Borrow from Reserves	-	-	-	-	-	-	-	-	-	-
Long-term debt	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
Total funding	-	8,265	8,265	8,300	10,000	10,000	10,000	10,000	48,300	56,565

Project Name: MARSHALL STREET SEWER PIPE AND MANHOLE REPLACEMENT

Project # 23-12

Department: Sewer Unit: Town Asset Class Sewer mains
 Type of Asset: Replacement Reason: End of life asset replacement Expected Useful Life: 50 years

Project Description: Marshall Street Wastewater Pipe and Manhole Replacement. In 2024/25, replace the manhole, a few lengths of pipe and install a backflow preventer.

Need for Project: Aging Infrastructure and pipe failure, leading to customer issues with backflow

Project Funding: CCBF (Gas Tax) Reserve

Carry-over Project n/a

Additional Operating Expense n/a

	Total up to	Budgeted for	Total up to	New Spending					Total	Project Total
	3/31/2023	2023/24	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29		
Annual Operating Impact:										
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	400	400	400	400	400	2,000	2,000
Loan principal	-	-	-	-	-	-	-	-	-	-
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	400	400	400	400	400	2,000	2,000
Capital Budget:										
Capital cost	-	-	-	20,000	-	-	-	-	20,000	20,000
Funding:										
Operating	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-	-	-
Drawdown Reserves	-	-	-	20,000	-	-	-	-	20,000	20,000
Borrow from Reserves	-	-	-	-	-	-	-	-	-	-
Long-term debt	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
Total funding	-	-	-	20,000	-	-	-	-	20,000	20,000

Project Name: ROSA M. HARVEY LIBRARY ROOF

Project # 24-01

Department: Recreation Unit: Town Asset Class Buildings

Type of Asset: Replacement Reason: End of life asset replacement Expected Useful Life: 40 years

Project Description: Replace shingles on south side of library roof

Need for Project: Roof is over 20 years old and the south side has had patching done several times in the last year.

Project Funding: Fund from operating reserve

Carry-over Project n/a

Additional Operating Expense n/a

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project Total
	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29		
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	220	220	220	220	220	1,100	1,100
Loan principal	-	-	-	-	-	-	-	-	-	-
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	220	220	220	220	220	1,100	1,100
Capital Budget:	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29	Total	Project Total
Capital cost	-	-	-	8,800	-	-	-	-	8,800	8,800
Funding:										
Operating	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-	-	-
Drawdown Reserves	-	-	-	8,800	-	-	-	-	8,800	8,800
Borrow from Reserves	-	-	-	-	-	-	-	-	-	-
Long-term debt	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
Total funding	-	-	-	8,800	-	-	-	-	8,800	8,800

Project Name: HEAT PUMP - PUBLIC WORKS OFFICE

Project # 24-04

Department: Other Public Works **Unit:** Town **Asset Class:** Heavy equipment
Type of Asset: Replacement **Reason:** Health & Safety **Expected Useful Life:** 10 years

Project Description: Replace broken heat pump at the Public Works Office building

Need for Project: Required to maintain temperature levels within healthy ranges inside the building.

Project Funding: General Operating Reserve

Carry-over Project: N/A

Additional Operating Expense: n/a

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project Total
	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29		
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	290	290	290	290	290	1,450	1,450
Loan principal	-	-	-	-	-	-	-	-	-	-
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	290	290	290	290	290	1,450	1,450
Capital Budget:	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29	Total	Project Total
Capital cost	-	-	-	2,900	-	-	-	-	2,900	2,900
Funding:										
Operating	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-	-	-
Drawdown Reserves	-	-	-	2,900	-	-	-	-	2,900	2,900
Borrow from Reserves	-	-	-	-	-	-	-	-	-	-
Long-term debt	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
Total funding	-	-	-	2,900	-	-	-	-	2,900	2,900

Project Name: VEHICLE REPLACEMENT - RECREATION

Project # 24-05

Department: Other Public Works Unit: Town Asset Class: Vehicles

Type of Asset: Replacement Reason: End of life asset replacement Expected Useful Life: 10 years

Project Description: Replace 2001 Dodge Ram 1/2 ton pickup truck - primarily used seasonally for parks, recreation and other facility maintenance

Need for Project: Vehicle has passed MVI and, with an estimated \$5,000 of repairs, should be good for 2 years. After that point, the vehicle should be evaluated again, comparing the cost of maintaining the vehicle to comply with motor vehicle regulations, as compared with the cost of replacing the truck.

Project Funding: Long-term debt

Carry-over Project: N/A

Additional Operating Expense: Vehicle needs an estimated \$5k in repairs to remain roadworthy

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project Total
	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29		
Operating Expenses	-	-	-	5,000	-	-	-	-	5,000	5,000
Interest expense	-	-	-	-	-	2,500	2,500	2,500	7,500	7,500
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	-	-	5,000	5,000	5,000	15,000	15,000
Loan principal	-	-	-	-	-	5,000	5,000	5,000	15,000	15,000
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	5,000	-	12,500	12,500	12,500	42,500	42,500
Capital Budget:	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29	Total	Project Total
Capital cost	-	-	-	-	-	50,000	-	-	50,000	50,000
Funding:										
Operating	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-	-	-
Drawdown Reserves	-	-	-	-	-	-	-	-	-	-
Borrow from Reserves	-	-	-	-	-	-	-	-	-	-
Long-term debt	-	-	-	-	-	50,000	-	-	50,000	50,000
Other	-	-	-	-	-	-	-	-	-	-
Total funding	-	-	-	-	-	50,000	-	-	50,000	50,000

Project Name: VEHICLE REPLACEMENT - PUBLIC WORKS

Project # 24-06

Department: Other Public Works Unit: Town Asset Class: Vehicles

Type of Asset: Replacement Reason: End of life asset replacement Expected Useful Life: 10 years

Project Description: Replace 2014 F-150 truck in 2024/25.

Need for Project: Vehicle is 10 years old and has over 106,000 km mileage. The vehicle has 1 year remaining on the MVI and will require extensive body work in order to pass safety inspection.

Project Funding: Long-term debt

Carry-over Project: N/A

Additional Operating Expense: n/a

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project
	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29		Total
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	2,500	2,500	2,500	2,500	2,500	12,500	12,500
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	5,000	5,000	5,000	5,000	5,000	25,000	25,000
Loan principal	-	-	-	5,000	5,000	5,000	5,000	5,000	25,000	25,000
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	12,500	12,500	12,500	12,500	12,500	62,500	62,500
Capital Budget:	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29	Total	Project Total
Capital cost	-	-	-	50,000	-	-	-	-	50,000	50,000
Funding:										
Operating	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-	-	-
Drawdown Reserves	-	-	-	-	-	-	-	-	-	-
Borrow from Reserves	-	-	-	-	-	-	-	-	-	-
Long-term debt	-	-	-	50,000	-	-	-	-	50,000	50,000
Other	-	-	-	-	-	-	-	-	-	-
Total funding	-	-	-	50,000	-	-	-	-	50,000	50,000

Project Name: SCHOOL ST LIFT STATION SUCTION LINE

Project # 24-07

Department: Sewer Unit: Town Asset Class: Sewer lift stations
 Type of Asset: Replacement Reason: Critical level of service Expected Useful Life: 25 years

Project Description: Replace suction line in the sewer lift station at School Street.

Need for Project: Broken line must be replaced to prevent environmental contamination

Project Funding: Drawdown \$4,200 from CCBF (Gas Tax) Reserve

Carry-over Project: n/a

Additional Operating Expense: n/a

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project Total
	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29		
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	168	168	168	168	168	840	840
Loan principal	-	-	-	-	-	-	-	-	-	-
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	168	168	168	168	168	840	840
Capital Budget:	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29	Total	Project Total
Capital cost	-	-	-	4,200	-	-	-	-	4,200	4,200
Funding:										
Operating	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-	-	-
Drawdown Reserves	-	-	-	4,200	-	-	-	-	4,200	4,200
Borrow from Reserves	-	-	-	-	-	-	-	-	-	-
Long-term debt	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
Total funding	-	-	-	4,200	-	-	-	-	4,200	4,200

Project Name: LINE PAINTER

Project # 24-08

Department: Roads Unit: Town Asset Class Other equipment
 Type of Asset: New Reason: Health & Safety Expected Useful Life: 5 years

Project Description: Purchase line painter for marking centre lines, crosswalks and parking spaces

Need for Project: Maintain road signage for improved visibility for vehicle and pedestrian safety. In the past, Public Works contracted the work, but costs have increased substantially (\$5k increase last year). With the equipment on hand, staff can perform the

Project Funding: Drawdown capital reserve

Carry-over Project n/a

Additional Operating Expense n/a

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project
	3/31/2023	2023/24	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29		Total
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	1,780	1,780	1,780	1,780	1,780	8,900	8,900
Loan principal	-	-	-	-	-	-	-	-	-	-
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	1,780	1,780	1,780	1,780	1,780	8,900	8,900
Capital Budget:	3/31/2023	2023/24	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29	Total	Project Total
Capital cost	-	-	-	8,900	-	-	-	-	8,900	8,900
Funding:										
Operating	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-	-	-
Drawdown Reserves	-	-	-	8,900	-	-	-	-	8,900	8,900
Borrow from Reserves	-	-	-	-	-	-	-	-	-	-
Long-term debt	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
Total funding	-	-	-	8,900	-	-	-	-	8,900	8,900

Project Name: SANITARY SEWER MAIN & MANHOLE - BRIDGE STREET

Project # 24-13

Department: Sewer **Unit:** Town **Asset Class:** Sewer mains

Type of Asset: New & replacement **Reason:** Critical level of service **Expected Useful Life:** 50 years

Project Description: Replace a 2 metre section of 200mm (8") diameter sewer pipe with 450mm (18") diameter pipe to be consistent with the pipe diameter before and after this 2 metre section. Replace an elbow in the main sewer line with a manhole.

Need for Project: When this section of pipe was replaced in 2010, the wrong diameter pipe was used. This created a restriction in the flow through the 2 metre section, which is causing sewer backups and forcing raw sewage to be discharged. Likewise, the elbow in the main sewerline needs to be replaced to prevent flow issues. This is the main line handling the bulk of the flow from the hospital, Connaught Ave., Acadia St., and Taylor Dr.

Project Funding: Drawdown CCBF (Gas Tax) Reserve and amend RFD 027-2024 to change funding from Sewer Reserve

Carry-over Project: n/a. However, because of the emergency nature of this project, Council approved RFD 027-2024 on May 21

Additional Operating Expense: n/a

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project
	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29		Total
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	400	400	400	400	400	2,000	2,000
Loan principal	-	-	-	-	-	-	-	-	-	-
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	400	400	400	400	400	2,000	2,000
Capital Budget:	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29	Total	Project Total
Capital cost	-	-	-	20,000	-	-	-	-	20,000	20,000
Funding:										
Operating	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-	-	-
Drawdown Reserves	-	-	-	20,000	-	-	-	-	20,000	20,000
Borrow from Reserves	-	-	-	-	-	-	-	-	-	-
Long-term debt	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
Total funding	-	-	-	20,000	-	-	-	-	20,000	20,000

Project Name: FURNACE OIL TANKS

Project # 24-14

Department: Buildings **Unit:** Town **Asset Class:** Heavy equipment
Type of Asset: Replacement **Reason:** End of life asset replacement **Expected Useful Life:** 10 years

Project Description: The Town has 3 tanks that store furnace oil, one at the Public Works office, one at Town Hall and one at the Fire Hall. Replace 2 of the 3 storage tanks. The Fire Department plans to remove their oil tank & furnace.

Need for Project: One of the tanks was purchased in 2006 and the other two in 2009, which makes them 15 years old or more. The insurance company is now charging a \$300 premium because the tanks have reached the 15 year-old mark.

Project Funding: Fund from Capital Reserve

Carry-over Project: n/a

Additional Operating Expense: n/a

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project Total
	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29		
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	-	-	200	200	200	600	600
Loan principal	-	-	-	-	-	-	-	-	-	-
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	-	-	200	200	200	600	600

Capital Budget:	Total up to	Budgeted for	Total up to	New Spending					Total	Project Total
	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29		
Capital cost	-	-	-	-	-	2,000	-	-	2,000	2,000
Funding:										
Operating	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-	-	-
Drawdown Reserves	-	-	-	-	-	2,000	-	-	2,000	2,000
Borrow from Reserves	-	-	-	-	-	-	-	-	-	-
Long-term debt	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
Total funding	-	-	-	-	-	2,000	-	-	2,000	2,000

Project Name: FIRE HALL INSULATION

Project # 24-15

Department: Fire Unit: Town Asset Class Buildings
 Type of Asset: New Reason: Health & Safety Expected Useful Life: 40 years

Project Description: Insulate fire hall attic, hatches and rafters

Need for Project: Part of project to replace oil furnace with heat pump and baseboard heaters

Project Funding: Capital out of Revenue - Land/Buildings/Materials GL 01-290-422-2560

Carry-over Project n/a

Additional Operating Expense n/a

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project
	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29		Total
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	-	430	430	430	430	1,720	1,720
Loan principal	-	-	-	-	-	-	-	-	-	-
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	-	430	430	430	430	1,720	1,720
Capital Budget:	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29	Total	Project Total
Capital cost	-	-	-	-	17,200	-	-	-	17,200	17,200
Funding:										-
Operating	-	-	-	-	17,200	-	-	-	17,200	17,200
Grants	-	-	-	-	-	-	-	-	-	-
Drawdown Reserves	-	-	-	-	-	-	-	-	-	-
Borrow from Reserves	-	-	-	-	-	-	-	-	-	-
Long-term debt	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
Total funding	-	-	-	-	17,200	-	-	-	17,200	17,200

Project Name: FIRE HALL HEAT PUMP & BASEBOARD HEATERS

Project # 24-16

Department: Fire Unit: Town Asset Class Heavy equipment

Type of Asset: New Reason: Health & Safety Expected Useful Life: 10 years

Project Description: Replace oil furnace with Heat pump and electric baseboard heaters

Need for Project: Provide cooling in summer, reduce carbon footprint, eliminate need to replace 15-year old oil tank

Project Funding: 50% Capital out of Revenue - Equipment - Fire GL 01-290-423-2573, and 50% Efficiency Nova Scotia Grant

Carry-over Project n/a

Additional Operating Expense n/a

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project
	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29		Total
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	-	4,770	4,770	4,770	4,770	19,080	19,080
Loan principal	-	-	-	-	-	-	-	-	-	-
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	-	4,770	4,770	4,770	4,770	19,080	19,080
Capital Budget:	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29	Total	Project Total
Capital cost	-	-	-	-	47,700	-	-	-	47,700	47,700
Funding:										
Operating	-	-	-	-	23,850	-	-	-	23,850	23,850
Grants	-	-	-	-	23,850	-	-	-	23,850	23,850
Drawdown Reserves	-	-	-	-	-	-	-	-	-	-
Borrow from Reserves	-	-	-	-	-	-	-	-	-	-
Long-term debt	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
Total funding	-	-	-	-	47,700	-	-	-	47,700	47,700

Project Name: FIRE PUMPER/TANKER

Project # 24-17

Department: Fire Unit: Town Asset Class: Vehicles
 Type of Asset: Replacement Reason: End of life asset replacement Expected Useful Life: 10 years

Project Description: Replace 33 year-old pumper/tanker

Need for Project: Pumper has required numerous repairs. The electrical system is experiencing issues, and the vehicle is not reliable

Project Funding: 50% Long-term debt and 50% capital grant - County of Annapolis

Carry-over Project: n/a

Additional Operating Expense: n/a

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project Total
	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29		
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	17,500	17,500	17,500	17,500	70,000	70,000
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	-	70,000	70,000	70,000	70,000	280,000	280,000
Loan principal	-	-	-	-	35,000	35,000	35,000	35,000	140,000	140,000
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	-	122,500	122,500	122,500	122,500	490,000	490,000
Capital Budget:	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29	Total	Project Total
Capital cost	-	-	-	-	700,000	-	-	-	700,000	700,000
Funding:										-
Operating	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	350,000	-	-	-	350,000	350,000
Drawdown Reserves	-	-	-	-	-	-	-	-	-	-
Borrow from Reserves	-	-	-	-	-	-	-	-	-	-
Long-term debt	-	-	-	-	350,000	-	-	-	350,000	350,000
Other	-	-	-	-	-	-	-	-	-	-
Total funding	-	-	-	-	700,000	-	-	-	700,000	700,000

Project Name: 9 SCBA AIR PACK UPGRADES

Project # 24-18

Department: Fire Unit: Town Asset Class Other equipment

Type of Asset: New & replacement Reason: End of life asset replacement Expected Useful Life: 5 years

Project Description: Upgrade 9 SCBA Air Packs

Need for Project: Air packs have limited life span set by Nova Scotia Health & Safety. Packs are limited to 2 recharges before declared "obsolete".

Project Funding: 50%Capital out of Revenue -Fire-Equipment GL #01-290-423-2573 and 50% capital grant - County of Annapolis

Carry-over Project n/a

Additional Operating Expense n/a

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project Total
	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29		
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	-	-	-	6,000	6,000	12,000	12,000
Loan principal	-	-	-	-	-	-	-	-	-	-
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	-	-	-	6,000	6,000	12,000	12,000
Capital Budget:	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29	Total	Project Total
Capital cost	-	-	-	-	-	-	30,000	-	30,000	30,000
Funding:										
Operating	-	-	-	-	-	-	15,000	-	15,000	15,000
Grants	-	-	-	-	-	-	15,000	-	15,000	15,000
Drawdown Reserves	-	-	-	-	-	-	-	-	-	-
Borrow from Reserves	-	-	-	-	-	-	-	-	-	-
Long-term debt	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
Total funding	-	-	-	-	-	-	30,000	-	30,000	30,000

Project Name: FIRE HYDRANT REPLACEMENTS

Project # 22-10

Department: Water Unit: Water Asset Class Water hydrants

Type of Asset: Replacement Reason: End of life asset replacement Expected Useful Life: 75 years

Project Description: Replace 3 hydrants per year at approximately \$6,000 each (\$18,000 total per year), including the hydrant, concrete, gravel and labour

Need for Project: Broken hydrants need to be replaced to ensure they are operable in the event of a fire. Leaking hydrants need to be replaced to minimize the loss of potable water.

Project Funding: Fund from Water Depreciation Reserve

Carry-over Project In 2023/24 1 hydrant was replaced at a cost of \$3,270.

Additional Operating Expense n/a

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project Total
	3/31/2023	2023/24	3/31/2024	2024/25	2025/26	2026/27	2027/28	2028/29		
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	284	524	764	1,004	1,244	3,818	3,818
Loan principal	-	-	-	-	-	-	-	-	-	-
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	284	524	764	1,004	1,244	3,818	3,818
Capital Budget:	3/31/2023	2023/24	3/31/2024	2024/25	2025/26	2026/27	2027/28	2028/29	Total	Project Total
Capital cost	-	3,270	3,270	18,000	18,000	18,000	18,000	18,000	90,000	93,270
Funding:										
Operating	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-	-	-
Drawdown Reserves	-	3,270	3,270	18,000	18,000	18,000	18,000	18,000	90,000	93,270
Borrow from Reserves	-	-	-	-	-	-	-	-	-	-
Long-term debt	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
Total funding	-	3,270	3,270	18,000	18,000	18,000	18,000	18,000	90,000	93,270

Project Name: WATER METER REPLACEMENTS

Project # 22-11

Department: Water Unit: Water Asset Class Water meters

Type of Asset: New & replacement Reason: End of life asset replacement Expected Useful Life: 25 years

Project Description: Replace 40 meters that are not working properly in 2024/25, at a cost of between \$205 and \$300 depending on the size of the meter (5/8" or 1"). Once all meters are stable, replace the handheld meter readers(\$2,550), and software to enable automatic download of meter readings into the accounting software for simplified billing.

Need for Project: The new equipment and software will improve billing accuracy and efficiency.

Project Funding: Fund from Water Depreciation Reserve

Carry-over Project In 2023/24 a total of 66 broken meters were replaced at a cost of \$8,990

Additional Operating Expense n/a

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project Total
	3/31/2023	2023/24	3/31/2024	2024/25	2025/26	2026/27	2027/28	2028/29		
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	848	848	848	848	848	4,238	4,238
Loan principal	-	-	-	-	-	-	-	-	-	-
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	848	848	848	848	848	4,238	4,238
Capital Budget:	3/31/2023	2023/24	3/31/2024	2024/25	2025/26	2026/27	2027/28	2028/29	Total	Project Total
Capital cost	-	8,990	8,990	12,200	-	-	-	-	12,200	21,190
Funding:										
Operating	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-	-	-
Drawdown Reserves	-	8,990	8,990	12,200	-	-	-	-	12,200	21,190
Borrow from Reserves	-	-	-	-	-	-	-	-	-	-
Long-term debt	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
Total funding	-	8,990	8,990	12,200	-	-	-	-	12,200	21,190

Project Name: WATER RESERVOIR

Project # 22-12-A

Department: Water **Unit:** Water **Asset Class** Water reservoir

Type of Asset: New & replacement **Reason:** Critical level of service **Expected Useful Life:** 25 years

Project Description: Replace existing water reservoir over 2 year construction period at an estimated cost of \$6,026,000 plus HST, and decommission existing reservoir once the new system is operational, at an estimated cost of \$230,000 plus HST. YR1 siteworks, yard-piping, zone building & engineering supervision. YR2 reservoir, pump station & engineering supervision. YR3 decommission old structure

Need for Project: Existing reservoir has been leaking treated water for many years and is not repairable. The water level cannot be maintained high enough to support most emergency and peak use requirements. There is a risk of catastrophic failure.

Project Funding: \$3,465,052 in grants, plus \$524,262 additional operating revenue since 2018 rate study, all in the Reservoir Reserve, and additional interest and revenue to be added in 2024/25 & 2025/26 and Borrow the balance from MFC over 20 years at estimated 5% per annum.

Carry-over Project: The Town has spent \$407k since 2011 on engineering and design work for this project, plus \$60k for land. Funding was from Gas Tax, PCAP grant, Depreciation Reserve, Surplus and \$123k of future debt.

Additional Operating Expense: Net Water Revenue in 2023/24 is only forecast at \$200,000. The Utility cannot fund the debt service and depreciation expense, without a significant increase in Water Rates, unless the UARB authorizes using the Depreciation Reserve to pay the debt service.

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project Total
	3/31/2023	2023/24	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29		
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	122,761	122,761	122,761	122,761	491,044	491,044
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	80,852	270,084	279,679	279,679	279,679	1,189,973	1,189,973
Loan principal	-	-	-	-	122,761	122,761	122,761	122,761	491,044	491,044
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	80,852	515,606	525,200	525,200	525,200	2,172,060	2,172,060
Capital Budget:	3/31/2023	2023/24	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29	Total	Project Total
Capital cost	465,801	2,308	468,109	1,553,200	4,730,800	239,858	-	-	6,523,858	6,991,967
Funding:										
Operating	60,000	-	60,000	-	-	-	-	-	-	60,000
Grants	144,710	-	144,710	-	-	-	-	-	-	144,710
Drawdown Reserves	139,796	-	139,796	1,553,200	2,399,185	239,858	-	-	4,192,243	4,332,039
Borrow from Reserves	121,295	2,308	123,603	-	(123,603)	-	-	-	(123,603)	-
Long-term debt	-	-	-	-	2,455,218	-	-	-	2,455,218	2,455,218
Other	-	-	-	-	-	-	-	-	-	-
Total funding	465,801	2,308	468,109	1,553,200	4,730,800	239,858	-	-	6,523,858	6,991,966

Project Name: SCHOOL STREET RECONSTRUCTION - REPLACE WATER LINES

Project # 22-21

Department: Water Unit: Water Asset Class Water Distribution mains

Type of Asset: Replacement Reason: End of life asset replacement Expected Useful Life: 75 years

Project Description: Replace 450m water distribution lines along School Street. Design in 24/25, tender in 26/27 and construct in 27/28

Need for Project: Waterlines were installed over 50 years ago and there have been several watermain breaks on School Street

Project Funding: Fund from Water Depreciation Reserve

Carry-over Project n/a

Additional Operating Expense n/a

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project Total
	3/31/2022	2022/23	3/31/2023	2024/25	2025/26	2026/27	2027/28	2028/29		
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	467	467	467	9,467	9,467	20,333	20,333
Loan principal	-	-	-	-	-	-	-	-	-	-
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	467	467	467	9,467	9,467	20,333	20,333
Capital Budget:	3/31/2022	2022/23	3/31/2023	2024/25	2025/26	2026/27	2027/28	2028/29	Total	Project Total
Capital cost	-	-	-	35,000	-	-	675,000	-	710,000	710,000
Funding:										
Operating	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-	-	-
Drawdown Reserves	-	-	-	35,000	-	-	675,000	-	710,000	710,000
Borrow from Reserves	-	-	-	-	-	-	-	-	-	-
Long-term debt	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
Total funding	-	-	-	35,000	-	-	675,000	-	710,000	710,000

Project Name: HEAT PUMP - WATER TREATMENT BUILDING

Project # 24-03

Department: Water Unit: Water Asset Class Heavy equipment

Type of Asset: Replacement Reason: Critical level of service Expected Useful Life: 10 years

Project Description: Replace non-functioning heat pump at the Water treatment building

Need for Project: Required to maintain temperature levels within certain ranges inside the building.

Project Funding: Water Depreciation Reserve

Carry-over Project N/A

Additional Operating Expense n/a

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project
	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29		Total
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	720	720	720	720	720	3,600	3,600
Loan principal	-	-	-	-	-	-	-	-	-	-
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	720	720	720	720	720	3,600	3,600
Capital Budget:	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29	Total	Project Total
Capital cost	-	-	-	7,200	-	-	-	-	7,200	7,200
Funding:										
Operating	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-	-	-
Drawdown Reserves	-	-	-	7,200	-	-	-	-	7,200	7,200
Borrow from Reserves	-	-	-	-	-	-	-	-	-	-
Long-term debt	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
Total funding	-	-	-	7,200	-	-	-	-	7,200	7,200

Project Name: WELL PUMP REPLACEMENT

Project # 24-09

Department: Water Unit: Water Asset Class Water treatment equipment

Type of Asset: Replacement Reason: Critical level of service Expected Useful Life: 10 years

Project Description: Replace pump in Well #3. Well #2 was replaced in 2023/24, and Well #1 should be replaced in 4 to 5 years. This will coincide with well cleaning which is part of the operational budget.

Need for Project: See RFD039-2023. The pump in Well #3 was determined to have been installed in 1993, making it more than 30 years old. The pump in well #1 was replaced sometime in the past 15 years, and a replacement should be planned within the next 5 years. It

Project Funding: Drawdown Water Depreciation Reserve

Carry-over Project Council approved well pump #2 to be replaced as part of RFD 039-2023 on September 18, 2023.

Additional Operating Expense When the pump is replaced, the well needs to be cleaned at the same time, at an estimated cost of \$40,000

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project
	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29		Total
Operating Expenses	-	-	-	40,000	-	-	-	40,000	80,000	80,000
Interest expense	-	-	-	-	-	-	-	-	-	-
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	4,697	4,697	4,697	4,697	7,197	25,983	25,983
Loan principal	-	-	-	-	-	-	-	-	-	-
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	44,697	4,697	4,697	4,697	47,197	105,983	105,983
Capital Budget:	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29	Total	Project Total
Capital cost	-	21,965	21,965	25,000	-	-	-	25,000	50,000	71,965
Funding:										
Operating	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-	-	-
Drawdown Reserves	-	21,965	21,965	25,000	-	-	-	25,000	50,000	71,965
Borrow from Reserves	-	-	-	-	-	-	-	-	-	-
Long-term debt	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
Total funding	-	21,965	21,965	25,000	-	-	-	25,000	50,000	71,965

Project Name: WATER VALVE REPLACEMENT

Project # 24-10

Department: Water Unit: Water Asset Class Water services

Type of Asset: Replacement Reason: Health & Safety Expected Useful Life: 50 years

Project Description: Replace 3 water valves each year for the next 5 years, at a cost of \$24,000 per year including the valve, concrete/gravel/asphalt and labour.

Need for Project: Some valves are broken and don't work. Valves are necessary to be able to turn off water to customer premises in the event of a leak.

Project Funding: Drawdown Water Depreciation Reserve

Carry-over Project n/a

Additional Operating Expense n/a

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project Total
	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29		
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	-	-	480	960	1,440	2,880	2,880
Loan principal	-	-	-	-	-	-	-	-	-	-
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	-	-	480	960	1,440	2,880	2,880
Capital Budget:	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29	Total	Project Total
Capital cost	-	-	-	-	-	24,000	24,000	24,000	72,000	72,000
Funding:										
Operating	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-	-	-
Drawdown Reserves	-	-	-	-	-	24,000	24,000	24,000	72,000	72,000
Borrow from Reserves	-	-	-	-	-	-	-	-	-	-
Long-term debt	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
Total funding	-	-	-	-	-	24,000	24,000	24,000	72,000	72,000

Project Name: BOOSTER PUMP REBUILD

Project # 24-11

Department: Water **Unit:** Water **Asset Class:** Water treatment equipment
Type of Asset: Replacement **Reason:** Health & Safety **Expected Useful Life:** 10 years

Project Description: Rebuild booster pump

Need for Project: The pump keeps breaking and needs to be replaced

Project Funding: Drawdown Water Depreciation Reserve

Carry-over Project: n/a

Additional Operating Expense: n/a

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project Total
	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29		
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	400	400	400	400	400	2,000	2,000
Loan principal	-	-	-	-	-	-	-	-	-	-
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	400	400	400	400	400	2,000	2,000

Capital Budget:	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29	Total	Project Total
	Capital cost	-	-	-	4,000	-	-	-	-	4,000
Funding:										
Operating	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-	-	-
Drawdown Reserves	-	-	-	4,000	-	-	-	-	4,000	4,000
Borrow from Reserves	-	-	-	-	-	-	-	-	-	-
Long-term debt	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
Total funding	-	-	-	4,000	-	-	-	-	4,000	4,000

Project Name: WATER MAIN UPGRADE - NORTHLANDS

Project # 24-12

Department: Water Unit: Water Asset Class Water Distribution mains

Type of Asset: Replacement Reason: Health & Safety Expected Useful Life: 75 years

Project Description: Upgrade 800m of watermain to service new development

Need for Project: Increase diameter and replace old watermain to provide water and fireflow service to new development.

Project Funding: Long-term debt

Carry-over Project n/a

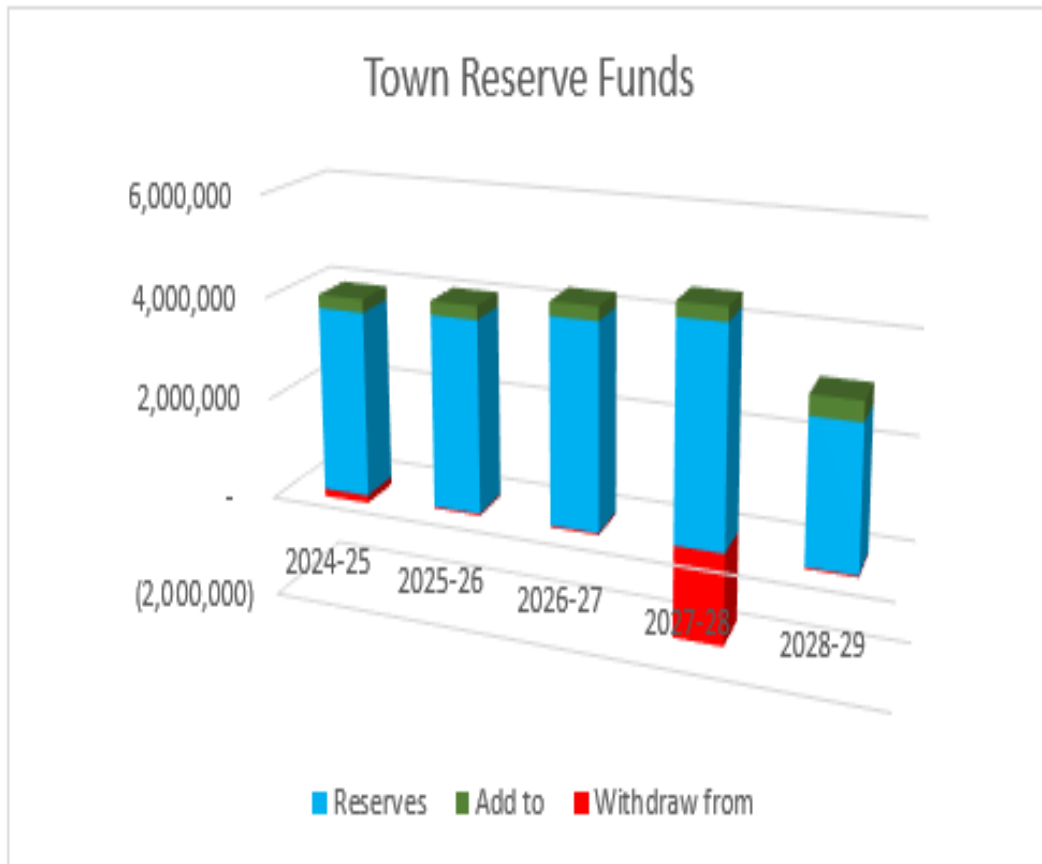
Additional Operating Expense n/a

Annual Operating Impact:	Total up to	Budgeted for	Total up to	New Spending					Total	Project
	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29		Total
Operating Expenses	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	55,000	55,000	55,000	165,000	165,000
Interest expense - interfund	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	-	-	14,667	14,667	14,667	44,000	44,000
Loan principal	-	-	-	-	-	55,000	55,000	55,000	165,000	165,000
Loan principal - interfund	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	-	-	-	-	-	124,667	124,667	124,667	374,000	374,000
Capital Budget:	3/31/2023	3/31/2024	3/30/2024	2024/25	2025/26	2026/27	2027/28	2028/29	Total	Project Total
Capital cost	-	-	-	-	-	1,100,000	-	-	1,100,000	1,100,000
Funding:										
Operating	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-	-	-
Drawdown Reserves	-	-	-	-	-	-	-	-	-	-
Borrow from Reserves	-	-	-	-	-	-	-	-	-	-
Long-term debt	-	-	-	-	-	1,100,000	-	-	1,100,000	1,100,000
Other	-	-	-	-	-	-	-	-	-	-
Total funding	-	-	-	-	-	1,100,000	-	-	1,100,000	1,100,000

Section 8

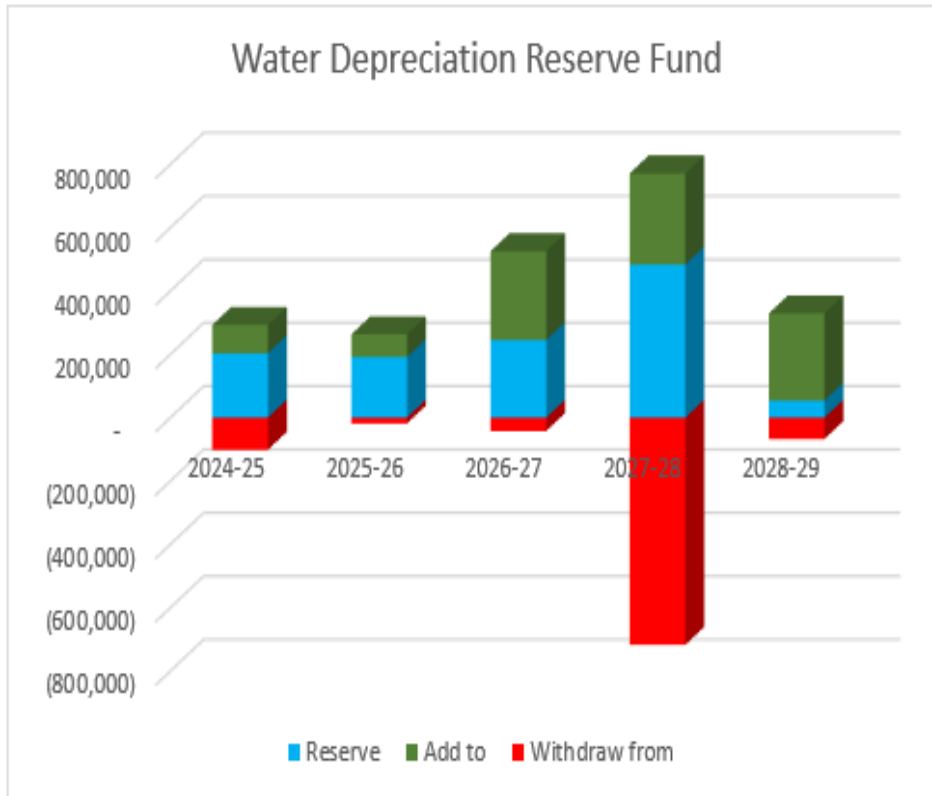
Reserve Activity

Budget Impact on Town Reserves



- Blue represents what we have in reserve funds
- Red represents us taking money out (primarily for community center)
- Green represents us putting money in (primarily gas tax and \$50k per year into sewer reserve)
- By 5th year, our reserves have gone from \$3.7m to \$3.1m

Budget Impact on Water Reserve



- Blue represents what we have in reserve funds
- Red represents us taking money out (primarily for hydrants, water meters, watermain replacements and in 2027/28 for the reservoir)
- Green represents us putting money in (mandatory contribution of depreciation on new reservoir)
- By 5th year, our reserves have increased from almost \$200k to almost \$300k

REQUEST FOR DECISION
Appointment List
RFD#: 037-2024



To: Town Council
From: Ashley Crocker, CAO
Date: July 29, 2024
Subject: Appointment List Update

Guiding Principles for Decision-Making

Accountability Transportation Diversity Sustainability Engaged Informed

References/Attachments

- Updated Appointment list

Legislation

- *Municipal Government Act*

Recommendation

That Council, on recommendation from the CAO and Chair of the Source Water Protection Advisory Committee, appoint Bryson Crowell as a member of the Source Water Protection Advisory Committee.

That Council approve the 2024-25 Appointment List, as presented.

Background

An application has been submitted for the vacant position on the Source Water Protection Advisory Committee due to a committee member's relocation, creating a vacancy.

Financial Implications

N/A

REQUEST FOR DECISION
Appointment List
RFD#: 037-2024



Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
	Infrastructure	
	Economy	
X	Community	
X	Governance	
	Council Strategic Initiative	

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: 29 July 2024

TOWN OF MIDDLETON
APPOINTMENT LIST
(Approved by Council July 15, 2024)

COUNCIL

MAYOR SYLVESTER ATKINSON, DEPUTY MAYOR GAIL SMITH

COUNCILLORS

JOHN BARTLETT, MICHAEL FAIRN,
BERNADETTE KNAPP, CHAD LEBLANC, GARY MARSHALL

COMMITTEE OF THE WHOLE

MAYOR ATKINSON, DEPUTY MAYOR GAIL SMITH,
COUNCILLORS JOHN BARTLETT, MICHAEL FAIRN,
BERNADETTE KNAPP, CHAD LEBLANC, GARY MARSHALL

ACCESSIBILITY ADVISORY COMMITTEE

COUNCILLOR MICHAEL FAIRN, **VACANT**, ELIZABETH
MASON-SQUIRES, DIANNE MCDONALD, JOHN SMITH,
KATRINA KELLOGH, **VACANT**, KRIS STOJIC, JODI GOUDEY

AR ENVIRONMENTAL SUSTAINABILITY COMMITTEE

COUNCILLOR JOHN BARTLETT

ASSET MANAGEMENT WORKING GROUP

Town Council: DEPUTY MAYOR GAIL SMITH
Staff: CAO ASHLEY CROCKER, **DOF VACANT**,
DPW ADAM VERRAN

AUDIT COMMITTEE

Citizens: **VACANT**, SANDRA FOURNIER
Town Council: MAYOR SYLVESTER ATKINSON, DEPUTY MAYOR
GAIL SMITH, COUNCILLORS MICHAEL FAIRN, BERNADETTE
KNAPP, CHAD LEBLANC

BUSINESS PARK EXPANSION WORKING GROUP

Town Council: MAYOR ATKINSON, COUNCILLOR JOHN BARTLETT
Staff: CAO ASHLEY CROCKER, **DOF VACANT**, ANDY
KERR, SHARON MCAULEY

COMMUNITY CENTRE & FIRE HALL COMM

Fire Department: MIKE TOOLE, JODY SPIDLE, SCOTT VEINOT
Town Council: MAYOR SYLVESTER ATKINSON, COUNCILLORS
BERNADETTE KNAPP, GARY MARSHALL
Town Planner: CHRIS MILLIER
Staff: CAO ASHLEY CROCKER, DPW ADAM VERRAN, ANDY KERR

DANGEROUS & UNSIGHTLY PREMISES ADMINISTRATOR

DPW ADAM VERRAN, CAO ASHLEY CROCKER (ALT)

IMSA WORKING GROUP

MAYOR SYLVESTER ATKINSON

ANNAPOLIS COUNTY INTER-MUNICIPAL WORKING GROUP

COUNCILLORS MICHAEL FAIRN, CHAD LEBLANC

MIDDLETON SWIMMING POOL SOCIETY

KRYSTAL KANE (PRESIDENT), TARA BALCOME (TREASURER),
CHRIS BAKER, ALEX BALCOME, **VACANT**
JAMIE PEPPARD, JENNIFER BALCOME

PLANNING ADVISORY COMMITTEE

Citizens: **VACANT**, MARGARET JERKE,
DIANNE MCDONALD, HOWARD SELIG
Town Council: MAYOR SYLVESTER ATKINSON, DEPUTY MAYOR
GAIL SMITH, COUNCILLOR JOHN BARTLETT

POLICE ADVISORY BOARD

Citizens: DAVE MCCOUBREY, JOHN THOMPSON,
SANDRA FOURNIER
Town Council: DEPUTY MAYOR GAIL SMITH, COUNCILLORS
JOHN BARTLETT, BERNADETTE KNAPP
NS Dept. of Justice: **VACANT (Ad with Province)**

REGIONAL LIBRARY BOARD

JILL COX

REMO ADVISORY COMMITTEE

COUNCILLORS BERNADETTE KNAPP, GARY MARSHALL

REMO PLANNING COMMITTEE

CAO ASHLEY CROCKER, DPW ADAM VERRAN

**SOLDIERS MEMORIAL HOSPITAL FOUNDATION
REPRESENTATIVE**

ANNE CROWELL (June 2024)

SOURCE WATER PROTECTION ADVISORY COMM

Citizens-Town: RON BROWN, BRENDA FORD, **BRYSON
CROWELL**

Citizens-County: FRED ROCH

County Council: COUNCILLOR WENDY SHERIDAN

County Planner: **VACANT**

Town Council: BERNADETTE KNAPP, CHAD LEBLANC

Town Planner: DAWN SUTHERLAND

Town Engineer: DPW ADAM VERRAN

CAO: ASHLEY CROCKER

VALLEY REN LIAISON & OVERSIGHT COMM.

COUNCILLORS JOHN BARTLETT, MICHAEL FAIRN (ALT)

TOWN CLERK

SARA MARCEAU

TOWN ENGINEER

DPW ADAM VERRAN

TOWN TREASURER

DOF VACANT

TRAFFIC AUTHORITY

SGT MIKE MAXWELL, DPW ADAM VERRAN

WESTERN REGIONAL HOUSING AUTHORITY

Citizen at Large: DIANNE MCDONALD

YOUTH AMBASSADOR COMMITTEE

MAYOR SYLVESTER ATKINSON, DEPUTY MAYOR GAIL
SMITH, COUNCILLOR JOHN BARTLETT, KRISTA STEELE

YOUTH AMBASSADOR

VACANT

ANIMAL CONTROL OFFICER

ZACHARY CROMWELL
MEG CARROLL

AUDITORS

BDO CANADA

BUILDING & FIRE OFFICIALS

MARK JAMIESON, DANNY WRIGHT, ANDREW DOBSON &
ERIN SCHURMAN-KOLB

DEVELOPMENT OFFICER(S)

DAWN SUTHERLAND
CHRYSTAL FULLER

FIRE CHIEF

MIKE TOOLE

FIRE CONSTABLES

GORDON RODGERS, KENT SMITH, SCOTT WYNOT

FIRE WARDS

MIKE TOOLE, SCOTT VEINOT, JODY SPIDLE

RCMP NCO IN CHARGE

SGT MIKE MAXWELL

REMO COORDINATOR

BRIAN ORDE
NANCY CHISHOLM (ALT)

RETURNING OFFICER

SARA MARCEAU

TOWN CRIER

VACANT

TOWN SOLICITORS

TAYLOR MACLELLAN COCHRANE

VWRM BYLAW ENFORCEMENT OFFICER

DALE ROBERTS

REQUEST FOR DECISION
Budgeting, Financial Forecasting and
Capital Expenditure Policy
RFD#: 038-2024



To: Town Council
From: Ashley Crocker, CAO
Date: July 29, 2024
Subject: Budgeting, Financial Forecasting and Capital Expenditure Policy

Guiding Principles for Decision-Making

Accountability Transportation Diversity Sustainability Engaged Informed

References/Attachments

- New Draft Budgeting, Financial Forecasting and Capital Expenditure Policy
- Existing Financial Forecasting Policy A.1.29

Legislation

- *Municipal Government Act*

Recommendation

That Council, on recommendation from the CAO, approve the new Budgeting, Financial Forecasting and Capital Expenditure Policy.

Background

Recently, the Town of Middleton was classified as “High Risk” by the Province of Nova Scotia based on the Financial Condition Indicators calculated on its 2020-2021 and 2021-2022 financial statements. As part of the High-Risk Action Plan submitted by Management to the Province of Nova Scotia, several of the initiatives were aimed at improving expenditure management. While the Town already had a Financial Forecasting Policy, this policy did not cover budgeting or capital expenditures, so a new policy was created.

It should be noted that many of the items outlined in this policy have been followed over the past couple of years, with the creation of the new capital budget project sheets and linking the calculation of financial condition indicators within the budget files. Staff have presented three forecasts a year over the past 2 years. In addition, staff have brought forward capital projects for Council approval when the total cost is anticipated to go over budget, or earlier this spring when capital projects needed to be completed but no budget had been approved.

REQUEST FOR DECISION
Budgeting, Financial Forecasting and
Capital Expenditure Policy
RFD#: 038-2024



Financial Implications

The new policy should be used at all times throughout the year.

Strategic Plan/Operating Plan Alignment

Check Applicable	Strategic Priority Area	Comments
	Environment	
X	Infrastructure	
	Economy	
X	Community	
X	Governance	
	Council Strategic Initiative	

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

The CAO supports the recommendation of staff.

CAO Initials: AC

Target Decision Date: 29 July 2024

BUDGETING, FINANCIAL FORECASTING AND CAPITAL EXPENDITURE POLICY	
Effective Date 2024-07-29	Approved by Council 2024-07-29
Supersedes Policy No. A1.29	Approved by Council 2024-07-29

1.0 Purpose

To provide guidelines for the budgeting and forecasting of revenue and expense items for the Town of Middleton.

2.0 Scope

This policy applies to all Department Managers and Finance staff

3.0 References

- 3.1 Nova Scotia Municipal Government Act (MGA)
- 3.2 Nova Scotia Financial Reporting and Accounting Manual (FRAM)
- 3.3 Nova Scotia Water utility Accounting Handbook

4.0 Definitions

For purposes of this Policy, the following definitions are provided:

- 4.1 Capital Expenditure Plans** – are used during the annual budget approval process to identify capital projects that are planned for several years into the future, to identify the source of funds, and the expected impact on future operating budgets and Town finances. The Capital Budget for the next fiscal year is approved by Council. The Capital Expenditure Plan for future years is received by Council for information and used as a basis for long-term financial planning and to enable prioritization of future capital projects.
- 4.2 Budgets** – are used to determine the expected revenues and expenditures for the next fiscal year. The annual budget is approved by Council and incorporates approved tax rates and authorized spending.
- 4.3 Forecasts** – are used during the year to estimate the actual annual revenue and expenditures, to enable comparison with the approved budget. Forecasts can be used at any time to assess the long- and short-term impacts of current and proposed policies, to predict and plan for events, and to determine potential problems and opportunities.

5.0 Policy

5.1 Budgets

- 5.1.1 MGA S.72 requires the annual revenues to be sufficient to defray the estimated expenditures of the municipality. In other words, the MGA requires a balanced budget.
- 5.1.2 Expenditures must include funding the payment of principal and interest obligations for the coming year.
- 5.1.3 Expenditures must include funding for any deficits that occurred in previous year(s). MGA S.72(4).
- 5.1.4 Expenditures may include transfers to special reserve accounts as approved by Council, to provide funding for future projects, or for expenditures not anticipated to be completed in the current fiscal year.
- 5.1.5 In the case of the Water Utility, operating expenditures must include funding of depreciation expense.
- 5.1.6 The capital budget must include the estimated impact on current and future operating budgets.
- 5.1.7 The capital budget must specify the source of funding.
- 5.1.8 Once approved, budgeted expenditures may not be exceeded unless Council approves a Supplemental Budget Request.
- 5.1.9 In the case of an emergency, the emergency should be dealt with, and, if necessary, a Supplemental Budget Request provided to Council as soon as possible thereafter.
- 5.1.10 The annual budget should include an evaluation of the impact on the Financial Condition Indicators (FCI's) as defined by the Department of Municipal Affairs and Housing, (DMAH), and include a plan to improve FCI's that are not in a "Low Risk" (Green) state.
- 5.1.11 Budgets shall include clearly assigned accountability that aligns with management responsibility and authority.

5.2 Forecasts

- 5.2.1 The Director of Finance is responsible for monitoring all GL account balances and activity and comparing with the approved budget.
- 5.2.2 Forecasts shall include actual revenue and expenditures incurred to date, together with the estimated revenue and expenditures expected to be incurred during the balance of the year.
- 5.2.3 At least three times a year, the Director of Finance will provide the Council with a forecast of the estimated total revenue and expenditures during the year, compare with the budget, and provide explanations for expected variances from budget.
- 5.2.4 Once a budget has been approved, managers are responsible for executing their assigned budget responsibilities.

- 5.2.5 Managers are responsible for specifying the General Ledger account code for invoices affecting their department(s).
- 5.2.6 Monthly, the Director of Finance shall provide each department manager with a report on the balances and activity in the accounts for which the manager is responsible, together with a comparison to the budget.
- 5.2.7 Managers are responsible for reviewing the General Ledger accounts associated with their department(s) and providing explanations for variances from budgeted amounts.
- 5.2.8 The Director of Finance may prepare other forecasts as required.

5.3 Capital expenditure plans shall be prepared annually as part of the budget process.

- 5.3.1 Capital plans shall include capital projects planned for at least the next five years.
- 5.3.2 Priority shall be given to projects to replace critical infrastructure as identified in the Asset Management Program.
- 5.3.3 Funding must be specified for each project.
- 5.3.4 Where funding is from external sources, the plan must consider whether the proposed project is eligible for funding from that program.
- 5.3.5 Where funding is from reserves or long-term debt, the financial implications shall be forecast to ensure that the projected expenditures do not exceed available funding.
- 5.3.6 When a significant project is planned for a future year, the timeline shall be evaluated to identify when engineering design expenditures or other upfront costs should be incurred, and these should be included in the current budget.
- 5.3.7 The capital expenditure plan shall include the forecast implications on the FCI's.

6.0 Repeal Policy

A policy known as A1.29 Financial Forecasting Policy, dated September 8, 2015, is hereby repealed.

I, Ashley Crocker, CAO of the Town of Middleton, do hereby certify that the Policy, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council of the Town of Middleton held on the **29th day of July 2024.**

Ashley Crocker
CAO

Policy Adoption	
Date of 7-day notification to Council	July 19, 2024
Date of Approval	July 29, 2024

TOWN OF MIDDLETON CODE A - GENERAL ADMINISTRATION	
Subject: Financial Forecasting	Number: A.1.29
Coverage: Staff	Approved by: Council
Effective Date : September 8, 2015	Revision Date:

Purpose

To provide guidelines for the forecasting of revenue and expense items for the Town of Middleton. Forecasts shall be used to assess the long- and short-term impacts of current and proposed policies, to predict and plan for events, and to determine potential problems and opportunities.

Forecasting Revenues and Expenditures

1. Forecasting Process

- a. Budget to actual spending reports for the financial year to date are compiled by Finance in the middle of each month, starting in July, and reviewed with Department Heads.
- b. Department Heads should update their projections for the remainder of the year based on this information and known future revenues/expense. Projections are updated monthly, from September through March, and submitted to Finance.
- c. The Director of Finance shall use these projections to compile financial forecasts at the department level to be submitted to Council. Forecasts are compiled twice yearly, in September/October and January/February, with the intent to move to bi-monthly, and eventually monthly, forecasting.
- d. Any variances over \$5,000 or 10% of budgeted, whichever is greater, must be explained.

2. Compiling Forecasts

- a. Forecasted revenues and expenditures must be presented as gross figures.
- b. Major cost drivers for services and programs should be forecasted along with financial items.
- c. All underlying assumptions regarding the forecast should be clearly stated and corrected as they occur. Assumptions include:
 - Consumer Price Index (CPI) inflation;
 - Uniform assessment;
 - Interest rates;
 - Assessment growth;
 - Municipal property tax rate increases;
 - Residential and commercial expansion;
 - Fuel and oil prices;
 - General economic conditions.
- d. Nova Scotia Municipal Indicators (<http://novascotia.ca/dma/finance/indicators.asp>) and the Financial Condition Index (<http://novascotia.ca/dma/finance/indicator/fci.asp>) can be used to augment assumptions.

3. Revenue Categories

The following categories should be used when forecasting revenues:

- a. Taxes;
- b. Grants in lieu of taxes;

- c. Services provided to other governments;
- d. Sales of services;
- e. Other revenue from own sources;
- f. Unconditional transfers from other governments;
- g. Conditional transfers from other governments;
- h. Other transfers, collections from other governments.

4. *Expenditure Categories*

The following categories should be used when forecasting expenditures:

- a. General government services;
- b. Protective services;
- c. Transportation services;
- d. Environmental health services;
- e. Public health and welfare services;
- f. Environmental developments services;
- g. Recreation and cultural services;
- h. Fiscal services.

5. *Communicating the Forecast*

The forecast, along with its underlying assumptions and methodology, should be included in the budget.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 8th day of September, 2015.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 22nd day of September, 2015.



Rachel L. Turner
Chief Administrative Officer