

2018 Operating Budget



**Community Planning
& Development**



Corporate Services



**Fire & By-Law
Services**



Public Works



**Recreation, Culture
& Wellness**

Mission: Provide a superior quality of life



Schedule of Operating Revenues

	2018 Proposed Budget	2017 Approved Budget	Increase/ (Decrease)	Increase/ (Decrease)
	\$	\$	\$	%
TAXATION				
General Tax Levy	12,530,619	11,791,264	739,355	6.3%
Payments in Lieu	300,471	282,109	18,362	6.5%
TOTAL TAXATION	12,831,090	12,073,373	757,717	6.3%
FINANCE DEPARTMENT				
Penalties and interest	340,000	340,000	-	0.0%
Supplemental Revenues	300,000	250,000	50,000	20.0%
Transfer from Building Department	77,938	61,807	16,131	26.1% (1)
Ontario Municipal Partnership Fund Grant	39,800	7,700	32,100	416.9% (2)
Miscellaneous	10,000	25,000	(15,000)	-60.0% (3)
Investment income	5,000	50,000	(45,000)	-90.0% (4)
TOTAL FINANCE DEPARTMENT	772,738	734,507	38,231	5.2%
CLERKS DEPARTMENT				
Committee of Adjustment	50,000	44,200	5,800	13.1% (3)
Miscellaneous	16,750	12,150	4,600	37.9% (5)
TOTAL CLERKS DEPARTMENT	66,750	56,350	10,400	18.5%
PROTECTION SERVICES				
Fire Department Revenues	34,700	37,530	(2,830)	-7.5%
By-law and Parking Enforcement	14,300	19,000	(4,700)	-24.7% (6)
Provincial Offences Act Revenue	10,000	25,000	(15,000)	-60.0% (7)
TOTAL PROTECTION SERVICES	59,000	81,530	(22,530)	-27.6%
TRANSPORTATION SERVICES				
Facilities & Beautification	530,506	333,550	196,956	59.0% (8)
Aggregate Resource Grant	25,000	25,000	-	0.0%
Miscellaneous	18,000	21,500	(3,500)	-16.3%
TOTAL TRANSPORTATION SERVICES	573,506	380,050	193,456	50.9%
HEALTH SERVICES				
Cemeteries	71,600	74,200	(2,600)	-3.5% (3)
RECREATION AND CULTURAL SERVICES				
Recreation and Wellness	225,423	200,600	24,823	12.4%
Public Transit	165,000	165,000	-	0.0%
Special Events and Festivals	150,250	132,995	17,255	13.0%
Culture & Community Enhancement	66,000	50,070	15,930	31.8%
TOTAL RECREATION & CULTURAL SERVICES	606,673	548,665	58,008	10.6% (9)
PLANNING AND DEVELOPMENT				
Building Department Revenues	500,500	501,120	(620)	-0.1%
Planning Fees	65,340	57,100	8,240	14.4% (3)
Other (Municipal Drains, Weed Control, Tile)	12,000	14,500	(2,500)	-17.2%
TOTAL PLANNING AND DEVELOPMENT	577,840	572,720	5,120	0.9%
GRAND TOTAL	15,559,197	14,521,395	1,037,802	7.1%

Revenue Explanatory Notes

- (1) Building Department contribution to operating expenditures as per Consultant study.
- (2) OMPF funding increased due to rural communities grant portion; result of Provincial decision.
- (3) Revenues adjusted to better reflect current activity.
- (4) Investment income expected to decrease due to funds invested in capital projects.
- (5) Increase in expected licensing fees.
- (6) Decrease in parking fines due to educational and preventative programs.
- (7) Provincial Offences Act (POA) revenue allocated from Niagara Region to all lower tier municipalities has decreased.
- (8) Increase in expected revenue from the new Pelham Community Centre.
- (9) Increased recreation revenue is offset by increased expenses.

Schedule of Operating Expenses

	2018 Proposed Budget	2017 Approved Budget	Increase/ (Decrease)	Increase/ (Decrease)
	\$	\$	\$	%
GENERAL GOVERNMENT				
Members of Council	185,033	220,262	(35,229)	-16.0%
CAO's Office	271,346	332,945	(61,599)	-18.5%
Marketing and Communications	105,972	82,565	23,407	28.3%
Human Resources	275,739	346,031	(70,292)	-20.3%
Health and Safety	104,592	-	104,592	100.0%
TOTAL GENERAL GOVERNMENT (Schedule 3)	942,682	981,803	(39,121)	-4.0%
CLERKS				
Clerks Department	417,540	373,166	44,374	11.9%
Committee Of Adjustment	6,650	6,150	500	8.1%
TOTAL CLERKS (Schedule 3)	424,190	379,316	44,874	11.8%
CORPORATE SERVICES				
Finance Department	830,344	768,399	61,945	8.1%
Shared Administrative Overhead	620,250	583,929	36,321	6.2%
Shared Information Technology	453,061	424,997	28,064	6.6%
TOTAL CORPORATE SERVICES (Schedule 3)	1,903,655	1,777,325	126,330	7.1%
PROTECTION SERVICES				
Fire Services	1,293,993	1,338,439	(44,446)	-3.3%
By-law and Parking Enforcement	113,045	117,610	(4,565)	-3.9%
Crossing Guards	41,677	39,246	2,431	6.2%
Animal Control	39,868	37,970	1,898	5.0%
TOTAL PROTECTION SERVICES (Schedule 4)	1,488,583	1,533,265	(44,682)	-2.9%
TRANSPORTATION SERVICES				
General Administration	925,683	681,875	243,808	35.8%
Roadway & Building Maintenance	6,355,330	5,884,530	470,800	8.0%
Street Lighting	224,789	202,500	22,289	11.0%
Niagara Centre Airport	46,566	29,133	17,433	59.8%
TOTAL TRANSPORTATION SERVICES (Schedule 5)	7,552,368	6,798,038	754,330	11.1%
HEALTH SERVICES				
Fonhill/Hillside Cemeteries	127,102	116,640	10,462	9.0%
TOTAL HEALTH SERVICES (Schedule 6)	127,102	116,640	10,462	9.0%
RECREATION & CULTURAL SERVICES				
General Administration	415,846	388,353	27,493	7.1%
Special Events & Festivals	258,876	234,638	24,238	10.3%
Cultural and Community Enhancement	150,900	126,977	23,923	18.8%
Recreation & Wellness	277,331	247,672	29,659	12.0%
Public Transit	218,850	208,920	9,930	4.8%
Libraries	814,218	787,690	26,528	3.4%
TOTAL RECREATION & CULTURAL SERV. (Schedule 7)	2,136,021	1,994,250	141,771	7.1%
COMMUNITY PLANNING & DEVELOPMENT				
Planning & Zoning	469,071	425,263	43,808	10.3%
Building Department	500,500	501,120	(620)	-0.1%
Other	15,025	14,375	650	4.5%
TOTAL COMMUNITY PLANNING & DEV. (Schedule 8)	984,596	940,758	43,838	4.7%
GRAND TOTAL	15,559,197	14,521,395	1,037,802	7.1%



General Governance

Description	2018 Proposed Budget	2017 Approved Budget	Increase/ (decrease) over 2017	
				% Change
Members of Council				
Salaries and Benefits	132,953	131,262	1,691	1.3%
Materials and Supplies	24,580	27,000	(2,420)	-9.0%
Transfer to Reserve	2,000	2,000	0	0.0%
Municipal Grants	25,500	60,000	(34,500)	-57.5%
<i>sub-total</i>	185,033	220,262	(35,229)	-16.0%
CAO's Office				
Salaries and Benefits	242,136	294,615	(52,479)	-17.8% (1)
Materials and Supplies	29,210	38,330	(9,120)	-23.8%
<i>sub-total</i>	271,346	332,945	(61,599)	
Marketing and Communication				
Salaries and Benefits	73,192	49,715	23,477	47.2% (2)
Materials and Supplies	32,780	32,850	(70)	-0.2%
<i>sub-total</i>	105,972	82,565	23,407	28.3%
Human Resources				
Salaries and Benefits	143,644	143,052	592	0.4% (3)
Salaries and Benefits - Global	106,000	149,209	(43,209)	-29.0% (4)
Materials and Supplies	8,095	29,420	(21,325)	-72.5% (5)
Contracted Services	18,000	24,350	(6,350)	-26.1%
<i>sub-total</i>	275,739	346,031	(70,292)	-20.3%
Health and Safety				
Salaries and Benefits	92,807		92,807	100.0% (6)
Materials and Supplies	11,785		11,785	100.0% (5)
<i>sub-total</i>	104,592	-	104,592	100.0%
Total General Government	942,682	981,803	(39,121)	-4.0%
Clerks Department				
Salaries and Benefits	331,780	343,786	(12,006)	-3.5% (7)
Materials and Supplies	25,760	17,380	8,380	48.2% (8)
Transfer to Reserve	60,000	12,000	48,000	400.0% (9)
<i>sub-total</i>	417,540	373,166	44,374	11.9%
Committee of Adjustment	6,650	6,150	500	8.1%
Total Clerks	424,190	379,316	44,874	11.8%
Finance Department				
Salaries and Benefits	623,804	635,698	(11,894)	-1.9% (10)
Materials and Supplies	168,340	95,200	73,140	76.8% (11)
Contracted Services	38,200	37,500	700	1.9%
<i>sub-total</i>	830,344	768,398	61,946	8.1%
Shared Overhead Costs				
Salaries and Benefits	130,000	130,000	0	0.0%
Materials and Supplies	390,250	353,929	36,321	10.3% (12)
Contracted Services	100,000	100,000	0	0.0%
<i>sub-total</i>	620,250	583,929	36,321	6.2%
Shared Information Technology				
Salaries and Benefits	120,041	93,647	26,394	28.2% (13)
Materials and Supplies	164,320	165,350	(1,030)	-0.6%
Contracted Services	78,700	76,000	2,700	3.6%
Transfer to Reserve	90,000	90,000	0	0.0%
<i>sub-total</i>	453,061	424,997	28,064	6.6%
Total Corporate Services	1,903,655	1,777,324	126,331	7.1%
Total General Governance	3,270,527	3,138,443	132,084	4.2%

General Governance Explanatory notes:

- (1) Decrease result of executive assistant position becoming PT, FT position seconded to Health and Safety.
- (2) Increase result of full year staffing.
- (3) Payroll reporting to Human Resources from Finance.
- (4) Merit, equity, and benefit increase to be distributed.
- (5) Some expenses have been reallocated to Health and Safety.
- (6) Health and Safety co-ordinator seconded for the year.
- (7) 2017 included one-time increase for Retention Management contract position.
- (8) Pelham Seniors Advisory Committee budget has been moved from Council to Clerk's department.
- (9) Increase in transfer to Election Reserve.
- (10) Administrative position reduced to part-time.
- (11) Increase in expected short-term borrowing costs.
- (12) Increase due to higher insurance premiums for Pelham Community Centre, Cyber Security, and Volunteers.
- (13) Increase due to new part-time IT technician.



Protection Services

Description	2018 Proposed Budget	2017 Approved Budget	Increase/ (decrease) over 2017	% Change
Fire Services				
Salaries and Benefits	584,632	591,546	(6,914)	-1.2%
Debt Service	256,786	256,906	(120)	0.0%
Materials and Supplies	61,780	71,038	(9,258)	-13.0%
Contracted Services	91,530	72,200	19,330	26.8% (1)
Transfer to Reserve	200,000	250,000	(50,000)	-20.0% (2)
<i>sub-total</i>	1,194,728	1,241,690	(46,962)	-3.8%
Fire Prevention				
Salaries and Benefits	84,545	82,195	2,350	2.9%
Materials and Supplies	14,720	14,554	166	1.1%
<i>sub-total</i>	99,265	96,749	2,516	2.6%
Total Fire Services	1,293,993	1,338,439	(44,446)	-3.3%
By-law and Parking Enforcement				
Salaries and Benefits	110,065	113,760	(3,695)	-3.2%
Materials and Supplies	2,980	3,850	(870)	-22.6%
<i>sub-total</i>	113,045	117,610	(4,565)	-3.9%
Crossing Guards				
Salaries and Benefits	40,577	38,146	2,431	6.4%
Materials and Supplies	1,100	1,100	0	0.0%
<i>sub-total</i>	41,677	39,246	2,431	6.2%
Animal Control	39,868	37,970	1,898	5.0% (3)
Total	1,488,583	1,533,265	(44,682)	-2.9%

Explanatory notes:

- (1) Software and equipment support for new radios.
- (2) Reduced reserve transfer resulting from City of St. Catharines purchasing radios and providing interest-free loan.
- (3) Reflects 2018 negotiated contract for services provided by Humane Society.

Transportation Services

Description	2018 Proposed Budget	2017 Approved Budget	Increase/ (decrease) over 2017	% Change
General Administration				
Salaries and Benefits	320,118	285,541	34,577	12.1% (1)
Debt Service	566,045	377,155	188,890	50.1% (2)
Materials and Supplies	27,520	19,179	8,341	43.5% (3)
Contracted Services	12,000	-	12,000	100.0% (4)
<i>sub-total</i>	925,683	681,875	243,808	35.8%
Facilities				
Salaries and Benefits	1,249,476	884,660	364,816	41.2% (5)
Utilities	348,979	292,085	56,894	19.5% (5)
Debt Service	480,287	484,703	(4,416)	-0.9%
Materials and Supplies	111,854	112,566	(712)	-0.6% (5)
Contracted Services	103,100	190,241	(87,141)	-45.8% (6)
Transfer to Reserve	288,997	350,000	(61,003)	-17.4% (7)
<i>sub-total</i>	2,582,693	2,314,255	268,438	11.6%
Beautification				
Salaries and Benefits	143,600	-	143,600	100.0% (6)
Materials and Supplies	38,750	-	38,750	100.0% (6)
Contracted Services	123,700	-	123,700	100.0% (6)
<i>sub-total</i>	306,050	-	306,050	100.0%
Roadway Maintenance				
Salaries and Benefits	332,108	327,743	4,365	1.3%
Materials and Supplies	107,221	108,681	(1,460)	-1.3%
Contracted Services	286,616	324,570	(37,954)	-11.7% (6)
Transfer to Reserve	1,638,395	1,741,961	(103,566)	-5.9% (7)
<i>sub-total</i>	2,364,340	2,502,955	(138,615)	-5.5%
Winter Control				
Salaries and Benefits	166,519	169,242	(2,723)	-1.6%
Materials and Supplies	97,049	100,137	(3,088)	-3.1%
Contracted Services	265,320	232,883	32,437	13.9% (8)
<i>sub-total</i>	528,888	502,262	26,626	5.3%
Fleet				
Salaries and Benefits	60,709	49,327	11,382	23.1% (1)
Fuel	91,150	84,250	6,900	8.2%
Materials and Supplies	71,650	78,474	(6,824)	-8.7%
Contracted Services	73,790	76,947	(3,157)	-4.1%
Transfer to Reserve	276,060	276,060	0	0.0%
	573,359	565,058	8,301	1.5%
Street Lighting	224,789	202,500	22,289	11.0% (9)
Niagara Central Airport	46,566	29,133	17,433	59.8% (10)
Total	7,552,368	6,798,038	754,330	11.1%

Transportation Services Explanatory notes:

- (1) Prior year global salary allocation has adjusted the base salary.
- (2) Increase in principal payments on CIBC demand loan.
- (3) Increase in budget for health and safety.
- (4) Engineering services contracted out to support growing demand for development.
- (5) Increase relates primarily to the new Pelham Community Centre and offset by increased revenue - see Schedule 11.
- (6) Expenses reallocated from Facilities and Roads to Beautification through reorganization.
- (7) Reserve transfer decreased due to deferral of capital projects.
- (8) Full-year contracted services for sidewalk clearing.
- (9) Increased hydro costs and new development.
- (10) Increase in capital contribution requested from Niagara Central Dorothy Rungeling Airport Commission for repairs to runways and taxiways.

Health Services

Description	2018 Proposed Budget	2017 Approved Budget	Increase/ (decrease) over 2017	% Change
Salaries and Benefits	86,767	76,020	10,747	14.1% (1)
Materials and Supplies	4,005	4,290	(285)	-6.6%
Contracted Services	16,330	16,330	0	0.0%
Transfer to Reserve	20,000	20,000	0	0.0%
<i>sub-total</i>	127,102	116,640	10,462	9.0%
Total	127,102	116,640	10,462	9.0%

Explanatory notes:

(1) Prior year global salary allocation has adjusted the base salary.



Recreation and Cultural Services

Description	2018 Proposed Budget	2017 Approved Budget	Increase/ (decrease) over 2017	% Change
General Administration				
Salaries and Benefits	230,269	210,871	19,398	9.2% (1)
Materials and Supplies	39,700	31,605	8,095	25.6%
Transfer to Reserve	145,877	145,877	0	0.0%
<i>sub-total</i>	415,846	388,353	27,493	7.1%
Special Events & Festivals				
Salaries and Benefits	75,276	68,518	6,758	9.9% (1)
Materials and Supplies	183,600	166,120	17,480	10.5% (2)
<i>sub-total</i>	258,876	234,638	24,238	10.3%
Recreation & Wellness				
Salaries and Benefits	75,334	70,074	5,260	7.5% (1)
Materials and Supplies	6,673	1,200	5,473	456.1%
Contracted Services	12,300	16,500	(4,200)	-25.5%
Swim Program	85,475	72,147	13,328	18.5% (3)
Youth Programs	97,549	87,751	9,798	11.2% (3)
<i>sub-total</i>	277,331	247,672	29,659	12.0%
Culture & Community Enhancement				
Salaries and Benefits	67,050	61,384	5,666	9.2% (1)
Materials and Supplies	83,850	65,593	18,257	27.8% (4)
<i>sub-total</i>	150,900	126,977	23,923	18.8%
Public Transit	218,850	208,920	9,930	4.8%
Libraries	814,218	787,690	26,528	3.4% (5)
Total	2,136,021	1,994,250	141,771	7.1%

Explanatory notes:

- (1) Prior year global salary allocation has adjusted the base salary.
- (2) Increase in expenses offset by increased revenue.
- (3) Increase primarily resulting from impact of minimum wage increase.
- (4) Increase due to expansion of Love My Hood and offset by higher revenue.
- (5) Library will provide details of request in a separate presentation.



Planning and Development

Description	2018 Proposed Budget	2017 Approved Budget	Increase/ (decrease) over 2017	% Change
General Administration				
Salaries and Benefits	360,316	320,533	39,783	12.4% (1)
Materials and Supplies	23,755	19,730	4,025	20.4%
Transfer to Reserve	85,000	85,000	0	0.0%
<i>sub-total</i>	469,071	425,263	43,808	10.3%
Building Department				
Salaries and Benefits	339,480	347,488	(8,008)	-2.3% (2)
Materials and Supplies	33,875	33,075	800	2.4%
Contracted Services	63,750	58,750	5,000	8.5% (2)
Transfer to Reserve	63,395	61,807	1,588	2.6%
<i>sub-total</i>	500,500	501,120	(620)	-0.1%
Other (Municipal Drainage)				
Salaries and Benefits	10,650	10,000	650	6.5%
Materials and Supplies	3,375	3,375	0	0.0%
Contracted Services	1,000	1,000	0	0.0%
<i>sub-total</i>	15,025	14,375	650	4.5%
Total	984,596	940,758	43,838	4.7%

Explanatory notes:

(1) Prior year global salary allocation has adjusted the base salary and some administrative wages allocated to building department.

(2) Building inspections being contracted out.

SUMMARY OF MAJOR REVENUES

	2018		2017		Variance	
	\$	%	\$	%	Increase (Decrease)	
Revenue from User Fees						
Building Permit Fees	500,500	3.22	501,120	3.45	(620)	(0.12) (1)
Facility Rental Fees	530,506	3.41	333,550	2.30	196,956	59.05 (2)
Interest/Penalty Income	345,000	2.22	390,000	2.69	(45,000)	(11.54) (3)
Community Services	441,673	2.84	383,665	2.64	58,008	15.12 (4)
Supplementals	300,000	1.93	250,000	1.72	50,000	-
Miscellaneous and Other Income	181,688	1.17	201,988	1.72	(20,300)	(10.05) (5)
Planning & Development	115,340	0.74	101,300	1.39	14,040	13.86 (6)
Cemeteries	71,600	0.46	74,200	0.70	(2,600)	(3.50)
Grants	241,800	1.55	212,200	0.51	29,600	13.95 (7)
Subtotal	2,728,107	17.53	2,448,023	16.86	280,084	11.44
Revenue from Taxation						
Payments in Lieu	300,471	1.93	282,109	1.94	18,362	6.51
Taxation	12,530,619	80.54	11,791,264	81.20	739,355	6.27
Subtotal	12,831,090	82.47	12,073,372	83.14	757,718	6.28
TOTAL	15,559,197	100.00	14,521,395	100.00	1,037,802	7.15

Notes:

- (1) Building permit revenues must match departmental expenditures.
- (2) Increase in expected revenue from the new Pelham Community Centre.
- (3) Investment income expected to decrease due to funds invested in capital projects.
- (4) Changes in program offerings in 2018 has increased revenue projections.
- (5) Revenues adjusted to better reflect current activity as well as decrease in expected Provincial Offences Act revenue.
- (6) Increase result of new development.
- (7) Increase in Ontario Municipal Partnership Fund allocation for 2018.

SUMMARY OF MAJOR EXPENSES

	2018		2017		Variance	
	\$	%	\$	%	Increase (Decrease)	
Wages	5,094,832	32.74	4,639,446	31.95	455,386	9.82 (1)
Benefits	1,383,455	8.89	1,207,800	8.32	175,655	14.54 (2)
Contracted Services	1,284,684	8.26	1,106,822	7.62	177,862	16.07 (3)
Transfers to Reserves	2,929,724	18.83	3,034,705	20.90	(104,981)	(3.46) (4)
Debt	1,303,118	8.38	1,118,764	7.70	184,354	16.48 (5)
Library	814,218	5.23	787,690	5.42	26,528	3.37 (6)
Fleet	236,590	1.52	239,671	1.65	(3,081)	(1.29)
Utilities	573,768	3.69	492,086	3.39	81,682	16.60 (7)
Insurance	337,045	2.17	297,184	2.05	39,861	13.41
Tax W/O	50,000	0.32	50,000	0.34	-	-
Audit and Legal	140,700	0.90	140,000	0.96	700	0.50
Fire Dispatch	52,530	0.34	51,000	0.35	1,530	3.00
Software Support/licences	165,000	1.06	159,000	1.09	6,000	3.77
Sub-Total	14,365,664	92.33	13,324,168	91.76	1,041,496	7.82
Other	1,193,533	7.67	1,197,227	8.24	(3,694)	(0.31)
TOTALS	15,559,197	100.00	14,521,395	100.00	1,037,802	7.15

Notes:

- (1) Reflects merit and equity increases \$106,500, Pelham Community Centre staffing \$195,133, one new complement, increased parks summer students, and increased budgeted overtime.
- (2) Slight increase in Green Shield benefit rate as well as benefits related to new staffing.
- (3) Increase in contract services for beautification and winter control.
- (4) Reserve transfer decreased due to deferral of capital projects.
- (5) Increase in principal payments on CIBC demand loan.
- (6) Increase of staffing hours for Maple Acres.
- (7) Reflects utilities for Pelham Community Centre and increased hydro costs for street lighting.