

# Corporate Services **BUDGET** 2021

**Proposed Budget Overview**  
**March 6, 2021**



# Recent Accomplishments



## Corporate Services



## Proposed BUDGET 2021

- ▶ Implementation of processes for virtual Council, Committee, Public and Procurement Meetings
- ▶ Support for employees working from home
- ▶ Digitization of over 10,000 files
- ▶ eScribe software implementation (Committee and Council)
- ▶ Replacement of Township office phone system
- ▶ Introduced formal IT ticketing system
- ▶ Implementation of Fire Management software
- ▶ Launch of Building Permit software
- ▶ Implementation of Budget software
- ▶ Launch of new website with online forms and payment option





# Corporate Services

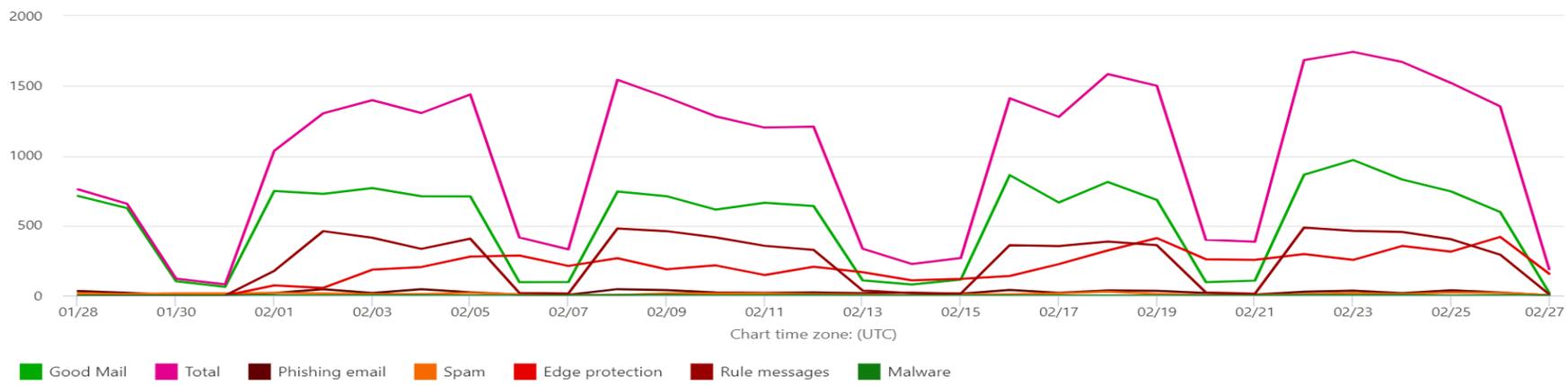


# Proposed BUDGET 2021



# Recent Accomplishments

- ▶ IT Protection Success (data collected from January 28 - February 27)
- ▶ Good Mail
  - ▶ Inbound = 10,954
  - ▶ Outbound = 4,628
- ▶ Blocked Inbound Mail
  - ▶ Email Phishing = 680
  - ▶ Detected Spam = 349
  - ▶ Malware = 26

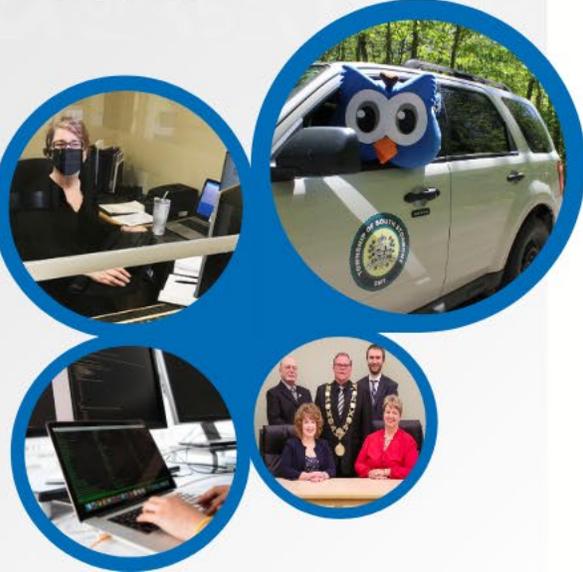




## Corporate Services



## Proposed BUDGET 2021



# Recent Accomplishments

- ▶ IT Protection Success (Malware Protection)
- ▶ In the past 30 days - 26 emails with embedded Malware were not delivered
- ▶ Highest targeted accounts:
  - ▶ [info@southstormont.ca](mailto:info@southstormont.ca)
  - ▶ [ross@southstormont.ca](mailto:ross@southstormont.ca)
  - ▶ [kandie@southstormont.ca](mailto:kandie@southstormont.ca)
  - ▶ [loriann@southstormont.ca](mailto:loriann@southstormont.ca)





## Corporate Services



## Proposed BUDGET 2021



# Initiatives Continuing

- ▶ Replacement of Water/Wastewater IT Systems and Hardware
- ▶ Implementation of Pet Licensing Program
- ▶ IT / Software Integration Strategy
- ▶ Expand use of eScribe Software
- ▶ Expand use of Building Software
- ▶ Telecom review nearing completion



## Corporate Services



## Proposed BUDGET 2021

# Operations Budget

- ▶ Professional fees include support for Conservation Review Board representation (Raisin River Heritage Centre)
- ▶ Continue digitization of records
- ▶ Recreation scheduling / Marriage appointment booking available online
- ▶ Professional support for the integration of software
- ▶ Voters list preparation in advance of 2022 Municipal Election





## Corporate Services



## Proposed BUDGET 2021

# Operations Budget

- ▶ IT software has increased due to:
  - ▶ Contract increases
  - ▶ Fire training software previously funded through Fire budget
  - ▶ Asset management software previously funded through efficiency fund; and
  - ▶ Full year software implementation (fire, budget and public engagement)





## Corporate Services



## Proposed BUDGET 2021



# Projects under Municipal Modernization Payment

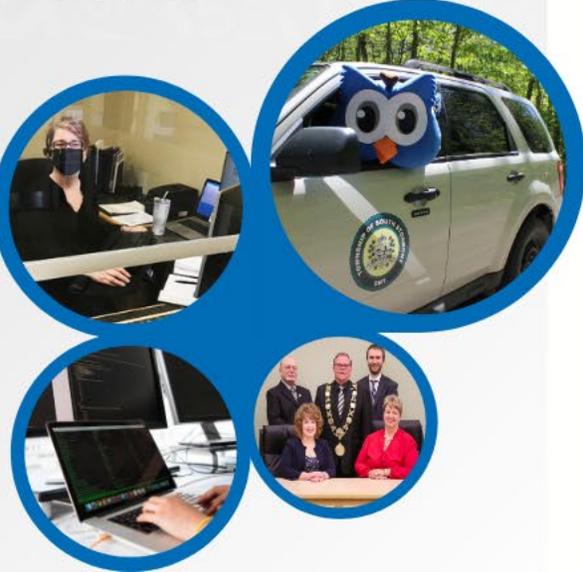
- ▶ \$40,000 allocated to IT projects under Municipal Modernization Payment
  - ▶ Asset Management (\$10,990)
- ▶ Due to COVID-19, the following projects were not completed:
  - ▶ Human Resource Management System
  - ▶ By-law Management System
  - ▶ IT Policies and Procedures IT Disaster Recovery Plan
- ▶ \$29,010 remains for IT purposes.



## Corporate Services



## Proposed **BUDGET** 2021



# Municipal Modernization Program - Intake 2

- ▶ Funding announced January 2021
- ▶ Objective: Help Ontario municipalities become efficient and modernize service delivery
- ▶ Review Stream - November 30, 2021
- ▶ Implementation Stream - November 2022
- ▶ Priority will be given to projects that address one or more of the following:
  - ▶ Digital modernization
  - ▶ Service integration
  - ▶ Streamline development approval
  - ▶ Shared service



# Corporate Services



# Proposed BUDGET 2021



# Projects under Municipal Modernization Payment and Modernization Program Intake 2

## Project Description

Human Resources Management (recommended in IT Master Plan)

Planning Management (incorporated with existing Building software)

Public Works Management (incorporate with asset management and work order software)

Recreation Facilities and Open Space Management (incorporate with asset management system)

Support in Development of Modernized Document Management System

Disaster Recovery Plan (recommended in IT Master Plan)

**Municipal Modernization Payment - \$29,000 remaining**  
**Modernization Program Intake 2 - \$250,000 grant available (\$87,500 Township share)**



# Corporate Services



# Proposed BUDGET 2021



# Municipal Modernization Program - Intake 2

- ▶ \$12,500 for technology based on Service Delivery Review recommendations (Municipal Modernization Program Intake 2)



## Corporate Services



## Proposed **BUDGET** 2021



# Questions?



# Finance **BUDGET** 2021

**Proposed Budget Overview**  
**March 6, 2021**





## Finance



## Proposed BUDGET 2021

# Recent Accomplishments

- ▶ The COVID-19 pandemic led to unprecedented pressures which required Finance to adapt to new ways for delivering services. This included accounting adjusting, remote working status, on-line reporting, T4 processing, etc.
- ▶ Finance continues to assist with the ongoing rollout of the Asset Management Plan aiding with asset assessments, growing the database and integrating the data to Citywide Solutions.
- ▶ Vacation payout financial process.
- ▶ Continue with policy & procedure reviews and updates.
- ▶ Director of Finance/ Treasurer recruitment.
- ▶ Cost center accounting treatment.





## Finance



## Proposed BUDGET 2021

# Challenges in Finance

► Based on 2020 Service delivery review, challenges are determined in Finance in order to provide financial services sufficiently

1. Redevelop the General Ledger;
2. Procure Budget Software;
3. Centralize purchasing;
4. Procure and implement purchase order/work order system;
5. Undertake fee study and policies on subsidies;
6. Undertake an equipment rate study;
7. E-billing and Document Management;
8. Vadim integration.



# Initiatives in 2021



## Finance



## Proposed **BUDGET** 2021

- ▶ Establish a new chart of accounts and provide the appropriate training to staff
- ▶ Streamline budget and forecast modelling with the implementation of a new budget software
- ▶ Implement an e-billing process
- ▶ Manage and track grant and cash flow reporting requirements
- ▶ Redevelopment of the account code structure for property tax and utility billing accounts
- ▶ Review and analyze Reserve accounts
- ▶ Payroll timesheet system analysis
- ▶ New Financial documentation procedure





## Finance



## Proposed BUDGET 2021

# Proposed Operations Budget Highlights

- ▶ COVID-19 Budget Risks
  - ▶ Decreasing revenues; reduced penalty & interest on property tax (\$150K from 2020), reduced interest on bank accounts (\$61K from 2020)
  - ▶ Higher PPE expenditures
  - ▶ Impacts for service partners
- ▶ E-billing establishment (\$3,600 installing & training, \$2,000 annual charge)
- ▶ Financial Analyst position
- ▶ Finance team reorganization
- ▶ Financial internal training





## Finance



## Proposed BUDGET 2021

# Proposed E-Billing Implementation

- ▶ Improved efficiency to better serve the public
- ▶ \$19,930 in estimated savings over 5 years
- ▶ Modernization of municipal services
- ▶ Environmentally friendly





## Finance



# Proposed BUDGET 2021



# Questions?



# CAO BUDGET 2021

**Proposed Budget Overview  
March 6, 2021**



# Recent Accomplishments



**CAO**



**Proposed  
BUDGET  
2021**

- ▶ Launch of new website with online forms and payment options
- ▶ Service Delivery Review
- ▶ New Procurement Policy
- ▶ Recruitment of Director of Finance/Treasurer
- ▶ Updated HR Policies
- ▶ Three successful business applications for Regional Incentives Program
- ▶ Pay equity, position descriptions, Salary Management Policy and performance management program





**CAO**



**Proposed  
BUDGET  
2021**



# Initiatives Continuing

- ▶ Updates to HR policies
- ▶ Health and Safety Program
- ▶ Implementation of Service Delivery Review recommendations
- ▶ Refinement of website forms and online payment options
- ▶ Public engagement and improved communication with residents
- ▶ Review and update Township CIP



**CAO**



**Proposed  
BUDGET  
2021**



# Initiatives Continuing

- ▶ East Industrial Park Certified Site designation
- ▶ Recruitment and hiring
- ▶ Succession Planning
- ▶ Physician recruitment
- ▶ Ongoing discussions with SLPC regarding Waterfront Development Plan recommendations
- ▶ Ingleside Medical Clinic



# CAO



# Proposed BUDGET 2021

# Operations Budget

- ▶ 20% increase in Corporate Insurance
- ▶ Added funds for improved Health and Safety program
- ▶ \$100,000 for Physician Recruitment Initiatives
- ▶ Economic Development and Communications budgets unchanged over 2020
- ▶ Two positions added under CAO; Economic Development and Communications Coordinator and HR Coordinator - Executive Assistant



# Operations Budget



## CAO



## Proposed BUDGET 2021



CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT  
General Government  
2021 Proposed Budget and 2020 Forecast

		General Government - Operating			
		Average 2017 to 2019	2020 Budget	2020 Forecast	2021 Budget
1	<b>Revenue:</b>				
2	RENTAL INCOME	\$ 515,224	\$ 549,400	\$ 454,463	\$ 513,400
3	REIMBURSEMENT OF EXPENSES	35,651	20,000	18,389	20,000
4	INTEREST INCOME	183,575	175,000	100,934	114,000
5	PENALTY / INTEREST - TAXES	296,257	250,000	56,689	100,000
6	OTHER REVENUE	62,330	54,200	77,058	86,982
7	OMPF - ONTARIO MUNICIPAL PARTNERSHIP FUND	856,467	887,700	887,700	902,600
8	CONDITIONAL GRANTS	24,638	70,000	133,212	115,000
9	CONTRIBUTION FROM RESERVES	268,992	138,603	268,353	776,738
10	CONTRIBUTION FROM WORKING CAPITAL RESERVES				-
11	<b>TOTAL REVENUE</b>	<b>2,243,135</b>	<b>2,144,903</b>	<b>1,996,797</b>	<b>2,628,720</b>
12	<b>Expenditures:</b>				
13	COUNCIL	166,135	180,000	188,190	180,836
14	SALARIES, WAGES & BENEFITS	973,938	793,600	795,936	1,004,635
15	CONTRACTS	18,344	15,500	11,203	15,609
16	TRAVEL/TRAINING/MEETINGS/MEMBERSHIPS	42,419	65,600	29,566	48,100
17	UTILITIES & TELECOMMUNICATIONS	73,771	69,750	58,896	63,270
18	OFFICE SUPPLIES AND EQUIPMENT	23,301	64,500	53,859	56,500
19	SMALL TOOLS, EQUIP, MATERIAL & SUPPLIES	16,926	5,000	4,299	6,000
20	RENTALS/LEASES/MAINTENANCE	14,075	12,000	3,783	10,000
21	IT HARDWARE & EQUIPMENT	19,577	49,000	60,103	52,000
22	IT SOFTWARE & LICENCES	52,777	198,000	156,583	263,463
23	IT RENTALS/LEASES/MAINTENANCE	16,606	2,800	2,239	-
26	PROFESSIONAL FEES & SERVICES	182,995	319,400	372,152	415,000
27	BLDG/GROUNDS OPS	54,438	60,000	50,527	60,000
28	INSURANCE	31,209	44,000	39,093	46,912
29	CAPITAL MAINTENANCE	-	50,000	50,000	38,000
30	TAX WRITE-OFFS	80,127	100,000	79,688	85,000
31	MISC, BANK CHARGES, CAPPING ADJUSTMENT	9,341	15,000	37,064	14,000
32	GRANTS TO OTHERS	45,880	35,000	25,000	35,000
33	OSNABRUCK CENTRE WELL MONITORING	9,729	5,000	1,923	4,000
34	CONSERVATION AUTHORITY	94,497	97,000	98,034	99,661
35	EXPENSES FOR RENTAL BUILDINGS	169,366	546,558	560,954	549,797
36	MUNICIPAL BUILDINGS LOAN REPAYMENT AND INTEREST	349,020	-	-	-
37	CONTRIBUTION TO RESERVES	-	-	-	-
38	TRANSFER TO WORKING CAPITAL RESERVES	-	-	-	-
39	<b>TOTAL EXPENDITURES</b>	<b>2,463,070</b>	<b>2,727,708</b>	<b>2,679,092</b>	<b>3,047,782</b>
40	<b>TOTAL CAPITAL PROJECTS</b>				
	<b>CURRENT YEAR SURPLUS/ (DEFICIT) - (Reliance on Tax Levy)</b>	<b>\$ (219,935)</b>	<b>\$ (582,805)</b>	<b>\$ (682,295)</b>	<b>\$ (419,062)</b>

\* Certain figures have been reclassified to better align operational costs and capital costs for comparison purposes.



**CAO**



**Proposed  
BUDGET  
2021**

# Proposed Capital Budget Highlights

- ▶ \$300,000 Ingleside Medical Clinic Renovations
- ▶ \$75,000 for HRIS and other software based on Service Delivery Review recommendations (Municipal Modernization Program)
- ▶ \$75,000 for assorted Municipal building upgrades/changes





**CAO**



**Proposed  
BUDGET  
2021**



# Questions?