

Department 5 – General Government

Overview

This Department provides financial services and administrative support to Council and all other Departments to ensure the effective and efficient delivery of all municipal services. The Department is also responsible for the ongoing maintenance and development of the Township's Emergency Planning program.

Revenue

The major sources of revenue for this department are taxation, interest on investments and penalties and interest on taxes.

There is also revenue from various other fees for service such as, marriage licences, death registrations, Commissioner of Oath services, photocopies, and returned cheques. Annually, Council reviews the Township's fees and charges; many of which are increased by the Consumer Price Index (CPI) to keep pace with typical inflation. The Tariff of Fees By-law will be updated to reflect the CPI increases as part of the operational budget process in the first quarter.

An inter-fund transfer from Lakefield Water & Sewer is included as revenue to cover some of the overhead costs associated with the operation of those systems, specifically a portion of the salaries and benefits of the C.A.O., the Manager of Financial Services and the Revenue Coordinator for time spent on duties in relation to these services.

Information related to Reserve Transfers is captured on the detailed sheets under the 'Reserves' tab.

Expenditures

The budget provides for wages and salaries, benefits, materials, supplies and services necessary to support the financial, administrative and emergency management services of the Corporation as well as Council remuneration and related Council operations.

The budget includes expenses to complete the next phase of the Asset Management Plan (facilities, equipment and all other assets) as well as costs to conduct a market update of the Township's compensation levels, including Council compensation and benefits and participation in a home energy audit (Green Municipal Fund: Community Efficiency Financing). The newly approved position of Emergency & Risk Management Advisor is also included in the budget. To phase in this position, a start date of May 1st has been accounted for in the budget.

Committee remuneration is expensed in the relevant Department and as such Department 5 includes expenses for the Accessibility Advisory Committee.

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The budget includes provision for the publication and distribution of the annual *Council Communicator*.

There is \$17,894 budgeted this year for the grants to charitable organizations, recognition awards, and Township beautification support.

- Charitable Grants - \$5,000
- Recognition Awards - \$1,500
- Beautification support - \$9,394 – updated by the consumer price index (3.3%) as per Council’s direction in 2017
- Trent Lakes – Hanging Baskets (Buckhorn – Selwyn side) - \$2,000*
 - *Note: in 2023, Trent Lakes arranged for the replacement of 8 hanging flower containers that are located on the Selwyn side of Buckhorn. Selwyn contributed a one-time cost \$1,400 for this purchase in 2023. Trent Lakes staff manage the plantings and watering of these baskets on an annual basis (estimated to cost \$2,000) along with the 24 baskets that are located on the Trent Lake’s side of Buckhorn.
- New for 2024 - Trent Lakes – Geranium Barrels (Buckhorn – Selwyn side) - \$11,000 which includes a one-time expense of \$8,000 for the purchase of new barrels*



*Note: in 2024, Trent Lakes is taking over the geranium barrel program that has been managed and supported by Beautiful Buckhorn who is no longer able to manage this program. Trent Lakes staff are proposing to purchase new self-watering barrels. Trent Lakes has proposed to reduce the overall number of barrels to better manage maintenance. Trent Lakes will manage the purchase of 25 barrels and the annual maintenance and planting. The one-time cost of the barrels is \$8,000. In 2024 maintenance is expected to be \$3,000 for a total investment of \$11,000 in 2024. In 2025, the Township would pay Trent Lakes for maintenance and planting materials. This annual cost is expected to be \$4,200.

Capital expenditures included in the budget are as follows:

- Computer equipment replacements and software upgrades - \$58,100
- Office furniture replacements/upgrades - \$9,350
- Arena WIFI upgrades (Lakefield and Ennismore) - \$12,000
- Home Energy Audit - \$10,000

Insurance Premiums continue to impact budgeting. The 2024 premium increase is \$28,970 (includes non-refundable 8% PST). The 2024 premium will be included in the 2024 operational budget and will be distributed and allocated across tax supported and user pay departments.



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Activity Update – Beyond Budget and Dollars and Cents

A Request for Quotation will be sought for the completion of an update to the Township's Strategic Plan. This work will also consider updates to the Recreation Services Plan and Trails Master Plan. Once this cost is confirmed this expenditure will be included in a budget amendment report.

Support will be provided to transition to the new in-house municipal water and sewer services. In particular financial services and customer service supports for the water and sewer billings/account and service requests.

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GL Account	Details	2022 Year End Actuals	2022 Approved Budget	2023 Year to Date Actuals	2023 Approved Budget	2024 Proposed Budget
Revenues						
Grants and Receipts		230,661	325,368	128,485	135,000	180,170
Interest Revenues		702,403	575,500	1,126,039	780,500	940,500
Operating Sales - Revenues & Fees		51,400	47,200	35,514	52,100	42,850
Transfers In		1,981,028	1,887,878	1,967,028	1,964,693	2,061,289
Total Revenues		2,965,491	2,835,946	3,257,067	2,932,293	3,224,809
Expenses						
Salaries & Benefits		1,492,439	1,520,395	1,556,435	1,657,393	1,768,081
Admin & Overhead		148,550	164,500	171,316	176,598	200,868
Services Hired		280,198	256,772	263,636	277,790	274,007
Communications		23,304	22,344	12,196	22,344	9,344
Service Charges		69,177	59,500	91,340	59,500	69,500
Council Honourariums & Expenses		163,791	171,116	186,906	181,315	190,019
Council Admin. & Overhead		98,283	97,888	58,519	62,944	69,094
Misc Council & Committee Expenses		50,797	64,272	3,614	4,446	4,937
Health & Safety		47	1,150	833	1,150	1,150
Emergency Planning		23,258	38,175	22,783	27,272	28,702
Building Expenses		46,220	47,091	52,094	49,505	55,658
Capital Purchases		84,219	112,061	108,690	89,560	79,450
Transfers Out		485,207	280,682	728,703	322,476	474,000
Total Expenses		2,965,491	2,835,946	3,257,067	2,932,293	3,224,809
Balance		0	0	0	0	0