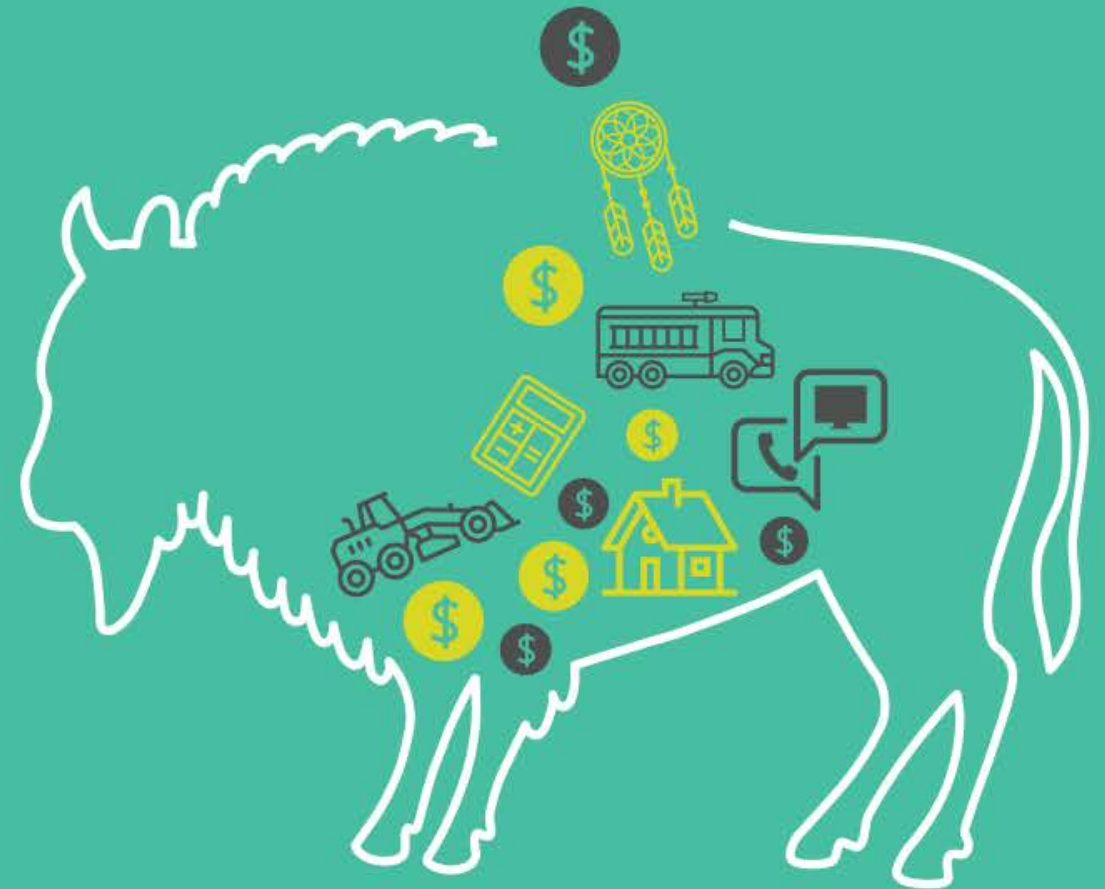


2019 Proposed Operating Budget

Department
Corporate & Community Services

Presenter
Elsie Hutton, Director

Date
November 28 – December 1, 2018



Mandate

The Corporate and Community Services department supports the delivery of internal and external services through investment in collaborative partnerships and strategic alliances with community groups and residents. We work to deliver excellence by enhancing the capacity of organizations and networks through community investment and program delivery, providing fair and equitable property assessments, supporting information technology and security, and transparent procurement activities.



Strategic Plan

Corporate and Community Services is responsible to deliver on the following Strategic Plan items:

- 1f: Foster equality, diversity and inclusion in the region
- 1i: Partnerships with Social Profits
- 1m: Youth
- 2g: Aging in Place Facility



CORPORATE & COMMUNITY SERVICES

2019 Proposed Operating Budget

	2018 Budget	2018 Projection *	2019 Budget	Net Change	2020	2021
Revenue	6,536,975	6,863,260	6,761,921	(101,339)	6,761,921	6,761,921
Expenses	63,442,964	60,870,480	63,189,597	2,319,117	63,367,050	63,546,278
Net	(56,905,989)	(54,007,220)	(56,427,676)	(2,420,456)	(56,605,129)	(56,784,357)

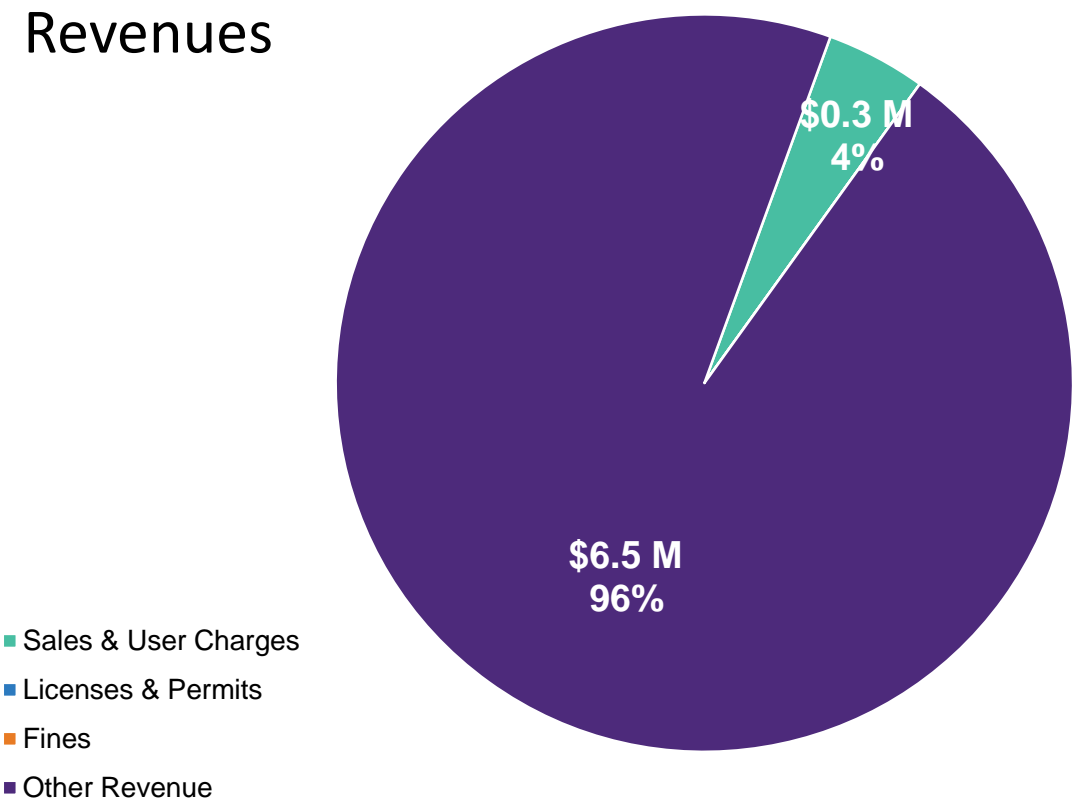
* As at October 31, 2018



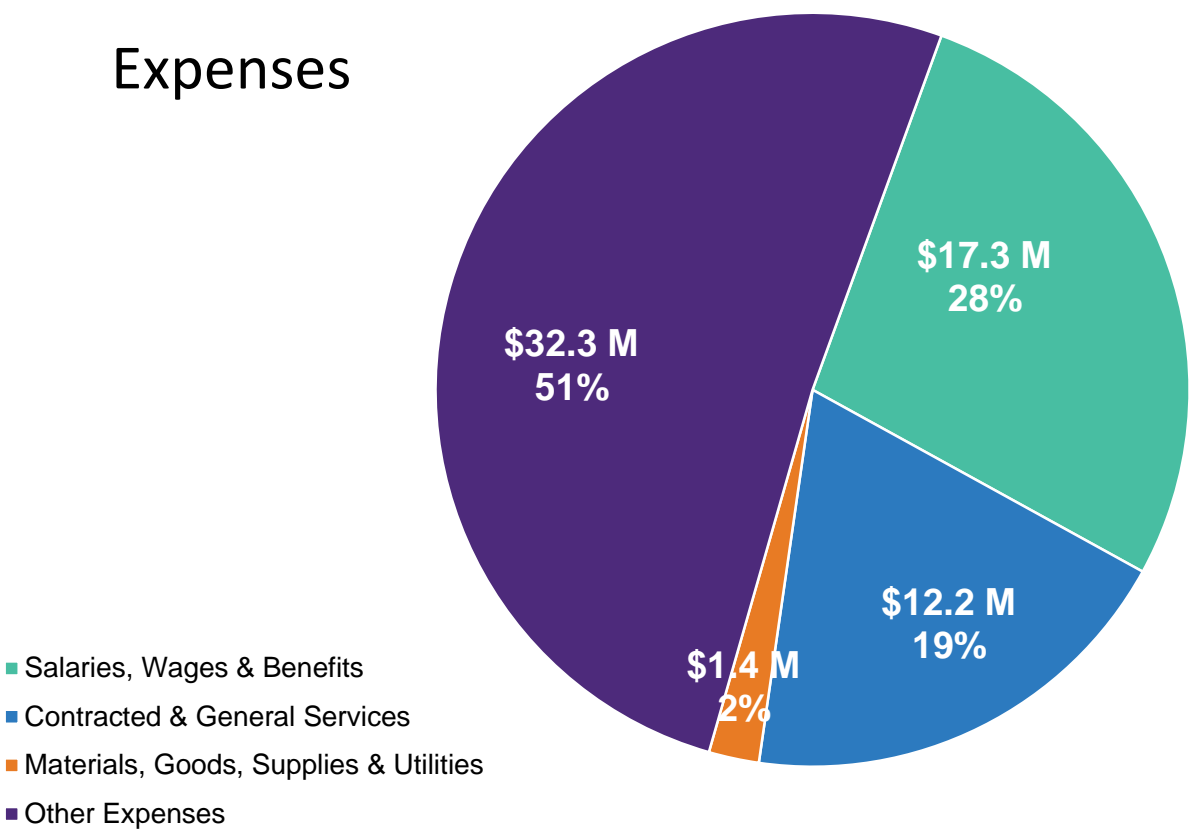
CORPORATE & COMMUNITY SERVICES

2019 Proposed Operating Budget

Revenues

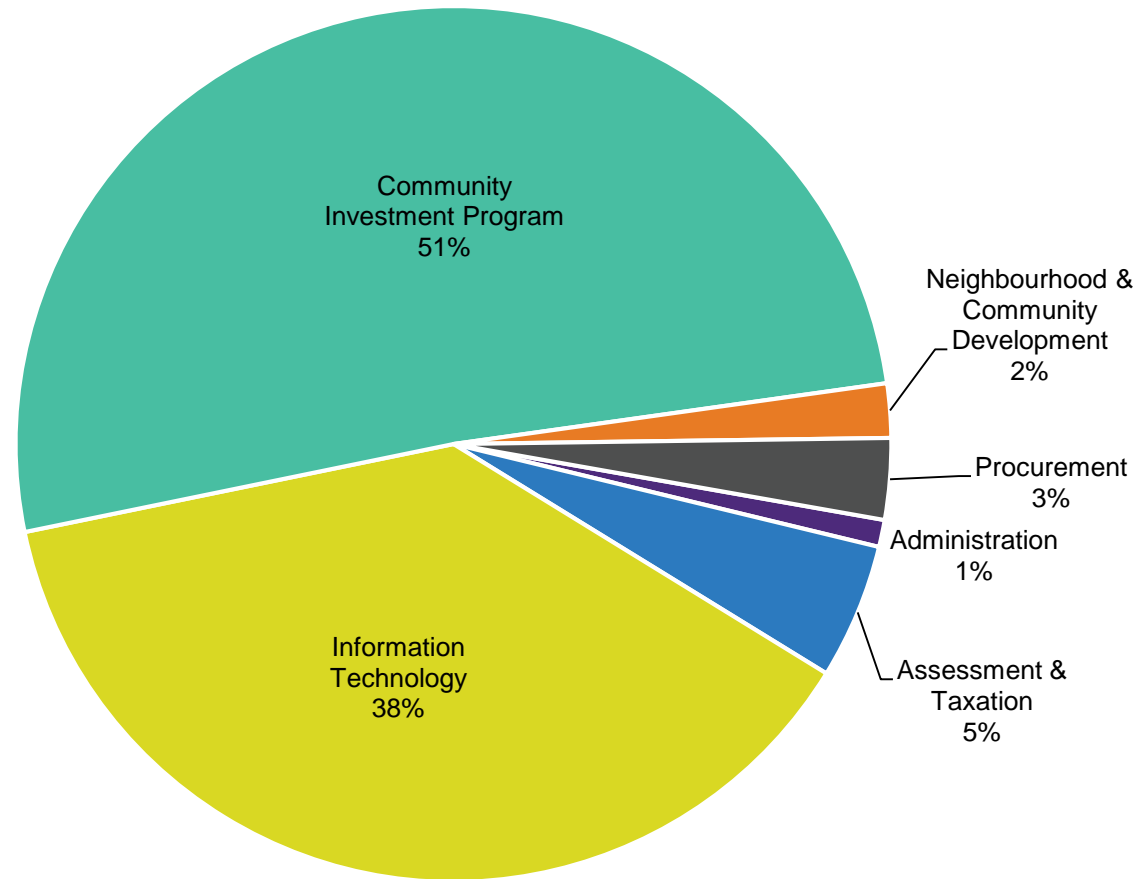


Expenses



CORPORATE & COMMUNITY SERVICES

2019 Proposed Operating Budget by Programs/Services



ASSESSMENT & TAXATION

ASSESSMENT & TAXATION

Programs & Services at a Glance

- Mandated by provincial legislation to assess all property, with the exception of Designated Industrial Properties (DIP), within the municipality at market value
- Responsible for annual notification of assessed value
- Report municipal assessments to the province for audit and equalization purposes
- Responsible for annual tax billing and monitoring the collection of property taxes
- Key resource in the development of municipal taxation strategies



ASSESSMENT & TAXATION

	2018 Budget	2018 Projection*	2019 Budget	Change
Revenue	234,000	254,000	296,787	42,787
Expenses	3,523,292	2,883,732	2,978,588	94,856
Net	(3,289,292)	(2,629,732)	(2,681,801)	(52,069)

* As at October 31, 2018



ASSESSMENT & TAXATION – Details (1 of 5)

	2018 Budget	2018 Projection *	2019 Budget	Change
Tax Certificates	200,000	200,000	261,741	61,741
Assessment Certificates	6,000	6,000	6,550	550
Tax Recovery Charges	8,000	8,000	8,000	-
Tsf Chgs Fr Utility Accts To Taxes	20,000	40,000	20,000	(20,000)
Total Sales and User Charges	234,000	254,000	296,291	42,291
NSF Charges	-	-	496	496
Revenue Total	234,000	254,000	296,787	42,787
Exempt Salary - Regular	948,000	779,000	777,583	(1,417)
CUPE Reg. Wages	1,381,000	1,243,000	1,353,687	110,687
CUPE OT Wages	37,000	6,000	4,500	(1,500)
Meal Allowances	-	-	300	300

ASSESSMENT & TAXATION – Details (2 of 5)

	2018 Budget	2018 Projection *	2019 Budget	Change
Benefit Allocation	125,320	120,040	110,825	(9,215)
EI Expense	19,280	20,160	17,085	(3,075)
CPP Expense	53,020	50,940	45,560	(5,380)
LAPP Expense	265,100	239,700	210,996	(28,704)
RRSP Expense	19,280	19,160	15,552	(3,608)
Total Salaries Wages and Benefits	2,848,000	2,478,000	2,536,088	58,088
Business Travel	30,000	11,000	25,000	14,000
Conference Travel	-	-	7,000	7,000
Employee Relations	-	-	1,000	1,000
Conference Registration	-	-	2,500	2,500

* As at October 31, 2018

ASSESSMENT & TAXATION – Details (3 of 5)

	2018 Budget	2018 Projection *	2019 Budget	Change
Training - Mandatory - Fees	2,480	1,000	40,600	39,600
Training - Beneficial - Fees	1,400	1,400	3,000	1,600
Membership & Registr. Fee	4,280	5,500	7,000	1,500
Freight Charges	1,000	1,000	100	(900)
Postage	100,000	80,000	100,000	20,000
Mobile Phones	1,200	1,200	1,200	-
Printing And Binding	34,000	1,500	3,000	1,500
Subscr. & Public.	132	132	-	(132)
Other Fees	30,000	10,000	-	(10,000)
Gen. Serv.-Contracted	450,000	275,000	212,000	(63,000)
Total Contracted and General Services	654,492	387,732	402,400	14,668

ASSESSMENT & TAXATION – Details (4 of 5)

	2018 Budget	2018 Projection *	2019 Budget	Change
Title Searches	-	-	12,000	12,000
Total Purchases from Other Governments	-	-	12,000	12,000
Stationary & Office Supplies	12,000	12,000	15,000	3,000
Protective Apparel	1,800	800	1,600	800
Food Cost	-	-	1,500	1,500
Total Materials Goods Supplies and Utilities	13,800	12,800	18,100	5,300
Bad Debts Collected	-	(1,800)	-	1,800
Total Provision for Allowances	-	(1,800)	-	1,800

* As at October 31, 2018

ASSESSMENT & TAXATION – Details (5 of 5)

	2018 Budget	2018 Projection *	2019 Budget	Change
Bank Charges	3,000	3,000	3,000	-
Total Bank Charges and Short-Term Interest	3,000	3,000	3,000	-
Collection Costs	4,000	4,000	7,000	3,000
Total Other Expenditures	4,000	4,000	7,000	3,000
Expenses Total	3,523,292	2,883,732	2,978,588	94,856
NET	(3,289,292)	(2,629,732)	(2,681,801)	(52,069)

* As at October 31, 2018

INFORMATION TECHNOLOGY

INFORMATION TECHNOLOGY

Programs & Services at a Glance

Application Services

- Supports the organization through the implementation and management of programs that are designed to streamline business processes and increase end user efficiency. Our services are broken out by Core and Non Core applications which reflects our critical business applications.

Infrastructure Services

- Responsible for managing all the back-end IT components such as Networks, Data Centers, Servers, Storage, Backups, Printers, Email Communications, Telephony including VoIP and mobility



INFORMATION TECHNOLOGY

	2018 Budget	2018 Projection*	2019 Budget	Change
Revenue	-	-	-	-
Expenses	21,835,851	21,294,106	21,232,543	(61,563)
Net	(21,835,851)	(21,294,106)	(21,232,543)	61,563

* As at October 31, 2018



INFORMATION TECHNOLOGY – Details (1 of 4)

	2018 Budget	2018 Projection *	2019 Budget	Change
Revenue Total	-	-	-	-
Exempt Salary - Regular	1,244,000	1,244,000	1,248,840	4,840
CUPE Reg. Wages	5,991,400	5,691,000	5,848,345	157,345
CUPE OT Wages	188,500	120,000	92,500	(27,500)
CUPE Stand-By	62,000	62,000	66,000	4,000
CUPE Shift Differential	4,000	4,000	1,600	(2,400)
Meal Allowances	1,500	1,500	1,600	100
Benefit Allocation	372,600	391,340	369,054	(22,286)
EI Expense	57,600	61,360	59,245	(2,115)
CPP Expense	158,100	162,490	157,987	(4,503)
LAPP Expense	789,900	804,450	702,621	(101,829)

* As at October 31, 2018

INFORMATION TECHNOLOGY – Details (2 of 4)

	2018 Budget	2018 Projection *	2019 Budget	Change
RRSP Expense	55,600	51,360	24,977	(26,383)
Total Salaries Wages and Benefits	8,925,200	8,593,500	8,572,769	(20,731)
Business Travel	7,000	7,000	13,500	6,500
Conference Travel	1,750	1,750	-	(1,750)
Employee Relations	1,181	1,181	3,050	1,869
Conference Registration	1,800	1,800	14,100	12,300
Training - Mandatory - Fees	15,090	15,090	215	(14,875)
Training - Beneficial - Fees	-	-	30,746	30,746
Freight Charges	3,000	3,000	3,000	-
Telephone - Landline	600,000	500,000	500,200	200

* As at October 31, 2018

INFORMATION TECHNOLOGY – Details (3 of 4)

	2018 Budget	2018 Projection *	2019 Budget	Change
Mobile Phones	8,400	4,400	3,840	(560)
Cable Television	9,300	9,300	7,000	(2,300)
Internet	864,000	764,000	666,000	(98,000)
Information Technology Cloud Application	302,100	280,100	267,000	(13,100)
Subscr. & Public.	5,745	-	17,000	17,000
Computer Software	129,200	129,200	834,000	704,800
App Software Support	5,148,461	5,148,461	4,816,000	(332,461)
Gen. Serv.-Contracted	4,774,704	4,774,704	3,496,000	(1,278,704)
Network Equip.-R&M	135,000	154,700	818,000	663,300

* As at October 31, 2018

INFORMATION TECHNOLOGY – Details (4 of 4)

	2018 Budget	2018 Projection *	2019 Budget	Change
P.C. Equip. Repair & Mtce.	2,000	5,000	2,000	(3,000)
Total Contracted and General Services	12,008,731	11,799,686	11,491,651	(308,035)
Stationary & Office Supplies	285,920	284,920	405,324	120,404
Consum - Small Tools	500	500	1,000	500
Food Cost	-	-	1,800	1,800
Computer Hardware	615,500	615,500	760,000	144,500
Total Materials Goods Supplies and Utilities	901,920	900,920	1,168,124	267,204
Expenses Total	21,835,851	21,294,106	21,232,544	(61,562)
NET	(21,835,851)	(21,294,106)	(21,232,544)	61,562

* As at October 31, 2018

COMMUNITY INVESTMENT PROGRAM

COMMUNITY INVESTMENT PROGRAM (CIP)

Programs & Services at a Glance

- Provide Council-approved grant funding to community-based groups and non-profit organizations that are responsible for the delivery of various recreational, cultural and social programs and services.
- Monitor administration of grant agreements with community-based organizations based on Council approved allocations for the following grants:
 - Community Plan on Homelessness (Federal and Provincial Grant Funding)
 - Family and Community Support Services (Provincial Grant Funding)
 - Sustaining Grant
 - Community Impact Grant
- Support the use of outcome measurement to facilitate progress to reporting the impact and value of programs and services funded by CIP



COMMUNITY INVESTMENT PROGRAM

	2018 Budget	2018 Projection*	2019 Budget	Change
Revenue	4,013,260	4,013,260	4,013,400	140
Expenses	32,420,046	31,005,320	33,016,607	2,011,287
Net	(28,406,786)	(26,992,060)	(29,003,207)	(2,011,147)

* As at October 31, 2018



COMMUNITY INVESTMENT PROGRAM – Details (1 of 5)

	2018 Budget	2018 Projection *	2019 Budget	Change
Federal Government & Agencies	597,360	597,360	597,500	140
Prov Gov't Grants	3,405,900	3,405,900	3,405,900	-
Total Government Transfers	4,003,260	4,003,260	4,003,400	140
Interest Income	-	10,000	10,000	-
Total Returns on Investments	-	10,000	10,000	-
Other Revenue	10,000	-	-	-
Total Other Revenue	10,000	-	-	-
Revenue Total	4,013,260	4,013,260	4,013,400	140
Exempt Salary - Regular	777,300	357,300	379,664	22,364
Exempt OT Salary	-	1,500	-	(1,500)

* As at October 31, 2018

COMMUNITY INVESTMENT PROGRAM – Details (2 of 5)

	2018 Budget	2018 Projection *	2019 Budget	Change
CUPE Reg. Wages	333,000	237,000	234,331	(2,669)
CUPE OT Wages	-	2,000	-	(2,000)
Benefit Allocation	63,960	30,000	31,928	1,928
EI Expense	9,340	5,000	4,845	(155)
CPP Expense	26,110	14,000	12,920	(1,080)
LAPP Expense	132,950	55,000	60,786	5,786
RRSP Expense	12,240	3,000	7,593	4,593
Total Salaries Wages and Benefits	1,354,900	704,800	732,067	27,267
Business Travel	1,000	1,000	1,500	500
Employee Relations	2,996	270	200	(70)

* As at October 31, 2018

COMMUNITY INVESTMENT PROGRAM – Details (3 of 5)

	2018 Budget	2018 Projection *	2019 Budget	Change
Freight Charges	100	100	-	(100)
Postage	100	100	100	-
Mobile Phones	1,440	1,440	240	(1,200)
Gen. Serv.-Contracted	50,000	5,000	0	(5,000)
Room Rental	1,000	1,000	1,000	-
Total Contracted and General Services	56,636	8,910	3,040	(5,870)
Title Searches	400	1,500	1,200	(300)
Total Purchases from Other Governments	400	1,500	1,200	(300)
Stationary & Office Supplies	3,000	2,000	400	(1,600)

* As at October 31, 2018

COMMUNITY INVESTMENT PROGRAM – Details (4 of 5)

	2018 Budget	2018 Projection *	2019 Budget	Change
Food Cost	500	500	500	-
Consumables	1,200	1,200	-	(1,200)
Total Materials Goods Supplies and Utilities	4,700	3,700	900	(2,800)
Heritage Grants	743,000	143,000	443,000	300,000
Total Transfers to Local Boards and Agencies	743,000	143,000	443,000	300,000
General Grants	21,958,570	21,881,570	23,258,000	1,376,430
Legacy Fund Grant	40,000	40,000	50,000	10,000
Cash Gr. - Organiz.	4,558,580	4,518,580	4,825,000	306,420
Cash Gr. - (Federal)CPH	597,360	597,360	597,500	140

* As at October 31, 2018

COMMUNITY INVESTMENT PROGRAM – Details (5 of 5)

	2018 Budget	2018 Projection *	2019 Budget	Change
Cash Gr. - (Provincial)CPH	3,105,900	3,105,900	3,105,900	-
Total Transfers to Individuals & Organizations	30,260,410	30,143,410	31,836,400	1,692,990
Expenses Total	32,420,046	31,005,320	33,016,607	2,011,287
NET	(28,406,786)	(26,992,060)	(29,003,207)	(2,011,147)

* As at October 31, 2018

NEIGHBOURHOOD & COMMUNITY DEVELOPMENT

NEIGHBOURHOOD & COMMUNITY DEVELOPMENT

Programs & Services at a Glance

- Maintains funding partnership through:
 - Provincial Family and Community Support Services (FCSS) program
 - Federal Homelessness Partnership Strategy
 - Outreach and Support Services Initiatives (OSSI)
- Community Based Organization (CBO) for Community Plan on Homelessness
- Mayor's Advisory Council on Youth (MACOY)
- Advisory Committee on Aging
- Regional Advisory Committee on Inclusion, Diversity and Equality



NEIGHBOURHOOD & COMMUNITY DEVELOPMENT

Programs & Services at a Glance

- Homelessness Initiatives Strategic Committee
- Coalition of Municipalities Against Racism and Discrimination (CMARD)
- Social Sustainability Plan implementation
- Community Counselling
- Snow Angels program



NEIGHBOURHOOD & COMMUNITY DEVELOPMENT

	2018 Budget	2018 Projection *	2019 Budget	Change
Revenue	2,289,715	2,596,000	2,451,734	(144,266)
Expenses	3,299,040	3,397,735	3,586,141	188,406
Net	(1,009,325)	(801,735)	(1,134,407)	(332,672)

* As at October 31, 2018



NEIGHBOURHOOD & COMMUNITY DEVELOPMENT - Details (1 of 5)

	2018 Budget	2018 Projection *	2019 Budget	Change
Federal Government & Agencies	129,440	250,000	105,500	(144,500)
Prov Gov't Grants	2,160,275	2,346,000	2,346,234	234
Total Government Transfers	2,289,715	2,596,000	2,451,734	(144,266)
Revenue Total	2,289,715	2,596,000	2,451,734	(144,266)
Exempt Salary - Regular	2,375,000	2,375,000	2,528,368	153,368
Exempt OT Salary	33,120	20,000	15,120	(4,880)
CUPE Reg. Wages	113,000	113,000	113,710	710
Benefit Allocation	132,860	128,680	137,388	8,708
EI Expense	20,440	18,720	20,400	1,680
CPP Expense	56,210	49,980	54,400	4,420

* As at October 31, 2018

NEIGHBOURHOOD & COMMUNITY DEVELOPMENT – Details (2 of 5)

	2018 Budget	2018 Projection *	2019 Budget	Change
LAPP Expense	281,050	286,900	261,566	(25,334)
RRSP Expense	20,440	27,720	50,567	22,847
Total Salaries Wages and Benefits	3,032,120	3,020,000	3,181,519	161,519
Business Travel	12,935	26,935	43,760	16,825
Conference Travel	4,100	7,100	-	(7,100)
Public Relations	2,700	-	-	-
Employee Relations	420	420	1,050	630
Car Allowance	150	150	180	30
Conference Registration	-	-	9,846	9,846
Job Specific Training	-	5,000	-	(5,000)

* As at October 31, 2018

NEIGHBOURHOOD & COMMUNITY DEVELOPMENT– Details (3 of 5)

	2018 Budget	2018 Projection *	2019 Budget	Change
Training - Mandatory - Fees	6,500	12,000	22,560	10,560
Training - Mandatory - Other	8,800	8,800	-	(8,800)
Training - Beneficial - Fees	80	80	1,200	1,120
Membership & Registr. Fee	14,430	16,930	17,973	1,043
Freight Charges	450	450	300	(150)
Postage	100	100	200	100
Mobile Phones	2,160	2,160	3,120	960
Printing And Binding	1,000	-	1,000	1,000
Audit Fees	16,500	16,500	16,500	-
Consultant Fees	-	-	50,000	50,000
Prof. Services	20,500	28,000	62,680	34,680

* As at October 31, 2018

NEIGHBOURHOOD & COMMUNITY DEVELOPMENT– Details (4 of 5)

	2018 Budget	2018 Projection *	2019 Budget	Change
Gen. Serv.-Contracted	7,000	69,000	-	(69,000)
Room Rental	5,300	2,300	5,250	2,950
Total Contracted and General Services	103,125	195,925	235,619	39,694
Stationary & Office Supplies	2,400	2,400	5,400	3,000
Spec. Progr. Supplies	118,825	134,840	116,975	(17,865)
Food Cost	16,220	15,220	14,928	(292)
Catered Foods	20,700	23,700	22,600	(1,100)
Volunteer Appreciation	2,650	2,650	2,700	50
Community Events	3,000	3,000	6,200	3,200

* As at October 31, 2018

NEIGHBOURHOOD & COMMUNITY DEVELOPMENT – Details (5 of 5)

	2018 Budget	2018 Projection *	2019 Budget	Change
Train/Material & Manuals	-	-	200	200
Total Materials Goods Supplies and Utilities	163,795	181,810	169,003	(12,807)
Expenses Total	3,299,040	3,397,735	3,586,141	188,406
NET	(1,009,325)	(801,735)	(1,134,407)	(332,672)

* As at October 31, 2018

PROCUREMENT

PROCUREMENT

Programs & Services at a Glance

- Competitively bidding goods, services, construction and contracts for all departments
- Obtain best value by ensuring a fair and transparent process in accordance with policies, procedures, relative trade agreements and legislation
- Provide support to clients and stakeholders to meet current and future procurement needs



PROCUREMENT

	2018 Budget	2018 Projection*	2019 Budget	Change
Revenue	-	-	-	-
Expenses	1,862,600	1,796,327	1,912,829	(116,502)
Net	(1,862,600)	(1,796,327)	(1,912,829)	(116,502)

* As at October 31, 2018



PROCUREMENT – Details (1 of 3)

	2018 Budget	2018 Projection *	2019 Budget	Change
Revenue Total	-	-	-	-
Exempt Salary - Regular	266,000	266,000	372,421	106,421
CUPE Reg. Wages	1,263,000	1,159,000	1,186,518	27,518
CUPE OT Wages	-	-	25,000	25,000
Benefit Allocation	79,820	79,000	81,065	2,065
EI Expense	12,280	13,000	14,365	1,365
CPP Expense	33,770	32,000	38,307	6,307
LAPP Expense	168,850	137,000	154,335	17,335
RRSP Expense	12,280	6,000	7,448	1,448
Total Salaries Wages and Benefits	1,836,000	1,692,000	1,879,459	187,459

* As at October 31, 2018

PROCUREMENT – Details (2 of 3)

	2018 Budget	2018 Projection *	2019 Budget	Change
Conference Travel	-	-	4,800	4,800
Employee Relations	5,000	1,000	850	(150)
Conference Registration	-	-	4,400	4,400
Job Specific Training	15,000	84,000	3,000	(81,000)
Training - Mandatory - Fees	-	13,727	-	(13,727)
Training - Beneficial - Fees	-	-	12,300	12,300
Membership & Registr. Fee	2,100	2,100	1,800	(300)
Freight Charges	1,000	-	1,000	1,000
Mobile Phones	1,000	1,000	720	(280)
Total Contracted and General Services	24,100	101,827	28,870	(72,957)

* As at October 31, 2018

PROCUREMENT – Details (3 of 3)

	2018 Budget	2018 Projection *	2019 Budget	Change
Stationary & Office Supplies	2,500	2,500	2,500	-
Food Cost	-	-	2,000	2,000
Total Materials Goods Supplies and Utilities	2,500	2,500	4,500	2,000
Expenses Total	1,862,600	1,796,327	1,912,829	116,502
NET	(1,862,600)	(1,796,327)	(1,912,829)	(116,502)

* As at October 31, 2018

ADMINISTRATION

ADMINISTRATION

Programs & Services at a Glance

- Oversight and guidance for the branches within the Corporate and Community Services Department
- Shared administrative support for departmental branches



ADMINISTRATION

	2018 Budget	2018 Projection *	2019 Budget	Change
Revenue	-	-	-	-
Expenses	502,135	493,260	462,890	(30,370)
Net	(502,135)	(493,260)	(462,890)	30,370

* As at October 31, 2018



ADMINISTRATION – Details (1 of 3)

	2018 Budget	2018 Projection *	2019 Budget	Change
Revenue Total	-	-	-	-
Exempt Salary - Regular	385,000	385,000	376,456	(8,544)
Benefit Allocation	26,520	26,520	19,576	(6,944)
EI Expense	4,080	4,080	2,040	(2,040)
CPP Expense	11,220	11,220	5,440	(5,780)
LAPP Expense	56,100	56,100	37,269	(18,831)
RRSP Expense	4,080	4,080	7,529	3,449
Total Salaries Wages and Benefits	487,000	487,000	448,310	(38,690)
Business Travel	5,000	-	3,000	3,000
Conference Travel	-	-	2,900	2,900

* As at October 31, 2018

ADMINISTRATION – Details (2 of 3)

	2018 Budget	2018 Projection *	2019 Budget	Change
Public Relations	180	180	-	(180)
Employee Relations	-	-	500	500
Conference Registration	-	-	1,475	1,475
Training - Mandatory - Fees	-	600	-	(600)
Training - Mandatory - Other	-	1,200	-	(1,200)
Membership & Registr. Fee	2,420	1,800	2,525	725
Mobile Phones	480	480	480	-
Subscr. & Public.	355	-	-	-
Room Rental	3,000	-	1,000	1,000
Total Contracted and General Services	11,435	4,260	11,880	7,620

* As at October 31, 2018

ADMINISTRATION – Details (3 of 3)

	2018 Budget	2018 Projection *	2019 Budget	Change
Stationary & Office Supplies	300	100	200	100
Food Cost	2,500	1,000	2,500	1,500
Empl. Recogn. Awards	900	900	-	(900)
Total Materials Goods Supplies and Utilities	3,700	2,000	2,700	700
Expenses Total	502,135	493,260	462,890	(30,370)
NET	(502,135)	(493,260)	(462,890)	30,370

* As at October 31, 2018

CORPORATE & COMMUNITY SERVICES SUMMARY



CORPORATE & COMMUNITY SERVICES

2019 Proposed Operating Budget Summary

	2018 Budget	2018 Projection *	2019 Budget	Net Change
Assessment & Taxation	3,289,292	2,629,732	2,681,801	52,069
Information Technology	21,835,851	21,294,106	21,232,543	(61,563)
Community Investment Program	28,406,786	26,992,060	29,003,207	2,011,147
Neighbourhood & Community Development	1,009,325	801,735	1,134,407	332,672
Procurement Operations	1,862,600	1,796,327	1,912,829	116,502
Administration	502,135	493,260	462,890	(30,370)
TOTAL	56,905,989	54,007,220	56,427,677	2,420,457

* As at October 31, 2018

Questions?