



**REPORT TO:** Mayor and Members of Council

**PREPARED BY:** Nandini Syed, CAO/Director of Finance (Treasurer)

**DEPARTMENT:** Administration & Finance

**DIVISION:** Administration

**MEETING DATE:** Wednesday, February-06-19

**SUBJECT:** Administration & Finance Monthly update – February 2019

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### **RECOMMENDATION**

Be it resolved that Council receives the Administration Monthly update – February 2019 Report, as information only.

### **EXECUTIVE SUMMARY**

Administration and Finance Monthly update for the month of February 2019 provides highlights on 2019 annual budget drivers as well as operational highlights for the month of February.

### **LINK TO STRATEGIC PRIORITIES**

**Leadership: To Create a Positive, Open Organizational Culture With Open, Respectful and Responsible Leadership**

**Engages: To Encourage Community Participation That Helps Residents Feel Welcomed, Informed and Engaged By Providing Timely and Relevant Communication To Everyone**

### **BACKGROUND**

The Administration & Finance monthly report provides Council an up to date portrait of both operational and capital activities within the department. The report aims to highlight upcoming legislative and industry specific changes. Monthly reporting from staff in general creates a positive, open organization culture where information of day to day municipal operation can easily be accessible. In addition to Council, such reports keep our

ratepayers and various municipal partners well informed, thereby adhering to our continued commitment to providing timely and relevant communication to our stakeholders.

## **DISCUSSION**

### **1. 2019 Budget Considerations:**

- a) **OMPF:** As of writing this report, we haven't heard from the Province yet regarding the 2019 OMPF allocation. Historically, we have been seen steady decrease by 15% year over year. For 2019 budget purposes, we take into consideration a 15% decrease in from 2018 OMPF allocation of \$1.61M to 2019 projected allocation of \$1.37M. Any additional decreases will be mitigated through our Contingency Reserves.
- b) **Policing Cost:** Policing cost for 2019 went up by **\$43,946 (4%)** from \$1,067,146 in 2018 to \$1,111,092. The costs allocated to municipalities are determined based on the costs assigned to detachment staff performing municipal policing activities across the province. A statistical analysis of activity in detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2019 billing purposes the allocation of the municipal workload in detachments has been calculated to be 56.2 % Base Services and 43.8 % Calls for Service.
- c) **Cost of Living:** Adjustment of 2% will be incorporated based on 2018 December CPI <https://www150.statcan.gc.ca/n1/daily-quotidien/190118/dq190118a-eng.htm?HPA=1&indid=3665-1&indgeo=0>
- d) **Insurance:** as approved by Council has increased by 1.8% over last years, resulting in a gross \$5,061 in increase.

### **2. Operational Updates:**

- a) **2019 Interim Tax Bills** have been mailed. The interim tax bill, issued annually at the end of January, is for the first half of the year's taxes. The amount levied is based on 50% percent of the prior year's total annualized realty taxes for local, county and school boards.
- b) **2019 Budget** timeline has now been rolled out:
  - i. Water and Wasterwater budget will be presented before Council on February 13<sup>th</sup>. 2019
  - ii. Capital budget will be presented on March 13<sup>th</sup>
  - iii. Consolidated budget will be presented on April 10<sup>th</sup>.

- c) **2018 Annual Financial Audit** is currently underway. It would be reasonable to expect 2018 Audited Financial Statements before Council in early spring.

**FINANCIAL**

*Not Applicable*

**ATTACHMENT**

*None*

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