



STAFF REPORT

Department: Corporate Services

Meeting Chair: Deputy Mayor Gerard La Chapelle

Meeting Date: November 11, 2021

Report No.: **CS-2021-86**

Report Title: **2022 Operating and Capital Budget – Corporate Services Detail**

RECOMMENDATION:

That Staff Report No. CS-2021-86 regarding the 2022 Operating and Capital Budget - Corporate Services be received; and

That the Corporate Services 2022 Operating and Capital Budget be adopted.

INTRODUCTION/BACKGROUND:

The 2022 operating and capital, including the 4 year forecast of future budget pressures was presented and discussed at the Committee meetings held on October 13th and October 14th.

This report highlights the significant changes that have been incorporated into the Operating and Capital Budget for Corporate Services since the budget was presented to Committee on October 14th. The changes are the result of the direction provided by Council at its meeting held on October 27th, recent funding announcement from Province of Ontario as well as further refinements to the preliminary estimates made by staff.

ANALYSIS:

Significant Changes to the Operating Budget

The 2022 operating and capital budget was presented to committee on October 14th and has since been updated with the following changes.

MPAC has revised assessment growth from 2.81% to 2.0% resulting in decrease in assessment growth of \$80,000. This will be mostly offset by a change in the OMPF funding to be received in 2022.

The OMPF funding has been increase by \$73,800. Staff had anticipated and budgeted for a reduction in the funding. The recent announcement from the Ontario Ministry of Finance indicates there is no change in OMPF funding and it will remain at \$1,104,500 for 2022.

The compensation and wage grids have been adjusted as per Council's direction from their October 27th meeting. Details can be found in the t 2022 Operating Budget attachment.

FINANCIAL/BUDGET IMPACT:

The department's draft 2022 operating and capital budget reflects Committee and Council's previous direction, supports the achievement of Council's target of a 1% or less municipal tax increase, and reflects the Public's, Council's and staff's desire to continuously strive to operate the municipality as efficiently as possible.

STRATEGIC PLAN:

Tay Open – Increasing transparency about decision-making that affects the community.

This report communicates the significant changes to the department's draft operating budget. Open and transparent communication to residents and stakeholders about the municipality's services and their related costs is a key value of the Township

CONCLUSION:

Staff recommends the adoption of the attached 2022 operating and capital budgets.

Attachments:

1. Draft 2022 Operating Budget
2. Draft 2022 Capital Budget
3. Budget Information Sheets for 2022 Capital Projects

Prepared By:

Date: November 5, 2021

Brent Andreychuk, CPA, CGA, B.COMM
Manager of Financial Services

and

Jacquelyn Genis, CPA, CGA
Financial Analyst

Reviewed By:

Date: November 5, 2021

Daryl C. W. O'Shea
General Manager, Corporate Services

Recommended By:

Date: November 5, 2021

Lindsay Barron, CPA, CGA, HBCom.
Chief Administrative Officer

**Township of Tay
2022 Operating Budget Summary**

	2021 Actual	2021 Budget	2022 Budget
	<small>As At Nov 4, 2021</small>		
TAXES			
TAXES OWN PURPOSES			
Regular Billing	7,979,952.00	7,979,952.00	7,979,952.00
Tax Write Offs and Supplemental Billing	119,951.00	30,000.00	80,000.00
Grants in Lieu	47,454.00	46,657.00	46,657.00
Grants in Lieu Allocation	50,971.00	50,971.00	50,971.00
TAXES OWN PURPOSES NET	8,198,328.00	8,107,580.00	8,157,580.00
EDUCATION TAX LEVY			
Levy	(2,015,771.00)	(2,687,694.00)	(2,687,694.00)
Regular Billing	2,695,523.00	2,695,521.00	2,695,521.00
Tax Write Offs	(100,741.00)	0.00	0.00
Grants in Lieu	43,760.00	43,760.00	43,760.00
Grants in Lieu Allocation	(51,587.00)	(51,587.00)	(51,587.00)
TOTAL EDUCATION TAX LEVY	571,184.00	0.00	0.00
COUNTY TAX LEVY			
Levy	(3,004,667.00)	(4,006,223.00)	(4,006,223.00)
Regular Billing	3,984,172.00	3,984,172.00	3,984,172.00
Tax Write Offs	57,676.00	0.00	0.00
Grants in Lieu	21,435.00	21,435.00	21,435.00
Grants in Lieu Allocation	616.00	616.00	616.00
TOTAL COUNTY TAX LEVY	1,059,232.00	0.00	0.00
POLICING LEVY			
Levy	0.00	(1,618,234.00)	(1,618,234.00)
Regular Billing	1,609,540.00	1,609,575.00	1,609,575.00
Tax Write Offs	22,575.00	0.00	0.00
Grants in Lieu	8,659.00	8,659.00	8,659.00
TOTAL POLICING LEVY	1,640,775.00	0.00	0.00
WATER LEVIES			
Tile Drainage	0.00	31.00	31.00
TOTAL WATER LEVIES	0.00	31.00	31.00
TOTAL TAXATION	11,469,519.00	8,107,611.00	8,157,611.00

**Township of Tay
2022 Operating Budget Summary**

	2021 Actual	2021 Budget	2022 Budget
	As At Nov 4, 2021		
COUNCIL			
REVENUE:			
Grants	(3,198.00)	0.00	0.00
Transfers from Reserves / Reserve Funds	106,549.00	106,459.00	6,459.00
TOTAL REVENUE	103,351.00	106,459.00	6,459.00
EXPENSES:			
Salaries and Benefits	136,027.00	167,870.00	184,272.00
Contracted Services	3,317.00	10,000.00	10,000.00
Grants & Donations	54,721.00	160,000.00	60,000.00
Council Committees	221.00	13,459.00	13,459.00
Other (Staff Appreciation, Training, Internet & Telephone)	8,427.00	33,500.00	33,500.00
TOTAL EXPENSES:	202,714.00	384,829.00	301,231.00
TOTAL COUNCIL	(99,362.00)	(278,370.00)	(294,772.00)

**Township of Tay
2022 Operating Budget Summary**

	2021 Actual	2021 Budget	2022 Budget
	<small>As At Nov 4, 2021</small>		
CORPORATE SERVICES			
REVENUE:			
User Fees and Service Charges	45,060.00	92,568.00	117,568.00
Penalties and Interest	262,793.00	250,000.00	250,000.00
Licences, Permits, Rents	44,669.00	50,700.00	50,700.00
Land Sales	16,991.00	35,000.00	35,000.00
Investment & Interest Income	72,759.00	126,300.00	126,300.00
Transfers from Reserves / Reserve Funds	35,000.00	44,000.00	56,400.00
Other	1,024,430.00	1,183,340.00	1,046,240.00
TOTAL REVENUE	1,501,702.00	1,781,908.00	1,682,208.00
EXPENSES:			
Administrative / Overhead			
Salaries and Benefits	908,056.00	1,232,520.00	1,315,530.00
Contracted Services	25,021.00	138,155.00	113,155.00
Health & Safety	6,397.00	11,715.00	11,715.00
Computer Maintenance	58,148.00	75,000.00	75,000.00
Insurance	84,761.00	86,322.00	93,237.00
Election	1,654.00	1,700.00	64,900.00
Other - (Postage, Advertising, Supplies, etc.)	47,524.00	97,161.00	97,161.00
Municipal Buildings - (Office, Old VH Firehall, Albert St)			
Utilities	37,094.00	48,829.00	50,529.00
Materials & Equipment Expenditures	5,738.00	16,300.00	16,300.00
Repairs and Maintenance	10,518.00	23,000.00	23,000.00
Cemetery Operations (net)	2,132.00	0.00	0.00
Transfer to Own Funds			
Capital/Reserves	108,000.00	160,000.00	165,000.00
Election	15,800.00	15,800.00	0.00
Proceeds from Land Sales	0.00	29,000.00	29,000.00
TOTAL EXPENSES:	1,310,842.00	1,935,502.00	2,054,527.00
TOTAL CORPORATE SERVICES	190,860.00	(153,594.00)	(372,319.00)

TOWNSHIP OF TAY
2022 PROJECTS/CAPITAL BUDGET

CORPORATE SERVICES

PRIOR YEARS SURPLUS		\$ (5,000)
TRANSFER FROM RESERVES		(485,000)
Contingency Reserve (Modernization Fund)	\$ (265,000)	
Municipal Buildings	(40,000)	
Municipal Equipment /Bldg. Vehicle Fund(\$9,000)	(180,000)	
COMPUTER HARDWARE ACQUISITION		14,000
Council Laptops	14,000	
COMPUTER SOFTWARE ACQUISITION		100,000
Operational Services Software Enhancements	100,000	
BUILDING IMPROVEMENTS		10,000
Harbour Shores Community Room Flooring	10,000	
EQUIPMENT - Carry Forward		32,000
Printer/Fax/Copier Public Works	7,000	
Photocopier - Admin (colour)	16,000	
Laser Printers	9,000	
COMPUTER HARDWARE ACQUISITION - Carry Forward		95,000
PC/Monitor Replacements (\$5,000 added to 2021)	95,000	
COMPUTER SOFTWARE ACQUISITION - Carry Forward		209,000
Land Manager Upgrade	9,000	
Municipal Management/Online Services Software (\$100,000 added to 2021)	200,000	
MUNICIPAL BUILDING, PARK STREET: BUILDING IMPROVEMENTS - Carry Forward		30,000
Roof & Cedar Facia repairs	30,000	
TOTAL CORPORATE SERVICES		<u><u>\$ -</u></u>



Tay Township

2022 Budget Information Sheet

PC/Monitor Replacement																									
Budget Type	Capital																								
Department	Corporate Services																								
Division	Technology Services																								
Prepared by	Daryl C. W. O'Shea																								
Approved by																									
Department Priority	A																								
Strategic Objective	Tay Resilient																								
Request Summary	Budget for PC/Monitor replacement for municipal office computers. Includes hardware and software licenses (Microsoft Office, Windows/SQL/Exchange Client Access Licenses). We budget for a 5 year replacement cycle but try to stretch their life to 6-8 years. Current computers were purchased in 2010. Current displays in 2009.																								
Service Level Impact	Maintain																								
Expected Useful Life	5																								
Current Year Budget	<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 40%;">Expenses</th> <th style="text-align: left; width: 40%;">Funding</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td>Materials</td> <td>Grants</td> <td></td> </tr> <tr> <td>Consultants</td> <td>Reserve</td> <td style="text-align: right;">5,000</td> </tr> <tr> <td>Equipment</td> <td>Development</td> <td style="text-align: right;">5,000</td> </tr> <tr> <td>Legal</td> <td>Utility</td> <td></td> </tr> <tr> <td>Other</td> <td>Surplus/Other</td> <td></td> </tr> <tr> <td>Total</td> <td>Total</td> <td style="text-align: right;">5,000</td> </tr> <tr> <td colspan="2" style="background-color: black; color: white;">2022 Tax Levy Impact</td> <td style="text-align: right; color: white;">\$0</td> </tr> </tbody> </table>	Expenses	Funding		Materials	Grants		Consultants	Reserve	5,000	Equipment	Development	5,000	Legal	Utility		Other	Surplus/Other		Total	Total	5,000	2022 Tax Levy Impact		\$0
Expenses	Funding																								
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Equipment	Development	5,000																							
Legal	Utility																								
Other	Surplus/Other																								
Total	Total	5,000																							
2022 Tax Levy Impact		\$0																							
Future Year Budget	2022 - 2024 - \$5,000 2025 - \$85,000 2026 - 2029 - \$5,000 2030 - \$85,000																								
Cost-Benefit Analysis and Other Financial Considerations																									
Administrative Recommendation																									

Content revised August 2021 by JG | Form revised May 9, 2021



Tay Township

2022 Budget Information Sheet

Council Laptops																									
Budget Type	Capital																								
Department	Corporate Services																								
Division	Technology Services																								
Prepared by	Daryl C. W. O'Shea																								
Approved by																									
Department Priority	A																								
Strategic Objective	Tay Resilient																								
Request Summary	Budget for the purchase of laptops for Councillors in the election year.																								
Service Level Impact	Maintain																								
Expected Useful Life	5																								
Current Year Budget	<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 40%;">Expenses</th> <th style="text-align: left; width: 40%;">Funding</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td>Materials</td> <td>Grants</td> <td></td> </tr> <tr> <td>Consultants</td> <td>Reserve</td> <td style="text-align: right;">14,000</td> </tr> <tr> <td>Equipment</td> <td>Development</td> <td style="text-align: right;">14,000</td> </tr> <tr> <td>Legal</td> <td>Utility</td> <td></td> </tr> <tr> <td>Other</td> <td>Surplus/Other</td> <td></td> </tr> <tr> <td>Total</td> <td>Total</td> <td style="text-align: right;">14,000</td> </tr> <tr> <td colspan="2">2022 Tax Levy Impact</td> <td style="text-align: right;">\$0</td> </tr> </tbody> </table>	Expenses	Funding		Materials	Grants		Consultants	Reserve	14,000	Equipment	Development	14,000	Legal	Utility		Other	Surplus/Other		Total	Total	14,000	2022 Tax Levy Impact		\$0
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Future Year Budget	2026 - \$14,000 2030 - \$14,000																								
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Administrative Recommendation																									

Content revised August 2021 by JG | Form revised May 9, 2021



Tay Township

2022 Budget Information Sheet

Municipal Management/Online Services Software																						
Budget Type	Capital																					
Department	Corporate Services																					
Division	Technology Services																					
Prepared by	Daryl C. W. O'Shea																					
Approved by																						
Department Priority	A																					
Strategic Objective	Tay Open																					
Request Summary	<p>With an increasing expectation of online delivery of soft services and an organizational mindset that has changed to be accepting of such a delivery method; it is time that the Township start moving towards an online first service delivery method. There are many options for implementing online services but they can be summed up in two groups - fragmented services delivered through individual portals or a unified service portal that ties all online service offerings together into one portal and one user account. It is proposed that the Township undertake a hybrid approach, to achieve a unified solution, that obtains off-the-shell software where appropriate, builds the glue to connect our existing and new systems and builds the missing pieces that the market does not provide. Future reports to Council will outline a plan and some further investigation of the problem to be solved. Types of software proposed by various departments to be included in this endeavour include, but are certainly not limited to, emergency management community alerting, service and work request management, road patrol records, sidewalk inspection records, streetlight inspection records, fleet management, online building permits, and online financial account access for residents.</p>																					
Service Level Impact																						
Expected Useful Life																						
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Future Year Budget																						
Cost-Benefit Analysis and Other																						
Administrative Recommendation																						

Content revised October 6, 2020 by DOS | Form revised May 9, 2021



Tay Township

2022 Budget Information Sheet

Harbour Shores Community Room - Flooring																									
Budget Type	Capital																								
Department	Operational Services																								
Division	Parks, Recreation and Facility Services																								
Prepared by	Jacquelyn Genis																								
Approved by																									
Department Priority	B																								
Strategic Objective	Tay Resilient																								
Request Summary	The flooring in the Harbour Shores Community Room, located in the Albert Street Mini Mall, is cracking and staff recommends replacement in 2022.																								
Service Level Impact	Improve																								
Expected Useful Life																									
Current Year Budget	<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Expenses</th> <th style="text-align: left;">Funding</th> <th></th> </tr> </thead> <tbody> <tr> <td>Materials</td> <td>Grants</td> <td></td> </tr> <tr> <td>Consultants</td> <td>Reserve</td> <td style="text-align: right;">10,000</td> </tr> <tr> <td>Equipment</td> <td>Development</td> <td style="text-align: right;">10,000</td> </tr> <tr> <td>Legal</td> <td>Utility</td> <td></td> </tr> <tr> <td>Other</td> <td>Surplus/Other</td> <td></td> </tr> <tr> <td>Total</td> <td>Total</td> <td style="text-align: right;">10,000</td> </tr> <tr> <td colspan="2">2022 Tax Levy Impact</td> <td style="text-align: right;">\$0</td> </tr> </tbody> </table>	Expenses	Funding		Materials	Grants		Consultants	Reserve	10,000	Equipment	Development	10,000	Legal	Utility		Other	Surplus/Other		Total	Total	10,000	2022 Tax Levy Impact		\$0
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