



The Corporation of the Township of Brock
Committee of the Whole Agenda

Monday, February 5, 2024, 10:00 a.m.

Council Chambers - 1 Cameron St. E. Cannington and Electronically

Pages

1. Meeting Details

This link will take you directly to the livestream video.

<https://video.isilive.ca/brock/live.html>

Those wishing to attend the meeting in person or virtually to speak to Council on an item on this published agenda are asked to contact clerks@brock.ca prior to the start of the meeting and staff will provide the meeting details.

2. Call to Order & Moment of Silence - 10:00 a.m.

3. Land Acknowledgement

It is important to begin each public gathering with a Land and Territorial Acknowledgement, to recognize the Indigenous people for being good stewards of the land and environment, here where we are meeting today. The Township of Brock has traditionally been a hunting and fishing ground for First Nations people. We reside on and benefit from the Williams Treaty Territories, on the land of the Mississaugas and Chippewas. May we share the land as long as the sun rises, the grass grows and river flows.

4. Disclosure of Pecuniary Interest and Nature thereof

5. Presentation(s)

6. Delegation(s) / Petition(s)

7. Sub-Committees

7.1 2024 Draft Budget

Link to the draft budget

[2024 Draft Budget](#)

7.1.1 Mayor's Remarks

7.1.2 CAO's Remarks

7.1.3	2024 - Draft Budget Overview by Director of Finance/Treasurer	
7.1.4	Township of Brock Public Libraries Presentation Library CEO Presenting virtually	5
7.1.4.1	Township of Brock Public Libraries - Operating Budget Budget page: 38 & 39	
	Recommendation: BE IT RESOLVED THAT the Budget Committee endorse in principle the Township of Brock Public Libraries 2024 Operating Budget.	
7.1.5	Development Services Presentation Director of Development Services	30
7.1.5.1	Development Services - Operating Budget Building Budget pages: 19-21 Planning Budget pages: 58-61	
	Recommendation: BE IT RESOLVED THAT the Budget Committee endorse in principle the Development Services 2024 Operating Budget.	
7.1.6	Clerks Presentation Clerk/Deputy CAO	37
7.1.6.1	Clerks - Operating Budget Budget Pages: 25 - 28	
	Recommendation: BE IT RESOLVED THAT the Budget Committee endorse in principle the Clerks 2024 Operating Budget.	
7.1.7	By-law/Animal Services - Presentation Bylaw Enforcement/Animal Control Supervisor	46
7.1.7.1	By-law Animal Services - Traffic Control - Operating Budget Protection Services Budget Pages: 62 & 63 Traffic Control Budget Pages: 94 & 95	
	Recommendation: BE IT RESOLVED THAT the Budget Committee endorse in principle the By-law/Animal Services 2024 Operating Budget.	

7.1.8	Treasury Presentation Director of Finance/Treasurer	58
7.1.8.1	Treasury - Operating Budget Budget Pages: 96-103	
	Recommendation: BE IT RESOLVED THAT the Budget Committee endorse in principle the Treasury 2024 Operating Budget.	
7.1.9	Corporate Accounts Presentation Director of Finance/Treasurer	64
7.1.9.1	Corporate Accounts - Operating Budget Budget Pages: 29 & 30	
	Recommendation: BE IT RESOLVED THAT the Budget Committee endorse in principle the Corporate Accounts 2024 Operating Budget.	
7.1.10	Council Presentation Director of Finance/Treasurer	
7.1.10.1	Council - Operating Budget Council Budget Pages: 31 & 32 Grants Budget Page: 37	
	Recommendation: BE IT RESOLVED THAT the Budget Committee endorse in principle the Council 2024 Operating Budget.	
7.1.11	Office of the CAO Presentation CAO	72
7.1.11.1	Office of the CAO - Operating Budget Budget Pages: 22-24	
	Recommendation: BE IT RESOLVED THAT the Budget Committee endorse in principle the Office of the CAO 2024 Operating Budget.	

8. Closed Session

9. Rise from Closed Session

10. Other Business

10.1 Budget Consideration - Inclusion Counsellor

11. **Public Questions and Clarification**

12. **Adjournment**

Recommendation:

BE IT RESOLVED THAT the Committee of the Whole meeting adjourn at this
TIME a.m. p.m.



BROCK
LIBRARIES

2024 Library Operating Budget

Katie-Scarlett MacGillivray
Chief Executive Officer

Sherrey Helleman
Brock Township Public Library Board Chair

Overview

- 2023 Highlights
- 2024 Goals
- 2024 Operating Budget Request
- 2025 Operating Budget Projections



2023 Highlights



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Key Performance Indicators

Circulation	2023	2022	2021 (COVID)	2019
Physical	43,091	37,860	30,980	44,396
Digital	19,358	17,251	15,710	12,114
Total	62,449	55,111	46,690	56,510



Key Performance Indicators

Programs	2023	2022	2021 (COVID)	2019
Programs Held	587	300	130	92
Programs Attendance	4,492	2,523	1,562	370
Library Visits	37,311	31,299	22,350	43,976
New Patrons	647	552	423	535
Active Card Holders	2,898	2,793	2,176	2,792



Why was 2023 different?

Programs	2023	2022	2021 (COVID)	2019
Programs Held	587	300	130	92
Programs Attendance	4,492	2,523	1,562	370
Library Visits	37,311	31,299	22,350	43,976
New Patrons	647	552	423	535
Active Card Holders	2,898	2,793	2,176	2,792



Community Connections and Collaborations



Sunderland & District Historical Society



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TD
Summer
Reading
Club



2023 Program Participants

770

In-house

876

Community Events

1646

Total Participants!

2022 Program Participants

552

In-house

501

Community Events

1053

Total Participants!



Types of Programs

40

In-house

10

Community



Bunch of Munsch Program with Performer Scott Gardner



Plasticine Art Program Inspired by author Barbara Reid



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Feedback!



“They don’t want to miss a week. They always come home excited about what they did.”
(Parent)

“Can you do this all year?” (Parent/Guardian)

“My daughter wanted to come even though it was her birthday and she could have gone out for the day.” (Parent)



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Canada
Summer Jobs

Ontario Trillium Foundation: Resilient Communities Fund Grant



An agency of the Government of Ontario
Un organisme du gouvernement de l'Ontario



Customer Feedback!



"Since giving up my license I haven't been able to get out like I used to, having programs come to us is great!" (Maple Glen resident)

"I had no idea that the Library had so many things available, it's too far for me to walk to and I don't drive" (Gillespie Gardens resident)

"I'm not from Brock so I don't have a lot of friends here so I don't get out and involved often, having you come here regularly made me feel comfortable enough to join in" (Maple Glen resident)



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Literacy & Life-Long Learning

- 2021-2022 Statistics for EQAO
 - Brock Township students in Grade 3 and Grade 6 are behind the provincial standards in reading, writing, and mathematics.
- From 40% behind in reading to 54.5% behind in writing to 72.3% behind in mathematics



Literacy & Lifelong Learning



Programs:

- Preschool Storytime
- STEAM Club
- Reading Buddies
- Book Clubs
- Tech Help
- Board Game Afternoons
- Library Trivia
- Knit & Crochet Social Group
- Summer Reading Club
- Grow a Reader
- Creative Thinkers Club
- Genealogy Help
- 1000 Books Before Kindergarten
- Reading Bingo

Battle of the Books: McCaskill's Mills Silver Medal Team



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Diversity, Equity and Inclusion

Programming

- Discovering Traditions: A Journey Through Indigenous Culture
- International Women's Day Seminar
- Literary Chair Yoga (hybrid, for those with mobility and accessibility issues)
- Drag Queen Storytime



Positive Outcomes

Objectives achieved:

- Increased collaboration with partners and community groups
- Increased accessibility - programs, outreach, and technology
- Provided enriching literacy and learning opportunities
- Offered programming supporting Diversity, Equity and Inclusion



2024 Operating Budget



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LIBRARIES

2024 Operating Budget

	2024	2023	2022	Change
Total Operating Budget	879,987	807,133	765,150	72,854
Municipal Grant Request	787,801	725,291	725,291	62,510



2024 Budget Revenues

Library Revenue Source	2024 Budget	2023 Budget	% of Budget
Municipal Support	787,801	725,291	89.52%
BTPLB Reserves	47,869	0	5.44%
Provincial Support	27,117	27,117	3.08%
Donations	6,000	5,000	0.68%
Fines and Fees	6,000	6,000	0.68%
Ontario Trillium Grant	5,200	33,700	0.59%
Federal Support	0	10,025	0.00%
Total Library Revenue	879,987	807,133	

2024 Budget Expenditures

Library Expenditure Type	2024	2023	% of
	Budget	Budget	Budget
Payroll and Benefits	628,333	543,865	71.40%
Material costs (Physical and Electronic)	87,550	98,050	9.95%
Administration	60,344	45,294	6.86%
Utility and Facility	57,717	62,717	6.56%
Technology and Connectivity	36,093	46,257	4.10%
Capital Expense	3,000	3,500	0.34%
Other (Legal, Audit, Promo)	2,950	3,450	0.34%
Professional Development	4,000	4,000	0.45%
Total Library Expenditures	879,987	807,133	



2024 Budget Expenditures

Library Expenditure Type	2024	2023	Change	% of
	Budget	Budget		Total Change
Payroll and Benefits	628,333	543,865	84,468	115.94%
Material costs (Physical and Electronic)	87,550	98,050	-10,500	-14.41%
Administration	60,344	45,294	15,050	20.66%
Utility and Facility	57,717	62,717	-5,000	-6.86%
Technology and Connectivity	36,093	46,257	-10,164	-13.95%
Capital Expense	3,000	3,500	-500	-0.69%
Other (Legal, Audit, Promo)	2,950	3,450	-500	-0.69%
Professional Development	4,000	4,000	0	0.00%
Total Library Expenditures	879,987	807,133	72,854	



2024 Budget Expenditures

Payroll and Benefits Type	2024	2023	Change	% of
	Budget	Budget		Total Change
Salaries	477,766	442,089	35,677	8.07%
Salaries - New Initiatives	28,895			
Total Salaries	506,661	442,089	64,572	14.61%
OMERS	39,394	33,500	5,894	17.59%
CPP	24,286	20,000	4,286	21.43%
Lib W.S.I.B.	14,462	11,600	2,862	24.67%
Extended Health	13,798	10,500	3,298	31.41%
EI	10,436	8,776	1,660	18.92%
EHT	9,677	8,400	1,277	15.20%
Benefits	9,619	9,000	619	6.88%
Total Benefits	121,672	101,776	19,896	19.55%
Total Payroll and Benefits	628,333	543,865	84,468	15.53%

2024 Budget Expenditures

Summary of Changes	Change	% of Total Change	% Funded by Reserves	% Funded by Grants
Payroll and Benefits	84,468	115.94%	12.28%	6.16%
Administration	15,050	20.66%	106.31%	
Material costs (Physical and Electronic)	-10,500	-14.41%		
Technology and Connectivity	-10,164	-13.95%		
Other	-6,000	-8.24%		
Major Changes for 2024	72,854			



2024 Operating Budget Summary

- Library's 2024 total operating budget increasing \$72,854
- Use of Library Reserve Funds: \$47,869
- The Library's 2024 Budget Request from Council: \$787,801



2025 Operating Budget

- Increases:
 - Inflation
 - Salaries
- Capital & Reserves:
 - Accessible Circulation Desks
 - Website
 - Signage



Thank you!
Questions?

Katie-Scarlett MacGillivray
Chief Executive Officer

ksmacgillivray@brocklibraries.ca
705-426-9283



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Development Services

2024 Budget

Development Services

Roles and Responsibilities

- Building
 - Building permits and inspections
 - Development charges
 - Fill and Site Alteration
 - Municipal addressing and GIS mapping
- Planning
 - Planning applications
 - Policy planning and growth management (e.g. OP Review, Waterfront Plan)
 - Review and analysis of changing legislation
 - Economic development

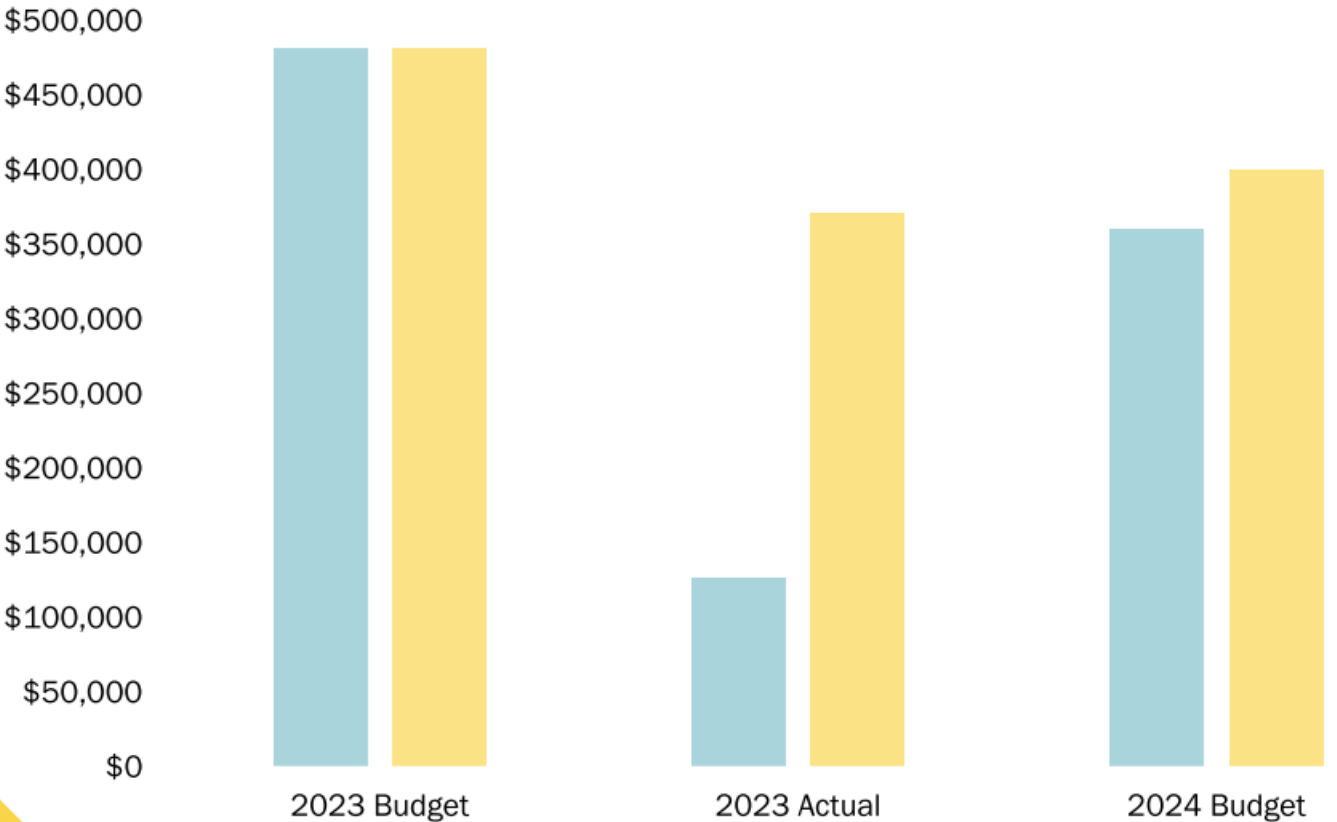
Development Services 2024 Work Plan



- Review Fill and Site Alteration By-law
- Waterfront Area and Open Space Plan
- Official Plan Review – “Building Our Best Brock”
- Downtown Community Improvement Plan (CIP) Update
- On-farm diversified uses
- Review and process applications for planning, building permits and site alteration

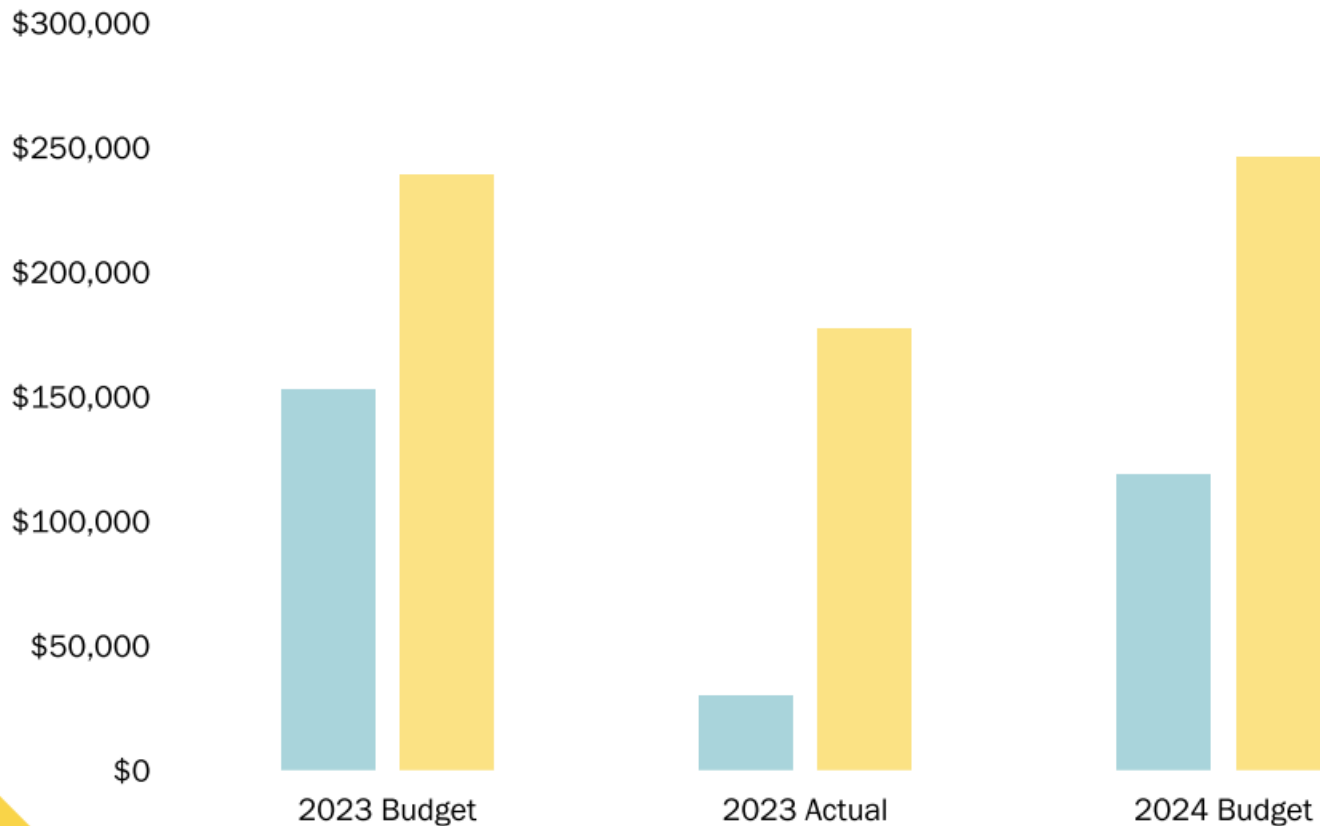
Development Services

2024 Department Overview – Building



Development Services

2024 Department Overview – Planning



Development Services 2024 Departmental Highlights

- Conservative budget approach
- New Building By-law in effect
- Portion of Building/Planning assigned to tax levy
- Review Planning Fees By-law
- Full-time planning technician position proposed



Thank you



Clerks Department

2024 Budget

Clerks Department Mandate

Two horizontal bars, one green and one light green, positioned below the title.

- Build public trust and confidence in local government
- Administering municipal elections
- Manage the decision-making process by supporting Council and committee meetings
- Make information accessible to the public while protecting privacy
- Provide leadership in matters of protocol
- Providing administrative support to Members of Council
- Processing registry licenses

Clerks Department

Roles and Responsibilities

- Effective delivery of public legislative services, meeting management, and Governance.
- Administrative support to Advisory Boards & Committees of Council.
- Communications, Tourism and Film Liaison
- Legislative Compliance
- Municipal Leases
- Climate Change Coordination
- Health and Safety
- Legal Services
- Voters List Management
- Leadership to By-Law Enforcement and Animal Services

Clerks Department 2023 Achievements

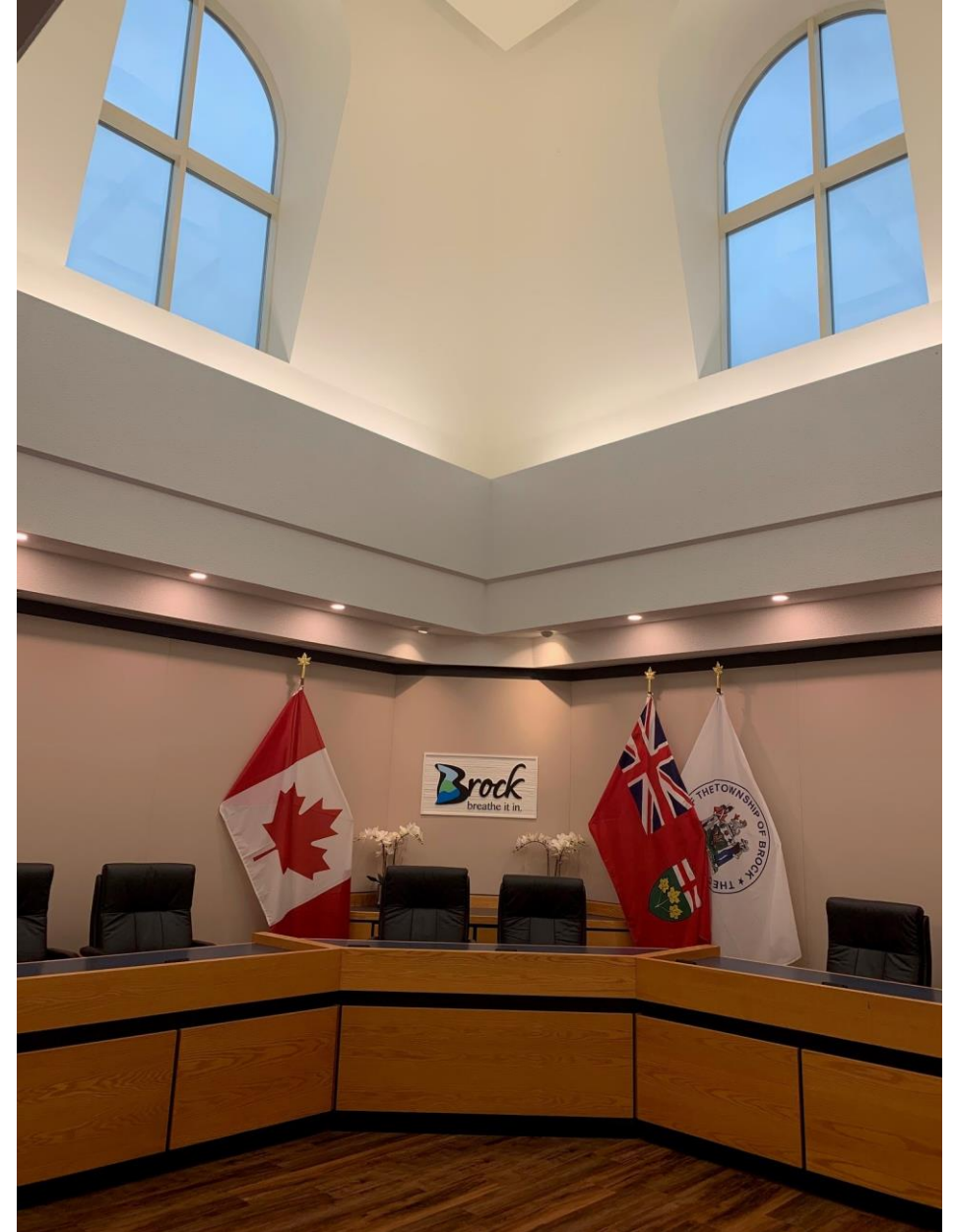
- Public Engagement Charter
- Social Media Policy
- Council Staff Relations Policy
- Procedural By-law updates – Hybrid meetings
- Tri-Council Integrity Commissioner Training
- Enhanced Communication & Tourism platform
- LEAD – Accessibility & Inclusion Strategies
- Sign By-law survey and public meeting
- Municipal Lease review and renewals
- Insurance review of municipal owned buildings
- Legal services review
- Introduction of civil ceremonies



Clerks Department

2023 measurables

- 53 Marriage licences, 5 Civil Ceremonies
- 168 burial permits, 15 Interment Rights
- 16 FOI Requests
- 32 leases and agreements executed
- 67 By-laws
- 35 various municipal licences
- 75 Committee, Council, and Special Council meetings
- 11 Advisory Committee meetings
- 3 Tile Drainage applications



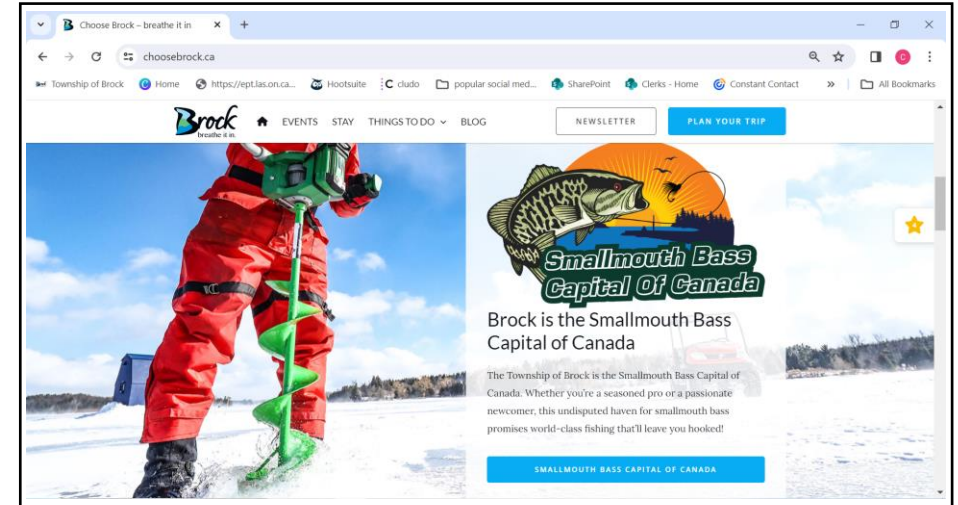
Clerks Department 2024 Work Plan

- Municipal leases, re-writing agreement templates for expired or renewals
- Appraisal of leased spaces and aligning leased rates
- Preparing a draft sign by-law for Council approval and implementation
- Implementing recommended KPI process from Core Services Review
- Training and implementing electronic Bids & Tenders
- Energy Conservation & Demand Management Plan
- Records Management review
- DEI Internal Committee and Abilities Centre LEAD action plan
- Continue refining hybrid council meetings

Clerks Department

New Initiatives and New Staffing

- Commissioning of a qualified appraiser to provide a “fair market” value of all municipally leased spaces
- Communication & Tourism enhanced budget
- Transitioning the Communication & Tourism Coordinator from full time contract to permanent full time



2024 Budget

Clerks Department 2024 Outlook



- The Clerks department will provide improved meeting efficiencies through technology including hybrid options
- A greater focus on existing processes and matters to occur with a full staff compliment



Thank you



Animal Services and Bylaw Department

2024 Budget

Animal Services and Bylaw Department

- The By-law Enforcement and Animal Services Department is responsible for the following:
- Enforcement of Township By-Laws
- Animal Services
- Dench Animal Shelter
- Parking Enforcement
- Licensing
- Property Standards and Zoning
- School Crossing Guards



Animal Services and Bylaw Department Roles and Responsibilities

Roles in Depth

- Full Time (FT) Supervisor By-Law and Animal Services
- Full Time (FT) Senior By-Law Officer
- Full Time (FT) Animal Services Officer / Animal Care Attendant
- Part Time (PT) Animal Services Officer / Animal Care Attendant / Veterinary Technician
- Part Time (PT) By-Law and Animal Services Officers x 2
- Full Time (FT) Seasonal By-Law and Animal Services Officers x 2 (May-September)
- Part Time (PT) School Crossing Guards x 8

Animal Services and Bylaw Department Roles and Responsibilities

Administration Division

Comprised of FT Supervisor By-Law and Animal Services, FT Sr. By-Law Officer and FT Animal Services Officer. Division is responsible for the overall operation and administration of the Department which includes, staff training, scheduling, by-law investigations and enforcement, business licensing inspections, parking administration program, school crossing guards and the operation and administration of the Dench Animal Shelter.

Enforcement Division

Comprised of all FT and PT By-Law and Animal Services staff. Division is responsible for the enforcement of By-Laws, parking enforcement and control, patrols and public education, property standards and zoning compliance investigations, 24/7 emergency response for animal services, animal care and rescue.

Animal Shelter:

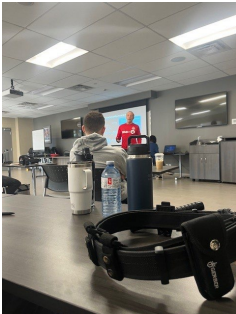
Comprised of all FT and PT By-Law and Animal Services staff. Shelter as a Municipal Pound for owned stray animals and an adoption and rescue service for homeless. The Department promotes a safe and healthy environment for people and all animals and is committed to providing quality care to animals in distress wild or domestic.

Traffic Control

Comprised of 8 PT School Crossing Guards with back up provided by By-Law and Animal Services Officers. Responsible to The role is to direct pedestrians across the street safely, understand the traffic laws, signs and speed limits posted within a designated jurisdiction to effectively guide vehicles and people and should ensure communication of the crossing rules and regulations to students to ensure optimal safety.

Animal Services and Bylaw 2023 Achievements (narrative and metrics)

- Enforcement and Licensing By-Law amendments 10
- By-Law Repeals - ATV By-Law 1
- By-Law Drafts / Research 4
- Public Surveys 3
- Policy and Procedures 1
- Property Standards RFPQ 3
- Officer Certification Baton and OC Spray 3
- Certification of Officer – M.L.E.O.A 1



Animal Services and Bylaw 2023 Achievements (narrative and metrics)



K9 Poundage revenue	\$ 1,347
K9 Kennel license revenue	\$ 1,964
Sick and Injured Animal Fund revenue	\$ 6,500
Misc. Parking Violation Revenue	\$ 11,989
By-Law Revenue	\$ 1,664
P.O.A Revenue	\$ 372

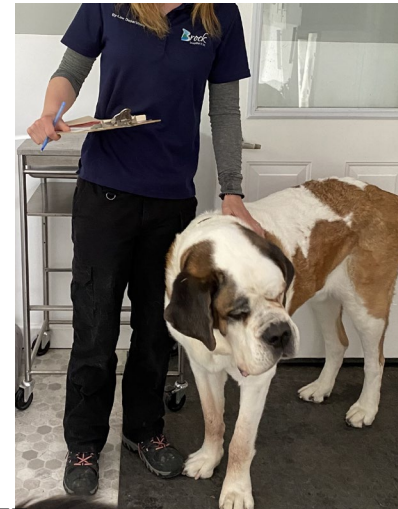
By-Law Enforcement Type	Number of Investigations
Property Standards (Investigations/Follow Ups)	104
Zoning	23
Animal Services and Control	205
Noise	226
Nuisance	28
Wildlife	67



Animal Services and Bylaw Department 2023 achievements continued..

Type of License	Licences issued 2023
Doggie Daycare	1
Breeding Boarding Kennel	10
Prohibited Animal	1
Taxi/Limo	0
Wrecking Yard	2
Campground Trailer	3

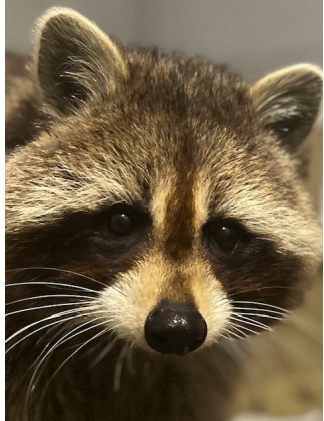
Parking Infractions – Number Issued	Year of Issue
212	2021
413	2022
747	2023



Animal Services and Bylaw 2023 Achievements (narrative and metrics)



Animal Adoption Revenue	\$ 6,039
K9 Fines and Pound Fee Revenue	\$ 1,347
Animal Surrender Revenue	\$ 501
Dog Tag Sales Revenue	\$ 5,959



Number of Stray Animals Intake	165
Number of Cat Adoptions	46
Number of Dog Adoptions	20
Number of Wildlife Intake	28

COURT / LITIGATION / APPEALS 2023

TYPE OF CHARGE	BY-LAW / ACT / REG	YEAR	STATUS	NOTES
PART 3	Wrecking Yard – fail to obtain license	2022	Resolved Jan 2023	LICENSE ISSUED
PART 1 X 2	Noise Bylaw	2022	Court	Trial March 2024
APPEAL SUPERIOR COURT	Property Standards – Appeal Orders	2021-2022	Complete	Appeal Denied - Property Cleaned
Part 1	Prohibited Animal – Possess no license	2023	Court	First Appearance June 2024
PART 1 X 3	Animal Control – Animals at large	2023	Court	First Appearance Spring 2024
PART 1	Noise By-Law Unnecessary	2023	Complete Fines Paid	n/a
PART 1	Nuisance By-Law Unnecessary	2023	Court	First Appearance Spring 2024
PART 1 X 2	Animal Control – animals at large	2023	Court	Pending update
POA CHARGES X 2	Dog Owner Liability Act – bite / injure /failure to muzzle	2023	Court	First Appearance January 2024

Animal Services and Bylaw Department 2024 Work Plan and Department Overview

Animal Shelter

- Volunteer Program
- Foster, Animal Care
- Fundraising, Special Events
- Rabies Vaccination Program
- Microchip Program – Participating Vet
- Responsible Pet Ownership Education Program

By-Law Reviews, Updates, Amendments

- Traffic Control
- Animal Control
- Property Standards By-Law
- Taxi, Limo Licensing By-Law
- Refreshment Vehicle Bylaw

By-Law Drafts and Research Projects

- Back Yard Chicken By-Law
- Off Leash Dog Park By-Law
- Boulevard By-Law
- Sign By-Law

Animal Services and Bylaw Department 2024 Outlook

- Cloud permit – new computer tracking system for Bylaw services– consistent with building department
- Crossing guards – back up guards – number increase – provide incentives
- Commercial grade washer and dryer for animal shelter
- Update shelter operations manual
- Establish policy for request for crossing guard
- Consider for 2025 new fleet vehicle
- Continued service improvement and excellence in customer service
- Enhanced public outreach and education programs



Thank you



Finance

2024 Budget

Finance Department Roles and Responsibilities

- The Finance department is responsible for handling the financial affairs of the municipality
 - Some of the more major duties performed by the Finance Department include:
 - Preparing annual Capital and Operating Budget
 - Annual Audit and Financial Statement Preparation
 - Monitoring of Budget to Actual
 - Procurement Assistance
 - Grant and Development Charge Reporting
 - Managing Debt and Investments
 - Billing and Collecting Taxes & Managing Tax Roll
 - Bi-weekly Payroll
 - Benefit Management
 - Accounts Payable and Accounts Receivable
 - Managing Township Insurance Program

Finance Department 2024 Work Plan

- Complete 2024 Budget
- Complete Asset Retirement Obligation Requirements for inclusion in 2023 Audit and Financial Statements.
- Prepare and undertake annual Financial Audit and Financial Statement Preparation by June 2024
- Complete Development Charge Study Update for June 2024
- Continue work on Asset Management Plan to ensure compliance with next legislated timeline for July 2025 – Aiming to bring to Council in 4th quarter 2024
- Hiring of Permanent, Full-Time, Manager of Accounting and Taxation

Finance Department – New Initiatives

- Revamp of budget process for 2025 to include Key Performance Indicators as requested by Council and strive to present 2025 budget in December, with a goal of approval by end of January 2025
- Assist with Financing Plan for Sunderland Arena Renovation and Expansion Plan
- Work with Public Works to develop Long Term Financing Strategy for Fleet and Equipment
- Participation in the update to the Downtown Community Improvement Plan (CIP)

- Finish implementation of Electronic Funds Payment
- Implement and Promote Online User Group Insurance Program
- Research new user fee streams of revenue

Finance Department – 2024 Budget

The 2024 budget for Finance is a status quo budget and while levy increase is approximately \$50,000, this relates primarily to salary and benefit adjustments, insurance premium increases, increased office expenses as well as software increases.



Thank you



COUNCIL/CORPORATE & GRANTS

2024 Budget

COUNCIL Mandate

- Township Council are the representative, policy makers and stewards of the Township.
- In Ontario, a council is required to have a minimum of five members, one of whom is the head of council (the Mayor)



COUNCIL

Roles and Responsibilities

- According the Municipal Act, it is the role of Council to:
 - Represent the public and to consider the well being and interests of the municipality;
 - Develop and evaluate the policies and programs of the municipality;
 - Determine which services the municipality provides;
 - Ensures that administrative policies, practices and procedures are in place to implement the decisions of council
 - To ensure that accountability and transparency of the operations of the municipality, including the activities of senior management
 - To maintain the financial integrity of the municipality; and
 - To carry out the duties of council under the Municipal Act and any other Act.

Council Budget

Council - Operating Summary				
	2023	2024		
Revenue	\$	\$	Explanation	
Reserves	- 50,000.00	- 55,000.00		
Rate Stabilization	- 7,000.00	-	2023 Reserve Draw for Council Orientation - Not needed in 2024	
Total Revenue	- 57,000.00	- 55,000.00		
	2023	2024		
Expenses	\$	\$	Explanation	
Salaries, Wages and Benefits	267,700	282,990	Inflation and adjustment to 2023 to account for RRSP Expenses	
Employee Related Expenses	30,000	27,750	Inflation and reduced in Council Training Budget	
Operating Materials, Supplies and Services	15,500	15,000		
Grants	64,500	69,500		
Utilities and Fuel	2,000	500	Reallocated cell phone to IT Budget	
Total Council Expenses	379,700	395,740		
Levy Requirement	322,700.00	340,740.00		
Levy Increase (Decrease)		18,040.00		

CORPORATE



- The Corporate budget is used to record revenue and expenses that are Township wide and are not specific to one department.
- One of the annual grants that the Township receives is from the Province of Ontario and it is called the “Ontario Municipal Partnership Fund (“OMPF”). The OMPF program mainly supports northern and rural municipalities across the Province and its main intention is to recognize the unique challenges faced by these municipalities and to provide targeted funding to those with more challenging fiscal circumstances.
- For 2024, the Township is to receive OMPF funding of \$869,700, an increase of \$2,500 over 2023.

CORPORATE

- Total expenses for the Corporate Department approximate \$205,600 and the net revenue, used to offset other Township expenses, is \$701,900. This is a decrease in net revenue for 2024 of approximately \$101,000.
- The main difference from 2023 to 2024, resulting in the net revenue reduction, is the inclusion of a Contingency of approximately \$99,000 in the Corporate Budget to deal with unexpected and unplanned expenditures.
- Other expenses budgeted in the Corporate area include Corporate Conferences and Education, Employee Recognition and Grants Approved by Council (budget of \$10,000).
- In 2023, the Grants Approved by Council account was used to fund the Leaf Tree Planting Program, as well as a Dr. recruitment request from the Region of Durham.

Grants

- While not a department, there is miscellaneous grants funding of approximately \$6,700 in the 2024 budget (no change from 2023 budget), as follows:

- Grants – Unpaid Use of Township Assets – Free Use Policy \$700
- Grants – Unpaid Use of Township Assets – Per Council Resolution \$1,000
- Grants - Unpaid Use of Township Assets – Non Profit Groups \$5,000

- In 2023, the Grant related to the Free Use Policy provided funding for use of the Sunderland Arena for the Annual Car Draw
- There were no expenses charged against the other two grant accounts in 2023.



Thank you



CAO

2024 Budget

CAO Mandate

- To provide expert advice to Council and to serve as the link between Council and Staff

CAO

Roles and Responsibilities

- Represent the township with other municipalities, other levels of government and external agencies
- Oversee and monitor legislative compliance and sound fiscal management of the corporation
- Foster an environment of communications and public relations, both internally and externally
- Ensure new programs and services are developed to meet the ever-changing needs of our community
- Champion the programs and policies of Council
- Act as an ambassador within the local, regional and broader community
- Ensure all operations are led with the Township's values and goals in mind and consistent with the Corporate Strategic Plan
- Oversee Human Resources

CAO

2024 Work Plan (in development)

- Support development of 2024 work plans for all departments
- Investigate shared services for HR support and other areas
- Continuation of the Sunderland arena project
- Development of KPIs linked to budget
- Staff training

CAO 2024 Budget

- Transfer from CAO budget to Clerks budget for contract reception position
- Transfer to CAO budget from Clerks budget for part-time administrative assistant
- Reduction of \$13,500 for COVID-19 expenses
- Reduction of \$25,000 for CAO recruitment
- Increase of \$57,038 for contract CAO to assist in transition (funded by tax rate stabilization)
- Transfer of \$3,000 to Corporate budget to assist with annual staff recognition events

	2023	2024	Change
Revenue			
Tax rate stabilization	-\$40,000	-\$58,538	-\$18,538
Expenses			
Salaries and benefits	\$374,100	\$381,843	\$7,743
Employee related expenses	\$8,000	\$6,000	-\$2,000
Operating materials/supplies/services	\$29,000	\$11,000	-\$18,000
Contracted services	\$25,000	0	-\$25,000
Utilities and fuel	\$1,000	\$1,200	\$200
Total expenses	\$437,100	\$400,043	-\$37,057
Tax levy requirement	\$397,100	\$341,505	-\$55,595



Thank you
