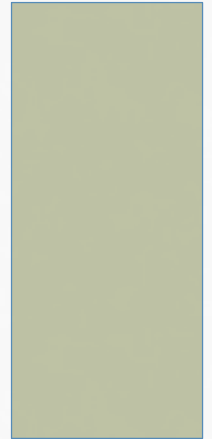


2019 FINANCE & IT SERVICES ORIENTATION

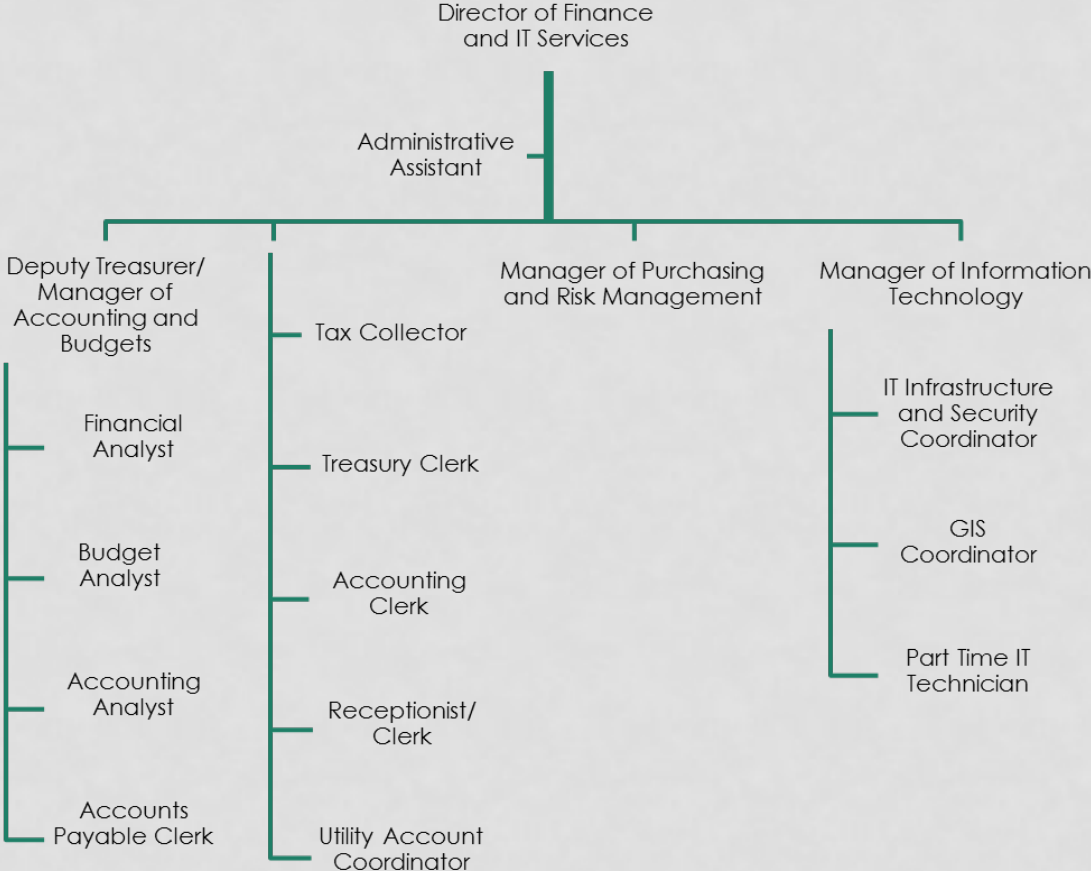
COMMITTEE OF THE WHOLE

FEBRUARY 7, 2019

TOWN HALL, COUNCIL CHAMBERS



FINANCE & IT SERVICES



FINANCE & IT SERVICES

- Municipal Act, 2001 Part VII
 - The Treasurer is responsible “for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality” (Sec 286.1, Municipal Act, 2001)

REVENUE

- Taxation & Assessment
- Water & Wastewater
- Fees & Charges
- Billing & Collections

FINANCE & IT SERVICES

Accounting & Budgets

- Accounting & Reporting
- Budgeting & Planning
- Accounts Payable
- Debt & Investments

Purchasing

- Corporate Purchasing
- Risk Management
- Insurance Claim Management

Revenue

- Taxation & Assessment
- Fees & Charges
- Billing & Collections

Information Technology

- Server / Network Support
- End User Support
- Hardware Procurement
- GIS

ACCOUNTING & BUDGETS

- Publishing of the monthly budget to actual variance reports for division managers
- Monthly Flash report for Council and the Public
- Completion of the annual audit and financial statements
 - 5 sets of Financial Statements – Public Library, BIA, Attainable Housing Corporation, Trust (Cemetery) and the Consolidated (the Town plus the previous 4 entities)

ACCOUNTING & BUDGETS

- Completion of the annual Financial Information Return (FIR)
 - Both financial and statistical information
 - Done Province wide and allows the Town to compare to other municipalities

ACCOUNTING & BUDGETS

- Compilation of annual operating and capital budgets
 - Meeting with all Managers and Directors to compile a 3 year operating budget and 5 year capital budget
 - Responsible for the general information supplied within the budget book
- Compilation of the reserve and reserve fund budgets
 - Forecasting transfers in and out to fund capital/ operating expenditures
 - Long-term forecasting for capital planning (asset management)

ACCOUNTING & BUDGETS

- Responsible for the administration of the Development Charges By-law and background study
- Responsible for the tracking of DCs collected and spent
- Responsible for the tracking and reporting of DC credits given to Developers (annual Treasurer's Statement)
- Lead on the 5 year legislated update of the Development Charges By-law and background study

ACCOUNTING & BUDGETS

- Lead on the procurement, implementation and on going use of the Town's asset management software Cityworks



ACCOUNTING & BUDGETS

- Ensure the Town is meeting the new legislation for asset management O.Reg. 588/17: Asset Management Planning for Municipal Infrastructure
- Lead on the creation of the Town's next internally generated Asset Management Plan

ACCOUNTING & BUDGETS

- In 2016 the Town had Hemson Consulting update the Asset Management Plan to meet Gas Tax Legislation, the new plan included Linear and Non-Linear Assets
- At that time the Town had an Infrastructure Deficit of \$40.3M
- Hemson gave 3 financing strategies
 - Increase capital spending by 8.4% per year and that would close the gap by 2030
 - Increase capital spending by 6.1% per year and that would close the gap by 2035
 - Continue as is and never close the gap

ACCOUNTING & BUDGETS

- At the time the current Council did not implement any of the strategies
- Town Staff using Cityworks will be able to bring back a more refined number and new financing strategies for Council consideration

ACCOUNTING & BUDGETS

- Work with Infrastructure Ontario (IO) to take out long-term debt
- Long-term debt forecasting (included in the annual budget)
- Ensure annual (or semi-annual) long-term debt payments are made
- Ensure that the Town is within the Provincial Annual Repayment Limit (ARL)

PURCHASING

- POL.COR.07.05 Purchasing of Goods and Services Policy was enacted on November 28, 2016
- Section 20 of the Policy notes:
 - Council has the ultimate authority for all expenditures. Council provides the authority to Staff for the initiation and completion of procurement processes for goods, services and construction through the authorization of annual budgets or resolutions.
- Section 21 of the Policy notes:
 - Purchasing will provide a report to Council on a monthly basis outlining all awards that fall within Staff Authorized Awards in excess of \$25,000

PURCHASING

- Section 22 Authority to Reallocate Approved Budget Funds
 - Each Director has been delegated authority to reallocate funds within their control
 - For Operating Budget projects, the shortfall must be less than \$10,000
 - For Capital Budget projects, the shortfall cannot exceed 20% of the project budget to a maximum of \$75,000
 - The transfer of funds can only come from an awarded project that came in under budget

PURCHASING

In 2018, Purchasing:

- Processed 160 Purchase Orders
- Facilitated 58 Formal Procurements
- Assisted in 35 Informal Procurements
- Assisted with 19 Contract Extensions
- Assisted with 14 Negotiated Procurements

INFORMATION TECHNOLOGY

- The IT Division is responsible for a wide range of assets and services including:
- **Infrastructure**
 - Design, implementation and maintenance of network infrastructure and internet services connecting 28 buildings, 60 servers and 150 users
 - Technical support for 150 users and their computers, printers, software and scanners
 - Land line and networked phone system support
 - Mobile support for 90 SmartPhones, tablets and cell phones
 - Security of Internet, Software and Hardware assets including:
 - Virus protection
 - Spam message detection
 - Firewall systems
 - Management of network monitoring and breach protection software and hardware

INFORMATION TECHNOLOGY

- **Software, Policy and Project Management**
 - Act as Project Manager for corporate IT initiatives such as:
 - Council meeting web streaming
 - Website development
 - Implementation of a corporate property and service request database
 - Software development and configuration for databases such as:
 - CityView (property and service request information)
 - CityWorks (asset management information)
 - Great Plains (financial information)
 - Harbour Management System
 - Cemetery Management System

INFORMATION TECHNOLOGY

- **Software, Policy and Project Management**
 - User training including database software such as CityView; office software such as Adobe and Microsoft, as well as user security training initiatives
 - Policy development, including the IT Acceptable Use Policy, Council IT Equipment Policy, as well as internal policies for backups and onboarding of new users

INFORMATION TECHNOLOGY

- **Geographic Information Systems (GIS)**

- GIS systems allow users to analyze, capture and present spatial information for land use planning, transportation plans, water and wastewater servicing infrastructure, emergency services, recreational trails design, property information, civic addressing, by-law enforcement and asset management
- Provide a variety of interactive online maps and downloadable maps to the public such as municipal map book, road network maps, planning and recreational maps
- Maintain a critical link between our database software and GIS information, such as CityView (properties) and CityWorks (asset management)
- Maintain and collect GIS information such as civic addressing and road network required for emergency response, and town infrastructure (storm sewer, sanitary sewer and water infrastructure)