Department 5 – General Government

Overview

This Department provides financial services and administrative support to Council and all other Departments to ensure the effective and efficient delivery of all municipal services. The Department is also responsible for managing the Township's insurance and risk program and the ongoing maintenance and development of the Township's Emergency Planning program.

Revenue

The major sources of revenue for this department are taxation, interest on investments and penalties and interest on taxes.

There is also revenue from various other fees for service such as, marriage licences, death registrations, Commissioner of Oath services, photocopies, and returned cheques. Annually, Council reviews the Township's fees and charges; many of which are increased by the Consumer Price Index (CPI) to keep pace with inflation. In addition, the 2023 Council endorsed the Fundraising and Revenue Generation Strategy which identified several fee increases including:

- Marriage licence fees (\$130)
- Tax and Water and Sewer certificates, and Capital Gains Request (\$55)
- Building and planning compliance requests (\$75)
- Tax sale packages (\$25)
- Licencing Fees Refreshment Vehicles (\$700 annual, \$65/day), Liquor Licence Review (\$90, \$60)
- Burial permit fee (\$20)

The Tariff of Fees By-law will be updated to reflect the CPI increases as well as changes to the above noted fees, as part of the operational budget process in the first quarter.

An inter-fund transfer from Lakefield Water & Sewer is included as revenue to cover some of the overhead costs associated with the operation of those systems, specifically a portion of the salaries and benefits of the C.A.O., the Manager of Financial Services and the Taxation and Billing Supervisor for time spent on duties in relation to these services.

Information related to Reserve Transfers is captured on the detailed sheets under the 'Reserves' tab.

Expenditures

The budget provides for wages and salaries, benefits, materials, supplies and services necessary to support the financial, administrative and emergency management services of the Corporation as well as Council remuneration and related Council operations.

Department 5 – General Government

The budget includes expenses to complete the next phase of the Asset Management Plan (establish service levels and funding plan) and the completion of the Development Charges (DC) Background Study related to park model trailers and By-law update which commenced in 2024.

Committee remuneration is expensed in the relevant Department and as such Department 5 includes expenses for the Accessibility Advisory Committee.

The budget includes provision for the publication and distribution of the annual *Council Communicator*.

There is \$21,863 budgeted this year for the grants to charitable organizations, recognition awards, and Township beautification support.

- Charitable Grants \$5,000
- Recognition Awards \$1,500
- Beautification support* \$14,363 updated by the consumer price index (2%) as per Council's direction in 2017
 - * Supports for Bridgenorth Beautification Committee (BBC), Ennismore Garden Club and Trent Lakes (Hanging Baskets and Geranium Barrels)
- One-time promotion support for the Peter Robinson 200th Celebration (\$500 each for the Ennismore and Young's Point events)

New is 2025 is an \$8,000 allocation to be transferred to Department 40 to recognize the Marshland Centre use by the Lions, Village Lions and Lakefield Horticultural Society which have historically been provided with no rental charge.

Capital expenditures included in the budget are as follows:

- Computer equipment replacements and software upgrades \$47,727
- Office furniture replacements/upgrades \$9,950
- I.T. Remote Site Upgrades \$15,000
- Website Migration \$19,839

Insurance Premiums continue to impact budgeting. The 2025 premium increase is \$41,467 (includes non-refundable 8% PST). The 2025 premium will be included in the 2025 operational budget and will be distributed and allocated across tax supported and user pay departments.

Activity Update – Beyond Budget and Dollars and Cents

Council endorsed moving forward with collaborating with the Clean Air Partnership to apply to the Federation of Canadian Municipalities (FCM) Community Efficiency Financing Program (CEF) for grant funding to implement a *BetterHomes Selwyn* program for 150 households to implement a home energy retrofit program.





The Corporation of the Township of Selwyn Budget Worksheets 2025

Department 05 - General Government

GL Account	Details	2022 Year End Actuals	2022 Approved Budget	2023 Year to Date Actuals	2023 Approved Budget	2024 Year to Date Actuals	2024 Approved Budget	2025 Proposed Budget
	20100	7.101.00.10		7 1010.0		71010.0	200901	
Revenues								
Grants and Receipts Interest Revenues Operating Sales - Revenues & Fees Taxation Transfers In		230,661 702,403 51,400 1,445,724 535,304	325,368 575,500 47,200 1,445,724 442,154	128,485 1,126,039 35,514 1,495,940 471,088	135,000 780,500 52,100 1,495,940 468,753	37,657 1,209,444 50,005 1,656,192 563,882	180,170 940,500 42,850 1,656,192 502,941	152,345 1,138,000 46,362 1,780,940 532,620
Total Revenues		2,965,491	2,835,946	3,257,067	2,932,293	3,517,180	3,322,653	3,650,267
Expenses								
Salaries & Benefits Admin & Overhead Services Hired Communications Service Charges		1,492,439 148,550 280,198 23,304 69,177	1,520,395 164,500 256,772 22,344 59,500	1,556,435 171,316 263,636 12,196 91,340	1,657,393 176,598 277,790 22,344 59,500	1,717,315 238,018 238,210 9,813 66,086	1,768,081 200,868 300,757 9,344 69,500	2,021,624 248,285 268,048 9,344 64,500
Council Honourariums & Expenses Council Admin. & Overhead Misc Council & Committee Expenses Health & Safety Emergency Planning	;	163,791 98,283 50,797 47 23,258	171,116 97,888 64,272 1,150 38,175	186,906 58,519 3,614 833 22,783	181,315 62,944 4,446 1,150 27,272	197,216 60,757 3,909 760 26,000	190,019 69,094 4,937 1,150 28,702	197,116 68,018 4,988 1,150 86,772
Building Expenses		46,220	47,091	52,094	49,505	58,499	55,658	54,342
Capital Purchases		84,219	112,061	108,690	89,560	95,682	99,450	90,516
Transfers Out		485,207	280,682	728,703	322,476	804,917	525,094	535,564
Total Expenses		2,965,491	2,835,946	3,257,067	2,932,293	3,517,180	3,322,653	3,650,267
Balance		0	0	0	0	0	0	0