

## **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.

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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 200<sup>th</sup> Celebration (\$500 each for the Ennismore and Young's Point events)



New in 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.



