



## **Administrative Report**

### **Office of the Director of Financial Services/Treasurer**

**To: Warden and Members of County Council**

**From: Sandra Zwiers**  
**Director of Financial Services/Treasurer**

**Date: Wednesday, January 16, 2019**

**Subject: 2019 Budget – General Government Services**

**Report #: 2019-0116-FIN-R001-SZ**

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#### **Purpose**

To provide Council with the 2019 budget estimates for General Government Services, encompassing the operations of: Council, Administration (Chief Administrative Officer/Council Services/Financial Services), Human Resources and Planning (see Appendix A).

#### **Background**

During 2018, General Government Services was reorganized and services relating to Emergency Management Coordination were moved and assigned to the Emergency Management Services department. As a result, the 2018 comparative budget figures presented throughout this report have been restated to reflect the compliment of services now managed through General Government Services.

#### **Discussion**

General Government Services provides corporate leadership, planning and policy-setting support for all corporate departments, aiding the departments in achieving their service delivery mandates.

## **Prior Year Performance**

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A significant favourable variance is expected for General Government Services. Unanticipated net supplemental taxation revenue was offset by weaker than anticipated investment returns and (to a lesser degree) other operational variances.

Investments in facility renewal, employee engagement and technology were the focus for 2018, which was also the final year in the term of County Council.

## **Proposed Budget – Current Year**

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The proposed budget for 2019 amounts to \$5,368,150, an increase of just over \$1 million from the prior year. Increased conservatism, based on prevailing investment market forecasts, has been used in the calculation of anticipated investment income, along with estimates of interest attributed to reserves. This change accounts for \$605,000 of the budgeted increase.

Additional resources have also been included for Human Resources to mitigate risk by providing additional Occupational Health and Safety supports and initiatives.

A Corporate focus on communication and employee engagement have resulted in:

- Enhanced training and professional development for staff, including the introduction of a tuition reimbursement initiative
- Improvements to employee communication / advertising / intranet technology
- Introduction of a program to recognize employee success and continued efforts to increase engagement

Other key initiatives in the 2019 Budget include:

- Continued focus on long term measured plans for the funded renewal and replacement of Corporate facility assets, including the interior renovation of the Civic Centre and redeployment of departments within the building
- Continued support of an expanding network of servers (including significant hardware lifecycle replacements) and technology devices, as well as IT support for all departments implementing new systems

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- System analysis and planned implementation for integrated corporate Payroll / Human Resources / scheduling software
- Web page redesign to improve functionality when accessed from mobile devices
- Negotiation / interest arbitration for three collective agreements
- Completion of the Agricultural Lot Size Study

## **Financial Implications**

The proposed 2019 Budget provides the financial support to allow General Government Services to continue to provide corporate leadership, planning and policy-setting support for all corporate departments, aiding the departments in achieving their service delivery mandates. The proposal to add a staff resource to address occupational health & safety and employee attendance opportunities is anticipated to result in future cost savings and improved operational efficiencies.

## **Recommendation**

That the Report Number 2019-0116-FIN-R001-SZ be received and further that the 2019 Departmental Budget Estimates for General Government Services be approved.

Respectfully Submitted

*Sandra Zwiers*

Originally Signed by

Sandra Zwiers, Director of Financial Services/Treasurer

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Concurred With,

*Robert Maisonville*

Originally Signed by

Robert Maisonville, Chief Administrative Officer

<b>Appendix No.</b>	<b>Title of Appendix</b>
A	2019 Budget – General Government Services