



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall  
1229 Esquimalt Road  
Esquimalt, B.C. V9A 3P1

## Legislation Details (With Text)

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## PERIOD REPORT

**DATE:** January 10, 2017      Report No. FIN-17-001  
**TO:** Laurie Hurst, Chief Administrative Officer  
**FROM:** Ian Irvine, Director of Financial Services  
**SUBJECT:** Financial Services and IT Departments - 2016 Third Period Report

The following is a report on the activities pertaining to the Financial Services and IT Departments from September 1, 2016 to December 31, 2016.

### **I. DIVISION ACHIEVEMENTS AND ACTIVITIES**

#### **1. Budgeting, Financial Reporting and Accounting**

- In preparation for the 2017-2021 Financial Plan, initial capital and operating budget submissions have been received from all departments and are being consolidated prior to review by Council.
- An upgrade to the Township's financial system was completed. This update will allow for improvements to transaction processing, analysis and reporting. As well, it will provide additional functionality for both the Payroll and Human Resource departments.
- The year end requirements, reconciliations and analyses are being completed in preparation for the annual audit scheduled for April 2017. Interim audit work was completed in December.
- Year end physical inventory counts for Public Works and Parks & Recreation Departments have been completed.
- A new budget program has been acquired and implemented for use during the 2017 Financial Plan process. The new web based program will provide a more stable environment

and allow for departments to perform more customized analysis and reporting.

- A summary revenue and expenditure analysis was provided for the nine month period ended September 30. This analysis included a financial update and variance descriptions regarding any significant deviations from the approved budget.
- An updated Local Grant Policy was approved by Council. This Policy has effectively changed the application deadline date, includes consistent reporting requirements for grant recipients and outlines criteria for those organizations holding established events.

## **2. Property Taxes**

- Outstanding tax notices were mailed out in November and as of December 31, approximately 96% of the property tax levy has been collected.
- All delinquent property taxes were collected prior to the September deadline and no tax sale was required.
- The amount received from Public Works and Government Services Canada for Payment in Lieu of Taxes during 2016 was consistent with the amount applied for by the Township. As a result, no appeal of the 2016 PILT payment will be required.

## **3. Risk Management**

- There are no new significant or unusual liability claims with the Municipal Insurance Association.

## **4. Information Technology**

- The Township's cellular telephone contract was evaluated and renewed. The new contract will result in monthly savings of approximately \$900 for the next three years.
- Installed a system to centrally control the HVAC and ice function at the Sports Centre. This is intended to improve response time in the event any adjustments are required. Once the system integration is complete and evaluated, the same functionality will be provided to the Municipal Hall and Recreation Centre for their HVAC systems.
- Assisted other departments with the implementation of Perfect Mind, the new recreation management software that was acquired to replace the existing Class system.
- Staff responded to 374 support calls during the period, which represents an increase of 9% over the second period.

## **II. COMMITTEES**

The Local Grant Committee met in September to review applications for 2017 Permissive Tax Exemptions relating to Not for Profit Organizations. Council approved the Committee's recommendations and the bylaw was adopted in October.