



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Legislation Text

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PERIOD REPORT

DATE: September 12, 2017

Report No. FIN-17-018

TO: Laurie Hurst, Chief Administrative Officer

FROM: Ian Irvine, Director of Financial Services

SUBJECT: Financial Services and IT Departments - 2017 Second Period Report

The following is a report on the activities pertaining to the Financial Services and IT Departments from May 1, 2017 to August 31, 2017.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Budgeting, Financial Reporting and Accounting Operations

- The Audited Financial Statements for the year ended December 31, 2016 were presented by the auditors and approved by Council in May. For the fourth consecutive year, there were no significant unresolved audit findings.
- The Township's Annual Report and the Statement of Financial Information (SOFI) were approved by Council in June.
- Property tax notices were mailed in May and all outstanding tax reminder notices were processed and mailed in July.
- Property tax statistics - 2017
 - Current property taxes collected as of July 4 - 91.1% (2016: 91.9%)
 - Current property taxes collected as of August 31 - 93.5% (2016: 93.8%)
 - Home owner grants claimed as of August 31 - 3,843 (2016: 3,807)
- Tax deferment statistics - 2017
 - Total deferments - 427 (2016: 399)
 - New applications - 86 (2016: 78)
 - Total deferred taxes - \$1,480,814 (2016: \$1,392,466)
- Properties with delinquent taxes were identified for potential inclusion in the 2017 tax sale scheduled in September. The relevant title holders and mortgage companies were contacted. The department continues to communicate with all parties in an attempt to eliminate the need for a sale.
- An initial amount for payment in lieu of taxes (PILT) was received in June. The amount received was not materially different from the application amount calculated based on the BC Assessment valuations. Based on this interim payment there will be no need for an appeal to be filed.
- In June, a presentation was given at the Public Sector Digest User Conference in

Ontario. The remote presentation, viewed by 180 attendees from across Canada, consisted of a demonstration of our customized budget software and tax revenue calculations.

2. Risk Management

- There are no new significant or unusual liability insurance claims against the Township.

3. Information Technology

- In August, Jon Woodland retired from his position as Manager, Information Technology. Recruitment for his replacement is currently underway.
- Fibre optic cabling has been rerouted between the Municipal Hall, Recreation Center, Public Safety Building and Public Works Building in preparation for the Esquimalt Town Square project.
- Implemented email signature management software to standardize corporate signatures, provide social media links and add a disclaimer on external emails.
- Implemented a mobile device management solution to secure tablets and smartphones.

II. COMMITTEES

Preparation was completed for the review of Permissive Tax Exemptions by the Local Grants Committee. All applications that were received prior to the August 31 deadline have been assembled for review by the Committee in September.