

General Government Goals and Objectives

Purpose

Provide open, transparent, accountable and innovative leadership in local governance and service delivery.

General Government has many components;

CAO Administration

The CAO's department oversees and coordinates all departmental activities in the Municipality of Brockton. The CAO's office conducts policy research, provides advice, ensures the effective and efficient administration of the Municipality and delivers the implementation of Council decisions and directions. Specifically, the CAO's office has direct oversight of human resource activities and economic development.

Treasury Department

The Treasury Department is responsible for monitoring and implementing sound financial policies that support the Municipality as a whole. Treasury advises the Chief Administrative Officer and Council on the status of the Municipality's finances and actions required to meet financial obligations and objectives.

This department is also responsible for IT, insurance coverage related to general liability, municipal asset management and responsible for the administration and maintenance of all financial records.

Clerks Department

The Clerk's Department is responsible for the development of practices and procedures that achieve transparency and lead to public confidence and trust in local government. The Clerk is a position required under the Municipal Act, 2001. Statutory duties include recording decisions and proceedings of Council and maintaining records of Council Minutes and By-laws. Appropriate records management policies must be in place to manage legal liability and risk. The Clerk's Department is also charged with accessibility, licensing and website maintenance and Municipal Drains.

2021 In Review

In 2021, the following projects were completed or are currently in the process of completion:

- Completion of the Strategic Action Plan
- Development and adoption of an updated Multi-Year Accessibility Plan for 2021-2025
- Implementation of an updated News Manager Module on the Municipal Website
- Implementation of an electronic Form repository (FormBuilder) on the Municipal Website
- Updated Municipal Procurement Policy and trained staff on new procurement process
- Provided IT Cyber training to all Municipal Staff

2022 Goals and Objectives

- Manage the 2022 Municipal and School Board Election
- Implement an updated Records Retention Policy
- Develop a Social Media Policy
- Implement Form Builder software on the Municipal Website
- Review and update Municipal Website content in preparation for the 2022 Election
- Implement a Municipal App representing the most frequent service needs, portray Brockton's best assets, and share news and service requests with the community
- Implement Budgeting Software System
- Enter into new term with Municipal Auditor
- Conduct a Market Review to support staff retention and pay equity

Summary of Significant Changes

- Increase in Wages and Equipment which is off-set with a fully funded grant application for the Municipal Modernization Funding Intake III. PT wages and Equipment will not be utilized if we are unsuccessful with the application.
- Grants and Donations – Increase for the Mammography donation
- Increase in Rate Stabilization transfer of \$200,000 to lower the impact of the increase and utilize prior year surplus.

General Government Operating Budget Summary

	2021 approved budget	2022 draft budget	2022 budget change	2022 budget change
Revenue				
User Fees	\$299,625	\$222,475	(\$115,500)	(38.55%)
Grants	\$1,549,100	\$1,688,450	\$187,900	12.13%
Debt	\$0	\$0	\$0	0%
Investments	\$115,000	\$115,000	\$0	0%
Other Income	\$309,300	\$368,500	\$84,200	27.22%
Total Revenue	\$2,242,775	\$2,394,425	\$156,600	6.89%
Expense				
Wages	\$1,093,709	\$1,159,211	\$65,502	5.99%
Maintenance	\$33,285	\$39,285	\$6,000	18.03%
Utilities	\$1,560	\$1,560	\$0	0%
Special Projects	\$0	\$0	\$0	0%
General Expense	\$807,133	\$824,423	\$17,290	2.14%
Total Expense	\$1,935,687	\$2,024,479	\$88,792	4.59%
Net Difference	\$337,338	\$369,946	\$32,608	9.67%

Taxation Budget Summary

	2021 approved budget	2022 draft budget	2022 budget change	2022 budget change
Revenue				
Taxation	\$100,000	\$100,000	\$0	0%
PIL	\$239,600	\$239,600	\$0	0%
Total Revenue	\$339,600	\$339,600	\$0	0%
Expense				
Write-off/Rebates	\$64,500	\$64,500	\$0	0%
Total Expense	\$64,500	\$64,500	\$0	0%
Net Difference	\$275,100	\$275,100	\$0	0%

MUNICIPALITY OF BROCKTON
OPERATING
BUDGET FOR GENERAL GOVERNMENT
2022

PARTICULARS	Account Number	2020	2021		2022	% Increase from PY
		ACTUAL	ACTUAL	BUDGETED	BUDGETED	
EXPENDITURES						
Wages - Administration	1200	818,979	797,443	811,842	816,304	0.55%
Wages - Overtime/sick pay	1204	41,368	-	34,000	36,000	5.88%
Wages - Custodian	1220	49,000	89,291	-	-	0.00%
Wages - Part time - Office	1222	11,800	-	19,105	79,105	314.05%
Wages - Part time - Custodian	1225	-	-	-	-	0.00%
Benefits	1240	198,206	280,871	226,852	219,892	-3.07%
Benefits	1242	14,007	-	-	-	0.00%
Benefits - Part-time	1245	75	-	1,911	7,911	314.05%
Mileage	1270	41	-	2,000	2,000	0.00%
Training & Seminars	1271	10,685	13,878	25,000	25,000	0.00%
Bank Services	1272	1,248	760	2,880	2,880	0.00%
Long Term Debts-Princ.	1300	33,156	31,146	33,156	33,156	0.00%
Long Term Debts-Interest	1301	2,809	1,675	5,197	5,197	0.00%
Memberships	1303	4,632	9,927	10,400	10,400	0.00%
Supplies - Office	1305	11,290	15,990	17,000	17,000	0.00%
License & Permits	1308	9,618	9,300	15,750	8,750	-44.44%
Legal Services	1310	88,035	13,322	30,000	30,000	0.00%
Tax Collection	1311	-	-	-	-	0.00%
Tax Registration	1312	-	-	-	-	0.00%
Survey Fees	1313	42	-	-	-	0.00%
Audit Services	1314	25,348	(2,659)	25,000	25,000	0.00%
Payroll Services	1315	2,821	2,362	2,688	2,688	0.00%
Maintenance - Accessibility	1319	-	-	-	-	0.00%
Maintenance & Purchase-Equip	1320	6,734	9,510	7,500	27,500	266.67%
Maintenance-Building	1322	42,756	16,989	22,500	8,500	-62.22%
Maintenance-Grounds	1325	1,345	997	1,000	1,000	0.00%
Maintenance-Vehicle	1330	1,642	2,005	2,285	2,285	0.00%
Health & Safety	1335	863	-	-	-	0.00%
Postage	1340	16,995	21,779	16,000	16,000	0.00%
Service Agreement	1344	252,115	160,249	126,150	136,150	7.93%
Telephone/Internet	1350	20,721	18,417	17,000	17,000	0.00%
Supplies - Custodian	1355	1,144	1,011	5,000	5,000	0.00%
Utilities - Hydro	1360	1,081	1,227	1,560	1,560	0.00%
Utilities - Natural Gas	1365	-	-	-	-	0.00%
Rental-Equipment	1368	18,061	16,868	18,000	18,000	0.00%
Rental-Municipal Office	1369	66,270	76,686	75,144	75,144	0.00%
Advertising	1370	1,867	1,637	3,500	3,500	0.00%
Grants & Donations	1373	66,050	31,180	28,000	48,000	71.43%
NWMO Community Well Being Grant Fund	1374	-	-	-	-	0.00%
Insurance	1380	5,984	5,828	5,825	7,442	27.76%
Ins.Claim paid by Munic.	1381	-	-	5,000	5,000	0.00%
Tax Write-off	1390	-	-	-	-	0.00%
Elections	1400	-	-	-	-	0.00%
Studies	1467	-	19,648	25,000	16,400	-34.40%

Misc Expense	1549	46,401	-	-	-	
SAUGEEN COMMUNITY MUNICIPAL AIR	1551	63,000	113,630	63,630	64,903	2.00%
SMART-Disability Transport.	1553	98,536	39,813	89,813	89,813	0.00%
Municipal Complex Project	1555				-	0.00%
COVID-19	1556	109,286	43,639	-	-	0.00%
Prior Year Deficit	1590	-	-	-	-	0.00%
Trans. to Reserves	1700	161,026	644,028	-	-	0.00%
Trans. to Capital Fund	1710	-	-	-	-	0.00%
Trans. to Reserve Fund	1720	200,000	150,000	160,000	160,000	0.00%
OPERATING EXPENSES		2,505,037	2,638,448	1,935,687	2,024,479	4.59%
				4.59%	Increase/(Decrease)	
				88,792	Increase/(Decrease)	

PARTICULARS 01-3105 01-3106	Account Number	2020	2021		2022	% Increase from PY
		ACTUAL	ACTUAL	BUDGETED	BUDGETED	
REVENUE						
Ontario Grants	0126	1,892,805	1,581,289	1,549,100	1,688,450	9.00%
Development Fees		1,530	5,614	16,000	16,000	0.00%
Parkland Fee		19,678	873	10,000	10,000	0.00%
Canada Grants	0127	-	-	-	-	
TOTAL GRANTS		1,914,013	1,587,775	1,575,100	1,714,450	8.85%
OTHER REVENUE						
Long-term Debt - Bank	0129	-	-	-	-	0.00%
Rents - Rooms	0130	13,690	13,704	6,000	13,000	116.67%
Licenses & Permits	0133	24,158	17,066	31,525	16,025	-49.17%
Penalty & Interest	0135	69,856	80,682	120,000	120,000	0.00%
Invest. Income-Other	0137	7,369	(131)	15,000	15,000	0.00%
Invest. Income-Westario-Dividend	0138	100,871	100,871	100,000	100,000	0.00%
Tax Sale Revenue	0140	1,600	550	6,000	6,000	0.00%
Trans. from Reserves	0141	50,000	-	100,000	300,000	200.00%
Trans. from Reserve Fund	0142	112,129	236,261	62,000	23,000	-62.90%
Recoveries	0145	25,731	-	4,000	6,000	50.00%
Development Fees	0146	1,890	2,170	-	16,000	100.00%
Parkland Fee	0147	12,862	19,275	-	10,000	100.00%
Misc. Revenue	0150	13,826	9,440	15,000	15,000	0.00%
Fees - Commissioners Sign	0152	859	645	1,000	1,000	0.00%
Sale of Land	0153	5,000	-	-	-	0.00%
Fees - NSF	0154	2,295	1,890	2,000	2,000	0.00%
Agreements - OPG	0193	26,419	-	-	-	0.00%
Tax Certificates	0240	14,055	17,125	14,100	17,450	23.76%
Inter-department Revenue	0250	19,500	-	121,300	19,500	-83.92%
Prior Year Operating Surplus	0300	-	-	100,000	-	-100.00%
TOTAL OTHER REVENUE		502,110	499,547	697,925	679,975	-2.57%
TOTAL OPERATING		2,416,123	2,087,322	2,273,025	2,394,425	5.34%

5.34% Increase/(Decrease)

121,400 Increase/(Decrease)

OPERATING SUMMARY	Account Number	2020	2021		2022	% Increase from PY
		ACTUAL	ACTUAL	BUDGETED	BUDGETED	
OPERATING EXPENSES		2,505,037	2,638,448	1,935,687	2,024,479	4.59%
OPERATING REVENUE		2,416,123	2,087,322	2,273,025	2,394,425	5.34%
TOTAL GENERAL GOVERNMENT OPERATING		88,914	551,126	(337,338)	(369,946)	-9.67%

**MUNICIPALITY OF BROCKTON
OPERATING
BUDGET FOR TAXATION
2022**

PARTICULARS 01-3104	ACCOUNT NUMBER	2020	2021		2022
		ACTUAL	ACTUAL	BUDGETED	BUDGETED
REVENUE					
TAXATION - NO SUPPORT	0001	459	-		
Taxation - Final	0049	9,683,261	9,883,998	-	
Taxation - Supplementary	0050	63,250	161,315	100,000	100,000
TOTAL TAXATION		9,746,970	10,045,313	100,000	100,000
PIL Residential Full Rate	0120				
PIL Ontario - Hosp.Gen.	0121	6,300	6,300	6,300	6,300
PIL Ontario - Power Dam	0123	3,764	3,764	3,800	3,800
PIL Commercial	0124	255,077	160,237	193,000	193,000
PIL CH & IH Education	0125	29,549	29,547	36,500	36,500
PIL - Supplementary	0150	-	1,344	-	
TOTAL PAYMENT-IN-LIEU		294,690	201,191	239,600	239,600
TOTAL TAXATION REVENUE		10,041,660	10,246,504	339,600	339,600

PARTICULARS 01-3104	ACCOUNT NUMBER	2020	2021		2022
		ACTUAL	ACTUAL	BUDGETED	BUDGETED
WRITE OFF/REBATE					
Tax Write Offs	1390	106,891	64,254	60,500	60,500
Charitable Rebates	1395	878	913	1,000	1,000
Vacancy Rebates	1397	2,051	11,273	3,000	3,000
TOTAL WRITE OFF/REBATE		109,820	76,441	64,500	64,500

GRAND TOTAL TAXATION	9,931,839	10,170,063	275,100	275,100
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