



TOWN OF TILLSONBURG

2015 BUSINESS PLAN

BUILDING/PLANNING/BY-LAW SERVICES

2015 Business Objectives

Item	Dept	Owner	Budget Value	Target Date
By-law Review Ongoing	By-Law	By-Law	\$0	Dec. 31/15
Façade Improvement	Building	CBO/Development Tech.	\$25,000	Dec. 31/15
Building/Planning Fee Study	Building/Planning	CBO	\$5,000	Dec. 31/15
Review Town Planning Function	Planning	CBO	\$0	Q2
Advance Communications to Public & Dev. Industry	Bldg/Plng/Bylaw	CBO/D.Tech.	\$5,000	Q3
Crossing Guard Requirements	By-Law	By-Law	\$0	Q2

Risks

- Absence and retraining of Development Technician position may temporarily result in reduced communications with the public and development community
- Ongoing complex development/construction projects require significant amount of staff time which may result in longer turn around times for other projects
- Continuing changes to the Ontario Building Code requires ongoing staff training
- Increase in communication may result in increased by-law inquires/enforcement

Opportunities

- Improvement of departmental communications to community and development industry creates positive outcomes and transparency
- By-Law review provides updates and clarification that are relevant to current public needs
- Ongoing code training reduces liability and provides efficiencies
- Review of planning functions will create a larger planning presence and investment ready environment

Future Departmental Directions: 3 year outlook

2016

- Departmental Communications Review
- By-Law Efficiency Review
- Open Data Review
- Façade Improvement Program Review
- Planning Review Implemented

Future Departmental Directions: 3 year outlook

2017

- Completion of Façade Improvement Program
- Central Area Design Study Review
- Animal Control Contractor RFP
- Open Data Review

Future Departmental Directions: 3 year outlook

2018

- Central Area Design Study – Phase 2 Grant Project
- Departmental IT Review
- Crossing Guard Program Review
- Open Data Review

Human Resources

Allocation/Deployment Plan

	2014	2015	2016
Total FTE Requirements-Full time	5	5	5
Total FTE Requirements-Part time	1.65	1.65	1.65
Contract Staff	0	0	0
Change from previous year	0	0	0

Town of Tillsonburg		190 - Building		
2015 Financial Plan		2014		2015
		Budget	Projection	Budget
Operating Plan - Cost Code Summary				
Revenues				
Special Levy, Local Improvements, PILS				
3000	Taxes - Residential			
3005	Taxes - Multi-Residential			
3010	Taxes - Commercial			
3012	Taxes - Commercial Vacant Unit			
3014	Taxes - Commercial Vacant Land			
3020	Taxes - Shopping Centre			
3022	Taxes - Shopping Centre Vacant Unit			
3030	Taxes - Industrial			
3032	Taxes - Industrial Vacant Unit			
3034	Taxes - Industrial Vacant Land			
3040	Taxes - Pipelines			
3050	Taxes - Farmland			
3055	Taxes - Farmland Dev. Phase 1			
3060	Taxes - Large Industrial			
3062	Taxes - Large Industrial Vacant Unit			
3070	Taxes - Supplementaries			
3075	Taxes - Bill 79 Capped Levy			
3080	Taxes - Capped Rebates/Claw Backs			
3085	Taxes - W/O's			
3090	Taxes - PIL's			
3095	Local Improvements - Residential			
3096	Local Improvements - Commercial			
3100	Tax Adjustments			
3105	Taxes - Penalty & Interest			
Government Grants & Subsidies				
3200	Grants & Subsidies - Federal			
3205	Grants & Subsidies - Provincial			
3210	Grants & Subsidies-Other	-	-	-
Other Revenues				
3300	Miscellaneous Revenue	-	1,090	11,000
3301	Residential Usage			
3302	General Usage			
3305	Admissions			
3310	Fares & Fees			
3315	Memberships			
3320	Seasonal Revenues			
3325	Sports Fields Fees			
3330	Youth Program Fees			
3335	Adult Program Fees			
3340	Summer Programs			
3345	Participate Programs			
3350	Minor Hockey			
3355	Figure Skating			
3360	Programs			
3365	Landscaping			
3400	Permit Fees	210,000	338,208	230,000
3410	Licence Fees			
3420	Certificates	6,000	4,200	5,600
3430	Inspections	-	-	-
3500	Rentals			
3505	Merchandise			
3510	Concession Sales			
3515	Vending Machines			
3600	Interest			
3601	Late Payment Charges			
3700	Special			
3701	Capital Surcharge - Residential			
3702	Capital Surcharge - General			
3705	Donations			
3800	Sewer Revenue-Surcharge			
3801	Reg 170 Surcharge - Residential			
3802	Reg 170 Surcharge - General			
3815	Extraordinary Revenue			
3999	Revenue Clearing Account			
Specified Revenues				
3805	Development Charges			
3810	Sale of Assets			
3820	Debenture Proceeds			
Contribution from Reserves				
3900	Contribution from Reserves	-	-	38,850
3905	Contribution from DC Reserves			
		216,000	343,498	285,450

Town of Tillsonburg		190 - Building		
2015 Financial Plan		2014		2015
		Budget	Projection	Budget
<i>Operating Plan - Cost Code Summary</i>				
Expenditures				
Labour				
5001	Full-time Regular	249,900	256,622	269,600
5002	Full-Time Overtime	-	324	-
5003	Part-Time Regular	15,000	7,198	9,000
5004	Part-Time Overtime			
Purchases				
5105	Equipment Rental			
5110	Fuel & Oil			
5115	Discounts Taken			
5200	Materials/Inventory			
5300	Supplies	3,000	3,708	3,500
5305	Program Supplies			
5310	Equipment Supplies & Repairs	1,130	2,155	2,200
5315	Books & Publications	1,250	2,408	1,750
5320	Building Repairs & Maintenance			
5325	Heat, Light & Water			
5330	Insurance	10,453	9,733	9,535
5331	Insurance Claims			
5335	Telephone, Fax & Modem	2,000	1,405	2,000
5400	Miscellaneous Expense	4,750	7,067	4,250
5405	Meeting Expenses	400	400	400
5410	Advertising & Promotions	1,800	1,862	4,500
5415	Training & Workshops	6,000	6,062	6,000
5420	Special Events	-	-	1,000
5425	Special Projects	-	-	-
5430	Membership Expenses	1,550	1,521	1,750
5600	Rent Expense			
5605	Interest And Finance Charges			
5850	Bad Debt Expense			
5800	Tax External Payments			
Contracted Services				
5500	Consultants, Legal & Audit	-	1,000	-
5505	Subcontractors Expense	-	-	6,250
5510	Equipment Maintenance Contracts			
Contributions to Reserves				
5950	Contributions to Reserves	-	123,267	-
5955	Contributions to DC Reserves			
		297,233	424,731	321,735
		81,233	81,233	36,285
Interfunctional Adjustments				
5100	Fleet Allocation	13,861	13,860	14,311
5650	Facilities Allocation			
5700	Corp Admin Allocation	9,107	9,108	9,213
5705	Comm. Services Allocation			
5710	Operations Allocation			
		22,968	22,968	23,524
		104,201	104,201	59,809
Debt Principal and Interest				
5900	Debt Interest	-	-	-
5905	Debt Principal			
3950	Prior year (surplus) deficit	-	-	-
Total Net Levy		104,201	104,201	59,809

Town of Tillsonburg
2015 Financial Plan
5 year Capital Plan

			<u>Capital Costs</u>	
<u>Description</u>			<u>Expenditures</u>	<u>Contribution to Reserves</u>
7				
2015			-	-

1				
2				
3				
4				
5				
6				
7				
2016			-	-

1				
2				
3				
4				
5				
6				
7				
2017			-	-

1				
2				
3				
4				
5				
6				
7				
2018			-	-

1				
2				
3				
4				
5				
6				
7				
2019			-	-

Town of Tillsonburg		180 - Protection		
2015 Financial Plan		2014		2015
		Budget	Projection	Budget
Operating Plan - Cost Code Summary				
Revenues				
Special Levy, Local Improvements, PILS				
3000	Taxes - Residential			
3005	Taxes - Multi-Residential			
3010	Taxes - Commercial			
3012	Taxes - Commercial Vacant Unit			
3014	Taxes - Commercial Vacant Land			
3020	Taxes - Shopping Centre			
3022	Taxes - Shopping Centre Vacant Unit			
3030	Taxes - Industrial			
3032	Taxes - Industrial Vacant Unit			
3034	Taxes - Industrial Vacant Land			
3040	Taxes - Pipelines			
3050	Taxes - Farmland			
3055	Taxes - Farmland Dev. Phase 1			
3060	Taxes - Large Industrial			
3062	Taxes - Large Industrial Vacant Unit			
3070	Taxes - Supplementaries			
3075	Taxes - Bill 79 Capped Levy			
3080	Taxes - Capped Rebates/Claw Backs			
3085	Taxes - W/O's			
3090	Taxes - PIL's			
3095	Local Improvements - Residential			
3096	Local Improvements - Commercial			
3100	Tax Adjustments			
3105	Taxes - Penalty & Interest			
Government Grants & Subsidies				
3200	Grants & Subsidies - Federal	-	-	-
3205	Grants & Subsidies - Provincial	-	-	-
3210	Grants & Subsidies-Other			
User Charges				
3300	Miscellaneous Revenue	23,650	20,514	22,000
3301	Residential Usage			
3302	General Usage			
3305	Admissions			
3310	Fares & Fees			
3315	Memberships			
3320	Seasonal Revenues			
3325	Sports Fields Fees			
3330	Youth Program Fees			
3335	Adult Program Fees			
3340	Summer Programs			
3345	Participate Programs			
3350	Minor Hockey			
3355	Figure Skating			
3360	Programs	-	-	-
3365	Landscaping			
3400	Permit Fees			
3410	Licence Fees	44,250	55,370	54,400
3420	Certificates			
3430	Inspections			
3500	Rentals			
3505	Merchandise			
3510	Concession Sales			
3515	Vending Machines			
3600	Interest			
3601	Late Payment Charges			
3700	Special			
3701	Capital Surcharge - Residential			
3702	Capital Surcharge - General			
3705	Donations			
3800	Sewer Revenue-Surcharge			
3801	Reg 170 Surcharge - Residential			
3802	Reg 170 Surcharge - General			
3815	Extraordinary Revenue			
3999	Revenue Clearing Account			
Specified Revenues				
3805	Development Charges			
3810	Sale of Assets			
3820	Debenture Proceeds			
Contribution from Reserves				
3900	Contribution from Reserves	-	-	-
3905	Contribution from DC Reserves	-	-	-
		67,900	75,884	76,400

Town of Tillsonburg		180 - Protection		
2015 Financial Plan				
		2014		2015
		Budget	Projection	Budget
<i>Operating Plan - Cost Code Summary</i>				
Expenditures				
Labour				
5001	Full-time Regular	144,000	143,033	144,500
5002	Full-Time Overtime	-	390	-
5003	Part-Time Regular	64,000	67,170	70,900
5004	Part-Time Overtime	-	-	-
Purchases				
5105	Equipment Rental	409	-	-
5110	Fuel & Oil			
5115	Discounts Taken			
5200	Materials/Inventory			
5300	Supplies	5,130	5,005	5,550
5305	Program Supplies			
5310	Equipment Supplies & Repairs	-	-	-
5315	Books & Publications			
5320	Building Repairs & Maintenance			
5325	Heat, Light & Water			
5330	Insurance			
5331	Insurance Claims			
5335	Telephone, Fax & Modem	400	698	900
5400	Miscellaneous Expense	2,300	2,325	5,650
5405	Meeting Expenses			
5410	Advertising & Promotions	1,600	1,351	500
5415	Training & Workshops	3,750	2,738	3,650
5420	Special Events			
5425	Special Projects	-	-	-
5430	Membership Expenses	350	350	350
5600	Rent Expense			
5605	Interest And Finance Charges			
5850	Bad Debt Expense			
5800	Tax External Payments			
Contracted Services				
5500	Consultants, Legal & Audit	-	-	-
5505	Subcontractors Expense	30,000	30,928	36,500
5510	Equipment Maintenance Contracts	-	-	-
Contributions to Reserves				
5950	Contributions to Reserves	-	-	-
5955	Contributions to DC Reserves	-	-	-
		251,939	253,987	268,500
		184,039	178,103	192,100
Interfunctional Adjustments				
5100	Fleet Allocation	6,861	6,864	7,084
5650	Facilities Allocation			
5700	Corp Admin Allocation	12,620	12,648	12,765
5705	Comm. Services Allocation			
5710	Operations Allocation			
		19,481	19,512	19,849
		203,520	197,615	211,949
Debt Principal and Interest				
5900	Debt Interest	-	-	-
5905	Debt Principal	-	-	-
3950	Prior year (surplus) deficit	-	-	-
Total Net Levy		203,520	197,615	211,949

Town of Tillsonburg
2015 Financial Plan
5 year Capital Plan

		<u>Capital Costs</u>	
<u>Description</u>		<u>Expenditures</u>	<u>Contribution to Reserves</u>
1	AUTOMATIC HANDHELD TICKET ISSUER	7,000	
2	TICKET TRACER - INTEGRATION WITH PAYMENT MANAGER - CLASS	-	
3			
4			
5			
2015		7,000	-

1	CROSSING GUARD SIGNALIZATION - PHASE 1		
2			
3			
4			
5			
2016		-	-

1	CROSSING GUARD SIGNALIZATION - PHASE 2		
2			
3			
4			
5			
2017		-	-

1			
2			
3			
4			
5			
2018		-	-

1			
2			
3			
4			
5			
2019		-	-