



TOWN OF TILLSONBURG

2021 Business Plan

Corporate Services

January 1 , 2021



2021 Business Objectives

Item	Owner	Budget Value	Target Date
Development Charges By-Law Review & Update	Director of Finance	\$7,420 (Funded from DC's)	Q1
Report to Council re: Town's response to BIA Write-Off Policy request	Director of Finance	\$0	Q1
Expand Electronic Receivables Acceptance	Director of Finance	\$0	Q2
Purchasing Consultant – Document Review	Director of Finance	\$10,000	Q2
HST Rebate Audit	Director of Finance	\$0	Q3
RFP for Banking Services (carry-forward item)	Director of Finance	\$0	Q3
2022 Multi Year Budget	Director of Finance / Deputy Treasurer	\$0	Q4
Asset Management Plan Integrated into 2022 Budget	Director of Finance / Deputy Treasurer	\$0	Q4
Dr. Recruitment (on-going)	CAO	\$35,000	Q4

2021 Business Objectives

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Strategic Plan	CAO	\$60,000 (-\$60,000 reserve transfer from unspent 2020 budget)	Q3
Town Hall	CAO	\$50,000 (-\$25,000 reserve transfer from unspent 2020 budget)	Q4
Integration of County Service Plan Items	CAO	\$50,000 (funded from 2019 residual one-time Modernization Monies within the Asset Management Reserve)	Q4
Facilitate discussions, networking and planning to ensure expanded opportunities for Affordable and Attainable Housing alternatives within the community & determine applicable strategies for Council review	CAO	\$0	Q4
Accessibility for Ontarians with Disabilities Act (AODA) Website Upgrades	Clerk	\$4,000 (funded from 2019 residual one-time Modernization Monies within the Asset Management Reserve)	Q2
RFP for Insurance	Clerk	\$0	Q4

2021 Business Objectives

Item	Owner	Budget Value	Target Date
Central Record Transference (permanent physical documents to electronic format)	Clerk	\$0	Q4
Local Government Week	Clerk	\$2,500	Q4
Report on Updating Website and development of Tillsonburg Mobile App	Clerk	\$0	Q4
BIA boundary request to include the process involved under the Act and also options available for Council consideration.	Clerk	\$0	Q3
Proceed with a general planning Application to prevent the conversion of commercial space on Broadway to residential on the ground floor. Report on how to preserve commercial space in the downtown area.	Clerk	\$0	Q4
Senior Leadership Team to prepare a draft Tillsonburg response to Oxford County Report CAO 2020-01 regarding Housing	Clerk	\$0	Q2

2021 Capital Summary

Item	Department	Budget Value	Target Date
Contribution to IT Reserves from Departmental Charges for future Computer Hardware Replacements	IT	\$70,000 (-\$70,000 recovery from Departments)	Q4
Cell Phones Replacement	IT	\$8,000 (funded from IT Reserve)	Q4
Annual Computer Replacement	IT	\$60,000 (funded from IT Reserve)	Q4
Server Replacement	IT	\$125,000 (\$65,400 funded from IT Reserve)	Q3

Risks

IT

- Cyber attacks against municipal government which requires continued constant vigilance and precautions.

Finance

- COVID-19 pandemic continues to negatively impact operating costs; ongoing.
- Potential for reductions to annual Provincial grant funding streams as a result of COVID-19.

Opportunities

Finance

- Lower long term interest rates make borrowing for major projects a more attractive opportunity.
- New funding opportunities available to assist in offsetting pandemic costing impacts.
- Modernization of processes by further moving to electronic formats (e.g. increased EFT versus cheque payments)
- Quarterly departmental budget forecasting will assist in determining and preparing for future variances and a potential year-end surplus/deficit.

Clerks

- Increased efficiencies while ensuring record retention best practices by converting all permanent files to electronic format.

Future Departmental Directions: 3 Year Outlook

- 2022
 - Continue to manage cash flows and investments to maximize interest revenue
 - 10 Year Capital Plan
- 2023/2024
 - Continue to replace aging computers (4 year replacement schedule)