



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Donna White, Director of Finance  
**DATE:** 23/01/2017  
**SUBJECT:** January Activity Report  
**ATTACHMENTS:** N/A

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## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receives the Department Activity Report of the Director of Finance dated January 23, 2017, for information purposes.

## **EXECUTIVE SUMMARY**

The Director of Finance provides periodic updates to council on activities within the Finance Department on a monthly basis.

## **DISCUSSION**

### **2017 Budget**

Department Heads are continuing to work on the 2017 Budget. Once all budgets have been completed by the Department Heads and submitted to the Treasurer, work will begin on compiling the first draft of the 2017 Budget. At this point, it is anticipated that the first budget meetings will be scheduled for late February.

### **Year End**

Staff are working on the 2016 yearend and the cut-off date for 2016 is January 27, 2017. The yearend audit has been scheduled to begin on February 27, 2017.

### **Source Water Protection – 2<sup>nd</sup> request for an Extension**

The Ministry of Environment and Climate Change announced a second extension of the Source Water Implementation Fund by one year to March 31, 2018 on December 16, 2016. The first extension date was March 5, 2017 to allow the remaining funds for North Huron in the amount of \$17,897.25 to be spent within that time frame. The applicable paperwork and by-law was executed. The required Progress Report for 2016 was filed on December 9, 2016. This second extension request required a work plan to be completed on how the remaining funds would be spent. Due to the number of new staff requiring training and the remaining tasks to be completed, the Treasurer has filed a request for this second extension. If approved, another by-law will be required. This second extension would provide sufficient time to complete the tasks and ensure that the funding has been fully utilized. The total funds provided under this program was \$102,500.00.

### **2016 Draft Asset Management Plan**

The first Draft of the Asset Management Plan was received at the end of 2016 from Public Sector Digest (Citywide). The Treasurer has reviewed the document and is working with Public Sector Digest on revisions which are expected to be completed in January and the final report completed.

Once the final document is received, the Director will prepare a summary report for Council and the Senior Management Team.

**Payroll – Job Costing**

Staff have been spending significant time on the set up of the new GL structure and the new job costing for Shared Services. The changes will be reflected in the 2017 Draft Budget and will be discussed as part of the budget process.

**OCIF Formula Based Grant Allocation**

The OCIF Formula Based Allocation in the amount of \$92,375.00 was allocated to the Patrick Street Reconstruction Project and the required forms were filed by the December 31<sup>st</sup> deadline. The final asphalt layer will be completed in 2017 and included in the 2017 budget.

**FINANCIAL IMPACT**

Financial impacts will be assessed as further information becomes available.

**FUTURE CONSIDERATIONS**

Budget Meetings will be scheduled tentatively for February.

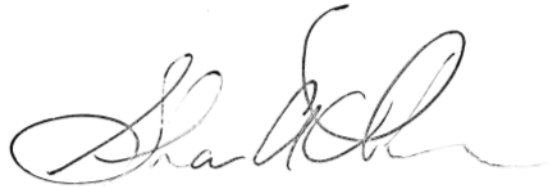
**RELATIONSHIP TO STRATEGIC PLAN**

Goal #4 – Our administration is fiscally responsible and strives for operational excellence.



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Donna White, Treasurer



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Sharon Chambers, CAO