



# TOWN OF TILLSONBURG

## 2019 Business Plan

Corporate Services

December 17, 2018



# 2019 Business Objectives

Item	Owner	Budget Value	Target Date
Monthly Reporting to Management	Manager of Finance	0	Q1
Implement County Amanda Software	Director of Finance	\$0	Q1
Building Permit		\$5,100	Q4
Corporate Services – Licenses and Citizen Requests			
RFP for Audit Services	Manager of Finance	\$0	Q3
Paperless Billing Tree Program	Director of Finance Director of RCP GM Hydro Ops	\$2,000	Q1 – Q4
Cash Management – New Investment Policy	Manager of Finance	\$0	Q3

# 2019 Business Objectives

Item	Owner	Budget Value	Target Date
Review & Revise Purchasing Policy	Manager of Finance		Q2
Corporate Staff Plan to meet Community Growth	Director of Finance		Q2
IT – Cyber Security Plan for THI and Town	Director of Finance GM Hydro Ops	\$20,000	Q2
Development Charges	Director of Finance		Q2
Local Government Week	Clerk	\$2,500	Q4
Central Records Repository Project	Clerk	\$0	Q4
Town Hall	CAO	\$25,000	Q2
Dr. Recruitment	CAO	\$70,000	Q4
Strategic Plan	CAO	\$25,000	Q2

# 2019 Capital Summary

Item	Department	Budget Value	Target Date
Work Order Management	IT & Ops	2018 – \$50,000	Q4
New Conference Room AV Equip	IT <a href="#">Tab 12 page 4</a>	\$4,000	Q1
Ergonomic changes at CSC	Finance <a href="#">Tab 12 page 6</a>	\$8,000	Q2
Computer Replacements	IT <a href="#">Tab 12 page 5</a>	\$25,000	Q4
Telephone Replacement	IT	2017 – \$40,000	Q2

# Risks

- Finance
  - Asset management is now a regulated provincial act that is also tied to Provincial Funding sources
- IT
  - Cyber attacks against municipal governments are on the rise and a good plan and proper safeguards will better protect the Town

# Opportunities

- Finance

- Higher interest rates are available through new channel that municipalities can now invest in with a new investment policy
- Increased use of paperless invoicing will allow the Town to save money and the environment

- IT

- Expanding AMANDA software will allow us to track licensing of business, lotteries and other property based transactions including some service requests

# Future Departmental Directions: 3 year outlook

- 2020
  - RFP for banking and legal services
- 2021/2022
  - RFP for insurance in 2021