

FINANCE DEPARTMENT MONTHLY REPORT

To: Colin Smith, CAO

Prepared by: Robert Higson, CPA, CA

Date: Nov 22, 2017

Month: November 2017



Agenda Item: 7b.1

Meeting Date: 11/27/2017

For use by Office of the Town Clerk only

Section 1: Operational Dashboard

Metric	Current Period	Prior Period	Annual Result	Trend
Debt Ratio (beginning of year)	15.75% 2017	11.99% 2016	Increasing	Due to debt for Ops Ctr.
Accounts Receivable (significantly past due accounts only)	\$199,000 (Nov/17)	\$244,000 (Oct/17)	Stable	Decreasing (Director working with clerk to collect accounts)
Accounts Payable processed (Oct '17 vs. Sept'17)	\$2,555,059 (351 cheques)	\$2,714,995 (334 cheques)	-	-
% of Water & Sewer Bills sent electronically (quarterly Aug' 17 vs. May '17)	10.0%	10.0%	Gradual growth in e- billing	Stable (clerk/receptionist is promoting this option at the municipal payments counter)

Section 2: Status of Department's Operational Priorities for 2017

Priority	Status
Lead the Town in the development of a long range capital Asset Management Plan (AMP)	<p>The initial Asset Management Plan (AMP) development process is nearing completion. The document shall be issued in the next few weeks. A brief presentation was made to Council on November 14 by our external consultant, ie., Opus Consulting.</p> <p>This was a very high level overview of the process and state of our Asset Management efforts currently in place. The final "draft" of the written plan document will include an Asset Management Policy for adoption by Council. It will form the framework for what will be an ongoing continuous improvement process related to Asset Management.</p>

Priority	Status
	A Claim shall be submitted to the Environmental Trust Fund (ETF) in December to recoup a significant portion of the costs of this work. As we continue to implement and refine the AMP staff will continue to seek additional external funding.
Long Term Financial Planning and Managing Debt Ratio	<p>The 2018 budget review process highlights the current and projected debt service ratio.</p> <p>Monitoring and managing the level of the debt ratio is one of the objectives for the Director of Finance. He will ensure the best combination for utilization of capital reserves, capital financed from operations and project funding grants from senior levels of government in order to minimize the necessity for using long term debt to achieve long term asset management. The current objective is to maintain a debt ratio lower than 16% with continued vigilance in this area.</p> <p>Council recently approved borrowing for the balance (\$4.1m) needed to finance the Operations Center. We are awaiting the Province to go to the debt markets to issue the debentures at which time we will find out what the interest rate(s) will be.</p>
Technology Options	The Director and staff are continually exploring opportunities to enhance internal and external customer service. Most recently staff have been working with our Web Site developer to identify and implement processes designed to facilitate payments and account access on line.

Section 3: Other Notable Development & Highlights for Council's Attention

Budget 2018 Process

The budget process is in the advanced stages. Council has received binders with line item details and explanations related to the 2018 budget. The Director of Finance and CAO presented, along with all Department Directors, the Operating and Capital budgets in public Council sessions on Thursday, November 23 and Saturday, November 25.

Council has deliberated these budgets with tentative approval set for December 11, 2017.

Codiac RCMP Building Committee

Ongoing. Meetings have commenced including October 16th and November 15th with more meetings already scheduled. There will be a very rigorous process (per below) requiring significant time and resources from senior staff at all three communities.

An RFP was awarded to engage consultants for professional services related to assisting in the preparation of a tender for this large project. As well the consultant will advise the three municipalities in choosing the best model for design, build, finance and ownership of this policing facility.

The Committee held a kickoff meeting with the consultant on October 16 as noted above to discuss and confirm terms of reference, expectations, risks and objectives related to this project.

It is projected this new facility will open in fiscal 2020. The additional costs for the Town of Riverview's share of operating/building this facility will be significant and must be factored into short and long term financial planning.

General Liability Insurance Renewal

The Director has met with our insurance provider to discuss the annual renewal. It is not anticipated that the rates will increase with the exception of amounts related to inflationary increases in asset replacement values and assets added since the prior year.

Employee Engagement Session for Town Hall Staff

The Director of Finance presented at an information session on November 16th, in conjunction with the Town Clerk and the Director(s) of Human Resources and Economic Development, to discuss departmental initiatives, events and plans. This proved to be a great employee engagement opportunity to review significant initiatives accomplished during 2017 along with an overview of ongoing and future plans. Positive feedback from Town Hall staff was received by the Director as it provided the opportunity for staff in other Town Hall based departments to hear firsthand what initiatives and activities are going on within other departments. This method of employee engagement will continue with plans for a couple of sessions annually.