GEORGINA

Deputy Chief Administrative Officer

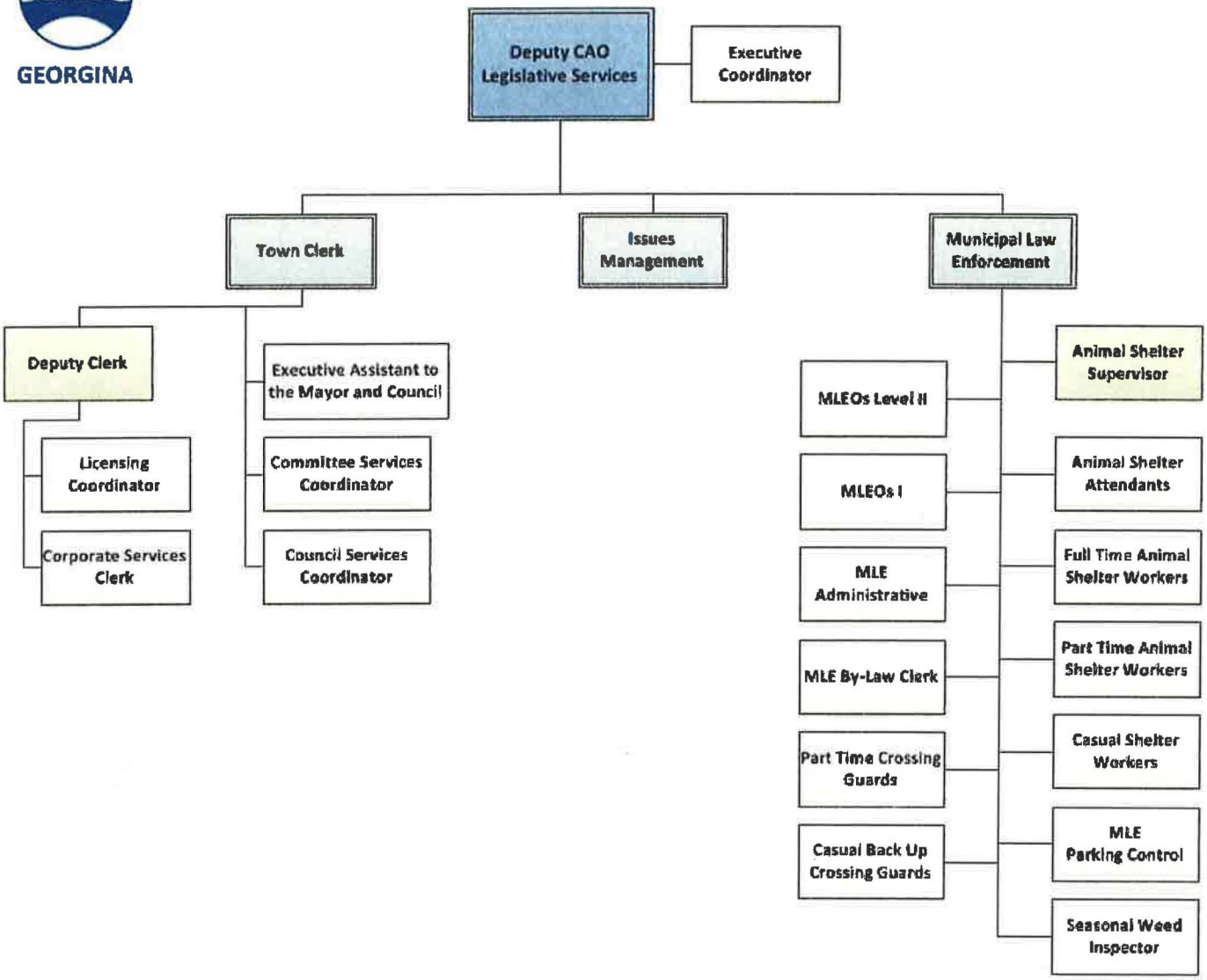
The Deputy Chief Administrative Office (DCAO) supports the CAO and senior management in the implementation of Council direction and initiatives on corporate-wide matters with a focus on issues management. As the Town grows and evolves, there are emerging issues that will need to be addressed and resolved. The DCAO will work to prioritize these issues and provide support to the organization as it continues to innovate, improve and meet its corporate and community service goals.

2018 Success Story

Improving the Online Licensing Experience

The Town of Georgina partnered with DocuPet Inc. to bring a new dog-licensing program to the community in 2018. It's a positive step in enhancing the dog licensing process, supporting proper dog identification and rewarding responsible pet ownership. Owners can now license their pets online in less than five minutes, over the phone or in person. In the first three months of the program, Georgina experienced an almost 62 per cent increase in sales when compared to the same time in 2017 (pre-DocuPet).

Organizational chart



Divisions

- Clerks Division
- Municipal Law Enforcement Services Division

Major Operating Drivers

- Growth of the community and requests for information
- Issues management and emerging issues
- Legislative changes
- Weekly Council schedule

Major Initiatives Planned for 2019

- Conduct surplus vacant land study
- Implement parking ticket management system and mobile ticketing
- Implement records management program process
- Implement strategy in response to new Cannibas legislation
- Review of parks and beaches
- Short-term Rental Agreement Policy

DEPARTMENT: OFFICE OF THE DEPUTY CAO

GEORGINA - 2019 BUDGET

	2018 ACTUALS TO DATE	2018 APPROVED BUDGET	2019 BASE BUDGET	2019 GROWTH RELATED	2019 SERVICE LEVEL	2019 LEGISLATIVE/ CONTRACTS	2019 INFLATION RELATED	2019 OTHER ITEMS	2019 FINAL BUDGET	% BUD/BUD VARIANCE	$ BUD/BUD VARIANCE
DEPARTMENT TOTALS											
Revenue	(859,236)	(1,217,970)	(1,217,970)	(6,500)	(17,000)	(25,540)	-	260,000	(1,007,010)	(17.3%)	210,960
Expenses	3,625,444	4,404,860	4,404,860	600	83,710	69,580	17,900	(418,700)	4,157,950	(5.6%)	(246,910)
TOTAL BY DEPARTMENT	**2,766,208**	**3,186,890**	**3,186,890**	**(5,900)**	**66,710**	**44,040**	**17,900**	**(158,700)**	**3,150,940**	**(1.1%)**	**(35,950)**
Department Administration	247,768	534,610	534,610	-	-	49,360	1,200	-	585,170	9.5%	50,560
Clerks	1,137,858	1,110,100	1,110,100	(1,500)	54,450	39,990	8,030	(143,300)	1,067,770	(3.8%)	(42,330)
Municipal Law Enforcement	1,380,582	1,542,180	1,542,180	(4,400)	12,260	(45,310)	8,670	(15,400)	1,498,000	(2.9%)	(44,180)
TOTAL BY DIVISION	**2,766,208**	**3,186,890**	**3,186,890**	**(5,900)**	**66,710**	**44,040**	**17,900**	**(158,700)**	**3,150,940**	**(1.1%)**	**(35,950)**

GEORGINA

Office of the Deputy CAO – **Clerks Division**

The Clerks Division is one of the primary points of contact for Georgina residents and businesses. It is also an information source for Members of Council and Town staff. The division acts as the secretariat to Council and its standing committees. The Clerks Division is responsible for the statutory notices of the municipal clerk, which includes collecting and maintaining records under the Vital Statistics Act, the Marriage Act and the Municipal Freedom of Information and Protection of Privacy Act.

78 – Council, committee and board meetings

26 – Lottery licenses issued

228 – Marriage licences issued

59 – Weddings officiated

Services provided by the Clerks Division include:

- Business licensing
- By-law preparation
- Commissioner of Oaths services
- Corporate policies
- Freedom of Information requests
- Lottery licensing
- Marriage licences and weddings
- Property assessment roll accessibility and retention
- Records management
- Secretariat services for Council and committees
- Statutory obligations under various Acts

2018 Accomplishments

- Selection of Integrity Commissioner and report to Council regarding Code of Conduct
- Successful delivery of the 2018 Municipal Election
- Training on eScribe software

Key Projects for 2019

- Amended Refreshment Vehicle Licensing By-law by March 31, 2019
- Continued digitization of property assessment records
- Continued review of corporate by-laws and policies
- Hire Records and Information Management Clerk
- Implement eScribe agenda software
- Implement Records Management Program process

DEPARTMENT: OFFICE OF THE DEPUTY CAO

DIVISION: CLERK'S

GEORGINA - 2019 BUDGET

	2018 ACTUALS TO DATE	2018 APPROVED BUDGET	2019 BASE BUDGET	2019 GROWTH RELATED	2019 SERVICE LEVEL	2019 LEGISLATIVE CONTRACTUAL	2019 INFLATION RELATED	2019 OTHER ITEMS	2019 FINAL BUDGET	% BUD/BUD VARIANCE	$ BUD/BUD VARIANCE
DIVISION TOTALS											
Revenue	(73,863)	(348,300)	(348,300)	(1,500)	-	-	-	260,000	(89,800)	(74.2%)	258,500
Expenses	1,211,721	1,458,400	1,458,400	-	54,450	39,990	8,030	(403,300)	1,157,570	(20.6%)	(300,830)
TOTAL BY DIVISION	**1,137,858**	**1,110,100**	**1,110,100**	**(1,500)**	**54,450**	**39,990**	**8,030**	**(143,300)**	**1,067,770**	**(3.8%)**	**(42,330)**
Administration	588,639	661,110	661,110	(1,500)	40,100	39,990	3,030	(4,000)	738,730	11.7%	77,620
Insurance	306,921	326,050	326,050	-	14,350	-	5,000	(100,000)	245,400	(24.7%)	(80,650)
Elections	242,025	114,300	114,300	-	-	-	-	(39,300)	75,000	(34.4%)	(39,300)
Georgina Heritage Committee	972	7,040	7,040	-	-	-	-	-	7,040	0.0%	-
Fence Viewers and Livestock	(699)	1,600	1,600	-	-	-	-	-	1,600	0.0%	-
TOTAL BY PROGRAM/ COST CENTRE	**1,137,858**	**1,110,100**	**1,110,100**	**(1,500)**	**54,450**	**39,990**	**8,030**	**(143,300)**	**1,067,770**	**(3.8%)**	**(42,330)**

GEORGINA

Office of the Deputy CAO – **Municipal Law Enforcement Services Division**

The Municipal Law Enforcement Services Division is responsible for a variety of legislative, corporate and public services. A dedicated team, it is committed to supporting corporate goals and objectives by enhancing a healthy, safe community while engaging residents and working with community partners. The division is also responsible for the animal shelter and patrol services serving Georgina and three other York Region municipalities.

192 – Animals went home

4,567 – Parking infractions issued

179 – Pet adoptions

1,800 – Service requests

Services provided by the Municipal Law Enforcement Services Division include:

- Animal Services
- Enforcement of various regulatory by-laws
- School crossing guards
- Parking enforcement
- Property standards and zoning enforcement
- Sign permits

2018 Accomplishments

- Introduction of DocuPet – online dog licence registration
- Short-term Rental Increased Enforcement Initiative (May to September)

Key Projects for 2019

- Enhance service levels for improved response
- Implement Parking Ticket Management System and mobile ticketing
- N6 Animal Control Services Partnership
- Municipal Law Enforcement review of staffing/hours

DEPARTMENT: OFFICE OF THE DEPUTY CAO

DIVISION: MUNICIPAL LAW ENFORCEMENT

GEORGINA - 2019 BUDGET

	2018 ACTUALS TO DATE	2018 APPROVED BUDGET	2019 BASE BUDGET	2019 GROWTH RELATED	2019 SERVICE LEVEL	2019 LEGISLATIVE CONTRACTUAL	2019 INFLATION RELATED	2019 OTHER ITEMS	2019 FINAL BUDGET	% BUD/BUD VARIANCE	$ BUD/BUD VARIANCE
DIVISION TOTALS											
Revenue	(785,373)	(869,670)	(869,670)	(5,000)	(17,000)	(25,540)	-	-	(917,210)	5.5%	(47,540)
Expenses	2,165,955	2,411,850	2,411,850	600	29,260	(19,770)	8,670	(15,400)	2,415,210	0.1%	3,360
TOTAL BY DIVISION	**1,380,582**	**1,542,180**	**1,542,180**	**(4,400)**	**12,260**	**(45,310)**	**8,670**	**(15,400)**	**1,498,000**	**(2.9%)**	**(44,180)**
Administration	621,924	665,070	665,070	(4,400)	12,260	7,260	3,170	-	683,360	2.8%	18,290
Crossing Guards	298,457	406,510	406,510	-	-	(37,300)	1,700	-	370,910	(8.8%)	(35,600)
Weed Control	593	-	-	-	-	-	-	-	-		-
Animal Shelter	340,926	355,400	355,400	-	-	(15,270)	3,800	-	343,930	(3.2%)	(11,470)
Animal Control	110,975	103,200	103,200	-	-	-	-	(15,400)	87,800	(14.9%)	(15,400)
PAWS Program	7,707	12,000	12,000	-	-	-	-	-	12,000	0.0%	-
TOTAL BY PROGRAM/ COST CENTRE	**1,380,582**	**1,542,180**	**1,542,180**	**(4,400)**	**12,260**	**(45,310)**	**8,670**	**(15,400)**	**1,498,000**	**(2.9%)**	**(44,180)**