



315 George St, PO Box 310, Warton On NOH 2TO
Telephone 519-534-1400/Fax 519-534-4862
Toll Free 877-534-1400

Rhonda Cook, CMO
Chief Administrative Officer

REPORT RE: 2011 Work Plan
DEPARTMENT: Council (01)

OVERVIEW: There are no revenues associated with the "Council department". You will need to determine what, if any type of salary increase you wish to give yourselves. As a note, the last Council did not take an increase over the 2009 salaries. There will be increases seen as a result of all new Council members in regards to office and computer supplies as well as conventions and mileage. The laptops may need new batteries as they will be nearing their life expectancy and we may see more repairs as they begin to age. We have assumed that all members of Council will attend one major conference this year and have estimated costs to attend these sessions; the related mileage has also been estimated.

COUNCIL EXPENDITURES:

SALARIES AND WAGES:

10-01-3100000 – Salaries – Full Time – Council will need to decide what, if any, percentage increase they wish to have for 2011. For now we left the same as 2010 budgeted.

10-01-3400000 – Fringe Benefits – This includes statutory payments the Town must make in relation to the salaries determined and is a percentage of salaries. (EHT-employee health tax, E.I. (employment insurance), CPP (Town portion).

SERVICES:

10-01-358000 – Office and Computer Supplies	= \$1,300.00
\$300 business cards + \$1,000 for misc. batteries/paper/pens, 2010 incl. \$1373 for certificates-won't need in 2011	
10-01-370000 – Publications	= \$56.00
1 Municipal World subscription CAO will have and review for Council	



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10-01-408000 – Legal and Professional Fees reduced as \$7,812.23 incl. Bellchamber/Dean from 2009 (May need to be increased re Blog)	= \$1,000.00
10-01-416000 – Telephone Mayor does not wish a blackberry	= \$ 0.00
10-01-424200 – Computer & Software – Replacement 9 x \$300 maintenance= 2700 +annual anti-virus \$400 +eAgenda support \$7,300	= \$10,400.00
10-01-424300 – Computer & Software – Monthly Allowance 9 x \$50 x 12 months	= \$5,400.00
10-01-428000 – Travel Exp. – Mileage ROMA/OGRA, AMO, New Council series, MMAH + misc. + mileage to Council/COW meetings	= \$19,000.00
10-01-432000 – Conventions and Seminars AMO,ROMA/OGRA, MMAH, New Council series + misc. seminars & workshops	= \$27,000.00
10-01-436000 – Memberships AMO and FCM	= \$5,500.00
10-01-440000 – Insurance	= \$3,386.00
10-01-441000 – Chain of Office Engrave Mayor Close name & term on Chain	= \$ 50.00
10-01-444600 – Council/Committee Lunches Guesstimate at this time as not sure what we are doing with regard to reducing number of meetings, lunches/supper?	= \$2,500.00



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TRANSFERS AND CAPITAL:

10-01-555000 – Depreciation expense	0
10-01-511000-1000 – Transfer to Reserve – WSIB 2.15% of wages	= \$ 2,671.27

Respectfully Submitted,

Rhonda Cook
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Date: *Jan. 15. 2011*