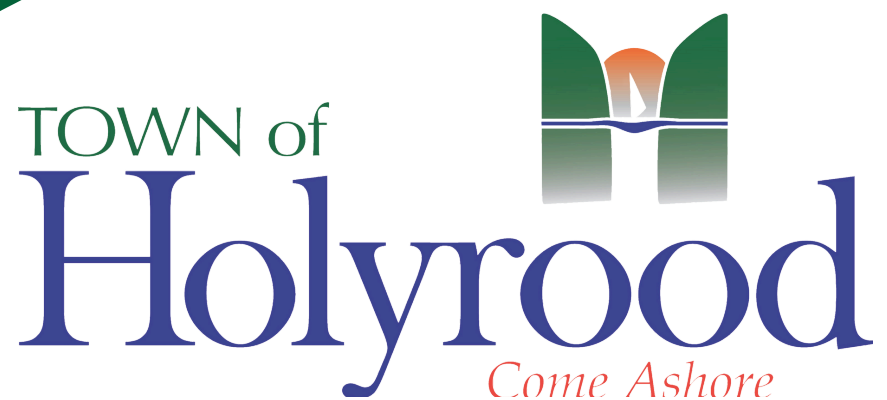


2025

Business Plan

Department of Corporate Services & Administration



Director's Letter of Submittal

Department of Corporate Services & Administration

December 15, 2024

Dear Council,

Please find attached a prepared business plan for 2025 outlining the goals set for the above department.

The Corporate Services and Administration Department is strategic to the six priorities of the Town. Sustaining our finances is extremely important in delivering other programs and services within the towns mandate.

The activities associated with this department are clearly articulated to ensure the finances of the Town of Holyrood are being carefully monitored. The decision made reflects the capability of the town based on its financial health. We consistently review our mandate and ensure taxpayers contributions are being used to fully support activities and programs which promote the town on an organized, planned approach to sustain safe reliable services and a good standard of living for all residents.

This workplan is a roadmap which includes many activities and goals of the department; however, it is a living document and is subject to change based on the provincial fiscal condition and the availability for additional funding from government programs.

If you have any questions and/or concerns, please feel free to reach out to me for clarification.

Regards,

Marie Searle

Director of Corporate Services & Administration

Department Overview

The department of Corporate Services & Administration is responsible for the oversight of the finances for the Town of Holyrood. The department oversees all expenditure through a coded system which identifies the budget category allowing the expenditure. Expenditures are completed using the procurement act as well as the internal control of purchase order documentation.

All revenue is monitored and recorded according to category. The Corporate Services & Administration Committee consists of the Director, CAO and two council representatives who meet monthly to review all accounts and monitor the overall budget. Decisions related to this department are made by motions of Council at public meetings.

Core Responsibilities

The department comprises four staff with responsibilities in the areas of Reception, Accounts Payable, Accounts Receivable, Registry, Service delivery & standards, Business Continuity Plan, Procurement and Support to CAO.

The workplan for 2025 is identified in the flow chart attached to this document. The activities identify the mandated expectations for financial sustainability for the town.

Department Alignment with Town Policies

The Department of Corporate Services and Administration is governed by the policies set down by the Town and the authority of the Municipalities Act NL 1999.

Workplan

Priority/Action	Lead	Timeline	Status	Comments
Achieve and Maintain DSR of 12.5% by 2026	Corporate Services Committee	End of 2025	Completed	This initiative has been achieved through debt reduction in 2024
Consolidate current debt to minimize interest & principal payments	Corporate Services Committee	End of 2025	Being monitored	An evaluation will be completed quarterly to help determine required actions.
Maintain current residential & commercial mil rate for 2025	Corporate Services Committee	December 2024	Completed	
Maintain Capital Investment and Asset Management Plans	Corporate Services Committee/ Director of Infrastructure, Planning & Public Works	Review 2025	On-going	
Complete a detailed review of all expenditures to determine efficiencies	Corporate Services Committee	Quarterly in 2025		
Monitor use of Public Procurement Act	Director of Corporate Services	Continuous		
Maintain competitive fee structure for Fire services served by Fire Dept.	Corporate Services Committee	End of 2025	In progress	
Maintain Capital works invoices/ payments	Director of Corporate Services	Monthly / continuous		
Monitor revenue from various tax programs	Director of Corporate Services	Quarterly		
Maintain all records for CRA& other government requirements	Director of Corporate Services	Monthly / Continuous		
Maintain a communication process for assessment of property updates	Director of Corporate Services	continuous		

Provide oversight & direction to clerical staff	Director of Corporate Services	Continuous		
Maintain payroll & MERC records	Director of Corporate Services	Continuous		