

Municipality of West Grey

Budget Request

Request: ADM-03-22 – Administrative assistant – finance & asset management

Department: Administration

Year: 2022 Included in draft budget ☒ Proposed addition to budget ☐

Description
Budget Request Form
Nature of request:
Finance and asset management administrative assistant
Justification:
As noted in the September 7 th , 2021 CAO council report titled “Strategic vision plan 2021 areas of focus and CAO projects update”, this position was created in 2021 and funded from reallocation of the \$60,000 budget for wages and benefits from a community services position. Since this \$60,000 was part of the 2021 base budget, this represents a reallocation of tax levy funding only. This position will assist the municipality, across all departments, in meeting its provincial obligations for asset management.
Consequences of not funding:
This position was created in the fall of 2021 and does not represent an increase to the budget but just a reallocation of budget dollars.
Alignment with council priority of strategic plan
Pillar: Build a better future Goal: Vibrant community Strategy: Develop funding strategies for long-term asset management

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	2022 Mandatory	2022 One- time	2022 Growth	2022 Service level	2023 One- time	2023 Service level
Capital Expenditure						
Operating Expenditure	62,000					
Funding Source						
Tax Levy	62,000					
Reserve						
Grant						
Fees						
Other						