

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## QUARTERLY UPDATE

**DATE:** February 7<sup>th</sup>, 2023

**TO:** Committee of the Whole

**FROM:** Andrew Hodge – Deputy Treasurer, Dan Cousineau – Facilities & Project Management & Cyndy Woods – Human Resources Business Partner

**SUBJECT:** Corporate Services – Quarterly Report #Q1

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### DEPARTMENT HIGHLIGHTS:

The final quarter of 2022 proved to be one with many challenges and opportunities for the Corporate Services Team.

The department welcomed Cyndy Woods to the position of Human Resources Business Partner (HRBP) and said farewell to Jeff Letourneau, Director of Corporate Services, Treasurer and Deputy CAO. The department is continuing its recruitment efforts to fill this crucial leadership position for the Municipality as well as for the Corporate Services Team. The Tax and Water Clerk position was successfully filled by internal candidate Lauren Horton. Measures were also taken in order to proceed with the permanent filling of the Accounts Receivable Clerk position.

The 2021 year-end audit was completed by KPMG LLP, and the 2021 Financial Statements were presented to and approved by Council in December. The 2023 draft budget as prepared and coordinated by staff was tabled on December 13<sup>th</sup>, 2022, and prioritized capital items were able to be given prebudget approvals. The fees and charges bylaw received updates with rates to become effective on January 1<sup>st</sup>, 2023. In November municipal grant applications were received and filed. The municipal insurance coverage was updated and renewed for 2023. Preparation and implementation for the new CWELCC childcare funding and billing system has been an ongoing activity in 2022 that continues during 2023.

Facilities saw the completion of the Window and Door repairs at the Almonte Old Town Hall as well as roof repairs at the John Levi Community Centre. The design process for the Curling Club refrigeration plant replacement was initiated. Life Safety system inspections were completed across all Municipal Facilities.

The HRBP has focused on familiarizing herself with the team and with the current processes, policies and by-laws that impact the employment relationship in order to make recommendations that will adopt current best practice and ensure compliance with all applicable employment legislation.

## **2023 PROJECT UPDATES:**

In addition to the ongoing maintenance and repairs of all Municipal Facilities, Q1 2023 has seen the repair of the Elevator at the Almonte Old Town Hall and the replacement of two Geothermal Heat Pumps at the Municipal Office. Looking ahead, in Q1 and Q2 2023, contractors will be engaged to quote and complete repairs at the Almonte Childcare Centre, State Street Location.

## **KPIs:**

Finance continues scheduled billings of Childcare, Water and Sewer, Supplemental Taxes and PIL's. The ongoing items such as receivables, payables, tax certificates, title changes, account updates, etc. that record and support each of the municipal departments and services occur daily. Staff keep up to date attending webinars from other government agencies such as MPAC and OPTA to be aware of program and process changes. Updates and year end procedures occurred to move the software to readiness from 2022 to 2023.

Human Resources worked on the standardization of many of the HR functions. Great focus has been placed on supporting recruitment efforts as we continue to try to fill key vacancies. Grant applications were submitted for the Canada Summer Jobs (CSJ) program as well as the 2023 Summer Experience Program to help support summer employment. Successful recruitment of the new CBO, Manager of Community and Economic Development, Tax & Water Clerk, Road and Public Works Technician. Recruitment efforts are currently underway for the AR Clerk, Director of Corporate Services, Treasurer and Deputy CAO, Events Assistant and the Planning Technician. Support has also been provided in the successful management of a number of labour relations related issues.

## **LOOKING AHEAD:**

Finance has sourced assistance specific to Great Plains Dynamics from Endeavour Solutions Inc. The use of a payment concentrator service through the bank is being put in place to go live in 2023, to increase daily payment processing efficiency. A payment match service is being set up with the bank to increase banking and payment security. Ongoing coverage continues to be given to the Accounts Receivable Clerk vacancy. Departmental budgets were prepared and presented at meetings January 10<sup>th</sup> and 12<sup>th</sup>, 2023. The 2023 budget process will continue through February and March. Finance will prepare for the commencing of the 2022 year-end audit. The Interim Tax billing will be done in February. Staff continually focus on teamwork and efficiencies to build capacity, momentum, and resiliency as the municipality continues to grow.

Human Resources and Payroll participated in a payroll process discovery review with Endeavour Solutions Inc. to identify risks associated with current processes, and to look for ways to optimize the current system and potential for future report writing capabilities. A compensation and benefit benchmarking review is planned with our

regional comparators, as well as exploring participation in the OMC (Ontario Municipal Compensation) survey. The Consolidated Benefits By-law and the Recruitment, Selection and Hiring Policy will be updated for Council review.

Respectfully submitted by,

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Cyndy Woods,  
HR Business Partner

Respectfully submitted by,

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Andrew Hodge,  
Deputy Treasurer

Respectfully submitted by,

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Dan Cousineau,  
Facilities and Project Manager

Reviewed by,

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Ken Kelly,  
CAO