

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## QUARTERLY UPDATE

**DATE:** April 25, 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 2023

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### DEPARTMENT HIGHLIGHTS:

The first quarter of 2023 has continued to be busy for the Corporate Services Team.

We have been successful in recruiting the Director of Corporate Services, Treasurer and Deputy CAO position, Kathy Davis will be joining the team in this crucial leadership role on May 8<sup>th</sup>, 2023. The Accounts Receivable Clerk position was successfully filled, and we've welcomed Karen Nichols to the team. The Customer Service contract position is now being advertised to be filled as a full-time position.

The 2023 budget process has been completed and the 2023 Budget is now passed. The Payee matching service has been initialized and is now an added layer of banking security for Accounts Payable and municipal payments. The Interim Tax billing was processed and sent out during Q1 2023. The E-Notice feature that is already in use for Utility and Childcare billings has been activated and is now in use for Tax billings as well. The Q1 2023 transfers to the County and Schoolboards have been made.

Facilities saw the completion of lighting upgrades at the John Levi Community Centre and the Stewart Community Centre. Flood damage repairs were completed at the Almonte Old Town Hall. Repairs to the Almonte Lawn Bowling Club are complete. Bell infrastructure upgrades are ongoing to support Municipal Operations at the Almonte Old Town Hall and the John Levi Community Center.

The Human Resources/Payroll team has had success in recruiting several key positions to the Municipality. Recruitment processes have been standardized to ensure consistency and compliance with job postings and employment contracts. Payroll successfully completed all year end reporting requirements/reconciliations and T4's distributed without any issues.

## **2023 PROJECT UPDATES/PENDING ITEMS:**

In addition to the ongoing maintenance and repairs of all Municipal Facilities, Q2 will see the completion of the design phase and the tender process for the Curling Club Refrigeration Plant Project. Additional tenders will be released for several projects including, Heat Pump replacements at the Municipal Office, Emergency Generator installation at the Ramsay Garage, Repairs to the Old Town Hall, and multiple roof projects.

## **KPIs:**

Finance continues scheduled billings of Childcare, Water and Sewer, Interim, 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. Reporting to other levels of government regarding funding and grants occur to meet deadlines. In March the Canada Community-Building Fund (CCBF/ Gas Tax) Annual Reporting requirement was submitted through the AMO Reporting Portal prior to the March 31<sup>st</sup> deadline.

Human Resources has put great emphasis on recruitment during the past several months. We have successfully recruited the Director of Corporate Services, Arena Operator – Pakenham, Accounts Receivable Clerk, Waste-site Operator (Howie Road), CBO, Planning Tech, 3 Event Assistants as well as a member for the MRPC Board of Directors. Student recruitment is going well with over 16 positions successfully recruited for; Information and Tourism Student recruitment is currently in progress. Training and development has also been a priority; with the successful procurement of Customer Service & Conflict Resolution training for Staff and Management taking place on May 16<sup>th</sup> & 17<sup>th</sup>; a number of CPR/First Aid training sessions have been scheduled during April & May. We have also partnered with 4S Consulting in the development of a Health and Safety Excellence program that will enable us to qualify for WSIB premium rebates. This partnership also provides us with access to a Learning Management System (LMS) with over 800 different on-line learning modules that can be assigned to staff. Human Resource processes continue to be reviewed to identify inefficiencies and risk. Assistance and support has also been provided in managing a number of employee relations issues.

## **LOOKING AHEAD:**

The 2023 budget will be uploaded into the system and accounts and reports updated for 2023. The Tax Rates Bylaw and Waste Levy Bylaw will come to council in early May after the 2023 Tax Ratios and Rates are passed by the County. The rates will be entered into the OPTA site in May so that data downloads are ready, and the Final tax billing can occur in June. The use of a payment concentrator service through the

bank is still being developed to be put in place to go live in 2023, to increase daily payment processing efficiency. Finance will continue to prepare for the commencement of the 2022 year-end audit. An RFP for future Municipal Auditing Services will be prepared.

Human Resources/Payroll, preliminary work has commenced on the Market Salary Survey, Compensation and Benefit benchmarking review with our regional comparators. The Consolidated Benefits By-law and the Recruitment, Selection and Hiring Policy are being finalized for Council review. The Human Resources Plan is also in the early development stage.

Respectfully submitted by,

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Cyndy Woods,  
HR Business Partner

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Andrew Hodge,  
Deputy Treasurer

Respectfully submitted by,

Reviewed by,

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Facilities and Project Manager

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Ken Kelly,  
CAO