

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

QUARTERLY UPDATE

DATE: August 29, 2023

TO: Committee of the Whole

FROM: Kathy Davis - Director of Corporate Services, Treasurer & Deputy CAO,
Andrew Hodge – Deputy Treasurer, Dan Cousineau – Facilities & Project
Manager, Cyndy Woods – Human Resources Business Partner

SUBJECT: Corporate Services Quarterly Report – Q3

DEPARTMENT HIGHLIGHTS:

The Finance team is continuing to build momentum through resiliencies, and efficiencies, in technologies, skill sets, and experience. At the beginning of July Blaire Lentz started as the new Customer Service Representative at the reception area of the municipal office. There are now no vacant positions in the finance team allowing for full capacity.

2023 PROJECT UPDATES/PENDING ITEMS:

Corporate Services: The Budget process is under way as planned. The results of the Request for Proposals (RFP) and a recommendation for Audit Services and appointment of an Auditor will be brought to the Committee of the Whole on September 5. We have selected a third-party Information Technology Managed Service Provider (IT MSP) following a rigorous RFP process and are negotiating contract terms and conditions with the successful proponent. In addition, we are negotiating the exit and transition of services with Lanark County. The Development Charges (DC) Background Study has kicked off. Finally, a Project Charter for a grant management system has been completed and a team initiated to create a simple process and system to support the identification, application, reporting, and tracking of grants with the goal of better accessing funding to support the community.

Finance: At the beginning of June the finance team activated the file concentrator service available from the bank that now delivers comprehensive digital files daily to streamline the processing of tax and water & sewer online payments being received by the municipality. 2023 Final Tax Billing occurred in June, with the first instalment due date having occurred at the end of July. The finance team continues to work with Childcare towards implementing the new Himama scheduling, invoicing, and payment software platform that is scheduled to become active at the start of September. A review of user fees and charges for 2024 is now in progress by staff prior to a report being presented to the Committee of the Whole.

Facilities: Facilities saw the completion of the Ramsay Garage Generator Project. Concrete repairs and lighting projects were completed at the Old Town Hall. A report was completed for the Fire Station Roof repairs. Tenders were completed for the Almonte Daycare repairs as well as the Almonte Curling Club Refrigeration Plant.

HR: The Human Resources team has focused on preparations for the Pay Equity and Market Salary & Compensation Review. All job descriptions were reviewed and reformatted to a new standardized template to ensure consistency and an easier evaluation process. The updates to the job descriptions were used to flag any significant changes that may warrant the position to be reevaluated. Updated job descriptions were also shared with CUPE in preparation for upcoming negotiations. The HR team also participated in benchmarking surveys on salary/benefit data with neighbouring Municipalities who offered to share results. The OMHRA survey was also completed; the report will be available for purchase in September 2023.

We continue to make progress with our Health and Safety Excellence Program. In June we completed a Health and Safety Engagement survey with employees to help better understand our safety culture in Mississippi Mills.

KPIs:

The finance team is working on developing a quarterly financial report to include operating and capital budget and spending updates, borrowing and investment details, and reserve balances and activity.

Human Resources updated and reformatted over sixty-five (65) job descriptions in collaboration with the departmental Managers. Four (4) H&S policies were reviewed & updated; a fifth policy is in progress.

LOOKING AHEAD:

Corporate Services: In Q4 we will continue with budget development, presentations, and approval. We plan to meet with the appointed Auditors to begin interim work for the 2024 Audit. IT service transition will be a major focus for the team. Posting of the Development Charges Background Study, public meeting, and final bylaw presentation are planned to be completed by the end of December. The final evaluation for the grant management project is scheduled for December as well.

Finance: In September the final tax installment for 2023 is due. Q3 taxation transfers to the County and to the Schoolboards will occur in September. The supplemental tax billing that occurs annually due to the in-year changes received from MPAC is scheduled to occur in October. The finance team will continue to refine the overall team communication, scheduling, and reporting with a forward-looking set of goals that align to support and enhance the corporate goals and strategic planning initiatives.

Facilities: In addition to the ongoing maintenance and repairs of Municipal Facilities, the end of Q3 and Q4 will see the completion of the flooring and roofing projects at the Almonte Childcare Centre and roof repairs at the Almonte Library. In addition, capital and operating budgets are being developed for the 2024 Budget. Seasonal preventative maintenance will begin at the end of Q3 and continue into Q4.

HR: Will continue to work on supporting the budget process with respect to staffing needs. The finalizing of the Pay Equity, Internal Equity and Market Salary/Compensation review will be a priority during September. Completing the first phase of the Health & Safety Excellence Program with evidence submission to obtain WSIB rebate.

Respectfully submitted by,

Reviewed by:

Cyndy Woods,
Human Resources Business Partner

Ken Kelly,
CAO

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Andrew Hodge,
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Kathy Davis,
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ATTACHMENTS:

1. Grant Management Project Charter