

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

QUARTERLY UPDATE

DATE: November 7, 2023

TO: Committee of the Whole

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

SUBJECT: Department Name Quarterly Report – Q4

DEPARTMENT HIGHLIGHTS:

The Corporate Services team is pleased to report stability in staffing over the past quarter, which enables ongoing work to continue according to plan. Collaboration between finance, HR, and facilities staff focused on information technology and communication to better facilitate project implementation and work efficiency.

2023 PROJECT UPDATES/PENDING ITEMS:

Corporate Services: The team has been participating in Stoneshare workshops to organize and streamline corporate documents and electronic filing systems. Work continues on the Grant Management project. The Aquatic Reimbursement Program pilot project was initiated in October and will continue until the end of December. The Development Charges Background Study has been published and the Public Meeting will be held November 7 followed by by-law that will be introduced on December 5, for Council consideration. Budget continues to follow the adopted 2024 Budget schedule. Tabling, survey results, and departmental presentations to Committee of the Whole have occurred. The budget is anticipated to continue to follow the schedule, the upcoming meetings will allow for additional information, updates, and discussions in preparation of an updated and final draft.

Finance: The Himama scheduling and invoicing platform for Childcare is live in October and phasing in continues through to year end. The 2024 Fees and Charges Report has compiled the fees and charges updates for each department to be presented for the 2024 Fee Schedule.

Human Resources continued to work on updating and reviewing job descriptions and compiling information in support of the pay equity and market salary survey review. HR also participated in a number of salary and compensation benchmarking survey with some new and existing partners which will provide us with additional comparison data.

Facilities: Facilities saw the completion of renovations at the Almonte Daycare Center, masonry repairs to multiple facilities, Fire and Life safety system inspections. Roof Repairs were completed at the John Levi community Center. Contracts were awarded for the roof repairs at the Almonte Daycare Center and the Almonte Library. A contract was awarded for the Dehumidifier replacements at the John Levi Community Center.

KPIs:

Finance: In October/November Supplemental tax billings are processed and delivered to property owners for in year assessment changes. Payment in Lieu of taxes for federal properties has been submitted to the federal government for processing. The province of Ontario will make scheduled payments in lieu of taxes to the municipality as well. Borrowing related to the downtown core project is being secured. Quarterly transfer payments are made to schoolboards and the county, the fourth and final transfers are scheduled for December 15th. Accounts Payable and Accounts Receivables are operating at regular and ongoing frequencies.

Human Resources: Successfully rolled out five (5) Health & Safety policies and completed the Health & Safety Audit with 4S Consulting. Work has begun on creating an Employee Handbook (non-union) which will provide new and existing employees with easy access to information about their employment with Mississippi Mills. A review of the Employee Performance Appraisal process is also in progress, and a data sheet has been developed that will enable Managers to see the status of all their employees. A service date audit was also completed for all current full-time employees who previously held part-time/casual/contract employment status with the Municipality, recommendations on standardizing the conversion process will be submitted for Council consideration. Continue to work on reviewing and standardizing processes.

LOOKING AHEAD:

Corporate Services: By the end of the calendar year, we plan to have the DC By-Law and 2024 budget complete. Work will then begin on the Asset Management Plan to meet July 2024 requirements. Evaluations for the Aquatic Reimbursement program and Grant management project are scheduled for early 2024 and will be brought to Council for review. Additionally, an Asset Retirement Obligation (ARO) project will be initiated to meet requirements of PS3280 in conjunction with our 2023 audit. Rollout of the Electronic Document Management System (ERDMS) is planned in November, and the team will be evaluating work flows and processes that can be updated and streamlined using the new ERDMS.

Finance: We are planning the interim audit, this will be conducted after the completion of the 2022 Financial Statements, as KPMG scheduling permits. A regularly scheduled water & sewer billing will occur at the beginning of November. The Preauthorized

Payments start the next cycle after the final tax instalment, this commences in October for property owners who are signed up for Pre-Authorized Payment (PAP). With all positions now filled in Finance we will be evaluating duties regarding cross-training to ensure that the contingency of coverage for each position is up to date.

Presentation to Council for the 2022 Audited Financial Statements is scheduled for November 21, 2023. We are working on completion of the annual Financial Information Return in collaboration with KPMG in a similar timeframe.

Human Resources will be finalizing a report on the Pay Equity and Market Salary Survey Benchmarking review for Council's consideration. The review of the Employee Performance Appraisal process will be completed with recommendations. Work will continue on the Employee Handbook and the development of the HR Plan will commence. Payroll will begin preparations for year-end reporting (reconciliation of accounts, OMERS and T4). We will also initiate the next series of Health & Safety modules with 4S Consulting.

Facilities: In addition to the ongoing maintenance and repair, the remaining roofing projects will be completed by the end of November. Minor sewer repairs will be completed at the Lawn Bowling Club. Ongoing seasonal maintenance will continue in all facilities in preparation for winter. As the budget discussions progress, procurement documents will be prepared for 2024 capital projects.

Respectfully submitted by,



Kathy Davis,
Director of Corporate Services, Treasurer

Reviewed by:

Name,
Title

Respectfully submitted by,

Andrew Hodge,
Deputy Treasurer

Respectfully submitted by,

Cyndy Woods
Human Resources Business Partner

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Facilities & Project Manager