

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

QUARTERLY UPDATE

DATE: January 30, 2024

TO: Committee of the Whole

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

SUBJECT: Corporate Services Quarterly Report – #1

DEPARTMENT HIGHLIGHTS:

Staffing in the Corporate Services department remains stable, and the team is working well together to complete projects as well as improve efficiencies in day-to-day work. The Electronic Records & Document Management System (ERDMS) Stoneshare project was attended to by all members of the team in the last quarter of 2023, and a number of changes have been implemented with respect to document management which will allow for greater collaboration, accuracy, and transparency. Much of this work sets the stage for future project work related to performance management and operational efficiencies.

2023 PROJECT UPDATES/PENDING ITEMS:

Corporate Services: The RFP process for audit services was concluded in October, and KPMG was appointed as the Municipality's auditors for 2023 to 2025. The Development Charges Background Study and 8 by-laws were completed and came into effect on January 1, 2024. The grant management project proceeded slightly behind schedule; a guideline and procedure have been developed identifying roles and responsibilities at different stages of the grant management process, and a tracking sheet and dashboard have been piloted and will be implemented beginning in 2024.

Finance: Updating and changes have been made to fully transition the childcare invoicing and payment processing to the new platform as of January 1, 2024. The Fees and Charges bylaw was updated and is in effect as of January 1, 2024. All members of the finance team have invested time in the major undertaking of archiving and restructuring all finance related electronic documentation and have been learning the new file storage and management system. High level and broad information gathering have begun regarding existing municipal financial systems and future options, utilizing the municipal treasurers' network.

Human Resources: Continuing to make progress on the development of an Employee Handbook for non-union staff and the review of the current Employee Performance Appraisal process. Work with 4S Consulting continues as we move forward with the next five (5) Health & Safety modules in the Excellence Program.

Facilities: the fourth quarter in 2023 saw the completion of the roofing repair project at the Almonte Childcare Centre, the roof repairs at the Mississippi Mills Library (Almonte Branch), and plumbing repairs for the Almonte Lawn Bowling Clubhouse. In December 2023, Frecon Construction was engaged to begin the Almonte Curling Club refrigeration plant project. The project is scheduled to be completed in September 2024. Grant applications were submitted for the 2024 Capital LED lighting retrofit projects.

KPIs:

Corporate Services: Corporate Services managers will be meeting in Q1 to discuss and identify relevant KPIs for each department. Feedback from Council is welcome and appreciated related to data points that would be meaningful. The Human Resources and Facilities departments do not currently have electronic data collection tools and the ability to generate data is limited, however planning for implementation of the Municipality's HRIS is under way and this will be supportive of data gathering and reporting in the future.

Finance: The finance staff conducted information gathering, preparation, and correspondence to facilitate the 2022 audited financial statements completion, and the assistance in info gathering for the municipal Financial Information Return (FIR) 2022. Aquatic Reimbursement submissions were processed and reimbursed. Supplemental tax billings were processed and delivered. The Q4 transfers of taxes collected were made to the schoolboards and the county upper tier in December.

Human Resources: Successful in the recruitment of a new Deputy CBO to support the Building Team. Completed the Pay Equity, Internal Equity and Market Salary & Compensation review and present the results in December 2023. The Flexible and Remote Work policy was also introduced to support the Municipality's current practices regarding flexible hours of work and permitting staff to work from home. The results of the part-time service hours were shared, and a new process was established to manage all future part-time to full-time (vice versa) employment conversions.

LOOKING AHEAD:

Corporate Services: The work plan for Q1 includes preparation for the annual audit including meeting the new standards for PS3280 related to Asset Retirement Obligations. The Asset Management Plan will be updated by July 1, 2024 to meet the requirements of O. Reg. 588/17. Updates to the Development Charges background study and related by-laws will be undertaken in light of MM2048 master plans and any related changes. Evaluations and reports that will be prepared for Council include the grant management project, reserves and reserve funds, credit card procedures and

programs, and the aquatic reimbursement program evaluation. Additionally, staff are preparing to publish a comprehensive budget document detailing the 2024 approved budget. On the Information technology agenda we plan to actively address change management related to collaboration tools and MS365 products, including training for staff on the capabilities and opportunities presented by our transition to the cloud and available tools. Our Great Plains finance system is being migrated from the physical server to the Cloud.

Finance: In Q1 2024 some items finance will be doing will include; processing the Interim Tax billing, reconciling 2023 Development Charges collected for the municipality and the county, updating the municipal tax registration policy, providing mandatory childcare financial reporting to the county, submitting gas tax reporting for 2023, preparing a PSAB budget report, preparing a council remuneration report, uploading the 2024 budget into the financial system, updating internal budget reporting, preparing 2023 year end for auditing, updating water and sewer rates, in addition to other ongoing financial tasks and routines.

Human Resources: Preparations are beginning for CUPE Bargaining, we received the notice to bargain with expected negotiation dates expected for March 2024. Grant requests are being submitted (Summer Jobs Program and Student Experience Program) to assist with student summer employment opportunities, recruitment for the summer positions will commence in February 2024. The project charter for the HR Plan as well as advancements towards the implementation of an HRIS (Human Resources Information System) will be priority in the first Quarter. Payroll will be working on all year end reconciliations and the issuing of T4's.

Facilities: Q1 2024 will see the planning and procurement for time sensitive projects (due to material lead time or seasonal work). The Almonte Curling Club refrigeration plant equipment will be purchased to satisfy the September 2024 project completion. Facilities will work with the Director of Corporate Services and Deputy Treasurer to record our asset retirement obligations pertaining to hazardous materials. Seasonal maintenance in all facilities will begin near the end of Q1.

Respectfully submitted by,

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Reviewed by:

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