

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## QUARTERLY UPDATE

**DATE:** April 23, 2024

**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 and Project Manager

**SUBJECT:** Corporate Services Quarterly Report – Q#1

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### DEPARTMENT HIGHLIGHTS:

The Corporate Services Team met on March 21 to review the Municipality's Strategic Plan and Digital Strategy, and were updated on the Project Management Office and upcoming initiatives. The team worked together to identify priorities, timelines, and risks related to implementation of the various projects and work plans, and created a plan for 2024 to 2026 to help inform learning and development opportunities, technology needs, and budgetary items. We were also thankful that 6 staff from the Corporate Services team were able to attend the Blanket Exercise in March.

### 2023 PROJECT UPDATES/PENDING ITEMS:

**Corporate Services:** The grant management project is complete; an evaluation is attached to this report for review. The team continues to fine-tune its filing system in Sharepoint, and update processes to ensure data is stored in an intuitive and accessible manner. Consultations with Watson and Associates to complete the next phase of the Asset Management Plan are under way, and all Asset Retirement Obligations have been identified, quantified, and calculated for inclusion in the Municipality's 2023 Audited Financial Statements.

**Finance:** The Finance Team with IT has relocated its current financial software to a cloud location and gone live in that environment. The Finance Team has been assessing the outstanding property taxes and projecting a 2024 timeline and ongoing policy-based strategy to communicate and address tax arrears issues with property owners. The Finance Team has been adapting to the ongoing technological updates in a collaborative manner with the goal of streamlining the monthly finance cycle.

**Human Resources:** Payroll has been busy with year-end reporting/remittance requirements and issuing of T4's. The team has also started exploring possible solutions for the management of our people resources inclusive of a payroll component.

With the approval of several new positions and the upcoming summer season there has been a strong focus on recruitment to ensure we have the needed resources in place. Union negotiations have also commenced, with bargaining occurring on March 27, 2024 and April 11, 2024, a third date will be required.

**Facilities:** As a result of ongoing Emergency Management Planning, facilities worked with the Canadian Red Cross to establish the capabilities of our recreation facilities to act as emergency shelters. Lighting retrofit projects have been completed at the Almonte Library, Municipal Office, and the Almonte Curling Club. A contract for the John Levi Community Centre Chiller replacement was awarded. The procurement process for the Childcare Centre and Almonte Old Town Hall renovation projects is ongoing. Seasonal maintenance of facilities is underway.

**Information Technology:** The Municipality's transfer to Cloud based services was completed in the first quarter. Attached to this report is an update from IC360. The Clerk and Director of Corporate Services meet regularly with IC360 to review tickets, identify opportunities for improvement, and discuss next steps with respect to technology infrastructure. In Q1, we hosted two 'Tech Coffee Breaks' for staff to learn more about Sharepoint and Microsoft Teams.

#### **KPIs:**

**Corporate Services:** The planning meeting in March will help the team identify KPIs that will support the Municipality's overall strategy.

**Finance:** The new fee schedule came into effect on January 1<sup>st</sup>. The Interim Tax Billing was processed in February. Transfers for the first instalment to schoolboards and the county are occurring. The 2024 budget is uploaded into the financial system. The Temporary Borrowing bylaw, Interim Tax bylaw, and Water and Sewer Rates bylaw were prepared and passed. The new childcare platform switchover for invoicing and payments is fully active.

**Human Resources:** We have successfully recruited our part-time Communications Assistant, Full-time Programs and Events Coordinator, full-time Policy Planner and the casual Development and Capital Projects Engineer. Interviews for Summer Students are well under way with several departments successfully filling their positions.

#### **LOOKING AHEAD:**

**Corporate Services:** Projects planned for Q2 include completion of the Asset Management Plan, and the initiation of updates to the Development Charges Study to incorporate MM2048 Master Plans. The Procurement By-Law and the Debt Policy are under review and proposed revisions will be presented in Q2. The 2025 budget schedule has been completed in draft and will be presented for review in May. Staff will begin work on capital forecasts in June. The project related to enhancement of online services through our website will have a great impact for staff and residents, and

planning will begin to complete the project charter and include the foundation for this work in the 2025 budget. We will also be issuing RFPs for the Long Term Financial Plan and upgrading of our Financial Information System.

Finance: The Finance Team continues to promote and convert property owners to the preauthorized payment plans and to electronic tax notices to allow for more efficient processing and delivery. The Tax Rate Levy and the Waste Levy bylaw will be prepared. The PSAB budget presentation, Council Remuneration and DC Reserve reports will be brought to COW. The 2023 yearend audit for the financial statements is currently ongoing. The Finance Team will be preparing for the Final Tax billing which is planned to occur in June.

Human Resources: Summer student new hire orientation will be booked for late May. An RFP is in development for the HRIS/Payroll system and the Human Resources Plan is well underway.

Facilities: Involvement in the Asset Management Plan will continue into Q2. The framework for the Municipal Space Needs Assessment will be presented to Council in May. Office renovations will be complete at the Almonte Old Town Hall. The award of the Childcare Centre cupboard and shelving project will be awarded in Q2 to be eligible to apply for grants from Lanark County. RFQ's for roofing projects will be published and contracts awarded.

Information Technology: The next project involves upgrading network hardware, access points, and firewalls. Additionally, the Municipality's Information Technology Service Provider has been contracted to create a Disaster Recovery Plan for the Municipality, which will include comprehensive data gathering and the creation and maintenance of a service catalogue to document all software and applications in use by different departments within the Municipality.

Respectfully submitted by,

Kathy Davis,  
Director of Corporate Services, Treasurer

Andrew Hodge,  
Deputy Treasurer

Cyndy Woods,  
Human Resources Business Partner

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ATTACHMENTS (if applicable):

1. Grant Management Project Evaluation
2. Information Technology Status Update (IC360)