



## **STAFF REPORT TO THE COMMITTEE OF THE WHOLE      Report No: TR2021-24**

**July 13, 2021**

From: Kimberley Goyette – Director of Finance/Treasurer

RE:      Work Plan Updated for July 13, 2021

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### **Recommended Motion:**

THAT the Committee of the Whole receives report TR2021-24, the Director of Finance 2021 Workplan updated as of July 13, 2021 for information purposes only.

### **Background / Analysis: -**

A Request for Proposal for Building Assessments was awarded in order to determine risk, condition, and lifecycle analysis of our assets for input into our Asset Management plan and ultimately to create the Levels of Service plan which is legislated under O. Reg 588/17. The site visits will be complete by July 16<sup>th</sup>, 2021. Compilation of the data will continue until the end of September for the draft report.

Currently there are two properties awaiting tax sale scheduled for May 20, 2021. Due to the lock down, a public tender opening could not be held and so this has been postponed until August 2021.

Tax collection continues to be good with problem properties either making arrangements or paying substantial amounts on their accounts. At the end of July, we will start the registration process on about 25 properties that still have large arrears. With the real estate market we currently have, some of the properties have been sold and thus taxes paid in full prior to the new ownership.

Ontario Municipal Partnership Fund grant reporting and Canadian Water Wastewater Fund claims are being submitted in the next week.

The Infrastructure Ontario loan for the new pumper/tanker is being worked on with a scheduled date of September 30<sup>th</sup> for funds. The bylaw and funding papers will be presented to Council in the near future. This funding, originally scheduled for July has been moved to the end of September due to a delay in receiving the new pumper/tanker.

**Alternatives:**

N/A

**Financial Implications:**

N/A

**Attachments & Relevant Legislation:**

N/A

**Others Consulted:**

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Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk

	Treasury Department Tasks	Deliverable	Involvement	2021				2022	Progress
				Q1	Q2	Q3	Q4		
Strat Plan	Assist Department with financial information as needed								As required
Policies	Accounts Receivable Policy	Policy approved by Council	SM,KG						Delayed due to COVID
	Utility Billing Policy	Policy approved by Council	SM,KG						
	Review Records Retention Policy	Policy approved by Council	KG, SH						Past in June by CAO's department
	Cash Handling Policy	Policy approved by Council	KG						Part of Internal Control Policy
	Water Relief Policy	Policy approved by Council	KG						
	Internal Control Policy	Policy approved by Council	KG						
Other	Asset Management Software - Balance to Financials	Financial match software balances	KG						Used by Auditor for financials
	Asset Management Plan for core assets and levels of service	Complete report submitted to MMAH	KG						
	RFP for Facility Assessments for Asset Management	Award of RFP	KG, DC						Awarded April 13, 2021
	2021 Budget	Approved budget	Council, KG						
	Review Tax Arrears, more letters, and tax collection	Increased Collections, reduced arrears and increased cash flow	KG, VT						
	Sale of 2020 registered tax sale properties	Cash for sale of property	KG, VT						Scheduled for August 2020
	Register 2020 properties for tax sale		KG, VT						
	Vest Property to the Township		KG						
	Variance reports - Monthly to Directors	Variance reports delivered to Directors	KG						
	Temporary Borrowing Bylaw	Bylaw passed and sent to RBC	Council, KG						
	RBC Form 349	Form submitted to RBC	KG						
	Gas Tax and OCIF reporting	Reports submitted	KG						
	Final Tax Rates for 2021	Bylaw passed	KG						
	Municipal Audit	Audit Complete	KG, RK, SM, VT						
	Review of Management Letter	Letter presented to Council	KG,						Awaiting response from Auditor
	Year End Financial Processing	Audited financial statements							
	CWWF Claim Oct 1, 2020 to December 31, 2020	Claim submitted	KG						
	CWWF Claim January 1, 2021 to March 31, 2021	Claim submitted	KG						
	CWWF Claim April 1, 2021 to June 30, 2021	Claim submitted	KG						
	OCIF Claim for Creek Road Bridge to March 31, 2021	Claim submitted	KG						
	OCIF Claim for Creek Road Bridge to June 30, 2021	Claim submitted	KG						
	Infrastructure Ontario Loan Application	Approved loan	KG						Maxville
	Creation of cost centres for capital	Cost centres complete	KG, SMT						
	Variance reports - Quarterly to council	Variance reports delivered to Council	KG						
	Accounts Payable Procedures	Documented Procedures	RK, KG						
	Get rid of Vacancy rebates for taxes	Rebates eliminated	County						
	Tax Arrears Collection reports - Quarterly to Council	Variance reports delivered to Council	KG						
	Tile Drainage grant for Superintendent	Grant submitted	KG						
	Emergency Management ICS250 training	Certificate obtained	KG						Unknown at this time
	GL Account Descriptions and what to charge where	Finalized list	KG						
	Get Debit Machines for Dome, GSP	Debit machine in place	KG, AL						
	Reconcile School Board Remittances	Balanced reports	KG						
	Review of Municipal Owned Land	Council approved land sales	SH, KG, Council						
		Preparation							
		Execution							
		Complete							