



## **STAFF REPORT TO THE COMMITTEE OF THE WHOLE**

**Report No: TR2021-30**

**October 5, 2021**

From: Kimberley Goyette, Director of Finance/Treasurer

RE: Work Plan Update October 5, 2021

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### **Recommended Motion:**

THAT the Committee of the Whole receives report TR2021-30, the Director of Finance 2021 Workplan updated as of October 5, 2021.

### **Background / Analysis:**

We have received 4 draft documents of the 23 buildings that were assessed. This is scheduled for completion in December and will be provided to Council at that time.

Tax collection continues to be good, with \$27,000 collected on two accounts this week. A further 5 properties were formally registered as of October 4, 2021. All tax sale tenders have now been delayed until 2022 based on a backlog that occurred during COVID.

The Ontario Infrastructure and Lands Corporation (OILC) debenture documents have all been signed and are awaiting to be sent by legal Council. Formal transfer of funds should happen just after October 15<sup>th</sup>, 2021. The tanker is still expected near the end of November at this point.

Capital budgets have been submitted, with operating budgets being compiled by early November. I am still awaiting confirmation of increases in benefits, insurance, etc.

Creek Road Bridge claim has now been submitted and we should be expecting payment hopefully by the end of the year.

The September 30, 2021, budget to actual report is attached for Council's review. At this point there are no real areas of concern. Some capital projects have not been completed due to contractor and supply availability due to COVID. There are still some fourth quarter grant payments to be received and also the final school board and county remittances to be paid. All transfers to and from reserves are handled at year end when we have an idea of what the total costs of projects were versus what was budgeted.

Comments have been made on several of the budget line items to help clarify items for Council. Should there be any questions, please contact me.

**Alternatives:**

**Financial Implications:**

None

**Attachments & Relevant Legislation:**

Work Plan spreadsheet

Variance Report as at September 30, 2021

**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 May 2021
	Register 2021 properties for tax sale		KG, VT						5 out of 14 now registered
	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						
	OCIF Claim for Creek Road Bridge to September 30, 2021	Claim submitted	KG						
	Infrastructure Ontario Loan Application	Approved debenture and transfer of cash	KG						Maxville Pumper
	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	Reports presented to Council	KG						Part of Workplan report
	Tile Drainage grant for Superintendent 2020	Grant submitted	KG						Money received Sept 14/21
	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 2020	Balanced reports	KG						
	School Board quarterly remittances	Funds submitted	KG, RK						
	2022 Budget	Budget presented and approved	KG, TC, MR, AL, JR, SH, COUNCIL						
	Review of Municipal Owned Land	Council approved land sales	SH, KG, Council						
		Preparation							
		Execution							
		Complete							