



STAFF REPORT TO THE COMMITTEE OF THE WHOLE Report No: TR2022-12

April 8, 2022

From: Kimberley Goyette – Director of Finance/Treasurer

RE: Work Plan Update for April 2022

Recommended Motion:

THAT the Committee of the Whole receives report TR2022-12 the Treasury Department Workplan updated for April 2022.

Background / Analysis:

The Treasury Department held tender openings for three properties in the Township on March 17th. One property paid in full prior to the sale and thus the registration was cancelled. The other two properties have now paid in full, and the title transferred to the new owners' names. The remaining funds will be submitted to the Superior Court of Justice on the week of April 11th, 2022. Another tax sale is scheduled for August 24, 2022, unless payment is received in full prior to that time.

The final Municipal Audit was conducted February 28 to March 11, 2022 and seemed to go well. We are now waiting for final adjustments to be recorded and the audited financial statements to be presented. These are expected by the beginning of May.

Rebecca Russell, the Director of Financial Services and Elizabeth McCormick, Finance Manager came on March 22, 2022, to assist us with uploading the asset management information into CityWide. A successful template was created. The information for all 23 buildings has now been collected in the templates and will be uploaded into CityWide in the near future. There is still an issue with some of the upload information which is being addressed with CityWide. The Public Works Department will be working on bridges, culverts and roads in the near future.

The new Asset Management Plan is planned to be brought forward to Council for approval by no later than June of 2022. The priority right now is on this plan.

These are the highlights of the department at this time.

Alternatives:

N/A

Financial Implications:

N/A

Attachments & Relevant Legislation:

Excel formatted Work Plan Schedule

Others Consulted:

N/A

Reviewed and approved by:
Sarah Huskinson, CAO/Clerk

	Treasury Department Tasks	Deliverable	Involvement	2022				2023	Progress
				Q1	Q2	Q3	Q4		
Strat Plan	Assist Department with financial information as needed							As required	
Policies	Capital Budget and Financing Policy	Council Approved Policy	KG						
	Municipal Grants Policy	Council Approved Policy	KG						
Other	Asset Management Plan for core assets and levels of service	Complete report submitted to MMAH	KG					Has to be complete by June 30, 2022	
	Input of roads studies and building assessments into City Wide	Schedule of replacement times and costs of assets	KG, ZB, TW					to complete for a deadline of April	
	2022 Budget	Approved Budget	Council, KG, SMT						
	2022 Set up Cost Centres and distribute budget	Documents to SMT	KG						
	Tile Drainage Loan Application	Council approved debenture documents and receipt of loan amount from OMAFRA							
	Council Remuneration Report	Council approved report	KG, Council						
	Review Tax Arrears, more letters, and tax collection	Increased Collections, reduced arrears and increased cash flow	KG, VT						
	Start registration of 9 more properties	Tax Sale or Arrears Paid in full	KG, VT						
	Sale of 2020 registered tax sale properties	Cash for sale of property	KG, VT					Scheduled for March 17, 2022	
	Variance reports - Monthly to Directors	Variance reports delivered to Directors	KG					First one February 28, 2022	
	Variance reports - Quarterly to Council	Variance reports presented to Council	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 2022	Bylaw passed	KG						
	Municipal Audit	Audit Complete	KG, RK, SM, VT					Feb 28 - Mar 11, 2022	
	Year End Financial Processing	All information to Auditor	SM, RK, KG						
	2021 Audited Financial Statements	Council approved statements	KG, Auditor, Council						
	2021 Financial Information Return (FIR)	Submitted FIR							
	Final Claim form for Creek Road Bridge	Claim submitted	KG					Submitted and final payment and report complete	
	Update fees and charges bylaw for 2022	Approved Bylaw	SMT, LL					Scheduled for Feb 28	
	Review of Reserves and Long Term Debt	Council Review	KG, Council					Scheduled for third quarter	
	Emergency Management ICS250 training	Certificate obtained	KG					Unknown at this time	
	GL Account Descriptions and what to charge where	Finalized list	KG						
	Reconcile School Board Remittances	Balanced reports	KG					Year End, quarterly remittances	
	Assist with implementation of new Book King software	Online reservation and download into Vadim	KG, AL						
Council Orientation Package (if required)	Orientation presentation to Council complete	KG, Council							
	Preparation								
	Execution								
	Complete								