

STAFF REPORT TO COUNCIL

April 8, 2022

From: Kimberley Goyette - Director of Finance/Treasurer

RE: Work Plan Update for April 2022

Recommended Motion:

of the

THAT the Council of the Township of North Glengarry receives report TR2022-12 the Departmental Workplan Update – April 2022 from the Treasury Department, for information purposes only.

Report No: TR2022-12

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.

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
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Reviewed and approved by: Sarah Huskinson, CAO/Clerk

The new Asset Management Plan is planned to be brought forward to Council for approval by no

					21	022		2023	
	Treasury Department Tasks	Deliverable	Involvement	Q1	Q2	Q3	Q4		Progress
2	Assist Department with financial information as needed								As required
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	Capital Budget and Financing Policy	Council Approved Policy	KG						
i	Municipal Grants Policy	Council Approved Policy	KG	-	-				
Policies									
	Asset Management Plan for core assets and levels of	Complete report							Has to be complete by June
	service	submitted to MMAH	KG						30, 2022
	Input of roads studies and building assessments into	Schedule of replacement							to complete for a deadline of
	City Wide	times and costs of assets	KG, ZB, TW						April
	2022 Budget	Approved Budget	Council, KG, SMT						
	2022 Set up Cost Centres and distribute budget	Documents to SMT	KG						
Other		Council approved							
ċ		debenture documents and receipt of loan amount							
	Tile Drainage Loan Application	from OMAFRA							
	Council Remuneration Report	Council approved report	KG, Council						
		Increased Collections, reduced arrears and							
	Review Tax Arrears, more letters, and tax collection	increased cash flow	KG, VT						
	·	Tax Sale or Arrears Paid in	,						
	Start registration of 9 more properties	full	KG, VT						
	Sale of 2020 registered tax sale properties	Cash for sale of property	KG, VT						Scheduled for March 17, 2022
		Variance reports delivered	,						
	Variance reports - Monthly to Directors	to Directors	KG						First one February 28, 2022
	Variance reports - Quarterly to Council	Variance reports presented to Council	KG						
	variance reports - quarterly to council	Bylaw passed and sent to	KO						
	Temporary Borrowing Bylaw	RBC	Council, KG						
	RBC Form 349 Gas Tax and OCIF reporting	Form submitted to RBC	KG KG						
	Final Tax Rates for 2022	Reports submitted Bylaw passed	KG						
	Municipal Audit	Audit Complete	KG, RK, SM, VT						Feb 28 - Mar 11, 2022
	Year End Financial Processing		SM, RK, KG						,
		Council approved							
	2021 Audited Financial Statements 2021 Financial Information Return (FIR)	statements Submitted FIR	KG, Auditor, Council	1				1	
	2022 :anota mornador Actum (my	Jashintea i iit						1	
	First Chin four for Curch B 12 11	Claim and miles	WG						Submitted and final payment
	Final Claim form for Creek Road Bridge Update fees and charges bylaw for 2022	Claim submitted Approved Bylaw	KG SMT, LL					1	and report complete 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						
	The second and what to charge where								Year End, quarterly
	Reconcile School Board Remittances	Balanced reports	KG						remittances
	Assist with implementation of new Book King software	Online reservation and download into Vadim	KG, AL						
	, asset that implementation of new book king software	Orientiation presentation	, / 1.						
	Council Orientation Package (if required)	to Council complete	KG, Council						
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H		Preparation Execution							
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