



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

**Report No: TR2021-04**

**January 14, 2021**

From: Kimberley Goyette – Director of Finance/Treasurer

RE: 2021 Workplan – Updated for January 2021

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### **Recommended Motion:**

THAT the Committee of the Whole accepts report TR2021-04 – the Director of Finance/Treasurer 2021 Workplan updated as of January 14, 2021 for information purposes.

### **Background / Analysis:**

The Treasury Department is presenting to Council their workplan updated as of January 14, 2020. There remains policy work to be done to ensure transparency and consistency. Policies that are in draft form include: water/wastewater billing and collections; accounts receivable; tax/water relief. Due to the pandemic, these have been deferred for presentation to Council.

Asset Management Software needs to have the financial information regarding depreciation, asset values, etc. match the financial statements. Currently there is a gap. This is being balanced for year end. There is still a concern making the July 1, 2021 deadline for an Asset Management Plan and Levels of Service plan for core assets. Council passed a resolution supporting an extension on this which has been forwarded to the Minister of Municipal Affairs and Housing and also the Minister of Infrastructure Ontario. Municipalities are hoping that their lobbying efforts are successful.

Currently there are three properties awaiting tax sales scheduled for May or June of 2021. There are also 13 properties currently going through the registration process. Due to the State of Emergency in affect at the moment, timelines are at a standstill until it is removed. We did have one successful sale in November. The second property that was for sale had the total taxes paid in full by the owner at the last moment.

Year-end financial processing is currently underway. Staff is busy preparing documents for the auditor.

The 2021 budget will hopefully be presented to Council this month with approval expected in early February.

Year-end reporting for various granting agencies is currently underway.

**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						
	Cash Handling Policy	Policy approved by Council	KG						
	Water Relief Policy	Policy approved by Council	KG						
Other	Asset Management Software - Balance to Financials	Financial match software balances	KG						
	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						
	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 2021 registered tax sale properties	Cash for sale of property	KG, VT						
	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						
	Final Tax Rates for 2021	Bylaw passed	KG						
	Municipal Audit	Audit Complete	KG, RK, SM, VT						
	Year End Financial Processing	Audited financial statements	SM, RK, KG						
	CWWF Claim Oct 1, 2020 to December 31, 2020	Claim submitted	KG						\$433,000
	Annual Gas Tax reporting	Report sent	KG						
	OCIF Annual Reporting	Claim submitted	KG						
	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							