



THE CORPORATION OF THE MUNICIPALITY OF KINCARDINE

QUARTERLY UPDATE REPORT

Department: Corporate Services

FYI Report Number: Corporate Services Quarterly Report-2023-01

Meeting Date: **Wednesday, July 5, 2023**

Financial Services & IT:

- E-Procurement:** Finance staff have been meeting regularly with the Bids & Tenders vendor and have started creating standardized RFx templates in the system. The RFP for the new Payroll System has been created using the online platform and this project will be used as a trial to assess how the system is functioning before it is rolled out to all departments. Over the next few weeks and months, additional RFx templates will be developed and training on the use of the platform will be rolled out to the departments.
- Asset Retirement Obligations (ARO):** Work has been progressing on this project and an internal working group has been formed to review the facilities that are likely or unlikely to contain asbestos. Building records are being reviewed to assess whether asbestos remediation has already taken place or where a Designated Substance Report has previously been developed and has identified the presence of asbestos. Building condition assessments will be conducted later this year for several municipal facilities to further assist with this initiative.
- Option Pay:** Staff have been working with the Option Pay vendor to use this online platform to accept donations for municipal projects. This platform will enable individuals to make donations online or in the municipal office for certain municipal projects using a credit card, rather than solely by cash or cheque. A QR Code has also been created, which can be used by the community groups for promoting fundraising campaigns. The All Wheels Skate Park and the Tiverton Splash Pad are the two projects currently listed on the Option Pay platform. A transaction fee will be applied to each transaction. The transaction fees are on a tiered rate schedule, with the minimum fee being \$2.00.
- 2022 Financial Statements:** The 2022 Consolidated Financial Statements have been completed and finalized. The statements are posted on the municipal website

for members of the public to view: <https://www.kincardine.ca/en/municipal-office/resources/Documents/2022AuditedFinancialStatements.pdf>

Other Stats:

- 1,924 accounts payable invoices processed (March 18-June 16)
- 1,100 vendor payments (77% EFT or PAP; 23% cheques)

Legislative Services:

1. **Governance Review/Procedure By-law** – StrategyCorp finalized the Governance Review and Council received it on June 5, 2023. Staff are currently working on a draft Procedure by-law to be presented to Council in July and a timeline for implementation.
2. **Laserfiche project** - The Records Management Clerk, with funds from the Municipal Modernization Program Intake 3, attended the Laserfiche Empower Conference in Orlando, Florida from April 4, 2023 to April 5, 2023. The conference was an excellent opportunity to network with other municipalities from across Canada and the United States to learn how they use Laserfiche to address the unique challenges government organizations face when it comes to records management.

She attended two breakout sessions on the first day: Laserfiche Records Management and Administration and User Management in Laserfiche. On the second day, she attended four hands-on training labs: Building your First Laserfiche Form part I, Building your First Laserfiche Form part II, Getting Started with Workflow, and Applying Security in Laserfiche.

Highlights of the conference include the opportunity to attend hands-on training labs led by the developers of the features, who were available to assist and answer questions. Another highlight was the networking opportunities to make connections with other municipalities in Ontario who are also using Laserfiche.

3. **Community Investment Grants** – Working with the Community Investment Grant Committee (Deputy Mayor Clarke, Councillor Kennedy, and Councillor Steinhoff-Gray), Staff presented a revised Community Investment Grant Policy at the June 5, 2023, Council Meeting. With recommendations from Council, Staff continue to work with the Committee to revise the Policy to present to Council in the third quarter.

2023 Community Investment Grants were provided to successful applicants during this quarter.

4. **Accessibility Advisory Committee:** The Deputy Clerk, as Staff Resource, has facilitated five (5) meetings of the Accessibility Advisory Committee and worked with the Committee to develop their presentation that was provided to Council at the June 19, 2023 meeting. Staff have also organized an accessibility audit for

the Davidson Centre by Julie Sawchuk (Sawchuck Accessible Solutions Inc.) followed by a training session with the Accessibility Advisory Committee in Q3.

Other Stats:

Council & Committees (from March 23 – June 21):

- 326 motions/resolutions
- 66 by-laws created
- 70 reports processed
- 55 agendas and minutes created

Vital Statistics (from March 23 – June 21):

- 17 marriage licenses
- 29 burial permits

Commission of Oaths - 26

By-law Enforcement:

- 5 tickets issued
- 50 calls received
- 36 investigations ongoing

Laserfiche:

- 8,935 documents scanned into Laserfiche from March 27, 2023, to June 19, 2023

Human Resources:

1. **Recruitment & Selection:** The Municipality completed the recruitment for 8 different jobs in Q2 which included full-time, part-time, casual and seasonal positions. The recruitment of aquatics staff, who will start in the fall, has also been completed which included an in-person interview and an in-pool skills assessment to ensure competency. The Municipality did experience some challenges when recruiting seasonal staff this year, but we were able to fill our complement.
2. **On-Boarding:** Approx. 25 seasonal staff working in parks, horticulture, operations, GIS, environmental services, and tourism started work in the month of May. They participated in a half day corporate orientation session which included a health & safety overview, fire extinguisher training, AODA training, a review of HR policies and expectations. This session was followed by hands-on departmental training with the supervisors. Our Day Camp leaders, approx. 22 staff, have also been participating in a variety of training sessions to prepare for the summer program.

3. **Health & Safety:** The JHSC continues to meet monthly to discuss and address incident reports, workplace inspection results, any worker concerns, updated procedures, or legislation changes. There have been three (3) reported safety incidents in the second quarter related to trip and falls and equipment operation. Safety Talks, which provide safety awareness related to job hazards (at work and at home), continue to be sent out to all staff bi-weekly and are discussed in team meetings. There have also been nine (9) corporate health and safety procedures updated and communicated to staff.
4. **Workplace Wellness:** The Municipality understands that the last few years have been a challenge for employees where they have been asked to juggle more work and family obligations than ever before. The Municipality has been holding Wellness Wednesday on the first Wednesday of the month where we provide employees with information, tools, tips and resources on a topic related to creating an active and healthy lifestyle. Topics range from mental health, nutrition, exercise, stress management, hydration and more.

The first Week of May was Mental Health Week and each day employees were provided information highlighting a different activity that is known to have mental health benefits, which employees were encouraged to try or encouraged to continue.

5. **Staff Training:** Employees were required to complete an IT Risk & Cybersecurity training module online. This training provided awareness and educated employees on how to protect their credentials and computer systems. The training of employees is also a requirement of our insurance policy.
6. **HR Policies & Procedures:** The HR Policy & Procedure Manual continues to be reviewed to align with legislation and best practices. New HR Policies related to employment, compensation and benefits are expected to come to Council for approval in August. The proposed policies have been discussed with employees during Staff Meetings that were held in June.

Prepared by: Corporate Services

Submitted by: Roxana Baumann