

Quarterly Update Report

Title: Corporate Services Q4 Update Report

Report Number: Corporate Services Quarterly Report-2024-02

Meeting Date: Wednesday, January 24, 2024

Financial Services & IT

- 2024 Budget:** The draft 2024 Budget package has been finalized and was presented to Council on December 18, 2023, with the second budget meeting to be held on January 15, 2024, but cancelled due to weather.
- 2023 Audit:** The 2023 interim audit took place the week of November 6, 2023, and various audit and controls testing was completed by the KPMG auditors. Finance staff are currently working on completing year-end entries and on preparing the required reconciliations and reports for the auditors. The year-end audit is scheduled for the weeks of March 11, 2024, and March 18, 2024.
- IT Service Agreement:** The IT Service Delivery Agreement with Bruce County has been executed and a preliminary meeting was held with County and Municipal IT staff to discuss the current state and to provide a high-level overview of the municipality's existing IT infrastructure. County IT staff will be meeting with the municipal Senior Leadership Team in January to review the agreement and answer questions and to discuss the roll-out to all staff.
- Payroll System:** A preliminary kick-off meeting was held in November with the project team to discuss the launch methodology, success criteria, and next steps. A training program has been initiated for the finance and H/R staff that are involved in the implementation of the new payroll system.

Legislative Services:

- Laserfiche Project:** The Municipal Modernization Program Intake 3 Grant program that funded the Laserfiche Upgrade Project concluded on December 1, 2023, and staff submitted the final report to the Ministry. Staff beyond those in legislative services have begun saving records into Laserfiche and will continue to receive training on the system in 2024. Between September 26, 2023, and December 1, 2023, 8,972 records were scanned into Laserfiche. Staff will continue working on scanning the remaining treasury roll files into Laserfiche as time permits. Staff have also been working on

training for municipal staff on both TOMRMS and Laserfiche both in large group settings and individually with departments.

- 2. Integrity Commissioner:** An RFP process was undertaken to appoint an Integrity Commissioner. The process was undertaken with the County of Bruce and three other Municipalities in Bruce County with the Clerk as part of the evaluation team. Five submissions were received with three being shortlisted. Principles Integrity was appointed as the Integrity Commissioner with a start date of January 1, 2024.
- 3. By-law Enforcement:** By-law enforcement officers started winter parking patrol on December 1st where they work in the evening to enforce the no street parking from November 1st to April 30th between the hours of 2:00 a.m. and 6:00 a.m. By-law enforcement continue with the contracted 40 hours/week, with the majority of time spent on Clean and Clear Yard, Property Standards complaints and canine control calls.
- 4. Governance:** The Legislative Services Department is supporting two statutory committees (Note: numbers in brackets indicate the number of meetings for each committee - Heritage Kincardine (1) and Accessibility Advisory Committee (4)) and two ad hoc committees (Pier Safety Ad Hoc Committee (2) and Strategic Planning (1)). We also provide support for the BIA (2) when required and the Municipal Tree Canopy and Natural Vegetation Committee whom we are involved with creation of a draft by-law. In addition, we have created minutes and agendas for five Council meetings and three special meetings of Council which involved the creation of 45 by-laws.

Human Resources:

- 1. Recruitment & Selection:** The recruitment and selection process for nine (9) positions was successfully completed. This consisted of creating job posting and reviewing candidates, scheduling interviews, creating interview guides, conducting interviews, creating job offers and completing the onboarding and corporate orientation process.
- 2. Health & Safety:** The JHSC continues to meet monthly to discuss and address incident reports, workplace inspection results, worker concerns and updated procedures. There were two (2) incidents reported with no lost time in Q4. With a continued focus on updating health & safety procedures, management approved two (2) procedures which were communicated and implemented into the workplace.
- 3. HR Policies & Procedures:** The HR policies and procedures that will be implemented effective January 1, 2024, were finalized, and communicated to all staff in advance of the new year. This completes the process of transitioning away from the Tripartite Agreement that was started in 2019. There will continue to be updates to current corporate policies to align with updates to employment legislation and best practices.

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