

Quarterly Update Report

Title: Corporate Services Q1 Quarterly Update Report

Report Number: Corporate Services Quarterly Report-2024-03

Meeting Date: Wednesday, April 24, 2024

Financial Services & IT:

- 1) 2024 Budget:** The 2024 Budget By-law 2024-030 has been adopted on March 6th and the 2024 Taxation By-law has been adopted on April 24th. Since the passing of the budget, municipal departments have been busy drafting and posting RFX documents to begin the purchasing process for both capital and operating budget procurements. In accordance with the Procurement Policy, the Treasurer must authorize all procurement strategies, and review and approve RFX documents for all contracts greater than \$25,000 to ensure compliance. The quarterly procurement reports have been included on this week's Council agenda.
- 2) 2023 Year End Audit:** The Municipality's external auditors (KPMG) have performed their field work during the two weeks of March 11 – 22. During this time, finance staff have been working to ensure timely responses to audit inquiries and submission of backup documentation to support the year-end general ledger balances. Over the next few months, the municipality's consolidated financial statements will be finalized and will be presented to Council in June.
- 3) Reporting:** There are multiple financial reporting requirements and statutory deadlines in the first and second quarters of the year that require significant staff time. This includes income tax filings (T4, T4A), Public Sector Salary Disclosure, Council Remuneration Statement, Cemetery Operator License Reporting, Financial Information Return (FIR), and various grant reports.
- 4) IT Services:** The IT Service Delivery Agreement with Bruce County has kicked-off and municipal staff have received information and training from the County on using the IT Service Management Portal (ticketing system). County staff have been working with Kincardine's IT Specialist to familiarize themselves with our systems and infrastructure in order to be able to provide support and service. Municipal and County staff have had regular bi-weekly meetings since the implementation of the Portal in order to identify any concerns or problems with the transition, should they arise. An update from County IT will be provided in May 2024.

- 5) **Staffing:** The Finance department has had to temporarily close the Underwood Office location and redeploy the Revenue Clerk/Receptionist to work at the Municipal Administration Centre in order to address an unplanned absence. Additional contract staff will be required if the absence is extended.

Legislative Services:

- 1) **Laserfiche Project** - Most staff have received training on how to use the new repository and future training is available for new staff. Staff are more regularly using and storing records in Laserfiche. Records Management Staff are continuing to digitize current treasury roll files. New Records Management Assistant staff started work early March and is identifying and digitizing required records in Development Services' Building files. These records are classified, organized, and linked in Laserfiche to allow staff easy access. To date, more than 1,250 documents have been scanned into Laserfiche for this project.
- 2) **By-law Enforcement** - By-law Officers were focused on overnight parking patrol. Officers issued 122 tickets between January 1 – March 31st which is up from 10 violations issued during the same time in 2023. With the mild temperatures, the municipality has seen an increase in Clean and Clear Yards complaints earlier than expected. By-law continues to receive calls regarding dogs running at large and unfortunately, there is a shortage of kennels/pounds with space to hold stray or lost dogs. Staff continues to educate the public on the importance of licensing their dogs, so the owner is easily identified if the dog is found running at large and can be returned quickly. The draft Canine By-law has been sent to legal for review and will be coming to Council in the second quarter.
- 3) **Committees/Council** – Legislative Services provided support and secretary services for 6 different committees in the first quarter:
- Accessibility Advisory Committee
 - Heritage Kincardine
 - Kincardine Police Services Board
 - Pier Ad Hoc Safety Committee
 - Strategic Plan Ad Hoc Committee
 - Property Standards Committee

This included attending and doing the agenda/minutes for eleven (11) meetings and five (5) reports to Council. The Accessibility Advisory Committee has provided input in the Waterfront Boardwalk plan, the Queen Street Landscaping Plan, Station 12 Washrooms/Changerooms, two site plans, and Saugeen Mobility Regional Transit. In addition, Staff have been a resource for interpretation of FADS and the OADA for upcoming municipal capital projects.

Legislative Services has also supported seven (7) Council meetings and three (3) Special Council meetings. This includes the drafting of forty-two (42) By-laws.

- 4) **Police Services Board** – The Clerk has been working with the other involved municipalities in the creation of the South Bruce OPP Detachment Board. The final meeting of the existing Kincardine Police Services Board was held on March 28, 2024

and transitional items were provided for the new Board. In the transition, the Clerk will co-administer the new Board including the creation of governance documents, administering the first meetings and organizing the recruitment of the two (2) community members.

Human Resources:

- 1) **Recruitment & Selection** - Due to employee attrition coupled with the approval of new positions through the budget process, the recruitment and selection process for nine (9) regular positions plus our seasonal staff was successfully completed. This consisted of creating job postings and reviewing candidates, scheduling interviews, creating interview guides, conducting interviews, creating job offers and completing the onboarding and corporate orientation process. Our seasonal staff will start work in Q2.

The Municipality of Kincardine hosted the Job Fair & Career Expo at the Davidson Centre on March 6, 2024. It was an opportunity for prospective employees to meet with business representatives from across a variety of industries. The Human Resources Manager attended the event on behalf of the Municipality of Kincardine to speak with interested applicants, provide information on available positions and promote working at the Municipality.
- 2) **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 were six (6) reported safety incidents in Q1 and there were no lost time injuries. Incidents were related to winter work operations, minor finger injuries and a near miss incident involving a contractor.
- 3) **Employee Relations** - A considerable amount of time has been dedicated to preparations for negotiations with the International Union of Operating Engineers (IUOE) as well as preparations and ongoing discussions regarding compensation with the fire department.

Prepared by: Roxana Baumann, Jennifer Lawrie, Leanne Gowing, Shelby Clancy

Submitted by: Roxana Baumann