

Quarterly Update Report

Title: Q4 Corporate Services Update

Report Number: Corporate Services Quarterly Report-2025-06

Meeting Date: Wednesday, January 8, 2025

Financial Services & IT:

- 1) **Interim Audit:** The Municipality's interim audit took place the week of November 25th. The auditors performed preliminary testing and walkthroughs of various business processes during this time. The year-end audit is scheduled to take place in March 2025.
- 2) **Payroll System Implementation:** The new payroll system was successfully launched in October. Finance staff continue to work with UKG in order to resolve a few remaining glitches with the system and close off the project. In the end of December and in early January 2025, staff will be working on performing updates to the system for union dues and other associated deductions, as well as completing year-end reporting tasks, and updating of rates in order to process 2025 payroll.
- 3) **New Water Meter Implementation:** Finance staff continue to be involved in the implementation of the new water meter system in Tiverton, including training and integration with the existing accounting system software. Until the system integration is fully completed, all meter readings must be manually input by staff into the billing software. Additional contract staff resources would be required in order to complete the next phase of this project due to the time involved in the implementation and operation of maintaining 2 different systems.
- 4) **IT Services:** As part of its quarterly reporting to Council, the County ITS team provided an update on December 11th on the progress of the ITS Agreement and work performed to date. As part of this agreement, a 3-year IT Strategic Plan is being developed by Blackline Consulting. A preliminary report on this work has also been provided to Council in December, with the completion of this work expected in Q1 2025.
- 5) **2025 Budget:** Council held its first budget meeting on December 10th to deliberate the budget. The budget presentation included a broad overview of the municipal finances, and a presentation by each department Directors of their respective operating budgets. A second budget meeting will be held on January 13, 2025.

Human Resources:

1) **Recruitment & Selection:** The Municipality completed the recruitment and selection process for three (3) positions in Q4 which included full-time and contract positions. 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.

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 three (3) reported safety incidents in Q4 which were minor injuries or equipment damage. All three (3) of these incidents had a contributing factor of inclement weather.

3) **Employee Relations:** A considerable amount of time has been dedicated to collective bargaining, administrative support and correspondence with the International Union of Operating Engineers (IUOE) as the Collective Agreement was ratified on November 27, 2024. Meetings have been held with stakeholders to ensure comprehension of the Agreement and how it will be implemented.

4) **Staff Training:** We offered employees the opportunity to attend two (2) training sessions on “Creating Non-Bias Workplaces” and “Diversity, Inclusion and Sensitivity Training”. These sessions were facilitated by Community Living.

We also continued Staff Training on the new payroll system up until our “go live” date in October 2024. This was an opportunity to connect with employees, demonstrate the system and the benefits to each user.

Legislative Services:

1) **Freedom of Information (FOI) Requests:** There has been a higher volume of FOI requests and they are increasing in complexity. We received 8 FOI requests in 2024 compared to 7 in 2023, 3 in 2022 and 4 in 2021. Due to the complexity of the requests, the Clerk, as Head, has spent on average of 35 hours per request and legal counsel has been consulted to provide advice with respect to the complex requests. Staff are utilizing the Routine Disclosure and Active Dissemination Policy LS.04 to inform the public about documents they can review or receive without an FOI.

2) **Laserfiche Project:** Upon request, departmental and individual meetings continue, further developing records management and Laserfiche skills. Treasury roll files are continuing to be digitized. The digitization of Building Department files will be complete by end of Q4 with more than 28,000 pages scanned, and all #210 roll file building files digitized. An end of project meeting was held with Development Services to provide updates, tips, and to answer questions.

3) **By-Law Enforcement:** 89 tickets for parking on the street between 2 a.m. – 6 a.m. were issued from November 1st – December 17th. The tickets and preemptive communication efforts to the public helped to ensure roadways were clear for winter maintenance efforts. Clean and Clear Yards complaints have slowed down and will be put on hold until the Spring of 2025. All complaints will continue to be

investigated, however, there will be some limitations for cleaning during the winter months.

At the time of this report, staff issued a total of 25 lottery licences year-to-date in 2024. Total licence fees paid to the municipality for those licences amount to \$1,476.37. This is a large decrease in fees collected from 2023 which saw revenues of \$3,679.95 for the year. The decrease is due to multiple bingo licences (\$450 fee) that are set to expire in 2025.

Kennel inspections are being completed in the fourth quarter. There are 12 active kennel licences. Eight (8) inspections have been completed to date with contact letters going out to the remaining 4 to book inspections in order to be eligible in 2025. Dog Control By-law was passed on December 11, 2024.

- 4) South Bruce OPP Detachment Board** – Staff have provided ongoing support for the new Board including developing a remuneration framework, draft budget and as well as supporting members as they get their legislated training. The Board has approved a draft budget, remuneration and is investigating a secretary/treasurer position.
- 5) Council & Committee Support:** Legislation Services provided support for 6 Regular Council Meetings, 4 Special Council Meetings and 6 Closed Session Meetings. This included completion of agendas & minutes for each meeting, plus drafting 26 by-laws. Staff created the agendas, minutes and supported initiatives for both Heritage Kincardine and the Accessibility Advisory Committee at three meetings each this quarter. Staff and AAC members are continuing to review municipal facilities and add items to the Catalogue of Issues.
- 6) Vital Statistics:** Legislation services issued paperwork for 5 Marriage Licences and 25 Burial Permits, including 15 document commissioning.
- 7) 2026 Municipal Election:** Staff have begun to review the address portion of the Voters' List provided by Elections Ontario to ensure all municipal addresses are entered correctly. Communications have been created to encourage eligible electors to visit registertovoteON.ca for information on eligibility and registration.

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