

Quarterly Update Report

Title: Corporate Services 1st Quarter Report

Report Number: Corporate Services Quarterly Report-2025-02

Meeting Date: Wednesday, April 23, 2025

Financial Services & IT:

- 1) **2025 Budget:** The 2025 Budget By-law No. 2025-023 was passed by Council on February 26, 2025 and the 2025 Taxation By-law has been adopted on April 23rd. Upon passage of the by-law, departments have been working to initiate procurements for capital projects and operating expenditures. The Treasurer has been working with departmental staff to ensure procurement practices are being followed and that all necessary documentation has been properly completed, reviewed and approved. The Q1 Procurement Report has been provided to Council on this week's agenda.
- 2) **Year End Audit:** The Municipality's external auditors (KPMG) have been performing audit field work during the weeks of March 17th until April 4th. During and leading up to this time, finance staff have been busy preparing the required documentation required to support the year-end general ledger balances. Over the next few months, the Municipality's consolidated financial statements will be finalized with an expected completion date of 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, etc.), Public Sector Salary Disclosure, Council Remuneration Statement, Cemetery Operator License Reporting, Financial Information Return (FIR) and grant reporting. With the implementation of the new payroll system, the year-end payroll reconciliation process required additional staff time in order to become familiarized with the new system reports.
- 4) **IT Services:** Staff continues to work with County ITS and Blackline Consulting to develop the multi-year IT Strategic Plan, which when completed, will provide and inform future budgets on investments required in our IT infrastructure. The anticipated completion of this report is Q2 2025.
- 5) **Water Meter Implementation:** Staff have successfully completed the integration of the new water meter billing software with the accounting software. Training has been completed and the March north utility billing was completed using the new software.

- 6) **Asset Management Plan (AMP):** Staff from Corporate Services and GIS have been working with Dillon Consulting to update the AMP to include natural assets, as well as updated replacement costs based on 2025 values. This will align the AMP with the O.Reg 588/17. A staff workshop has been planned for April to review current performance and usage of natural assets, current conditions and risk assessments. Completion of the addendum to the AMP is end of Q2 2025.

Human Resources:

- 1) **Recruitment & Selection:** The Municipality completed the recruitment and selection process for thirteen (13) positions in Q1 which included contract and seasonal 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. The majority of these positions will start work in Q2.

The Municipality of Kincardine hosted the Job Fair & Career Expo at the Davidson Centre on March 5, 2025. It was an opportunity for prospective employees to meet with business representatives from across a variety of industries. The Human Resources Manager was a member of the organizing committee and 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. Our updated workplace inspection process has been working well and action items are being addressed in a timely manner. Safety Talks continue to be sent to staff on a regular basis to provide information and resources about hazards at home or at work.

There were nine (9) safety incidents reported in Q1. All of these incidents were related to winter weather conditions. Incidents included slips and falls and equipment related incidents. There was one (1) lost time injury.

Legislative Services:

- 1) **Freedom of Information (FOI) Requests:** We have received three (3) FOI requests in the first quarter of this year compared to zero (0) in the first quarter of 2024. As with last quarter, due to the complexity of these requests, the Clerk, as Head, along with other staff required to obtain the information for the requests, have spent on average twenty (20) plus hours per request and legal counsel has been consulted respecting the complex requests.
- 2) **Laserfiche Project:** The Records Management Assistant began a new contract in February with a focus on records management and digitization for Development Services and Environmental Services. Finalization of digitization of #210 roll files and continuation with #260 roll files with more than 1,200 scanned pages to date. Laserfiche skills development training session held for staff. Work will begin for moving Laserfiche from on prem to the Cloud in 2025.
- 3) **By-law Enforcement:** Winter parking patrols have continued with 80 parking tickets issue from December 18 to March 18. Night patrols will continue until restrictions end April 30th. Three Hour parking signs have been placed on Queen Street and communication has begun. Officers will issue warning letters in April with By-law

enforcement taking effect on May 1st. Kennel inspections have been completed. For any kennels with compliance issues, By-law enforcement works with them to ensure compliance and if required, will alert Provincial Animal Welfare Services (PAWS). A Pound Keeper RFQ has been issued with submissions due on April 1, 2025.

- 4) **South Bruce OPP Detachment Board:** The Clerk is continuing to provide support for new Board including developing a job description for the Secretary/Treasury of the Board, advising on procedural items, updating the draft Procedure By-law, managing relationships with the Ontario Association of Police Services Boards and supporting members as they get their legislated training.
- 5) **Council & Committee Support:** Legislative Services supported 6 Regular Council Meetings, 3 Special Council Meetings and 5 Closed Session Meetings. This included completion of agendas and minutes for each meeting, plus drafting 41 by-laws. Between Heritage Kincardine and the Accessibility Advisory Committee staff have supported 3 meetings and attended the BIA Breakfast on behalf of the Accessibility Advisory Committee. Staff have also supported the BIA this quarter and trained the new Community Economic Development Officer in drafting agendas, minutes and applying the Procedure By-law at meetings.
- 6) **Vital Statistics:** Legislative Services have issued 6 Marriage Licences, 30 Burial Permits and had 22 document commissioning appointments with the public.
- 7) **2026 Municipal Election:** Staff are continuing to review the address portion of the Voters' List provided by Elections Ontario. A summer student will start in May to assist in ensuring all municipal addresses are entered correctly. Aligning with the Provincial and Federal Election campaigns, staff are encouraging eligible electors to visit registertovoteON.ca for information on eligibility and registration. Communications have been developed and are being provided to new homeowners to ensure they are on the Voters' List.

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