

# Quarterly Update Report

**Title:** Corporate Services 2nd Quarter Report

**Report Number:** Corporate Services Quarterly Report-2025-03

**Meeting Date:** Wednesday, July 9, 2025

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## Financial Services & IT:

- 1) **2024 Financial Statements:** The Municipality's external auditors have completed the 2024 year end audit and the Consolidated Financial Statements have been finalized. The auditor presented the Audit Findings Report on June 11<sup>th</sup> and has issued a clean audit opinion.
- 2) **Reporting:** The 2024 Financial Information Return (FIR) has been submitted to the Ministry of Municipal Affairs by the May 31<sup>st</sup> deadline. As of July 1<sup>st</sup>, 86 out of 444 (19%) municipalities have submitted their FIR with Kincardine being the only municipality in Bruce County that has reported.
- 3) **2026 Budget & Strong Mayor Powers:** Mayor Craig has issued Mayoral Direction MDI-2025-001 regarding the 2026 Budget. Staff have been discussing with Mayor Craig his preferred approach, including timelines, budget meeting dates, and consultation with councillors and the public. Based on these discussions, staff have prepared 2 information reports regarding the new budget process under Strong Mayor Powers, as well as new forms and templates. Staff are currently also preparing the 2026 budget survey which will be launched in July.
- 4) **Asset Management Plan (AMP):** Staff from Corporate Services, I&D and GIS continue to work 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. Completion of the addendum to the AMP is beginning of Q3 2025.
- 5) **Procurement:** Since the adoption of the updated Procurement Policy, staff has worked to update all of the related procedures and templates so that they reflect the terms of the new policy. These changes have been communicated to all departmental staff involved in the procurement process.
- 6) **Development Charges:** The work with Hemson Consulting has started for the development of the municipal-wide development charges study. Finance staff have participated in several meetings alongside other departments to provide input. The work is ongoing. As well, staff have worked with Hemson to develop the background

study for the Area Specific Development Charges for the Gary St Lands, which is expected to be finalized in July.

- 7) **IT Services:** The Municipality received communication from Bruce County providing notice of termination of the IT Services Agreement, effective December 12, 2025. Staff have been meeting with the County to work through a transition plan to ensure our IT services continue to be supported. Staff have been in discussions with several IT Municipal Service Providers to begin to formulate a path forward. More information will come forward to Council over the upcoming months.

## **Human Resources:**

- 1) **Recruitment & Selection:** The Municipality completed the recruitment and selection process for eleven (11) positions in Q2 which included full-time, part-time, casual, seasonal positions and volunteer firefighter 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. All budgeted seasonal positions were filled this year.

The Municipality of Kincardine facilitated the orientation process with 20 seasonal students who will work in parks, operations, cemetery, environmental services and administration on May 5, 2025. The half-day session, which was complemented with departmental specific training, was focused on corporate policies, health & safety requirements, AODA standards, customer service training and diversity and inclusion training.

Our Day Camp leaders, approx. 27 staff, have also been participating in a variety of training sessions to prepare for the summer program and took part in a corporate orientation session.

- 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. Two members of the JHSC completed Part 1 of JHSC Certification Training this quarter and one member completed Ergonomic Assessment Training. 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 two (2) reported safety incidents in Q2. One of the incidents was classified as a critical injury and the Ministry of Labour, Training & Skills Development was called to complete an investigation.

- 3) **All Staff Meeting:** On May 1, 2025, the Municipality held a half-day All-Staff Meeting at the Davidson Centre. The All-Staff Meeting was an opportunity to provide departmental updates to all staff, provide a networking opportunity, give recognition to employees through RAVE Awards and to highlight our focus on Customer Service. The HR Manager was a key contributor to the planning and organization of the day. We received a significant amount of positive feedback on the day from staff members.

## **Legislative Services:**

- 1) **Freedom of Information (FOI) Requests:** We have received three (3) FOI requests in the second quarter of this year for a total of (7) seven requests in 2025. This compared to one (1) in the second quarter of 2024 and a total of (1) one for 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. Two of the seven (7) requests were abandoned after the municipality had completed the initial work.

- 2) **Laserfiche Project:** More than 2,600 scanned pages to date of #260 roll building files. Environmental Services records for the project have moved to the MAC. The records management and digitization project for Development Services and Environmental Services is temporarily on hold due to staffing changes. Weekly activities were provided and participation encouraged for RIM month. Three large group training sessions conducted: two for staff and one department specific. Continuing records management within Laserfiche and analogue records. Finalized RFP for Laserfiche Cloud with migration project starting in the fall.
- 3) **By-Law Enforcement:** Officers have been busy with Clean and Clear Yards/Property Standards. There have been 16 orders issued so far in the second quarter. Parking infractions have slowed down with only 27 infractions being issued in the second quarter. By-law have done random parking patrols for 3-hour parking limits on Queen St. Summer patrols with two additional officers focused on the shoreline and parking will begin on July 1<sup>st</sup> and will continue to August 31<sup>st</sup>. They also participated in a Muzzle Order Hearing.
- 4) **South Bruce OPP Detachment Board:** The Clerk is continuing to provide support for new Board and has completed the development of a job description for the Secretary/Treasury of the Board. This is now being advertised and the Manager of HR is providing support and guidance to the hiring committee. The Clerk continues to advise on procedural items, manage relationships with the Ontario Association of Police Services Boards, liaise with the Detachment Inspector, consult with other participating municipalities and support members.
- 5) **Council & Committee Support:** Legislative Services supported (6) six Regular Council Meetings, and (6) six Closed Session Meetings. This included completion of agendas and minutes for each meeting, plus drafting 47 by-laws and 107 motions. Staff have supported (4) four Accessibility Advisory Committee Meetings and (3) three Heritage Kincardine meetings. Staff have mentored the Community Economic Development Officer in drafting agendas, minutes and applying the Procedure By-law at BIA meetings. Staff have additionally reviewed two Terms of Reference for proposed ad-hoc committees.  
  
During this term of Council, there have been 1,858 Motions and 474 By-laws. Including Committees, the number of motions increases to 2,283.
- 6) **Vital Statistics:** Legislative Services saw a decrease year over year in Marriage Licences issued in this quarter from 31 in 2024 to 17 in 2025. We issued 27 Burial Permits and had 26 commissioning appointments with the public.
- 7) **2026 Municipal Election:** With the assistance of a summer student, staff are continuing to review the address portion of the Voters' List provided by Elections Ontario to ensure all municipal addresses are entered correctly. Aligning with the Provincial and Federal Election campaigns, staff are encouraging eligible electors to visit [registertovoteON.ca](https://registertovoteON.ca) for information on eligibility and registration. Communications continue to be provided to new homeowners to ensure they are on

the Voters' List. Staff have attended training session with Elections Ontario regarding the new voters list process.

- 8) Strong Mayor Powers:** To prepare for Strong Mayor Powers staff developed a new by-law template, confirmatory by-law template, Mayoral Decision (MDE) Template, and Mayoral Direction (MDI) Template and internal procedures for dealing with the veto process and MDE and MDIs. In addition, staff developed a new webpage for Strong Mayor Powers including a Strong Mayor Overview and regularly include all the MDE and MDIs on the webpage and email to Council and Management Team.

Staff attended training session with the AMCTO, the Province of Ontario, and Lerner's plus weekly session with AMCTO to gain an understanding of Strong Mayor Powers and how they are integrated throughout the Province. The Clerk has been providing guidance to Management Team regarding Strong Mayor Powers and did a training session with the administrative team.

Looking forward, the Clerk will be working on evaluating many different policies to include the impact of Strong Mayor Powers including the Council Vacancy Policy, Council Staff Relations Policy and Recruitment & Appointment of Advisory Committees of Council.

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