

## **Report # 18-006 -- Acting CAO Report – For March 12, 2018 Committee of the Whole Meeting.**

### **CRITICAL ITEMS:**

- Followed up on OCIF funding not received: met with M. Delmonte from Exp regarding options. Requested he come to Council to outline options to meet MOECC deadline; received copy of OCIF application from him. Contacted Lori Duquette from MOECC – **THEY WILL NOT CONSIDER AN EXTENSION TO THE MAY 25 DEADLINE**, as we have already been given an extension. We must have an application submitted to them by May 25<sup>th</sup> or we will be non-compliant. Met with Vic Legault from OCWA and Barry Turcotte regarding next steps. Contacted the Ministry to find out why the application was not accepted. See attachment 1.
- Problems with T4 slips from Payweb. Staff worked with Payweb to correct these. A second proof of the T4s did not have all items corrected. These corrections were sent back to Payweb and all amended T4s were submitted and distributed to employees early in the week of March 11, 2018. We continue to have issues with Payweb and Advanced Tracker software. I will be reviewing the contract and meeting with the staff doing payroll to determine ongoing problems and will report to Council on this.

### **CAPITAL ITEMS:**

- Used 2006 plow truck has been sold to Temagami First Nation as directed by Council.
- Request to purchase municipal property on Goward is ongoing.
- Remediation has been done to new fire truck to adjust weight and water tank volume to meet requirements. Truck now meets our requirements. Small refund forthcoming from supplier.

### **FUNDING APPLICATIONS AND REPORTS**

- Applications have been submitted for summer student funding (2 different funding sources).
- Followed up on Celebrate Canada funding applications for 2018 – due November 2017 – none were submitted.
- Worked with FedNor to get an extension to the Canada 150 funding for the tower painting, etc. Extended from December 31, 2017 to March 31, 2018. Can claim any expenditures incurred by March 31, 2018 including materials purchased and received even if project is not complete.
- Discussed sharing an EDO with Reeve Fiset of Elk Lake. Their Council is interested. Will work out details and bring to the 2 councils.
- Submitted FedNor funding reports and final claim submitted for Train Station (due Oct. '17 and Feb. '18) and for Waterfronts Project (claim due July '17 and report due Dec '17).
- Submitted NOHFC funding reports and claims for above 2 projects.  
**Note:** Funding reports show that we did not spend all funds on these two projects: Waterfront was underspent by \$14,721, so we did not access \$12,262.59 of possible funding; Train Station was underspent by \$15,331.87, so we did not access \$12,771.45 of possible funding.
- Submitted DNSSAB Ambulance quarterly reporting to end of December 2017.
- Submitted CWWF Baseline report due February 28<sup>th</sup>.
- Worked on funding report for Celebrate Ontario - overdue from July 17 event – withdrawn because the scaled back event did not meet the criteria. We were still under budget for expenses and over in revenues for this event, without this funding.
- RED Funding progress report is overdue (was due December 31, 2017).

**NOTE: The Provincial and Federal year ends are March 31, so getting this reporting completed and claims in is very time sensitive.**

### **UPCOMING FUNDING/OTHER LEGISLATED REPORTING**

- Public Sector Salary Disclosure report **was submitted by March 7, 2018** deadline.
- IPC Statistical Report is **due by March 14, 2018**
- First CWWF funding report is **due March 15, 2018**.
- Employer health tax reconciliation reporting is **due March 15, 2018**
- Report on Council Remuneration due to Council **by March 31, 2018** – to come to March 22 regular meeting.
- Ontario Sport and Recreation Communities Fund report is **due March 31, 2018**
- Gas Tax reporting is **due March 31, 2018**
- WSIB reconciliation reporting is **due March 31, 2018**
- Cemetery Licence Reporting is **due by March 31, 2018**

### **FINANCIAL MATTERS**

- Interim tax bills were issued and mailed by February 9, 2018, with a due date of March 8 for the first installment. This is about a week later than usual.

- The capital budget spreadsheet has been updated with changes from the Committee of the Whole meeting and reviewed by the General Government and Finance Advisory Committee
- The operating budget submissions are being compiled for review by the GGF in preparation to bring them to a Committee of the Whole meeting.
- The Vadim Financial System implementation was put on hold in December, because we were without a Treasurer and an Accounting Clerk and the CAO was on medical leave. This should be re-instituted as soon as possible in the second quarter of 2018.
- In the absence of a CAO and a Treasurer, the Municipal Clerk/Acting CAO is the only staff person in the office with signing authority. If Council does not foresee these vacancies being remedied in the near future, Council may wish to consider temporarily authorizing another manager as a signing authority.

#### **EMERGENCY MANAGEMENT UPDATE:**

- The Emergency Management Program Committee met to review changes in legislation and how that impacts our emergency plan. Recommendations will be coming to Council in the near future to amend our plan to assist in complying with changes.
- The appendixes of the plan were updated by the committee and staff, and information has been updated in all of the binders.

#### **AGREEMENTS:**

- Met with landfill contractors and prepared contracts as directed by Council. By-laws submitted for Council's consideration.
- Some work done on draft leases for Chamber of Commerce and Living Temagami – the drafts still need to be finalized and brought for council's consideration.
- Worked with Living Temagami representative on agreement required for Trillium Funding Application for their seed funding application. To be approved by Council – please see Attachment 2.

#### **STAFFING:**

- Ongoing staff vacancies continue to create backlog and stress on remaining staff: Treasurer Position vacant since June 2017; Special Projects Coordinator on leave since July 2017; and CAO on medical leave since December 2017. In addition, we have a staff member with ongoing medical issues who is being accommodated as required under the AODA, a staff member who is undergoing physiotherapy for a work-related injury, and a staff member who is was absent due to a family medical emergency and is now on bereavement leave. Adding in the inevitable colds and flues that go around this time of year, this has put a severe strain on our staff resources.
- We have brought in casual administrative staff to assist as much as possible and have reorganized duties as much as feasible in an attempt to keep up on the essential services, duties and requirements.
- In February 2017, Council decided to create a position of Recreation Coordinator / Facility Operator (RCFO) and another part time position in place of the Recreation Coordinator / Facility Manager Position, but the RCFO position was never filled. Council subsequently decided in November to put this position on hold, with the Parks and Recreation and General Government and Finance Advisory Committees to revisit it during the early part of 2018. In the interim, administrative staff have been assisting with Parks and Recreation matters, which takes time away from their regular administrative duties.
- Performance Evaluation time is upon us. PA's for management personnel were due in February and I am planning to do these, with the PA's with the administrative, finance and planning non-management personnel who report to me, that are due in March, by early April.