



Corporation of the Municipality of Temagami

Memorandum to Council

Memo No.
2018-M-036

Staff
 Committee

Subject: Goals for remainder of 2018

Agenda Date: July 26, 2018

Attachments:

RECOMMENDATION

This memorandum is:

To be received for information

INFORMATION

As noted verbally at the Committee of the Whole meeting on July 17, 2018, apart from attempting to familiarize myself at a time when there was much commotion due to the fire situation, I started to complete reporting and administrative functions that had yet to be completed. Of note, the energy report that was due on July 1st and work required to ensure our vote by mail election process could continue was at the top of the list. Apart from Council and Committee of the Whole meetings preparation, working on signing authorities and other regulatory items necessary when a new Treasurer or Administrator assumes their duties were completed.

The nomination period for this fall's municipal election ends on July 27th. Working with Staff, I intend on leading the efforts to complete the process for ensuring our candidates are certified, ballots appropriately prepared, voter information is uploaded, and those working in election management and operation are appropriately trained.

As well, the 2017 financial audit has yet to be completed. There is still some work to get the working papers ready for the auditor as well as completion of the financial information return. This process will be given some priority as our financial institution and the Province use our audited financial statements and the Financial Information Return to rely on timely submission of these reports to continue credit facilities (if required) and flowing funding dollars.

There is much paperwork that has yet to be looked at and as this is completed, priorities may be adjusted as required by the different files. As well, as many Staff were covering different areas of operation while we were short (and continue to be) staffed, ensuring work assignments are appropriately allocated will be a little of a moving target. In essence, time is required to observe individual strengths and weaknesses to ensure staff have landed in the appropriate positions. As we near the end of this Council term, advertising for a Municipal Clerk will start so the process can end after the start of the new term when Council will once again be able to appoint officers of the corporation (assuming that we will be in a lame duck position as of 2:00pm on July 27th).

There are also some projects and typical day to day operations being worked on by Staff in all Departments. Ensuring our grant programs are operating effectively with reports being completed on time is vital to ensuring that in future funding opportunities we are looked on through a favourable lens.

Another larger project to be completed is the installation and training for the Vadim Software system. The expectation is that sometime between the last taxation installment due date and the end of the calendar year, the switch will be made to this new financial system. There is quite a bit of work to be done prior to

that, for example ensuring our chart of accounts is reflective of our current operations as well as capital asset detail etc. as well as ensuring we have the appropriate process in place to ensure that the integrity of our financial information is not compromised as this switch is made.

There are a few policies that are in need of updating, especially with the passage of Bill 68. Two examples of these are our Procedural By-Law and our Tax Billing and Collecting Policy, both which have experienced changes to their supporting legislation.

Once the collection policy has been updated, then re-establishing the process for the tax registration process will commence to ensure that we are not lagging in collecting the revenues we bill.

From a Staffing perspective, there are evaluations to be completed as well as, as mentioned above, work ensure we are best utilizing skills of those that are here. In some ways this could be considered as a mini internal organizational review.

In essence there is quite a bit of foundational work to be completed over the next few months while also ensuring Staff working on projects or in the day to day operations are supported and information is being presented in the appropriate forum to Council and/or its Committees.

Respectfully Submitted.

Prepared by:

Reviewed by:

Craig Davidson Treasurer/Administrator	
Name, Position	Name, Position