



Corporation of the Municipality of Temagami

Memo No.
2018-M-057

Memorandum to Council

- Staff
- Committee

Subject: Treasurer/Administrator Memorandum

Agenda Date: September 27, 2018

Attachments:

RECOMMENDATION

This memorandum is:

- To be received for information

INFORMATION

Taxes have been billed and mailed out. This was completed a little later than in previous years and as a result, taxes are due in September and October. The various tax adjustments (write offs and supplementary taxation) will be completed in the last week of September.

The auditors completed their visit to the Municipal Office. There are still items that are being worked on in advance of the audit moving to completion. This is taking priority of most other items to ensure that we can finalize our reporting prior to the end of September. The audit process is taking a little longer than it should due to the number of individuals who were part of the treasury function in 2017 which lead to information being stored in various places.

Work has also started to ensure our accounting system is as complete. Some of our transaction streams are not integrated and require separate entries to record this information. This had not been done, for the most part, in 2018 which resulted in reports to various agencies, including the DSSAB for Ambulance reporting, also not being completed. We have now completed reporting for ambulance services to the end of July 2018.

Work has started on the tower project. There were structural deficiencies identified that required repair before painting was started. The painting should be completed in the very near future. As well, we have confirmed the quote for repairs to the arena roof and this project should be completed this fall.

We have been busy with election processes. One new area in the Municipal Elections Act, 1996, is the third party advertisers. While some of the processes and interpretations of the Act are being worked on, we are also trying to get the word out in several forms of the new legislation. We are encouraging people read the provincial document on third party advertisers and have a discussion with our Election Lead as the penalties established by the Act are maximum fines of \$25,000 for an individual or \$50,000 for a group in addition to up to six months in jail.

While on the topic of elections there are a few things that should be remembered. First, after the opening of Nominations on May 1st, present Council, according to the Act, are to refrain from being involved in the management of the Election. As well, while as Staff we are charged with administering the Election for the Municipality of Temagami, we have not written the legislation. The procedures that were established near the end of 2017 are intended to provide some local clarity on how the Election will be managed and our number one job is to ensure that the Election is managed in a way that is consistent with the Legislation and Procedures that have been established and in a manner that is fair for all those who have stepped forward to run in the Election.

Apart from these activities, priorities remain work on the new accounting system, keeping grant reporting up to date, updating our asset management plan, and working through the various processes and projects that were put on hold as a result of our staffing situation. We have advertised for two vacant positions and are working through this process.

Prepared by:

Reviewed by:

Craig Davidson, Treasurer/Administrator
Name, Position

Name, Position