



Corporation of the Municipality of Temagami

Memorandum to Council

Memo No.  
2019-M-013



Staff



Committee

**Subject:** Report from Treasurer Administrator

**Agenda Date:**

**Attachments:**

**RECOMMENDATION**

BE IT RESOLVED that the Council of the Municipality of Temagami receive this report for information.

**INFORMATION**

Vadim

We have completed the initial training for Vadim (general ledger, accounts payable, and accounts receivable). Sabrina and Kaitlyn have been trained and will train other users on-site when we start using Vadim for all transactions.

Vadim is in the process of converting data from our old system so we have some information as we make the switch. The most important data to be converted from a business continuity perspective is the tax billing and collecting information. This module is expected to be completed this month with training occurring in the first week of 2019.

**Asset Management**

As noted in a recent webinar Ontario Regulation 588/17 sets out the requirement for Municipalities to adopt and publish an Asset Management Policy by July 1, 2019. This is not a requirement for a plan update but rather a policy on how the plans will be updated and linked to other plans of the Municipality including the Annual Budget.

As reported to the previous Council, the Municipality of Temagami was accepted into the AMP 2.0 program jointly funded by the Ministry of Infrastructure and the Municipal Finance Officers Association. This program matches the Municipality up with a consultant in various fields of expertise which provide assistance in taking our asset management plan to the next level. Presently, the program is in the intake stage with work to begin early in 2019. This work will be greatly assisted with our financial system being up to date.

**Policy Development and Updates and Administrative Priorities**

The creation of policy, whether new or updating what we have, would follow the same process. A draft of the policy will be presented for Council's consideration. At that time, discussion around the purpose and if the policy satisfies what the intention is may lead to amendments to be added by Staff and brought back to Council. Once Council is satisfied with the Policy, direction would be sought to create a By-Law for Council's consideration. This By-Law would have the effect of 'entrenching' or approving the policy which can then be used to govern municipal business in that area.

In addition to the Asset Management Policy noted above, other policies that are being worked on or will be worked on in the first part of 2019 are:

Fees and Service charges (non-tax or special area charges)

Code of Conduct for Council – removing reference to Conflict of Interest and ensuring Code reflects any requirements of Bill 68

Code of Conduct for Committee Members – new policy as required

Code of Conduct for Staff

Social Media Policy - Update

Procedural By-Law – update with meeting changes, if approved, and more concise, easy to read language

Investment Policy – Update for new regulations that have been passed by the Province in 2018

Billing and Collecting Policy – predominately for taxation but will include other areas – this policy has not been updated since the 1990's

Other than Policy Development, there will be some administrative time spent on ensuring our computer system change over goes smoothly and we are fully functional as soon as practical after the end of the year.

I am also presently waiting for information to come from our legal advisor regarding some outstanding issues. I am expecting that this will be available for the first meeting in January which at that time I can provide an update, most likely in a Closed Session, for Council's information.

Depending on Council's decision regarding the Budget Guidelines, this and recommendations related to Human Resources, in addition to managing priorities for Staff and day to day accounting, round out my work plan for the first part of 2019.

**Prepared by:**

**Reviewed by:**

**Craig Davidson, Treasurer/Administrator**

Name, Position

Name, Position

**On behalf of:**

Name of committee if applicable