

# MONTHLY REPORT

**To:** Mayor Strathdee and Members of Council

**From:** Finance

**Date of Meeting:** 24 April 2018

**Subject:** FIN 10-2018 April Monthly Report (Finance)

## RECOMMENDATION

THAT FIN 10-2018 April Monthly Report (Finance) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Finance

- Auditors were on site working on 2017 audit. Outstanding items include reconciliation and posting of tangible capital asset additions and disposals at component level, awaiting final numbers on shared services costs and financial statements from Spruce Lodge and Health Unit for consolidation.
- Attended webinar provided by the province outlining the asset management planning requirements under the Infrastructure for *Jobs and Prosperity Act*. The first deadline is July 31, 2019 at which time an asset management policy must be in place followed an asset management plan by July 1, 2021 for core infrastructure assets and July 31, 2023 for all assets.
- Working on reporting capabilities of budgeting software as well as initializing 2019 budget.

### Procurement and Risk Management

- The following bid documents were posted on *bids&tenders*:
  - RFP-PW-05-2018 Supply and Delivery of New Compact Tractor and Accessories
  - RFT-PW-10-2018 Catch Basin Cleaning
  - RFT-PW-06-2018 Construction, Replacement, and Repairs of Sidewalk, Curb & Gutter
  - RFT-PW-08-2018 Asphalt Repairs On Various Streets
  - RFQ-DEV-02-2018 Provisions for Library Carpet and Painting
  - RFT-PW-11-2018 Supply and Installation of Treatment on Roadways
  - RFT-PW-13-1018 Provision of Equipment, Materials and Labour for Cleaning and Flushing of Leachate Collection System at Landfill
  - RFT-DEV-03-2018 Provision for Pyramid Recreation Centre Skate Tile Replacement
  - RFT-DEV-05-2018 St. Marys Fire Station Low Slope Roof Restoration
- On April 10<sup>th</sup> there were 8 tender closings
- Attended a Risk and Reducing Liability for Municipal Building Departments seminar hosted by Frank Cowan Insurance

### Taxation

- Entered 2018 tax rates into municipal software, balanced to taxation revenue
- Processed 2017 Heritage Tax Rebates
- Calculated 2018 BIA tax levy
- Submitted annual energy data to Ministry of Energy as per O.Reg.397/11:Energy Conservation & Demand Management Plans

- Tax Collector met with MPAC rep and received training for roll out of Municipal Connect enhancements
- Treasurer & Tax Collector inspected a large manufacturing property to confirm vacancy rebate application
- One residential property registered for tax sale

## **SPENDING AND VARIANCE ANALYSIS**

Capital Status Report attached

### **REVIEWED BY**

#### **Recommended by the Department**



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Jim Brown  
Director of Finance

#### **Recommended by the CAO**



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Brent Kittmer  
CAO / Clerk