

The following provides an update on recent work completed by the Finance Department:

- Grants
 - Canada Summer Jobs
 - Submitted an application for five students; three Parks Labourers, one Building Department student and one Clerks/Office student.
 - The Clerks/Office student will only be hired if the grant application is successful.
 - Canada Community Revitalization Fund
 - The project for the South Park Revitalization that includes an accessibility ramp, a tennis/pickleball court, and a new canteen is nearing completion and all reporting up to and until the end of December has been submitted.
- Projects
 - Finance Process Review – Phase 1 – Review of Payroll, Chart of Accounts and Project Costing Module
 - Staff are in the final stages of this project.
 - The payroll module was completely reviewed and overhauled to better utilize the financial system capabilities which will reduce the amount of manual processes (ie. Manually calculating stat pay, manually changing wages and benefit amounts in the system). These changes were also integral to being able to implement electronic time sheets for staff.
 - HRIS MyWay implementation
 - This system will allow for staff to submit their timesheets electronically. This will provide significant efficiencies for managers and payroll staff who will no longer need to complete manual entry into the system, the data will upload from MyWay to the financial system.
 - The project kicked off at the end of January and is expected to go live mid March.
 - Electronic Tax Bills
 - Residents are now able to sign-up for Electronic Tax Bills through our website and the first set of bills were distributed electronically for initial 2023 bills.
 - We plan to have an advertising campaign in order to get more people registered prior to final billing. It was decided that it was preferred to keep the first trial to a smaller number in case of error.

- Bids and Tenders
 - Staff kicked off implementation the project with the vendor in January. It is expected that the system will be live in June.
- Asset Management Plan
 - Staff are in final stages of the Asset Management Plan and expect to present to Council in the spring.
- Year-end/Audit
 - All information has been provided to the auditors for the 2020 Audit and the auditors are working with staff to reconcile 2020 tangible capital assets. Support from the financial system provider has been needed to correct items that were processed incorrectly. The audit is in the final stages and is hopeful to be completed within the month.
 - For 2021, interim audit was completed in the fall of 2022 and final audit is scheduled for the week of April 24th.
 - It is estimated that 2022 audit will be scheduled in the summer at which time we will be back on track with all audit and FIR submissions to the Province.
- 2023 Budget
 - The 2023 Budget, like every other year, has been a large time commitment. It is hopeful that budget will be passed at the February 21st meeting which will enable staff to begin procuring capital items to ensure completion within the year.

Report Approval Details

Document Title:	Finance Department - February 2023.docx
Attachments:	
Final Approval Date:	Feb 7, 2023

This report and all of its attachments were approved and signed as outlined below:

Martina Chait-Hartwig

Elana Arthurs