



Municipality of Wawa

MONTHLY REPORT – MAY 2023

Department of Finance

Prepared By: Manuela Batovanja	Report No: MB 2023-13
Agenda Date: June 20, 2023	File No: C11

Purpose

The purpose of this report is to provide Council with an overview of the Department of Community Services and Tourism work completed during the month of May 2023.

Capital Projects

Municipal Enterprise Software

A Request for Proposal for the budgeted acquisition of Municipal Enterprise Software was prepared for Council and a recommendation regarding the selection of a successful proponent was made.

Building Condition Assessment Project

Preliminary worksheets were completed and forwarded to the engineer. The on site inspections are scheduled to begin in June and are expected to continue in July.

Key Indicators

Attached to this report is a list of key indicators which are relevant to the operations of the department, these indicators are summarized below:

Business licenses were issued as follows:

- 1 New Business
- 6 Renewals
- 1 Temporary (Seasonal)

8 properties are currently in the registration (tax sale) process, 1 property is eligible to be vested, 2 properties are currently in collection.

Many of the outstanding accounts receivable are related to the airport in which payments are typically received between 60 and 90 days.

Water Disconnections – 4

There were no grant submissions and \$134,183 was received.

The following were changes to vital statistics:

- Marriage Ceremonies – 1
- Death Registrations – Local – 3
- Death Registrations – Non-Local – 5
- Cemetery Interments - 1

21% of payments received in May were either in person or mailed in cheque the remaining 79% are made through an electronic option.

2 Contract positions and 5 Students were hired.

Department Activities

Some of the departmental activities undertaken for the month of May include the following:

Audit has been completed for the Municipality and the Library, to be presented by KPMG on June 20th.

Water bills have been issued.

Asset Management

Initiated monthly meetings with directors to review the current asset management plan, upcoming legislative requirements, particularly concerning the development of levels of service for municipal assets.

Participating in a Communities of Best practice regarding asset management sponsored by MFOA and hosted by Marmak.

MONTH AHEAD

Planned work for the month of June:

- Final property tax bills to be issued.
- Selection of Municipal Enterprise Software
- Develop workplan/timelines for the 2024-2027 Municipal Capital and Operating Budgets
- Collaborative Asset Management Session with White River, Horne Payne and Dubreuilville
- Communities of Best Practice ongoing
- Preparation for the 2023 Asset Retirement Obligations which must be incorporated into the 2023 Financial Statements
- FIR Reporting
- Prepare and submit taxation assessment adjustments.

ATTACHMENT

Attached to this report please find a copy of the Key Indicators Report to May 31, 2023:

RECOMMENDATION

That Council acknowledges receipt of the Monthly Report MB 2023-13 for the Finance department submitted by Manuela Batovanja dated June 20, 2023, for information.

Respectfully submitted by:

Manuela Batovanja, Treasurer, Director of Finance