



## **Quarterly Report to Council – July 14, 2025**

### **Kris Holbeck – Director of Financial Services**

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#### **TAXATION/CEMETERY/ACCOUNTS PAYABLE**

1. The columbarium for the Union Cemetery should be placed this month. Administration is working on updated pricing for these niches and a rate for rush burials via bylaw schedule amendments.
2. Tax deadline was June 30, 2025 at 4:30 pm and the 11% penalty has been applied to any current arrears.
3. Both properties on the tax recovery public auction list have been removed due to payments/payment arrangements (NO tax recovery auction in 2025).

#### **UTILITIES/LICENSING/ACCOUNTS RECEIVABLE**

1. Upgrade to Temetra cloud meter reading system has been completed. Still having challenges with data uploads to Catalis (municipal accounting software).

#### **RECORDS MANAGEMENT/INFORMATION TECHNOLOGY**

1. The Laserfiche project is postponed in 2025 due to many other priorities. The project will continue in 2026 with minute digitization and searchability in the next phases of the project. The new website can implement public facing documents. Staff continue to work on digitizing agreements and taking training in Laserfiche.
2. Land files are also on the list of upcoming digitization projects to ensure these permanent records are not lost in case of a disaster as they are mostly physical records currently.
3. Annual destruction of archived documents is taking place per the Records Management Bylaw. Destruction of historic transitory records is also ongoing.

#### **INSURANCE AND RISK MANAGEMENT**

1. Staff continue to review the insurance listings annually and add/delete assets as needed.

#### **AUDIT, BUDGETING AND CONTROL SYSTEMS**

1. The Request for Proposal (RFP) for auditing services has been completed and results will be discussed in camera at this meeting.
2. The Town is moving its accounting software to a Cloud version to allow for more flexibility (on line customer accounts and payments etc.) Staff have done data walkthroughs and training on the new software. Database will be pulled and loaded into the new cloud version in July. Staff will double enter in both systems for one month to safeguard against issues and then will move forward with only the Cloud version in September.

3.

4. Staff are working on the management letter point to ensure tax records for land and our accounting records for land match.
5. Both the Scout Hall and Fire House have been tested for asbestos and we have received a report on the estimated costs to remediate them. This lower cost will reduce our asset retirement obligation in the 2025 audit. This amount will also be reduced when the airport recreation hall is demolished. The ice cream shop was not part of the ARO calculation in the financial statements.

#### **INVESTMENTS AND RESERVES MANAGEMENT**

1. Administration has met with our investment management advisors to discuss cash flows needs for the municipality going forward to ensure flexibility while maximizing investment returns.

Kris Holbeck

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