

# **The Township of The Archipelago**

## **Information Report to Council**

**Report No.:** Finance 2025-07

**Date:** July 17, 2025

**Originator:** Erin Robinson, Director of Finance/CFO

**Subject:** Financial Services Update – July 2025

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### **Tax Sale Properties**

Finance staff have been actively strengthening property tax collection efforts, initially identifying 28 properties for the tax sale process. Through formal letters and the implementation of payment plans, we have successfully reduced that number to just 7 properties. Currently, the process is on hold due to the potential Canada Post strike, as the Municipal Act requires tax sale notices to be sent by registered mail to remain in compliance. We will resume once reliable mail service is restored.

### **Reserve Policy Project**

The draft Reserve and Reserve Funds Policy has been completed in collaboration with our consultants, Watson & Associates. This important initiative establishes a comprehensive framework for how the Township will manage, fund, and report on its reserves and reserve funds going forward. A well-defined policy is critical to ensuring long-term financial sustainability, supporting responsible fiscal planning, and improving transparency and accountability in how public funds are allocated and used. It also helps align our reserve practices with industry best standards and enhances our ability to respond to future infrastructure, operational, and emergency funding needs. A presentation on the draft policy will be delivered at the Council meeting on July 18th. We encourage both Council and members of the public to review the document in advance, as it represents a significant step in strengthening the Township's financial governance.

### **Asset Management**

As outlined in section 6 of the Asset Management Planning for Municipal Infrastructure regulation (O.Reg. 588/17, or the "Regulation"), all municipalities are required to have an asset management plan that identifies proposed levels of service, activities required to meet proposed levels of service and a strategy to fund these activities by July 1, 2025 (phase 4). As per section 10 of the Regulation, these plans are to be made publicly available on an accessible website. The Township is in compliance with the regulation and the updated approved council Asset Management Plan can be found on our website at the following location: [2025 Asset Management Plan](#)

### **Time & Attendance Cloud Based Software**

The Township is moving forward with the implementation of Timetastic, a time and attendance cloud based software solution that will be used as an interim tool until the full ERP system is operational in Summer 2026. This platform is a free feature offered through Citation Canada, the provider we utilize for HR and Health & Safety services. Led jointly by HR and Finance, this project will streamline leave management processes by enabling real-time tracking of accruals, providing supervisors with a simple and efficient way to review and approve leave requests, and offering an automated calendar feature for improved visibility across departments. Timetastic will enhance accuracy, reduce manual tracking, and improve overall efficiency in managing employee time off.

### **Procurement Policy Update**

The Finance department is actively reviewing best practices in municipal procurement as part of a broader initiative to modernize and strengthen the Township's purchasing processes. This work includes research into legislative requirements under the Municipal Act, relevant trade agreements, and current practices from municipalities of similar size and scope. The goal is to develop a clear, transparent, and practical Procurement Policy that promotes fair and competitive purchasing while also supporting responsible use of public funds. A draft version of the policy is currently in development and will be brought forward to Council in the coming months for review and input. Once approved, the policy will be embedded into the workflow and approval structure of the new Enterprise Resource Planning (ERP) system, which is scheduled for implementation in 2026. This integration will ensure consistency across departments, improve accountability, and provide better oversight and reporting on procurement activities, helping to reduce risk and enhance operational efficiency across the organization.

### **Financial Enterprise Resource Planning (ERP) system**

Staff are currently working with the successful vendor, Endeavour Solutions, to plan the next steps in the implementation of the new Enterprise Resource Planning (ERP) system. A project timetable and kickoff meeting are scheduled for early September 2025. During this initial phase, detailed planning will take place to establish staffing resources, define roles, and set project timelines. This preparation is critical to ensuring a smooth and successful implementation, with the ERP system targeted to go live in Q3 2026. The new system will streamline operations, improve data accuracy, and enhance efficiency across all departments. Staff will continue to update Council on the project's progress as we dive into the next phase this fall.

### **Property Tax Bills**

The 2025 property tax bills have been calculated, reconciled, and were mailed to property owners in mid-June. Upcoming due dates for payments are scheduled in July and August. Included with the tax bill was a high-level insert that provided an overview of key items from the 2025 Council approved municipal budget. The insert also featured visual financial indicators to

help illustrate how property tax dollars are allocated across various municipal services, offering residents a clearer understanding of how their contributions support the community.

Respectfully Submitted,



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Erin Robinson B.Comm., CPA  
Director of Finance & Administration

I concur with this report,



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John MacKinnon P.Eng.  
Chief Administrative Officer