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| Time frame | December 2024 and January 2025 |
| Service | All services |
| Council Meeting | February 4th 2025 |

This quarterly departmental bulletin is presented to Council three times a year by department heads and provides updates on ongoing daily activities and projects. Unlike the strategic plan report, this document includes information specific to day-to-day operations and tracks progress made throughout the year across various municipal departments.

Finance ServicesDecember and January are two busy months for the Finance Department. These months correspond to the finalization of the 2024 budget, in addition to participation in numerous modernization projects. The end of December was dedicated to finalizing budget documents, including their translation into English and ensuring they comply with accessibility standards, so they can be published on the municipality's website.

With the beginning of the year, business licenses renewals were sent out. In addition, dog licenses renewals have begun, resulting in an increase in the number of residents visiting City Hall. At the beginning of January, the municipality sent a letter to 900 residents informing them that municipal employees will be doing the work to replace their MXU. The department organized a meeting between KTI (Sensus, water and sewer billing project) and CentralSquare (Vadim) to discuss the integration of the two systems. In addition, the Finance Department attended training on the new water and sewer billing system, provided by KTI. The Finance Department assisted with the integration of Citywide (Construction, Planning, and Licensing) software with i-city (Vadim) accounting software.

The department completed the selection process for a consultant to update the capital plan.

The treasurer updated the municipality's future debt forecast.

The water and sewer billing for October through December was sent out in early January.

With the new year, it was necessary to enter the new constants into the payroll system and ensure they complied with current laws. In addition, council members and firefighters had to be enrolled in the OMERS pension plans.

With the Canada Post strike, the department added numerous suppliers to electronic funds transfer payments. Additionally, many residents also applied to enroll in pre-authorized payments to pay their water, sewer, and tax bills.

A cover letter was created to be attached to the form sent to new residents. The letter briefly explains the forms sent and provides a link to the new resident guide.

The Excel file for purchase orders was modernized to allow the creation of purchase orders in accordance with the new purchasing policy. In addition, the municipality issued several purchase orders corresponding to 2025 projects.

The department evaluated each staff member and met individually with each to discuss 2025 priorities and provide feedback on 2024.



**Electronic Bulletin Board**

Thanks to the UCPR's Regional Community Investment Funds, the Municipality oversaw the installation of a new billboard in the public square on Principale Street. This billboard allows the Municipality to share promotional information, while social groups can benefit from a reduced rate to promote their events. Furthermore, the billboard is managed externally, and the Municipality will receive 90% of the profits.

**Magnetic Sign - 868 Principale Street**

We plan to install a magnetic billboard under the local group recognition sign located at 868 Principale Street, allowing community organizations to display their events. This billboard will be permanently installed. Local groups have the opportunity to purchase magnetic promotional posters to highlight their activities. These groups have already been informed of the project and the management procedures related to its use.

Recreation and Leisure Services

The Parks and Recreation Department had an active quarter, contributing to the community through both reflection and celebration. On December 6, we joined the Prescott-Russell Coalition to End Violence Against Women for a vigil ceremony at Seniors Park to commemorate the National Day of Remembrance and Action on Violence Against Women. Roses were laid in honor of victims of gender-based violence, and a commemorative plaque was received to be placed near the monument. During the holiday season, the department embraced the festive spirit by hosting various events, including four family reunions, a Girl Guide sleepover, and the Mental Health Awareness Program's client gathering party. In addition, the Police vs. Fire hockey game brought the community together to raise donations for the food bank. Thanks to the generosity of the Comptoir Populaire Deguire, seven hours of public skating were organized during the Christmas holidays, representing a value of $1,186.50 in ice rental revenue. These activities highlighted the department's commitment to fostering community engagement, inclusion, and shared experiences.



Winter operations are continuing; we only had to blow snow once in December. The Christmas decorations have been removed, and the pennants on Main Street will be replaced with spring ones in due course. The Metal Pless has been purchased, and installation on our backhoe is complete. Our mechanic has begun manufacturing the patcher; everything should be ready and operational for the 2025 thaw period.

Public Works will soon be installing additional STOP signs in the Municipality. The Jeanne-Mance / St-Joseph and Brébeuf / Dollard intersections will now be equipped with STOP signs in all directions. In addition, when weather permits this summer, new lines to identify Brébeuf / Dollard as a pedestrian crossing will be added. Water projects are continuing. After installing the antenna on the water tower, we underwent a training period with the supplier KTI, and the system is already showing us the benefits associated with our project. We can also see where the meter is operating continuously, identifying a possible water leak in the residence. We will then be able to alert the owners, who will be able to check their properties to avoid exorbitant water charges. The replacement of the MXUs is continuing; we have just ordered the 900 units that remain to be replaced in the municipality. All MXUs should be replaced and operational by fall 2025.

The chlorine dioxide testing system is installed and is ready to receive the manganese. Analyses will be conducted as soon as possible. OCWA is currently carrying out the necessary repairs and updates to the second filter during this quiet period of drinking water use. Emergency repairs were carried out on the first filter during the summer of 2024. Our two (2) filters will now be up to date and will ensure top-quality treatment.

The contract for waste collection in the Municipality is in the process of being signed. The winner of the tender, Miller Sanitation Inc., has reviewed it, and final signatures are underway. The new contract begins on July 1, 2025, and the collection day will remain unchanged (they cannot change it for at least the first 90 days). We anticipate a positive transition, given our experience with recycling, which is now handled by the same contractor.

In the by-law department, the purchase of the body cam is underway, and we are also developing the policy for its use.

Building Services

During December 2024 and January 2025, the Building Department achieved a major milestone, notably with the issuance of the full permit for a six-story mixed-use building.

Phase 2B of the Rivière Nation development will begin shortly, preliminary discussions with contractors have already begun, and the review of different plans has begun to ensure a good start once winter is over.

This quarter was notable for significant progress and sustained efforts to ensure excellence in all building permit initiatives, including the digitization of all files to better track open permits.

Planning Services

On December 18, the Phase 2B Subdivision Plan for Domaine de la Rivière Nation (Plan 50M-384) was approved and registered in the Land Registry Office. The registration and approval of this plan now allows the municipality to proceed with the review of building permit applications for the dwellings permitted in this final registered phase of the subdivision.

On January 8, the municipal engineering department (consultant) confirmed its approval for the proposed infrastructure, drainage, and land grading for the Domaine Prestige subdivision. Following this approval from the municipal engineering department, the urban planning department is now prioritizing discussions and initiatives with the project owner/developer to conclude pre-service and subdivision agreements prior to the various planned stages of subdivision construction.

On January 17, the owner/developer and the municipality (urban planning department and management) completed and signed the site plan agreement issued pursuant to allow the construction of the multi-residential building with commercial spaces on the ground floor. The urban planning department is now working with the municipal legal department (consultant) to register the agreement on the property titles. Registration on the titles will facilitate the execution and application of the agreement.

Fire Services

Since December 1, 2024, the Fire department has responded to 14 emergency calls, including fire complaints (campfire), CO alarms, commercial alarms, medical assistance, vehicle collisions, and an ice rescue call. None of these incidents were considered major.

**Statistics for the end of 2024:**

A total of 105 emergency assistance calls.

Since April, 42 inspection files have been processed. 76% of the inspected premises were found to be non-compliant with the fire code at the time of the initial inspection. Since then, 81% of these files have been closed with compliance.

**Training:**

Many firefighters also participated in Ontario Fire College training to comply with the certification requirement that will take effect July 1, 2026.

The delivery of the pumper-tanker, ordered in April 2022, and it will be picked up on February 5, 2025.

Operations and Human Resources Services

January 2025 was marked by several major initiatives and projects for the Operations and Human Resources department. Here are the highlights:

**Employee Handbook Review:** We analyzed certain policies, including vacation and other leave management, by consulting the practices of other neighboring municipalities. This data will allow us to propose adjustments to better align with current practices.

**Strategic Planning and Employee Performance Evaluation:** Development of the annual strategic operating plan, including finalizing the performance evaluation process and setting employee objectives.

**Tendering and Purchasing:** Supporting directors in preparing tender documents and purchase orders for various purchases budgeted for 2025.

**CityWide Permit Software Project:** Finalizing testing of the payment gateway, enabling the Building and Urban Planning departments to accept online payments for permit applications.

**Town Hall** – 1 Industrial: Organized several strategic meetings to review the construction project, adjust the design, and establish a new timeline for 2025.

**Participation in the ROMA Conference**: At the Rural Ontario Municipal Association's annual conference, I attended a session on leadership and employee protection against unreasonable behavior. This session highlighted the importance of developing a specific municipal policy on this topic.

**Continuing Education:** Participated in a webinar offered by the Ontario Municipal Human Resources Association, covering topics such as the employer value proposition, performance management, training, and succession planning.

These activities demonstrate our team's commitment to improving our practices, supporting our employees, and advancing strategic projects aligned with the municipality's priorities.