

CORPORATE SERVICES MONTHLY REPORT**APRIL, 2019****DEPARTMENT OVERVIEW & STATISTICS**

During the month of April, year-end entries and accruals were completed in order to prepare the Town financial statements and final year-end reports. Deloitte was at Town hall as part of the year-end audit and Corporates services along with all the other departments, provide information as needed.

PROJECTS**2018 Year End Audit**

The external auditors Deloitte conducted their year-end audit in April. Audited Consolidated Financial Statements will be presented to the Audit Committee on May 13, 2019.

2018 Fourth Quarter Financial Reporting

Fourth Quarter reporting for the fiscal year ending December 31, 2018 is attached to this report. Please refer to Appendix 2.

2019 First Quarter Financial Reporting

The first quarter reporting to March 31, 2019 represents 25% of time lapsed in the 2019 fiscal year. The revenue is at 26% and the total expenses are at 22%. Please refer to Appendix 1.

2019 Meridian Community Centre (MCC) First Quarter Reporting

The MCC revenue for the first quarter is at 33% of budget and expenditures are at 20%. There has been a focus on reducing costs. Please refer to Appendix 5.

2019 Capital Projects as at March 31, 2019 are presented in Appendix 3.

Status of projects are listed in this report.

Prior Year's Capital Projects Carry Forward to 2019 as at March 31, 2019 are presented in Appendix 4.

Status of projects are listed in this report.

Taxes

In April, 228 unpaid Swayze drain bills were added to property tax accounts. Three properties were listed for tax sale and advertised in the Voice. The tax sale for these properties will take place at 3pm on May 15th, 2019. Three notable collections have been received on accounts with tax arrears



exceeding 2+ years in the amount of \$35,384, \$12,773 and \$8,775.

Special Projects:

Victoria Bagshaw participated in the Ontario Municipal Drainage Grant Webinar on April 9th and will be submitting grant applications due April 30th for the Ridgeville and Kennan drains.

Human Resources

New Hires:

The seasonal Parks Labourers started this month in the Beautification department. These students will provide support with parks, trails, cemeteries, and horticulture throughout the summer months.

Special Projects:

Brianna Langohr and Paul Roman attended the quarterly Niagara Health and Safety Networking meeting at the Town of Grimsby to meet with the Human Resources and Health and Safety representatives from the area Municipalities. The major topic at the meeting was the upcoming ergonomic inspections of the Public Works departments conducted by the Ministry of Labour which started this month.

Karin Peart attended an information session on Bill 47 and Bill 148 that the Ontario Government repealed effective April 3, 2019– Making Ontario Open for Business conducted by the Ministry of Labour (MOL) at the City of Port Colborne. This information session helped clarify the new Employment Standards Act requirements.

Turnover Report

2019	Jun	May	April	Mar	Feb	Jan
Terminations			2	2	0	1
Monthly Turnover %			2.5%	2.5%	0.00%	1.25%
YTD Terminations			5	3	1	1
YTD Turnover %			6.25%	3.75%	1.25%	1.25%

CONSTITUENT CONCERNS & ISSUES ARISING

There have been no concerns or issues to report during this period.

PERSONNEL



Teresa Quinlin has completed the second portion of three for her Masters Certificate in Municipal Leadership hosted by the Schulich School of Business.

GRANTS, CONTRACTS, RFPs & AGREEMENTS

2019 Ontario Municipal Partnership Fund is an unconditional grant which is not specific to any particular project. It is part of the 2019 Operating Budget.

MEETINGS

- Senior Management Team
- Brock University Tour
- Executive Committee Meeting
- Watson and Associates
- Fonthill Rotary



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- Deloitte

