

CORPORATE SERVICES MONTHLY REPORT

SEPTEMBER, OCTOBER AND NOVEMBER, 2019

DEPARTMENT OVERVIEW & STATISTICS

Overview

From September to November, the Corporate Services Department was busy preparing and presenting the 2020 capital, operating, and water and wastewater budgets to Council. All of the budgets are now approved which will allow for more proactive planning and preparation for the 2020 fiscal year. This was a great accomplishment by all involved.

Grant submissions were made for the ICIP: Community, Cultural and Recreation Stream Grant.

Financial Reports

As at October 31, 2019, approximately 83% of time had lapsed. Total revenues were at approximately 85% of budget and appear to be on track. However, water and wastewater revenues are lower than budget due to reduced consumption in summer. This consumption is impacted by weather patterns and is unpredictable. Total expenses were at approximately 77% of budget and appear to be on track. The Town has savings related to hydro at the MCC due to the work of the Utility Sustainability Committee.

MCC revenues are exceeding budget because the Town received the New Horizons for Seniors Program Grant subsequent to budget approval, and because the majority of camp revenue has been received for the year. MCC expenses are below budget due to hydro savings as a result of the work of the Utility Sustainability Committee. Transit revenues and expenses are below budget because the second bus started operation in September.

1. Appendix 1- Monthly Revenue and Expenditure Report at October 31, 2019
2. Appendix 2- Meridian Community Centre Report at October 31, 2019
3. Appendix 3- Transit Report at October 31, 2019

Taxes

The final four sets of supplemental tax bills were mailed between September and November totaling \$353,523.84, the Town's share of which was \$138,239.51. This brings the Town's share of the supplemental tax revenues for 2019 to \$344,916.17, up \$187,561.41 from 2018. Notable collections on 6 properties totaled \$118,642.86 from September to November.

Accounts Payable

In preparation for year end, a mass email was sent out to vendors requesting any current statements for 2019. Accounts Payable and Procurement members also met during November to discuss the

results of the lean review process and the next steps for implementation.

Purchasing

This time of year all open PO's status are reviewed to ensure they are up-to-date for the year end process. Meetings are being planned with directors to review the 2020 Capital and Operating to create a dashboard / schedule for procurement for 2020. Purchasing Policy is under review in an effort to present it to council early in the new year. In addition, work is occurring with Finance leads to review and progress in updating the PO / Invoice process through the lean review.

PROJECTS

IT Projects

- Cofense "Phishme" security awareness training completed on Tuesday November 12. Testing and creating user accounts still in progress. First round of training/simulations will be sent to staff in December.

CONSTITUENT CONCERNS & ISSUES ARISING

The department collected payment on many bills for Gypsy Moth spraying and any unpaid bills have been added to the property tax account in accordance with Council approval. During the month of September, mixed feedback was received on the billing, with some residents complaining, and others thanking the Town for spraying their property.

PERSONNEL

The following staff have received training to update skills and development in their related fields:

- Internal Excel training: Water Clerk, Cashiers, Accounts Payable members attended over two sessions hosted in October.
- Internal training "Dealing with difficult customers": Water Clerk, Accounts Payable and cashiers attended.
- Ergonomics Session hosted by HR Intern: attended by ¾ of members from Corporate Services.
- Purchasing Coordinator: attended two Niagara Public Purchasing Committee meetings and hosted one at the MCC on November 27th, 2019
- Purchasing Coordinator: attended Annual Ontario Public Buyers Association (OPBA) Conference on September 26 and 27th, 2019.
- Purchasing Coordinator: attended Annual Bids and Tenders FEST through eSolutions
- Manager of Information Technology: attended a webinar "Securing your security by Innovating Today" on November 20th.
- Corporate Services Admin: attended the Ontario Association of Emergency Managers Scribe Training Program- Emergency Operations Centre on November 18th, 2019.

- Treasurer and Deputy Treasurer: attended the MFOA conference in Muskoka from September 17 to September 20th, 2019.
- The Treasurer presented to 450 delegates at the MFOA conference on “Navigating Through Uncertainty”.
- Tricia Annunziata completed her contract with the Town and Halee Braun returned from her maternity leave.
- Jonathan Witzke started his position as Staff Accountant and Payroll Clerk on October 15.
- The Corporate Services department held internal training sessions on Microsoft Excel for any Town staff who felt they would benefit.
- Fixed Asset Accountant: attended the MFOA conference virtually on September 19th and September 20th, 2019.
- Tax Clerk: completed and passed first PREP module exam in Intermediate Financial Reporting.

GRANTS, CONTRACTS, RFPs & AGREEMENTS

Grants

- **Investing in Canada Infrastructure Program: (ICP) Green Stream:** a federal infrastructure program designed to create long-term economic growth, build inclusive, sustainable and resilient communities and support a low-carbon economy.

The Town’s cost-sharing portion of this grant is 26.67%, the federal government’s cost-sharing portion of the grant is 40% and the Provincial government’s cost-sharing portion is 33.33%. The maximum total eligible cost per project (including contingency funding) for a single applicant of \$3 million. These projects have been identified to address the wastewater upgrading that is required to support the development in Fenwick relating to Baxter Hall, Oak Haven, East Fenwick and Fire Station 2. The Town’s cost-sharing is 26.67% is \$800,100 from the \$3 million maximum. The WST 06-20 Foss Sanitary Upgrade is included in the 2020 Capital budget for \$800,000.

The projects identified as follows:

WST 06-20 Foss Sanitary Upgrade	\$ 800,000
Church St Upgrade Sanitary Sewers	1,600,000
Welland Rd to Canboro to E Balfour, Watermain replacement	400,000
Church St upgrade Watermain	700,000
Design, Engineering and Project management	<u>300,000</u>
Total	\$3,800,000

- **Investing in Canada Infrastructure Program (ICP) Community, Culture and Recreation**



Stream: a federal program designed to create long-term economic growth, build inclusive, sustainable and resilient communities and support a low-carbon economy.

The federal government is providing \$1.8 billion dollars in federal infrastructure funding to cost-share projects under four streams including Community, culture and recreation. The Town's share of the cost will be 26.67%. This is an opportunity to address the cultural and recreational needs of the Town until 2028.

Application #1: Recreation Improvements:

Centennial Park	\$1,550,000
Harold Black Park	\$391,500
Parks/Playgrounds	\$1,411,500
MCC	\$1,010,000
Construction of public restrooms, event facility Town Hall/Peace Park	\$650,000
Total	\$5,013,000

Application #2: New Library at the Meridian Community Centre for \$8,000,000

Application # 3: Renovations to Marlene Stewart Streit Pool and splash pad is \$2,555,000

Current Bids and Tenders

Invitation to Bid# 2019-PW-14 – Culvert Replacement Program	
<u>Bidders</u>	<u>Amount</u>
Anthony's Excavating Central Inc.	\$59, 670
Award is to Anthony's Excavating Central Inc. with a contract value of \$59,670	
Invitation to Bid# 2019-PW-16 Engineering Services for Town-Wide Stormwater Facility Maintenance	
<u>Bidders</u>	<u>Amount</u>
Greenland International Consulting Ltd.	\$28,955
KSGS Engineering Corp.	\$30,204
Tulloch Engineering Inc.	\$11,344
Wood Canada Limited	\$24,961
Award is to Tulloch Engineering Inc. with a contract value of \$11,344	
Invitation to Bid#2019-PW-18 Road Base and Surface Repair Program	
<u>Bidders</u>	<u>Amount</u>
Circle P Paving Inc.	\$189, 240

Award is to Circle P Paving Inc. with a contract value of \$148, 200 (No Provisionals)	
Invitation to Bid# 2019-PW-17 - Sanitary Lateral Replacement Program	
Duffin Contracting Inc.	\$84,322.00 (Revised Scope Total \$50,797.00)
Peter's Excavating INc	\$96,828.00 (Revised Scope Total \$72,865.00)
Award is to Duffin Contracting Inc. with a contract value of \$50,797.00 (Revised Scope Total Award)	
Invitation to Bid# 2019-PW-2020 Tree Planting Program	
<u>Bidders</u>	<u>Amount</u>
4054237 Canada Inc. o/a Sol-Mar Landscaping Contracting	\$40, 260
Niagara North Inc.	\$22,800
ON POINT LANDSCAPING INC	\$23,068
Award is to Niagara North Inc. with a contract value of \$17,200.00 (No Provisionals)	
Invitation to Bid#2019-PW-19 - Gypsy Moth Services	
<u>Bidders</u>	<u>Amount</u>
Lallemand Inc./BioForest	Evaluation 81/100
Natural Resource Solutions Inc.	Evaluation 71/100
Award is to Lallemand Inc./BioForest	

MEETINGS

- SLT monthly meetings
- SLT Retreat
- Construction Act Meeting
- Area Treasurers Meeting
- Lean Review Process meetings
- Emergency Exercise
- Area Treasurers Meeting
- Lean Review Process meetings
- Emergency Exercise
- Investing in Canada Infrastructure Program (ICP) Green Stream meeting
- Investing in Canada Infrastructure Program (ICP) Community, Culture and Recreation Stream meeting

- Watson & Associates
- Regional Municipality of Niagara
- Questica
- Ontario Ministry of Transportation
- MPAC
- Area Treasurers
- SLT