

CORPORATE SERVICES MONTHLY REPORT**FEBRUARY, 2021****DEPARTMENT OVERVIEW & STATISTICS**

In October, the 2021 Draft Budget was finalized using the new budget software, Questica, and the budget book was programmed in Caseware. For the first time, this allowed staff to present prior year actual result figures along with the budget figures to provide additional information to Council and the public. The Town's submission for Safe Restart Phase 2 funding was prepared by going through every general ledger account to identify the financial pressures resulting from COVID-19, which required a significant amount of time. Planning for the 2020 year-end audit commenced.

In November, the Town's submission for Safe Restart Phase 2 funding was finalized and submitted. Reporting on Safe Restart Phase 1 transit funding was submitted. Meetings were held with staff from the Niagara Region as well as other Town departments to prepare for the changes related to the *Development Charges Act* and Bill 108 (The More Homes, More Choice Act). The 2021 Draft Operating Budget was presented to Council at two separate meetings.

In December, planning and preparation for the year-end audit continued. Staff continued to work with Questica staff on reporting and website capabilities. On December 16, the Town received the announcement that it would receive \$1,298,000 under Phase 2 of the Safe Restart Funding Agreement. These funds were received on December 30, 2020.

Taxes

The final four sets of supplemental tax bills were calculated and mailed totaling \$831,967.29, the Town's share of which was \$304,757.26. This brings the Town's share of the supplemental tax revenues for 2020 to \$467,028.78 a 35% increase over 2019.

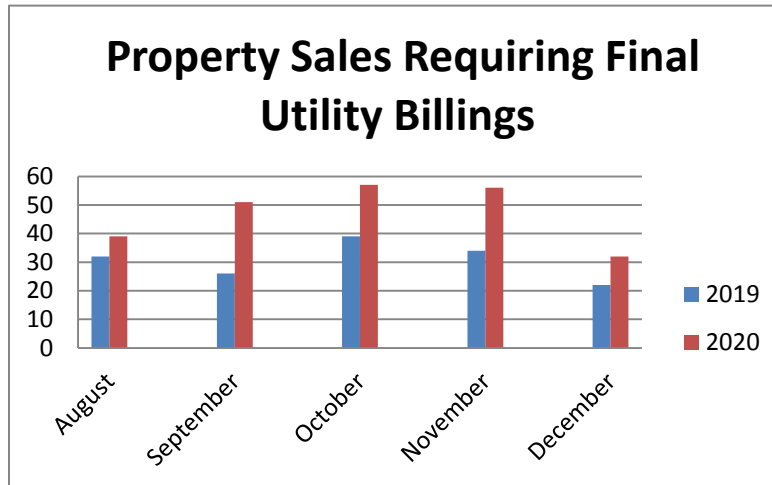
Information Technology

IT executed the following projects:

- Paymentus Implementation - Online payments for taxes, utility billing, permits, applications and parking citations
- Door Monitoring Station at Town Hall
- Installation of LED TV and audio components for Active Senior Living space at MCC

Water

The following chart reflects the steady increase in property sales, which require final billings and new owner registrations, for addresses serviced by municipal water and/or sewer services in Pelham.



PROJECTS

Accounts Payable

The Accounts Payable Clerk and Purchasing Co-ordinator worked together to request statements from over 170 vendors, and are working diligently to reconcile the statements to ensure all invoices are received for the 2020 year-end. As of time of writing, 69% of the vendors have responded with very few discrepancies. This reflects that the Accounts Payable invoices are current and up to date.

CONSTITUENT CONCERNS & ISSUES ARISING

PERSONNEL

John Raso started on November 30, 2020 as the Asset Management Analyst with a one-year contract. John has a Bachelor degree in Environmental Science with a Minor in Geography as well as a post graduate certificate in GIS – Geospatial Management. He honed both his Asset Management and GIS skills while working for the Niagara Region as their Asset Information Technologist. His work involved quality control, as well as creating and updating the Regional sanitary sewer, water, and storm sewer networks and facilities using GIS software. John will be working on updating the Town's



Asset Management Plan.

In October, the Treasurer and Deputy Treasurer attended a webinar regarding the Safe Restart Phase 2 funding.

In November, the Corporate Services staff watched a webinar from the Municipal Finance Officers Association annual conference.

The Staff Accountant and Payroll Clerk successfully completed the External Auditing and Strategic Management courses both with honours. He is now in the process of completing the Payroll Fundamentals 2 course.

In Q4 the Fixed Assets Accountant completed course 3 and course 4 of the Municipal Administration Program with grades of 90% and 92% respectively.

The Tax Clerk successfully completed the tax and corporate financial courses administered through CPA Ontario as well as attended the following webinars:

New Assessment Products (MPAC) – October 7
 Farm Tax Incentive Review (MPAC) – October 21
 Tax Registrations COVID (REALTAX) – October 27
 Tax Applications (MPAC) – November 9
 A Look Back and What's Ahead (MPAC) – December 9
 Ontario Budget Webinar (MPAC) – December 11

The Treasurer attended the following webinars and workshops:

Trillium Grant Webinar
 Niagara Asset Management Workshop – hosted by Asset Management group at the Niagara Region
 Questica training for Open Book
 Marmak Level of Service Workshop training

The Asset Management Coordinator attended an Asset Management Workshop – Integrating Natural Assets into Asset Management Plans: Levels of Service & Valuation, which was run by Asset Management Ontario.

GRANTS, CONTRACTS, RFPs & AGREEMENTS

The following is a list of grant submissions by the Town during the fourth quarter:

Grant	Status
ICIP COVID-19 Grant	\$112,331 confirmation of funding received

Inclusive Community Grant	Grant for \$60,000 for video streaming for the Accursi Room at the MCC
Ontario Trillium Foundation Grant for the Library	Grant for \$150,000 will be used to create a permanent self-checkout kiosk at each library and to install two outdoor lending machines, using RFID technology, thereby increasing access and safety for Pelham library users. RFID or “radio-frequency identification”.
Province of Ontario’s Improving Connectivity in Ontario (ICON) funding program	Provincial funding to improve internet service in the rural area of Pelham. Council provided letter of support for Niagara Wireless Internet Co (NWIC) to apply on behalf of Pelham and other local area municipalities in the Niagara Region.
Universal broadband fund-Rapid Response Stream (UBF-RRS)	Federal funding for the same geographical area as the ICON provincial funding to improve internet service in the rural area of Pelham. Council provided letter of support for Niagara Wireless Internet Co (NWIC) to apply on behalf of Pelham and other local area municipalities in the Niagara Region.
FCM MAMP Grant	Revised submission provided November 30, 2020
Safe Restart Grant Phase 1 Municipal Stream	\$428,500 in funding received October 14, 2020
Safe Restart Grant Phase 1 Transit Stream	\$18,334 in funding received October 9, 2020
Safe Restart Grant Phase 2 Municipal Stream	\$1,298,000 in funding received December 30, 2020
Municipal Transit Enhanced Cleaning Grant	\$6,763 confirmation of funding received

Invitation to Bid# 2020-PW-19 – Public Works Operational Review

Bidders	Amount
KPMG LLP	\$49,225

Award is to KPMG LLP with a contract value of \$49,225

Budget: Part of Modernization Grant. Total amount approved for the grant was \$49,354

Invitation to Bid# 2020-PW-14 (RD 01-20) – Engineering Services, Replacement of Bridges 14 and 22

Bidders	Amount
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Stephenson Engineering Limited	Score: 78/100	Submission: \$71,600
Pinpoint Engineering Ltd.	Score: 75/100	Submission: \$87,500
Centex Engineering and Development Inc.	Score: 80/100	Submission: \$89,307
IBI Group Professional Services (Canada) Inc.	Score: 81/100	Submission: \$92,080
ELLIS Engineering Inc.	Score: 87/100	Submission: \$95,480
Award is to <i>ELLIS Engineering Inc. with a contract value Score: 87/100 Submission: \$95,480</i>		
Budget: \$100,000		

Invitation to Bid# 2020-PW-21 (RD 10-20) – Road Rehabilitation Program

<u>Bidders</u>	<u>Amount</u>
Rankin Construction Inc.	\$283,645 - \$384,125 with Provisionals
Brennan Paving – Niagara, a division of Brennan Paving & Construction Ltd.	\$286,488 - \$452,687 with Provisionals
Circle P Paving Inc.	\$252,630.50 – 387,030.50 with Provisionals
Norjohn Contracting and Paving Limited	\$242,134 - \$354,712 with Provisionals
Award is to <i>Norjohn Contracting and Paving Limited with a contract value of \$242,134 - \$354,712 with Provisionals</i>	
Budget: \$450,000	

Invitation to Bid# VEH 05-20 – Full Size Work Truck

<u>Bidders</u>	<u>Amount</u>
Oxford Dodge Chrysler (1992) LTD	Total award value \$34,920 (includes \$698 Provisionals)
Award is to <i>Oxford Dodge Chrysler (1992) LTD with a contract value of Total award value \$34,920 (includes \$698 Provisionals)</i>	
Budget: \$35,000	

Invitation to Bid# 2020-PW-20 – Parking Strategy

<u>Bidders</u>	<u>Amount</u>
CIMA Canada Inc.	Score 74/100 \$46,412
R.V. Anderson Associates Limited	Score 82/100 \$40,735
Stantec Consulting Ltd.	Score 77/100 \$47,680
IBI Group Professional Services (Canada) Inc.	Score 78/100 \$49,698
Trans-Plan Inc.	Score 70/100 \$39,455
Paradigm Transportation Solutions Limited	Score 78/100 \$53,223
Destinate Group Ltd.	Score 51/100 \$46,460
WSP Canada Inc.	Score 74/100 \$44,806
DSorbara Parking & Systems Consulting	Score 68/100 \$41,000
2183497 Ontario Ltd.	Score 68/100 \$41,000
Award is to <i>R.V. Anderson Associates Limited with a contract value Score: 82/100 \$40,735</i>	
Budget: \$40,735 (2021 Budget)	

Invitation to Bid# 2020-PW-23 – Big Creek Municipal Drain

<u>Bidders</u>	<u>Amount</u>
K Smart Associates Limited	\$29,850

Award is to K Smart Associates Limited with a contract value of \$29,850

Budget: Part of the 2020 Capital Budget DRN-02-20 for \$65,000

Invitation to Bid# 2020-PW-18 (RD 03-20) – Pelham St South Reconstruction Phase 1

<u>Bidders</u>	<u>Amount</u>
CRL Campbell Construction & Drainage LTD	\$1,392,967.10
Norjohn Contracting and Paving Limited	\$1,045,206.00
Catalina Excavating Inc.	\$1,890,502.50
Blackstone Paving & Construction Limited	\$1,409,355.00
Rankin Construction Inc.	\$ 887,415.00
Demar Construction Inc.	\$1,038,552.85

Award is to Rankin Construction Inc. with a contract value of \$887,415

Budget: \$1,079,519

Invitation to Bid# 2020-PW-22 – 2020 Tree Planting Program

<u>Bidders</u>	<u>Amount</u>
B.A. Loney Services Inc.	\$22,610
Niagara North Inc.	\$15,675
On Point Landscaping Inc.	\$13,479

Award is to On Point Landscaping Inc. with a contract value of \$13,479

Budget: Part of the capital budget under PRK 02-20 for \$80,000

Invitation to Bid# 2020-PW-24 (WST 04-20) – Station Street Sanitary Sewer Diversion

<u>Bidders</u>	<u>Amount</u>
Peter's Excavating Inc.	\$ 90,880
Marbelle Group Inc.	\$ 44,223
Alfidome Construction Niagara	\$111,657

Award is to Marbelle Group Inc. with a contract value of \$44,223

Budget: \$80,000

MEETINGS

- FH Black & Company
- Finance and Audit Committee
- Deloitte
- Adobe
- Area Treasurers
- Niagara Region

- Questica