

**Reporting Period:** Corporate Services Department  
Quarterly Report for the period: January 1 to March 31,  
2021

**Recommendation:**

**BE IT RESOLVED THAT the Q1/2021 Corporate Services Department  
Report be received for information.**

**Department Overview and Statistics:**

In the month of February, the Corporate Services department was working on year-end invoices, closing processes, adjustments and accruals. Interim tax bills were sent out with a due date of February 26<sup>th</sup>, and payments were collected. Asset management plan data continued to be entered by the GIS Asset Management Specialist with a view toward the July 2021 due date.

During the month of March, year-end procedures and audit working papers were finalized and the draft financial statements were prepared in advance of the audit in April.

**Accounts Payable**

Accounts Payable module for 2020 Year End was closed without issue on February 12, 2021 bringing a smooth transition into 2021. Accounts Payable is also actively engaged with the lean review team for 2021. Partaking in weekly meetings to identify bottlenecks in the process with resolution to better streamline the Accounts Payable and Purchasing processes to make better use of time for staff and still adhere with best accounting practices.

**Taxes**

In Q1 of 2021, the Tax Clerk processed and mailed the interim bill to approximately 5,300 properties. Despite COVID-19, collections of the interim at February 26<sup>th</sup>

were consistent with prior years with 5% of the first installment being unpaid. Vacancy rebate applications were sent to eligible businesses for the final year in the vacancy program phase-out, 38 applications were received and sent to MPAC for valuation. The Tax Clerk attended both the Municipal Connect administration and user training for the launch of MPAC's new platform and assisted with setting up staff and helping them transition to the program. The Tax Clerk is currently enrolled in Core 1 of the CPA Professional Education Program.

### **Information Technology**

Adobe Fill and Sign (e-signature) implementation and training was accomplished. Majority of staff that have an Adobe Acrobat Pro DC software license, can now send PDF documents to be signed and completed electronically which eliminates the process of printing and using the traditional 'ink to paper' method. Now documents can be signed when working remotely from laptops and mobile devices, which has increased productivity during the pandemic. All documents are fully secured and contain an audit trail of when and who sent out the document and when the document was signed.

Tice Road portable office had all the networking cabling, wall data ports, printer, layer two switch and WiFi access point installed and functioning. Three office desks are currently in this location. External security camera has been installed which covers the main entrance of the portable office.

Immunization Clinic wireless upgrade for MCC. An additional two Wireless Access Points have been installed in GYM 1 at the MCC to provide a robust wireless backup for Niagara Region Public Health. Niagara Region will bring in their own LTE internet hubs, however they have asked the Town to provide another wireless SSID as a backup to ensure continuous connectivity for system applications.

Video live streaming for MCC ice and basketball. Separate internet provider service has already been installed at the MCC. GOS (Game on Stream) will be providing live streaming services for hockey and basketball games. Existing network ports will be provided to GOS, in order to eliminate the amount of surface mounted conduit for GOS cameras.

Bang the Table – NRBN Rural Broadband survey has been implemented. Survey was created by NRBN in order to attain feedback from residents regarding internet connectivity. Data will be analyzed in the coming months.

### **Projects:**

### **Constituent Concerns and Issues Arising:**

None identified.

### **Employee Updates:**

The Deputy Treasurer and Taxation Clerk attended training for Bang The Table.

The Deputy Treasurer, Fixed Assets Accountant and Property Tax Clerk attended Deloitte's Public Sector Accounting Update webinar.

The Payroll Clerk completed the Payroll Fundamentals 2 course and now has received his designation.

IT attended the Ministry of Government and Consumer Service's Cyber Security Division shares the latest updates and advice on cyber security threats and topics of interest to the community, on Friday, March 19, Friday, February 19 and Friday, January 15.

IT attended MISA Zero Trust Security with Next-Gen Network Access Control, on Thursday, February 25. The overview of the webinar was about how some municipalities enhance their network visibility by leveraging Device Platform Intelligence, which combines and correlates the technology, business, and risk context information of all network-connected devices.

IT also attended MPAC's Working From Home: IT Best Practices Learned from COVID-19 on February 2.

### **Grants, Concerns, RFPs, Agreements:**

In Q1, the following is a list of grants that the Town has applied for, have been approved for and for those in which the Town has received funding.

<b>Applied For</b>	<b>Grant</b>	<b>Amount</b>
Municipal Modernization Program - Ontario	ITS Improvement of web-based services for residents	\$30,000 to \$40,000
Municipal Modernization Program - Ontario	HR Digitization of HR Performance Management System	\$40,000 to \$60,000
Municipal Modernization Program - Ontario	Corporate Services Review: for automating processes	\$115,875 to \$143,500
Municipal Modernization Program - Ontario	Shared Libraries Review with Town of Lincoln	\$40,000 to \$60,000

Healthy Communities Initiative – Community Foundation-Canada	Peace Park Safety and Accessibility (Fencing)	\$50,000
Rural Economic Development - Ontario	Bikes mean Business – Wayfinding signs	\$15,000
Investing in Canada Infrastructure Program – COVID Resilience Stream Canada & Ontario	Splash Pad Centennial Park	\$112,331
Ontario Trillium Foundation	Library Self-serve kiosks	\$146,900
Inclusive Community Grants – Ontario	Installation of Video Streaming Equipment – MCC	\$60,000
Farm Credit Canada AgriSpirit Fund	Digital pagers for 100-member emergency volunteer fire fighters	\$25,000
OMFRA – Grant for employing a drainage superintendent	Drainage Superintendent	\$8,425
<b>Approved For</b>	<b>Grant</b>	<b>Amount</b>
2021 COVID-19 Recovery Funding for Municipalities	Funding for COVID pressures for 2021	\$347,890
Niagara Region Buy Local Grant	Pelham Bucks issued for local business support	\$5,000
SALC Special Grant Funding	Shade structures for the MCC courtyard on Meridian Way	\$11,314
<b>Funding Received</b>	<b>Grant</b>	<b>Amount</b>
Niagara Region Bicycle Grant (2020 Program)	Cycling Lanes	\$50,000
Enbridge Grant (Jazz Up the Park)	Peace Park Upgrade	\$5,000
Niagara Region Bicycle Grant (2021 Program)	Cycling Lanes on Pelham Street South	\$30,000
<b>Invitation to Bid# 2021-VEH-01 – Purchase of Compact Tractor and/or Grooming mower</b>		
<b><u>Bidders</u></b>	<b><u>Amount</u></b>	
Connect Equipment	\$72,984.00	
Premier Equipment	\$67,718.00	
RedTrac International D&W Group	\$70,005.00	
Ben Berg Farm & Industrial	\$67,500.00	
<b>Award is to Ben Berg Farm &amp; Industrial with a contract value of \$67,500.</b>		
<b>Note:</b> This purchase reflected two capital accounts (VEH 04-21 & VEH 05-21)		
<b>Budget: \$85,000.00</b>		

**Meetings:**

- Marmak
- Questica
- Pelham Library CEO
- Pelham Finance and Audit Committee
- Deliotte
- F.H. Black & Company
- Area Treasurers