

Reporting Period: Corporate Services Department Quarterly Report for the period: April, May, June 2021

Recommendation:

**BE IT RESOLVED THAT Council receive the Q2/2021 2001-0095-
Corporate Services Department Report, for information.**

Department Overview and Statistics:

April

The audit fieldwork was completed and the consolidated financial statements were prepared and submitted to the Finance and Audit Committee for review. Staff worked on the written, financial and statistical content for the 2020 Annual Report.

May

The Pelham Finance and Audit Committee met with the auditors and staff to review the 2020 financial statements, which were recommended to Council and approved on May 17. On May 19, the 2020 Financial Information Return was completed and submitted on time before the May 31, 2021 due date. As of June 1, 50 of 444 municipalities (11%) had their FIR submitted and posted to the Ministry website. The FIR requires the collaborative effort of staff from the Finance department as well as staff from other departments for statistical information. Staff worked on the preparation of the Town's second Annual Report, which builds upon the first year, adding highlights from each department in addition to the financial information. The Safe Restart COVID-19 Funding Report template was received and Pelham's report back to the province was prepared for submission in June. Planning and scheduling for the 2022 budget began, with a draft schedule presented to Council in June.

June

Budget templates were set up in Questica and rolled out to all departments to begin working on the budget for next year. Training was held for staff new Questica.

The Town's second Annual Report was completed, presented to Council, and published to the Town website.

Accounts Payable

The Accounts Payable Clerk is actively engaged in weekly meetings with the Lean Review team in an effort to identify bottlenecks and to streamline Accounts Payable, Purchasing and staff processes and still be in compliance with best accounting practices.

Also, the Accounts Payable Clerk is currently developing a step-by-step process with Purchasing on "How To Prepare a Document Using Adobe To Be Sent for Signature Approval."

Water

The COVID-19 pandemic has had a significant impact on water meter repairs that are normally completed on a regular basis at the Town of Pelham. As the meters are aging, more are failing. The broken meters result in a much longer time required to complete the billing process, as estimated meter reads are required for the account billings. These estimates are all done manually. The Public Works staff was unable to complete any meter repairs during the lockdown periods of mid-March to June 2020, January to February 2021 and April to mid-June 2021, resulting in a back log of repairs. On June 14, 2021, after the most recent lockdown was lifted, the Water Department has contacted residents and made repair appointments. In due course the Public Works Water Operators will complete the repairs, hoping that the process is not impeded by further lockdowns. There were over 300 broken meters that needed repair.

Information Technology

Re-programmed wireless MCC network to allow Regional Health staff access to their secure remote VPN servers for vaccination clinics. Procured server and licensing for Capital Project IT 05-21 Winfluid Server and Software Upgrade. Currently working with vendor to export existing data from software application and importing into new SQL database. Testing and modifications to the server will be completed during the month of July. The server and updated application should be ready to 'go-live' early August.

Employee Updates:

Staff attended the Town's Emergency Response training.

The Deputy Treasurer and staff accountant and payroll clerk attended one half-day

session of the virtual conference for Central Square, the parent company for the Town's accounting software.

The Deputy Treasurer attended a webinar regarding new recommendations for best practices in budget documents.

The Treasurer and Deputy Treasurer attended the AMCTO CRA GST/HST Municipalities Webinar.

The Deputy Treasurer attended an MFOA discussion forum for municipalities with populations from 10,000 to 100,000.

The Treasurer presented as a panelist for AMCentral: Municipal Level of Service Webinar for Asset Management Plan representing Finance's perspective.

The Treasurer attended AMONTario's Climate Change & Asset Management Conference .

The Treasurer attended AMCTO conference.

IT Manager attended the following webinars:

- eSolutions Citizens portal demo webinar. Webinar detailed the possibility to create a centralized login for residents to view Utility and Tax bills. Other options were also presented.

- Community of Practice webinar

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. The agenda included:

Threat Intel Update

How to Use Cyber Policies and Standards to Enhance Business Cases

Phishing Annual Report, with guest speaker

- Energy Planning Tool webinar

- 2021 MISA Ontario Virtual Annual Conference

- Cisco Future Cloud: One event, a world of opportunities

- Speed to Market: Cyber Procurements: Traditional ways of procurement in government must evolve to keep pace with every changing and agile nature of cybersecurity. A new flexible procurement model has been developed to allow for

cyber team to quickly procure cyber services. Example: negotiated RFPs, category management for cyber, revenue generation, etc.

- 2021 “Year of the Hybrid” and How it Impacts Your Municipality
- The Latest Look at the Canadian Cybersecurity Landscape
- A Window of Opportunity for Digital Transformation: COVID-19, IT & the Modernization of Local Government in Ontario
- The Future of Municipalities; Change & Transformation

Grants, Concerns, RFPs, Agreements:

In Q2, 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.

Applied For	Grant	Amount
Ontario Community Environment Fund	Repair & mitigate erosion effects of a storm water outlet at Hwy 20 & Rice Rd.	\$43,298
FCC – Farm Credit Canada AgriSpirit Grant	Digital Pagers for Volunteer Fire Department	\$25,000
Green & Inclusive Communities Grant	Pelham Library co-location at the MCC	\$5,400,000
Seniors Community Grant 2021-2022	SAY IT! Seniors and youth stories shared on stage	\$25,000
Reconnect Festival & Event Program: Christmas in Pelham	Christmas event including parade	\$15,500
Reconnect Festival & Event Program: Summer Chill Series	Thursday Night Summer Event	\$10,000
Healthy Community Grant	Tennis Court resurfacing	\$269,000
Approved For	Grant	Amount
Fire Safety Grant	Training & Virtual Inspection Program	\$8,800
Niagara Region Combined Sewer Outflow Grant	Sewer Outflow grant	\$30,000
Niagara Region – LAM 2021 and ERRT 2021 Grants	Summer Chill Event grant	\$10,000

(Connected to "Reconnect Grant")		
Rural Economic Development (RED) Grant	Wayfinding signage for cycling	\$15,000
Community Transportation Grant (2023-2025)	Transit Grant extension	\$210,199
Municipal Modernization Grant- Ontario	ITS Improvement of web-based services for residents	\$30,000 to \$40,000
Municipal Modernization Grant- Ontario	HR digitization of HR Performance Management System	\$40,000 to \$60,000
Municipal Modernization Grant- Ontario	Corporate Services Review for automating processes	\$115,875 to \$143,500
Municipal Modernization Grant- Ontario	Shared Library Review with Town of Lincoln	\$40,000 to \$60,000
Investing in Canada Infrastructure Program- COVID Resilience Stream Canada & Ontario	Splash pad for Centennial Park	\$112,331

RFPs

Invitation to Bid# 2021-PW-03 – Tree Maintenance Contract

<u>Bidders</u>	<u>Amount</u>
Safe Tree Ltd.	\$103,250.00 (value reflects possible multi-year contract program with Provisionals (2021, 2022, 2023))
Asphlundh Canada ULC	\$222,836.73

Award is to *Safe Tree Ltd.* with a contract value of \$103,250.00

Note: value reflects possible multi-year contract program with Provisionals (2021, 2022, 2023)

Budget: \$125,000.00

Invitation to Bid# 2021-PW-04 RD 01-21 - Sixteen Road Culvert Replacement (no. 22)

<u>Bidders</u>	<u>Amount</u>
Spand Construction Limited	\$518,803.00
Urbanlink Civil Ltd.	\$566,566.00
Rankin Construction Inc.	\$487,475.00
CRL Campbell Construction & Drainage Ltd.	\$496,225.00
Oakridge Group Inc.	\$593,322.00
Provincial Construction (Niagara Falls) Ltd.	\$757,148.55
Alfidome Construction Niagara	\$851,695.00

Award is to *Rankin Construction Inc.* with a contract value of \$487,475.00

Budget: \$600,000.00

Invitation to Bid# 2021-PW-02 – Pelham Street (Phase 2) (RD-13-21)

<u>Bidders</u>	<u>Amount</u>
Provincial Construction (Niagara Falls) Ltd.	\$3,718,561.90
Brennan Paving – Niagara, a division of Brennan Paving & Construction Ltd.	\$3,651,484.70
Rankin Construction Inc.	\$3,367,425.00

Award is to *Rankin Construction Inc.* with a contract value of \$3,367,425.00

Budget: \$3,892,500.00

Invitation to Bid# 2021-PW-07 (RD 06-21) – Road Rehabilitation Program 2021

<u>Bidders</u>	<u>Amount</u>
Walker Construction Limited	\$394,500.00
Circle P Paving Inc.	\$399,434.00

Award is to *Walker Construction Limited* with a contract value of \$394,500.00

Budget: \$500,000.00

Invitation to Bid# 2021-FS-01-1 (FS 05-21) – Compressed Breathing Air System - Repost

<u>Bidders</u>	<u>Amount</u>
A.J. Stone Company Ltd.	95/100 Complete Submission Value \$68,785.00
Levitt Safety	96/100 Complete Submission Value \$78,615.27
Canadian Safety Equipment Inc.	97/100 Complete Submission Value \$69,140.00
Vallen	98/100 Complete Submission Value \$57,792.18 - No Cascade Cylinders, trade-in or extras included in award (Complete Submission Value \$70,578.86)
Award is to <i>Vallen</i> with a contract value of 98/100 Awarded \$57,792.18 Complete Submission Value \$70,578.86	
Note: No Cascade Cylinders, trade-in or extras included in award	
Budget: \$70,000.00	

Invitation to Bid# 2021-CS-03 PRK 03-20 – River Estates Park Development, Design Build

<u>Bidders</u>	<u>Amount</u>
ABC Recreation Ltd.	\$275,000.00
Award is to <i>ABC Recreation Ltd.</i> with a contract value of \$275,000.00	
Budget: \$300,000.00	

Invitation to Bid# 2021-PW-05 (RD 02-21) – Concrete Repair and Replacement Program (2022 & 2023)

<u>Bidders</u>	<u>Amount</u>
Steed and Evans Limited	2021 Total Value \$81,995.00
Sacco Construction	2021 Total Value \$63,000.00 (no Provisionals)
Emmacon Corp.	2021 Total Value \$193,000.00
Signature Contractors	2021 Total Value \$89,570.00
Neptune Security Services Inc.	2021 Total Value \$93,860.00
Award is to <i>Sacco Construction</i> with a contract value of 2021 Total Value \$63,000.00	
Note: No Provisionals	
Budget: \$80,000.00	

Meetings:

Deloitte
F.H. Black & Company
eSolutions
Central Square

Pelham Finance and Audit Committee

Area Treasurers Meeting

Meeting with Town of Lincoln staff, Lincoln Library CEO, Pelham Library Interim CEO.

Treasurer attended Pelham Library Board meeting to present 2020 Library Financial Results

Transit Governance CAO Regional Workshop

BHH Benefits

iCity Accounts Receivable Billing module discussion with Central Square

Update on Regional Incentive Review