

Reporting Period: Corporate Services Department Quarterly Report for the period: January, February, March 2022

Recommendation:

BE IT RESOLVED THAT Council receive the Q1/2022-0072 Corporate Services Department Report, for information.

Department Overview and Statistics:

January

In the month of January, the review of automation for Corporate Services was completed, funded by the Municipal Modernization grant.

February

In the month of February, the Corporate Services department was working on year-end invoices, closing processes, adjustments and accruals.

March

During March, year-end procedures and audit working papers were finalized, with ongoing preparations for the audit in April.

Taxes

Interim Tax Bills for 2022 were successfully sent out with a due date of February 28th, with no issues and payments were collected. The Town has conducted a tax sale on two properties both of which had multiple bids. The Taxation Clerk is in the process of finalizing the tax sale process. For the period January to March, there were over 70 ownership changes for the Town.

Information Technology

The IT department has been working on the following projects:

- Mobile POS (Point of Sale) systems for MCC to accommodate events held in both Committee Rooms.

- Thinkdox (Records Management) implementation. Created two Virtual Servers to host the software application and the web application. Set up of security, user accounts, templates, and workflows are scheduled to commence in April.
- Clockworks to implement upgrade to MCC Video Surveillance system. IP network routing and additional switches have been integrated with current solution to accommodate additional bandwidth and network requirements.
- Soundbox to install video streaming solution in Accursi Room. Due to global shipping constraints, some hardware products are still on backorder.
- EHM Solutions to finalize Building Automation System (BAS) for Town Hall. Controller IP's have already been programmed. Project completion is still on track for the end of Q1.
- Scheduled demos with Public Works staff for AMS (Asset Management Systems) and Work Order systems.

The IT Manager attended the Cyber Security Community meeting on February 4, 2022. Given the rising geopolitical tensions related to developments in Ukraine and the surrounding region, the Cyber Security Centre of Excellence hosted a special segment to share its assessment of potential cyber threats.

The IT Manager attended the Ministry of Government and Consumer Service's Cyber Security Division meetings on February 11, 2022 and March 11, 2022 which shared the latest updates and advice on cyber security threats and topics of interest to the community.

Accounts Payable

The Accounts Payable Clerk is fully engaged with FH Black in meetings and supporting documentation as requested to assist with the automation processing implementation grant for the Corporate Services Department.

Water

There were approximately 5380 water and wastewater bills sent out for each billing in January and March. The March billing also contained the new rate and account information insert. This provides the resident with useful information on how to understand their billings, instructions on how to read the water meter and FAQ's.

Payroll

T4 slips were prepared and issued for all Town staff by the end of January which is one month before the February 28 due date.

Employee Updates:

The Manager, Financial Services & Deputy Treasurer and Financial Analyst trained on the fixed asset module in iCity, the Town's accounting software.

The Manager, Financial Services & Deputy Treasurer and Financial Analyst continued training on the fixed asset module in iCity, the Town's accounting software.

The Manager, Financial Services & Deputy Treasurer attended Deloitte's Indirect Tax webinar Hot Topics for the Public Sector.

The Manager, Financial Services & Deputy Treasurer attended additional training on eScribe.

The Staff Accountant/Payroll Clerk completed the Performance Management course through CPA Ontario in January.

Sherene Henry, CPA, CGA started January 31, 2022 as the Financial Analyst covering a maternity leave.

Andrea Metler started on March 7, 2022 as the Administrative Assistant, Corporate Services. Andrea has a Bachelor of Arts from Wilfrid Laurier University and over 11 years business experience in the public sector.

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.

Funding Applied For:	Grant	Amount
Active Transportation Grant	Project is \$1,325,000 for Canboro Road bike lanes and sidewalks and the Spur.	\$795,000
Main Street Grant	Celebration Square	\$227,684
Inclusive Grant Library	Accessible Shelving	\$45,700
Ontario Trillium Foundation	RCW Business Plan Review	\$83,000
Reconnect Summer Chills	Thursday Night Experience & Bandshell (total project \$180,062)	\$90,031
Reconnect Summerfest	Summerfest (total project \$226,987)	\$92,559
Summer Experience RCW	Summer Student RCW	\$3,689
Niagara Region Combined Sewer Outflows Application	1) Church Street Sanitary Sewer Replacement Project 2) Sanitary I&I Program – Planned Replacements and Rehabilitation 3) Sanitary Sewer Capital Construction Repairs	Various projects: \$2.5 M and \$100,000; \$140,000
Intact Municipal Climate Resiliency Grant	Rain barrels and trees	\$25,000

Funding Approved:	Grant	Amount
Ontario Trillium Foundation	Library Grant for RFID and 24 outdoor book lockers	\$146,900
Modernization Grant Phase 3: HR Digitalization	Implementation of Human Resources Performance Management and Human Resources Information System Software based on Phase 2 Recommendations from the consultant.	\$71,502
Modernization Grant Phase 3: Corporate Services Automation	Implementation of Corporate Services Functions Review for Automation of Processes based on the Phase 2 recommendations from the consultant.	\$217,283
Modernization Grant Phase 3: Review of Recreation, Culture & Wellness Operations at the MCC	A third-party review will provide recommendations for the following: (1) an optimal integrated organizational structure, with staffing requirements (2) space utilization (3) business planning processes	\$71,232
Drainage Superintendant	To help offset some of the staff costs for the drainage superintendant	\$8,425
New Horizons for Seniors Program Grant (Seniors Community Grant)	SAY IT! On Stage: Stories Found, will bring together youth and seniors within the community, to build and foster relationships, share experiences and build a collaborative theatrical experience.	\$25,000

Funding Denied:		
Tree Canada Grant	Create a Tree Canopy for North Pelham Park with 30 new trees.	\$10,000
Main Street Grant	various projects including arches	\$227,684
Ontario Community Environment Fund- 12 Mile Creek Erosion Mitigation Grant	Study	\$43,298

Current Bids and Tenders

Invitation to Bid# 2021-CS—11 Records Management System	
<u>Bidders</u>	<u>Amount</u>
Aark Canada Incorporated	No Value Submitted
Image Advantage Solutions Inc.	\$ 26,060.00
Indixio Inc.	\$ 31,280.00
Loris Technologies Inc.	\$ 139,750.00
Ricoh Canada Inc.	\$ 74,350.00
SoftSages LLC	\$ 43,342.00
ThinkDox Inc.	\$ 38,505.00
Award is to ThinkDox Inc. with a contract value of \$ 48,335	
Budget: \$ 50,000	
Invitation to Bid# 2021-PW-13 – Supply and Installation of Video Surveillance Equipment and Cameras	
<u>Bidders</u>	<u>Amount</u>
Viridian Automation Inc.	\$ 60,900.00 Evaluation Score 82/100
Underwriter’s Security Controls	\$ 162,019.08 Evaluation Score 77/100
EllisDon	\$ 38,483.00 Evaluation Score 85/100
Activo	\$ 70,643.69 Evaluation Score 79/100
Clockwork Systems Inc.	\$ 44,255.68 Evaluation Score 86/100
Wallwin Integrated Systems	\$ 41,799.00 Evaluation Score 77/100
BearCom Canada Corp.	\$ 91,862.74 Evaluation Score 68/100
Aatel Communications Inc.	\$ 87,000.00 Evaluation Score 71/100
Comu Networks	\$ 99,925.18 Evaluation Score 66/100
BHofe Consulting Inc.	\$ 47,216.50 Evaluation Score 76/100
Chubb Fire & Security	\$ 91,428.49 Evaluation Score 53/100
H.I. Security Corp	\$ 91,958.00 Evaluation Score 70/100
Securitas Electronic Security	\$ 51,652.35 Evaluation Score 74/100
828324 Ontario Limited o/a Design Electronics	\$ 85,988.58 Evaluation Score 80/100

**Award is to Clockwork Systems Inc. with a contract value of \$ 44,255.68.
Evaluation Score of 86/100**

Budget: \$ 50,000.00

**Invitation to Bid# 2021-CS-12 – RFP Audio/Video Upgrade and Streaming
Service Meridian Community Centre (MCC)**

<u>Bidders</u>	<u>Amount</u>
Paladin Technologies Inc.	\$ 161,072.64
Christie Lites Sales Ltd.	\$ 142,000.00
Soundbox Inc.	\$ 123,081.04
Dynamix London Inc.	\$ 218,239.00
Aligned Vision Group Inc.	\$ 189,987.00
OCTAV Integrated Design Inc.	\$ 168,000.00
Cycom Canada Corporation	\$ 149,914.00
Aatel Communications Inc.	\$ 128,550.00
Underwriter's Security Controls	\$ 196,742.78

Award is to Soundbox Inc. with a contract value of \$ 123,081.04.

Budget: \$123,000

**Invitation to Bid# 2022-CS-01 – Pro Shop Operator with Skate Sharpening
Services**

Bidders

No Submissions received

Invitation to Bid# 2022-PW-05 RD 02-22 – Balfour Street Culvert

<u>Bidders</u>	<u>Amount</u>
Ranking Construction Inc.	\$ 623,425.00
Enscon Ltd	\$ 787,175.00
Neptune Security Services Inc.	\$ 629,636.00
CRI Campbell Construction & Drainage LTD	\$ 530,207.50
Stonecast Contracting Limited	\$ 733,520.50

**Award is to CRI Campbell Construction & Drainage LTD with a contract
value of \$ 530,207.50**

Budget: \$ 650,000.00

**Invitation to Bid# 2022-CS-03 – PRK 02-22 Centennial Park Tennis Court
Resurfacing & Redevelopment of an existing All Purpose Court**

<u>Bidders</u>	<u>Amount</u>
Stevensville Lawn Service Inc.	\$749,965

Award is to Stevensville Lawn Service Inc. with a contract value of \$

Budget \$270,000.00 (PRK 02-22);

\$479,800.00 (PRK 10-22)

\$ 749,800 Total

Invitation to Bid# 2022-CS-02 – Integrity Commissioner Services

<u>Bidders</u>	
Boghosian + Allen LLP	Service contract – hourly rate

Award is to Boghosian + Allen LLP.

Meetings:

F.H. Black & Company
McAvoy, Belan Insurance
Watson & Associates
Deloitte
Municipal Property Assessment Corporation (MPAC)
SAP
Area Treasurers
Town of Lincoln Director and Associate Director of Finance

Projects:

Constituent Concerns and Issues Arising: