

**Reporting Period:** Corporate Services Department Quarterly Report for the period: January, February and March 2023

**Recommendation:**

**BE IT RESOLVED THAT the Q1/2023-0051 Corporate Services Department Report be received for information.**

**Department Overview and Statistics:**

The Treasurer and the Deputy Treasurer worked with Finance staff on various year-end functions. Staff were working on year end closing processes, adjustments and accruals between January and March.

The Treasurer and Deputy Treasurer presented the 2023 Operating and Capital Budgets to Council in January.

The Deputy Treasurer prepared the water/wastewater budgets and presented it to Council in February.

Year end working papers were being finalized in March in preparation for the Audit in April.

The Deputy Treasurer is leading the project to migrate the Town's purchasing cards to BMO Mastercard. Staff from Corporate Services attended various meetings with BMO on implementation of this project in January. At the beginning of January, new BMO cards were used by the Manager of IT and the Procurement Officer as part of the pilot program before cards are rolled out to all users.

Staff from Corporate Services and Engineering met with FH Black consultants to work on the Bids & Tenders, and Planner Project.

The Revenue Analyst position became vacant in December, and it was filled in January.

## **Accounts Payable**

The Accounts Payable Clerk has been in year end mode working diligently with the Town's vendors obtaining year end statements and requesting for outstanding invoices. Along with Town staff, following up on outstanding invoices still to be submitted for processing for year end. AP has been working diligently with staff and vendors to acquire statements and process invoices related to 2022 and 2023 in a timely and accurate manner. The AP Module was successfully closed for 2022 transactions on Feb. 24, 2023.

Accounts Payable is also working with the Deputy Treasurer on testing the new BMO Purchasing card with two high end users, to learn how to integrate the reporting and imports with the new monthly process for these cards before rolling out to the rest of the staff.

The Accounts Payable Clerk was also engaged in many meetings with the BMO implementation team for the new Purchasing Cards. Along with many other meetings with the Concur implementation team meetings with FH Black with regards to the Automation Processing Implementation Grant for the Corporate Services Department.

## **Information Technology**

In the first quarter, the installation, implementation, testing and training on the audio/video system at the MCC was completed. The final testing of the virtual servers for the Records Management System and the digital sign installation at the Town Hall main entrance were also completed.

Projects during the first quarter included HRIS MyWay preliminary discussions with Central Square and the Central Square e-Billing Integration with the purchase orders issued and the tentative setup and installations scheduled for June 2023. Staff laptop and upgrades and replacements commenced in February 2023. Also, the Capital IT 02-22 server was completed in March.

The IT Manager is working on scheduling availability with Central Square to migrate all data and software setup for iCity and Vadim Online and this date is still to be determined. Work is being done on the installation of the network data lines in the Town Hall addition, for video surveillance cameras and wireless access points.

The IT Manager attended Cybersecurity Threat Briefings biweekly online meetings with Canadian Centre for Cybersecurity.

### **Professional Development**

Manager of Financial Services/Deputy Treasurer attended Supervisor Health and Safety Training.

Manager of Financial Services/Deputy Treasurer attended Deloitte's Public Sector Accounting Update for 2023.

### **Meetings:**

SAP Bids & Tenders, Planner – FH Black Consultants and town staff  
BMO P-Card – Meeting with BMO Staff and Town Staff  
Finance & Audit Committee

### **Projects:**

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

N/A

### **Employee Updates:**

The Revenue Analyst, Riley Rousseau started on January 30, 2023. He has a Business Accounting diploma from Niagara College and has completed the Municipal Tax Administration Program through Seneca College. He has over three years of municipal experience in property taxes, water/wastewater billing and collections, most recently with the City of St. Catharines.

The Staff Accountant and Payroll Clerk passed the CPA Capstone 1.

### **Current Bids and Tenders**

<b>Invitation to Bid#2023-FD-01 FD 01-23 – Fire, Pumper 3 Tanker</b>	
<b><u>Bidders</u></b>	<b><u>Amount</u></b>
Dependable Truck & Tank Limited	\$906,375.00
<b>Award is to Dependable Truck &amp; Tank Limited with a contract value of \$ 906,375.00.</b>	
<b>Budget: \$ 922,314.00 Council approved revised budget</b>	
<b>Invitation to Bid# 2022-PW-06 PRK 01-22 – Consulting Services Recreation, Culture &amp; Parks Master Plan</b>	
<b><u>Bidders</u></b>	<b><u>Amount</u></b>

Monteith Brown Planning Consultants MGA	\$115,450.00 Evaluation Score 95/100 \$102,900.00 Evaluation Score 89/100
<b>Award is to Monteith Brown Planning Consultants with a contract value of \$ 115,450.00.</b>	
<b>Budget: \$ 120,000.00</b>	
<b>Invitation to Bid# 2022-PW-10 – Roadside Mowing Program 2022 (2023, 2024)</b>	
<b><u>Bidders</u></b>	<b><u>Amount</u></b>
The Greenfield Group Ltd.	\$ 148,000.00 2022 (no provisional)
<b>Award is to The Greenfield Group Ltd. with a contract value of \$ 148,000.00</b>	
<b>Budget: \$ 175,000</b>	
<b>Invitation to Bid# 2023-PRK 01 PRK 06-23 – Centennial Park Diamond 3 Lighting Design/Build Contract</b>	
<b><u>Bidders</u></b>	<b><u>Amount</u></b>
Sid Grabell Contracting Limited	\$ 221,490.77 Evaluation Score 93/100
Nadelec Contracting Inc.	\$ 240,000.00 Evaluation Score 87/100
Energy Network Services Inc.	\$ 247,971.67 Evaluation Score 87/100
Weinmann Limited	\$ 265,000.00 Evaluation Score 93/100
<b>Award is to Sid Grabell Contracting Limited with a contract value of \$ 221,490.77</b>	
<b>Budget: \$ 155,000.00 (\$ 76,795.77 PRK 06-23) and \$ 144,695.00 (PRK 07-21)</b>	

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

<b>Q1 2023</b>		
<b>Funding Applied For:</b>	<b>Grant</b>	<b>Amount</b>
OMAFRA	Drainage Superintendant	\$ 9,179
Ontario Trillium Foundation	Summer Experience Program 2023	\$ 3,812
Government of Canada's Community Sport for All Initiative	2023 ParticipACTION Community Better Challenge Grant	\$ 5,000
OTF Resilient Communities Fund	Bookmobile	\$ 198,200
Ontario Trillium Foundation	Senior Active Living Program 2023-24 SALC	\$ 42,700
GICB	2023 Fonthill Library Renovation	\$ 2,396,031
Employment and Social Development Canada (ESDC)	Centennial Park washrooms	\$ 100,000
Niagara Community Foundation	North Pelham Park Tree Plant and Seminar Series	\$ 15,000
Niagara Region	CSO Control Study-CCTV & Sewer Flushing	\$ 150,000
Niagara Region	CSO Control Study-Church St Sanitary Sewer Planned Replacements	\$ 4,000,000
Niagara Region	CSO Control Study-Sanitary Capital Repair Program	\$ 140,000
Niagara Region	Sanitary I&I Program-Planned Replacement and Rehabilitation	\$ 70,000
<b>Funding Approved:</b>	<b>Grant</b>	<b>Amount</b>
OMAFRA	Drainage Superintendant	\$ 9,179
Ontario Trillium Foundation	Summer Experience Program 2023	\$ 3,812
Government of Canada	New Horizons for Seniors Program	\$ 25,000
Government of Canada's Community Sport for All Initiative	2023 ParticipACTION Community Better Challenge Grant	\$ 5,000
<b>Funding Denied:</b>		
Natural Resources Canada	Zero Emission Vehicle Infrastructure Program	\$ 94,285