

Reporting Period: Corporate Services Department Quarterly Report for the period: April, May and June 2023

Recommendation:

BE IT RESOLVED THAT the Q2/2023-0115 Corporate Services Department Report be received for information.

Department Overview and Statistics:

The month of April was busy finalizing the Consolidated 2022 financial statements and preparing the year end working papers for the auditors. The 2022 Audit conducted by Deloitte commenced in April. A team approach from various staff members in Corporate Services was used to completing the year end working papers and responding to queries from the Auditors. Considering the staff was mostly new this year, the audit was completed on time for the Pelham Finance and Audit Committee's review.

The Financial Information Return (FIR) as required by the Ministry of Municipal Affairs was completed in May. The Town of Pelham was the first Municipality in Niagara Region and the 20th in the province to complete the FIR.

The Audited Financial Statements were presented to and approved by Council at the June 7th Council Meeting.

The 2022 Annual Report was completed and submitted for review for the GFOA award.

Mid-year review meetings with all Town of Pelham departments were held in June. These meetings are crucial in helping to review the Town of Pelham's priorities for the 2024 operating and capital budgets. The 2022 actual results 2023 actuals to date were reviewed and the 2024 operating first draft of the budget was completed.

The Deputy Treasurer is leading the project to migrate the Towns' purchase cards to BMO Mastercard. Training for Cardholders/delegates was rolled out to the Administrative Assistants in the 2nd week of June, followed by training for all staff in the 3rd week of June. Approval Training is scheduled for the 4th week in June and all cardholders are now able to start using their BMO Cards.

Meetings

Council Meeting
Senior Leadership Team Meeting
Pelham Finance & Audit Committee

Accounts Payable

The Accounts Payable Clerk has been working diligently with requests from the Auditors for a successful year end close for 2022.

The Accounts Payable Clerk had been continually working with staff and vendors to acquire statements and process invoices for payment in a timely and accurate manner.

Information Technology

In the second quarter, the IT Manager provided Laserfiche Records Management training for all users, and completed two work station upgrades at Fire station 2. Also, in April there was the Niagara Region updates for Niagara Navigator and Pelham staff were assigned the appropriate licensing, access rights and collaboration groups to use ArcGIS Online (AGOL).

The IT Manager completed on May 3, the GHD Forms Builder Training for Pelham staff. The IT Manager is working on completing the site assessment for Station 2 cellular booster in the main training room. The Cellular service inside Station 2 is very unreliable. A cellular booster will allow for a more stable connection while using mobile cellular services. The iCity Financial server migration has been rescheduled for the week of July 3. The IT Department is preparing iPads for Public Works staff to utilize the MuniPaaS Service Request system while working outside of the office, and staff will be able to complete tickets and work orders on site and filed immediately electronically.

Projects completed during the month of June include the GHD Marriage License form Builder training with the Clerks and IT Departments and preparation of the Global Payments POS terminals for Thursday night events and SummerFest. The Laserfiche security and agent import of files/folder from the network server into Laserfiche repository has been completed for two departments. The two departments will commence using the Records Management system and rollout to other departments using a phased-in approach.

Other projects being worked on is the Installation of video surveillance cameras and additional wireless access points for the Town Hall addition, to be completed by June 30. Audio video equipment for the Town Hall addition Committee Room has also been ordered. The expected delivery is scheduled for the week of July 3 and installation and training will take place the day after the item has arrived.

The IT Manager attended three Cyber Landscape & Prevention Webinars and Training with the Cyber Security Community of Practice User Group. The Cyber Security Division within the Ministry of Public and Business Service Delivery (MPBSD) shares the latest updates and advice on cyber security threats and topics of interest to the community. These webinars were April 21, Journey to Zero Trust; May 12 Identity: The Nucleus of Cyber Security and June 16, Fusion Threat Intelligence Center, A Sectoral Intel Exchange Approach

Taxes

The Tax Clerk issued the 2023 Final tax bills in June. A total of 6,897 bills were sent to residents on June 8th. New arrears letters were updated with the intent of sending out registered mail letters to all 3 years and older property taxes in arrears in July (approximately 37 accounts).

Asset Management Update:

Asset Management Coordinator has been focusing on completing the Asset Management update for the non-core assets. The completion of this legislative requirement is July 1, 2024. The Ministry has extended this due date to 2024. It was originally 2023. The Town is on track for meeting this due date. Please refer to Appendix 1 for Non-Core Asset update. Please refer to Appendix 2 to review the Asset Management Planning Regulation (O.Reg. 588/17) Completeness Questionnaire.

Professional Development

The Staff accountant and Payroll Clerk passed the Capstone 2 CPA Course in May. He. also wrote his Chartered Professional Accountant examinations in May.

Constituent Concerns and Issues Arising:

None.

Grants, Concerns, RFPs, Agreements:

Submitted Applications:

Grant Name	Funder	Funding Level	Project	Department	Strategic Priority Focus	Amount Requested
Asphalt Art Initiative	Bloomberg Philanthropies	International	Three painted crosswalks in Celebration Square	Public Works (Recreation, Culture and Wellness to assist)	Community Development and Growth	\$33,000.00
TD Friends of the Environment	TD Bank Group	Regional	Marlene Stewart Streit Park tree planting	Public Works	Environmental and Climate Adaptation	\$8,000.00
Capital Grant	Ontario Trillium Foundation	Provincial	Fonthill Library elevator installation	Lincoln Pelham Public Library (Public Works)	Infrastructure Investment and Renewal	\$150,000.00
AgriSpirit Fund	Farm Credit Canada	Federal	Centennial Park new fridge and freezer	Recreation, Culture and Wellness	Community Development and Growth	\$25,000.00
Inclusive Communities Grant	Ontario Ministry of Seniors and Accessibility	Provincial	Accessible sidewalks and benches in Peace Park	Public Works	Community Development and Growth	\$59,995.00
Public Realm Investment Program	Niagara Region	Regional	Highway 20 Railing Replacement and Rice Road tree planting	Public Works	Infrastructure Investment and Renewal	\$17,500.00
Invasive Species Action Fund: Accelerated Impact Stream	Invasive Species Centre	Provincial	Forest health program development	Public Works	Environmental and Climate Adaptation	\$10,000.00
Invasive Species Action Fund: Transformative Action Stream	Invasive Species Centre	Provincial	Spongy Moth egg mass survey	Public Works	Environmental and Climate Adaptation	\$22,100.00
Summer Grant 2023	Niagara Community Foundation	Regional	Summer camp funding	Recreation, Culture and Wellness	Community Development and Growth	\$2,090.00

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Grant Name	Funder	Funding Level	Project	Department	Strategic Priority Focus	Amount Requested
Well-being Grant	HelpAge Canada	Federal	MCC passes for low-income seniors	Recreation, Culture and Wellness	Community Development and Growth	\$10,000.00
Innovative Programming Grant	HelpAge Canada	Federal	SAY IT! On Stage 2023 Program	Recreation, Culture and Wellness	Community Development and Growth	\$10,000.00
Zero Emission Vehicle Infrastructure Support Program	Pollution Probe	Federal	Two level three EV chargers at the Meridian Community Centre	Public Works	Environmental and Climate Adaptation	\$100,000.00
TOTAL:						\$447,685.00

Grants Received:

Grant Name	Funder	Funding Level	Project	Dept.	Strategic Priority Focus	Amount Req.	Amount Received
Summer Grant 2023	Niagara Community Foundation	Regional	Summer camp grants	Rec, Culture and Wellness	Community Development and Growth	\$2,090	\$1,330.00
Seniors Community Grant	Ministry for Seniors and Accessibility	Prov.	Senior seminar and social series	Rec, Culture and Wellness	Community Development and Growth	\$25,000	\$23,250.00
Charged For Change	Aviva (Earth Day Canada)	Federal	Six level two EV chargers at Pelham Town Hall	Public Works	Environmental and Climate Adaptation	\$72,693.94	\$72,693.94
Zero Emission Vehicle Infrastructure Support Program	Pollution Probe	Prov.	Two level three EV chargers at the Meridian Community Centre	Public Works	Environmental and Climate Adaptation	\$100,000	\$100,000.00

Grant Name	Funder	Funding Level	Project	Dept.	Strategic Priority Focus	Amount Requested
Summer Experience Program	Ontario Ministry of Tourism, Culture and Sport	Prov.	Summer camp staff	Recreation, Culture and Wellness	Community Development and Growth	\$3,812.00
Resilient Communities Fund	Ontario Trillium Foundation	Prov.	Lincoln Pelham Public Library Bookmobile		Community Development and Growth	\$198,200.00
					Total:	\$202,012.00

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Supported Applications:

Organization	Grant Name	Funder	Funding Level	Project	Strategic Priority Focus
Fonthill Platform Tennis Club	Capital Grant	Ontario Trillium Foundation	Provincial	Funding to support platform Tennis court and clubhouse improvements	Community Development and Growth
Lincoln Pelham Public Library	Community Development Fund	Desjardins Ontario Credit Union	Provincial	Funding to support the LPPL purchasing a bookmobile	Community Development and Growth
Pelham Advocates for Trees and Habitat	Community Agriculture Grant	Peavey Industries	Provincial	Funding to install educational trail signage throughout Pelham	Community Development and Growth
Pelham Art Festival	Local Festivals - Building Community Through Arts and Heritage	Ministry of Canadian Heritage	Federal	Funding to support the 2024 Pelham Art Festival	Community Development and Growth

Current Bids and Tenders

Invitation to Bid#2023-PW-09 RD 01-23 – Engineering Services for Town Wide Pavement Condition Index Study

<u>Bidders</u>	<u>Amount</u>
GM BluePlan Engineering Limited	\$ 29,500.00 Evaluation Score 80/100
Thurber Engineering Ltd.	\$ 19,800.00 Evaluation Score 80/100
Applied Research Associates, Inc.	\$ 27,800.00 Evaluation Score 89/100

Award is to Applied Research Associates, Inc. with a contract value of \$ 27,800.00 evaluation score 89/100.

Budget: \$ \$30,000

Invitation to Bid# 2023-PW-04-Line Painting

<u>Bidders</u>	<u>Amount</u>
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Provincial Road Markings Inc. \$ 46,454.61

Award is to Provincial Road Markings Inc. with a contract value of \$ 46,454.61.

Budget: \$ 50,000.

Invitation to Bid# 2023-PW-11 WST 05-23 (WST 01-22 2022-PW-07) – Church Street Sanitary Replacement Upgrade from Canboro Road to Foss Road

<u>Bidders</u>	<u>Amount</u>
Baiocco Construction Corp	\$ 3,852,009.05
Seawaves Development Services Inc.	\$ 2,488,096.41
KADA Group Inc.	\$ 3,271,405.58
Trenchline & Roads	\$ 2,476,612.00
Alfred Beam Excavating Limited	\$ 3,501,477.50
Peter's Excavating Inc.	\$ 3,646,259.50

Award is to Trenchline & Roads with a contract value of \$ 2,476,612.00

Budget: \$ Project # WST 01-22 \$ 2,500,000

Invitation to Bid# 2023-PW-10 RD 03-23 – Pancake Lane Detailed Design

<u>Bidders</u>	<u>Amount</u>
Associated Engineering (Ont.) Ltd.	\$ 113,740.00 Evaluation Score 84/100
Kerry T. Howe Engineering Limited	\$ 104,435.00 Evaluation Score 82/100
R.V Anderson Associates Limited	\$ 134,297.00 Evaluation Score 77/100
Upper Canada Consultants	\$ 111,812.50 Evaluation Score 78/100
Gannett Fleming Canada ULC	\$ 140,029.00 Evaluation Score 78/100
Urban & Environmental Management Inc.	\$ 79,544.70 Evaluation Score 84/100

Award is to Urban & Environmental Management Inc. with a contract value of \$ 79,544.70 Evaluation score 84/100.

Budget: \$ 300,000.00

Invitation to Bid# 2023-VEH-04-23 – Backhoe Loader (Purchase New)

<u>Bidders</u>	<u>Amount</u>
Brandt Tractor Ltd.	\$ 187,300.00 (including Provisionals \$ 48,289.87) = \$ 235,589.87
Lunar Contracting	\$ 325,898.31 (Provisionals \$ 68,500.00)

Award is to Brandt Tractor Ltd. with a contract value of \$ 187,300.00 (including Provisionals \$48, 289.87) = \$235,589.87.

Budget: \$ 240,000.00

Invitation to Bid# 2023-VEH-05-23 – Combination Snow Plow and Spreader (New Purchase)

<u>Bidders</u>	<u>Amount</u>
PTG Mississauga Enterprises Limited Partnership O/A Premier Truck Group	\$ 331,342.00
Rush Truck Centres of Canada	\$ 335,953.20

Award is to PTG Mississauga Enterprises Limited Partnership O/A Premier Truck Group with a contract value of \$ 331,342.00

Budget: \$ 350,000.00

Invitation to Bid# 2023-PW-14 RD 14-23 – Effingham Street Reconstruction Design, from Tice Rd to Metler Rd and Hwy 20 to Canboro Rd

<u>Bidders</u>	<u>Amount</u>
Urban & Environmental Management Inc.	\$ 98,220.90 Evaluation Score 85/100
Kerry T. Howe Engineering Limited	\$ 86,350.00 Evaluation Score 88/100
Upper Canada Consultants	\$ 76,092.50 Evaluation Score 88/100
Associated Engineering (Ont.) Ltd.	\$ 129,936.00 Evaluation Score 85/100
ConceptDash Inc.	\$ 99,295.00 Evaluation Score 83/100

Award is to Upper Canada Consultants with a contract value of \$ 76,092.50 Evaluation Score 88/100.

Budget: Project # RD 14-23 \$ 85,000.00

Invitation to Bid# 2023-PW-17, FAC 06-23 – Centennial Park Concession Upgrade Design

<u>Bidders</u>	<u>Amount</u>
2MK Architects	\$ 89,800.00 Evaluation Score 76/100
Grguric Architects Incorporated	\$ 39,800.00 Evaluation Score 94/100

Award is to Grguric Architects Incorporated with a contract value of \$ 39,800.00 Evaluation Score 94/100. The construction costs still need to be tendered.

Budget: \$ 185,000.00 Received \$250,000 of grant funding for architect and construction.

Invitation to Bid# 2023-PW-20 RD 03-21 – Cross Culvert Replacement – River Road

<u>Bidders</u>	<u>Amount</u>
Peter's Excavating Inc.	\$ 134,887.00
CRL Campbell Construction & Drainage Ltd.	\$ 107,215.00

Anthony's Excavating Central Inc.	\$ 128,050.00
Alfred Beam Excavating Limited	\$ 87,992.50
Rankin Construction Inc.	\$ 149,300.00
Niagara Concrete Forming and Finishing	\$ 93,472.00
O'Hara Trucking and Excavating	\$ 88,795.00

Award is to Alfred Beam Excavating Limited with a contract value of \$ 87,992.50.

Budget: \$ Project # RD 05-22 \$ 12,974 and Project # RD 03-21 \$60,000, RD06-23 \$15,018

Invitation to Bid# 2023-PW-13 (RD 12-23, WTR 04-23) Pelham Street, Reconstruction Phase 4

<u>Bidders</u>	<u>Amount</u>
Kada Group Inc.	\$ --
Kada Group Inc.	\$ 4,306,820.60
Peter's Excavating Inc.	\$ 4,889,630.21
Demar Construction Inc.	\$ 4,507,115.16
Rankin Construction Inc.	\$ 4,332,425.00

Award is to Rankin Construction Inc. with a contract value of \$ 4,332,425.00 + HST

Budget: Council approved \$4,408,676 on June 7, 2023 PW report # 2023-0131.

Invitation to Bid# 2023-PW-16 RD 02-23 – Cream Street Culvert Structure #12 Replacement

<u>Bidders</u>	<u>Amount</u>
CRL Campbell Construction & Drainage Ltd	\$ 997,909.50
Enscon Ltd.	\$ 1,496,100.00
Rankin Construction Inc.	\$ 1,180,100.00

Award is to CRL Campbell Construction & Drainage Ltd. with a contract value of \$ 997,909.50.

Budget: Council approved \$997,910 plus HST on June 21, 2023, PW report # 2023-0143.