

**Reporting Period:** Corporate Services Department Quarterly Report for the period: January, February and March 2024

**Recommendation:**

**BE IT RESOLVED THAT the Q1/2024-0070 Corporate Services Department Report be received for information.**

**Department Overview and Statistics:**

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

The Treasurer and Deputy Treasurer presented the 2024 Water and Wastewater Budget in February.

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

The Town is in the process of implementing SAP Concur as its new Procurement management system. Various meetings were held with FH Black Consultants to continue with the project implementation. The meetings were attended by the Deputy Treasurer and other Finance staff as needed. The project is in final stages of implementation. The Department is also playing a key role in helping improve the Town's procurement system and adopt best workflow practices from neighbouring municipalities.

The Deputy Treasurer is working with the Senior Leadership Team to review and update the Town's 10-year capital forecast. A number of full day working meetings were held in Q1 where discussions and updates were made to the 10-year capital forecast. This work is expected to be finalized in early Q2 and it will be reported to Council after completion.

## **Information Technology**

The information Department is continuing to work with MuniPass on the e-permitting portal development. The iCity server migration and ICO (iCity Online) User Accepted Testing is to be completed by April 5<sup>th</sup>. The anticipated Go-Live date is April 25<sup>th</sup>.

The eBilling implementation and the HRIS MYWAY implementation are both scheduled to commence in May. The resident portal development is in progress. Residents will be able to view more detailed information when creating service requests.

## **Taxes**

The Tax department has processed the 2024 Interim tax bills. A total of \$23,042,945 was calculated on 7,839 roll numbers. Bills were sent in the mail on February 5, 2024, three days earlier than the required legislated date. A total of 5,077 were sent in the mail, residents on the monthly Pre-Authorized Payment Plan (PAP) do not get sent an interim notice (they receive a letter in December notifying them of the monthly amount).

The arrears collection is still going strong, 7 properties have been sent to Real Tax in January 2024. One property that was sent for registration paid off the arrears, stopping the property from being registered. The Town will be proceeding with the registration process on the remaining properties.

## **Water**

There were 5,556 water and wastewater bills sent out for the March billing. This billing also included the new rate and account information insert. The insert provides the resident with useful information on how to understand their billings, instructions on how to read the water meter and FAQ's. This billing included 47 new accounts generated through building permits.

The Department implemented Neptune 360, a cloud-based system for collecting meter reads and corresponding reporting data. Neptune 360 delivers a user-friendly design that provides clear, easy to interpret data to help maximize operational efficiencies. The cloud-based system never requires server installations or upgrades on our part, always providing the most up-to-date version.

## Grants, Concerns, RFPs, Agreements:

<b>Funding Applied For:</b>	<b>Grant</b>	<b>Amount</b>
Peace Park Sidewalk extensions	Community Fund	\$10,000.00
Seasonal summer jobs including recreation, public works, and by-law	Canada Summer Jobs	\$141,913.20
Summer camp positions	Summer Experience Opportunity	\$53,424.00
Youth safe cycling helmet and gear distribution	Energizing Life Community Fund	\$24,780.00
Class Pass Subsidy	ParticipACTION Community Challenge	\$1,500.00
Centennial Park EV Chargers	EV ChargeON Program	\$150,000.00
Community Mural Projects	Ontario Arts Presenters Fund	\$5,000.00
Seasonal parks labourer position	Green Jobs Initiative	\$5,062.00
AODA Compliant Library Shelves	Capital Grant	\$200,000.00
Operating grant and new seniors program equipment	Seniors Active Living Centre Grants	\$65,000.00
Peace Park accessibility enhancements	Tourism Growth Program	\$98,857.00
Youth program pass and youth equipment	Canada Post Community Grant	\$24,997.00
Tree distribution program	Environmental Grant	\$15,000.00
Summer Camp Subsidies	Summer Camps Grant	\$2,280.00
Trail Erosion Control Pilot Program	Resilient Greenbelt	\$615,000.00
Senior's social and seminar experiences (55+ PULSE Program)	Seniors Community Grant	\$25,000.00
This is stage one of a two-stage application		
E.L. Crossley Rowing Program	The Next Play	\$5,500.00
Peace Park Placemaking Enhancements	My Main Street Community Activator	\$250,000.00
Placemaking features for the stormwater pond at the corner of Rice Road and HWY 20	Public Realm Investment Program	\$28,500.00

<b>Funding Approved:</b>	<b>Grant</b>	<b>Amount</b>
Pelham Summerfest marketing support	Ontario Cultural Attractions Fund - stage two	\$40,000.00
Received in Q4 2023, but was not able to be announced until Q1 2024		
Seniors Workshop Series	New Horizons for Seniors 2024 projects	\$25,000.00
Emergency Operations Centre equipment and informational materials	Community Emergency Preparedness Grant	\$49,998.46

<b>Funding Denied:</b>	<b>Grant</b>	<b>Amount</b>
Peace Park Sidewalk extensions	Community Fund	\$10,000
Fonthill Library Branch Renovations	Green and Inclusive Community	\$2,396,031
Active Trail Network Feasibility Study	Resilient Communities Fund	\$99,300
Tree distribution program	Environmental Grant	\$15,000
Seasonal parks labourer position	Green Jobs Initiative	\$5,062
16 Marlene Stewart Drive community tree plant	Treemendous Communities Grant	\$10,000

## Current Bids and Tenders

<b>Invitation to Bid# 2024-FS-02-24 – Rescue 1</b>		
<b><u>Bidders</u></b>	<b><u>Amount</u></b>	
Fort Garry Fire Trucks Ltd.	\$296,809.00	Evaluation Score 75/100
Dependable Truck & Tank Limited	\$307,652.00	Evaluation Score 86/100
<b>Award is to Dependable Truck &amp; Tank Limited. with a contract value of \$ 307,652.00 Evaluation Score 86/100.</b>		
<b>Budget: \$ 350,000.00.</b>		

**Invitation to Bid# 2024-PW-13 – Streetlight Maintenance Program, 3 Year Term**

<b><u>Bidders</u></b>	<b><u>Amount</u></b>
Sid Grabell Contracting Limited	\$ 85,250.00
TM3 Inc.	\$213,787.74
Beam Power and Utilities Ltd.	\$ 64,290.00 (possible 3-year contract)
Ground Aerial Maintenance Service Ltd.	\$116,771.00
Hastings Utilities Contracting Ltd.	\$146,360.000
Weinmann Limited	\$116,250.00

**Award is to Beam Power and Utilities Ltd. with a contract value of \$ 64,290.00 (possible three-year contract).**

**Budget: Operating.**

**Invitation to Bid# 2024-CS-01 - Claims**

<b><u>Bidders</u></b>	<b><u>Amount</u></b>
Premier Adjusting Services Inc.	Did not qualify for Stage 2 of evaluation.
Sedgwick Canada Inc.	Evaluation Score 103/150
ClaimsPro LP	Evaluation Score 108/150
Crawford & Company (Canada) Inc.	Evaluation Score 92/150

**Award is to ClaimsPro LP. with an Evaluation Score 108/150.**

**Budget: Operating.**

**Invitation to Bid# 2024-PW-10 RD 01-24 – Bridge and Culvert Inspection Program**

<b><u>Bidders</u></b>	<b><u>Amount</u></b>
FORZA Corp.	\$7,820.00 Evaluation Score 77/100
AMTEC Engineering Ltd.	\$6,412.50 Evaluation Score 77/100
Centex Engineering and Development Inc.	\$6,075.00 Evaluation Score 76/100
Englobe Corp.	\$20,910.00 Evaluation Score 57/100
2790997 Ontario Inc.	\$64,900 Evaluation Score 50/100
ELLIS Engineering Inc	\$8,580.00 Evaluation Score 88/100
TSI inc.	\$7,376.00 Evaluation Score 75/100
Safe Roads Engineering.	\$19,805.00 Evaluation Score 60/100

**Award is to ELLIS Engineering Inc. with a contract value of \$ 8,580.00 Evaluation Score 88/100.**

**Budget: \$30,000.00.**

**Invitation to Bid# VEH 01-24 – 2024-VEH-01-24 Combination Snow Plow Dump Body**

<b><u>Bidders</u></b>	<b><u>Amount</u></b>
PTG Mississauga Enterprises Limited Partnership O/A Premier Truck Group	\$344,528.00
Rush Truck Centres of Canada	\$324,546.00
Kenworth Toronto Ltd.	\$371,566.00

**Award is to Rush Truck Centres of Canada with a contract value of \$ 324,546.52.**

**Budget: \$350,000.00.**

**Invitation to Bid# 2024-PW-11 - Key FOB System, Pelham Town Hall**

<b><u>Bidders</u></b>	<b><u>Amount</u></b>
Pinder's Security Products A Division of Allamr Inc.	\$65,062.50 Evaluation Score 87/100
Metrobit Inc.	\$98,805.08 Evaluation Score 69/100
Power Access Corporation	\$99,215.80 Evaluation Score 78/100
Stanley Convergent Security Solutions	\$122,750.00 Evaluation Score 66/100
1229080 Ontario Inc.	\$122,750.00 Evaluation Score 53/100

**Award is to Pinder's Security Products A Division of Allamr Inc. with a contract value of \$65,062.50 Evaluation Score 87/100.**

**Budget: \$75,000.00.**

**Invitation to Bid# 2024-20-FD-02-23 – 4x4 Super Duty Response Vehicle**

<b><u>Bidders</u></b>	<b><u>Amount</u></b>
Grimsby Ford Sales and Service	\$65,419.00
Brock Ford Sales Inc.	\$68,059.00
Finch Auto Group	\$65,015.75

**Award is to Finch Auto Group with a contract value of \$65,015.75.**

**Budget: \$100,000.00.**

**Invitation to Bid# 2024-PW-01 – Line Painting**

<b><u>Bidders</u></b>	<b><u>Amount</u></b>
Fine Line Markings Inc.	\$70,811.04
Provincial Road Markings Inc.	\$53,504.61

**Award is to Provincial Road Markings Inc. with a contract value of \$53,504.61.**

**Budget: \$ Operating.**

**Invitation to Bid# 2024-PW-06 RD 06-24 – Road Base & Surface Repair Program**

<b><u>Bidders</u></b>	<b><u>Amount</u></b>
Rankin Construction Inc.	\$295,425.00
Circle P Paving Inc	\$247,460.00

**Award is to Circle P Paving Inc. with a contract value of \$247,460.00.**

**Budget: \$300,000.00.**