

**Reporting Period:** Corporate Services Department Quarterly Report for the period: April, May, June 2024

**Recommendation:**

**BE IT RESOLVED THAT the Q2/2024-0162 Corporate Services Department Report be received for information.**

**Department Overview and Statistics:**

The Deputy Treasurer worked on draft 2023 financial statements and preparing for the year-end audit. The 2023 Audit conducted by Deloitte commenced in April and the Deputy Treasurer was the lead contact for auditors. Various staff in Finance were assigned and worked on providing details for audit requests.

The Final draft of financial statements were prepared in May and sent to the Auditors for final review. The Deputy Treasurer also worked on the Financial Information Return (FIR) as required by the Ministry of Municipal Affairs. The Town of Pelham was the first Municipality in Niagara Region and the 15<sup>th</sup> in the Province to complete the FIR.

The Audited Financial Statements were presented to and approved by Council at the June 19<sup>th</sup> Council Meeting.

The Deputy Treasurer continued to work with the Senior Leadership Team to review and update the Town's 10-year Capital Forecast. This work started in Q1 with a number of full day working meetings and finished in Q2. Council was provided with a report that included all the updates to the 10-year Capital Plan at their May 15<sup>th</sup> meeting.

The Treasurer and Deputy Treasurer started planning ahead for the 2025 budget by holding mid-year budget review meetings with all Town departments in June. These meetings are crucial in helping the Town review its priorities for 2025 operating and capital budgets.

The Town of Pelham 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 the final stages of testing and training. Next steps will be the rollout and training of staff outside of finance. This is expected to take place in Q3 of 2024.

## **Information Technology**

The information Technology department commenced the roll out of replacement laptops and mobile devices for staff.

The IT department implemented and configured the Genetec server for the key fob/door access security system.

IT Staff completed the deployment and setup of the upgraded video surveillance system at Marlene Stewart Street Park and removed the previous surveillance system.

The Information Technology department also began the initial startup and discovery sessions with MuniPaaS regarding ITSM (IT Service Management) ticketing system.

## **Taxes**

The Tax department issued the 2024 final tax bills. A total of \$25,517,523.39 was issued to 7,863 properties in Pelham. Bills were sent in the mail on June 7<sup>th</sup>. Pelham's total number of write-offs is significantly lower than the prior year.

Arrears collections are still going strong, reminder notices are now sent after all installment due dates. Some of our 3+ year accounts are finishing up their original payment agreement sent out last year.

## **Accounts Payable**

AP Clerk continues to diligently work with staff and vendors to process invoices in a timely and accurate manner.

AP is also engaged in several meetings with FH Black and the Implementation Team regarding the integration of SAP Concur for Procurement and AP Invoice Processing

**Constituent Concerns and Issues Arising:**

None.

**Employee Updates:**

The Tax Clerk completed the AMTCO Municipal Accounting and Finance Program.

The Payroll Clerk completed Part 2 JHSC Certification All Workplaces Distance Learning

**Meetings:**

- Council Meeting
- Senior Leadership Team Meeting (in lieu of Treasurer)
- Finance & Audit Committee
- SAP Concur Project meetings
- Operating & Capital Budget meetings

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

<b>Funding Applied For:</b>	<b>Grant</b>	<b>Amount</b>
Niagara Community Foundation	David S. Howes Fund	\$ 24,295.00
Invasive Species Centre	Accelerated Impact Stream	\$ 6,450.00
Infrastructure Ontario	Housing Enabling Water Systems Fund	\$21,170,000.00
Jays Care Foundation	Girls at Bat	Outdoor softball / baseball equipment set

<b>Funding Applied For:</b>	<b>Grant</b>	<b>Amount</b>
Ontario Ministry for Seniors and Accessibility	Inclusive Communities Grant	\$ 60,000.00
Jackman Foundation	Jackman Foundation Grants	\$ 19,420.00
Invasive Species Centre	Invasive Phragmites Control Fund	\$9,650
The Gord Downie & Chanie Wenjack Fund	Reconciliation Action Grant	\$ 5,000.00
Ontario Trillium Foundation	Seed Grants	\$ 47,500.00
Canadian Dermatology Association	Shade Structure Program	\$ 7,500.00

<b>Funding Approved:</b>	<b>Grant</b>	<b>Amount</b>
Summer Experience Opportunity	Ontario Ministry of Tourism, Culture and Sport	\$ 3,816.00
ParticipACTION Community Challenge	ParticipACTION	\$ 1,500.00
Celebrate Canada	Canadian Department of Heritage	\$ 10,000.00
Girls at Bat	Jays Care Foundation	Outdoor softball / baseball equipment set
Summer Camps Grant	Niagara Community Foundation	\$ 2,000.00
Canada Summer Jobs	Employment and Social Development Canada	\$ 11,592.00
Seniors Community Grant	Ontario Ministry for Seniors and Accessibility	\$ 25,000.00

<b>Funding Denied:</b>	<b>Grant</b>	<b>Amount</b>
Greenbelt Foundation	Resilient Greenbelt	\$ 615,000.00
Hydro One	Energizing Life Community Fund	\$ 24,780.00
Infrastructure Canada	Disaster Mitigation and Adaption Fund	\$19,655,376.00
Niagara Community Foundation	David S. Howes Fund	\$ 24,295.00
Canadian Urban Institute and Federal Economic Development Agency for Southern Ontario	My Main Street Community Activator	\$ 250,000.00
Federal Economic Development Agency for Southern Ontario	Tourism Growth Program	\$ 98,857.00

**Current Bids and Tenders**

<b>Invitation to Bid# 2024-PW-05 RD 07-24 – Road Rehabilitation Program 2024</b>	
<b><u>Bidders</u></b>	<b><u>Amount</u></b>
Circle P Paving Inc.	\$1,390,142.10
Walker Construction Limited	\$1,172,700.00 (\$1,294,500.00 some provisionals removed)
<b>Award is to <i>Walker Construction Limited</i> with a contract value Awarded \$ 1,172,700.00 (\$1,294,500.00 some provisionals removed).</b>	
<b>Budget: \$ 1,200,000.00.</b>	

**Invitation to Bid# 2024-PW-04 – Concrete Repair & Replacement Program**

<b><u>Bidders</u></b>	<b><u>Amount</u></b>
Royal Crown Construction	\$416,239.42
Emmacon Corp.	\$695,175.00
Steed and Evans Limited	\$448,000.00
Vidan Roofing & Contracting Inc.	\$736,761.50
Peters Concrete Inc.	\$325,802.00
Amazing Construction Ltd.	\$455,945.75
Forest Ridge Landscaping Inc.	\$435,870.68
Sikkens Construction Ltd.	\$399,068.79
Sacco Construction	\$96,210.00 Awarded 2024 value (possible 3-year term 2024, 2025, 2026, \$304,776.00)
Shayk Construction Inc.	\$1,088,827.00

**Award is to *Sacco Construction* with a contract value of Awarded 2024 value \$ 96,210.00 (possible 3-year term 2024, 2025, 2026 \$304,776.00).**

**Budget: \$ 110,000.00**

**Invitation to Bid# 2024-PW-09 RD 12-24- Church Street Culvert Replacement**

<b><u>Bidders</u></b>	<b><u>Amount</u></b>
CRL Campbell Construction & Drainage Ltd.	\$419,520.00
Lancoa Contracting Inc.	\$622,549.00
Rankin Construction Inc.	\$409,870.00
Oakridge Group Inc.	\$447,674.60

**Award is to *Rankin Construction Inc.* with a contract value of \$ 409,870.00.**

**Budget: \$500,000.00.**

# Gross Procurement Summary

Procurement Policy-Purchasing Goods and Services Policy Number S402-00		
Gross Procurement Budget Summary and Analysis		
	2023 Approved Budget	2024 Approved Budget
<b>Approved Gross Budget Expenditures</b>	<b>\$21,960,804</b>	<b>\$23,950,116</b>
<b>Less Exemptions to Formal Purchase Process ( Schedule A )</b>		
Salaries and Wages	6,903,596	7,913,339
Transfers to Reserve	4,610,579	4,809,300
Benefits	2,027,087	2,420,735
Debt Servicing	1,715,578	1,706,027
Utilities & Internet	1,082,680	1,036,060
Library budget	865,962	904,282
Insurance	484,006	601,455
RCW Programming and Special events	481,320	552,600
Software Support	290,600	313,600
Facilities repairs	248,950	324,100
Fire, Cemetery and Health and Safety	244,500	251,160
Professional Development, membership, mileage, travel	203,420	238,960
Legal & Audit and other Professional services	227,500	178,500
Vehicles supplies, maintenance and rentals	178,700	186,200
Fuel for vehicles	177,500	180,500
Taxes Written Off	65,000	65,000
Streetlights Maintenance	50,000	50,000
Council expenses	49,500	43,500
Photocopy, postage, office supplies	49,125	74,825
External Contributions	45,000	49,500
Animal control	39,000	39,000
Bank Charges	30,000	40,000
Airport budget	27,621	31,023
Advisory Committees	27,500	27,500
Licences	20,600	21,400
CP Rail	15,000	15,000
<b>Total Exemptions</b>	<b>20,160,324</b>	<b>22,073,566</b>
<b>Gross Operating Budgeted Expenditures to Align with Procurement By-law</b>	<b>1,800,480</b>	<b>1,876,550</b>
<b>Procurement Process by Type and Value (Purchasing Policy Schedule B)</b>		
Snow Removal	400,000	400,000
Janitorial	155,000	155,000
Beautification- (Tree Maintenance, grass cutting and spongy moth)	514,600	476,600
Roads Maintenance	438,120	478,120
Material and Supplies Roads	70,000	70,000
Sand and Salt supplies	140,000	140,000
Material and supplies (department total for the year under \$30k)	82,760	156,830
<b>Total Procurements aligned with Schdule B of Purchasing Policy</b>	<b>1,800,480</b>	<b>1,876,550</b>
Non Competitive Procurements (Purchasing Policy Schedule H)	\$0	\$0
<b>Total Gross Operating Budget to be Procured</b>	<b>1,800,480</b>	<b>1,876,550</b>