

**Reporting Period:** Corporate Services Department Quarterly Report for the period: July, August and September 2024

**Recommendation:**

**BE IT RESOLVED THAT the Q3/2024-0201 Corporate Services Department Report be received for information.**

**Department Overview and Statistics:**

**Overview**

Various meetings were held with FH Black Consultants to continue with the SAP Concur 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 and Finance staff have commenced using the system. The next steps would be to roll out the training to the rest of the department in Q4 and a full complete switch over to the Concur Procurement system effective Jan 1, 2025.

Between July, and September various budget meetings were held with town departments to review and submit their Operating and Capital budgets for 2025. The Deputy Treasurer worked on preparing the analysis for the 10-Year Capital Plan and review of funding sources. The final draft of 10-Year Capital Plan was presented to the Audit Committee on September 10<sup>th</sup> and will be presented to Council in the Fall as part of the 2025 Capital Budget. 2025 Operating Budget's first draft was presented to SLT in Sept 2024.

Both the Deputy Treasurer and the Treasurer worked on updating the Town's Debt Policy. This involved researching other municipalities, reviewing the Town's existing policy and linking it to the most updated 10-year capital fund debt requirements. After review and meetings with departments, and CAO, the debt policy revisions were presented to the Audit Committee in September. The Revisions will be going to Council in the fall for approval.

The 2023 DC Study was in the late stages of being finalized by consultants. A DC open house was held on August 27<sup>th</sup> to engage with the development community in the Town. The Comments received were summarized by the Director of Planning and sent to the Watson Consultants. The DC by-law and study is expected to be brought in front of Council in November 2024.

## **Information Technology**

The Information Technology Department completed the Capital Project IT02-24 Switch Upgrade at Town Hall. IT Staff have removed the Bell internet service from the Pool building and replaced it with Starlink. The IT Department has completed the replacement of two UPS devices in the server room and the implementation of the Virtual Server and software installation for Genetec system (Key/Door Fob system). The IT Staff have completed many daily requests and IT Support calls for Staff.

The IT Department has had preliminary discussions and a project timeline review with MuniPaaS for the ITSM (IT service management/ticketing system).

IT Staff have commenced the replacement of staff laptops and iPhones and the re-wiring of IT cabling in the basement electrical room at Town Hall.

## **Taxes**

The Tax department has processed 6 sets of Supplemental/Omitted bills from MPAC, resulting in 319 bills being sent out to residents with assessment values totaling \$48,950,327. The total revenue from the supplemental bills is \$563,953.28, of which the Town's portion is \$227,146.64.

Arrears collections are still making good progress. Pelham's 3+ year arrears have decreased by \$110,000. The 1-year and 2-year arrears have also reduced by \$66,000 and \$21,000, respectively. Overall, the tax receivable is at 71% compared to 76% last year. Reminder notices will be sent in the mail after the final tax installment that is due September 27<sup>th</sup>.

## **Accounts Payable**

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

The Accounts Payable Clerk 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 Treasurer, the Manager of Financial Services/Deputy Treasurer and the Staff Accountant and Payroll Clerk attended the MFOA Conference From Sept 17 – 20, 2024.

The Tax Clerk attended the OMTRA Conference September 16 – 18, 2024.

**Meetings:**

- DC Background Study – Watson & Associates and Town staff
- User Fee review – Watson & Associates and Town staff
- Concur Implementation – Megan Soles (FHB Consultants) and Town staff
- Budget meetings with Directors and town staff
- MPAC Q3 update
- Council Meetings
- SLT Meetings
- 2023 Capital Projects review – Monthly meeting
- FHB – SAP Concur implementation

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

<b>Funding Applied For:</b>	<b>Grant</b>	<b>Amount</b>
Older Adults Centres Association of Ontario	Seniors Active Living Fair	\$ 2,500.00
Employment and Social Development Canada	Enabling Accessibility Fund	\$ 125,000.00
Employment and Social Development Canada	Rural Transit Solutions Fund: Planning and Design Stream	\$ 50,000.00

HelpAge Canada	Innovative Programming Grant	\$ 10,000.00
<b>Funding Applied For:</b>	<b>Grant</b>	<b>Amount</b>
Green Municipal Fund	Adaption in Action - Feasibility Study	\$ 70,000.00
Enbridge Gas	Fueling Futures	\$ 40,000.00
Ontario Fire Marshal	Fire Protection Grant	\$ 29,080.00
Employment and Social Development Canada	New Horizons for Seniors - Community Based Project Stream	\$ 24,950.00
Federal Economic Development Agency for Southern Ontario	Tourism Growth Program	\$ 110,837.00
RTOERO Foundation	RTOERO Grant	\$ 26,524.00
<b>*Note: This is phase one of a two phase application</b>		

<b>Funding Approved:</b>	<b>Grant</b>	<b>Amount</b>
Ontario Arts Council	Ontario Arts Presenters Fund	\$5,000.00
Niagara Region	Public Realm Investment Program	\$25,000.00
Ontario Trillium Foundation	Capital Grant	\$200,000.00
Older Adults Centres Association of Ontario	Seniors Active Living Fair	\$2,500.00
Fire Marshal's Public Fire Safety Council and Enbridge Gas Inc.	Safe Community Project Assist	\$5,000.00

<b>Funding Denied:</b>	<b>Grant</b>	<b>Amount</b>
Jackman Foundation	Jackman Foundation Grants	\$ 19,420.00
Infrastructure Ontario	Housing Enabling Water Systems Fund	\$21,170,000.00

Employment and Social Development Canada	New Horizons for Seniors Pan-Canadian Stream	\$ 2,075,533.33
Canada Post Community Foundation	Canada Post Community Grant	\$ 24,997.00
Enbridge Gas	Fueling Futures	\$ 40,000.00
<b>Funding Denied:</b>	<b>Grant</b>	<b>Amount</b>
The Gord Downie & Chanie Wenjack Fund	Reconciliation Action Grant	\$ 5,000.00
Ontario Ministry for Seniors and Accessibility	Inclusive Communities Grant	\$ 60,000.00
Invasive Species Centre	Invasive Phragmites Control Fund	\$9,650

### Current Bids and Tenders

<b>Invitation to Bid# 2024-PW-03-CCTV and Flushing Program</b>	
<b><u>Bidders</u></b>	<b><u>Amount</u></b>
Dambro Environmental Inc.	\$ 170,408.77
GFL Environmental Services Inc.	\$ 235,705.00
Bob Robinson & Son Construction	\$ 330,150.00
Civica Infrastructure Inc.	\$ 466,375.41
Infrastructure Coatings Corporation	\$ 903,900.00
<b>Award is to Dambro Environmental Inc. with a contract value of \$ 170,408.77</b>	
<b>Budget: \$ 115,000.00 (WST-01-24) and \$ 80,000.00 (RD 13-24).</b>	
<b>Invitation to Bid# 2024-PW-17 WST 04-24 – Sanitary and Stormwater Operations and Maintenance Manuals and Stormwater Monitoring Plan</b>	
<b><u>Bidders</u></b>	<b><u>Amount</u></b>
GM BluePlan Engineering Limited	\$ 99,288.00
<b>Award is to GM BluePlan Engineering Limited with a contract value of \$ 99,288.00.</b>	
<b>Budget: \$ 150,000.00</b>	

**Invitation to Bid# 2024-CS-02 – Planning, Engineering and Recreational User Fee Study Review**

<b><u>Bidders</u></b>	<b><u>Amount</u></b>
Watson & Associates Economists Ltd.	\$ 71,080.00 Evaluation Score 92/100
Optimus SBR Inc.	\$ 63,693.00 Evaluation Score 80/100

**Award is to Watson & Associates Economists Ltd. with a contract value of \$71,080.00.**

**Budget: \$ 75,000.00**

**Invitation to Bid# 2024-PW-12 – Balfour Street Culvert Replacement RD 03-24**

<b><u>Bidders</u></b>	<b><u>Amount</u></b>
CRL Campbell Construction & Drainage Ltd.	\$ 139,400.00
Lancoa Contracting Inc.	\$ 157,799.00
Anthony’s Excavating Central Inc.	\$ 117,720.00
Real Landscaping Plus Inc.	\$ 218,400.00
County Line Construction Inc.	\$ 99,875.00
O’Hara Trucking and Excavating	\$ 146,320.00

**Award is to County Line Construction Inc. with a contract value of \$99,875.00.**

**Budget: \$ 60,000.00**

**Invitation to Bid# 2024-PW-02A – Roadside Ditching Program**

<b><u>Bidders</u></b>	<b><u>Amount</u></b>
Lancoa Contracting Inc.	\$ 222,425.00
CRL Campbell Construction & Drainage Ltd	\$ 107,200.00

**Award is to CRL Campbell Construction & Drainage Ltd with a contract value of \$ 107,200.00.**

**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.	\$ 247,460.00.00

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

**Budget: \$ 300,000.00**

**Invitation to Bid# 2024-PW-15 CEM 02-24 – Cemetery Data Transfer**

<u>Bidders</u>	<u>Amount</u>
GM Blue Plan Engineering Limited.	\$ 21,000.00

**Award is to GM BluePlan Engineering Limited with a contract value of \$ 21,000.00.  
Budget: \$ 35,000.00**

**Invitation to Bid# 2024-2024-PW-16 – Timber Creek Storm Water Management Facility Remediation Program**

<u>Bidders</u>	<u>Amount</u>
Matrix Solutions Inc.	\$ 62,000.00 Evaluation Score 91/100
Aquafor Beech Limited	\$ 49,872.50 Evaluation Score 87/100

**Award is to Matrix Solutions Inc. with a contract value of \$ 62,000.00.  
Budget: \$ 300,000.00**

**Invitation to Bid# 2024-PW-18 RD 04-24 – Station Street Detailed Design from Port Robinson Rd to Hwy 20**

<u>Bidders</u>	<u>Amount</u>
Kerry T. Howe Engineering Limited	\$ 98,944.50

**Award is to Kerry T. Howe Engineering Limited with a contract value of \$ 98,944.50.  
Budget: \$ 100,000.00**

**Invitation to Bid# 2024-PW-14 – Sidewalk Inspection and Trip Hazard Removal**

<u>Bidders</u>	<u>Amount</u>
Griffin Landscape Management Solutions Inc.	\$ 42,447.94
Aqua Tech Solutions Inc.	\$ 42,925.00
Safesidewalks Canada Inc.	\$ 24,025.00

**Award is to Safesidewalks Canada Inc. with a contract value of \$ 24,025.00.  
Budget: \$ 50,000.00**

**Invitation to Bid# 2024-PW-08 WTR 02-24 – North West Fonthill  
Watermain Replacement**

<b><u>Bidders</u></b>	<b><u>Amount</u></b>
Avertex Utility Solutions Inc.	\$ 2,579,047.10
Peter's Excavating Inc.	\$ 2,339,600.49
Nexterra Substructures Incorporated	\$ 2,552,298.42
Demar Construction Inc.	\$ 3,032,489.60
Cotton Inc.	\$ 1,890,192.39
Alfidome Construction Niagara	\$ 2,280,100.48

**Award is to Cotton Inc. with a contract value of \$ 1,890,192.39.  
Budget: \$ 2,700,000.00**

**Invitation to Bid# 2024-PW-20 RD 15-24 – Slope Stabilization Design**

<b><u>Bidders</u></b>	<b><u>Amount</u></b>
Safe Roads Engineering	\$ 184,795.00 Evaluation Score 74/100
Aquafor Beech Limited	\$ 181,430.00 Evaluation Score 78/100
GEI Consultants	\$ 218,052.50 Evaluation Score 80/100
Kontzamanis Graumann Smith MacMillan Inc.	\$ 106,885.60 Evaluation Score 86/100

**Award is to Kontzamanis Graumann Smith MacMillan Inc. with a contract  
value of \$ 106,885.60.  
Budget: \$ 200,000.00**

**Invitation to Bid# 2024-PW-21 RD 08-24 – Timber Creek Pond Clean Out**

<b><u>Bidders</u></b>	<b><u>Amount</u></b>
Oakridge Group Inc.	\$ 253,476.45
Turcko Construction Inc.	\$ 337,725.00
QM Environmental	\$ 394,431.00
CRL Campbell Construction & Drainage Ltd.	\$ 227,737.50
Ltd Green Infrastructure Partners Inc.	\$ 296,310.00

**Award is to CRL Campbell Construction & Drainage Ltd. with a contract  
value of \$227,737.50.  
Budget: \$ 300,000.00**



**Invitation to Bid# 2024-PW-19 WST 04-23 – Meridian Way Sanitary Sewer**

<b><u>Bidders</u></b>	<b><u>Amount</u></b>
Northcome Inc.	\$ 224,889.77
Advance Excavating & General Contracting Ltd.	\$ 271,512.56
CRL Campbell Construction & Drainage Ltd.	\$ 284,222.50
Avion Construction Group Inc.	\$ 305,580.00
Alfidome Construction Niagara	\$ 467,265.00
O'Hara Trucking and Excavating	\$ 268,338.00
Demar Construction Inc.	\$ 279,498.08
Alfred Beam Excavating Limited	\$ 234,319.45
Dynamic Excavating Inc.	\$ 336,177.67

**Award is to Northcome Inc. with a contract value of \$ 224,889.77.  
Budget: \$ 76,210.00 ((WST 04-22); \$ 74,104.00 (WST o4-23) and \$ 140,000.00 (WST 02-24)**

**Invitation to Bid# 2024-PW-22 – Tree Planting Program 2024**

<b><u>Bidders</u></b>	<b><u>Amount</u></b>
Stevensville Lawn Service Inc.	\$ 74,026.00
CSL Group Ltd.	\$ 54,282.00
Michael Spencer Hammond	\$ 66,024.00
Ecogest North America	\$ 55,515.00
1302750 Ontario Ltd.	\$ 36,745.75
B.A. Loney Services Inc.	\$ 69,272.00
Rodsan Landscaping & Services Ltd.	\$ 42,765.00

**Award is to 1302750 Ontario Ltd. with a contract value of \$ 36,745.75.  
Budget:**

## 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>