

# Monthly Report

## Corporate Services

### December 2018

**CORPORATE SERVICES** –The internal control report is still being worked on by the contractor. Policy and procedure reviews have begun, and we expect to be making recommendations to Council for changes and/or updates in the new year.

Financial Services is looking at changes in how they deliver services. This is anticipated to be approved and implemented starting in January 2019. Details will be communicated prior to Christmas break.

**FINANCIAL** - Capital budget submissions have been received from Senior staff and plans are ongoing for a meeting with Council in early January. Senior staff are beginning to prepare the operating budgets for the 2019/20 fiscal year.

**2018 DECEMBER TAX SALE** – Tax Sale occurred on Tuesday, December 11, 2018 at 10:00 am. Two properties were sold at tax sale: 1 vacant home and 1 mobile home. The property at 33 Liberty Lane sold for \$2,800 and the property at 28 Clinton St sold for \$7,000.

TAX SALE - Tuesday, December 11, 2018					
Acct#	Name	Address	2018/19	2017/18	TOTAL
105971	BOWDEN CHARLES DANNY - Unsightly Jan 2018	33 Liberty Lane	817.52	1,005.89	1,823.41
106907	MACLEAN WILLIAM ERIC	28 Clinton St	1,943.20	1,075.91	3,019.11

**TAXATION** – Property tax statements were sent mid-November generating calls and payments. The next tax roll is anticipated to be received in early January 2019.

**2018/19 TAX REDUCTION POLICY** – There has been no change from last month: received 68 applications, 63 received the reduction, 2 still have a prior year balance, 1 is in question due to name not matching tax account, 1 did not qualify as it was over the threshold and 1 was a duplicate

**2018 ASSESSMENT APPEALS** – Assessments were mailed out mid-January by PVCS. The appeal deadline was February 15, 2018 at midnight. As of December 1, 2018 there were 73 appeals, 55 complete, 2 outstanding, 16 withdrawn.

	# of Accounts Appealing	Total Assessment Value Being Appealed	Appeal Completed as of Dec 1/18	Pending as of Dec 1/18	Withdrawn as of Dec 1/18	Outstanding Appeals as of Dec 1/18	Appeals Successful as of Dec 1/18	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential/Resource	55	12,893,100	40	0	13	1	27	\$ 1,337,800	\$ 21,872	0
Commercial	18	29,687,400	15	0	3	1	8	\$ 981,700	\$ 43,539	1
TOTAL	73	\$42,580,500	55	0	16	2	35	\$ 2,319,500	\$ 65,411	1

**WATER / SEWER COLLECTIONS** – Water bills were due on November 30<sup>th</sup> and the receivables are almost 10% less than the same time last year. Statements will be sent out in December for customers who did not pay their most current quarterly bill.

**PROCUREMENT** – We are working on finalizing the last of the capital and operating projects. Procurement statistics for the end of November are:

	May	June	July	August (revised)	Sept	Oct	Nov
<b>Capital</b>							
Anticipated Procurement from Capital Budget: 40-44							
Scopes for capital received in the month	6	12	4	8	2	3	3
<b>All procurement:</b>							
Total new scopes of work received in month	11	20	6	14	8	7	5
Released to the public in the month	10	12	7	12	8	12	5
Closed during the month	8	9	10	11	7	9	9
Awarded by par/council during the month	6	7	11	9	4	10	6
Open at the end of month (released month a, closed month b)	4	7	4	3	5	2	5

Staff are working on updating the procurement policy and procedures, creating multi-year procurements, and next year's capital budget.

**INFORMATION SERVICES (IS)** – New camers have been installed in Council Chambers with the goal of ensuring a better-quality picture as well as more flexibility to zoom in on people speaking. Planning is ongoing for next years operational budgets and an IS Strategic Plan including funding for greening of networks and computers is being drafted. IS are continuing to investigate options for customer service platforms to aid with service standards and tracking of calls and issues.

Work is ongoing for the Records Management system and future plans for utilizing existing systems to ensure proper record retention and destruction. Replacement of computers and other hardware is expected over the next few months (greening asset plan) including APD.

The contract with ADS has been converted to an “as-needed” contract.