

Monthly Report

Corporate Services

January 2019

CORPORATE SERVICES – The internal control report is still being worked on by the contractor. Corporate Services will be taking over all aspects of pension and benefits administration throughout the month of January and will also be responsible for Human Resource Management, excluding labour relations management and contract negotiation.

Changes in the Corporate Services Department are being reviewed and approval is anticipated in late January. Work continues on identifying areas for change regarding Corporate Service Policies.

There was an upgrade to SAP during December.

Water bills will be sent out the end of January.

FINANCIAL - Capital budget submissions are being updated and it is anticipated that meetings with Council will happen in late January or early February. Operating budgets are being reviewed by the Corporate Services team and it is anticipated meetings will start with Council in March. We are working with RBC to have our telepayments done electronically. This is expected to be fully functional by early February.

2019 SPRING TAX SALE – Work is currently being done to determine if a Spring tax sale will be required.

TAXATION – We received the 2019 Assessment Roll. PVSC will be mailing out all 2019 Property Assessment Notices the 2nd week of January. There is a short window for appeals. We are reviewing the roll.

2018/19 TAX REDUCTION POLICY – We have received 71 applications as of Jan 14/19. 66 received the \$450 reduction. 1 has a prior year balance, 1 is waiting on supporting documents, 2 did not qualify 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 As of January 1, 2019 there were 73 appeals, 55 complete, 2 outstanding, 16 withdrawn.

	# of Accounts Appealing	Total Assessment Value Being Appealed	Appeal Completed as of Jan 1/19	Pending as of Jan 1/19	Withdrawn as of Jan 1/19	Outstanding Appeals as of Jan 1/19	Appeals Successful as of Jan 1/19	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential	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 – Collection letters have been sent out and staff are working on low consumption letters which would lead to follow up appointments for meter repairs. There was a minor issue with uploading the reads for water due to the SAP upgrade. It has been fixed and reads are being uploaded so bills can be sent out by month end. These bills will be due February 28th.

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

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

Discussions on operational service agreements (multi-year, repetitive contracts) took place with user departments and procurements are being conducted where required.

WCB and insurance inspection/maintenance on-going.

INFORMATION SERVICES (IS) – Review of current systems and requirements for the upcoming budget year were completed and amounts were added to the budgets where upgrades are required. On-going reviews during this month around potential options to save monies with the Provincial Standing Offer list. A review of the phone bills and identification of assets is ongoing. Currently reviewing existing IT resources and software and future potential software for meeting the needs of the Town.

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 (evergreening asset plan), including APD.

HUMAN RESOURCES - Our term A/P staff has been extended as we have one staff member on leave for the next month.