

## March 2019

[illegible]

**2019/20 TAX EXEMPTIONS** – Letters were sent to all Clubs on January 17<sup>th</sup> with application requesting a copy of their most recent financial statements and a questionnaire to be completed and returned by Friday, January 31<sup>st</sup>. Applications have been received and will be included as part of the budget process.

**WATER / SEWER COLLECTIONS** – The software for the water/sewer billing has been updated and Town and water staff completed training on the new software. Low consumption letters and meter checks are underway.

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

	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb
<b>Capital</b>										
Anticipated Procurement from Capital Budget: 40-44										
Scopes for capital received in the month	6	12	4	8	2	3	3	3	0	1
<b>All procurement:</b>										
Total new scopes of work received in month	11	20	6	14	8	7	5	3	2	5
Released to the public in the month	10	12	7	12	8	12	5	9	3	7
Closed during the month	8	9	10	11	7	9	9	12	1	5
Awarded by par/council during the month	6	7	11	9	4	10	6	2	8	10
Open at the end of month (released month a, closed month b)	4	7	4	3	5	2	5	2	2	2

Service agreements (elevator maintenance, HVAC) have been reviewed and procurements are on-going for those that require new procurements.

WCB and insurance inspection/maintenance is on-going.

**INFORMATION SERVICES (IS)** – On-going reviews and updates this month regarding budget. A review of the phone bills and identification of assets is ongoing. Work is also ongoing reviewing what we have and identifying gaps or excesses in IT delivery. In addition, analysis of various options for service delivery to ensure efficiency and effective utilization of resource for IT is underway.

Plans are underway for a new service request tracker (E-11). This is expected to be available to the public by the fall of 2019.

Work is ongoing for the Records Management system and 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** – There are currently two job postings out for positions with the Town. One for an Operator with Refrigeration Class II for the Recreation Department and the other for Summer Students.