

Monthly Report

Corporate Services

November 2018

Corporate Services – Capital budget submissions have been received from Senior Staff and plans are ongoing for a meeting with Council in December or early January. Senior Management staff are beginning the preparation for the upcoming operational budgets. The internal control report is still being worked on by the contractor. Policy reviews have begun, and we expect to be making recommendations to Council for changes and/or updates in the new year.

FINANCIAL – The second quarter results were reviewed at an Audit Committee meeting on November 14th. Results for both the General and Water Operating funds are healthy with surplus' at the end of the second quarter. Budget work is ongoing.

2018 DECEMBER TAX SALE – Tax sale signs were posted on 9 properties on Wednesday, October 10, 2018. Since posting 2 customers have been removed as they paid their taxes in full. The Tax Sale is scheduled for Tuesday, December 11, 2018 at 10:00 am.

TAX SALE - TUESDAY, DECEMBER 11, 2018			
Acct#	Name	Address	TOTAL
105944	1437257 ONTARIO INC	15 Brownell Ave-Land	2,077.93
106728	1437257 ONTARIO INC.	Eddy St - Land	1,007.20
108726	1437257 ONTARIO INC.	Eddy St - Land	986.16
105971	BOWDEN CHARLES DANNY - Unightly Jan 2018	33 Liberty Lane	1,740.74
108651	FILLMORE ANTHONY PAUL	20 Kent Dr	938.61
106907	MACLEAN WILLIAM ERIC	28 Clinton St	2,907.64
105935	WHITE ALLISON SHAWN	16 Prince Arthur St	4,698.06

TAXATION – Property tax statements were sent mid-October generating calls and payments. Collection efforts are ongoing and have resulted in reducing the number of outstanding accounts. Payment arrangements are being made where people are unable to pay in full.

2018/19 TAX REDUCTION POLICY – During the 2018/19 budget Council approved an amendment to the Tax Reduction Policy 03800-02. An increase to \$450 for household income of less than \$25,000. Applications are available on the Town of Amherst website or in person at Town Hall. An application was mailed out to residents having received tax reduction in prior years. We have received 68 applications as of October 31, of which 63 received the reduction. 2 still have a prior year balance (once that has been cleared then reduction can be applied). 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. This is unchanged from last month.

2018 ASSESSMENT APPEALS – Assessments were mailed out mid-January by PVCS. The appeal deadline was February 15, 2018 at midnight. As of November 1, 2018 there were 73 appeals, 52 complete, 6 outstanding, 15 withdrawn. A Residential appeal was added for Nov 1/18 - family transfer granted CAP, they are appealing the market value.

	# of Accounts Appealing	Total Assessment Value Being Appealed	Appeal Completed as of Nov 1/18	Pending as of Nov 1/18	Withdrawn as of Nov 1/18	Outstanding Appeals as of Nov 1/18	Appeals Successful as of Nov 1/18	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential/Resource	55	12,893,100	39	0	13	2	26	\$ 1,305,600	\$ 21,346	0
Commercial	18	29,687,400	13	0	2	4	6	\$ 1,033,500	\$ 45,836	1
TOTAL	73	\$42,580,500	52	0	15	6	32	\$ 2,339,100	\$ 67,182	1

WATER / SEWER COLLECTIONS – Water bills were sent out October 26th with a November 30th due date. Six disconnections were done on November 1st. One account has since paid in full and the remaining 5 are still disconnected. Payment arrangements or actual account payments have been made for other outstanding accounts. Activity will continue to ensure accounts are paid in a timely manner.

PROCUREMENT – We are working on finalizing the last of the Capital Projects and working on annual operational procurements (such as snow clearing and salt hauling) for which some changes will be required this year.

Procurement stats for the month of October (as of October 31) are as follows:

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

Work continues on updating the procurement policy and procedures, creating multi-year procurements, and next years capital budget.

INFORMATION SERVICES (IS) - Live streaming continues to be offered with adjustments being done to improve the process. Cameras have been ordered to ensure a better-quality picture as well as more flexibility with zooming in on speakers. Planning is ongoing for next years operational budgets and an IS Strategic Plan including funding for greening of networks and computers. IS are investigating options for customer service platforms to aid with service standards and tracking of calls and issues.

Work is being done on our 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.

Services provided by Atlantic Data Systems will move to an as-needed basis as of December 1st.