



A People Place, A Change of Pace
SHELBURNE
ONTARIO, CANADA

Meeting Date:	Monday, December 12, 2022
To:	Mayor & Members of Council
From:	Carey Holmes, Director of Financial Services/Treasurer
Report:	Financial Services 2022-14
Subject:	2022 Year End Financial Report and Awarding of Insurance RFP

Recommendation

BE IT RESOLVED THAT Council of the Town of Shelburne receives report FS 2022-14 with respect to the 2022 Year End Financial Report and Awarding of Insurance RFP;

AND FURTHER THAT council awards RFP 06-2022 for General Municipal Insurance to Intact Public Entities in the amount of \$363,944.00 plus tax;

AND FURTHER THAT Council authorizes the Treasurer to transfer to and from reserves, as necessary at year end, to close finished projects and to set aside unspent funds collected from taxation to complete unfinished 2022 projects in 2023.

Background

Quarterly Financial Reports are provided to Council for the periods following the month end of March, June, and September of each year. The December year end report is incorporated into the annual year end audit.

Analysis

This report is in addition to the normal quarterly report in order to look after some housekeeping items prior to year end. It does not include the normal appendices of the bills and account but does include RFP's awarded for the period of October 2022 to December 2022 and attached as Appendix 1.

Financial

During the election process there was a period of time that it was necessary for the CAO to exercise the right of Delegated Authority with respect to awarding of RFP's in order to allow capital projects to advance without delay. On Appendix 1 attached, RFP 05-2022 for the purchase of a plow truck, and RFQ M22018 for the splash pad site works, were both awarded by the CAO.

RFP 06-2022 for General Municipal Insurance was issued on September 8, 2022 and closed on November 10, 2022. 7 Companies downloaded the document from the Merx Site. 2 companies submitted questions and 1 Addendum was issued by the Town answering the questions. Only 1 submission was received from Intact Public Entities who are the Town's current insurance provider.

Staff are recommending to council that the RFP be awarded to Intact Public Entities in the amount of \$363,944 for 2023, which is a 13% increase over the 2022 premium. The Contract Term shall be for one (1) year commencing January 1, 2023 to December 31, 2023 with an option to renew annually for up to 5 years with premiums reviewed annually and 60 days prior to the expiration of the annual contract.

Staff are also requesting at this time that council pass a motion to allow for the Treasurer to transfer to and from reserves, as necessary at year end, to close finished capital and operating projects and to set aside unspent funds, that have been collected from taxation, into reserves to complete unfinished 2022 projects in 2023. These transfers allow for the cash-based budget to be balanced at year end and this request is an annual ask to be provided to the auditors as authorization.

Consultation and Communications

Senior Staff

Policies and Implications

2022 Adopted Budget

Procurement Policy

Council Strategic Priorities

Council's Strategic Priorities has three Goals - Sustainable, Engaged and Livable. There is a total of 12 targets within the three Goals.

This report aligns with the Sustainable Goals within the Targets:

Target T1 - Develop a Long-Term Financial Plan

Target T2 - Municipal Services Review and Evaluation

Target T3 – Invest and Fund Critical Infrastructure for Future

Supporting Documentation

Appendix 1 – Projects Awarded for the period of Oct – Dec 2022

Respectfully Submitted & Prepared by:

Carey Holmes, Director of Financial Services / Treasurer

Reviewed by:

Denyse Morrissey, CAO

Appendix 1 to Report FS 2022-14

Project Description	Process	Authority	Reporting	Awarded to	Amount (incl. net HST)	Budget/Funding Source	Notes
Plow Truck	RFP 05-2022	CAO Approval under Delegated Authority	Quarterly Report to Council	Lewis Motor Sales	\$314,317.71	2022 Budget 02-2523-7500	2 Submissions Received
Sidewalk Replacements	RFQ 02-2022	Director of Development & Operations	Quarterly Report to Council	C&G Concrete	\$36,988.23	2022 Budget 01-2501-7570	4 Submissions Received
Boulevard Tree Replacements	RFQ 03-2022	Director of Development & Operations	Quarterly Report to Council	Pinecorner Tree Farm	\$20,820.09	2022 Budget 01-2501-7505	3 Submissions Received
Splash Pad - Site Works	M22018 RFQ	CAO Approval under Delegated Authority	Quarterly Report to Council	Avertex Utility Solutions Inc	\$220,098.73	2022 Budget 02-4510-7500	1 Submission Received
Municipal Insurance	RFP 06-2022	Director of Finance	Resolution from Council	Intact Public Entities	\$363,944.00	2022 Budget Various Accounts	1 Submission Received

Covers the period of Oct 1 - Dec 31, 2022