



SPECIAL COUNCIL

**July 26, 2021, 6:00 pm
Virtual Meeting**

Pages

- 1. Call to Order**
- 2. Approval of Agenda**
Recommendation
That the agenda for the Special Council Meeting of July 26, 2021 be approved as presented.
- 3. Declarations of Interest**
- 4. Mayor**
 - 4.1. LGLDHU Pandemic Recovery Plan - Briefing Note** 1
- 5. Staff**
 - 5.1. Staff Report 68-2021 - New Single Pad Arena and Community Centre - Award Contract** 4
Recommendation
That Council approve the selection of Robert J. Bourgon & Associates Ltd. for construction of a Single Pad Arena and Community Centre with a budget of \$17,300,837; and

That Council provide staff direction to enter into a construction contract with Robert J. Bourgon & Associates Ltd. for the construction of the Single Pad Arena and Community Centre.
- 6. Confirming By-Law – 38-2021** 9
Recommendation
That By-Law 38-2021, being a by-law to confirm the proceedings of the Special Council meeting held on July 26, 2021, be read and passed, signed by the

Mayor and Clerk, and sealed by the seal of the Corporation.

7. Adjournment

BRIEFING NOTE
Board of Health
July 22, 2021
LGLDHU Pandemic Recovery Plan

Overview

Planning has begun for the Health Unit **Recovery Phase** of our COVID-19 Response as some of the critical elements of our response have slowed down, and the vaccine program will hopefully lead to fewer COVID-19 infections and a return to provide some of our OPHS and HBHC programs and services.

- The planning recognizes that we continue to be in the Response Phase to varying degrees and this will continue while we move more intently into the Recovery Phase.
- Planning will involve all employees – individuals and teams, the Board of Health and partners.
- The focus will be on restoration, reconstruction and reimagining.
 - i. Staff and organization recovery
 - ii. Gradual return to business continuity
 - iii. Incorporation of lessons learned through the Pandemic to improve businesses/services/programs, and build back better
- We will celebrate what we have accomplished together, and provide support for the change that will occur with the move from Response to Recovery including:
 - Recognize the need for closure;
 - Support for team changes; and
 - Support for mental health and readjustments.

Purpose

The purpose of the Recovery Plan is to guide the organization recovery, restoration and reimagining of essential programs and service, and ensure the programs and services support community recovery.

Objectives

The overall objective is to create a systematic way to move into more work within the Ontario Public Health Standards, while maintaining critical work needed for the continued COVID-19 Response, and supporting employees mental health and well-being. Specific objectives include:

1. To integrate the lessons learned from, and partnerships formed during, the COVID-19 Response into our organization and programs/services.
2. To base the Recovery Plan on assets and needs in the community that have surfaced because of the COVID-19 pandemic.
3. To use a health equity lens in our programs and services.
4. To address the determinants of health that have impacted the population's health during the COVID-19 pandemic.
5. To provide support for staff to make the transition from the COVID-19 Response to other public health work.
6. To help employees recover from the impact of experiences during the COVID-19 Response.
7. To begin the work to develop the 2022 Strategic Plan with the community assessment including community assets and needs.
8. To identify key learnings for a future pandemic and emergency response plans.

Workplan

A detailed Workplan is being developed within the following categories. The Managers will be involving Teams as the work progresses.

- Reflection on our COVID-19 Response – An RFP has been issued for a consultant to assist with identifying important lessons learned, and to identify, from these lessons learned, what we would like to bring into the Recovery Phase programs/services.
- Continued enhanced surveillance
- Continued COVID-19 Programs and Services
- Reopening (Logistics and prioritization of programs based on a community assessment)
- Staff Wellness and Mental Health
- Organizational effectiveness
- Systems Integration and Partnerships

Board Engagement

The Board of Health will have an opportunity to be involved in the development of the Health Unit Recovery Plan.

1. July 22 Board meeting - Generative Discussion considering the following questions:

- a. How did the COVID-19 pandemic affect our communities?
- b. What are new assets?
- c. What are new needs?
- d. What are opportunities for municipalities to participate in the Recovery Plan?

Suggest reviewing before the Board meeting, the talk by Dr. Zayna Khayat “Future Beyond COVID- Possible impacts and what governors should be thinking about”: (approx. 50 minutes)

<https://vimeo.com/568477358>

2. Discussion with the consultant hired to lead the “Reflections on our COVID-19 Response” to identify important lessons learned, and to identify, from these lessons learned, what we would like to bring into the Recovery Phase programs/services.
3. Participate on the Reference Group of staff, Management and Board members who will review the findings of the consultant and recommend what we will bring forward to our Recovery Plan.
4. Review and provide comments on the Recovery Plan as it is being developed.
5. Share the Recovery Plan with municipalities and partners.

Submitted by:

Paula Stewart, MOH/CEO

July 22, 2021



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Information Purposes		
Policy / Action Req'd	X	July 26 '21
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 68-2021

Date: July 26, 2021

From: Nathan Richard, Interim Director of Operations
Matthew Armstrong, Chief Administrative Officer & Treasurer

RE: New Single Pad Arena and Community Centre - Award of Contract

Recommendation:

That Council approve the selection of Robert J. Bourgon & Associates Ltd. for construction of a Single Pad Arena and Community Centre with a budget of \$17,300,837; and

That Council provide staff direction to enter into a construction contract with Robert J. Bourgon & Associates Ltd. for the construction of the Single Pad Arena and Community Centre.

Background:

In April 2021, upon receipt of Federal and Provincial funding approval of \$9.7 million for the construction of the Single Pad Arena and Community Centre, the Town proceeded with the issuance of the request for tenders for construction of the project. The Town received five (5) submissions on July 15, 2021, in response to the request. The lowest submission received was from Robert J. Bourgon & Associates Ltd. at a cost of \$17.3 million.

A detailed Class A construction estimate was completed to determine the construction budget within +/- 10% for the complex. The estimated cost of the complex was \$14.5 million with a 10% contingency for a total budget of \$15.9 million. This estimate was completed at the 99% design stage and was completed taking into account some material supply repercussions resulting from the pandemic, such as wood prices increasing 300%. There is not much wood in the design, however there are large amounts of concrete and steel.



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Analysis:

All five of the bids had an increased cost in materials compared to the estimate and is due to the production and supply constraints resulting from the pandemic and several other ongoing global issues. High steel prices and supply volatility were a major factor in the higher than budgeted submissions from the general contractors which elevated structural and architectural costs beyond budget.

Robert J. Bourgon & Associates Ltd. is a local general contractor from Cornwall, Ontario. They were the general contractor for the Fire Hall that was recently built in Prescott, as well as the Fire Hall built in Maitland for the Township of Augusta. They were part of the team that was put together to design and building the Benson Centre in Cornwall. Bourgon have selected a mixture of local and regional sub-contractors to work on this project. For instance, Ken Miller excavation will be undertaking the civil works.

Upon receipt of the submissions, the Town asked the general consultant and proposed lowest bid general contractor to immediately review the project costs for any potential savings. A list of several items were suggested to be reviewed by the general contractor and were subsequently reviewed by the multi-disciplinary engineering design team (architect, mechanical, electrical and civil) and Town staff for any rationale modifications, removals or substitutions in an effort to reduce the construction costs.

The process that was followed for review of potential changes was to ensure that all of the amenities included in the design, and any safety items and ice performance components continued to be maintained in the design. Such items included the second-floor walking track, community rooms, heated concrete slab at the entrance, modifying the railing style at the walking track, roof walkways to HVAC units, overhead heating for spectators in the stands, and number of parking spaces.

Some of the areas of potential savings that could be explored include:

- review of the lighting manufacturer
- removing the drop ceilings in the hallways to the changerooms as these can be maintained as open space with painted ductwork, block walls and wiring conduit, which is very common in commercial spaces and even some residential spaces. This will also reduce ongoing maintenance costs.



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- reviewing the kitchen appliance selection
- reviewing the site soils classification to potentially move to Class D classification for seismic load. The building will continue to be a “High” priority facility for the Town in the face of a natural disaster
- reviewing the mini hockey arena area for children in the lobby area as this area could see some change in materials resulting in a savings
- review of the Public Announcement (PA) system
- ensuring that excess soils from the excavations are utilized on other Town properties

There is an allowance cost of \$525,000 included in the budget, which if not spent would be a direct savings to the project. The main items in this allowance cost are security, exterior signs, utilities and includes an overall contingency allowance of \$250,000

The low bid general contractor, Bourgon Construction, has an excellent reputation for constructing municipal buildings and is very eager to start the project. Bourgon Construction has made a commitment to work with the engineering team and the Town to continue to investigate areas for savings throughout the entire project.

The goal is to have a continuous improvement process during the project to find a minimal savings of \$150,000.

Alternatives:

Council could decide not to award the contract at this time, which is not recommended due as construction costs are predicted to continue to rise.



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Financial Implications:

Recreation Complex	Amount
Costs	
Arena Construction Contract	\$17,300,387
Baseball, Soccer, Dog Park, etc	500,000
Equipment	200,000
Design, Tender, Testing, Contract Administration	1,000,000
Non-recoverable HST	334,500
Total Cost	\$19,334,887
Funding	
Federal and Provincial Funding	\$9,745,370
Fundraising	3,200,000
Extension of Water and Sewer – Water Tower and Reserves	764,500
Reserve contributions 2020 & 2021	450,000
Reserve contributions 2022 & 2023	590,000
Reserve contributions 2024 & 2025	590,000
Subtotal	15,339,870
Remaining Amount to be funded by Debt in 2025	3,995,017
Total Funding	\$19,334,887

A yearly contribution to reserves is currently at \$295,000 which would then be used to support a debt payment.

A serial debenture through Infrastructure Ontario for \$3,995,017, paid monthly with an interest rate of 3.25%, would have payments in the first year of \$287,268. In the fifth year of the loan, yearly payments would total \$261,728. This would result in \$33,272 being added to the reserve yearly. In the tenth year of the loan the yearly payments would be \$235,965. In the twentieth year of the loan the yearly payments would be \$183,825. The advantage of using a serial loan is that the same amount of principal is paid off each year.

Alternatively, a fixed payment amortizing loan can be take for 20 years but no contribution would be made to reserves.



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Attachments:

- None

Submitted by

Nathan Richard, Interim Director of Operations

Submitted by

Matthew Armstrong, Chief Administrative Officer & Treasurer

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 38-2021

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE SPECIAL COUNCIL
MEETING HELD ON JULY 26, 2021**

WHEREAS, Section 5(3) of *the Municipal Act, 2001 S.O. 2001, c.25, as amended*, provides that Council's powers shall be exercised by by-law; and

WHEREAS certain actions of Council do not require the enactment of a specific by-law;

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Corporation of the Town of Prescott enacts as follows:

1. Subject to Paragraph 3 of this by-law, the proceedings of the above-referenced Council meeting, including all Resolutions, By-laws, Recommendations, Adoptions of Committee Reports, and all other motions and matters decided in the said Council Meeting are hereby adopted and confirmed, and shall have the same force and effect, as if such proceedings were expressly embodied in this by-law.
2. The Mayor and Clerk are hereby authorized to execute all such documents, and to direct other officials of the Town to take all other action, that may be required to give effect to the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law.
3. Nothing in this by-law has the effect of conferring the status of a by-law upon any of the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law where any legal prerequisite to the enactment of a specific by-law has not been satisfied.
4. Any member of Council who complied with the provisions of Section 5 of the Municipal Conflict of Interest Act, R.S.O. 1990, Chapter M.50 respecting the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law shall be deemed to have complied with said provisions in respect of this by-law.

READ AND PASSED, SIGNED AND SEALED THE 26th DAY OF JULY, 2021.

Mayor

Clerk