



COMMITTEE OF THE WHOLE

Tuesday, September 5, 2017

7:00 p.m.

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Pages

1. CALL TO ORDER

Chaired by Mayor Brett Todd

2. APPROVAL OF AGENDA

Suggested Motion

"THAT the agenda be adopted as presented."

3. DECLARATIONS OF INTEREST

4. PRESENTATIONS

5. DELEGATIONS

6. COMMUNITY AND PROTECTIVE SERVICES

Chaired by Councillor Leanne Burton

7. FINANCE & CORPORATE SERVICES

Chaired by Councillor Teresa Jansman

7.1 Staff Report 51-2017 - July 2017 Financial Report

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Suggested Motion

"THAT Committee of the Whole receive the Financial Operating Budget, Capital Budget, Reserve Funds and Long Term Debt reports for July 31,

2017, for information purposes."

7.2 Presentation - 2018 Capital Planning

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8. TOURISM & HERITAGE

Chaired by Councillor Fraser Laschinger

9. TRANSPORTATION & ENVIRONMENTAL SERVICES

Chaired by Councillor Lee McConnell

10. PLANNING

Chaired by Councillor Mike Ostrander

11. ECONOMIC DEVELOPMENT

Chaired by Councillor Ray Young

12. NEW BUSINESS

12.1 Action Item List

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13. PERIOD FOR MEDIA QUESTIONS

14. CLOSED SESSION

15. RISE AND REPORT

16. ADJOURNMENT



		Date Req'd
Information Purposes	X	Sept 5 '17
Policy / Action Req'd		
Strategic Plan		

STAFF REPORT TO COMMITTEE OF THE WHOLE

Report No. 51-2017

September 5, 2017

From: Matthew Armstrong, Treasurer

RE: July 2017 Financial Report

Recommendation:

That Committee of the Whole receive the Financial Operating Budget, Capital Budget, Reserve Funds and Long Term Debt reports for July 31, 2017, for information purposes.

Analysis:

Income Statement

The quarterly partnership payments are received in January, April, July and October, while the yearly infrastructure payment for maintenance activities and the first installment for property taxes occurred in the first quarter. The second and third installment of property taxes is issued in July. Other grants and revenue based on activity tend to be received in the latter part of the year. Water and wastewater revenue have been received two months in arrears from Rideau St. Lawrence which is an improvement from 3 months in arrears at the beginning of this year. The 2 month timeframe is reasonable given that invoices are sent out for the current month and then collected in the next month.

With the exception of the social, and the environmental services categories, all other expense groups are under budget at the end of seven months. The social category is over budget as a result of two semi-annual payments for St. Lawrence Lodge due in January and again in July. The environmental services category is over budget due to storm sewer flushing which occurs once a year.



		Date Req'd
Information Purposes	X	Sept 5 '17
Policy / Action Req'd		
Strategic Plan		

One significant foreseeable variance that has been identified thus far is in relation to the levy for St. Lawrence Lodge, which is \$19,000 higher than budgeted for in 2017. The reasoning for this was described in the March report.

The second significant foreseeable variance is relation to the marina revenues. At this point, the expected overall variance for the marina is in the \$30,000 range, plus the rebate for slips that did not have power available to them for the first half of the boating season.

Capital Budget Report

Capital spending has picked up the pace. The completion of St. Lawrence Street is now achieved and the final invoices will be received over July and August. The Fire Hall contract was signed in the first week in August which will mean invoices will start to be received from the contractor in September. The tender for the Water Filtration Plant renovations is being issued in August.

Reserve Funds Report

The Reserve Funds Report shows the status of reserve funds as of July 31st, 2017. The budget had provisions for adding to reserves in 2017 which you can see in the column titled "Transfer to Reserves – Income Statement". The budget also called for some items to be supported from reserves which have been broken down between those that are on the income statement and those that are spent on capital. The Operational Reserves have grown by \$64,222 so far this year, while the Water and Wastewater Reserves have grown by \$162,706. As capital spending continues to pick up pace so too will the draw on reserves.

Long-Term Debt Report

The Long-Term Debt report shows the maturity date, purpose, principal balance at January 1st and July 31st 2017, principal payments made in the course of this year and the principal payments remaining for this year. It also identifies the interest payments and total payments for 2017. Year-to-date, the Town has made principal payments of \$747,950 and interest payments of \$184,366. There remains \$510,017 to be paid over the next five months in principal and interest payments.



		Date Req'd
Information Purposes	X	Sept 5 '17
Policy / Action Req'd		
Strategic Plan		

Alternatives:

None

Financial Implications:

None

Attachments:

Operating Budget Report – July 31, 2017

Capital Budget Report – July 31, 2017

Reserve Funds Report – July 31, 2017

Long-Term Debt Report – July 31, 2017

Pierre Mercier
Chief Administrative Officer

Original signed by

Matthew Armstrong
Treasurer



Income Statement Operating Budget

June 2017

	Month			Year-to-Date			Total 2017 Budget
	Budget	Actual	Variance B (W)	Budget	Actual	Variance B (W)	
Revenue							
Corporate	619,215	2,523,881	1,904,666	4,334,508	6,569,007	2,234,499	7,430,585
Protective	16,534	5,469	(11,065)	115,736	46,085	(69,652)	198,405
Transportation	23,017	7,200	(15,817)	161,117	172,356	11,239	276,200
Environmental	13,208	7,158	(6,051)	92,458	78,993	(13,465)	158,500
Health	2,463	5,725	3,262	17,243	13,073	(4,170)	29,560
Social	11,957	43,637	31,680	83,699	108,171	24,472	143,484
Recreation and Cultural	74,640	74,698	58	522,481	432,147	(90,334)	895,682
Planning & Development	6,221	100	(6,121)	43,546	33,566	(9,980)	74,650
Total	767,256	2,667,868	1,900,612	5,370,789	7,453,398	2,082,610	9,207,066
Expenses							
Corporate	113,890	106,024	7,866	797,227	771,881	25,346	1,366,675
Protective	184,247	170,219	14,027	1,289,726	1,289,058	668	2,210,959
Transportation	141,008	78,199	62,809	987,059	799,112	187,947	1,692,101
Environmental	22,925	34,226	(11,301)	160,473	172,041	(11,568)	275,097
Health	26,509	24,267	2,243	185,565	178,291	7,273	318,111
Social	74,762	160,689	(85,927)	523,331	630,623	(107,293)	897,138
Recreation and Cultural	160,751	190,761	(30,010)	1,125,255	1,038,143	87,112	1,929,009
Planning & Development	43,165	52,746	(9,582)	302,153	289,207	12,946	517,976
Total	767,255	817,130	(49,875)	5,370,788	5,168,356	202,432	9,207,066
Net Operations							
	0	1,850,737	1,850,737	1	2,285,042	2,285,041	-
Water & Wastewater Revenue	230,654	250,130	19,476	1,614,576	1,090,751	(523,826)	2,767,845
Water & Wastewater Expense	230,654	193,874	36,780	1,614,576	1,353,232	261,344	2,767,845
Net Water & Wastewater	-	56,256	56,256	-	(262,481)	(262,481)	-

Department	Total Budget	YTD Actual	YTD Variance	Status Update	
Approved Projects					
St. Lawrence Street Reconstruction	Operations	400,000	310,468	89,532	Complete awaiting final invoice
Fire Hall Replacement 2017/2018	Operations	5,000,000	212,331	4,787,669	Work has commenced in August
Marina Dock Wiring	Operations	100,000	-	100,000	Fall 2017
Arena - Accessibility & Safety	Operations	200,000	-	200,000	In combination with Rec Plan
Public Works Equipment	Operations				
Street Sweeper		150,000	136,358	13,642	Complete
Loader		100,000	83,443	16,557	Complete
Water Treatment Plant	Operations	920,000	16,650	903,350	
Roof Structure Replacement			-	-	Tender Award August
Insulation			-	-	Tender Award August
New HVAC System			-	-	Tender Award August
Lighting Upgrades			-	-	Tender Award August
Water Infiltration Remediation			-	-	Tender Award August
Water Distribution	Water	85,000	-	85,000	
Water Tower Cable Inspection			-	-	Scheduling Work
High Lift Pump Replacement			-	-	Scheduling Work
Wastewater	Wastewater	78,000	-	78,000	
Replace Pump #1 SPS #3			-	-	Scheduling Work
Replace Pump #1 SPS #5			-	-	Scheduling Work
Replace Pump #1 Sludge Digester			-	-	Complete
Linda Street & Place 2017/2018	Operations	1,400,000	-	1,400,000	Planning Underway
Total		8,433,000	759,251	7,673,749	

Reserve Fund	Beginning Balance 1-Jan-17	Transfer to Reserves Income Statement	Transfer from Reserves Income Statement	Transfer from Reserves Capital	Ending Balance July 2017	Notes
General Admin Expense	-	-	-	-	-	
Building	52,464	14,321	-	-	66,785	
Election	10,100	2,975	-	-	13,075	
Emergency Management	2,011	-	-	-	2,011	
Community Centre	107,436	62,708	-	-	170,144	
Working Funds	880,000	-	-	-	880,000	
Planning	51,000	29,750	-	-	80,750	
Downtown Revitalization	20,000	-	-	-	20,000	
CIP	60,800	-	-	-	60,800	
PSB Sponsored Programs	13,837	-	-	-	13,837	
Fire Equipment Reserve	11,696	17,500	-	-	29,196	
Fire Building Reserve	230,800	77,818	-	-	308,618	
Infrastructure	508,507	-	-	-	508,507	
Public Works	91,320	15,100	-	(106,420)	-	
Public Works Vehicles	101,361	18,025	-	(113,381)	6,004	
Heritage	2,068	-	-	-	2,068	
Splash Pad	49,996	14,583	-	-	64,579	
Library	24,301	-	-	-	24,301	
Library - E-Learning	1,050	-	-	-	1,050	
Kinsmen	1,066	-	-	-	1,066	
Outdoor Rink Bell Sport	1,328	-	-	-	1,328	
Walker House	12,313	96	-	-	12,409	
Museum	21,012	12,250	-	-	33,262	
Marina	76,739	25,375	(10,000)	-	92,114	
Fiscal Policy	741,845	57,896	(42,800)	-	756,941	
Business Improvement Area	32,559	-	-	-	32,559	
Health Centre	7,078	4,550	-	-	11,628	
Parks	30,420	7,350	(10,500)	-	27,270	
Water Fountain	12,000	1,750	(14,724)	-	(974)	
Cemetery Board	16,736	-	-	-	16,736	
Subtotal Town Reserves	3,171,841	362,048	(78,024)	(219,801)	3,236,064	
Sanitary Sewer	147,648	24,028	-	-	171,676	
Sanitary Sewer Equipment	149,019	-	-	-	149,019	
Pumping Station	33,471	-	-	-	33,471	
Wastewater Plant	2,557,516	38,179	-	-	2,595,695	
Reserve for OCWA Contingency	10,000	-	-	-	10,000	
Wastewater Department	174,051	-	-	-	174,051	
Water Department	1,253,812	-	-	-	1,291,085	

Reserve Funds Report

July 2017

	Beginning Balance 1-Jan-17	Transfer to Reserves Income Statement	Transfer from Reserves Income Statement	Transfer from Reserves from Reserves Capital	Ending Balance July 2017	Notes
Water Main	90,540	-	-	-	90,540	
Water Pipelines	408,293	-	-	-	408,293	
Water Tower	130,231	-	-	-	130,231	
Water Department Truck	62,654	-	-	-	62,654	
Water Treatment Plant Equipment	272,918	63,226	-	-	336,145	
Water OCWA	317,933	-	-	-	317,933	
	115,000	-	-	-	115,000	
Subtotal Water and Waste Water Reserves	5,723,086	162,706	-	-	5,885,792	
Total	8,894,927	524,754	(78,024)	(219,801)	9,121,856	

		Maturity	Beginning Principal Balance 1-Jan-17	Principal Payments	Ending Principal Balance July 2017	Principal Payments Remaining 2017
Long Term Debt						
Sewer Rehab and Optimization	Loans	2023	1,337,126	(174,876)	1,162,250	(126,544)
Sewer Rehab and Optimization	Loans	2021	367,471	(367,471)	-	-
St. Lawrence Lodge	Debenture	2025	1,346,001	(60,909)	1,285,092	(62,344)
St. Lawrence Lodge	Debenture	2024	350,800	(17,676)	333,125	(18,171)
OSIFA CNR Overpass	Debenture	2022	513,437	(19,019)	494,418	(19,506)
OSIFA WWPCC	Loan/Debenture	2036	4,340,564	(68,825)	4,271,739	(70,460)
OSIFA Fire Truck	Loan/Debenture	2023	219,112	(14,548)	204,564	(14,900)
OIPC 2013 Fire Truck	Debenture	2023	161,296	(10,350)	150,946	(10,518)
Truck Purchase Loans	Loans	2022	171,306	(14,276)	157,031	(14,276)
Total			8,807,114	(747,950)	8,059,164	(336,718)
Interest Payments				(184,366)		(173,299)
Total Payments				(932,316)		(510,017)

2018 CAPITAL PLANNING

SUBMISSIONS AS OF AUGUST 31, 2017

Town of Prescott

PROJECTS PREVIOUSLY APPROVED FOR 2018

Project Name	Timing	Project Value	Project Funding
Fire Hall Replacement	2017/2018	\$5,000,000	Infrastructure Ontario Debenture
Water Treatment Plant	2017/2018	\$920,000	Clean Water Funding & Reserves
Linda Street & Place Reconstruction	2018	\$1,400,000	OCIF Grant Submission, Reserves
Installation of Rubber Rock at Marina – Materials Only	2018	\$6,000	Marina Reserve
		\$7,326,000	

PLANNING BASED

Description	LB	TJ	FL	LM	BT	RY	Staff
Create plan to rejuvenate or replace Community Centre					●	●	●
2-5 Year Capital Plan to implement recommendations of Recreation Master Plan					●		
Asset Management Plan continuation							●
Annual building reserve to address asset management plan findings							●

DEVELOPMENT BASED

Description	LB	TJ	FL	LM	BT	RY	Staff
Waterfront Hotel / Condo Land Cleanup					●	●	
Woodland Drive						●	
Churchill Road					●		
Development of old pump house at water treatment plant							●
Rejuvenation of concrete building by Walker House and Tennis Courts							●

CURRENT FACILITIES & INFRASTRUCTURE

Description	LB	TJ	FL	LM	BT	RY	Staff
Electrical Upgrades at Marina			●	●	●	●	●
Complete LED Street Light Replacement				●	●	●	●
Kriska Ball Field Rejuvenation	●				●	●	●
Prince Street Field Rejuvenation	●				●		●
Boat Ramp Parking Area				●	●		●
Lighthouse Repairs	●	●					
Complete Dock Ramp Replacement					●		●
Henry Street Sidewalks by new fire hall analysis and replacement				●		●	
Museum Wall Repairs			●				
Repair Concrete Retaining Wall West-end Centennial Park					●		
Repave parking lot behind Walker House				●			

CURRENT FACILITIES & INFRASTRUCTURE

Description	LB	TJ	FL	LM	BT	RY	Staff
Replace Marina Lighting with LED					●		
Sidewalk Replacement Acceleration			●				
Marina Dock Reconfiguration						●	
Window Replacement Town Hall				●			
Replacement of Front-mount mowers (2 are 17 years old)							●
Swing Set analysis and replacement at Town parks							●
Water supply line replacement at pool							●
Replace lighting at tennis courts							●
Replace Volvo Loader							●
King & Edward Street Pedestrian Crossing							●
Continuation to lock and key replacement							●

CURRENT FACILITIES & INFRASTRUCTURE

Description	LB	TJ	FL	LM	BT	RY	Staff
Renovations to older portion of Public Works Building							●
Replacement of Snow Plow 15 years old							●
500 Folding Chairs to replace current							●
20 Folding 6' Tables to replace current							●
Side by side utility vehicle							●
Small utility trailer							●
Replacement of garbage receptacles at Centennial Park							●
High Volume air compressor							●
Trackless Vehicle & Accessories							●
Pool Building ascetics and comfort							●
Card lock for fuel pumps							●

CURRENT FACILITIES & INFRASTRUCTURE

Description	LB	TJ	FL	LM	BT	RY	Staff
Ice Painting Hose							●
Salt & Sand Bins for Town owned buildings							●
New Electric Jack Hammer							●
SCBA gear replacement							●
Bunker gear replacement							●
Fleet planning and replacement							●

NEW FACILITIES & INFRASTRUCTURE

Description	LB	TJ	FL	LM	BT	RY	Staff
Splash Pad	●	●			●	●	
Dog Park	●				●	●	
Town Signage and Wayfinding		●	●		●		
New Boat Ramp Facilities					●		
Docks & Rafts at Centennial Park					●		
Storm Sewer installed on west end of Coast Guard Building on King Street				●			
Beach Expansion					●		
Paving of Heritage Trail and ongoing ground maintenance	●						
Floor Scrubber for Arena							●
Interlock path from Riverwalk Park to George Street							●

NEW FACILITIES & INFRASTRUCTURE

Description	LB	TJ	FL	LM	BT	RY	Staff
Interlock path from Centennial Park to Water Treatment Plant							●
Sea Can Container for storage at Public Works							●
Installation of Green House(s)							●

ACTION ITEM LIST – FROM JANUARY 2017

Date	Department	Item & Action	Status
Prior to January 2017	Finance	RFPs for Building Services, Banking and Audit Services	Cleaning Tender complete.
Prior to January 2017	Operations	Lighthouse Staircase – Safety Cost to Repair – staff report	In progress
Prior to January 2017	HR	Employee Policies (banked hours, sick days, carryover, further education, etc.)	In progress
January 9, 2017	CAO	Schedule an Economic Development Session & Review of Strategic Plan	In progress
January 9, 2017	CAO	Parks and Rec Master Plan RFP	In progress
January 16, 2017	Clerk's	Report on Use of Ranked Ballots in the 2018 Municipal Election	2019
January 16, 2017	Clerk's	<i>Municipal Elections Act</i> amendments – Information Report (stated in Ranked Ballot report)	In progress
January 23, 2017	CAO/Operations	Report and resolution of support re: Municipal Fire Service as Critical Infrastructure as part of the Province's Infrastructure Strategy	In progress
January 23, 2017	Finance	Report on Property Taxation	In progress

Date	Department	Item & Action	Status
		for Railway Right-of-ways	
January 23, 2017	CAO/By-Law	Parking By-law Review	In progress
February 6, 2017	CAO	Report re: Future involvement with the Leeds and Grenville Immigration Partnership	In progress
February 13, 2017	Operations	Additional Clock Tower Repairs	In progress
March 20, 2017	CAO	Update on Kriska ball field improvements	In progress
March 27, 2017	CAO	Contact MTO re: regulations surrounding transportation of hazardous material during inclement weather – possible resolution	In progress – meeting with MTO in September
March 27, 2017	CAO/Clerk's	Regional school closures and Wellington Elementary School Update	In progress
April 3, 2017	Operations	Jean Casselman Wadds Memorial	In progress
April 3, 2017	Operations	Centennial Park Improvements	In progress
May 15, 2017	Operations	RiverWalk Park lighting	In progress