



COMMITTEE OF THE WHOLE

Monday, September 18, 2017

6:30 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 52-2017 - August 2017 Financial Report

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Suggested Motion

"THAT Committee of the Whole receive the attached Financial Operating Budget, Capital Budget, Reserve Funds, and Long Term Debt Reports for August 31, 2017, for information purposes."

7.2	Staff Report 53-2017 - Walker House Roof Replacement	9
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Suggested Motion

"THAT Committee of the Whole recommend that Council direct staff to proceed with the replacement of the Walker House Roof and to fund this expense from the Walker House Reserve Fund."

7.3	Presentation - 2018 Project Planning	11
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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

14.1 South Grenville Chamber of Commerce Annual Award Nominations

14.2 HR Matter

Suggested Motion

"THAT Committee of the Whole move into Closed Session at _____ to address matter pertaining to:

14.1 South Grenville Chamber of Commerce Annual Award Nominations

- personal matters about an identifiable individual, including municipal or local board employees; and

14.2 HR Matter

- personal matters about an identifiable individual, including municipal or local board employees; and

That the CAO, Treasurer, Director of Public Works and Infrastructure, and Clerk remain in the room."

15. RISE AND REPORT

16. ADJOURNMENT



		Date Req'd
Information Purposes	X	Sept 18 '17
Policy / Action Req'd		
Strategic Plan		

STAFF REPORT TO COMMITTEE OF THE WHOLE

Report No. 52-2017

September 18, 2017

From: Matthew Armstrong, Treasurer

RE: August 2017 Financial Report

Recommendation:

That Committee of the Whole receive the attached Financial Operating Budget, Capital Budget, Reserve Funds, and Long Term Debt Reports for August 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 was 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. This however fell to three months in August.

The social category is over budget year-to-date as a result of two semi-annual payments for St. Lawrence Lodge, which were due in January and again in July. The environmental services category is over budget due to storm sewer flushing which occurs once a year. The Corporate Services area is over budget due to a number of property tax adjustments that were processed in August. The Planning and Development area is over budget due to legal expenses related to planning and Loyalist



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Days expenses. The Loyalist Days expenses are offset by revenue bringing the Town contribution to approximately \$20,000 as budgeted.

As previously noted, 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 in 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 in 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 has been awarded.

Reserve Funds Report

The Reserve Funds Report shows the status of reserve funds as of August 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 \$78,490 so far this year, while the Water and Wastewater Reserves have grown by \$185,950. 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 August 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



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payments of \$775,346 and interest payments of \$186,883. There remains \$480,104 to be paid over the next five months in principal and interest payments.

Alternatives:

None

Financial Implications:

None

Attachments:

Operating Budget Report – August 31, 2017

Capital Budget Report – August 31, 2017

Reserve Funds Report – August 31, 2017

Long-Term Debt Report – August 31, 2017

Pierre Mercier
Chief Administrative Officer

Original signed by

Matthew Armstrong
Treasurer



**Income Statement
Operating Budget**

	Month			Year-to-Date			Total 2017 Budget
	Budget	Actual	Variance B (W)	Budget	Actual	Variance B (W)	
Revenue							
Corporate	619,215	68,670	(550,545)	4,953,723	6,663,475	1,709,752	7,430,585
Protective	16,534	8,224	(8,310)	132,270	54,308	(77,962)	198,405
Transportation	23,017	24,700	1,683	184,133	197,056	12,922	276,200
Environmental	13,208	12,435	(774)	105,667	92,128	(13,539)	158,500
Health	2,463	825	(1,638)	19,707	13,898	(5,809)	29,560
Social	11,957	3,558	(8,399)	95,656	111,730	16,074	143,484
Recreation and Cultural	74,640	84,465	9,824	597,121	516,612	(80,510)	895,682
Planning & Development	6,221	4,413	(1,808)	49,767	37,979	(11,788)	74,650
Total	767,256	207,289	(559,966)	6,138,044	7,687,185	1,549,141	9,207,066
Expenses							
Corporate	113,890	131,119	(17,230)	911,116	931,350	(20,234)	1,366,675
Protective	184,247	175,289	8,957	1,473,973	1,468,896	5,076	2,210,959
Transportation	141,008	192,733	(51,724)	1,128,067	989,378	138,689	1,692,101
Environmental	22,925	8,779	14,145	183,398	186,861	(3,463)	275,097
Health	26,509	33,374	(6,865)	212,074	211,666	408	318,111
Social	74,762	40,966	33,796	598,092	671,589	(73,497)	897,138
Recreation and Cultural	160,751	203,751	(43,000)	1,286,006	1,251,989	34,017	1,929,009
Planning & Development	43,165	99,193	(56,028)	345,317	400,572	(55,255)	517,976
Total	767,255	885,205	(117,949)	6,138,043	6,112,301	25,742	9,207,066
Net Operations	0	(677,915)	(677,915)	1	1,574,884	1,574,883	-
Water & Wastewater Revenue	230,654	973	(229,681)	1,845,230	1,091,724	(753,506)	2,767,845
Water & Wastewater Expense	230,654	170,253	60,400	1,845,230	1,513,497	331,733	2,767,845
Net Water & Wastewater	-	(169,280)	(169,280)	-	(421,773)	(421,773)	-

Department	Total Budget	YTD Actual	YTD Variance	Status Update	
Approved Projects					
St. Lawrence Street Reconstruction	Operations	400,000	460,360	(60,360)	Complete awaiting final invoice
Fire Hall Replacement 2017/2018	Operations	5,000,000	237,701	4,762,299	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	84,039	15,962	Complete
Water Treatment Plant	Operations	920,000	56,718	863,282	
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	611	1,399,389	Planning Underway
Total		8,433,000	975,786	7,457,214	

Reserve Fund	Beginning Balance 1-Jan-17	Transfer to Reserves Income Statement	Transfer from Reserves Income Statement	Transfer from Reserves Capital	Ending Balance August 2017	Notes
General Admin Expense	-	-	-	-	-	
Building	52,464	16,367	-	-	68,830	
Election	10,100	3,400	-	-	13,500	
Emergency Management	2,011	-	-	-	2,011	
Community Centre	107,436	71,667	-	-	179,103	
Working Funds	880,000	-	-	-	880,000	
Planning	51,000	34,000	-	-	85,000	
Downtown Revitalization	20,000	-	-	-	20,000	
CIP	60,800	-	-	-	60,800	
PSB Sponsored Programs	13,837	-	-	-	13,837	
Fire Equipment Reserve	11,696	20,000	-	-	31,696	
Fire Building Reserve	230,800	88,935	-	-	319,735	
Infrastructure	508,507	-	-	-	508,507	
Public Works	91,320	15,100	-	(106,420)	-	
Public Works Vehicles	101,361	20,600	-	(113,977)	7,983	
Heritage	2,068	-	-	-	2,068	
Splash Pad	49,996	16,667	-	-	66,663	
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	110	-	-	12,423	
Museum	21,012	14,000	-	-	35,012	
Marina	76,739	29,000	(10,000)	-	95,739	
Fiscal Policy	741,845	66,167	(67,500)	-	740,512	
Business Improvement Area	32,559	-	-	-	32,559	
Health Centre	7,078	5,200	-	-	12,278	
Parks	30,420	8,400	(20,500)	-	18,320	
Water Fountain	12,000	2,000	(14,724)	-	(724)	
Cemetery Board	16,736	-	-	-	16,736	
Subtotal Town Reserves	3,171,841	411,612	(112,724)	(220,397)	3,250,332	
Sanitary Sewer	147,648	27,460	-	-	175,108	
Sanitary Sewer Equipment	149,019	-	-	-	149,019	
Pumping Station	33,471	-	-	-	33,471	
Wastewater Plant	2,557,516	43,633	-	-	2,601,149	
Reserve for OCWA Contingency	10,000	-	-	-	10,000	
Wastewater Department	174,051	-	-	-	174,051	
Water Department	1,253,812	-	-	-	1,296,410	

Reserve Funds Report

	Beginning Balance 1-Jan-17	Transfer to Reserves Income Statement	Transfer from Reserves Income Statement	Transfer from Reserves from Reserves Capital	Ending Balance August 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	272,918	72,259	-	-	345,177	
Water Equipment	317,933	-	-	-	317,933	
Water OCWA	115,000	-	-	-	115,000	
Subtotal Water and Waste Water Reserves	5,723,086	185,950	-	-	5,909,036	
Total	8,894,927	597,562	(112,724)	(220,397)	9,159,367	

		Maturity	Beginning Principal Balance 1-Jan-17	Principal Payments	Ending Principal Balance August 2017	Principal Payments Remaining 2017
Long Term Debt						
Sewer Rehab and Optimization	Loans	2023	1,337,126	(200,076)	1,137,050	(101,344)
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	(16,472)	154,834	(12,079)
Total			8,807,114	(775,346)	8,031,768	(309,322)
Interest Payments				(186,883)		(170,782)
Total Payments				(962,229)		(480,104)



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Sept 25 '17
Strategic Plan		

STAFF REPORT COMMITTEE OF THE WHOLE

Report No. 53-2017

September 18, 2017

From: Matthew Armstrong, Treasurer & Dan Beattie, Director of Operations

RE: Walker House Roof Replacement

Recommendation:

That Committee of the Whole recommend that Council direct staff to proceed with the replacement of the Walker House Roof and to fund this expense from the Walker House Reserve Fund.

Background:

It has been identified that the roof at Walker House is in need of replacement. The shingles on the south side of the roof are either missing or have curled up indicating replacement is required. Approximately 30% of the shingles on the north side of the roof have curled indicating replacement is required. This expenditure was not included in either the 2017 operational or capital budgets.

Analysis:

The Town has received a quote from the Contractor of Record for construction services in the amount of \$5,686.14 plus HST to re-shingle the roof at Walker House.

This would include;

- Removal and disposal of the existing shingles
- Installation of ice and water shield
- Installation of resistor membrane
- Installation of new shingles
- Installation of new vents on the South side of the roof

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- Installation of new plumbing boot

Alternatives:

It is not recommended that this repair be put off until 2018 given that the curling of the shingles will put the underlying roof structure at significant risk of water damage in the freezing and thawing cycles of the winter season.

Financial Implications:

As of the end of August, the Walker House Reserve stood at \$12,423. The reserve was established to address building repair needs as they arise. Given the nature of the reserve and the repair required, the two appear to be a perfect match.

Attachments:

None



Pierre Mercier
Chief Administrative Officer

Original signed by

Matthew Armstrong
Treasurer

2018 PROJECT PLANNING

SEPTEMBER 18, 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	

DEVELOPMENT BASED PROJECTS

Description	Staff
Waterfront Hotel / Condo Land Cleanup	Based on development plan of property to determine cleanup required
Woodland Drive	Based on development plan of residential lots and agreement
Development of old pump house at water treatment plant	Based on usage and development plan
Rejuvenation of concrete building by Walker House and Tennis Courts	Based on usage and business plan
Churchill Road	Contingent on OCIF funding for Linda Street & Linda Place

COUNCIL TOP 5 SCORING

Description	LB	TJ	FL	LM	BT	RY	Score
LED Lighting Upgrade Streets & Marina			1	2	1	3	34
Splash Pad	1	2			3	2	32
Recreation Master Plan Reserve	4	4	5		2		18
Electrical Marina Upgrades			2	3		5	16
Town Signage & Wayfinding		5	4	4			10
Arena Restoration / Replacement Plan	3			5	5		10
Sidewalk Replacement Acceleration			3			4	10
Window Replacement Town Hall						1	10
Lighthouse Repairs & Renovations		1					10
Woodland Drive				1			10
Renovations to older side of PW Building	2						8
Building Reserve to address AM needs		3					6
Kriska Ball Field / Prince Street Fields	5				4		6

COUNCIL TOP 5 GROUPINGS SCORING

Description	LB	TJ	FL	LM	BT	RY	Score
LED Lighting Upgrade Streets & Marina			1	2	1	3	34
Splash Pad	1	2			3	2	32
Recreation Master Plan Reserve	4	4	5		2		24
Kriska & Prince Street Fields	5				4		
Building Reserve to address AM needs		3					24
Window Replacement Town Hall						1	
Renovations to older side of PW	2						
Electrical Marina Upgrades			2	3		5	16
Town Signage & Wayfinding		5	4	4			10
Arena Restoration / Replacement Plan	3			5	5		10
Sidewalk Replacement Acceleration			3			4	10
Lighthouse Repairs & Renovations		1					10
Woodland Drive				1			10

INFRASTRUCTURE BASED PROJECTS

Description	Notes
LED Lighting replacement streets and marina	Work with RSL to develop rebate application and funding
Sidewalk replacement acceleration	Continuation of 2017 acceleration efforts
Town Signage & Wayfinding	Branding and continuity
Electrical Upgrades at Marina	Continuation of Fall 2017 upgrades
Repair Concrete Retaining Wall West-end Centennial Pk	Needs evaluation and estimate
Paving of Heritage Trail and ongoing ground maintenance	Would require agreement
Interlock path from Centennial Park to Water Treatment Plant	Formal path with continuation of Riverwalk scheme
Interlock path from Riverwalk Park to George Street	Formal path with continuation of Riverwalk scheme
King & Edward Street Pedestrian Crossing	Current on high volume corners would address all corners

BUILDING BASED PROJECTS

Description	Notes
Building Reserve to address asset management plan needs	To establish a reserve to meet needs once report is complete and prioritized
Window Replacement Town Hall	Could be part of Building Reserve prioritization
Renovations to older portion of Public Works Building	Could be part of Building Reserve prioritization
Continuation to lock and key replacement	Continuation of work started in 2017
Repair Museum Wall	Continue building reserve and develop plan

EQUIPMENT BASED PROJECTS

Description	Notes
Replacement of Front-mount mowers (2 are 17 years old)	Needs to be addressed in the shorter term
Replace Volvo Loader	Needs to be addressed in the next couple years
Replacement of Snow Plow 15 years old	Needs to be addressed in the next couple years
Side by side utility vehicle	Additional equipment
SCBA gear replacement	Continuation of yearly replacement program
Bunker gear replacement	Continuation of yearly replacement program
Fleet planning and replacement	Development of regular replacement plan
Trackless Vehicle & Accessories	Needs assessment to determine path forward

RECREATION / CULTURE BASED PROJECTS

Description	Notes
Create plan to rejuvenate or replace Community Centre	Based on building condition assessment and asset management plan
2-5 Year Capital Plan to implement recommendations of Recreation Master Plan	Would be used to address multiple projects based on recommendations
Kriska Ball Field Rejuvenation	Could be included in Reserve as part of RMP
Prince Street Field Rejuvenation	Could be included in Reserve as part of RMP
Marina Dock Reconfiguration	Business case required
Swing Set analysis and replacement at Town parks	Could be included in Reserve as part of RMP
Replace lighting at tennis courts	Could be included in Reserve as part of RMP
Boat Ramp Parking Area	Could be included in Reserve as part of RMP
Lighthouse Repairs	Could be included in Reserve as part of RMP
Dock Ramp Replacement – Completion of remaining 4	Continuation of 2017 replacements

RECREATION / CULTURE BASED PROJECTS

Description	Notes
Repair Concrete Retaining Wall West-end Centennial Park	Could be included in Reserve as part of RMP
Repave parking lot behind Walker House	Could be included in Reserve as part of RMP
New Boat Ramp Facilities	Addition to recreation facilities
Docks & Rafts at Centennial Park	Addition to recreation facilities
Beach Expansion	Addition to recreation facilities
Splash Pad	Addition to recreation facilities
Dog Park	Addition to recreation facilities

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