



**PRESCOTT TOWN COUNCIL  
AGENDA**

**December 15, 2025**

**6:00 pm**

**Council Chambers**

**360 Dibble St. W.**

**Prescott, Ontario**

***Our Mission:***

***To foster an environment of collaborative leadership to grow a safe, inclusive, and resilient community while preserving the unique character of Prescott.***

***Land Acknowledgement:***

***We acknowledge that we are meeting on aboriginal land that has been inhabited by Indigenous peoples.***

***In particular, we acknowledge the traditional territory of the Huron-Wendat, Anishinaabeg, Haudenosaunee, Anishinabek, and the Oneida and Haudenosaunee Peoples.***

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**Pages**

- 1. Call to Order**
- 2. Approval of Agenda**

**RECOMMENDATION**

That the agenda for the Council meeting of December 15, 2025 be approved as presented.

- 3. Declarations of Interest**
- 4. Presentations**
  - 4.1 Years of Service - Staff Recognition**

## 4.2 2024 Financial Audit

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Presented by CAO/Treasurer Armstrong and Lori Huber of KPMG

### **RECOMMENDATION**

THAT the Financial Statements for the Corporation of the Town of Prescott for the year ended December 31, 2024, be accepted as presented

## 5. Delegations

## 6. Minutes of the previous Council meetings

### 6.1 December 1, 2025 - Regular Council Meeting

83

### **RECOMMENDATION**

That the Regular Council minutes dated December 1, 2025, be accepted as presented.

### 6.2 December 1, 2025 - Special Council Meeting

93

### **RECOMMENDATION**

That the Special Council minutes dated December 1, 2025, be accepted as presented.

## 7. Communications & Petitions

## 8. Consent Reports

*All matters listed under Consent Reports are to be considered routine and will be enacted by one motion. Should a member wish an alternative action from the proposed recommendation, the member shall request that the item be moved to the applicable section of the agenda.*

### **RECOMMENDATION**

That all items listed under the Consent Reports section of the agenda be accepted as presented.

### 8.1 Information Package (under Separate Cover)

## 9. Committee Reports

## 10. Mayor

## 11. Outside Boards, Committees and Commissions

12.	<b>Staff</b>	
12.1	<b>Staff Report 84-2025 - Water Tower Demolition Results</b>	97
	<b>RECOMMENDATION</b>	
	That Council approve the selection of Demolition Plus for the demolition and removal of the elevated storage tank (water tower) located on Wood Street at a total tendered amount of \$622,900.00 plus applicable taxes.	
12.2	<b>Staff Report 85-2025 - 2026 Ontario Provincial Police Annual Billing Statement</b>	118
	<b>RECOMMENDATION</b>	
	For information.	
12.3	<b>Staff Report 86-2025 - Financial Report - October 2025</b>	143
	<b>RECOMMENDATION</b>	
	For information.	
13.	<b>Resolutions</b>	
13.1	<b>Collaborative Action on Sustainable Waste Management in Ontario</b>	
	Item pulled from the Consent Agenda of December 1, 2025 and modified for Council consideration	
	<b>RECOMMENDATION</b>	
	WHEREAS the Council of the Corporation of the Town of Prescott support the Municipality of Tweed's, the Tay Valley Township's, and the Municipality of South Huron's resolutions regarding waste incineration and a more Robust Recycling Program;	
	AND WHEREAS it is incumbent upon the members of council, MPPs and MPs to make the decisions that will result in the most positive outcomes for now and future generations;	
	AND WHEREAS continuing to bury garbage in the ground will result in our future generations having lost potable groundwater as a result of garbage leachate rendering is unsuitable;	
	AND WHEREAS burying garbage, particularly organic waste in landfills, leads to the production of methane a greenhouse gas, which escapes into the atmosphere and contributes to climate change causing more environmental destruction;	
	AND WHEREAS we continue to destroy our environmental jeopardizing	

our future generations;

AND WHEREAS we have worldwide technology that will allow us to use of clean incineration and also produce much needed electric energy;

BE IT RESOLVED THAT the Council of the Corporation of the Town of Prescott support the Municipality of Tweed in investigating the possibility of working together with Ontario Municipalities, Provincial and Federal Governments and manufacturing partners to form a working group to ensure that waste disposal issues can be resolved quickly, efficiently and effectively with the use of incineration, more robust recycling programs and sustainable practices, so that future generations will not suffer from our environmental mismanagement;

AND THAT this support be sent to Premier Ford, Marit Stiles, Leader of the Official Opposition Party, and all Ontario Municipalities.

**14. By-laws**

**15. New Business**

**15.1 Watermain Breaks on King Street**

Item Added pursuant to Section 24 of the Procedure By-Law

Submitted by Deputy Mayor McConnell

**16. Notices of Motion**

**17. Mayor's Proclamation**

**18. Period for Media Questions**

**19. Closed Session**

**RECOMMENDATION**

THAT Council move into Closed Session at XX:XX p.m. to discuss matters pertaining to:

19.1 Approval of Closed Session Minutes (December 1, 2025 - Regular and Special Sessions)

Under Section 239(2)(c) under the Municipal Act - acquisition or disposition of land AND Under Section 239(2)(k) under the Municipal Act - plans and instructions for negotiations - specifically potential negotiation of sale of municipal land; AND

That the CAO/Treasurer, Director of Administration/Clerk, Manager of Economic

Development and Tourism, and Deputy Clerk remain in the room.

- 19.1 Approval of Closed Minutes - December 1, 2025 (Regular & Special Council Sessions)
- 19.2 Potential Negotiation of Sale of Municipal Land
- 20. Rise and Report
- 21. Confirming By-Law – 51-2025 147

**RECOMMENDATION**

That By-Law 51-2025, being a by-law to confirm the proceedings of the Council meeting held on December 15, 2025, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

- 22. Adjournment

**RECOMMENDATION**

That the meeting be adjourned. (Time: p.m.)



2024 Financial Statements

December 15, 2025

## Note on timing

- The 2024 Statements are now complete and are due to the Ministry by December 31, 2025
  - This is in compliance with an extension provided by the Ministry of Finance to all municipalities
  - There are currently approximately one third of municipalities working towards this deadline
- We are expecting the 2025 statements to be completed within historical timelines

# Statement of Financial Position (Balance Sheet)

- Cash and short-term deposits – Decreased by \$1.98 million
  - Capital expenditures of \$7.3 million in 2024
    - \$4.65 million New Water Tower
    - \$900k new Fire Truck
    - \$644k new arena
    - \$325 new Dock A & E
    - \$200k Downtown beautification project \$200k
    - \$140k completion of 2<sup>nd</sup> Floor Town Hall
    - \$136k new CCTV camera
- Taxes Receivable – Increased by \$85,968 to \$864,466
  - Majority of the increase was in 1 year past due
- User charges receivable – Decrease by \$58,815 to \$1,114,506
  - Majority of increase is in relation to water and sewer charges in arrears added to property taxes

- Accounts Receivable – \$4.9 million
  - Receivables due from Province
    - Arena Grant – \$975k
    - Water Tower Grant – \$2.0 million
  - HST Rebate - \$323k
  - CIP Loans - \$854k
  - Other Municipalities \$449k
- Accounts Payable – \$3.2 million
  - Regular Vendor Payables – \$475k
  - Project Holdbacks - \$889k
  - Accrued Charges - \$416k
  - Accrued Payroll and Payroll Liabilities - \$312k
  - Refundable Building Deposits – \$1.04 million

- Long-Term Liabilities
  - \$717k principal payments on the debt
- Temporary Borrowing – Construction Loan \$10,820,510
  - Used to cashflow the new arena and water tower while waiting for funding to be received
- Tangible Capital Assets – Increased by \$4.8 million
  - \$7.3 million in additions
  - Less \$2.5 million in Amortization

# Statement of Operations (Income Statement)

- Total Revenue was higher than budgeted by \$699k
  - Property taxation \$41k higher than budgeted due to growth however offset by higher than budgeted write-offs
  - Government Grants were higher than budgeted \$302k
    - One time \$158k sanitary overflow monitoring grant
    - \$150k Mobile Crisis Response Team Funding Offset by expense
  - Interest Income \$18k higher than budget due to equity fund performance
  - Licenses and permits \$61k under budget
    - Due to new accounting standard for realizing building permit revenue throughout the building process and not all at the beginning as was the case historically
  - User Fees \$107k higher than budget – Majority in water/wastewater fees
  - Penalties and Interest on Taxes was \$31k higher than budget due to higher outstanding property tax balances
  - Other Revenue was \$153k higher than budget
    - \$31k BIA revenue, \$36k CBO Recovery from Sharing, \$39k ED19 Share, \$25k Contribution towards Fire Truck
  - Investment in Rideau St. Lawrence \$108k higher than budgeted due to performance

- Total Expenses were higher than budget by \$342k
  - Tax write-offs \$43k higher than budget
    - \$32k due to Federal Government not paying full amount of Payment-in-lieu
  - Community Improvement Plan Grants \$245k – Funded by CIP Reserve
  - BIA Expenses - \$24k offset by BIA Revenue (not in budget)
  - Cemetery Expenses - \$5k higher than budget – Cemetery offset by revenue
  - Library Expenses - \$12k higher than budgeted – Partial offset by revenue remainder Library Reserve
  - Asset Retirement Obligation \$10k

- Changes in Net Debt
  - Increased by \$2.3 million
  - Due to capital spending
- Statement of Cashflows
  - Cash and Short-Term Deposits decreased by \$2 million
  - \$7.3 million in capital spending
- Notes to Financial Statements
  - Note 7 – Long Term Liabilities
    - Debt Retirement in 2025 – 3 Loans

- Notes to Financial Statements
  - Note 10 – Municipal Equity
    - Investment in Capital Assets \$78,470,291
    - Unfinanced Capital - \$12.7 million
      - New Arena \$6.7 million to be funded by donations, grants, debt
      - Water Tower \$2.8k to be funded by grant and future debt
      - Street light project \$665k to be funded by future debt
      - New Fire Truck Projects \$935k funded by debt in 2025
      - Road and Industrial Park Infrastructure \$880k to be funded by future land sales
      - Public Works Addition \$237k
      - New Asset Retirement Obligation \$296k
      - Downtown Beautification Project \$156k to be funded by grant in 2025
    - Reserves \$6.4 million – Net Increase of \$116k

# Audit Findings Report

- To be presented by KPMG

# Recommendation

- That Council the Financial Statements for the Corporation of the Town of Prescott for the year ended December 31, 2024, be accepted as presented

# Corporation of the Town of Prescott

**Audit Findings Report for the year ended  
December 31, 2024**

A handwritten-style signature of "KPMG LLP" with a horizontal line underneath it.

Prepared as of December 9, 2025, for the presentation to  
Council on December 15, 2025

[kpmg.ca/audit](http://kpmg.ca/audit)



# KPMG contacts

## Key contacts in connection with this engagement



### **Lori Huber, CPA, CA, LPA**

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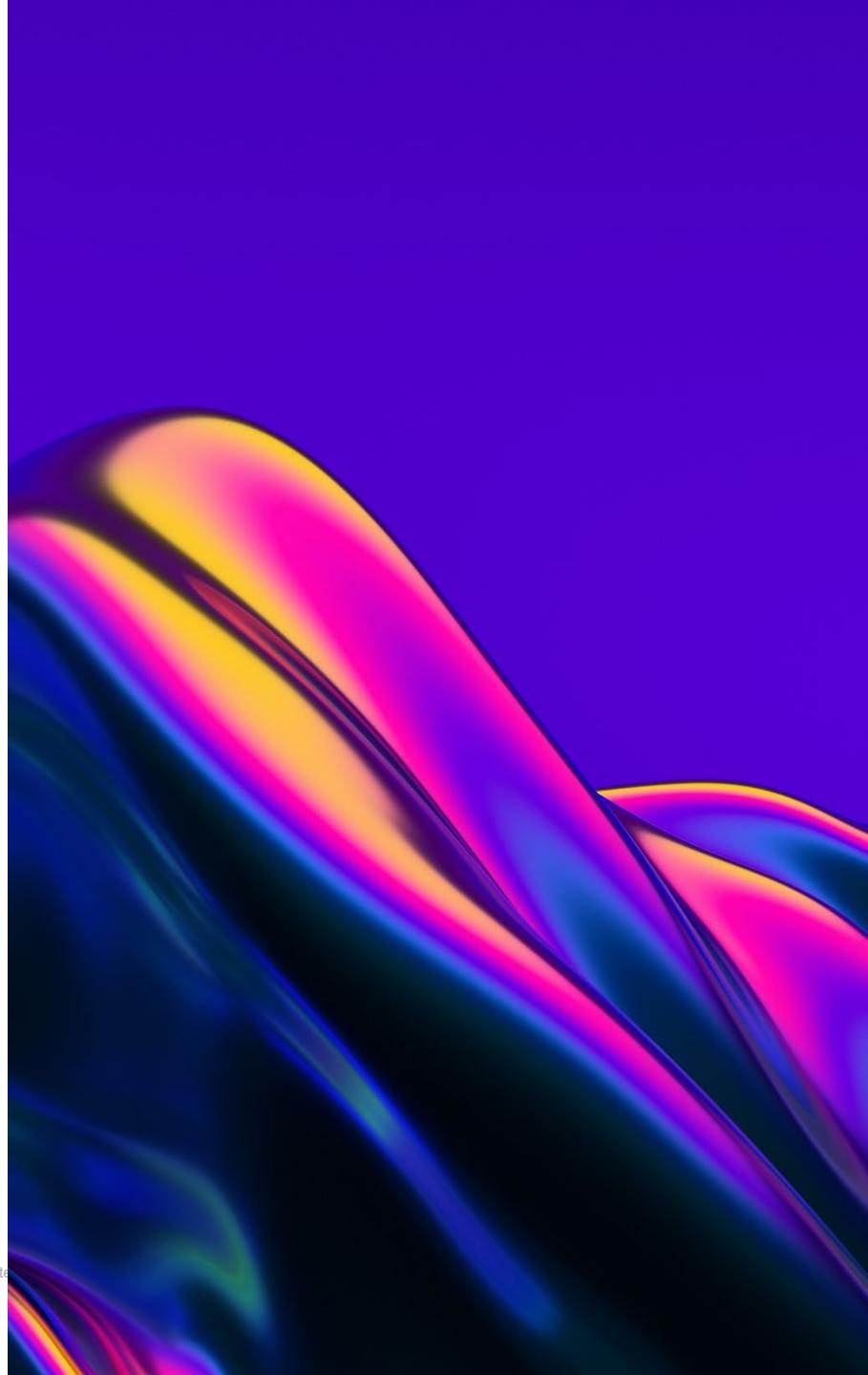
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14	Risks and results	16	Policies and practices	18	Specific topics	19	Misstatements
20	Control deficiencies	21	Independence	22	Appendices		

The purpose of this report is to assist you, as a member of Council, in your review of the results of our audit of the consolidated financial statements. This report is intended solely for the information and use of Management and those charged with governance and should not be used for any other purpose or any other party. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

## Digital use information

This Audit Findings Report is also available as a “hyper-linked” PDF document.

If you are reading in electronic form (e.g. In “Adobe Reader” or “Board Books”), clicking on the home symbol on the top right corner will bring you back to this slide.



Click on any item in the table of contents to navigate to that section.

# Audit highlights

<b>Status</b>	<p>We have completed the audit of the consolidated financial statements ("financial statements") of the Corporation of the Town of Prescott (the "Town") for the year ended December 31, 2024, with the exception of certain remaining outstanding procedures, which are highlighted on the 'Status' slide of this report.</p>
<b>Significant changes</b>	<p><input type="checkbox"/> Significant changes from the prior year </p> <ul style="list-style-type: none"> <li>• No changes to risk assessment</li> <li>• No changes to audit strategy assessment</li> </ul>
<b>Risks and results &amp; Significant unusual transactions</b>	<p><input type="checkbox"/> Significant risks </p> <ul style="list-style-type: none"> <li>• We did not identify any significant financial reporting risks other than the <u>presumed</u> risk of management override of controls.</li> </ul> <p><input type="checkbox"/> Other risks of material misstatement</p> <ul style="list-style-type: none"> <li>• Other financial reporting risks that required additional audit procedures</li> </ul> <p><input type="checkbox"/> Going concern matters</p> <p><input type="checkbox"/> Significant unusual transactions</p>
<b>Policies and practices &amp; Specific topics</b>	<p><input type="checkbox"/> Accounting policies and practices </p> <p><input type="checkbox"/> Critical accounting policies and practices</p> <p><input type="checkbox"/> Critical accounting estimates</p> <p><input type="checkbox"/> Other financial reporting matters </p> <p><input type="checkbox"/> Specific topics </p>
<b>Misstatements</b>	<p><input type="checkbox"/> Uncorrected misstatements </p> <p><input type="checkbox"/> Corrected misstatements</p>
<b>Control deficiencies</b>	<p><input type="checkbox"/> Other observations </p> <p><input type="checkbox"/> Significant deficiencies</p>
<p><input type="checkbox"/> No matters to report  <input type="checkbox"/> Matters to report – see link for details</p>	

# Status

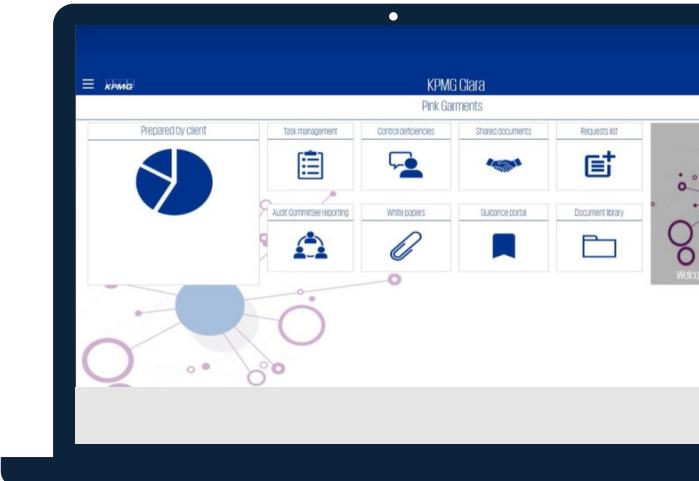
KPMG Clara for Clients (KCfc)

In preparation of our Audit Findings Report, we have completed the audit of the financial statements, with the exception of certain remaining procedures, which include amongst others:

- Completing our discussions with Council;
- Completion of our subsequent events review procedures up to the date of our auditor's report;
- Obtaining evidence of Council's approval of the financial statements; and
- Receipt of signed management representation letter.

We will update Council on significant matters, if any, arising from the completion of the audit, including the completion of the above procedures.

A draft of our auditor's report is provided in [Appendix 1a: Draft Auditor's Report](#).



## Real-time collaboration and transparency

We leveraged KCfc to facilitate real-time collaboration with management and provide visual insights into the status of the audit!

On our audit we used KCfc to coordinate requests from management.

 Learn more

# Financial statement highlights

## Consolidated Statement of Financial Position

December 31, 2024, with comparative information for 2023

	2024	2023
<b>Financial assets:</b>		
Cash and short-term deposits	\$ 1,184,346	\$ 3,163,849
Taxes receivable	864,466	778,498
User charges receivable	1,114,506	1,055,691
Accounts receivable	4,962,370	6,291,848
Inventory	13,816	12,790
Investments (note 10)	1,146,069	1,682,674
Investment in Rideau St. Lawrence Holdings Inc. (note 4)	2,158,334	2,053,046
	11,443,907	15,038,396
<b>Financial liabilities:</b>		
Accounts payable and accrued liabilities	3,243,008	4,522,258
Asset retirement obligations (note 7)	295,975	285,525
Employee future benefit obligations (note 5)	27,930	27,700
Deferred revenue (note 6)	1,175,320	453,840
Long-term liabilities (notes 8 and 9)	19,063,297	19,780,516
Total liabilities	23,805,530	25,069,839
Net debt	(12,361,623)	(10,031,443)
<b>Non-financial assets:</b>		
Tangible capital assets (note 17)	86,713,078	81,902,366
Inventories	34,336	37,368
Prepaid expenses	276,210	241,630
Total non-financial assets	87,023,624	82,181,364
Commitments (note 16)		
Contingent liabilities (note 15)		
Accumulated municipal equity (note 11)	\$ 74,662,001	\$ 72,149,921

## Financial Assets:

- Decrease on cash is related to decrease on cash from operations by \$8M (mainly was annual surplus, that decreased by \$4.5M) offset by increase on investments activities and decrease on tangible capital additions. Refer to Statement of Cash Flows
- Decrease in accounts receivable (from Province mainly) related to Arena Fundng Receivable of \$1.9M offset by Water Tower receivable of \$323k.
- Decrease in investments is related to disposals in the year offset by the capital gains and interest income.

## Financial Liabilities:

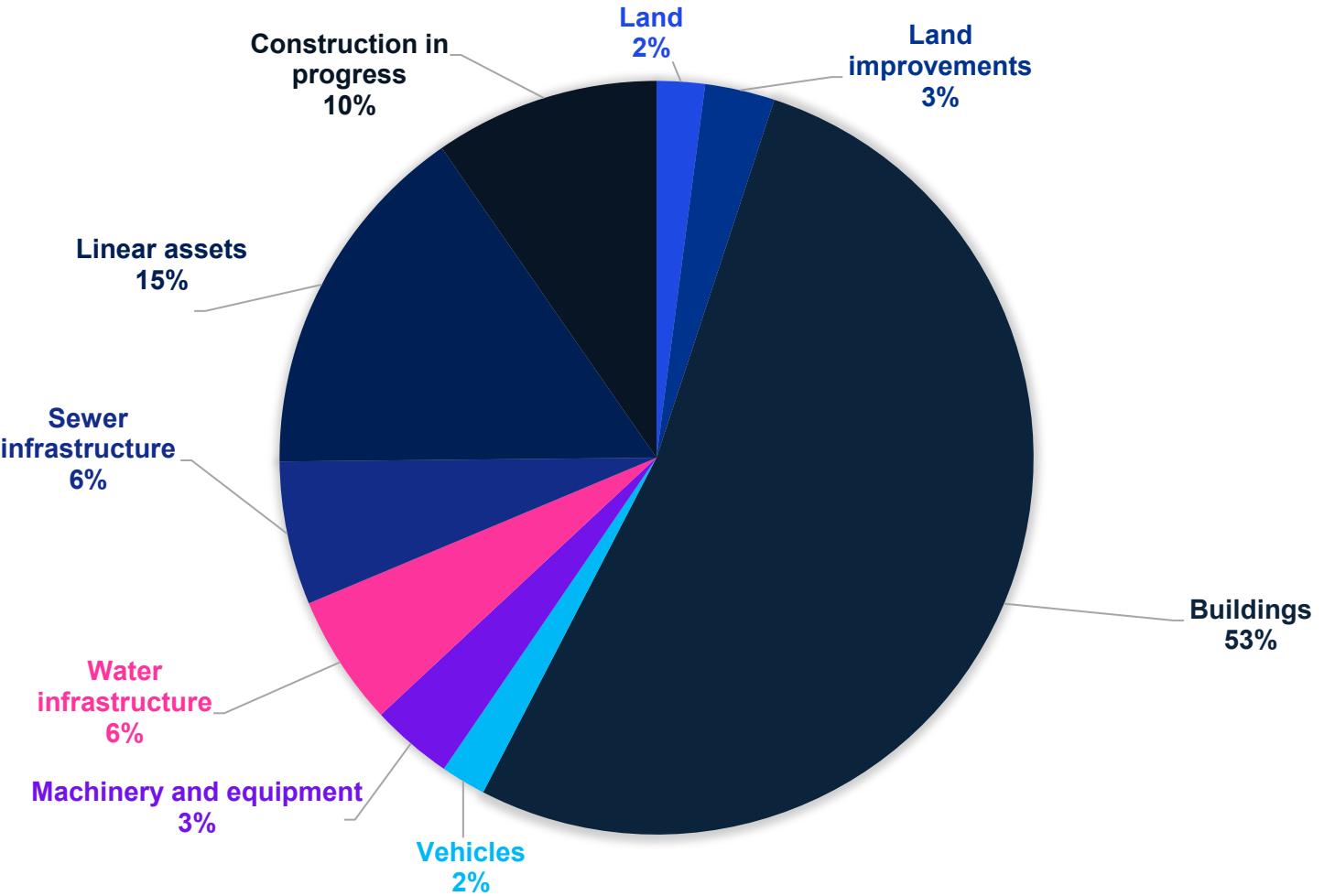
- Decrease in payables largely attributable to timing of settlement of vendors for capital projects mainly in previous year.
- Increase in asset retirement obligations is related to remeasurement for inflation.
- Increase in deferred revenue is related to building permit of \$236k (mainly related to project at 990 Edward St) and also additions to development charges of \$126k and unspent gas tax monies of \$278k.
- Decrease in long-term liabilities as a result of repayments of principal in the year.

## Non-Financial Assets:

- Increase in tangible capital assets driven by additions of \$7.2M offset by amortization of \$2.5M
- Key additions in WIP – Seymour Recreation Complex Outdoor Field and Water Tower (total additions of \$4M)

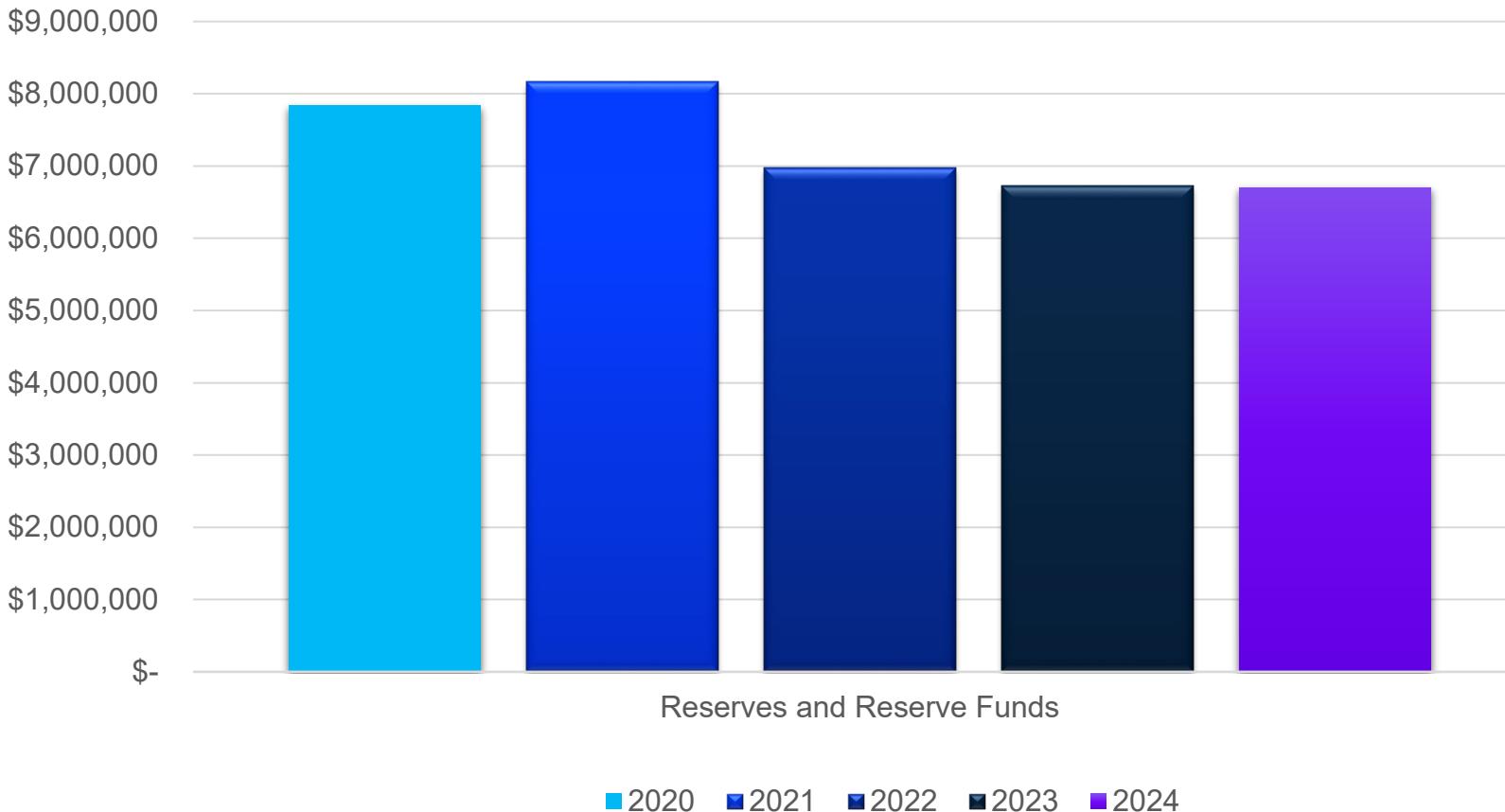
# Financial statement highlights (continued)

## Tangible capital assets



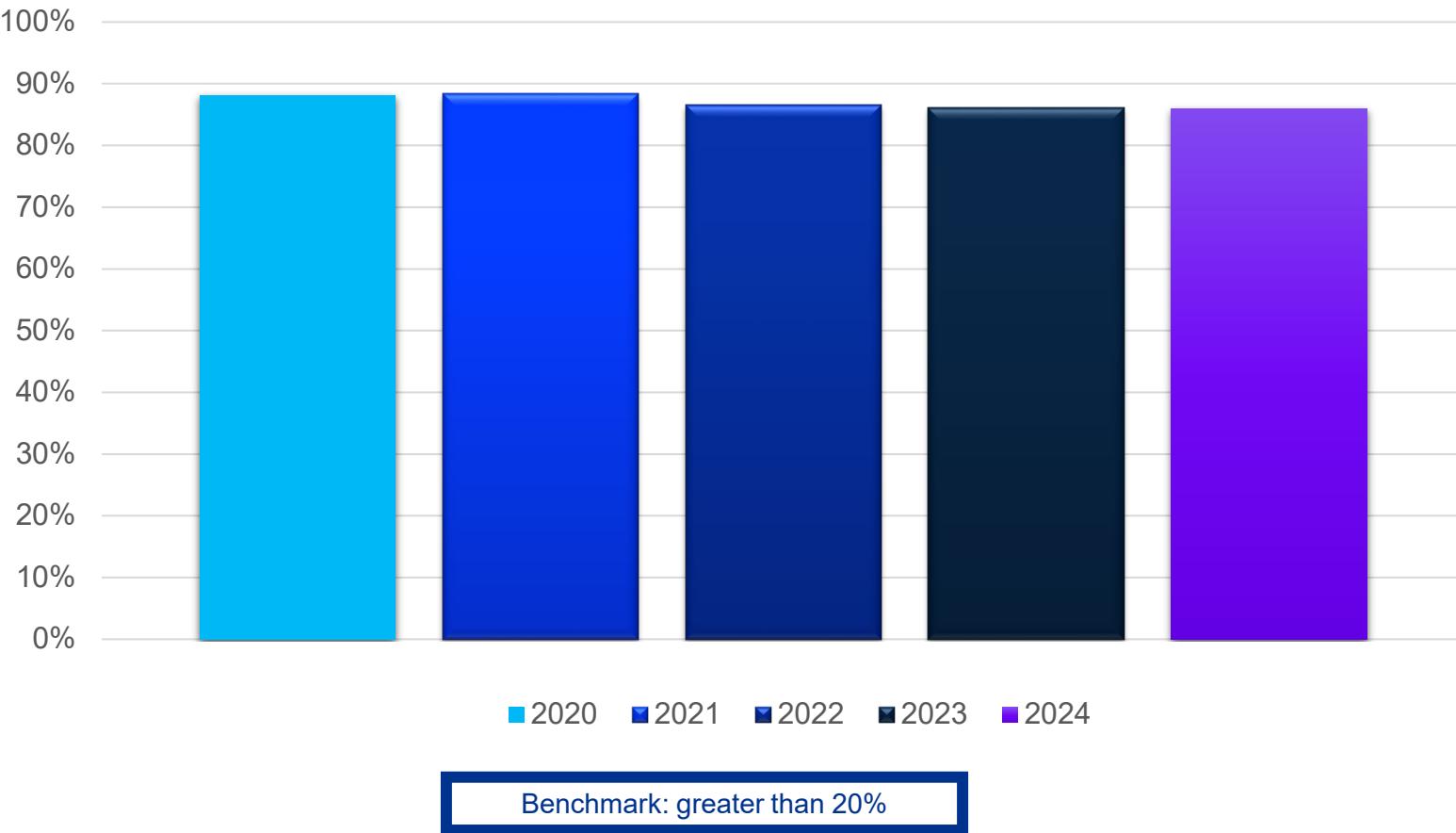
# Financial statement highlights (continued)

## Reserves and reserve funds



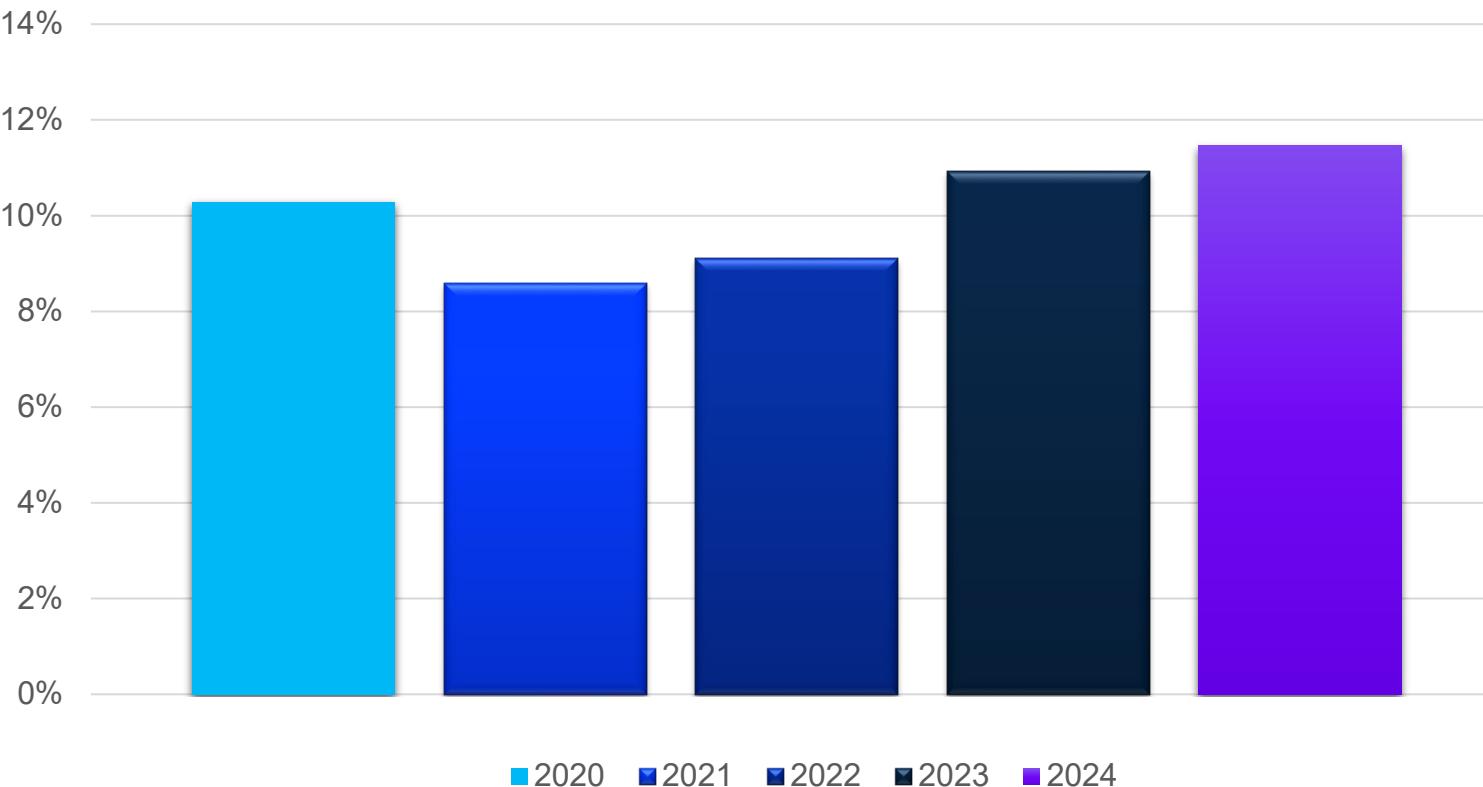
# Financial statement highlights (continued)

Reserves and reserve funds as a percentage of operating expenses



# Financial statement highlights (continued)

Taxes receivable as a percentage of current levy



Ministry benchmark: less than 10%.

# Financial statement highlights (continued)

## Consolidated Statement of Operations and Accumulated Municipal Equity

Year ended December 31, 2024, with comparative information for 2023

	Budget 2024	Actual 2024	Actual 2023
(note 19)			
<b>Revenue:</b>			
Property taxation	\$ 6,517,753	\$ 6,559,223	\$ 6,163,916
Taxation from other governments	386,449	387,810	375,532
User charges	3,939,504	4,046,804	3,667,124
Government grants	2,407,285	2,709,036	2,219,782
Licenses and permits	218,700	157,471	222,787
Investment income	235,793	253,821	430,044
Penalties and interest on taxes	70,000	100,996	62,716
Provincial offenses	13,429	11,975	10,860
Other	543,685	696,568	504,802
Gain on sale of tangible capital assets	—	—	434,000
Net equity increase in investment in Rideau St. Lawrence Holdings Inc. (note 4)	56,000	163,990	120,315
<b>Total revenue</b>	<b>14,388,598</b>	<b>15,087,694</b>	<b>14,211,878</b>
<b>Expenses (note 18):</b>			
General government	1,186,951	1,328,077	1,381,877
Environmental services	3,796,582	3,761,514	3,490,027
Protection to persons and property	2,349,405	2,342,371	2,395,557
Health services	500,883	534,274	499,902
Social and family services	851,060	731,859	665,258
Transportation services	2,815,549	2,783,837	2,821,912
Recreation and culture services	3,015,271	3,076,967	1,793,205
Planning and development	544,719	844,014	724,014
<b>Total expenses</b>	<b>15,060,420</b>	<b>15,402,913</b>	<b>13,771,752</b>
Annual operating surplus (deficit)	(671,822)	(315,219)	440,126
<b>Other:</b>			
Grants and transfers related to capital:			
Deferred revenues earned	—	—	257,298
Government transfers	—	2,788,599	5,491,156
Other	—	38,700	752,363
	—	2,827,299	6,500,817
Annual surplus (deficit)	(671,822)	2,512,080	6,940,943
Accumulated municipal equity, beginning of year	72,149,921	72,149,921	65,208,978
Accumulated municipal equity, end of year (note 11)	<b>\$ 71,478,099</b>	<b>\$ 74,662,001</b>	<b>\$ 72,149,921</b>

### Revenue:

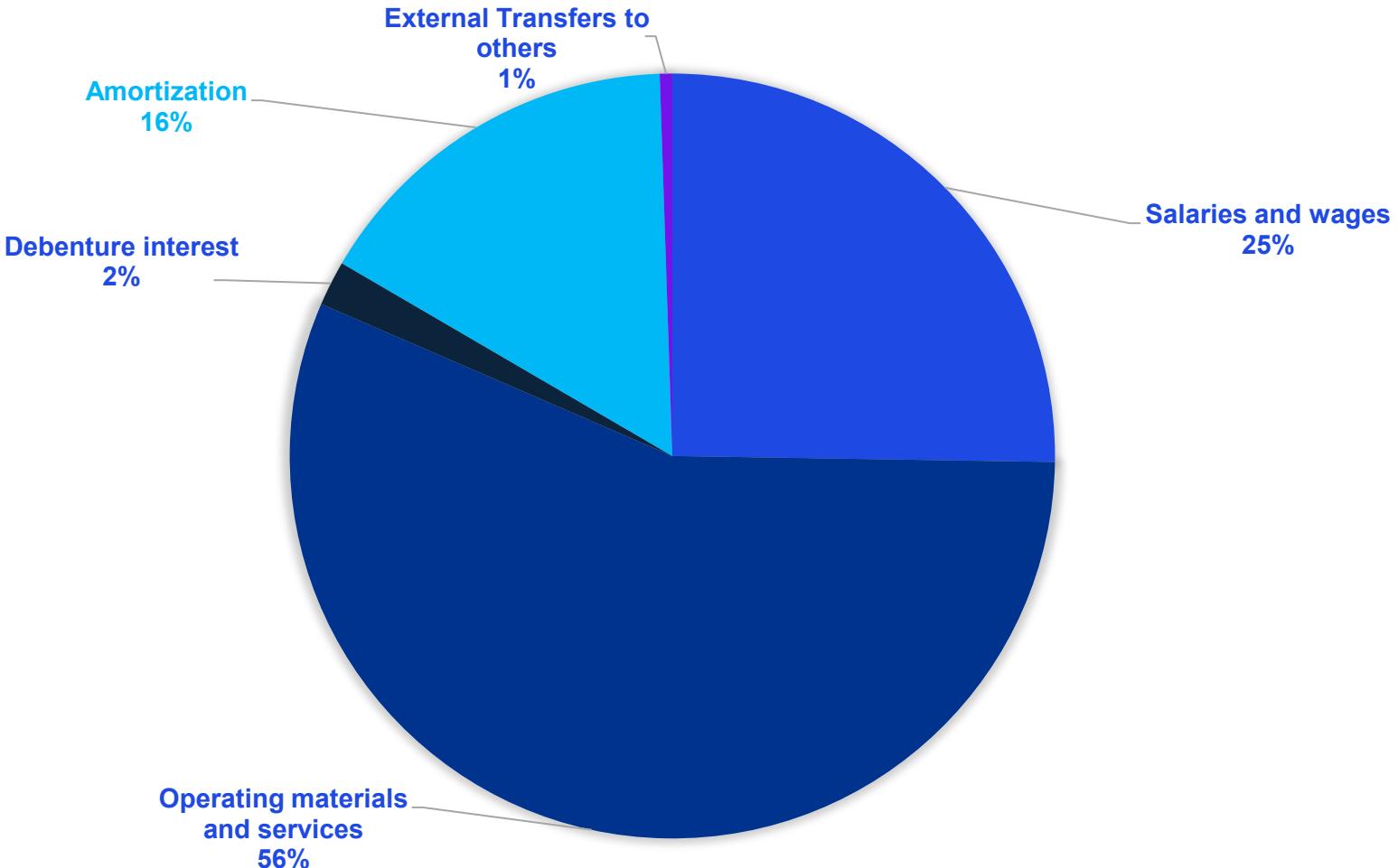
- Increase in property taxes aligned with the budget
- Increase in user charges is related to the planned increase in water, sewer charges and garbage tags
- Decrease in investment income is related to disposals of investment offset by capital gains and interest during the year

### Expenses:

- Impacts of inflation were experienced in 2024 across the board
- Total expenses are aligned with the budget
- Segmented disclosures in the notes to the consolidated financial statements show expenses by category
- Specifically for the Recreation and culture services the Arena was opened in 2023 and therefore 2024 represents the full year of operation.

# Financial statement highlights (continued)

## Operating expenses



# Updates to our prior year audit plan

## Other significant changes



### Newly effective accounting standards



#### PS 3400, *Revenue*, became effective for this year end.

The new standard establishes a single framework to categorize revenue to enhance the consistency of revenue recognition and its measurement.

The standard notes that in the case of revenue arising from an exchange transaction, a public sector entity must ensure the recognition of revenue aligns with the satisfaction of related performance obligations. It notes that unilateral revenue arises when no performance obligations are present, and recognition occurs when there is authority to record the revenue and an event has happened that gives the public sector entity the right to the revenue.

#### PS 3160, *Public private partnership*, became effective for this year end (fiscal years beginning on or after April 1, 2023).

The standard includes new requirements for the recognition, measurement and classification of infrastructure procured through a public private partnership.

#### PSG 8, *Purchased intangibles*, became effective for this year end (fiscal years beginning on or after April 1, 2023).

The guideline allows public sector entities to recognize intangibles purchased through an exchange transaction. The definition of an asset, the general recognition criteria and GAAP hierarchy are used to account for purchased intangibles.

Narrow scope amendments were made to PS 1000 *Financial statement concepts* to remove the prohibition to recognize purchased intangibles and to PS 1201 *Financial statement presentation* to remove the requirement to disclose purchased intangibles not recognized.

### Newly effective accounting standards



### Newly effective auditing standards



There were no new auditing standards impacting the current year audit other than revisions to the group auditing standards (CAS 600).

### Future changes to auditing standards

# Risk assessment summary

Our planning begins with an assessment of risks of material misstatement in your financial statements.

We draw upon our understanding of the Town and its environment (e.g. the industry, the wider economic environment in which the business operates, etc.), our understanding of the Town's components of its system of internal control, including our business process understanding.

		Risk of fraud	Risk of error	Risk Rating
●	Management override of controls	✓		Significant
●	Cash	✓		Base
●	Operating and payroll expenses (including related accruals)	✓		Base
●	Tangible capital assets	✓		Base
●	Asset retirement obligations	✓		Base
●	Government grants	✓		Base
●	Financial instruments	✓		Base
●	Financial reporting	✓		Base
●	PRESUMED RISK OF MATERIAL MISSTATEMENT			
●	OTHER AREA OF FOCUS			



## Current year findings

We did not uncover any significant findings as a result of the procedures performed over the areas highlighted above.

# Significant risks and results

We highlight our significant findings in respect of **significant risks**.

 Fraud risk from management override of controls	RISK OF FRAUD	
Significant risk	Estimate?	Critical audit matter?
Management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. <b>Although the level of risk of management override of controls will vary from entity to entity, the risk nevertheless is present in all entities.</b>	No	No

## Our response

As this presumed risk of material misstatement due to fraud is not rebuttable, our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures include:

- We tested the design and implementation of controls surrounding the review of journal entries, and the business rationale for significant entries.
- Using our KPMG software tools, we analyzed the journal entries posted during the year for completeness.
- In responding to risks of fraud and management override of controls, we set specific criteria to isolate high risk journal entries and adjustments in order to analyze for further insights into our audit procedures and findings.

## Significant qualitative aspects of the Company's accounting practices

We did not uncover any issues during the performance of the procedures described above.

# Accounting policies and practices



## Initial selection

The following new significant accounting policies and practices were selected and applied during the period.

- PS 3400 *Revenue*
- PSG-8 *Purchased Intangibles*
- PS 3160 *Public Private Partnerships (P3s)*



## Revised

No matters to report.



## Significant qualitative aspects

Significant accounting policies or practices are disclosed in note 1 to the financial statements.

No matters to report.

# Other financial reporting matters

We also highlight the following:



## Financial statement presentation - form, arrangement, and content



Through the course of the audit, KPMG provided guidance and support to management on required disclosures in accordance with the financial reporting framework along with the adoption of the new accounting standards in 2024.



## Concerns regarding application of new accounting pronouncements



No matters to report.



## Significant qualitative aspects of financial statement presentation and disclosure



No matters to report.

# Specific topics

We have highlighted the following that we would like to bring to your attention:



Matter	Finding
Illegal acts, including noncompliance with laws and regulations, or fraud	No matters to report
Other information in documents containing the audited financial statements	Not applicable
Significant difficulties encountered during the audit	No matters to report
Difficult or contentious matters for which the auditor consulted	No matters to report
Management's consultation with other accountants	No matters to report
Disagreements with management	No matters to report
Related parties	No matters to report
Significant issues in connection with our appointment or retention	No matters to report
Other matters that are relevant matters of governance interest	No matters to report

# Audit misstatements

Group materiality for fiscal 2024 was set at \$400,000 (2023 - \$360,000) which translated into an audit misstatement posting threshold of \$20,000 (2023 - \$18,000). As such, all misstatements identified during the audit greater than \$20,000 have been recorded on our summary of adjustments and differences.

Adjustments and differences identified during the audit have been categorized as "Corrected adjustments" or "Uncorrected differences". These include disclosure adjustments and differences.

Professional standards require that we request of management and Council that all identified adjustments or differences be corrected, if any.



## Impact of uncorrected misstatements

- We did not identify any differences that remain uncorrected.



## Impact of corrected misstatements

- We did not identify any misstatements that were subsequently corrected by management.

# Control deficiencies

## Consideration of internal control over financial reporting (ICFR)



In planning and performing our audit, we considered ICFR relevant to the Town's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on ICFR.

Our understanding of internal control over financial reporting was for the limited purpose described above and was not designed to identify all control deficiencies that might be significant deficiencies. The matters being reported are limited to those deficiencies that we have identified during the audit that we have concluded are of sufficient importance to merit being reported to those charged with governance.

Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing, and extent of audit procedures performed, as well as other factors. Had we performed more extensive procedures on internal control over financial reporting, we might have identified more significant deficiencies to be reported or concluded that some of the reported significant deficiencies need not, in fact, have been reported.

## A deficiency in internal control over financial reporting



A deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A deficiency in design exists when (a) a control necessary to meet the control objective is missing or (b) an existing control is not properly designed so that, even if the control operates as designed, the control objective would not be met. A deficiency in operation exists when a properly designed control does not operate as designed, or when the person performing the control does not possess the necessary authority or competence to perform the control effectively.

**We have identified other observations related to processes in place at the Town. Those have been communicated separately to the management.**



## Significant deficiencies in internal control over financial reporting

A deficiency, or a combination of deficiencies, in internal control over financial reporting that, in our judgment, is important enough to merit the attention of those charged with governance. **We have not identified a significant deficiency in internal control over financial reporting.**

# Independence

As a firm, we are committed to being and being seen to be independent. We have strict rules and protocols to maintain our independence that meet or exceed those of the IESBA Code<sup>1</sup> and CPA Code. The following are the actions or safeguards applied to reduce or eliminate threats to an acceptable level:



Dedicated ethics & independence partners



Process for reporting breaches of professional standards and policy, and documented disciplinary policy



Ethics, independence and integrity training for all staff



International proprietary system used to evaluate and document threats to independence and those arising from conflicts of interest



Operating policies, procedures and guidance contained in our quality & risk management manual



Mandated procedures for evaluating independence of prospective audit clients



Restricted investments and relationships



Annual ethics and independence confirmation for staff

## Statement of compliance

We confirm that, as of the date of this communication, **we are independent** of the Town in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada.



<sup>1</sup> International Ethics Standards Board for Accountants' International Code of Ethics for Professional Accountants (including International Independence Standards)

# Appendices



Required  
communications



Audit quality



Audit and assurance  
insights

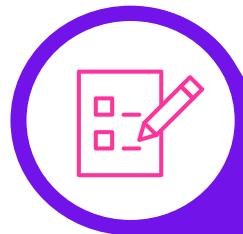


Technology highlights



Thought leadership  
and insights

# Appendix 1: Other required communications



## Engagement terms

A copy of the engagement letter and any subsequent amendments has been provided to management.



## CPAB communication protocol

The reports available through the following links were published by the Canadian Public Accountability Board to inform Council and other stakeholders about the results of quality inspections conducted over the past year:

- [CPAB Audit Quality Insights Report: 2022 Annual Inspections Results](#)
- [CPAB Audit Quality Insights Report: 2023 Interim Inspections Results](#)
- [CPAB Regulatory Oversight Report: 2023 Annual Inspections Results](#)
- [CPAB Audit Quality Insights Report: 2024 Interim Inspections Results](#)

# Appendix 1a: Draft auditor's report

## INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Corporation of the Town of Prescott

### ***Opinion***

We have audited the consolidated financial statements of the Corporation of the Township of Prescott (the Entity), which comprise:

- the consolidated statement of financial position as at December 31, 2024
- the consolidated statement of operations and accumulated municipal equity for the year then ended
- the consolidated statement of changes in net debt for the year then ended
- the consolidated statement of remeasurement of gains and losses for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements, present fairly, in all material respects, the consolidated financial position of the Entity as at December 31, 2024, and its results of consolidated operations, its consolidated changes in net debt and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the ***"Auditor's Responsibilities for the Audit of the Financial Statements"*** section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

# Appendix 1a: Draft auditor's report (continued)

## ***Responsibilities of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

## ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

# Appendix 1a: Draft auditor's report (continued)

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.  
The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Plan and perform the group audit to obtain sufficient appropriate audit evidence regarding the financial information of the entities or business units within the group as a basis for forming an opinion on the group financial statements. We are responsible for the direction, supervision and review of the audit work performed for the purposes of the group audit. We remain solely responsible for our audit opinion.

Chartered Professional Accountants, Licensed Public Accountants  
Kingston, Canada  
(Date)

# Appendix 1b: Management representation letter

KPMG LLP  
863 Princess Street, Suite 400  
Kingston, Ontario K7L 5N4  
Canada

December 15, 2025

We are writing at your request to confirm our understanding that your audit were for the purpose of expressing an opinion on the financial statements (hereinafter referred to as "financial statements") of the Corporation of the Town of Prescott ("the Entity") as at and for the period ended December 31, 2024.

*General:*

We confirm that the representations we make in this letter are in accordance with the definitions as set out in [Attachment I](#) to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

*Responsibilities:*

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated August 27, 2025 including for:
  - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework.
  - b) providing you with all information of which we are aware that is relevant to the preparation of the financial statements ("relevant information"), such as financial records, documentation and other matters, including:
    - the names of all related parties and information regarding all relationships and transactions with related parties;
    - the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of Council and committees of Council that may affect the financial statements. All significant actions are included in such summaries.
  - c) providing you with unrestricted access to such relevant information.
  - d) providing you with complete responses to all enquiries made by you during the engagement.
  - e) providing you with additional information that you may request from us for the purpose of the engagement
  - f) providing you with unrestricted access to persons within the Entity from whom you determined it necessary to obtain audit evidence.
  - g) such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.

- h) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.
- i) ensuring that internal auditors providing direct assistance to you, if any, were instructed to follow your instructions and that we, and others within the entity, did not intervene in the work the internal auditors performed for you.

*Internal control over financial reporting:*

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which we are aware.

*Fraud & non-compliance with laws and regulations:*

- 3) We have disclosed to you:
  - a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
  - b) all information in relation to fraud or suspected fraud that we are aware of that involves:
    - management;
    - employees who have significant roles in internal control over financial reporting; or
    - others

where such fraud or suspected fraud could have a material effect on the financial statements.
  - c) all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators, short sellers, or others.
  - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements or illegal acts, whose effects should be considered when preparing financial statements.
  - e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.
  - f) We have disclosed to you all information regarding investigations into possible fraud and/or non-compliance or suspected non-compliance with laws and regulations, including illegal acts, that we have undertaken at our discretion and completed, including the results of such investigations, and the resolution of the matters, if any, identified in such investigations.

*Subsequent events:*

- 4) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment, or disclosure, in the financial statements have been adjusted or disclosed.

*Related parties:*

- 5) We have disclosed to you the identity of the Entity's related parties.
- 6) We have disclosed to you all the related party relationships and transactions/balances of which we are aware.

# Appendix 1b: Management representation letter (continued)

7) All related party relationships and transactions/balances have been appropriately accounted for, and disclosed, in accordance with the relevant financial reporting framework.

*Estimates:*

8) The methods, the data and the significant assumptions used in making accounting estimates, and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of the applicable financial reporting framework.

*Going concern:*

9) We have provided you with all information relevant to the use of the going concern assumption in the financial statements.

10) We confirm that we are not aware of material uncertainties related to events or conditions that may cast significant doubt upon the Entity's ability to continue as a going concern.

*Non-SEC registrants or non-reporting issuers:*

11) We confirm that the Entity is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002).

12) We also confirm that the financial statements of the Entity will not be included in the group financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.

*Other:*

13) We confirm that we have provided you with a complete list of service organizations (SO) and sub-service organizations (SSO) and that the relevant complementary user entity controls (CUECs) related to each SO/SSO have been designed and implemented. For the purpose of this representation, a service organization is one as defined in CAS 402.

Yours very truly,

CORPORATION OF THE TOWN OF PRESCOTT

Matthew Armstrong, Chief Administrative Officer and Treasurer

## Attachment I – Definitions

*Materiality*

Certain representations in this letter are described as being limited to matters that are material.

Information is material if omitting, misstating or obscuring it could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances, and are affected by perception of the needs of, or the characteristics of, the users of the financial statements and, the size or nature of a misstatement, or a combination of both while also considering the entity's own circumstances.

*Fraud & error*

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

# Appendix 2: Audit quality - How do we deliver audit quality?

**Quality essentially means doing the right thing and remains our highest priority. Our Global Quality Framework outlines how we deliver quality and how every partner and staff member contributes to its delivery.**

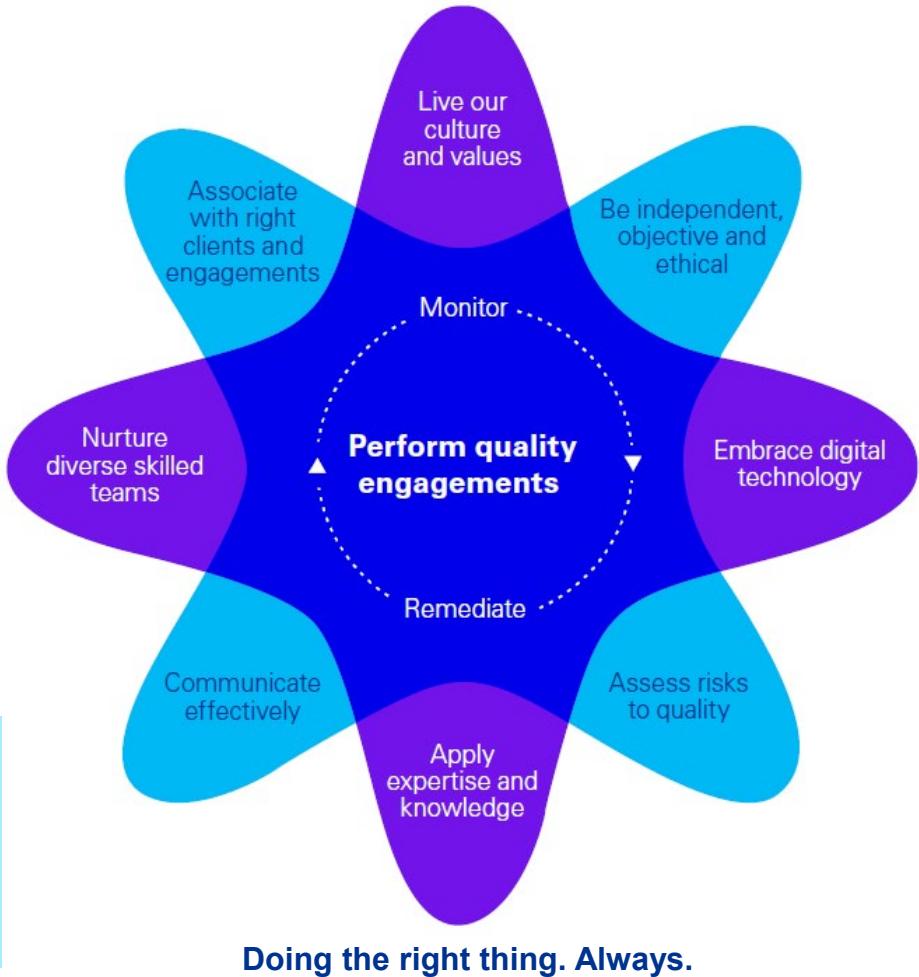
The drivers outlined in the framework are the ten components of the KPMG System of Quality Management (SoQM). Aligned with ISQM 1/CSQM 1, our SoQM components also meet the requirements of the International Code of Ethics for Professional Accountants (including International Independence Standards) issued by the International Ethics Standards Board for Accountants (IESBA) and the relevant rules of professional conduct / code of ethics applicable to the practice of public accounting in Canada, which apply to professional services firms that perform audits of financial statements. Learn more about our system of quality management and our firm's statement on the effectiveness of our SoQM:



[KPMG Canada Transparency Report](#)

**We define 'audit quality' as being the outcome when:**

- audits are **executed consistently**, in line with the requirements and intent of **applicable professional standards** within a strong **system of quality management**; and
- all of our related activities are undertaken in an environment of the utmost level of **objectivity, independence, ethics and integrity**.



# Appendix 3: Audit and assurance insights

Our latest thinking on the issues that matter most to Councils and management.

## KPMG Audit & Assurance Insights

Curated research and insights for audit committees and boards.

## Board Leadership Centre

Leading insights to help board members maximize boardroom opportunities

## Current Developments

Series of quarterly publications for Canadian businesses including Spotlight on IFRS, Canadian Assurance & Related Services, Canadian Securities Matters, and US Outlook reports.

## Insights - KPMG Canada

## Sustainability Reporting

Resource centre on implementing the new Canadian reporting standards

## IFRS Breaking News

A monthly Canadian newsletter that provides the latest insights on accounting, financial reporting and sustainability reporting.

## Finance Committee Guide – Canadian Edition

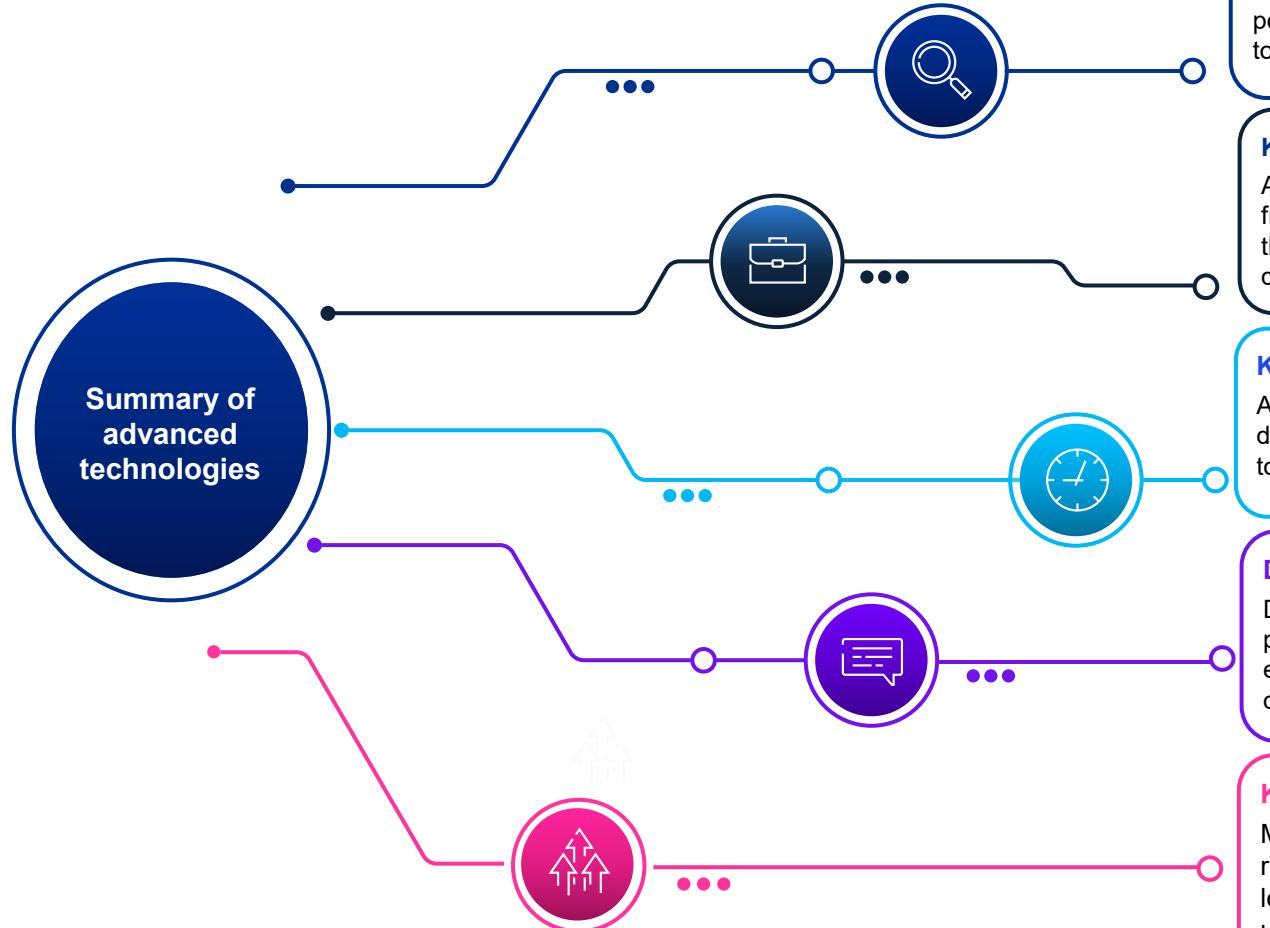
A practical guide providing insight into current challenges and leading practices shaping Finance Committee effectiveness in Canada.

## Accelerate 2026

The key issues driving the Finance Committee agenda in 2025.

# Appendix 4: Technology highlights

We continue to utilize technology to enhance the quality and effectiveness of the audit.



## KPMG Clara Analytics

Using the latest technologies to analyze data, KPMG Clara allows us to visualize the flow of transactions through the system, identify risks in your financial data and perform more specific audit procedures. The engagement team primarily use this tool to prepare trend analytics (planning and final) during the audit.

## KPMG Clara for Client (Kcfc)

Allows the client team to see the real-time status of the engagement and who from our KPMG team is leading on a deliverable. The tool is used to control the status of audit requirements and as a collaboration site to share files and data.

## KPMG Clara Workflow (KCw)

A modern, intuitively written, highly applicable audit methodology that allows us to deliver globally consistent engagements. The tool allows us to identify and respond to relevant risks, document our audit procedures, conclusions, and reporting.

## Datasniper

Datasniper is an audit tool that uses optical character recognition and robotic process automation to automate vouching procedures within the audit engagement. It automatically matches specified excel data to the corresponding documents, leaving an audit trail behind for review.

## KPMG Clara Analytics – AI Transaction Scoring, powered by MindBridge

MindBridge is a tool that applies advanced statistical, machine learning, and rules-based analytics technology to analyze transactions on a more granular level and deliver an even higher quality audit. The engagement team primarily use this tool to perform testing over non-salary expenses during the audit.

# Appendix 5: Thought leadership and insights

## Future of Risk

Enterprises are facing an array of reputational, environmental, regulatory and societal forces. To navigate this complex landscape, the C-suite should seek to embrace risk as an enabler of value and fundamentally transform their approach. KPMG's global survey of 400 executives reveals that their top priorities for the next few years are adapting to new risk types and adopting advanced analytics and AI. As organizations align risk management with strategic objectives, closer collaboration across the enterprise will be essential.

[Click here](#) to access KPMG's portal.

## Control System Cybersecurity Annual Report 2024

Based on a survey of more than 630 industry members (13% from government organizations), this report reveals that while the increase in cyberattacks is concerning, organizations have become more proactive in their cybersecurity budgets, focused on prevention, and acknowledging the threat of supply chain attacks. Furthermore, the report highlights a pressing need for skilled cybersecurity professionals in the face of escalating cyber threats. Explore the full report to help gain a clearer understanding of the growing cyber threat landscape and learn how to overcome the roadblocks to progress.

[Click here](#) to access KPMG's portal.

## Cybersecurity Considerations 2024: Government and Public Sector

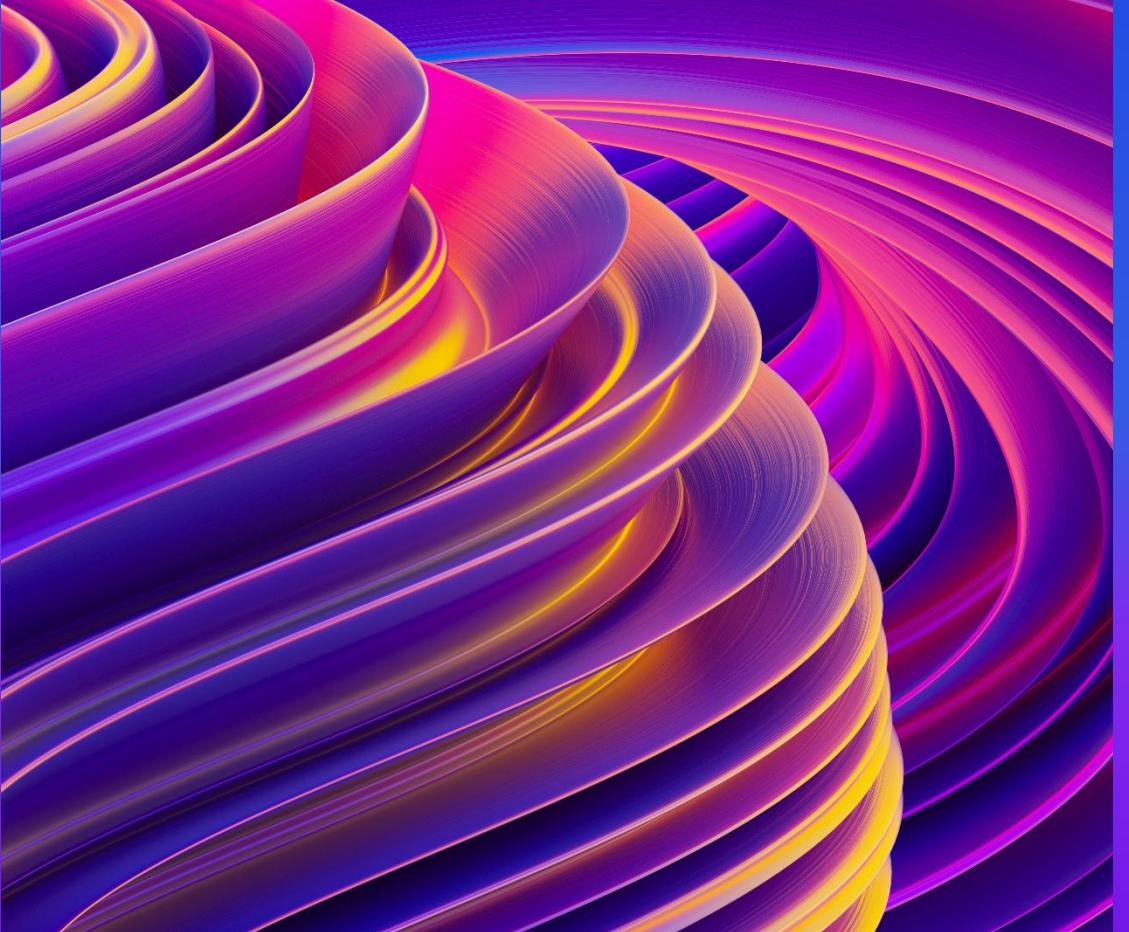
In every industry, cybersecurity stands as a paramount concern for leaders. Yet, for government and public sector organizations, the game of digital defense takes on a whole new level of intensity. The reason? The sheer volume and sensitivity of data they manage, which can amplify the potential fallout from any breach. These agencies are the custodians of a vast array of personal and critical data, spanning from citizen welfare to public safety and national security. This article delves into the pivotal cybersecurity considerations for the government and public sector. It offers valuable perspectives on critical focus areas and provides actionable strategies for leaders and their security teams to fortify resilience, drive innovation, and uphold trust in an ever-changing environment.

[Click here](#) to access KPMG's portal.



<https://kpmg.com/ca/en/home.html>

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Audited Consolidated Financial Statements and  
Other Financial Information of

**CORPORATION OF THE TOWN  
OF PRESCOTT**

Year ended December 31, 2024

DRAFT

# **CORPORATION OF THE TOWN OF PRESCOTT**

Year ended December 31, 2024

## **CORPORATION OF THE TOWN OF PRESCOTT**

Page

### **Management's Responsibility for the Consolidated Financial Statements**

### **Independent Auditor's Report**

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### **Management's Responsibility for the Consolidated Financial Statements**

The accompanying consolidated financial statements of the Corporation of the Town of Prescott (the "Town") are the responsibility of the Town's management and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards. A summary of the significant accounting policies is contained in note 1 to the consolidated financial statements. The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Town's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

Council meets with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by KPMG LLP, independent external auditors appointed by the Town. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Town's consolidated financial statements.

---

Matthew Armstrong, Chief Administrative  
Officer and Treasurer, Finance

## INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Corporation of the Town of Prescott

### ***Opinion***

We have audited the consolidated financial statements of the Corporation of the Town of Prescott (the Entity), which comprise:

- the consolidated statement of financial position as at December 31, 2024
- the consolidated statement of operations and accumulated municipal equity for the year then ended
- the consolidated statement of changes in net debt for the year then ended
- the consolidated statement of remeasurement of gains and losses for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements, present fairly, in all material respects, the consolidated financial position of the Entity as at December 31, 2024, and its results of consolidated operations, its consolidated changes in net debt and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## ***Responsibilities of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

## ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

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Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Plan and perform the group audit to obtain sufficient appropriate audit evidence regarding the financial information of the entities or business units within the group as a basis for forming an opinion on the group financial statements. We are responsible for the direction, supervision and review of the audit work performed for the purposes of the group audit. We remain solely responsible for our audit opinion.

Chartered Professional Accountants, Licensed Public Accountants

Kingston, Canada

(date)

# CORPORATION OF THE TOWN OF PRESCOTT

## Consolidated Statement of Financial Position

December 31, 2024, with comparative information for 2023

	2024	2023
<b>Financial assets:</b>		
Cash and short-term deposits	\$ 1,184,346	\$ 3,163,849
Taxes receivable	864,466	778,498
User charges receivable	1,114,506	1,055,691
Accounts receivable	4,962,370	6,291,848
Inventory	13,816	12,790
Investments (note 10)	1,146,069	1,682,674
Investment in Rideau St. Lawrence Holdings Inc. (note 4)	2,158,334	2,053,046
	11,443,907	15,038,396
<b>Financial liabilities:</b>		
Accounts payable and accrued liabilities	3,243,008	4,522,258
Asset retirement obligations (note 7)	295,975	285,525
Employee future benefit obligations (note 5)	27,930	27,700
Deferred revenue (note 6)	1,175,320	453,840
Long-term liabilities (notes 8 and 9)	19,063,297	19,780,516
Financial liabilities	23,805,530	25,069,839
Net debt	(12,361,623)	(10,031,443)
<b>Non-financial assets:</b>		
Tangible capital assets (note 17)	86,713,078	81,902,366
Inventories	34,336	37,368
Prepaid expenses	276,210	241,630
Total non-financial assets	87,023,624	82,181,364
Commitments (note 16)		
Contingent liabilities (note 15)		
Accumulated municipal equity (note 11)	\$ 74,662,001	\$ 72,149,921

The accompanying notes are an integral part of these consolidated financial statements.

# CORPORATION OF THE TOWN OF PRESCOTT

## Consolidated Statement of Operations and Accumulated Municipal Equity

Year ended December 31, 2024, with comparative information for 2023

	Budget 2024	Actual 2024	Actual 2023
(note 19)			
<b>Revenue:</b>			
Property taxation	\$ 6,517,753	\$ 6,559,223	\$ 6,163,916
Taxation from other governments	386,449	387,810	375,532
User charges	3,939,504	4,046,804	3,667,124
Government grants	2,407,285	2,709,036	2,219,782
Licenses and permits	218,700	157,471	222,787
Investment income	235,793	253,821	430,044
Penalties and interest on taxes	70,000	100,996	62,716
Provincial offenses	13,429	11,975	10,860
Other	543,685	696,568	504,802
Gain on sale of tangible capital assets	—	—	434,000
Net equity increase in investment in Rideau St. Lawrence Holdings Inc. (note 4)	56,000	163,990	120,315
<b>Total revenue</b>	<b>14,388,598</b>	<b>15,087,694</b>	<b>14,211,878</b>
<b>Expenses (note 18):</b>			
General government	1,186,951	1,328,077	1,381,877
Environmental services	3,796,582	3,761,514	3,490,027
Protection to persons and property	2,349,405	2,342,371	2,395,557
Health services	500,883	534,274	499,902
Social and family services	851,060	731,859	665,258
Transportation services	2,815,549	2,783,837	2,821,912
Recreation and culture services	3,015,271	3,076,967	1,793,205
Planning and development	544,719	844,014	724,014
<b>Total expenses</b>	<b>15,060,420</b>	<b>15,402,913</b>	<b>13,771,752</b>
Annual operating surplus (deficit)	(671,822)	(315,219)	440,126
<b>Other:</b>			
Grants and transfers related to capital:			
Deferred revenues earned	—	—	257,298
Government transfers	—	2,788,599	5,491,156
Other	—	38,700	752,363
	—	2,827,299	6,500,817
Annual surplus (deficit)	(671,822)	2,512,080	6,940,943
Accumulated municipal equity, beginning of year	72,149,921	72,149,921	65,208,978
Accumulated municipal equity, end of year (note 11)	\$ 71,478,099	\$ 74,662,001	\$ 72,149,921

The accompanying notes are an integral part of these consolidated financial statements.

# CORPORATION OF THE TOWN OF PRESCOTT

## Consolidated Statement of Changes in Net Debt

Year ended December 31, 2024, with comparative information for 2023

	Budget 2024	Actual 2024	Actual 2023
(note 19)			
Annual surplus (deficit)	\$ (671,822)	\$ 2,512,080	\$ 6,940,943
Acquisition of tangible capital assets	(1,030,500)	(7,285,537)	(11,934,541)
Amortization of tangible capital assets	2,460,825	2,474,825	2,113,246
Change in accumulated remeasurement gains	—	—	256,465
Loss on sale of tangible capital assets	—	—	33,098
Acquisition of prepaid expenses	—	(34,580)	30,563
Change in inventories of supplies	—	3,032	(9,332)
Change in net debt	758,503	(2,330,180)	(2,569,558)
Net debt, beginning of year	(10,031,443)	(10,031,443)	(7,461,885)
Net debt, end of year	\$ (9,272,940)	\$ (12,361,623)	\$ (10,031,443)

The accompanying notes are an integral part of these consolidated financial statements.

# **CORPORATION OF THE TOWN OF PRESCOTT**

## Consolidated Statement of Remeasurement Gains and Losses

Year ended December 31, 2024, with comparative information for 2023

	2024	2023
Accumulated remeasurement gains, beginning of year	\$ 431,391	\$ —
Opening adjustment on adoption of financial instruments standard	—	256,465
Unrealized gains attributable to investments	84,531	174,926
Realized gains on disposal of investments	(230,600)	—
Change in accumulated remeasurement gains	(146,069)	431,391
<b>Accumulated remeasurement gains, end of year</b>	<b>\$ 285,322</b>	<b>\$ 431,391</b>

The accompanying notes are an integral part of these consolidated financial statements.

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# CORPORATION OF THE TOWN OF PRESCOTT

## Consolidated Statement of Cash Flows

Year ended December 31, 2024, with comparative information for 2023

	2024	2023
<b>Operating activities:</b>		
Annual surplus	\$ 2,512,080	\$ 6,940,943
Item not involving cash:		
Amortization of tangible capital assets	2,474,825	2,113,246
Unrealized gain on investment	–	(174,926)
Loss on sale of tangible capital assets	–	33,098
Change in non-cash operating working capital:		
Increase in taxes receivable	(85,968)	(158,607)
Decrease (increase) in user charges receivable	(58,815)	373,814
Decrease in accounts receivable	1,329,478	2,123,487
Decrease (increase) in inventories	(1,026)	7,278
Increase (decrease) in accounts payable and accrued liabilities	(1,279,250)	1,173,408
Increase in asset retirement obligations	10,450	285,525
Increase (decrease) in employee future benefits obligations	230	(1,738)
Increase in deferred revenue	721,480	19,794
Decrease (increase) in prepaid expenses	(34,580)	30,563
Decrease (increase) in inventories of supplies	3,032	(9,332)
	605,031	3,844,192
	<hr/> 5,591,936	<hr/> 12,756,553
<b>Capital activities:</b>		
Acquisition of tangible capital assets	(7,285,537)	(11,934,541)
<b>Investing activities:</b>		
Decrease in investment in Rideau St. Lawrence Holdings Inc.	(105,288)	(64,525)
Reinvested investment income	536,605	(72,234)
	<hr/> 431,317	<hr/> (136,759)
<b>Financing activities:</b>		
Debt principal repayments	(717,219)	(732,297)
Issuance of long-term debt	–	2,203,070
	<hr/> (717,219)	<hr/> 1,470,773
Increase (decrease) in cash and short-term deposits	(1,979,503)	2,156,026
Cash and short-term deposits, beginning of year	3,163,849	1,007,823
<b>Cash and short-term deposits, end of year</b>	<b>\$ 1,184,346</b>	<b>\$ 3,163,849</b>

The accompanying notes are an integral part of these consolidated financial statements.

# CORPORATION OF THE TOWN OF PRESCOTT

## Notes to Consolidated Financial Statements

Year ended December 31, 2024

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The Corporation of the Town of Prescott (the "Town") was incorporated in 1834 and assumed its responsibilities as a police village. The Town operates as a single tier government in the United Counties of Leeds and Grenville, in the Province of Ontario, Canada and provides municipal services such as police, fire, public works, planning, parks and recreation, library and other general government operations.

### **1. Significant accounting policies:**

The consolidated financial statements of the Corporation of the Town of Prescott (the "Town") are the representation of management prepared in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies adopted by the Town are as follows:

(a) Basis of consolidation:

(i) Consolidated entities:

These consolidated financial statements reflect the assets, liabilities, revenue and expenses, reserves, reserve funds and changes in investment in tangible capital assets of the Town. The reporting entity is comprised of all organizations, committees and local boards accountable for the administration of their financial affairs and resources to the Town and which are owned or controlled by the Town. Interdepartmental and inter-organizational transactions and balances between these organizations are eliminated.

These consolidated financial statements include:

- Public Library Board
- Business Improvement Area Committee
- Cemetery Board

(ii) Investment in Rideau St. Lawrence Holdings Inc.:

The investment in Rideau St. Lawrence Holdings Inc. ("RSL") is accounted for on a modified equity basis, consistent with Canadian public sector accounting standards. Under the modified equity basis, the business enterprises accounting principles are not adjusted to conform to those of the Town and inter-organizational transactions and balance are not eliminated. The Town recognizes its equity interest in the annual income or loss of RSL in its consolidated statement of operations with a corresponding increase or decrease in its investment asset account. Any dividends the Town may receive from RSL will be reflected as reductions in the investment asset account.

(iii) Accounting for School Board transactions:

The taxation, other revenue, expenses, assets and liabilities with respect to the operations of the school boards are not reflected in the municipal fund balances of these consolidated financial statements.

# CORPORATION OF THE TOWN OF PRESCOTT

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

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## 1. Significant accounting policies (continued):

### (b) Basis of accounting:

- (i) The consolidated financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based on receipt of goods and services and/or the creation of a legal obligation to pay.
- (ii) Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the annual surplus (deficit), provides the change in net financial assets for the year.

### (c) Tangible capital assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Useful Life - Years
Land improvements	40
Buildings	15 to 60
Machinery and equipment	5 to 20
Vehicles	5 to 20
Linear assets:	
Roads	15 to 40
Bridges	15 to 40
Sidewalks	10 to 15
Water distribution	50 to 80
Wastewater collection	80
Storm sewer collection	80

Amortization is charged in the year following the year of acquisition. Assets under construction are not amortized until the asset is available for productive use, at which time they are capitalized.

The Town has a capitalization threshold of \$10,000 for vehicles and equipment and \$10,000 to \$50,000 for linear assets and buildings so that individual capital assets of lesser value are expensed, unless they are pooled because, collectively, they have significant value, or for operational reasons.

# CORPORATION OF THE TOWN OF PRESCOTT

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

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## 1. Significant accounting policies (continued):

### (c) Tangible capital assets (continued):

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Similarly, transfers of assets to third parties are recorded as an expense equal to the net book value of other asset as of the date of transfer.

When tangible capital assets are disposed of, either by way of a sale, destruction or loss, or abandonment of the asset, the asset's net book value, historical cost less accumulated amortization, is written off. Any resulting gain or loss, equal to the proceeds on disposal less the asset's net book value, is reported on the Consolidated Statement of Operations in the year of disposal.

When conditions indicate that a tangible capital asset no longer contributes to the Town's ability to provide services or the value of the future economic benefits associated with the tangible capital asset are less than its net book value, and the decline is expected to be permanent, the cost and accumulated amortization of the asset are reduced to reflect the revised estimate of the value of the asset's remaining service potential. The resulting net adjustment is reported as an expense on the Consolidated Statement of Operations.

### (d) Leases:

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

### (e) Inventories and prepaid expenses:

Inventories and prepaid expenses held for consumption are recorded at the lower of cost or replacement cost.

### (f) Pension and employee benefits:

The Town accounts for its participation in the Ontario Municipal Employees Retirement System ("OMERS"), a multi-employer public sector pension fund, as a defined contribution plan. The OMERS plan specifies the retirement benefits to be received by employees based on length of service and pay rates.

Employee benefits include vacation entitlement and sick leave benefits. Vacation entitlements are accrued as entitlements are earned. Sick leave benefits are accrued in accordance with the Town's policy.

### (g) Cash and short-term deposits:

The Town considers cash and short-term deposits to be highly liquid investments with original maturities of three months or less.

# CORPORATION OF THE TOWN OF PRESCOTT

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

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## 1. Significant accounting policies (continued):

### (h) Revenue recognition:

Government transfers and funding for projects are recognized when the transfer is authorized, any eligibility criteria have been met and the amount can be reasonably estimated. Corporation generated funds, generally consisting of user fees, licenses and permits, are recognized when the goods are sold or the services are provided, performance obligations fulfilled, and future economic benefits are measurable and expected to be obtained. Other restricted contributions in advance of the related expenditure are deferred until the related expenditure is incurred.

### (i) Deferred revenue:

The Town receives contributions pursuant to legislation, regulations or agreement that may only be used for certain programs or in the completion of specific work. In addition, certain user charges and fees are collected for which the related services have yet to be performed. These amounts are recognized as revenue in the fiscal year the related expenses are incurred or services performed.

### (j) Deferred revenue - obligatory reserve funds:

The Town receives restricted contributions under the authority of provincial legislation and Municipal by-laws. These funds by their nature are restricted in their use, and until applied to applicable expenses, are recorded as deferred revenue. Amounts applied to qualifying costs are recorded as revenue in the fiscal period that they are expended.

### (k) Financial instruments:

Financial instruments are recorded at fair value on initial recognition and reported on the Consolidated Statement of Financial Position. Derivatives and portfolio investments in equity instruments that are quoted in an active market are measured at fair value while all other financial instruments are measured at cost or amortized cost.

Unrealized gains and losses arising from changes in fair value are presented in the Consolidated Statement of Remeasurement Gains and Losses which records the remeasurement gains and losses for financial instruments measured at fair value. Unrealized gains and losses are realized upon settlement of the financial instrument when the financial instrument is sold or reaches maturity through the Consolidated Statement of Operations and Accumulated Municipal Equity. Changes in the fair value on restricted assets are recognized as a liability until the criterion attached to the restrictions has been met, upon which the gain or loss is recognized in the Consolidated Statement of Operations and Accumulated Municipal Equity.

# CORPORATION OF THE TOWN OF PRESCOTT

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

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## 1. Significant accounting policies (continued):

### (k) Financial instruments (continued):

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

All financial assets are assessed for impairment on an annual basis. When a decline is determined to be other than temporary, the amount of the loss is reported in the Consolidated Statement of Operations and Accumulated Municipal Equity and any unrealized gain is adjusted through the Consolidated Statement of Remeasurement Gains and Losses.

#### Establishing fair value:

The fair value of guarantees and letters of credit are based on fees currently charged for similar agreements or on the estimated cost to terminate them or otherwise settle the obligations with the counterparties at the reported borrowing date. In situations in which there is no market for these guarantees, and they were issued without explicit costs, it is not practicable to determine their fair value with sufficient reliability (if applicable).

#### Fair value hierarchy:

The following provides an analysis of financial instruments that are measured subsequent to initial recognition at fair value, grouped into Levels 1 to 3 based on the degree to which fair value is observable:

Level 1 - fair value measurements are those derived from quoted prices (unadjusted) in active markets for identical assets or liabilities;

Level 2 - fair value measurements are those derived from inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly (i.e. as prices) or indirectly (i.e. derived from prices); and

Level 3 - fair value measurements are those derived from valuation techniques that include inputs for the asset or liability that are not based on observable market data (unobservable inputs).

The fair value hierarchy requires the use of observable market inputs whenever such inputs exist. A financial instrument is classified to the lowest level of the hierarchy for which a significant input has been considered in measuring fair value.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

# CORPORATION OF THE TOWN OF PRESCOTT

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

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## 1. Significant accounting policies (continued):

### (k) Financial instruments (continued):

All financial assets are assessed for impairment on an annual basis. When a decline is determined to be other than temporary, the amount of the loss is reported in the Consolidated Statement of Operations and Accumulated Municipal Equity and any unrealized gain is adjusted through the Consolidated Statement of Remeasurement Gains and Losses.

Long-term debt is recorded at amortized cost.

### (l) Foreign currency:

Foreign currency transactions are recorded at the exchange rate at the time of the transaction.

Assets and liabilities denominated in foreign currencies are recorded at fair value using the exchange rate at the financial statement date. Unrealized foreign exchange gains and losses are recognized in the Consolidated Statement of Remeasurement Gains and Losses. In the period of settlement, the realized foreign exchange gains and losses are recognized in the Consolidated Statement of Operations and the unrealized balances are reversed from the Consolidated Statement of Remeasurement Gains and Losses.

### (m) Liability for contaminated sites:

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of contaminated sites is recognized when a site is not in productive use and all the following criteria are met:

- (i) an environmental standard exists;
- (ii) contamination exceeds the environmental standard;
- (iii) the Town:
  - is directly responsible; or
  - accepts responsibility;
- (iv) it is expected that future economic benefit will be given up; and
- (v) a reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

# CORPORATION OF THE TOWN OF PRESCOTT

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

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## 1. Significant accounting policies (continued):

### (n) Asset retirement obligations:

An asset retirement obligation ("ARO") is recognized when, as at the financial reporting date, all of the following criteria are met:

- There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- The past transaction or event giving rise to the liability has occurred;
- It is expected that future economic benefits will be given up; and
- A reasonable estimate of the amount can be made.

The liability for closure of operational sites and post-closure care relating to landfill sites has been recognized based on estimated future expenses. The liability is discounted using a present value calculation and adjusted annually for accretion expense. Assumptions used in the calculations are revised annually.

The liability for the removal of asbestos in several of the buildings owned by the Town has been recognized based on estimated undiscounted future expenses. Assumptions used in the calculations are revised yearly.

Actual remediation costs incurred are charged against the ARO to the extent of the liability recorded. Differences between the actual remediation costs incurred and the associated liabilities are recognized in the Consolidated Statement of Operations at the time of remediation.

The recognition of the ARO liability resulted in an accompanying increase to the respective tangible capital assets. Building tangible capital assets affected by the asbestos liability are being amortized with the building following the amortization accounting policies outlined in Note 1(c).

### (o) Property taxation:

The Town recognizes property tax revenue using the approved tax rate and the anticipated assessment. Taxes receivable and tax revenue are recognized when they meet the definition of an asset, the tax is authorized and the taxable event has occurred. The standard requires that property tax revenue be reported net of tax concessions. Tax transfers are reported as an expense and taxes levied on behalf of others in a flow through arrangement are not reported in the Consolidated Statement of Operations.

# CORPORATION OF THE TOWN OF PRESCOTT

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

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## 1. Significant accounting policies (continued):

### (p) Use of estimates:

The preparation of consolidated financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenue and expenses during the period. Amounts subject to estimates include employee future benefits, asset retirement obligations and the carrying value of tangible capital assets. Actual results could differ from these estimates.

## 2. Operations of school boards:

The Town collected and made property tax transfers including payments in lieu of property taxes, to the School Boards as follows:

	2024	2023
Property taxes	\$ 983,236	\$ 958,677
Amounts requisitioned and paid	\$ 983,236	\$ 958,677

## 3. Bank indebtedness:

The Town's financial agreement with its bank provides for an operating credit facility of up to \$1,000,000 to finance expenses, pending receipt of property taxes and other income. Interest on funds drawn is charged at the Bank of Montreal's prime rate. As at December 31, 2024, there was \$Nil (2023 - \$Nil) drawn on the facility.

# CORPORATION OF THE TOWN OF PRESCOTT

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

## 4. Investment in Rideau St. Lawrence Holdings Inc.:

Rideau St. Lawrence Holdings Inc. ("RSL"), a government business enterprise, is accounted for on the modified equity basis by the Town for its proportionate share of ownership. The Town owns approximately 34.53% (2023 - 34.53%) of RSL. The principal business of RSL is to distribute electric power to four communities including the Town.

The following tables present condensed supplementary financial information for the Town's proportionate investment in RSL for the year ended December 31.

	2024	2023
<b>Financial Position</b>		
Current assets	\$ 1,787,916	\$ 1,794,405
Capital assets	4,073,974	3,858,117
Net regulatory assets	433,768	362,398
	6,295,658	6,014,920
Current liabilities	2,888,382	2,964,728
Deferred tax liabilities	—	3,105
Long-term debt	1,248,942	994,041
	4,137,324	3,961,874
<b>Net assets</b>	<b>\$ 2,158,334</b>	<b>\$ 2,053,046</b>
Share capital	\$ 1,184,486	\$ 1,184,486
Accumulated earnings	998,953	893,664
Accumulated other comprehensive loss	(25,105)	(25,104)
<b>Investment in government business enterprises</b>	<b>\$ 2,158,334</b>	<b>\$ 2,053,046</b>
	2024	2023
<b>Results of Operations</b>		
Revenue	\$ 6,488,517	\$ 5,920,951
Operating expenses	(6,324,527)	(5,784,122)
Net earnings	163,990	136,829
Dividends paid during the year	(58,701)	(55,248)
	105,289	81,581
Accumulated earnings, beginning of year	893,664	812,083
<b>Accumulated earnings, end of year</b>	<b>\$ 998,953</b>	<b>\$ 893,664</b>

# CORPORATION OF THE TOWN OF PRESCOTT

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

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## 5. Employee future benefit obligations:

The Town provides life insurance premiums to employees who were previously employed by Prescott Public Utilities Commission. Beginning in 2006, the accrued benefit obligation has been recognized using a present value approach with a discount rate of 3%.

At December 31, 2024 the Town's accrued benefit liability for life insurance benefits is estimated at \$27,930 (2023 - \$27,700).

## 6. Deferred revenue:

(a) A requirement of the CPA Canada Public Sector Accounting Handbook is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as provincial and municipal legislation restricts how these funds may be used. The balances in the obligatory reserve funds of the Town are:

	2024	2023
Balance, beginning of year	\$ 431,985	\$ 434,046
Revenue:		
Contributions from developers	126,255	17,658
Canada Community Building Fund	277,742	283,340
	403,997	300,998
Utilization:		
Transfers for capital	-	(303,059)
Balance, end of year	\$ 835,982	\$ 431,985

Comprised as follows:

	2024	2023
Development charges	\$ 274,900	\$ 148,645
Ontario Community Infrastructure Funding	561,082	283,340
Balance, end of year	\$ 835,982	\$ 431,985

(b) The Town has other deferred revenue related to fundraising activities of \$50,400 (2023 - \$21,855), from general revenue of \$52,292 (2023 - \$Nil) and from unearned user fees of \$236,647 (2023 - \$Nil).

# CORPORATION OF THE TOWN OF PRESCOTT

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

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## 7. Asset retirement obligations:

The Town owns and operates several buildings and sewage collection pipes that are known to have asbestos, which represents a health hazard upon demolition of the building and of the pipes and there is a legal obligation to remove it. Following the adoption of PS 3280 Asset Retirement Obligations, the Town assessed an obligation relating to the removal and post-removal care of the asbestos in these building and pipes as estimated at January 1, 2023. Post-closure care is estimated to extend for up to a year post the closure of the building, while demolition and construction continues. Estimated costs have not been discounted as the date of demolition is unknown.

The change in the estimated obligation during the year consists of the following:

	2024	2023
Liabilities for asset retirement obligation, beginning of year	\$ 285,525	\$ —
Opening adjustment on adoption of PS 3280 <i>Asset Retirement Obligations</i>		285,525
Remeasurement	10,450	—
<b>Balance, end of year</b>	<b>\$ 295,975</b>	<b>\$ 285,525</b>

# CORPORATION OF THE TOWN OF PRESCOTT

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

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## 8. Long-term liabilities:

(a) The balance of long-term liabilities reported on the consolidated statement of financial position is comprised of the following:

	2024	2023
Ontario Project Infrastructure Corporation:		
Maturity date 2024 and interest rate of 5.61%	\$ –	\$ 52,788
Maturity date 2025 and interest rate of 4.71%	178,872	349,608
Maturity date 2027 and interest rate of 4.87%	145,704	199,672
Maturity date 2028 and interest rate of 4.66%	116,976	149,621
Maturity date 2030 and interest rate of 1.51%	164,639	192,080
Maturity date 2036 and interest rate of 4.75%	3,019,690	3,213,163
Maturity date 2047 and interest rate of 3.70%	1,237,288	1,270,933
Maturity date 2050 and interest rate of 1.97%	3,377,777	3,511,111
Royal Bank of Canada, maturity 2023-2025, 0% interest	1,841	21,031
	<hr/> \$ 8,242,787	<hr/> \$ 8,960,007

(b) Principal payments are due as follows:

	Principal	Interest	Total
2025	\$ 668,378	\$ 271,710	\$ 940,088
2026	501,506	246,967	748,473
2027	483,559	227,912	711,471
2028	452,211	170,603	622,814
2029 and thereafter	6,137,133	1,468,563	7,605,696
	<hr/> \$ 8,242,787	<hr/> \$ 2,385,755	<hr/> \$ 10,628,542

(c) Interest expense on long-term liabilities in 2024 amounted to \$292,958 (2023 - \$324,013).  
(d) These payments are within the annual debt repayment limit prescribed by the Ministry of Municipal Affairs and Housing.

# CORPORATION OF THE TOWN OF PRESCOTT

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

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## 9. Temporary borrowings:

The Town had construction loans through the Ontario Infrastructure and Lands Corporation (“OILC”) to finance the construction of a recreation complex to a maximum value of \$15,000,000. The monthly interest payments on funds advanced will be based on a floating rate per annum as determined by OILC throughout the term of the loan until they are replaced by a debenture. Repayment terms of principal and interest will be determined upon completion of the capital project. At December 31, 2024, \$10,820,510 (2023 - \$10,820,509) of the facility was used.

## 10. Investments:

Investments, which consist primarily of Canadian equities, have a cost of \$860,747 at December 31, 2024 (2023 - \$1,250,743).

All of the above investments are valued as Level 2 investments. The investments are valued based on the degree to which the fair value is observable, as follows:

- (i) Level 1 Unadjusted quoted market prices in active markets for identical assets or liabilities;
- (ii) Level 2 Observable or corroborated inputs, other than level 1, such as quoted prices for similar assets or liabilities in inactive markets or market data for substantially the full term of the assets or liabilities; and
- (iii) Level 3 Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets and liabilities.

# CORPORATION OF THE TOWN OF PRESCOTT

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

## 11. Municipal equity:

	2024	2023
Investment in tangible capital assets:		
Tangible capital assets	\$ 86,713,078	\$ 81,902,366
<u>Long-term liabilities</u>	<u>(8,242,787)</u>	<u>(8,960,006)</u>
	78,470,291	72,942,360
Unexpended Capital Financing (Unfinanced Capital) Projects:		
Road infrastructure	(617,253)	(617,253)
Industrial park	(262,400)	(262,401)
Public works addition	(202,114)	(237,114)
Streetlights	(664,756)	(664,756)
Water Tower Replacement	(2,798,080)	(933,402)
Fire Truck	(935,207)	(48,010)
New arena	(6,730,244)	(6,525,039)
Asset retirement obligations	(295,975)	(285,525)
Downtown beautification project	(155,496)	—
East street reconstruction project	(3,343)	—
	(12,664,868)	(9,573,500)
Reserves set aside for specific purposes by Council:		
For capital expenses:		
Working capital	880,000	880,000
Business improvement	47,964	40,134
Elections	14,610	9,510
	942,574	929,644
For operating expenses:		
Fiscal policy	(247,690)	202,010
General government	78,545	93,579
Infrastructure	55,000	147,344
Municipal modernization	50,000	60,655
Protection services	114,236	92,743
Public Transit	67,875	36,777
Transportation services	142,574	118,921
Recreation and cultural	67,829	121,043
Library	19,049	28,768
Cemetery	38,071	36,940
Planning and development	13,114	211,610
Water and sewer	5,071,745	4,216,590
	5,470,348	5,366,980
Total reserves	6,412,922	6,296,624
Investment in Government Business Enterprises (note 4)	2,158,334	2,053,046
Accumulated remeasurement gains	285,322	431,391
<b>Total accumulated municipal equity</b>	<b>\$ 74,662,001</b>	<b>\$ 72,149,921</b>

# CORPORATION OF THE TOWN OF PRESCOTT

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

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## **12. Pension contributions:**

The Town makes contributions to the Ontario Municipal Employees Retirement System (“OMERS”), which is a multi-employer plan, on behalf of 31 members of its staff (2023 - 31). As a result, the Town does not recognize any share of the OMERS pension surplus or deficit. The last available report for the OMERS plan was December 31, 2024. At that time, the plan reported a \$2.9 billion actuarial deficit (2023 - \$4.2 billion actuarial deficit).

The plan is a defined benefit plan, which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay.

The amount contributed to OMERS for current service in 2024 was \$216,626 (2023 - \$198,256) and is included as an expense on the Consolidated Statement of Operations.

## **13. Trust funds:**

Trust funds administered by the Town amounting to \$131,953 (2023 - \$122,926) are presented in a separate financial statement of trust fund balances and operations. As such balances are held in trust by the Town for the benefit of others, they are not presented as part of the Town's financial position or financial activities.

## **14. Provincial Offences Administration (POA):**

The United Counties of Leeds and Grenville has assumed the administration of the Provincial Offences office for all County of Leeds and Grenville resident municipalities. The transfer of administration from the Ministry of the Attorney General to the Town was a result of the Provincial Offences Act (POA) 1997, which provides the framework for the transfer of responsibility and administration of POA courts.

The POA is a procedural law for administering and prosecuting provincial offences, including those committed under the Highway Traffic Act, Compulsory Automobile Insurance Act, Trespass to Property Act, Liquor License Act, Municipal Bylaws and minor federal offences. The POA governs all aspects of legal process from serving notice to a defendant, to conducting trials, including sentencing and appeals.

The Town's share of net revenues arising from operation of the POA office has been consolidated with these financial statements. The revenue of the court office consists of fines levied under Parts I and 111 (including delay penalties) for POA charges filed in the County court.

If fines are paid at other court offices, the receipt is recorded in the Integrated Courts Operation Network System (“ICON”) operated by the Province of Ontario. Revenue is recognized when receipt of funds is recorded by the provincial ICON system regardless of the location where payment is made.

The Town shares net POA revenues based on weighted assessment.

# CORPORATION OF THE TOWN OF PRESCOTT

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

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## 15. Contingent liabilities:

- (a) The nature of municipal activities is such that there may be litigation pending or in prospect at any time. With respect to claims at December 31, 2024, management believes that the Town has valid defences and appropriate insurance coverages in place. In the event any claims are successful, the amount of any potential liability is not determinable; therefore, no amount has been accrued in the consolidated financial statements.
- (b) In 1997, the Town assumed ownership of property that was identified as being contaminated. Phase I and Phase II environmental assessments have been carried out with a conclusion that the land was contaminated beyond a minimally acceptable level. A further assessment was carried out, including soil sampling, which revealed that the contamination did not present an immediate risk to human health or the environment. Based upon existing environmental regulations, the Town would be required to remediate this land subject to future development. The cost of such remediation is unknown. As at December 31, 2024, the Town has no plans to develop this land. Due to the uncertainty surrounding the timing and nature of the remediation, no liability has been recognized in the Town's consolidated financial statements.

## 16. Commitments:

- (a) The Town has entered into an agreement with Ontario Clean Water Agency to manage the water treatment plant and the sewage treatment plant. The contract provides for a management fee for each plant plus the operating and capital costs of the two plants. The management fee is adjusted for inflation on an annual basis. The contract was renewed effective December 1, 2023 for five years. Payments for the water treatment plant were \$459,273 (2023 - \$386,855). Payments for the sewage treatment plant were \$619,443 (2023 - \$559,080).
- (b) The Town has negotiated a long-term contract with the Ontario Provincial Police for the provision of policing services. The contract ended December 31, 2024 and was renewed effective January 1, 2025 for a ten-year period. Annual charges are determined based on the level of service and are reconciled to actual costs in the following year. During the year, the contract costs were \$1,196,674 (2023 - \$1,210,963).
- (c) The Town has negotiated a contract for waste collection with Limerick Environmental which expires in February 2025, with an option to extend for an additional two, one year consecutive terms, at the sole discretion of the Town. Fees are based on the residential household count and are adjusted annually for inflation plus the cost to drop the waste materials off at the depot based on tonnage. During the year, the contract costs were \$223,531 (2023 - \$201,639).

# CORPORATION OF THE TOWN OF PRESCOTT

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

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## 16. Commitments (continued):

(d) The Town has negotiated a contract for the collection and disposal of recycled materials, with Limerick Environmental which expired in January 2025 and was extended for an additional two, one year consecutive terms, at the sole discretion of the Town. Fees are based on population count and area adjusted annually for inflation plus the cost to drop off the recyclable matters at the depot based on tonnage. During the year, the contract costs were \$114,945 (2023 - \$83,164).

(e) The estimated commitment to complete construction-in-progress and major replacement costs for the Water Tower at December 31, 2024 is approximately \$32,275 (2023 - \$6,604,100).

(g) The estimated commitment to complete the new construction-in-progress and major equipment purchases for the Seymour Recreation Complex Outdoor Field at December 31, 2024 is approximately \$1,093,580 (2023 - \$1,093,580).

(h) Subsequent to the end of the year, the Town made a commitment to complete the new reconstruction for the East Street of approximately \$1,849,000.

## 17. Tangible capital assets :

Cost	Balance at December 31, 2023	Asset Retirement Obligations	Transfers and additions	Disposals and adjustments	Balance at December 31, 2024
Land	\$ 1,791,577	\$ —	\$ —	\$ —	\$ 1,791,577
Land improvements	3,285,011	—	—	—	3,285,011
Buildings	60,994,170	—	701,857	—	61,696,027
Machinery and equipment	5,124,016	10,450	524,860	(9,666)	5,649,660
Vehicles	2,390,881	—	960,207	—	3,351,088
Linear assets	20,686,353	—	1,258,469	—	21,944,822
Sewer infrastructure	7,831,084	—	—	—	7,831,084
Water infrastructure	7,503,956	—	—	—	7,503,956
Construction-in-progress	4,536,074	—	3,829,694	—	8,365,768
<b>Total</b>	<b>\$ 114,143,122</b>	<b>\$ 10,450</b>	<b>\$ 7,275,087</b>	<b>\$ (9,666)</b>	<b>\$ 121,418,993</b>

# CORPORATION OF THE TOWN OF PRESCOTT

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

## 17. Tangible capital assets (continued):

Accumulated amortization	Balance at December 31, 2023	Amortization and adjustments	Transfers, and disposals	Balance at December 31, 2024
Land improvements	\$ 604,384	\$ 84,082	\$ —	\$ 688,466
Buildings	14,746,838	1,386,521	—	16,133,359
Machinery and equipment	2,313,685	301,596	(9,666)	2,605,615
Vehicles	1,584,800	89,302	—	1,674,102
Linear assets	8,086,277	404,943	—	8,491,220
Sewer infrastructure	2,398,015	97,793	—	2,495,808
Water infrastructure	2,506,757	110,588	—	2,617,345
Construction-in-progress	—	—	—	—
<b>Total</b>	<b>\$ 32,240,756</b>	<b>\$ 2,474,825</b>	<b>\$ (9,666)</b>	<b>\$ 34,705,915</b>
		<b>Net book value December 31, 2023</b>		<b>Net book value December 31, 2024</b>
Land	\$ 1,791,577		\$ 1,791,577	
Land improvements	2,680,627		2,596,545	
Buildings	46,247,332		45,562,668	
Machinery and equipment	2,810,331		3,044,045	
Vehicles	806,081		1,676,986	
Linear assets	12,600,076		13,453,602	
Sewer infrastructure	5,433,069		5,335,276	
Water infrastructure	4,997,199		4,886,611	
Construction-in-progress	4,536,074		8,365,768	
<b>Total</b>	<b>\$ 81,902,366</b>		<b>\$ 86,713,078</b>	

## 18. Segmented information:

The Town is a diversified municipal government that provides a wide range of services to its citizens. The services are provided by departments and their activities are reported in the consolidated statement of financial activities.

Departments have been separately disclosed in the segmented information, along with the service they provide, and are set out in the schedule below.

For each reported segment, expenditures represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Therefore, certain allocation methodologies are employed in the preparation of segmented financial information.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in note 1.

# CORPORATION OF THE TOWN OF PRESCOTT

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

## 18. Segmented information (continued):

2024	General Government	Environmental Services	Protection to Persons and Property	Health Services	Social and Family Services	Transportation Services	Recreation and Cultural Services	Planning & Development	Total
<b>Revenue</b>									
<b>Taxation</b>									
Property Taxation	\$ 6,559,223	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,559,223
Taxation other governments	387,810	-	-	-	-	-	-	-	387,810
User charges	7,461	3,279,268	83,102	-	8,747	1,290	666,936	-	4,046,804
Government transfers	1,621,547	211,552	194,119	-	153,577	528,241	-	-	2,709,036
Investment income	15,426	238,395	-	-	-	-	-	-	253,821
Licenses and permits	11,654	-	143,817	-	-	2,000	-	-	157,471
Net income Rideau St. Lawrence	163,990	-	-	-	-	-	-	-	163,990
Other	40,501	-	92,208	22,131	-	110,646	353,717	77,365	696,568
Penalties and interest on taxes	100,996	-	-	-	-	-	-	-	100,996
Provincial offenses	-	-	11,975	-	-	-	-	-	11,975
Gain on sale	-	-	-	-	-	-	-	-	-
<b>Other</b>									
Capital other	-	2,788,599	-	-	-	-	38,700	-	2,827,299
Total revenue	8,908,608	6,517,814	525,221	22,131	162,324	642,177	1,059,353	77,365	17,914,993
<b>Expenses</b>									
Salaries and wages	696,849	304,888	551,623	-	84,263	943,554	1,040,127	267,919	3,889,223
Operating materials and services	564,374	2,492,232	1,555,222	354,020	647,596	1,320,682	1,154,692	576,095	8,664,913
External transfers to other	-	-	-	80,994	-	-	-	-	80,994
Debenture interest	-	147,663	67,753	-	-	17,614	59,928	-	292,958
Amortization	66,854	816,731	167,773	99,260	-	501,987	822,220	-	2,474,825
Total expenses	1,328,077	3,761,514	2,342,371	534,274	731,859	2,783,837	3,076,967	844,014	15,402,913
Annual surplus (deficit)	\$ 7,580,531	\$ 2,756,300	\$ (1,817,150)	\$ (512,143)	\$ (569,535)	\$ (2,141,660)	\$ (2,017,614)	\$ (766,649)	\$ 2,512,080

# CORPORATION OF THE TOWN OF PRESCOTT

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

## 18. Segmented information (continued):

2023	Protection to								Recreation and			Planning & Development	Total
	General Government	Environmental Services	Persons and Property	Health Services	Social and Family Services	Transportation Services	Cultural Services						
<b>Revenue</b>													
<b>Taxation</b>													
Property Taxation	\$ 6,163,916	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,163,916	
Taxation other governments	375,532	-	-	-	-	-	-	-	-	-	-	375,532	
User charges	12,564	3,180,942	91,205	-	6,600	2,877	372,936	-	-	-	-	3,667,124	
Government transfers	1,692,574	51,412	39,319	-	147,295	248,673	13,044	27,465	-	-	-	2,219,782	
Investment income	182,883	247,161	-	-	-	-	-	-	-	-	-	430,044	
Licenses and permits	10,620	-	209,292	-	-	2,875	-	-	-	-	-	222,787	
Net income Rideau St. Law rence	120,315	-	-	-	-	-	-	-	-	-	-	120,315	
Other	4,448	13,476	38,578	19,420	2,325	103,949	214,395	108,211	-	-	-	504,802	
Penalties and interest on taxes	62,716	-	-	-	-	-	-	-	-	-	-	62,716	
Provincial offenses	-	-	10,860	-	-	-	-	-	-	-	-	10,860	
Gain on sale	-	-	-	-	-	21,761	412,239	-	-	-	-	434,000	
<b>Other</b>													
Capital other	-	1,716,176	-	-	-	556,001	4,228,640	-	-	-	-	6,500,817	
<b>Total revenue</b>	<b>8,625,568</b>	<b>5,209,167</b>	<b>389,254</b>	<b>19,420</b>	<b>156,220</b>	<b>936,136</b>	<b>5,241,254</b>	<b>135,676</b>	<b>20,712,695</b>				
<b>Expenses</b>													
Salaries and w ages	651,442	290,658	529,846	-	82,051	1,232,667	456,582	259,482	-	-	-	3,502,728	
Operating materials and services	534,628	2,234,216	1,578,290	311,542	559,129	1,087,151	980,047	464,532	-	-	-	7,749,535	
External transfers to other	-	-	-	89,100	-	-	-	-	-	-	-	89,100	
Debenture interest	-	156,016	71,217	-	24,078	18,146	47,686	-	-	-	-	317,143	
Amortization	195,807	809,137	216,204	99,260	-	483,948	308,890	-	-	-	-	2,113,246	
<b>Total expenses</b>	<b>1,381,877</b>	<b>3,490,027</b>	<b>2,395,557</b>	<b>499,902</b>	<b>665,258</b>	<b>2,821,912</b>	<b>1,793,205</b>	<b>724,014</b>	<b>13,771,752</b>				
<b>Annual surplus (deficit)</b>	<b>\$ 7,243,691</b>	<b>\$ 1,719,140</b>	<b>\$ (2,006,303)</b>	<b>\$ (480,482)</b>	<b>\$ (509,038)</b>	<b>\$ (1,885,776)</b>	<b>\$ 3,448,049</b>	<b>\$ (588,338)</b>	<b>\$ 6,940,943</b>				

# CORPORATION OF THE TOWN OF PRESCOTT

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

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## 19. Budget figures:

Budget figures reported on the Consolidated Statement of Operations are based on the 2024 municipal and other local board operating budgets as approved by Council on March 21, 2024.

Approved budget figures also include council approved budget estimates for Public Sector Accounting Board ("PSAB") reporting requirements. The chart below reconciles the approved Town operating budgets and PSAB budget estimates to the total consolidated budget figures as reported on the Consolidated Statement of Operations.

		Budget 2024
<b>Operational budget</b>		
Revenue:		
Cash budget approved by Council		\$ 14,679,191
Less: Transfer from reserves		(96,073)
Less: Library funding consolidation		(194,520)
		<hr/> \$ 14,388,598
Expenses:		
Cash budget approved by Council		\$ 14,679,191
Less: Transfers to reserves		(1,474,357)
Less: Library funding upon consolidation		(194,520)
Less: Principal payments		(717,219)
Add: Operational projects		321,500
Add: Amortization expense		2,460,825
Less: Capitalization of books budget		(15,000)
		<hr/> \$ 15,060,420

# CORPORATION OF THE TOWN OF PRESCOTT

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

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## 20. Change in accounting policies – adoption of new accounting standards:

The Town adopted the following standards concurrently beginning January 1, 2024:

(a) PS 3400 *Revenue*:

Establishes standards on how to account for and report on revenue, specifically differentiating between transactions that include performance obligations (i.e. the payor expects a good or service from the public sector entity), referred to as exchange transactions, and transactions that do not have performance obligations, referred to as non- exchange transactions. For exchange transactions, revenue is recognized when a performance obligation is satisfied. For non-exchange transactions, revenue is recognized when there is authority to retain an inflow of economic resources and a past event that gave rise to an asset has occurred.

(b) PSG-8 *Purchased Intangibles*:

Provides guidance on the accounting and reporting for purchased intangible assets that are acquired through arm's length exchange transactions between knowledgeable, willing parties that are under no compulsion to act.

(c) PS 3160 *public Private Partnerships (P3s)*:

Provides specific guidance on the accounting and reporting for P3s between public and private sector entities where the public sector entity procures infrastructure using a private sector partner.

There was no impact to the financial statements as a result of adopting the new accounting standards.

# CORPORATION OF THE TOWN OF PRESCOTT

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

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## 21. Financial instruments and risk management:

### (a) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Town is exposed to credit risk with respect to accounts receivable on the Consolidated Statement of Financial Position.

The Town assesses, on a continuous basis, accounts receivable and provides for any amounts that are not collectible in the allowance for doubtful accounts. The maximum exposure to credit risk of the Town at December 31, 2024 is the carrying value of these assets. The carrying amount of accounts receivable is valued with consideration for an allowance for doubtful accounts. The amount of any related impairment loss is recognized in the Consolidated Statement of Operations. Subsequent recoveries of impairment losses related to accounts receivable are credited to the Consolidated Statement of Operations.

	Current	Past due	Gross receivables	Allowances	Net receivables
Taxes receivable	\$ 388,488	\$ 551,149	\$ 939,637	\$ (75,171)	\$ 864,466
User charges receivable	989,205	130,301	1,119,506	(5,000)	1,114,506
Accounts receivable	4,962,370	–	4,962,370	–	4,962,370
<b>Total</b>	<b>\$ 6,340,063</b>	<b>\$ 681,450</b>	<b>\$ 7,021,513</b>	<b>\$ (80,171)</b>	<b>\$ 6,941,342</b>

### (b) Market risk:

Market risk is the risk that changes in market prices, such as foreign exchange rates or interest rates, impact the Town's income or the value of its holdings of financial instruments. Market factors include three types of risk: currency risk, interest rate risk and equity risk.

The objective of market risk management is to control market risk exposures within acceptable parameters while optimizing return on investment.

There have been no significant changes to the market risk exposure from 2023.

# CORPORATION OF THE TOWN OF PRESCOTT

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2024

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## 21. Financial instruments and risk management (continued):

### (b) Market risk (continued):

#### (i) Currency risk:

Currency risk arises from the Town's operations in different currencies and converting non-Canadian earnings at different points in time at different foreign currency levels when adverse changes in foreign currency rates occur. The Town does not have any material transactions or financial instruments denominated in foreign currencies.

#### (ii) Interest rate risk:

Interest rate risk is the potential for financial loss caused by fluctuations in fair value or future cash flows of financial instruments because of changes in market interest rates.

Financial assets and financial liabilities with variable interest rates expose the Town to cash flow interest rate risk.

The Town is exposed to this risk as it has municipal debt bearing interest at a fixed rate as described in notes 8 and 9. As prevailing interest rates fluctuate, the market value of these debts will fluctuate. This risk is mitigated by the Town's intention to hold the debt to maturity.

#### (iii) Equity risk:

Equity risk arises when the fair value of equity funds changes due to a decrease in stock market index or other risk variables. The Town is exposed to this risk through the equities held in its investment portfolio. As at December 31, 2024, a 1% movement in the stock markets, with all other variables held constant, would have an estimated effect on the market values of the Town's Canadian equities of \$11,461 (2023 - \$12,507).

### (c) Liquidity risk:

Liquidity risk is the risk that the Town will not be able to meet all of its cash outflow obligations as they come due. The Town mitigates this risk by monitoring cash activities and expected outflows through extensive budgeting and maintaining investments that may be converted to cash in the near-term if unexpected cash outflows arise. Accounts payable are all current and the terms of the long-term debt are disclosed in notes 8 and 9.

There have been no significant changes from the previous year in the Town's exposure to liquidity risk or policies, procedures and methods used to measure the risk.

## 22. Comparative information:

Some of the comparative information have been reclassified to conform to the financial statement presentation adopted in the current year.

# **CORPORATION OF THE TOWN OF PRESCOTT**

## Schedule A: Business Improvement Area Committee

### Statement of Revenue and Expenses and Accumulated Surplus

Year ended December 31, 2024, with comparative information for 2023

	2024	2023
<b>Revenue:</b>		
Taxation	\$ 31,761	\$ 30,447
<b>Expenses:</b>		
Downtown	10,061	10,249
Contracted services	10,050	29,000
Advertising and promotion	3,441	5,565
Supplies	380	248
	<u>23,932</u>	<u>45,062</u>
Annual surplus (deficit)	7,829	(14,615)
Accumulated surplus, beginning of year	40,133	54,748
Accumulated surplus, end of year	<u>\$ 47,962</u>	<u>\$ 40,133</u>

# CORPORATION OF THE TOWN OF PRESCOTT

## Schedule B: Prescott Public Library Board

### Statement of Revenue and Expenses and Accumulated Surplus

Year ended December 31, 2024, with comparative information for 2023

	2024	2023
<b>Revenue:</b>		
Government grants:		
Municipal Grant	\$ 180,519	\$ 166,400
Municipal Grant – one time IT transition	—	6,000
Province of Ontario operating grant	9,701	10,544
User charges – fees and service charges	4,821	5,847
Other income:		
Donations	3,201	2,790
Rentals and fines	624	645
	<hr/> 198,866	<hr/> 192,226
<b>Expenses:</b>		
Salaries and benefits	165,645	148,652
Supplies	13,777	28,662
Administration	9,875	16,036
Amortization of tangible capital assets	10,624	9,953
Programs	3,192	4,871
Rent and maintenance	1,797	2,716
Telephone	—	858
Periodicals and newspapers	176	382
	<hr/> 205,086	<hr/> 212,130
Annual deficit	(6,220)	(19,904)
Accumulated surplus, beginning of year	73,720	93,624
Accumulated surplus, end of year	\$ 67,500	\$ 73,720

# CORPORATION OF THE TOWN OF PRESCOTT

## Schedule C: Prescott Cemetery Board of Management

### Statement of Revenue and Expenses and Accumulated Surplus

Year ended December 31, 2024, with comparative information for 2023

	2024	2023
<b>Revenue:</b>		
Government grants:		
Municipal contribution to operating	\$ 14,000	\$ 14,000
Plot sales, burials and vault fees	17,652	13,368
Public Trustee interest	4,479	6,050
Other revenues	—	2
	<u>36,131</u>	<u>33,420</u>
<b>Expenses:</b>		
Grounds maintenance	22,295	18,580
Equipment, repairs, maintenance	1,912	146
Administration supplies	1,772	2,042
Public Trustee transfer	2,978	3,918
Graves	6,043	4,220
	<u>35,000</u>	<u>28,906</u>
Annual surplus	1,131	4,514
Accumulated surplus, beginning of year	36,940	32,426
<b>Accumulated surplus, end of year</b>	<b>\$ 38,071</b>	<b>\$ 36,940</b>
<b>Financial assets</b>		
Cash	\$ 36,943	\$ 34,352
Prepaid	551	551
HST receivable	4,713	2,037
	<u>42,207</u>	<u>36,940</u>
<b>Financial liabilities:</b>		
Payables	4,136	—
<b>Accumulated surplus</b>	<b>\$ 38,071</b>	<b>\$ 36,940</b>



## **PRESCOTT TOWN COUNCIL**

### **MINUTES**

**Monday, December 1, 2025**

**6:00 p.m.**

**Council Chambers**

**360 Dibble St. W.**

**Prescott, Ontario**

**Present** Mayor Gauri Shankar, Councillor Leanne Burton, Councillor Mary Campbell, Councillor Justin Kirkby, Councillor Lee McConnell, Councillor Tracey Young, Councillor Ray Young

**Staff** Matthew Armstrong, CAO/Treasurer, Dana Valentyne, Manager of Economic Development & Tourism, Renny Rayner, Fire Chief, Matt Locke, Director of Operations, Chelsea Conklin, Deputy Clerk, Chloe Preston, Director of Administration/Clerk

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#### **1. Call to Order**

The meeting was called to order at 6:00 p.m.

## **2. Approval of Agenda**

Motion 223-2025

Moved By Burton

Seconded By Ray Young

That the agenda for the Regular Council meeting of December 1, 2025, be approved as amended:

Move Item 12.3 to immediately follow Item 4.1

Carried

## **3. Declarations of Interest**

There were no declarations of interest.

## **4. Presentations**

### **4.1 Alphabet Creative**

Marley Kirkpatrick spoke to the presentation.

Discussion was held regarding the community pillars, where the "Prescott Surprises you" is suggested being used, and who would sit on the "Branding Stewardship Committee".

### **12.3 Staff Report 83-2025 - Adoption of Final Brand Guidelines and Marketing Strategy**

Motion 224-2025

Moved By Young

Seconded By Kirkby

That Council approve the Town of Prescott Brand Implementation & Marketing Strategy, as prepared by Alphabet Creative.

Carried

Dana Valentyne, Manager of Economic Development and Tourism, spoke to the report.

Discussion was held regarding the current contract with Alphabet Creative, grants and funding, implementation timelines, the intent of the pillars, and the future use of our scenery in photos.

## **5. Delegations**

There were no delegations.

## **6. Minutes of the previous Council meetings**

### **6.1 November 17, 2025**

Motion 225-2025

Moved By Burton

Seconded By Ray Young

That the Council minutes dated November 17, 2025, be accepted as presented.

Carried

## **7. Communications & Petitions**

There were no communications and petitions.

## **8. Consent Reports**

Motion 226-2025

Moved By Kirkby

Seconded By Burton

That all items listed under the Consent Reports section of the agenda be accepted as presented.

Items pulled: #2 MMAH - Building Faster Bill - Bill 60

Carried

### **8.1 Information Package (under separate cover)**

## **9. Committee Reports**

There were no committee reports.

## **10. Mayor**

Mayor Shankar spoke to attending a Wastewater Treatment Facility Board of Management meeting on November 26, and will be attending an upcoming Town of Prescott Christmas Luncheon on December 4. Santa and Mrs. Claus were at Town Hall on November 29.

## **11. Outside Boards, Committees and Commissions**

Councillor McConnell spoke to attending the Light Up the Night Christmas Parade, Heritage training held at Town Hall, a Wastewater Treatment Facility Board of Management meeting, and Grand Openings at Tim Hortons on Edward St, and Mane Three Nineteen. Councillor McConnell welcomed Special Olympics Curling teams to Prescott.

Councillor R. Young spoke to attending the Grand Openings of Tim Hortons on Edward St and Mane Three Nineteen, the Wastewater Treatment Facility Board of Management meeting, and provided an update to the St. Lawrence Lodge budget for 2026.

Councillor T. Young spoke to the Riverwalk Wonderland Pop-ups, Christmas tree lighting, and attending the United Counties of Leeds and Grenville Economic Development Summit. Explore Prescott has developed a Downtown Dining and Celebration Guide. The Province of Ontario has accelerated the Planning

process to meet the power demands for affordable and reliable power and an investment of \$18.4 million dollars in support of the Eastern Ontario Regional Network for Broadband Expansion and \$12.1 million will go directly to Leeds and Grenville.

Councillor Burton spoke to attending an upcoming St. Lawrence Shakespeare meeting on December 2 getting ready for their 2026 season. Spoke to the success of the Holiday Train bus trip, photos with Santa & Mrs. Claus, and the Christmas cookie decorating at Town Hall. Councillor Burton spoke to the upcoming paint party at the Alaine Chartrand Community Centre, Riverwalk Wonderland and tree lighting, the U9 Hockey Tournament, and the Christmas Market at the Leo Boivin Community Centre. Pilates with Sarah will be held at Town Hall on December 13.

Councillor Campbell spoke to attending the Heritage training, the success of the Light Up the Night Christmas Parade, and attending an upcoming Fire Administration meeting December 2.

Councillor Kirkby spoke to attending the Wastewater Treatment Facility Board of Management meeting and Library board interviews. An Operations update was provided regarding the continuing of street sweeping, play structure parts have arrived with some repairs being completed, and some will wait until the spring. Seasonal garbage cans have been removed, and Truck 13 had a to its wiring harness. The internal promotions of Ryan Sobhie, Ben Bowden and Scott Stephenson were noted.

## **12. Staff**

### **12.1 Staff Report 81-2025 - Draft Water and Wastewater Agreement - Town of Prescott - Township of Augusta**

Motion 227-2025

Moved By Burton

Seconded By Ray Young

THAT Council endorse the Draft Water and Wastewater Agreement between the Town of Prescott and Township of Augusta to sell wastewater treatment capacity to Augusta Township as a result of the expansion of the wastewater treatment plant made possible by the successful application of the Housing Enabling Water System Funding (HEWSF), subject to a

financing agreement for the capital local share component of the HEWSF funding project.

Carried

Matthew Armstrong, Chief Administrative Officer/Treasurer spoke to the report.

Discussion was held regarding the funding, the timeline on expansion completion, the repayment of the loan, and the size of the pipe down King St.

## **12.2 Staff Report 82-2025 - 2026 Operational and Project Budget Process**

For information.

Matthew Armstrong, Chief Administrative Officer/Treasurer spoke to the report.

Discussion was held regarding the operational budget, and the project budget process.

## **13. Resolutions**

### **13.1 Indoor Recreation Facility**

Moved By                    Campbell

Seconded By                McConnell

THAT Council direct staff to investigate the cost of indoor recreation facilities, including but not limited to a dome or warehouse like facility, of similar size and offerings as what is being conducted at the Leo Boivin Community Centre by current user groups and trending users in South Grenville.

Withdrawn

Councillor Campbell spoke to the Leo Boivin Community Centre and its life expectancy.

Discussion was held regarding the potential budget and location of the new facility, expected timelines, and the potential at bringing this motion to the next Council term.

The motion was withdrawn by the mover.

## **14. By-laws**

### **14.1 By-Law 48-2025 - Debenture By-Law**

Motion 228-2025

Moved By                    McConnell

Seconded By                Ray Young

That By-Law 48-2025, being a by-law to authorize long-term borrowing pursuant to the issue of debentures to Ontario Infrastructure and Lands Corporation, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

## **15. New Business**

### **15.1 Resolution of Municipality of South Huron re Collaborative Action on Sustainable Waste Management**

Councillor Kirkby and Councillor McConnell spoke to the resolution. There was a consensus to come back with a motion for council to consider at the next council meeting.

## **16. Notices of Motion**

There were no notices of motion.

**17. Mayor's Proclamation**

There was no Mayor's proclamation.

**18. Period for Media Questions**

There were no questions from the media.

**19. Closed Session**

Moved By                    Ray Young

Seconded By                Kirkby

THAT Council move into Closed Session at 7:55 p.m. to discuss matters pertaining to:

19.1 Approval of Closed Session Minutes (November 3, 2025)

19.2 Prescott Library Board Applications/Appointments

Under Section 239(2)(b) under the Municipal Act - personal matters about an identifiable individual - specifically applications to the Prescott Library Board;  
AND

That the Director of Administration/Clerk and Deputy Clerk remain in the room.

Carried

**19.1 Approval of Closed Minutes - November 3, 2025**

**19.2 Prescott Library Board Applications/Appointments**

**20. Rise and Report**

Motion 230-2025

Moved By                    Kirkby  
Seconded By                Ray Young

THAT Council appoint Karen Roussy to the Prescott Library Board for the remainder of the 2022-2026 term.

Carried

**21. Confirming By-Law – 49-2025**

Motion 231-2025

Moved By                    McConnell  
Seconded By                Campbell

That By-Law 49-2025, being a by-law to confirm the proceedings of the Council meeting held on December 1, 2025, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

**22. Adjournment**

Motion 232-2025

Moved By                    Kirkby  
Seconded By                Burton

That the meeting be adjourned. (Time: 8:14 p.m.)

Carried

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Mayor

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Clerk





**PRESCOTT TOWN SPECIAL COUNCIL  
MINUTES**

**Monday, December 1, 2025  
7:00 p.m.  
Council Chambers  
360 Dibble St. W.  
Prescott, Ontario**

Present	Mayor Gauri Shankar, Councillor Leanne Burton, Councillor Mary Campbell, Councillor Justin Kirkby, Councillor Lee McConnell, Councillor Tracey Young, Councillor Ray Young
Staff	Matthew Armstrong, CAO/Treasurer, Dana Valentyne, Manager of Economic Development & Tourism, Renny Rayner, Fire Chief, Samantha Joudoin-Miller, Manager of Community Services, Matt Locke, Director of Operations, Chelsea Conklin, Deputy Clerk, Chloe Preston, Director of Administration/Clerk
Guests	Tony Flemming, Cunningham Swan

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**1. Call to Order**

The meeting was called to order at 8:17 p.m.

**2. Approval of Agenda**

Motion 233-2025

Moved By Young  
Seconded By Ray Young

That the agenda for the Special Council Meeting of December 1, 2025, be approved as presented.

Carried

**3. Declarations of Interest**

There were no declarations of interest.

**4. Closed Session**

Motion 234-2025

Moved By Kirkby  
Seconded By Burton

THAT Council move into Closed Session at 8:17 p.m. to discuss matters pertaining to:

4.1 Council Refresher Training

Under Section 239(3.1) under the Municipal Act - education and training - specifically council refresher training;

AND

That the Municipal Solicitor, Chief Administrative Officer/Treasurer, Director of Operations, Manager of Community Services, Manager of Economic Development and Tourism, Fire Chief, Director of Administration/Clerk and Deputy Clerk remain in the room.

Carried

Moved By Kirkby  
Seconded By Young

THAT Council return to Open Session at 9:55 p.m.

Carried

**5. Rise and Report**

Council received yearly training provided by the municipal solicitor.

**6. Confirming By-Law – 50-2025**

Motion 235-2025

Moved By Campbell  
Seconded By Ray Young

That By-Law 50-2025, being a by-law to confirm the proceedings of the Special Council meeting held on December 1, 2025, be read a third time, passed and signed by the Mayor and Clerk."

Carried

**7. Adjournment**

Motion 236-2025

Moved By Kirkby  
Seconded By Burton

THAT the meeting be adjourned. (Time: 9:58 p.m.)

Carried

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Mayor

---

Clerk





## STAFF REPORT TO COUNCIL

Report No. 84-2025

**Date:** 12/15/2025

**From:** Matt Locke, Director of Operations

**RE:** Water Tower Demolition Tender Results

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### **Recommendation:**

That Council approve the selection of Demolition Plus for the demolition and removal of the elevated storage tank (water tower) located on Wood Street at a total tendered amount of \$622,900.00 plus applicable taxes.

### **Background:**

Construction of a new water tower on Sophia Street was completed in 2024, replacing the existing water tower located on Wood Street. The existing water tower was constructed in 1974. With the new water tower in service the existing tower is no longer in service and was slated for demolition. The tower is 17m in diameter at the bowl, 9m in diameter at the pedestal and 39m tall.

EVB Engineering and the Town of Prescott administered a Request for Quotation (RFQ) process seeking qualified firms to complete demolition and removal of the existing water tower. Work to be included is to include demolition of all above ground structures on site and removal of all structures to a depth of 1m below finished grade. Removal of all structures and restoration of the property is included as part of the contract requirements. This would allow the site to be transformed into a park space for local residents and would not be suitable for housing unless all of the subgrade foundation was removed which would significantly increase the overall cost.

As part of the submission bidders were required to submit plans for how the site would be staged for demolition and what methods would be used. Relevant company and team experience along with a proposed schedule were also included. Bidders that did not meet these technical requirements would not be qualified and would not have their financial submission reviewed.

### **Analysis:**



Three bids were submitted to RFQ-09-2025. All three bidders were deemed to have met the technical requirements and had their bid reviewed. The results were as follows:

Request for Quotation: **RFQ-09-2025 Elevated Storage Tank Demolition**

Closing Date: **December 4, 2025**

Tenderer	Total Tender Amount (excluding HST)
<b>Demolition Plus</b>	<b>\$622,900.00</b>
Tri-Phase Group	\$4,469,444.00
Schouten Excavating	\$4,997,600.00

The bid submitted by Demolition Plus was the low tender, and after review was deemed to be a complete submission.

There is a large difference between Demolition Plus and the next lowest tender. Based on a review of the other two tender submissions there are some differences that provide Demolition Plus with a competitive advantage. Demolition Plus is proposing to use Mast Climbers as opposed to traditional scaffolding, which will allow the contractor to use machinery to reduce the labour requirements. They are based in Cornwall whereas the other bidders are based in Mississauga and Watford, and so are much closer to the job site. They are proposing water misting for dust suppression rather than scaffolding and tarping, which appears to be a more efficient approach while also meeting demolition standards. They cite more experience specifically with water tower and tall concrete structure demolition work in their submission than the other bidders, including project examples with costs similar to their submitted bid price.

As such, EVB Engineering and Town staff are recommending proceeding with awarding the contract to Demolition Plus with a total tendered amount of \$622,900.00 plus applicable taxes.

#### **Alternatives:**

The Town of Prescott could choose not to proceed with demolition and leave the structure in place. This option would require the Town to complete regular structural inspections to determine the service life remaining in the structure. The 2017 structural inspection report recommended the water tower be replaced within 5 years. As such, this option is not recommended by staff as failure could occur at any time which has been the case in other water towers using the same original construction methodology. The proximity to neighbouring residences, including a nursing home, increases the potential for harm if the structure were to fail.



**Financial Implications:**

The tender amount for demolition of the water tower is \$622,900 plus applicable taxes. The allocated project budget in the 2025 budget is \$500,000. The tender amount is \$122,900 over budget. The recently endorsed Draft Water and Wastewater Agreement between the Town of Prescott and Township of Augusta will fund the original entire long-term debt portion of the Water Tower Project avoiding the requirement to enter a long-term loan. As part of this agreement the Town of Prescott will receive \$3,931.20 per property connected to water services.

**Attachments:**

*EVB Engineering Memo dated December 5, 2025 – Prescott Elevated Storage Tank Demolition Town Construct No. RFQ-09-2025*

*Demolition Plus – Prescott Elevated Water Tower Demolition Work Plan*



The Town of Prescott  
360 Dibble Street West  
Prescott, ON K0E 1T0

December 5, 2025  
By Email: [marmstrong@prescott.ca](mailto:marmstrong@prescott.ca)

Attn: Matthew Armstrong  
CAO

Re: Prescott Elevated Storage Tank Demolition  
Town Contract No. RFQ-09-2025

Dear Mr. Armstrong,

The Town received three submissions for RFQ-09-2025 - Elevated Storage Tank Demolition Request for Quotation. As discussed, the RFQ followed a two-envelope procurement process. Envelope 1 contained the technical submission, requiring proponents to outline their work methodology, relevant company and team experience, and proposed schedule. Envelope 2 contained the financial submission. Only those submissions that achieved the minimum required technical scores in all categories proceeded to the opening of the second envelope.

EVB Engineering and the Town of Prescott reviewed the technical submissions and determined that all three submissions met the minimum technical requirements, and as such, all three financial submission envelopes were opened. The following is the official tender results:

Tenderer	Total Tendered Amount
1. Demolition Plus	\$622,900.00
2. Tri-Phase Group	\$4,469,444.00
3. Schouten Excavating	\$4,997,600.00

The tender submitted by Demolition Plus was the low tender, and after review of the tender submission, we find their submission to be complete.

There is a large difference between Demolition Plus and the next lowest tender. Based on our review of their submission in comparison to the other two tender submissions, there are some differences that provide Demolition Plus with a competitive advantage:

1. Demolition Plus is proposing to use Mast Climbers where other contractors were proposing more traditional scaffolding and structure isolation. This allows the contractor to use machinery and reduce the labour requirements for the demolition work.
2. Demolition Plus is proposing to use water misting to provide dust suppression instead of scaffolding and tarping of the structure, which appears to be a more efficient means of completing the work.
3. Demolition Plus has the most elevated storage tank and tall concrete structure demolition experience compared to the other two submissions. We suspect that this experience makes them more efficient at completing the work.
4. The other elevated storage tank demolition project examples included in their submission appear to be similar in scope to our project and the cost of these previous projects is comparable to their tender bid price, when CCPI is accounted for.



5. Demolition Plus is located in Cornwall and the other contractors are from Mississauga and Watford. The close proximity to the job site is more economical.

In summary, although the price difference is significant, it is our opinion that the tender submitted by Demolition Plus is a competitive but realistic cost to complete the project. Furthermore, based on the information provided, it appears that Demolition Plus has the experience and qualifications to complete this project.

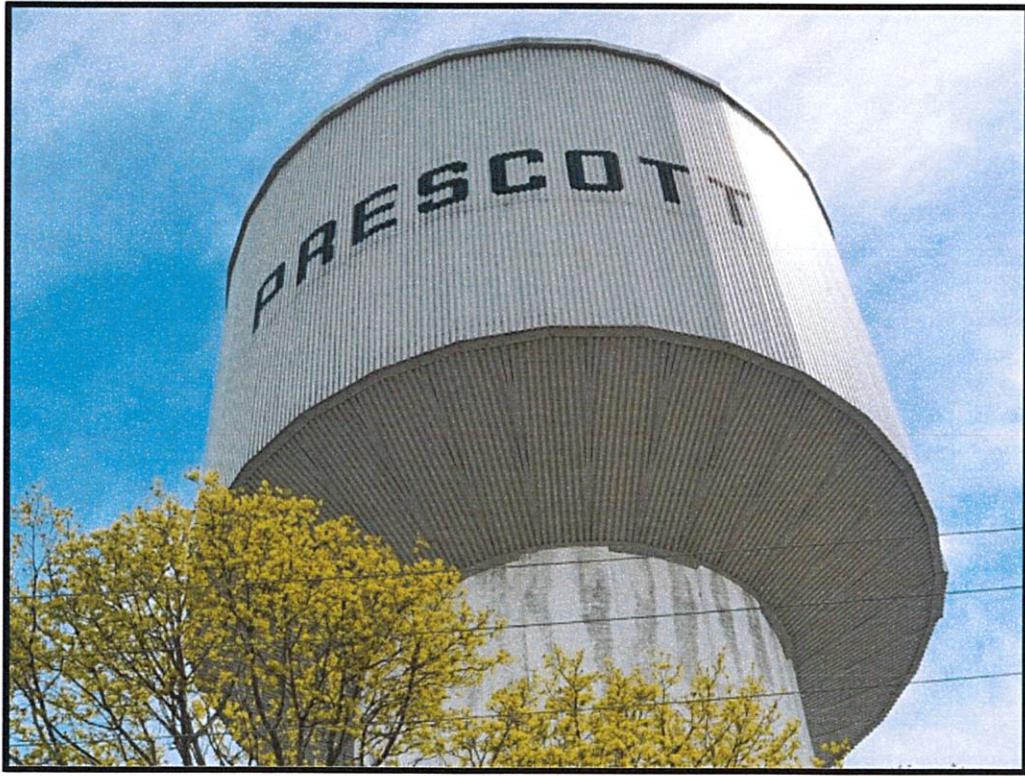
Sincerely,  
**EVB Engineering**

A handwritten signature in blue ink that reads 'Josh Eamon.'

Josh Eamon, P. Eng.  
President

## Prescott, Elevated Water Tower Demolition Work Plan

239 Wood St W  
Prescott, ON  
K0E 1T0



The procedure detailed herein pertains to the demolition of the existing water tower located at 239 Wood St W Prescott, ON. The existing water tower is constructed of concrete with steel cladding. The tower stands 39m high with a 17m diameter bowl, 9m diameter pedestal and holds 1,900m<sup>3</sup> volume. The structure will be demolished in its entirety (Figure 1). All removals will be done by use of heavy equipment equipped with various attachments.

- All removals will be done by use of the following heavy equipment with various attachments:
  - Brokk - Robotic Demo Equipment
  - Manlifts, Mas Climbers
  - Cranes
  - 25 - 50 ton Excavator
  - Attachments for 25 - 50 ton Excavator
    - Hydraulic Hammers
    - Hydraulic Pulverizer
    - Hydraulic Shear
    - Hydraulic Grapple
- Demolition plus will ensure that all work is done in accordance with the Occupational Health and Safety Act of Ontario.
- The removal and demolition shall be carried out in accordance with the requirements of the OPSS.MUNI 510 (NOV. 2018)

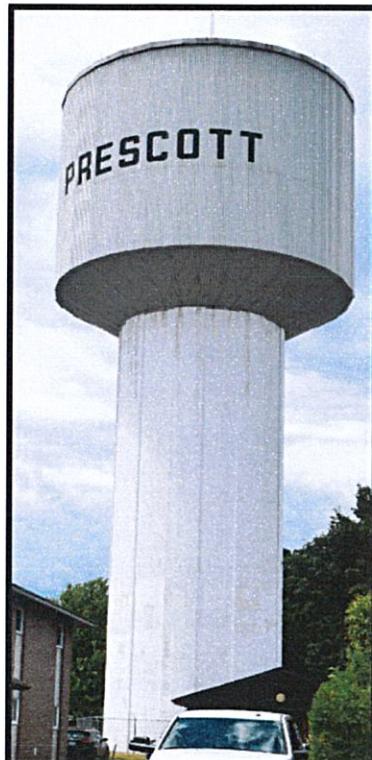
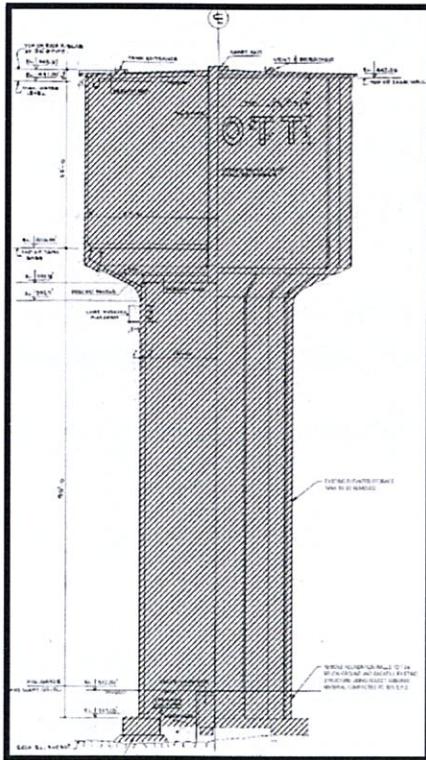


Figure 1 - Water Tower Elevation (Street View)

### Prior to Removal (General Notes and Safety Measures)

- Ensure all electrical, gas utilities have been decommissioned
- Demolition Plus shall prevent damage to all existing utilities and new construction.
- Fluids drained from water tower, confirm with Town of Prescott
- All hazardous and designated substances shall be removed prior to commencing the demolition proceedings.
- Dust control will be maintained at all times as required by means of the application of a water mist provided by a 2" fire hose supplied by a 3000-gallon water truck or the installation of mobile water misters.
- Implement Construction Signs as necessary & Delineated work zone
- Conduct safety meetings at the beginning of each shift.
- Where no suitable guardrail is present at a free edge, all workers wear an approved full-body harness with shock absorbing lanyard to be secured to an anchor capable of 6kn (1350 lbs) meeting the requirements of the Occupational Health and Safety Act of Ontario. O.Reg 213/91 section 26.7.2
- Advance signing and construction signs refer to GC traffic control plan
- Material containing asbestos and lead shall be removed in accordance with Occupational Health and Safety Act, R.S.O. 1990. c. O.1.
- Demolition Plus shall not carry out equipment maintenance, refueling or store fuel within 30m of the watercourse.

### Installation of Containment for Demolition

1. Mast climbers will be installed from bottom to the top of the tower 39m in height, covering the perimeter of the 17m water tower bowl. (Figure 2)
2. Mast climbers will be anchored to the existing structure pedestal and large bowl.
3. This system will be used to carry workers / small equipment such as brokk's to the desired demolition elevation
4. The mast climbers will capture any demolition rubble that falls outside the perimeter limits. This accumulated material will be managed daily to not over load platforms, concrete rubble to be kept/stockpiled within the water tower pedestal.
5. Once demolition elevation has reached the transition from 17m diameter to 9m diameter, the mast climbers will be dismantled.

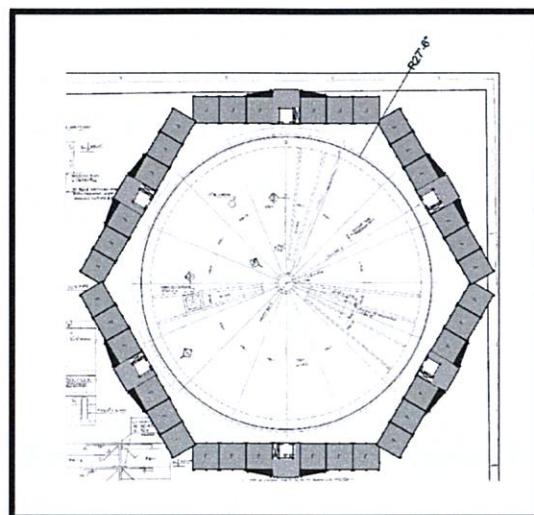


Figure 2 - Mast Climbers around 17m bowl

### Water Tower Demolition

6. Following mast climbers containment installation, the existing water tower precast concrete roof will be demolished with robotic Brokk's equipped with hydraulic hammers and pulverizers.
7. Brokk's to access roof top using the mast climbers, respecting restricted load ratings
8. Brokk to be positioned on top of rooftop breaking roof in complete triangle segments. Rubble to fall below piling at the base of the pedestal
9. Once demolition reaches the last  $\frac{1}{4}$  of roof, brokk shall relocate to the mast climbers and finish demolition of the last sections. These sections to be carefully demolished to cause failure and collapse within the large bowl and falling below. (Figure 3)

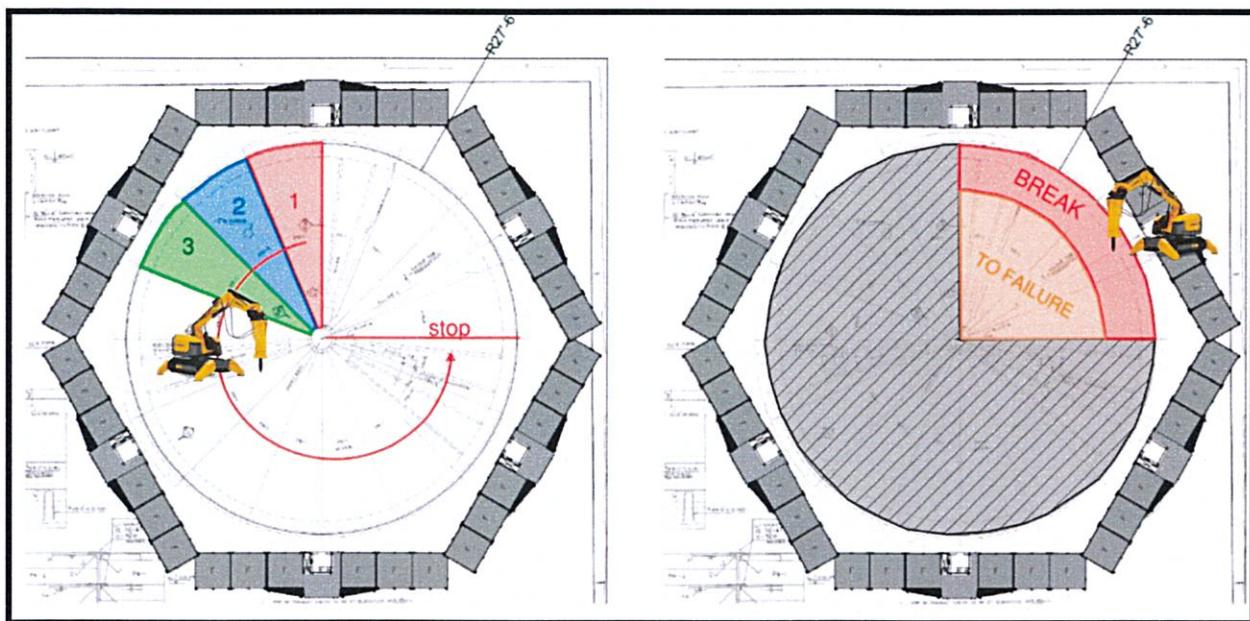


Figure 3 - Roof Demolition Sequencing

10. Following rooftop demolition Brokk to commence demolition of 17m large bowl equipped with hydraulic hammers and pulverizers working from mast climbers
11. Water tower to be demolished from top to bottom, keeping demolition elevations the same around the perimeter to maintain structural integrity.
12. Demolition rubble to fall within the water tower, any that falls on the mast climbers to be addressed daily and placed back into tower
13. Once demolition has reached the 9m diameter pedestal, mast climbers to be uninstalled to allow room for heavy equipment to complete the remainder of the pedestal

14. Demolition rubble accumulated within the pedestal may be used to create a working pad around the perimeter of the pedestal for heavy equipment to position on. Imported fill may be required (Figure 4)
15. A high reach excavator equipped with a hydraulic pulverizer will demolish the remaining 9m concrete pedestal from below.
16. Demolition from top to bottom keeping the demolition elevation the same throughout to keep the structural integrity of the tower.
17. Concrete rubble to be contained within the pedestal of the tower, when reaching the stockpile at lower elevation concrete rubble will be loaded into trucks and hauled offsite.
18. Demolition of foundations will be completed entirely with hydraulic hammers
19. All concrete to be cleaned and processed, hauled off site

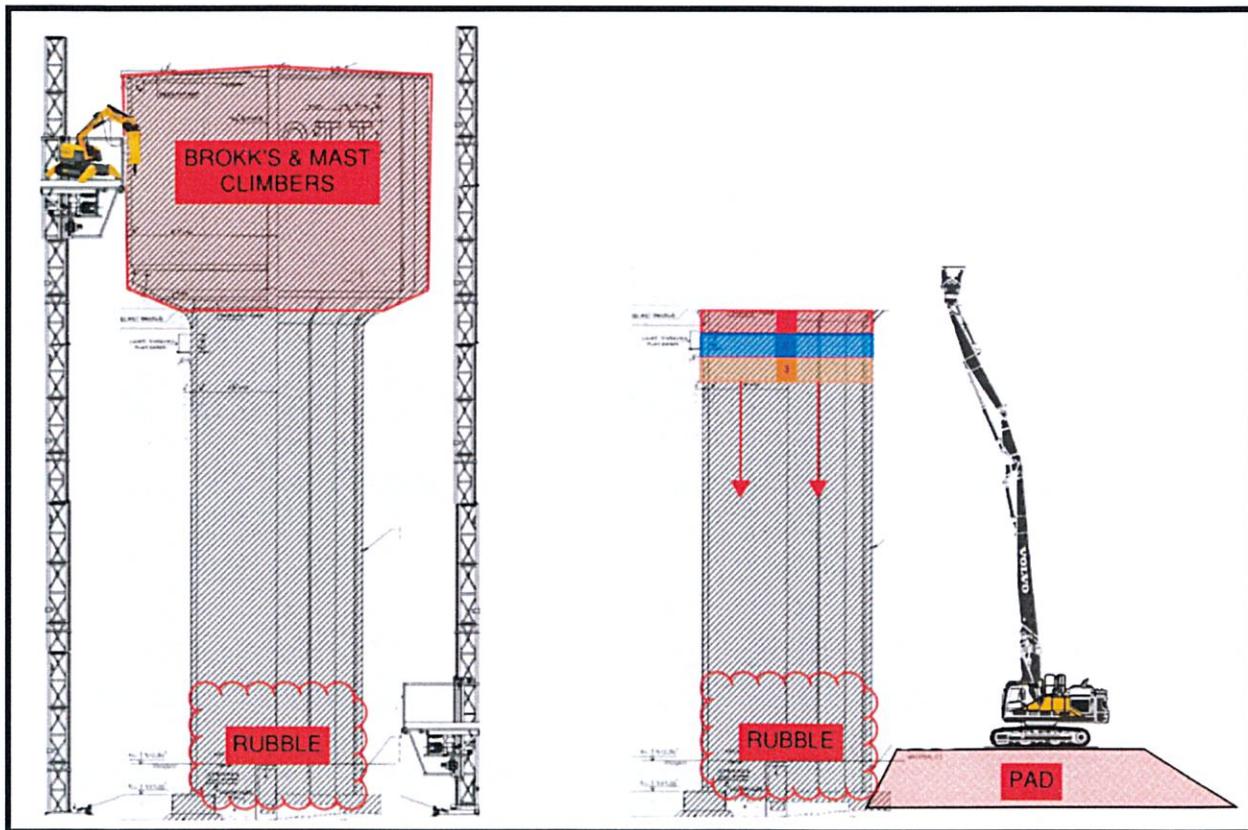


Figure 4 - Demolition Sequencing

## **Risk Management Strategy- Site Specific Health and Safety Plan**

Our Health and Safety representative will review the onsite characteristics and site conditions prior to the work commencing. The health and safety representative, along with the crew completing the demolition, will identify potential risk with the site and silo structures. These risks will be documented in the Job Hazard Assessment. These hazards will be reviewed daily, as well as any trips, falls, or any hazard that presents itself during the work sequence. All new hazards identified, and their necessary controls will be communicated to the crew and site staff, and documented in the Demolition Plus site office. All demolition will be completed with machines, except those identified in this document, to reduce the chance of falls. Noise, vibration, and dust are common hazards with demolition and will be controlled by water, and appropriate Personal Protection Equipment.

Site boundaries and exclusion zones need to be identified prior to starting. Demolition activities resulting in falling concrete or flying debris or with potential to affect structural integrity will be monitored as per the plan. Based on the location we do not believe there are implications or potential risk to the remainder of the job site. Hand signals, visual communication & radio communications will be used at all times during demolition.

Maps to the nearest health care facility will be onsite. All our vehicles and equipment are outfitted with first aid kits and fire extinguishers. Our site job box will have spill kit supplies in them. Our safety board also outlines key contacts in case of an emergency and key personnel.

All manual worked faces above 2 meters in heights will be completed with the use of Hydraulic platform.

The structure will be progressively worked from one common face. Care will be taken so as not to destabilize the main structure. At the end of each shift, inspections by the site supervisor in charge will determine as to what temporary measures, if any, will be implemented until the commencement of the next shift.

All personnel must always wear safety hard hats within the site. Those involved in the use of flame cutting equipment or straight sided cutting wheels must wear eye protection. Those involved in the use of or working proximity to, equipment such as pneumatic hammers and cutting wheels must wear hearing protection. Breaking out operations will produce high levels of nuisance dust and all involved in breaking out removal of rubble are to wear dust masks.

Entire site perimeter to be fully enclosed with suitable security fencing/scaffold gantry as considered necessary by the site supervisor as mentioned above.

Identify underground services lines and mark clearly prior to completing any digging. Map and safety protocol to be posted on the job board prior to starting work.

In the event of work close to live service lines, all work modes to be undertaken by hand techniques. Exercise caution and good housekeeping always. Areas beneath demolition to be delineated/fenced off and signage posted. Constant evaluation of site safety on a consistent basis.

Implement an effective practicable fire drill for use in the event of an emergency. Comply with the latest edition of the following statutes codes and standards and all amendments thereto.

1. CSA S350-M1980 Code of practice for safety in Demolition of Structures.
2. NFPA 241 Standard for safeguarding Construction, Alteration, and Demolition Operations
3. Quebec Legislation S-2.1, r.4 - Safety Code for the Construction Industry 3.23.0.1
4. Canadian Environmental Protection Act
5. Transportation of Dangerous Goods Act

# PAST PROJECT EXPERIENCE

## DND Water Tower

**DEMOLITION** **PLUS**

### PROJECT DETAILS

**Client**  
Defence Construction Canada

**Location**  
Petawawa

**Point of Contact** N/A      **Phone Number** N/A

### TIMELINE + BUDGET

<b>Start Date</b>	<b>Completion Date</b>
May 2015	December 2016
<b>Contract Value</b>	<b>Final Cost</b>
\$180,000.00	\$180,000.00

### EXECUTION

#### Project Details

This project involves the demolition of an existing tank structure, including the removal and disposal of its foundation and backfilling of the standpipe area with sand. A lead-abatement program will be designed and implemented in compliance with Ministry of Labour (MOL) regulations to ensure safe and environmentally responsible demolition practices.

#### Project Relevance

The work we completed was a critical component of ongoing facility decommissioning and site redevelopment activities. The project ensures the safe removal of obsolete infrastructure while maintaining compliance with environmental, health, and safety regulations.

Nik Xazandroulis - Site Superintendent  
Andrew Branchaud - Project Manager  
Shane Arbuthnot - Cost Estimator

**Waste Diversion Percentage Met**  
N/A



# PAST PROJECT EXPERIENCE

## INVISTA Stack Demolition

# DEMOLITION PLUS

### PROJECT DETAILS

**Client**

INVISTA (Canada) Company

**Location**

1400 Highway 2E, Maitland ON

**Point of Contact**

Vern Armstrong

**Phone Number**

613-348-4709

### TIMELINE + BUDGET

**Start Date**

November 2024

**Completion Date**

December 2024

**Contract Value**

\$290,069.00

**Final Cost**

\$305,771.39

### EXECUTION

**Project Details**

Demolition of concrete Stack #3 (from top down), including chipping from elevation 120' to 60' removal of stainless steel cap, brick liner, horizontal breeching; Demolition of steel Stack #4, cutting & remove to grade, including removal of horizontal breeching; Demolition of concrete foundations for both.

Removal and disposal of all materials off-site

**Project Relevance**

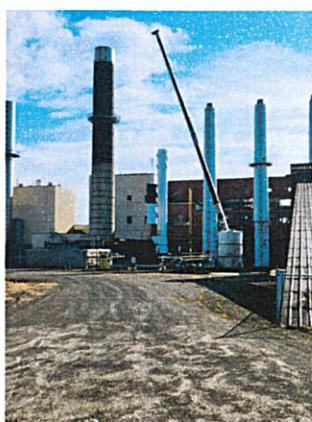
Structural Demolition, removal of foundations, backfill.

**Key Staff Assigned**

Andrew Branchaud, Project Manager

**Waste Diversion Percentage Met**

n/a



# PAST PROJECT EXPERIENCE

Project Name

# DEMOLITION

plus

## PROJECT DETAILS

**Client**

RW Tomlinson Quebec / Heidelberg Materials Factory

**Location**

1231 & 1235 chemin Kilmar, Grenville-sur-laRouge, PC

**Point of Contact**

Richard Poulin

**Phone Number**

613-880-0647

## TIMELINE + BUDGET

**Start Date**

June 2024

**Completion Date**

Current

**Contract Value**

\$2,706,900.00

**Final Cost**

\$4,590,908.78

## EXECUTION

**Project Details**

Structural demolition of multiple (mostly) steel structures/infrastructure within the former mining/processing facility (magnesite) including slabs and foundations. Buildings removed included material storage and various production buildings, pumping station, kiln, weigh scales, silos, garage, locomotive repair shop and (presumed) underground oil storage tank and associated oil line.

Performed pre-demolition abatement to facilitate the safe removal of structures.

**Project Relevance**

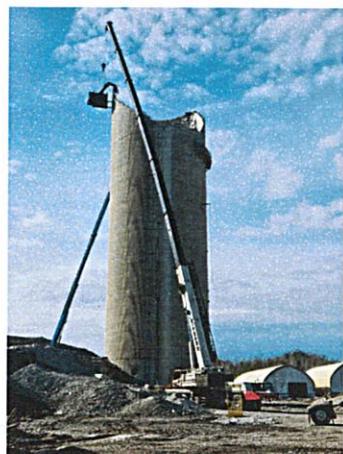
Structural demolition, excavation, abatement, soil remediation, removal of foundations, backfill

**Key Staff Assigned**

Andrew Branchaud, Project Manager

**Waste Diversion Percentage Met**

96%



# PAST PROJECT EXPERIENCE

## Mississauga Water Tower Demo

**DEMOLITION** **plus**

### PROJECT DETAILS

<b>Client</b>	City of Mississauga/ Landmark Structures
<b>Location</b>	Millcreek Drive and Aquitaine Avenue
<b>Point of Contact</b>	<b>Phone Number</b> Carlos Aguair N/A

### TIMELINE + BUDGET

<b>Start Date</b>	May 2016	<b>Completion Date</b>	December 2016
<b>Contract Value</b>	\$96,120.00	<b>Final Cost</b>	\$96,120.00

### EXECUTION

#### Project Details

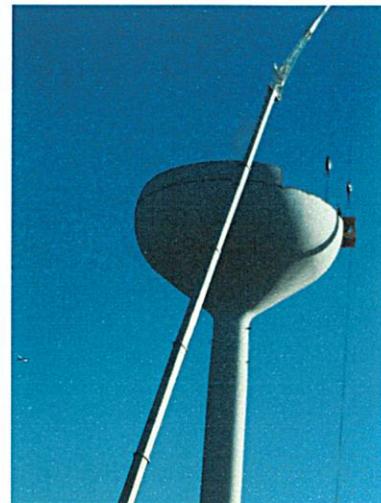
This project involves the controlled demolition and dismantling of a 180-foot steel water tower. Work will be performed using heavy lift cranes, suspended crane baskets, and certified torchmen to safely cut, lower, and remove steel components. The operation requires strict adherence to safety regulations, structural sequencing, and coordinated communication among all personnel on site.

#### Project Relevance

This project builds upon the team's proven experience successfully demolishing a similar steel water tower structure, ensuring that lessons learned, safe work procedures, and effective dismantling methods are directly applied to this operation.

**Waste Diversion Percentage Met**  
N/A

Barry Cameron - Site Superintendent  
Dan Lafrance - Project Manager  
Shane Arbuthnot - Cost Estimator



## JOHN THEUNISSEN

### Superintendent

With 25+ years of experience in demolition and remediation, John Theunissen has overseen numerous multimillion-dollar projects throughout Canada. As a Superintendent, John works diligently to communicate with the site crew and coordinate project delivery efficiently and effectively. He brings with him an in-depth knowledge of the industry, including procedures, equipment and the Occupational Health & Safety Act. John has a proven ability to deliver projects on time and on budget while ensuring that safety remains a top priority on every job site.

### Work Experience

2020 - Present	Site Superintendent, Demolition Plus
2018 - 2020	Site Superintendent, JMX National Environmental & Demolition
1997 - 2018	Site Supervisor / Site Superintendent, Priestly Demolition

### Training Summary

WHMIS, Supervisor Health & Safety Awareness, Working at Heights, Elevated Work Platforms, Asbestos Supervisor, Lead Awareness Training, Transportation of Dangerous Goods, Lockout/Tagout, Telehandler

### Selected Project Experience and Highlights

<b>Project Name</b>	Sears Timmins - Demolition
<b>Location</b>	Timmins, Ontario
<b>Date</b>	
<b>Project Value</b>	\$698,500.00
<b>Role</b>	Site Superintendent

- + Removal of all asbestos containing materials prior to demolition
- + Precise severance completed at portion of building to remain
- + Demolition of commercial building
- + Removal of foundations
- + New storm system was installed, backfilled building footprint with 150mm of granular A

<b>Project Name</b>	Dyno Nobel Facility
<b>Location</b>	Maitland, Ontario
<b>Date</b>	2020-2022
<b>Project Value</b>	\$1,800,000.00
<b>Role</b>	Site Superintendent

- + Demolition of former ammonium nitrate facility
- + Removal of all redundant buildings, including compressor buildings, dryer buildings, tanks, acid plant
- + Abatement of all asbestos containing materials prior to demolition
- + Extraction and salvage of ferrous metals

# JOHN BRADLEY

## Senior Project Manager

John Bradley joined Demolition Plus in 2024 as the role of Project Manager. Having previously worked with heavy civil contractors, John now grows his portfolio by consistently demonstrating his dedication and ability to work with management, the field and our clients to ensure the success of every project. From planning stages through to project completion, John is especially attentive to cost, quality and risk management processes.

### Work Experience

2024-present Project Manager, Demolition Plus

2021-2024 Project Manager / Site Superintendent, Cavanagh Construction

2013-2021 Project Manager, RW Tomlinson

2011-2013 QA/QC, RW Tomlinson

### Training Summary

DOS - Secret cleared, WHMIS, Supervisor Health & Safety Awareness, Working at Heights, Transportation of Dangerous Goods, First Aid

### Selected Project Experience and Highlights

**Project Name** Demolition of Old Sewage Plant

**Location** Ottawa, Ontario

**Date** June - July 2025

**Project Value** \$2,300,000.00

**Role** Project Manager

+ Removal of standing water within sewage treatment plant, pump and clean tanks,

+ Disconnection of utilities, pre-demolition abatement , building demolition

+ Backfill and installation of top soil/seed

**Project Name** Carleton University Parking Garage

**Location** Ottawa, Ontario

**Date** 2024 - Ongoing

**Project Value** \$2,300,000.00

**Role** Project Manager

+ Removal of 7-storey parkade

+ Reinstatement incl. underground infrastructure & site restoration

# JOHN BRADLEY

## Senior Project Manager

### Portfolio of Civil / Sitework Projects completed during previous Employment

**Project Name** MTO 2021-4017

**Location** Morrisburg, Ontario

**Date 2023-2024**

**Role** Site Superintendent / Project Manager

+ Culvert replacement, Culvert Rehabilitation, hot mix paving and full depth concrete repairs

**Project Name** Town of Cardinal

**Location** Cardinal, Ontario

**Date 2022-2023**

**Role** Site Superintendent / Project Manager

+ Replacement of water, storm, sewer

+ Hot mix paving

**Project Name** City of Ottawa – Trail Road Waste Facility

**Location** Ottawa, Ontario

**Date 2022**

**Role** Site Superintendent / Project Manager

+ Construction of new cells for waste facility expansion

**Project Name** Royal Canadian Dragoons

**Location** CFB Petawawa, Ontario

**Date 2020**

**Project Value** \$7,605,000.00

**Role** Project Manager

+ Site Services Water, Sewer and Storm

+ Excavation for all Trades including Site M&E

+ Excavation and Construction of Retention Pond

+ Excavation and Backfill of Building

+ Site Grading and Paving

**Project Name** Mattawa Plains Compound

**Location** CFB Petawawa, Ontario

**Date 2016-2020**

**Project Value** \$16,420,000.00

**Role** Project Manager

+ Site Services Water, Sewer and Storm

+ Site Excavation of 260,000m<sup>3</sup>

+ Building Excavation and Backfill (10 Buildings)

+ 300,000 Tonnes of stone placed

+ 6 Large Retention Pond

# JOHN BRADLEY

## Senior Project Manager

### **Portfolio of Civil / Sitework Projects completed during previous Employment *(continued)***

**Project Name** Concrete Paving, Prime Minister's Hangar Ottawa Airport

**Location** Ottawa, Ontario

**Date** 2018

**Project Value** \$8,400,000.00

**Role** Project Manager

+ Removal of existing infrastructure

+ Concrete Paving of approx. 35,000 sqm

+ This was performed Air side which required Security Clearing and Strategic Deliveries to be able to + proceed through security

### **Additional Projects:**

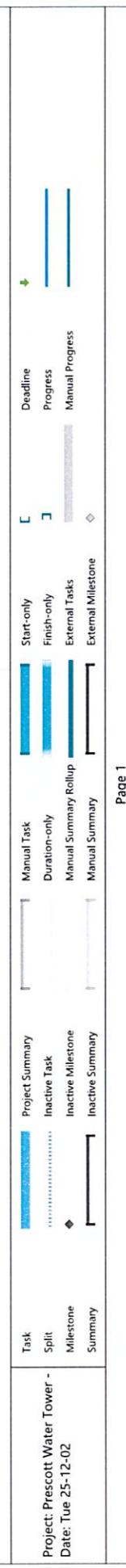
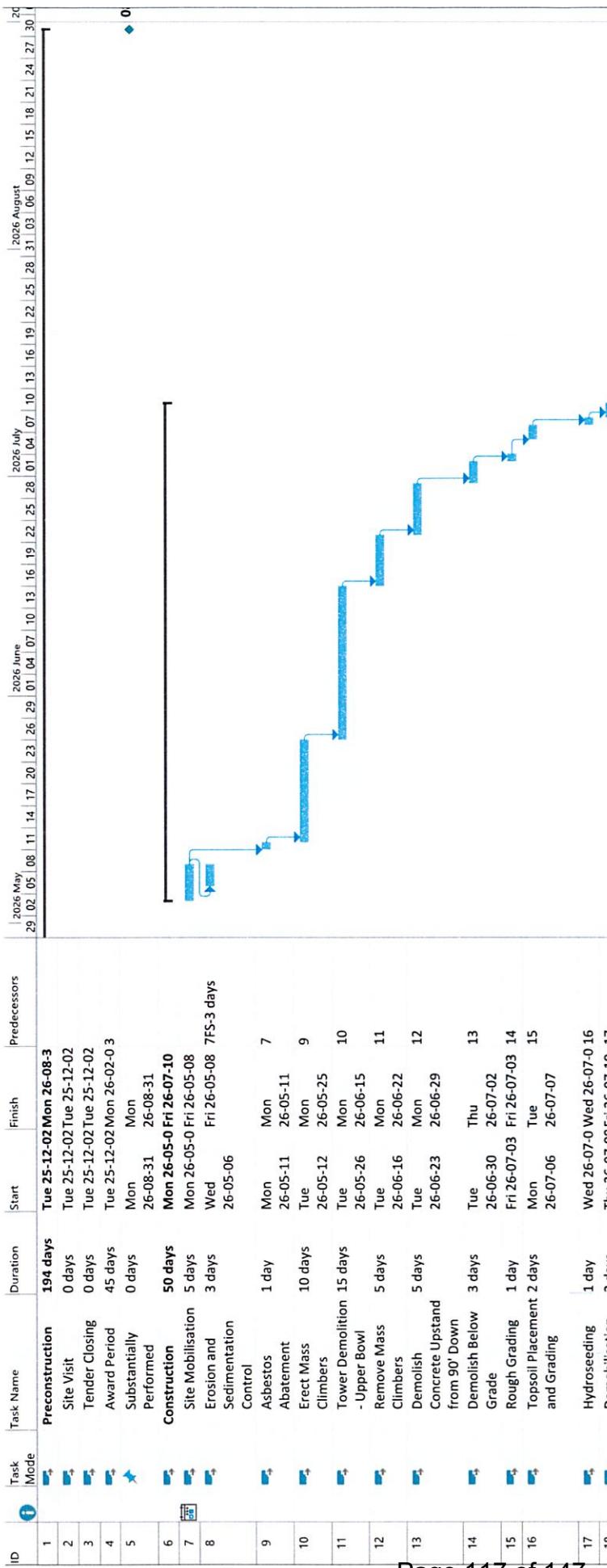
+ New Liskeard Solar Farms (2014-1026), New Liskeard, Ontario

+ Atomic Energy Canada Ltd (2015), Chalk River, Ontario

+ Brantgate Solar Farm (2014), Burlington, Ontario

+ William Rutley Solar Farm (2013), Cornwall, Ontario

+ CFB Petawawa MHLH Runway & Apron (2012-2013), Petawawa, Ontario





## STAFF REPORT TO COUNCIL

Report No. 85-2025

**Date:** 12/15/2025

**From:** Matthew Armstrong, Chief Administrative Officer & Treasurer

**RE:** 2026 Ontario Provincial Police Annual Billing Statement

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### **Recommendation:**

For information.

### **Background:**

The Town of Prescott has received the estimated cost for Ontario Provincial Police (OPP) services for the period of January 1, 2026 through December 31, 2026. The total for 2026 will be \$1,347,799. This breaks down into equal monthly payments of \$112,317.

For the 2025 OPP billing period, there were several adjustments between the original and revised amounts. This resulted in an increase for 2025 being reduced from \$223,422 or 18.7% to \$17,558 or 1.5%.

The Province undertook a review of the OPP costing formula for 2026 as they *“heard loud and clear that greater clarity, predictability and stability in the OPP cost recovery model, and associated billing statements, is critical to municipalities as annual budget processes are undertaken. These amendments were contemplated, and ultimately decided upon, based on those concerns and the direct feedback that we heard from OPP-policed municipalities.”*

*Firstly, an 11 per cent cap is established on the increase in policing costs owed by municipalities for the 2026 calendar year when compared to 2025, excluding the costs related to any service enhancements.*

*Secondly, a new discounts table will be established in regulation and will apply to the 2026 billing year and going forward. This new discount table introduces a lower eligibility threshold to receive a discount. Municipalities will now receive calls for service and overtime discounts when they are three or more standard deviations from the average calls for service weighted time to property count ratio, rather than the current*



*regulatory threshold of five standard deviations.*

The increase between the 2025 Revised Billing and 2026 pre-reconciliation amount was \$187,820 or 15.5%. The 2024 reconciliation figure was 11.4% of the 2024 pre-reconciliation billing amount.

The total increase between the 2025 Revised Billing and the 2026 Billing is \$320,095 or 26.4%. The cap that was instituted as part of the review limits the increase for 2026 to \$133,565 which is 11%.

The 11% cap also means that we can expect an increase of at least \$54,255 or (4%) in 2027 to cover the amount of Estimated Cost that was not addressed in 2026 plus the 2027 increase which if it is similar to the 2026 increase could conceivably bring the cost cap into play again at 11%.

**Alternatives:**

None

**Financial Implications:**

The OPP costing comparison below shows the 2024 Billing Amount, 2025 Revised Billing Amount, and the 2026 Billing Amount.

**PREScott**  
EST 1784  
**THE FORT TOWN**

**OPP Costing**

	2024		Revised 2025		2026	
	Per Property	Total	Per Property	Total	Per Property	Total
Households	2,246		2,244		2,246	
Commercial and Industrial	159		157		159	
	<hr/>	2,405	<hr/>	2,401	<hr/>	2,405
<b>Base Service</b>	165.59	398,236	189.44	454,835	203.05	488,329
<b>Calls for Service</b>						
Prescott Portion of Calls for Service	0.4008%		0.3914%		0.3819%	
Calls for Service Cost	305.01	733,560	341.52	819,983	345.50	830,934
Overtime	17.93	43,110	21.96	52,730	24.56	59,075
Prisoner Transportation per Property	1.12	2,694	1.67	4,010	2.08	5,002
Accommodation and Cleaning per Property	4.90	11,785	5.70	13,686	6.32	15,200
	494.55	1,189,385	560.29	1,345,244	581.51	1,398,540
10% Discount on 2025 Estimated Costs			(56.03)	(134,524)		
<b>Estimated Cost</b>	<b>494.55</b>	<b>1,189,385</b>	<b>504.26</b>	<b>1,210,720</b>	<b>581.51</b>	<b>1,398,540</b>
Year-End Adjustment		7,291		3,514		135,789
<b>Total Billing</b>		<b>1,196,676</b>		<b>1,214,234</b>		<b>1,534,329</b>
<b>Capped Payable for 2026 at 11% increase</b>						<b>1,347,799</b>
<b>Increase / (Decrease)</b>		<b>(14,287)</b>		<b>17,558</b>		<b>133,565</b>

The annual cost from 2015 through 2026 is outlined in the following table. 2018 was the final year for the phase in adjustment from the new provincial billing formula. 2026 is the first year implementing the revised formula following the provincial review completed in 2025.



Year	Amount	Increase / (Decrease)	% Increase / (Decrease)	Cumulative
2015	1,761,288			
2016	1,621,905	(139,383)	-7.91%	(139,383)
2017	1,416,421	(205,484)	-12.67%	(344,867)
2018	1,152,292	(264,129)	-18.65%	(608,996)
2019	1,159,210	6,918	0.60%	(602,078)
2020	1,197,454	38,244	3.30%	(563,834)
2021	1,202,912	5,458	0.46%	(558,376)
2022	1,258,565	55,653	4.63%	(502,723)
2023	1,210,963	(47,602)	-3.78%	(550,325)
2024	1,196,676	(14,287)	-1.18%	(564,612)
2025	1,214,234	17,558	1.47%	(547,054)
2026	1,347,799	133,565	11.00%	(413,489)

The annual savings from the Police Services Contract were reallocated to support the debt servicing cost of the new Fire Hall and the new Arena.

The information from the 2026 OPP Annual Billing Statement will be built into the 2026 Operational Budget. The annual increase as outlined above represents approximately a 2% increase in Property Taxes.

**Attachments:**

- Issuance of the 2026 Annual Billing Statements
- Letter from the Honourable Michael S. Kerzner, Solicitor General
- 2026 Annual Billing Letter for Municipalities
- OPP 2026 Annual Billing Statement – Prescott

**Solicitor General**

Office of the Solicitor General  
25 Grosvenor Street, 18<sup>th</sup> Floor  
Toronto ON M7A 1Y6  
Tel: 416 326-5000  
Toll Free: 1 866 517-0571  
Minister.SOLGEN@ontario.ca

**Solliciteur général**

Bureau du solliciteur général  
25, rue Grosvenor, 18<sup>e</sup> étage  
Toronto ON M7A 1Y6  
Tél. : 416 326-5000  
Sans frais : 1 866 517-0571  
Minister.SOLGEN@ontario.ca



132-2025-3641  
**By email**

September 26, 2025

Dear Heads of Council and Chief Administrative Officers of OPP-Policed Municipalities:

The Ministry of the Solicitor General has undertaken a review of the Ontario Provincial Police (OPP) cost recovery model. I would like to extend my gratitude for your participation and input into this process.

I am writing to inform you that because of the review, regulatory amendments have been made to Ontario Regulation 413/23: Amount Payable by Municipalities for Policing from Ontario Provincial Police under the *Community Safety and Policing Act, 2019*. These amendments are in effect and will inform the 2026 annual billing statement to be issued shortly.

Firstly, an 11 per cent cap is established on the increase in policing costs owed by municipalities for the 2026 calendar year when compared to 2025, excluding the costs related to any service enhancements.

Secondly, a new discounts table will be established in regulation and will apply to the 2026 billing year and going forward. This new discount table introduces a lower eligibility threshold to receive a discount. Municipalities will now receive calls for service and overtime discounts when they are three or more standard deviations from the average calls for service weighted time to property count ratio, rather than the current regulatory threshold of five standard deviations.

The amendments have been approved by Cabinet and have been filed with the Registrar of Regulations. They will be accessed publicly online through the [e-Laws page](#) – and will be available here within the next few business days.

The preparation of 2026 annual billing statements is underway and statements are targeted for release in November 2025.

As we undertook this review, we heard loud and clear that greater clarity, predictability and stability in the OPP cost recovery model, and associated billing statements, is critical to municipalities as annual budget processes are undertaken. These amendments were contemplated, and ultimately decided upon, based on those concerns and the direct feedback that we heard from OPP-policed municipalities.

.../2

Page 2

Should you have any questions about the regulatory updates, please reach out to [solgeninput@ontario.ca](mailto:solgeninput@ontario.ca).

Please direct any questions about your annual billing statements to the Crime Prevention and Community Support Bureau at [opp.municipalpolicing@opp.ca](mailto:opp.municipalpolicing@opp.ca).

Thank you again for your partnership.

Sincerely,



The Honourable Michael S. Kerzner  
Solicitor General

c: Mario Di Tommaso, O.O.M.  
Deputy Solicitor General, Community Safety  
Ministry of the Solicitor General

Thomas Carrique, C.O.M.  
Commissioner, Ontario Provincial Police

**Solicitor General**

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Sans frais : 1 866 517-0571  
Minister.SOLGEN@ontario.ca



132-2025-4811

**By email**

December 5, 2025

Dear Heads of Council and Chief Administrative Officers of OPP-Policed Municipalities:

Further to my letter on September 26, 2025, I am pleased to confirm the release of the 2026 Ontario Provincial Police (OPP) annual billing statements. These billing statements include confirmation of policing costs before and after the implementation of the 11 per cent cap on OPP policing costs for 2026.

The cap was introduced to provide municipalities with greater predictability and stability for the 2026 billing year, ensuring costs do not rise by more than 11 per cent between 2025 and 2026, excluding any service enhancements. This measure reflects the province's commitment to responsive and responsible cost management, particularly in the context of the cost pressures identified for the upcoming year. Without provincial intervention costs for OPP-policed municipalities would be significantly higher in 2026.

In determining the methodology for the cap on OPP policing costs for the 2026 billing year, a number of items were considered, including the Ontario Provincial Police Association salary increases and managing year-over-year cost variability. In addition, factors relevant to all municipalities across the province were considered, such as the rate of inflation, typical salary increase trends, and municipal fiscal capacity including grants.

Any questions related to specific OPP billing statements or operational estimates can be directed to the Crime Prevention and Community Support Bureau at [opp.municipalpolicing@opp.ca](mailto:opp.municipalpolicing@opp.ca).

In addition, any questions related to policy changes and the approach to OPP cost recovery can be directed to my team at the Strategic Policy Division, Ministry of the Solicitor General at [solgeninput@ontario.ca](mailto:solgeninput@ontario.ca).

Thank you for your ongoing partnership in protecting Ontario and keeping our communities safe.

Sincerely,

The Honourable Michael S. Kerzner  
Solicitor General

c. Mario Di Tommaso, O.O.M.  
Deputy Solicitor General, Community Safety  
Ministry of the Solicitor General

Thomas Carrique, C.O.M.  
Commissioner, Ontario Provincial Police

Ontario  
Provincial  
Police

Police  
provinciale  
de l'Ontario



**Crime Prevention and Community  
Support Bureau  
Bureau de la prévention du crime et du  
soutien communautaire**

777 Memorial Ave. 777, av. Memorial  
Orillia ON L3V 7V3 Orillia ON L3V 7V3

Tel: 705 329-7680 Tél. : 705 329-7680  
Fax: 705 329-7593 Téléc. : 705 329-7593

File Reference: 612-20

November 27, 2025

Dear Mayor/Reeve/CAO/Treasurer,

Please find attached your Ontario Provincial Police (OPP) Annual Billing Statement package including 2026 estimated costs and a statement for the 2024 year-end reconciliation. The final cost adjustment from the 2024 reconciliation process has been applied as an adjustment to the calculated billing amount for the 2026 calendar year.

As noted in the letter sent to you by the Solicitor General dated September 26, 2025, any increase in total policing costs for calendar year 2026—including the 2024 year-end adjustment—has been capped at 11% over the final amount billed in 2025 (after 2023 year-end adjustment and all applicable discounts).

To provide clarity and transparency, your statement includes:

- The actual calculated billing amount for 2026.
- A capped amount, based on the final 2025 payable amount plus 11%.

The municipality will be billed the lower of these two amounts during the 2026 calendar year.

The final reconciliation of your 2026 annual costs will appear in your 2028 Annual Billing Statement. The reconciled 2026 costs will reflect the 11% cap applied for that year.

For more detailed information on the 2026 Annual Billing Statement package, please refer to the resource material available on the internet, [www.opp.ca/billingmodel](http://www.opp.ca/billingmodel). Further, OPP Municipal Policing will host webinar information sessions in the new year. An e-mail invitation will be forwarded to the municipality advising of the session dates.

If you have questions about the Annual Billing Statement, please e-mail  
[OPP.MunicipalPolicing@opp.ca](mailto:OPP.MunicipalPolicing@opp.ca).

Yours truly,

A handwritten signature in black ink, appearing to read 'B. (Bradley) McCallum'.

B. (Bradley) McCallum  
Chief Superintendent  
Commander  
Crime Prevention and Community Support Bureau

## OPP 2026 Annual Billing Statement

Prescott ST

Estimated costs for the period January 1 to December 31, 2026

Please refer to [www.opp.ca](http://www.opp.ca) for 2026 Municipal Policing Billing General Information summary for further details.

Base Service	Property Counts	Cost per Property		Total Cost
		\$	\$	
Household	2,246			
Commercial and Industrial	159			
Total Properties	<u>2,405</u>	203.05		488,329
<b>Calls for Service</b>	(see summaries)			
Total all municipalities	217,602,138			
Municipal portion	0.3819%	345.50		830,934
<b>Overtime</b>	(see notes)	24.56		59,075
<b>Prisoner Transportation</b>	(per property cost)	2.08		5,002
<b>Accommodation/Cleaning Services</b>	(per property cost)	6.32		15,200
<b>Total 2026 Estimated Cost</b>		<b>581.51</b>		<b>1,398,539</b>
<b>2024 Year-End Adjustment</b>	(see summary)			<b>135,789</b>
<b>Calculated Billing for 2026</b>				<b>1,534,329</b>
<b>Capped Payable for 2026</b>				<b>1,347,799</b>
<b>Total Billing for 2026 (Lesser of Calculated Billing or Capped payable)</b>				<b>1,347,799</b>

**2026 Monthly Billing Amount**

112,317

### Notes

Cost increases for the Total 2026 Billing amount have been capped at 11% over the Total 2025 Billing amount.

2025 Grand Total Billing Amount	1,214,233
11% of 2025 Grand Total Billing	133,566
Capped Payable for 2026	1,347,799

The capped payable for 2026 is lower than the calculated billing amount by \$186,530

## **OPP 2026 Annual Billing Statement**

**Prescott ST**

**Estimated costs for the period January 1 to December 31, 2026**

### **Notes to Annual Billing Statement**

- 1) Municipal Base Services and Calls for Service Costs - The costs allocated to municipalities are determined based on the costs assigned to detachment staff performing municipal policing activities across the province. A statistical analysis of activity in detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2026 billing purposes the allocation of the municipal workload in detachments has been calculated to be 51.9 % Base Services and 48.1 % Calls for Service. The total 2026 Base Services and Calls for Service cost calculation is detailed on the Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 2) Base Services - The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property of \$203.05 estimated for 2026. The number of municipal properties is determined based on MPAC data. The calculation of the standard province-wide base cost per property is detailed on Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 3) Calls for Service - The municipality's Calls for Service cost is a proportionate share of the total cost of municipal calls for service costs calculated for the province. A municipality's proportionate share of the costs is based on weighted time standards applied to the historical billable calls for service. The municipality's total weighted time is calculated as a percentage of the total of all municipalities.
- 4) Overtime - Municipalities are billed for overtime resulting from occurrences in their geographic area and a portion of overtime that is not linked specifically to a municipality, such as training. Municipalities are not charged for overtime identified as a provincial responsibility. The overtime activity for the calendar years 2021, 2022, 2023 and 2024 has been analyzed and averaged to estimate the 2026 costs. The costs incorporate the 2026 salary rates and a discount to reflect overtime paid as time in lieu. The overtime costs incurred in servicing detachments for shift shortages have been allocated on a per property basis based on straight time. Please be advised that these costs will be reconciled to actual 2026 hours and salary rates and included in the 2028 Annual Billing Statement.
- 5) Court Security and Prisoner Transportation (CSPT) - Municipalities with court security responsibilities in local courthouses are billed court security costs based on the cost of the staff required to provide designated court security activities. Prisoner transportation costs are charged to all municipalities based on the standard province-wide per property cost. The 2026 costs have been estimated based on the 2024 activity levels. These costs will be reconciled to the actual cost of service required in 2026.

There was no information available about the status of 2026 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.

- 6) Year-end Adjustment - The 2024 adjustment accounts for the difference between the amount billed based on the estimated cost in the Annual Billing Statement and the reconciled cost in the Year-end Summary. The most significant year-end adjustments are resulting from the cost of actual versus estimated municipal requirements for overtime, contract enhancements and court security.

**OPP 2026 Estimated Base Services and Calls for Service Cost Summary**

Estimated Costs for the period January 1 to December 31, 2026

Salaries and Benefits	Positions	Base	Total Base Services and Calls for Service	Base Services	Calls for Service
	FTE	%	\$/FTE	\$	\$
<b>Uniform Members</b>	<b>Note 1</b>				
Inspector .....	27.66	100.0	192,976	5,337,714	5,337,714
Staff Sergeant-Detachment Commander.....	8.57	100.0	175,024	1,499,952	1,499,952
Staff Sergeant .....	41.04	100.0	160,995	6,607,217	6,607,217
Sergeant .....	237.81	51.9	147,894	35,170,721	18,256,061
Constable.....	1,663.92	51.9	123,513	205,515,029	106,674,098
Part-Time Constable .....	17.53	51.9	98,559	1,727,739	896,887
<b>Total Uniform Salaries</b>	<b>1,996.53</b>			<b>255,858,373</b>	<b>139,271,930</b>
Statutory Holiday Payout .....			6,387	12,640,216	6,798,379
Shift Premiums .....			1,129	2,165,924.16	1,124,243
Uniform Benefits - Inspector.....		28.64%		1,528,567	1,528,567
Uniform Benefits - Full-Time Salaries.....		36.39%		90,535,000	48,411,886
Uniform Benefits - Part-Time Salaries.....		20.76%		358,624	186,165
<b>Total Uniform Salaries &amp; Benefits</b>				<b>363,086,704</b>	<b>197,321,170</b>
<b>Detachment Civilian Members</b>	<b>Note 1</b>				
Detachment Administrative Clerk .....	162.57	51.9	77,377	12,579,207	6,529,086
Detachment Operations Clerk .....	6.41	51.9	70,662	452,941	235,303
Detachment Clerk - Typist .....	2.61	51.9	64,030	167,117	86,440
Court Officer - Administration.....	38.91	51.9	94,216	3,665,926	1,903,154
Crimestoppers Co-ordinator .....	0.99	51.9	75,542	74,786	38,526
Cadet.....	6.72	51.9	52,627	353,653	183,668
<b>Total Detachment Civilian Salaries</b>	<b>218.21</b>			<b>17,293,630</b>	<b>8,976,177</b>
Civilian Benefits - Full-Time Salaries .....		35.46%		6,131,636	3,182,596
<b>Total Detachment Civilian Salaries &amp; Benefits</b>				<b>23,425,266</b>	<b>12,158,773</b>
<b>Support Costs - Salaries and Benefits</b>	<b>Note 2</b>				
Communication Operators .....			7,294	14,562,690	7,829,963
Prisoner Guards .....			2,425	4,841,585	2,603,189
Operational Support .....			7,250	14,474,843	7,782,730
RHQ Municipal Support .....			3,103	6,195,233	3,331,008
Telephone Support .....			162	323,438	173,904
Office Automation Support .....			937	1,870,749	1,005,851
Mobile and Portable Radio Support .....			325	654,569.50	351,839
<b>Total Support Staff Salaries and Benefits Costs</b>				<b>42,923,106</b>	<b>23,078,484</b>
<b>Total Salaries &amp; Benefits</b>				<b>429,435,076</b>	<b>232,558,427</b>
<b>Other Direct Operating Expenses</b>	<b>Note 2</b>				
Communication Centre .....			152	303,473	163,169
Operational Support .....			1,292	2,579,517	1,386,936
RHQ Municipal Support .....			340	678,820	364,983
Telephone .....			1,203	2,401,826	1,291,396
Mobile Radio Equipment Repairs & Maintenance .....			197	396,770	213,268
Office Automation - Uniform .....			4,688	9,359,733	5,032,474
Office Automation - Civilian .....			1,199	261,634	135,799
Vehicle Usage .....			10,641	21,245,076	11,422,901
Detachment Supplies & Equipment .....			824	1,645,141	884,548
Uniform & Equipment .....			2,930	5,901,196	3,171,959
Uniform & Equipment - Court Officer .....			1,055	41,050	21,311
<b>Total Other Direct Operating Expenses</b>				<b>44,814,234</b>	<b>24,088,745</b>
<b>Total 2026 Municipal Base Services and Calls for Service Cost</b>				<b>\$ 474,249,309</b>	<b>\$ 256,647,172</b>
<b>Total OPP-Policed Municipal Properties</b>					<b>\$ 1,263,977</b>
<b>Base Services Cost per Property</b>					<b>\$ 203.05</b>

## OPP 2026 Estimated Base Services and Calls for Service Cost Summary

Estimated Costs for the period January 1 to December 31, 2026

### Notes:

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

- 1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2021 through 2024. Additional service, court security, prisoner transportation and cleaning staff are excluded.

The equivalent of 84.1 FTEs with a cost of \$17,823,159 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2026 salaries incorporate the 2026 general salary rate increase set in the 2023 to 2026 OPPA Uniform and Civilian Agreements (uniform and civilian staff - 4.75% in 2023, 4.50% in 2024, 2.75% in 2025 and 2.75% in 2026.) The 2026 salaries also incorporate a 3% Frontline Patrol Premium and a 3% Second-In-Command premium.

The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2025-26). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 51.9% Base Services : 48.1% Calls for Service.

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2025 Municipal Policing Cost-Recovery Formula.

## OPP 2026 Calls for Service Billing Summary

Prescott ST

Estimated costs for the period January 1 to December 31, 2026

Calls for Service Billing Workgroups	Calls for Service Count					2026 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2026 Estimated Calls for Service Cost
	2021	2022	2023	2024	Four Year Average				
						A	B	C = A * B	
Note 1									
Drug Possession	11	12	11	15	12	4.9	60	0.0032%	6,942
Drugs	6	4	1	8	5	103.7	493	0.0262%	56,965
Operational	748	661	636	808	713	4.0	2,853	0.1516%	329,940
Operational 2	154	143	156	195	162	1.8	292	0.0155%	33,723
Other Criminal Code Violations	70	50	72	70	66	6.7	439	0.0233%	50,752
Property Crime Violations	154	158	167	211	173	5.8	1,001	0.0532%	115,704
Statutes & Acts	118	140	124	164	137	3.6	491	0.0261%	56,829
Traffic	73	77	79	64	73	3.8	278	0.0148%	32,190
Violent Criminal Code	84	90	91	103	92	13.9	1,279	0.0680%	147,889
<b>Municipal Totals</b>	<b>1,418</b>	<b>1,335</b>	<b>1,337</b>	<b>1,638</b>	<b>1,432</b>		<b>7,185</b>	<b>0.3819%</b>	<b>\$830,934</b>

### Provincial Totals (Note 4)

Calls for Service Billing Workgroups	Calls for Service Count					2026 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2026 Estimated Calls for Service Cost
	2021	2022	2023	2024	Four Year Average				
						A	B	C = A * B	
Note 1									
Drug Possession	3,017	2,530	2,404	2,570	2,630	4.9	12,888	0.6849%	1,490,434
Drugs	1,071	818	940	944	943	103.7	97,806	5.1980%	11,310,991
Operational	182,938	178,694	182,556	198,566	185,688	4.0	742,754	39.4744%	85,897,052
Operational 2	48,875	46,769	47,507	47,198	47,587	1.8	85,657	4.5523%	9,905,960
Other Criminal Code Violations	12,312	12,464	13,135	14,777	13,172	6.7	88,252	4.6902%	10,206,039
Property Crime Violations	47,768	49,230	49,802	48,800	48,900	5.8	283,620	15.0733%	32,799,789
Statutes & Acts	33,390	33,258	34,566	37,180	34,599	3.6	124,555	6.6196%	14,404,335
Traffic	34,936	38,989	32,888	34,394	35,302	3.8	134,146	7.1293%	15,513,588
Violent Criminal Code	20,343	21,807	22,925	24,690	22,441	13.9	311,932	16.5779%	36,073,949
<b>Provincial Totals</b>	<b>384,648</b>	<b>384,559</b>	<b>386,723</b>	<b>409,119</b>	<b>391,262</b>		<b>1,881,610</b>	<b>100%</b>	<b>\$217,602,138</b>

### Notes to Calls for Service Billing Summary

- 1) Displayed without decimal places, exact numbers used in calculations
- 2) Displayed to four decimal places, nine decimal places used in calculations
- 3) Total costs rounded to zero decimals
- 4) Provincial Totals exclude data for dissolutions and post-2022 municipal police force amalgamations.

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## OPP 2026 Calls for Service Details

Prescott ST

For the calendar years 2021 to 2024

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2021	2022	2023	2024	
<b>Grand Total</b>	<b>1,418</b>	<b>1,335</b>	<b>1,337</b>	<b>1,638</b>	<b>1,432.00</b>
Drug Possession	11	12	11	15	12.25
DRUG Operation - Master Code	1	0	0	1	0.50
DRUG related occurrence	5	8	7	10	7.50
Possession - Cocaine	1	0	1	1	0.75
Possession - Methamphetamine (Crystal Meth)	1	1	1	1	1.00
Possession - Other Controlled Drugs and Substances Act	2	2	2	1	1.75
Possession of > 5g dried cannabis (or equiv) youth	0	0	0	1	0.25
Possession-Opioid (other than heroin)	1	1	0	0	0.50
Drugs	6	4	1	8	4.75
Trafficking - Cocaine	4	3	1	3	2.75
Trafficking - Methamphetamine (Crystal Meth)	2	1	0	1	1.00
Trafficking - Other Controlled Drugs and Substances Act	0	0	0	4	1.00
<b>Operational</b>	<b>748</b>	<b>661</b>	<b>636</b>	<b>808</b>	<b>713.25</b>
Accident - Non-MVC Others	1	0	0	0	0.25
Animal - Bear Complaint	1	0	0	0	0.25
Animal - Dog Owners Liability Act	1	1	3	4	2.25
Animal - Left in Vehicle	1	4	5	2	3.00
Animal - Master Code	1	2	2	2	1.75
Animal - Other	4	2	2	1	2.25
Animal Bite	3	2	1	2	2.00
Animal Injured	4	1	2	2	2.25
Animal Stray	3	2	3	10	4.50
Assist Fire Department	5	2	3	3	3.25
Assist Public	147	140	116	150	138.25
By-Law-Master code	3	6	2	4	3.75
Distressed / Overdue Motorist	0	0	1	0	0.25
Domestic Disturbance	59	64	53	86	65.50
<b>FAMILY DISPUTE</b>	<b>69</b>	<b>67</b>	<b>63</b>	<b>82</b>	<b>70.25</b>
Fire - Building	0	2	2	3	1.75
Fire - Other	1	0	2	4	1.75
Fire - Vehicle	1	0	2	0	0.75
Found - Computer, parts & accessories	0	0	0	1	0.25
Found - Gun	1	0	0	1	0.50
Found - Household Property	0	0	1	2	0.75
Found - License Plate	0	1	1	0	0.50
Found - Others	2	1	1	1	1.25
Found - Personal Accessories	1	6	2	3	3.00
Found - Vehicle Accessories	0	1	0	0	0.25
Found Property - Master Code	44	23	30	27	31.00
Homeless Person	0	0	0	1	0.25
Insecure Condition - Master Code	1	2	4	4	2.75
Lost - Computer, parts & accessories	0	1	1	0	0.50
Lost - Gun	0	0	1	0	0.25
Lost - Household Property	2	0	1	0	0.75

## OPP 2026 Calls for Service Details

Prescott ST

For the calendar years 2021 to 2024

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2021	2022	2023	2024	
Lost - License Plate	1	0	0	0	0.25
Lost - Others	3	2	4	1	2.50
Lost - Personal Accessories	2	5	2	1	2.50
Lost - Radio, TV, Sound-Reprod. Equip.	1	2	0	0	0.75
Lost - Vehicle Accessories	0	0	0	1	0.25
Lost Property - Master Code	7	12	11	11	10.25
Medical Assistance - Other	0	0	2	0	0.50
Missing Person 12 & older	1	0	2	3	1.50
Missing Person Located 12 & older	8	3	14	10	8.75
Missing Person Located Under 12	1	1	0	3	1.25
Missing Person under 12	0	0	0	1	0.25
Missing Person-Master code	2	0	1	1	1.00
Neighbour Dispute	77	53	43	68	60.25
Noise By-Law	0	1	1	1	0.75
Noise Complaint - Animal	3	3	9	3	4.50
Noise Complaint - Master Code	66	29	27	26	37.00
Noise Complaint - Others	1	1	0	3	1.25
Noise Complaint - Residence	8	4	6	5	5.75
Other Municipal By-Laws	12	10	9	5	9.00
Overdose/Suspected Overdose	1	1	1	0	0.75
Overdose/Suspected Overdose - Opioid Related	1	0	0	0	0.25
Phone - Master Code	0	0	1	5	1.50
Phone - Nuisance - No Charges Laid	4	3	5	2	3.50
Phone - Other - No Charges Laid	3	1	1	5	2.50
Protest/Demonstration	1	1	0	0	0.50
Sudden Death - Apparent Overdose/Overdose	0	0	0	1	0.25
Sudden Death - Natural Causes	7	9	7	11	8.50
Sudden Death - Others	1	0	0	0	0.25
Sudden Death - Suicide	0	0	0	2	0.50
Suspicious Person	76	83	79	121	89.75
Suspicious vehicle	27	20	23	22	23.00
Traffic By-Law	2	2	1	1	1.50
Trouble with Youth	31	27	23	36	29.25
Unwanted Persons	44	53	56	57	52.50
Vehicle Recovered - All Terrain Veh	0	0	0	1	0.25
Vehicle Recovered - Automobile	0	4	2	3	2.25
Vehicle Recovered - Buses	0	0	0	1	0.25
Vehicle Recovered - Other	0	0	1	0	0.25
Vehicle Recovered - Trucks	2	1	1	2	1.50
Operational 2	154	143	156	195	162.00
911 call - Dropped Cell	16	17	17	11	15.25
911 call / 911 hang up	18	19	26	35	24.50
False Alarm - Accidental Trip	1	0	0	0	0.25
False Alarm - Others	62	56	57	75	62.50
False Holdup Alarm - Accidental Trip	9	10	5	9	8.25

## OPP 2026 Calls for Service Details

Prescott ST

For the calendar years 2021 to 2024

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2021	2022	2023	2024	
Keep the Peace	48	41	51	65	51.25
Other Criminal Code Violations	70	50	72	70	65.50
Animals - Cruelty	1	0	0	0	0.25
Animals - Others	1	0	0	0	0.25
Bail Violations - Fail To Comply	20	16	17	22	18.75
Bail Violations - Master Code	4	3	1	7	3.75
Bail Violations - Others	2	0	2	5	2.25
Breach of Probation	8	15	20	14	14.25
Breach of Recognizance (811)	0	1	2	1	1.00
Child Pornography - Import child pornography	1	0	1	0	0.50
Child Pornography - Making or distributing	0	0	2	0	0.50
Child Pornography - Master Code	0	0	1	0	0.25
Counterfeit Money - Others	3	0	0	0	0.75
Counterfeit Money-Master code	1	0	0	1	0.50
Disobey court order/Misconduct executing process	0	0	2	0	0.50
Disturb the Peace	13	6	14	7	10.00
Indecent acts - Master Code	1	2	0	0	0.75
Indecent acts - Other	2	2	2	4	2.50
Obstruct Justice/Fabricate Evidentiary	1	0	1	1	0.75
Offensive Weapons - False Statements	0	0	0	1	0.25
Offensive Weapons - In Vehicle	1	0	0	0	0.25
Offensive Weapons - Other Weapons Offences	0	0	1	0	0.25
Offensive Weapons - Possession of Weapons	4	0	1	1	1.50
Offensive Weapons-Other Offensive Weapons	0	2	0	0	0.50
Other Criminal Code * Sec.462 - Sec.753	0	1	0	0	0.25
Possess Firearm while prohibited	0	0	0	1	0.25
Possession Of Counterfeit Money	2	0	0	0	0.50
Public Mischief - mislead peace officer	1	1	0	0	0.50
Public Morals	1	0	0	0	0.25
Trespass at Night	2	0	1	1	1.00
Utter Threats to Property / Animals	1	0	3	4	2.00
Uttering Counterfeit Money	0	1	0	0	0.25
Weapons Trafficking and Manufacturing	0	0	1	0	0.25
Property Crime Violations	154	158	167	211	172.50
Arson - Auto	0	0	0	1	0.25
Arson - Others	0	1	0	0	0.25
Break & Enter	12	13	10	8	10.75
False Pretence - Other	0	1	0	0	0.25
Fraud - False Pretence Over \$5,000	0	0	1	1	0.50
Fraud - False Pretence Under \$5,000	1	3	1	6	2.75
Fraud - Forgery & Uttering	1	2	1	2	1.50
Fraud - Fraud through mails	0	1	0	0	0.25
Fraud - Master Code	4	5	6	3	4.50
Fraud - Money/property/security Over \$5,000	0	4	2	2	2.00
Fraud - Money/property/security Under \$5,000	6	15	9	10	10.00

## OPP 2026 Calls for Service Details

Prescott ST

For the calendar years 2021 to 2024

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2021	2022	2023	2024	
Fraud - Other	7	12	8	8	8.75
Fraud - Steal/Forge/Poss./Use Credit Card	0	3	3	4	2.50
Fraud - Transportation	3	2	0	2	1.75
Identity Fraud	0	1	1	3	1.25
Identity Theft	0	0	0	1	0.25
Mischief	35	26	20	34	28.75
Mischief - Interfere with lawful use, enjoyment of property	1	2	1	0	1.00
Mischief Graffiti - Non-Gang Related	0	3	1	2	1.50
Mischief with Data	0	1	0	1	0.50
Personation with Intent (fraud)	6	2	6	1	3.75
Possession of Stolen Goods over \$5,000	1	0	2	1	1.00
Possession of Stolen Goods under \$5,000	0	0	1	0	0.25
Property Damage	8	2	4	3	4.25
Theft Over - Master Code	0	1	3	0	1.00
Theft FROM Motor Vehicles Over \$5,000	0	0	1	0	0.25
Theft FROM Motor Vehicles Under \$5,000	9	3	7	5	6.00
Theft of - Automobile	2	0	1	4	1.75
Theft of - Mail	2	1	0	1	1.00
Theft of - Motorcycles	0	1	1	1	0.75
Theft of - Trucks	0	1	0	2	0.75
Theft of Motor Vehicle	4	3	11	5	5.75
Theft Over \$,5000 - Construction Site	0	0	1	1	0.50
Theft Over \$5,000 - Boat Motor	0	0	1	0	0.25
Theft Over \$5,000 - Other Theft	2	1	1	1	1.25
Theft Over \$5,000 - Persons	1	0	0	0	0.25
Theft Over \$5,000 - Trailers	0	0	1	0	0.25
Theft Under \$5,000 - Bicycles	2	3	1	2	2.00
Theft Under \$5,000 - Building	0	0	1	0	0.25
Theft Under \$5,000 - Gasoline Drive-off	9	3	7	3	5.50
Theft Under \$5,000 - Master Code	9	7	10	18	11.00
Theft Under \$5,000 - Other Theft	12	21	22	19	18.50
Theft Under \$5,000 - Persons	1	0	1	3	1.25
Theft Under \$5,000 - Trailers	1	0	0	0	0.25
Theft Under \$5,000 SHOPLIFTING	15	12	18	51	24.00
Trafficking in Stolen Goods over \$5,000	0	1	1	1	0.75
Unlawful in a dwelling house	0	1	1	1	0.75
Statutes & Acts	118	140	124	164	136.50
CHILDREN'S LAW REFORM ACT - CUSTODY ORDER	0	1	0	0	0.25
CHILDREN'S LAW REFORM ACT - OTHER	1	0	0	0	0.25
Custody Dispute	0	1	2	2	1.25
FAMILY LAW ACT - CUSTODY/ACCESS ORDER	1	0	1	0	0.50
Landlord / Tenant	30	43	35	35	35.75
Mental Health Act	25	28	25	50	32.00
Mental Health Act - Apprehension	6	8	10	6	7.50

## OPP 2026 Calls for Service Details

Prescott ST

For the calendar years 2021 to 2024

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2021	2022	2023	2024	
Mental Health Act - Attempt Suicide	0	3	2	4	2.25
Mental Health Act - No Contact with Police	3	3	3	6	3.75
Mental Health Act - Placed on Form	1	6	2	4	3.25
Mental Health Act - Threat of Suicide	8	13	15	13	12.25
Mental Health Act - Voluntary Transport	5	1	3	3	3.00
Trespass To Property Act	37	33	26	41	34.25
Youth Criminal Justice Act (YCJA)	1	0	0	0	0.25
Traffic	73	77	79	64	73.25
MVC - OTHERS (MOTOR VEHICLE COLLISION)	1	0	1	1	0.75
MVC - PERSONAL INJURY (MOTOR VEHICLE COLLISION]	4	2	2	2	2.50
MVC - PROP. DAM. FAILED TO REM (MOTOR VEHICLE COLLISION)	13	8	5	4	7.50
MVC - PROP. DAM. NON REPORTABLE (MOTOR VEHICLE COLLISION]	21	29	34	26	27.50
MVC - PROP. DAM. REPORTABLE (MOTOR VEHICLE COLLISION]	34	36	32	27	32.25
MVC (MOTOR VEHICLE COLLISION) - Master Code	0	2	5	4	2.75
Violent Criminal Code	84	90	91	103	92.00
Abduction Under 14	0	0	0	1	0.25
Aggravated Assault - Level 3	0	0	1	1	0.50
Assault - Level 1	26	36	27	31	30.00
Assault Peace Officer	0	1	1	0	0.50
Assault With Weapon or Causing Bodily Harm - Level 2	4	4	9	14	7.75
Criminal Harassment	17	16	1	2	9.00
Criminal Harassment - Offender Unknown	1	0	0	0	0.25
Extortion	0	0	3	1	1.00
Forcible confinement	1	0	0	2	0.75
Incest	0	0	1	0	0.25
Indecent/Harassing Communications	7	5	8	13	8.25
Invitation to Sexual Touching	0	0	1	0	0.25
Non-Consensual Distribution of Intimate Images	0	1	0	4	1.25
Obtaining sexual services for consideration under 18	0	1	0	0	0.25
Other Assaults / Admin Noxious thing	0	0	0	1	0.25
Pointing a Firearm	0	0	1	1	0.50
Robbery - Other	0	1	0	1	0.50
Sexual Assault	13	7	16	13	12.25
Sexual Exploitation	0	1	0	0	0.25
Sexual Interference	1	2	0	2	1.25
Sexual offence occurring prior to January 4, 1983	0	0	0	1	0.25
Using firearm (or imitation) in commission of offence	0	0	1	0	0.25
Utter Threats to Person	14	10	20	13	14.25
Utter Threats to Person - Police Officer	0	0	0	1	0.25
Utter Threats-Master code	0	5	1	1	1.75

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**OPP 2024 Reconciled Year-End Summary**

**Prescott ST**

**Reconciled cost for the period January 1 to December 31, 2024**

			Cost per Property \$	Reconciled Cost \$	Estimated Cost \$	Reconciliation Variance \$
<b>Base Service</b>	<b>Property Counts</b>					
	Household	2,246				
	Commercial and Industrial	159				
	<b>Total Properties</b>	<b>2,405</b>				
			179.78	432,359	398,236	34,124
<b>Calls for Service</b>						
	Total all municipalities	198,679,051				
	Municipal portion	0.4008%	331.14	796,394	733,560	62,834
<b>Overtime</b>			33.06	79,514	43,110	36,404
<b>Prisoner Transportation</b>	(per property cost)		1.87	4,497	2,694	1,804
<b>Accommodation/Cleaning Services</b>	(per property cost)		5.16	12,410	11,785	625
<b>Total 2024 Costs</b>			<b>551.01</b>	<b>1,325,174</b>	<b>1,189,384</b>	
<b>2024 Billed Amount</b>				<b>1,189,385</b>		
<b>2024 Year-End-Adjustment</b>					<b>135,789</b>	

**Notes**

The Year-End Adjustment above is included as an adjustment on the 2026 Billing Statement.

This amount is incorporated into the monthly invoice amount for 2026.

The difference between the estimated and billed amount is due to rounding the bills to the nearest dollar throughout the year.

## OPP 2024 Reconciled Base Services and Calls for Service Cost Summary

For the period January 1 to December 31, 2024

Salaries and Benefits	Positions	Base	Total Base Services and Calls for Service	Base Services	Calls for Service
	FTE	%	\$/FTE	\$	\$
<b>Uniform Members</b>	<b>Note 1</b>				
Inspector .....	26.21	100.0	182,588	4,785,639	4,785,639
Staff Sergeant-Detachment Commander .....	9.14	100.0	163,618	1,495,473	1,495,473
Staff Sergeant .....	36.76	100.0	152,805	5,617,096	5,617,096
Sergeant .....	222.37	50.4	136,574	30,369,854	15,318,086
Constable .....	1,613.61	50.4	116,074	187,298,667	94,469,399
Part-Time Constable .....	15.08	50.4	93,354	1,407,778	710,424
Total Uniform Salaries .....	1,923.17			230,974,507	122,396,117
Statutory Holiday Payout .....			6,050	11,543,670	6,038,603
Shift Premiums .....			1,129	2,088,959.07	1,053,632
Uniform Benefits - Inspector .....		28.64%		1,370,468	1,370,468
Uniform Benefits - Full-Time Salaries .....		36.39%		81,797,167	42,539,580
Uniform Benefits - Part-Time Salaries .....		20.76%		292,210	147,462
<b>Total Uniform Salaries &amp; Benefits</b>				<b>328,066,981</b>	<b>173,545,862</b>
<b>Detachment Civilian Members</b>	<b>Note 1</b>				
Detachment Administrative Clerk .....	168.12	50.4	73,426	12,344,361	6,226,515
Detachment Operations Clerk .....	2.08	50.4	69,128	143,787	72,585
Detachment Clerk - Typist .....	1.06	50.4	60,677	64,318	32,159
Court Officer - Administration .....	25.63	50.4	74,937	1,920,625	968,930
Crimestoppers Co-ordinator .....	0.83	50.4	70,809	58,771	29,740
Cadet .....	0.68	50.4	49,848	33,897	16,948
Total Detachment Civilian Salaries .....	198.40			14,565,758	7,346,877
Civilian Benefits - Full-Time Salaries .....		35.46%		5,164,440	2,604,911
<b>Total Detachment Civilian Salaries &amp; Benefits</b>				<b>19,730,198</b>	<b>9,951,788</b>
<b>Support Costs - Salaries and Benefits</b>	<b>Note 2</b>				
Communication Operators .....			6,228	11,977,503	6,263,811
Prisoner Guards .....			1,996	3,838,647	2,007,477
Operational Support .....			6,080	11,692,874	6,114,960
RHQ Municipal Support .....			2,751	5,290,641	2,766,818
Telephone Support .....			141	271,167	141,811
Office Automation Support .....			875	1,682,774	880,031
Mobile and Portable Radio Support .....			282	546,586.50	285,768
<b>Total Support Staff Salaries and Benefits Costs</b>				<b>35,300,192</b>	<b>18,460,676</b>
<b>Total Salaries &amp; Benefits</b>				<b>383,097,371</b>	<b>201,958,326</b>
<b>Other Direct Operating Expenses</b>	<b>Note 2</b>				
Communication Centre .....			155	298,091	155,891
Operational Support .....			1,018	1,957,787	1,023,854
RHQ Municipal Support .....			212	407,712	213,219
Telephone .....			1,582	3,042,455	1,591,097
Mobile Radio Equipment Repairs & Maintenance .....			147	284,923	148,964
Office Automation - Uniform .....			3,019	5,806,050	3,036,359
Office Automation - Civilian .....			1,154	228,954	115,088
Vehicle Usage .....			9,975	19,183,621	10,032,356
Detachment Supplies & Equipment .....			548	1,053,897	551,151
Uniform & Equipment .....			2,305	4,467,666	2,335,795
Uniform & Equipment - Court Officer .....			994	25,476	12,852
<b>Total Other Direct Operating Expenses</b>				<b>36,756,632</b>	<b>19,216,626</b>
<b>Total 2024 Municipal Base Services and Calls for Service Cost</b>				<b>\$ 419,854,003</b>	<b>\$ 221,174,952</b>
<b>Total OPP-Policed Municipal Properties</b>					<b>\$ 1,230,286</b>
<b>Base Services Cost per Property</b>					<b>\$ 179.78</b>

## OPP 2024 Reconciled Base Services and Calls for Service Cost Summary

For the period January 1 to December 31, 2024

### Notes:

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

- 1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2019 through 2022. Contract enhancements, court security, prisoner transportation and cleaning staff are excluded.

The equivalent of 88.28 FTEs with a cost of \$17,343,993 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Salary rates are based on weighted average rates for municipal detachment staff by rank, level and classification. The 2024 salaries incorporate the 2024 general salary rate increases set in the 2023 to 2026 OPPA Uniform and Civilian Collective Agreements, (uniform and civilian staff - 4.50%). The benefit rates are based on the most recent rates set by the Treasury Board Secretariat, (2024-25). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 50.44% Base Services : 49.56% Calls for Service.

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2023 Municipal Policing Cost-Recovery Formula.

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## STAFF REPORT TO COUNCIL

Report No. 86-2025

**Date:** 12/15/2025

**From:** Matthew Armstrong, Chief Administrative Officer & Treasurer

**RE:** Financial Report – October 2025

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### **Recommendation:**

For information.

### **Background:**

The attached income statement for the ten months ending October 31, 2025, highlights the financial picture year-to-date.

#### Revenue

The interim property taxes were due on March 31st, 2025, with the final property tax payment being due August 31, 2025. The property tax amount in the report is the total billed for the year and does not reflect property taxes that were not paid by the due dates. Property taxes outstanding are higher than in prior years, which has resulted in interest on outstanding property taxes being \$20,000 higher than budget at the end of October. There have been two WSIB dividend rebates announced this year totaling \$80,000 which will help to offset areas where revenues were lower than expected or expenses higher than expected.

The Water Tower Grant for \$2.0 million was received in November and the Fire Truck debenture will be issued on December 15, 2025, thereby alleviating the pressure that has been on the cash balance for most of this year. It is anticipated that the interest earned for 2025 will not meet the budget of \$100,000. There are other areas of the budget that will help to offset this variance including the increase in interest on property taxes outstanding as explained above.

Protective Services revenue tends to increase in the second half of the year, as various grant and user fee payments are received for Fire and Police Services. The majority of the building permit fees are generated in the second half of the year. September has demonstrated this pattern with Protective Services generating \$42,000 more than



budgeted for in the month. The total building permit revenue has been affected by a new accounting standard which requires recording of the revenue throughout the life of the project instead of simply at the beginning as was the case previously. This will be reconciled at year end reflecting projects that continued into 2025 such as the hotel and long term care home while others that will continue into 2026 such as the grocery store and long term care home.

The majority of the transportation revenue is derived from the Ontario Community Infrastructure Funding which is received throughout the year after the first quarter. It is also made up of funding from the Province for the River Route which is not received until after year end and is thus recorded as part of the closing entries.

Environmental revenue which is made up mostly of bag tag fees is on track.

Cemetery revenue which makes up the Health revenue budget is received mostly in the 2nd half of the year and is largely affected by the timing of the \$20,000 transfer of funds from the Town to the Cemetery which occurs in December.

Social Services revenue is received as part of the St. Lawrence Lodge debentures that is supported by the Ministry of Health and Long-Term Care. This variance evens itself out by the end of the year.

Recreation revenue is on track for the year as is the Planning & Development revenue.

The Water and Wastewater revenue is received 60 days following the due day for the services invoiced by RSL which results in a substantial year-to-date variance however will even itself out throughout the year and after year-end once payments are received.

### Expenses

There were a number of annual property tax write-offs due to assessment reconsiderations and appeals that were recorded in October making up the variance both for the month and year-to-date.

The recreation expense budget was high for October due to the receipt and payment of the YMCA contracted amount for the pool. It is expected that the remaining two months will be a surplus for the recreation budgets bring them back into line.

The Planning and Development expenses are higher than budget due to the full-year payment for the Economic Development Corridor occurring in the first part of the year and the event expenses that largely occur in summer months.



There are no significant variances identified that will affect the net budget amount for total revenue and total expenditures.

**Alternatives:**

None

**Financial Implications:**

Outlined above.

**Attachments:**

Financial Report – October 2025

Income Statement  
2025 Operating Budget

October 2025

	Month			Year-to-Date			Total 2025 Budget	Notes
	Budget	Actual	Variance B (W)	Budget	Actual	Variance B (W)		
<b>Revenue</b>								
Corporate	775,540	466,617	(308,923)	7,755,402	9,157,782	1,402,381	9,306,482	
Protective	38,421	34,276	(4,145)	384,207	261,574	(122,633)	461,048	
Transportation	52,339	79,890	27,551	523,387	492,220	(31,167)	628,064	
Environmental	16,214	9,798	(6,416)	162,138	173,160	11,023	194,565	
Health	3,000	100	(2,900)	30,000	5,777	(24,223)	36,000	
Social	6,767	-	(6,767)	67,667	91,406	23,739	81,200	
Recreation and Cultural	109,388	73,351	(36,037)	1,093,883	1,137,612	43,729	1,312,659	
Planning & Development	5,833	20	(5,813)	58,333	48,496	(9,837)	70,000	
<b>Total</b>	<b>1,007,502</b>	<b>664,051</b>	<b>(343,450)</b>	<b>10,075,015</b>	<b>11,368,027</b>	<b>1,293,012</b>	<b>12,090,018</b>	
<b>Expenses</b>								
Corporate	148,740	182,563	(33,823)	1,487,402	1,525,523	(38,121)	1,784,882	
Protective	200,871	188,601	11,328	2,008,714	1,925,799	82,915	2,410,457	
Transportation	219,057	421,339	(202,281)	2,190,569	1,897,787	292,782	2,628,682	
Environmental	27,767	26,536	1,247	277,667	256,614	21,052	333,200	
Health Services	36,501	36,113	388	365,008	368,733	(3,725)	438,010	
Social Services	83,426	44,202	39,224	834,257	841,334	(7,077)	1,001,108	
Recreation and Cultural	254,682	273,896	(19,214)	2,546,819	2,630,916	(84,097)	3,056,183	
Planning & Development	36,458	23,180	13,278	364,580	416,441	(51,861)	437,496	
<b>Total</b>	<b>1,007,502</b>	<b>1,196,430</b>	<b>(189,852)</b>	<b>10,075,015</b>	<b>9,863,147</b>	<b>211,869</b>	<b>12,090,018</b>	
<b>Net Operations</b>	<b>(0)</b>	<b>(532,379)</b>	<b>(532,379)</b>	<b>(0)</b>	<b>1,504,880</b>	<b>1,504,880</b>	<b>(0)</b>	
Water & Wastewater Revenue	276,688	261,665	(15,023)	2,766,881	2,032,131	(734,750)	3,320,258	
Water & Wastewater Expense	276,688	182,854	93,834	2,766,881	2,588,990	177,891	3,320,258	
<b>Net Water &amp; Wastewater</b>	<b>0</b>	<b>78,812</b>	<b>78,812</b>	<b>0</b>	<b>(556,859)</b>	<b>(556,859)</b>	<b>0</b>	

# THE CORPORATION OF THE TOWN OF PRESCOTT

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## BY-LAW NO. 51-2025

### A BY-LAW TO ADOPT THE PROCEEDINGS OF THE COUNCIL MEETING HELD ON DECEMBER 15, 2025.

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**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 THIS 15<sup>th</sup> DAY OF DECEMBER 2025.**

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**Mayor**

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**Clerk**