



Pelham Finance and Audit Committee Meeting Agenda

PFAC-04-2020

September 9, 2020

4:00pm

Zoom Meeting

-
- 1. Call to Order and Declaration of Quorum**
 - 2. Approval of Agenda**
 - 3. Declaration of Pecuniary Interest and General Nature**
 - 4. Approval of Minutes**

July 9, 2020
 - 5. Business Arising from Minutes**
 - 6. New Business**
 - 7. Audit**
 - 8. Operating Financial Report to July 31, 2020**
 - 9. MCC Operating Financial Report to July 31, 2020**
 - 10. Transit Operating Financial Report to July 31, 2020**

11. Capital Report

11.1. 2020 Second Quarter (Jan 1 – Jun 30, 2020)

12. Reserves

13. Financial Risks

13.1. COVID-19 Update (Verbal)

14. Unfinished Business

15. Next Meeting – Wednesday, October 28, 2020 at 4:00pm

16. Adjournment

PELHAM FINANCE AND AUDIT COMMITTEE MINUTES

Meeting #: PFAC-03/2020
Date: Thursday, July 9, 2020
Location: Zoom Meeting

Members Present: John Wink, Chair
Ron Kore
Bill Crumm
Michael Cottenden

Members Regrets Marianne Stewart

Staff Present: David Cribbs
Teresa Quinlin
Charlotte Tunikaitis
Holly Willford
Victoria Emslie

Other: None

1. Call to Order and Declaration of Quorum

Noting that a quorum was present, Chair Wink called the electronic zoom meeting to order at approximately 4:00 p.m.

2. Approval of Agenda

Moved By Bill Crumm
Seconded By Michael Cottenden

THAT the agenda for the July 9, 2020 regular meeting of the Pelham Finance and Audit Committee be adopted, as circulated.

Carried

3. Declaration of Pecuniary Interest and General Nature

None.

4. Approval of Minutes

May 7, 2020

Moved By Michael Cottenden

Seconded By Bill Crumm

THAT the minutes of the May 7th, 2020 minutes of the Pelham Finance and Audit Committee be approved.

Carried

5. Business Arising from Minutes

None.

6. New Business

6.1. Draft 2019 Annual Report

Ms. Teresa Quinlin, Director of Corporate Services and Treasurer stated this is the first Annual Report completed by the Town of Pelham. She indicated the report has good statistical information.

A Member indicated the report is heavily financially focused and would suggest future reports should include: more of a community element, section regarding goals and priorities and if these have been achieved, and an additional section highlighting the Town's Senior Leadership Team and how each department has contributed to the Town's financial goals. The Member did state the financial information was well done.

In response, Ms. Charlotte Tunikaitis, Deputy Treasurer agreed with the comments stated and indicated this draft 2019 Annual Report is a starting place to build for future years.

A Member indicated he felt the report was well done and would like to see more population breakdown and information on the commercial tax base.

The Chair indicated he agreed with the comments made and thanked staff for their contributions and indicated he thought the report was well done and stated he felt the residents will be impressed with this report.

Moved By Ron Kore

Seconded By Bill Crumm

THAT the Committee received the Draft 2019 Annual Report for information.

Carried

7. Audit

None.

8. Operating Financial Report to May 31, 2020

Ms. Quinlin indicated the last Operating Financial Report the Audit Committee reviewed was from December 2019.

The Chair indicated it is clear COVID-19 has had a significant impact on the Town's finances. In response, Ms. Quinlin agreed and indicated the Meridian Community Centre ("MCC") has suffered the greatest impact as the MCC has been closed from mid-March and is just reopening in early July. Ms. Quinlin did indicate revenues should increase with the demand for renting ice.

A Member asked if the gym would be rented out to the public. In response, Ms. Quinlin indicated only the ice and pool would be rented to the public and summer camps are being ran. Mr. David Cribbs, CAO, indicated Ms. Quinlin was correct and furthermore the Province has not approved indoor sports currently. In addition, Mr. Cribbs indicate the Town must be mindful to try to keep attendance in the MCC low and that the gym would likely be used for summer camps only.

A Member asked Ms. Quinlin to speak on the expenditures. Ms. Quinlin indicated currently the largest expenses are related to cleaning supplies, installation of glass and plexiglass due to COVID 19. Mr. Cribbs indicated cleaning at Town Hall has doubled from 2 hours daily to 4 hours.

Moved By Ron Kore

Seconded By Michael Cottenden

THAT the Committee received the May 31, 2020 Operating Financial Report for information.

Carried

9. MCC Operating Financial Report to May 31, 2020

The Chair indicated Ms. Quinlin has already touched on the MCC operating report earlier within the meeting.

Moved By Michael Cottenden

Seconded By Ron Kore

THAT the Committee received the May 31, 2020 MCC Operating Financial Report for information.

Carried

10. Transit Operating Financial Report to May 31, 2020

Ms. Quinlin indicated the Town is currently operating one bus and that the bus service is on demand. She further advised the Town received a \$50,000.00 grant regarding transit and it is anticipated the Region will take over transit at the end of August.

Mr. Cribbs indicated the Town received a grant in the approximate amount of \$7-8,000.00 to aid in cleaning costs and offset lower ridership. Mr. Cribbs indicated the Town has enough finances to operate the bus until the Region takes over transit.

Moved By Michael Cottenden

Seconded By Bill Crumm

THAT the Committee received the May 31, 2020 Transit Operating Financial Report for information.

Carried

11. Capital Report**11.1. 2020 First Quarter (Jan 1 – Mar 31, 2020)**

Ms. Quinlin indicated two projects will be deferred to 2021 and therefore there will be a 1.5 million dollar savings which will be helpful to the Town's cash flow.

Moved By Michael Cottenden

Seconded By Ron Kore

THAT the Committee received the 2020 First Quarter Capital Report for information.

Carried

12. Reserves

None.

13. Financial Risks**13.1. COVID-19 Financial Impacts Update**

Ms. Quinlin indicated this is the second COVID-19 Financial Impact Update report to be submitted to Council. She indicated the format of the report mimics the Niagara Region's report template. Ms. Quinlin indicated the Town is using the Region's report style as the Region will be advocating on behalf of the municipalities to receive relief funding by the Province and Federal government.

A Member asked if the Town has confirmed proper insurance is in place if a COVID-19 outbreak occurs at a Town facility or program, such as a day camp. In response, Mr. Cribbs and Ms. Quinlin indicated they have been in contact with the insurance company. The Member indicated his workplace was required to self-insure. Ms. Quinlin indicated she would look further into the matter.

Moved By Ron Kore

Seconded By Michael Cottenden

THAT the Committee received the COVID-19 Financial Impact Update Report for information.

Carried

14. Unfinished Business

None.

15. Next Meeting – Wednesday, September 9, 2020 at 4:00pm

Ms. Quinlin indicated an additional meeting has been set for October 19, 2020 to review budget materials.

16. Adjournment

Moved By Bill Crumm
Seconded By Ron Kore

THAT this Regular Meeting of the Pelham Finance and Audit Committee be adjourned.

Carried

Chair, John Wink

Deputy Clerk, Holly Willford

Subject: July 2020 Financial Reports**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2020-0094-Corporate Services for information.

Background:

The Corporate Services Department has prepared the attached financial reports, as at July 31, 2020, for the information of Council. The MCC and Transit reports also include non-financial indicators such as hydro usage and ridership.

Analysis:

Appendix 1 to this report summarizes operating revenues compared to budget as at July 31, 2020, with approximately 58% of the year lapsed. Total revenues were at approximately 54% of budget and were starting to track below budget due to the financial impact of COVID-19. The financial impact from the closure of facilities and cancellation of programs that resulted from COVID-19 are evident in transit and MCC revenues as well as certain miscellaneous user fees and charges for services. Most other revenue sources such as grants, transfers from reserves, and property taxation are in keeping with the budget. The MCC opened on July 6 with one ice pad and summer programming. On July 27, the second ice pad opened due to the high demand for summer ice in the Niagara region. Six months of water and wastewater had been billed and appeared to be on track because consumption tends to be higher in the summer months, depending on weather conditions.

Appendix 2 to this report summarizes operating expenditures compared to budget at July 31, 2020. Total expenses were at approximately 55% of budget and appeared to be on track because there are still significant debenture principal and interest payments to be paid. Direct costs related to COVID-19 such as purchase of computer equipment and additional cleaning costs are being tracked separately and are excluded from this report. These costs have been included in a report to Council on the financial impact of COVID-19.

Appendix 3 summarizes the revenues and expenditures related to the MCC at July 31, 2020. MCC revenues were at 39% of budget and trending below the prior year

due to closures from COVID-19 from mid-March to July 6. Miscellaneous revenues for the MCC were at 58% of budget for the year, predominantly due to servery sales. MCC expenses were at 46% of budget, which is below the expectation for the first five months of the year as a result of reduced wages from the facility closure and lower hydro rates, which are partially offset by full year insurance expensed and cost of supplies that are related to the servery revenues. It is anticipated that revenues for the MCC will be below budget at year-end due to the impact of the pandemic. With the opening of the MCC in July, the revenue from ice and summer programming is \$66,871.

Appendix 4 summarizes revenues and expenditures related to Pelham Transit. Transit revenues are minimal because provincial and Region funding will be received later in the year, as in the past. Commencing mid-April, Pelham Transit began to operate as a Dial-a-Ride service, in which riders are pre-booked and pre-screened. Transit expenditures were at 45% of budget due to reduced cost of contracted services in April and May, but any cost savings are expected to result in reduced grant funding.

Appendix 5 to this report includes the 2020 capital report at June 30, 2020. Most capital projects are proceeding, totaling \$4.7 million, and of those, 28% of the budget had been spent. \$1.7 million in projects have been deferred to 2021, and \$970 thousand in projects are red-circled pending further information or funding. Projects carried forward from prior years totaled \$3.9 million, and 76% of the carryforward amount had been spent.

Council-approved expenditures outside of budget

The Town's Reserve and Reserve Fund Policy S400-08, approved by Council on January 13, 2020, states under Standard of Care in section 4.3 a) i) that Council shall ensure that any expenditure approval outside of the Budget process includes the source of funding from Reserves, Reserve Funds, or other sources as appropriate. This helps to ensure that the Town can accurately forecast and plan for its Reserves and Reserve Funds and manage cash flows, ensuring adequate funding sources for all expenditures. In addition, it helps to ensure that there are not any unavoidable or unanticipated impacts on property taxation increases in a future year.

The *Municipal Act*, 2001, S.O. 2001, as amended, states in section 290(4)(c)(ii) that in preparing the budget for a year, a local municipality shall provide for any deficit of any previous year that resulted because expenses were incurred by the municipality that were not in the budget for that year and were not paid for that year from a reserve, sinking or retirement fund.

The following list of expenditures have been approved by Council with no source of funding. This is in contravention of the Reserve and Reserve Fund Policy S400-08, except for item (3) for which Council suspended the Reserve and Reserve Funds Policy. Unless the Town can find expenditure savings or additional revenues, which is unlikely due to the COVID-19 pandemic, any resulting deficit will have to be added to the 2021 budget in order to comply with the *Municipal Act*.

Unbudgeted Expenditures Approved by Council with no Funding Source:

(1) Legal and Planning Consultant for Cannabis Control Committee	\$130,000
(2) Local Planning Appeal Tribunal (LPAT) Hearings	75,000
(3) Parking Study	<u>50,000</u>
Total	<u>\$255,000</u>

The 2020 budgeted general tax levy is \$14,946,487. Accordingly, a 1% increase in property taxes amounts to approximately \$150,000. The unbudgeted expenditures of \$255,000 is equivalent to a 1.7 % tax levy increase for 2021.

An additional \$260,000 is estimated to be incurred between 2020 and 2021 for LPAT appeals and Normal Farm Practices Protection Board (NFPPB) Hearings.

Financial Considerations:

Expenditures approved by Council outside of the budget without an identified funding source and the additional LPAT Appeals and NFPPB hearings will likely result in an increase to the 2021 budget.

The anticipated financial impact of COVID-19 has been excluded from this report and has been provided in a separate report to Council. This also has the potential to impact the 2021 budget.

Alternatives Reviewed:

Not applicable.

Strategic Plan Relationship: Strong Organization

By reviewing the monthly financial reports, Council can remain informed about whether there are any significant budget variances that would impact year-end financial results.

Consultation:

These reports have been provided to the Pelham Finance and Audit Committee for review.

Other Pertinent Reports/Attachments:

Appendix 1- Monthly Revenue Report at July 31, 2020

Appendix 2- Monthly Expenditure Report at July 31, 2020

Appendix 3- Meridian Community Centre Report at July 31, 2020

Appendix 4- Transit Report at July 31, 2020

Appendix 5- Capital Projects – Second Quarter Reporting at June 30, 2020

Prepared and Recommended by:

Teresa Quinlin, MBA, CPA, CA
Director of Corporate Services/Treasurer

Prepared and Submitted by:

David Cribbs, BA, MA, JD, MPA
Chief Administrative Officer

Appendix 1

Monthly Revenue Report at July 31, 2020 (58% of time lapsed)

		2020			2019	
	Notes	Budget	Actual at Jul 31	Actual as a % of Budget	Budget	Actual at Dec 31
Taxation						
General Tax Levy		\$ 14,946,487	\$ 8,718,789	58 %	\$ 13,674,386	\$ 13,674,375
Payments in Lieu		300,471	175,275	58 %	300,471	300,875
Total Taxation		15,246,958	8,894,064	58 %	13,974,857	13,975,250
Finance Department						
Penalties and Interest	(1)	270,000	100,152	37 %	270,000	261,321
Supplemental Taxation Revenues	(2)	200,000	90,981	45 %	210,000	366,800
Transfer from Building Department		79,497	46,373	58 %	77,938	77,938
Ontario Unconditional Grants	(3)	39,800	20,550	52 %	39,800	46,600
Miscellaneous		18,000	9,923	55 %	15,000	23,572
Investment Income	(4)	10,000	65,679	657 %	10,000	25,241
Total Finance Department		617,297	333,658	54 %	622,738	801,472
Clerk's Department						
Committee of Adjustment		36,500	28,107	77 %	50,000	50,528
Miscellaneous	(5)	14,250	4,659	33 %	16,750	12,946
Total Clerk's Department		50,750	32,766	65 %	66,750	63,474
Fire and By-law Services						
Fire Department Revenues		36,450	26,954	74 %	35,450	43,019
By-law and Parking Enforcement	(6)	28,138	21,163	75 %	14,300	24,012
Provincial Offences Act Revenue	(7)	25,000	20,794	83 %	10,000	44,463
Total Fire and By-law Services		89,588	68,911	77 %	59,750	111,494
Public Works						
Non-recreation Facilities and Beautification	(8)	49,000	9,838	20 %	49,000	41,282
Aggregate Resource Grant	(9)	25,000	-	- %	25,000	52,831
Transfer from Reserve - Roads	(10)	-	-	- %	-	120,766
Miscellaneous	(11)	85,500	10,535	12 %	80,500	87,515
Fonhill/Hillside Cemeteries		76,500	53,186	70 %	78,500	94,329
Total Public Works		236,000	73,559	31 %	233,000	396,723
Recreation, Culture and Wellness						
Recreation and Wellness	(12)	364,520	131,018	36 %	347,450	433,228
Special Events and Festivals	(13)	147,770	16,935	11 %	150,150	152,919
Culture and Community Enhancement	(13)	75,000	300	- %	78,500	65,258
Public Transit	(14)	274,500	54,899	20 %	211,953	208,397
MCC Facility	(15)	786,342	328,018	42 %	1,052,719	1,134,460
Total Recreation, Culture and Wellness		1,648,132	531,170	32 %	1,840,772	1,994,262
Community Planning and Development						
Building Department Revenues	(16)	600,500	245,522	41 %	500,500	713,260
Planning Fees	(17)	140,340	162,036	115 %	65,340	153,085
Total Community Planning and Development		740,840	407,558	55 %	565,840	866,345
Water and Wastewater						
Water Revenues		2,948,982	1,399,807	47 %	2,761,884	2,576,841
Wastewater Revenues		2,161,293	1,062,926	49 %	2,014,104	1,913,948
Total Water and Wastewater	(18)	5,110,275	2,462,733	48 %	4,775,988	4,490,789
GRAND TOTAL		\$ 23,739,840	\$ 12,804,419	54 %	\$ 22,139,695	\$ 22,699,809

Appendix 1

Monthly Revenue Report at July 31, 2020 (58% of time lapsed)

Explanatory Notes:

- (1) Due to the COVID-19 pandemic, Council approved the waiving of interest and penalties on taxes from April 1 to June 30, 2020.
- (2) The majority of supplemental revenue is collected June through November, and the impact of COVID-19 on supplemental revenue is uncertain at this time.

Supplementary/omitted taxes result from an addition, renovation, construction or class change that occurred on a property that was not previously recorded on the assessment roll. When supplementary/omitted assessment is added to the roll, additional property taxes can be collected for the current year, and if applicable, for any part of all of the two previous years as described in Section 34 of the Assessment Act.
- (3) OMPF payments for Q1-Q2 have been received.
- (4) Interest will be allocated to non-discretionary and obligatory reserves at year-end. There has been a significant decline in interest rates compared to the prior year.
- (5) Certain revenue streams, such as lottery and marriage licenses, are unpredictable in timing and it is anticipated that these revenues will be significantly impacted by COVID-19.
- (6) Provincial grant funding for cannabis legalization has been applied against eligible costs.
- (7) POA revenues, collected by the Region, received for a slight 2019 surplus distribution as well as 2020 Q1-Q2. The impact of COVID-19 on POA revenues is uncertain.
- (8) Revenue related to cost recoveries for parks occurs from spring to fall and has decreased due to the impact of COVID-19.
- (9) Aggregate resource grant received in September.
- (10) Transfer for any shortfall in the Winter Control budget will occur at year-end if required in accordance with the Reserve and Reserve Fund policy.
- (11) It is anticipated that driveway culvert fees and other miscellaneous revenues will be below budget due to COVID-19. Approximately \$47,000 of the remaining Climate Change grant funding is expected to be collected.
- (12) Recreation and wellness revenue related to camps and swim, with an approximate budget of \$192k, is collected in the summer, and is expected to be below budget due to the impact of COVID-19.
- (13) Most recreation special event activity normally occurs in Q2 and Q3. On May 4, Council determined that all festivals and events outside of the Farmer's Market will be cancelled up to September 30, 2020. Lost revenues will be approximately \$220k, but there will be some expense savings to offset. The impact of COVID-19 on any other recreation and special event activity is uncertain at this time.
- (14) Provincial gas tax funding was received in April of the prior year and the MTO Community Transportation grant was received after year-end. The impact of COVID-19 on transit operations and the resulting funding is uncertain at this time, but it is expected that any decrease in costs will be offset by decrease in grant funding.
- (15) Arena revenues are higher from approximately September to February and a significant portion of fees for the first part of the year were collected during that time, but will decrease significantly in future months due to the impact of COVID-19.
- (16) It is anticipated that building permit fees will be lower than budget due to the impact of COVID-19.
- (17) Significant subdivision fees collected early in the year; the impact of COVID-19 on fees collected for the remainder of the year is uncertain.
- (18) Water and wastewater have been billed for January to June. Consumption tends to be higher in the summer.

Appendix 2

Monthly Expenditure Report at July 31, 2020 (58% of time lapsed)

	Notes	2020			2019	
		Budget	Actual at Jul 31	Actual as a % of Budget	Budget	Actual at Dec 31
Administration Services						
Members of Council	(1)	\$ 218,670	\$ 109,284	50 %	\$ 217,409	\$ 212,385
CAO's Office	(2)	273,710	135,519	50 %	257,512	189,147
Human Resources		86,545	49,085	57 %	86,145	90,451
Total Administration Services		578,925	293,888	51 %	561,066	491,983
Clerk's Department						
Clerk's Department and COA		354,450	208,260	59 %	364,464	363,036
Marketing and Communication	(3)	130,170	70,737	54 %	125,975	110,505
Total Clerk's Department		484,620	278,997	58 %	490,439	473,541
Corporate Services						
Finance Department		815,965	474,974	58 %	809,394	842,444
Shared Administrative Overhead	(4)	790,843	555,669	70 %	845,015	2,061,971
Shared Information Technology	(5)	514,170	320,298	62 %	448,848	437,155
Total Corporate Services		2,120,978	1,350,941	64 %	2,103,257	3,341,570
Fire and By-law Services						
Fire Services	(6)	1,432,572	705,742	49 %	1,329,511	1,337,303
By-law and Parking Enforcement	(7)	202,828	114,561	56 %	126,146	132,003
Health and Safety		8,120	1,916	24 %	7,955	8,604
Crossing Guards		48,400	14,539	30 %	42,563	44,810
Animal Control	(8)	36,800	27,675	75 %	36,000	35,850
Total Fire and By-law Services		1,728,720	864,433	50 %	1,542,175	1,558,570
Public Works						
General Administration	(9)	1,333,442	1,037,376	78 %	1,183,229	1,031,459
Roadway Maintenance		4,176,065	2,341,823	56 %	3,810,707	3,959,218
Non-recreation Facilities and Beautification		2,258,151	1,191,453	53 %	1,930,024	1,747,889
Street Lighting		199,789	104,948	53 %	224,789	182,683
Fonthill and Hillside Cemeteries		132,580	68,659	52 %	128,322	118,259
Niagara Central Airport	(10)	27,621	25,327	92 %	20,844	20,844
Total Public Works		8,127,648	4,769,586	59 %	7,297,915	7,060,352
Recreation, Culture and Wellness						
General Administration		370,207	202,897	55 %	357,669	353,870
Recreation and Wellness	(11)	385,875	159,203	41 %	379,270	392,110
Special Events and Festivals	(11)	270,570	90,014	33 %	270,601	274,260
Culture and Community Enhancement	(11)	157,700	38,296	24 %	158,046	160,575
Public Transit		525,870	235,372	45 %	442,390	448,203
MCC Facility	(12)	1,628,749	743,166	46 %	1,773,538	1,476,835
Libraries		864,218	504,127	58 %	814,218	814,218
Total Recreation, Culture and Wellness		4,203,189	1,973,075	47 %	4,195,732	3,920,071
Community Planning and Development						
Building Department		600,500	326,781	54 %	500,500	713,260
Planning and Zoning	(13)	724,710	464,053	64 %	633,487	617,087
Municipal Drainage		60,275	32,729	54 %	39,136	32,586
Total Community Planning and Development		1,385,485	823,563	59 %	1,173,123	1,362,933
Water and Wastewater						
Water		2,948,982	1,620,613	55 %	2,761,884	2,576,841
Wastewater		2,161,293	1,158,920	54 %	2,014,104	1,913,948
Total Water and Wastewater		5,110,275	2,779,533	54 %	4,775,988	4,490,789
GRAND TOTAL		\$ 23,739,840	\$ 13,134,016	55 %	\$ 22,139,695	\$ 22,699,809

Appendix 2

Monthly Expenditure Report at July 31, 2020 (58% of time lapsed)

Explanatory Notes:

- (1) Decreased municipal grants due to facility closures and event cancellations.
- (2) Costs for volunteer recognition and Pelham Active Transportation Committee not yet incurred.
- (3) The timing of marketing expenditures has shifted later in the year due to the impact of Covid-19. The annual fall/winter Life in Pelham Guide will not be published, but there will be an increase in weekly advertisements and print advertising.
- (4) Prepaid insurance has been expensed for the full year and global wage budget has been partially distributed. Legal expenditures are at approximately 63% of the annual budget due to additional expenditures for the Cannabis Control Committee that were approved by Council outside of the budget.
- (5) Some software licenses and support fees have been paid in full for the year.
- (6) Volunteer firefighter stipends are paid in November.
- (7) Additional costs related to cannabis are anticipated and will be offset by grant funding.
- (8) Animal control payments have been made for Q1 to Q3.
- (9) Significant debenture principal and interest has been paid.
- (10) Operating contribution to Niagara Central Dorothy Rungeling Airport Commission has been paid. This has been reduced slightly by interest on loans.
- (11) Most recreation camp and special event activity normally occurs in Q2 and Q3. On May 4, Council determined that all festivals and events outside of the Farmer's Market will be cancelled up to September 30, 2020. There will be lost revenues and expense savings as a result. The impact of COVID-19 on any other recreation and special event activity is uncertain at this time.
- (12) Reduced labour costs due to temporary facility closure.
- (13) Increased cost of consulting for the Cannabis Control Committee approved by Council outside of budget process.



Meridian Community Centre
Appendix 3
Actual Results to Budget at July 31, 2020 (58% of time lapsed)

			2020			Actual 2020											
	Notes		Budget	Actual YTD Total	Actual as a % of Budget	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
MCC Revenues																	
Arena Revenues	(1)		\$ 595,342	\$ 244,822	41 %	\$ 84,582	\$ 80,798	\$ 32,288	\$ (1,929)	\$ 358	\$ -	\$ 48,725	\$ -	\$ -	\$ -	\$ -	\$ -
Multi-Purpose Space Revenues	(2)		63,000	24,310	39 %	10,156	8,480	5,510	164	-	-	-	-	-	-	-	-
Gymnasium Revenues	(3)		63,000	19,433	31 %	7,985	7,554	3,075	(21)	-	-	840	-	-	-	-	-
Programming Revenues	(4)		129,800	29,099	22 %	2,178	8,351	1,665	-	-	33	16,872	-	-	-	-	-
Grants	(5)		42,700	21,350	50 %	10,675	-	-	10,675	-	-	-	-	-	-	-	-
Other Rev. - Miscellaneous	(6)		63,550	36,803	58 %	16,003	11,988	6,664	1,656	-	58	434	-	-	-	-	-
Other Revenues - Advertising	(7)		30,000	10,000	33 %	10,000	-	-	-	-	-	-	-	-	-	-	-
Total Revenues		(a)	987,392	385,817	39 %	141,579	117,171	49,202	10,545	358	91	66,871	-	-	-	-	-
MCC Expenditures																	
Salaries and Benefits	(8)		1,235,300	583,370	47 %	96,243	91,068	96,918	73,517	62,746	61,796	101,082	-	-	-	-	-
Professional Development	(9)		10,900	12,460	114 %	6,201	7,464	-	-	(1,307)	102	-	-	-	-	-	-
Associations and Memberships			7,000	2,088	30 %	1,096	379	-	613	-	-	-	-	-	-	-	-
Travel			4,500	-	- %	-	-	-	-	-	-	-	-	-	-	-	-
Hydro	(10)		400,000	130,398	33 %	28,437	30,005	23,975	17,296	15,338	15,347	-	-	-	-	-	-
Natural Gas			65,000	24,654	38 %	4,992	6,214	6,179	2,966	2,763	1,540	-	-	-	-	-	-
Water	(11)		40,000	16,896	42 %	-	7,158	-	4,577	-	5,161	-	-	-	-	-	-
Telephone			10,760	4,654	43 %	683	684	684	697	682	653	571	-	-	-	-	-
Office Supplies			6,650	1,555	23 %	239	398	124	405	213	176	-	-	-	-	-	-
Materials and Supplies	(12)		55,000	58,796	107 %	10,832	12,251	2,492	3,678	11,117	17,710	716	-	-	-	-	-
Furniture and Equipment	(12)		6,000	209	3 %	209	-	-	-	-	-	-	-	-	-	-	-
Materials and Supplies - Janitorial			34,488	12,687	37 %	3,033	1,299	5,468	789	72	488	1,538	-	-	-	-	-
Fuel			4,850	2,029	42 %	441	476	381	24	125	25	557	-	-	-	-	-
Internet			12,000	5,770	48 %	824	825	824	824	824	825	824	-	-	-	-	-
Insurance	(13)		49,631	49,631	100 %	49,631	-	-	-	-	-	-	-	-	-	-	-
Contract Services - Janitorial			13,500	3,227	24 %	921	1,184	794	105	106	13	104	-	-	-	-	-
Contract Services - Other			155,631	60,951	39 %	12,580	17,956	7,737	5,119	1,718	(1,273)	17,114	-	-	-	-	-
Repairs and Maintenance	(14)		11,500	10,102	88 %	6,098	3,811	-	-	-	193	-	-	-	-	-	-
Total Expenditures before Debt and Other Items		(b)	2,122,710	979,477	46 %	222,460	181,172	145,576	110,610	94,397	102,756	122,506	-	-	-	-	-
Net Surplus (Deficit) before Debt and Other Items		(c)= (a) - (b)	(1,135,318)	(593,660)	52 %	(80,881)	(64,001)	(96,374)	(100,065)	(94,039)	(102,665)	(55,635)	-	-	-	-	-
MCC Debt Activity																	
Tax Levy Debenture Interest	(15)		(282,024)	(142,107)	50 %	-	-	-	-	-	(142,107)	-	-	-	-	-	-
Tax Levy Debenture Principal	(15)		(198,227)	(98,293)	50 %	-	-	-	-	-	(98,293)	-	-	-	-	-	-
Development Charge Revenue	(16)		630,188	630,188	100 %	317,023	-	-	-	-	-	313,165	-	-	-	-	-
Development Charge Debenture Interest	(16)		(368,875)	(368,875)	100 %	(187,410)	-	-	-	-	-	(181,465)	-	-	-	-	-
Development Charge Debenture Principal	(16)		(261,313)	(261,313)	100 %	(129,613)	-	-	-	-	-	(131,700)	-	-	-	-	-
Pre-MCC RCW and Facility Net Costs			951,088	554,799	58 %	79,257	79,257	79,257	79,257	79,257	79,257	79,257	-	-	-	-	-
One-Time Transfer from MCC Reserve			100,000	58,333	58 %	8,333	8,334	8,333	8,333	8,334	8,333	8,333	-	-	-	-	-
Net Debt and Other Items		(d)	570,837	372,732	65 %	87,590	87,591	87,590	87,590	87,591	(152,810)	87,590	-	-	-	-	-
NET SURPLUS (DEFICIT)		(e)= (c) + (d)	\$ (564,481)	\$ (220,928)	39 %	\$ 6,709	\$ 23,590	\$ (8,784)	\$ (12,475)	\$ (6,448)	\$ (255,475)	\$ 31,955	\$ -	\$ -	\$ -	\$ -	\$ -



Meridian Community Centre

Appendix 3

Actual Results to Budget at July 31, 2020 (58% of time lapsed)

Explanatory Notes:

The COVID-19 pandemic has resulted in facility closures and some programming cancellations as of June 2020, the timing of this report to Council. The impact on future revenue as a result of COVID-19 is uncertain at this time, and will be dependent on many factors including guidance from senior levels of government and Public Health guidelines.

- (1) Higher ice rental revenue during hockey season; normally expected to be lower in the summer. Monthly trend in this revenue was similar to the prior year but lower in March due to closures from COVID-19. Some fees were refunded in April, and show as negative revenue.
- (2) Multi-purpose space revenue was trending above the prior year, at 38% of budget vs. 30% of budget in March 2019 but there will be no further revenue while facilities are closed.
- (3) The normal expectation for gymnasium revenue would be higher during basketball season and lower in the summer, however it decreased in March due to COVID-19 closure and was nil for April.
- (4) The majority of camp revenue is normally earned in the summer, and is expected to be below budget due to the impact of COVID-19 and the associated capacity limitations.
- (5) New Horizons for Seniors Program Grant monies received for Q1 and Q2, and online seniors programming has continued during the COVID-19 closure.
- (6) Miscellaneous revenue includes cost recoveries, equipment rentals, event revenue, donations, servery sales, and other items that are individually too small to classify separately. Revenue above budget relates primarily to servery sales and has related costs under materials and supplies. Revenue in April relates to recoveries of expenses in Q1 that were invoiced in April.
- (7) Advertising revenue will not be earned during facility closure.
- (8) Reduced wages during facility closure.
- (9) Staff from the Recreation and Public Works departments attended courses in February from the Ontario Recreation Facilities Association. Approximately \$1,800 will be reallocated from the MCC to the Public Works department.
- (10) Hydro savings due to facility closure from the end of March to June, as well as reduced hydro rates due to Covid-19.
- (11) Water is billed bi-monthly.
- (12) Increased costs relate primarily to supplies and cost of goods related to servery sales revenue which is also above budget. Most of the costs in May and June relate to the new cold-water management system for ice-making in the arenas.
- (13) Prepaid insurance has been expensed in full for the year.
- (14) Predominantly relates to costs for television screens and automatic door opener for the 55+ Community Room.
- (15) Tax levy debenture payments for the MCC occur in June and December.
- (16) Development charge debenture payments for the MCC occur in January and July.

Meridian Community Centre - Revenue by Major Customer & Activity

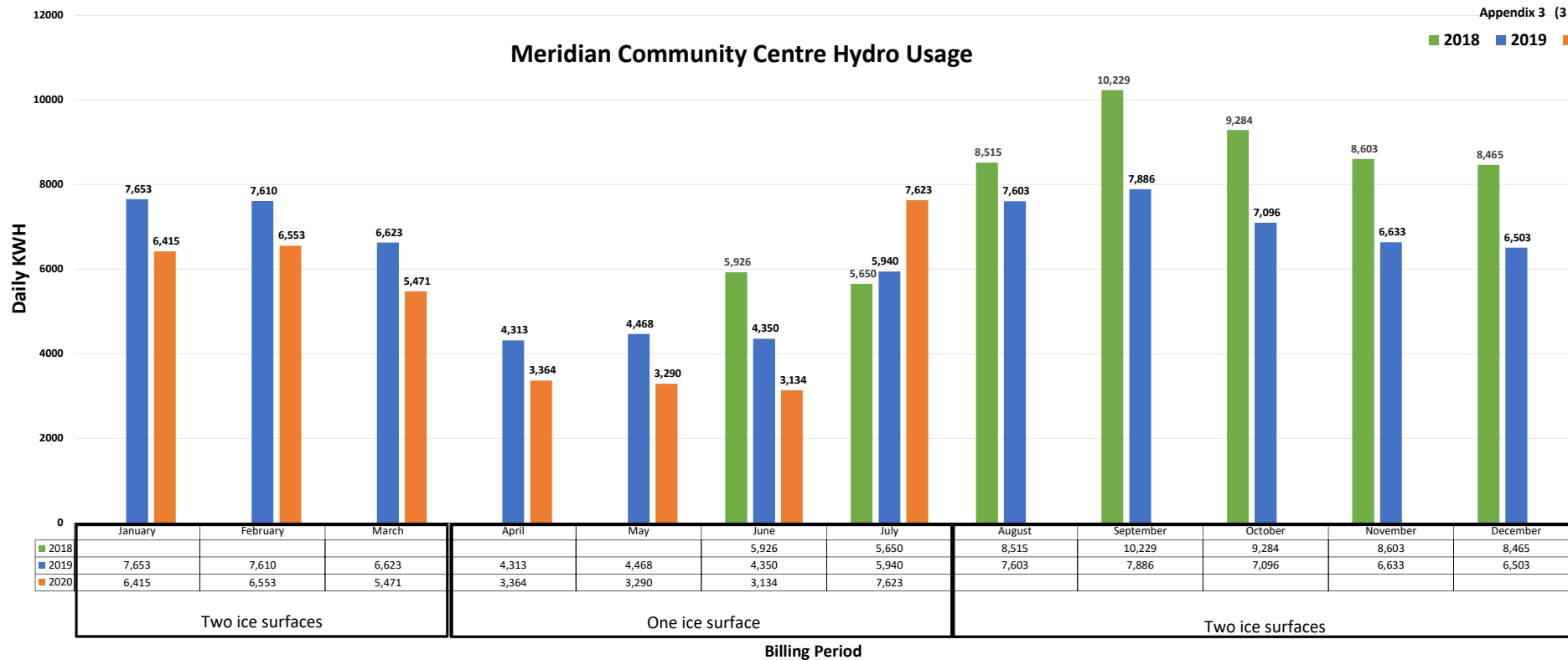
Appendix 3

For the month ended July 31, 2020 (58% of time lapsed)

	Hours	Amount
Arena Revenues		
Pelham Junior Hockey Club	10	\$ 1,680
Southern Tier Admirals AAA Hockey	4.5	666
Public Ice	355.5	46,379
Arena Revenues Subtotal	-	48,725
Multi-Purpose Space Revenues		
Gymnasium Revenues		
Pelham Panthers Basketball	40	840
Camp and Multi-Space Program Revenue		
Camp Revenues	200	16,872
Other Revenues		
Miscellaneous	-	434
TOTAL REVENUES	-	\$ 66,871

Meridian Community Centre Hydro Usage

Appendix 3 (3 of 3)

■ 2018 ■ 2019 ■ 2020


*Increase in July 2020 due to 2 ice pads and a hot summer

Town of Pelham - Transit

Appendix 4

Actual Results to Budget at July 31, 2020 (58% of time lapsed)

	Notes	2020			Actual 2020											
		Budget	Actual YTD Total	Actual as a % of Budget	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Revenues																
Grants - Provincial	(1)	\$ 175,000	\$ 50,000	29 %	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grants - Other	(2)	62,500	-	- %	-	-	-	-	-	-	-	-	-	-	-	-
Other Revenues	(3)	22,000	2,899	13 %	742	919	385	30	266	418	139	-	-	-	-	-
Sponsorships	(4)	15,000	2,000	13 %	1,000	-	-	1,000	250	(250)	-	-	-	-	-	-
Total Revenues		274,500	54,899	20 %	1,742	919	385	51,030	516	168	139	-	-	-	-	-
Expenditures																
Salaries and Benefits	(5)	115,800	71,417	62 %	10,789	9,080	9,082	9,210	9,069	8,916	15,271	-	-	-	-	-
Materials and Supplies		5,570	239	4 %	-	-	-	-	-	239	-	-	-	-	-	-
Contract Services - Bus		400,000	163,716	41 %	54,014	42,966	35,147	9,318	6,162	7,960	8,149	-	-	-	-	-
Interdepartmental Transfers	(6)	4,500	-	- %	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures		525,870	235,372	45 %	64,803	52,046	44,229	18,528	15,231	17,115	23,420	-	-	-	-	-
NET SURPLUS (DEFICIT)		\$ (251,370)	\$ (180,473)	72 %	\$ (63,061)	\$ (51,127)	\$ (43,844)	\$ 32,502	\$ (14,715)	\$ (16,947)	\$ (23,281)	\$ -	\$ -	\$ -	\$ -	\$ -
Ridership 2020	(7)		2,381		796	737	551	71	51	84	91	-	-	-	-	-
Ridership 2019			7,895		453	464	594	786	559	783	671	797	609	834	764	581

Explanatory Notes:

- (1) Provincial gas tax funding was received in March of the prior year and has not been received to date. \$50,000 of the MTO Community Transportation grant has been received based on reporting periods. The impact of COVID-19 on transit operations and the resulting funding is uncertain at this time, but it is expected that any decrease in costs will be offset by a decrease in grant funding.
- (2) Region contribution to link received in December.
- (3) Niagara College and Brock uPass are being collected by the Region and will be received from the Region later in the year.
- (4) Sponsorships are often paid in advanced for the full year of advertising.
- (5) There were three pays in July, as well as staff training.
- (6) Interdepartmental transfers are allocations of costs from other department, such as facilities. These are recorded at year-end based on actual results.
- (7) Ridership lower due to impact of COVID-19. On Tuesday April 14, Pelham Transit began operating as a Dial-a-Ride service, in which riders are pre-booked and pre-screened.

Town of Pelham							Appendix 5
2020 Capital Projects - Second Quarter Reporting		Expenditures					Status
		Original Budget	Actual	Committed	Total (Actual & Committed)	Actual and Committed as a % of Revised Budget	
As at June 30, 2020							
GENERAL GOVERNMENT							
IT 01-20	Computer and Hardware Repair and Replacement	32,000	22,986	-	22,986	72%	In progress.
IT 03-20	Financial Reporting Software	40,000	31,647	-	31,647	79%	In progress.
IT 04-20	Core Switch Upgrade	4,000	3,171	-	3,171	79%	Completed.
IT 05-20	Innovation Technology	40,000	-	-	-	0%	In progress.
Total General Government		116,000	57,804	-	57,804	50%	
PROTECTION SERVICES							
FD 01-20	PPE - Bunker Gear	35,000	-	-	-	0%	Not yet started.
FD 02-20	Communications - Replacement of Pagers	8,000	-	-	-	0%	Completed.
FD 03-20	Replacement of Extrication Equipment - 2 Stations	40,000	-	-	-	0%	In progress.
Total Protection Services		83,000	-	-	-	0%	
TRANSPORTATION SERVICES							
FACILITIES							
FAC 01-20	Concrete & Asphalt Repairs - Various Facilities	10,000	3,278	-	3,278	33%	In progress.
FAC 02-20	Masonry Repairs - Highland Ave, Hillside/Fonthill Cemetery	30,000	-	-	-	0%	Not yet started.
FAC 03-20	Facility Condition & Accessibility Assessment	75,000	-	-	-	0%	In progress. Staff reviewing RFP.
FAC 04-20	Tice Road Operations Centre - Electrical Upgrades	6,500	-	-	-	0%	In progress.
FAC 05-20	MCC - Front Passive Area Fence	30,000	-	20,027	20,027	67%	In progress. Will be installed in August 17.
FAC 06-20	Gates to Accipiter Arena Pad	10,000	-	8,900	8,900	89%	Work completed invoices outstanding.
FAC 07-20	Community Information Counter	5,000	-	5,000	5,000	100%	In progress. Final quote received May 18. PO will be issued. Ordered but not installed.
FAC 08-20	Centennial Park Hydro Service	15,000	-	15,000	15,000	100%	In progress.
FAC 10-20	Flag Poles	6,000	-	-	-	0%	Work completed invoices outstanding.

Town of Pelham							Appendix 5
2020 Capital Projects - Second Quarter Reporting		Expenditures					Status
As at June 30, 2020		Original Budget	Actual	Committed	Total (Actual & Committed)	Actual and Committed as a % of Revised Budget	
ROADS							
RD 01-20	Bridge Design Program - Balfour St and 16 Road	100,000	-	-	-	0%	In progress. Tender to be issued.
RD 02-20	Roadside Ditching	75,000	-	-	-	0%	In progress. Tender to be issued.
RD 03-20	Road Reconstruction - Pelham St: College St to Port Robinson Rd	1,079,519	12,217	57,580	69,796	6%	In progress.
RD 04-20	Bridge/Culvert Appraisal (legislated) - Retaining Walls and Easements	20,000	-	7,570	7,570	38%	In progress.
RD 05-20	Concrete Program	125,000	-	-	-	0%	In progress. Tender issued.
RD 06-20	Culvert Replacement	60,000	24,912	37,194	62,105	104%	In progress.
RD 08-20	Engineering	35,000	-	4,705	4,705	13%	In progress.
RD 09-20	Road Base and Surface Repair	150,000	-	144,250	144,250	96%	In progress.
RD 10-20	Road Rehabilitation	450,000	635	35,637	36,272	8%	In progress.
RD 11-20	Streetlights and Traffic Signal Maintenance	55,000	18,091	32,829	50,919	93%	In progress.
RD 12-20	Stormsewer Extension - Along Quaker	200,000	-	-	-	0%	Not yet started. Development driven.
RD 14-20	Station Street Storm Pond	300,000	-	119,466	119,466	40%	In progress.
RD 16-20	Road Design - Pelham St: Port Robinson Rd to John St.	50,000	17,991	32,321	50,311	101%	In progress.
RD 17-20	Rice Road Landscaping Feature	48,120	-	-	-	0%	In progress.
RD 18-20	Urbanization of Lookout Street	105,431	105,431	-	105,431	100%	Completed.
Total Transportation Services		3,040,570	182,553	520,479	703,032	23%	
FLEET							
VEH 01-20	Combined Lease Payments - Heavy Duty Work Truck, Small SUV Facilities, Small SUV Building	32,340	13,712	18,865	32,577	101%	In progress.
VEH 02-20	Seasonal summer fleet rental - for use in Parks and Facilities	25,200	2,870	5,640	8,510	34%	In progress.
VEH 03-20	Seasonal winter fleet rental - Tractors w/plow and spreader	25,550	15,600	10,220	25,820	101%	In progress.
VEH 04-20	Combination Snow Plow & Spreader Unit - replaces Truck 420	320,000	-	268,958	268,958	84%	In progress. Tender approved. PO issued. Anticipated delivery Q1 2021.

Town of Pelham							Appendix 5
2020 Capital Projects - Second Quarter Reporting		Expenditures					Status
		Original Budget	Actual	Committed	Total (Actual & Committed)	Actual and Committed as a % of Revised Budget	
As at June 30, 2020							
VEH 05-20	Work Truck - Replaces Truck 127	35,000	-	-	-	0%	In progress.
VEH 06-20	Offset Boom for Bushhog	6,000	-	5,875	5,875	98%	Completed.
Total Fleet		444,090	32,182	309,558	341,740	77%	
HEALTH SERVICES							
CEM 01-20	Plumbing Upgrade - Fonthill Cemetery	6,000	-	-	-	0%	In progress.
Total Health Services		6,000	-	-	-	0%	
WASTEWATER							
WST 01-20	Sanitary I/I Study Program - Planned Replacements and Rehabilitation	100,000	-	-	-	0%	Not yet started.
WST 02-20	Sanitary Lateral Replacement Program (5 laterals)	60,000	14,530	36,518	51,048	85%	In progress.
WST 03-20	Sanitary Sewer Inspection, CCTV and Flushing	74,000	125	41,210	41,335	56%	In progress.
WST 04-20	Sanitary Sewer Capital Construction Adjustments and Repairs	80,000	-	-	-	0%	In progress.
WST 05-20	Church St Sanitary Upgrades - Permits and Reports	50,000	-	29,980	29,980	60%	In progress.
Total Wastewater		364,000	14,655	107,708	122,363	34%	
WATER							
WTR 01-20	Pelham St Watermain Replacement: College St to Port Robinson Rd	13,122	-	-	-	0%	In progress.
WTR 02-20	Water System Repair Equipment	30,000	-	-	-	0%	In progress.
Total Water		43,122	-	-	-	0%	
RECREATION & CULTURAL SERVICES - PARK FACILITIES							
PRK 02-20	Forestry Services	80,000	31,185	49,355	80,539	101%	In progress.
PRK 03-20	River Estates Park Development	300,000	-	-	-	0%	Not yet started. Expect for RFP to go out August 17.
PRK 04-20	Turf Repair	5,000	-	5,000	5,000	100%	In progress.
PRK 05-20	Weiland Park	60,000	-	-	-	0%	Not yet started. Expect for RFP to go out August 17.

Town of Pelham							Appendix 5
2020 Capital Projects - Second Quarter Reporting		Expenditures					Status
As at June 30, 2020		Original Budget	Actual	Committed	Total (Actual & Committed)	Actual and Committed as a % of Revised Budget	
PRK 06-20	Field Protection	25,000	-	24,500	24,500	98%	In progress.
Total Recreation & Cultural Services		470,000	31,185	78,855	110,039	23%	
COMMUNITY PLANNING & DEVELOPMENT							
PLN 01-20	Community Benefits Charge Strategy	40,000	-	-	-	0%	Not yet started. Awaiting Provincial Regulations which have been delayed.
Total Community Planning & Development		40,000	-	-	-	0%	
LIBRARY SERVICES							
LIB 01-20	Computer Services Department	7,500	-	-	-	0%	Not yet started. Project start date is Fall 2020.
Total Library Services		7,500	-	-	-	0%	
MUNICIPAL DRAINAGE							
DRN 01-20	Replace Farm Culverts	30,000	-	-	-	0%	Work completed invoices outstanding. We have not had any requests to replace farm culverts from farmers this year. We did have requests to remove beavers, so this money was allocated for beaver removal and that work is now complete.
DRN 02-20	Update Assessment Schedule for Big Creek Drain	65,000	-	-	-	0%	In progress. Waiting RFP so this project is still outstanding.
Total Municipal Drainage		95,000	-	-	-	0%	
TOTAL AS PER 2020 APPROVED BUDGET		4,709,282	318,379	1,016,600	1,334,979	28%	

Town of Pelham							Appendix 5
2020 Capital Projects - Second Quarter Reporting		Expenditures					Status
As at June 30, 2020		Original Budget	Actual	Committed	Total (Actual & Committed)	Actual and Committed as a % of Revised Budget	
PROJECTS DEFERRED TO 2021							
IT 02-20	Tab Fusion Electronic Enhancement	25,000	5,079	-	5,079	20%	
RD 07-20	Effingham Storm Design - Hwy 20 to Canboro	50,000	-	-	-	0%	
RD 13-20	Sulphur Springs Rd Rehabilitation - Site 1 & 2	300,000	-	-	-	0%	
RD 15-20	Foss Resurfacing (linked to WST 06-20)	500,000	-	-	-	0%	
WST 06-20	Foss Rd - Sanitary Sewer Installation (linked to RD 15-20)	800,000	-	-	-	0%	
Total Cancelled and Red-Circled Projects		1,675,000	5,079	-	5,079	0%	
CANCELLED AND RED-CIRCLED PROJECTS							
FAC 09-20	MCC Additional Parking	450,000	-	-	-	0%	Red-circled pending grant funding.
LIB 02-20	Fonthill Renovations	505,231	-	-	-	0%	Red-circled pending grant funding.
PRK 01-20	Centennial Park Diamond #3 & HBP #2 Dugout / Bullpen Enclosures	15,000	-	-	-	0%	Cancelled.
Total Cancelled and Red-Circled Projects		970,231	-	-	-	0%	
Grand Total		7,354,513	323,458	1,016,600	1,340,058	24%	

Town of Pelham									Appendix 5
Prior Year's Carry Forward Capital Projects - Second Quarter Reporting		Expenditures							Status
As at June 30, 2020		Original Budget	Prior Years Actual	Carry Forward Amount	Actual	Committed	Total (Actual & Committed)	Total to date as a % of Carry Forward	
GENERAL GOVERNMENT									
IT 04-19	Backup Generator for IT Server Room (Town Hall)	46,000	-	46,000	-	-	-	0%	In progress. Obtaining 3 quotes.
Total General Government		46,000	-	46,000	-	-	-	0%	
TRANSPORTATION SERVICES									
ROADS									
RD 11-17	Road Reconstruction - Haist St: Welland Rd to Beckett Cres, including Welland Rd Haist to Edward	111,150	91,736	19,414	-	23,952	23,952	123%	In progress. Restoration work to be completed in Summer of 2020.
RD 12-18	Stormwater Facility Maintenance - Station, Timber Creek	70,000	41,328	28,672	1,146	26,361	27,507	96%	In progress.
RD 02-19	Concrete Repair & Replacement Program	110,000	66,208	43,792	132	-	132	0%	In progress. Purchase of Bus Shelters for MCC also pending.
RD 05-19	Steve Bauer Trail Paving	100,000	-	100,000	-	-	-	0%	In progress. To be completed in Fall 2020.
RD 06-19	Pavement Condition Index Study	27,628	11,682	15,946	13,198	-	13,198	83%	Work completed invoices outstanding. PCI Study complete. Awaiting final report.
RD 07-19	Road Base and Surface Repair Program	170,000	137,045	32,955	362	8,311	8,673	26%	Work completed invoices outstanding. Contract complete and in warranty.
RD 08-19	Pelham Street Storm and Road Reconstruction	2,436,055	535,744	1,900,311	919,947	803,805	1,723,752	91%	In progress. Contract with Charleton Group in progress. Anticipated completion of construction in summer of 2020. Final asphalt paving to be completed in spring of 2021.
RD 10-19	Stormwater Facility Maintenance	30,000	12,288	17,712	2,290	445	2,735	15%	In progress. Engineering assignment with consultant in progress. To be completed by end of Summer.
RD 13-19	Main Street Revitalization	52,782	-	52,782	54,471	-	54,471	103%	Completed.
RD 14-19	Sulphur Spring Drive Repair	250,000	-	250,000	-	-	-	0%	In progress. Report going to Council on July 27, 2020 requesting additional funding.
FACILITIES									
FAC 03-18	Tice Road Operations Centre - Man Door Repairs, insulation and vapour barrier in north bay - FCA Critical 2016	37,000	20,519	16,481	-	-	-	0%	In progress. Project still ongoing.

Town of Pelham									Appendix 5
Prior Year's Carry Forward Capital Projects - Second Quarter Reporting		Expenditures							Status
As at June 30, 2020		Original Budget	Prior Years Actual	Carry Forward Amount	Actual	Committed	Total (Actual & Committed)	Total to date as a % of Carry Forward	
FAC 03-19	Municipal Building - foundation, structural, waterproofing, exterior / interior painting - FCA Critical 2016	55,000	9,163	45,837	618	2,375	2,993	7%	In progress. Masonry work and deficiencies still outstanding. To be completed in summer 2020.
Total Transportation Services		3,449,615	925,714	2,523,902	992,164	865,249	1,857,413	74%	
WASTEWATER									
WST 04-18	Foss Road Upgrade existing sewer from 350 to 450mm diam	592,800	60,954	42,559	4,323	29,637	33,960	80%	In progress. Detailed design assignment currently being completed.
WST 01-19	Design - Church Street Upgrade	60,000	14,880	45,120	13,861	13,228	27,088	60%	In progress. Consultant Assignment awarded to Associated Engineering.
WST 02-19	Haist Street: Welland Rd to Beckett	45,000	-	45,000	-	45,000	45,000	100%	In progress. Project to be completed in summer of 2020.
WST 05-19	Sanitary Sewer Capital	80,000	-	80,000	-	-	-	0%	In progress. Project currently ongoing. Awarded to Duffin Contracting.
Total Wastewater		777,800	75,834	212,680	18,184	87,865	106,049	50%	
WATER									
WTR 01-18	Backflow Prevention Program	50,000	12,985	37,015	-	3,940	3,940	11%	In progress. Consulting work is complete. Outstanding invoices to come regarding the work.
WTR 02-18	Station Street: Hwy 20 to Port Robinson, Watermain Replacement - trench only	847,652	381,950	465,702	5,306	460,996	466,302	100%	In progress. This project was delayed due to gas line relocation. Anticipated completion date is fall of 2020.
WTR 01-19	Haist Street: Welland Rd to Beckett Cres, including Welland Rd Haist to Edward	644,750	414,177	230,573	768	228,510	229,279	99%	In progress. Restoration work to be completed in the summer of 2020.
WTR 02-19	Water System Repair Equipment	30,000	14,747	15,253	-	-	-	0%	Completed. Can be closed and additional purchases can be undertaken through the 2020 capital budget.
WTR 03-19	Pelham St N Watermain Replacement	250,000	25,757	224,243	191,197	25,656	216,852	97%	In progress. Project with Charleton Group still ongoing. Anticipated completion is summer of 2020.
Total Water		1,822,402	849,616	972,786	197,271	719,102	916,373	94%	

Town of Pelham									Appendix 5
Prior Year's Carry Forward Capital Projects - Second Quarter Reporting		Expenditures							Status
As at June 30, 2020		Original Budget	Prior Years Actual	Carry Forward Amount	Actual	Committed	Total (Actual & Committed)	Total to date as a % of Carry Forward	
RECREATION & CULTURAL SERVICES- PARK FACILITIES									
PRK 02-18	Ash tree removals - continued program	75,000	68,616	6,384	-	-	-	0%	Work completed invoices outstanding.
PRK 05-19	Centennial Park Electrical Upgrades	13,500	11,635	1,865	-	-	-	0%	Work completed and invoices outstanding. Project is completed and is in warranty.
Total Recreation & Cultural Services		88,500	80,252	8,249	-	-	-	0%	
COMMUNITY PLANNING & DEVELOPMENT									
PLN 01-19	Complete East Fenwick SP	20,000	6,269	13,731	-	13,839	13,839	101%	In progress. Awaiting developer to complete EIS.
PLN 02-19	Complete Zoning By-law	20,000	-	20,000	-	9,537	9,537	48%	In progress. Consultant to complete mapping once staff have document prepared: Fall 2020.
Total Community Planning & Development		40,000	6,269	33,731	-	23,376	23,376	69%	
MUNICIPAL DRAINAGE									
DRN 01-19	Brushing Swayze Drain	30,000	-	30,000	-	-	-	0%	Not taking place. The property owner now does not feel the brushing is necessary.
Total Library Services		30,000	-	30,000	-	-	-	0%	
EAST FONTHILL									
RD 01-17	Summersides: Station to Wellspring (E. Fonthill)	2,088,774	960,717	28,129	291	24,654	24,945	89%	In progress.
Total East Fonthill		9,962,737	4,206,991	28,129	291	24,654	24,945	89%	
Subtotal - excluding CANCELLED PROJECTS		16,217,054	6,144,675	3,855,476	1,207,910	1,720,245	2,928,155	76%	
CANCELLED PROJECTS									
Total Cancelled		-	-	-	-	-	-	#DIV/0!	
Grand Total		16,217,054	6,144,675	3,855,476	1,207,910	1,720,245	2,928,155	76%	