1. Call to Order

2. Approval of Agenda

   RECOMMENDATION
   That the agenda for the Council Meeting of November 25, 2019, be approved as presented.

3. Declarations of Interest

4. Presentations

   4.1 Prescott Fire Department Long Service Awards

5. Delegations

6. Minutes of the previous Council meetings

   6.1 Regular Council Meeting Minutes - October 28, 2019

   RECOMMENDATION
   That the Council minutes of October 28, 2019, be accepted as presented.
6.2 Emergency Special Council Meeting Minutes - November 6, 2019

RECOMMENDATION
That the Emergency Special Council minutes of November 6, 2019, be accepted as presented.

7. Communications & Petitions

7.1 Action Items

7.2 Information Items (under separate cover)

RECOMMENDATION
That the information items under separate cover be received and filed.

8. Committee Reports

8.1 Committee of the Whole Report 17-2019

a. Committee of the Whole Minutes - November 18, 2019

RECOMMENDATION
That the Committee of the Whole minutes dated November 18, 2019, be accepted as presented.

b. Municipal Modernization Program - Intake 1

RECOMMENDATION
That Council direct staff to prepare and submit an Expression of Interest, in partnership with the Township of Augusta, for a joint municipal service delivery review funded through the Municipal Modernization Program - Intake 1.

9. Mayor

10. Outside Boards, Committees and Commissions

11. Staff

11.1 Presentation: Budget 2020 - Administration, Protective Services, Planning & Development

To be distributed prior to the meeting.
11.2  **Staff Report 89-2019 - 2020 Community Grant Application Review Working Group**

**RECOMMENDATION**
That Council appoint the following three members to the 2020 Community Grant Application Review Working Group to review the applications:

- Councilor McConnell
- Councilor Ostrander
- Councilor Young

11.3  **Staff Report 90-2019 - Municipal Modernization Fund for Regional Initiatives**

**RECOMMENDATION**
For information.

11.4  **Staff Report 91-2019 - Town Hall Hours of Operation December 22, 2019 - January 4, 2020**

**RECOMMENDATION**
That Council approve the Town Hall hours of operation from December 23, 2019 through January 3, 2020 as follows:

- December 23 8:30 am - 4:30 pm
- December 24 8:30 am - 12:00 pm
- December 25 Closed
- December 26 Closed
- December 27 Closed
- December 30 8:30 am - 4:30 pm
- December 31 8:30 am - 12:00 pm
- January 1 Closed
- January 2 8:30 am - 4:30 pm
- January 3 8:30 am - 4:30 pm

11.5  **Staff Report 92-2019 - October 2019 Financial Report**

**RECOMMENDATION**
For information.
12. Resolutions

13. By-laws

13.1 OPP Policing Services Contract Renewal

RECOMMENDATION
That By-Law 44-2019, being a by-law to authorize the execution of an agreement between the Ministry of the Solicitor General and the Corporation of the Town of Prescott for the provision of police services under Section 10 of the Police Services Act, R.S.O. 1990, C. P. 15, be read a first and second time.

RECOMMENDATION
That By-Law 44-2019, being a by-law to authorize the execution of an agreement between the Ministry of the Solicitor General and the Corporation of the Town of Prescott for the provision of police services under Section 10 of the Police Services Act, R.S.O. 1990, C. P. 15, be read a third time, passed and signed by the Mayor and Clerk.

13.2 Parking By-Law Amendment

RECOMMENDATION
That By-Law 45-2019, being a by-law to amend By-Law 47-2017, being a by-law for the regulation of traffic and parking within the Corporation of the Town of Prescott, be read a first and second time.

RECOMMENDATION
That By-Law 45-2019, being a by-law to amend By-Law 47-2017, being a by-law for the regulation of traffic and parking within the Corporation of the Town of Prescott, be read a third time, passed and signed by the Mayor and Clerk.

13.3 Appointment of a Clerk

RECOMMENDATION
That By-Law 46-2019, being a by-law to authorize the appointment of Kimberley Casselman as Clerk for the Corporation of the Town of Prescott, be read a first and second time.
RECOMMENDATION
That By-law 46-2019, being a by-law to authorize the appointment of Kimberley Casselman as Clerk for the Corporation of the Town of Prescott, be read a third time, passed and signed by the Mayor and Clerk.

14. New Business

15. Notices of Motion

16. Mayor’s Proclamation
   16.1 Founder’s Day 2019

17. Period for Media Questions

18. Closed Session

19. Rise and Report


   RECOMMENDATION
   That By-Law 47-2019, being a by-law to confirm the proceedings of the Council meeting held on November 25, 2019, be read a first and second time.

   RECOMMENDATION
   That By-Law 47-2019, being a by-law to confirm the proceedings of the Council meeting held on November 25, 2019, be read a third time, passed and signed by the Mayor and Clerk.

21. Adjournment
1. Call to Order

Mayor Todd called the meeting to order at 6:32 p.m.

2. Approval of Agenda

Motion 194-2019: McConnell, Jansman
That the agenda for the Council Meeting of October 28, 2019, be approved as amended

The agenda was amended by adding the following item:

1) Under Item #16 – Mayor’s Proclamation

16.1) – Poppy Days in Prescott
3. **Declarations of Interest** - None

4. **Presentations**
   
   4.1 **Arena Fundraising Cheque Presentation - Trillium Health Care Products**
   
   Council accepted a donation in the amount of $1,000 from Kevin Bunce on behalf of Trillium Health Care Products.

5. **Delegations** - None

6. **Minutes of the previous Council meetings**
   
   6.1 **Regular Council Meeting Minutes - September 23, 2019**
   
   Motion 195-2019: Burton, Young
   That the Council minutes of September 23, 2019, be accepted as presented.
   
   Carried

7. **Communications & Petitions**
   
   7.1 **Action Items** - None

   7.2 **Information Items (under separate cover)**
   
   Motion 196-2019: Shankar, Young
   That the information items under separate cover be received and filed.
   
   Carried

2. The Grenville Sentinel – August/September Issue
3. Rotary Brockville – Christmas Hams
4. Leeds, Grenville & Lanark District Health Unit Board of Health – Meeting Summary
5. Ministry of Transportation – Re: Gas Tax Program Review Survey
6. Township of Springwater – Re: Joint and Several Liability Consultation
8. Township of Leeds and the Thousand Islands – Re: International Joint Commission – Call for Action
9. Township of Edwardsburgh/Cardinal resolution – Municipal Modernization Arena Services Proposal
10. The Municipality of West Elgin resolution – Integrity Commissioner Matters
11. The Town of Penetanguishene resolution – Municipal Amalgamation
12. The Municipality of West Elgin resolution – Municipal Amalgamation
13. The Municipality of West Elgin resolution – Provincial Policy Statement
14. The Township of Puslinch resolution – Provincial Policy Statement Review
15. Township of Springwater resolution – Conservation Authority Levies
16. Township of Springwater resolution – Nottawasage Valley Conservation Authority Levy
17. The City of St. Catharines resolution – Menstrual Products in City Facilities.
18. Town of Ingersoll resolution – Support for Continuation of Mandatory and Non-Mandatory Programs of the Upper Thames River Conservation Authority (UTRCA)
19. Corporation of the Township of North Glengarry resolution – Pupal Accommodation Review Guideline (PARG)
20. Municipality of East Ferris resolution - Child Care Programs at Conferences


Councillor Ostrander spoke to Item #6 – Township of Springwater – Joint and Several Liability Consultation.

8. Committee Reports

8.1 Committee of the Whole Report 15-2019

a. Committee of the Whole minutes dated October 7, 2019

Motion 197-2019: Ostrander, Young
That the Committee of the Whole minutes dated October 7, 2019, be accepted as presented.

Carried
8.2 Committee of the Whole Report 16-2019

a. Committee of the Whole minutes dated October 21, 2019

Motion 198-2019: Burton, Young
That the Committee of the Whole minutes dated October 21, 2019, be accepted as presented.

Carried

b. Policy Review

Motion 199-2019: Shankar, Young
That Council approve the following policies:

C-200-01 Social Media Policy for Members of Council
FN-100-01 Council and Employee Travel and Expenses
FN-100-02 Corporate Credit Card Policy

And that the finance Portfolio Chair be added as additional approval authority for Policies FN-100-01 and FN-100-02.

Carried

Councillor Shankar spoke to the Policy Working Group and the process involved of reviewing the policies.

Matthew Armstrong, CAO/Treasurer, stated that changes had been made to the proposed policies based on feedback from Council.

Discussion was held regarding the Corporate Credit Card Policy, appropriate and inappropriate expenditures, and consequences of policy breaches. Further discussion was held regarding the Social Media Policy for Members of Council and the Code of Conduct for Members of Council and Local Boards.

9. Mayor

Mayor Todd congratulated LeMar LUXE on their grand re-opening and the organizers of Town Hall Terror for their successful event. He spoke to continued conversations with the Councils of the Township of Augusta and the Township of Edwardsburgh Cardinal regarding the arena.
10. **Outside Boards, Committees and Commissions**

Councillor Burton spoke to her attendance at the Cemetery Board of Management meeting held on October 23, and congratulated LeMar LUXE on their success.

Councillor Jansman spoke to the upcoming Prescott-Ogdensburg Ferry Working Group meeting being held on October 29 and to Planning Advisory Committee meetings. She congratulated the BIA and organizers on another successful Zombie Walk and referenced upcoming holiday programing in the downtown.

Councillor McConnell spoke to his attendance at the Walker House Board meeting held on October 3, the Prescott Public Library Board meeting held on October 15, and stated he would be judging the upcoming municipal staff Halloween costume contest on October 31.

Councillor Ostrander spoke to the Prescott Fire Department’s report. He referenced his attendance at the Prescott Journal’s open house and Food Bank’s spaghetti supper, both held on October 9. He spoke to the upcoming Prescott Police Services Board meeting taking place on October 31.

Councillor Shankar congratulated LeMar LUXE on their grand re-opening. He referenced the great reviews received for Town Hall Terror and spoke to the upcoming St. Lawrence Chamber of Commerce Awards Banquet taking place on October 29. Councillor Shankar congratulated Kimberley Casselman on her new position at the Municipality of North Grenville.

Councillor Young spoke to his attendance at the St. Lawrence Lodge Board of Management meeting and thanked Kimberley Casselman for her years of service with the town.

Matthew Armstrong, CAO/Treasurer, provided an update on the Ontario Municipal Partnership Fund for 2020.

11. **Staff**

11.1 **Staff Report 81-2019 - Strategic Planning Session**

Motion 200-2019: Young, Shankar
That Council approve the engagement of Virlis Limited to provide Strategic Planning Facilitation Services by Gregory Libitz in November 2019 for $4,200 plus taxes.

Carried
Councillor Young introduced the report and stated that Mr. Libitz had been involved in Strategic Planning sessions previously with the Town.

Matthew Armstrong, CAO/Treasurer, spoke to the possible dates for the session. Discussion was held regarding the process involved and the other facilitators that had been approached, but had not responded.

11.2 Staff Report 82-2019 - Consultation Request by the Ministry of Municipal Affairs and Housing on Transformation of Building Services

Motion 201-2019: Jansman, McConnell
WHEREAS, the Province of Ontario has legislated in the Building Code Act that “the council of each municipality is responsible for the enforcement of this Act in the municipality” and “the council of each municipality shall appoint a chief building official and such inspectors as are necessary for the enforcement of this Act in the areas in which the municipality has jurisdiction”,

AND WHEREAS, “the council of a municipality may pass by-laws applicable to the matters for which and in the area in which the municipality has jurisdiction for the enforcement of this Act”,

AND WHEREAS, the Province has asked local governments to find efficient and cost effective ways to deliver municipal services is now asking municipalities to collect a tax on their behalf to create a new Delegated Administrative Authority to deliver services that have historically been the responsibility of the Ontario Government,

AND WHEREAS, Premier Ford stated in his keynote address at the Association of Ontario Municipalities 2019 Conference, that “we can’t continue throwing money at the problem (broken systems) as our predecessors did, into top-down, big government schemes. That is neither compassionate nor sustainable”,

AND WHEREAS, alternative methods of building administration and enforcement have been proposed in this consultation that remove municipal authority but not the associated liability,

THEREFORE LET IT BE RESOLVED that the Town of Prescott requests that, the Province of Ontario work with the current building sector groups that, for the past fifteen years, have been working to support the Ministry of Municipal Affairs and Housing, and provide evidence based justification
to municipalities that the creation of a new Delegated Administrative Authority is necessary prior to any legislative changes to the Building Code Act, with regard to building service delivery, are introduced in the Legislature.

Be it further resolved that a copy of this motion be sent to The Honourable Doug Ford, Premier of Ontario, The Honourable Steve Clark, Minister of Municipal Affairs and Housing, and The Honourable Jim McDonnell, Parliamentary Assistant for Municipal Affairs and Housing.

Be it further resolved that a copy of this motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities for their consideration.

Carried

Councillor Jansman introduced the report. Shawn Merriman, Manager of Building & By-Law, provided an overview of the report. He expressed the importance of providing feedback in regard to the request for consultation.

Discussion was held regarding the potential issues expressed in the report and the potential additional fees that could be involved.

11.3 PAC Report 18-2019 - Site Plan Control Agreement (Minor) 110 Prescott Centre Drive

Motion 202-2019: Jansman, Burton
That the Planning Advisory Committee recommend that Council approve Site Plan Control Agreement file number SPC 2019-03 subject to the following conditions:

1. The balance of any outstanding taxes, including penalties and interest shall be paid to the Town of Prescott.

2. Any charges in relation to improvement or development shall be paid to the Town of Prescott.

3. That the agreement and schedules attached are registered on title.

Carried

Councillor Jansman introduced the report. Shawn Merriman, Manager of Building & By-Law, provided an overview of the report.
11.4 Staff Report 83-2019 - St. Lawrence Shakespeare Festival Request

Motion 203-2019: Young, Shankar
That Council approve the financial support request for $30,000 from the St. Lawrence Shakespeare Festival to allow for the planning and implementation of a long-term sustainability strategy.

Carried

Councillor Young provided background on the report. He referenced the presentation from the St. Lawrence Shakespeare Festival made at the previous Committee of the Whole meeting. Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the issues that the St. Lawrence Shakespeare Festival faced including not meeting revenue goals.

Discussion was held regarding the benefits the festival provides the community, the 2019 community grant received by the festival, the option of providing an interest free loan, and the festival’s plans going forward.

12. Resolutions

12.1 Investing in Canada Infrastructure Program - Community, Culture and Recreation Stream Funding Application

Motion 204-2019: Burton, Young
WHEREAS, the Investing in Canada Infrastructure Program – Community, Culture and Recreation Funding Stream applications are to be submitted by November 12, 2019,

AND WHEREAS, planning for the replacement of the Leo Boivin Community Centre was identified and started based on the engineering study conducted in 2017 as part of the Town’s Asset Management Program data gathering process,

AND WHEREAS, the time horizon for replacement of the Community Centre at that time was estimated to be along a five to ten year time horizon,

AND WHEREAS, the Recreation Master Plan completed in 2018, recommended that a multi-use facility with a single pad ice surface, walking track, and other complimentary spaces be planned for and built to replace the current Community Centre within a five to eight year timeline,
AND WHEREAS, the unexpected decommissioning of the Community Centre’s ammonia based ice plant in the fall of 2018, which was indirectly affected by the tragic deaths of three individuals working on an ammonia based ice plant in Fernie, British Columbia, was a substantial loss to the residents of the South Grenville region,

AND WHEREAS, the Town of Prescott accelerated the planning and design of a new a Community Centre following the ice plant decommissioning to support the facility users of the region of South Grenville,

AND WHEREAS, other reactional and social activities have been incorporated into the design of a new Community Centre to appeal to a broad range of users, across multiple generations, and for use by the residents of the Town of Prescott, the Township of Augusta, the Township of Edwardsburgh Cardinal, and beyond, as a regional facility,

AND WHEREAS, a strong and successful fundraising team has been established to support the building of a new Community Centre, for which they have to date, already achieved over half their goal,

AND WHEREAS, the new Community Centre is being designed in such a way that it will allow for the addition of complimentary facilities in the future,

AND WHEREAS, a successful application under the Investing in Canada Infrastructure Program – Community, Culture and Recreation Funding Stream would allow this project to come to fruition,

THEREFORE LET IT BE RESOLVED that Council of the Town of Prescott direct staff to submit an application to the Investing in Canada Infrastructure Program – Community, Culture and Recreational Funding Stream for the building of a new Community Centre that will act as a hub for recreational and social activities to the benefit of the residents of the South Grenville region.

Carried

Discussion was held regarding the funding application, the fundraising committee’s goals, and the Town’s Recreation Master Plan. Further discussion was held regarding the ability to add to the arena plans in the future, if necessary.
Mayor Todd thanked David Beatty and Judi Baril for their continued effort and all donors to date.

13. **By-laws**

13.1 **Site Plan Control By-Law Amendment - By-Law 20-2013**

Motion 205-2019: Jansman, Burton
That By-Law 39-2019, being a by-law to amend By-Law 20-2013, being a by-law to enter into a site plan agreement with Subhkin Canada Inc. for a gas bar and card lock facility located at 110 Prescott Centre Drive, be read a first and second time.

Carried

Motion 206-2019: Jansman, Burton
That By-Law 39-2019, being a by-law to amend By-Law 20-2013, being a by-law to enter into a site plan agreement with Subhkin Canada Inc. for a gas bar and card lock facility located at 110 Prescott Centre Drive, be read a third time, passed and signed by the Mayor and Clerk.

Carried

13.2 **Parking By-Law Amendments**

Motion 207-2019: Ostrander, Young
That By-Law 40-2019, being a by-law to amend By-Law 47-2017, being a by-law for the regulation of traffic and parking within the Corporation of the Town of Prescott, be read a first and second time.

Carried

Motion 208-2019: Ostrander, Young
That By-Law 40-2019, being a by-law to amend By-Law 47-2017, being a by-law for the regulation of traffic and parking within the Corporation of the Town of Prescott, be read a third time, passed and signed by the Mayor and Clerk.

Carried

Councillor Ostrander introduced the by-law. Discussion was held regarding parking behind the Forwarders’ Museum, additional accessible spots downtown, and increased signage around the Presbyterian Church.
Councillor Young requested that the Prescott Police Services Board speak with the OPP Traffic Officer to see if there were any recommendations for alterations of parking spaces downtown.

13.3 **Appointment of an Acting Clerk**

Motion 209-2019: Young, Shankar
That By-Law 41-2019, being a by-law to appoint Matthew Armstrong as Acting Clerk for the Corporation of the Town of Prescott, be read a first and second time.

Carried

Motion 210-2019: Young, Shankar
That By-Law 41-2019, being a by-law to appoint Matthew Armstrong as Acting Clerk for the Corporation of the Town of Prescott, be read a third time, passed and signed by the Mayor and Clerk.

Carried

Council thanked Kimberley Casselman for her dedication to the Town and wished her all the best in her new position.

14. **New Business** - None

15. **Notices of Motion** - None

16. **Mayor’s Proclamation**

16.1 **Poppy Days in Prescott**

Mayor Todd proclaimed October 25 to November 11, 2019, as Poppy Days in the Town of Prescott.

17. **Period for Media Questions** - None

18. **Closed Session** - None
19. **Rise and Report** - None

20. **Confirming By-Law – 42-2019**
   
   Motion 211-2019: McConnell, Jansman
   That By-Law 42-2019, being a by-law to confirm the proceedings of the Council meeting held on October 28, 2019, be read a first and second time.
   
   Carried

   Motion 212-2019: McConnell, Jansman
   That By-Law 42-2019, being a by-law to confirm the proceedings of the Council meeting held on October 28, 2019, be read a third time, passed and signed by the Mayor and Clerk.
   
   Carried

21. **Adjournment**
   
   Motion 213-2019: Shankar, Ostrander
   That the meeting be adjourned to Monday, November 25, 2019, at 6:30 p.m.
   (Time: 8:35 p.m.).
   
   Carried

_________________________________________   _______________________________________
Mayor                                      Clerk
1. **Call to Order**

Mayor Todd called the meeting to order at 5:30 p.m.

2. **Approval of Agenda**

Motion 214-2019: Ostrander, Shankar
That the agenda for the Emergency Special Council Meeting of November 6, 2019 be approved as presented.

Carried
3. Declarations of Interest - None

4. Staff

4.1 Staff Report 84-2019 - Net Operating Cost Sharing Agreement

Motion 215-2019: Shankar, Young
That Council authorize the Chief Administrative Officer and Mayor to continue contract negotiations with the Township of Augusta and the Township of Edwardsburgh Cardinal to established an agreement for the South Grenville’s arenas net operating expenditures based on the proposal that the Town of Prescott presented to the Township of Augusta on October 9, 2019 and to the Township of Edwardsburgh Cardinal on October 15, 2019, to be allocated equally 1/3 to the three municipalities, capped at $25,000 per operating rink per year; and

That Council support the proposal to make the agreement effective January 1, 2019; and

That this be the Town of Prescott’s negotiating position with Edwardsburgh Cardinal until 11:59 p.m. on Monday, November 11, 2019.

Carried

Mayor Todd introduced the report and spoke to the urgency and importance of the agreement to the Town’s funding application for the Investing in Canada Infrastructure Program – Community, Culture and Recreation funding stream.

Matthew Armstrong, CAO/Treasurer, also spoke to the report. He referenced the changes to the suggested agreement including the net operating costs being split three ways, the amount paid to each municipality being capped at $25,000, and making the agreement retroactive to January 1, 2019.

Discussion was held regarding including an expiration date on the agreement, the current status of the funding application, the benefit of having all three municipalities supporting the submission, and the option of adding a time limit to bring the agreement back to reconsider after an agreement is made.

Further discussion was held regarding the option of removing the retroactive payments, the potential for further agreements in the future for recreational cost sharing, and supporting residents who use municipal facilities without boundaries.
5. **Period for Media Questions** – None

6. **Confirming By-Law - 43-2019**

   Motion 216-2019: McConnell, Jansman
   That By-Law 43-2019, being a by-law to confirm the proceedings of the Emergency Special Council meeting held on November 6, 2019, be read a first and second time.

   Carried

   Motion 217-2019: McConnell, Jansman
   That By-Law 43-2019, being a by-law to confirm the proceedings of the Emergency Special Council meeting held on November 6, 2019, be read a third time, passed and signed by the Mayor and Clerk.

   Carried

7. **Adjournment**

   Motion 218-2019: Jansman, Burton
   That the meeting be adjourned. (Time: 6:25 p.m.)

   Carried
COMMITTEE OF THE WHOLE

MINUTES

Monday, November 18, 2019
6:30 p.m.
Council Chambers
360 Dibble St. W.
Prescott, Ontario

Present
Mayor Brett Todd, Councillors Teresa Jansman, Lee McConnell, Gauri Shankar, Mike Ostrander, and Ray Young

Staff
Matthew Armstrong, CAO/Treasurer, Kimberley Casselman, Director of Administration, Shawn Merriman, Manager of Building & By-law, and Lindsey Veltkamp, Deputy Clerk

1. CALL TO ORDER
Councillor McConnell called the meeting to order at 6:34 p.m.

2. APPROVAL OF AGENDA
Motion: Ostrander, Young
That the agenda be adopted as presented.

Carried

3. DECLARATIONS OF INTEREST – None
4. **PRESENTATIONS** - None

5. **DELEGATIONS** - None

6. **FINANCE & CORPORATE SERVICES**

   6.1 **Staff Report 85-2019 - 2020 Project Planning Public Survey Results**

   Councillor Young spoke to the 2020 Project Planning Public Survey.

   Matthew Armstrong, CAO/Treasurer, highlighted the received survey responses and requested that Council identify their top fifteen projects for 2020.

   Discussion was held regarding the number of respondents, solar lighting along the heritage trail, LED street lights, accessible curbs and sidewalks, and repairs to the waterfront break wall.

   6.2 **Presentation - 2020 Budget - Health and Social Services**

   Councillor Young introduced the item. Matthew Armstrong, CAO/Treasurer, spoke to the presentation. He referenced the Budget 2020 timeline, health services expenses, social services expenses, and an overall summary of the two budgets.

   Discussion was held regarding the increase to the Health Unit budget, the reduction in the cemetery budget, and the St. Lawrence Lodge’s budget projection. Further discussion was held regarding social housing within the Town of Prescott

   6.3 **Staff Report 86-2019 - Municipal Modernization Program - Intake 1**

   Motion: Todd, Young
   That Committee of the Whole recommend that Council direct staff to prepare and submit an Expression of Interest, in partnership with the Township of Augusta, for a joint municipal service delivery review funded through the Municipal Modernization Program – Intake 1.

   Carried

   Councillor Young introduced the item. Matthew Armstrong, CAO/Treasurer, spoke to the report. He stated that the Township of Edwardsburgh Cardinal had already begun the
process of conducting a municipal service delivery review making them ineligible for this funding. He referenced the timeline involved, the two intakes for the program, and partnering with the Township of Augusta for a joint municipal service delivery review.

Discussion was held regarding the funding timeline and the opportunity to identify additional areas for shared services.

7. OPERATIONS

Councillor Shankar spoke to the first snowfall of the season and snow removal operations. Councillor McConnell spoke to yard waste collection.

8. ECONOMIC DEVELOPMENT, BUILDING, BY-LAW, PLANNING & HERITAGE

8.1 Staff Report 87-2019 - Parking Solutions through amendments to By-Law 47-2017

Motion: Jansman, Ostrander
That Committee of the Whole forward the amendments to the Parking By-law to the Council meeting of November 25, 2019, for final consideration and approval.

Withdrawn

Shawn Merriman, Manager of Building & By-Law, spoke to the report and the additional proposed amendments to the Parking By-law. He outlined options regarding limiting parking along Dibble Street, George Street, Boundary Street, and adding accessible parking spaces along King Street.

Discussion was held regarding concerns for emergency vehicles on Dibble Street and George Street during church events, the need for signage in the area, and parking in proximity to the corners along the streets in review.

Further discussion was held regarding parking on Boundary Street, the issue with visibility of oncoming traffic, and increasing the potential for more accessible parking spaces along King Street.
Motion: Jansman, Shankar
That Committee of the Whole direct staff to bring forward an amendment to the Parking By-law that eliminate parking on the south side of Dibble Street from the intersection of Edward Street to the intersection of George Street.

Carried

Motion: Ostrander, Jansman
That Committee of the Whole direct staff to bring forward an amendment to the Parking By-Law that would eliminate parking on the west side of George Street from the intersection of James Street to the intersection of Dibble Street.

Carried

Motion: Young, Ostrander
That Committee of the Whole direct staff to bring forward an amendment to the Parking By-law that would eliminate parking on the west side of Boundary Street from the intersection of King Street West to the intersection of Dibble Street.

Carried

Motion: Todd, Young
That Committee of the Whole direct staff to bring forward an amendment to the Parking By-law that would allow for one accessible parking space on both sides of each block of King Street West between East Street and St. Lawrence Street; and

That staff be directed to place barriers at the Clock Tower parking lot entrance on King Street West to close it off to vehicular traffic and turn it into an accessible parking space.

Carried

9. WATER & WASTEWATER – None
10. PROTECTIVE SERVICES & COMMUNITY LIAISON

10.1 Staff Report 88-2019 - OPP Policing Services Contract Renewal

Motion: Jansman, Young
That Committee of the Whole direct staff to prepare the required by-law to renew the Ontario Provincial Police - Policing Services Contract for a term of 5 years

Carried

Councillor Ostrander provided an explanation of the report. Discussion was held regarding the Prescott Police Service Board’s recommendation of a 5 year contract renewal, the formula used for costing, the cost of police services over the past 4 years, and the projected cost for 2020.

11. CAPITAL & PROJECTS

Matthew Armstrong, CAO/Treasurer, informed Council that the application for the Investing in Canada Infrastructure Program – Community, Culture and Recreation funding stream had been submitted and that a response was expected in the New Year from the Provincial government and in the spring from the Federal government.

12. NEW BUSINESS

Mayor Todd expressed concerns with the crosswalk located on Edward Street by Burger King.

Mayor Todd also spoke to lowering the speed limit in Town to 40 km/hr and stated that it should be brought back to Council in the future for discussion.

12.1 Action Item List – None

13. PERIOD FOR MEDIA QUESTIONS - None

14. CLOSED SESSION – None

15. RISE AND REPORT – None
16. **ADJOURNMENT**

A moment of silence was observed in honour of former Deputy Mayor of the Township of Augusta, Bill Buckler.

Councillor McConnell welcomed back Kimberley Casselman to the municipal staff team.

Motion: Young, Ostrander
That the meeting be adjourned (Time: 8:36 p.m.).

Carried
STAFF REPORT TO COUNCIL

Date: November 25, 2019

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

Re: 2020 Community Grant Application Review Working Group

Recommendation:

That Council appoint the following three members to the 2020 Community Grant Application Review Working Group to review the applications:

Councilor McConnell
Councilor Ostrander
Councilor Young

Background / Analysis:

Each year, local organizations are invited to submit applications to receive grant money to support a variety of programs and initiatives of benefit to local residents within the Town of Prescott.

In the past couple of years, a working group has been formed to review each submission prior to meeting to discuss them. At the meeting, the working group members provide their rationale in support of each request. Once a consensus is established within the working group, the recommendations are sent to Committee of the Whole for further review and contemplation.

New for 2020, the community grant application now includes in-kind requests so that they can be captured and reviewed as part of this process. Also new for 2020 is the addition of a second application intake in the spring of 2020. These changes were instituted based on feedback received from Council as part of the 2019 review process. Up to 85% of the available budget will be allocated in the fall intake for 2020, while the remaining 15% will
be held for the spring intake. This will help to avoid the contemplation of single one-off requests that come up from time to time throughout the year.

A call for grant applications was issued on November 8, 2019. 2019 grant recipients were sent a copy of the revised application form, which was also posted on the Town’s website and on social media. Applications for this intake are due December 13, 2019. The members of the working group will receive a copy of the applications, along with a summary worksheet, during the week of December 16, 2019. This will allow each individual group member to review the packages and prepare for a discussion to be held before January 15, 2020. Working group recommendations will be brought forward to the second Committee of the Whole meeting in January 2020 for review and discussion.

The timeline outlined above will allow for the concurrent development of the 2020 Budget and the 2020 Community Grant Application approvals thereby allowing them to be linked together.

**Alternatives:**

An alternative would be for all Council Members to review and deliberate on the 2020 Community Grant Applications at a meeting of the Committee of the Whole. This alternative may prove to be time consuming.

**Financial Implications:**

None

**Attachments:**

None

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*Submitted By*

Matthew Armstrong  
Chief Administrative Officer & Treasurer
STAFF REPORT TO COUNCIL

Date: November 25, 2019

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

Re: Municipal Modernization Fund for Regional Initiatives

Recommendation:

For information.

Background:

On March 20, 2019, the Province of Ontario announced one-time funding for small and rural municipalities to help them become more efficient and reduce expenditure growth in the longer term. For the Town of Prescott, this funding amounted to $591,400. As part of the 2019 Budget, the entire $591,400 was set aside in a reserve for future initiatives that meet the mandate and spirit for which the funds were intended. To date, none of the funding has been spent but many initiatives are being explored to modernize the services provided by the Town to the residents and businesses of Prescott.

A letter dated November 13, 2019 was received from Brant Burrow as Chair of the Modernization / Shared Services Task Force that was established at the United Counties of Leeds and Grenville. The Task Force is made up of five lower tier municipalities within the United Counties of Leeds and Grenville, along with the City of Brockville who represents the single tier municipalities of Prescott and Gananoque.

The Task Force is asking the United Counties of Leeds and Grenville, the City of Brockville, the Town of Gananoque, and the Town of Prescott to set aside 50% of the modernization funding for future discussions and collaboration. The lower tier municipalities in Leeds and Grenville have not been requested to set aside 50% of the modernization funding.
Analysis:

The Town of Prescott established a reserve for future modernization initiatives that will help the municipality be more efficient and reduce expenditure growth in the long term. As such, it is recommended that Council evaluates each initiative as it is brought forward based on the stated objective, regardless of where the initiative is derived from.

Alternatives:

Council could allocate 50% of the $591,400 received in one-time modernization funding specific to regional initiatives.

Financial Implications:

None

Attachments:

Letter from Brant Burrow, Chair, Modernization/Shared Services Task Force, United Counties of Leeds and Grenville

Submitted By

Matthew Armstrong
Chief Administrative Officer & Treasurer
November 13, 2019

Mayor and Council
Town of Prescott
P.O. Box 160
360 Dibble Street, West
PRESSTON, ON
K0E 1T0

Dear Mayor Todd and Members of Council

Since the announcement by Minister Clark regarding the allotment of Modernization Funding from the Province, many discussions have been held regarding how municipalities might spend the money and achieve efficiencies, modernization and shared services.

In addition to the Chief Administrative Officers meeting to discuss shared services, the thirteen Mayors in Leeds and Grenville have also had discussions, as well as individual municipalities and groups of municipalities.

Counties Council, with input from all thirteen mayors has appointed a Modernization/Shared Services Task Force, which is comprised of five Counties Councillors and the Mayor of Brockville, representing the two other separated municipalities of Gananoque and Prescott. The members of the Task Force are Brant Burrow, Arie Hoogenboom, Robin Jones, Doug Malanka, Nancy Peckford and Jason Baker. This group was tasked with consolidating ideas that have been provided by the several groups (staff, CAOs, Mayors) and will make recommendations not only to Counties Council, but also to the Councils of the City of Brockville, the Town of Gananoque and the Town of Prescott if it is felt that the initiative is of a regional nature.
Some initiatives will not require any of the modernization funds, while other regional initiatives benefiting all or most municipalities, will require financial resources to pursue. Therefore, the Task Force is asking the Untied Counties of Leeds and Grenville, the City of Brockville, the Town of Gananoque and the Town of Prescott to set aside, for now, 50% of their modernization funds to be available for regional initiatives. For further clarity, the Task Force is not seeking an advance commitment from each Council to actually spend the full 50% portion of their modernization funds. Rather we simply ask that these resources be set aside at this time, pending further discussions and collaboration.

The Task Force is working diligently to identify regional issues so that the four municipalities can engage in further dialogue and make recommendations to take back to their individual Municipal Councils.

During your upcoming budget discussions, we ask that you present to your Council the recommendation of setting aside 50% of your municipality's modernization fund for regional initiatives.

Thank you for your consideration.

Sincerely

[Signature]

Brant Burrow
Chair, Modernization/Shared Services
Task Force
STAFF REPORT TO COUNCIL

Date: November 25, 2019

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

Re: Town Hall Hours of Operation December 22, 2019 – January 4, 2020

Recommendation:

That Council approve the Town Hall hours of operation from December 23, 2019 through January 3, 2020 as follows:

- December 23  8:30 am - 4:30 pm
- December 24  8:30 am - 12:00 pm
- December 25  Closed
- December 26  Closed
- December 27  Closed
- December 30  8:30 am - 4:30 pm
- December 31  8:30 am - 12:00 pm
- January 1    Closed
- January 2    8:30 am - 4:30 pm
- January 3    8:30 am - 4:30 pm

Background & Analysis:

The calendar below outlines the recommended hours of operation for Town Hall from December 22, 2019 to January 4, 2020. Christmas falls on a Wednesday this year, with Boxing Day being on Thursday. It is therefore being put forward that Town Hall be closed on Friday December 27, 2019. Normal on-call services will be available to address issues as they arise.
## Strategic Plan

### Alternatives:

Council could decide on a different set of hours of operation of Town Hall from December 22, 2019 through January 4, 2020.

### Financial Implications:

None

### Attachments:

None

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**Submitted By**

Matthew Armstrong  
Chief Administrative Officer & Treasurer
STAFF REPORT TO COUNCIL

November 25, 2019

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

RE: October 2019 Financial Report

Recommendation:

For information.

Analysis:

Income Statement

The quarterly partnership payments are received in January, April, July, and October, while property taxes invoices are issued in February and July. The remaining fourth quarter partnership fund payment was received in October. The total Ontario Municipal Partnership Fund (OMPF) revenue for 2019 was $1,551,100. Property tax revenue for 2019 is projected to be on budget. The Modernization funding of $591,400 was received in March and is reflected in the year to date revenue and expenses. The corporate revenue line is projected to be on budget at December 31, 2019. Other grants and revenue based on activity, tend to be received in the latter part of the year. For example, the bulk of the recreation revenue is received in the summer months which is demonstrated by revenue exceeding year-to-date budget by a positive by $42,770.

As mentioned above, the $591,400 for Modernization was received in March and has been put into reserve thereby skewing the year to date expenses for the corporate areas. Recreation and culture expenses are heavily used in the summer months which aligns with the matching revenue. This is demonstrated by both the revenue and expenditures for October being under budget as the majority of the summer recreation activities have come to a close. It is projected that Recreation and Culture revenue will be under budget by approximately $10,000, however expenses for the same area are expected to be under budget by $30,000 for a net positive of $20,000.
The projected revenue for building permits is currently expected to be less than budget. This may change if one of the forthcoming building projects submits a building permit in the fourth quarter. Building permits do not account for a significant amount of total revenue and will be offset by savings elsewhere in the organization. Revenue thus far in November for building permits is about budget for the month thereby reducing projected variance to approximately $15,000.

Staff continue to implement and explore cost reduction initiatives to increase efficiency in anticipation of the 2020 budget.

**Alternatives:**

None

**Financial Implications:**

None

**Attachments:**

Operating Budget Report – October 31, 2019

 Submitted by

Matthew Armstrong
Chief Administrative Officer & Treasurer
## Income Statement
### 2019 Operating Budget

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Corporate</th>
<th>Protective</th>
<th>Transportation</th>
<th>Environmental</th>
<th>Health</th>
<th>Social</th>
<th>Recreation and Cultural</th>
<th>Planning &amp; Development</th>
<th>Total</th>
<th>Year-to-Date</th>
<th>Total</th>
<th>Year-to-Date</th>
<th>Total</th>
<th>Year-to-Date</th>
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</thead>
<tbody>
<tr>
<td>Month</td>
<td>Budget</td>
<td>Actual</td>
<td>Variance B (W)</td>
<td>Budget</td>
<td>Actual</td>
<td>Variance</td>
<td>Budget</td>
<td>Actual</td>
<td>Variance</td>
<td>Budget</td>
<td>Actual</td>
<td>Variance</td>
<td>Budget</td>
<td>Actual</td>
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<tr>
<td></td>
<td>697,241</td>
<td>413,003</td>
<td>(284,238)</td>
<td>6,972,410</td>
<td>8,178,251</td>
<td>1,205,841</td>
<td>8,366,892</td>
<td>11,978</td>
<td>(9,189)</td>
<td>178,000</td>
<td>144,300</td>
<td>(39,700)</td>
<td>273,658</td>
<td>25,400</td>
</tr>
<tr>
<td>Year-to-Date</td>
<td>817,144</td>
<td>524,209</td>
<td>(292,935)</td>
<td>8,171,438</td>
<td>9,381,447</td>
<td>1,210,009</td>
<td>9,805,726</td>
<td>76,896</td>
<td>6,771</td>
<td>84,150</td>
<td>144,300</td>
<td>(99,150)</td>
<td>273,658</td>
<td>25,400</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Corporate</th>
<th>Protective</th>
<th>Transportation</th>
<th>Environmental</th>
<th>Health</th>
<th>Social</th>
<th>Recreation and Cultural</th>
<th>Planning &amp; Development</th>
<th>Total</th>
<th>Year-to-Date</th>
<th>Total</th>
<th>Year-to-Date</th>
<th>Total</th>
<th>Year-to-Date</th>
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</thead>
<tbody>
<tr>
<td>Month</td>
<td>156,551</td>
<td>116,120</td>
<td>40,431</td>
<td>1,565,512</td>
<td>1,676,181</td>
<td>(110,669)</td>
<td>1,878,615</td>
<td>297,587</td>
<td>6,771</td>
<td>84,150</td>
<td>144,300</td>
<td>(99,150)</td>
<td>273,658</td>
<td>25,400</td>
</tr>
<tr>
<td>Year-to-Date</td>
<td>817,144</td>
<td>800,515</td>
<td>15,417</td>
<td>8,171,438</td>
<td>8,185,452</td>
<td>(16,513)</td>
<td>9,805,726</td>
<td>381,640</td>
<td>11,565</td>
<td>474,845</td>
<td>150,875</td>
<td>(30,548)</td>
<td>2,508,795</td>
<td>11,080</td>
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<table>
<thead>
<tr>
<th>Net Operations</th>
<th>(0)</th>
<th>(276,306)</th>
<th>(276,306)</th>
<th>(1)</th>
<th>1,195,995</th>
<th>1,195,996</th>
<th>(1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water &amp; Wastewater Revenue</td>
<td>239,582</td>
<td>483,097</td>
<td>243,515</td>
<td>2,395,821</td>
<td>1,948,339</td>
<td>(447,482)</td>
<td>2,874,985</td>
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<tr>
<td>Water &amp; Wastewater Expense</td>
<td>239,582</td>
<td>209,446</td>
<td>30,132</td>
<td>2,395,821</td>
<td>2,331,395</td>
<td>64,387</td>
<td>2,874,985</td>
</tr>
</tbody>
</table>

| Net Water & Wastewater       | -   | 273,651   | 273,651   | -   | (383,056) | (383,056) | -   |

WHEREAS the Corporation of the Town of Prescott deems it necessary to comply with Section 10 of the Police Services Act, R.S.O. 1990, c. P 15; and

WHEREAS under Section 4(1) of the Police Services Act, R.S.O. 1990, c. P 15, the Municipality is required to provide adequate and effective police services in accordance with its needs; and

WHEREAS under Section 5 of the Act, the Municipality’s responsibility for providing police services may be discharged by entering into an agreement under Section 10 to have police services provided by the Ontario Provincial Police.

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

1. That the Corporation of the Town of Prescott enter into an agreement for a term of five years with the Ministry of the Solicitor General for Police Services, and that the said agreement shall be known as Schedule “A” attached hereto to this By-law.

2. That the Mayor and Chief Administrative Officer are hereby authorized to execute such Agreement and Affix the Corporation Seal thereto.

3. That should any other existing by-laws, resolutions, or actions of the Corporation of the Town of Prescott be deemed to be inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.

__________________________________  __________________________________
                                           Mayor                                      Clerk


__________________________________  __________________________________
                                           Mayor                                      Clerk
The term of this Agreement is effective as of the 1st day of January 2020.

AGREEMENT FOR THE PROVISION OF POLICE SERVICES
UNDER SECTION 10 OF THE POLICE SERVICES ACT, R.S.O. 1990, c. P.15, as am.

BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE
SOLICITOR GENERAL
(“Ontario”)

OF THE FIRST PART

AND:

THE CORPORATION OF THE TOWN OF PRESCOTT
(the “Municipality”)

OF THE SECOND PART

RECITALS:

(a) Under s. 4(1) of the Police Services Act, R.S.O. 1990, c. P.15, as am., the Municipality is required to provide adequate and effective police services in accordance with its needs;

(b) Under s. 5 of the Police Services Act, the Municipality's responsibility for providing police services may be discharged by entering into an Agreement with the Solicitor General under s. 10 of the Act;

(c) The Municipality has expressed its intent to provide police services, in pursuance of its responsibilities under s. 5 of the Police Services Act, by means of this Agreement, as evidenced by by-law number XXXX-XXXX, dated , 2019 (attached as Schedule “A”);

(d) This Agreement reflects the intent of the parties to provide an adequate and effective level of police services for the Municipality as set out in the "Contract Policing Proposal," dated September 27, 2019 (attached as Schedule “B”);

NOW THEREFORE, in consideration of the premises and covenants herein, the parties agree as follows:

1. The parties warrant that the recitals are true.
Definitions

2. In this Agreement:

(a) “Annual Billing Statement” means a statement prepared by Ontario and submitted to the Municipality for review and approval which contains:

(i) the Municipality's policing costs for the year following the year in which the statement is prepared, based on an estimate of salary, benefits, overtime, shift premium, statutory holiday payouts, prisoner transportation, court security (if applicable), and accommodation/cleaning (if applicable); and

(ii) a year-end adjustment reconciling salary, benefits, overtime, shift premium, statutory holiday payouts, prisoner transportation, court security (if applicable), and accommodation/cleaning (if applicable) costs to those billed for the preceding year.

(b) “Board” means Town of Prescott Police Services Board.

(c) ”Commissioner” means the Commissioner of the O.P.P.

(d) “Detachment Commander” means the O.P.P. officer in charge of Grenville County Detachment.

General Provisions

3. Ontario shall provide adequate and effective police services in accordance with the needs of the Municipality in compliance with the terms and conditions of the Agreement. The Municipality shall pay Ontario for the police services provided under this Agreement in accordance with this Agreement.

4. The Commissioner shall ensure that the Detachment Commander responds appropriately to the Board's objectives and priorities for police services, developed after consultation with the detachment commander, pursuant to s. 10(9)(b) of the Police Services Act.

5. The Commissioner shall cause the Detachment Commander or his or her designate to report to the Board at mutually agreed upon intervals in accordance with the Police Services Act regarding the provision of police services in and for the Municipality. The O.P.P. will determine the information to be contained in the reports and the format in which they will be provided.

6. (a) For the purposes of s. 10(6) of the Police Services Act, the O.P.P. shall provide police services to the Municipality, including the enforcement of mutually agreed upon by-laws. The parties shall review this part of the agreement annually, with a view to revising or updating the list of by-laws requiring O.P.P. enforcement.
(b) Municipal Building Code violations overseen by the Municipality's Building Code inspector and those by-laws related to animal control will not form part of this Agreement.

7. The parties agree that sections 132 and 133 of the Police Services Act will be applied as if the Grenville County Detachment of the O.P.P. was a municipal police force, and as if the Detachment Commander was a Chief of Police.

Service Levels

8. (a) Ontario shall cause the Commissioner to assign police officers and other persons to duties relating to the police services in and for the Municipality so as to provide the municipality adequate and effective policing services.

(b) Where the Municipality receives dedicated enhancement positions, it shall be responsible for all costs associated with those dedicated resources. In the event that the Municipality decides to reduce the number of enhancement positions, it shall provide Ontario with at least one year’s prior written notice and shall be responsible for all costs associated with such reduction.

Liability of Ontario

9. The O.P.P. shall be liable for any damages that may arise as a result of any negligent acts or omissions of its members in the performance of this Agreement.

Provincial Services Usage

10. The O.P.P. as legislated by the Police Services Act, must be capable of providing provincial level response that can be mobilized for emergencies, disaster or specialized needs. The O.P.P. may meet this requirement by deploying resources that normally would be assigned to the Detachment that serves the Municipality. The O.P.P. shall ensure that in the event resources are deployed to a situation requiring provincial level response, appropriate resources remain available to the Detachment to provide adequate and effective policing to the Municipality. The use of O.P.P. officers in cases where there is a provincial obligation to respond will be accounted for as part of the billing model.

Equipment and Facilities

11. Ontario shall supply or cause to be supplied all vehicles and equipment reasonably necessary and appropriate for the use of the O.P.P. in providing police services under this Agreement.

12. The parties will enter into negotiations concerning the provision and payment of appropriate buildings and rental agreements, including, but not limited to, location, leasehold improvements, and capital costs, where applicable.
Adequacy Standards Regulation

13. The O.P.P. shall undertake and be responsible for ensuring that all mandatory standards of adequate and effective police services as required by Ontario Regulation 3/99 under the Police Services Act are met and maintained.

14. The Detachment Commander shall provide the Board with reasonable documentation, as agreed upon between the Board and the O.P.P., to allow the Board to evaluate the services and satisfy itself that adequate and effective standards and policies are in place.

15. It shall be the responsibility of the Board to monitor the delivery of police services to ensure that the provisions of the Ontario Regulation 3/99 under the Police Services Act are satisfied on an ongoing basis.

Cost of Police Services

16. (a) On or before October 01st in each year, Ontario shall prepare and deliver to the Municipality for review and approval, the Annual Billing Statement for the following year, together with sufficient documentation and information reasonably necessary to explain and support the billing.

(b) The Municipality shall review the Annual Billing Statement upon receipt and, within 90 days of such receipt, shall approve the Annual Billing Statement or deliver to Ontario a request to review the Annual Billing Statement.

17. (a) In the event that the Municipality fails to approve or request a review of the Annual Billing Statement within 90 days of receipt, the Municipality shall be deemed to have approved the Annual Billing Statement.

(b) In the event that the Municipality requests a review of the Annual Billing Statement as provided in this paragraph, the Annual Billing Statement shall be approved, or amended and approved in accordance with Section 18.

18. Where the Municipality has delivered to Ontario a request to review the Annual Billing Statement, Ontario shall carry it out expeditiously, and Ontario shall cooperate to permit such a review to be carried out. If the parties are unable to agree on the Annual Billing Statement, either party may submit the matter to the dispute resolution mechanisms set out in paragraphs 22 and 23. In the event that the Municipality delivers a request to review to Ontario, the Annual Billing Statement shall be deemed to apply during the period of review.

19. The Municipality shall make monthly installment payments to Ontario due no later than 30 days following receipt by the Municipality of each monthly invoice, each one being one twelfth of the Annual Billing Statement for that year. Any amounts which have become due and owing shall bear interest at the rate set by the Minister of Finance from time to time.
20. Ontario shall keep all records, statements of account, invoices and any other such documents necessary to support the Annual Billing Statement, and all such records shall be kept for a period of seven years. Ontario shall permit the Municipality, upon notice to Ontario, to examine all such records and books of account and conduct a review of the Annual Billing Statement.

21. Upon the approval or deemed approval of the Annual Billing Statement, as provided in this Agreement, adjustments shall be made in the amounts paid by the Municipality by installment so that (i) the total amount paid in respect of the preceding year is equal to the amount shown on the approved Annual Billing Statement and (ii) the installments for the year following the year in which the statement is prepared are each equal to one twelfth of the approved Annual Billing Statement. Any amounts payable by one party to the other shall be paid to the appropriate party in the remaining monthly billings for the year following the year in which the statement is prepared.

**Dispute Resolution Mechanisms**

22. (a) The provisions of this paragraph apply in the event of a dispute between the Municipality and Ontario concerning financial and related issues arising out of the interpretation, application, administration, or alleged violation of this Agreement ("Financial Disputes") or between the Board and the O.P.P. concerning policing issues arising out of the interpretation, application, administration, or alleged violation of this Agreement ("Policing Disputes").

(b) In the event that a dispute arises, the Detachment Commander, or representative, and the Municipality or the Board, as the case may be, or their representative, shall meet within 30 days of such dispute arising, and use all best good faith efforts to resolve the dispute.

(c) If the dispute remains unresolved, the Regional Commander, or representative, and the Municipality or the Board, as the case may be, or representative, shall meet and use all best good faith efforts to resolve the dispute.

(d) If the dispute remains unresolved, the Commissioner, or Deputy Commissioner, and the Municipality or the Board, as the case may be, or representative, shall meet and use all best good faith efforts to resolve the dispute.

(e) If a Financial Dispute remains unresolved, the issue may be referred to mediation by either party, and each party shall use all good faith efforts to resolve the dispute.

23. (a) Financial Disputes that cannot be resolved through any of the methods described within paragraph 22, may be referred to and settled by binding arbitration. The provisions of the *Arbitration Act, 1991* shall apply to any such arbitration, unless otherwise indicated below:

(i) The language of the arbitration shall be English.
(ii) The place of the arbitration shall be the Town of Prescott.

(iii) Each party agrees that the arbitration shall be conducted in a summary manner to ensure a full hearing in a cost effective and efficient manner.

(iv) Each party shall make prompt full disclosure to the other and, subject to the availability of an arbitrator the arbitration shall be commenced within 30 days of the conclusion of the meeting with the Commissioner, or the mediator, if applicable.

(v) Each party shall be responsible for its own legal expenses and for an equal share of the fees and expenses of the arbitration and any other related expenses. Section 54 of the Arbitration Act shall not apply; the arbitrator shall have no right to make an award relating to costs.

(vi) The parties shall have no right of appeal to a final decision of an arbitrator.

(b) Policing Disputes shall not be subject to mediation or arbitration.

(c) Neither party shall be entitled to proceed to mediation or arbitration until all of the meetings referred to in paragraphs 22 have been held, and each party undertakes to exert all best good faith efforts to resolve the dispute in those meetings.

(d) Mediations or arbitrations of disputes conducted under this Agreement shall remain closed to the public. All parties to any dispute shall keep all details, admissions or communications made in the course of the dispute resolution process strictly confidential, nor shall such information be admissible in any legal proceeding, except as follows:

(i) on consent of all parties;

(ii) as may be ordered by a court of competent jurisdiction;

(iii) the final decision of the arbitrator may be released.

(e) Each of the meetings outlined in paragraph 22 shall be commenced no earlier than 15 days, and concluded no more than 30 days, from the conclusion of the prior stage unless the parties otherwise agree.

(f) Notwithstanding any of the above provisions, nothing in this Agreement shall be construed so as to give the Municipality or the Board the right to alter any policy of the O.P.P. or the Ministry. Nothing in this Agreement shall be construed so as to give the Municipality or the Board, the right to supercede or vary the duties and obligations of the Solicitor General pursuant to s. 3(2) of the Police Services Act, or of the Commissioner pursuant to s. 17 and s. 41 of the Police Services Act, and further, the rights of the Municipality and the Board pursuant to the Agreement are subject to the Municipality's obligations under s. 4 of the Police Services Act.
Detachment Commander Selection

24. The Detachment Commander shall be selected from a short-listed pool of candidates as determined by the OPP in accordance with its relevant provincial policies. Following the formulation of the short-list, a joint committee consisting of Board members and persons nominated by the Commissioner, shall select the successful candidate in accordance with the process set out in the OPP's provincial policies.

Notice

25. Any notice, statement, invoice or account to be delivered or given by any of the below listed groups to any other of them shall be delivered to such groups using the delivery methods as listed below. Any notice, statement, invoice or account sent by mail shall be deemed to be received on the third day following the date of mailing unless shown to the contrary, and if sent by fax or by email, it shall be deemed to be received on the date it was sent. Any group may change its contact information by giving notice provided herein:

(a) by mail to Ontario addressed to: The Solicitor General, 25 Grosvenor Street, 11th Floor, Toronto, Ontario, M7A 1Y6, or by fax to (416) 325-6067

(b) by mail to the Commissioner addressed to: The Commissioner, Ontario Provincial Police, 777 Memorial Avenue, Orillia, Ontario, L3V 7V3, to the attention of the Manager, Municipal Policing Bureau, by fax to (705) 330-4191, or by email to opp.municipalpolicing@opp.ca

(c) by mail to the Municipality addressed to: The Mayor, Town of Prescott, 360 Dibble Street West, Prescott, Ontario, K0E 1T0, or by fax to (613) 925-4381

(d) by mail to the Board addressed to: The Town of Prescott Police Services Board, 360 Dibble Street West, Prescott, Ontario, K0E 1T0, or by fax to (613) 925-4381
Commencement and Termination of Agreement

26. Notwithstanding the date upon which this Agreement is signed, the term of this Agreement shall commence on the 01st day of January 2020, and shall conclude on the earlier of (i) December 31, 20XX or (ii) the date that the Community Safety and Policing Act, 2019 comes into force.

27. Either party to this Agreement may terminate this Agreement upon one year written notice of termination to the other party, in which case this Agreement shall terminate one year following the delivery of such notice. Should a notice to terminate be given, the Municipality shall continue to be obligated to pay for the cost of providing police services under this contract to, and including the date of such termination and Ontario shall continue to be responsible to provide the services outlined in this Agreement.

28. Should the Municipality's designated responsibility to provide policing under the Police Services Act be changed, either by statute or government interpretation, the Municipality maintains its right upon being so informed to give written notice of its intention to terminate this Agreement forthwith.

Entire Agreement

29. This Agreement and the schedules attached constitute the entire Agreement between the parties, and there are no representations, warranties, collateral agreements or conditions affecting this Agreement or the relationship of the parties or supported hereby other than as expressed herein in writing. Any amendment to this Agreement must be in writing, duly executed by the parties.

IN WITNESS WHEREOF, the Municipality has affixed its Corporate Seal attested by the signature of its duly authorized signing officers, and the Deputy Solicitor General, Community Safety has personally signed this Agreement to be effective as of the date set out herein.

FOR ONTARIO

Deputy Solicitor General, Community Safety

FOR THE MUNICIPALITY

Mayor

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Chief Administrative Officer

Date signed by the Municipality

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SCHEDULE “A”

BY-LAW OF THE MUNICIPAL COUNCIL
Placeholder for Municipality's By-law
SCHEDULE “B”

PROPOSAL FOR POLICE SERVICES
BY-LAW NO. 45-2019

A BY-LAW TO AMEND BY-LAW NO. 47-2017, BEING A BY-LAW FOR THE REGULATION OF TRAFFIC AND PARKING WITHIN THE CORPORATION OF THE TOWN OF PRESCOTT

WHEREAS pursuant to the provisions of Part II Section 11 (3) and (8) of the Municipal Act 2001, S.O. 2001 c. 25, as amended, provides that a municipality may enact by-laws to regulate and govern parking of vehicles on highways or portions thereof; and

WHEREAS the Council of the Corporation of the Town of Prescott enacted By-Law 47-2017, being a by-law for the regulation of traffic and parking within the Corporation of the Town of Prescott; and

WHEREAS the Council of the Corporation of the Town of Prescott deems it advisable to amend By-Law No. 47-2017 to reflect changes to no parking areas and accessible parking spots;

NOW THEREFORE the Council of the Corporation of the Town of Prescott enacts as follows:

1. That By-Law 47-2017, Schedule B, Section 1 – Parking Specific and Signed be amended by adding the following text:

   50) On the south side of Dibble Street from its intersection with Edward Street to its intersection with George Street

   51) On the west side of George Street from its intersection with James Street to its intersection with Dibble Street

   52) On the west side of Boundary Street from its intersection with King Street West to its intersection with Dibble Street

2. That By-Law 47-2017, Schedule B, Section 2 be amended by replacing subsections viii. and ix. with the following text:
viii. One (1) signed space on both sides of each block along King Street West between the intersections of East Street and St. Lawrence Street.

3. All other applicable provisions of By-law 47-2017 shall continue to apply.

4. This by-law shall come into force and take effect upon final passage.

5. That any other By-Laws, resolutions or actions of the Council of the Corporation of the Town of Prescott that are inconsistent with the provisions of this By-Law are hereby rescinded.


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              Mayor                                Clerk


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              Mayor                                Clerk
BY-LAW NO. 46-2019

A BY-LAW TO AUTHORIZE THE APPOINTMENT OF KIMBERLEY CASSELMAN AS CLERK FOR THE CORPORATION OF THE TOWN OF PRESCOTT

WHEREAS the Municipal Act, 2001, Part VI, Section 228(1) states that a municipality shall appoint a Clerk whose duties are identified in subsections (a) to (e) of the Act; and

WHEREAS the Council of the Town of Prescott deems it prudent and necessary to appoint a Clerk.

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

1. That Kimberley Casselman is hereby appointed as Clerk with said appointment to be deemed effective November 25, 2019.

2. That By-Law 41-2019 is hereby repealed.

3. That should any other existing by-laws, resolutions, or actions of the Corporation of the Town of Prescott be deemed to be inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.


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Mayor                          Clerk


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Mayor                          Clerk
PROCLAMATION

Founder’s Day – December 4th

Whereas, two hundred and eighty years ago, on December 4, 1735, Col. Edward Jessup, the founder of the Town of Prescott, Ontario, was born. Jessup was born in Stamford, Connecticut but his family migrated to upper New York. When the War of Independence broke out in 1775 between the Thirteen Colonies and Great Britain, Jessup and his family sided with the British. The fortunes of war drove Edward Jessup and his family to what became Upper Canada, where he settled in Augusta Township in 1784; and

Whereas, as a Loyalist, Jessup was granted 1,200 acres of land in what is now Prescott. He established his farm on the land and later, in 1810, laid out the streets of Prescott. He named the town after General Robert Prescott, Governor of Canada from 1796 to 1799. In 1812, at the outbreak of war between Great Britain and the United States, the eastern portion of Jessup’s farm was requisitioned by the British to build Fort Wellington. The town, however, prospered and grew quickly to become an important link between Montreal and Kingston on the St. Lawrence River; and

Whereas, Edward Jessup lived long enough to see both Prescott and Fort Wellington begin to develop. He died in 1816 and his daughter-in-law, Susannah Jessup, a young widow, carried on the family business of selling town lots to support her large family. One of her sons, Hamilton Dibble Jessup, a physician and public figure, carried on after his mother’s death, greatly expanding the town to the west on land his mother had inherited from her father, Simeon Covell, another Loyalist. Present day Prescott consists of the Jessup and Covell lands; and

Whereas, Founder’s Day was established on November 23, 2015, to remind us all of our early history and shared heritage; and

Whereas, an event for Founder’s Day 2019 has been planned for December 4th in honour and remembrance of Prescott’s founder, Col. Edward Jessup.

THEREFORE, I, Brett Todd, Mayor of the Town of Prescott, do hereby proclaim December 4, 2019, as Founder’s Day in the Town of Prescott.

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W. B. Todd, Mayor
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.


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Mayor  Clerk


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Mayor  Clerk