



**PRESCOTT TOWN COUNCIL
AGENDA**

March 7, 2022

6:00 pm

Virtual Meeting

Our Mission:

To provide responsible leadership that celebrates our achievements and invests in our future.

Pages

1. Call to Order

We will begin this meeting of Council by acknowledging that we are meeting on aboriginal land that has been inhabited by Indigenous peoples.

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

2. Approval of Agenda

RECOMMENDATION

That the agenda for the Council meeting of March 7, 2022 be approved as presented.

3. Declarations of Interest

4. Presentations

5. Delegations

6. Minutes of the previous Council meetings

RECOMMENDATION

That the Council minutes dated February 22, 2022, be accepted as presented.

7. Communications & Petitions

8. Consent Reports

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

RECOMMENDATION

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

8.1. Information Package (under separate cover)

8.2. Staff Report 23-2022 - Statement of Remuneration and Expenses - Members of Council 2021

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RECOMMENDATION

That Council receive this report for information as the annual disclosure of 2021 remuneration and expenses paid to members of Council, as per Section 284 of the *Municipal Act*.

9. Committee Reports

10. Mayor

11. Outside Boards, Committees and Commissions

12. Staff

12.1. Staff Report 24-2022 - 2022 Fort Town Night Run and Steam Punk Festival Update

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RECOMMENDATION

That Council review the updated information provided in this report and provide direction on staff to move forward with the staff requests from the Greater Fort Town Area Charity in regards to the Fort Town Night Run (FTNR) and the Steam Punk Festival.

12.2.	Staff Report 25-2022 - Community Awards	24
	<p>RECOMMENDATION</p> <p>That Council appoint three members of Council to the Business, Citizen & Volunteer of the Year Awards Selection Panel.</p>	
12.3.	Staff Report 26-2022 - Restricted Acts of Council ("Lame Duck")	42
	<p>RECOMMENDATION</p> <p>That Council receive this report for information; and</p> <p>That the Municipal Clerk be directed to prepare the necessary by-law, for the next meeting of Council, delegating authority to the Chief Administrative Officer and Treasurer from August 19, 2022 to November 14, 2022 to:</p> <ol style="list-style-type: none"> 1. Be the financial signing authority for expenditures, outside the current budget, exceeding \$50,000 and/or for the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and 2. Be the authority to appoint/remove any officer and for the hiring/dismissal of any employee of the Town of Prescott; and <p>That this by-law shall come into force only in the event that it is determined by the Municipal Clerk that Council is in a "Lame Duck" position.</p>	
12.4.	Staff Report 27-2022 - Use of Corporate Resources for Election Purposes Policy	48
	<p>RECOMMENDATION</p> <p>For information.</p>	
12.5.	Staff Report 28-2022 - RFP R001-2022 - 175 King Street West Prescott, ON	52
	<p>RECOMMENDATION</p> <p>That Council approve the selection of Glenview Iron and Metal for the demolition of the building located at 175 King Street West in Prescott at a cost of \$65,000.00 plus applicable tax; and</p> <p>That the charges and costs related to this project be added to the property owner's tax account as requested by the owner and required through agreement with the owner.</p>	
12.6.	Staff Report 29-2022 - RiverWalk Promenade	55

RECOMMENDATION

That Council endorses the closure of Edward St. from King St. to Water St. from Friday, July 1st to Sunday, July 3rd, 2022, to accommodate the installation of a pedestrian mall pilot project to be known as the "RiverWalk District Promenade".

12.7. 2022 Project Budget Review and Alignment 61

12.8. 2022 Budget Operational Budget Review and Alignment 70

13. Resolutions

13.1. Notice of Surplus Land

RECOMMENDATION

That Council declare the real property located along Boundary Street, directly south of the CN Rail line, as surplus to the needs of the Corporation of the Town of Prescott; and

That the subject property be used for the purpose of future residential development that maintains a portion for public access to park space, provides for a multi-use path connecting Boundary Street with Duke Street, and provides adequate buffering to the residential properties to the south of the subject property; and

That staff be directed to proceed with the notice provisions of By-Law 16-1995 for a period of 30 days.

14. By-laws

14.1. Multi-Use Recreation Complex Debenture By-Law 86

RECOMMENDATION

That By-Law 09-2022, being a by-law to authorize certain new Capital Work(s) of the Corporation of the Town of Prescott (The Municipality); to authorize the submission of an application to Ontario Infrastructure and Lands Corporation ("OILC") for financing of such Capital Work(s); to authorize temporary borrowing from Capital Work(s); and to authorize long-term borrowing for such Capital Work(s) through the issue of debentures to OILC, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

14.2. Sidewalk Plow Debenture By-Law 95

RECOMMENDATION

That By-Law 10-2022, being a by-law to approve the submission of an

application to Ontario Infrastructure and Lands Corporation ("OILC") for the long-term financing of certain capital works(s) of the Corporation of the Town of Prescott (The Municipality); and to authorize entering into a rate offer letter agreement pursuant to which the municipality will issue debentures to OILC, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

15. New Business

16. Notices of Motion

17. Mayor's Proclamation

18. Closed Session

RECOMMENDATION

That Council move into Closed Session at _____ to discuss matters pertaining to:

18.1 Approval of Closed Session Minutes

18.2 Purchase & Sale

- Under Section 239(2)(c) of the *Municipal Act* - a proposed or pending acquisition or disposition of land by the municipality or local board; and

That the CAO/Treasurer, Clerk, Interim Director of Operations, Economic Development Officer, and Deputy Clerk remain in the room.

19. Rise and Report

20. Confirming By-Law – 11-2022

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RECOMMENDATION

That By-Law 11-2022, being a by-law to confirm the proceedings of the Council meeting held on March 7, 2022, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

21. Adjournment

RECOMMENDATION

That the meeting be adjourned to Monday, March 21, 2022. (Time: p.m.)



PRESCOTT TOWN COUNCIL

MINUTES

Tuesday, February 22, 2022

6:00 p.m.

Virtual Meeting

Present	Mayor Brett Todd, Councillor Leanne Burton, Councillor Teresa Jansman, Councillor Lee McConnell, Councillor Mike Ostrander, Councillor Gauri Shankar, Councillor Ray Young
Staff	Matthew Armstrong, CAO/Treasurer, Nathan Richard, Interim Director of Operations, Lindsey Veltkamp, Director of Administration/Clerk, Dana Valentyne, Economic Development Officer, Kaitlin Mallory, Deputy Clerk, Samantha Joudoin-Miller, Manager of Community Services, Jessica Crawford, Deputy Treasurer

1. Call to Order

Mayor Todd began the meeting by acknowledging that we are meeting on the aboriginal land that has been inhabited by Indigenous peoples.

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

He then called the meeting to order at 6:01 p.m.

Councillor McConnell joined the meeting at 6:01 p.m.

2. Approval of Agenda

Motion 32-2022

Moved By Ostrander

Seconded By Jansman

That the agenda for the Council meeting of February 22, 2022 be approved as presented.

Carried

3. Declarations of Interest

There were no declarations of interest.

4. Presentations

There were no presentations.

5. Delegations

There were no delegations.

6. Minutes of the previous Council meetings

6.1 January 31, 2022

Motion 33-2022

Moved By Burton

Seconded By McConnell

That the Joint Special Council minutes dated January 31, 2022, be accepted as presented.

Carried

6.2 February 7, 2022

Motion 34-2022

Moved By Ostrander

Seconded By Young

That the Council minutes dated February 7, 2022, be accepted as presented.

Carried

7. Communications & Petitions

There were no communications and petitions.

8. Consent Reports

Motion 35-2022

Moved By Shankar

Seconded By Burton

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

Carried

8.1 Information Package (under separate cover)

1. Approved BIA Minutes – January 11, 2022
2. Leeds, Grenville & Lanark District Health Unit Weekly Zoom Call Notes – February 4, 2022 & February 11, 2022
3. Township of South Glengarry Resolution of Support re: Abandoned Cemeteries
4. Township of Perth South Resolution of Support re: Catch and Release Justice
5. Municipality of Shuniah Resolution of Support re: NOMA support for the Expansion of Northern Ontario School of Medicine

6. City of Sarnia Resolution of Support re: Dissolving of Ontario Land Tribunal
7. Township of Front of Yonge Resolution of Support re: Dissolving of Ontario Land Tribunal
8. Town of Halton Hills Resolution of Support re: Dissolving of Ontario Land Tribunal
9. Township of Limerick Resolution of Support re: Gypsy Moth Concentration and Control Measures

9. Committee Reports

There were no Committee Reports.

10. Mayor

Mayor Todd spoke to his attendance at a recent Joint Services Committee meeting, the Joint Collaborative Economic Task Force Committee meeting held on February 11, and Family Day event held on Monday, February 21. He referenced an upcoming St. Lawrence Corridor Economic Development Commission meeting coming up on February 23.

11. Outside Boards, Committees and Commissions

Councillor Burton spoke her attendance at the Family Day event that took place on Monday, February 21 and the generous donations made. She thanked staff, volunteers, and the Fire Department for their hard work.

Councillor Jansman spoke to the recent elections of the BIA Board of Management. She referenced her attendance at the Family Day event held on Monday, February 21.

Councillor McConnell spoke to his attendance at the Prescott Public Library Board meeting held last week, a meeting of the Walker House Board, and the Family Day event held on Monday February 21.

Councillor Ostrander spoke to his attendance at the Family Day event held on February 21 and thanked staff and volunteers.

Councillor Shankar spoke to his attendance at the Family Day event held on February 21 and a Joint Collaborative Economic Development Task Force meeting.

Councillor Young spoke to his attendance at the Family Day event held on February 21 and the success of the event.

Samantha Joudoin-Miller, Manager of Community Services, spoke to the Family Day event. She referenced the change of location, the unexpected donations totaling over \$300, the donation of hot chocolate from Tim Hortons, and that final attendance numbers would be communicated to Council at a later date.

12. Staff

12.1 Staff Report 17-2022 - LG Small Business & Trade Show Facility Fee Waiver Request

Motion 36-2022

Moved By Shankar

Seconded By Burton

That staff be directed to waive the facility fee of the Leo Boivin Community Centre on Tuesday March 22, 2022 and Wednesday March 23, 2022 for the set up days of the LG Small Business & Trade Show (LGSBTS).

Carried

Samantha Joudoin-Miller, Manager of Community Services, spoke to the report. She referenced the Community Grant fee waiver request, the past rental fees paid for past events, and past fee waivers on set up days. Ms. Joudoin-Miller spoke to the regular scheduled programming that would require cancellation and the financial impact of those cancelations.

Discussion was held regarding the how the rental amount is broken down, reviewing facility fees regularly, the number of attendees as past events, and a past donation to the construction of the new rink.

Further discussion was held regarding discussions with the organizers of regular programming, potentially offering another facility to Connect Youth for their programming, and past discussion regarding the fee structures.

David Annable, Ontario Approved Professionals, spoke to working with staff on the return of the show, the scheduled set up days, the fees, and potential donation from the event.

Mr. Annable, Ontario Approved Professionals, left the meeting at 6:37 p.m.

12.2 Staff Report 18-2022 - Augusta - Prescott Joint Economic Development Initiatives

Motion 37-2022

Moved By Ostrander

Seconded By Shankar

That Council direct staff to inform a package for potential developers to include servicing agreements, planning synchronization, and engineering requirements; and

That Council direct staff to prepare and share an inventory of recreation and tourism assets to facilitate coordination of inventories, and cross promotion of advertising and events; and

That Special Joint Meetings of the Augusta and Prescott Councils be scheduled for March 28, 2022 to be held at a venue in Augusta and May 30, 2022 to be held in a venue in Prescott.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the recent Joint Collaborative Economic Development Task Force meeting held February 11 and the initiatives that came out of that meeting. He stated that the March 28th meeting may need to be rescheduled due to prior meetings for the Township of Augusta.

Councillor Shankar spoke to the scheduled meetings and set goals.

Discussion was held regarding development in the Township of Augusta and the synchronization of Official Plans.

12.3 Staff Report 19-2022 - River Route Transit - On-Going Municipal Service

Motion 38-2022

Moved By Jansman
Seconded By Young

That Council approve establishing the River Route Transit as an on-going municipal service and re-allocate \$31,500 from the annual Fiscal Policy Reserve contribution to the River Route Transit budget; and

That Council direct staff to develop a formalized terms of reference for the participating municipalities outlining the scope, structure, route expectations, measurable outcomes, evaluation methods, financials, and a standardized reporting mechanism.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced partnering municipalities bringing recommendations forward to their Councils, the survey responses, the financial impact of the on-going service, the potential need to purchase a municipal bus in the future, and the ongoing partnership with neighbouring municipalities.

Discussion was held regarding the need to see an increase in ridership in order to continue the service, clarification of the use of on-going being a non-pilot service, aligning timing with provincial funding, and the requirement to pass a by-law to continue with the service.

Further discussion was held regarding the funding from the Gas Tax program and ridership.

12.4 Staff Report 20-2022 - One-Ton Regular Cab Truck Purchase

Motion 39-2022

Moved By Young

That Council direct staff to proceed with the procurement of a One (1) Ton Truck with dump box with an upset limit of \$100,000.

Carried

Nathan Richard, Interim Director of Operations, spoke to the report. He referenced the need for a new one-ton truck, entering into the RFP with the City of Brockville, and timeline for delivery of a new one-ton truck.

12.5 Staff Report 21-2022 - Human Resource Policy - Right to Disconnect Policy

Motion 40-2022

Moved By Young

Seconded By Burton

That Council approve Human Resources Policy HR-600-09 – Right to Disconnect Policy.

Carried

Matthew, Armstrong, CAO/Treasurer, spoke to the report.

Discussion was held regarding the requirement of the policy, providing staff with the ability to take a break from work, and the inclusion special circumstances such as emergency situations.

12.6 Staff Report 22-2022 - RiverWalk District Promenade Installation

Motion 41-2022: Shankar, Ostrander

That Council approve the closure of Edward St. from King St. to Water St. occurring from June 25 – July 2 and July 30 – August 6 during the summer of 2022, to accommodate the installation of a pedestrian mall pilot project to be known as the “RiverWalk District Promenade”.

Deferred

Motion 42-2022: McConnell, Young

That the motion be deferred to the Council meeting of March 7, 2022; and

That staff be directed to continue discussions with neighbouring businesses and bring a report back to Council for further discussion and deliberation.

Carried

Dana Valentyne, Economic Development Officer, spoke to the report. She referenced the pilot project, the proposed period of time, the suggested location, and the financial impact.

Discussion was held regarding consultations with nearby businesses, the renderings provided in the report of the space, ensuring that the pilot does not interfere with the neighbouring business, and consideration of the St. Lawrence Shakespeare Festival performances during the suggested time period.

Further discussion was held regarding the condition of the sidewalk on the east side of Edward Street between King Street and Water Street.

12.7 2022 Operational Budget Presentation

Council recessed at 7:37 p.m.

Council resumed at 7:49 p.m.

Matthew Armstrong, CAO/Treasurer, spoke to the PowerPoint Presentation. A copy of the presentation is held on file.

Samantha Joudoin-Miller, Manager of Community Services, left the meeting at 8:00 p.m.

Discussion was held regarding the St. Lawrence Lodge budget.

12.8 2022 Project Prioritization

Matthew Armstrong, CAO/Treasurer, spoke to the PowerPoint presentation. A copy of the presentation is held on file. He provided Council with an overview of the previously approved capital projects and the operational projects. He referenced previously approved capital projects and additional capital and operational projects for 2022.

Mr. Armstrong spoke to the 2022 project funding, the reserves, and the next steps in the budget process.

Discussion was held regarding the status of the layout of the recreation fields at the recreation complex, the options for the break wall project, the pre-approved beach projects, and improvements along the Coast Guard fence.

Further discussion was held regarding the recreation lending library, the possibility of creating a recreation reserve rather than a reserve for specific recreation projects, the current reserve amount, and preparing a report to Council regarding tax rate comparisons between the Town of Prescott and other municipalities.

13. Resolutions

There were no resolutions.

14. By-laws

There were no by-laws.

15. New Business

There was no new business.

16. Notices of Motion

There were no notices of motion.

17. Mayor's Proclamation

There were no proclamations to be made under Mayor's Proclamation.

18. Closed Session

Motion 43-2022

Moved By Burton

Seconded By Shankar

That Council move into Closed Session at 8:28 p.m. to discuss matters pertaining to:

18.1 Approval of Closed Session Minutes

18.2 Purchase & Sale

- Under Section 239(2)(c) of the *Municipal Act* - a proposed or pending acquisition or disposition of land by the municipality or local board; and

That the CAO/Treasurer, Clerk, Interim Director of Operations, Deputy Clerk, and Economic Development Officer remain in the room.

Carried

19. Rise and Report

During the Closed Session Council approved Item 18.1 - Closed Session minutes and provided staff direction on Item 18.2 - Purchase & Sale.

20. Confirming By-Law – 08-2022

Motion 44-2022

Moved By Jansman

Seconded By Young

That By-Law 08-2022, being a by-law to confirm the proceedings of the Council meeting held on February 22, 2022, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

21. Adjournment

Motion 45-2022

Moved By Shankar

Seconded By McConnell

That the meeting be adjourned to March 7, 2022. (Time: 9:28 p.m.)

Carried

Mayor

Clerk

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 7, 22
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 23-2022

Date: March 7, 2022

From: Matthew Armstrong, Chief Administrative Officer and Treasurer

Re: Statement of Remuneration and Expenses – Members of Council 2021

Recommendation:

That Council receive this report for information as the annual disclosure of 2021 remuneration and expenses paid to members of Council, as per Section 284 of the *Municipal Act*.

Background / Analysis:

Section 284 of the *Municipal Act* states:

284. (1) The treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to,

(a) each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council;

(b) each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and

(c) each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body. 2001, c. 25, s. 284 (1).

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Mandatory item

(2) The statement shall identify the by-law under which the remuneration or expenses were authorized to be paid. 2001, c. 25, s. 284 (2).

Statement to be provided to municipality

(3) If, in any year, any body, including a local board, pays remuneration or expenses to one of its members who was appointed by a municipality, the body shall on or before January 31 in the following year provide to the municipality an itemized statement of the remuneration and expenses paid for the year. 2001, c. 25, s. 284 (3).

Public records

(4) Despite the Municipal Freedom of Information and Protection of Privacy Act, statements provided under subsections (1) and (3) are public records. 2001, c. 25, s. 284 (4).

As per Section 284 (2), Council remuneration was authorized by By-Law # 40-2016.

Alternatives:

None

Financial Implications:

All expenses per this report have been accounted for in the 2021 fiscal year.

Environmental Implications:

None



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Information Purposes		
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Attachments:

- Statement of Remuneration and Expenses—Members of Council 2021

Submitted by:

Matthew Armstrong
Chief Administrative Office & Treasurer

Town of Prescott
Statement of Remuneration and Expenses Paid For Members of Council
January 1, 2021 - December 31, 2022

Council Member	Description	Honorarium	Expenses	Total
Mayor Todd	Town Council	29,783.56		29,783.56
	Police Services Board	1,174.68		1,174.68
	Cell Phone		799.50	799.50
	Office Supplies		174.27	174.27
	Registrations		904.95	904.95
	Total	30,958.24	1,878.72	32,836.96
Councillor Burton	Town Council	11,257.67		11,257.67
	Other Expenses		206.60	206.60
	Registrations		40.00	40.00
	Total	11,257.67	246.60	11,504.27
Councillor Jansman	Town Council	11,257.67	-	11,257.67
Councillor McConnell	Town Council	11,257.67	-	11,257.67
Councillor Ostrander	Town Council	11,257.67	-	11,257.67
	Police Services Board	1,174.68	-	1,174.68
	Other Expenses		132.58	132.58
	Total	12,432.35	132.58	12,564.93
Councillor Shankar	Town Council	11,257.67	-	11,257.67
	Other Expenses		216.30	216.30
	Total	11,257.67	216.30	11,473.97
Councillor Young	Town Council	11,257.67	-	11,257.67
Total Expenses for Mayor and Council Members		99,678.94	2,474.20	102,153.14

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Information Purposes		
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STAFF REPORT TO COUNCIL

Report No. 24-2022

Date: March 7, 2022

From: Samantha Joudoin-Miller, Manager of Community Services

Re: 2022 Fort Town Night Run and Steam Punk Festival Update

Recommendation:

That Council review the updated information provided in this report and provide direction on staff to move forward with the staff requests from the Greater Fort Town Area Charity in regards to the Fort Town Night Run (FTNR) and the Steam Punk Festival.

Background / Analysis:

For each of the events, the GFTAC expects to have a volunteer base of 80-100 individuals to assist in the planning and execution of the Fort Town Night Run (May 7, 2022) as well as the Steampunk Festival (June 11, 2022). In follow up to the delegation brought by Michel Larose of the Greater Fort Town Area Charity (GFTAC) on February 7, 2022, the following information on updates, estimated in-kind costs and estimated time commitment from Town staff on top of what the committee and volunteer group will dedicate, has been summarized for Council consideration:

In response to Councillor McConnell's concern regarding Dibble Street construction affecting the race route, the route will be adjusted to run on James street rather than Dibble Street East and will proceed to run south down Prince Street before crossing Dibble East back into the Fort Wellington property.

In response to the concern about the possibility of the new marina docks installation happening during the same timeframe as the race, the race will be rerouted to avoid the east section of the Sandra S. Lawn Harbour & Marina.

In response to the direction from Council regarding providing an estimated total hours of staff involvement as well as the estimated in-kind Town contribution based on what has

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been asked from the GFTAC, the following charts address both the FTNR as well as the Steam Punk Festival (full details of this event to be further discussed at a future Council meeting).

FORT TOWN NIGHT RUN NEEDS REPORT

Needs	Responsible	Est. In-Kind Hours	Est. In-Kind Cost
Ask for city lights on the course to be inspected and changed if needed at least two (2) weeks before the event date.	OPS	2	-----
If weather permits, ask for Marina's bathroom to be open and accessible to the public from 5pm to 11pm on the day of the event. <i>*Marina is not opened until May Long Weekend</i>	Community Serv.	3	-----
If weather permits, ask that the fountain might be turned on.	OPS/Water	1	-----
Ask for 20 tables, 40 chairs, and 10 garbage cans to be delivered on Friday May 6, 2020, at Fort Wellington (weather permitting). We ask that the number might vary depending on the needs of the event.	OPS/Comm Serv.	2	-----
20 Tables		-----	\$140
40 Chairs		-----	\$70
Delivery/Pick-up Fee (21+ Items)		-----	\$50
Race Director to meet with Town of Prescott workers to prepare for the event four (4) weeks and two (2) weeks before the event (e.g., times, duties, rainy day plan, and lights).	OPS/Comm Serv.	4	-----
Formal application to use the Arena (as the rainy-day plan) for May 7, 2022. To be made available starting at 11 am to 7pm on May 6, 2022 & 10am to 11pm on May 7, 2022.	Community Serv.	-----	-----
Facility Fee Waiver - Friday May 6, 22		8	\$ 320

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Facility Fee Waiver - Saturday May 7, 22		13	\$560
Ask for two (2) public workers and a truck for the event to be available on May 7, 2022, starting at 10am until the end of the event. We suggest 2 teams of 2 workers; the first begins from 10am to 4pm; the second team from 4pm to midnight. Expectations of workers: One person at the LBCC for supervision and facility needs; really only need one person; it's really only more of a facility need in inclement weather, if LBCC isn't needed, neither is OPS	OPS	-----	-----
2 Ops from 10am-4pm (Over time)		12	\$477
2 Ops from 4pm-12am (Over time)		16	\$635
Ask for wooden barriers (3) – parking lot for Fort Wellington, southbound on Prince Street at Dibble Street East, and Northbound on Vankoughnet Street at Dibble Street East	OPS	0.5	-----
Ask for the Local Traffic Only signs for Edward Street at Dibble Street and Dibble Street at Duke Street.	OPS	1.5	-----
Formal invitation for the mayor to be present at the event and to present the Business Spirit Award.	GFTAC	-----	-----
Ask to barricade the street in front of the arena; since it is their property there is no need for a permit.	OPS	0.5	-----
Flyers to be distributed to all residents and businesses on the courses that might be impacted by the event, noting the disruption to traffic, emergency vehicles will be given priority, and about the Business Spirit Award and Neon Spirit Award.	GFTAC	-----	-----

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The event to be added to the Calendar of Events on the Town of Prescott's website.	Community Serv.	0.25	-----
Encourage advertising on their website and social media pages.	Community Serv.	1	
TOTAL		64.75	\$2,251.88

STEAMPUNK FESTIVAL NEEDS REPORT

Needs	Responsible	Est. Hours	Est. Cost
Ask for tables, chairs, and waste receptacles to be delivered on Friday June 10, 2022, at Fort Wellington (weather permitting). We ask that the number might vary depending on the needs of the event.	OPS/Comm. Serv	2	
20 Tables		-----	\$140
40 Chairs		-----	\$70
Delivery/Pick-up Fee		-----	\$50
Ask for bleachers belonging to the Town of Prescott to be transported (if possible) to the southwest outer grounds of Fort Wellington.	OPS	2	
Ask for permission to use the Town of Prescott's inflatable movie screen to be placed on the stage at the Leo Boivin Community Arena. Director will be able (max 500)	Comm. Serv	2	-----
Formal application was made to use the Arena for June 11, 2022. To be made available starting at 9am to 7pm on June 11, 2022.	Comm. Serv	-----	
Facility Fee Waiver - Saturday June 11, 2022		10	\$560
Ask for two (2) public workers and a truck for the event to be available on June 11, 2022, starting at 9am until the end of the event.	OPS	-----	-----
2 Ops from 9am-6pm (Over time)		18	\$715

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Ask for wooden barriers (3) – parking lot for Fort Wellington, southbound on Prince Street at Dibble Street East, and Northbound on Vankoughnet Street at Dibble Street East.	OPS	0.5	-----
Ask for the Local Traffic Only signs for Edward Street at Dibble Street and Dibble Street at Duke Street.	OPS	1.5	-----
Ask for Marina's bathroom to be open and accessible to the public from 5pm to 11pm on the day of the event. <i>*Marina closes at 8pm, additional 3 hours to remain open requested</i>	Comm. Serv	3	-----
We would like to extend a formal invitation to the mayor and councillors to be present at the event	GFTAC	-----	-----
Ask to barricade the street in front of the arena; since it is their property there is no need for a permit.	OPS	0.5	-----
The event to be added to the Calendar of Events on the Town of Prescott's website.	Comm. Serv	0.25	-----
Encourage advertising on their website and social media pages.	Comm. Serv	1	-----
TOTAL		40.75	\$ 1,534.78

Summary

Event	Est. In-Kind Hours	Est. In-Kind Cost
Fort Town Night Run	64.75	\$ 2,251.88
Steampunk Festival	40.75	\$ 1,534.78
TOTAL	105.5	\$ 3,786.66

It should be noted that the organizing committee is of the understanding from past years planning that Council requested to have two operation staff members working throughout the entire day. The organizing committee is of the opinion that one operation staff member is enough to have working throughout the day if the event is run outside as planned. If there is inclement weather, the Leo Boivin Community Centre will be required and the committee would then request for two operations staff to be working throughout the day.

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Information Purposes		
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Strategic Plan		

It should be noted that the Leo Boivin Community Centre will only be required in the event of inclement weather. The facility would then be used for registration, first aid, race packages distribution, physio, hydration station, booths and volunteers. The facility has been requested for Friday May 6, 2022 and Saturday May 7, 2022. There are currently no bookings for Saturday May 7th, but if the current recreation schedule remains the same until May 6th, it will involve the cancellation of Friday morning walking club which is a free drop-in program, as well as cancellation of location replacement of regularly scheduled Connect Youth after-school programming from 1:30-4:30pm.

Alternatives:

Council could direct staff to charge for specific items listed in the charts above rather than move forward with in-kind time and fee waivers.

Financial Implications:

As listed in the charts above, the time commitment will include overtime work of Operations staff at a rate of time and a half. The estimated in-kind time will be dedicated on top of regular daily/weekly duties of staff. The GFTAC does meet the criteria of the Community Grant to request a facility fee waiver of the Leo Boivin Community Centre for the dates requested, however, it will involve the cancellation of current regular recreational programming.

Environmental Implications:

None

Attachments:

None



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 7 '22
Strategic Plan		

Submitted by:

Samantha Joudoin-Miller
Manager of Community Services



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 7 '22
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 25-2022

Date: March 7, 2022

From: Lindsey Veltkamp, Director of Administration/Clerk

RE: Community Awards

Recommendation:

That Council appoint three members of Council to the Business, Citizen & Volunteer of the Year Awards Selection Panel.

Background/ Analysis:

In 2013, Council approved the creation of the Prescott Citizenship Awards in order to honour and recognize citizens for their contributions to the Town of Prescott. In 2019, Council approved the inclusion of a Business of the Year category.

In 2021, the Community Awards Selection Panel opted to recognize a larger number of award recipients for the "Heroes of COVID Awards".

The Community Awards nomination period for achievements made in 2021 will open on Tuesday, March 8, 2022, and close on Friday, April 8, 2022.

The Business, Citizen & Volunteer of the Year Awards will be advertised on the Town's website and social media platforms. Staff will also be reaching out to all volunteer groups as well as individuals who have made submissions in the past.

Award winners are expected to have displayed a broad range of contribution and achievement in the Town of Prescott, or to have demonstrated commitment to one or more particular causes.

Once the nomination period has closed, the awards selection panel will meet to go over the applications and make one selection for each of the categories. The selection panel



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Strategic Plan		

will then present their selections under Closed Session at the Council meeting of April 19, 2022.

For the most recent Award Recipients, awards were presented last year at an outdoor event which was enjoyed by all. Following the events positive feedback, staff are suggesting that Award Recipients again be recognized in a similar fashion during the Victoria Day long weekend events.

Alternatives:

Council may wish to select an alternative date to review the submissions or to hold the award presentations.

Financial Implications:

As in past years, expenses from the Community Awards including advertising, plaques, and reception items, are included in the Administration budget.

Environmental Implications:

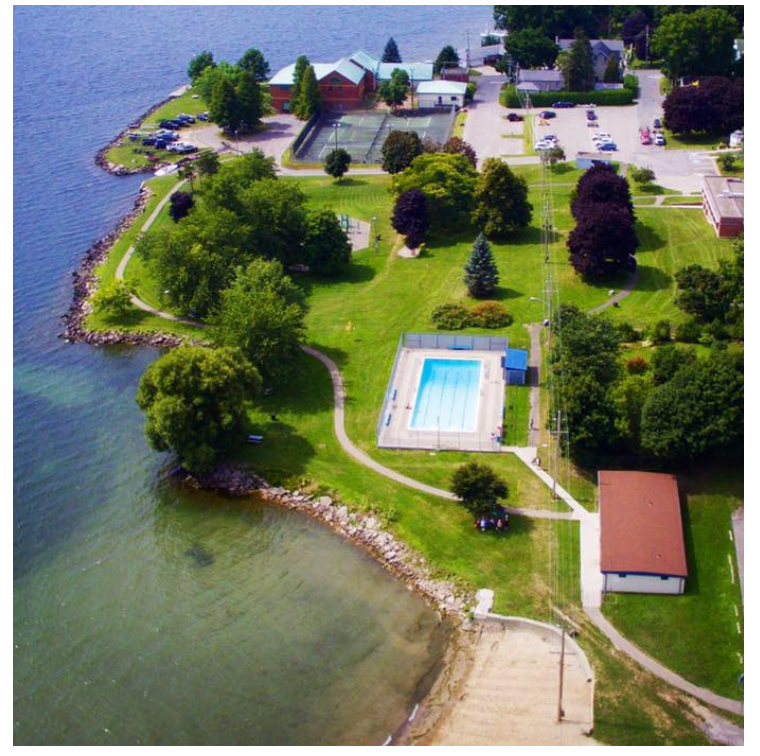
None

Attachments:

- Community Awards Nomination Package

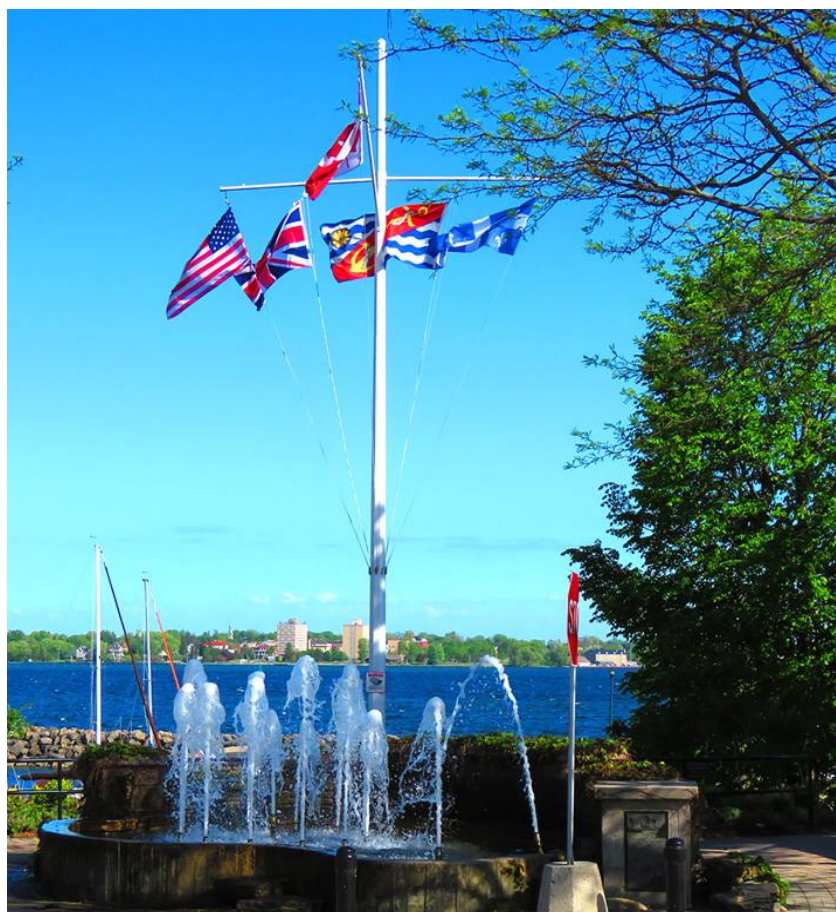
Submitted by:

Lindsey Veltkamp
Director of Administration/Clerk



TOWN OF PRESCOTT COMMUNITY AWARDS

CITIZEN OF THE YEAR
VOLUNTEER OF THE YEAR
BUSINESS OF THE YEAR



Visit www.prescott.ca or Town Hall
for information and nomination
application. Submit by Apr. 15, 2022.

PRESCOTT
EST 1784
THE FORT TOWN

613-925-2812
admin@prescott.ca



EIGHTH ANNUAL PRESCOTT CITIZEN OF THE YEAR AWARD

Do you know someone who has made a noteworthy contribution to the Town of Prescott in 2021?

The Town is currently accepting nominations for the **Citizen of the Year Award**. Nominators can visit Town Hall or www.prescott.ca for a nomination form designed to help with the submission. Letters of recommendation are welcome to be submitted with the nomination form.

Nominated citizens are expected to have displayed a broad range of contribution and achievement in the Town of Prescott, or to have demonstrated commitment to one or more particular causes, in 2021. Nominees can come from the business world, from volunteers, or from any other civic endeavour which has bettered the community of Prescott.

Nominators are urged to provide specific examples and details about what the nominee has accomplished. Please list activities and contributions, results, achievements, beneficiaries of the nominee's efforts, honours, awards, and memberships in civic and professional organizations.

Nominees do not have to reside in the Town of Prescott, although the person's achievements and contributions must be focused on or in the town. Nominations will be accepted until 4:30 pm on Friday, April 15, 2022.

The award for **Citizen of the Year** will be presented at a reception hosted by the Mayor and Council of the Town of Prescott in the 2022 calendar year.

Please send nominations, with subject line CITIZEN NOMINATION to:

admin@prescott.ca

Town of Prescott

360 Dibble Street West, P.O. Box 160

Prescott Ontario

K0E 1T0

With questions about nomination, or for more information about eligibility, please contact:

Lindsey Veltkamp, Director of Administration/Clerk, Town of Prescott

lveltkamp@prescott.ca (613) 925 2812 ext. 6225



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Previous Citizen of the Year Award Recipients

2014: Ian Farthing, Artistic Director of St. Lawrence Shakespeare Festival

As principal builder of the St. Lawrence Shakespeare Festival, Ian Farthing was a leading proponent of the arts in Prescott for a decade. The Vancouver-born U.K.-trained actor and director served as the Artistic Director of the festival during a period of great growth from 2006 through 2014. Ian's tenure included many record-breaking seasons and was capped with securing the only Canadian performance of London's Shakespeare's Globe to Globe world tour of Hamlet in 2014. Ian also appeared in Canadian productions of the Sound of Music, Cabaret and The Mousetrap. He additionally played a prominent regional role in arts and tourism serving on the Great Waterway Tourism Advisory Committee and the Arts Council of the 1000 Islands.

2015: Carr/Todd Families, Founders and Organizers of Prescott and District Soccer Association
Laurence Carr, Lesley and Randy Todd, and Rob Carr have spent decades dedicated to the Prescott and District Soccer Association. Siblings Laurence, Lesley, and Rob carry on the legacy on the legacy of their father, Tom Carr. Since 1967, generations of Prescott's youth have gone through the leagues nurtured by our own Mr. Soccer (with the support of his wife Peggy) and carried on with the Carr and Todd families to the present day. In 2014, this was again a year-round occupation for the families. They organized all aspects of the soccer program, ensured affordability, promoted the development of children, and supported referees, coaches, and parents. Without the dedication of the Carrs and the Todds, youth soccer would not exist in Prescott.

2016: Alleyn Abel, Volunteer St. Lawrence Shakespeare Festival, Friends of the Prescott Public Library, Ducks Unlimited

Dedication to Prescott has long been a priority of Alleyn Abel. 'Reliable,' 'tireless,' and 'generous' are just a few of the words used to describe his eight years of volunteer work running the Front of House at the St. Lawrence Shakespeare Festival. In 2015 alone, he spent over 500 hours on show duties, filling in at the office and helping with offseason performances. Alleyn has also been an active member of the Friends of the Prescott Public Library, organizing events and coordinating book sales while serving as the group's vice-chair and treasurer. He has been a volunteer with the Prescott chapter of Ducks Unlimited for seven years. Alleyn's example of community service is an inspiration to all of Prescott.

2017: Donald Barton, Volunteer, Victorian Order of Nurses Driver, past member of Prescott Waste Management Committees and the Sandy Hill Cemetery Board

As a long-time resident of Prescott, Donald Barton has committed countless hours of service and dedication to many activities, programs, and events in the area. Don's support of Prescott over many decades has included his time spent being a driver for the Victorian Order of Nurses, serving on the Sandy Hill Cemetery Board, and the Prescott Waste Management Committee,



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volunteering at countless suppers and events at St. Paul's United Church, and participating in annual Community Clean Up days. Recognition is never motivation for Don's tireless and unwavering dedication to the Town of Prescott and its residents. Don's example of community service is an inspiration to all of Prescott.

2018: Robert Lawn, Former Mayor and Councillor, Town of Prescott, Educator and Leader, Avid Volunteer

As a long-time resident of Prescott, Robert Lawn committed countless hours of services and dedication to the community. Robert's list of accomplishments and services to Prescott include being a teacher, Vice-Principal, and Principal of South Grenville District High School, serving two consecutive terms as Mayor of the Town of Prescott (2000-2006) and Councillor (2010-2014), President of the Prescott District Chamber of Commerce, member and Paul Harris Fellow of the Prescott Rotary Club, and a steadfast patron of the St. Lawrence Shakespeare Festival. A humble man, who contributed his own gentle way, Robert led with strict principles, values, and integrity. Robert's example of community service is an inspiration to all of Prescott.

2019: Inspired by the idea of service meals to the community Carol Casselman, and a group of dedicated volunteers, proposed what is now well known in Prescott as Kings Kitchen. Kings Kitchen began in February 2008 with a monthly meal and by the fall of that year grew into weekly meals following the school year calendar. Kings Kitchen now serves approximately 230 meals each Wednesday. The organization is a group effort run by volunteers, who are coordinated by Carol. Carol is also the 2nd Vice Chair of Champions for Kids Foundation and is active with Seaway Church. Carol is successful in her endeavours to provide a warm and welcoming community atmosphere to residents and truly embodies what it means to be Prescott's Citizen of the Year.

2020: William Arthur 'Pat' Kingston, Dedicated Town of Prescott Mayor and Councillor
William Arthur 'Pat' Kingston was born in Prescott in 1922 and lived his entire life in the same house on Dibble Street until his 98th birthday. He was devoted to the welfare of Prescott his entire adult life, first service as a Town Councillor in the 1950's and then becoming Mayor from 1961 – 1962 and again from 1971 – 1976. After stepping down from the role as Mayor, he again served as a Councillor for a number of years. Pat Kingston always put the interest of the Town and his fellow citizens first and took a deep interest in the heritage and history of the Town. Kingston Crescent is named in his honour.

Declaration (Please read carefully)

Information provided in this application for recognition is treated confidentially. Review all the information you have provided since it will be used to determine the applicant's eligibility for recognition. Date and sign the declaration below.

I certify that the statements made by me are true and complete to the best of my knowledge. I understand that any misrepresentation made by me in connection with this application will be sufficient cause for rejection of this application. I authorize investigation of all statements contained in this application, and release from liability any person or company furnishing such information.

Signature of Nominator	Date
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Send to:
Town of Prescott,
360 Dibble Street
P.O. Box 160
Prescott, ON K0E 1T0
www.prescott.ca

Email admin@prescott.ca with subject line **CITIZEN NOMINATION**

Personal information on this form is collected under the authority of Section 11 of the *Municipal Act, 2001* and will be used by the Town of Prescott to determine the applicant's eligibility for recognition.



EIGHTH ANNUAL PRESCOTT VOLUNTEER OF THE YEAR AWARD

Do you know someone who deserves to be recognized as a dedicated volunteer within the Town of Prescott in 2021?

The town is currently accepting nominations for the **Volunteer of the Year Award**. Nominators can visit Town Hall or www.prescott.ca for a nomination form designed to help with the submission. Letters of recommendation are welcome to be submitted with the nomination form.

Nominators are urged to provide specific examples and details about the nominee's contributions to the Town of Prescott and its citizens in 2021. Please list activities and contributions, results and beneficiaries from the nominee's efforts.

Nominees do not have to reside in the Town of Prescott, although the person's achievements and contributions must be focused on or in the town. Nominations will be accepted until 4:30pm on Friday, April 15, 2022.

One award for **Volunteer of the Year** will be presented at a reception hosted by the Mayor and Council of the Town of Prescott in the 2022 calendar year.

Send nominations with subject line VOLUNTEER NOMINATION to:

Town of Prescott
360 Dibble Street, P.O. Box 160
Prescott Ontario
K0E 1T0
admin@prescott.ca

With questions about nomination, or for more information about eligibility, please contact:

Lindsey Veltkamp, Director of Administration/Clerk, Town of Prescott
lveltkamp@prescott.ca (613) 925 2812 ext. 6225



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Previous Volunteer of the Year Award Recipients

2014: Patricia Warren, Catholic Women's League, Wellington House and more
Recognition was never a concern of Patricia Warren during the many years she dedicated to volunteering in Prescott. A devoted member of St. Mark's Church, Pat served as the president of the Catholic Women's League and helped at everything from crafts shows to luncheons. She also assisted the St. Mark's Breakfast Program, the St. Lawrence Shakespeare Festival, and fundraisers and pastoral care at Wellington House. More of her time was dedicated to the Brockville General Hospital's annual Palliative Care Telethon, the Canadian Cancer Society, and Heart and Stroke. When Pat was not helping others, she worked for more than 35 years for the Upper Canada District School Board and raised her two daughters, Erin and Shannon, in Prescott.

2015: Candy Alexander, Royal Canadian Legion Branch 97, Prescott Rotary Club
Countless hours dedicated to volunteer causes made up the regular schedule of Candy Alexander in 2014. As one of the most dedicated members of Prescott Royal Canadian Legion Branch 97, the retired elementary-school teacher organized events ranging from East Fun Day, Remembrance Day contests, and public speaking competitions for youth, to weekly karaoke nights for adults, and fundraising concerts for the roof fund. As a member Prescott Rotary Club, Candy took part in community projects such as the "Buy a Brick" program at the Rotary Pavilion. She helped gather hundreds of stuffed animals for children as part of the Light Up the Night Christmas Parade. Prescott was a better community in 2014 thanks to her ongoing efforts.

2016: Lynda Joannis, Volunteer Prescott KidZ Choir, St. Lawrence Shakespeare Festival
As one of Prescott's most enthusiastic volunteers, Lynda Joannis has made a mark on many organizations. She created and still leads the Prescott Kidz Choir, which entered its fifth year of offering a free musical theatre program in 2015. Some 4-50 children take part in the choir every year, which leads to community shows in December and May. Lynda also supported the St. Lawrence Shakespeare Festival in 2015, playing Maria in the organization's production of *The Sound of Music*. Through her position as the lead administrator at St. Lawrence Academy, Lynda has involved students in many volunteer efforts, including roles with the South Grenville Chamber of Commerce Spelling Bee, Prescott Rotary Club, Prescott Farmers' and Crafters' Market and more.

2017: Brent Norton, Volunteer, Prescott Fire Department, Chief Fire Prevention Officer
For 35 Years, Brent Norton has epitomized the meaning of giving back and selflessness as a volunteer member of the Prescott Fire Department. Volunteering for any organization requires dedication, commitment, and passion. Brent has shown this through his many years of emergency response and outstanding involvement in fire prevention within the Town of Prescott. Brent's years of participation in the planning of both the daytime Santa Claus parade as well as the current "Light up The Night" parade have brought thousands to the areas to enjoy



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year after year. Beyond this commitment to the fire department, Brent has also volunteered his time in the community to minor hockey and the Prescott Lion's Club, amongst others.

2018: Paul McAuley, Volunteer, 7th Prescott Scouting, Prescott & District Soccer Association
For over 25 years, Paul McAuley has given back to the Prescott community as a tireless, invaluable volunteer. Volunteering for any organization requires dedication, commitment, and passion. Paul has shown this through his many years of service to the 7th Prescott Scouting and the Prescott & District Soccer Association. Paul has been an active Scout Leader for countless years where he has motivated and led Prescott Scouts and Venturers and their families to also volunteer and give back to the community. Paul is also an organizer and convener of the Prescott & District Soccer Association where he has been a coach for over ten years. Beyond his commitment to these organizations, he is also a Trustee with the Fort Town Night Run and puts in thousands of volunteer hours a year all while working full-time.

2019: Suzanne Leizert-Rutter is a true example of a dedicated community volunteer. Suzanne is an active volunteer with many organizations and is involved in multiple fundraising efforts in the Prescott area. For over 10 years, Suzanne has volunteered her time with Kings Kitchen and Seaway Church, where she has organized multiple successful fundraisers and events. You can often find her behind the scenes preparing for the weekly Kings Kitchen Wednesday night meal, where she always ensures that guests are happy and well fed. Suzanne is also a proud member of the Prescott Royal Canadian Legion Branch # 97, where she donates her time baking for fundraisers, selling raffle tickets, and decorating the hall for special events. She is reliable and dependable, no matter where she may be needed. Suzanne loves her community and is a reflection of 'volunteerism' in Prescott.

2020: Justin Kirkby, Executive Member S.G.M.H.A, Prescott Soccer Association – Referee Coordinator and Coach

You can often find Justin at any fundraiser, soccer field, hockey rink, or community event. Justin is an executive member of the South Grenville Minor Hockey Association and SGMHA Coach. He's led the campaign for a new rink and is an integral part of "The Row"/ He's organized dances, a beach party, ball hockey tournaments, and is a committee member to raise funds for local women battling cancer. Justin is also the backbone of the Prescott Soccer Association. He sits on the executive, is a referee coordinator and coaches three teams. Justin Kirkby is the heart and soul of our community and is a great example of what it truly means to give back.

Declaration (Please read carefully)

Information provided in this application for recognition is treated confidentially. Review all the information you have provided since it will be used to determine the applicant's eligibility for recognition. Date and sign the declaration below.

I certify that the statements made by me are true and complete to the best of my knowledge. I understand that any misrepresentation made by me in connection with this application will be sufficient cause for rejection of this application. I authorize investigation of all statements contained in this application, and release from liability any person or company furnishing such information.

Signature of Nominator	Date
------------------------	------

Send to:

**Town of Prescott,
360 Dibble Street
P.O. Box 160
Prescott, ON K0E 1T0
www.prescott.ca**

Email admin@prescott.ca with subject line VOLUNTEER NOMINATION

Personal information on this form is collected under the authority of Section 11 of the *Municipal Act, 2001* and will be used by the Town of Prescott to determine the applicant's eligibility for recognition.



THIRD ANNUAL PRESCOTT BUSINESS OF THE YEAR AWARD

Do you know a dedicated business that deserves to be recognized within the Town of Prescott in 2021?

The town is currently accepting nominations for the **Business of the Year Award**. Nominators can visit Town Hall or www.prescott.ca for a nomination form designed to help with the submission. Letters of recommendation are welcome to be submitted with the nomination form.

Nominators are urged to provide specific examples and details about the nominee's contributions to the Town of Prescott business climate and its citizens in 2021. Please list activities and contributions, results and beneficiaries from the nominee's efforts.

Businesses must be located within the municipality of the Town of Prescott. Nominations will be accepted until 4:30pm on Friday, April 15, 2022.

See nomination criteria attached.

One award for **Business of the Year** will be presented at a reception hosted by the Mayor and Council of the Town of Prescott in the 2022 calendar year.

Send nominations with subject line BUSINESS NOMINATION to:

Town of Prescott
360 Dibble Street, P.O. Box 160
Prescott Ontario
K0E 1T0
admin@prescott.ca

With questions about nomination, or for more information about eligibility, please contact:

Lindsey Veltkamp, Director of Administration/Clerk, Town of Prescott
lveltkamp@prescott.ca (613) 925 2812 ext. 6225



BUSINESS OF THE YEAR AWARD NOMINATION CRITERIA

- Must be a business or non-profit organization, active in its day-to-day management and operation.
- Nominees must be located within Town of Prescott municipal boundaries.
- Significant business achievements; industry awards, public recognition, substantial expansion/growth/innovation, other achievement or recommendations.
- Nominees should show creativity in business decisions or in development of specific products or services.
- Responds to business challenges and problems with effective solutions.
- Active involvement in professional and/or trade associations.
- Exhibits initiatives in new job development, equal opportunity and other employment practices.
- Participates in community affairs and activities contributing time, effort, and resources.
- Exhibits dedication in business and community affairs and commitment to creating a positive business climate.



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Previous Business of the Year Award Recipients

2019: Since October 1, 1935, Canadian Tire has been proud to serve the Prescott community and surrounding region. Since Brian Dikdan took ownership in 2017; the progressive leadership and community dedication demonstrated by Brian and his team, has produced countless benefits for Prescott's citizens, organizations, and community endeavours. Canadian Tire has been a strong supporter of community projects and events such as the Prescott Community Centre Redevelopment Project and the Fort Town Night Run charity event, with Brian himself volunteering at the run. Brian and his team have organized several Jump Start fundraisers including the 1st annual Making Play Possible – Hump Start golf tournament and dinner, which raised \$26,000 for local youth. Store performance has also improved greatly under Brian's leadership. Growth in store sales has positioned it among the top stores in the Ottawa region. Additional benefits include inventory increases, new product lines, employee morale & retention, and new employment opportunities; ensuring Canadian Tire continues to proudly call Prescott home in years to come.

2020: Since 2017, PropertyGuys.com has proudly served Prescott and the surrounding region. Owner, Ben Quenneville has received countless industry awards and recognition for his business and community endeavours. PropertyGuys.com hires local citizens, supports local programs, and has saved clients over \$6.3 million in commissions and taxes which are re-invested locally. Ben is an active member of the business community, serving on the Prescott BIA and South Grenville Chamber of Commerce, and supporting vital regional business initiatives. We hope PropertyGuys.com continues to call Prescott home for many years to come.



Application for Recognition
of Business of the Year Award

Confidential

Last Name		First Name		Home Telephone		Bus. Telephone		
Email		Address			City		Postal Code	
I wish to nominate:								
Business Name				Contact Name				
Address				City		Postal Code		
Home Telephone		Bus. Telephone		Email				
List of contributions and achievements based on nomination criteria (Please provide specific examples and details) If you need more room, feel free to add a page.								

Personal information on this form is collected under the authority of Section 11 of the *Municipal Act, 2001* and will be used by the Town of Prescott to determine the applicant’s eligibility for recognition.

Declaration (Please read carefully)

Information provided in this application for recognition is treated confidentially. Review all the information you have provided since it will be used to determine the applicant's eligibility for recognition. Date and sign the declaration below.

I certify that the statements made by me are true and complete to the best of my knowledge. I understand that any misrepresentation made by me in connection with this application will be sufficient cause for rejection of this application. I authorize investigation of all statements contained in this application, and release from liability any person or company furnishing such information.

Signature of Nominator

Date

Send to:

**Town of Prescott,
360 Dibble Street
P.O. Box 160
Prescott, ON K0E 1T0
www.prescott.ca**

Email admin@prescott.ca with subject line **BUSINESS NOMINATION**

Personal information on this form is collected under the authority of Section 11 of the *Municipal Act, 2001* and will be used by the Town of Prescott to determine the applicant's eligibility for recognition.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 7 ' 22
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 26-2022

Date: 3/7/2022

From: Lindsey Veltkamp, Director of Administration/Clerk

RE: Restricted Acts of Council ("Lame Duck")

Recommendation:

That Council receive this report for information; and

That the Municipal Clerk be directed to prepare the necessary by-law, for the next meeting of Council, delegating authority to the Chief Administrative Officer and Treasurer from August 19, 2022 to November 14, 2022 to:

- a) Be the financial signing authority for expenditures, outside the current budget, exceeding \$50,000 and/or for the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
- b) Be the authority to appoint/remove any officer and for the hiring/dismissal of any employee of the Town of Prescott; and

That this by-law shall come into force only in the event that it is determined by the Municipal Clerk that Council is in a "Lame Duck" position.

Background/ Analysis:

Section 275(1) of the *Municipal Act* provides that after nomination day during a regular election, a Council may be restricted from making certain decisions. This period of time is often referred to as a "Lame Duck" period. During this period, Council may be restricted from making certain decisions if less than three quarters of Council members will not return for the next term.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 7 ' 22
Strategic Plan		

Section 275 of the *Municipal Act*, S.O. 2001, C. 25, sets out the restricted acts that Council cannot take after Nomination Day (August 19) and after Voting Day (October 24) if the Council is in a “Lame Duck” position.

Lame Duck Position

The determination of whether Council is in a “Lame Duck” position occurs twice during the municipal election process:

- a) **Between August 19, 2022 to October 24, 2022** – The determination shall be based on the 2022 Candidates election nominations that have been certified by the Municipal Clerk on August 22, 2022. If fewer than 6 of the 7 (75%) current Council members submit their candidacy for election to Council, the restrictions set out in the *Municipal Act, 2001*, will apply.
- b) **Between October 24, 2022 to November 14, 2022** – If the election results declared by the Municipal Clerk determines that fewer than 75% of the incumbent Council members have been returned to Council, the restrictions set out in the *Municipal Act, 2001*, will apply.

The following is a brief summary of the provisions pursuant to Section 275 of the *Municipal Act, 2001*, Restricted Acts Provision:

Restrictions

If a Council is in a “Lame Duck” position, the Council shall not take on the following actions:

- a) The appointment or removal from office of any officer of the municipality;
- b) The hiring or dismissal of any employee of the municipality;
- c) The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
- d) Making any expenditures or incurring any other liability which exceeds \$50,000.

Clauses ‘c’ and ‘d’ above do not apply if the disposition or liability was included in the most recent budget adopted by Council before Nomination Day of the 2022 Municipal Election.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 7 ' 22
Strategic Plan		

Land Matters

Pursuant to Section 275(3) (c), a municipality can close a real estate transaction during the “Lame Duck” period only if the Council passed a by-law approving the execution of the agreement of purchase and sale in advance of the “Lame Duck” period.

Expenditures

A contract could be awarded by a “Lame Duck” Council in excess of \$50,000 so long as the amount was included in the approved 2022 annual budget. However, the “Lame Duck” Council would not be able to award a contract if the amount of the tender or bid exceeds the amount included in the budget.

Emergencies

Section 275(4) (4.1) states that there is nothing that prevents a municipality from taking any action in the event of an emergency.

Delegation of Authority

Section 275(6) provides that the authority of a municipality can be delegated to a person or body prior to Nomination Day for the election of the new Council.

Determination of Restricted Act of Council – “Lame Duck” Position

In order to determine if Council is in a “Lame Duck” position, the Municipal Clerk will follow Section 275 of the *Municipal Act, 2001* and advise Council at the meeting of August 22, 2022, after Nomination Day, if the Council is in a “Lame Duck” position.

After Election Day, if necessary, the Clerk will report on the Town of Prescott election results to determine if Council is in a “Lame Duck” position.

At the Inaugural Council Meeting in November 2022, the by-law delegating authority to the Chief Administrative Officer and Treasurer in regards to Restricted Acts will expire and a newly elected Council will be sworn in for the Town of Prescott.

Alternatives:

Council may decide not to delegate authority to the Chief Administrative Officer and Director of Finance/Treasurer in the event of a “Lame Duck” Council.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 7 ' 22
Strategic Plan		

Financial Implications:

None

Environmental Implications:

None

Attachments:

- Draft By-Law

Submitted by:

Lindsey Veltkamp,
Director of Administration/Clerk

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NO. xx-2022

A BY-LAW TO DELEGATE AUTHORITIES DURING A RESTRICTED AUTHORITY COUNCIL PERIOD (“LAME DUCK”) FOR THE TOWN OF PRESCOTT

Being a by-law to delegate authorities during a restricted authority Council period ("Lame Duck") for the Town of Prescott

WHEREAS Section 275 (1) of the *Municipal Act*, as amended, provides that where three quarters of the members of the outgoing Council of the municipality will not be returning, the following authorities of Council will cease Nomination Day (August 19, 2022) and/or Election Day (October 24, 2022):

- a) The appointment or removal from office of any officer of the municipality;
- b) The hiring or dismissal of any employee of the municipality;
- c) The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
- d) Making any expenditures or incurring any other liability which exceeds \$50,000; and

WHEREAS Section 23.1(1) of the Act states that Council is authorized to delegate certain powers and duties; and

WHEREAS Section 275(6) of the Act provides that the authority of a municipality can be delegated to a person or body prior to Nomination Day for the election of a new Council; and

WHEREAS the Council of the Town of Prescott deems it expedient and necessary to delegate certain authorities for the restricted period (“Lame Duck”), if it applies, between August 19, 2022 and November 15, 2022.

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

1. That the Chief Administrative Officer and Director of Finance/Treasurer are hereby delegated authority to:
 - a) Be the financial signing authority for expenditures, outside the current budget, exceeding \$50,000 and/or for the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
 - b) Be the authority to appoint/remove any officer and for the hiring/dismissal of any employee of the Town of Prescott; and

2. That should delegated authority be exercised, the sitting Council shall be informed at the next regularly scheduled Council meeting, or special meeting called for this purpose; and
3. That this by-law shall come into force and take effect upon being passed by Council and will expire on November 15, 2022; and
4. 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.

READ AND PASSED, SIGNED AND SEALED THE XX DAY OF MARCH, 2022.

Mayor

Clerk



		Date Req'd
Information Purposes	X	Mar. 7 '22
Policy / Action Req'd		
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 27-2022

Date: 3/7/2022

From: Lindsey Veltkamp, Director of Administration/Clerk

RE: Use of Corporate Resources for Election Purposes Policy

Recommendation:

For information.

Background/ Analysis:

Section 88.18 of the *Municipal Elections Act, 1996*, as amended, states that before May 1 in the year of a regular election, municipalities shall establish rules and procedures with respect to the use of municipal resources during the election campaign period.

In 2018, Council passed a by-law to adopt a policy regarding the use of corporate resources for election purposes for the Town of Prescott.

Contributions are defined under Campaign Contributions, Subsection 88.15 of the *Municipal Elections Act, 1996*. Further, Subsection 88.8(4) (5) states “the following shall not make a contribution – The Crown in right of Canada or Ontario, a municipality or local board.” In defining contributions as money, goods, and services, it is apparent that the use of the municipality’s resources relative to an election campaign would be in violation of the *Municipal Elections Act*. Resources would include, but are not limited to the following: facilities, equipment, supplies, services, staff or other resources of the municipality. The attached proposed policy sets out further legislative authority and guidelines surrounding the use of corporate resources for election purposes.

Alternatives:

Council may decide to make changes to the current policy.



		Date Req'd
Information Purposes	X	Mar. 7 '22
Policy / Action Req'd		
Strategic Plan		

Financial Implications:

None

Environmental Implications:

None

Attachments:

- Use of Corporate Resources for Election Purposes Policy

Submitted by:

Lindsey Veltkamp,
Director of Administration/Clerk



Policy Type:	Elections Policy
Policy #:	
Approved by Council on:	January 29, 2018
Reviewed by Council on:	March 7, 2022

Use of Corporate Resources for Election Purposes

Introduction

As leads of the community, all members of Council are held to the highest standards of conduct and ethical behaviour. In practical terms, this obligation requires that during a municipal election year, all members of Council that are also candidates must avoid any conflict between personal interest and official duties, and any potential conflict must be resolved in favour of public interest. While the business of the Town of Prescott must continue during the entire term of Council, members are responsible to ensure that corporate resources are not used for any election-related purpose. For these reasons, it is prudent to establish guidelines on the appropriate use of corporate resources during an election period to protect the interests of both members of Council and the Town of Prescott.

Legislative Authority

The *Municipal Elections Act*, 1996, as amended, (the “Act”), permits candidates to file nominations in a municipal election year as early as the first day of May that the Clerk’s Office is open. Once a candidate has filed nomination papers, they can begin to campaign, raise campaign funds, or incur campaign expenses in accordance with the provisions of the Act.

Contributions are defined under Campaign Contributions, Subsection 88.15 of the *Municipal Elections Act*, 1996. Further, Subsection 88.8(4)(5) states “the following shall not make a contribution – The Crown in right of Canada or Ontario, a municipality or local board.” In addition, Subsection 88.8(7) states that “a candidate may only accept a contribution from a person or entity that is entitled to make a contribution.” Upon conviction, penalties for breaching the campaign financing provisions of the Act include fines of not more than \$50,000 for a Corporation and up to \$25,000 for an individual.

In defining contributions as money, goods, and services, it is apparent that the use of the Corporation’s resources relative to an election campaign would be in violation of the

Municipal Elections Act. Resources would include, but are not limited to the following: facilities, equipment, supplies, services, staff or other resources of the municipality. Further, the use of staff services, or any person receiving compensation from the municipality, during their regular working hours, is also deemed to be contravention of the Act.

Guidelines

The following guidelines shall be used for the Corporation of the Town of Prescott, from the commencement of the Nomination and Campaign Period (1st business day in May).

Limitation

Nothing in these guidelines shall preclude a member of Council from performing their duties of Mayor or Councillor, nor inhibit them from representing the interests of the constituents who elected them to office.

Administration

IN accordance with the *Municipal Elections Act, 1996*, as amended, the Clerk or designate shall take necessary action to give effect to these guidelines. All complaints received from the public shall be in writing and addressed to the Clerk.

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Information Purposes		
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Strategic Plan		

STAFF REPORT TO COUNCIL

Date: March 7, 2022

Report No. 28-2022

From: Shawn Merriman, Manager of Building and By-Law

RE: RFP R001-2022 – 175 King Street West Prescott, ON

RECOMMENDATION:

That Council approve the selection of Glenview Iron and Metal for the demolition of the building located at 175 King Street West in Prescott at a cost of \$65,000.00 plus applicable tax; and

That the charges and costs related to this project be added to the property owner's tax account as requested by the owner and required through agreement with the owner.

BACKGROUND / ANALYSIS:

The building and property located at 175 King Street west are privately owned. The municipality is facilitating the demolition on behalf of the owner. The total costs of the project including demolition, designated substance report, and staff time will be added to the property tax account upon completion.

In May of 2021, it was observed that the brick façade of the property was separating from the stone side walls and was tilting towards King Street. The owner was ordered to complete a structural review of the building, which was completed on June 11, 2022. The engineering company that was hired by the owner determined demolition was the only viable solution to the issue due to multiple failures of the buildings critical infrastructure. Staff reviewed the property and building and although the building is older, the property has no designation under the *Ontario Heritage Act* either as either listed or by designation.

In late summer, the owner had approached the Town with a concern that they do not have the means to complete the work. The owner, working with staff, the Town's solicitor, and at the direction of Council, reached an agreement, in which the building

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would be demolished to protect public safety and the stone from the walls would be reclaimed by the Town. The stone could be used in the future projects as needs arise.

A designated substance report on the building and the interior materials within the building was arranged by staff and completed by St. Lawrence Testing on November 15, 2021. This report was available to all interested parties. The concerns raised through the report were anticipated, with the two main issues being the presence of asbestos and lead.

A Request for Proposal (RFP) was issued in February. In total, ten (10) requests were processed for the RFP documents and seven (7) submitted bids were received by the Town by the deadline of February 18, 2022, at 15:30 as outlined in the RFP documents. No late submissions were received. Submissions were opened after the closing date by both the Manager of Building and By-law and the Clerk. The following table provides a summary of the submissions received.

Company	Required Information Submitted	Amount
Environmental Contracting Services	Yes	76,074.80
Fast Eddie's Recycling	No	190,000.00
Priestly Demolition Inc.	Yes	96,136.95
Premium Construction	Yes	204,000.00
Schouten Excavating Inc.	Yes	186,850.00
Richard D Steele Construction LTD	No	128,795.12
Glenview Iron and Metal Limited	Yes	65,000.00

A full review, of all bids, was completed by staff and reviewed with the Chief Administrative Officer and Treasurer. Staff recommends that the contract should go to Glenview Iron and Metal of Smiths Falls, Ontario. The bid submitted was complete, met all required documentation and qualifications, and scored the highest overall. The total cost includes demolition and leaving the lot in a level and graded condition with services for water and sewer capped just inside the property line. The total cost submitted by the recommended contractor is \$65,000.00 plus applicable taxes.

Alternatives:

Council could direct staff to not enter into an agreement to perform the work.



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Financial Implications:

The total costs of the project including demolition, designated substance report, and staff time will be added to the property tax account upon completion of the project as per the agreement with the property owner.

Environmental Implications:

The removal of hazardous material within the building will be disposed of appropriately. The stone from the walls will kept and reused in future projects.

Attachments:

None

Submitted by:

Shawn Merriman,
Manager of Building and By-law Services

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 7 '22
Strategic Plan		

STAFF REPORT TO COUNCIL

Date: March 7, 2022

Report No. 29-2022

From: Dana Valentyne, Economic Development Officer

RE: RiverWalk District Promenade Installation

Deferred Motion:

The following motion was deferred from the February 22, 2022 Council meeting in order to allow staff the opportunity to continue discussions with neighbouring businesses and report back to Council.

Motion 41-2022: Shankar, Ostrander

That Council approve the closure of Edward St. from King St. to Water St. occurring from June 25 -July 2 and July 30 – August 6 during the summer of 2022, to accommodate the installation of a pedestrian mall pilot project to be known as the “RiverWalk District Promenade”.

Deferred

Updated Recommendation:

That Council endorses the closure of Edward St. from King St. to Water St. from Friday, July 1st to Sunday, July 3rd, 2022, to accommodate the installation of a pedestrian mall pilot project to be known as the “RiverWalk District Promenade”.

Background:

As part of Downtown Prescott BIA strategies to support RiverWalk District businesses and placemaking activities; the board of directors recently passed a motion directing staff to investigate options and request Council support for the installation of the above noted pedestrian mall, during an extended period from Victoria Day to Labour Day during the summer of 2022. Upon further consideration and review on the part of Economic Development Department; staff are recommending Council support a hybrid option to explore a pilot project for a three-day period during the summer of 2022; with future consideration being given to a 2nd Civic long weekend closure in 2022 and a more permanent installation during the summer of 2023 and beyond, should the pilot be deemed successful.

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Businesses most likely to be impacted by proposed closures have been consulted directly, such as O'Heaphy's Pub and WL Peters Furniture & Appliances. Although some concerns related to delivery vehicle access were identified, businesses are supportive of the proposal; staff are confident impacts resulting from the street closure can be mitigated during the proposed period. The BIA is the lead proponent for this initiative, advocating on behalf of downtown member businesses who have expressed support for the promenade.

The installation would provide for a visual and physical gateway to the RiverWalk District, drawing downtown visitors both north to King Street and south into the waterfront area. Further, this space would align with ongoing Economic Development and Tourism efforts including parkette installations, mobile pop-up retail spaces, and cycling friendly tourism options.

It will be activated with a diverse range of entertainment and features during the closure period, including a parkette & bistro tables/umbrellas, planters/greenery, signage, lighting, propane fire pits, cycling amenities, farmers' & crafters' market/pop-up vendors, musical performances, buskers, and family friendly activities to name a few. This will ensure the RiverWalk District Promenade remains vibrant and serves to engage visitors and the local community, while deterring the space from being used for unintended purposes.

Furthermore, a pilot approach to this installation will ensure factors such as logistics, planning, business and public communications/impacts, required infrastructure and departmental staff supports, can be thoroughly assessed and adjusted as required to support more permanent installations in the future.

Similar projects have been implemented in other jurisdictions, ranging from one day open street events such as Open Windsor and traditional sidewalk sales to seasonal closures such as those implemented in Downtown Kingston in 2020 and in St. John's (2020-2021) and permanent pedestrian streets such as Sparks Street in Ottawa. The COVID-19 pandemic has led to an increase in pedestrian zone projects as municipalities attempt to activate public spaces in retail areas to encourage safe shopping. In Kingston, this has led the city to partner with the Downtown Kingston BIA to identify streets for lane or complete closure to encourage public use.

This section of Edward Street does not contain active residential units and there are no commercial property entrances on this block that would be impacted by a vehicular closure. Delivery vehicle impacts will be mitigated by restricting the closure to Friday through Sunday only. This section of Edward Street abuts a pub and patio, leading to potential concerns re: maintaining separation between the commercial space and the potential seasonal public space. Efforts would be required to ensure the commercial property owner recognizes the net benefit of this public space and assists in maintaining

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Information Purposes		
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Strategic Plan		

the requisite separation. Any event planning would include discussions with the pub to further ensure events in the spaces did not interfere with each other.

Similar Project Examples

- [City of Kingston moves forward on creating downtown pedestrian spaces \(kingstonist.com\)](https://www.kingstonist.com/news/city-of-kingston-moves-forward-on-creating-downtown-pedestrian-spaces/)
<https://www.kingstonist.com/news/city-of-kingston-moves-forward-on-creating-downtown-pedestrian-spaces/>
- [Home \(citywindsor.ca\)](https://www.citywindsor.ca/residents/Recreation/Special-Events/open-streets-windsor/Pages/default.aspx)
<https://www.citywindsor.ca/residents/Recreation/Special-Events/open-streets-windsor/Pages/default.aspx>
- [Yonge Street Is Being Transformed Into A Pedestrian-Only Zone \(PHOTOS\) - Narcity](https://www.narcity.com/toronto/yonge-street-is-being-transformed-into-a-pedestrianonly-zone-photos)
<https://www.narcity.com/toronto/yonge-street-is-being-transformed-into-a-pedestrianonly-zone-photos>
- [Sparks Street | Pedestrian | Downtown | BIA | LRT \(sparkslive.com\)](https://www.sparkslive.com/mall-authority)
<https://www.sparkslive.com/mall-authority>
- [Water Street pedestrian mall gets green light for 7 days a week starting in July | CBC News](https://www.cbc.ca/news/canada/newfoundland-labrador/water-street-pedestrian-mall-approved-1.5615363)
<https://www.cbc.ca/news/canada/newfoundland-labrador/water-street-pedestrian-mall-approved-1.5615363>
- [St. John's pedestrian mall wraps up 2nd year, but some say fall market could work | CBC News](https://www.cbc.ca/news/canada/newfoundland-labrador/pedestrian-mall-year-two-closure-1.6166511)
<https://www.cbc.ca/news/canada/newfoundland-labrador/pedestrian-mall-year-two-closure-1.6166511>

Alternatives:

- Approve the recommendation with modified dates/terms
- Direct staff to provide supporting research to facilitate a Council decision at a later date
- Decline the recommendation at this time

Financial Implications:

Preliminary cost estimates are included with a detailed budget to be prepared as per the terms of project, should it be approved by Council. The majority of infrastructure costs will be supported through the Canada Community Revitalization Fund (CCRF) program; application pending approval. Marketing/communication expenses are estimated to be \$1,000-\$1,500, with additional infrastructure supports ranging from \$1,500 - \$2,500. The internal labour supports needed from departmental staff including Operations, By-Law, Fire, Community Services and Economic Development/Tourism, would account for the majority of project expenses.



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Additionally, the BIA will be approached to support the project financially, to offset the municipal budget allocation required for this project.

Environmental Implications:

None

Attachments:

- RiverWalk District Promenade Concept Rendering

Submitted by:

Dana Valentyne,
Economic Development Officer



2022 Project Budget Review and Alignment – March 7, 2022



Capital Projects Previously Approved

Description	Estimated Cost	Funding Source	Strategic Plan Alignment
Recreation Complex	19,100,000	Grant, Fundraising, Reserves, Debt	Recreation, Leisure, and Cultural Development
Dibble Street East - Vankoughnet to Edward	1,200,000	Gas Tax Funding, Reserves	Infrastructure Improvement
Town Hall 2 nd Floor Renovations	255,000	Infrastructure Reserve	Recreation, Leisure, and Cultural Development
Break Wall at Water Treatment Plant	250,000	Water Treatment Plant Reserve	Infrastructure Improvement
Solar Light Installation on Heritage Path	45,000	COVID Grant and Reserves	Recreation, Leisure, and Cultural Development
Digital Signage	30,000	Fiscal Policy Reserve	Recreation, Leisure, and Cultural Development
Roofing Structure between Seacans	25,000	Public Works Reserve	Infrastructure Improvement
Break Wall stone areas	25,000	Infrastructure Reserve	Infrastructure Improvement
Total Capital Projects	20,930,000		

Operational Projects Previously Approved

Description	Estimated Cost	Funding Source	Strategic Plan Alignment
Downtown Beautification Plan	50,000	Modernization Funding	Downtown Reinvigoration
Official Plan Review	55,000	Planning Reserve	Guiding Principles – Official Plan
Replacement of sidewalk on south side of King Street on west end of Coast Guard Base	25,000	Fiscal policy reserve	Infrastructure Improvement
Fix Parking Area at base of Centre Street by the deep-water dock at waterfront	20,000	Fiscal Policy	Infrastructure Improvement
Waterfront Prescott Sign	15,000	Fiscal Policy Reserve	Recreation, Leisure, and Cultural Development
Town Signage and Wayfinding	15,000	Planning Reserve	Recreation Facilities and Assets
Accessible Sidewalk South End of George Street to link waterfront trail with street	15,000	Infrastructure Reserve	Recreation, Leisure, and Cultural Development
Trees for Riverwalk and Downtown	7,500	Fiscal Policy Reserve	Downtown Reinvigoration
Total Operational Projects	202,500		

2022 Capital Projects – Approved

Description	Estimated Cost	Funding Source	Strategic Plan Alignment
Edward Street Overpass Rehabilitation Project	1,087,356	OCIF funding and Infrastructure Reserve	Infrastructure Improvement
Purchase of Rescue Pumper	900,000	Debt	Infrastructure Improvement
Replacement of G & H Dock	251,000	Marina/Infrastructure Reserve	Infrastructure Improvement
1 Ton Truck with dump box	100,000	Public Works Reserve and Infrastructure Reserve	Infrastructure Improvement
Total Capital Projects	2,338,356		

2022 Capital Projects

Description	Estimated Cost	Funding Source	Strategic Plan Alignment
Lighthouse Pop-Up Shop and improvements, Outdoor Patio Structure for Downtown, Pop-Up Shop Sheds for Riverwalk Village	100,000	Canada Community Revitalization Fund (CCRF) Grant & Fiscal Policy Reserve	Downtown Reinvigoration
Fire Department Replacement Gear	30,000	Fire Department Reserve	Infrastructure Improvement
Swing Blade of new plow	20,000	Public Works Reserve	Infrastructure Improvement
Total Capital Projects	150,000		

2022 Operational Projects

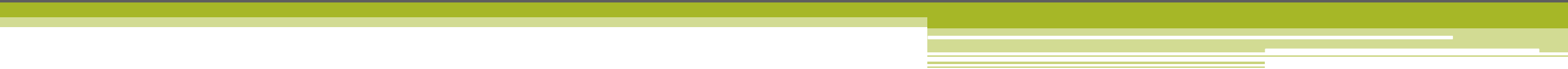
Description	Estimated Cost	Notes	Strategic Plan Alignment
Downtown Seasonal Parkettes, Banner along Coast Guard Property/Beach, Development of Smartphone App, Lighting decorations along major arteries, Pedestrian Counter	80,000	MyMainStreet Community Activator Funding Program	Downtown Reinvigoration
Recreational lending library from Centennial Park and/or Marina	10,000	Recreation Reserve	Recreation, Leisure, and Cultural Development
Play Structure deficiency fixes	20,000	Parks Reserve	Infrastructure Improvement
CB Radios for Operations Equipment	6,000	Public Works Reserve	Infrastructure Improvement
Brockville General Hospital Donation	30,000	Fiscal Policy Reserve	Guiding Principles – Regional Collaboration
Economic Development Initiatives	60,000	Remainder of Modernization Funding	Economic Development Strategy
Total Operational Projects	206,000		

2022 Project Funding

2022 Priority Projects	2,694,356
OCIF Funding Bridge 2022 & 2023	507,580
Canada Community Revitalization Fund (CCRF) Grant	80,000
MyMainStreet Community Activator Funding Program	80,000
Debt	900,000
Reserves	1,126,776
Total Funding for 2022 Priority Projects	2,694,356
Capital Project Previously Approved	20,930,000
Operational Projects Previously Approved	202,500
Total Capital and Operational Projects	23,826,856

Reserves

	2020 Ending	2021 Budget	2021 Est.	2021 Est	2022 Budget	2022	2022 Est
	Balance	Contributions	Usage	Balance	Contributions	Projects	Balance
Working Funds Reserve	880,000	-	-	880,000	-	-	880,000
Fiscal Policy Reserve	178,107	101,500	(183,000)	96,607	70,000	(72,000)	94,607
Election Reserve	12,023	5,100	-	17,123	5,100	(20,000)	2,223
Building Reserve	29,695	24,550	-	54,245	24,550	-	78,795
Emergency Management Reserve	2,011	-	-	2,011	-	-	2,011
Community Centre Reserve	-	300,000	(300,000)	-	300,000	(300,000)	-
Planning Reserve	55,354	-	(20,000)	35,354	-	-	35,354
Community Improvement Plan Reserve	116,793	75,000	(120,000)	71,793	25,000	-	96,793
PSB Sponsored Programs Reserve	3,351	-	-	3,351	-	-	3,351
Fire Vehicles/Equipment Reserve	50,455	30,000	(30,000)	50,455	30,000	(30,000)	50,455
Infrastructure Reserve	91,542	-	-	91,542	-	-	91,542
Public Works Vehicle/Equipment Reserve	26,537	20,200	(42,500)	4,237	45,675	(46,000)	3,912
Heritage Reserve	2,068	-	-	2,068	-	-	2,068
Splash Pad/Dog Park	-	25,000	(15,000)	10,000	25,000	(10,000)	25,000
Library Reserve	42,605	-	-	42,605	-	-	42,605
Library E-Learning Reserve	1,050	-	-	1,050	-	-	1,050
Kinsmen Reserve	1,235	-	-	1,235	-	-	1,235
Outdoor Rink Bell Sport Reserve	1,328	-	-	1,328	-	-	1,328
Walker House Reserve	-	1,750	-	1,750	1,750	-	3,500
Museum Reserve	94,447	-	(84,000)	10,447	-	-	10,447
Marina Reserve	100,834	79,435	(35,000)	145,269	79,435	(201,000)	23,704
Business Improvement Area Reserve	39,642	-	-	39,642	-	-	39,642
Health Centre Reserve	4,170	-	(4,170)	-	-	-	-
Parks Reserve	12,624	12,600	(13,000)	12,224	12,600	(20,000)	4,824
Water Fountain Reserve	9,276	3,000	-	12,276	3,000	-	15,276
Cemetery Board Reserve	18,654	-	-	18,654	-	-	18,654
Dedicated Infrastructure Reserve	227,051	222,299	(295,000)	154,350	279,064	(282,388)	151,026
Bridge Project Reserve	-	275,000	-	275,000	406,178	-	681,178
Municipal Modernization Reserve	572,483	-	(450,000)	122,483	-	(122,483)	-
Sanitary Sewer Reserve	200,509	197,735	(250,000)	148,244	223,403	(150,000)	221,647
Wastewater Plant Reserve	2,862,124	106,812	(70,000)	2,898,936	174,129	-	3,073,065
Water Department Reserve	1,575,272	128,951	(800,000)	904,223	103,242	(600,000)	407,465
Water Treatment Plant Reserve	773,208	16,100	-	891,348	27,578	-	918,926
	7,984,446	1,727,072	(2,711,670)	6,999,849	1,835,704	(1,853,871)	6,981,682



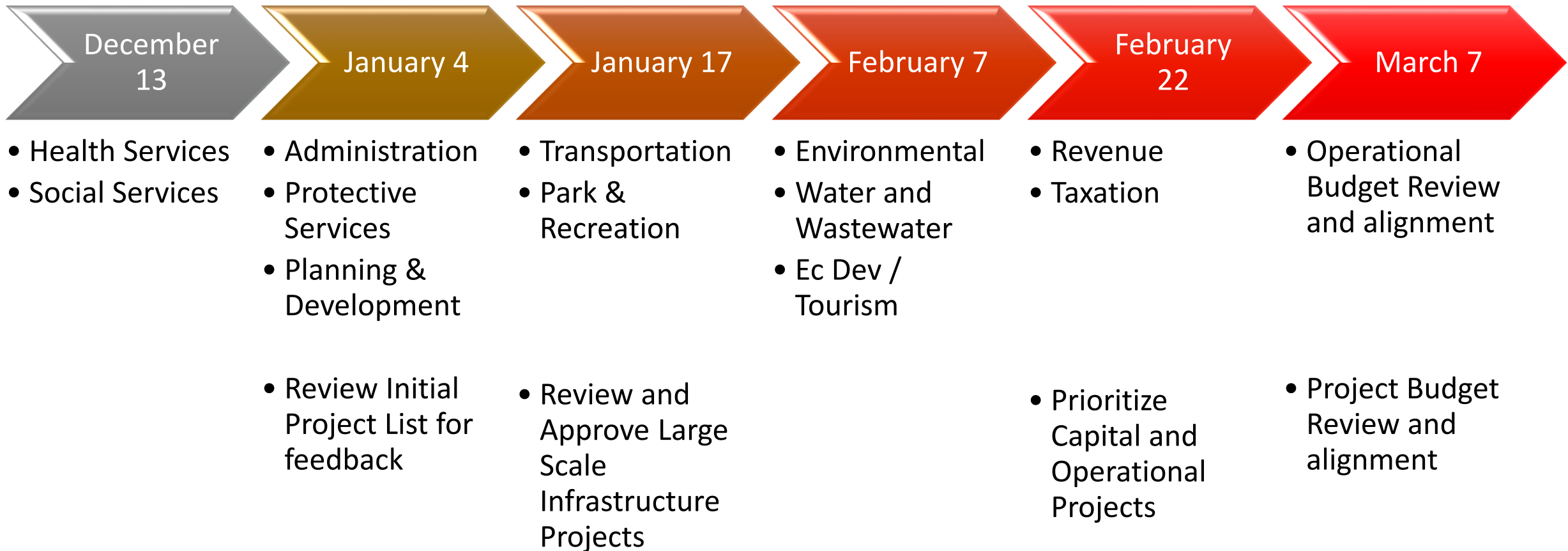
2022 Operational Budget Review and Alignment – March 7, 2022



Topics

- Budget Timelines
- Budget Review and Alignment

Budget Timeline



Budget Review

Budget Review – Revenues

- Provincial COVID Funding of \$160,000 utilized in 2020 and 2021 is not available in 2022
- Pre-COVID interest earnings was \$120,000, budgeted to be \$60,000 in 2022
- \$281,764 Increase in OCIF Funding
- 0% increase in current value assessment (current values based on 2016 current assessment valuation)
- Budget currently includes a property tax increase of 2.85% which is inclusive of a 1% increase dedicated to the Infrastructure Reserve
- Budget currently includes a 2% increase to water and wastewater rates effective July 1, 2022

Total Operational Revenues

	2022 Budget	Notes	From Reserves
Administration	1,815,950		-
Protective	366,333		30,000
Trans & Enviro	808,702	OCIF Funding Increase \$281,764	22,000
Health & Social	80,500		-
Parks & Rec	646,990		-
Planning & Dev	52,500		-
Water and Wastewater	2,939,397	Includes 2% increase at July 1 st	-
COVID Funding	-	No additional funding in 2022	-
Property Taxes	5,838,327	Includes 2.85% Property Tax Increase inclusive of 1% increase dedicated to infrastructure	-
Payments in Lieu	412,733		-
Election	20,000		20,000
Total Revenues	\$12,981,432	Page 75 of 103	\$72,000

Budget Review – Expenses

- \$55,653 (4.6%) increase in OPP Contract
- \$48,000 (18%) increase in liability and property insurance premiums
 - 2021 Renewal increase 12%
 - Increase to liability coverage to \$25,000,000
 - Addition of Earthquake and Flood coverage
- \$40,000 (2.0%) increase in cost-of-living adjustment for salaries and wages, including new minimum wage of \$15.00 per hour effective January 1, 2022
- \$31,500 for the River Route Transit as an on-going municipal service without adding to the property tax burden

Budget Review – Expenses

- \$16,717 (10%) increase in St. Lawrence Lodge Levy
 - 3% increase due to budget increase
 - 7% increase due to higher-than-average number of Prescott residents at St. Lawrence Lodge in 2021
- \$14,518 (2.7%) Net increase in United Counties Joint Services Levy
- \$12,556 (4.9%) increase in benefits premiums

Total Operational Expenses

	2022 Budget	Notes	To Reserves
Administration	\$1,421,219		336,289
Protective	2,267,152		30,000
Trans & Enviro	3,023,000	Contribution to Reserve of \$253,790 to support 2023 Bridge Project	356,190
Health & Social	1,109,119		-
Parks & Rec	1,807,351	Contribution to Reserves \$300,000 for Recreation Complex Project, \$79,435 for Marina	432,485
Planning & Dev	394,193		-
Water and Wastewater	2,939,397	\$528,352 contribution to Reserves to support street reconstructions, treatment plants, infrastructure renewal and replacement	528,352
Election	20,000		-
Total Expenses	\$12,981,432		1,683,316

Budget Alignment

Budget Alignment with Strategic Plans

- Economic Development
 - Downtown Reinvigoration
 - Beautification Plan
 - New Trees for Downtown
 - Pop-up Shops, Lighthouse, Parkette Project
 - Hotel Attraction and Readiness
 - Official Plan Review completion in 2022
 - Zoning Bylaw Review to start in 2022, finished in 2023

Budget Alignment with Strategic Plan

- Economic Development
 - 401 Industrial / Commercial Attraction Readiness
 - Working with developers to bring proposed projects to fruition
 - Official Plan Review completion in 2022
 - Zoning Bylaw Review to start in 2022, finished in 2023
 - Tourism Development
 - Focus on partnerships
 - St. Lawrence Shakespeare Festival
 - Fort Town Night Run / Steam Punk Festival
 - Folkfest
 - Fort Wellington
 - Bike Friendly Community
 - Regional Transportation Development
 - Moving from pilot to ongoing municipal service in 2022

Budget Alignment with Strategic Plan

- Community Development
 - Recreation, Leisure, and Cultural Development
 - Construction of Recreation Complex to be completed in 2023
 - Recreation Library Rollout in 2022
 - Focus on partnerships to provide recreation and leisure opportunities
 - 2nd Year of Partnership with the YMCA for Pool and Park Program
 - Activities at Leo Boivin Community Centre
 - Multiple pickleball sessions per week
 - Family Day Event
 - Connect Youth after school program 3 days per week
 - Vaccine Clinics
 - LG Approved Trade Show
 - Youth Programs and Engagement
 - Create Youth Advisory Group in 2022
 - Connect Youth now running after school program from Leo Boivin Community Centre
 - Continuation of Parks Program in 2022
 - Heritage Preservation
 - Continued support for heritage CIP Program
 - Investment made in new Museum and Visitors Centre in 2021 and 2022

Budget Alignment with Strategic Plan

- Infrastructure
 - Infrastructure Improvement and Growth
 - Major Projects for 2022/2023
 - Reconstruction of Dibble Street East from Edward to Vankoughnet
 - Bridge Rehabilitation in 2023
 - New Asset Management Plan Completion by July 31, 2022 for core assets
 - Replacement of Fire Rescue Vehicle with Fire Rescue Pumper 2022/2023
 - Replacement of end of life 1 ton truck with dump box
 - Recreation Facilities and Assets
 - Maintaining play structures to address safety deficiencies
 - Replacement of G & H Dock at the Marina – addition of 10 drive on seadoo ports and 1 non-motorized vessel launch

Budget Alignment with Service Delivery Review

- Asset Management Plan – by July 2022 for core infrastructure
- Policies and Procedure development and review – Working with Augusta
- Joint Task Force with Augusta ongoing

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NUMBER 09-2022

A BY-LAW TO AUTHORIZE CERTAIN NEW CAPITAL WORK(S) OF THE CORPORATION OF THE TOWN OF PRESCOTT (THE “MUNICIPALITY”); TO AUTHORIZE THE SUBMISSION OF AN APPLICATION TO ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (“OILC”) FOR FINANCING OF SUCH CAPITAL WORK(S); TO AUTHORIZE TEMPORARY BORROWING FROM OILC TO MEET EXPENDITURES IN CONNECTION WITH SUCH CAPITAL WORK(S); AND TO AUTHORIZE LONG-TERM BORROWING FOR SUCH CAPITAL WORK(S) THROUGH THE ISSUE OF DEBENTURES TO OILC

WHEREAS the *Municipal Act, 2001* (Ontario), as amended, (the “**Act**”) provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is now deemed to be expedient to authorize for the purposes of the Municipality the new capital work(s) described in column (2) of Schedule “A” (the “**Capital Work(s)**”) attached hereto and forming part of this By-law (“**Schedule “A”**”) in the amount of the respective estimated expenditure set out in column (3) of Schedule “A”, subject in each case to approval by OILC of the financing for such Capital Work(s) that will be requested by the Municipality in the Application as hereinafter defined;

AND WHEREAS in accordance with section 4 of Ontario Regulation 403/02 (the “**Regulation**”), the Council of the Municipality had its Treasurer calculate an updated limit in respect of its most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing (as so updated, the “**Updated Limit**”), and, on the basis of the authorized estimated expenditure for the Capital Work or each Capital Work, as the case may be, as set out in column (3) of Schedule “A” (the “**Authorized Expenditure**” for any such Capital Work), the Treasurer calculated the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, (collectively the “**Estimated Annual Amount Payable**”) and determined that the Estimated Annual Amount Payable does not cause the Municipality to exceed the Updated Limit, and accordingly the approval of the Local Planning Appeal Tribunal pursuant to the Regulation, is not required before any such Capital Work is authorized by the Council of the Municipality;

AND WHEREAS subsection 405(1) of the Act provides, amongst other things, that a municipality may authorize temporary borrowing to meet expenditures made in connection with a work to be financed in whole or in part by the issue of debentures if, the municipality is an upper-tier municipality, a lower-tier municipality in a county or a single-tier municipality and it has approved the issue of debentures for the work;

AND WHEREAS subsection 401(1) of the Act provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other

way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;

AND WHEREAS the Act also provides that a municipality shall authorize long-term borrowing by the issue of debentures or through another municipality under section 403 or 404 of the Act;

AND WHEREAS OILC has invited Ontario municipalities desirous of obtaining temporary and long-term debt financing in order to meet capital expenditures incurred on or after the year that is five years prior to the year of an application in connection with eligible capital works to make application to OILC for such financing by completing and submitting an application in the form provided by OILC;

AND WHEREAS the Municipality has completed and submitted or is in the process of submitting an application to OILC, as the case may be, (the “**Application**”) to request financing for the Capital Work(s) by way of long-term borrowing through the issue of debentures to OILC and by way of temporary borrowing from OILC pending the issue of such debentures;

AND WHEREAS OILC has accepted and has approved or will notify the Municipality only if it accepts and approves the Application, as the case may be;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF PRESCOTT ENACTS AS FOLLOWS:

1. The Council of the Municipality hereby confirms, ratifies and approves the execution by the Treasurer of the Application and the submission by such authorized official of the Application, duly executed by such authorized official, to OILC for the financing of the Capital Work(s) in the maximum aggregate principal amount of \$5,000,000 substantially in the form of Schedule “B” hereto and forming part of this By-law, with such changes thereon as such authorized official may hereafter approve, such execution and delivery to be conclusive evidence of such approval.
2.
 - (a) The undertaking of the Capital Work or of each Capital Work, as the case may be, in the amount of the respective estimated Authorized Expenditure set out in column (3) of Schedule “A” is hereby approved and authorized;
 - (b) any one or more of the Mayor and the Treasurer are hereby authorized to conclude contracts on behalf of the Municipality for the undertaking of the Capital Work or of each Capital Work, as the case may be, in accordance with the Municipality’s usual protocol;
 - (c) where applicable, the Engineer of the Municipality will forthwith make such plans, profiles and specifications and furnish such information as in the opinion of the Engineer are necessary for the undertaking of the Capital Work or of each Capital Work, as the case may be; and

- (d) where applicable, the undertaking of the Capital Work or of each Capital Work, as the case may be, shall be carried on and executed under the superintendence and according to the direction and orders of such Engineer.
- 3. The Mayor and the Treasurer are hereby authorized to negotiate and enter into, execute and deliver for and on behalf of the Municipality a financing agreement (a **"Financing Agreement"**) with OILC that provides for temporary and long-term borrowing from OILC under the authority of this By-law in respect of the Capital Work(s) on such terms and conditions as such authorized officials may approve, such execution and delivery to be conclusive evidence of such approval.
- 4. The Mayor and/or the Treasurer are hereby authorized, pending the substantial completion of the Capital Work or of each Capital Work, as the case may be, or as otherwise agreed with OILC, to make temporary borrowings pursuant to section 405 of the Act in respect of the Capital Work or of each Capital Work, as the case may be, on the terms and conditions provided in the Financing Agreement which Financing Agreement provides that the information contained in the Record, as defined in the Financing Agreement, in respect of such temporary borrowings shall be deemed final, conclusive and binding on the Municipality, and on such other terms and conditions as such authorized officials may agree; and the Treasurer is authorized to sign such certifications as OILC may require in connection with such borrowings in respect of the Capital Work(s); provided that the amount of borrowings allocated to the Capital Work or to each Capital Work, as the case may be, does not exceed the Authorized Expenditure for such Capital Work and does not exceed the related loan amount set out in column (4) of Schedule "A" in respect of such Capital Work.
- 5. Subject to the terms and conditions of the Financing Agreement and such other terms and conditions as OILC may otherwise require, the and the Treasurer are hereby authorized to long-term borrow for the Capital Work(s) and to issue debentures to OILC on the terms and conditions provided in the Financing Agreement and on such other terms and conditions as such authorized officials may agree (the **"Debentures"**); provided that the principal amount of the Debentures issued in respect of the Capital Work or of each Capital Work, as the case may be, does not exceed the Authorized Expenditure for such Capital Work and does not exceed the related loan amount set out in column (4) of Schedule "A" in respect of such Capital Work.
- 6. In accordance with the provisions of section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011*, as amended from time to time hereafter, the Municipality is hereby authorized to agree in writing with OILC that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding the amounts that the Municipality fails to pay to OILC on account of any unpaid indebtedness of the Municipality to OILC under any outstanding temporary borrowing and/or the Debentures, as the case may be

(the “**Obligations**”) and to pay such amounts to OILC from the Consolidated Revenue Fund.

7. For the purposes of meeting the Obligations, the Municipality shall provide for raising in each year as part of the general levy, the amounts of principal and interest payable in each year under any outstanding temporary borrowing and/or any Debenture outstanding pursuant to the Financing Agreement, to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a by-law of any municipality.
8.
 - (a) The Mayor and the Treasurer are hereby authorized to enter into, execute and deliver the Financing Agreement, and to issue the Debentures, one or more of the Clerk and the Treasurer are hereby authorized to generally do all things and to execute all other documents and papers in the name of the Municipality in order to perform the Obligations of the Municipality under the Financing Agreement, to request and receive any temporary borrowing and to issue the Debentures, and the Treasurer is authorized to affix the Municipality’s municipal seal to any such documents and papers.
 - (b) The money realized in respect of any temporary borrowing for the Capital Work(s) and the Debentures, including any premium, and any earnings derived from the investment of that money, after providing for the expenses related to any such temporary borrowing and to the issue of the Debentures, if any, shall be apportioned and applied to the respective Capital Work and to no other purpose except as permitted by the Act.
9. This By-law takes effect on the day of passing.

ENACTED AND PASSED this 7th day of March, A.D. 2022.

BRETT TODD
MAYOR

LINDSEY VELTKAMP
CLERK

Schedule "A"
to By-Law Number 09-2022
(New Capital Work(s))

(1)	(2)	(3)	(4)
<u>Capital Work Number</u>	<u>Description of Capital Work</u>	<u>Estimated Expenditure</u>	<u>Loan Amount</u>
MURC	Multi-Use Recreation Complex	\$19,334,887	\$5,000,000

Schedule “B”

Webloans Loan Application PDF

Application for

Prescott, The Corporation of The Town of

Projects

SIT Project ID	Project Name	Construction/Purchase Start	Construction/Purchase End	Project Cost	OILC Loan Amount
1 0	Multi-Use Recreational Complex	01/01/2021	12/31/2023	\$19,334,887.00	5,000,000.00

Details of Project Multi-Use Recreational Complex

Project Category

Recreation Infrastructure

Work Type

Muni Indoor & Outdoor Cap Infr

Project Name

Multi-Use Recreational Complex

Construction/Purchase Start

01/01/2021

Construction/Purchase End

12/31/2023

Energy Conservation



Project Address 1

850 Sophia Street

Project Address 2

City / Town

Prescott

Province

ON

Postal Code

K0E1T0

Description

The scope of this project is to construct a multi-use Recreation Complex that includes a single pad ice surface with seating on both sides of the venue, a walking track, community rooms, outdoor softball diamonds, and outdoor soccer fields. By co-locating softball diamonds and soccer fields, the washroom and change room facilities will be used to support the outdoor activities in the summer months thereby making this a true year round complex. The community rooms will provide multi-use space.

Comments and/or Special Requests

A construction loan of up to \$15,000,000 will be required to address timing differences in the progress payments and the payments received by the Investing in Canada Fed/Prov Funding.

Project Life Span (Years)

60

Project Financial Information

Project Cost (A)

\$19,334,887.00

Other Project Funding / Financing (B):

Description	Timing	Amount
Investing in Canada Fed/Prov Funding	Existing	\$9,745,370.00
Fundraising	Existing	\$3,200,000.00
Re	Existing	\$1,389,517.00
Other Project Funding/Financing Total (B)		\$14,334,887.00
OILC Loan Amount (A-B)		\$5,000,000.00

Only include long-term borrowing in this section. If you anticipate that you will require short-term financing during the construction phase of the project, the information will be gathered as part of the Financing Agreement.

Required Date	Amount	Term	Type
12/31/2025	\$5,000,000.00	25	Serial
Long-term Borrowing Total	\$5,000,000.00		

Debt and Re-payments Summary

Has there been any new/undisclosed debt acquired since last FIR was submitted? ☐ Yes ☒ No

Please describe any re-financing plans for any existing "interest only" debt, if applicable.

Not Applicable

Non Re-payments of Loans or Debenture

In the last 10 years, has the borrower ever failed to make a loan payment or debenture repayment on time to any lender, including the Provincial Government?

If yes, please provide details.

OILC Loan Repayment Information

Please indicate the source(s) of revenue you plan to use to repay the OILC Loan

Taxation	100.00
User Fees	0.00
Service Charges	0.00
Development Charges	0.00
Connection Fees	0.00
Repayment Subsidies	0.00
Other	
Total	100.00%

Please ensure all required documents are submitted with the signed application. OILC requires originals as noted below to be mailed or couriered. Also, please retain a copy of all documents submitted to OILC for your records.

To obtain templates for documents see listed below.

- Loan Application Signature Page signed and dated by the appropriate individual (original to be submitted)
- Certificate and sealed copy of OILC template By-law authorizing project borrowing and applying for a loan (original with seal)
- Certificate of Treasurer Regarding Litigation using the OILC template (original, signed & sealed)
- Updated Certified Annual Repayment Limit Calculation (original)

☒ I acknowledge and agree that all of the above referenced documents must be submitted in the form required by OILC and understand that the application will not be processed until such documents have been fully completed and received by Infrastructure Ontario.

Please note: OILC retains the right to request and review any additional information or documents at its discretion.

Confidential Information

OILC is an institution to which the Freedom of Information and Protection of Privacy Act (Ontario) applies. Information and supporting documents submitted by the Borrower to process the loan application will be kept secure and confidential, subject to any applicable laws or rules of a court or tribunal having jurisdiction.

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THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NUMBER 10-2022

A BY-LAW TO APPROVE THE SUBMISSION OF AN APPLICATION TO ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (“OILC”) FOR THE LONG-TERM FINANCING OF CERTAIN CAPITAL WORK(S) OF THE CORPORATION OF THE TOWN OF PRESCOTT (THE “MUNICIPALITY”); AND TO AUTHORIZE THE ENTERING INTO OF A RATE OFFER LETTER AGREEMENT PURSUANT TO WHICH THE MUNICIPALITY WILL ISSUE DEBENTURES TO OILC

WHEREAS the *Municipal Act, 2001* (Ontario), as amended, (the “**Act**”) provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS the Council of the Municipality has passed the by-law(s) enumerated in column (1) of Schedule “A” attached hereto and forming part of this By-law (“**Schedule “A”**”) authorizing the capital work(s) described in column (2) of Schedule “A” (“**Capital Work(s)**”) in the amount of the respective estimated expenditure set out in column (3) of Schedule “A” , subject in each case to approval by OILC of the long-term financing for such Capital Work(s) requested by the Municipality in the Application as hereinafter defined;

AND WHEREAS before the Council of the Municipality approved the Capital Work(s) in accordance with section 4 of Ontario Regulation 403/02 (the “**Regulation**”), the Council of the Municipality had its Treasurer calculate an updated limit in respect of its then most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing (as so updated, the “**Updated Limit**”), and, on the basis of the authorized estimated expenditure for the Capital Work or each Capital Work, as the case may be, as set out in column (3) of Schedule “A” (the “**Authorized Expenditure**” for any such Capital Work), the Treasurer calculated the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, and determined that the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, did not cause the Municipality to exceed the Updated Limit, and accordingly the approval of the Local Planning Appeal Tribunal pursuant to the Regulation, was not required before any such Capital Work was authorized by the Council of the Municipality;

AND WHEREAS subsection 401(1) of the Act provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;

AND WHEREAS the Act also provides that a municipality shall authorize long-term borrowing by the issue of debentures or through another municipality under section 403 or 404 of the Act;

AND WHEREAS OILC has invited Ontario municipalities desirous of obtaining long-term debt financing in order to meet capital expenditures incurred on or after the year that is five years prior to the year of an application in connection with eligible capital works to make application to OILC for such financing by completing and submitting an application in the form provided by OILC;

AND WHEREAS the Municipality has completed and submitted or is in the process of submitting an application to OILC, as the case may be to request financing for the Capital Work(s) by way of long-term borrowing through the issue of debentures to OILC, substantially in the form of Schedule "B" hereto and forming part of this By-law (the "**Application**");

AND WHEREAS OILC has accepted and has approved or will notify the Municipality only if it accepts and approves the Application, as the case may be;

AND WHEREAS at least five (5) business days prior to the passing of the debenture by-law in connection with the issue of Debentures as defined below, OILC will provide the Municipality with a rate offer letter agreement substantially in the form as provided to the Municipality on or prior to the date of this By-law (the "**Rate Offer Letter Agreement**");

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF PRESCOTT ENACTS AS FOLLOWS:

1. The Council of the Municipality hereby confirms, ratifies and approves the execution by the Treasurer of the Application and the submission by such authorized official of the Application, duly executed by such authorized official, to OILC for the long-term financing of the Capital Work(s) in the maximum principal amount of \$163,223 with such changes thereon as such authorized official may hereafter, approve such execution and delivery to be conclusive evidence of such approval.
2. The Mayor and the Treasurer are hereby authorized to execute and deliver for and on behalf of the Municipality the Rate Offer Letter Agreement under the authority of this By-law in respect of the Capital Work(s) on such terms and conditions as such authorized officials may approve, such execution and delivery to be conclusive evidence of such approval.
3. Subject to the terms and conditions of the Rate Offer Letter Agreement, the Mayor and the Treasurer are hereby authorized to long-term borrow for the Capital Work(s) and to issue debentures to OILC on the terms and conditions provided in the Rate Offer Letter Agreement (the "**Debentures**"); provided that the principal amount of the Debentures issued in respect of the Capital Work or of each Capital Work, as the case may be, does not exceed the Authorized Expenditure for such Capital Work and does not exceed the related loan amount set out in column (4) of Schedule "A" in respect of such Capital Work.
4. In accordance with the provisions of section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011*, as amended from time to time hereafter, the

Municipality is hereby authorized to agree in writing with OILC that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding the amounts that the Municipality fails to pay to OILC on account of any unpaid indebtedness of the Municipality to OILC under the Debentures (the “**Obligations**”) and to pay such amounts to OILC from the Consolidated Revenue Fund.

5. For the purposes of meeting the Obligations, the Municipality shall provide for raising in each year as part of the general levy, the amounts of principal and interest payable in each year under the Debentures issued pursuant to the Rate Offer Letter Agreement, to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a by-law of any municipality.
6.
 - (a) The Mayor and the Treasurer are hereby authorized to execute and deliver the Rate Offer Letter Agreement, and to issue the Debentures, one or more of the Clerk and the Treasurer are hereby authorized to generally do all things and to execute all other documents and papers in the name of the Municipality in order to perform the terms and conditions that apply to the Municipality as set out in the Rate Offer Letter Agreement and to perform the Obligations of the Municipality under the Debentures, and the Treasurer is authorized to affix the Municipality’s municipal seal to any such documents and papers.
 - (b) The money realized in respect of the Debentures, including any premium, and any earnings derived from the investment of that money, after providing for the expenses related to the issue of the Debentures, if any, shall be apportioned and applied to the respective Capital Work and to no other purpose except as permitted by the Act.
7. This By-law takes effect on the day of passing.

ENACTED AND PASSED this 7th day of March, A.D. 2022.

BRETT TODD
MAYOR

LINDSEY VELTKAMP
CLERK

Schedule "A"
to By-Law Number 10-2022
(Capital Work(s))

(1)	(2)	(3)	(4)
<u>By-Law Number</u>	<u>Description of Capital Work</u>	<u>Estimated Expenditure</u>	<u>Loan Amount</u>
17-2020	Sidewalk Plow	\$163,223	\$163,223

**Schedule “B”
to By-Law Number 10-2022**

Webloans Loan Application PDF

Application for

Prescott, The Corporation of The Town of

Projects

SIT Project ID	Project Name	Construction/Purchase Start	Construction/Purchase End	Project Cost	OILC Loan Amount
1 0	Purchase of Sidewalk Plow	04/01/2020	12/31/2020	\$163,223.00	163,223.00

Details of Project Purchase of Sidewalk Plow

Project Category
Municipal Roads Infrastructure

Other Description
Public Works

Project Name
Purchase of Sidewalk Plow

Construction/Purchase Start
04/01/2020

Construction/Purchase End
12/31/2020

Energy Conservation
☐

Project Address 1
360 Dibble Street West

Project Address 2

City / Town
Prescott

Province
ON

Postal Code
K0E 1T0

Description
Purchase a sidewalk plow to replace the end of life unit.

Comments and/or Special Requests

Project Life Span (Years)
10

Project Financial Information

Project Cost (A)

\$163,223.00

Other Project Funding / Financing (B):

Other Project Funding/Financing Total (B)

\$0.00

OILC Loan Amount (A-B)

\$163,223.00

Only include long-term borrowing in this section. If you anticipate that you will require short-term financing during the construction phase of the project, the information will be gathered as part of the Financing Agreement.

Required Date	Amount	Term	Type
04/30/2022	\$163,223.00	5	Serial
Long-term Borrowing Total	\$163,223.00		

Debt and Re-payments Summary

Has there been any new/undisclosed debt acquired since last FIR was submitted?

☐ Yes☒ No

Please describe any re-financing plans for any existing "interest only" debt, if applicable.

Not Applicable

Non Re-payments of Loans or Debenture

In the last 10 years, has the borrower ever failed to make a loan payment or debenture repayment on time to any lender, including the Provincial Government?

If yes, please provide details.

OILC Loan Repayment Information

Please indicate the source(s) of revenue you plan to use to repay the OILC Loan

Taxation	100.00
User Fees	0.00
Service Charges	0.00
Development Charges	0.00
Connection Fees	0.00
Repayment Subsidies	0.00
Other	
Total	100.00%

Please ensure all required documents are submitted with the signed application. OILC requires originals as noted below to be mailed or couriered. Also, please retain a copy of all documents submitted to OILC for your records.

To obtain templates for documents see listed below.

- Loan Application Signature Page signed and dated by the appropriate individual (original to be submitted)
- Certificate and sealed copy of OILC template By-law authorizing project borrowing and applying for a loan (original with seal)
- Certificate of Treasurer Regarding Litigation using the OILC template (original, signed & sealed)
- Updated Certified Annual Repayment Limit Calculation (original)

☒ I acknowledge and agree that all of the above referenced documents must be submitted in the form required by OILC and understand that the application will not be processed until such documents have been fully completed and received by Infrastructure Ontario.

Please note: OILC retains the right to request and review any additional information or documents at its discretion.

Confidential Information

OILC is an institution to which the Freedom of Information and Protection of Privacy Act (Ontario) applies. Information and supporting documents submitted by the Borrower to process the loan application will be kept secure and confidential, subject to any applicable laws or rules of a court or tribunal having jurisdiction.

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**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 11-2022

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE COUNCIL
MEETING HELD ON MARCH 7, 2022**

WHEREAS, Section 5(3) of *the Municipal Act, 2001 S.O. 2001, c.25, as amended*, provides that Council's powers shall be exercised by by-law; and

WHEREAS certain actions of Council do not require the enactment of a specific by-law;

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

1. Subject to Paragraph 3 of this by-law, the proceedings of the above-referenced Council meeting, including all Resolutions, By-laws, Recommendations, Adoptions of Committee Reports, and all other motions and matters decided in the said Council Meeting are hereby adopted and confirmed, and shall have the same force and effect, as if such proceedings were expressly embodied in this by-law.
2. The Mayor and Clerk are hereby authorized to execute all such documents, and to direct other officials of the Town to take all other action, that may be required to give effect to the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law.
3. Nothing in this by-law has the effect of conferring the status of a by-law upon any of the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law where any legal prerequisite to the enactment of a specific by-law has not been satisfied.
4. Any member of Council who complied with the provisions of Section 5 of the Municipal Conflict of Interest Act, R.S.O. 1990, Chapter M.50 respecting the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law shall be deemed to have complied with said provisions in respect of this by-law.

READ AND PASSED, SIGNED AND SEALED THE 7th DAY OF MARCH, 2022.

Mayor

Clerk