



PRESCOTT TOWN COUNCIL
AGENDA

September 6, 2022

6:00 pm

Council Chambers

360 Dibble St. W.

Prescott, Ontario

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 September 6, 2022 be approved as presented.

3. Declarations of Interest

4. Presentations

4.1. Planet Youth Presentation - David Sompii, Chair Planet Youth Lanark County

5. Delegations

6. Minutes of the previous Council meetings

6.1. August 22, 2022

11

RECOMMENDATION

That the Council minutes dated August 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.

9. Committee Reports

10. Mayor

11. Outside Boards, Committees and Commissions

12. Staff

12.1. Staff Report 83-2022 - Joint Compliance Audit Committee Appointments

23

RECOMMENDATION

That Council receive Staff Report 83-2022 for information and direct Staff to bring the attached by-law to appoint members to a Joint Leeds & Grenville Election Compliance Audit Committee for the Town of Prescott for the Council term dated November 15, 2022, to November 14, 2026, to the Council meeting of September 19, 2022, for consideration and approval.

12.2. Staff Report 84-2022 - Project Updates - August 2022

40

RECOMMENDATION

For information.

12.3.	Staff Report 85-2022 - Purchase Fire Truck	44
--------------	---	-----------

RECOMMENDATION

That Council direct Staff to proceed with the ordering of a Rosenbauer Rescue Pumper Vehicle as outlined in Staff Report 85-2022 to replace the current 1998 International 4900 Rescue Vehicle.

12.4.	Staff Report 86-2022 - Ice Resurfacing Machine Purchase	48
--------------	--	-----------

RECOMMENDATION

That Council approves the purchase of a new Ice Resurfacing machine for the new recreation complex at a cost of \$110,000 plus HST.

12.5.	Staff Report 87-2022 - Part-Time Administrative Support Position	51
--------------	---	-----------

RECOMMENDATION

That Council direct Staff to proceed with the recruitment of a Part-Time Administrative Support position.

12.6.	Staff Report 88-2022 - Bill 109 Resolution	53
--------------	---	-----------

RECOMMENDATION

For information.

12.7.	Staff Report 89-2022 - Development Charges Study	57
--------------	---	-----------

RECOMMENDATION

That Council direct Staff to proceed with the Development Charges Study using Calvin Pol of ComP Consultants at a cost of \$19,200 plus HST.

13. Resolutions

14. By-laws

15. New Business

16. Notices of Motion

17. Mayor's Proclamation

17.1.	Rail Safety Week	60
--------------	-------------------------	-----------

18. Period for Media Questions

19. Closed Session

RECOMMENDATION

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

19.1 Approval of Closed Session Minutes (August 22, 2022)

19.2 Purchase & Sale

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

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

20. Rise and Report

21. Confirming By-Law – 39-2022

61

RECOMMENDATION

That By-Law 39-2022, being a by-law to confirm the proceedings of the Council meeting held on September 6, 2022, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

22. Adjournment

RECOMMENDATION

That the meeting be adjourned to Monday, September 19, 2022. (Time: _____ p.m.)



PARTNER *Lanark County*



Presentation to Prescott Council

Sept 6, 2022

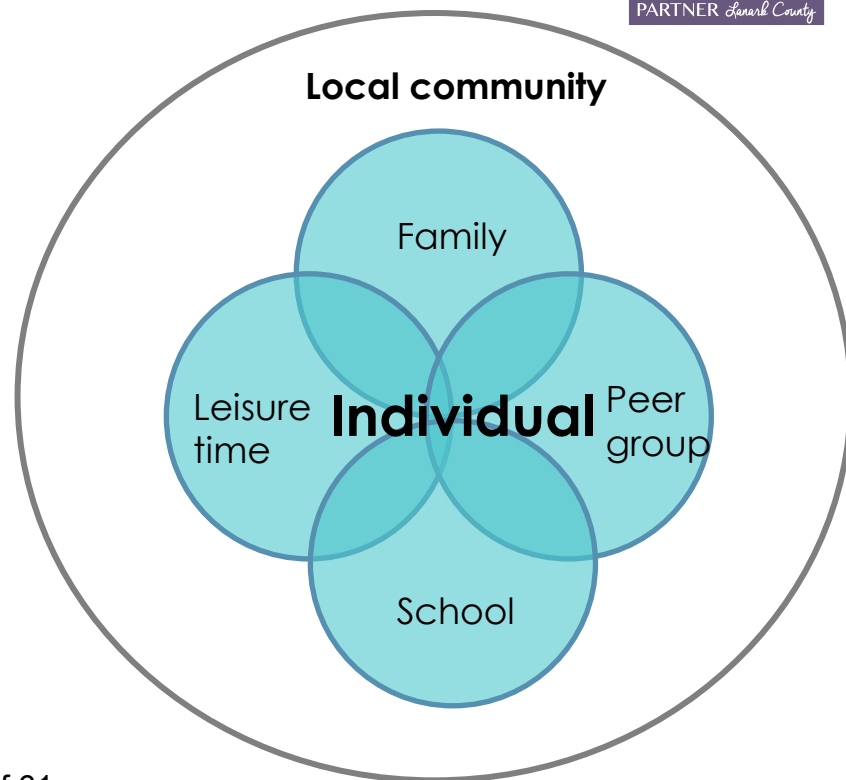
David Somppi, Chair Planet Youth Lanark County
Page 1 of 61

Domains of intervention

Preventing child and adolescent substance use are critical to promote healthy development.

A successful approach to such prevention is to work towards strengthening key protective factors and reducing risk factors that operate in the local community environment of young people.

Evidence in child and adolescent health research suggests that four major risk and protective factors play a key role.

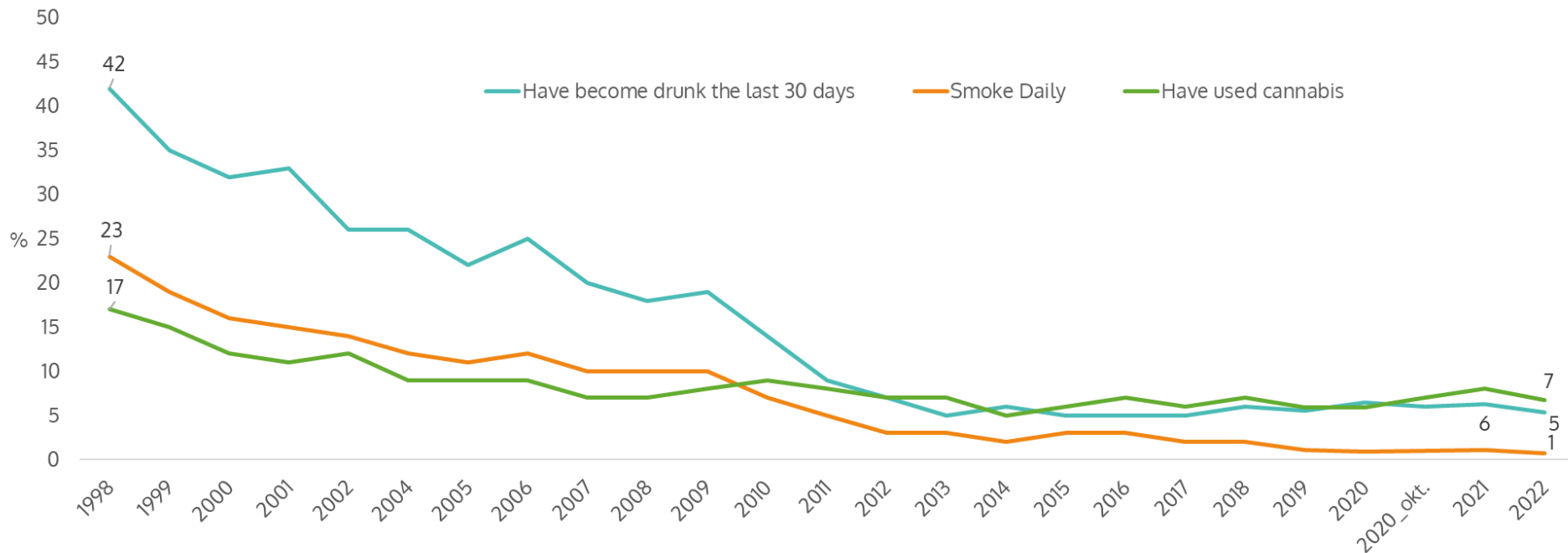


The Icelandic Prevention Model impact in Iceland

From highest to lowest in substance use in Iceland – 15/16 year old students



PARTNER *Sauabak County*



Substance Use

Lanark Grade 10 Students March 2022

33%

Tried alcohol at the
age 13 or younger

12%

Have been drunk
in the last 30 days

21%

Drink alcohol at
their own home

20%

Get alcohol from
a family member

PLANET
Youth

EVIDENCE BASED DRUG PREVENTION

30%

Have been drunk in
their lifetime



E-cigarettes

28%

Have smoked an
e-cigarette in their
lifetime

19%

Smoked an e-cigarette
in the last 30 days

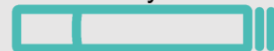
Cigarette Smoking

8%

Tried cigarette
smoking at the age 13
or younger

3%

Smoke cigarettes
daily



Cannabis Use

21%

Have used
cannabis in their
lifetime

12%

Used cannabis in
the last 30 days



A Grass Roots Movement



- March 9, 2017 Opioid Information Night trained attendees and provided naloxone kits
- During Q+A local doc/resident present Icelandic Prevention Model
- March 16, 2017 first grass roots meeting – could the IPM work in Carleton Place?
- Monthly meetings led to the conclusion that a Lanark County wide endeavor was required
- Formed a coalition with partners including an existing network of municipal drug strategy committees

Planet Youth Lanark County Steering committee

Planet Youth Lanark County
Steering Committee Terms of Reference: Version 1.4



PARTNER Lanark County

Version	Comment	Date
0.9	Initial Version	Adopted in June 2018
1.1	Proposed updates	To be reviewed at Sept 3, 2019 steering committee meeting
1.2	Adds Performance Management Oversight Committee	Nov 2, 2019
1.3	Changes made after initial review	Nov 5, 2019
1.4	Changes after additional review	Nov 6, 2019

- Community-led committee formed June 2018
- No recurring funding/staff
 - Everyone is a volunteer.....this is a constraint
 - Fundraising/one time grants cover existing costs
- Support from Leeds, Grenville & Lanark District Health Unit
- Open Doors for Lanark Children & Youth (provincially funded Community child/youth mental health centre) provides back office support, strategic leadership and governance oversight
- MOUs with Catholic District School Board of Eastern Ontario and Upper Canada District School Board



January 20, 2020

The first County to implement Planet Youth in Canada



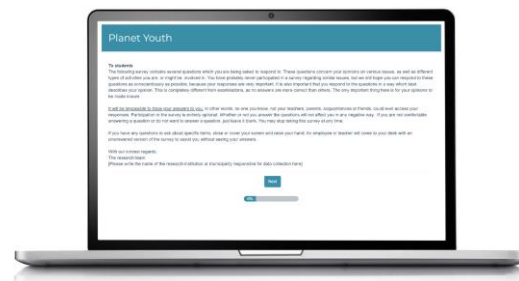
Lanark County in Ontario became the first county to launch the Planet Youth model for substance-use prevention in youth in Canada . The launch took place on January 20 in Carleton Place.

The Planet Youth Lanark County (PYLC) is collaborating with the Catholic District School Board of Eastern Ontario and the Upper Canada District School Board to conduct student surveys in the English language high schools . Survey reports, for each municipality, will allow communities to understand their own risk and protective factors. The surveys will be conducted among grade 10 students and it's anticipated that the surveys will start to roll out in schools this March .

March 2020



1st Survey February 2022



Growing Network of Canadian/American IPM communities



- **Icelandic Prevention Model - North American Cohort Call**
 - Quarterly meeting chaired by Vermont Afterschool
 - Representation from West Virginia, Kentucky, Alaska and others
- **Icelandic Community of Practice**
 - Quarterly meeting chaired by Southwestern Health Unit, Ontario
 - Multiple Ontario communities are investigating the IPM
- **Canadian communities who have adopted the IPM**
 - New Brunswick → 1st survey later in 2022 (Provincial initiative)
 - Calgary → Announced April 2022 (United Way initiative)

Planet Youth Collaboration Opportunities across Leeds Grenville Lanark



- We share a very supportive health unit and school boards
- Opportunity to participate in survey of CDSBEO and UCDSB Grade 10 students
 - Next survey planned for winter 2024
- Planet Youth Lanark County is presenting to LLG OHT at end of September
 - Brockville Municipal Drug Strategy is forming and interested in Planet Youth
 - Endorsement from Prescott Council would be impactful
- Planet Youth Lanark County steering committee available to share lessons learned
- Opportunities to develop and share resources (potentially including staff)

Proposed Motion for Prescott Council



All communities are dealing with problematic substance use and mental illness. The prevention/delay of youth substance use is recognized as an important component in the comprehensive strategy required to face this challenge.

The Icelandic Prevention Model is an effective, evidence based, community driven approach. Lanark County, through the work of Planet Youth Lanark County is the first community in Canada to adopt the model.

Prescott Council endorses investigation of how this model could be embraced across Leeds and Grenville. This could include collaboration with the efforts underway in Lanark County.



**PRESCOTT TOWN COUNCIL
MINUTES**

Monday, August 22, 2022

6:00 p.m.

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Present	Mayor Brett Todd, Councillor Leanne Burton, Councillor Lee McConnell, Councillor Mike Ostrander, Councillor Gauri Shankar, Councillor Ray Young
Staff	Matthew Armstrong, CAO/Treasurer, Nathan Richard, Director of Operations, Lindsey Veltkamp, Director of Administration/Clerk, Dana Valentyne, Economic Development Officer, Kaitlin Mallory, Deputy Clerk
Guests	Samantha Gatchene and Nadia De Santi, WSP Consulting.

1. Call to Order

Mayor Todd began the meeting 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.

He then called the meeting to order at 6:04 p.m.

2. Approval of Agenda

Motion 179-2022

Moved By Ostrander

Seconded By Young

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

Carried

3. Declarations of Interest

No declarations of interest were expressed.

4. Presentations

There were no presentations.

5. Delegations

There were no delegations.

6. Minutes of the previous Council meetings

6.1 July 18, 2022

Motion 180-2022

Moved By Burton

Seconded By Shankar

That the Council minutes dated July 18, 2022, be accepted as presented.

Carried

6.2 July 28, 2022 - Tri-Council Minutes

Motion 181-2022

Moved By Ostrander

Seconded By Burton

That the Tri-Council minutes dated July 28, 2022, be accepted as presented.

Carried

7. Communications & Petitions

There were no items under communications & petitions.

8. Consent Reports

Motion 182-2022

Moved By Shankar

Seconded By Ostrander

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

Carried

Councillor Burton spoke to Item 4 - Leeds, Grenville & Lanark District Health Unit Weekly Zoom Call Notes, Planet Youth Initiative, and Item 9 - Township of Puslinch resolution of support re: Bill 109 More Homes for Everyone Act and requested that staff bring a resolution of support to the Council meeting of September 6, 2022, regarding Planet Youth Initiative and Bill 109 More Homes for Everyone Act for further discussion and consideration.

8.1 Information Package (under separate cover)

1. Approved BIA Committee Meeting Minutes – June 14, 2022
2. United Counties of Leeds and Grenville Media Release re: Tender Awarded for Athens Long-Term Care Facility – July 18, 2022
3. United Counties of Leeds and Grenville Media Release re: Council Highlights – July 22, 2022
4. Leeds, Grenville & Lanark District Health Unit Weekly Zoom Call Notes – July 15, 2022
5. Ontario Energy Board Notice to Enbridge Gas – Natural Gas Rates Increase
6. Municipality of Huron Shores resolution of support re: Ontario Wildlife Damage Compensation Program
7. City of Brantford resolution of support re: Potential Threat to Residential Home Ownership
8. City of Brantford resolution of support re: Seeking Prosperity and Partnership with Indigenous Nations and a Timely Resolution of Haldimand Tract Land Dispute
9. Township of Puslinch resolution of support re: Bill 109 More Homes for Everyone Act
10. Township of Port Hope resolution of support re: Bill 109 More Homes for Everyone Act
11. Municipality of Magnetawan resolution of support re: Northern Ontario Service Deliverers Association Paramedic Modernization, Expanding Amber Alert Systems and Ontario Wildlife Damage Compensation Program
12. Town of Aylmer resolution of support re: Increased Funding for Health Units for Local Responses to Extreme Heat and Cold Events
13. Town of Hanover resolution of support re: Physician Shortages in Ontario

8.2 Staff Report 76-2022 - Alzheimer's Society Toll Road Fundraiser

Recommended motion:

That Council approve the request from Alzheimer Society Lanark Leeds Grenville to hold a Toll Road Fundraiser on September 17 from 9 a.m.-12 p.m. on King Street.

Carried

8.3 Staff Report 77-2022 - Financial Report - July 2022

Recommended motion:

For information.

8.4 Staff Report 78-2022 - Tri-Council - Direction

Recommended motion:

That Council receive Staff report 78-2022 for information and endorse the creation of a steering committee for physician recruitment efforts; and

That the Council endorse the creation of a Tri Municipal website.

Carried

Motion 183-2022

Moved by Shankar

Seconded by Young

That Councillor Leanne Burton be named as a representative of the Town of Prescott on the Steering Committee for Physician Recruitment.

Carried

9. Committee Reports

There were no committee reports.

10. Mayor

There was nothing to report under the Mayor's portion.

11. Outside Boards, Committees and Commissions

Councillor Burton had nothing to report.

Councillor McConnell spoke to the cancellation of the final St. Lawrence Shakespeare production, the retirement of the Prescott Public Library Librarian Jane McGuire, and welcomed Anne Gillard as the new Chief Librarian. He also made note of Joe Muise's retirement from the Prescott Public Library Board and welcomed Karen Hume as the new chair.

Councillor Ostrander spoke to his assistance with the Sunday Night Concert Series and noted its final show this coming Sunday. He also spoke to the upcoming Food for all Food Bank Annual fundraising gala.

Councillor Shankar spoke to welcoming the Spyder Motorcycle Club event to Prescott, the vulnerable individual on King Street, and construction on King Street. Councillor Shankar acknowledged and thanked Mayor Todd, Councillor Jansman, and Councillor Ostrander for their years of service on Town Council.

Councillor Young spoke to his attendance at the Rideau St. Lawrence Distribution Annual General Meeting held in Westport and referenced the changes and dividend payment. He also spoke to the unveiling of the plaque in memory of Joanne Crack.

Mayor Todd spoke to the plaque dedication ceremony in memory of Joanne Crack held on August 10, 2022, the upcoming Labour Day concert with the Upper Canada Musicians Union at the Kinsmen Amphitheatre on Monday, September 5, 2022, and thanked Al Torrence and the Upper Canada Musicians Union.

12. Staff

12.1 Staff Report 79-2022 - Official Plan Approval

Motion 184-2022

Moved By Burton

Seconded By Young

That Council adopt the Town of Prescott Official Plan; and

That the Official Plan be forwarded as adopted, along with the “Record” as required under the *Ontario Planning Act*, to the Minister of Municipal Affairs and Housing for final approval.

Carried

Matthew Armstrong, CAO/Treasurer spoke to the report. He referenced the Provincial Policy Statement, its incorporation into the plan and the implications of the COVID Pandemic.

Mr. Armstrong spoke to the public meetings held, the final changes incorporated, and the recommendation from the Planning Advisory Committees for Council to approve the Official Plan, and the next steps. He provided Council with an overview of the highlighted changes, and the new subsections including Natural Heritage, Active Transportation, Urban Agriculture and Indigenous Engagement.

Nadia De Santi, WSP Consulting, spoke to the process and the final document.

Discussion was held regarding the process involved, the hard work of Council and Staff, and the completeness of the document.

Further discussion was held regarding the lengthiness of the process, the public input received, and the required provincial guidelines in the plan.

Matthew Armstrong, CAO/Treasurer thanked Council, members of the public, attendees of the open house, the Town's Economic Development Officer, Dana Valentyne, and WSP Consulting.

Discussion was held regarding the community involvement, the readability of the document, and the provincial focuses.

Further discussion was held regarding housing density, bettering the quality of life, and final steps of submitting to the Ministry of Municipal Affairs and Housing for approval and reviewing zoning by-law in 2023.

Samantha Gatchene & Nadia De Santi left the meeting at 6:56 p.m.

12.2 Staff Report 80-2022 - Museum Update and Fall Opening Hours

Motion 185-2022

Moved By Shankar
Seconded By Young

That Council approve the request for the Museum and Visitor Centre to remain open from September through to December 17, 2022, Thursdays to Saturdays from 11 a.m. - 5 p.m.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the number of visitors, the merchandise for sale, and first year outcomes. He spoke to digitizing the collection, the future plans for the displays, and the continuation of a seasonal position to keep the museum open.

Discussion was held regarding the number of visitors, the uniqueness of the collection, and working with local schools in the fall to offer tours of the museum.

Councillor Burton thanked Samantha Joudoin-Miller, Manager of Community Services, for creating and providing loot bags for the Spyder Motorcycle Club.

Further discussion was held regarding the potential hours following December 17 and preparations for the 2023 season including the option of an online sales portal.

Mayor Todd acknowledged Fraser Laschinger's invaluable role with the museum, his passion for the area's history and thanked him for his service. He also spoke to incorporating indigenous displays and partnering with Parks Canada.

12.3 Staff Report 81-2022 - Pedestrian Crossing Evaluation and Options Update

Motion 186-2022

Moved By Young
Seconded By Burton

That Council direct Staff to proceed with the following intersection recommendations:

1. Installation of a PXO Type B pedestrian crosswalk at King and Centre Street at a cost of \$16,000.
2. Installation of a PXO Type B pedestrian crosswalk at King and George Street at a cost of \$21,600.
3. Relocate the PXO Type B pedestrian crosswalk at King and St. Lawrence Street to the west side of the intersection with rapid flashing lights as previously approved.

CARRIED on a division of 5 YEAS and 1 NAY, as follows:

YEAS: Councillors Burton, McConnell, Ostrander, Shankar, and Young

NAYS: Mayor Todd

Nathan Richard, Director of Operations, spoke to the report. He referenced the past reports that came before Council regarding the crossings, the detailed quotes provided, and an additional quote to come before Council at a later date for the intersection located at Edward and Irvine Street. He spoke to the sight lines that had already been improved along King Street.

Matthew Armstrong, CAO/Treasurer, spoke to the audible crossings on King and Centre Street and George and King Street intersections.

Dana Valentyne, Economic Development Officer, joined the meeting at 7:13 p.m.

Discussion was held regarding maintaining the sightlines, the removal of the bollards during the winter season, and a by-law information blitz.

Councillor McConnell temporarily left the meeting at 7:16 p.m. due to connectivity issues.

Mr. Richard spoke to the cost of the PXO Type B pedestrian Crosswalk at King and George Street, and moving the crosswalk to the west side of the intersection at King and St. Lawrence.

Councillor McConnell rejoined the meeting at 7:20 p.m.

Discussion was held regarding ensuring the consistency of equipment and signage at each intersection.

Further discussion was held regarding four-way stops and parking concerns on Edward and King Street.

12.4 Staff Report 82-2022 - Support Services Available to Vulnerable Individuals

Matthew Armstrong, CAO/Treasurer, spoke to the report. He provided an overview of steps taken when there are homelessness situations. He referenced the different agencies engaged in providing services to vulnerable persons.

Discussion was held regarding the resources available, the on-going situation, increasingly visible situations, and the need for more support for mental health and addictions.

13. Resolutions

There were no items under resolutions.

14. By-laws

14.1 Official Plan Adoption

Motion 187-2022

Moved By Young

Seconded By Burton

That By-Law 37-2022, being a by-law to authorize Council to adopt an Official Plan and submit it to the Minister of Municipal Affairs and Housing for approval, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

15. New Business

Councillor McConnell spoke to the removal of the Lawn Bowling Club Staff Report and to the history of the club, the continuation of the club, and the need for volunteers.

16. Notices of Motion

There were no items under Notice of Motion.

17. Mayor's Proclamation

There were no Mayoral Proclamations.

18. Closed Session

Motion 188-2022

Moved By Shankar

Seconded By Young

That Council move into Closed Session at 7:47 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; and

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

Carried

Motion 189-2022

Moved By Shankar

Seconded By Ostrander

That Council reconvene in Open Session. (Time: 8:31 p.m.)

Carried

19. Rise and Report

During the Closed Session Council approved Item 18.1 - Approval of the Closed Session minutes and provided staff direction on four purchase and sale matters under Item 18.2.

20. Confirming By-Law – 38-2022

Motion 190-2022

Moved By Ostrander

Seconded By Shankar

That By-Law 38-2022, being a by-law to confirm the proceedings of the Council meeting held on August 22, 2022, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

21. Adjournment

Motion 191-2022

Moved By Ostrander

Seconded By Burton

That the meeting be adjourned to Tuesday, September 6, 2022. (Time:8:33 p.m.)

Carried

Mayor

Clerk



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Sept. 6' 22
Strategic Plan		

REPORT TO COUNCIL

Date: September 6, 2022

Report No. 83-2022

From: Lindsey Veltkamp, Director of Administration/Clerk

RE: Joint Election Compliance Audit Committee Appointments

Recommendation:

That Council receive Staff Report 83-2022 for information and direct Staff to bring the attached by-law to appoint members to a Joint Leeds & Grenville Election Compliance Audit Committee for the Town of Prescott for the Council term dated November 15, 2022, to November 14, 2026, to the Council meeting of September 19, 2022, for consideration and approval.

Analysis

The establishment of a compliance audit committee is mandatory under the *Municipal Elections Act*, 1996, as amended. The Committee is responsible for handling complaints regarding election campaign finances as outlined in the Act, and the attached Terms of Reference.

Members of the Committee shall serve the same term of office as the Council that takes office following a regular municipal election. Each new Committee shall be appointed before October 1st of an election year. Ideal committee members are familiar with legal and financial requirements of municipal election candidates and registered third party advertisers.

An elector, who is entitled to vote in an election and believes on reasonable grounds that a candidate or a registered third party has contravened a provision of the *Municipal Elections Act* relating to election campaign finances, may apply for a compliance audit of the candidate's or the registered third party's campaign finances. The Clerk shall also submit requests for review with respect to any contributor who appears to have contravened any of the contribution limits to a candidate's election campaign or to a registered third party's election campaign.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Sept. 6' 22
Strategic Plan		

The Clerks of Leeds and Grenville support a continued collaborative approach to pool resources for the Joint Leeds and Grenville Compliance Audit Committee. A joint advertisement calling for qualified individuals to sit on the Committee was released to various media groups, placed on the participating municipalities' websites and on the Counties' website, and shared on social media. Six applications were received and reviewed and it is recommended all applicants be appointed to the committee.

A Joint Election Compliance Audit Committee was appointed by all municipalities in Leeds and Grenville in 2018. To streamline efforts in administering required Compliance Audit Committee meetings, local Clerks are recommending that the County Clerk act as the secretary for the Committee.

Alternatives:

None

Financial Implications:

Appointed members in good standing will be provided a \$100 annual honorarium. This cost will be shared amongst all participating municipalities. Additional compensation may be provided to members if called upon, depending on the compensation policies of the municipality requiring their services.

Environmental Implications:

None

Attachments:

- Draft Appointment By-Law
- Committee Terms of Reference

Submitted by:

Lindsey Veltkamp
Director of Administration/Clerk

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NO. xx-2022

A BY-LAW TO APPOINT MEMBERS TO AN ELECTION COMPLIANCE AUDIT COMMITTEE FOR THE TOWN OF PRESCOTT FOR THE COUNCIL TERM DATED NOVEMBER 15, 2022 TO NOVEMBER 14, 2026

Being a by-law to appoint members to an Election Compliance Audit Committee for the Town of Prescott for the council term dated November 15, 2022 to November 14, 2026

WHEREAS the *Municipal Elections Act*, requires that a municipal council must appoint an election compliance audit committee; and

WHEREAS the Town of Prescott has worked with other municipalities in the United Counties of Leeds and Grenville to provide for a Joint Election Compliance Audit Committee;

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

1. The Council of the Town of Prescott hereby approves the Terms of Reference for the Joint Leeds and Grenville Election Compliance Audit Committee, attached as Schedule "A".
2. The following individuals are hereby appointed to serve as a member of the Elections Compliance Audit Committee:

MEMBERS: Andy Brown
John Dickson
Mel Campbell
Dianne Merkley
Anthony Vachon
Nigel White

3. The term of the Committee shall be for the term of Council dated November 15, 2022 to November 14, 2026.
4. Schedule "A", attached, constitutes part of this by-law.
5. That this by-law shall take effect on the date of final passing thereof;
6. 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 THIS XX DAY OF
SEPTEMBER, 2022.**

Mayor

Clerk

DRAFT

Joint Leeds & Grenville Election Compliance Audit Committee Terms of Reference

Participating Municipalities

The name of the Committee is the “Joint Leeds & Grenville Election Compliance Audit Committee”. The participating municipalities are as follows:

Township of Athens
Township of Augusta
City of Brockville
Township of Edwardsburgh Cardinal
Township of Elizabethtown-Kitley
Township of Front of Yonge
Town of Gananoque
Township of Leeds and the Thousand Islands
Village of Merrickville-Wolford
Municipality of North Grenville
Town of Prescott
Township of Rideau Lakes
Village of Westport

The Clerk of the United Counties of Leeds and Grenville will provide administrative support and act as Secretary to the Compliance Audit Committee. The clerks of the participating municipalities have delegated the authority of administering the duties related to the Compliance Audit Committee to the County Clerk.

Duration

The term of office is from November 15, 2022 to November 14, 2026 to deal with compliance audit applications and participating clerk’s reports arising from the 2022 Municipal Election and any by-election during this term.

Mandate

The powers and functions of the Committee are set out in Sections 88.33 to 88.37 of the *Municipal Elections Act, 1996*, as amended (included as Appendix “A”). The Committee shall have the authority to:

- a) Grant or reject a compliance audit application received from an eligible elector with respect to apparent election campaign finance contraventions;
- b) Grant or reject a report received from the Clerk with respect to apparent contribution contraventions;
- c) Appoint an auditor to conduct an audit where the application is granted and to receive the results; and
- d) Commence legal proceedings against the candidate or contributor for any apparent contravention.

Membership

The Committee shall be composed of not less than three (3) and not more than seven (7) members. Upon receipt of a compliance audit application or participating clerk's report, the County Clerk, at their discretion, will select three (3) members who will be voting members to consider the complaint. The remaining members will be alternate members. The County Clerk will confirm the committee membership for each compliance audit application or clerk's report received. An alternate member may be used in the following circumstances at the discretion of the County Clerk:

1. A committee member is an eligible elector in the municipality requiring the audit; and/or
2. A committee member is unavailable.

Membership will be comprised of individuals with legal, election administration, public administration, auditing and/or accounting experience, professionals who are required to adhere to codes of standards of their profession and those with in-depth knowledge of the campaign financing rules of the *Municipal Elections Act*, 1996, as amended, and regulations made thereunder.

Pursuant to subsection 88.37(2) of the *Municipal Elections Act*, 1996, as amended, Committee members shall not include:

- (a) employees or officers of the municipality or local board;
- (b) members of the council or local board;
- (c) any persons who are candidates in the election for which the committee is established; or
- (d) any persons who are registered third parties in the municipality in the election for which the committee is established.

Any person who has committed to providing professional accounting advice to any person running for office in any of the participating municipalities shall not be eligible to be appointed to the Committee.

Members will be required to take training, including Accessible Customer Service training, by the Counties as a condition of appointment.

Membership Selection

Notice of recruitment of individuals for the Committee will be posted on the participating municipalities' websites and on the Counties' website. Notice will also be provided in local newspapers. Clerks of the participating municipalities and the County Clerk may also contact and solicit individuals with experience. Applications received after the specified deadline will not be considered.

All applicants will be required to complete an application form outlining their qualifications and experience. The County Clerk and clerks of the participating

municipalities may interview eligible applicants who meet the selection criteria. A list of recommended candidates will be submitted to the council of each participating municipality for consideration.

The selection process will be based upon the following criteria:

- eligibility under the Municipal Elections Act, 1996, as amended;
- demonstrated knowledge and understanding of municipal election campaign financing rules;
- proven analytical and decision-making skills;
- experience working on a committee, task force or similar setting;
- availability and willingness to attend meetings; and
- possession of excellent oral and written communication skills.

Conflict of Interest

The principles of the *Municipal Conflict of Interest Act* apply to this Committee. Should a member of the Committee discover a real or potential conflict of interest exists at any time during the Committee's term of office, the member shall disclose the interest to the County Clerk immediately and shall not proceed to carry out duties related to the Committee where a conflict exists. Failure to adhere to this requirement will result in the individual being removed from the Committee.

Compensation

Voting and Alternate Members will be provided with an annual retainer of \$100.00 at the end of each year of the term. The County Clerk will issue payment to each member in good standing on behalf of participating municipalities. Costs will be divided evenly amongst the participating municipalities.

Members may receive additional compensation (ex. per diem, mileage) depending on compensation by-laws of the participating municipalities.

Chairperson

The Committee will select a chairperson from amongst its members at its first meeting upon receipt of each compliance audit application or Clerk's report.

The Chair is the liaison between the members and the Secretary of the Committee on matters of policy and process.

The Chair shall enforce the observance of order and decorum among the Committee members and those present at all meetings.

When the Chair is absent, the Committee may appoint another member as Acting Chair. While presiding, the Acting Chair shall have all the powers of the Chair.

Funding

The participating municipality requiring the services of the Committee shall be responsible for all associated expenses, in addition to a portion of the annual retainer fee.

Meetings Open to the Public

While meetings of the Committee will be open to the public, Sections 88.33 (5.1), 88.34 (9.1) and 88.36 (6.1) of the *Municipal Elections Act, 1996*, as amended, state the Committee may choose to deliberate in private.

Timing of Meetings

The Clerk of the municipality where the audit is being requested shall forward the application to the County Clerk immediately upon receipt, noting the date and time the application was received. The application shall be provided to the Committee within ten (10) days of its receipt at the local municipality in accordance with Section 88.33 (4) of the *Municipal Elections Act, 1996*, as amended. Upon receipt of an application, the County Clerk will determine the date and time of the first meeting in consultation with the members. Subsequent meetings will be held at the call of the Chair in consultation with the County Clerk.

Committee activity shall be determined primarily by the number and complexity of applications for compliance audits received. The frequency and duration of meetings will be determined by the Committee in consultation with the County Clerk.

Meeting Location

The Committee shall meet at the location determined by the County Clerk.

Meeting Notices, Agendas & Minutes

Reasonable notice of Committee meetings shall be given to the candidate, applicant, contributor and/or registered third party, the Clerk of the municipality where the application was requested, and the public.

The County Clerk shall cause notice of the meeting(s) to be provided a minimum of two (2) business days prior to the date of each meeting. The agendas and minutes of Committee meetings shall be posted on the municipal website of the United Counties of Leeds and Grenville and on the website of the municipality requesting the services of the Compliance Audit Committee.

Minutes of each meeting shall outline the general deliberations and specific actions and recommendations.

The Committee must provide brief written reasons for decisions made regarding acceptance or rejection of the application, and whether legal proceedings will be commenced following receipt of an auditor's report.

These written reasons must be provided to the candidate, County Clerk, Clerk for the municipality where the candidate filed their nomination, applicant, and contributor and/or registered third party.

Quorum

Quorum for meetings shall consist of a simple majority of the members of the Committee selected by the County Clerk upon receipt of the compliance audit application or participating clerk's report.

If no quorum is present thirty (30) minutes after the meeting is scheduled to commence, the County Clerk shall record the names of members present and the meeting shall stand adjourned until the date of the next meeting, as determined by the County Clerk or the Chair, if appointed.

Meeting Attendance

Any member of the Committee who is absent from two (2) consecutive meetings without excusal by the Committee may be removed from the Committee at the discretion of the County Clerk in consultation with the clerks of the participating municipalities.

Motions & Voting

A motion shall only need to be formally moved before the Chair can put the question or a motion can be recorded in the minutes.

Every Member present shall be deemed to vote against the motion if they decline or abstain from voting, unless disqualified from voting by reason of a declared pecuniary interest.

In the case of a tie vote, the motion shall be considered to have been defeated.

The manner of determining the vote on a motion shall be by show of hands.

The Chair shall announce the result of every vote.

Administrative Practices and Procedures

The Terms of Reference constitute the Administrative Practices and Procedures of the Committee. Any responsibilities not clearly identified within these Terms of Reference

shall be in accordance with Section 88.33 to 88.37 of the *Municipal Elections Act*, 1996, as amended.

Appendix “A” – Sections 88.33 to 88.37 of the *Municipal Elections Act*, 1996, as amended
Compliance Audits and Reviews of Contributions

Compliance audit of candidates’ campaign finances

Application by elector

88.33 (1) An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of this Act relating to election campaign finances may apply for a compliance audit of the candidate’s election campaign finances, even if the candidate has not filed a financial statement under section 88.25. 2016, c. 15, s. 63.

Requirements

(2) An application for a compliance audit shall be made to the clerk of the municipality or the secretary of the local board for which the candidate was nominated for office, and it shall be in writing and shall set out the reasons for the elector’s belief. 2016, c. 15, s. 63.

Deadline for applications

(3) The application must be made within 90 days after the latest of the following dates:

1. The filing date under section 88.30.
2. The date the candidate filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The candidate’s supplementary filing date, if any, under section 88.30.
4. The date on which the candidate’s extension, if any, under subsection 88.23 (6) expires. 2016, c. 15, s. 63.

Compliance audit committee

(4) Within 10 days after receiving the application, the clerk of the municipality or the secretary of the local board, as the case may be, shall forward the application to the compliance audit committee. 2016, c. 15, s. 63.

Notice of meetings

(5) Reasonable notice of the meetings of the committee under this section shall be given to the candidate, the applicant and the public. 2017, c. 20, Sched. 10, s. 1.

Open meetings

(5.1) The meetings of the committee under this section shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 1.

Same

(6) Subsection (5.1) applies despite sections 207 and 208.1 of the *Education Act*. 2017, c. 20, Sched. 10, s. 1.

Decision of committee

(7) Within 30 days after the committee has received the application, the committee shall consider the application and decide whether it should be granted or rejected. 2016, c. 15, s. 63.

Same

(8) The decision of the committee to grant or reject the application, and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Appeal

(9) The decision of the committee under subsection (7) may be appealed to the Superior Court of Justice within 15 days after the decision is made, and the court may make any decision the committee could have made. 2016, c. 15, s. 63.

Appointment of auditor

(10) If the committee decides under subsection (7) to grant the application, it shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances. 2016, c. 15, s. 63.

Same

(11) Only auditors licensed under the *Public Accounting Act, 2004* or prescribed persons are eligible to be appointed under subsection (10). 2016, c. 15, s. 63.

Duty of auditor

(12) The auditor shall promptly conduct an audit of the candidate's election campaign finances to determine whether he or she has complied with the provisions of this Act relating to election campaign finances and shall prepare a report outlining any apparent contravention by the candidate. 2016, c. 15, s. 63.

Who receives report

(13) The auditor shall submit the report to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Report to be forwarded to committee

(14) Within 10 days after receiving the report, the clerk of the municipality or the secretary of the local board shall forward the report to the compliance audit committee. 2016, c. 15, s. 63.

Powers of auditor

(15) For the purpose of the audit, the auditor,
(a) is entitled to have access, at all reasonable hours, to all relevant books, papers, documents or things of the candidate and of the municipality or local board; and

(b) has the powers set out in section 33 of the *Public Inquiries Act, 2009* and section 33 applies to the audit. 2016, c. 15, s. 63.

Costs

(16) The municipality or local board shall pay the auditor's costs of performing the audit. 2016, c. 15, s. 63.

Decision

(17) The committee shall consider the report within 30 days after receiving it and, if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention. 2016, c. 15, s. 63.

Notice of decision, reasons

(18) The decision of the committee under subsection (17), and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Immunity

(19) No action or other proceeding for damages shall be instituted against an auditor appointed under subsection (10) for any act done in good faith in the execution or intended execution of the audit or for any alleged neglect or default in its execution in good faith. 2016, c. 15, s. 63.

Saving provision

(20) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to election campaign finances. 2016, c. 15, s. 63.

Section Amendments with date in force (d/m/y)

Review of contributions to candidates

88.34 (1) The clerk shall review the contributions reported on the financial statements submitted by a candidate under section 88.25 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Report, contributions to candidates for council

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits under section 88.9 and, (a) if the contributor's total contributions to a candidate for office on a council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and

(b) if the contributor's total contributions to two or more candidates for office on the same council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same council. 2016, c. 15, s. 64.

Same

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Same

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 64.

Report, contributions to candidates for a local board

(5) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a local board who appears to have contravened any of the contribution limits under section 88.9 and, (a) if the contributor's total contributions to a candidate for office on a local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and (b) if the contributor's total contributions to two or more candidates for office on the same local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same local board. 2016, c. 15, s. 64.

Same

(6) The clerk shall prepare a separate report under subsection (5) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Same

(7) The clerk shall forward each report prepared under subsection (5) to the secretary of the local board for which the candidate was nominated for office and, within 10 days after receiving the report, the secretary of the local board shall forward it to the compliance audit committee. 2016, c. 15, s. 64.

Decision of compliance audit committee

(8) Within 30 days after receiving a report under subsection (4) or (7), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 64.

Notice of meetings

(9) Reasonable notice of the meetings of the committee under subsection (8) shall be given to the contributor, the applicable candidate and the public. 2017, c. 20, Sched. 10, s. 2.

Open meetings

(9.1) The meetings of the committee under subsection (8) shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 2.

Same

(10) Subsection (9.1) applies despite sections 207 and 208.1 of the *Education Act*. 2017, c. 20, Sched. 10, s. 2.

Notice of decision, reasons

(11) The decision of the committee under subsection (8), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality or the secretary of the local board, as the case may be. 2016, c. 15, s. 64.

Saving provision

(12) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 64.

Section Amendments with date in force (d/m/y)**Compliance audit of registered third parties****Application by elector**

88.35 (1) An elector who is entitled to vote in an election in a municipality and believes on reasonable grounds that a registered third party who is registered in relation to the election in the municipality has contravened a provision of this Act relating to campaign finances may apply for a compliance audit of the campaign finances of the registered third party in relation to third party advertisements, even if the registered third party has not filed a financial statement under section 88.29. 2016, c. 15, s. 65.

Requirements

(2) An application for a compliance audit shall be made to the clerk of the municipality in which the registered third party was registered, and it shall be made in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 65.

Deadline

(3) The application must be made within 90 days after the latest of the following dates:

1. The filing date under section 88.30.
2. The date the registered third party filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The supplementary filing date, if any, for the registered third party under section 88.30.

4. The date on which the registered third party's extension, if any, under subsection 88.27 (3) expires. 2016, c. 15, s. 65.

Application of s. 88.33 (4) to (20)

(4) Subsections 88.33 (4) to (20) apply to a compliance audit under this section, with the following modifications:

1. A reference to a candidate shall be read as a reference to the registered third party.
2. A reference to the clerk with whom the candidate filed his or her nomination shall be read as a reference to the clerk of the municipality in which the registered third party is registered.
3. A reference to election campaign finances shall be read as a reference to the campaign finances of the registered third party in relation to third party advertisements that appear during an election in the municipality. 2016, c. 15, s. 65.

Section Amendments with date in force (d/m/y)

Review of contributions to registered third parties

88.36 (1) The clerk shall review the contributions reported on the financial statements submitted by a registered third party under section 88.29 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

Report by the clerk

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30 for a registered third party, the clerk shall prepare a report identifying each contributor to the registered third party who appears to have contravened any of the contribution limits under section 88.13 and,

(a) if the contributor's total contributions to a registered third party that is registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to the registered third party in relation to third party advertisements; and

(b) if the contributor's total contributions to two or more registered third parties that are registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to all registered third parties in the municipality in relation to third party advertisements. 2016, c. 15, s. 65.

Same

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

Same

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 65.

Decision of compliance audit committee

(5) Within 30 days after receiving a report under subsection (4), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 65.

Notice of meetings

(6) Reasonable notice of the meetings of the committee under subsection (5) shall be given to the contributor, the registered third party and the public. 2017, c. 20, Sched. 10, s. 3.

Open meetings

(6.1) The meetings of the committee under subsection (5) shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 3.

Notice of decision, reasons

(7) The decision of the committee under subsection (5), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality. 2016, c. 15, s. 65.

Saving provision

(8) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 65.

Section Amendments with date in force (d/m/y)

Compliance audit committee

88.37 (1) A council or local board shall establish a compliance audit committee before October 1 of an election year for the purposes of this Act. 2016, c. 15, s. 66.

Composition

(2) The committee shall be composed of not fewer than three and not more than seven members and shall not include,

(a) employees or officers of the municipality or local board;

(b) members of the council or local board;

(c) any persons who are candidates in the election for which the committee is established; or

(d) any persons who are registered third parties in the municipality in the election for which the committee is established. 2016, c. 15, s. 66.

Eligibility for appointment

(3) A person who has such qualifications and satisfies such eligibility requirements as may be prescribed is eligible for appointment to the committee. 2016, c. 15, s. 66.

Same

(4) In appointing persons to the committee, the council or local board shall have regard to the prescribed eligibility criteria. 2016, c. 15, s. 66.

Term of office

(5) The term of office of the committee is the same as the term of office of the council or local board that takes office following the next regular election, and the term of office of the members of the committee is the same as the term of the committee to which they have been appointed. 2016, c. 15, s. 66.

Role of clerk or secretary

(6) The clerk of the municipality or the secretary of the local board, as the case may be, shall establish administrative practices and procedures for the committee and shall carry out any other duties required under this Act to implement the committee's decisions. 2016, c. 15, s. 66.

Costs

(7) The council or local board, as the case may be, shall pay all costs in relation to the committee's operation and activities. 2016, c. 15, s. 66.

		Date Req'd
Information Purposes	X	Sept. 06 '22
Policy / Action Req'd		
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 84-2022

Date: September 6, 2022

From: Nathan Richard, Director of Operations

RE: Projects Update – August 2022

Recommendation:

For information only.

Background / Analysis:

The intent of this report is to provide an update to Council on the status of approved projects. Each table below categories the projects according to their current status and provides a brief update.

It is noted that the Town's Civil Contractor, Ken Miller Excavating, generously provides replacement sand for Kelly's Beach each year for the past five years free of charge. Storms and waves have a tendency to wash away the sand at the beach. Each year Ken Miller Excavating provides and delivers the replacement sand free of charge. Staff wanted to highlight this fact for Council and the public as Kelly's Beach is a well-used and much enjoyed recreational offering.

Completed

Description
Dibble Street East Reconstruction - Phase 1 (Boundary to Vankoughnet)
Electric Vehicle Chargers at 4 locations
Installation of Solar Lights along Heritage Trail
Centennial Park – Shade Sail
Riverwalk Park – Shade Sail
New Plow for loader
Replacement and add barricades, traffic safety items, and signage for traffic control
Dock Replacement – G and H Dock at Marina
Bicycle Repair Stations and Air Pumps at Centennial Park and Rotary Pavilion

		Date Req'd
Information Purposes	X	Sept. 06 '22
Policy / Action Req'd		
Strategic Plan		

Road Resurfacing – Milling and paving 2022
Park Play Structure Repairs
Asset Management Plan

Planning Stages

Description
Recreational Complex Outdoor Activities – Completed consultation with a Parks consultant. Tender to be issued in Fall 2022 with construction starting Spring 2023.
Water Tower Replacement - Funding approved from federal and provincial governments and working on requirements and engineering preparation for tender. Hydrant flow testing completed throughout the Town at strategic locations.
Edward Street Bridge Work – Detailed design is ongoing. Plan to issue tender in Fall 2022.

In Progress

Description	Budget	Project Update
Recreational Complex	18,800,000	The Recreation Complex is about 45% complete. Main steel has been installed on the arena. Watermain and sanitary line continue to be installed along Churchill Road.
Dibble Street East Reconstruction Phase 2 (Vankoughnet to Edward)	1,200,000	All major underground work has been completed. Paving done on Vankoughnet to East. Curb/sidewalks East to Edward to be completed in early September with paving completed late September.
Water Treatment Plant – River high water repairs	250,000	Working with a marine structure consultant to review the details of the concrete retaining wall.
Completion of 2 nd Floor Phase 2 and 3	255,000	Work has started with internal staff on the hallway and 3 rooms at the front and west side.
Lighthouse Railing guard and handrail upgrades	25,000	Contractor to complete the work in September once summer tenant is done.

		Date Req'd
Information Purposes	X	Sept. 06 '22
Policy / Action Req'd		
Strategic Plan		

Sidewalk Replacement	50,000	60% of the work is completed. A large section at the Wellington school is completed along with sections on Sophia.
Roofing Structure between Seacans at Operations yard	25,000	To be installed in fall.
Intersection and crosswalk review	62,000	Several staff reports to Council throughout the summer months. 3 PXO Type B pedestrian crossings with new rapid flashing lights to be installed on King at St. Lawrence, George and Center.
Repairs to waterfront trails and Shoreline repairs	25,000	Topsoil was placed again in front of the water treatment plant from when it was washed out in May. Rock from Churchill will be placed at the river at Centennial park for further protection from high water wave action.
Repairs to waterfront trails	30,000	Heritage Trail – in 2021 removed asphalt and added stone dust to remove trip hazards in a section of path. Ongoing review throughout 2022.
Electric Vehicle Charger at Centennial Park – parking lot	15,000	Power service can be brought down from an existing pole.
Interlock Sidewalk on east side of Edward Street – between King St E and Water St E	15,000	A contractor to install the accessible corner with tactile plates in early September. Tree contractor to remove the 2 trees and operations staff to complete interlock work where trees are removed.

Research and Sourcing

Description	Budget	Project Update
Asphalt Hot Box heater machine for pothole repairs		Obtained equipment list from the County that they have in stock.
Fire Department replacement gear	30,000	Purchased throughout the year, exploring bulk purchase options with neighboring municipalities

		Date Req'd
Information Purposes	X	Sept. 06 '22
Policy / Action Req'd		
Strategic Plan		

Replacement of sidewalk on the south side of King Street from St. Lawrence Street to the entrance of the Coast Guard Building	10,000	A small notch was cut into a curb-like interlock brick that is along the south side of the sidewalk. Observations during high-intensity rain events indicated that this minor modification may work well enough to drain the water. Will continue to observe results.
Establish a formal pathway from the corner of MacKenzie / Fischl to the Grocery Store / Canadian Tire	25,000	Dollarama Development site plan has been approved. Construction to begin Summer 2022.

Alternatives:

None

Financial Implications:

None

Attachments:

None

Submitted by:

Nathan Richard
Director of Operations



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Sept. 06 '22
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 85-2022

Date: September 6, 2022

From: Renny Rayner, Fire Chief
Matthew Armstrong, Chief Administrative Officer and Treasurer

RE: Replacement of Fire Rescue Vehicle

Recommendation:

That Council direct Staff to proceed with the ordering of a Rosenbauer Rescue Pumper Vehicle as outlined in Staff Report 85-2022 to replace the current 1998 International 4900 Rescue Vehicle.

Background/Analysis:

At the Council meeting of January 17, Staff was directed to proceed with the planning process to replace the current 1998 International 4900 Rescue Vehicle. The 1998 International 4900 Rescue Vehicle will remain in the fleet and will be designated as the Emergency Support Vehicle. The 2022 Capital and Operating Projects Budget was approved and included a Rescue Pumper at an estimated net cost of \$900,000. Earlier this year Council approved the Town of Prescott joining the Canoe purchasing group which has pre-established contracts with Fire Rescue Vehicle manufacturers.

An Apparatus Replacement Committee that included Officers and firefighters was formed to design a Rescue Pumper that would meet the requirements of the fire company. After numerous meetings, the Committee decided that a vehicle manufactured by Rosenbauer would aid in the ability to maintain consistency in design with the current pumper. The Committee met with Rosenbauer representatives to review and finalize the fire truck specifications.

The replacement Rescue Pumper will be a multifunctional apparatus. It will have the capability to respond to Motor Vehicle Collisions with the Jaws of Life and will contain



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Sept. 06 '22
Strategic Plan		

other specialty equipment. This apparatus will also be utilized on a first response basis for fire suppression, in the event the current pumper is out of service.

The expected delivery time from the date of order is 450 to 500 days which would mean delivery should occur in 2024.

Alternatives:

Council could decide to not proceed with the purchase of the Fire Rescue Pumper Vehicle at this time.

Financial Implications:

As noted above, the Canoe Group Purchasing Organization has pre-established contracts with Rescue Vehicle Manufacturers. This allows a municipality to take advantage of the contacts. As the current pumper is a Rosenbauer, it is recommended to purchase the new Rescue Pumper Vehicle from the same manufacturer which will reduce training time due to the familiarity of the layout of the vehicles.

The current yearly debt payments of \$65,638 on the Aerial and Commander Pumper will end in 2023. This amount would be used to obtain a debenture for 10 years to cover the cost of the new Rescue Pumper in addition to the full year of funding from the vacancy building registry.

The new cost of a new Rosenbauer Rescue Pumper is detailed below:

Cost	
Rosenbauer Rescue Pumper List Price	\$1,026,757
Group Purchasing Contract Discount	(83,157)
Subtotal Cost	943,600
Prescott Firefighters Association	(25,000)
Reserves from 2023 Debt Ending	(19,840)
Development Charges	(39,013)
Net Cost to be funded by Debt	\$859,747

The total cost of the Rescue Pumper Vehicle is \$943,600. The Prescott Firefighters Association is making a commitment to fund \$25,000 for the equipment included in the



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Sept. 06 '22
Strategic Plan		

purchase price. The vehicle is not expected to be delivered until 2024 due to the current lead time. With the current debt payments ending in 2023 there \$19,840 can be put towards the purchase. Development Charges are applicable as this is an upgrade in capability which is \$39,013. Therefore, the next cost of the vehicle to be funded by debt is \$859,747. The difference between the current debt payments and the 10-year debt payments on for this new vehicle will be funded by the increase from the full year of revenue from the vacant building registry.

Environmental Implications:

None

Attachments:

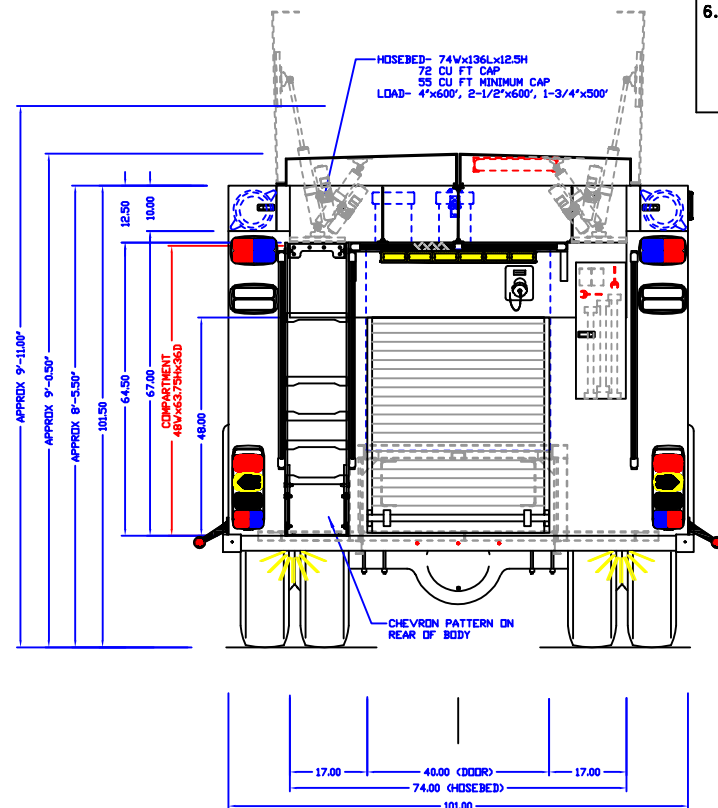
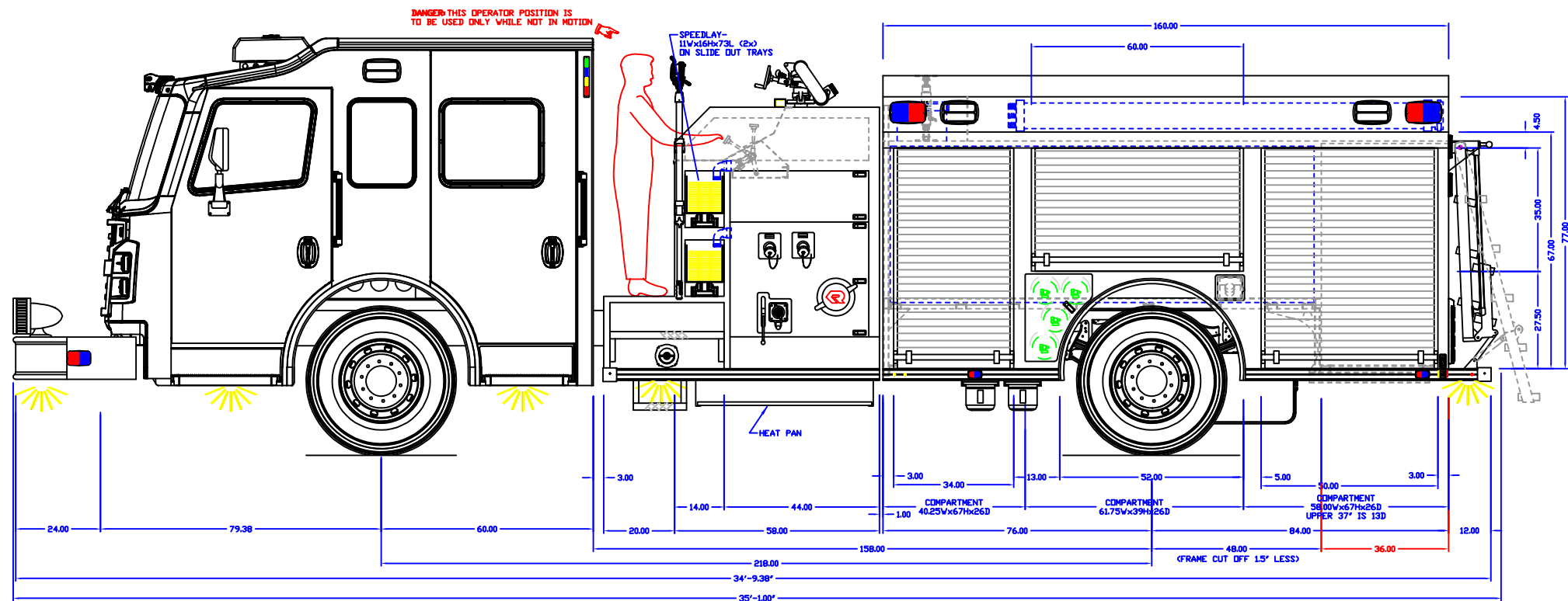
- Vehicle Schematic

Submitted by:

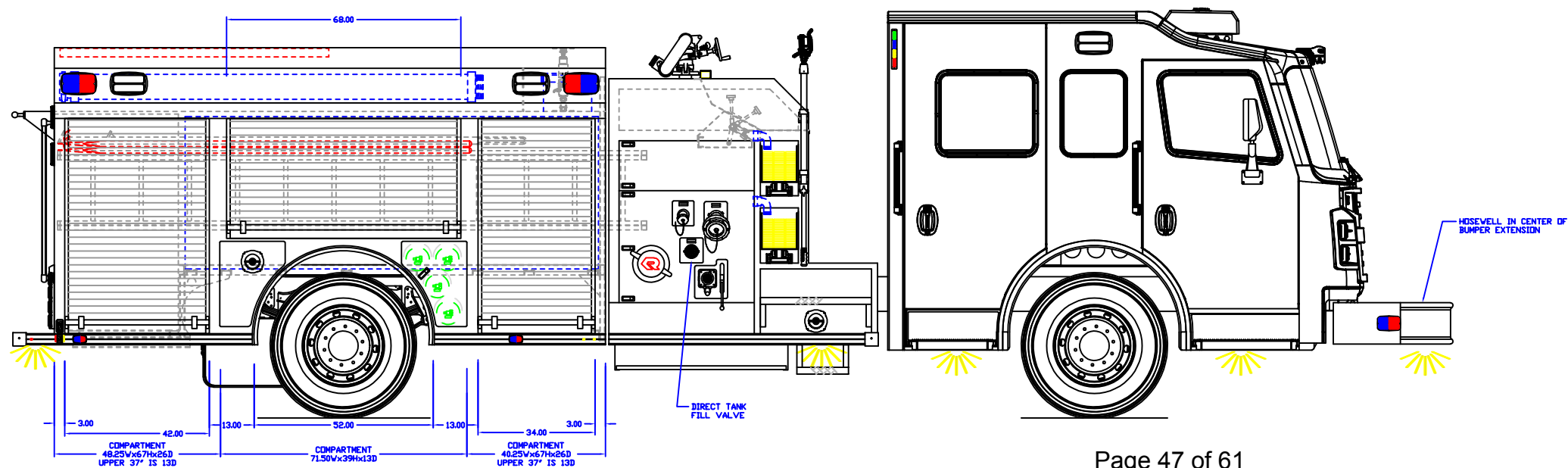
Renny Rayner
Fire Chief

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer



- NOTES:
1. OVERALL HEIGHT IS IN LOADED CONDITION. UNLOADED HEIGHTS MAY BE 4" ABOVE HEIGHTS SHOWN.
 2. DO NOT SCALE DRAWING.
 3. ALL DIMENSIONS ARE APPROXIMATE AND SUBJECT TO ENGINEERING CHANGES.
 4. DRAWING MAY OR MAY NOT SHOW ALL ITEMS AS DESCRIBED IN THE WRITTEN DETAIL SPECIFICATIONS.
 5. INCLUSION OF AN ITEM ON THE DRAWING DOES NOT CONSTITUTE INCLUSION OF THAT ITEM WITH THE FINAL DELIVERED UNIT.
 6. THE EFFECTIVE DOOR OPENINGS WILL BE APPROX. 2" LESS THAN THE NOTED COMPARTMENT OPENING FOR ROLL UP DOORS AND UP TO APPROX. 4" LESS FOR HINGED DOORS



APPROVED BY:

CHASSIS: COMMANDER 6011

PUMP: DARLEY 6000 LPM

TANK: POLY/750/20(FOAM)

PANEL MATL: LINE X

COMP INTERIOR: LINE X

MAXIMUM HEIGHT NONE

MAXIMUM LENGTH NONE

BODY WIDTH 101"

REVISED: - DATE: -
DRAWN: WLM DATE: 06-27-22

PROPRIETARY AND CONFIDENTIAL
THE INFORMATION CONTAINED IN THIS DRAWING IS
THE SOLE PROPERTY OF ROSENBAUER. ANY
REPRODUCTION IN PART OR AS A WHOLE WITHOUT
THE WRITTEN PERMISSION OF ROSENBAUER IS
PROHIBITED.

PRESCOTT FIRE
DEPT., ON



ROSENBAUER FX 3/16"

DRAWING NUMBER prescott, on REV -

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Sept. 06' 22
Strategic Plan		

REPORT TO COUNCIL

Date: September 6, 2022

Report No. 86-2022

From: Nathan Richard, Director of Operations
Matthew Armstrong, Chief Financial Officer & Treasurer

RE: Ice Resurfacing Machine Purchase

Recommendation:

That Council approves the purchase of a new Ice Resurfacing machine for the new recreation complex at a cost of \$110,000 plus HST.

Background:

The Town of Prescott sold the former 2015 ice resurfer to the Township of Edwardsburgh Cardinal in January 2021. This machine was not being utilized and sitting un-utilized generally takes a toll on machinery and engines, and an adjacent community had a requirement for a newer machine. The Zamboni was sold for \$50,000 and this money was placed into a fund for purchasing a new machine.

The new recreation complex construction is estimated to be completed in May or June of 2023. The Town will require a new Zamboni for the complex and delivery of a new machine is approximately 8 months.

Analysis:

There are several new technologies that have been recently introduced including completely electric, battery-operated ice resurfacing machines which have the benefit of being more environmentally friendly.

Staff reviewed the option of an electric resurfer and after interviewing many other communities that have electric machines, it was recognized that most of the arenas that have been purchasing electric machines also have backup propane machines, in the event they are unable to use the electric one. A small quantity of the electric machines have been in the field for more than a few years, therefore the reliability and long-term maintenance costs of the electric technology are still unknown. The comparable electric machine also had a smaller snow holding capacity which could be a consistent problem

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Sept. 06' 22
Strategic Plan		

with more aggressive skating activities as Staff may not be able to cut down into the ice surface as deep as required to get a smooth surface when clearing the ice. Electric machines, even though having a smaller snow capacity, are approximately 30% more than propane machines. An electric machine with the same capacities as a propane model is approximately 60% higher.

The ice resurfacer that Staff are recommending be purchased is produced from Zamboni Company Ltd. The capital machine would be purchased under the LAS CANOE program which has a pre-established contract with ice resurfacing manufacturers. Zamboni was the previous brand of machine that the Town had, they are one of the main suppliers of ice resurfacing machines in Canada and have a good reputation for maintenance and service. The expected useful life of an ice resurfacing machine is 10 to 15 years.

The total cost of the ice resurfacer will be approximately \$110,000.

Vendor	Make/Model	Price (excl HST)	Delivery Date
Zamboni Company Ltd.	Zamboni/526	\$110,000	May 2023

Alternatives

Council could decide to modify the recommendation outlined in this report.

Financial Implications:

The cost for the ice resurfacer is \$110,000. \$50,000 will come from the previous sale of the former Zamboni and \$60,000 will come from the Recreation Complex capital budget for equipment.

Environmental Implications:

None

Attachments:

None



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Sept. 06' 22
Strategic Plan		

Submitted by:

Nathan Richard
Director of Operations

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Sept. 06' 22
Strategic Plan		

REPORT TO COUNCIL

Date: September 6, 2022

Report No. 87-2022

From: Matthew Armstrong, Chief Financial Officer & Treasurer

RE: Part-Time Administrative Support Position

Recommendation:

That Council direct Staff to proceed with the recruitment of a Part-Time Administrative Support position.

Background/Analysis:

For the past several years, the Operating Budget has included a Seasonal Administrative Summer Student Position. This individual works for four months during summer period for 35 hours per week undertaking special projects, supporting record digitization, and providing vacation coverage to the reception area. It has been identified that it would be more effective to have a Part-Time Administrative Support position for 12 months of the year at 15 hours per week. This would allow for a broader range of departmental vacation coverage throughout all 12 months of the year, support the Finance Department in performing clerical duties to allow the Chief Administrative Officer and Treasurer to delegate additional duties and responsibilities to the Deputy Treasurer, and continue with record digitization initiatives.

Alternatives

Council could decide not to approve the recruitment of a Part-Time Administrative Support position.

Financial Implications:

The cost of Seasonal Administrative Summer Student for four months at 35 hours per week is approximately \$10,450 inclusive of statutory benefit costs, which is included in the Operating Budget. Only \$6,500 was spent on the position this year. The cost of a Part-Time Administrative Support at 15 hours per week would be approximately \$17,070 per year. The cost for the remainder of 2022 would be approximately \$4,000. This



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Sept. 06' 22
Strategic Plan		

equates to the unspent amount from the Seasonal Administrative Summer Student position. The future increase of \$6,620 can be offset by decreases to the legal and consulting budgets in future years for an overall zero net expense increase.

Environmental Implications:

None

Attachments:

None

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer

		Date Req'd
Information Purposes	X	Sept. 06 '22
Policy / Action Req'd		
Strategic Plan		

REPORT TO COUNCIL

Date: September 6, 2022

Report No. 88-2022

From: Matthew Armstrong, Chief Financial Officer & Treasurer

RE: Bill 109 Resolution

Recommendation:

For information.

Background:

At the Council meeting of August 22, 2022, a resolution regarding Bill 109 from Township of Puslinch was included in the Information Package. Staff was directed to bring forwarded a motion to the next meeting for discussion.

The resolution from the Township of Puslinch is copied below.

Whereas the Township of Puslinch is in receipt of correspondence from the Town of East Gwillimbury, dated June 15, 2022, and from West Lincoln Township Council dated June 28, 2022 requesting the Government of Ontario to revisit the provisions of Bill 109 and work with all stakeholders, including municipalities represented by the Association of Municipalities of Ontario to deliver legislation that allows municipalities to plan, grow and deliver communities that adhere to local, provincially-approved Official Plans, rather than strict statutory timelines;

Be it resolved that Council receives and supports the request and,

That, a copy of this Motion be sent to the Honourable Doug Ford, Premier of Ontario, the Minister of Municipal Affairs and Housing, Regional Chairs in Ontario, the Association of Municipalities of Ontario (AMO) and all Ontario municipalities.

This resolution resulted from a resolution passed earlier by the Town of East Gwillimbury entitled, Summary and Implications of Provincial Bill 109: More Homes for Everyone Act, 2022. The resolution is copied below.

		Date Req'd
Information Purposes	X	Sept. 06 '22
Policy / Action Req'd		
Strategic Plan		

WHEREAS the Town of East Gwillimbury is Canada's fastest growing municipality (with more than 5,000 residents) according to 2021 Census Canada data; and

WHEREAS the Council of the Town of East Gwillimbury has significant concerns regarding the impact of Bill 109 on the community planning process, and the ability of municipalities to deliver on initiatives to address housing supply and attainability, and

WHEREAS the refund provisions in Bill 109 will result in existing taxpayers subsidizing development applications as well as lost revenue and increased staff costs for municipalities; and

WHEREAS the prescription of what constitutes a complete application does not address differing levels of complexities and the unique circumstances and diverse landforms that exist across the province, nor does it recognize the collaborative process and relationships between parties that deliver results for municipalities; and

WHEREAS limiting conditions on Draft Plan of Subdivision does not address the unusual and often challenging circumstances best understood by local municipal staff and elected officials;

BE IT THEREFORE RESOLVED THAT the Council of the Town of East Gwillimbury requests that Government of Ontario revisit the provisions of Bill 109 and work with all stakeholders, including municipalities represented by the Association of Municipalities of Ontario to deliver legislation that allows municipalities to plan, grow and deliver communities that adhere to local, provincially-approved Official Plans, rather than strict statutory timelines; and

THAT a copy of this Motion be sent to the Honourable Doug Ford, Premier of Ontario, MPP Caroline Mulroney, the Minister of Municipal Affairs and Housing, all York Region Mayors and Regional Chairs in Ontario; and

THAT a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.



		Date Req'd
Information Purposes	X	Sept. 06 '22
Policy / Action Req'd		
Strategic Plan		

Analysis:

Bill 109 has a refund provision for planning applications if they are not completed within a specified period of time.

Planning Application	No Refund	50% Refund	75% Refund	100% Refund
Rezoning	1-90 Days	91-150 Days	151-210 Days	+210 Days
Combined Official Plan Amendment and Rezoning	1-120 Days	121-180 Days	181-240 Days	+240 Days
Site Plan Applications	1-60 Days	61-90 Days	91-120 Days	+120 Days

While Rezoning and Combined Official Plan Amendments and Rezoning Applications are often completed within the No Refund period the Site Plan Applications are considerably different.

The back and forth that occurs during the peer review for the engineering studies can be a lengthy process often requiring 2 to 5 revisions of the plans with several weeks between submissions and reviews.

Alternatives

None

Financial Implications:

None

Environmental Implications:

None

Attachments:

None



		Date Req'd
Information Purposes	X	Sept. 06 '22
Policy / Action Req'd		
Strategic Plan		

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Sept. 06' 22
Strategic Plan		

REPORT TO COUNCIL

Date: September 6, 2022

Report No. 89-2022

From: Matthew Armstrong, Chief Financial Officer & Treasurer

RE: Development Charges Study

Recommendation:

That Council direct Staff to proceed with the Development Charges Study using Calvin Pol of ComP Consultants at a cost of \$19,200 plus HST.

Background:

The *Development Charges Act* was first introduced in 1989 to provide the legislative framework for municipalities, counties, and school boards to levy charges for the provision of services directly related to new growth in their community. The legislation has changed in direction from “growth-related services” to “eligible” and “ineligible services”

The current Act requires municipalities to carry out a detailed study prior to enacting a by-law. This study requires a review of past capital expenditures, capital assets, capital forecasts, average levels of service, operational costs, and assessed values of property and equipment. All figures and calculations must be defensible before the Ontario Land Tribunal.

Some of the important governing matters of the current legislation include the following:

- Development Charge Studies are ten-year background studies but must be reviewed after five (5) years.
- By-laws are valid for a maximum of five (5) years.
- Scope of eligible services and categories have been increased.
- Mandatory industrial expansion exemption introduced (industrial - 50%).
- Methodology in calculating the charge has changed (average level of service).
- Shortened time frame to enact by-laws (12 months) from completion of background study.
- Legislated method for calculating the development charge.
- More “accountability and tracking” to be contained in Treasurer’s Statement.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Sept. 06' 22
Strategic Plan		

- Subdivision agreements must inform purchasers of Development Charges.

Analysis:

The Town of Prescott last undertook the study in 2018 and the current by-law was valid until May of 2022. It was agreed that both the Town of Prescott and Township of Augusta would complete Development Charges Studies as part of the joint initiatives. The Township of Augusta has selected Calvin Pol of COMP Consultants to complete their study.

Calvin Pol is a regional resource that has conducted the studies for the Town of Prescott in 2012 and 2018 along with many (35) other municipalities throughout Eastern Ontario. The estimated cost of the study is \$19,200 of which 90% is funded by Development Charges and the remaining 10% by the operating budget.

The Development Charges Study consists of 10 phases as outlined below:

- Phase 1 Start-up and Data Collection
- Phase 2 Evaluation of Average Service Levels
- Phase 3 Capital Costs
- Phase 4 Development Charges Calculations
- Phase 5 Meetings on Draft Development Charges
- Phase 6 Development Charges By-law
- Phase 7 Open House
- Phase 8 Statutory Public Meeting
- Phase 9 Adoption and Notification
- Phase 10 Information Pamphlet and Public Materials

Alternatives

Council could decide not to proceed with the Development Charges Study at this time.

Financial Implications:

As noted above the current Development Charges generated can cover up to 90% of the next Development Charges Study. This will only leave 10% of the \$19,200 to be covered by the Operating Budget.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Sept. 06' 22
Strategic Plan		

Environmental Implications:

None

Attachments:

None

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer



Proclamation September 19 – 25, 2022 Rail Safety Week

WHEREAS Rail Safety Week is to be held across Canada from September 19 to 25, 2022; and

WHEREAS it is in the public's interest to raise citizens' awareness of the dangers of ignoring safety warnings at level crossings and trespassing on rail property to reduce avoidable deaths, injuries and damage caused by incidents involving trains and citizens; and

WHEREAS Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness; and

WHEREAS CN has requested that the Council of the Town of Prescott support its ongoing efforts to raise awareness, save lives and prevent injuries in the Town of Prescott.

THEREFORE, BE IT RESOLVED, that the Corporation of the Town of Prescott does hereby recognize and support Rail Safety Week being held September 21 to 25, 2022.

Dated this 6th day of September 2022.

W. Brett Todd, Mayor

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 39-2022

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE COUNCIL
MEETING HELD ON SEPTEMBER 6, 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 6th DAY OF SEPTEMBER, 2022.

Mayor

Clerk