



PRESCOTT TOWN COUNCIL
AGENDA

February 27, 2023

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.

Land Acknowledgement:

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

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

Pages

1. Call to Order

2. Approval of Agenda

RECOMMENDATION

That the agenda for the Council meeting of Monday, February 27, 2023 be approved as presented.

3. Declarations of Interest

4. Delegations

4.1 Greater Fort Town Area Charity - Michel Larose

1

4.2	Grenville Community Futures Development Corporation - Katie Nolan	2
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5. New Business

5.1	Motion to Request to Amend Section 232 of the Municipal Act	17
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6. Presentations

7. Minutes of the previous Council meetings

7.1	February 6, 2023	18
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RECOMMENDATION

That the Council minutes dated February 6, 2023 be accepted as presented.

8. Communications & Petitions

8.1	Town of Petrolia Resolution re: School Board Elections	31
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8.2	Township of Lanark Highlands Resolution re: Violence Against Women	32
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8.3	Letter of Support Request - Prescott Curling Club	33
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9. 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.

9.1	Information Package (under separate cover)	
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10. Committee Reports

11. Mayor

12. Outside Boards, Committees and Commissions

13. Staff

13.1	Staff Report 14-2023 - 2023 Community Awards	34
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RECOMMENDATION

That Council direct Staff to proceed with the 2023 Community Awards as outlined in Staff Report 14-2023 Business, Citizen & Volunteer Awards recognition program.

- | | | |
|------|--|----|
| 13.2 | Staff Report 15-2023 - 2022 Prescott Drinking Water System and Wastewater System Annual Reports | 55 |
|------|--|----|

RECOMMENDATION

That Council accept the 2022 Prescott Drinking Water System and Wastewater System Annual Reports.

- | | | |
|------|--|-----|
| 13.3 | 2023 Project Ideas Priorities Review Presentation | 94 |
| 13.4 | 2023 Operational Budget - February 27, 2023 | 112 |

14. Resolutions

15. By-laws

16. Notices of Motion

17. Mayor's Proclamation

18. Period for Media Questions

19. Closed Session

RECOMMENDATION

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

19.1 Approval of Closed Session minutes (February 6, 2023)

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 or local board; and

19.3 Identifiable Individual

- Under Section 239(2)(b) of the *Municipal Act* - personal matters about an identifiable individual, including municipal or local board employees; and

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

20. Rise and Report

21. Confirming By-Law – 08-2023

140

RECOMMENDATION

That By-Law 08-2023, being a by-law to confirm the proceedings of the Council meeting held on February 27, 2023, 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, March 6, 2023. (Time: p.m.)

TOWN OF PRESCOTT

Delegation Request

Town of Prescott 360
Dibble St., Box 160
Prescott, Ontario
K0E 1T0

Please complete the following form. You may submit to the Town of Prescott by EITHER:

- * Printing and faxing a copy to 613-925-4381
- * Saving this file to your computer and emailing it to lvltkamp@prescott.ca

Phone: 613-925-2812
Fax: 613-925-4381
www.prescott.ca

Once your delegation request is received, the Clerk's Department will contact you to confirm receipt.

Date	<input type="text" value="01/31/2023"/>	Meeting date	<input type="text" value="02/06/2023"/>
Subject	<input type="text" value="Greater Fort Town Area Charity"/>		
Name	<input type="text" value="Michel Larose"/>		
Address	<input type="text"/>		
Town / City	<input type="text" value="Prescott"/>		
Province	<input type="text" value="ON"/>	Postal Code	<input type="text" value="K0E1T0"/>
Phone (daytime)	<input type="text"/>	Phone (evening)	<input type="text"/>
Fax number	<input type="text"/>	Email address	<input type="text" value="gftaCharity@gmail.com"/>

Name of group or person(s) being represented, if applicable:

Greater Fort Town Area Charity

Brief statement of issue or purpose of deputation:

We would like to present information on the charity, our program (the Youth Movement Project), and our fundraising event (Fort Town Night Run for May 6, 2023).

Personal information on this form is collected under the legal authority of the Municipal Act, as amended. The information is collected and maintained for the purpose of creating a record that is available to the general public, pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the Town Clerk, Town of Prescott, 360 Dibble Street, Box 160, Prescott, Ontario, K0E 1T0.

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Fax: 613-925-4381
www.prescott.ca

Once your delegation request is received, the Clerk's Department will contact you to confirm receipt.

Date	01/12/2023	Meeting date	02/21/23
Subject	Grenville Community Futures Development Corporation		
Name	Katie Nolan		
Address	197 Water St. Suite 405, P.O. Box 309		
Town / City	Prescott		
Province	ON	Postal Code	K0E1T0
Phone (daytime)	613-498-9275	Phone (evening)	
Fax number		Email address	knolan@grenvillecfdc.ca

Name of group or person(s) being represented, if applicable:

Grenville Community Futures Development Corporation

Brief statement of issue or purpose of deputation:

To provide an overview for Council on Grenville CFDC's programs & services for local businesses.

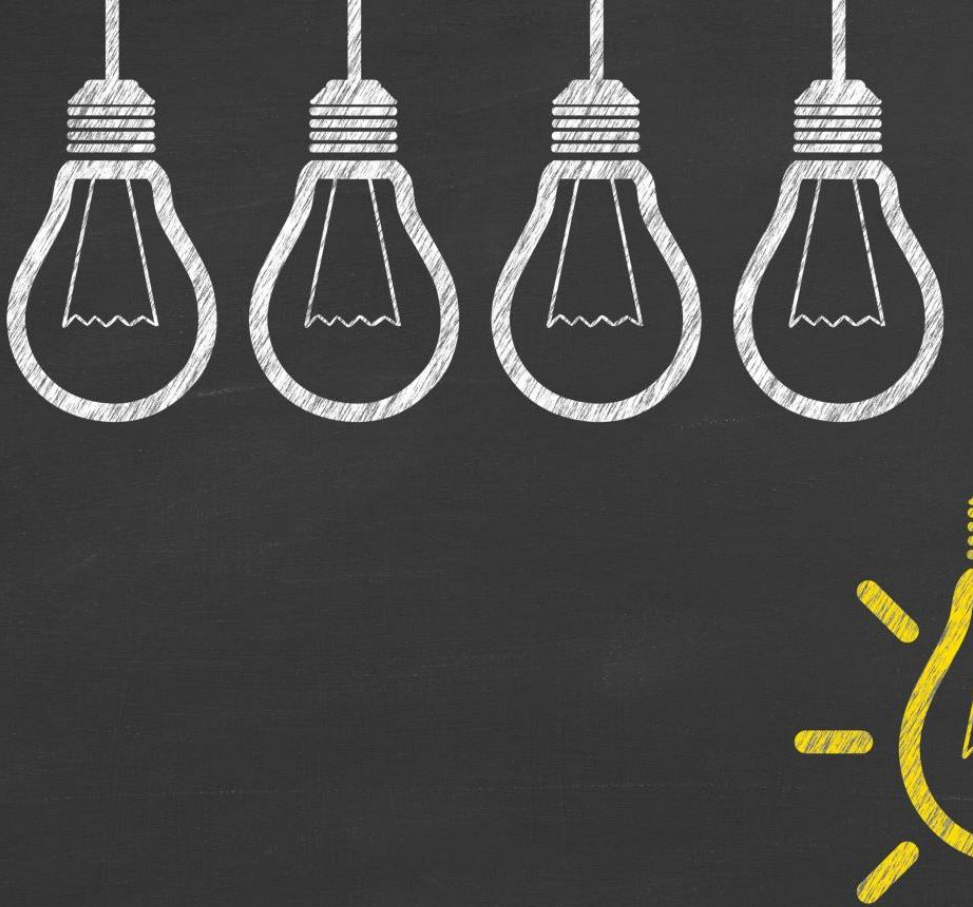
Personal information on this form is collected under the legal authority of the Municipal Act, as amended. The information is collected and maintained for the purpose of creating a record that is available to the general public, pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the Town Clerk, Town of Prescott, 360 Dibble Street, Box 160, Prescott, Ontario, K0E 1T0.

Town of Prescott

February 27, 2023



Grenville Community Futures
Development Corporation



Objectives

- Connect with new councils
- Provide an update on current programs and services for businesses and communities
- Spark ideas for collaboration

Who we are

- Community-based, non-profit corporation, est. 1990
- Funded by Federal Economic Development Agency for Southern Ontario (FedDev)
- Part of a network of **61** CFDCs in rural Ontario; **267** CFDCs in rural communities across Canada
- Accountable to a volunteer Board of Directors
- Mandated to assist with growth in the local economy
- Serving Augusta, Edwardsburgh/Cardinal, North Grenville and Prescott

Who we are

Vision

A prosperous local economy and vibrant community

Mission

Investing in jobs, businesses and innovation in our community

Programs and Services



BUSINESS LOANS



BUSINESS ADVICE



COMMUNITY ECONOMIC
DEVELOPMENT



Business Loans

Regular Term Loans up to \$300,000

- Customized financing: full participation or top ups
- Start-ups, relocations, stabilizations, expansions
 - Operating costs
 - Equipment and vehicle financing
 - Inventory financing
 - Short term cash flow assistance
 - Real estate financing

Business Loans

Microloans up to \$20,000

- Streamlined application process
- Favourable rates
- Perfect for startup businesses and sole proprietors

Our Lending Program is Special

- Fills a gap in small business lending
- Flexible repayment terms that meet the business needs
- No prepayment penalties and no annual fees
- Helpful and knowledgeable staff guide you through the process
- Based locally



Business Advisory Services

- Review and execution of business plans
- Coaching on new business ideas
- Review current business operations
- Referrals to other community resources, e.g. professional business services, Leeds Grenville Small Business Centre
- Access to information on federal and provincial programs, services and resources
- Advice on startup, scale-up, stabilization or expansion
- Facilitation of blended or collaborative financing solutions
- ...and more
- All at no cost to the business owner





Community Economic Development

Economic development involves
more than businesses

Vision: A prosperous local economy and vibrant community

Needs:

- Strong community organizations
- Active volunteers
- Effective system of diverse business support services
- Supportive local governments
- Strong strategic planning geared to economic development
- ...and more!

We offer:

- Support, participation and guidance for strategic planning processes
- Active participation with local community and business support organizations
- Networked role in the business support system
- Seed money for key initiatives (dependent on current programming and government priorities)
- ...and more!

Upcoming CED Workshop

**Wednesday, March 8, 1-4 pm, North Grenville
Municipal Centre**

Free Registration: <https://bit.ly/3Y0FZut>

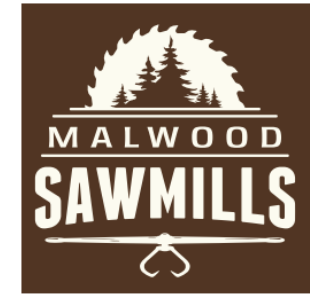
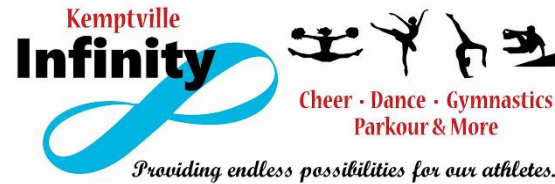
Ideal for municipal leaders, economic
development volunteers, business support
organizations

Learn About:

- What is Community Economic Development and why it's vital for your community
- The value of planning in your community
- Collaborative roles of individuals & organizations
- Tools & resources to assist you



Ministry of
Agriculture, Food &
Rural Affairs



See more success stories at: www.grenvillecfdc.com

Katie Nolan
Executive Director

knolan@grenvillecfdc.com
www.grenvillecfdc.com
www.facebook.com/GrenvilleCFDC

(613) 925-4275 ext. 1
197 Water St., Suite 405, Prescott

**Call Us and Let's
Get Started!**



WHEREAS the *Municipal Act, 2001* provides elected officials with the prescribed Declaration of Office; and

WHEREAS Section 232 of the *Municipal Act, 2001* states that a person shall not take a seat on the council of a municipality, including a person appointed to fill a temporary vacancy on an upper-tier council under section 267 but not including a person appointed to act in place of a head of council under section 242, until the person takes the declaration of office in the English or French version of the form established by the Minister for that purpose; and

WHEREAS the prescribed Declaration of Office, Item 4 states “ I will be faithful and bear true allegiances to His Majesty King Charles the Third.”; and

WHEREAS the current Declaration of Office forces a duly elected official to swear allegiance to the King rather than the country, province, and community from whence elected; and

WHEREAS the province of Quebec recently tabled Bill 4, which would amend the Constitution Act of 1867 and result in abolishing the requirement for elected officials to swear an oath to the King before they can take their seats in the legislature.

THEREFORE the Council of the Town of Prescott requests that the Minister of Municipal Affairs and Housing consider amending the Ontario *Municipal Act* by removing Section 4 from the Declaration of Office or making it optional; and

THAT a copy of the resolution be sent to the Honourable Doug Ford, Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, and all municipalities in Ontario.



**PRESCOTT TOWN COUNCIL
MINUTES**

Monday, February 6, 2023

6:00 p.m.

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Present	Mayor Gauri Shankar, Councillor Leanne Burton, Councillor Mary Campbell, Councillor Justin Kirkby, Councillor Ruth Lockett, Councillor Lee McConnell, Councillor Tracey 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, Jessica Crawford, Deputy Treasurer
Guests	Gary Albers and Steve Gibson, Prescott Curling Club and Caroline Rigutto, Affordable Housing Coordinator - United Counties of Leeds Grenville

1. Call to Order

Mayor Shankar called the meeting to order at 6:10 p.m.

2. Approval of Agenda

Motion 25-2023

Moved By Burton

Seconded By Lockett

That the agenda for the Council meeting of February 6, 2023, be approved as amended.

Carried

The agenda was amended by moving Item 5.1 - Prescott Curling Club Delegation to follow Item 3 - Declarations of Interest.

3. Declarations of Interest

There were no declarations of interest expressed.

4. Delegations

4.1 Prescott Curling Club - Gary Albers

Gary Albers thanked Council for the in-kind and financial assistance for the successful Strathcona Cup event and shared a video. A copy of the video is held on file.

Steve Gibson spoke to the support and involvement from Staff and Council and stated that Prescott was nominated as the #1 stop in the central tour. He recognized the operations staff, corporate sponsors, and the Town's Economic Development Officer, Dana Valentyne.

Gary Albers and Steve Gibson left meeting at 6:22 p.m.

5. Presentations

5.1 Affordable Housing in Leeds and Grenville - Caroline Rigutto

Caroline Rigutto, Affordable Housing Coordinator for United Counties of Leeds & Grenville, spoke to a PowerPoint presentation. A copy of the presentation is held on file.

Caroline Rigutto spoke to the survey area and provided an overview of the affordable housing programs that are available, the income caps, rent geared to income, newest secondary suite program, housing affordability plan and current projects.

Discussion was held regarding sharing contact information on the municipal website, the wait time for individuals to find housing and clarity around the definition of affordable housing.

Further discussion was held regarding the limitations of the word affordable and the suggested use of attainable housing, relationships with not-for-profit groups, and current projects underway.

Caroline Rigutto left the meeting at 6:51 p.m.

6. Minutes of the previous Council meetings

6.1 January 16, 2023

Motion 26-2023

Moved By Young

Seconded By Kirkby

That the Council minutes dated January 16, 2023, be accepted as presented.

Carried

7. Communications & Petitions

7.1 Letter from the Honourable Caroline Mulroney, Minister of Transportation

There was no discussion held regarding Item 7.1.

8. Consent Reports

Motion 27-2023

Moved By Campbell

Seconded By Lockett

That all items listed under the Consent Reports section of the agenda be accepted as presented, save and except Item 8.1(5) and 8.1(8).

Carried

8.1 Information Package

1. Award Certificate and Thank You Card from the South Grenville Food Bank for the 2022 Holiday Food Drive Challenge
2. United Counties of Leeds and Grenville Media Release – Celebrating Early Childhood Education – January 19, 2023
3. City of Kitchener resolution of support re: Ontario's Bity City Mayors Bill 23, More Homes Built Faster Act, 2022
4. City of Thunder Bay resolution of support re: Bill 42 - Gender Affirming Healthcare Act
5. Town of Petrolia resolution re: School Board Elections
6. Township of Montague resolution of support re: World Thinking Day Initiative
7. Township of Montague resolution of support re: Renfrew Inquest Recommendations
8. Township of Lanark Highlands resolution of support re: Violence Against Women
9. City of Hamilton resolution of support re: Repeal of Bill 23, More Homes Built Faster Act, 2022
10. Town of Halton Hills resolution of support re: Repeal of Bill 23, More Homes Built Faster Act, 2022

Councillor Young spoke to Item 8.1(8) - Township of Lanark Highlands resolution of support re: Violence Against Women

Councillor Kirkby spoke to Item 8.1(5) - Town of Petrolia resolution re: School Board Elections

Councillor McConnell referenced the number of resolutions received regarding Bill 23, More Homes Built Faster Act, 2022.

8.2 Staff Report 09-2023 - Winter Maintenance Operations

Discussion was held regarding the hard work of the operations staff, the concerns regarding snowbanks on King Street, and the Snow Removal policy.

Further discussion was held regarding fiscal responsibility, the use of crosswalks, businesses assisting by shoveling in front of stores, and the use of public feedback.

9. Committee Reports

9.1 PAC Report 01-2023 - SPC 990 Edward Street

Motion 28-2023

Moved By Kirkby

Seconded By Young

That Council endorse the approved Site Plan application SPC 2021-05 subject to the following conditions:

1. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Town.
2. That a construction phasing plan that is acceptable to the Town and addresses the parking for staff and contractors throughout the construction project.
3. That the site plan agreement of the lands, shall registered and be submitted to the Town.

Carried

No discussion was held regarding Item 9.1.

10. Mayor

Mayor Shankar spoke to his attendance at a recent Joint Service Committee meeting.

11. Outside Boards, Committees and Commissions

Councillor Burton stated that members of Council attend many board and committee meetings outside of the regular Council meetings.

12. Staff

12.1 Staff Report 10-2023 - Review of Anti-Noise and Licensing By-Laws

Motion 29-2023

Moved By Burton

Seconded By McConnell

That Council appoint the following three members of Council to a working group to review with Staff the Anti-Noise and Licensing By-Laws and make recommendations on changes for Council's consideration:

Councillor Young

Councillor Campbell

Councillor Kirkby

Carried

Matthew Armstrong, CAO/Treasurer spoke to the report. He referenced the current noise by-law, which was amended in 1991, the licensing by-law, and the suggested composition of the working group.

12.2 Staff Report 11-2023 - River Route Transit Service Partnership Agreement Renewal

Motion 30-2023

Moved By Kirkby
Seconded By Young

That Council direct Staff to provide written notice to the River Route Transit Service Partners of Prescott's intent to renew the Partnership Agreement for April 1, 2023 until March 31, 2024.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He stated that the agreement was to be reviewed on an annual basis. He highlighted the 2022 data, the amount generated in fares, the partnering municipalities commitment to the route, and the most popular stops.

Discussion was held regarding the ability to add more stops to the route, the flag down system, the contributions from funding and the City of Brockville, and planning for bus replacement in the future.

Further discussion was held regarding the bus route times and shift changes of manufacturing businesses along the route, the use of private advertising, and potential to add a route that heads north.

12.3 Staff Report 12-2023 - 2023 Operational Budget - Environmental, Planning, Water and Wastewater

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

Discussion was held regarding waste diversion and recycling, and the 2025 start date for the blue box program transition.

Dana Valentyne, Economic Development Officer, spoke a PowerPoint presentation regarding the Economic Development and Tourism budget. A copy of the presentation is held on file. Ms. Valentyne provided an overview of the action plans for 2023 and the priorities of the Economic Development strategies.

Discussion was held regarding the measurement of results, the required hours for the pop-up shops, sports tourism, and TODS signs.

Further discussion was held regarding the Prescott Welcome packages, and the size of parquets.

Matthew Armstrong, CAO/Treasurer, spoke to the Water and Wastewater budget.

Discussion was held regarding the funding for the construction of the water tower.

12.4 Staff Report 13-2023 - Marina 2023 Dock Replacement Project Request for Tender Results F and Fuel Dock

Motion 31-2023

Moved By McConnell

Seconded By Lockett

That Council approve the selection of Kehoe Marine Construction for the replacement of the F dock and the Fuel dock for delivery in early May 2023 at an upset limit of \$225,000 plus applicable taxes.

Carried

Nathan Richard, Director of Operations, spoke to the report. He referenced the Request for Tender issued in January, the current condition of the docks, the ranking of the three bids, and the expected delivery date.

Discussion was held regarding the inability to reuse the old docks and the date of completion.

13. Resolutions

13.1 Prescott Business Improvement Area Board of Management Appointments

Motion 32-2023

Moved By Burton

Seconded By Young

That Council appoint the following members to the Prescott Business Improvement Area Board of Management for the current term of Council, ending once a new board is appointed:

Kevin Bunce
Blinda Campbell
Johanna Freer
Terry Ghaney
Nicole Hudson
Charity Moran
Nitesh Naidu
Bonnie Pidgeon-Cougler
Natalie Sobhie

Carried

14. By-laws

14.1 Council Remuneration

Moved By McConnell
Seconded By Burton

That By-Law 05-2023, being a by-law to set the remuneration rates for Members of Council, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Withdrawn

Discussion was held regarding the original increase as per CPI, alternative amounts for an annual increase, and the municipal by-law that requires a review of Council remuneration once per term.

Further discussion was held comparing current remuneration with other municipalities and leaving Council remuneration as currently outlined in By-Law 40-2016.

Motion 33-2023

Moved By: Burton
Seconded By: McConnell

That Staff be directed to maintain Council's 2022 remuneration rates.

Carried

Motion 34-2023

Moved By: Young

Seconded By: Campbell

That the meeting be extended. Time (9:12 p.m.)

Carried

14.2 Parking By-Law Amendments

Motion 35-2023

Moved By Kirkby

Seconded By Lockett

That By-Law 06-2023, being a by-law to amend By-Law 47-2017, being a by-law for the regulation of traffic and parking within the Corporation of the Town of Prescott, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

15. New Business

There were no items under New Business.

16. Notices of Motion

16.1 Request to Amend Section 232 to the Municipal Act

Councillor McConnell read the following Notice of Motion.

WHEREAS the *Municipal Act, 2001* provides elected officials with the prescribed Declaration of Office; and

WHEREAS Section 232 of the *Municipal Act, 2001* states that a person shall not take a seat on the council of a municipality, including a person appointed to fill a temporary vacancy on an upper-tier council under section 267 but not including a person appointed to act in place of a head of council under section 242, until the person takes the declaration of office in the English or French version of the form established by the Minister for that purpose; and

WHEREAS the prescribed Declaration of Office, Item 4 states “I will be faithful and bear true allegiances to His Majesty King Charles the Third.”; and

WHEREAS the current Declaration of Office forces a duly elected official to swear allegiance to the King rather than the country, province, and community from whence elected; and

WHEREAS the province of Quebec recently tabled Bill 4, which would amend the Constitution Act of 1867 and result in abolishing the requirement for elected officials to swear an oath to the King before they can take their seats in the legislature.

THEREFORE the Council of the Town of Prescott requests that the Minister of Municipal Affairs and Housing consider amending the Ontario *Municipal Act* by removing Section 4 from the Declaration of Office or making it optional; and

THAT a copy of the resolution be sent to the Honourable Doug Ford, Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, and all municipalities in Ontario.

17. Mayor’s Proclamation

17.1 Wear Red Canada Day

Mayor Shankar proclaimed February 13, 2023, as Wear Red Canada Day for Heart Disease in the Town of Prescott.

18. Period for Media Questions

Ron Zajac, Brockville Recorder & Times, asked for clarification on the motion passed regarding Council remuneration, the requirement to review the remuneration of Council, for confirmation that the 990 Edward Street development was the same development announced by Minister Clark, and when partnering municipalities would be reviewing the River Route Agreement.

19. Closed Session

Motion 36-2023

Moved By Burton

Seconded By Campbell

That Council move into Closed Session at 9:20 p.m. to discuss matters pertaining to:

19.1 Approval of Closed Session Minutes (January 3, 2023)

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 or local board; and

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

Carried

Motion 37-2023

Moved By Lockett

Seconded By Kirkby

That Council reconvene in Open Session. (Time: 10:06 p.m.)

Carried

20. Rise and Report

During the Closed Session Council approved the Closed Session minutes dated January 3, received information and provided Staff with direction on Item 19.2 - Purchase & Sale.

21. Confirming By-Law – 07-2023

Motion 38-2023

Moved By Campbell

Seconded By Burton

That By-Law 07-2023, being a by-law to confirm the proceedings of the Council meeting held on February 6, 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

22. Adjournment

Motion 39-2023

Moved By Kirkby

Seconded By Young

That the meeting be adjourned to Monday, February 27, 2023. (Time: 10:08 p.m.)

Carried

Mayor

Clerk

January 25, 2023

Hon. Steven Lecce, Minister of Education
MPP Bob Bailey, Sarnia-Lambton
County of Lambton
Municipalities of Lambton County and Ontario

Via email

During the December 12, 2022, regular meeting of council, the following resolution was passed:

Moved: Bill Clark Seconded: Debb Pitel

WHEREAS in the Province of Ontario, municipalities are responsible to conduct the election process on behalf of the school boards; and

WHEREAS an extensive amount of resources, time and management to advertise, co-ordinate and complete these trustee elections is placed on the municipality; and

WHEREAS municipalities do not receive any compensation or re-imbursement for use of orchestration of the school board trustee elections.

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Petrolia request that staff forward this motion to the Hon. Steven Lecce, Minister of Education, MPP Bob Bailey, Ontario Municipal Councils and the County of Lambton requesting that school boards become responsible for conducting their own trustee elections or at minimum municipalities be compensated by the school boards for overseeing such trustee elections;

Carried

Kind regards,

Original Signed

Mandi Pearson
Clerk/Operations Clerk

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694

411 Greenfield Street, Petrolia, ON, N0N 1R0

www.town.petrolia.on.ca
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January 25th, 2023

Minister for Women and Gender Equality
P.O. Box 8097, Station T CSC
Ottawa, ON K1G 3H6

ATTENTION: Honorable Marci Ien

Dear Minister Ien:

RE: Resolution – Violence Against Women

Please be advised that the Council of the Corporation of the Township of Lanark Highlands passed the following resolution at their regular meeting held January 10th, 2023:

Moved by Reeve McLaren

Seconded by Councillor Summers

THAT, the Council of the Township of Lanark Highlands supports the resolution from the County of Lanark regarding Violence Against Women;

AND THAT, this resolution be circulated to all Ontario Municipalities, local MP's and MPP's, the Association of Municipalities of Ontario, and the Ministry of the Attorney General, Ministry of Women's Social and Economic Opportunity, and the Federal Ministry of Women and Gender Equality.

Resolved

Sincerely,

Amanda Noël,
Clerk

Encls.

c.c. All Ontario Municipalities
Local MP's and MPP's
Association of Municipalities
Ministry of the Attorney General
Ministry of Women's Social and Economic Opportunity

Hi Gauri, I am working on an application to the Government of Ontario for a grant of roughly \$6.9K to purchase Personal Protective Equipment (Helmets and grippers) and portable assets (brooms, sliders and push sticks) to upgrade and modernize what the club currently has. We do have some old wooden brooms for use and some loaner shoes but helmets are something that more & more people are wearing and the push sticks we have are home made from broom handles and vacuum cleaner hose. The sticks allow those who are mobility impaired, have had hip or knee replacements and who would have issues delivering stones from the hack. Currently about 40 % of the club uses some kind of rock delivery assistance and nearly 70% of the members qualify as seniors.

The Seniors Grant Application for Ontario Transfer Payments outlines how the request is supposed to meet assessment criteria and they are asking if we have any letters of support from third parties.

If you would be willing to sign one, I am prepared to send the appropriate wording to either yourself or to Dana, to have it put on your letterhead if you agree.

Deadline is March 06.

Please let me know- Thanks in advance Gauri.

--

Ron Whitehorne

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Feb 27, '23
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 14-2023

Date: February 27, 2023

From: Kaitlin Mallory, Deputy Clerk

RE: 2023 Community Awards

Recommendation:

That Council direct Staff to proceed with the 2023 Community Awards as outlined in Staff Report 14-2023 Business, Citizen & Volunteer Awards recognition program.

Background/ Analysis:

In 2013, Council approved the creation of an annual recognition program called Prescott Citizenship Awards to honour and recognize citizens for their contributions to the Town of Prescott. In 2014 the Volunteer of the Year Award was added and in 2015 the awards became known as the Community Awards. In 2019, Council approved the addition of a Business of the Year category.

In 2021, the Community Awards Selection Panel opted to recognize a larger number of award recipients, awarding medallions for the "Heroes of COVID Awards". In 2022, Council returned to the regular recognition of the three categories Business, Citizen & Volunteer of the Year, with an outdoor celebration held on Monday, July 4, 2022, at the Rotary Pavilion which was dedicated to the late Candy Alexander.

For the upcoming Community Awards, the nomination period for achievements made this past year could open on Tuesday, March 28, 2023, and close on Friday, April 14, 2023. Nominees are expected to have displayed a broad range of contributions and achievements in the Town of Prescott, or to have demonstrated commitment to one or more particular causes during the 2022 year. It is suggested to host the Community Awards at the Kinsmen Amphitheatre on Tuesday, July 4, 2023, with an alternate location of the Leo Boivin Community Centre in the event of inclement weather. Each recipient receives a plaque that includes their photo along with the submitted write up. A



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second plaque kept by the Town in a public location to showcase honoured Businesses, Citizens, and Volunteers.

The Business, Citizen, & Volunteer of the Year Awards will be advertised on the municipal website, social media platforms, and local print. Staff will also be reaching out to all volunteer groups as well as previously received submissions.

The number of nominations has decreased over the last few years and nomination periods had to be extended in 2016 and 2020. Staff retain previous nominations for an additional three-year period to be included for consideration.

Once the nomination period has closed, the awards selection panel would meet to go over the applications and make one selection for each of the categories. The selection panel will then present their selections under Closed Session at the Council meeting of May 1, 2023.

Alternatives:

Council could define an alternative award process altogether.

Council may wish to select an alternative date to review the submissions or an alternative date, time, and location for the award presentations.

Council could return to host the recognition ceremony during a Council meeting.

Financial Implications:

In past years, expenses from the Community Awards including advertising, plaques, and reception items, are included in the Administration budget. In 2022, the Community Awards expenses totaled approximately: \$766.68.

Environmental Implications:

- None



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Attachments:

- 2023 Community Awards Nomination Package

Submitted by:

Kaitlin Mallory
Deputy Clerk



TOWN OF PRESCOTT 2023 COMMUNITY AWARDS

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



Visit www.prescott.ca or Town Hall
for information and nomination
application. Submit by April 14th, 2023.

PRESCOTT
EST 1784
THE FORT TOWN
613-925-2812
admin@prescott.ca



NINTH ANNUAL PRESCOTT CITIZEN OF THE YEAR AWARD

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

The Town is currently accepting nominations for the **Citizen of the Year Award 2023**. 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 contributions and achievements in the Town of Prescott, or to have demonstrated commitment to one or more particular causes. 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 p.m. on Friday, April 14, 2023.

The award for **Citizen of the Year 2023** will be presented at a reception hosted by the Mayor and Council of the Town of Prescott in the 2023 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



360 Dibble St. West • Prescott ON K0E 1T0 • Tel: (613) 925-2812 • Fax: (613) 925-4381

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.



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2017: Donald Barton, Volunteer, Victorian Order of Nurses Driver, past member of Prescott Waste Management Committee 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, 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 service and dedication to the community. Robert's list of accomplishments and services to Prescott included being a teacher, Vice-Principal, and Principal of South Grenville District High School, serving two consecutive terms as Mayor of the Town of Prescott (200-2006) 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 in 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 serving 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 endeavors 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 serving 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.

2022: Bill Countryman

William (Bill) H. Countryman has been recognized for his devotion to the Town of Prescott. Bill operated his own service station in Prescott for many years, but his devotion to Prescott started long before that through his work as a volunteer firefighter with the Prescott Fire Department. Having nearly 60 years of experience as a firefighter, Bill has battled flames in some of the most notable fires and assisted in many tragic motor vehicle accidents.

Bill continues his devotion to the community by helping those in need, often performing small chores for the elderly and those who are housebound. Bill also can be found working with the local funeral home, assisting the staff and clients in his compassionate and caring way. Thank you for your dedication!

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 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.



NINTH 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?

The town is currently accepting nominations for the **Volunteer of the Year Award 2023**. 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. 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 14th, 2023.

One award for **Volunteer of the Year 2023** will be presented at a reception hosted by the Mayor and Council of the Town of Prescott in the 2023 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
veltkamp@prescott.ca (613) 925 2812 ext. 6225



360 Dibble St. West • Prescott ON K0E 1T0 • Tel: (613) 925-2812 • Fax: (613) 925-4381

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.



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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 area to enjoy year after year. Beyond his 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 a 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.

2022: Art Hitsman

Art Hitsman has been recognized for his volunteer efforts in the Town of Prescott. Art is very involved with many local programs including sports leagues for soccer and softball, the annual Spirit of Giving campaign, and the local Kinsmen Club. He has been praised for being a "year-round" champion for our community. Art is described as "always dishing out smiles and lifting up the community." Art's kindness and respect for all has impacted many people, and created a positive, inclusive, and uplifting sense of community. Thank you for your passion!

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.



FOURTH ANNUAL PRESCOTT BUSINESS OF THE YEAR AWARD

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

The town is currently accepting nominations for the **Business of the Year Award 2023**. 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. 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 14th, 2023.

See nomination criteria attached.

One award for **Business of the Year 2023** will be presented at a reception hosted by the Mayor and Council of the Town of Prescott in the 2023 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 endeavors.

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 – Jump 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 reinvested 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.

2022: Prescott Memorials has been recognized as a long-standing business in Prescott. They have occupied the same business location since 1945. Prescott Memorials has been a strong supporter of community projects and events such as facilitating the Rotary Pavilion Brick Program, Participating in trade shows, supporting the Local Legion Branch. They often go above and beyond for their customers by outside of office hours at local cemeteries. They are a local staple in our community, and we thank them for their commitment to the Town!

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**

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STAFF REPORT TO COUNCIL

Report No. 15-2023

Date: February 27, 2023

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

Re: 2022 Prescott Drinking Water System and Wastewater System Annual Reports

Recommendation:

That Council accept the 2022 Prescott Drinking Water System and Wastewater System Annual Reports.

Background / Analysis:

As part of the multi-barrier approach for the provision of water and wastewater services, the role of effective monitoring is a key step in the process. The annual Drinking Water System and Wastewater System reports are documents by the overall performance of the systems which is then communicated to Council and the public.

Drinking Water System

The Annual Drinking Water Quality Report (ADWQR) is a requirement under Schedule 22 of Ontario Regulation (O. Reg) 170/03 – Drinking Water Systems (the “Regulation”). This annual report is to be posted on the Town’s website and presented to Council.

Legislative amendments to the *Safe Drinking Water Act, 2002*, released in 2004 resulted in substantial changes to Water and Wastewater operations. Amendments to O. Reg 170/03 increased the regulatory compliance requirements on system operations. The amendments also required an increase in reporting by system owners on the performance of systems to the Ministry of Environment, Conservation and Parks and applicable stakeholders. Reporting under Schedule 22 and Section 11 of O. Reg 170/03 was mandated, requiring the owner of a drinking water system to prepare an ADWQR in accordance with the Regulation and submit these reports to Council and the public.

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Description of Drinking Water System

Raw Source

Water is drawn from the St. Lawrence River into the plant via a 600 mm diameter steel intake pipe equipped with a sodium hypochlorite feed system for zebra mussel control. Raw water passes through a travelling screen unit located in the low lift building. The unit consists of wire mesh screens on a rotating belt. From there it is pumped to the plant for treatment.

Treatment

Once water enters the plant, an aluminum-based coagulant is added and flash mixed. The water then travels to flocculation tanks where the coagulant is allowed time to attract fine particles from the water. From there, the water passes through one of three dual media rapid sand filters. Sodium hypochlorite and hydrofluosilicic acid are added as water enters the clear well. To maximize contact time, the treated water is diverted to two baffled reservoirs, each with a capacity of 800 m³. Four vertical turbine pumps are available for supplying the distribution demand as needed.

Distribution

Watermains in the distribution system are composed of PVC, cast iron and ductile iron. An elevated storage tank is located on Wood Street and has a storage capacity of 2,272 m³. The storage facility provides for peak hour demands and fire flows.

Compliance

The attached ADWQR provides a summary of the legislation requirements under the Act, and includes a summary of any non-compliance incidents, flow rates, regulatory sample results summary, and a major maintenance summary. The highlights of the report are as follows.

The Drinking Water System had an inspection by the Ministry of Environment on February 16, 2022. The final inspection rating was 100% and no issues were found during the inspection.



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An external audit was conducted on August 5, 2022, as part of the continuous improvement program. Five minor opportunities for improvement were identified and subsequently addressed.

There was one adverse water quality incident where the trending data over 1 hour was lost on the distribution chlorine analyzer due to a failure of an uninterrupted power supply. This was rectified by installing a new uninterrupted power supply and a data card was installed in the controller to collect data in case communications were to be interrupted in the future.

There were three complaints received from the community and all three were addressed by Town Staff.

There were 3 watermain breaks in 2022 which were repaired using stainless steel repair clamps.

Major Maintenance included the following projects.

- New SCADA HMI
- Fluoride lifting basket repaired and stamped by engineer
- Spare hydromatic sump pump for basement sump pit
- Replaced 2 valves and rebuild backflow preventer
- Filter 1 drained, cleaned, new filter media and disinfection
- Backwash tank and raw water chamber drained and cleaned
- New batteries/charger for generator
- 2 new raw water analyzer supply pumps

Overall the water treatment plan runs at around 50% of the daily capacity.

Wastewater System

There were no community complaints, spills, overflows, or bypasses with the Wastewater System in 2022.

Description of Wastewater System

Prescott's sewage collection system is a gravity fed collection system consisting of combined sanitary and storm sewers. Five pumping stations pump wastewater from the collection system to the wastewater treatment facility.

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Prescott's wastewater treatment plant is a Class III treatment facility. Raw sewage is pumped to the facility from an onsite pumping station (SPS #6), which is equipped with an influent bar screen and three dry well pumps. Wastewater passes through the inlet headworks where solids are removed using a mechanical rotary screen and conveyor. Grit is then removed using two parallel vortex grit separators. Aluminum sulphate is injected downstream of the grit separators to assist in phosphorous removal. The wastewater then enters three parallel, continuous-flow Sequencing Batch Reactors (SBRs) which operate with automated cycles (air off, air on, settle, and decant). Each SBR is equipped with a fine bubble aeration system, submersible mixer, variable speed effluent decanter and sludge removal pump. Effluent decanted from the SBRs enters an equalization tank where a pinch valve acts to ensure consistent flow through the UV disinfection system. The UV disinfection system consists of one channel with two units, one duty and one standby. Following disinfection, the effluent passes through an outfall chamber where grey water is recovered for plant processes before discharging to the St. Lawrence River.

Activated sludge which has been removed from the SBRs is pumped to a two-stage aerobic digester equipped with a coarse bubble aeration system and manual decant arms. Activated sludge is stabilized (or digested) and dewatered, with the supernatant returning to the plant headworks. Digested sludge is then pumped to one of two large holding tanks, each equipped with a coarse bubble aeration system and manual decant arm, where further dewatering occurs. From the holding tanks, liquid sludge can be pumped to one of two large drying beds or hauled offsite for land application.

Treatment Flows

The hydraulic flows reaching the treatment facility in 2022 averaged 3,579 m³/day which represents 76% of the 4,728 m³/day design.

Effluent Quality

The monthly average concentrations of the carbonaceous biochemical oxygen demand (CBOD₅), total suspended solids (TSS), total ammonia nitrogen (TAN), and total phosphorus (TP) remained below the effluent objectives and limits outlined in the facility's ECA during 2022. In addition, the effluent pH remained within the limits and objectives throughout the year. The geometric mean density of E. Coli in the effluent also remained within the ECA limit and objective in 2022.



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Effluent Quality Non-Compliance

On October 4, 2022 the total suspended solids objective of 15 mg/L was exceeded by 2 mg/L. The effluent composite sampler was inspected for debris. Future results were back to normal.

Maintenance and repairs of the wastewater system included the following in 2022.

- Grease holding/dewatering tank
- SCADA HMI upgrade
- Grey Water pump repair
- UV system components, spare parts for repairs
- SBR #1 drained/inspected, diffusers repaired
- SBR Blower # repaired
- SBR Blower #3 VFD replaced
- Digester Stage 2 drained/inspected
- Safety walkway for drying beds installed
- Grey water hose bib installed headworks
- WAS pump rebuilt
- Multi-Ranger 200 HMI & Transducer for spare level meter
- Lab stirrer to assist with jar testing
- Gas detector calibrations
- Generator maintenance
- SPS 3 pump rebuild
- SPS 6 pump rebuild
- Entrance Gate SPS 6 installed
- SPS generator maintenance

Alternatives:

None

Environmental Impacts:

None



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Feb. 27 '23
Strategic Plan		

Financial Implications:

None

Attachments:

- Prescott Drinking Water System – 2022 Annual Water Report
- Prescott Wastewater System – 2022 Annual Report

Submitted by:

Matthew Armstrong
Chief Administrative Office & Treasurer

Submitted by:

Nathan Richard
Director of Operations

Town of Prescott Drinking Water System

Waterworks # 220001245
System Category – Large Municipal Residential

Annual Water Report

Prepared For: Town of Prescott

Reporting Period of January 1st – December 31st 2022

Issued: February 1, 2023

Revision: 0

Operating Authority:



This report has been prepared to satisfy the annual reporting requirements in O.Reg 170/03 Section 11 and Schedule 22

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Revision History

Date	Revision #	Revision Notes
February 1, 2023	0	Annual report issued

Report Availability

This system does not serve more than 10,000 residence and the annual reports will be available to residents at the Town Hall located at 360 Dibble Street West, Prescott, Ontario, as well as on the Town website. (www.prescott.ca) Copies are provided free of charge if requested.

Compliance Report Card

Compliance Event	# of Events
Ministry of Environment Inspections	<ul style="list-style-type: none"> - 1 Ministry Inspection on February 16th, 2022 <ul style="list-style-type: none"> o Final Inspection Rating: 100% o There were no issues found during inspection
Ministry of Labour Inspections	<ul style="list-style-type: none"> - No Ministry of Labour inspections in 2022
QEMS External Audit	<ul style="list-style-type: none"> - 1 QEMS Audit on August 5th, 2022 <ul style="list-style-type: none"> o 5 Minor OFI's that have been addressed
AWQI's/BWA	<ul style="list-style-type: none"> - 1 AWQI in 2022 referenced in Summary of Non-Compliance
Non-Compliance	<ul style="list-style-type: none"> - No non-compliances in 2022
Community Complaints	<ul style="list-style-type: none"> - 3 community complaints referenced in report
Spills	<ul style="list-style-type: none"> - No spills in 2022
Watermain Breaks	<ul style="list-style-type: none"> - 3 watermain breaks referenced under Distribution Maintenance

System Process Description

Raw Source

Water is drawn from the St. Lawrence River into the plant via a 600 mm diameter steel intake pipe equipped with a sodium hypochlorite feed system for zebra mussel control. Raw water passes through a travelling screen unit located in the low lift building. The unit consists of wire mesh screens on a rotating belt. From there it is pumped to the plant for treatment.

Treatment

Once water enters the plant, an aluminum based coagulant is added and flash mixed. The water then travels to flocculation tanks where the coagulant is allowed time to attract fine particles from the water. From there, the water passes through one of three dual media rapid sand filters. Sodium hypochlorite and hydrofluosilicic acid are added as water enters the clearwell. To maximize contact time, the treated water is diverted to two baffled reservoirs, each with a capacity of 800 m³. Four vertical turbine pumps are available for supplying the distribution demand as needed.

Treatment Chemicals used during the reporting year:

Chemical Name	Use	Supplier
Aluminum Sulphate	Coagulant	Kemira
Hydrofluosilicic Acid	Fluoridation	Brenntag
Sodium Hypochlorite	Disinfection	LAVO

Distribution

Watermains in the distribution system are composed of PVC, cast iron and ductile iron. An elevated storage tank is located on Wood Street and has a storage capacity of 2,272 m³. The storage facility provides for peak hour demands and fire flows.

Summary of Non-Compliance

Adverse Water Quality Incidents

Date	AWQI #	Location	Problem	Details	Legislation	Corrective Action Taken
03/03/22	157921	Distribution Chlorine Analyzer	Trending loss	Loss of trending over 1 hour due to UPS failure	Reg 170	Install new UPS to panel. SD card installed in controller to collect data when communications are down

Non-Compliance

Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
There was no non-compliance issues reported during the reporting period.				

Non-Compliance Identified in a Ministry Inspection:

Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
There was no non-compliances during the reporting period.				

Community Complaints

Date	Location	Details of Complaint	Corrective Action Taken
05/19/22	408 East St	Discoloured water	Temporary dead end due to construction
06/15/22	490 Jessup St	Discoloured water	Watermain flushing
10/12/22	101 King St W	Low pressure complaint	Internal plumbing issue

*Community complaints were received by the Town Staff

Flows

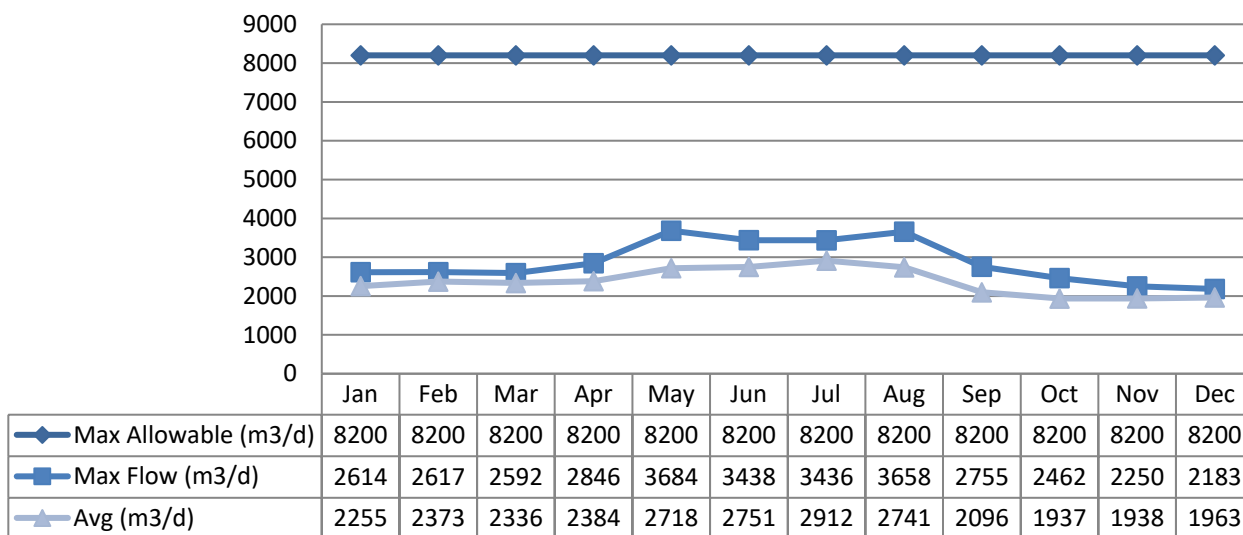
Prescott's drinking water system is operating on average under half the rated capacity.

Raw Water Flows

The Raw Water flows are regulated under the Permit to Take Water. 2022 Raw Flow Data was submitted to the Ministry electronically under permit #5506-9RMLKE. The confirmation and a copy of the data that was submitted are attached in Appendix A.

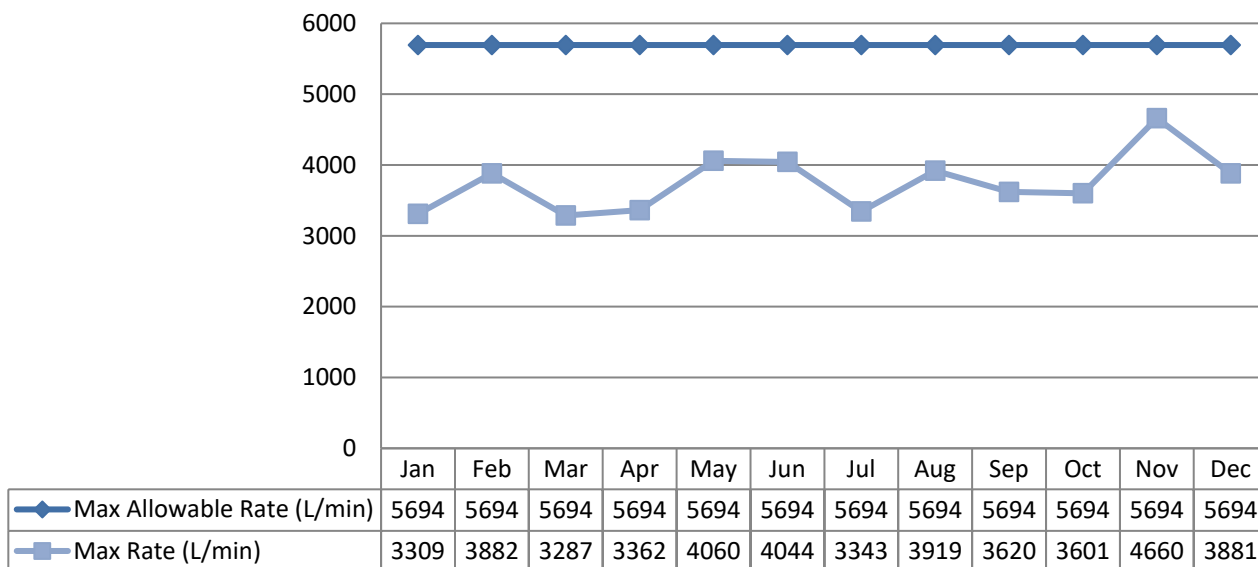
Total Monthly Flows (m3/d)

Max Allowable PTTW



Monthly Rated Flows (L/s)

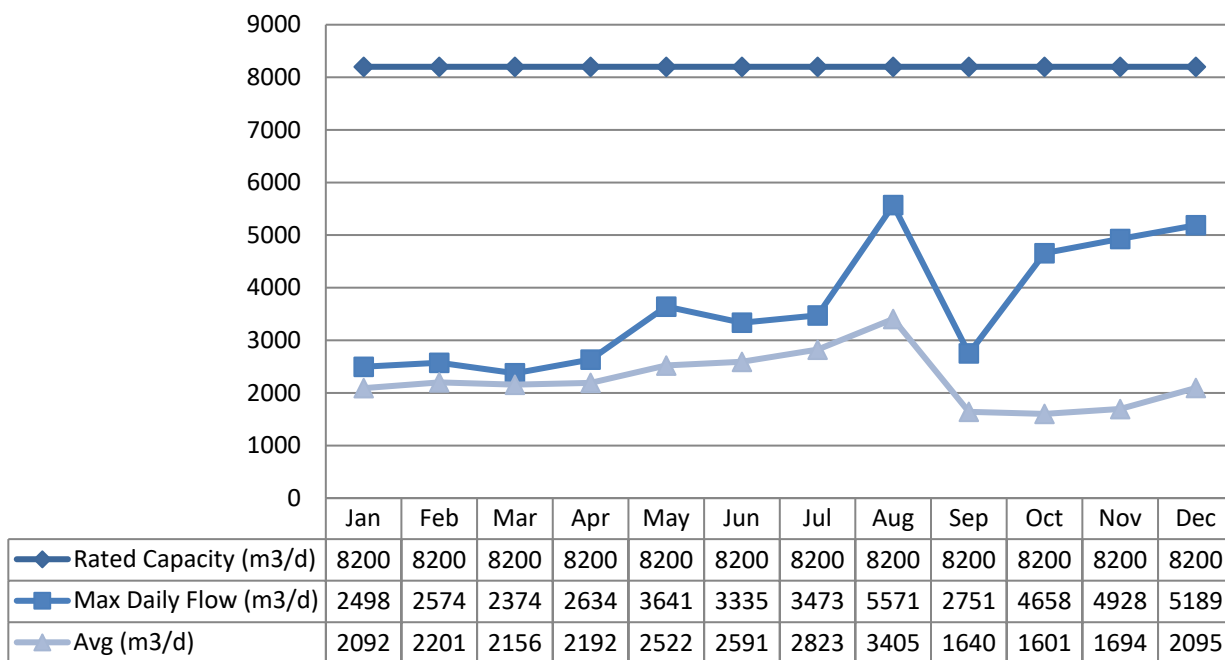
Max allowable rate - PTTW

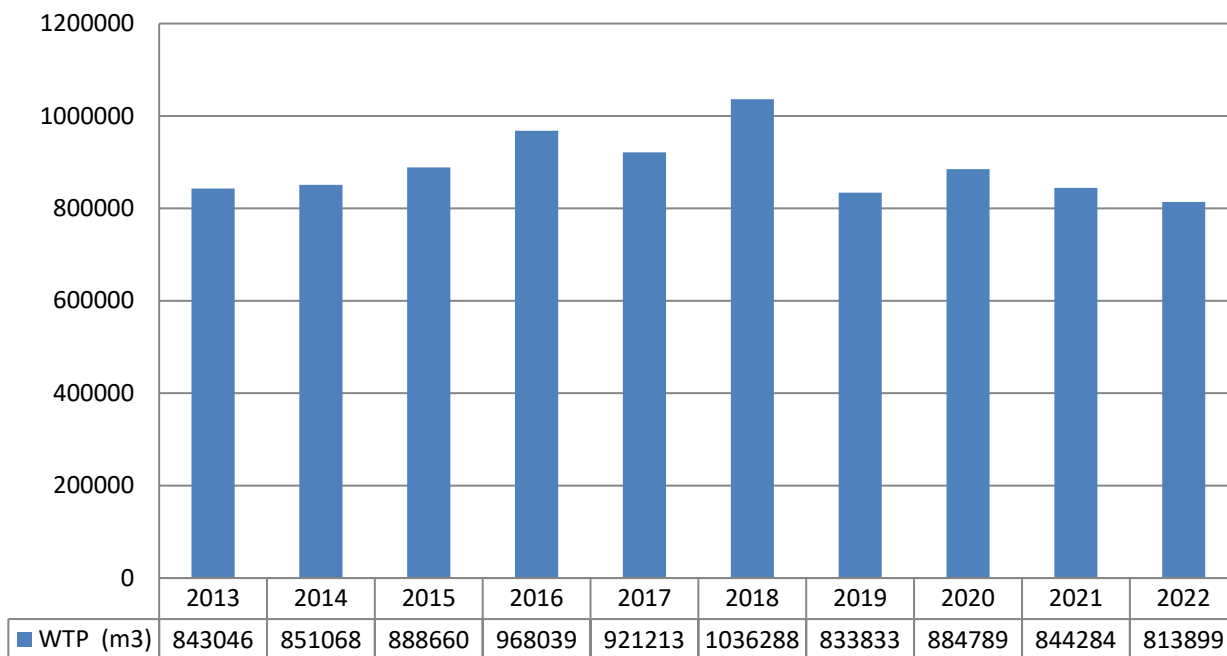
Treated Water Flows

The Treated Water flows are regulated under the Municipal Licence.

Monthly Rated Flows

Rated Capacity - MDWL



Annual Total Flow Comparison**Regulatory Sample Results Summary**Microbiological Testing

	No. of Samples Collected	Range of E.Coli Results		Range of Total Coliform Results		Range of HPC Results	
		Min	Max	Min	Max	Min	Max
Raw Water	52	0	12	1	200		
Treated Water	52	0	0	0	0	10	30
Distribution Water	209	0	0	0	0	10	90

Operational Testing

	No. of Samples Collected	Range of Results		
		Minimum	Average	Maximum
Turbidity, On-line (NTU) - RW	8760	N/A	1.02	6.74
Turbidity, On-Line (NTU) - TW	8760	N/A	0.06	2.26
Turbidity, On-Line (NTU) - Filt1	8760	N/A	0.03	0.37
Turbidity, On-Line (NTU) - Filt2	8760	N/A	0.03	0.94
Turbidity, On-Line (NTU) - Filt3	8760	N/A	0.09	0.56
Free Chlorine Residual, On-Line (mg/L) - TW	8760	0.70	1.63	3.01
Free Chlorine Residual, On-Line (mg/L) - DW	8760	0.53	1.49	2.70
Free Chlorine Residual, DW Field (mg/L)	209	0.31	N/A	1.97
Fluoride, On-line (mg/L)	8760	0.09	0.64	1.01

NOTE: spikes recorded by on-line instrumentation were a result of air bubbles and various maintenance/calibration activities. All spikes are reviewed for compliance with O.Reg 170/03

Inorganic Parameters

These parameters are tested as a requirement under 170/03. Sodium and Fluoride are required to be tested every 5 years. Nitrate and Nitrite are tested quarterly and the metals are tested annually as required under 170/03. In the event any of the parameters exceed half of the maximum allowable concentration the parameter is required to be sampled quarterly.

- MAC = Maximum Allowable Concentration as per O.Reg 169/03
- BDL = Below the laboratory detection level

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
Treated Water					
Antimony: Sb (ug/L) - TW	2022/01/04	0.1	6.0	No	No
Arsenic: As (ug/L) - TW	2022/01/04	0.3	25.0	No	No
Barium: Ba (ug/L) - TW	2022/01/04	22.0	1000.0	No	No
Boron: B (ug/L) - TW	2022/01/04	21.0	5000.0	No	No
Cadmium: Cd (ug/L) - TW	2022/01/04	<BDL 0.02	5.0	No	No
Chromium: Cr (ug/L) - TW	2022/01/04	<BDL 2.0	50.0	No	No
Mercury: Hg (ug/L) - TW	2022/01/04	<BDL 0.02	1.0	No	No
Selenium: Se (ug/L) - TW	2022/01/04	<BDL 1.0	50.0	No	No
Uranium: U (ug/L) - TW	2022/01/04	0.18	20.0	No	No
Additional Inorganics					
Fluoride (mg/L) - TW	2019/01/14	0.4	1.5	No	No
Nitrite (mg/L) - TW	2022/01/10	<BDL 0.1	1.0	No	No
Nitrite (mg/L) - TW	2022/04/11	<BDL 0.1	1.0	No	No
Nitrite (mg/L) - TW	2022/07/04	<BDL 0.1	1.0	No	No
Nitrite (mg/L) - TW	2022/10/11	<BDL 0.1	1.0	No	No
Nitrate (mg/L) - TW	2022/01/10	0.3	10.0	No	No
Nitrate (mg/L) - TW	2022/04/11	0.3	10.0	No	No
Nitrate (mg/L) - TW	2022/07/04	0.2	10.0	No	No
Nitrate (mg/L) - TW	2022/10/11	0.1	10.0	No	No
Sodium: Na (mg/L) - TW	2019/01/14	15.9	20*	N/A	N/A

*There is no "MAC" for Sodium. The aesthetic objective for sodium in drinking water is 200 mg/L. The local Medical Officer of Health should be notified mg/L when the sodium concentration exceeds 20 mg/L so that this information may be communicated to local physicians for their use with patients on sodium restricted diets.

Schedule 15 Sampling:

The Schedule 15 Sampling is required under O.Reg 170/03. This system is under reduced sampling. One in house plumbing samples was collected upon request from resident.

Distribution System	Number of Sampling Points	Number of Samples	Range of Results		MAC (ug/L)	Number of Exceedances
			Minimum	Maximum		
Alkalinity (mg/L)	6	6	88	97	N/A	N/A
pH	6	6	7.60	7.80	N/A	N/A
Lead (ug/l)	4	4	0.05	0.156	10	0

Organic Parameters

These parameters are tested annually as a requirement under O.Reg 170/03. In the event any of the parameters exceed half of the maximum allowable concentration the parameter is required to be sampled quarterly.

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Treated Water					
Alachlor (ug/L) - TW	2022/01/04	<BDL 0.3	5.0	No	No
Atrazine + N-dealkylated metabolites (ug/L) - TW	2022/01/04	<BDL 1.0	20.0	No	No
Azinphos-methyl (ug/L) - TW	2022/01/04	<BDL 0.5	1.0	No	No
Benzene (ug/L) - TW	2022/01/04	<BDL 0.006	0.01	No	Yes
Benzo(a)pyrene (ug/L) - TW	2022/01/04	<BDL 0.5	5.0	No	No
Bromoxynil (ug/L) - TW	2022/01/04	<BDL 3.0	90.0	No	No
Carbaryl (ug/L) - TW	2022/01/04	<BDL 1.0	90.0	No	No
Carbofuran (ug/L) - TW	2022/01/04	<BDL 0.2	2.0	No	No
Carbon Tetrachloride (ug/L) - TW	2022/01/04	<BDL 0.5	90.0	No	No
Chlorpyrifos (ug/L) - TW	2022/01/04	<BDL 1.0	20.0	No	No
Diazinon (ug/L) - TW	2022/01/04	<BDL 1.0	120.0	No	No
Dicamba (ug/L) - TW	2022/01/04	<BDL 0.5	200.0	No	No
1,2-Dichlorobenzene (ug/L) - TW	2022/01/04	<BDL 0.5	5.0	No	No
1,4-Dichlorobenzene (ug/L) - TW	2022/01/04	<BDL 0.5	5.0	No	No
1,2-Dichloroethane (ug/L) - TW	2022/01/04	<BDL 0.5	14.0	No	No
1,1-Dichloroethylene (ug/L) - TW	2022/01/04	<BDL 5.0	50.0	No	No
Dichloromethane (Methylene Chloride) (ug/L) - TW	2022/01/04	<BDL 0.2	900.0	No	No
2,4-Dichlorophenol (ug/L) - TW	2022/01/04	<BDL 1.0	100.0	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) - TW	2022/01/04	<BDL 0.9	9.0	No	No
Diclofop-methyl (ug/L) - TW	2022/01/04	<BDL 1.0	20.0	No	No
Dimethoate (ug/L) - TW	2022/01/04	<BDL 5.0	70.0	No	No
Diquat (ug/L) - TW	2022/01/04	<BDL 5.0	150.0	No	No
Diuron (ug/L) - TW	2022/01/04	<BDL 25.0	280.0	No	No
Glyphosate (ug/L) - TW	2022/01/04	<BDL 5.0	190.0	No	No
Malathion (ug/L) - TW	2022/01/04	<BDL 3.0	50.0	No	No
2-Methyl-4chlorophenoxyacetic Acid (MCPA)	2022/01/04	<BDL 3.0	80.0	No	No
Metolachlor (ug/L) - TW	2022/01/04	<BDL 0.5	80.0	No	No
Metribuzin (ug/L) - TW	2022/01/04	<BDL 1.0	10.0	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) - TW	2022/01/04	<BDL 0.05	3.0	No	No
Paraquat (ug/L) - TW	2022/01/04	<BDL 0.2	60.0	No	No
PCB (ug/L) - TW	2022/01/04	<BDL 0.3	2.0	No	No
Pentachlorophenol (ug/L) - TW	2022/01/04	<BDL 5.0	190.0	No	No
Phorate (ug/L) - TW	2022/01/04	<BDL 0.1	1.0	No	No
Picloram (ug/L) - TW	2022/01/04	<BDL 0.3	5.0	No	No

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Prometryne (ug/L) - TW	2022/01/04	<BDL 1.0	20.0	No	No
Simazine (ug/L) - TW	2022/01/04	<BDL 0.5	10.0	No	No
Terbufos (ug/L) - TW	2022/01/04	<BDL 0.5	1.0	No	No
Tetrachloroethylene (ug/L) - TW	2022/01/04	<BDL 0.5	10.0	No	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW	2022/01/04	<BDL 0.2	100.0	No	No
Triallate (ug/L) - TW	2022/01/04	<BDL 10.0	230.0	No	No
Trichloroethylene (ug/L) - TW	2022/01/04	<BDL 0.5	5.0	No	No
2,4,6-Trichlorophenol (ug/L) - TW	2022/01/04	<BDL 0.2	5.0	No	No
Trifluralin (ug/L) - TW	2022/01/04	<BDL 0.5	45.0	No	No
Vinyl Chloride (ug/L) - TW	2022/01/04	<BDL 0.2	1.0	No	No
	Sample Year	RAA	MAC	No. of Exceedances	
Distribution Water		(ug/L)	(ug/L)	MAC	½ MAC
Trihalomethane: Total (ug/L) Annual Average - DW	2022	35	100	No	No
Haloacetic Acid (HAA): Total (ug/L) Annual Average - DW	2022	29.275	80	No	No

MAC = Maximum Allowable Concentration as per O.Reg 169/03

BDL = Below the laboratory detection level

RAA = Running Annual Average

Additional Legislated Samples

Document	Parameter	Limit (mg/L)	Result (mg/L)
MDWL # 161-101	Filter Backwash Supernatant Suspended Solids	Annual Average < 25	12.9

Major Maintenance Summary

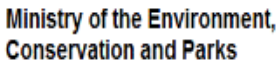


WO #	Description
2639121	New SCADA HMI
2680577	Fluoride lifting basket repaired and stamped by engineer
2680566	Spare hydromatic sump pump for basement sump pit
2963981	Replace 2 valves and rebuild backflow preventer
2680970	Filter 1 drained, cleaned, new filter media and disinfection
2680563	Backwash tank and raw water chamber drained and cleaned
2680583	New batteries/charger for generator
2680969	2 new raw water analyzer supply pumps

Distribution Maintenance

Date	Location Reference	Category	Details	Corrective Repair
02/04/22	Park St and George St	1	Circumferential break	Installed stainless repair clamp
11/29/22	731 Duke St	1	Circumferential break	Installed stainless repair clamp
12/27/22	460 Wood St E	1	Circumferential break	Installed stainless repair clamp

Appendix A

WTRS Data and Submission Confirmation



| [WT DATA](#) | [REPORTS](#) | [SEARCH WT DATA](#) | [ADMINISTRATION](#) | [USER PROFILE](#) | [CONTACT US](#) | [HELP](#) | [HOME](#) | [LOGOUT](#) |

Location: [WTRS](#) / [WT DATA](#) / [Input WT Record](#)WTRS-WT-008

Water Taking Data submitted successfully.

Confirmation:

Thank you for submitting your water taking data online.

Permit Number: 5506-9RMLKE
Permit Holder: THE CORPORATION OF THE SEPARATED TOWN OF PRESCOTT.
Received on: Jan 11, 2023 11:05 AM

This confirmation indicates that your data has been received by the Ministry, but should not be construed as acceptance of this data if it differs from that specified on the Permit Number, assigned to the Permit Holder stated above.

Prescott Wastewater System

Waterworks # 110001122

Annual Report

Prepared For: Town of Prescott

Reporting Period of January 1st – December 31st 2022

Issued: February 1, 2023

Revision: 0

Operating Authority:



This report has been prepared to meet the requirements set out in:

Document	Document #	Issue Date	Issue Number
Facility ECA	6996-9ZYNWH	October 5, 2015	N/A
ECA for Municipal Sewage Collection System	5215-6VRQTA	November 22, 2006	N/A

Table of Contents

1	Revision History
2	Operations and Compliance Reliability Indices
3	Process Description
4	Treatment Flows
5	Raw Sewage Quality
6	Effluent Quality
7	Monitoring Schedule
8	Operating Issues/Problems
9	Maintenance
10	Sludge Generation
11	Summary of Complaints
	Appendix A - Imported Sewage Sample Results
	Appendix B – 2023 Sample Calendar
	Appendix C - Biosolids Quality Report
	Appendix D - Details of Abnormal Sewage Discharge Events
	Appendix E - ECA Annual Report Requirements

1 Revision History

Date	Rev#	Revisions	Revised By
01-Feb-2023	0	Annual Report Issued	PCT

2 Operations and Compliance Reliability Indices

Compliance Event	Details
Ministry of Environment Inspections	<ul style="list-style-type: none"> No inspections in 2022
Ministry of Labour Inspections	<ul style="list-style-type: none"> No inspections in 2022
Non-Compliance	<ul style="list-style-type: none"> None to report
Community Complaints	<ul style="list-style-type: none"> None to report
Spills	<ul style="list-style-type: none"> None to report
Overflows	<ul style="list-style-type: none"> None to report
Bypass	<ul style="list-style-type: none"> None to report
Diversion (if applicable)	<ul style="list-style-type: none"> None to report

3 Process Description

Prescott's sewage collection system is a gravity fed collection system consisting of combined sanitary and storm sewers. Five pumping stations pump wastewater from the collection system to the wastewater treatment facility.

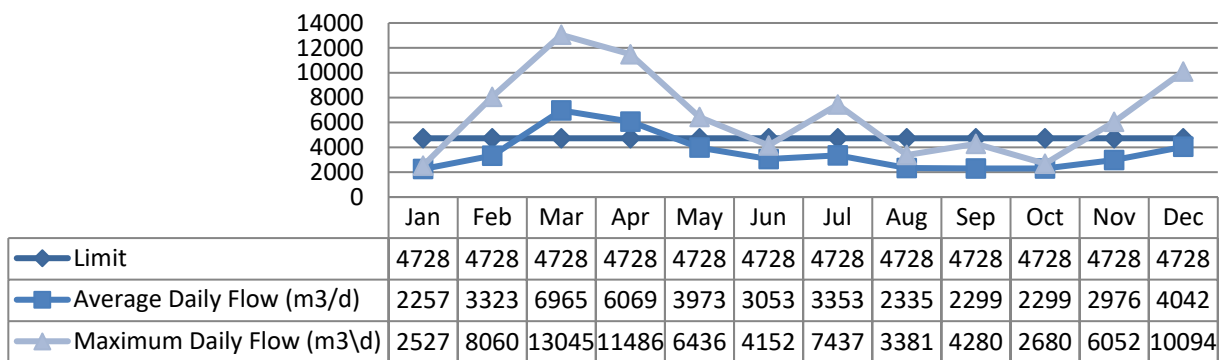
Prescott's wastewater treatment plant is a Class III treatment facility. Raw sewage is pumped to the facility from an onsite pumping station (SPS #6), which is equipped with an influent bar screen and three dry well pumps. Wastewater passes through the inlet headworks where solids are removed using a mechanical rotary screen and conveyor. Grit is then removed using two parallel vortex grit separators. Aluminum sulphate is injected downstream of the grit separators to assist in phosphorous removal. The wastewater then enters three parallel, continuous-flow Sequencing Batch Reactors (SBRs) which operate with automated cycles (air off, air on, settle, and decant). Each SBR is equipped with a fine bubble aeration system, submersible mixer, variable speed effluent decanter and sludge removal pump. Effluent decanted from the SBRs enters an equalization tank where a pinch valve acts to ensure consistent flow through the UV disinfection system. The UV disinfection system consists of one channel with two units, one duty and one standby. Following disinfection, the effluent passes through an outfall chamber where grey water is recovered for plant processes before discharging to the St. Lawrence River.

Activated sludge which has been removed from the SBRs is pumped to a two-stage aerobic digester equipped with a coarse bubble aeration system and manual decant arms. Activated sludge is stabilized (or digested) and dewatered, with the supernatant returning to the plant headworks. Digested sludge is then pumped to one of two large holding tanks, each equipped with a coarse bubble aeration system and manual decant arm, where further dewatering occurs. From the holding tanks, liquid sludge can be pumped to one of two large drying beds or hauled offsite for land application.

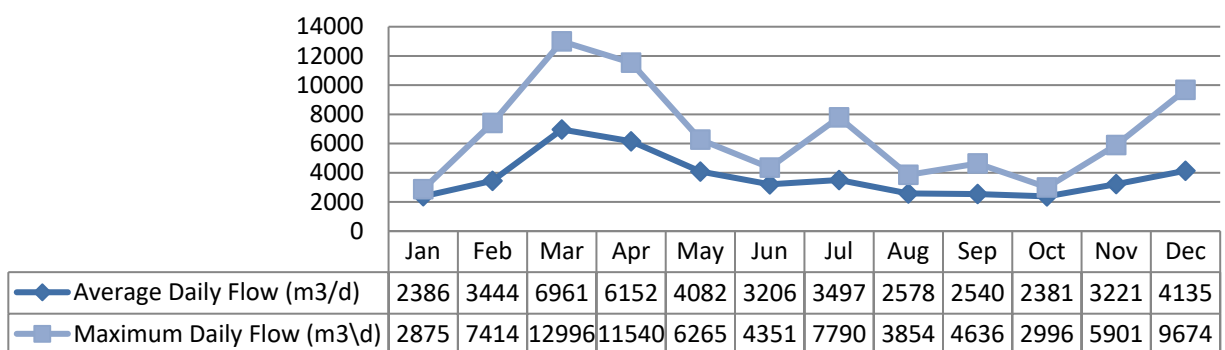
4 Treatment Flows

The hydraulic flows reaching the treatment facility in 2022 averaged 3579 m³/day which represents 76% of the 4,728 m³/day design.

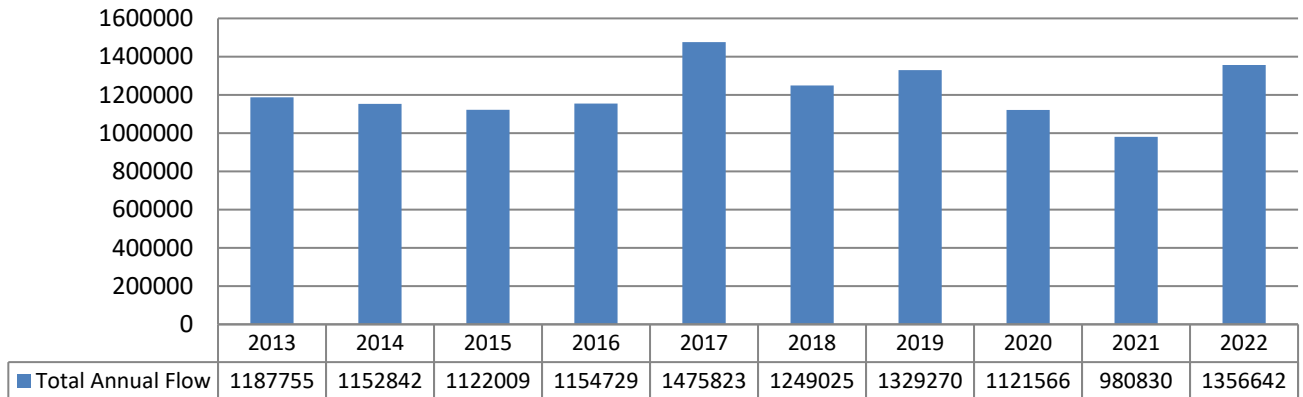
4.1 Raw Flow (m³/d)



4.2 Effluent Flow (m³/d)

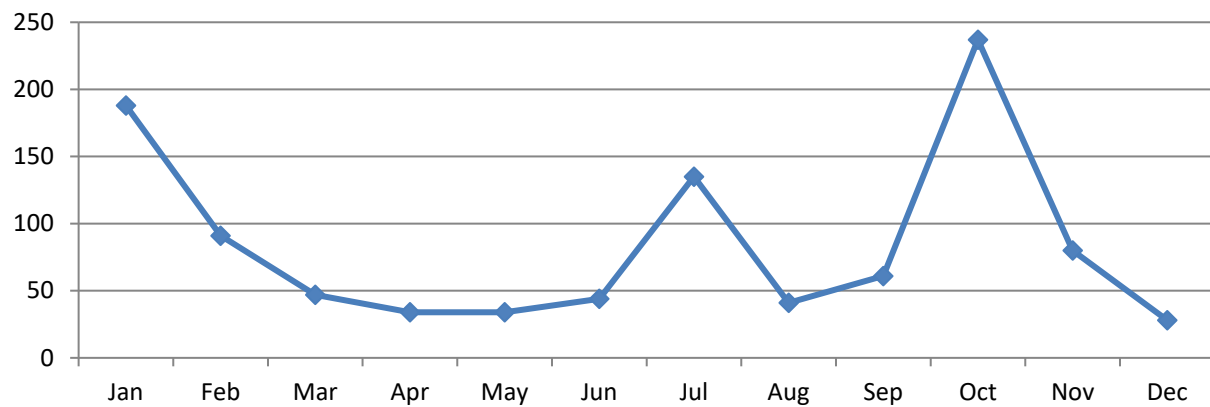


4.2.1 Annual Comparison (m3)

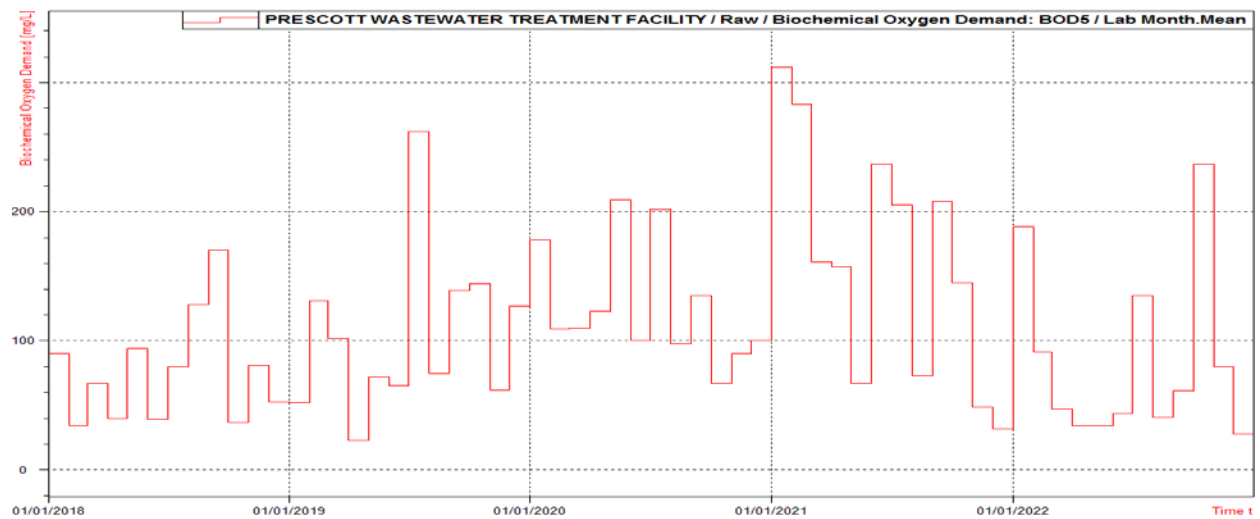


5 Raw Sewage Quality

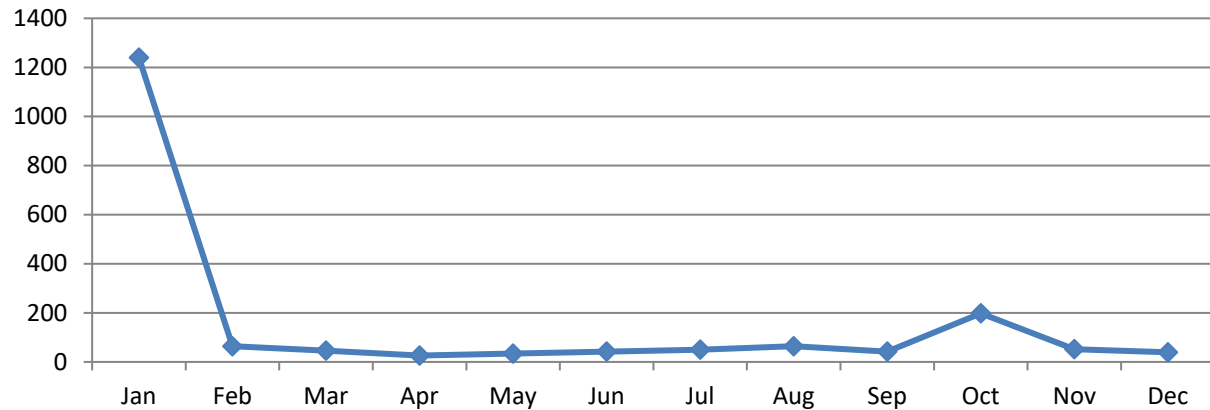
5.1 BOD5 (mg/L)



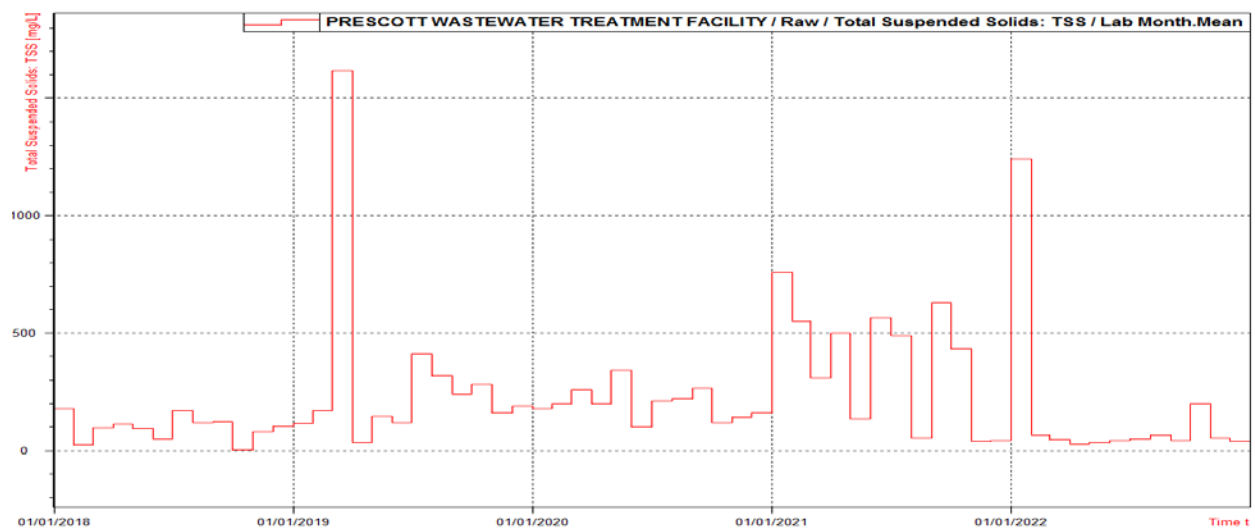
5.1.1 5-year BOD5 Trend



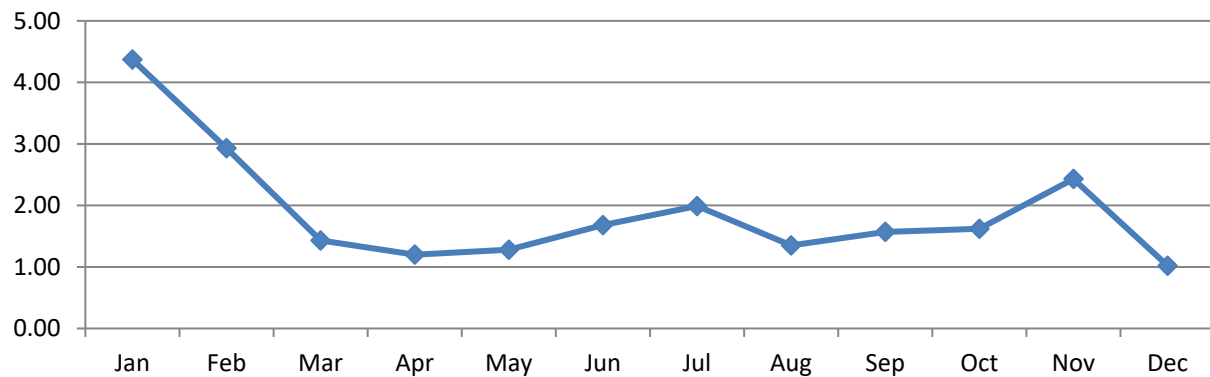
5.2 Total Suspended Solids (mg/L)



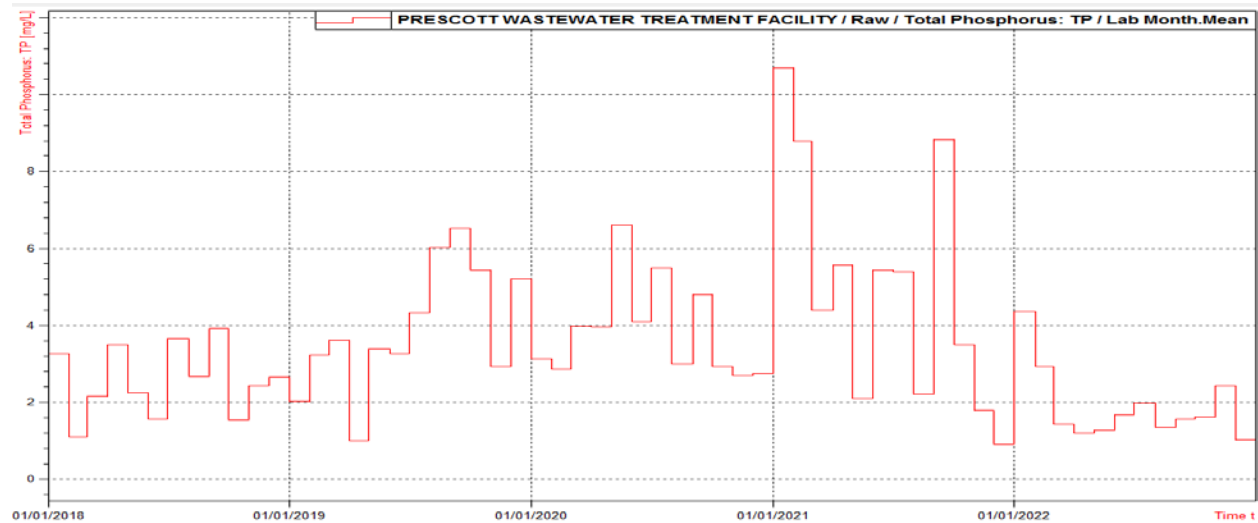
5.2.1 5-year Total Suspended Solids Trend



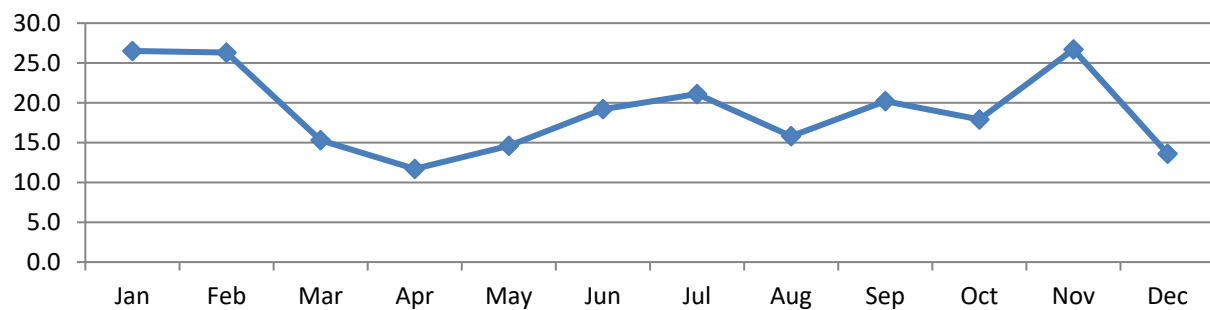
5.3 Total Phosphorus (mg/L)



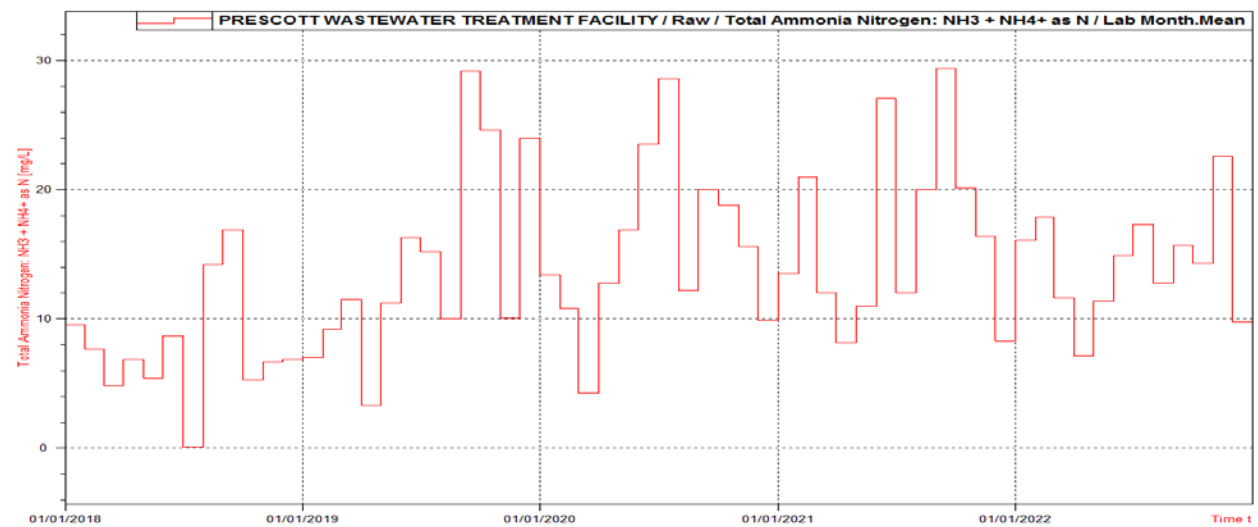
5.3.1 5-year Total Phosphorus Trend



5.4 Total Ammonia Nitrogen (mg/L)



5.4.1 5-year Total Ammonia Nitrogen Trend



5.5 Imported Waste Quality

There was no imported waste in 2022.

6 Effluent Quality

The monthly average concentrations of the carbonaceous biochemical oxygen demand (CBOD5), total suspended solids (TSS), total ammonia nitrogen (TAN), and total phosphorus (TP) remained below the effluent objectives and limits outlined in the facility's ECA during 2022. In addition, the effluent pH remained within the limits and objectives throughout the year. The geometric mean density of E. Coli in the effluent also remained within the ECA limit and objective in 2022.

6.1 Effluent Quality Assurance and Control Measures Taken

This system is part of OCWA's Seaway Valley Cluster. The cluster is supported by the Eastern Regional Hub, and corporate resources. Operational Services are delivered by OCWA staff that live and work in the community. The systems are operated to meet compliance with applicable regulations. The system has comprehensive manuals detailing operations, maintenance, instrumentation, and emergency procedures. All procedures are treated as active documents and are updated as required. These documents are also part of OCWA's Quality & Environmental Management System.

The process is reviewed and maintained by certified operators. These operator's complete in-house rounds and testing to monitor the process. All Sampling and analysis follow approved methods and protocols for sampling, analysis and recording as specified in the Ministry's Procedure F-10-1, "Procedures for Sampling and Analysis Requirements for Municipal and Private Sewage Treatment Works", the Ministry's publication, "Protocol for the Sampling and Analysis of Industrial/Municipal Wastewater" and the publication, "Standard Methods for the Examination of Water and Wastewater".

All final effluent samples collected during the reporting period to meet legislated sampling requirements are submitted to Caduceon Kingston for analysis, with the exception of pH and temperature. Caduceon Kingston has been deemed accredited by the Canadian Association for Laboratory Accreditation (CALA), meeting strict provincial guidelines including an extensive quality assurance/quality control program. By choosing this laboratory, the Ontario Clean Water Agency is ensuring appropriate control measures are undertaken during sample analysis. The pH and temperature parameters are analyzed in the field at the time of sample collection by certified operators, to ensure accuracy and precision of the results obtained.

OCWA uses several computer systems which include:

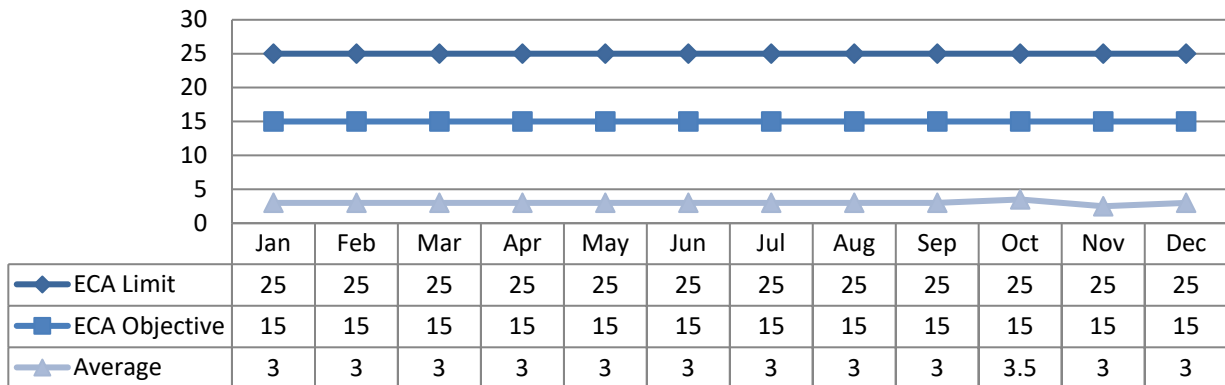
- Process Data Management (PDM)
 - This database program consolidates all operational data from a variety of sources including field data, online instrumentation, and electronic receipt of lab test results for reporting, tracking and analysis.
- Maximo – OCWA's Work Management System (WMS)
 - This program is used to track and schedule maintenance activities for all equipment in the system. It is also used to assign tasks for specific operational tasks.
- Wonderware (OUTPOST5)/SCADA
 - Wide-area SCADA system allows for process optimization and data logging, process trending, remote alarming.

The operations team also has access to a network of operational compliance and process specialists to assist for emerging process issues. This aids in establishing additional control measures to ensure a quality effluent product.

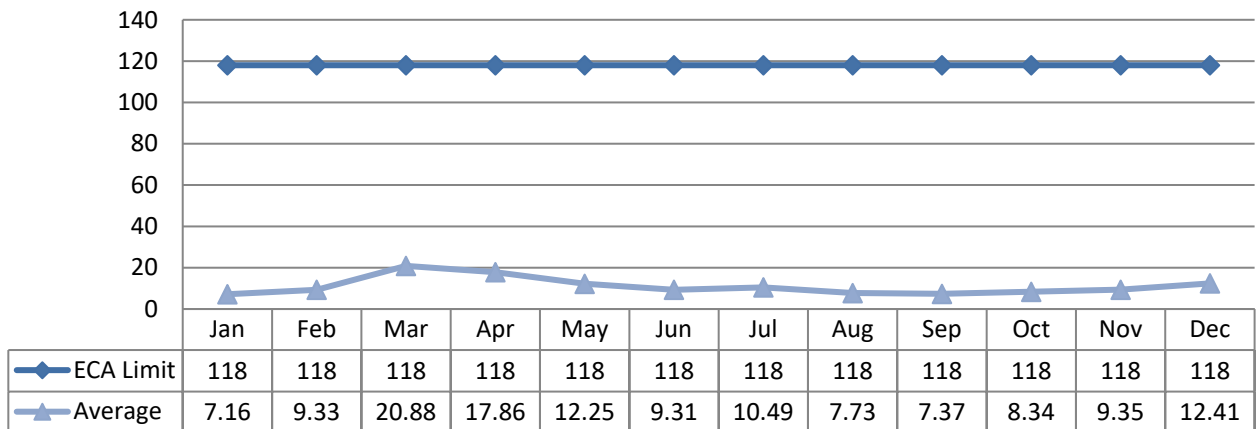
Detailed individual sample results for both raw sewage and final effluent can be requested from the operating authority.

6.2 CBOD5 (mg/L)

The compliance limit and objective for this parameter were met in 2022.

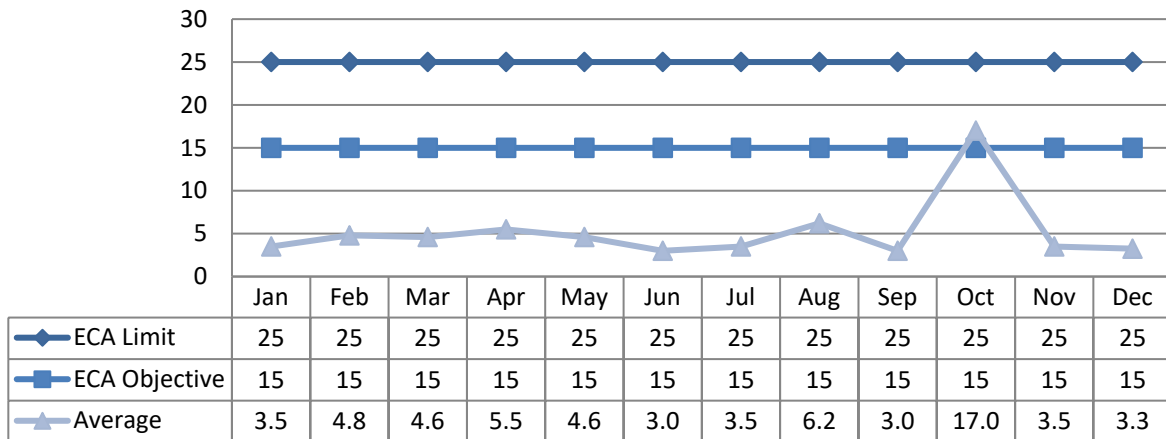


6.2.1 Loading (kg/d)

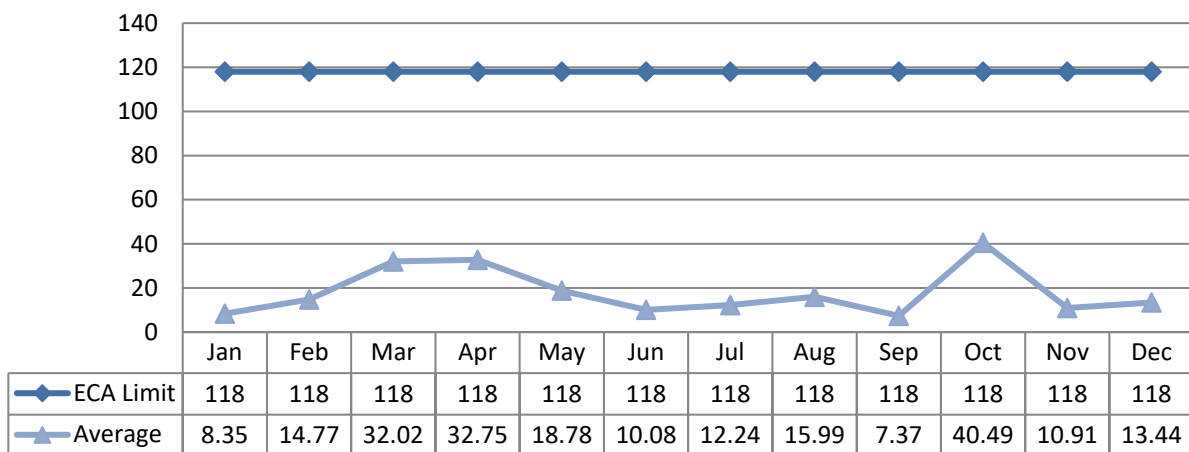


6.3 Total Suspended Solids (mg/L)

The compliance limit for this parameter was met in 2022.

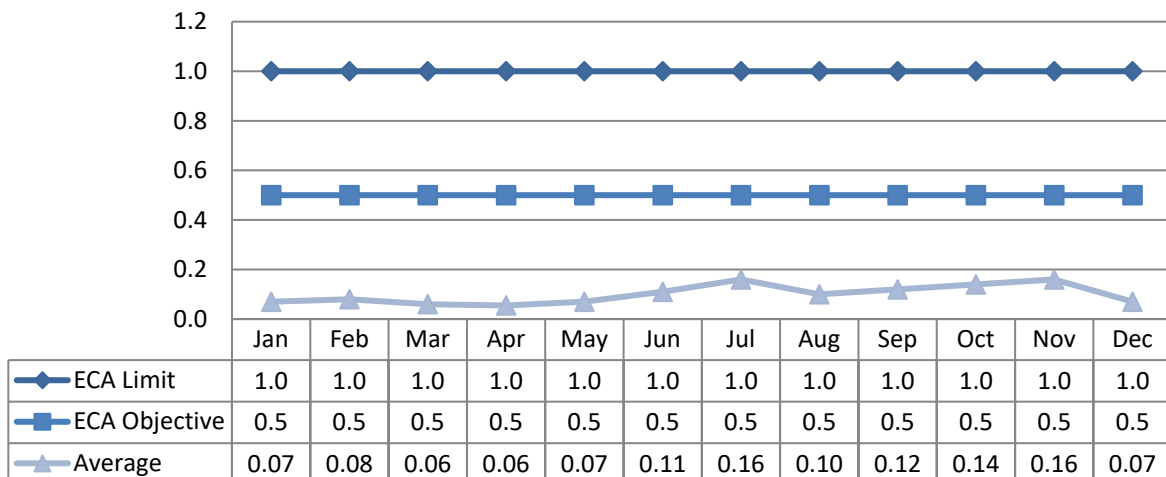


6.3.1 Loading (kg/d)

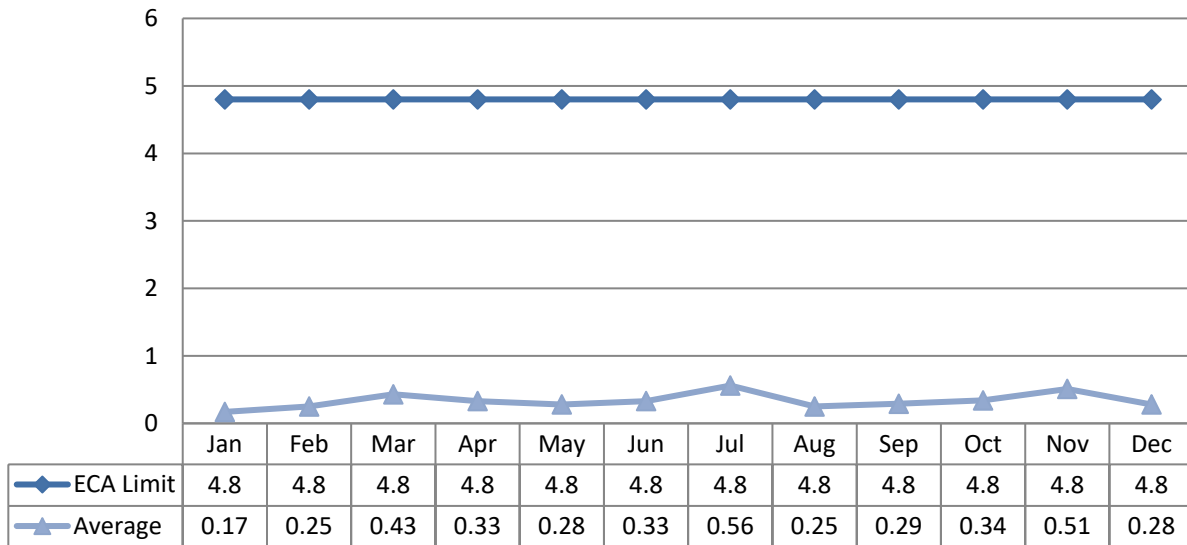


6.4 Total Phosphorus (mg/L)

The compliance limit and objective for this parameter were met in 2022.

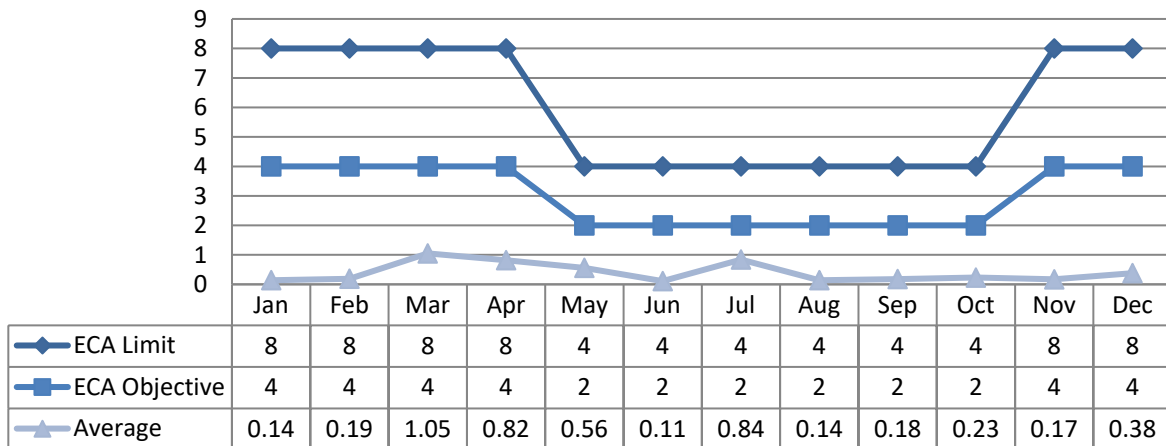


6.4.1 Loading (kg/d)

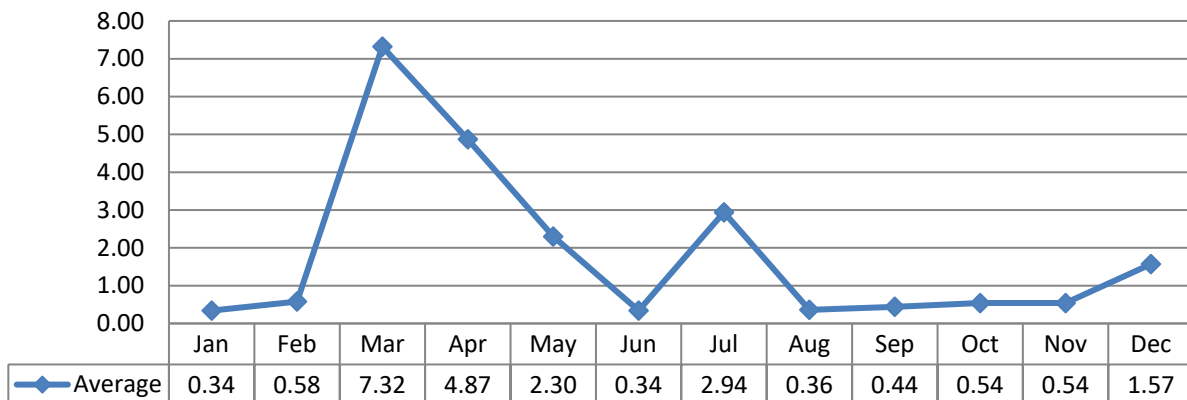


6.5 Total Ammonia Nitrogen (mg/L)

The compliance limit and objective for this parameter were met in 2022.

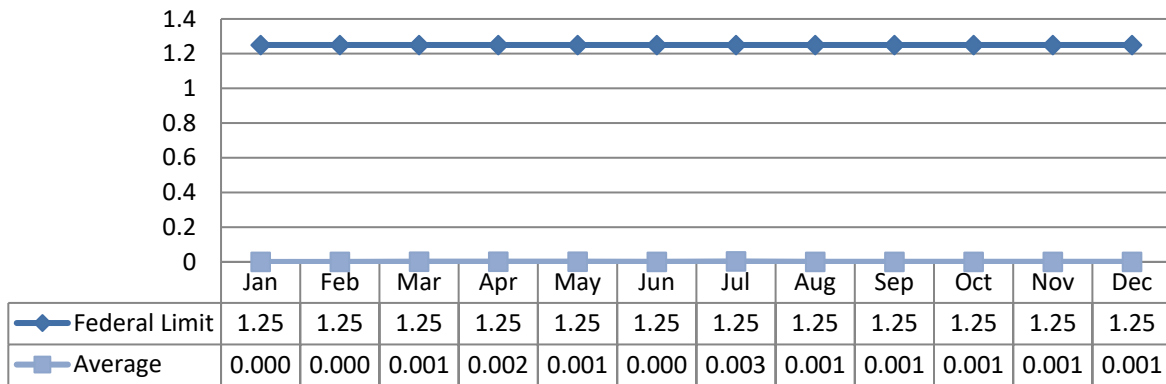


6.5.1 Loading (kg/d)



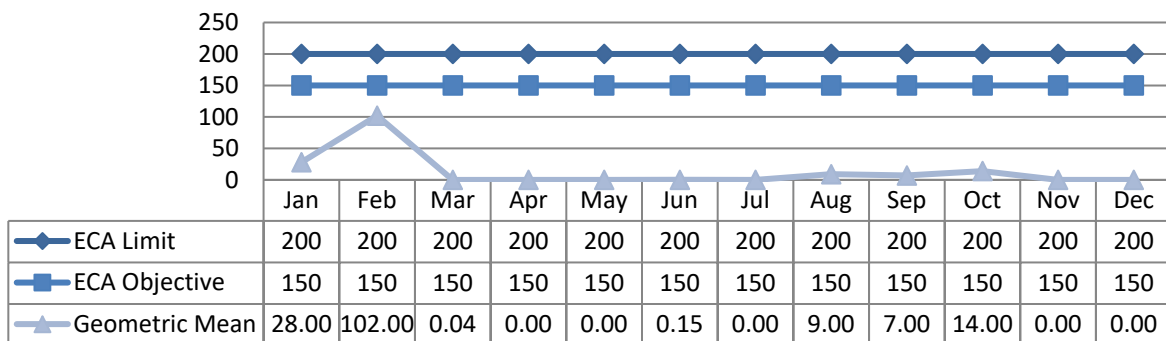
6.6 Un-Ionized Ammonia/Nitrogen/TKN (mg/L)

The Federal limit and Provincial limit for this parameter have been met. See Acute Lethality results below.



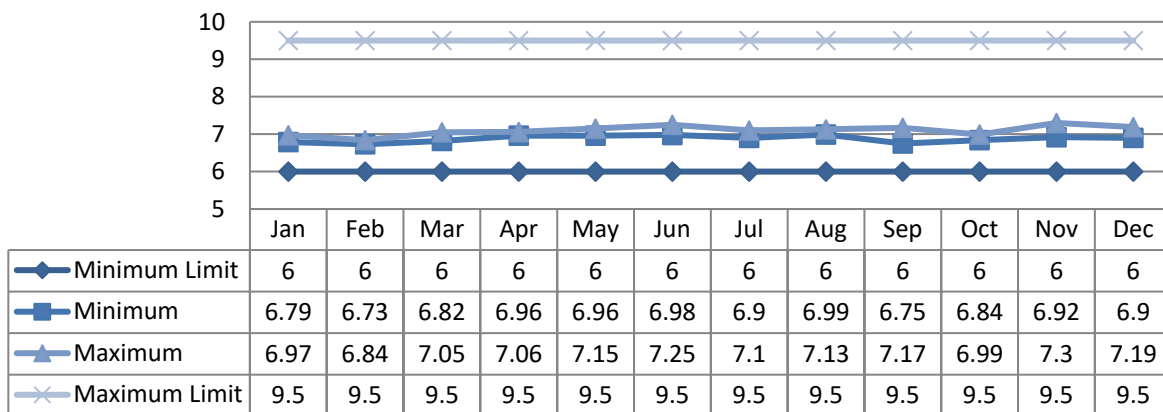
6.7 E-coli (cfu/100mL)

The compliance limit and objective for this parameter was met in 2022.



6.8 pH

The pH is to remain in the range of 6-9.5. Each instance the pH is outside of that range is reported as a non-compliance.



6.9 Acute Lethality

There was one (1) sample collected in 2022 and tested for acute lethality (Rainbow Trout and Daphnia Magna). This sampling is required both provincially and federally. Results are displayed as % mortality. An adverse result is a > 50% mortality rate.

The Federal and Provincial limit for this parameter was met in 2022.

Date	Rainbow Trout	Daphnia Magna
August 3, 2022	0%	0%

7 Monitoring Schedule

The 2023 Calendar can be viewed in Appendix B.

7.1 Deviations

Date	Details	Cause of Deviation
There were no deviations from the sample calendar or any missed samples in 2022.		

8 Operating Issues/Problems

There were no significant operating issues/problems to report on in 2022.

8.1 Effluent Quality Non-Compliance Summary

Date	Exceedance of	Objective	Value	Corrective Action
October 2022	Total Suspended Solids ECA Objective	15 mg/L	17 mg/L	October 4 th result was elevated. Inspected effluent composite sampler for debris. Monitored future results, all back to normal.

8.2 Summary of Abnormal Sewage Discharge Events

Abnormal Discharge Events include Bypass', Overflows, Diversions and Spills of Sewage. Summary Details are included in Appendix D.

8.3 Spills (Other than Sewage)

Date	Location	Details	Volume (m3)	Start Date and Time	End Date and Time
There were no spills (other than sewage) to report on in 2022.					

9 Maintenance

Routine planned maintenance activities are scheduled in WMS and include:

- Inspect, adjust and calibrate process control equipment to ensure proper operation of water distribution systems, pumps, chemical feeders, and all other equipment installed at the facilities.
- Carry out a routine maintenance program including greasing and oiling as specified in the lubrication schedule.
- Perform day-to-day maintenance duties to equipment including checking machinery and electrical equipment when required.
- Maintain an equipment inventory
- Maintain accurate records of work conducted, activities, and achievements.

Planned maintenance activities are communicated to the person responsible for completing the task through the issuance of WMS work orders. Work orders are automatically generated on a schedule as determined based on manufacturer's recommendations and site specific operational and maintenance needs and are assigned directly to the appropriate operations personnel. This schedule is set up by the designated WMS Primary. Work orders are completed and electronically entered into WMS by the person responsible for completing the task.

Unplanned maintenance is conducted as required.

9.1 Normal Maintenance and Repairs

Work Order	Details
2174648	Grease holding/dewatering tank
2639123	SCADA HMI upgrade
2723987	Grey Water pump repair
2680614	UV system components, spare parts for repairs
2723912	SBR #1 drained/inspected, diffusers repaired
2680965	SBR Blower # repaired
2723985	SBR Blower #3 VFD replaced
2723991	Digester Stage 2 drained/inspected
2680612	Safety walkway for drying beds installed
2723987	Grey water hose bib installed headworks
2680959	WAS pump rebuilt
2680617	Multi-Ranger 200 HMI & Transducer for spare level meter
2723985	Lab stirrer to assist with jar testing
2723989	Gas detector calibrations
2680611	Generator maintenance
2680967	SPS 3 pump rebuild
2680968	SPS 6 pump rebuild
2680591	Entrance Gate SPS 6 installed
2680610	SPS generator maintenance

9.2 Emergency Maintenance and Repairs

Work Order	Details
2773523	Auger monster brush replaced
2824020	Siding repair on administration building due to wind storm

9.3 Flow Meter Calibrations and Maintenance

Location	Date of Calibration	Additional Maintenance
FIT-103 Sludge Loading Flow	April 6, 2022	N/A
FIT-102 Supernatant Flow	April 6, 2022	N/A
FIT-101 RAS/WAS Flow	April 6, 2022	N/A
FIT-104 Sewage Influent Flow	April 6, 2022	N/A
FIT-301 Plant Effluent Flow	April 6, 2022	N/A
FIT-701 SPS #5 Flow	April 6, 2022	N/A

9.4 Authorized Alterations in Collection System

Work Order	Details	Significant Drinking Water Threat (Y/N)
There were no alterations in the collection system made in 2022		

9.5 Notice of Modifications

Date	Process	Modification	Status
There were no modifications to the collection system made in 2022			

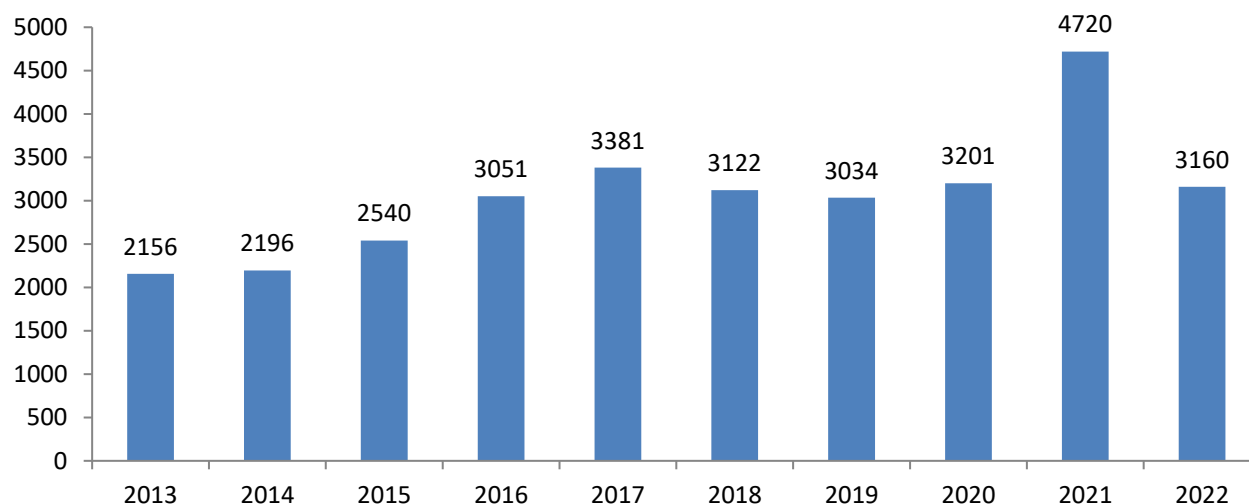
10 Sludge Generation

10.1 Sludge Disposal Summary

Date	Disposal Location	Approval Number	Total Volume (m3)
May 2022	Edwardsburgh/Cardinal, Concession: 3, Lot 2/3	ECA# H480300	2640
May 2022	Nine Mile Storage Tank, ECA # A710174	ECA# H480300	520

In 2022, a total of 3,160 m3 of liquid bio-solids was hauled offsite by GFL and some was utilized as soil conditioner. Of this, 520 m3 was hauled to a processing facility in May, and 2640 m3 was spread in May (NASM Submission ID #23351). It is anticipated that approximately the same volume of sludge will be generated in 2023.

10.2 Annual Comparison (m3/year)



It is anticipated that sludge volumes will remain similar to the 2022 volumes.

11 Summary of Complaints

Location	Date	Nature of Complaint	Actions Taken
There were no complaints to report in 2022			

Appendix A

Appendix A - Imported Sewage Sample Results

There was no imported sewage received in 2022.

Appendix B

Appendix B – 2023 Sample Calendar

Prescott Water Pollution Control Plant - 2023

	Monthly Raw Sewage Composite	Weekly Effluent				Bi-Monthly Digested Sludge		Acute Lethality	Weekly Effluent Monitoring									
									Composite Samples					Grab Samples				
January								---										
February								---										
March								---										
April								---										
May								---										
June								---										
July																		
August								---										
September								---										
October								---										
November								---										
December								---										

Monthly Raw Sewage Monitoring Composite Samples: BOD, SS, TP, TKN

Bi-monthly Digested Sludge: *E. coli*, % Moisture, Alkalinity as CaCO₃, N-NH₃ (Ammonia), N-NH₃ (unionized), NO₂ (nitrite), NO₃ (nitrate), pH, TKN, Phosphorus, Total Volatile Solids, Volatile Acids as Acetic Acid, Potassium, Aluminum, Arsenic, Cadmium, Mercury, Molybdenum, Nickel, Total Solids, Chromium, Cobalt, Copper, Lead, Selenium, Zinc

Weekly Effluent Composite Samples: BOD, SS, TP, Ammonia, Calculated Unionized Ammonia

Weekly Effluent Grab Samples: *E. coli*, pH, Temperature

Appendix C

Appendix C - Biosolids Quality Report

2022 - PRESCOTT WWTP MONTHLY AEROBIC BIOSOLIDS CONCENTRATION RATIO

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Ammonia	25	23.5	59.45	66.5	32	123	193.5	118.5	87.55	97.10	124.0	29.1
Nitrate	0	0	1	1	1	1	1.1	1	0.3	1.10	1	1.6
Ammonia + Nitrate	25	23.9	60.5	67.1	32.8	124.0	194.6	119.5	87.85	98	125.0	30.7
Total Phosphorus	579	479	562	590	517	632.0	779.5	531	674.5	634	722.5	465
Total Solids	22500	19000	26300	30850	19000	33300.0	30550	27300	31200	34950	34950	14350
Aluminum	651	968	965	1200	843	1780.0	1650	1225	1125	1450	1515	938.5
Arsenic	0.15	0.20	0.25	0.24	0.20	0.30	0.3	0.3	0.2	0.15	0.35	0.2
Cadmium	0.04	0.03	0.03	0.03	0.03	0.03	0.035	0.03	0.03	0.03	0.03	0.03
Chromium	0.57	0.70	0.75	0.94	0.59	1.08	1.45	0.91	0.72	0.96	1.125	0.645
Cobalt	0.06	0.05	0.08	0.09	0.05	0.10	0.11	0.085	0.05	0.09	0.09	0.07
Copper	7.47	9.48	10.38	11.95	7.67	13.45	14.45	11.95	8.905	12	13.65	8.45
Lead	0.50	0.55	0.65	0.80	0.50	0.95	1.45	1	0.55	0.85	0.95	0.6
Mercury	0.01	0.01	0.01	0.01	0.01	0.01	0.0115	0.0105	0.008	0.01	0.009	0.0095
Molybdenum	0.19	0.23	0.24	0.28	0.19	0.31	0.33	0.29	0.24	0.33	0.36	0.24
Nickel	0.46	0.59	0.60	0.74	0.49	0.78	0.86	0.65	0.535	0.66	0.815	0.485
Selenium	0.10	0.15	0.10	0.20	0.10	0.20	0.2	0.2	0.1	0.10	0.2	0.15
Zinc	8.03	9.50	9.95	11.90	8.07	14.30	15.8	12.35	10.4	14.0	15.8	11.7

Metals ratio = mg metals/kg solids

	Metal/Solids Ratio (Sludge)												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Limit
Arsenic	6.67	10.53	9.51	7.62	10.53	9.01	9.82	10.99	6.41	4.29	10.01	13.94	170
Cadmium	1.56	1.58	1.14	0.97	1.58	0.90	1.15	1.10	0.96	0.86	0.86	2.09	34
Chromium	25.3	36.6	28.5	30.3	31.1	32.3	47.5	33.3	23.1	27.47	32.19	44.95	2800
Cobalt	2.44	2.63	2.85	2.76	2.37	2.85	3.60	3.11	1.60	2.58	2.58	4.88	340
Copper	332	499	394	387	404	404	473	438	285	335.62	390.56	588.85	1700
Lead	22.22	28.95	24.71	25.93	26.32	28.53	47.46	36.63	17.63	24.32	27.18	41.81	1100
Mercury	0.27	0.39	0.29	0.31	0.34	0.38	0.38	0.38	0.26	0.31	0.26	0.66	11
Molybdenum	8.44	12.11	8.94	8.91	9.74	9.31	10.80	10.62	7.69	9.30	10.30	16.72	94
Nickel	20.22	31.05	22.62	23.82	25.53	23.42	28.15	23.81	17.15	18.74	23.32	33.80	420
Selenium	4.44	7.89	3.80	6.48	5.26	6.01	6.55	7.33	3.21	2.86	5.72	10.45	34
Zinc	357	500	378	386	425	429	517	452	333	400.57	452.07	815.33	4200

Sludge is Acceptable	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE
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SOME ANALYSIS RESULTS EXPRESSED AS "<" (LESS THAN);HOWEVER, IN ORDER TO COMPLETE THE CALCULATION, ONLY THE NUMERIC VALUE WAS USED; THEREFORE THE AVG. CONC. IS GREATER THAN ACTUAL.

Appendix D

Appendix D - Details of Abnormal Sewage Discharge Events

Facility Bypass

Date	Location	Details	Volume (m3)	Start Time	End Time	Duration (h)	Discharge Receiver	Disinfection Provided
There was no facility bypass to report in 2022								

Facility Overflow

Date	Location	Details	Volume (m3)	Start Time	End Time	Duration (h)	Discharge Receiver	Disinfection Provided
There was no facility overflow to report in 2022								

Collection Overflow

Date	Location	Details	Volume (m3)	Start Time	End Time	Duration (h)	Discharge Receiver	Disinfection Provided
There were no collection system overflows to report in 2022								

Spills of Sewage

Date	Location	Details	Volume (m3)	Start Time	End Time	Duration (h)	Discharge Receiver	Disinfection Provided
There were no spills of sewage to report in 2022								

Collection System Monitoring Data

Event Date	Event Location	Volume (m3)	Parameter	mg/L	Source Loading	Any Adverse Impacts & Corrective Actions
There were no collection system overflows to report in 2022						

Appendix E

Appendix E - ECA Annual Report Requirements

Facility ECA # 6996-9ZYNWH Section 10(6)	Section in Report
a) Summary and interpretation of all monitoring data and a comparison to the effluent limits outlined in condition 7, including an overview of the success and adequacy of the Works	Section 6 – Effluent Quality
b) Description of any operating problems encountered and corrective actions taken	Section 8 – Operating Problems/Issues
c) Summary of all maintenance carried out on any major structure, equipment, apparatus, mechanism or thing forming part of the Works	Section 9 – Maintenance
d) Summary of any effluent quality assurance or control measures undertaken in the reporting period	Section 6 – Effluent Quality
e) Summary of the calibration and maintenance carried out on all effluent monitoring equipment	Section 9.3 – Flow Meter Calibrations
f) Description of efforts made and results achieved in meeting the Effluent Objectives of Condition 6	Section 8 – Operating Problems/Issues
g) Tabulation of the volume of sludge generated in the reporting period, an outline of anticipated volumes to be generated in the next reporting period and a summary of the locations where the sludge was disposed	Section 10 – Sludge Generation
h) Summary of any complaints received during the reporting period and any steps taken to address the complaints	Section 11 – Summary of Complaints
i) Summary of all By-pass, spill or abnormal discharge events	Appendix D, Section 8 – Operating Problems/Issues
j) Copy of all Notice of Modifications submitted to the Water Supervisor as a result of Schedule B, Section 1, with a status report on the implementation of each modification	Section 9 – Maintenance
k) Report summarizing all modifications completed as a result of Schedule B, Section 3	Section 9 - Maintenance
l) Any other information the Water Supervisor requires from time to time	N/A
Collection ECA # 5215-6VRQTA	
No reference of annual reports in Collection system ECA	N/A

2023 Project Ideas Priorities Review

February 27, 2023



2023 Projects

- The list of projects have been broken down into several sections for further review
 - Projects Previously Approved and/or In-Progress
 - Initiatives that are incorporated into the 2023 workplan with no additional funding beyond the operational budget or previously identified sources of funds
 - Strategic Initiative – Residential Development
 - Health & Safety Projects Requirements
 - All other projects with priority noted by members of Council and Staff

Projects Previously Approved & In-Progress

Description	Estimated Cost	Funding Source	Status
Recreation Complex	19,100,000	Grant, Fundraising, Reserves, Debt	Summer 2023 Arena
Edward Street Overpass	1,087,356	OCIF Funding & Infrastructure Reserve	Summer 2023
Rescue Pumper	943,600	Donation, Development Charges, Debt	Delivery 2024
Town Hall 2 nd Floor Renovations	255,000	Infrastructure Reserve	By end of 2023
Break Wall at Water Treatment Plant	250,000	Water Treatment Plant Reserve	Engineering Review
Replacement of F Dock and Gas Dock	225,000	Marina & Infrastructure Reserve	May 2023
1 Ton Truck	100,000	Public Works & Infrastructure Reserve	Completed
Downtown Crosswalks	60,000	Fiscal Policy Reserve	Winter/Spring 2023
Digital Signage	30,000	Fiscal Policy Reserve	Linked to other projects
Formal pathway from MacKenzie/Fishcl to Prescott Centre Drive	25,000	Fiscal Policy Reserve	Summer of 2023
Swing Blade for New Plow	20,000	Public Works Reserve	Evaluation

Projects Previously Approved & In-Progress

Description	Estimated Cost	Funding Source	Status
Downtown Beautification Plan	50,000	Modernization Funding	Linked to other initiatives
Downtown Parkettes	35,000	CCRF Funding	Spring 2023
Riverwalk Pop-up Village	35,000	CCRF Funding	Spring 2023
Lighthouse Upgrades	35,000	CCRF Funding	Spring 2023
Fix Parking Area at base of Centre Street by the deep-water dock at waterfront	20,000	Fiscal Policy	Summer 2023
Waterfront Prescott Sign	15,000	Fiscal Policy Reserve	By end of 2023
Town Signage and Wayfinding	15,000	Planning Reserve	2023
Sidewalk South End of George Street to link waterfront trail with street	15,000	Infrastructure Reserve	Summer 2023
Recreational lending library and canteen at Centennial Park	10,000	Recreation Reserve	Summer 2023
Trees for RiverWalk and Downtown	7,500	Fiscal Policy Reserve	Summer 2023
Veterans story pole banners	Minimal		Partnership with Legion

Initiatives in 2023 workplan

Description	Notes
Garbage can in boat launch parking area	Will be done in spring 2023
Better directional signage for beach parking	Partially completed in 2022, fully completed in spring 2023
Improve signage for opening times of the washrooms	Will be done in spring 2023
Indigenous wings signage to be installed higher (blocking view of river)	Signage installed at current height to allow of picture taking with wings in the background. There is an additional piece on top that will be added that explains the artwork which will improve the overall look
Provide historical self-guided walking tours, graveyards, Museum, and partner with Coast Guard	Museum project for 2023 & 2024
Partner with the Police Services Board in terms of education or promotion for different areas of community safety	Currently there is a month community safety message that is issued by the Town in coordination with Police Services and OPP
Work with SGMHA & TWEC to ensure that hockey tournaments for all age groups are run each season	
Create a recreation committee	Part of Rec Master Plan and 2023 work plan

Initiatives in 2023 workplan

Description	Notes
Erect a regional Bus Stop sign at Walker House	Will be completed in spring
Standardize the painted look of all crosswalks	In Progress as changes are made to crosswalks with new equipment
Run a community awareness and safety campaign dealing with crosswalks	In Progress as changes are made to crosswalks with new equipment
Relocation of Famer's Market	To Edward Street from King to Water Street
Patio, Furnishings & Installation	Tables, seating, planters, signage
Acquire more Promenade Furnishings	Outdoor furniture, lighting, banners and posts, removable barricades
Visitor Centre displays and window décor	
Host business development workshops and webinars for Prescott businesses	Partnership with BIA and Chamber
Source larger variety of pole mount banners	Replaces will be required as current ones wear out
Install patio - Clock Tower Parking Lot	BIA Contributing \$15,000
Marketing Materials (EC DEV & Tourism)	New promotional video/imagery Print publications (tourism brochures, annual visitor guide & folded maps; ec dev community profile) Regional tourism map & visitor guide (Prescott, Augusta, EDC) Digital icons

Strategic Objective – Residential Development – On-going

Description	Notes
Encourage new housing developments	
Lobby the federal government for space that is currently held by them that is not being used & blocking us from developing i.e. green space in front of the golf course to New Wexford	
Move the community housing apartments located on water street for new condo's	
Build apartments or condos at the currently lawn bowling club & Tom Carr field	
Move the tennis courts (new arena area) & boat launch (east of the marina or end of waterfront trail) to provide room for a condo or high-end apartments.	

2023 Health & Safety Project Requirements

Description	Estimated Cost	Notes	Possible Funding Source
Fire Department Replacement Gear	30,000	On-going requirement	Fire Department Reserve
Play Structure deficiency fixes	10,000	On-going requirement	Parks Reserve

Recreational Facility Improvement Project Ideas

Description	Notes	C	C	C	C	C	C	C	S
Marina Bathroom Renovations	Could do showers in 2023 and bathrooms in 2024/2025			4				2	Y
Walker House Exterior Brick Repairs and painting									
Beach Gazebo	Nearing end of useful life							3	
Pool walls and floor resurfacing	Will need to be completed in next few years	6	5						
Marina sewage pumps	Recent failures of main pump and backup			2				9	Y
Light pole replacement throughout Town	Can be broken up and completed over next several years								Y
Marina Electrical Panel Upgrades				3					
Pool Building – rework of internal plumbing			6						
Town Hall – Flat Roof Repairs			4	5			2	4	Y
Town Hall – HVAC Unit replacements	Multiple units are at end of life			1			5	5	Y

Recreational Facility Improvement Project Ideas

Description	Notes	C	C	C	C	C	C	C	S
Pave gravel portions of Heritage Trail							6		
Add on to play structure at Centennial Park	For younger children	4							
Swings added to Centennial Park				3					
Add on to play structure at Sarah Spencer Park		5							
Structural corrections to allow for the 2 nd floor of the Leo Boivin Community Centre to be available for use	Estimated at \$20,000								
Repave path north of the pool		7	7				7		
Add signage indicating different routes to take for the Waterfront Trail by bicycle versus walking			10						
Pave the walkway from the parking lot down to the waterfront trail east of the marina			8		Y				
Make solar path lights more presentable; taller & more permanent solution	Installed on movable bases as part of Park Canada requirements								
Additional Transient Boating Slips	Currently have 8 at marina and when boaters are away > 24 hr				Y	Y		7	

Recreational Facility Additions Project Ideas

Description	Notes	C	C	C	C	C	C	C	S
Purchase of Vacant Lot at 175 King Street to provide for walkway/parkette from King to Water and down to RiverWalk Park							9		
Repurpose old pump house as an indoor performance venue	Could make transfer to reserve for next several years						4		
Amenities for divers including change area and washrooms	Would aid in public washroom facilities along waterfront					Y			Y
Create New Boat Launch, pay for service and trailer parking						Y			
Move and repurpose Coast Guard boat house as a permanent museum or other							3		
Add a few "T" shaped docks along the waterfront trail or even by the pool for transient boaters or fishing (Similar to Morrisburg).						Y			
Create a Riverwalk Lane from King Street along the river and back to King Street for vehicles to drive and park along with river on Parks Canada land						Y			

Programming / Event Project Ideas

Description	Notes	C	C	C	C	C	C	C	S
Provide bus trips to attractions such as wave pool, ski hills, museums, waterparks or amusement parks; town covering some cost to make affordable to all families in Prescott	Could work with local bus tour providers to add a stop in Prescott					Y			
Provide bus trips to Ottawa for back to school & Christmas shopping	Could work with local bus tour providers to add a stop in Prescott					Y			
Host job fairs & relocation fairs to attract families to Prescott									
Host a unique food truck event	Poutine Feast May 25-28		9		Y				
Provide a spot for cyclists to pitch a tent for an overnight stop that has access to showers or the river - a cost to this of \$15-\$20, preferably downtown so they could enjoy a meal or browse shops	Could be a private business opportunity								
Provide some form of overnight unique accommodations around the harbour during the spring to fall i.e. oTentic or use 2-3 spaces too have some form of tiny home/s on a barge that people could rent	Could be a private business opportunity					Y			

Programming / Event Project Ideas

Description	Notes	C	C	C	C	C	C	C	S
Offer a collection day for food compost to reduce garbage	Food Recycler Program could be an alternative			5		Y	10	1	
Foster a community sponsorship and ownership program to grow the community garden and expand native plants on the federal lands (if allowed)						Y		8	
Provide free tutoring sessions for computer literacy through Library				4					

Project Ideas

Description	Notes	C	C	C	C	C	C	C	S
Donate to the Brockville and District Hospital Foundation Donation	\$30,000 / year for 10 years 5 years completed			1		Y	1		Y
Work with the BIA to cover removal or walk-through spaces during the winter months from the road to sidewalk									
Develop policies/programs regarding climate change for topics such as dark sky, trees, plants, gardens, idling trucks			3						
Engage in more innovative branding for Prescott, not just Fort Town or Shakespeare	Subtle changes in 2023, full rebrand in 2024	3						10	
Utilize Tourism Smart Phone Application	Could explore interest in partnership with Aug/EC Funding partners being pursued								Y

Project Ideas

Description	Notes	C	C	C	C	C	C	C	S
Add Tourism Welcome Landing Signage	map sign, landscaping located at RiverWalk Park AND/OR Prescott Centre Dr								
RiverWalk Park Seasonal Lighting (winter/summer)									
Pop-Up Site Upgrades	Power, lighting, seating, signage	10			Y				Y
Downtown Murals/Art Installations	On commercial buildings between in Riverwalk District								
Farmer's Market Misting Station	Relief on hot summer days								
Retail Store Gap Analysis									
Drone for use in Building Department for at height inspections					Y				Y

Project Ideas

Description	Notes	C	C	C	C	C	C	C	S
Zoning Bylaw Comprehensive Review	Required as after official plan approval		2						Y
Temporary animal shelter before being transferred to kennel									
Screening on northwest side of Edward Street Bridge to hide junk yard					Y			6	
Beautify property in front of the coast guard base along King Street	Partnering with Coast Guard to make their frontage on King St appealing with curb side appeal								
Change crosswalk at Edward and Irvine to match Edward at Victor and Edward at Park									Y
Business Registry support through business licensing	Discussion as part of Licensing Bylaw review		1	2					
Organize team building exercises									

Next Steps

- The projects that have been identified with one or more priority, will be further evaluated to develop an estimated cost, timeline, and possible sources of funds
- This will be presented to Council at the meeting of March 20th, 2023

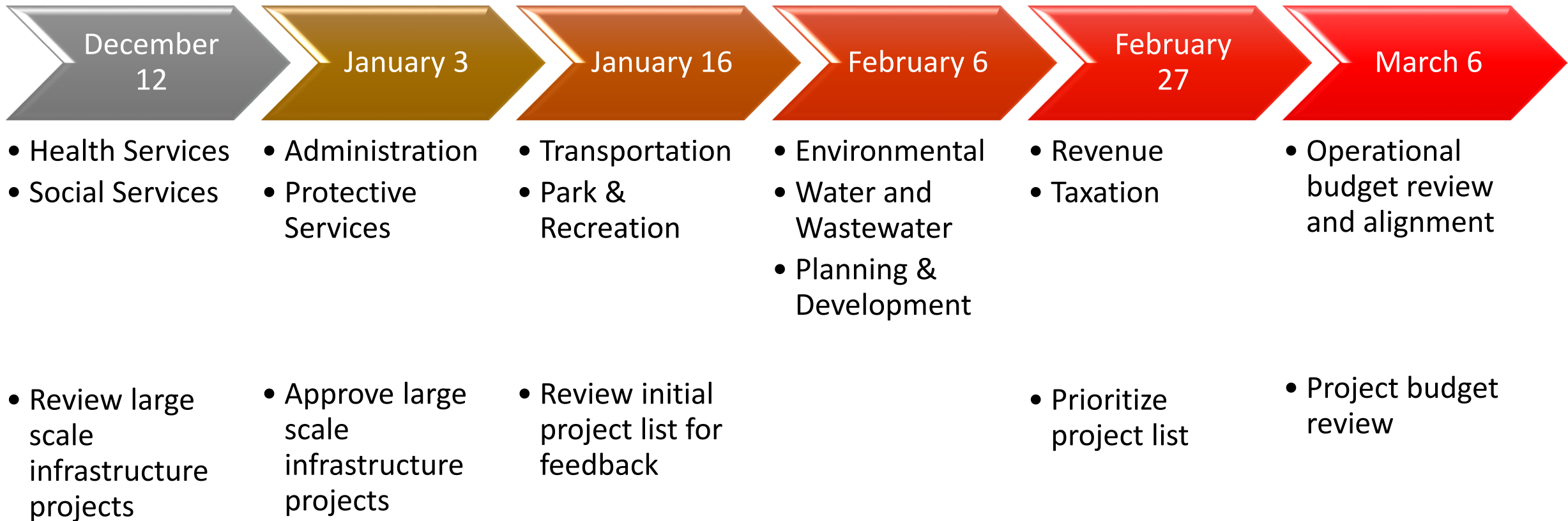
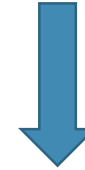
2023 Operational Budget – February 27, 2023



Topics

- Budget Timelines
- Fees & Revenue
- Taxation
- Budget Overview
- Recreation Complex Changes to Budget

Timelines



Fees & Revenue

- Administration
- Protective Services
- Transportation & Environmental
- Health & Social Services
- Parks & Recreation
- Planning & Development

Administration Revenue

	2022 Budget	2022 Projection	2023 Budget	Budget to Budget	Budget to Projection	Notes	From Reserves
OMPF	1,588,400	1,588,400	1,588,400	-	-	As per notice	
Marriage	6,000	6,075	6,100	100	25		
Lottery	5,000	4,083	4,100	(900)	27		
Admin Fees	8,950	7,903	8,200	(750)	297		
Dividends	57,100	55,247	57,100	-	1,853		
Short Term Int.	60,000	43,708	100,000	40,000	56,292	Higher interest rates	
Ceremonies	5,000	5,905	6,000	1,000	95		
Death Cert.	1,500	1,620	1,600	100	(20)		
Oaths	1,000	560	600	(400)	40		
Interest Taxes	80,000	63,556	65,000	(15,000)	1,444	Due to lower outstanding property tax balances	
Tax Cert.	3,000	2,950	3,000	-	50		
Total	1,815,950	1,780,007	1,840,100	24,150	60,103		-
				+1.3%	+3.4%		
Election	20,000	18,319	-	(20,000)	(18,319)		

Protective Services Revenue

	2022 Budget	2022 Projection	2023 Budget	Budget to Budget	Budget to Projection	Notes	From Reserves
Fire	124,500	108,849	124,750	250	15,901	Vacant Building Fees started in 2023	30,000
Police	39,700	23,240	39,700	-	16,460		-
Protective	48,925	37,217	56,182	7,257	18,965	Vacant Building Fees started in 2023	-
Building	115,827	108,666	175,471	48,104	55,265	Several large construction projects building permit fees	-
Provincial Off	37,381	21,888	30,234	(7,147)	8,346		-
Total	366,333	299,859	426,337	60,004	114,937		30,000
				+16.4%	+38.3%		

Transportation & Environmental Services Revenue

	2022 Budget	2022 Projection	2023 Budget	Budget to Budget	Budget to Projection	Notes	From Reserves
Roads - Paved	548,790	548,790	475,860	(72,930)	(72,930)	Decrease in OCIF Funding Allocation	-
Traffic	5,200	8,835	8,900	3,700	65		-
Sidewalks	22,000	22,000	-	(22,000)	(22,000)		-
Parking Lots	3,000	1,201	1,200	(1,800)	(1)		-
River Route	31,500	31,500	31,500	-	-		-
Waste Collect	188,000	170,759	173,000	(15,000)	2,242	Fewer tons of waste collected in 2022, more choice in the size of bags with bag tags	-
Waste Divert	41,712	41,592	50,852	9,140	9,260	Increase in diversion funding	-
Total	840,202	824,677	741,312	(98,890)	(83,365)		-
				-11.8%	-10.1%		

Health & Social Services Revenue

	2022 Budget	2022 Projection	2023 Budget	Budget to Budget	Budget to Projection	Notes	From Reserves
St. Law Lodge	80,500	81,213	81,200	700	(13)		
Total	80,500	81,213	81,200	700	(13)		-
				+0.8%	-		

Parks & Recreation Revenues

	2022 Budget	2022 Projection	2023 Budget	Budget to Budget	Budget to Projection	Notes	From Reserves
Walker House	64,000	51,440	64,000	-	12,560		-
Rec – Programs	10,000	18,404	18,500	8,500	96		-
Marina	370,200	374,640	387,575	17,375	12,935		-
Pool	14,100	13,648	13,800	(300)	152		-
Community Ctr	10,000	3,763	10,000	-	6,237		-
Library	178,690	179,252	194,555	15,865	15,303		-
Total	646,990	641,146	688,430	41,440	47,284		-
				+6.4%	+7.4%		

Planning & Development Revenues

	2022 Budget	2022 Projection	2023 Budget	Budget to Budget	Budget to Projection	Notes	From Reserves
Plan & Develop	8,000	3,500	3,500	(4,500)	-		-
Cmt of Adjust	2,500	2,000	2,000	(500)	-		-
Ec Dev/Tourism	42,000	71,299	77,800	35,800	6,501	Main Street Project Funding	-
Total	52,500	76,799	83,300	30,800	6,501		-
				+58.7%	+8.5%		

Total Operations Revenues not including Property Taxes

	2022 Budget	2022 Projection	2023 Budget	Budget to Budget	Budget to Projection	Notes	From Reserves
Administration	1,815,950	1,780,007	1,840,100	24,150	60,103		-
Protective	366,333	299,859	426,337	60,004	114,937	Building Permit Fees	30,000
Trans & Enviro	840,202	824,677	741,312	(98,890)	(83,365)	OCIF Funding and waste collection fees decrease	-
Health & Social	80,500	81,213	81,200	700	(13)		-
Parks & Rec	646,990	641,146	688,430	41,440	47,284		-
Planning & Dev	52,500	76,799	83,300	30,800	6,501	Digital Mainstreet Funding	-
Total	3,790,975	3,703,701	3,849,139	58,164	145,447		30,000
				+1.5%	+3.9%		
Election	20,000	18,319		(20,000)	(18,319)		-

Property Taxation

- Assessment Changes Year over Year
- Tax Ratios
- Taxes by Property Class

Assessment Change

- 2013-2016 Property Taxes were based on the 2012 Current Value Assessment
- 2017-2021 Property Taxes are based on the 2016 Current Value Assessment
- Planned reassessment for 2022 was deferred by province and no new date has been set
- No natural growth in assessment values in 2022 or 2023
- Only growth in assessment comes from new construction and renovations

Total Assessment

	2022	2023
Residential	266,855,200	268,341,200
Multi-Residential	21,351,700	22,178,200
New Multi-Residential	2,239,000	2,239,000
Commercial – Occupied	47,327,800	48,391,900
Commercial – Exc Land	485,300	343,300
Commercial – Vac Land	1,068,300	1,104,300
Industrial – Occupied	6,076,800	5,747,800
Industrial – Exc Land	112,400	112,400
Industrial – Vac Land	479,800	479,800
Pipelines	1,198,000	1,199,000
Payment-In-Lieu (Other Governments)	9,474,900	9,582,400
Total	356,700,700	359,719,300

2023 Tax Ratios

Tax Class	2022 Tax Ratios	Assessment Change	Revenue Neutral	Recommendation
Residential	1.000000	-	1.000000	1.000000
Multi-Residential	1.504757	-	1.504757	1.504757
New Multi-Residential	1.100000	-	1.100000	1.100000
Commercial	1.894162	-	1.894162	1.894162
Industrial*	2.630000	-	2.630000	2.630000
Pipelines	1.377180	-	1.377180	1.377180

*If the Industrial Tax Ratio is higher than 2.630000 then capping is required

Municipal Taxes by Property Class based on 3.50% Increase on Municipal Portion, no change in Education Tax Rates

	2022 Municipal	2022 Mun & Ed	2022 Municipal	2023 Mun & Ed	Change	% Change	Tax Ratio
Residential	3,804,448	4,215,010	3,937,604	4,348,166	133,156	3.16	1.000000
Multi-Res	473,148	507,081	489,708	523,641	16,560	3.27	1.504757
New Multi-Res	34,918	38,344	36,140	39,566	1,222	3.19	1.100000
Com – Occupied	1,299,553	1,727,522	1,345,038	1,773,007	45,485	2.63	1.894162
Com – Exc Land	6,453	9,475	6,679	9,700	226	2.38	1.325913
Com – Vac Land	20,759	30,477	21,486	31,203	727	2.38	1.325913
Ind – Occupied	214,319	265,216	221,821	272,718	7,501	2.83	2.630000
Ind – Exc Land	2,724	3,713	2,820	3,809	95	2.57	1.709500
Ind – Vac Land	11,629	15,851	12,036	16,258	407	2.57	1.709500
Pipelines	23,411	33,962	24,230	34,781	819	2.41	1.377180
Total	5,891,363	6,846,650	6,007,564	7,052,849	206,199	3.01	

Property Tax Change by Class including Education Taxes based on a 3.5% increase

Description	Prop Count	2022 CVA	2023 CVA	% CVA Change	2022 Total CVA Taxes	2023 Total CVA Taxes	\$ Tax Change	% Tax Change
Single Family Home	1,085	157,000	157,000	0.00%	2,466.10	2,544.01	77.91	3.16%
Residential Condominium Unit	95	152,000	152,000	0.00%	2,387.56	2,462.99	75.43	3.16%
Apartment Building	15	1,231,000	1,231,000	0.00%	28,145.49	29,064.66	919.17	3.27%
Small Office Building	6	152,000	152,000	0.00%	5,419.53	5,562.39	142.86	2.64%
Small Retail Commercial Property	16	209,000	209,000	0.00%	7,451.85	7,648.29	196.44	2.64%
Standard Industrial Property	8	659,400	659,400	0.00%	30,389.91	31,250.47	860.56	2.83%

The median or typical property in each group represents a property with an assessed value at or near the midpoint or median for the group and a percent change in assessment for the year at or near the median for the group.

Education Rates for 2023 are remaining the same as 2022

Budget Overview and Updates

Budget Overview and Updates

	2023 Budget	Notes	Reserves
Revenues			
Fees and Revenue	3,849,139		30,000
Base Property Taxation	5,891,363		-
2.5% Property Tax Increase for inflation	147,284	To address inflationary pressures in operational budget	
1.0% Property Tax Increase dedicated to Infrastructure	58,913	Dedicated to Infrastructure Reserve	
Payments in Lieu and Supplemental	423,232		-
Subtotal Revenue	10,369,931		30,000
Expenses			
As of Feb 6 th Presentation	10,309,088		1,154,964
1% Property Tax Increase dedicated to Infrastructure Reserve	58,913	Annual contribution dedicated infrastructure reserve increases to \$337,977 for 2023	58,913
Joint Services Adjustment	3,901	Based on approved budget	-
Health Unit Adjustment	(1,971)	Based on approved budget	-
Subtotal Expenses	10,369,931	St. Lawrence Lodge Levy still estimated at 5%	1,213,877
Net	-		1,183,877
Water and Wastewater Budget			
Revenue	3,014,288	Assumes 3.5% rate increase at July 1 st	-
Expense	3,014,288		432,139
Net	-		432,139

Recreation Complex – Changes to Budget

Alaine Chartrand Community Centre - Revenue

- Scheduled to open for 2023/2024 ice season
- All users that were at the Leo Boivin Community Centre prior to closing have been guaranteed the same ice times at the new facility
 - Prescott Figure Skating Club
 - South Grenville Minor Hockey Association
 - Rideau St. Lawrence Kings
 - South Grenville Rangers
 - Co-ed Hockey
 - Prescott Old-times
 - Prescott Aces
 - Prescott Kinsmen

Alaine Chartrand Community Centre - Revenue

- Ice Rental Rates will constitute the majority of the revenue
- Rates have been developed to be slightly higher than Edwardsburgh Cardinal and the Brockville Youth Arena, and slightly lower than the Brockville Memorial Centre.
 - Recommended Hourly Ice Rental Rates (plus HST)
 - Prime Time (4:00 pm and after Monday to Friday, and all-day Saturday and Sunday)
 - Youth \$165.00 per hour
 - Adult \$195.00 per hour
 - Non-Prime Time
 - \$125.00 per hour
 - Day of Drop-In Rate
 - \$85.00 per hour

Alaine Chartrand Community Centre - Revenue

- Ice Rental Revenue is estimated to generate an average of \$35,000 per month from September to March
- Spring and Summer ice for 2024 will depend on demand and is usually associated with a higher hourly rental rate
- The community rooms and the fitness room will also generate rental revenue
- By running the canteen in-house we are estimated to generate revenue and while highlighting offerings from local restaurants and food providers. The canteen is expected to breakeven between the cost of food and labour.

Alaine Chartrand Community Centre - Expenses

- When the Leo Boivin Community Centre ice plant was decommissioned in August of 2018 the Town made several changes to offset the loss in revenue
 - The Operations department did not fill a vacant position
 - Facility cleaning was brought in-house
- With the return of an ice arena facility the following two recommendations are being made
 - Hire one full-time Operations staff this fall to return to a full compliment as the arena staff will not be available to support snow clearing and removal in the winter months – Annual cost of \$77,000 inclusive of salary and benefits
 - Hire one full-time Cleaner staff person this summer that will be responsible for facility cleaning and preparation for users, which has increased considerably with the regular rental of the Leo Boivin Community Centre and the upcoming completion of the 2nd Floor at Town Hall this year – Annual cost of \$64,650 inclusive of salary and benefits

Alaine Chartrand Community Centre - Expenses

- Other costs for the new facility will include at an estimated annual cost of \$110,000 - \$115,000
 - Utilities
 - Property Insurance
 - Maintenance Contracts
- The Town has had difficulty in attracting and maintaining a seasonal Harbour Supervisor. In researching how other municipalities have overcome this, it was discovered that they have made it a full-time position that oversees the Marina in the summer and then other Recreational Facilities in the fall and winter.
 - It is recommended that the Town follow this same template and hire a full-time Recreation Supervisor in April that will oversee the Harbour in the summer months and the canteen at the new arena in the fall and winter
 - It is expected that the canteen will generate enough revenue to pay for food costs and labour including the additional cost of a full time Recreation Supervisor as opposed to a seasonal Harbour Supervisor. The marina will continue to cover the cost of a Harbour Supervisor in the Summer.

Alaine Chartrand Community Centre - Summary

- Revenue – Annual Estimate
 - Ice Rental September to March \$245,000
 - Room Rentals \$10,000
 - Total \$255,000
- Expenses – Annual Estimate
 - Full-Time Operations Staff Person \$77,000
 - Full-Time Cleaner \$64,650
 - Utilities and Insurance \$113,350
 - Total \$255,000
- The revenue from the canteen is expected to cover the cost of food, and labour including the incremental cost of a full-time Recreation Supervisor as opposed to a seasonal Harbour Supervisor

Next Budget Meeting – March 6, 2023

Topics

- Operational Budget Alignment with Strategic Plan and Service Delivery Review

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 08-2023

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE COUNCIL
MEETING HELD ON FEBRUARY 27, 2023**

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 27th DAY OF FEBRUARY 2023.

Mayor

Clerk