



**PRESCOTT TOWN COUNCIL
AGENDA**

February 18, 2025

6:00 pm

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Our Mission:

To foster an environment of collaborative leadership to grow a safe, inclusive, and resilient community while preserving the unique character of Prescott.

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 February 18, 2025, be approved as presented.

3. Declarations of Interest

4. Presentations

4.1 RCMP Border Integrity - Gillian Fleming

5. Delegations
6. Minutes of the previous Council meetings

6.1 February 03, 2025

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RECOMMENDATION

That the Council minutes dated February 3, 2025, be accepted as presented.

7. Communications & Petitions
8. Consent Reports

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

RECOMMENDATION

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

8.1 Council Information Package (under separate cover)

9. Committee Reports
10. Mayor
11. Outside Boards, Committees and Commissions
12. Staff

12.1 Staff Report 08-2025 - Rural Transit Solutions Fund Grant Application

10

RECOMMENDATION

That Council direct Staff to apply for funding through the Rural Transit Solutions Fund for the purchase of a bus for the River Route service.

12.2 Staff Report 09-2025 - Community Grant Intake #1

12

RECOMMENDATION

That Council approves the 2025 Community Grant allocation recommendations for Intake #1, totaling \$40,000 in financial support and the in-kind requests as outlined in Staff Report 09-2025.

12.3	Staff Report 10-2025 - Purchase of Surplus Sheds for Pop-Ups & Community Programming Use	23
RECOMMENDATION		
That Council direct Staff to proceed with the purchase of five (5) surplus sheds from the Smiths Falls Chamber of Commerce at a total cost of \$15,000 to be utilized for Pop-Up vendor spaces as well as community services and recreation departmental activities, enhancing economic opportunities and community programming.		
12.4	2025 Budget Environmental, Planning, Development/Tourism, Water & Wastewater	29
12.5	2025 Project Prioritization	54
13.	Resolutions	
14.	By-laws	
15.	New Business	
16.	Notices of Motion	
17.	Mayor's Proclamation	
18.	Period for Media Questions	
19.	Closed Session	
20.	Rise and Report	
21.	Confirming By-Law – 12-2025	66
RECOMMENDATION		
That By-Law 12-2025, being a by-law to confirm the proceedings of the Council meeting held on February 18, 2025, be read and passed, signed by the Mayor and Deputy Clerk, and sealed by the seal of the Corporation.		
22.	Adjournment	
RECOMMENDATION		
That the meeting be adjourned to Monday, March 3, 2025. (Time: p.m.)		



PRESCOTT TOWN COUNCIL

MINUTES

Monday, February 3, 2025

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 Tracey Young

Staff Matthew Armstrong, CAO/Treasurer, Lindsey Veltkamp, Director of Administration/Clerk, Dana Valentyne, Economic Development Officer, Samantha Joudoin-Miller, Manager of Community Services, Matt Locke, Director of Operations, Chelsea Conklin, Deputy Clerk

Guests Lynda Joannise and Annika Squires from St. Lawrence Academy & Jane Hess from Every Kid in Our Communities

Regrets Councillor Lee McConnell (technical difficulties)

1. Call to Order

Mayor Shankar called the meeting to order at 5:59 p.m.

2. Approval of Agenda

Motion 24-2025

Moved By Young
Seconded By Lockett

That the agenda for the Council meeting of February 3, 2025, be approved as presented.

Carried

3. Declarations of Interest

There were no declarations of interest expressed.

4. Presentations

There were no presentations.

5. Delegations

5.1 St. Lawrence Academy - Lynda Joanisse and Annika Squires

Lynda Joanisse, SLA Executive Director, Admissions/Marketing and Annika Squires, SLA Alumni, spoke to the Academy and the services provided. They referred to the bursary and scholarship programs for families and the work to build its bursary fund.

Discussion was held regarding the stigma surrounding private education, tuition fees, and the bursaries used to subsidize fees.

Further discussion was held regarding the number of students from Prescott, the lack of funding options, and donations to the bursary.

Annika Squires left the meeting at 6:14 p.m.

5.2 Every Kid in Our Communities Leeds & Grenville - Jane Hess

Jane Hess, Every Kid in Our Communities Leeds and Grenville, spoke to the program and the Start with Hello campaign. She provided background on the developmental assets framework and how municipalities can build youth-based programs.

Discussion was held regarding the creation of the organization, partnering agencies and the geographical area covered.

Further discussion was held regarding the resources available for youth and partnering with public libraries.

Lynda Joanisse left the meeting at 6:30 p.m.

Jane Hess left the meeting at 6:31 p.m.

6. Minutes of the previous Council meetings

6.1 January 27, 2025

Motion 25-2025

Moved By Campbell
Seconded By Kirkby

That the Council minutes dated January 27, 2025, be accepted as presented.

Carried

7. Communications & Petitions

There was no communications or petitions.

8. Consent Reports

Motion 26-2025

Moved By Burton
Seconded By Kirkby

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

Carried

8.1 Council Information Package (under separate cover)

- 1 BIA Oct. 7, 2024 Meeting Minutes
- 2 ConnectWell Community Health Jan. 24, 2025 Autism & Neurodivergent

Awareness Event

3 UCLG Jan. 24, 2025 Medical Priority Dispatch System

8.2 Staff Report 04-2025 - Heritage Property Designation - Council Consideration

Recommendation:

That Council direct Staff to bring the following properties to a Council in March 2025, for further consideration for designation:

- 305 Centre Street
- 388 Centre Street
- 408 East Street

Carried

9. Committee Reports

There were no committee reports.

10. Mayor

Mayor Shankar spoke to his attendance at the grand opening for Infinity Storage held on January 30, a Chamber of Commerce meeting, the Special Olympics Fundraiser at Tim Hortons, and Bea Ostrander's 80th birthday celebration.

11. Outside Boards, Committees and Commissions

Councillor Kirkby spoke to his attendance at the Special Olympic Fundraiser at Tim Hortons and Bea Ostrander's 80th birthday celebration. He provided an Operations update referencing the windstorm on Monday, January 27, and staff responding to multiple water main breaks in freezing temperatures.

Councillor Campbell spoke to her attendance at the grand opening for Infinity Storage, and the upcoming Fire Administration meeting to be held on February 4.

Councillor Burton spoke to the upcoming Planning Advisory Committee on February 10, and a St. Lawrence Shakespeare Festival meeting to be held on February 4.

Councillor Young attended events previously mentioned and spoke to the recent Economic Development Newsletter.

Councillor Lockett attended events previously discussed and spoke to her attendance at the St. Lawrence Lodge Committee of Management meeting.

12. Staff

12.1 2025 Budget - Transportation and Recreation Services

Matthew Armstrong, CAO/Treasurer spoke a PowerPoint presentation. A copy of the presentation is held on file. He provided an overview of transportation services and recreation services expenses, reviewed the budget expenses to date, and outlined the next expense budgets to come before Council.

Discussion was held regarding the decrease in OCIF funding, insurance costs and the coverage received.

12.2 Staff Report 05-2025 - Heritage Property Designation - 490 Centre St and 425 Centre St

Motion 27-2025

Moved By Burton

Seconded By Kirkby

That Staff be directed to give notice of Council's intent to designate the following properties as being of cultural heritage value or interest pursuant to Section 29 of the *Ontario Heritage Act*, R.S.O:

- 490 Centre Street
- 425 Centre Street

Carried

Lindsey Veltkamp, Director of Administration/Clerk spoke to the report. She referenced the updated to the Ontario Heritage Act, the process used by the Prescott Heritage Committee to review properties, and the next steps in the designation process.

Discussion was held regarding the support of the representatives from both properties and the funding opportunities available through the CIP.

12.3 Staff Report 06-2025 - Joint Party Agreement for Healthcare Recruitment

Motion 28-2025

Moved By Lockett
Seconded By Young

That Council direct the Mayor to sign and execute the Joint Party Agreement for Healthcare Recruitment as outlined in Staff Report 06-2025.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He outlined the recruitment process for additional doctors and the expected expenses associated with the agreement should Health Force Innovations Inc. successfully bring doctors to Prescott.

Discussion was held regarding other municipalities' expenses, the focus of Health Force Innovations, Inc., communicating the appeal of the Town, and the timeline for the agreement between municipalities versus the contract with Health Force Innovations Inc. for one year.

12.4 Staff Report 07-2025 - Rooftop HVAC Heating & Cooling Replacement - Town Hall 2nd Floor

Motion 29-2025

Moved By Burton
Seconded By Kirkby

That Council approve up to \$16,700 from the Building Reserve Fund to be used to replace the existing unit for the Town Hall 2nd Floor Grand Room.

Carried

Matt Locke, Director of Operations, spoke to the report. He referenced deficiencies in the current unit, the need to replace the unit rather than repair it due to its age, and the quote received with a replacement cost of \$16,700.

13. Resolutions

There were no resolutions.

14. By-laws

There were no by-laws.

15. New Business

There was no new business.

16. Notices of Motion

There were no notices of motion.

17. Mayor's Proclamation

There were no proclamations.

18. Period for Media Questions

There were no questions from the media.

19. Closed Session

Motion 30-2025

Moved By Kirkby
Seconded By Lockett

That Council move into Closed Session at 7:15 p.m. to discuss matters pertaining to:

19.1 Approval of Closed Session Minutes (January 27, 2025)

19.2 Purchase & Sale

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

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

Carried

Council recessed at 7:15 p.m.

Council resumed in Closed Session at 7:19 p.m.

Motion: 31-2025

Burton, Kirkby.

That Council reconvene in Open Session. (Time: 7:33 p.m.)

20. Rise and Report

During the Closed Session Council approved the Closed Session minutes under Item 19.1, received information and provided Staff direction on Item 19.2 - Purchase and Sale.

21. Confirming By-Law – 08-2025

Motion 32-2025

Moved By Campbell

Seconded By Lockett

That By-Law 08-2025, being a by-law to confirm the proceedings of the Council meeting held on February 3, 2025, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

22. Adjournment

Motion 33-2025

Moved By Kirkby
Seconded By Burton

That the meeting be adjourned to Tuesday, February 18, 2025. (Time: 7:35 p.m.)

Carried

Mayor

Clerk



STAFF REPORT TO COUNCIL

Report No. 08-2025

Date: February 18, 2025

From: Matt Locke, Director of Operations

Re: Rural Transit Solutions Fund Grant Application

Recommendation:

That Council direct Staff to apply for funding through the Rural Transit Solutions Fund for the purchase of a bus for the River Route service.

Background:

The River Route has been operating using a spare bus provided by the City of Brockville. The City of Brockville typically replaces buses on a 6-year lifecycle. As part of the establishment of the River Route service, Brockville has allowed the use of a bus slated for a replacement for a 7th year when it would typically be disposed. 2025 is the final year that Brockville will have a bus available to extend one additional year, with no replacements scheduled for two years after 2025.

The Federal government has a Rural Transit Solutions Fund grant program targeting transit service servicing populations smaller than 50,000. The grant is administered by Housing, Infrastructure, and Communities Canada. The grant will cover up to 80% of the cost of buses, shelters, and other capital projects. Grant applications for this program close on March 5. The Town of Prescott is seeking to make an application for a new bus through this grant program.

Analysis:

The existing bus being used for the River Route has an existing service life ending at the end of 2025. The River Route service will require a new bus to maintain service once this bus is removed from service. A mandatory safety inspection is conducted on this vehicle twice annually and Town staff regularly communicate with City of Brockville staff regarding any issues with the vehicle. The cab mounts on buses of this style are a known area of concern with high age and mileage.



Alternatives

Council could decide not to proceed with an application at this time however it is unknown when and if the program will open again in 2025.

Financial Implications:

Project cost to replace the existing bus along with additional badging and equipment is \$180,000. The Rural Transit Solutions Fund will cover up to 80% of the project cost.

Bus Cost	\$180,000
Rural Transit Solution Funding – 80%	\$144,000
Total Municipal Share	\$36,000
Per Municipality Municipal Share	\$12,000

At the end of 2024 the total estimated reserve for the River Route was \$73,759. If the application is successful in receiving funding through the Rural Transit Solutions Fund, then the Municipal Share noted above from all three municipalities would be covered by the existing River Route Reserve.

Environmental Implications:

None

Attachments:

None

Submitted by:

Matt Locke,
Director of Operations



STAFF REPORT TO COUNCIL

Report No. 09-2025

Date: February 18, 2025

From: Samantha Joudoin-Miller, Manager of Community Services

Re: 2025 Community Grant Recommendations – Intake #1

Recommendation:

That Council approves the 2025 Community Grant allocation recommendations for Intake #1, totaling \$40,000 in financial support and the in-kind requests as outlined in Staff Report 09-2025.

Background/Analysis:

The Community Grant working group met February 4, 2025, to review each application received as part of the 2025 Community Grant Intake #1, as noted in the tables below.

Community Service Groups/Organizations Applications		
Organization	Financial Notes	In-Kind Notes
Food For All Food Bank	Food Hamper Program – Food Purchases Total Requested: \$3,000	Use of the Leo for a fundraiser event in September 2025
Girls Inc. of Upper Canada	\$1500 Replenish the subsidy fund, \$1000 Groceries for Girls Program (Prescott based families) Total Requested: \$2,500	Ice Rental Cost for Women Hockey Tournament Mar 28-30 LBCC Summer Camp Rental Waiver 2 weeks Use of other town spaces as the need arises
Grenville County Historical Society (GCHS)	Support replacement of Wiser Plaque that was damaged Total Requested: \$500	-

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Iroquois Marine Search & Rescue	Requested funding from 4 municipalities to purchase fuel and maintain the vessel Total Requested: \$8,000	-
John Howard Society / Connect Youth	Funds being sought from the Town of Prescott would be used for the ongoing delivery of the meal program at South Grenville District High School. Continually our most in-demand service, this support provided in excess of 18,000 meals during the 2023/24 school year. Funds would be used to purchase food and materials required for program delivery. Total Requested: \$2,000	We do not have any in-kind requests relating to this specific application, but wish to thank Town of Prescott for continuing to allow us to use the Leo Boivin Community Centre for the delivery of after school recreation activities.
King's Kitchen	Used for food purchases Total Requested: \$2,500	-
Marie's Cupboard at St. Paul's	Stove and Exhaust cleaning to obtain commercial kitchen licence \$1,400 Furniture for boardroom and children's room \$1,200 Projector for boardroom \$493 Thrift Store Fixtures \$1,380 Dress stand for window display \$338 Fire and Water safe donation bin \$1,695 Signage \$2,500 Website \$6,300 Total Requested: \$15,306	-
MTJB Prescott	-	Use of public pool and splash pad. 2 hours x 8 weeks. (Starting week of July 4th - to week of August 22nd)
Prescott Figure Skating Club	Ice Rental, Coaching costs Total Requested: \$5000	

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Prescott & District Soccer Association	<p>funding will help support uniforms, referees, maintenance and purchase of equipment, and website costs</p> <p>Total Requested: \$5,000</p>	<p>Use of Ruth Evanson room for coaches meeting, team selections and referee course.</p> <p>4 nights total</p>
South Grenville District High School		Fee waivers for fundraising initiatives put on by SG and held at ToP facilities
South Grenville Minor Hockey Association	<p>\$5000 for Conditioning/Training/Evaluation, \$1000 for goalie training, \$1000 Referee Training, \$5000 Ice Rentals (makes up 80% of org's total expenses). Experiencing financial challenges, especially since Covid-19</p> <p>Total Requested: \$12,000</p>	-
Spirit of Giving	<p>Annual amount given to support Spirit of Giving Initiative – No application required</p> <p>\$1,000</p>	Use of LBCC for registration, food and item storage, hamper assembly, and hamper distribution
St. Lawrence Academy	<p>Outdoor learning space for SLA, Groups and Community</p> <p>Total Requested: \$5,000</p>	-

Event-based applications within the Town of Prescott

Organization	Financial Notes	In-Kind Notes
Big Brothers Big Sisters of L&G	<p>Funding for Prescott RibFest Fundraising event. All funds raised will go towards programs and supports offered by BBBS</p> <p>Total Requested: \$6,000</p>	<p>Fee Waiver LBCC \$3,361.76</p> <p>Road Closure waiver \$200</p> <p>Town staff at the event during set-up and the event itself to assist with site maintenance (garbage removal related to guests, vendor coordination/power and water hook-ups and set up, liaise with fire and bylaw, etc.). We are also</p>

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		asking for in-kind support for marketing the event and helping to make connections between our agency and local businesses for the purpose of organizing the event, booking local vendors and entertainers, coordinating cross-promotion activities and securing event sponsorships. Also potentially requesting the use of an outdoor stage for our entertainment.
St. Lawrence Shakespeare	<p>Set, costumes, props \$7,500 Advertising \$5,000 Tuesday and Youth \$2,500 Production Coord \$3000 Total Requested: \$18,000</p>	<p>Use of Amphitheatre for rehearsals and performances Access to Laundry at Marina Marina Washrooms after hours Promotion with Town Storage at LBCC & Pump House</p>
Folkfest	<p>Performers \$7,500 Total Requested: \$7,500</p>	<p>Amphitheatre and facilities associated with the marina (parking, washrooms etc.). The use of the Leo Boivin arena will be required as a secondary site in the case of foul weather.</p>
South Grenville Chamber of Commerce	<p>Fort Town Night Run Sponsorship Total Requested: \$10,000</p>	<p>Fee Waivers and support Fort Wellington Leo Boivin Centre</p>

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		Street Closures/Barricades Medical Support Riverwalk Prescott Pop-ups Route Support
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Some previous applicants did not submit in the first intake but are expected to apply as part of the second intake. The table below provides the recommendations on the financial requests made in Intake #1.

Organization	2025 Recommend	2025 Request	2024 Approved	2023 Approved
Big Brothers Big Sisters of L&G	-	6,000	-	-
Food For All Food Bank	3,000	3,000	3,000	3,325
Girls Incorporated	1,500	2,500	1,500	1,500
Grenville County Historical Society	500	500	500	500
Iroquois Marine Search & Rescue	-	8,000	-	-
John Howard Society / Connect Youth	2,000	2,000	-	-
King's Kitchen	2,500	2,500	2,500	2,500
Marie's Cupboard at St. Paul's	-	15,306	-	-
Prescott Figure Skating Club	5,000	8000	5000	6,800
South Grenville Chamber of Commerce	-	10,000	-	-
South Grenville Minor Hockey	5,000	12,000	5,000	4,800
Spirit of Giving	1,000	1,000	1,000	1,000
St. Lawrence Academy	-	5,000	-	-
St. Lawrence Shakespeare	14,500	18,000	16,500	18,000
Upper Canada Folkfest	Equal to ticket revenue	7,500	3,750	7,500
Prescott & District Minor Soccer	5,000	5,000	5,000	5,000
Previous Applicants				
Cycling Without Age-Brockville			1,000	1,000
Prescott Curling Club – Strathcona Cup			4,550	3,500
YMCA of Eastern Ontario				3,000

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Friends of St John's (FOSJ)			1,000	
Seaway Optimist Club			500	
Volunteer Centre of St Lawrence-Rideau				1,000
Total	40,000	106,306	50,200	58,000
Total Budget	58,000	58,000	58,000	58,000
Unallocated	18,000	(48,306)	2,800	0

The \$2,800 unallocated from 2024 has been put in a reserve for future use. The Draft 2025 Budget includes an increase to the total Community Grant Budget to \$64,680 however is not yet approved by Council.

The table below provides the recommendations on the in-kind requests (before taxes) made in Intake #1.

Organization	In-Kind Request	Recommend	In-Kind Value
Big Brothers Big Sisters of L&G	Fee Waiver of Leo	Yes	\$2,975
	Road Closure Permit	Yes	-
	Marketing Support	Yes	TBD
	Town Staff – OPS	Yes	\$2,729
Food For All Food Bank	Fee Waiver of Leo	Yes	\$780
	Event Set Up	Yes	\$98
	Town Staff – OPS	Yes	\$315
Girls Inc	Fee Waiver of Leo for 2 weeks of Summer Camp	Yes	\$3,300
	Ice Rental Fee Waiver for Tournament	Yes	\$6,417
	Use of other Town facilities as need arises	Yes	TBD
John Howard Society/Connect Youth	Continued use of Leo for After School Program	Yes	(\$165/week for approx. 40 weeks) \$6,600/year
MTJB Prescott	Use of public pool and splash pad. 2 hours x 8	Yes	\$720

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	weeks. (Starting week of July 4th - to week of August 22nd)		
Prescott & District Soccer Association	Use of Ruth Evans room for coaches meeting, team selections and referee course. 4 nights total	Yes	\$210
South Grenville District High School	Fee waivers for fundraising initiatives put on by SG and held at ToP facilities	Yes	TBD
Spirit of Giving	Fee waiver of LBCC for registration, food and item storage, hamper assembly, and hamper distribution	Yes	\$1,170
St. Lawrence Shakespeare	Use of Amphitheatre for run of festival and rehearsals	Yes	2024 schedule with 2025 public rate of \$37.50/hour equates to \$24,863
St. Lawrence Shakespeare	Road closure during performances	Yes	-
St. Lawrence Shakespeare	Access to laundry at Prescott Marina	Yes	-
St. Lawrence Shakespeare	Access to Marina Building after hours for washroom facilities for patrons	Yes	-
St. Lawrence Shakespeare	Promotional opportunities with Town	Yes	-
St. Lawrence Shakespeare	Use of storage space at pump house and LBCC	Yes	-
Folkfest	Fee Waiver of Amphitheatre and facilities associated with the marina (parking, washrooms etc.).	Yes	\$300
	Fee Waiver of LBCC	Yes	\$390



Fort Town Night Run - SGCC	Fee Waiver of LBCC	Yes	\$390
	Town Staff – OPS	Yes	\$630
	Fort Wellington	NA	-
	Street Closure	Yes	-
	Medical Support	No	-
	RiverWalk	-	-
	Prescott Pop-Ups	-	-
	Route Support	No	-
TOTAL VALUE OF IN-KIND			\$51,887

In-kind Request Recommendations:

The working group reviewed the various in-kind requests made through intake #1 and recommended all Town related facilities/initiatives for approval. In some cases, the Town may forgo rental and permit revenue. None of the rental amounts were included in the draft 2025 Operational Budget and therefore does not have an impact on revenue. Additional costs are for an Operations Staff person to attend the event to address facility needs in the case of larger events. These amounts fit within the overall salary expenses included in the draft 2025 Operational Budget.

Financial Request Recommendations:

Big Brothers Big Sisters of Leeds & Grenville:

The recommendation for Big Brothers Big Sisters is to approve the in-kind request to support the Prescott RibFest event in 2025.

Food For All Food Bank:

For the Food For All Food Bank, the recommendation is to approve the \$3,000 grant request as well as waive the fees for the Leo to support the fundraising event that is being planned for 2025.

Girls Inc.

The recommendation for Girls Inc. is to maintain the same financial grant amount as 2024 in the amount of \$1,500, as well as support the in-kind request to waive the ice rental fees to support the Annual Women's Hockey Tournament that will be held at the ACCC for the second year, and waive the facility rental fee of the LBCC for two weeks of summer camps in 2025.



Grenville County Historical Society:

The recommendation for the GCHS is to maintain the same grant amount as 2024 in the amount of \$500.

Iroquois Marine Search & Rescue:

The recommendation for the Iroquois Marine Search & Rescue is to not approve the grant request of \$8,000.

John Howard Society/Connect Youth:

The recommendation for the John Howard Society/Connect Youth is to approve the grant request of \$2,000 to support the purchase of food and materials required for program delivery.

King's Kitchen:

The recommendation for King's Kitchen is to approve the grant request of \$2,500 to support the cost of food required to offer weekly meals to the community.

Marie's Cupboard:

The recommendation for Marie's Cupboard is to not approve the financial or in-kind requests. The addition of capital items and fixtures does not fit within the Community Grant eligible costs and projects.

MTJB Childcare:

The recommendation for MTJB Prescott is to approve the in-kind request of using the pool on a weekly basis in the summer of 2025 to support programming efforts.

South Grenville Chamber of Commerce – Fort Town Night Run:

The recommendation for the 2025 Fort Town Night Run is to support the in-kind request of waiving the facility rental and permit fees, and assisting with set-up for the event. The recommendation in relation to the financial request is to not approve the \$10,000 sponsorship through the Community Grant program.



South Grenville District High School:

The recommendation for SGDHS is to approve the in-kind request to waive facility fees for any Town facilities that are utilized for fundraising initiatives hosted by SGDHS.

Spirit of Giving:

The recommendation for Spirit of Giving is to approve the in-kind request of waiving the facility rental fees for use of the LBCC to support the annual Christmas Hamper program.

South Grenville Minor Hockey / Prescott Figure Skating/Prescott Soccer

The recommendations for South Grenville Minor Hockey, Prescott Figure Skating and Prescott & District Minor Soccer Association were meant to bring them to the same grant level, each receiving the same amount of \$5,000 to support program expenses.

St. Lawrence Academy

The recommendation for St. Lawrence Academy is to not approve the grant request of \$5,000 for an outdoor learning space.

St. Lawrence Shakespeare Festival

For the St. Lawrence Shakespeare Festival, the recommendation is to decrease the grant amount provided in 2024 by \$2,000 to \$14,500 for 2025.

Upper Canada Folkfest

The recommendation for Folkfest is to approve a grant amount to equal the total ticket revenue produced in 2025. In 2024, the ticket revenue generated for Folkfest was \$1,475.

Alternatives:

Council could decide to allocate the Community Grants differently from the recommendations made by the working group.

Financial Implications:

The draft 2025 Operational Budget includes an allocation of \$58,000 for Community Grants, of which \$18,000 will remain unallocated if the above recommendations are



accepted. A 2nd intake will open on May 15th with a due date of June 15th. Recommendations will be brought to Council in August for contemplation.

Environmental Implications:

None

Attachments:

None

Submitted by:

Samantha Joudoin-Miller,
Manager of Community Services



STAFF REPORT TO COUNCIL

Report No. 10-2025

Date: February 18, 2025

From: Dana Valentyne, Economic Development Officer

Re: Purchase of Surplus Sheds for Pop-Ups & Community Programming Use

Recommendation:

That Council direct Staff to proceed with the purchase of five (5) surplus sheds from the Smiths Falls Chamber of Commerce at a total cost of \$15,000 to be utilized for Pop-Up vendor spaces as well as community services and recreation departmental activities, enhancing economic opportunities and community programming.

Background:

The Economic Development Department has learned of an opportunity to acquire five surplus sheds from the Smiths Falls Chamber of Commerce at a significantly reduced cost. The sheds were used by the Chamber to support a Christmas Market from 2022-2024, that won't be moving forward in 2025 due to weather unreliability. These sheds, in good condition and constructed by a reputable firm, would serve a dual purpose: supporting local entrepreneurs through additional Pop-Up vendor spaces and enhancing Community Services programming at locations such as Centennial Park and the Seymour Recreation Complex.

The addition of pop-up vendor spaces aligns with the Town's Economic Development Strategy by keeping businesses top of mind, continuing the RiverWalk revival, and attracting investment, workers and citizens. The Pop-Ups attracted over 40,000 visitors during its opening period of Friday - Sunday from May-October 2024. Analytics cross traffic data has clearly demonstrated a significant majority of visitors engaging in additional activities during their Pop-Ups visit, including exploring the Downtown, waterfront parks and green spaces, and taking in events and attractions such as the Shakespeare Festival and Fort Wellington. Vendor interest in the Pop-Ups operation continues to grow on an annual basis and cannot be accommodated by the existing sheds. Expanding vendor space within this program supports the Town's efforts to sustain and grow local entrepreneurship while increasing tourism activity and supporting the local economy. The purchase of additional sheds will provide space for several exciting new entrepreneurs, all of whom have expressed an interest in transitioning to



permanent brick & mortar spaces, should their pop-up's tenancy be a viable venture. At least 2 of the sheds could be utilized to provide operational space to support recreational programming in parks and the new Seymour Recreation Complex, facilitating community engagement and recreational activities. The sheds are portable and can be easily relocated between Municipal sites and repurposed to suit a variety of Town functions and programs as the need arises.

Additionally, this initiative also aligns with Prescott's Official Plan, which supports economic development through commercial and tourism expansion, as well as with the Town's 2024-2027 Strategic Plan, which prioritizes business retention, downtown revitalization, and sustainable community development.

Alternatives:

Council could decide to modify or decline to approve the recommendation at this time.

Financial Implications:

The purchase of the five surplus sheds at \$15,000 represents an approximate 50% savings compared to the estimated \$30,000 cost of purchasing new sheds. This cost-effective approach ensures fiscal responsibility while maximizing the Town's ability to support small businesses and community programs. The additional vendor spaces will contribute to the success of the Prescott Pop-Ups program, which continues to demonstrate strong economic impacts through increased business participation and tourism activity. Funding for this purchase could be supported by the Fiscal Policy Reserve.

Environmental Implications:

The purchase of surplus sheds promotes environmental sustainability by repurposing existing materials rather than generating demand for new construction. This reduces waste and minimizes the environmental footprint associated with new manufacturing processes. Additionally, the reuse of materials aligns with the Town's sustainability goals.



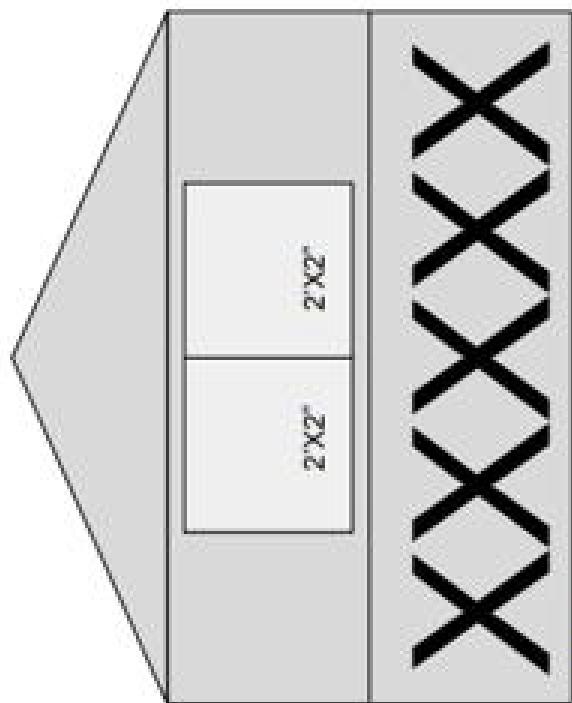
Conclusion:

Acquiring these surplus sheds presents a strategic investment that aligns with the Town's economic development and community service priorities. The cost savings, economic benefits for pop-up vendors, and enhanced recreational programming make this an advantageous decision. Council's approval of this purchase will enable Prescott to further its commitment to supporting local businesses and enhancing community engagement. By leveraging a cost-effective acquisition, the Town can expand the Prescott Pop-Ups vendor program, support small business growth, and improve recreational offerings in parks and the Seymour Recreation Complex. This investment strengthens Prescott's reputation as a vibrant and business-friendly community while ensuring fiscal responsibility.

Attachments:

- Surplus shed images and specifications.

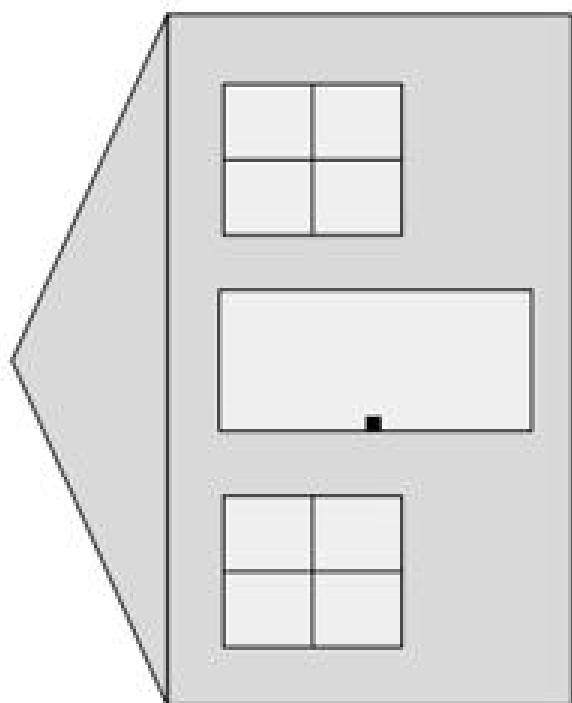
Submitted by: _____
Dana Valentyne ,
Economic Development Officer



FRONT:

2'X2' Door opening for total of 4' width opening.
Inside of doors will have black plywood painted for menus to be placed on.
Doors will hook to exterior of building when swing open
Vendor doors will have slide bolts

9' WIDE
6' LENGTH
6'4" SIDE WALL HEIGHT



BACK:
Wooden 36" shed door to back

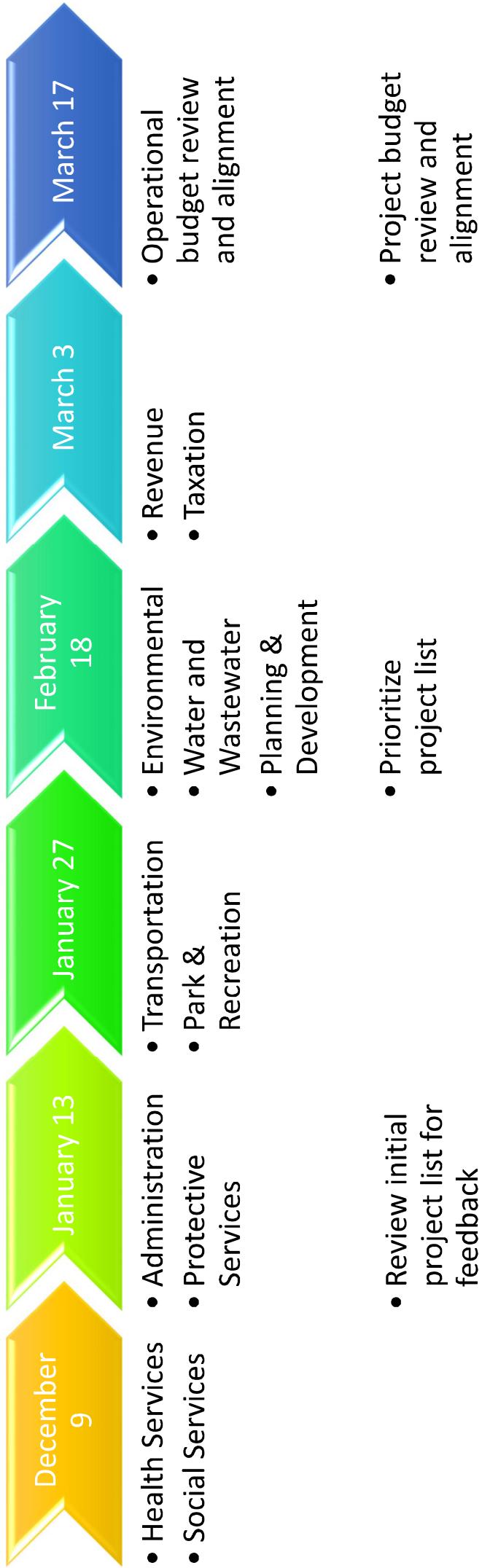






2025 Budget
Environmental, Planning, Development/Tourism, Water & Wastewater
February 18, 2025

- Timelines
- Environmental Services
- Planning, Economic Development & Tourism
- Water and Wastewater Services



- Storm Sewers
- Waste Collection
- Waste Disposal
- Waste Diversion

Environmental Services Expenses

	2024 Budget	2024 Projection	2025 Budget	Budget to Budget Higher / (Lower)	Notes	Transfer to Reserves
Storm Sewers	69,300	67,296	69,300	-		43,300
Waste Collection	132,200	134,695	137,100	4,900	2% CPI Increase to contract	2,000
Waste Disposal	96,200	103,349	105,400	9,200	2% CPI Increase to contract	-
Waste Diversion	124,600	130,845	21,400	(103,200)	Producers taking over recycling	4,700
Total	422,300	436,185	333,200	(89,100)		50,000
				-21.1%		

- Planning
- Economic Development & Tourism

	2024 Budget	2024 Projection	2025 Budget	Budget to Budget Higher / (Lower)	Notes	Transfer to Reserves
Planning	43,750	51,389	43,750	-		-
Ec Dec/Tourism	375,969	392,293	393,746	17,777	Year Round Event Support	-
Total	419,719	443,682	437,496	17,777		
				4.2%		

- Water Budget
- Wastewater Budget

- The Water Budget is made up of two components

- Water Treatment – starts at the water intake pipe in the St. Lawrence through the water treatment plant and stops at the treated water leaving the treatment plant
- Water Distribution – starts the pipes receiving the treated water leaving the water treatment plant, includes the water mains in the roads, water tower and water hydrants
- Water revenues are required to cover the cost of operating and replacement of the of the water system without property tax subsidization
- Any surplus is placed into reserve to support capital projects for water

2025 Water Budget

	Total	Water Treatment	Water Distribution	Notes	Transfer from to Reserves
Revenue					
Water Charges	1,365,847	792,191	573,656	Assumes 4% increase July 1	
Interest	3,200	1,600	1,600		
Occupancy Charges	1,650	825	825		
Total Revenue	1,370,697	794,616	576,081		
<hr/>					
Expenses					
Salaries / Allocation	313,319	77,787	235,532		
Supplies & Services	988,750	706,970	281,780		
Reserve Contribution	68,628	9,859	58,769		
Total Expenses	1,370,697	794,617	576,081		
					68,628

- The Wastewater Budget is made up of two components
- Wastewater Collection – runs from the lot line of each property and includes the sanitary sewer pipes in the ground, wastewater pumping stations, and the sanitary sewer manholes
- Wastewater Treatment Plant – starts at the end of the wastewater collection lines enters the plant and ends with the pipe leading into the St. Lawrence River that discharges treated wastewater
- Wastewater revenues are required to cover the cost of operating and replacement of the wastewater system without property tax subsidization
- Any surplus is placed into reserve to support capital projects for wastewater

2025 Wastewater Budget

	Total	Wastewater Treatment	Wastewater Collection	Notes	Transfer from to Reserves
Revenue					
Water Charges	1,768,454	1,215,812	552,642	Assumes 4% increase July 1	
Interest	82,593	82,593	-		
Occupancy Charges	1,650	-	1,650		
EC Share	96,863	96,863	-		
Total Revenue	1,949,560	1,395,268	554,292		
 Expenses					
Salaries / Allocation	155,574	77,787	77,787		
Supplies & Services	1,417,409	1,115,296	302,113		
Reserve Contribution	376,577	202,185	174,392		376,577
Total Expenses	1,949,560	1,395,268	554,292		376,577

Budget Expenses Reviewed to Date

	2024 Budget	2024 Projection	2025 Budget	Budget to Budget Higher / (Lower)	Notes	Transfer to Reserves
Health	415,623	418,756	460,186	44,563		-
Social	961,959	964,237	996,203	34,244		5,132
Administrative	1,599,453	1,596,498	1,685,142	85,689		456,202
Protective	2,313,708	2,283,392	2,445,207	131,499		30,000
Transportation	2,540,045	2,533,863	2,647,352	107,307		115,605
Recreation	2,795,729	2,864,063	3,048,683	252,954	Offset \$139k additional revenue	432,485
Environmental	422,300	436,185	333,200	(89,100)		50,000
Planning/EcDv	419,719	443,682	437,496	17,777		-
Total	11,468,536	11,547,364	12,053,469	584,933		1,089,424
% Change					+5.1%	
Water / WW	3,209,035	3,067,775	3,320,257	111,223	Assumes 4% increase at July 1	445,205

- Revenue Budget
- Revenue
- Taxation
- Total Revenue and Expense Budget

Budget Worksheet
Storm Sewers

2025 Budget
Fund
Dept
00
421

Expenses	Year-to-Date			Total	Total	Higher / (Lower)	Notes
	Budget	Actual	Variance				
			B (W)				
Contracted Services	21,667	(42)	21,708	23,996	26,000	26,000	-
Transfer to Reserves	36,083	36,083	0	43,300	43,300	43,300	-
Total	57,750	36,042	21,708	67,296	69,300	69,300	-

Budget Worksheet
Waste Collection

	Year-to-Date			Fund Dept	Total 2024 Projection	Total 2024 Budget	Total 2025 Budget	Higher / (Lower)	Notes
	Budget	Actual	Variance B (W)						
	Expenses								
Bag Tags	10,000	11,986	(1,986)		11,986	12,000	12,000	-	
Waste Collection	98,333	95,174	3,159		120,182	118,000	122,600	4,600	Assumes 2% increase
Other	167	527	(360)		527	200	500	300	
Transfer to Reserves	1,667	1,667	(0)		2,000	2,000	2,000	-	
Total	110,167	110,178	813		134,695	132,200	137,100	4,900	

Budget Worksheet
Waste Disposal

2025 Budget
Fund 00
Dept 450

	Year-to-Date			Notes
	Budget	Actual	Variance	
	B (W)	2024	2024	
Expenses				
Waste Disposal Contracts	80,167	98,367	(18,200)	103,349
Total	80,167	98,367	(18,200)	103,349

Waste Disposal Contracts 80,167 98,367 (18,200) 103,349 96,200 105,400 9,200 Assumes 2% increase
Total **80,167** **98,367** **(18,200)** **103,349** **96,200** **105,400** **9,200**

Budget Worksheet
Waste Diversion

2025 Budget

	Year-to-Date			Fund Dept	Total 2024 Projection	Total 2024 Budget	Total 2025 Budget	Higher / (Lower)	Notes
	Budget	Actual	Variance B (W)						
	Expenses								
Salaries & Benefits	9,333	-	9,333	11,200	11,200	11,200	11,200	-	Compost Site
Advertising Community	1,000	-	1,000	-	1,200	-	-	(1,200)	
Diversion Contract	71,417	67,074	4,343	86,732	85,700	-	-	(85,700)	
Recycling Tipping Fee	16,667	22,571	(5,904)	28,213	20,000	-	-	(20,000)	
Other	1,500	-	1,500	-	1,800	5,500	3,700	UCLG Hazardous	
Transfer to Reserve	3,917	3,917	(0)	4,700	4,700	4,700	-	-	
Total	103,833	93,561	10,272	130,845	124,600	21,400	(103,200)		

Budget Worksheet
Planning

2025 Budget

Fund	Dept	Year-to-Date			Total	Total	Higher / (Lower)	Notes
		Budget	Actual	Variance				
		B (W)						
Expenses								
External Printing Costs	-	-	-	-	157	-	-	-
Advertising Community	208	300	(92)	-	1,010	250	250	-
Software Licenses	2,917	100	2,817	-	3,500	3,500	3,500	-
Contracted Services	33,333	11,678	21,655	-	46,722	40,000	40,000	-
Total	36,458	12,079	24,380		51,389	43,750	43,750	

Budget Worksheet
Ec Dev & Tourism

	Year-to-Date			Total			Higher / (Lower)		Notes
	Budget		Actual	Variance	2024	2024	Projected	Budget	
	Dept	B (W)							
Expenses									
Salaries & Benefits	176,799	186,521	(9,722)	225,270	212,159	246,461	34,302	Ed Dec & Bus Dev	
Salaries & Benefits DSS	14,167	15,358	(1,192)	14,990	17,000	-	(17,000)	Digital Main Street	
DSS - Other Expenses	50	2,173	(2,123)	3,233	60	-	(60)		
DSS - Cellular	50	745	(695)	573	60	-	(60)		
DSS - Data Communications	50	265	(215)	204	60	-	(60)		
Travel Mileage	-	77	(77)	77	-	-	-		
Travel Non Mileage	1,667	-	1,667	-	2,000	2,000	-		
Travel Meals	-	-	-	147	-	-	-		
Training Materials	208	-	208	-	250	-	-	(250)	
Conference Fees	3,750	3,325	425	3,558	4,500	4,500	-		
Membership Fees	1,417	1,059	358	1,059	1,700	1,500	(200)		
Meeting Expenses	167	-	167	-	200	-	-		
Office Supplies	3,333	2,594	740	3,991	4,000	4,000	-		
External Printing Costs	833	5,198	(4,365)	5,198	1,000	3,000	2,000		
Other	1,667	2,268	(601)	2,338	2,000	2,000	-		
Computer Licenses	1,667	-	1,667	-	2,000	-	-	(2,000)	
Advertising Community	11,667	12,832	(1,166)	16,496	14,000	14,000	-		
Promotional Materials	32,917	41,214	(8,298)	39,379	39,500	39,500	-		
Public Relations	2,083	1,955	128	1,955	2,500	2,500	-		
Event Expenses	20,833	23,884	(3,051)	24,605	25,000	25,000	-		
Tourism Expenses	16,667	28,858	(12,191)	22,051	20,000	20,000	-		
Cellular	1,167	1,679	(513)	1,295	1,400	1,400	-		
Data Communications	567	132	434	102	680	680	-		
Clothing	417	715	(299)	715	500	500	-		
Credit Card Charges	-	368	(368)	483	-	500	500		
Consulting Services	4,167	4,185	(19)	4,185	5,000	5,000	-		
Contracted Services	17,000	20,390	(3,390)	20,390	20,400	21,205	805	Economic Corridor 4% increase	
Total	313,308	355,797	(42,489)	392,293	375,969	393,746	17,777		

Budget Worksheet
Waste Water Collection

	Fund	00				
	Dept	411				
	Total		Total		Total	
	2024		2024		2025	
	Projection		Budget		Budget	
Year-to-Date						
Budget	Actual	Variance	B (W)			
Expenses						
Salaries & Benefits	62,934	62,934	(0)	75,521	77,787	2,266
Insurance	4,854	4,854	(0)	5,825	6,115	290
Staff Training	4,583	-	4,583	-	5,500	-
Repairs	63,850	10,014	53,836	39,335	76,620	(2,020)
Hydro	36,417	35,536	881	40,683	43,700	(1,000)
Heat	558	585	(27)	706	670	80
Building Insurance	6,988	6,988	-	8,385	8,385	56
Contracted Services	70,833	84,105	(13,272)	136,034	85,000	55,000
Property Taxes	2,506	-	2,506	2,959	3,007	56
Transfer to Reserves	153,308	153,308	-	183,969	183,969	0
Insurance Claims	16,667	-	16,667	16,000	20,000	20,000
Total	423,498	378,718	44,779	533,891	508,197	46,095

Notes

Assumes 3% Increase
Renewal +5%

Based on Repairs and Maintenance Plan
5% Increase

Assumes 3.5% increase
Renewal +5%

Budget Worksheet
Waste Water Treatment

Revenue	Year-to-Date			Total			Total		Higher / (Lower)		Notes
	Budget	Actual	Variance	2024	2024	Projection	Budget	Budget	Budget	Budget	
	B (W)										
Waste Water	1,351,909	1,412,333	60,424	1,700,437	1,622,291	1,768,454	146,163	146,163	146,163	146,163	Assumes 4% increase
ED/C Charge	91,625	-	(91,625)	-	109,950	96,863	(13,087)	(13,087)	(13,087)	(13,087)	
Owner Occupancy Change	1,333	1,385	52	1,673	1,600	1,650	50	50	50	50	
Recovered Costs	-	-	-	-	-	-	-	-	-	-	One time VFD Project Funding
Interest	68,828	207,259	138,432	248,711	82,593	82,593	-	-	-	-	
Total	1,513,695	1,620,977	107,282	1,950,821	1,816,434	1,949,560	133,126	133,126	133,126	133,126	
Repairs	170,725	56,715	114,010	153,408	204,870	133,130	(71,740)	(71,740)	(71,740)	(71,740)	Based on Repairs and Maintenance Plan
Hydro	111,393	115,279	(3,886)	139,777	133,672	146,766	13,094	13,094	13,094	13,094	Assumes 5% Increase
Heat	10,185	7,663	2,522	8,091	12,222	8,496	(3,726)	(3,726)	(3,726)	(3,726)	Assumes 5% Increase
Water	898	673	225	807	1,077	832	(245)	(245)	(245)	(245)	Assumes 3% Increase
Telephone	2,098	1,938	160	2,583	2,517	2,635	118	118	118	118	Assumes 2% Increase
Property Tax	10,424	12,890	(2,466)	12,890	12,509	13,277	768	768	768	768	Assumes 3% Increase
Building - Insurance	28,467	28,467	(0)	34,160	34,160	38,245	4,085	4,085	4,085	4,085	Renewal +5%
Service Fees	15,889	19,234	(3,344)	19,234	19,067	19,811	744	744	744	744	Assumes 3% Increase
Contracted Services	64,144	62,934	1,210	75,521	76,973	77,787	814	814	814	814	Assumes 3% Increase
Engineering Fees	4,623	1,548	3,075	1,548	5,547	5,658	111	111	111	111	Assumes 2% Increase
Water Treatment Contract	328,939	328,939	0	394,727	394,727	402,621	7,894	7,894	7,894	7,894	Assumes 2% Increase
Debenture Payments	286,523	343,827	(57,305)	343,827	343,827	343,827	-	-	-	-	
Transfer to Reserves	55,583	55,583	0	66,700	66,700	202,185	135,485	135,485	135,485	135,485	
Total	1,089,890	1,035,309	54,581	1,252,818	1,307,868	1,395,269	87,401	87,401	87,401	87,401	

Budget Worksheet
Water Treatment

Fund 00
Dept 431

2025 Budget

Expense	Year-to-Date			Budget	2024 Projection	2025 Budget	Higher / (Lower)	Notes
	Budget	Actual	Variance B (W)					
	Total	2024	Total					
Allocation	-	-	-	-	-	-	-	-
Repairs	152,408	81,598	70,810	148,097	182,890	216,560	33,670	Based on Mtce Plan
Hydro	53,917	63,959	(10,042)	77,075	64,700	80,950	16,250	5% Increase
Heat	16,333	9,547	6,786	10,684	19,600	11,250	(8,350)	5% Increase
Liability Insurance	5,679	5,679	(0)	6,815	6,815	7,155	340	Renewal +5%
Data Communications	1,942	5,437	(3,496)	6,052	2,330	6,233	3,903	2% Increase
Building & Contents Insurance	25,842	25,842	(0)	31,010	31,010	34,710	3,700	Renewal +5%
Property Taxes	30,025	-	30,025	35,336	36,030	36,573	543	3.5% Increase
Contracted Services	63,241	62,934	307	75,521	75,889	77,787	1,898	Assumes 3% increase
Transfer to Reserves	-	-	-	-	-	9,859	9,859	
Water Treatment Contract	256,048	256,048	(0)	307,392	307,257	313,540	6,283	Assumes 2% increase
Total	605,434	511,045	94,390	697,982	726,521	794,616	68,095	

Budget Worksheet
Water Distribution

2025 Budget

Fund 00
Dept 432

Account	Year-to-Date			Projection	Total 2024 Budget	Total 2025 Budget	Higher / (Lower)	Notes				
	Budget	Actual	Variance B (W)									
	2024											
Revenue												
Water Residential	0000-9742	756,952	734,731	(22,221)	882,896	908,342	918,211	9,869 Assumes 4% increase				
Water Commercial	0000-9743	175,743	188,540	12,798	229,221	210,891	238,390	27,499 Assumes 4% increase				
Owner Occupancy Change	0000-9748	1,333	1,385	52	1,673	1,600	1,650	50 Assumes 4% increase				
Water Sprinklers	0000-9749	6,718	6,507	(211)	7,813	8,061	8,126	65 Assumes 4% increase				
Interest Earned on Investments	0000-9800	2,667	-	(2,667)	-	3,200	3,200	-				
Water Other Municipalities	0000-9842	81,245	74,972	(6,274)	90,624	97,494	94,249	(3,245) Assumes 4% increase				
Water Garden Taps	0000-9963	86,092	85,193	(898)	102,761	103,310	106,872	3,562 Assumes 4% increase				
Transfer from Reserve	50,061	-	-	-	60,073	-	-	(60,073)				
Total	1,160,809	1,091,328	(19,420)	1,314,988	1,392,971	1,370,697	(22,274)					
Expenses												
Salaries & Benefits	0000	188,465	192,805	(4,340)	231,366	226,158	235,532	9,374				
Training Mileage	0000-3010	4,333	-	4,333	-	5,200	5,200	-				
Mileage	0000-3000	-	228	(228)	228	-	-	-				
Training Accommodation	0000-3011	3,250	-	3,250	-	3,900	3,900	-				
Training Meals	0000-3013	750	-	750	-	900	900	-				
Training Fees	0000-3020	6,083	3,511	2,573	3,511	7,300	7,300	-				
Conference Fees	0000-3022	667	-	667	-	800	800	-				
Membership Fees	0000-3023	1,417	290	1,127	348	1,700	1,500	(200)				
Health & Safety Supplies	0000-3040	83	-	83	24	100	-	(100)				
Other Supplies	0000-3101	250	-	250	-	300	-	(300)				
0000-3129	583	715	(131)	715	700	1,000	1,000	300				
Maintenance Supplies	0000-3201	25,000	19,143	5,857	23,045	30,000	30,000	-				
Hydro	0000-3220	833	490	343	615	1,000	1,000	-				
Telephone	0000-3230	650	681	(31)	817	780	850	70 5% Increase				
Cellular Service	0000-3231	1,417	1,519	(103)	1,823	1,700	1,850	150 3% Increase				
Data	0000-3232	333	331	3	331	400	400	-				
Tools	0000-3320	9,583	1,576	8,007	1,576	11,500	11,000	(500)				
Parts	0000-3330	833	-	833	-	1,000	1,000	-				
Building & Contents Insurance	0100-3390	5,717	5,717	(0)	6,860	6,860	7,680	820 Renewal +5%				
Pipe Fittings	0000-3500	8,333	(2,548)	10,881	-	10,000	10,000	-				
Uniforms / Clothing	0000-3630	1,667	(98)	1,765	526	2,000	2,400	400				
Contracted Services	0000-4001	145,833	138,033	7,800	153,953	175,000	175,000	-				
Legal Fees	0000-4010	4,167	-	4,167	-	5,000	5,000	-				
Engineering Fees	0000-4250	8,333	-	8,333	-	10,000	10,000	-				
Watermain Contracts	0000-4321	2,000	-	2,000	-	2,400	-	(2,400)				
Bad Debts	0000-5285	4,167	(380)	4,547	380	5,000	5,000	-				
Transfer to Reserves	0000-8000	130,626	130,626	0	Page 52 of 56	156,751	58,769	(97,982)				

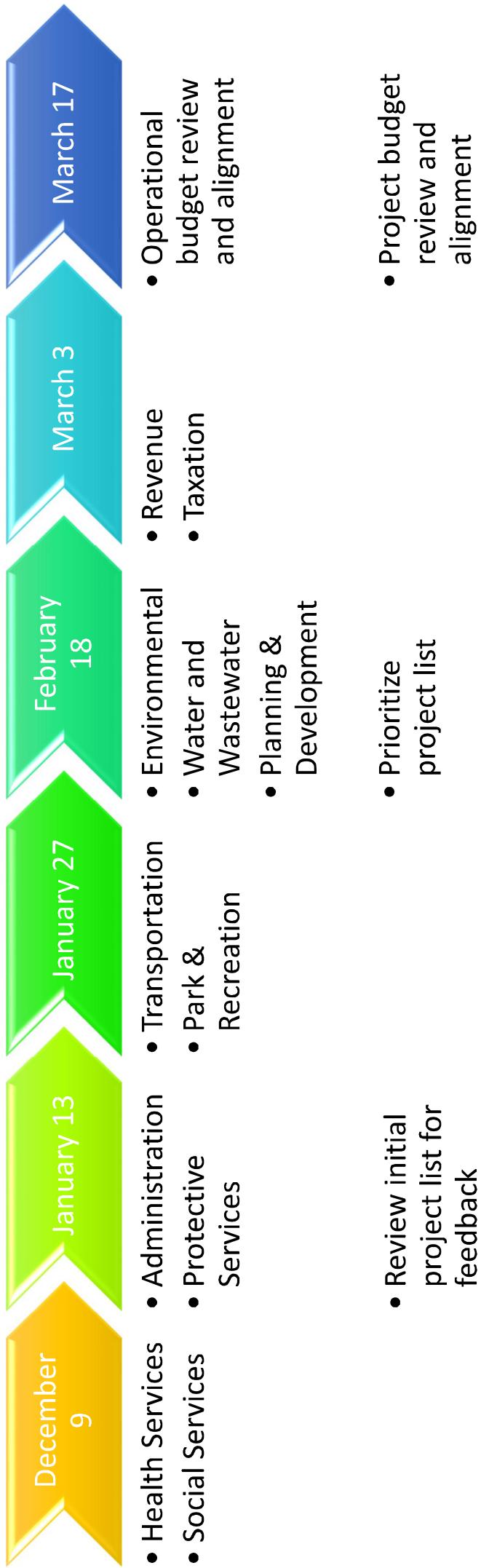
Budget Worksheet
Water Distribution

2025 Budget

Account	Year-to-Date			Total 2024	Total 2024 Budget	Total 2025 Budget	Higher / (Lower)	Notes
	Budget	Actual	Variance B (W)					
Total	555,374	492,818	62,556					

PRES
COTT
EST 1784
THE FORT TOWN

2025 Projects
Prioritization
February 18, 2025



Project Prioritization

- Projects Previously Approved and In-Progress
- 2025 Health & Safety / Approved Projects
- 2025 Projects – Covered by Operational Budget
- 2025 Priority Projects
- Development Initiatives
- Possible Tri-Council Initiatives
- Possible Local Organization or 3rd Party Led Initiatives
- Projects to move to 2026 potential ~~project list~~

Projects Previously Approved / In-Progress

Project	Status	Estimated Cost	Funding Source
Water/Wastewater Expansion	Design Stage	32,778,358	Grant, Reserves, Other Municipalities
East Street Reconstruction – Dibble/(James) to King Street	Tender to be issued	1,400,000- (2,100,000)	Water/Wastewater Reserves & Canada Community Building Funding
Recreation Complex - Phase 2 - Outdoor activity areas	Tender awarded, work in-progress	1,093,580	Fundraising, Reserves, Debt
Replacement of Docks B, C, & D	Tender Issued	500,000	Marina and Infrastructure Reserve
Water Treatment Plant Sand Filter Upgrade	Tender awarded, work in-progress	438,350	Water Treatment Plant Reserve
Breakwater Improvements at Water Treatment Plant	Design work completed, approved for tender	390,000	Water Treatment Plant Reserve
Zoning Bylaw Review	Reviewing schedule with planner	50,000	Building Department Reserve
Marketing / Branding Strategy – Strategic Plan Initiative	Tender awarded, work in-progress	58,000	Fiscal Policy Reserve
Downtown Beautification Plan	Tied to Marketing and Branding Strategy – Fall 2025	50,000	Modernization Funding
Digital Signage	Tied to Marketing and Branding Strategy	30,000	Fiscal Policy Reserve
Town Hall Flat Roof (portion)	Reviewing as part of overall roof plan	20,000	Building Reserve
Screening on the northwest side of Edward Street Bridge to hide junk yard	Reviewing planting option for trees that can grow on a steep slope	20,000	Infrastructure Reserve

Projects Previously Approved / In-Progress

Project	Status	Estimated Cost	Funding Source
Waterfront Prescott Sign	Tied to Marketing and Branding Strategy	15,000	Fiscal Policy Reserve
Utilize Tourism Smart Phone Application	Tied to Marketing and Branding Strategy	15,000	Fiscal Policy Reserve
Recreation Lending Library Enhancement	Community Room at Pool Building – Rec Library	10,000	Recreation Reserve
LBCC Accessible Washroom	Pending outcome of building evaluation	10,000	Infrastructure Reserve
Clock Tower replace framing and soffit – to avoid water damage	To be completed in 2025	10,000	Infrastructure Reserve
Bus Shelters	Federal grant reopened due March 2025	5,000	Apply for Federal Grant 80% & Infrastructure
Total		36,893,288	

2025 Priority Projects

Project	Estimate	C1	C2	C3	C4	C5	C6	C7	Staff	Funding Source
Fire Department Replacement Gear – Health & Safety	30,000								Yes	Fire Dept Reserve
Play structure deficiency fixes – Health & Safety	10,000								Yes	Parks Reserve
Marina Washroom Refresh	10,000					6			Yes	Fiscal Policy
Pool walls and floor repairs	10,000				2	4		Y	1	Recreation Reserve
Tender for demolition of old water tower	500,000				3	1	Y		Yes	Water Tower Debt
Brockville and District Hospital Foundation Donation Year 8 of 10	30,000					6	Y		Yes	Fiscal Policy
Truck Replacement	80,000	1		1	7	Y			2	Yes
Condition Assessment – Salt Dome	7,000					Y			Yes	Building Reserve
River Route Bus Purchase	30,000				7	Y			Yes	River Route Reserve
Pool Building Repairs	10,000	4	8	8	10	Y		5	Yes	Recreation Reserve
Marina Pathway – Pop-ups to marina	5,000				3				Yes	Fiscal Policy
Brand Strategy Implementation	15,000	8			5			3	Yes	Fiscal Policy
Tri-Municipal Recreation Master Plan Update	30,000	7			Yes			Yes	Yes	Fiscal Policy
Total	767,000									

Projects that can be undertaken operationally

Project	Estimate	C1	C2	C3	C4	C5	C6	C7	Staff	Notes
“The Leo” Documentary Funding Support	In-Kind	9	3	In-Kind	8					Recommend Town supports marketing efforts and hosts local screening of Documentary
Work with Augusta or E/C to offer some bus trips in the summer to Calypso, Six Flags Montreal, in the Winter ski trips to Camp Fortune, Wave pool.										Working with EC on summer bus trip
Partnering with PFHO towards Prescott targeted doctor recruitment	-	6	1							Link PFHO and Health Force Innovations to recruit Doctors to Prescott
Movies in the Park	5,000		4						8	In park and/or on 2 nd Floor in new space
River Institute Membership		6							4	

Projects requiring work on scope/design

Project	Estimate	C1	C2	C3	C4	C5	C6	C7	Staff	Notes
Beach Gazebo at end of life	30,000			5		Y				Design in 2025, 2026 build project
Structural corrections to allow for the 2nd floor of the Leo Boivin Community Centre to be available for use	Unknown	9								Pending outcome of building assessment
Walkway onto marina rock break wall	Unknown		4							Review feasibility
LBCC Exit Stairway	Unknown									Pending outcome of building assessment
Black nylon rink netting around rink is hard to see through at ACCC	Unknown	10			Y					Evaluate options, LBCC netting a different height and length than ACCC
Snow Dump / Compost Site Relocation	Unknown									Pending outcome and salt dome evaluation
At the rink a handrail down to the seats in the handrail one side of the steps.	Unknown		10							Will evaluate feasibility and consult building code
Music in the Downtown	Unknown									Explore options and feasibility
Expand / Reconfigure Marina Parking Lot	Unknown									Explore options and feasibility
Expansion of River Route - Look to expand to a weekend schedule	Unknown	5		10	Y		7	Yes		Evaluate in 2025 look at in 2026

Project	Estimate	C1	C2	C3	C4	C5	C6	C7	Staff	Notes
Obtain ownership of Churchill Road East		2		9	9					
Produce a plan for existing Tennis Courts & surrounding land – as new ones are being built at the Seymour Recreational fields		5	2		2					

Project	Estimate	C1	C2	C3	C4	C5	C6	C7	Staff	Notes
Attract some form of circus or carnival/mid-way in the summer to the town to give an opportunity to youth.									7	Discuss with Legion. Could be Community Grant Application Intake #2
A veterans sidewalk painted from Post office across to the fire hall									Y	

Projects to move to 2026 potential projects list

Project	Estimate	C1	C2	C3	C4	C5	C6	C7	Staff	Notes
Downtown Streetscaping Design – Establish Reserve	Unknown									Pending completion of beautification plan
Create a multi-use path along Sophia Street and Churchill Road leading to the Seymour Recreation Complex	Unknown									6
Additional streetlighting on Churchill Road to arena	50,000	10								
Pedestrian Lane and Lighting along Sophia Street	Unknown	3								
Fence around water tower	110,000									
Repaint the symbol on the water tower to a picture of the Fort	200,000									
An emergency access road from the Canadian-tire Dollar Store / hotel.										Already exists for emergency vehicles only
An access to the lower seats by way of a ramp, so wheelchairs, walkers or a cane spectator can access										
At the pop ups have a two-tier charge system, if some one that has an existing business in Town and is paying taxes or rent, they should be substantially lower rent.										

2024 Project Prioritization

- Does Council agree with how the projects are grouped in this report?
- 2025 Priority Projects
- Projects that can be undertaken operationally in 2025
- Projects requiring work on scope/design – Future reports to Council
- Possible development initiatives to explore
- Possible local organization or 3rd party led initiatives to explore
- Projects to move to 2026 potential projects list

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 12-2025

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE
COUNCIL MEETING HELD ON FEBRUARY 18, 2025.**

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 THIS 18th DAY OF FEBRUARY 2025.

Mayor

Deputy Clerk