



PRESCOTT TOWN COUNCIL
AGENDA

April 3, 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, April 3, 2023, be approved as presented.

3. Declarations of Interest

4. Presentations

4.1 Leeds, Grenville and Lanark District Health Unit - Dr. Li

4.2 Municipal Property Assessment Corporation - Kim Bennett, Account Manager

5. Delegations

6. Minutes of the previous Council meetings

6.1 March 20, 2023

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RECOMMENDATION

That the Council minutes dated March 20, 2023, be accepted as presented.

7. Communications & Petitions

8. Consent Reports

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

RECOMMENDATION

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

8.1 Information Package (under separate cover)

8.2 Staff Report 21-2023 - 2023 Water and Wastewater Budgets

13

RECOMMENDATION

That Council approve the 2023 Water and Wastewater Budget with total revenues and expenditures of \$3,014,288, and

That Council approve an increase of 3.5% to the water and wastewater rates effective July 1, 2023.

8.3 Staff Report 22-2023 - Projects Report

16

RECOMMENDATION

That Council approved the 2023 Capital and Operating Projects as outlined in Staff Report 22-2023.

9. Committee Reports

10. Mayor

11. Outside Boards, Committees and Commissions

Councillor Kirkby - Wastewater Treatment Facility Board of Management

Councillor McConnell - Prescott Cemetery Board, Wastewater Treatment Facility Board of Management

Councillor Young - South Grenville Chamber of Commerce AGM and Township of Augusta's Mayor's Breakfast

12. Staff

12.1 Staff Report 23-2023 - Riverwalk Creative Centre Partnership

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RECOMMENDATION

That Council direct Staff to:

- Form a working group to create a partnership with a non-profit organization to establish the Riverwalk Creative Centre as multi-use artistic creator studio venue in the Town of Prescott; and
- Prepare preliminary estimates of the costs involved to repurpose the old Pump House at the Water Treatment Plant as the Riverwalk Creative Centre; and
- Take custody of the pottery equipment from St. Lawrence College, should the application for the equipment donation be successful.

13. Resolutions

14. By-laws

15. New Business

15.1 Homelessness Resolution - A Call to the Provincial government to End Homelessness in Ontario

16. Notices of Motion

17. Mayor's Proclamation

17.1 Green Shirt Day/BeADonor Month

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18. Period for Media Questions

19. Closed Session

RECOMMENDATION

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

19.1 Integrity Commissioner Training

- Under Section 239(3.1) of the Municipal Act, for the purpose of educating or training the members with regard to "Integrity Commissioner Training", and that this portion of the meeting, no member discuss or otherwise deal with any matter in a way that materially advances business or decision-making of the Council, local board, or committee; and

That the CAO/Treasurer, Clerk, Deputy Clerk, and Tony Fleming, Integrity Commissioner, remain in the room.

20. Rise and Report

21. Confirming By-Law – 12-2023

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RECOMMENDATION

That By-Law 12-2023, being a by-law to confirm the proceedings of the Council meeting held on April 3, 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, April 17, 2023. (Time: p.m.)



**PRESCOTT TOWN COUNCIL
MINUTES**

Monday, March 20, 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, Lindsey Veltkamp, Director of Administration/Clerk, Dana Valentyne, Economic Development Officer, Kaitlin Mallory, Deputy Clerk, Samantha Joudoin-Miller, Manager of Community Services, Jessica Crawford, Deputy Treasurer
Guests	Susan Vallom, Walker House Director

1. Call to Order

Mayor Shankar called the meeting to order at 6:00 p.m.

2. Approval of Agenda

Motion 61-2023

Moved By Lockett

Seconded By McConnell

That the agenda for the Council meeting of March 20, 2023, be approved as presented.

Carried

3. Declarations of Interest

There were no Declarations of Interest expressed.

4. Presentations

4.1 United Way - Community Impact Project - Jane Hess

Jane Hess sent her regrets.

4.2 Service Line Warranties Program - Adam Moede

Adam Moede, of Service Line Warranties, joined the meeting at 6:00 p.m. He spoke to a PowerPoint presentation. A copy of the presentation is held on file.

He provided background of the company, the voluntary program, and the partnerships with other municipalities. Mr. Moede provided Council with the benefits of the program, and an overview of Prescott's program statistics.

Ron Zajac, Recorder and Times, joined meeting at 6:05 p.m.

Discussion was held regarding the number of claims submitted, the average cost of the service, the cost of a claim without coverage, and the royalty payments that the municipality receives.

Adam Moede left meeting at 6:15 p.m.

5. Delegations

5.1 Riverwalk Creative Center - Maggie Jordan and Marilyn Lylyk

Maggie Jordan and Marilyn Lylyk spoke to the Riverwalk Creative Center proposal.

They referenced the local need for creative outlet programs and stated that St. Lawrence College was gifting contents of pottery studio.

They provided Council with the benefits of an affordable program, the potential partnership with the Town, the potential grant funding opportunities, and they ideal location.

Discussion was held regarding the Town's ability to receive, store and place equipment in a sizeable, dedicated space, provide financial resources, and the special requirements for electricity, plumbing and ventilation for the pottery studio.

Further discussion was held regarding the beginning stages of the business plan and approaching S.G.D.H.S. as a potential partner.

Maggie Jordan and Marilyn Lylyk left the meeting at 6:50 p.m.

6. Minutes of the previous Council meetings

6.1 March 6, 2023

Motion 62-2023

Moved By Burton

Seconded By Young

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

Carried

7. Communications & Petitions

There were no items under Communications & Petitions.

8. Consent Reports

Motion 63-2023

Moved By McConnell

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(8).

Carried

8.1 Information Package (under separate cover)

1. Business Improvement Area Minutes – November 8, 2022
2. Township of Augusta Mayor's Breakfast – March 31, 2023
3. Leeds, Grenville & Lanark District Health Unit Board of Health Meeting Summary – March 2, 2023
4. Township of Elizabethtown-Kitley resolution of support re: Staycation Tax Credit
5. Town of Cobourg resolution of support re: Homeless and Unsheltered Persons
6. Municipality of North Perth resolution of support re: School Bus Stop Arm Cameras
7. Township of Moonbeam resolution of support re: Moratorium End Date
8. Municipality of Chatham-Kent resolution of support re: Reducing Municipal Insurance Costs
9. Municipality of Chatham-Kent resolution of support re: Stopping Harassment and Abuse by Local Leaders Act

8.2 Prescott Cemetery Board - 2022 Annual Report

Discussion was held regarding the partial refund for HST, contracting Fraser Laschinger as a consultant, and the on-going recruitment of a chair for the Prescott Cemetery Board.

8.3 Staff Report 17-2023 - Statement of Remuneration and Expenses - Members of Council 2022

Recommendation

That Council receive this report for information as the annual disclosure of 2022 remuneration and expenses paid to members of Council, as per Section 284 of the *Municipal Act*.

Carried

9. Committee Reports

There were no items under Committee Reports.

10. Mayor

Mayor Shankar discussed his participation in a fundraiser for the Spencerville Business Association with neighbouring Township of Edwardsburgh-Cardinal.

11. Outside Boards, Committees and Commissions

Councillor Burton referenced the upcoming announcement of St. Lawrence Shakespeare Festival's shows and noted that the Prescott Public Library has had 43 new members sign up since January 2023.

Councillor Campbell referenced her attendance at the Fire Administration meeting which took place on March 7, 2023. She spoke to the recent training, food drive for the Leeds and Grenville foodbank, Early Years' Centre visit to the Fire Hall on March 15, and a thank you letter addressed to the Prescott Fire Department from the Curling Club.

Councillor Young referenced her attendance at the Business Improvement Area's first meeting with the newly elected executive, and the downtown lighting project.

12. Staff

12.1 Staff Report 18-2023 -2023 Capital and Operational Projects Budget

Motion 64-2023

Moved By Burton

Seconded By Campbell

That Council direct Staff to bring the projects that have an estimate and funding source outlined in Report 18-2023 to the Council meeting of April 3, 2023 for final review and consideration.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He provided an overview of the projects slated for 2023, their prioritization, the estimated costs and funding sources. He also provided an overview of reserves, net reserve inflow and outflow.

Discussion was held regarding the cost of the comprehensive review by a third-party consultant, oversight of the Prescott Public Library Board, and the amenities for divers including outdoor portable washrooms and changerooms.

Discussion was also held regarding paving the pathway from the pool to the parking lot.

Further discussion was held regarding repaving the pathway from the pool to the parking lot, the estimated cost for the FoodCycler pilot program, the costs associated with curbside pick-up of compost, and the potential for fundraising for playground improvements.

12.2 Staff Report 19-2023 - Food Cycler - Pilot Project

Motion 65-2023

Moved By Burton
Seconded By Young

That Council direct Staff to enter into a partnership agreement with Food Cyclers Science for a municipal food waste diversion pilot project; and

That Council commit \$10,750 from the Fiscal Policy Reserve to the purchase of 100 FoodCycler units to be sold to residents during the pilot project.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He spoke to the timeline to qualify for federal funding and the fiscal policy reserve being able to support the project. He referenced purchasing 100 units for the pilot, 25 units being the larger model, and 75 units being the smaller model.

Discussion was held regarding reducing waste, the shipping costs, and the Town's subsidization of the units.

Further discussion was held regarding the appropriate size of units relative to households, the add-ons required for the units, and the limitation to sell within Prescott.

12.3 Staff Report 20-2023 Operational Budget

Motion 66-2023

Moved By McConnell
Seconded By Burton

That the motion be amended by removing the following:

"That Council approve the 2023 Water and Wastewater Budget with total revenues and expenditures of \$3,014,288."

Carried

Motion 67-2023

Moved By Kirkby
Seconded By Young

That Council approve the 2023 Operational Budget with total revenues and expenditures of \$10,526,252, and

That Council approve that the final property tax payment for 2023 shall be split into two equal payments due August 31, 2023 and October 31, 2023.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report and provided a PowerPoint presentation to Council. A copy of the presentation is held on file.

Discussion was held regarding the timing of the Wastewater Treatment Facility Management Board meeting at the end of March, and concerns over finalizing their budget prior to the board approval.

Susan Vallom, Walker House Director, provided an overview of Walker House functions. She referenced the history of the centre and the purposes of providing older adult recreation. She provided a schedule overview with a wide variety of programming, referenced their Board of Management, the membership costs and number of active members. She also referenced funding sources including an operating grant from Ministry for Seniors and Accessibility, the classification of the centre as a Senior Active Living Centre and provided an overview of expenses and revenues.

Discussion was held regarding the flood which occurred at Walker House and grant funding received for the remodeling of the kitchen.

Further discussion was held regarding the age requirement to become a member and the accessibility of the second floor.

Susan Vallom left meeting at 7:51 p.m.

Matthew Armstrong, CAO Treasurer, spoke to the budget overview and updates. He referenced the 3.68% property tax increase and the increases in other local municipalities and the United Counties of Leeds and Grenville. He also spoke to single tier municipalities and participation in Joint Services, interest earnings, CPI pressures, budget alignment with strategic plans, and the approved property tax increase in 2022.

13. Resolutions

There were no Resolutions.

14. By-laws

There were no By-Laws.

15. New Business

15.1 Town of Grimsby Resolution of Support re: Barriers for Women in Politics

Motion 68-2023

Moved By Burton

Seconded By Kirkby

That Council of the Town of Prescott support the Town of Grimsby Resolution of Support regarding Barriers for Women in Politics; and

That a copy of this resolution be sent to the Premier of Ontario, the Minister of Municipal Affairs and Housing, the MP for Leeds, Grenville, Thousand Islands and Rideau Lakes, the Association of Municipalities of Ontario, and all municipalities in Leeds and Grenville.

Carried

Councillor Burton spoke to the resolution from the Town of Grimsby.

Discussion was held regarding supporting the resolution and surrounding areas.

15.2 Municipality of Trent Lakes Resolution of Support re: Oath of Office - Indigenous

Councillor McConnell spoke to the resolution from the Municipality of Trent Lakes.

Discussion was held regarding the resolution and opportunity for Reconciliation Education.

16. Notices of Motion

16.1 Homelessness Resolution - A Call to the Provincial government to End Homelessness in Ontario

Councillor Young read the following Notice of Motion.

WHEREAS the homeless crisis is taking a devastating toll on families and communities, undermining a healthy and prosperous Ontario;

WHEREAS the homelessness crisis is the result of the underinvestment and poor policy choices of successive provincial governments;

WHEREAS homelessness requires a range of housing, social service and health solutions from government;

WHEREAS homelessness is felt most at the level of local government and the residents that they serve;

WHEREAS municipalities and District Social Administration Boards are doing their part, but do not have the resources, capacity or tools to address this complex challenge; and,

WHEREAS leadership and urgent action is needed from the provincial government on an emergency basis to develop, resource, and implement a comprehensive plan to prevent, reduce and ultimately end homelessness in Ontario.

THEREFORE BE IT RESOLVED THAT the Town of Prescott calls on the Provincial Government to urgently:

1. Acknowledge that homelessness in Ontario is a social, economic, and health crisis;
2. Commit to ending homelessness in Ontario;
3. Work with AMO and a broad range of community, health, Indigenous and economic partners to develop, resource, and implement an action plan to achieve this goal.

AND FURTHER THAT a copy of this motion be sent to the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services; the Minister of Health; and to the Association of Municipalities of Ontario.

17. Mayor's Proclamation

There were no Proclamations.

18. Period for Media Questions

Ron Zajac, the Recorder and Times, requested clarification on the tax rate increase and inquired about the water and wastewater pending budget. Further clarification was requested regarding the median household impact of the tax rate increase and the motion from item 12.2 Staff Report 19-2023 - Food Cycler Pilot Project.

Matthew Armstrong, CAO/Treasurer, provided information regarding the separate accounting methods for the water and wastewater management and stated that it could not be funded by property taxes.

19. Closed Session

There was no Closed Session.

20. Rise and Report

There was no Rise and Report.

21. Confirming By-Law – 11-2023

Motion 69-2023

Moved By Burton

Seconded By Lockett

That By-Law 11-2023, being a by-law to confirm the proceedings of the Council meeting held on March 20, 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

22. Adjournment

Motion 70-2023

Moved By Kirkby

Seconded By Lockett

That the meeting be adjourned to Monday, April 3, 2023. (Time: 8:26 p.m.)

Carried

Mayor

Clerk



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Apr. 3 '23
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 21-2023

Date: April 3, 2023

From: Matthew Armstrong, Chief Administrative Officer and Treasurer

RE: 2023 Water and Wastewater Budgets

Recommendation:

That Council approve the 2023 Water and Wastewater Budget with total revenues and expenditures of \$3,014,288, and

That Council approve an increase of 3.5% to the water and wastewater rates effective July 1, 2023.

Background / Analysis:

The 2023 Budget has been reviewed over several meetings. The Council meeting held on February 6, 2023 covered the Environmental Services, Water and Wastewater budgets.

This budget includes a 3.5% increase in water and wastewater rates effective July 1, 2023.

Financial Implications:

The expense budget has been constructed using the projections and actuals from 2022 and then incorporates the known increases from contracts and the estimated increases based on what is occurring in the marketplace for various supplies and services.

An increase to the water and wastewater rates of 3.5% on July 1, 2023 has been incorporated to help offset the increase in operating costs and maintenance. Transfers to reserves are estimated to be \$432,129 for 2023 which is approximately \$100,000 less than the 2022 budgeted amount. Transfers to reserves support the capital costs to



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replace treatment plant infrastructure as well as road reconstruction projects to replace portions of the water distribution and wastewater collection systems.

Water and Wastewater Budgets

	2022 Budget	2022 Projection	2023 Budget	Budget to Budget	Budget to Projection	Notes	Transfer to Reserves
Revenue							
Wastewater	1,721,039	1,739,452	1,768,518	47,479	29,066	3.5% increase at July 1 st	
Water	1,218,358	1,219,144	1,245,770	27,412	26,626	3.5% increase at July 1 st	
Total	2,939,397	2,958,596	3,014,288	74,891	55,692		
Expenses							
WW Collect	488,348	488,169	497,885	9,537	9,716		164,957
WW Treat	1,232,691	1,251,283	1,270,633	37,942	19,350		150,396
W Treatment	609,179	609,572	622,885	13,706	13,313		645
W Distribute	609,179	609,572	622,885	13,706	13,313		116,131
Total	2,939,397	2,958,596	3,014,288	74,891	55,692		432,129

Alternatives:

Council could decide to alter the water and wastewater budgets, or the 3.5% rate increase for July 1, 2023.

Environmental Implications:

None



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Attachments:

None

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer

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Information Purposes		
Policy / Action Req'd	X	Apr. 3 '23
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 22-2023

Date: April 3, 2023

From: Matthew Armstrong, Chief Administrative Officer and Treasurer

RE: 2023 Capital and Operating Projects Budget

Recommendation:

That Council approved the 2023 Capital and Operating Projects as outlined in Staff Report 22-2023.

Background / Analysis:

The following table outlines the information and funding sources for various projects that are being put forward for approval for 2023.

2023 Capital and Operational Projects

Description	Project Type	Estimated Cost	Funding Source
Edward Street Overpass Work	Rehabilitation	1,087,356	OCIF Funding & Infrastructure Reserve
F Dock and Gas Dock	Replacement	225,000	Marina & Infrastructure Reserves
Fire Department Replacement Gear	Health & Safety	30,000	Fire Department Reserve
Play Structure deficiency fixes	Health & Safety	10,000	Parks Reserve
Repave path north of pool – reconstruct and widen to 2 metres	Replacement	44,000	Infrastructure Reserve

		Date Req'd
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Description	Project Type	Estimated Cost	Funding Source
Donate to the Brockville and District Hospital Foundation Donation – Year 6	\$30,000 / year for 10 years 5 years completed	30,000	Fiscal Policy Reserve
Town Hall Flat Roof (portion)	Repairs and replacement	20,000	Building Reserve
Town Hall HVAC replacements (1)	Replacements	20,000	Building Reserve
Pop-up Site Upgrades, Lighting, Seating, Signage, Power	Improvements	15,000	Fiscal Policy Reserve
Offer Collection day for food compost to reduce garbage waste	FoodCycler Program as alternative	10,750	Fiscal Policy Reserve
Marina Sewage Pumps	Replacements	10,000	Building Reserve
Marina Bathroom Clean-up and Ductless	Rejuvenation and improve	6,500	Building Reserve
Pave gravel portions of Heritage Trail	Improve recreational facilities – strategic initiative	5,000	Infrastructure Reserve
Swings added to Centennial Park	Improve recreational facilities – strategic initiative	7,500	Parks Reserve
Pave the walkway from the parking lot down to the waterfront trail east of the marina	Improve recreational facilities – strategic initiative	20,000	Infrastructure Reserve
Amenities for divers including change area and washrooms	Improve recreational facilities – strategic initiative	7,500	Parks Reserve
Utilize Tourism Smart Phone Application	Tourism Attraction – strategic initiative	15,000	Fiscal Policy Reserve
Drone for use in Building Department for at height inspections	Health and safety initiative	4,500	Building Department Reserve
Zoning Bylaw Comprehensive Review	Required to align with Official Plan	50,000	Building Department Reserve

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Description	Project Type	Estimated Cost	Funding Source
Change crosswalk at Edward and Irvine to match Edward at Victor and Edward at Park	Change to match new crosswalks on King Street with rapid flashing lights	20,000	Infrastructure Reserve
Total		1,638,106	

Alternatives

Council could decide to modify the list of projects or choose other sources of funds for them.

Financial Implications:

The following tables show the intended change in balances of the reserves as a result of the projects being approved.

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Reserve Fund	2021 Ending Balance	2022 Budget Contributions	2022 Est. Usage	2022 Est Balance	2023 Budget Contributions	2023 Projects	2023 Est Balance
Working Funds	880,000	-	-	880,000	-	-	880,000
Fiscal Policy	563,770	70,000	(72,000)	561,770	70,000	(70,750)	561,020
Election	17,123	5,100	(20,000)	2,223	5,100	-	7,323
Building Department	-	-	-	-	100,000	(54,500)	45,500
Building	54,245	24,550	-	78,795	24,550	(56,500)	46,845
Emergency Management	2,011	-	-	2,011	-	-	2,011
Community Centre	-	300,000	(300,000)	-	300,000	(300,000)	-
Planning	36,544	-	(10,000)	26,544	-	-	26,544
Community Improvement Plan	154,962	25,000	(150,000)	29,962	25,000	-	54,962
PSB Sponsored Programs	3,351	-	-	3,351	-	-	3,351
Fire Vehicles/Equipment	55,655	30,000	(30,000)	55,655	30,000	(30,000)	55,655
Infrastructure Reserve	83,624	-	(23,000)	60,624	-	-	60,624
Public Works Vehicle/Equipment	86,088	45,675	(46,000)	85,763	45,675	-	131,438
Heritage	2,068	-	-	2,068	-	-	2,068
Dog Park/Recreation	25,000	25,000	(10,000)	40,000	25,000	-	65,000
Library	53,188	-	-	53,188	-	-	53,188
Library E-Learning	1,050	-	-	1,050	-	-	1,050
Kinsmen	1,235	-	-	1,235	-	-	1,235
Outdoor Rink Bell Sport	1,328	-	-	1,328	-	-	1,328
Walker House Building	1,750	1,750	-	3,500	1,750	-	5,250
Museum	14,665	(14,665)	-	-	-	-	-
Marina	182,760	79,435	(201,000)	61,195	79,435	(130,000)	10,630
Business Improvement Area	52,470	-	(17,000)	35,470	-	-	35,470
Parks	25,224	12,600	(20,000)	17,824	12,600	(25,000)	5,424
Water Fountain	12,276	3,000	-	15,276	3,000	-	18,276
Cemetery Board	24,959	6,500	-	31,459	-	-	31,459
Dedicated Infrastructure	423,957	279,064	(557,388)	145,633	337,977	(336,388)	147,222
Bridge Project	-	681,178	-	681,178	406,178	(1,087,356)	-
Municipal Modernization	370,918	-	(370,918)	-	-	-	-
Sanitary Sewer	187,971	223,403	(300,000)	111,374	164,957	-	276,331
Wastewater Plant	2,747,103	174,129	-	2,921,232	150,396	-	3,071,628
Water Department	1,152,485	103,242	(1,200,000)	55,727	116,131	-	171,858
Water Treatment Plant	948,869	27,578	-	976,447	645	-	977,092
Total	8,166,646	2,102,539	(3,327,306)	6,941,880	1,898,394	(2,090,494)	6,749,780

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2023 Reserve Continuity	
Reserve Inflows	
Operational Budget Contributions	1,646,006
Transfer Between Infrastructure and Bridge Reserve	152,388
Building Permit fees estimated to be in excess of Building Department Expenses – Dedicated Reserve as per regulation	100,000
Total Reserve Inflows	1,898,394
Reserve Outflows	
Transfer Between Infrastructure and Bridge Reserve	-152,388
Community Centre Reserve support of Complex	-300,000
Bridge and Dock Projects	-1,312,356
Health & Safety Projects	-40,000
Projects receiving 3 or more priority endorsements	-156,250
Select projects receiving 1 or 2 priority endorsements	-129,500
Total Reserve Outflows	-2,090,494
Net Reserve Inflow / (Outflow)	-192,100

Attachments:

None

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer

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STAFF REPORT TO COUNCIL

Report No. 23-2023

Date: April 3, 2023

From: Matthew Armstrong, Chief Administrative Officer and Treasurer
Samantha Joudoin-Miller, Manager of Community Services
Dana Valentyne, Economic Development Officer

RE: Riverwalk Creative Centre Partnership

Recommendation:

That Council direct Staff to:

- Form a working group to create a documented partnership with the proposed non-profit organization to establish the Riverwalk Creative Centre as multi-use artistic creator studio venue in the Town of Prescott; and
- Prepare preliminary estimates of the costs involved to repurpose the old Pump House at the Water Treatment Plant as the Riverwalk Creative Centre; and
- Take custody of the pottery equipment from St. Lawrence College, should the application for the equipment donation be successful.

Background:

On March 20, 2023, Council received a delegation from Maggie Jordan and Marilyn Lylyk regarding an opportunity for the Town to partner with them to establish the Riverwalk Creative Centre. An opportunity arose when the St. Lawrence College in Brockville offered the contents of their pottery program to interested parties due to the repurposing of the college's space.

The Vision for the Riverwalk Creative Centre as outlined in the proposal to St. Lawrence College is as follows:

Your generous donation would fuel the establishment of Riverwalk Arts Centre, a non-profit arts group. Operating in partnership with the Town of Prescott, our goal is to

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provide easily accessible and affordable arts education and engagement opportunities for all in community and surrounding areas. This equipment would not only allow ceramics programming to continue amongst a large, long-standing community of existing potters, but it has great potential to extend scope and substance of arts programming in the immediate and surrounding areas to far beyond that.

Our two-fold vision follows:

- 1) *Central - provide a venue for centralized arts programming, starting with ceramics.*

The many former and existing members of the ceramics program at SLC, and experienced potters, will have a convenient venue to continue learning and crafting only 15 minutes from Brockville. The aim is to have the facility available daily, with studio membership access controlled and monitored via electronic fob cards.

Registration for in-house classes will be regularly offered to the public, advertised online and in local and neighbouring areas, with studio access limited to class time.

Volunteer involvement will be encouraged and nurtured, with established members receiving a rate reduction for their time and efforts relating to studio functioning and marketing activities.

Pottery demos will be staged periodically at a waterfront location, attracting interest and attention from locals and visitors alike. Specific "Clay Play Days" can be coordinated with Prescott's summer programming activities.

We will offer opportunities to all members, and welcome new ideas, to continue and expand upon involvement with area charitable projects, such as "empty bowls".

Tourism programming for the area may explore "stay and play" incentives to advertise and invite participation from afar. This has potential spin off benefits for local and area businesses.

It may even prove advantageous in the future for St. Lawrence College to utilize Riverwalk Arts Centre as a satellite location for segments of its own accredited arts programming.

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As Riverwalk Arts Centre grows, there will be opportunities to feature guest instructors, and specific arts workshops, keeping the interest and involvement of the area communities alive. Ultimately, our vision extends to expanding arts programming and opportunities in the immediate and surrounding areas to include other mediums, e.g., painting, stained glass, etc. Given adequate studio space, and coordination with Prescott's recreation programming, area artists would be approached and encouraged to actively participate in introducing their arts activities to the public.

Importantly, a prime opportunity would exist to invite inclusion of traditional Native arts and the learning of Indigenous methods, on the very soil of Native ancestors. Respect facilitates healing... we would welcome participation in that healing journey.

A reserve fund will be diligently grown and maintained to facilitate such expansion, and unforeseen costs. Additionally, a wider variety of grant funding would become available.

Funding and fundraising will play an important role in "how", and "how well" the non-profit centre functions. The proposed non-profit/partnering model appears a successful business pairing that suggests lower operating costs. A good example of this is Cedar Ridge Creative Centre in Scarborough, Ontario, where pottery participant costs are only 1/3 of those found locally. In part this is due to government arts grants and corporate sponsorships. In addition to these funding sources, our funding will regularly come from program/workshop registration, and membership purchase of studio time. In-person and online fundraising activities, including an outlet for pottery purchase, will supplement costs. At some point, the Town of Prescott may designate a portion of their recreation budget.

Similar existing non-profit operations, such as Cedar Ridge Creative Centre, will be consulted for reference as needed.

- 2) *Outreach – provide learning opportunities for various population groups within the immediate and surrounding areas, engaging area artists in the process. Specifically, this will benefit the following:*

underserved populations - We will periodically travel to outlying areas where arts education and opportunity is not available or easily accessible. Advertising will precede scheduled onsite workshops where participants will gain exposure to pottery via portable pottery wheel for throwing demonstrations, as well as creating individual hand-built projects. Also, under our non-profit umbrella, we will seek to engage existing pottery resources if already present in the area to

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possibly continue these ceramic arts opportunities, and at the lowest possible costs to participants. If warranted, studio equipment could be shared periodically, with strict controlled access.

area schools - We will consult with immediate and surrounding area schools regarding supplementing existing arts curriculum with on-site and in-studio demos and workshops during regular school hours. Depending on interest, after school and youth programs are possible either on-site and/or in-studio. Likewise, summer camp courses and workshops could be featured, likely as part of Prescott's summer recreation programming. In all cases, participant access to equipment will be under direct supervision only.

senior populations – We will structure and offer appropriate ceramics programming for local and area senior centers, and retirement homes. Arranged in consultation with centre and home managers, it will operate in conjunction with their existing programming. There are reported therapeutic benefits to working with clay. Whether due to the focused attention that occurs, or the relaxing effects of connecting directly with the earth, reports of reduced pain perception, and increased relaxation and calmness are not unusual. Seniors especially, are one population who can benefit from that.

special needs/disadvantaged groups - In conjunction with the Town of Prescott, area groups with special needs will be identified and approached to assess how our programming might be of benefit to participants. Targeted, small group programming can be arranged, and conducted wherever most appropriate. We can also determine a subsidized registration rate to include and accommodate low-income participants.

local and area artists - Our St. Lawrence River area, a designated heritage site, is well known for its natural scenic beauty... it is a draw to artists of all types. Our goal is to incorporate the talents and skills of area artists into our programming and allow others to enjoy their works of art. We will work with the South Grenville Fine Arts Guild to first survey the area if necessary and compile a comprehensive reference list of local and area artists/artisans and their skills. Information will be shared about the establishment of Riverwalk Creative Centre, and input sought from the Guild and these artists regarding how the centre might benefit their artistic endeavors. Artists would also be asked about their willingness to teach, and/or to speak periodically as featured guest artists. Their opinion would be sought re the establishment of a more prominent art gallery for their artistic works. We would seek to interface with the existing Guild at all stages, respecting, learning, and benefiting from their experience. The expanded gallery

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could be housed in a building separate from Riverwalk Creative Centre, such as Prescott Town Hall... on the surface that appears an attractive arrangement and natural progression.

The takeaway here, is that the artists are the best ones to determine what is best for them. The artists, and their talents enrich the area like nothing else can. We will do our best to continue to preserve and nurture this treasure.

Analysis:

Staff had the opportunity to meet with the presenters and further explore this opportunity. During the course of the meeting, the currently unused Pump House at the Water Treatment Plant was highlighted as a possible facility that could be repurposed for a creative space.



The Pump House currently acts as a storage facility for miscellaneous seasonal items which could be housed elsewhere. Below is a rough illustration of the size of the Pump House. The northern area is one open room with varying floor heights with a total area of approximately 1,500 square feet. The southern area which is lower than the north is approximately 720 square feet.

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		50 Feet		24 Feet	
6 Feet	20 Feet	24 Feet			
Raised	Lower	Raised		Lower than North Pump House	
30 Feet					30 Feet
North Pump House ~ 1,500 Square Feet				South Pump House ~ 720 Square Feet	

The old Pump House had been identified in the past for possible artistic uses. With a location being near the river that provides inspiration, it lends itself well to artistic and creative endeavors.

With a non-profit partner coming forward that has a vision to create a space that would start with ceramics and eventually encompass other art mediums such as painting and stain glass, it is an opportunity to make use of this building through a partnership and not strictly being operated and paid for by the Town.

Work needs to occur to the building to make it ready for use which we would rely on the non-profit organization to fundraise towards while jointly seeking grants.

If St. Lawrence College awards the pottery equipment to the Town and the non-profit organization for the creation of the Riverwalk Creative Centre, then the Town will take possession of the equipment and store it until the space has been made ready.

From a Strategic Plan alignment perspective this proposal fits well into the following strategic initiatives:

- Collaborate with community groups and organizations for events and activities in the RiverWalk District
- Enhance collaboration between Town departments, community organizations and neighbouring municipalities to provide a cohesive tourism experience



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- Create recreational and cultural space opportunities for Town and organizations to utilize; explore multi-use performance space to be used year-round; fully utilize the existing recreational assets available in the Town
- Support and coordinate with partners to further promote and enhance cultural opportunities in Prescott
- Develop programs through partnerships that address gaps in current programs and activities
- Develop current facilities to maximize their use and add new assets to fill demonstrated gaps
- Protect and enhance Prescott's waterfront as the primary location for passive recreation, visitor services and tourist opportunities
- Provision of an effective range of indoor spaces for public use and programming; Recreation facility investment and renewal
- Promote community health, wellness and active living through a variety of recreational opportunities; multi-functional and multi-generational facilities, spaces and program opportunities

Utilization of the Pump House for this purpose has been discussed with the Water Treatment Plant Operator and they do not foresee it being needed for the Water Treatment Plant purposes in the future.

Financial Implications:

As the Pump House building is currently not being utilized as productive space, repurposing it for active use does not take away from other multi-use spaces that are currently growing in use.

Fundraising, grant opportunities, and corporate sponsorship will be utilized to make improvements to the Pump House for electrical, heating, venting, plumbing and cooling.

Operational costs are expected to be offset by a number of revenue sources such as, program registration and associated fees, facility rental for studio time, use of the studio space for artistic endeavors, monetary and in-kind donations, nonprofit operating/capital grant funding and ongoing fundraising.



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The Town would provide the building space free of charge to keep operational costs down while the building improvements and daily operations would be supported by fundraising, grants, and the non-profit organization.

The Town would also provide expertise to the non-profit organization where applicable and as required.

Environmental Implications:

None

Alternatives:

Council could decide not to proceed with this opportunity at this time or re-visit it in the future.

Attachments:

None

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer

Submitted by:

Samantha Joudoin-Miller
Manager of Community Services

Submitted by:

Dana Valentyne
Economic Development Officer



PROCLAMATION GREEN SHIRT DAY/ BE A DONOR MONTH

WHEREAS on April 7, 2018, a young Canadian named Logan Boulet became an organ donor in the aftermath of the tragic Humboldt Bronco bus crash, which resulted in Logan saving the lives of six other people and inspiring 100,000 Canadians to register as organ and tissue donors that month; and

WHEREAS registering to be an organ and tissue donor can help save the lives of nearly 1,400 people waiting for a life-saving organ transplant in Ontario; and

WHEREAS one organ and tissue donor can save up to eight lives and improve the life and health of up to 75 other people; and

WHEREAS the family of Logan Boulet carry on Logan's legacy by recognizing April 7th as Green Shirt Day, to raise awareness of the need for registered organ and tissue donors so that access to life saving and life transforming transplants can be improved; and

WHEREAS the month of April is #BeADonor month in Ontario; and

WHEREAS Ontario Health is asking municipalities to draw attention to the need of organ and tissue donation and encouraging Ontarians to register their consent to organ and tissue donation.

THEREFORE, the Council of the Corporation of the Town of Prescott does hereby proclaim April as #BeADonor month and designate April 7th, 2023, as "Green Shirt Day" to inspire organ donor registration in the Town of Prescott.

Dated this 3rd day of April, 2023.

Gauri Shankar, Mayor

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 12-2023

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE COUNCIL
MEETING HELD ON APRIL 3, 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 3rd DAY OF APRIL 2023.

Mayor

Clerk