



PRESCOTT TOWN COUNCIL  
AGENDA

October 18, 2021

6:00 pm

Virtual Meeting

*Our Mission:*

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

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Pages

1. Call to Order

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

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

2. Approval of Agenda

**Recommendation**

That the agenda for the Council meeting of October 18, 2021 be approved as presented.

3. Declarations of Interest

4. Presentations

5. Delegations

6. Minutes of the previous Council meetings

**6.1. October 4, 2021**

1

**Recommendation**

That the Council minutes dated October 4, 2021, be accepted as presented.

**7. Communications & Petitions**

**7.1. Notice of Online Public Open House - UCLG Active Transportation Plan on County Roads**

9

**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 94-2021 - Financial Report - September 2021**

10

**Recommendation**

For information.

**8.3. Staff Report 95-2021 - Traffic Study and Transportation Plan - Request for Quote Results**

13

**Recommendation**

That Council direct staff to engage with Parsons to complete the Traffic Study and Transportation Plan.

**9. Committee Reports**

**10. Mayor**

**11. Outside Boards, Committees and Commissions**

**12. Staff**

**12.1. Staff Report 96-2021 - Community Services Update**

15

	<b>Recommendation</b> For information.	
<b>12.2.</b>	<b>Staff Report 97-2021 - Fire Department Third Quarter Report</b>	<b>20</b>
	<b>Recommendation</b> For information.	
<b>12.3.</b>	<b>Staff Report 98-2021 - Waste Fees Method Feedback and Recommendation</b>	<b>23</b>
	<b>Recommendation</b> That Council direct staff to implement a waste tag system to replace the current garbage sales system once the current inventory of garbage bags has been exhausted.	
<b>12.4.</b>	<b>Staff Report 99-2021 - Winter Maintenance Update</b>	<b>27</b>
	<b>Recommendation</b> That Council direct staff to implement the suggested modifications to the Winter Maintenance Policy regarding plowing of sidewalks and walkways, and the removal of snowbanks between the sidewalk and the road.	
<b>12.5.</b>	<b>Staff Report 100-2021 - Property Standards By-law, Vacant Buildings Registry By-law, and Administrative Monetary Penalties By-law</b>	<b>31</b>
	<b>Recommendation</b> That Council direct staff to make the recommended changes to the Property Standards By-law, Vacant Buildings Registry By-law, and Administrative Monetary Penalties By-law; and  That the by-laws be brought to the Council Meeting of November 1, 2021 for review and consideration.	
<b>12.6.</b>	<b>Staff Report 101-2021 - Modernization Initiatives</b>	<b>36</b>
	<b>Recommendation</b> That Council approve the following projects to be supported by the Modernization funding received from the Province of Ontario in 2019:	
	<ol style="list-style-type: none"> <li>1. Water and Wastewater Treatment Plant SCADA Software for \$94,292 plus HST</li> <li>2. Fire Radio Communications Repeater for \$36,365 plus HST</li> <li>3. eScribe Internet Publishing Module for \$5,250 plus HST</li> </ol>	

**12.7. Staff Report 102-2021 - Indigenous Peoples Recognition** 40

**Recommendation**

That Council direct staff to paint 3 metre sections of the east and west ends of the Heritage Trail and the Centennial Park Trail in orange pavement paint and to work with South Grenville District High School to develop stencils that can be painted onto the orange sections to publicly recognize Indigenous Peoples.

**12.8. Staff Report 103-2021 - My Main Street Funding Accelerator Program** 44

**Recommendation**

That Council direct staff to proceed with applying to the My Main Street Program Accelerator stream for funding support for a Main Street Ambassador to secure local business grants and engage in community market research/analysis activities.

**13. Resolutions**

**14. By-laws**

**15. New Business**

**16. Notices of Motion**

**17. Mayor's Proclamation**

**18. Closed Session**

**19. Rise and Report**

**20. Confirming By-Law – 45-2021** 64

**Recommendation**

That By-Law 45-2021, being a by-law to confirm the proceedings of the Council meeting held on October 18, 2021, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

**21. Adjournment**



**PRESCOTT TOWN COUNCIL  
MINUTES**

**Monday, October 4, 2021  
6:00 p.m.  
Virtual Meeting**

Present	Mayor Brett Todd, Councillors Leanne Burton, Teresa Jansman, Lee McConnell, Mike Ostrander, Gauri Shankar, and Ray Young
Staff	Matthew Armstrong, CAO/Treasurer, Lindsey Veltkamp, Director of Administration/Clerk, Nathan Richard, Interim Director of Operations, Kaitlin Mallory, Deputy Clerk, and Shawn Merriman, Manager of Building & By-law Services

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**1. Call to Order**

Mayor Todd acknowledged 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, Anishibek, and the Oneida and Haudenosaunee Peoples.

He then called the meeting to order at 6:02 p.m.

**2. Approval of Agenda**

Motion 226-2021: Ostrander, Shankar

That the agenda for the Council meeting of October 4, 2021, be approved as amended.

Carried

The agenda was amended by adding Item #15.1 – Indigenous Crosswalk in Recognition of Indigenous Peoples.

**3. Declarations of Interest – None**

**4. Presentations – None**

**5. Delegations – None**

**6. Minutes of the previous Council meetings**

**6.1 September 20, 2021**

Motion 227-2021: Shankar, Young

That the Council minutes dated September 20, 2021, be accepted as presented.

Carried

**7. Communications & Petitions**

**7.1 UCLG: SSRF - Phase 4 - Opportunity to Identify and Propose/Buildings: Clarification to Questions**

Matthew Armstrong, CAO/Treasurer, spoke to the response from the United Counties of Leeds and Grenville. He provided an overview of the responses for questions concerning current homeless population, the estimated homeless population over the next 5 years, the supportive services currently available, and the need for properties to be on municipal water and sewer services.

Discussion was held regarding the upcoming Joint Services Committee of Leeds and Grenville meeting and identified property opportunities submitted from the municipality

of North Grenville.

## **7.2 40 km Speed Limit - Letter of Concerns and Suggestions**

Motion 228-2021: Burton, McConnell

That staff be directed to review the Traffic Calming Policy to see if any of the suggested measures could be used in the identified areas.

Carried

Mayor Todd spoke to the letter received. He referenced the concerns expressed at a recent meeting of the BIA and the potential changes that could be made to the downtown core.

Matthew Armstrong, CAO/Treasurer, spoke to the Traffic Calming Policy and collecting data from the areas of concern indicated in the letter.

Discussion was held regarding bringing the concerns to the next Prescott Police Services Board meeting, parking infractions in Town, and timeline for better pricing on additional speed camera systems through LAS.

## **8. Consent Reports**

Motion 229-2021: Ostrander, Young

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

Carried

### **8.1 Information Package (under separate cover)**

1. Police Services Board Approved Minutes – June 24, 2021
2. BIA Minutes – August 10, 2021
3. Leeds, Grenville & Lanark District Health Unit Weekly Zoom Call Notes – September 17, 2021 & September 24, 2021
4. Leeds, Grenville & Lanark District Health Unit Board of Health Meeting Summary – September 23, 2021
5. United Counties of Leeds and Grenville Media Release – September 23, 2021
6. Ministry of Municipal Affairs and Housing Letter re: Expiry of Temporary Regulations Limiting Municipal Authority to Regulate Construction Noise
7. Memorandum from Anishinabek Nation re: Proof of Identification for Vaccine Passports & COVaxON
8. City of Sarnia resolution of support re: Increasing Problem of “Renovictions” Housing Crisis in the Province of Ontario

9. Township of Scugog Resolution of support re: Structure Inventory and Inspections

## **8.2 Staff Report 90-2021 - Financial Report - August 2021**

Recommendation:  
For information.

## **9. Committee Reports – None**

## **10. Mayor**

Mayor Todd spoke to his attendance at the Farmers' & Crafters' Market on Wednesday, September 29, the Folkfest event held on Saturday, September 25, and the upcoming Joint Services Committee of Leeds and Grenville to be held on October 5.

## **11. Outside Boards, Committees and Commissions**

Councillor Burton spoke to an upcoming Arena Fundraising Group meeting.

Councillor Jansman spoke to her attendance at the Folkfest event that took place on Saturday, September 25 and spoke to the Farmers' & Crafters' Market.

Councillor McConnell spoke to the grand opening of a Museum Exhibit at Portolano Products held on Saturday, October 2.

Councillor Ostrander spoke to the upcoming training for the Prescott Fire Department and Connect Youth's Annual General Meeting.

Councillor Shankar spoke to his attendance at the grand opening of a Museum Exhibit at Portolano Products.

Councillor Young spoke to his attendance at a meeting of the St. Lawrence Lodge Committee of Management.



## **12. Staff**

### **12.1 Staff Report 91-2021 - Winter Ice Skating Activities**

Motion 230-2021: McConnell, Burton

That Council direct staff to proceed with winter ice skating activities as outlined in Staff Report 91-2021.

Carried

Nathan Richard, Interim Director of Operations, spoke to the report. He provided an overview of the suggested improvements to last year's winter ice skating activities which included an ice skating rink in the harbour, an additional skating rink, and a skating path.

Discussion was held regarding the ice skating activity options, the benefits to the community, and the possible tourism events that could be associated.

Further discussion was held regarding discussions with local school boards to gauge interest in having a skating rink on school property, Sarah Spencer Park as the possible location for the extra ice skating rink, and an opportunity to hold a Family Day event.

### **12.2 Staff Report 92-2021 - Project Updates - October 2021**

Matthew Armstrong, CAO/Treasurer, spoke to the report. He provided Council with an update on the reconstruction of Dibble Street east, the dog park, marina dock replacement, repairs to potholes, museum renovations, shade structures in RiverWalk and Centennial Park, the mural at the beach, and the Regional Transit Pilot Project.

Discussion was held regarding the Regional Transit Pilot Project, the option of aluminum docks in the marina, and museum renovations.

Further discussion was held regarding ridership of the Regional Transit Pilot Project and the timeline for coming back to Council with a report regarding sustainability.

### **12.3 Staff Report - 93-2021 - Property Standards By-law, Vacant Buildings Registry By-law, and Administrative Monetary Penalties By-law**

Shawn Merriman, Manager of Building & By-law Services spoke to the report and requested that feedback be provided prior to October 8, 2021.

Discussion was held regarding concerns surrounding the \$1,000 Vacant Building Registry charge, the associated fees with the appeal process, and inoperable vehicle fee.

Further discussion was held regarding short term vacancies versus long term vacancies.

**13. Resolutions – None**

**14. By-laws**

**14.1 Site Plan Agreement - 220 Churchill Road**

Motion 231-2021: McConnell, Young

That By-law 43-2021, being a by-law to authorize a Site Plan Agreement between the Corporation of the Town of Prescott and Grant Castle Corporation, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

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

**15. New Business**

**15.1 Indigenous Crosswalk in Recognition of Indigenous Peoples**

Mayor Todd spoke to a request received regarding the installation of an Orange Crosswalk in recognition of National Day for Truth and Reconciliation. He stated that similar crosswalks had been installed in the Town of Gananoque, the Town of Coburg and City of Timmins.

Matthew Armstrong, CAO/Treasurer, spoke to the estimated cost associated with the implementation of the crosswalk on Edward Street.

Discussion was held regarding the cost associated with the installation of the crosswalk on Edward Street, additional locations for the crosswalk including the Heritage Pathway, and the potential timeline for the installation.

Further discussion was held regarding options to lower the cost, potentially renaming the pathway, painting multiple sections of the pathway, involving students at South Grenville District High School, and a dedication plaque.

Motion 232-2021: Shankar, McConnell

That staff be directed to investigate the opportunities for painting a crosswalk in recognition of Indigenous Peoples in the downtown area, primarily Centennial Park or the Heritage Pathway; and

That staff bring a report back to Council outlining the options to the Council Meeting of October 18, 2021, for final review and consideration.

Carried

**16. Notices of Motion – None**

**17. Mayor's Proclamation**

**17.1 International Day of the Girl**

Mayor Todd proclaimed Monday, October 11, 2021, as International Day of the Girl in the Town of Prescott.

**17.2 Library Week**

Mayor Todd proclaimed October 17 - 23, 2021, as Ontario Library Week in the Town of Prescott.

**17.3 Fire Prevention Week**

Mayor Todd proclaimed October 3 – 9, 2021, as Fire Prevention Week in the Town of Prescott.

**18. Closed Session**

Motion 233-2021: Ostrander, Burton

That Council move into Closed Session at 7:41 p.m. to discuss matters pertaining to:

18.1 Approval of Closed Session Minutes

18.2 Cyber Security

- Under Section 239(2)(a) of the *Municipal Act* - the security of the property of the municipality or local boards; and

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

Carried

**19. Rise and Report**

During the Closed Session Council approved the Closed Session minutes as presented on Item 18.1 – Approval of Closed Session Minutes and gave staff direction on Item 18.2 – Cyber Security.

**20. Confirming By-Law – 44-2021**

Motion 234-2021: Shankar, Young

That By-Law 44-2021, being a by-law to confirm the proceedings of the Council meeting held on October 4, 2021, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

**21. Adjournment**

Motion 235-2021: Ostrander, McConnell

That the meeting be adjourned until Monday, October 18, 2021, at 6:00 p.m. (Time: 7:57 p.m.).

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Mayor

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Clerk



## Notice of Online Public Open House

### United Counties of Leeds and Grenville Active Transportation Plan on County Roads

You are invited to participate in an Online Public Open House for the United Counties of Leeds and Grenville Active Transportation Plan:

- **Thursday, October 28<sup>th</sup>, 2021 from 7:00 pm to 8:30 pm**
- **Zoom Meeting:**  
<https://zoom.us/j/99858097571?pwd=Znd0a05sTHJXZWovR240c1J5OUJmQT09>  
**Passcode: 550177**



The United Counties of Leeds and Grenville has retained WSP, a consulting firm, to prepare an Active Transportation Plan to develop a strategy for the enhancement and implementation of routes, infrastructure and policy for non-motorized transportation throughout Leeds and Grenville on County Roads.

The Active Transportation Plan will focus on the Counties-owned rights-of-way for active transportation facilities, and include proposed policies, proposed outreach initiatives and the proposed prioritized network with a focus on connectivity. The prioritized project will identify projects for implementation within the short, medium and long-term planning horizons.

The Online Public Open House will include:

- A presentation by WSP, to provide an overview on the project process, summarize the results of the public survey that was carried out and identify how projects were identified and prioritized;
- An interactive opportunity using the online tool Miro to comment on the proposed cycling routes, facility types for the cycling network and project priorities; and
- A Question and Answer period with staff from the United Counties and members of the WSP Project Team.

The Public Open House presentation will be recorded and made available on the United Counties of Leeds and Grenville project website following the Public Open House meeting at:  
[www.leedsgrenville.com/activetransportationplan](http://www.leedsgrenville.com/activetransportationplan).

**Please submit any questions or comments on the Active Transportation Plan to:**

Kimberley Hunton, P.Eng.  
Manager, Ottawa Transportation Planning  
WSP Canada Inc.  
+1 613 690-1148  
[kimberley.hunton@wsp.com](mailto:kimberley.hunton@wsp.com)

Thank you for your participation and interest in this project.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Oct. 18 '21
Strategic Plan		

## REPORT TO COUNCIL

Date October 18, 2021

**Report No. 94-2021**

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

RE: Financial Report – September 2021

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### **Recommendation:**

For information.

### **Analysis**

The attached income statement for the first nine months ended September 30, 2021, highlights the financial picture year-to-date. Revenue and expense variances are explored below.

The total amount of the 2021 property taxes billed is reflected in this report as they are recorded when they are billed. The final property tax payments for 2021 will be due October 31, 2021. The final Ontario Municipal Partnership Fund payment will be received in October. These two items make up the vast majority of corporate revenue and due to their timing, result in a positive variance in revenue year to date.

All of the revenue areas are currently on or ahead of budget as of September 30<sup>th</sup>. There are no significant revenue variances expected by year end at this time.

The Social Service budget is overbudget due to the timing of payment for St. Lawrence Lodge debt. This is expected to be on budget by the end of the year.

The 14% increase in insurance premiums along with the additional coverage being obtain for flood and earthquake insurance, is expected to add \$18,000 in additional cost in 2021, however this can be absorbed through savings elsewhere in the budget. No other reductions in revenue or increase in costs have been identified to date that will cause a significant variance at year end.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Oct. 18 '21
Strategic Plan		

As the 2021 budget was constructed with the effects of COVID built into it, there are no major negative effects on revenue or expenses at this time due to COVID at this time.

**Alternatives:**

None.

**Financial Implications:**

Outlined above.

**Attachments:**

- Financial Report – September 30, 2021

*Submitted by:*

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Matthew Armstrong  
Chief Administrative Officer & Treasurer

## Income Statement 2021 Operating Budget

	Month			Year-to-Date			Total 2021 Budget	Notes
	Budget	Actual	Variance B (W)	Budget	Actual	Variance B (W)		
Revenue								
Corporate	657,929	64,246	(593,682)	5,921,357	7,326,217	1,404,860	7,895,143	
Protective	18,223	6,398	(11,763)	164,010	169,073	5,063	218,680	
Transportation	23,052	44,679	21,627	207,470	259,007	51,538	276,626	
Environmental	18,243	18,065	(178)	164,190	166,232	2,042	218,920	
Health	138	-	(138)	1,238	3,675	2,438	1,650	
Social	12,125	-	(12,125)	109,125	127,978	18,853	145,500	
Recreation and Cultural	45,632	32,901	(12,731)	410,691	500,499	89,808	547,588	
Planning & Development	4,625	654	(3,971)	41,629	52,038	10,409	55,505	
Total	779,968	166,943	(612,962)	7,019,709	8,604,719	1,585,010	9,359,612	
Expenses								
Corporate	112,668	100,942	11,727	1,014,016	948,128	65,887	1,352,021	
Protective	185,031	174,958	8,923	1,665,279	1,633,573	31,706	2,220,372	
Transportation	189,860	137,825	52,036	1,708,744	1,672,037	36,706	2,278,325	
Environmental	31,350	24,526	6,824	282,150	243,980	38,170	376,200	
Health Services	27,205	31,415	(4,211)	244,841	260,836	(15,995)	326,455	
Social Services	70,392	76,051	(5,658)	633,531	677,439	(43,908)	844,708	
Recreation and Cultural	123,640	96,566	27,074	1,112,760	1,096,978	15,782	1,483,680	
Planning & Development	39,821	24,276	14,961	358,388	286,452	71,936	477,851	
Total	779,968	666,559	111,675	7,019,709	6,819,423	200,285	9,359,612	
Net Operations	0	(499,616)	(499,616)	0	1,785,296	1,785,295	0	
Water & Wastewater Revenue	244,252	204,721	(39,531)	2,198,267	1,802,710	(395,556)	2,931,022	
Water & Wastewater Expense	244,252	310,956	(66,708)	2,198,267	2,145,093	53,139	2,931,022	
Net Water & Wastewater	-	(106,235)	(106,235)	-	(342,383)	(342,383)	-	



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Oct. 18 '21
Strategic Plan		

## REPORT TO COUNCIL

Date October 18, 2021

Report No. 95-2021

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

RE: Traffic Study and Transportation Plan – Request for Quote Results

### Recommendation

That Council direct staff to engage with Parsons to complete the Traffic Study and Transportation Plan.

### Background/Analysis

A Request for Quote (RFQ) was issued for a Traffic Study and Transportation Plan to address development opportunities north of the 401 interchange at Edward Street and north to MacIntosh Road.

Four submissions were received. Each submission was reviewed and scored. A follow-up meeting was conducted with the proponents of the top two submissions (Parsons and TraffMobility).

Submitted By	Amount
BTE	\$39,250.00
Parsons	\$28,030.00
TraffMobility	\$25,640.00
WSP	\$29,817.50

After considering the proposals and the clarifications provided in the follow-up meetings, it is recommended that Parsons be selected to undertake the Traffic Study and Transportation Plan.

Parsons is located in Ottawa and brings a wealth of knowledge and experience to the project. Their experience includes the Carp Road Environmental Assessment, Town of Carleton Place Master Plan, Tanger Outlet Mall Transportation Impact Study in Ottawa,



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Oct. 18 '21
Strategic Plan		

Beckwith Street Redevelopment Plan and Design for the Town of Smiths Falls, and the Almonte Downtown Core Transportation Infrastructure Plan for Mississippi Mills. The total cost will be \$28,030 plus HST.

The Town has been in contact with Ministry of Transportation Ontario (MTO) to discuss the study, which MTO is supportive of and happy to work with the Town in coordination with the Environmental Assessment that is being undertaken from the 401/416 Interchanges to Maitland 401 Interchange. In discussions with MTO, and to allow for this coordination, the Traffic Study and Transportation Plan will be completed by March 31, 2022.

#### **Alternatives:**

Council could decide to choose another proponent to undertake the project as it sees fit.

#### **Financial Implications:**

The estimate cost of the study was expected to be \$30,000. The actual cost of the study is \$28,030 plus HST. The net cost of the project is \$28,523.33 after the HST rebate has been taken into account. This project is being supported by the modernization funding received from the Province of Ontario.

#### **Attachments:**

- None

*Submitted by:*

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Matthew Armstrong  
Chief Administrative Officer & Treasurer

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Oct. 18 '21
Strategic Plan		

## STAFF REPORT TO COUNCIL

Report No. 96-2021

**Date:** October 18, 2021

**From:** Samantha Joudoin-Miller, Manager of Community Services

**Re:** Community Services Update

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### **Recommendation:**

For Information.

### **Background / Analysis:**

#### Facility Booking Package

In order to provide top service to user groups and individuals seeking to rent a facility space, the need for a defined booking process has been recognized. The current facilities that are available for public booking include: Leo Boivin Community Centre, the Kinsmen Amphitheatre, and the Ruth Evanson Room at Town Hall. There will be future facilities available for public booking, and with this in mind, we are taking the time now to build this Facility Booking Package to be ready with updated rental fees for 2022.

The package will include a Facility User Agreement which will initiate the conversation regarding whether the user group requires 3<sup>rd</sup> party insurance and also includes a COVID-19 User Safety Plan (to be completed by the user group). Upon approval of the booking, the user will then receive a copy of the policies and guidelines, as well as the appropriate contact list of people they need to connect with before their event (ie. Building/By-Law, Fire Department, etc.).

The intent is to create a defined process across all facilities. Each facility will follow the same process, the only difference between each facility may be the amount of the rental fee.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Oct. 18 '21
Strategic Plan		

### Leo Boivin Community Centre

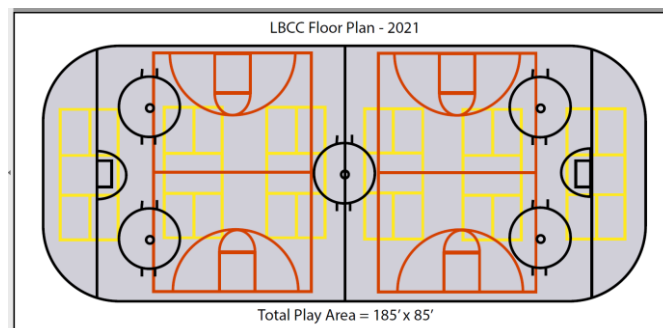
We continue to receive inquiries about the use of the Leo Boivin Community Centre (LBCC). Groups that are currently using this facility include:

- Pickleball: 6-8 hours/week (Tuesday and Thursday mornings, Wednesday evenings)
- Walker House: 2 hours/week (beginning end of October on Mondays)
- South Grenville Minor Hockey Association: 1.5 hours/week (Thursday evenings)
- Federal Election: Used the LBCC as an advanced polling station and on election day
- Currently in discussions with a local basketball organization for dedicated practice time at this facility
- Currently discussing an indoor walking club once a week in conjunction with Walker House walking club
- The LBCC was the inclement weather indoor option for Folk Fest. It was not needed, however we were prepared to have the LBCC serve as the rain location.

Groups that are booked to use the facility in the future:

- Vaccination Clinics
- Kinsmen - Annual Craft Show
- Spirit of Giving: Registration Dates and Distribution Day
- 2022 Small Business Trade Show
- 2022 Laughs at the Leo fundraising dinner

In order to provide improved recreational services to the community, we are currently considering floor plan options to paint lines on the floor to accommodate multi-sport activities. The plan includes 6 pickleball courts, 2 basketball courts, and indoor hockey.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Oct. 18 '21
Strategic Plan		

## Museum

Plans for the Town of Prescott Museum and Visitors Centre are underway as we prepare to open in December. This space will serve as a community museum, a place that will tell the story of Prescott's history.

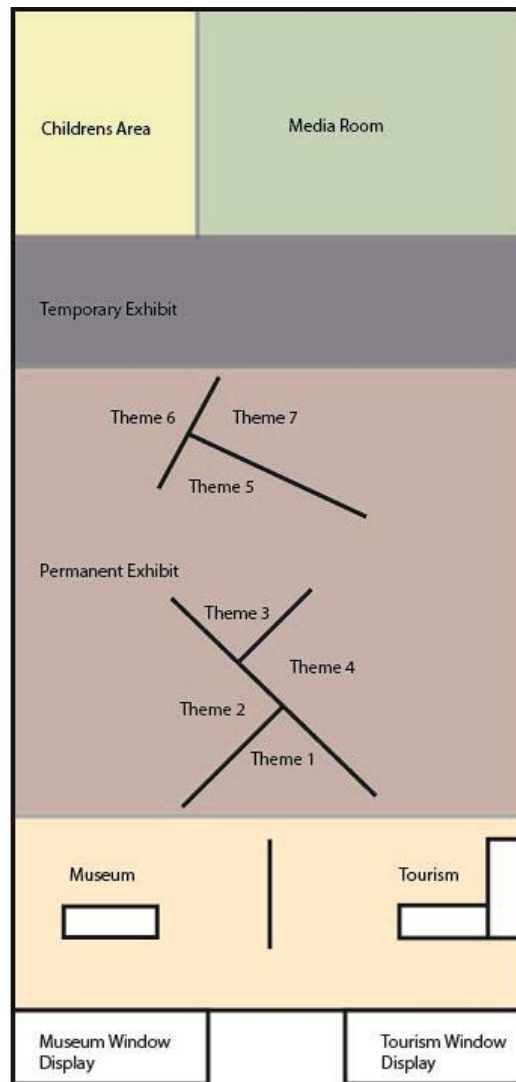
The space will be divided into 5 sections:

1. Entrance: one side will be dedicated to the museum, the other side will be dedicated to Tourism
2. The Permanent Exhibit Gallery: Within the permanent exhibit will be 7 different themes that discuss Prescott's past and tell its story. These themes include:
  - Aboriginal History
  - Military
  - Prominent Citizens
  - Commerce and Industry
  - Transportation
  - Sports
  - Community Organizations
3. The Temporary Exhibit Gallery: This gallery will showcase rotational exhibits throughout the year that may include pieces from the museums collection, or could serve as a space to highlight community artists/events/holidays. The intent is to continuously draw individuals back to the museum more than once. Temporary exhibits offer that draw, and can serve as a place for presentations, speakers, and coffee house kind of events. As the plan is to open in December, this space will initially start as a place to have a photo taken with Santa.
4. The Media Room: This room will serve as a space for technology which will include interactive displays and a green screen.
5. Children's Area: The plan is to create a space for children to get creative while they come to visit the museum.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Oct. 18 '21
Strategic Plan		

See the floor plan below:

Proposed  
Museum  
Floor Plan



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Oct. 18 '21
Strategic Plan		

The new door has been installed, new windows will be going in the front and lighting is currently being worked on. The proposed storefront sign that we will be requesting quotes for is below:



**Alternatives:**

None.

**Financial Implications:**

The museum renovations and activation of the collection is on budget.

**Attachments:**

- None

*Submitted by:*

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Samantha Joudoin-Miller  
Manager of Community Services



		Date Req'd
Information Purposes	X	Oct. 18 '21
Policy / Action Req'd		
Strategic Plan		

## STAFF REPORT TO COUNCIL

Report No. 97-2021

October 18, 2021

From: Renny Rayner, Fire Chief

RE: Fire Department Third Quarter Report

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### Recommendation:

For information.

### Background / Analysis:

The Third Quarter Fire Department report for 2021 provides a brief overview of the calls for service, highlights for the months of July, August, and September, and member years of service anniversaries.

### Attachments:

- 2021 3<sup>rd</sup> Quarter Fire Department Report

*Submitted by:*

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Renny Rayner,  
Fire Chief



**PRESCOTT FIRE DEPARTMENT**  
**3rd Quarter Report**

<b>2021</b>	<b>July</b>	<b>August</b>	<b>September</b>
Dispatched Calls for month	<b>12</b>	<b>20</b>	<b>16</b>
<i>Structure Fire</i>	<b>0</b>	<b>1</b>	<b>2</b>
<i>Activated Alarms/CO Alarms</i>	<b>4</b>	<b>13</b>	<b>4</b>
<i>Heating/Electrical</i>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Burning Complaint/Grass, Brush Fire</i>	<b>0</b>	<b>0</b>	<b>1</b>
<i>Vehicle Fire/ Motor Vehicle Accident</i>	<b>3</b>	<b>1</b>	<b>5</b>
<i>Medical Assist</i>	<b>3</b>	<b>4</b>	<b>2</b>
<i>Other Fire Calls/ Public Assist</i>	<b>2</b>	<b>1</b>	<b>2</b>
<i>Mutual Aid</i>	<b>0</b>	<b>0</b>	<b>0</b>
MTO Claims	<b>0</b>	<b>1</b>	<b>0</b>
Calls in Augusta	<b>4</b>	<b>4</b>	<b>6</b>
Calls in Edwardsburg/Cardinal	<b>2</b>	<b>3</b>	<b>3</b>
Total Volunteer Hours	<b>164</b>	<b>235</b>	<b>398</b>
Total Officer Calls	<b>6</b>	<b>7</b>	<b>1</b>
Year to date calls: September 30th	<b>127</b>		

## **Highlights**

### **July**

- Annual flow testing of SCBA's
- Continued equipment and fleet inspections
- Modifications on new sea can training unit for use in coming months
- July training:
  - Responding to Animals in Cars (online training session through OFMEM)
  - JAWS
  - River Drafting / Aerial Operations / Pumping and Drafting

### **August**

- Annual evacuation and inspection held at Mayfield Retirement Home
- August training:
  - Ventilation / Rapid Intervention Team / Ladder Bucket Training
  - Hose Handling / Truck and Hydrant hook ups
- Continued Equipment and fleet inspections

## September

- Train derailment – September 2/21
- September Training:
  - Emergency Response Guide Review
  - Live Fire Training (Sea Can training unit)
  - Portable Pump Drafting / Pumper to Pumper Relay
- Annual evacuation and inspection held at Wellington House.
- Fire Prevention Committee continues to be busy with inspections. Preparation for Fire Prevention Week – October 3<sup>rd</sup> – 9<sup>th</sup>.
- PFD selected to participate in Safe Community Project Assist Campaign (Fire Marshal's Public Fire Safety Council and Enbridge Gas Inc.) Media release to follow in coming weeks.

## Anniversaries

- Robert Gilmour – 36 years (July)
- Mike Serson – 4 years (September)
- George Lochtie – 4 years (September)
- Gord Brooks – 4 years (September)

## Resignations

- Tim Markus – August 1, 2021

October 5, 2021 ~ CN Training Session





		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Oct. 18 ' 21
Strategic Plan		

## STAFF REPORT TO COUNCIL

Report No. 98-2021

**Date:** October 18, 2021

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

**RE:** Waste Fees Method Feedback and Recommendation

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### Recommendation:

That Council direct staff to implement a waste tag system to replace the current garbage sales system once the current inventory of garbage bags has been exhausted.

### Background:

The Town is exploring various ways in which waste fees can be collected. The first way is through the sale of bag tags which can be affixed to a garbage bag. The second method is to sell Town supplied bags. The current bags have had quality issues which have not improved despite working extensively with the current manufacturer.

### Public Survey

A public survey was conducted to obtain feedback on the current use of garbage bags to collect waste fees. 204 responses were received over the 10-day response period. The summary of the survey is as follows.

80% of respondents had issues with Town provided garbage bags within the last two years.

88% had tearing or ripping issues, 42% had puncture issues, and 71% noted that the bags ripped at the seam.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Oct. 18 ' 21
Strategic Plan		

38% of respondents had 10 or more bags with issues, 20% had 1 to 4 bags with issues, 19% had 5 to 9 bags with issues, and 17% did not have any issues. 6% of respondents did not know how many bags they had issues with over the last two years.

53% of respondents have 3 to 5 people living in the household, 45% had 1 to 2 people in the household, and 2% had 6 or more people living in the household.

72% of respondents produce 1 to 2 bags of household garbage each week, 16% produce 3 to 4 bags, 9% less than 1 bag per week, and 2% produce 5 or more bags of household garbage per week.

44% of respondents are dissatisfied or very dissatisfied with the current garbage bags, while 30% are neither satisfied or dissatisfied, and 26% are satisfied or very satisfied.

53% of respondents indicated they would prefer stickers while 47% would prefer Town garbage bags from a new supplier.

#### Other Municipalities

The Town reached out to municipalities in eastern Ontario of which 17 provided responses to the questions regarding waste fees. 13 of the 17 municipalities charge waste fees while the others had drop off depots or municipal dumps where tipping fees are collected.

Of the 13 municipalities that charge waste fees, 1 uses bins, 10 use tags, and 2 sell garbage bags. The municipality that uses bins charges an annual fee based on the size of the bin ranging from \$75.00 for a small bin to \$225.00 for a large bin. The municipalities that use garbage bags, charge \$2.50 and \$3.00 for each bag.

The 10 municipalities that use garbage tags, charge anywhere from \$1.00 to \$4.25 per tag with the average being \$2.50 per tag. The municipalities using tags generally use a serial number and unique style features to combat potential copying.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Oct. 18 ' 21
Strategic Plan		

### **Analysis:**

The vast majority of municipalities that provided feedback use tags to collect waste fees. The public survey had a majority of respondents being in favour of the use of tags. Through the use of a difficult to copy shape, design, and serial number, the risk of creating fraudulent tags could be mitigated.

Currently, garbage bags are sold at a retail price of \$1.50 each. 125,000 to 150,000 bags are sold each year, resulting in approximately \$160,000 to \$175,000 in waste fee revenue. The cost to produce the current garbage bags is approximately \$24,000.

Tags are expected to cost less than half of the garbage bags that are currently being used. However, the number of tags sold is expected to be less than the total number of bags currently sold, as residents will be able to use larger bags which may result in a decrease in the total number of bags being collected. The maximum bag weight will remain in place to avoid excessively heavy bags. Therefore, it is recommended that the tags be sold for \$1.50 each which is well less than the average of other municipalities.

It is expected that the current inventory of garbage bags will be exhausted by the spring of 2022.

### **Alternatives**

Council could direct staff to continue with the sale of bags to collect waste fees or to change the price of the tag.

### **Financial Implications**

None expected at this time.

### **Attachments**

- None



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Oct. 18 ' 21
Strategic Plan		

*Submitted by:*

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Nathan Richard  
Interim Director of Operations

*Submitted by:*

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Matthew Armstrong  
Chief Administrative Officer and Treasurer



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Oct. 18 '21
Strategic Plan		

## STAFF REPORT TO COUNCIL

Report No. 99-2021

**Date:** October 18, 2021

**From:** Nathan Richard, Interim Director of Operations

**RE:** Winter Maintenance Operations Update

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### Recommendation:

That Council direct staff to implement the suggested modifications to the Winter Maintenance Policy regarding plowing of sidewalks and walkways, and the removal of snowbanks between the sidewalk and the road.

### Background / Analysis:

Earlier this year, Council directed staff to undertake a public survey to obtain feedback on the winter maintenance operations within the Town of Prescott. Staff Report 75-2021 reported on the summary of the results on the survey of the 131 participants. The majority of the respondents overall were satisfied with the snow removal program timing and effectiveness.

Based on the survey feedback, there were two areas of the snow program that could use improvement. Number one was the removal of snowbanks between the sidewalks and the roads and number two was the salting and plowing of sidewalks. Staff were asked to report back in October with possible changes to the winter maintenance policies to address these two areas of concern.

As indicated in Staff Report 23-2021, there are succinct mandated priorities for Town staff to follow during snow events. Those priorities are the following:

1. Roadway Snow Clearing
2. Sidewalk Snow Clearing
3. Parking Lots
4. Snow Removal

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Oct. 18 '21
Strategic Plan		

## **Removal of Snowbanks between the Sidewalk and the Road**

### Sidewalk Snow Blowing onto properties

With the addition of two new snow blowers acquired last season for the Trackless snow machines, more snow blowing options will be explored this season on properties mentioned below. Other potential options are residential lots with appropriate front yard setbacks and the large boulevards north of Churchill Road on Edward Street. Snow blowing is a slower process than plowing and would take place once the snow accumulation has subsided and all other priority snow clearing is completed.

There are certain properties throughout the Town in which the snow can be blown on the grassed areas. Examples of these types of properties are as following:

- |                 |  |
|-----------------|--|
| Property Type 1 | Fort Wellington, Town Hall, Walkerhouse, Parks and Churches          |
| Property Type 2 | Open field access properties such as the Golf Course and the Schools |
| Property Type 3 | Areas deemed acceptable by Operations Team Lead or designate         |

This snow blowing operation will reduce the amount of snow removal that is required throughout the winter.

An old, undersized width sidewalk at the southern end of Duke Street was replaced this year as part of the Dibble Street reconstruction project, therefore this stretch of sidewalk will now have regular snow plowing.

### Road Snow Removal

Road Snow Removal is completed under the following considerations:

- If snow storage at the sides of roadway impedes normal traffic flow;
- If snow storage at intersections restricts required visibility sight lines;
- If snow storage restricts accessibility or significantly hampers occupants of the vehicle from safely accessing the sidewalk (not applicable for areas with boulevard greater than 1 meter wide) from the parking location. Ex, King Street, Centre Street; and



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Oct. 18 '21
Strategic Plan		

- If additional snow storage is required for:
  - sidewalk clearing operations
  - cul-de-sacs/indented corners/dead ends

### Snow Removal Priority

Full length removal of snowbanks, if all areas starting at zero snow storage base, would be undertaken in the following order, when the snow at the top of the bank is at a height of approximately 1.2 metres.

- Area 1      Edward Street: North to South  
Fire Hall Area  
King Street: East to West
- Area 2      Post office area: Center Street and Henry Street  
Town Hall area  
Health Center  
Walker House
- Area 3      Areas north of CNR (School access)
- Area 4      Areas south of CNR and west of Edward
- Area 5      Areas south of CNR and east of Edward

Severe weather conditions/storms may necessitate removal by roadway class.

Some snowbank removal on the hills and long streets will be completed during daytime hours by Operations staff this year, which will alleviate snow removal during the midnight hours.

The efforts mentioned above to remove the snowbanks early from the roads and sidewalks will reduce the amount of snowbanks and thus reduce the snow melting that causes ice to form on the sidewalks.

Operations staff will also review the sidewalks daily that are problematic with ice build up and ensure that they are sanded and salted appropriately.

### Locations of Public School Bus Stops

Student Transportation of Eastern Ontario (STEO) provided detailed information regarding the school bus stops. Typically, the bus stops past the intersection to allow



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Oct. 18 '21
Strategic Plan		

the students to enter the bus, however there may areas with snowbanks that need to be are cleared appropriately for students to access the bus. Staff will be communicating regularly with STEO in regard to those locations.

### **Alternatives**

Council could change the recommended changes as they see fit.

### **Financial Implications**

- None at this time.

### **Attachments**

- None

*Submitted by:*

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Nathan Richard  
Interim Director of Operations

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Oct. 18 '21
Strategic Plan		

## REPORT TO COUNCIL

Date October 18, 2021.

**Report No. 100-2021**

From: Shawn Merriman, Manager of Building and By-law Services

RE: Property Standards By-law, Vacant Buildings Registry By-law, and Administrative Monetary Penalties By-law

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### **Recommendation:**

That Council direct staff to make the recommended changes to the Property Standards By-law, Vacant Buildings Registry By-law, and Administrative Monetary Penalties By-law; and

That the by-laws be brought to the Council Meeting of November 1, 2021 for review and consideration.

### **Background / Analysis**

This report is a follow-up to the feedback provided to staff on the Property Standards By-law, Vacant Buildings Registry By-law, and Administrative Monetary Penalties By-law. Fee tables are included, with adjustments as recommended by staff.

#### Property Standards By-law

At the previous meeting of Council on October 4, 2021, the following areas were enhanced with additional details to the Property Standards By-law, roofs, chimneys, and unfinished buildings or structures. Other items addressed included the addition of cement as an acceptable material for a driveway and removing anything that is height related to simply state that "it shall be as per Ontario Building Code (OBC) requirements"

The Vacant Buildings section in the Property Standards By-law will be adjusted so that it will cross reference that it needs to be registered with the Vacant Building Registry By-law and meet the requirements of that by-law.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Oct. 18 '21
Strategic Plan		

The Garage and Carports section will include the following wording to deal with temporary fabric covered structures meant for vehicles:

- to limit them to one per lot
- have a maximum size of 60 metres squared (592 square feet)
- meet the requirements of the Town Zoning By-law
- are adequately ground anchored
- maintained in good condition
- taken down during the time on street parking is allowed overnight within the Town

The Electrical Services section shall clearly indicate that the use of generators to provide electrical service to a property shall be limited to provide emergency backup power only for a maximum of 3 days unless approval for a longer period is obtained from the Town.

Another area being added falls under the Maintenance of Land section where the storage of vehicles, RVs, boats and trailers upon property and the ability to work upon personal vehicles shall read:

- No storage of such vehicles, boats, or trailers nor the completion of repairs or work upon such items shall infringe on the neighbour's enjoyment of their property.

The introduction of an administrative penalty is being contemplated in this by-law as outlined in the table below for those that fail to comply with property standards orders or hinder a By-Law Officer in carrying out inspections. These penalties will increase with each subsequent offence within a 12-month period of the first occurrence.

Item	Designated Provisions	Short Form Wording	First Offence in a 12-month period	Second Offence within 12 months of the first offence	Subsequent Offences within 12 months of the first of offence
1	2	3	4	5	6
1	8.2	Failing to allow or hindering a by-law officer during a property inspection under this by-law.	\$200.00	\$400.00	\$1,000.00

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Oct. 18 '21
Strategic Plan		

2	8.3	Failing to comply with a notice or order within the allotted time frame.	\$200.00	\$400.00	\$1,000.00
3	8.6	All costs associated for work completed under this section shall be at cost with an administrative fee for work carried out as noted in this table.	\$200.00	\$400.00	\$1,000.00
4	8.8	Returned payment or rejected transaction process.	\$50.00	\$100.00	\$200.00
5	8.10	Interest shall occur on any fee outstanding after the due date at a rate of 1.25% per month			

#### Vacant Building Registry By-law

The Vacant Building Registry By-law is intended to ensure the regular monitoring of vacant buildings within the Town of Prescott to address safety concerns that may arise due to disuse.

Based on the initial discussion at Council, it is being recommended that a building would need to be registered after 180 days of being vacant as opposed to 90 days.

Additional feedback is being sought on the annual fee amount which could be split and billed semi-annually. If a building or unit becomes occupied before the next billing cycle, then a prorated credit would be issued to the property owner to the date of occupancy.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Oct. 18 '21
Strategic Plan		

Item 1	Designated Provisions 2	Short Form Wording 3	Amount 4	AMP Amount 5	AMP Second Offence (<1 year) 6	AMP Subsequent Offence (< 2 years) 7
1	4.0	Monthly fee charged in 6 month increments for registering or renewal of a vacant building or vacant unit within a building to a maximum of three units.	\$75.00 per month \$450 per six months			
2	4.0 (a)	Failure to register as required		\$75.00	\$175.00	\$425.00
3	4.0 (b)	Failure to re-register as required		\$75.00	\$175.00	\$425.00
4	5.0 (c)	Failing to post signage as required		\$75.00	\$175.00	\$425.00
5	5.0 (d)	Failing to monitor property as required.		\$75.00	\$175.00	\$425.00
6	6.0 (c-g)	Failure to allow or preventing inspection as required.		\$150.00	\$375.00	\$775.00
7	6.0 (j)	Failure to comply with an order or direction.		\$150.00	\$375.00	\$775.00
8	6.0 (k)	Interest shall occur on any fee after the due date at a rate of 1.5% per month.				

### Administrative Monetary Penalties System By-law

The concept of an Administrative Monetary Penalties System provides for a quicker and more direct way in which to review and adjudicate disagreements on the issuance of municipal penalties. If an individual wishes to challenge a penalty issued by the municipality, they would be able to use this process. Currently, the only way to challenge a municipal fine or penalty is to go through the Provincial Court system.

The process to challenge a municipal fine or penalty would be a two-levelled process. As a first step, at the request of the individual a Screening Officer (the Chief Administrative Officer or Clerk) would review the issues at hand and make a decision based on the facts. If the individual is not satisfied with the outcome of the Screening Officer Review, then they can request a Hearing Board of three community members be convened to consider



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Oct. 18 '21
Strategic Plan		

the issue. The decision of the Hearing Board would be the final step in the review and appeals process.

#### Implementation

All three by-laws will be brought before Council on November 1, 2021, for review and consideration. Staff would recommend an implementation date of January 1, 2022, for all three by-laws but this can be adjusted at the direction of Council.

The purpose for this timeline allows staff adequate time to create the policies, forms, and procedures in order to allow for a smooth implementation. It would allow time to recruit and train Committee Members. Lastly, it would provide more opportunity to educate the general public as property owners as well as additional Town departments and organizations who work with the Town.

#### **Alternatives:**

None.

#### **Financial Implications:**

None.

#### **Attachments:**

- None

*Submitted by:*

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Shawn Merriman  
Manager of Building and By-law Services

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Oct. 18 '21
Strategic Plan		

## STAFF REPORT TO COUNCIL

Report No. 101-2021

**Date:** October 18, 2021

**From:** Matthew Armstrong, CAO/Treasurer

**Re:** Modernization Initiatives

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### Recommendation:

That Council approve the following projects to be supported by the Modernization funding received from the Province of Ontario in 2019:

1. Water and Wastewater Treatment Plant SCADA Software for \$94,292 plus HST
2. Fire Radio Communications Repeater for \$36,365 plus HST
3. eScribe Internet Publishing Module for \$5,250 plus HST

### Background / Analysis:

Three projects have been identified as possible uses for the modernization funding received from the Province of Ontario in 2019. Each will address regulator and or safety requirements that will improve the level of service provided to residents.

#### Water & Wastewater Treatment Plant SCADA Software

The Water and Wastewater Treatment Plants are monitored and controlled by SCADA software. With Windows 7 no longer being supported by Microsoft, an entirely new version of the SCADA software needs to be installed and configured to ensure the continued operational functionality of the treatment plants. This upgrade will allow for the future programming of the sensors and equipment and is an essential part of the providing safe drinking water to Town residents. Without the upgrade no further sensors or equipment can be configured to work with the current system which would hamper the ability to run the plants efficiently and safely.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Oct. 18 '21
Strategic Plan		

- Water Treatment Plant Software & Labour \$32,272
- Wastewater Treatment Plant Software and Labour \$62,020

The total funding amount of \$94,292 would be put towards the software component of the upgrades while the water and wastewater reserves will support the remaining hardware and labour costs of the project.

#### Fire Radio Communications Repeater

Reliable radio communications has been an ongoing issue in various locations throughout the Town of Prescott for the Fire Department. Staff recently conducted radio field testing utilizing a used repeater provided by Mike Greig of Bearcom Communications to determine if the technology would solve the communication issues that are currently experienced. Significant improvement in signal strength and clarity was observed in areas where there were no prior communications were able to be established.

The used repeater is 10 years old, requires a firmware upgrade and has no warranty. A new mobile radio must be purchased to allow the repeater system to be compatible with our wireless headsets. The wireless headsets are used by the pump operator of the Aerial and the Pumper. The cost for the used repeater, new mobile, firm ware upgrade, and installation is \$24,235 + HST.

The cost of a new repeater, mobile radio, and installation would cost \$36,365 + HST. The new system would include a 4-year warranty. This system would not require the firm ware upgrade, support and service would be conducted by Bearcom.

Staff recommend the purchase a new communications repeater system to ensure reliable communications are in place and to improve the safety of our personnel.

#### eScribe Internet Publishing Module

The Town's current meeting manager software eScribe has an Internet Publishing module available. This module would allow for agendas to be published via eScribe directly to the website in HTML format, which is guaranteed accessible. The agenda would automatically be posted to the websites meeting calendar allowing for easy access by residents and interested parties.

Currently, agendas are in PDF format and posted in two locations on the website, the meeting calendar, and on the Agendas and Minutes page. eScribe's Internet Publishing

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Oct. 18 '21
Strategic Plan		

module would save time and provide Council and Committee agendas in an accessible format.

Ontario municipal websites are required to be compliant under the Accessibility for Ontarians with Disability Act and must file an accessibility compliance report by December 31, 2021.

The cost for implementing this additional module has an annual service fee of \$1,950 and a one-time fee of \$1,350 for implementation and set up. These prices will remain the same until the end of 2021. The one-time fee along with the first two years of the annual service fee would amount of \$5,250 plus HST.

#### **Alternatives:**

Council could decide to either not proceed with some or all of the projects outlined in this report.

#### **Financial Implications:**

The Town of Prescott received \$591,400 Municipal Modernization Funding from the Province of Ontario in 2019. This funding is intended to support small and rural municipalities in their modernization efforts to improve processes to provide more efficient services.

To date the funding is has been used to support the following initiatives:

- GIS based Building & Bylaw Software	\$50,400
- Joint Study Land Use and Economic Strategic Plan	\$82,742
- Transportation Pilot Program	\$10,000
- St. Lawrence Lodge Technology Modernization	\$18,917
- Server Hardware and Software Modernization	\$29,000
- Downtown Beautification Plan	\$50,000
- Traffic Study and Transportation Plan	\$30,000
- Website tool modernization	\$40,000

Subtotal	\$311,059
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		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Oct. 18 '21
Strategic Plan		

**Attachments:**

- None

*Submitted by:*

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Matthew Armstrong  
Chief Administrative Officer & Treasurer

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Oct. 18 '21
Strategic Plan		

## **STAFF REPORT TO COUNCIL**

**Report No. 102-2021**

**Date:** October 18, 2021

**From:** Matthew Armstrong, Chief Administrative Officer & Treasurer

**RE:** Indigenous Peoples Recognition

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### **Recommendation:**

That Council direct staff to paint 3 metre sections of the east and west ends of the Heritage Trail and the Centennial Park Trail in orange pavement paint and to work with South Grenville District High School to develop stencils that can be painted onto the orange sections to publicly recognize Indigenous Peoples.

### **Background/Analysis:**

At the Council meeting of October 4, 2021, public recognition of Indigenous Peoples was discussed. The options that have been developed are based on the use of the waterfront paths within Prescott to not only recognize the Indigenous Peoples that were here, but to tell part of their story as well.

3 metre sections at the east and west ends of two waterfront paths could be painted in orange before the end October. A teacher at South Grenville District High School has indicated that students could create meaningful stencils that could then be painted on top of the orange paint. If the stencils are completed while the weather is still warm enough, then they will be painted on this fall. If the timing and weather do not align, then the stencils will be painted on in the spring.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Oct. 18 '21
Strategic Plan		

## Heritage Trail



## Centennial Park





		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Oct. 18 '21
Strategic Plan		

To make the journey more interactive, staff will work to develop ideas throughout the winter months that help inform passersby of the history of Indigenous Peoples in Prescott and the area. This could include plaques, use of the north side of the south facing marina sign, or symbols such as the Algonquin Wayfinding Wheel that was recently installed in Ottawa O-Train stations and at City Hall



Algonquin Wayfinding Wheel installed at Pimisi Station.

In discussions with educators at South Grenville District High School there is interest in a potential project with an upcoming grade 9 Indigenous Art course starting in February 2022.

The Town has reached out to a number of local, regional, and provincial organizations to gain a full understanding of the appropriate and specific Indigenous Peoples that were in this area so that their story can be told.

## Alternatives



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Oct. 18 '21
Strategic Plan		

Council could direct staff to take other measures to publicly recognize Indigenous Peoples.

### **Financial Implications**

The cost to paint the 3 metre sections of walkway could be done internally by staff provided the weather cooperates. The stencils can be painted on by staff when they are ready and in coordination with the weather. These costs can be absorbed by the operating budget.

The cost of additional recognition initiatives such as plaques, signs, or symbols will be included in the development of the 2022 budget.

### **Attachments**

- None

*Submitted by:*

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Matthew Armstrong  
Chief Administrative Officer and Treasurer

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Oct. 18 '21
Strategic Plan		

## REPORT TO COUNCIL

**Date:** October 18, 2021

**Report No. 103-2021**

**From:** Dana Valentyne, Economic Development Officer

**RE:** My Main Street Funding Accelerator Program

### Recommendation:

That Council direct staff to proceed with applying to the My Main Street Program Accelerator stream for funding support for a Main Street Ambassador to secure local business grants and engage in community market research/analysis activities.

### Background / Analysis:

My Main Street is a \$23.25-million investment to help drive business and restore vibrancy to local communities across southern Ontario in the aftermath of COVID-19. My Main Street is a partnership between the Economic Development Council of Ontario and the Canadian Urban Institute, funded by the Government of Canada.

### Accelerator Program Stream

The My Main Street Local Business Accelerator will support the revitalization of communities by providing each with a through dedicated Main Street Ambassador(s), customized marketing research, data analysis and non-repayable funding contributions for small businesses.

Staff is recommending an application be submitted to the Accelerator program stream. If approved, the Town will receive a non-repayable contribution of \$50,000 towards the 12-month salary of a Main Street Ambassador for the identified area, along with a non-repayable contribution of \$7,500 to support local program delivery costs, such as hardware, local marketing, and delivery expenses. Prescott will also receive up to ten \$10,000 non-repayable contributions to support local businesses. Five non-repayable contributions are available for existing businesses, while five non-repayable contributions are available for new businesses.

Before programming begins, each participating main street community will undergo a detailed Community Market Profile, conducted, and paid for by My Main Street.





		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Oct. 18 '21
Strategic Plan		

Application submission dates:

- Accelerator Program = November 1, 2021

Funding Parameters/Period:

- Accelerator Program
  - o 12-month funding period between March 2022 – March 2023 for Prescott's application
  - o Up to \$57,500 in funding available for 65 main street projects

### Alternatives

Council could decide not to proceed with applying to the program at this time.

### Financial Implications:

The Accelerator program stream application will require an in-kind contribution on the part of the Town to support the fully funded Main Street Ambassador position. In-kind costs would include provisions such as workspace, office supplies and program administration/staff oversight. Funding available to be requested under this stream totals \$57,500 (\$50,000 for the 12-month ambassador salary & \$7,500 for program delivery costs).

### Attachments:

- MyMainStreet funding program guide

*Submitted by:*

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Dana Valentyne  
Economic Development Officer

MY MAIN STREET  
MA RUE PRINCIPALE

# LOCAL BUSINESS ACCELERATOR APPLICANT GUIDE



Partners



Canadian  
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Institute

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Urbain du  
Canada



Economic  
Developers  
Council  
of Ontario

Funded by

Canada

# LOCAL BUSINESS ACCELERATOR APPLICANT GUIDE

My Main Street Overview	3
My Main Street “Accelerator” Program Overview	3
Eligibility and Criteria	6
Application Scoring Matrix	8
Relevant Information	12
Typical Local Delivery Schedule	13

**Applications for the Local Business Accelerator will open October 1, 2021 and will close March 31, 2022 or when all funding has been allocated, whichever comes first.**

## QUESTIONS?

Please contact us at  
[ambassadors@mymainstreet.ca](mailto:ambassadors@mymainstreet.ca)

## MY MAIN STREET OVERVIEW

The My Main Street Program is a collaboration between the Economic Developers Council of Ontario (EDCO) and the Canadian Urban Institute (CUI) to help support the revitalization of 200 neighbourhoods across southern Ontario. My Main Street aims to revitalize neighbourhood main streets with a healthy retail mix while generating inclusive local economic opportunities. The program will feature two funding streams, the Main Street “Accelerator” Program Stream, and the Main Street “Activator” Program Stream. Applications for both program streams will begin in fall 2021, with non-repayable contributions distributed through the end of 2023.

My Main Street is built on the principles of community economic development to create vibrant and diverse neighbourhoods where all residents from all backgrounds share in the prosperity achieved through local small business ownership and employment. The program will take an inclusive approach to the idea of main streets, supporting areas that have commercial and community importance, and will provide targeted support for racialized neighborhoods and measures to reduce the barriers faced by underrepresented groups.

## MY MAIN STREET LOCAL BUSINESS ACCELERATOR PROGRAM OVERVIEW

The My Main Street Local Business Accelerator will support the revitalization of 65 main street through \$13.25 million of funding to communities by providing each with a through dedicated Main Street Ambassador(s), customized marketing research, data analysis and non-repayable funding contributions for small businesses.

At the heart of the My Main Street Local Business Accelerator are the Main Street Ambassadors. Main Street Ambassadors provide hands-on dedicated business advisory support to entrepreneurs along your main street project costs is expected.

By participating in the My Main Street Local Business Accelerator, participating communities unlock the following resources for their Main Street neighborhoods:

- **Main Street Ambassador non-repayable contribution**

Participating Main Street communities will receive a non-repayable contribution of \$50,000 towards the 12-month salary of a Main Street Ambassador for their neighbourhood.

- **Delivery support non-repayable contribution**

Participating Main Street communities will receive a non-repayable contribution of \$7,500 to support local program delivery costs, such as hardware, local marketing, and delivery expenses.

- **Local business non-repayable contributions**

Participating Main Street communities will receive up to ten \$10K non-repayable contributions to support local businesses. Five non-repayable contributions are available for existing businesses, while five non-repayable contributions are available for new businesses.

- **Community market profile**

Before programming begins, each participating main street community will undergo a detailed Community Market Profile, conducted and paid for by My Main Street. This will involve secondary market research to understand the community's trade area, its demographics, how residents spend their money, their mobility and how they consume media. It will also involve primary research that surveys the local community to understand what types of products and services are missing from their local community. The primary and secondary research will be used to target opportunities for rebuilding the participating Main Street.

- **Wrap-around business support**

With the community market profile completed, each Main Street Ambassador will focus on providing wrap-around community economic development support for both new and existing businesses.

- **Main Street Ambassador network**

Participating Main Street communities and their Main Street Ambassadors will have access to the My Main Street Ambassador Network, which will provide leadership, guidance, tools, resources and opportunities to share and amplify best practises and success stories.

A municipality can apply for multiple Main Street Ambassadors depending on their size. Each Main Street Ambassador will need to be focused on a defined geographic area within the municipality.

The following provides a breakdown of available non-repayable contributions depending on the size of each municipality:

POPULATION SIZE	MAIN STREET AMBASSADORS (Focused on a corresponding number of Main Street neighbourhoods)
Over 500 000	4 – 6
100,000 – 500,000	2 – 4
50,000 – 100, 000	1 – 2
Under 50,000  A total of at least 25 percent of the Main Street Ambassador non-repayable contributions will be reserved for communities under 50,000 in population.	1



## ELIGIBILITY AND CRITERIA

Main streets that were struggling prior to COVID-19 and/or have demographics that reflect equity-seeking communities will have preference in participating in the Main Street Local Business Accelerator program.

### In order to qualify for the My Main Street Local Business Accelerator Program: (Eligibility Criteria Checklist)

- Your project must occur within Southern Ontario, except for the City of Toronto



- Your application must be submitted by a:
  - Municipality, local or regional government
  - Business Improvement Area
  - Community based registered not-for-profit  
(i.e. a Chamber of Commerce or business support organization)
- \* Funding applications submitted by BIAs or community-based not-for-profits will require a letter of support from the municipality where the Local Business Accelerator program will be delivered.

- \* Municipal, BIA or community-based not-for-profits applying for the Local Business Accelerator Program will need to indicate additional funding and resources they plan to commit to the project with a minimum of 25 percent towards the project costs. Funding can take the form of in-kind or cash contributions.
- Your funding will be for a defined geographic area, for example, a commercial main street or central business district. *Funding cannot be used to support programming across municipal jurisdictions.*
- \* Main Streets can be defined expansively as clusters of independent businesses that are or have the potential to be hubs of commercial, social and cultural activity in a neighbourhood.
- A contribution of at least 25% towards staffing and project costs is expected.

**To support our mandate of driving business and restoring vibrancy to local communities' applications should aim too:**

- Identify how you will work with local Small Business Enterprise Centre and/or Community Futures Development Corporation, specifically how you can leverage local business support programming.
- Identify any other local community delivery partners, such as BIAs, service clubs or community economic development organizations.
- Identify how you will focus on recruiting entrepreneurs from equity-seeking communities, such as women, BIPOC, LGBTQ+ and disabled community members.



## APPLICATION SCORING MATRIX

ITEM	OPTIONS	REQUIREMENT
REQUIREMENTS		
Is the funding request for a community within southern Ontario?	Yes / No	Yes
Organization is a municipality or local not-for-profit organization?	Yes / No	Yes
Has the organization identified a clearly defined main street area or areas (if multiple Ambassadors requested) for delivery?	Yes / No	Yes
Is the local municipality supportive of the application?	Yes / No	Yes
Has the organization identified additional funds it will contribute towards the project?	Yes / No	Yes
Has the organization identified its ability to start and deliver the project within the required timelines?	Yes / No	Yes
Does the organization have the capability and track record to deliver the project?	Yes / No	Yes

COMMUNITY NEED		
Were the identified Main Street(s) suffering pre-COVID-19?	5 – Yes 3 – Partially 0 – No / Not Answered	
Do the identified main street community(s) include demographics from equity seeking communities?	5 – 50% + Indigenous, racialized communities, women or LGBTQ+ 3 – 25% + Indigenous, racialized communities, women or LGBTQ+ 1 – 5% + Indigenous, racialized communities, women or LGBTQ+ 0 – No / Not Answered	
Has the organization identified clear objectives for the recovery of their main street(s)?	5 – Yes 3 – Partially 0 – No / Not Answered	
		Total must equal 10:

## COMMUNITY PARTNERSHIPS

Has the organization identified community partners to assist in the project (i.e. BIA, service clubs, etc.)?	<p>5 – 2 to 5 partners.</p> <p>2 – 1 partner.</p> <p>0 – No partners / Not Answered</p>	
Has the organization identified their Small Business Enterprise Centre (SBEC) and/or Canadian Future Development Centre (CFDC) as a partner?	<p>5 – Yes.</p> <p>0 – No partners / Not Answered</p>	
Has the organization identified how it will hire a Main Street Ambassador with a connection to the local community?	<p>5 – yes and focus on a equity seeking members.</p> <p>3 – yes, but not identified approach for equity seeking members.</p> <p>0 – No / Not Answered.</p>	
		Total must equal 10:

OVERALL SCORE		
Organization has a “Yes” for all requirements?	Yes / No	Yes
Score – Community Needs		10
Score – Community Partnerships		10
Approved	Yes / No	Yes

## RELEVANT INFORMATION

- Each Main Street Ambassador can provide service to approximately 100 to 200 businesses.
- Host organizations will receive an allocation of \$7,500 to support local program delivery costs, such as hardware, (ie. email, laptop and internet access) local marketing, and delivery expenses (i.e. travel, local event delivery, etc.)
- Applicants whose funding requests have been denied will be able to resubmit their applications after addressing feedback from My Main Street.
- To receive payment, recipients will be required to submit their expenses and attest to labour costs they have covered through a reporting process.
- My Main Street will provide the overall framework for delivery, while also providing access to shared resources, such as the HubSpot CRM for tracking engagements and Microsoft Teams for collaborating with other Main Street Ambassadors. My Main Street will also provide shared marketing materials and campaigns to publicize, reinforce and amplify the My Main Street program.

## TYPICAL LOCAL DELIVERY SCHEDULE

A typical local delivery schedule for Main Street Ambassadors will be as follows.

MONTH	WORK PLAN	DELIVERABLES
Month #1	<ul style="list-style-type: none"> <li>• Main Street Ambassador Training.</li> <li>• Complete Community Market Profile.</li> <li>• Walk the street and engage all businesses in the identified main street area, with a focus on meeting them, learning more about their business, gathering insight on opportunities, and sharing available support.</li> </ul>	<ul style="list-style-type: none"> <li>• Training session for Main Street Ambassadors.</li> <li>• Community Market Profile.               <ul style="list-style-type: none"> <li>• Database of local businesses entered into the Hubspot CRM.</li> <li>• Record advice and referrals to existing businesses in HubSpot.</li> </ul> </li> </ul>
Month #2	<ul style="list-style-type: none"> <li>• Share results of Community Market Profile.</li> <li>• Complete Neighbourhood Case Study.               <ul style="list-style-type: none"> <li>• Begin recruitment of entrepreneurs to fill market gaps identified in Community Market Profile.</li> <li>• Engage existing businesses to complete Market Research Reports.</li> <li>• Engage with local businesses to share available support, while providing advice and insight to support their businesses.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Neighbourhood Meeting – Community Market Profile &amp; Entrepreneur Recruitment.</li> <li>• Recruit at least 5 existing businesses to undertake Market Research Reports.               <ul style="list-style-type: none"> <li>• Record advice and referrals to existing businesses in HubSpot.</li> </ul> </li> </ul>

Month #3	<ul style="list-style-type: none"> <li>• Intake for Business non-repayable contributions for Existing Businesses.</li> <li>• Ongoing recruitment and support of entrepreneurs to fill market gaps identified in the Community Market Profile.</li> <li>• Engage existing businesses to complete Market Research Reports.</li> <li>• Engage with local businesses to share available support, while providing advice and insight to support their businesses.</li> </ul>	<ul style="list-style-type: none"> <li>• Recruit at least 5 existing businesses to undertake Market Research Reports.</li> <li>• Recruit at least 5 existing businesses to apply for Business non-repayable contributions.</li> <li>• Record advice and referrals to existing businesses in HubSpot.</li> </ul>
Month #4	<ul style="list-style-type: none"> <li>• Approve business community non-repayable contributions for Existing Businesses.</li> <li>• Engage with local businesses to share available support, while providing advice and insight to support their businesses.</li> <li>• Support prospective entrepreneurs in developing and refining their business models.</li> </ul>	<ul style="list-style-type: none"> <li>• Approve at least 5 existing business community non-repayable contributions.</li> <li>• Record advice and referrals to existing businesses in HubSpot.</li> <li>• Identify up to 5 new businesses for the Main Street area.</li> </ul>

Month #5	<ul style="list-style-type: none"> <li>• Engage with local businesses to share available support, while providing advice and insight to support their businesses.</li> <li>• Support new entrepreneurs in getting their operations started.</li> <li>• Work with new entrepreneurs to submit applications for My Main Street's business non-repayable contributions.</li> </ul>	<ul style="list-style-type: none"> <li>• Record advice and referrals to existing businesses in HubSpot.</li> <li>• Record advice and support for new businesses in HubSpot.</li> </ul>
Month #6	<ul style="list-style-type: none"> <li>• Engage with local businesses to share available support, while providing advice and insight to support their businesses.</li> <li>• Support new entrepreneurs in getting their operations started.</li> <li>• Work with new entrepreneurs to submit applications for My Main Street Business non-repayable contributions. Work with My Main Street Marketing Manager to identify and create local case studies.</li> </ul>	<ul style="list-style-type: none"> <li>• Record advice and referrals to existing businesses in HubSpot.</li> <li>• Record advice and support for new businesses in HubSpot.</li> </ul>



Month #7	<ul style="list-style-type: none"> <li>• Engage with local businesses to share available support, while providing advice and insight to support their businesses.</li> <li>• Support new entrepreneurs in getting their operations started.</li> <li>• Approve business non-repayable contributions for new businesses.</li> <li>• Approve business non-repayable contributions for Existing Businesses (if more than five applications and less than five new businesses identified).</li> <li>• Work with My Main Street Marketing Manager to identify and create local case studies.</li> </ul>	<ul style="list-style-type: none"> <li>• Record advice and referrals to existing businesses in HubSpot.</li> <li>• Record advice and support for new businesses in HubSpot.</li> <li>• Approve non-repayable contributions for new businesses.</li> <li>• Approve non-repayable contributions for existing businesses (if available).</li> <li>• Complete at least 1 business case study.</li> </ul>
Month #8	<ul style="list-style-type: none"> <li>• Engage with local businesses to share available support, while providing advice and insight to support their businesses.</li> <li>• Support new entrepreneurs in getting their operations started.</li> <li>• Work with My Main Street Marketing Manager to identify and create local case studies.</li> </ul>	<ul style="list-style-type: none"> <li>• Record advice and referrals to existing businesses in HubSpot.</li> <li>• Record advice and support for new businesses in HubSpot.</li> <li>• Complete at least 1 business case study.</li> </ul>

Month #9	<ul style="list-style-type: none"> <li>• Engage with local businesses to share available support, while providing advice and insight to support their businesses.</li> <li>• Support new entrepreneurs in getting their operations started.</li> <li>• Work with My Main Street Marketing Manager to identify and create local case studies.</li> </ul>	<ul style="list-style-type: none"> <li>• Record advice and referrals to existing businesses in HubSpot.</li> <li>• Record advice and support for new businesses in HubSpot.</li> <li>• Complete at least 1 business case study.</li> </ul>
Month #10	<ul style="list-style-type: none"> <li>• Engage with local businesses to share available support, while providing advice and insight to support their businesses.</li> <li>• Support new entrepreneurs in getting their operations started.</li> <li>• Work with My Main Street Marketing Manager to identify and create local case studies.</li> </ul>	<ul style="list-style-type: none"> <li>• Record advice and referrals to existing businesses in HubSpot.</li> <li>• Record advice and support for new businesses in HubSpot.</li> <li>• Complete at least 1 business case study.</li> </ul>

Month #11	<ul style="list-style-type: none"> <li>• Engage with local businesses to share available support, while providing advice and insight to support their businesses.</li> <li>• Support new entrepreneurs in getting their operations started.</li> <li>• Work with My Main Street Marketing Manager to identify and create local case studies.</li> </ul>	<ul style="list-style-type: none"> <li>• Record advice and referrals to existing businesses in HubSpot.</li> <li>• Record advice and support for new businesses in HubSpot.</li> <li>• Complete at least 1 business case study.</li> </ul>
Month #12	<ul style="list-style-type: none"> <li>• Engage with local businesses to share available support, while providing advice and insight to support their businesses.</li> <li>• Support new entrepreneurs in getting their operations started.</li> </ul>	<ul style="list-style-type: none"> <li>• Record advice and referrals to existing businesses in HubSpot.</li> <li>• Record advice and support for new businesses in HubSpot.</li> </ul>

## QUESTIONS?

Please contact us at [ambassadors@mymainstreet.ca](mailto:ambassadors@mymainstreet.ca)

**THE CORPORATION OF THE  
TOWN OF PRESCOTT**

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**BY-LAW NO. 45-2021**

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE COUNCIL  
MEETING HELD ON OCTOBER 18, 2021**

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**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 18<sup>th</sup> DAY OF OCTOBER, 2021.**

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**Mayor**

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**Clerk**