



PRESCOTT TOWN COUNCIL
AGENDA

March 21, 2022

6:00 pm

Virtual Meeting

Our Mission:

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

Pages

1. Call to Order

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

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

2. Approval of Agenda

RECOMMENDATION

That the agenda for the Council meeting of March 21, 2022 be approved as presented.

3. Declarations of Interest

4. Presentations

5. Delegations

6. Minutes of the previous Council meetings

RECOMMENDATION

That the Council minutes dated March 7, 2022 be accepted as presented.

7. Communications & Petitions

8. Consent Reports

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

RECOMMENDATION

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

8.1. Information Package (under separate cover)

8.2. Staff Report 30-2022 - 2021 Annual Drinking Water Quality Report

14

RECOMMENDATION

That Council accept the 2021 Annual Drinking Water Quality Report.

8.3. Staff Report 31-2022 - 2021 Prescott Wastewater System Annual Report

27

RECOMMENDATION

That Council accept the 2021 Annual Wastewater System report.

9. Committee Reports

10. Mayor

11. Outside Boards, Committees and Commissions

12. Staff

12.1. Staff Report 32-2022 - 2022 Community Grant Recommendations - Intake #1

66

RECOMMENDATION

That Council approve the 2022 Community Grant Allocation Recommendations for Intake #1, totaling \$41,600 as outlined in Staff Report 32-2022.

12.2.	Staff Report 33-2022 - Official Plan Review - Statutory Public Open House	70
	RECOMMENDATION	
	That Council direct staff to schedule the Statutory Public Open House for the Official Plan Review prior to the end of April 2022.	
12.3.	Staff Report 34-2022 - Information Technology Maintenance and Support - Request for Proposal Results	73
	RECOMMENDATION	
	That Council direct staff to enter into a three year contract with Onserve for the provision of Information Technology Maintenance and Support for the Town of Prescott.	
12.4.	Staff Report 35-2022 - Improving Monitoring and Public Reporting of Sewage Overflows and Bypass Program Funding	76
	RECOMMENDATION	
	For information.	
12.5.	Staff Report 36-2022 - Community Improvement Plan Amendments	84
	RECOMMENDATION	
	That Council direct staff to undertake a comprehensive review of the Community Improvement Plan Program and bring forward amendments and recommendations to the Planning Advisory Committee for consideration, in accordance with Part IV of the <i>Planning Act, R.S.O. 1990</i> , as amended.	
12.6.	Staff Report 37-2022 - 2022 Operational Budget	86
	RECOMMENDATION	
	That Council approved the 2022 Operating Budget with total revenues and expenditures of \$10,042,035, and	
	That Council approve the 2022 Water and Wastewater Budget with total revenues and expenditures of \$2,939,397, and	
	That Council approve that the final property tax payment for 2022 shall be split into two equal payments due August 31, 2022 and October 31, 2022.	
12.7.	Staff Report 38-2022 - 2022 Capital and Operating Projects Budget	90
	RECOMMENDATION	

That Council approve the 2022 Capital and Operating Projects Budget as outlined in Staff Report 38-2022.

13. Resolutions

13.1. Notice of Surplus Land

RECOMMENDATION

That Council declare the vacant real property located north of the CN Rail line and south of Churchill Road from Boundary Street to Claxton Terrace, as surplus to the needs of the Corporation of the Town of Prescott; and

That the subject property be used for the purpose of future residential development that maintains a portion for public access to park space, and provides for a multi-use path connecting Boundary Street with Claxton Terrace; and

That staff be directed to proceed with the notice provisions of By-Law 16-1995 for a period of 30 days.

14. By-laws

14.1. Restricted Authority Council Period ("Lame Duck")

94

RECOMMENDATION

That By-Law 12-2022, being a by-law to delegate authorities during a restricted authority Council period ("Lame Duck") for the Town of Prescott be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

14.2. Transfer Payment Agreement - Minister of Environment, Conservation and Parks

96

RECOMMENDATION

That By-Law 13-2022, being a by-law to authorize the signing of terms and conditions for the Improving Monitoring and Public Reporting of Sewage Overflows and Bypasses Program as provide by Her Majesty the Queen in Right of Ontario as represented by the Minister of Environment, Conservation and Parks, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

14.3. River Route Transit Service - Establishing By-Law

101

RECOMMENDATION

That By-Law 14-2022, being a by-law to authorize the execution of an agreement with Her Majesty The Queen In Right of the Province of Ontario as represented by the Minister of Transportation for the Province of Ontario - Dedicated Gas Tax Funds, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

- 14.4. 2022 Estimates By-Law** 103

RECOMMENDATION

That By-Law 15-2022, being a by-law to adopt the estimates for the sums required during the year 2022 for general purposed of the Corporation of the Town of Prescott, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

- 14.5. 2022 Tax Ratios By-Law** 106

RECOMMENDATION

That By-Law 16-2022, being a by-law to adopt tax rates for municipal purposes for the year 2022, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

- 14.6. 2022 Tax Rates By-Law** 108

RECOMMENDATION

That By-Law 17-2022, being a by-law to adopt tax rates for municipal purposes for the year 2022, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

- 14.7. 2022 Capping Thresholds By-Law** 112

RECOMMENDATION

That By-Law 18-2022, being a by-law to adopt optional tools for the purposes of administering limits for the commercial, industrial, and multi-residential property classes for the year 2022, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

- 15. New Business**

- 16. Notices of Motion**

- 17. Mayor's Proclamation**

18. Closed Session

RECOMMENDATION

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

18.1 Approval of Closed Session Minutes

18.2 Purchase & Sale

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

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

19. Rise and Report

20. Confirming By-Law – 19-2022

115

RECOMMENDATION

That By-Law 19-2022, being a by-law to confirm the proceedings of the Council meeting held on March 21, 2022, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

21. Adjournment

RECOMMENDATION

That the meeting be adjourned to Monday, April 4, 2022. (Time: p.m.)



PRESCOTT TOWN COUNCIL

MINUTES

Monday, March 7, 2022

6:00 p.m.

Virtual Meeting

Present	Mayor Brett Todd, Councillor Teresa Jansman, Councillor Lee McConnell, Councillor Mike Ostrander, Councillor Gauri Shankar, Councillor Ray Young
Staff	Matthew Armstrong, CAO/Treasurer, Lindsey Veltkamp, Director of Administration/Clerk, Dana Valentyne, Economic Development Officer, Shawn Merriman, Manager of Building and Bylaw Services, Kaitlin Mallory, Deputy Clerk, Samantha Joudoin-Miller, Manager of Community Services

1. Call to Order

Mayor Todd began the meeting by acknowledging that we are meeting on the aboriginal land that has been inhabited by Indigenous peoples.

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

He then called the meeting to order at 6:05 p.m.

Councillor Burton sent her regrets for the meeting.

2. Approval of Agenda

Motion 46-2022

Moved By Shankar

Seconded By McConnell

That the agenda for the Council meeting of March 7, 2022 be approved as presented.

Carried

3. Declarations of Interest

There were no declarations of interest.

4. Presentations

There were no presentations.

5. Delegations

There were no delegations.

6. Minutes of the previous Council meetings

6.1 February 22, 2022

Motion 47-2022

Moved By Young

Seconded By Ostrander

That the Council minutes dated February 22, 2022, be accepted as presented.

Carried

Councillor McConnell stated that he had notified the Clerk of an error in the minutes and that the error had been corrected.

7. Communications & Petitions

There were no communications and petitions.

8. Consent Reports

Motion 47-2022

Moved By Ostrander

Seconded By Jansman

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. Prescott Police Services Board Meeting Minutes – January 27, 2022
2. United Counties of Leeds and Grenville Media Release re: County Road 43 Widening
3. Leeds, Grenville & Lanark District Health Unit Weekly Zoom Call Notes – February 18, 2022 & February 25, 2022
4. Leeds, Grenville & Lanark District Health Unit Board of Health Meeting Summary – February 24, 2022
5. Live Well Alongside COVID-19 Advertisement from Leeds, Grenville & Lanark District Health Unit
6. Norfolk County Resolution of Support re: Year of the Garden Proclamation

8.2 Staff Report 23-2022 - Statement of Remuneration and Expenses - Members of Council 2021

Recommendation:

That Council receive this report for information as the annual disclosure of 2021 remuneration and expenses paid to members of Council, as per Section 284 of the *Municipal Act*.

Carried

9. Committee Reports

There were no committee reports.

10. Mayor

Mayor Todd thanked staff and members of Council for attending the Ukrainian flag raising ceremony held on Saturday. He thanked Pamela Ann Moffatt for performing and thanked the public that attended and watched online.

11. Outside Boards, Committees and Commissions

Councillor Jansman had nothing to report.

Councillor McConnell spoke to his attendance at the flag raising ceremony.

Councillor Ostrander spoke to his attendance at Bernie Currier's funeral service.

Discussion was held regarding Mr. Currier's years of service as a Councillor and his contributions to the community.

Councillor Shankar thanked the Operations department for snow removal.

Councillor Young had nothing to report.

12. Staff

12.1 Staff Report 24-2022 - 2022 Fort Town Night Run and Steam Punk Festival Update

Motion 48-2022

Moved By Young

Seconded By McConnell

That Council direct staff to request that the Greater Fort Town Area Charity cover half of the requested in-kind cost; and

That staff be directed to work with the organizers to find additional cost saving measures.

Carried

Samantha Joudoin-Miller, Manager of Community Services, spoke to the report. She referenced the total in-kind donation request and provided Council with a breakdown of the request.

Discussion was held regarding the overtime expense of staff, the potential to have the organization offset the overtime, requesting that the organization submit a financial statement following the event, and the use of staff during the event.

Further discussion was held regarding concerns surrounding the use of municipal washrooms and the option to allow staff to negotiate with the organizers regarding cost saving measures.

12.2 Staff Report 25-2022 - Community Awards

Motion 49-2022

Moved By Young

Seconded By Jansman

That Council appoint the following three members of Council to the Business, Citizen & Volunteer of the Year Awards Selection Panel:

Councillor McConnell

Councillor Ostrander

Vacant

Carried

Lindsey Veltkamp, Director of Administration/Clerk, spoke to the report.

Discussion was held regarding recognizing Candy Alexander at the ceremony, the inclusion of past nominations submitted, and offering the third panel spot to Councillor Burton.

12.3 Staff Report 26-2022 - Restricted Acts of Council ("Lame Duck")

Motion 50-2022

Moved By McConnell

Seconded By Young

That Council receive this report for information; and

That the Municipal Clerk be directed to prepare the necessary by-law, for the next meeting of Council, delegating authority to the Chief Administrative Officer and Treasurer from August 19, 2022 to November 14, 2022 to:

1. Be the financial signing authority for expenditures, outside the current budget, exceeding \$50,000 and/or for the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
2. Be the authority to appoint/remove any officer and for the hiring/dismissal of any employee of the Town of Prescott; and

That this by-law shall come into force only in the event that it is determined by the Municipal Clerk that Council is in a "Lame Duck" position.

Carried

Lindsey Veltkamp, Director of Administration/Clerk, spoke to the report.

12.4 Staff Report 27-2022 - Use of Corporate Resources for Election Purposes Policy

Lindsey Veltkamp, Director of Administration/Clerk, spoke to the report.

12.5 Staff Report 28-2022 - RFP R001-2022 - 175 King Street West Prescott, ON

Motion 51-2022

Moved By Young

Seconded By Shankar

That Council approve the selection of Glenview Iron and Metal for the demolition of the building located at 175 King Street West in Prescott at a cost of \$65,000.00 plus applicable tax; and

That the charges and costs related to this project be added to the property owner's tax account as requested by the owner and required through agreement with the owner.

Carried

Shawn Merriman, Manager of Building & By-Law, spoke to the report. He provided details on the current deterioration of the building and the past work that had been done without a building permit.

Discussion was held regarding the timeline for the completion of demolition of the building, the requirement of obtaining a demolition and road closure permits, the condition of the property following the demolition, and the agreed upon timeline for the repayment of the demolition.

Further discussion was held regarding environmental testing and under what circumstances the testing is required.

12.6 Staff Report 29-2022 - RiverWalk Promenade

Motion 52-2022

Moved By Jansman

Seconded By Shankar

That Council endorses the closure of Edward St. from King St. to Water St. from Friday, July 1st to Sunday, July 3rd, 2022, and Friday, July 29th to Sunday, July 31st, 2022, to accommodate the installation of a pedestrian mall pilot project to be known as the "RiverWalk District Promenade".

Carried

Dana Valentyne, Economic Development Officer, spoke to the report. She referenced the discussions with neighbouring businesses regarding the location, the positive response from the businesses regarding the pilot project, and the new suggested dates for the pilot project.

Discussion was held regarding the inclusion of the Civic Holiday weekend dates, the opportunity to allow for feedback following the suggested dates, and staff bringing back a report to Council following the first closure to update Council on the project.

Further discussion was held regarding informing the Fire Department and the United Counties of the project dates.

12.7 2022 Project Budget Review and Alignment

Matthew Armstrong, CAO/Treasurer, spoke to the PowerPoint Presentation. A copy of the presentation is held on file. He outlined the approved projects and spoke to the next steps in the budget process.

Discussion was held regarding the current projects listed, the solar lighting along the Heritage Path, the solar lights that were put aside for the skating trail, and the break wall concerns.

12.8 2022 Budget Operational Budget Review and Alignment

Matthew Armstrong, CAO/Treasurer, spoke to the PowerPoint Presentation. A copy of the presentation is held on file. He referenced the timeline associated with the Operational Budget development, the revenues and expenses, and the budget alignment with the Strategic Plan.

Discussion was held regarding the number of projects and accomplishments, the alignment of the projects to the Strategic Plan, the key major influencers of the budget, and the number of projects completed.

Mayor Todd requested that a report be brought back to Council that outlines how the budget aligns with the strategic plan and issuing a press release following the final approval of the budget.

Samantha Joudoin-Miller, Manager of Community Services, left the meeting at 7:27 p.m.

Further discussion was held regarding the budgeted amount for the Downtown beautification project, providing an update to Council regarding the vacant property on King Street following the demolition, and the suggested 2.85% tax increase, which would include a dedicated 1% to infrastructure.

13. Resolutions

13.1 Notice of Surplus Land

Motion 53-2022

Moved By Shankar

Seconded By Young

That Council declare the real property located along Boundary Street, directly south of the CN Rail line, as surplus to the needs of the Corporation of the Town of Prescott; and

That the subject property be used for the purpose of future residential development that maintains a portion for public access to park space, provides for a multi-use path connecting Boundary Street with Duke Street, and provides adequate buffering to the residential properties to the south of the subject property; and

That staff be directed to proceed with the notice provisions of By-Law 16-1995 for a period of 30 days.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the resolution. He referenced the process going forward for the surplus property.

Discussion was held regarding adding more property to the surplus needs to the Town.

Matthew Armstrong, CAO/Treasurer, spoke to an unsolicited offer received by the Town which prompted the resolution and stated that no agreement has been made.

Further discussion was held regarding the notice provision has been extended to 30 days which is a longer time period to provide for public

feedback, the need for housing developments in Town, and the designated parkland and respecting existing homeowners nearby the property.

Council recessed at 7:37 p.m.

Council resumed at 7:47 p.m.

14. By-laws

14.1 Multi-Use Recreation Complex Debenture By-Law

Motion 54-2022

Moved By McConnell

Seconded By Young

That By-Law 09-2022, being a by-law to authorize certain new Capital Work(s) of the Corporation of the Town of Prescott (The Municipality); to authorize the submission of an application to Ontario Infrastructure and Lands Corporation ("OILC") for financing of such Capital Work(s); to authorize temporary borrowing from Capital Work(s); and to authorize long-term borrowing for such Capital Work(s) through the issue of debentures to OILC, 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 by-law.

14.2 Sidewalk Plow Debenture By-Law

Motion 56-2022

Moved By Young

Seconded By Ostrander

That By-Law 10-2022, being a by-law to approve the submission of an application to Ontario Infrastructure and Lands Corporation ("OILC") for the long-term financing of certain capital works(s) of the Corporation of the Town of Prescott (The Municipality); and to authorize entering into a rate

offer letter agreement pursuant to which the municipality will issue debentures to OILC, 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 by-law.

Discussion was held regarding the previous purchase of a sidewalk plow.

15. New Business

There was no new business.

16. Notices of Motion

There were no notices of motion.

17. Mayor's Proclamation

There was no Mayoral Proclamation.

18. Closed Session

Motion 57-2022

Moved By Shankar

Seconded By Ostrander

That Council move into Closed Session at 8:04 p.m. to discuss matters pertaining to:

18.1 Approval of Closed Session Minutes

18.2 Purchase & Sale

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

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

Carried

19. Rise and Report

During the Closed Session Council approved Item 18.1 - Closed Session minutes and provided staff direction on Item 18.2 - Purchase & sale

20. Confirming By-Law – 11-2022

Motion 58-2022

Moved By Ostrander

Seconded By McConnell

That By-Law 11-2022, being a by-law to confirm the proceedings of the Council meeting held on March 7, 2022, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

21. Adjournment

Motion 59-2022

Moved By Young

Seconded By Shankar

That the meeting be adjourned to Monday, March 21, 2022. (Time: 8:29 p.m.)

Carried

Mayor

Clerk

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 21 '22
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 30-2022

Date: March 21, 2022

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

Re: 2021 Annual Drinking Water Quality Report

Recommendation:

That Council accept the 2021 Annual Drinking Water Quality Report.

Background / Analysis:

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

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

The attached ADWQR provides a summary of the legislation requirements under the Act, and includes a summary of any non-compliance incidents, flow rates, regulatory sample results summary, and a major maintenance summary. In 2021, there were no non-compliance incidents to report.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 21 '22
Strategic Plan		

Alternatives:

None

Financial Implications:

None

Environmental Implications:

None

Attachments:

- 2021 Drinking Water System Annual Report

Submitted by:

Matthew Armstrong
Chief Administrative Office & Treasurer

Town of Prescott Drinking Water System

Waterworks # 220001245
System Category – Large Municipal Residential

Annual Report

Reporting Period of January 1st – December 31st 2021

Issued: February 18, 2022

Revision: 0

Operating Authority:



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

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Report Availability

As the Town of Prescott's drinking water system is considered a large municipal residential system under O. Reg. 170/03, this report must be made available to the public. It can be found at the Town Hall located at 360 Dibble Street West, Prescott, Ontario and on the Town website (www.prescott.ca).

Compliance Report Card

Compliance Event	# of Events
Ministry of Environment Inspections	1
Ministry of Labour Inspections	0
QEMS External Audit	1
AWQI's/BWA	1
Non-Compliance	0
Spills	0
Watermain Breaks	3

System Process Description

Raw Source

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

Treatment

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

Distribution

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

Treatment Chemicals used during the reporting year

Chemical Name	Use	Supplier
Aluminum Sulphate	Coagulant	Chemtrade
Hydrofluosilicic Acid	Fluoride	Brenntag
Sodium Hypochlorite	Disinfection	Lavo

Summary of Non-Compliance

Adverse Water Quality Incidents

Date	AWQI #	Location	Details	Legislation	Corrective Action Taken
09/09/2021	155494	198 James St W	Lead MAC exceedance – 11.3 ug/L	Reg 170, Sch 15	Re-sample result 9.89 ug/L, below MAC. Results communicated to MOH, Town, and residents

Non-Compliance

Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
None to report.				

Non-Compliance Identified in a Ministry Inspection

Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
None to report.				

Flows

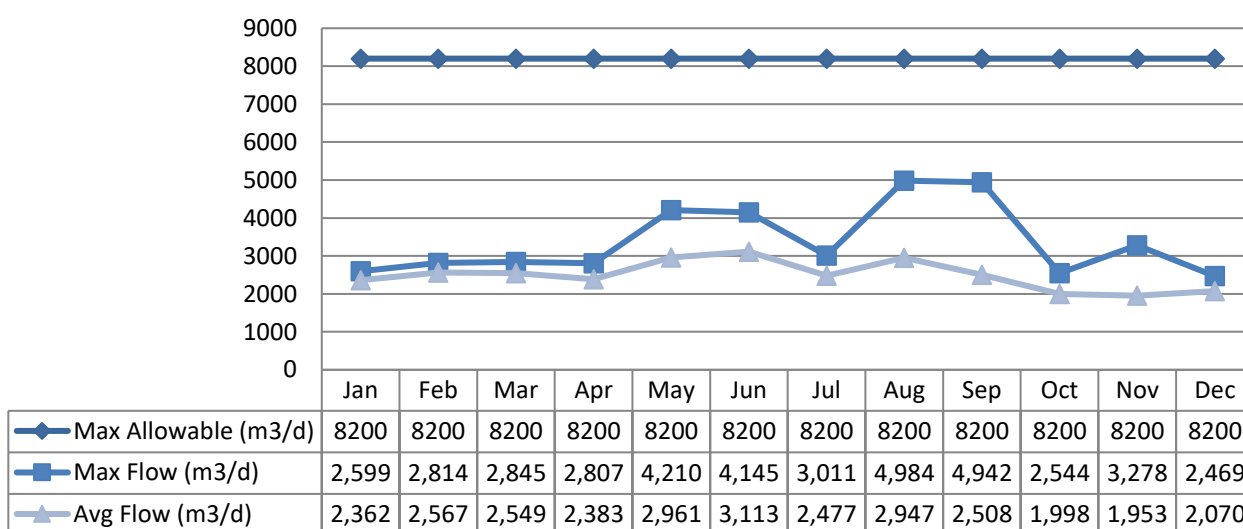
Prescott's drinking water system is operating on average under half the rated capacity.

Raw Water Flows

Raw water flows are regulated under the Permit to Take Water (PTTW). Raw flow data for 2021 was submitted to the Ministry electronically under Permit #5506-9RMLKE. The submission confirmation can be found attached in Appendix A.

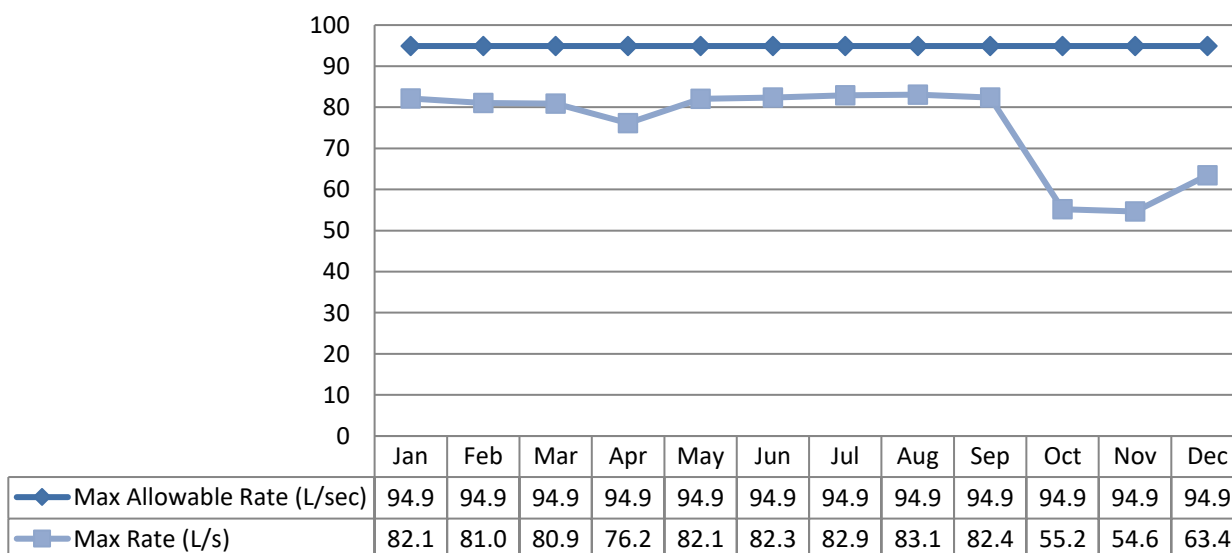
Raw Flows

Max. Allowable Flow - PTTW



Maximum Flow Rates

Max. Allowable Rate - PTTW

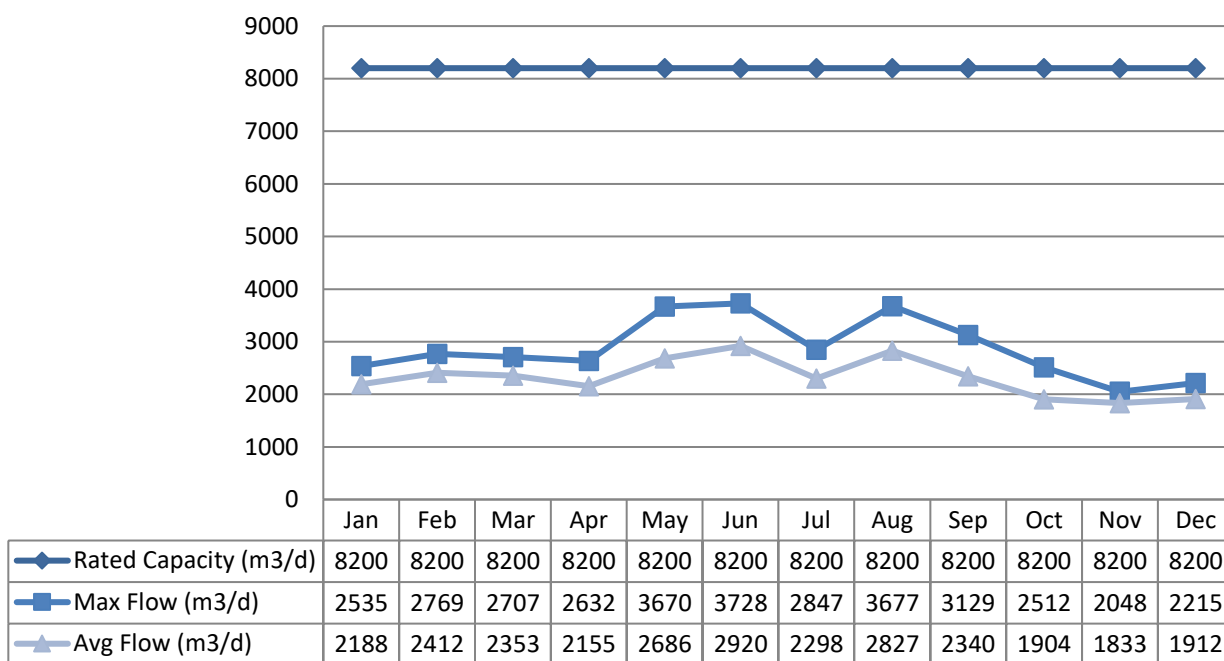


Treated Water Flows

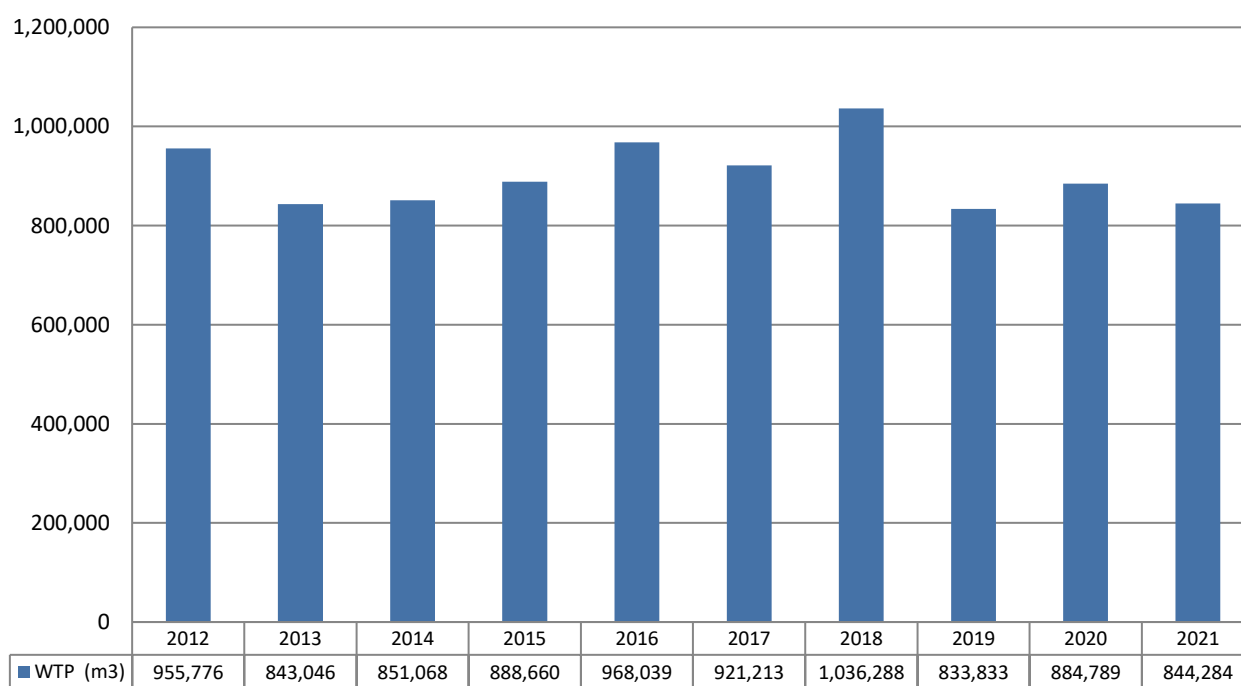
Treated water flows are regulated under the Municipal Drinking Water Licence (MDWL).

Treated Flows

Rated Capacity - MDWL



Annual Total Flow Comparison



Regulatory Sample Results Summary

Microbiological Testing

	No. of Samples Collected	Range of E.Coli Results		Range of Total Coliform Results		Range of HPC Results	
		Min	Max	Min	Max	Min	Max
Raw Water	52	0	0	0	30	n/a	n/a
Treated Water	52	0	0	0	0	10	30
Distribution Water	209	0	0	0	0	10	80

Operational Testing

	No. of Samples Collected	Range of Results		
		Minimum	Average	Maximum
Turbidity (NTU) - RW	8760	N/A	1.02	6.87
Turbidity (NTU) - TW	8760	N/A	0.06	1.39
Turbidity (NTU) - Filt1	8760	N/A	0.03	0.95
Turbidity (NTU) - Filt2	8760	N/A	0.03	0.70
Turbidity (NTU) - Filt3	8760	N/A	0.07	0.44
Free Chlorine Residual (mg/L) - TW	8760	1.18	1.66	5.00
Free Chlorine Residual, On-Line (mg/L) - DW	8760	0.48	1.39	2.07
Free Chlorine Residual, In-House (mg/L) - DW	209	0.35	N/A	1.86
Fluoride Residual (mg/L) - TW	8760	0.00	0.52	1.16

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

Inorganic Parameters

These parameters are tested as a requirement under O. Reg. 170/03. Sodium and Fluoride are required to be tested every 60 months. Nitrate and Nitrite are tested quarterly and metals are tested annually as required under O. Reg. 170/03. In the event any parameter exceeds half the maximum allowable concentration the parameter is required to be sampled quarterly.

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

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
Treated Water					
Antimony: Sb (ug/L) - TW	2021/01/12	0.1	6.0	No	No
Arsenic: As (ug/L) - TW	2021/01/12	0.3	10.0	No	No
Barium: Ba (ug/L) - TW	2021/01/12	22.0	1000.0	No	No
Boron: B (ug/L) - TW	2021/01/12	22.0	5000.0	No	No
Cadmium: Cd (ug/L) - TW	2021/01/12	<MDL 0.02	5.0	No	No
Chromium: Cr (ug/L) - TW	2021/01/12	<MDL 2.0	50.0	No	No
Mercury: Hg (ug/L) - TW	2021/01/12	<MDL 0.02	1.0	No	No
Selenium: Se (ug/L) - TW	2021/01/12	<MDL 1.0	50.0	No	No

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
Uranium: U (ug/L) - TW	2021/01/12	0.21	20.0	No	No
Additional Inorganics					
Nitrite (mg/L) - TW	2021/01/18	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW	2021/04/12	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW	2021/07/12	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW	2021/10/19	<MDL 0.1	1.0	No	No
Nitrate (mg/L) - TW	2021/01/18	0.3	10.0	No	No
Nitrate (mg/L) - TW	2021/04/12	0.3	10.0	No	No
Nitrate (mg/L) - TW	2021/07/12	0.2	10.0	No	No
Nitrate (mg/L) - TW	2021/10/19	0.2	10.0	No	No
Sodium: Na (mg/L) - TW	2019/01/14	15.9	20.0	n/a	n/a

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

Schedule 15 Sampling:

The Schedule 15 Sampling is required under O. Reg. 170/03. This system is under a reduced sampling schedule. No plumbing samples were collected.

Distribution System	Number of Sampling Points	Number of Samples	Range of Results		MAC (ug/L)	Number of Exceedances
			Minimum	Maximum		
Alkalinity (mg/L)	6	6	79	92	n/a	n/a
pH	9	9	7.59	7.90	n/a	n/a
Lead (ug/l)	3	3	3.27	11.3	10	1

*See AWQI section above for lead exceedance.

Organic Parameters

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

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

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Treated Water					
Alachlor (ug/L) - TW	2021/01/12	<MDL 0.3	5.0	No	No
Atrazine + Metabolites (ug/L) - TW	2021/01/12	<MDL 0.5	5.0	No	No
Azinphos-methyl (ug/L) - TW	2021/01/12	<MDL 1.0	20.0	No	No
Benzene (ug/L) - TW	2021/01/12	<MDL 0.5	1.0	No	No
Benzo(a)pyrene (ug/L) - TW	2021/01/12	<MDL 0.006	0.01	No	No

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Bromoxynil (ug/L) - TW	2021/01/12	<MDL 0.5	5.0	No	No
Carbaryl (ug/L) - TW	2021/01/12	<MDL 3.0	90.0	No	No
Carbofuran (ug/L) - TW	2021/01/12	<MDL 1.0	90.0	No	No
Carbon Tetrachloride (ug/L) - TW	2021/01/12	<MDL 0.2	2.0	No	No
Chlorpyrifos (ug/L) - TW	2021/01/12	<MDL 0.5	90.0	No	No
Diazinon (ug/L) - TW	2021/01/12	<MDL 1.0	20.0	No	No
Dicamba (ug/L) - TW	2021/01/12	<MDL 10.0	120.0	No	No
1,2-Dichlorobenzene (ug/L) - TW	2021/01/12	<MDL 0.5	200.0	No	No
1,4-Dichlorobenzene (ug/L) - TW	2021/01/12	<MDL 0.5	5.0	No	No
1,2-Dichloroethane (ug/L) - TW	2021/01/12	<MDL 0.5	5.0	No	No
1,1-Dichloroethylene (ug/L) - TW	2021/01/12	<MDL 0.5	14.0	No	No
Dichloromethane (Methylene Chloride) (ug/L) - TW	2021/01/12	<MDL 5.0	50.0	No	No
2,4-Dichlorophenol (ug/L) - TW	2021/01/12	<MDL 0.2	900.0	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) - TW	2021/01/12	<MDL 10.0	100.0	No	No
Diclofop-methyl (ug/L) - TW	2021/01/12	<MDL 0.9	9.0	No	No
Dimethoate (ug/L) - TW	2021/01/12	<MDL 1.0	20.0	No	No
Diquat (ug/L) - TW	2021/01/12	<MDL 5.0	70.0	No	No
Diuron (ug/L) - TW	2021/01/12	<MDL 5.0	150.0	No	No
Glyphosate (ug/L) - TW	2021/01/12	<MDL 25.0	280.0	No	No
Malathion (ug/L) - TW	2021/01/12	<MDL 5.0	190.0	No	No
Metolachlor (ug/L) - TW	2021/01/12	<MDL 3.0	50.0	No	No
Metribuzin (ug/L) - TW	2021/01/12	<MDL 3.0	80.0	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) - TW	2021/01/12	<MDL 0.5	80.0	No	No
Paraquat (ug/L) - TW	2021/01/12	<MDL 1.0	10.0	No	No
PCB (ug/L) - TW	2021/01/12	<MDL 0.05	3.0	No	No
Pentachlorophenol (ug/L) - TW	2021/01/12	<MDL 0.2	60.0	No	No
Phorate (ug/L) - TW	2021/01/12	<MDL 0.3	2.0	No	No
Picloram (ug/L) - TW	2021/01/12	<MDL 15.0	190.0	No	No
Prometryne (ug/L) - TW	2021/01/12	<MDL 0.1	1.0	No	No
Simazine (ug/L) - TW	2021/01/12	<MDL 0.5	10.0	No	No
Terbufos (ug/L) - TW	2021/01/12	<MDL 0.5	1.0	No	No
Tetrachloroethylene (ug/L) - TW	2021/01/12	<MDL 0.5	10.0	No	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW	2021/01/12	<MDL 0.2	100.0	No	No
Triallate (ug/L) - TW	2021/01/12	<MDL 10.0	230.0	No	No
Trichloroethylene (ug/L) - TW	2021/01/12	<MDL 0.5	5.0	No	No
2,4,6-Trichlorophenol (ug/L) - TW	2021/01/12	<MDL 0.2	5.0	No	No
Trifluralin (ug/L) - TW	2021/01/12	<MDL 0.5	45.0	No	No
Vinyl Chloride (ug/L) - TW	2021/01/12	<MDL 0.2	1.0	No	No

Distribution samples are tested quarterly for THM's and HAA's in accordance with O. Reg. 170/03.

	Sample Year	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
Distribution Water					
Trihalomethane (THM): Total (ug/L) Annual Average - DW	2021	34.75	100.00	No	No
Haloacetic Acid (HAA): Total (ug/L) Annual Average - DW	2021	11.85	80.00	No	No

Additional Legislated Samples

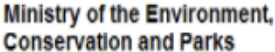



Document	Parameter	Limit (mg/L)	Result (mg/L)
MDWL # 161-101	Filter Backwash Supernatant Suspended Solids	Annual Average < 25	5.8

Major Maintenance Summary

Description
<ul style="list-style-type: none"> - Fluoride probe replaced - Backwash Tank Cleaning/Inspection - New sodium hypochlorite pump #2 - Exhaust Fans Repair - Filter #3 refurbished - Lowlift pump #1 rebuilt, spare rebuilt - Filter #3 drain and influent valve actuator replaced - Raw Water Reservoir Clean Out - Reseal South Lower Windows - Clean & Inspect WTP Clearwell - Water Intake Crib and Cl2 Diffuser Inspection - DWQMS Audit - HVAC System Maintenance - Analyzer sample pumps purchased, not installed - Backflow Preventer Repair Kit - Generator Maintenance

Appendix A

WTRS Submission Confirmation



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

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

Water Taking Data submitted successfully.

Confirmation:


Thank you for submitting your water taking data online.

Permit Number: 5506-9RMLKE
Permit Holder: THE CORPORATION OF THE SEPARATED TOWN OF PRESCOTT.
Received on: Feb 1, 2022 12:38 PM

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

[Print Confirmation](#) [Return to Main Page](#)

ONTARIO CLEAN WATER AGENCY | 2022/02/01
version: v4.5.0.21 (build#: 22)
Last modified: 2018/09/18

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		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 21 '22
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 31-2022

Date: March 21, 2022

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

Re: 2021 Prescott Wastewater System Annual Report

Recommendation:

That Council accept the 2021 Prescott Wastewater System Annual Report.

Background / Analysis:

The Annual Performance Report for Prescott's Water Pollution Control Plant was completed in accordance with Condition 10(6) of Environmental Compliance Approval No. 6996-9ZYNWH. The report was prepared by the Ontario Clean Water Agency on behalf of the Town of Prescott.

The attached report provides a summary of the legislation requirements under the Act, and includes a summary of any non-compliance incidents, flow rates, regulatory sample results summary, and a major maintenance summary. In 2021, there were no non-compliance events to report.

The average daily hydraulic flows in 2021 were 2,682 m³ which represents 57% of the designed capacity of the wastewater treatment plant. The raw flow of 980,830 m³ in 2021 was the in comparison to the last nine years. There was a total of 1,003,648 m³ of treated effluent discharged from the wastewater treatment facility in 2021.

Alternatives:

None



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 21 '22
Strategic Plan		

Financial Implications:

None

Environmental Implications:

None

Attachments:

- 2021 Prescott Wastewater System Annual Report

Submitted by:

Matthew Armstrong
Chief Administrative Office & Treasurer

Prescott Wastewater System

Sewage Works # 110001122

Annual Report

Prepared for: Town of Prescott

Reporting Period of January 1st – December 31st 2021

Issued: March 14, 2022

Revision: 0

Operating Authority:



This report has been prepared to meet the requirements of ECA #6996-9ZYNWH

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Operations and Compliance Reliability Indices

Compliance Event	# of Events
Ministry of Environment Inspections	0
Ministry of Labour Inspections	0
Non-Compliance	0
Spills/Bypasses/Overflows	0
Sewer Main Blockages	0

System Process Description

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

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

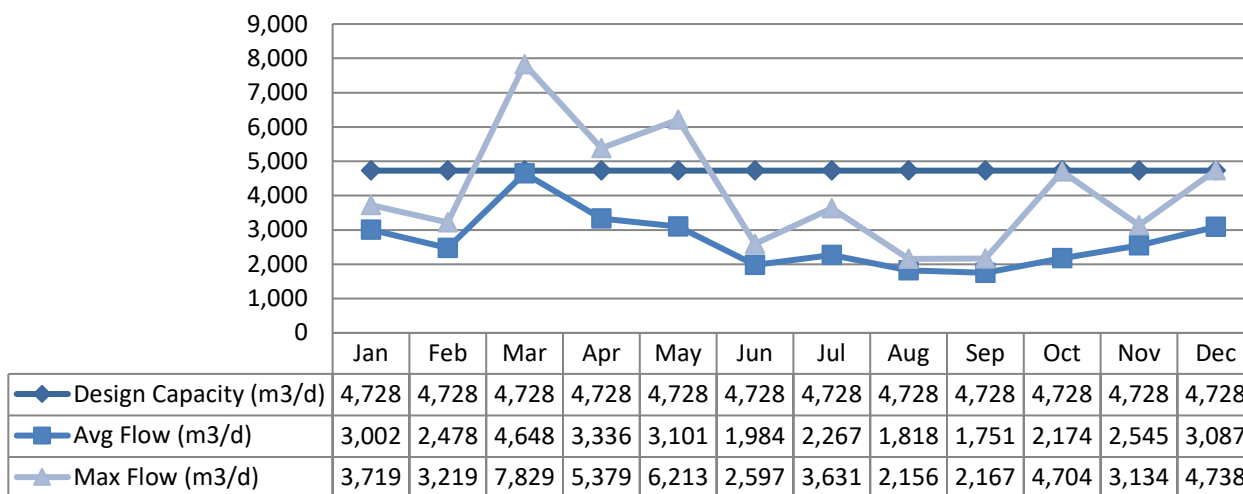
Activated sludge which has been removed from the SBRs is pumped to a two-stage aerobic digester equipped with a coarse bubble aeration system and manual decant arms. Activated sludge is stabilized (or digested) and dewatered, with the supernatant returning to the plant headworks. Digested sludge is then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

Flows

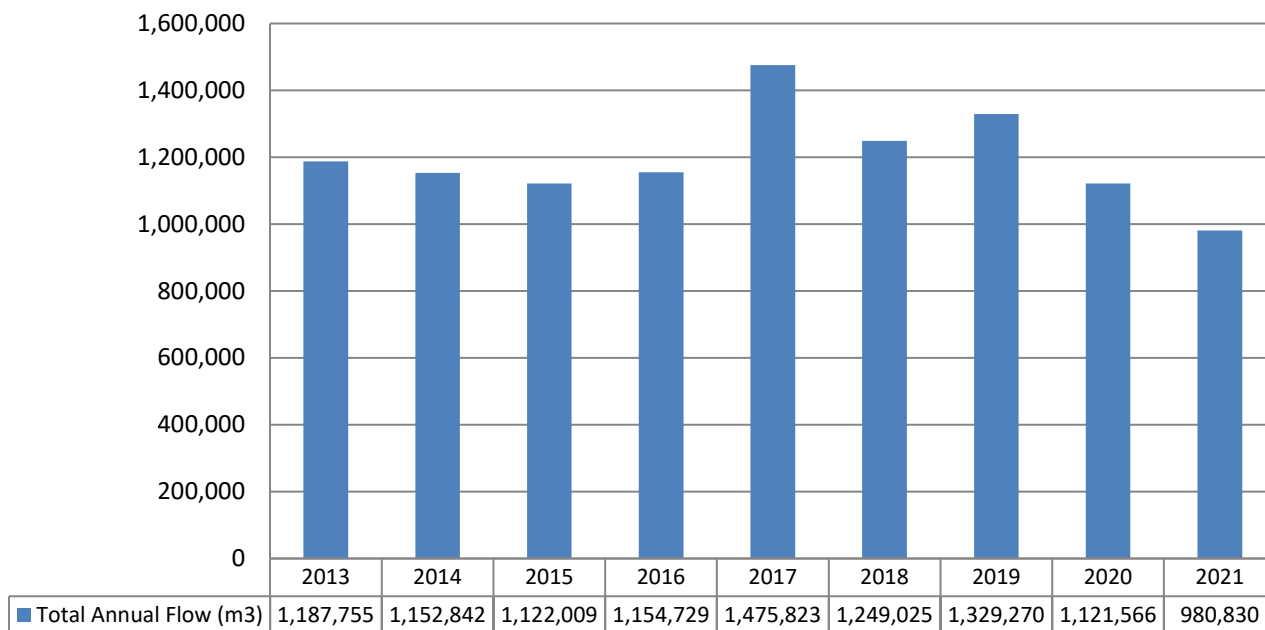
The hydraulic flows reaching the treatment facility in 2021 averaged 2682 m³/day which represents 57% of the 4,728 m³/day design.

Raw Flows

2021 Raw Flows:



Annual Raw Flow Comparison:



Effluent Flow

A total of 1,003,648 m³ of effluent was discharged from Prescott's wastewater treatment facility in 2021. Please refer to the Performance Assessment Reports in Appendix A for details.

Effluent Quality Assurance or Control Measures

Effluent control measures include in-house sampling and testing for operational parameters. In-house testing provides real time results which are used to enhance process and operational performance. Samples are collected by OCWA's competent and licensed staff using approved methods and protocols for sampling including those specified in the Ministry's Procedure F-10-1, "Procedures for Sampling and Analysis Requirements for Municipal and Private Sewage Treatment Works", the Ministry's publication, "Protocol for the Sampling and Analysis of Industrial/Municipal Wastewater" and the publication, "Standard Methods for the Examination of Water and Wastewater".

Effluent samples collected during the reporting period were submitted to Caduceon in Kingston for analysis, with the exception of pH, temperature and un-ionized ammonia. Caduceon is accredited by the Canadian Association for Laboratory Accreditation (CALA). Accredited labs must meet strict provincial guidelines including an extensive quality assurance/quality control program. By choosing this laboratory, OCWA is ensuring appropriate control measures are undertaken during sample analysis.

The pH and temperature parameters were analyzed in the field at the time of sample collection by certified operators to ensure accuracy and precision of the results obtained. Un-ionized ammonia was calculated using the total ammonia nitrogen concentration, pH and temperature as required by the facility's ECA.

Effluent Quality

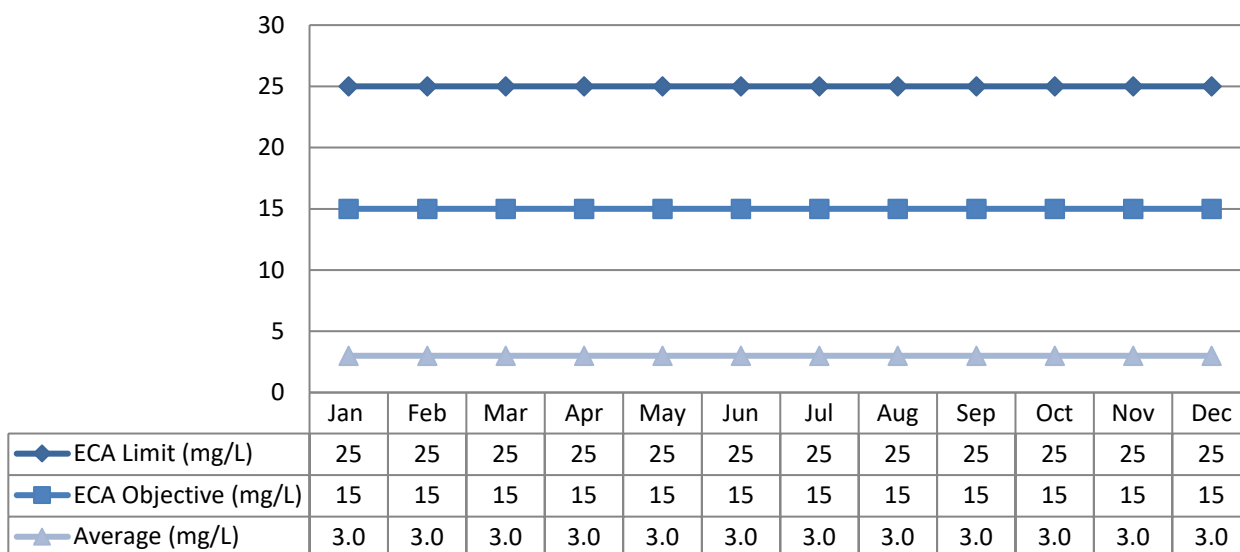
The monthly average concentrations of the carbonaceous biochemical oxygen demand (CBOD₅), total suspended solids (TSS), total ammonia nitrogen (TAN), and total phosphorus (TP) remained below the effluent objectives and limits outlined in the facility's ECA during 2021. In addition, the effluent pH remained within the limits and objectives throughout the year. The geometric mean density of E. Coli in the effluent also remained within the ECA limit and objective in 2021.

Effluent results from the wastewater treatment facility for 2021 are tabulated below. Please refer to the Performance Assessment Reports attached in Appendix A for details.

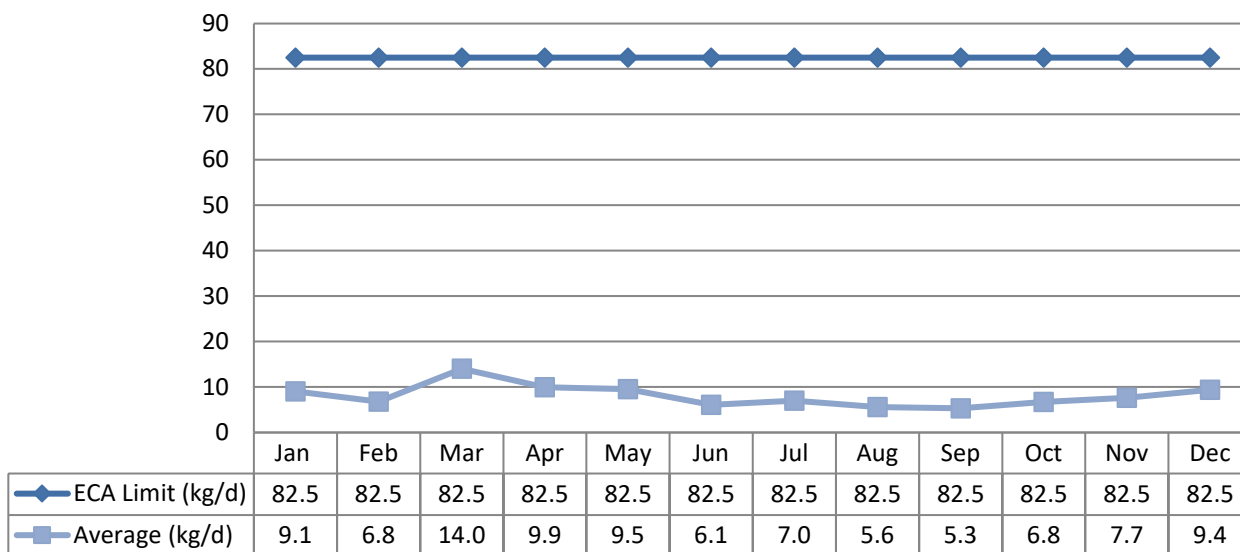
Carbonaceous Biochemical Oxygen Demand (5-Day)

Monthly Average	ECA Limit	ECA Objective	Exceedance
Concentration (mg/L)	25	15	No
Loading (kg/d)	118	-	No

CBOD₅ Effluent Monthly Average Concentrations:



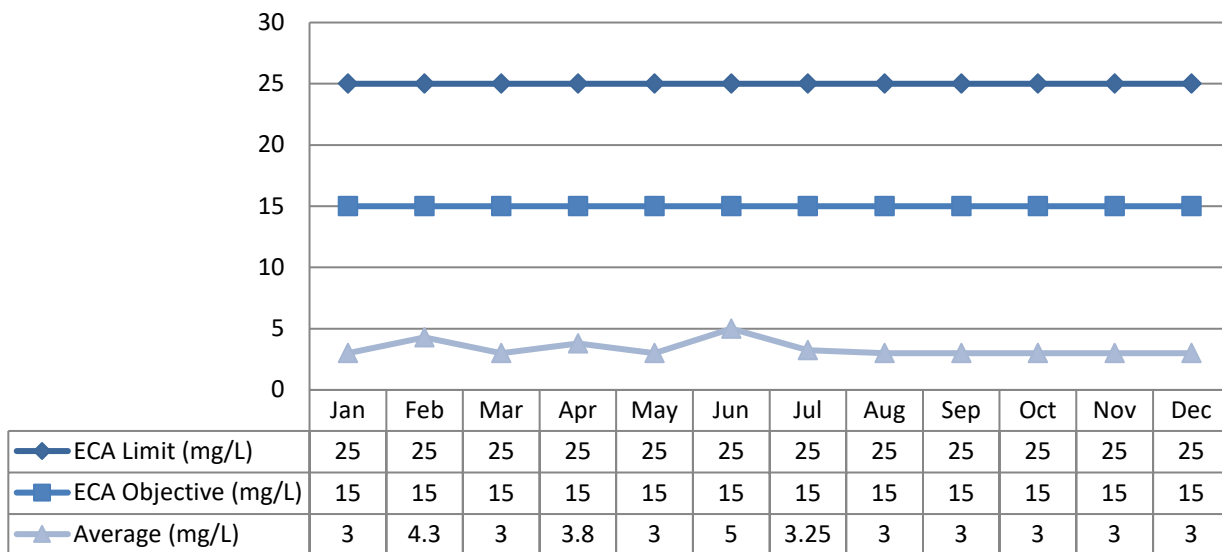
CBOD₅ Monthly Average Loading:

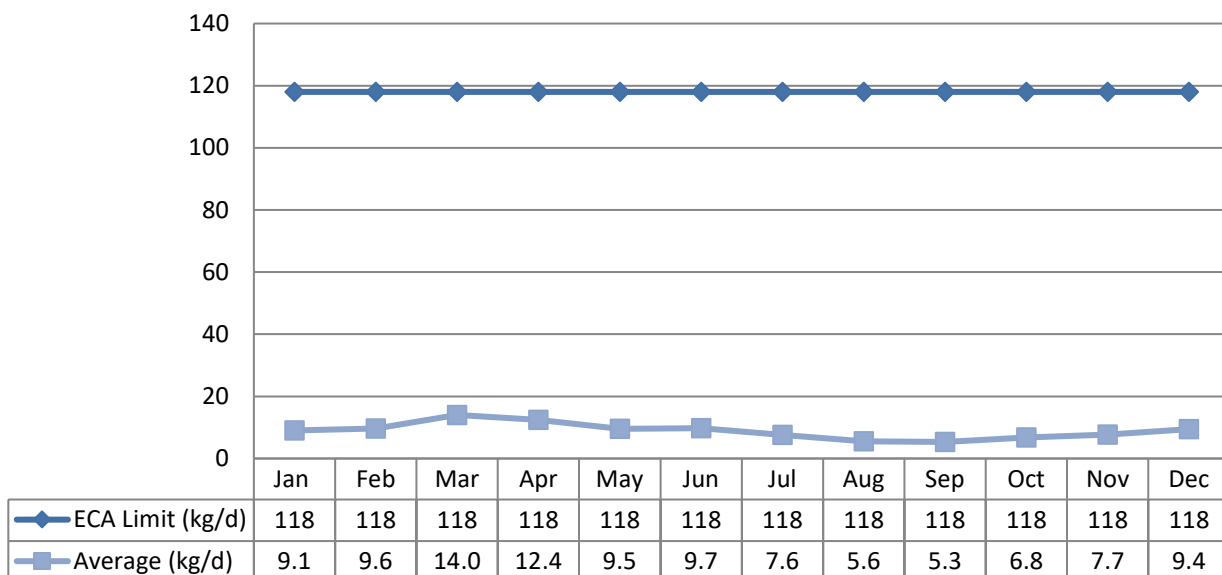


Total Suspended Solids

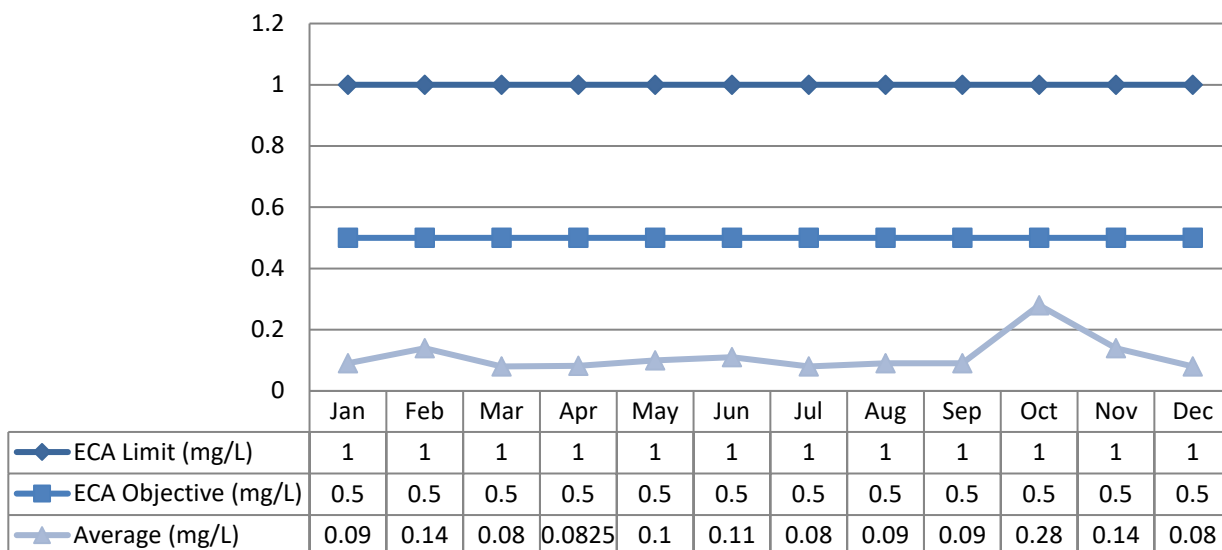
Monthly Average	ECA Limit	ECA Objective	Exceedance
Concentration (mg/L)	25	15	No
Loading (kg/d)	118	-	No

TSS Effluent Monthly Average Concentrations:

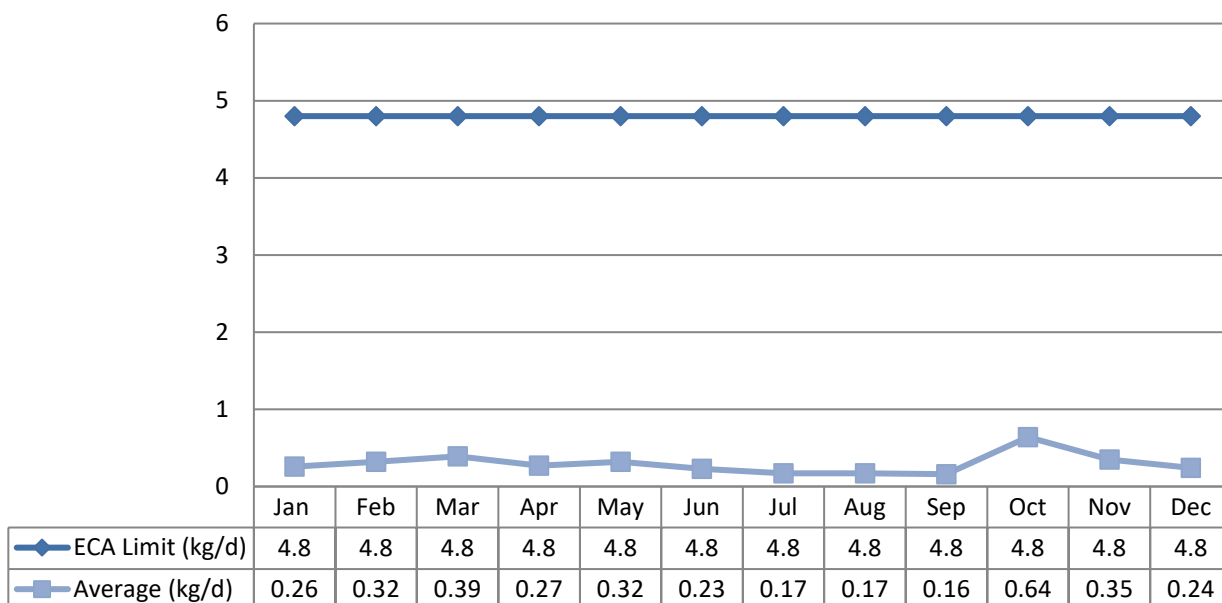


TSS Monthly Average Loading:Total Phosphorus

Monthly Average	ECA Limit	ECA Objective	Exceedance
Concentration (mg/L)	1.0	0.5	No
Loading (kg/d)	4.8	-	No

TP Effluent Monthly Average Concentrations:

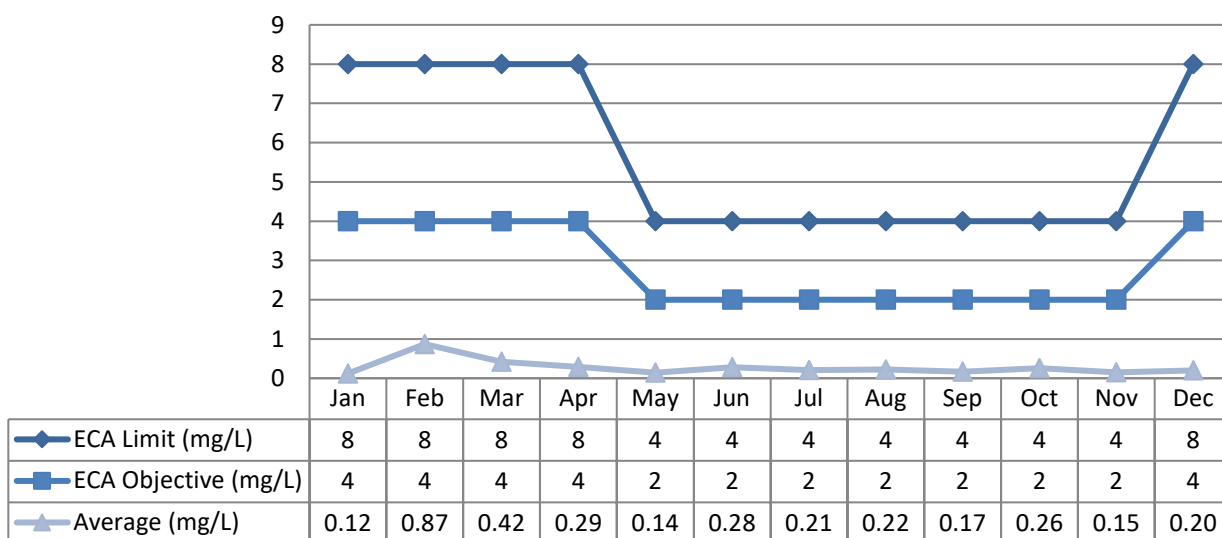
TP Monthly Average Loading:



Total Ammonia Nitrogen

Discharge Period	ECA Limit	ECA Objective	Exceedance
May 1 – Nov 30	4.0	2.0	No
Dec 1 – April 30	8.0	4.0	No

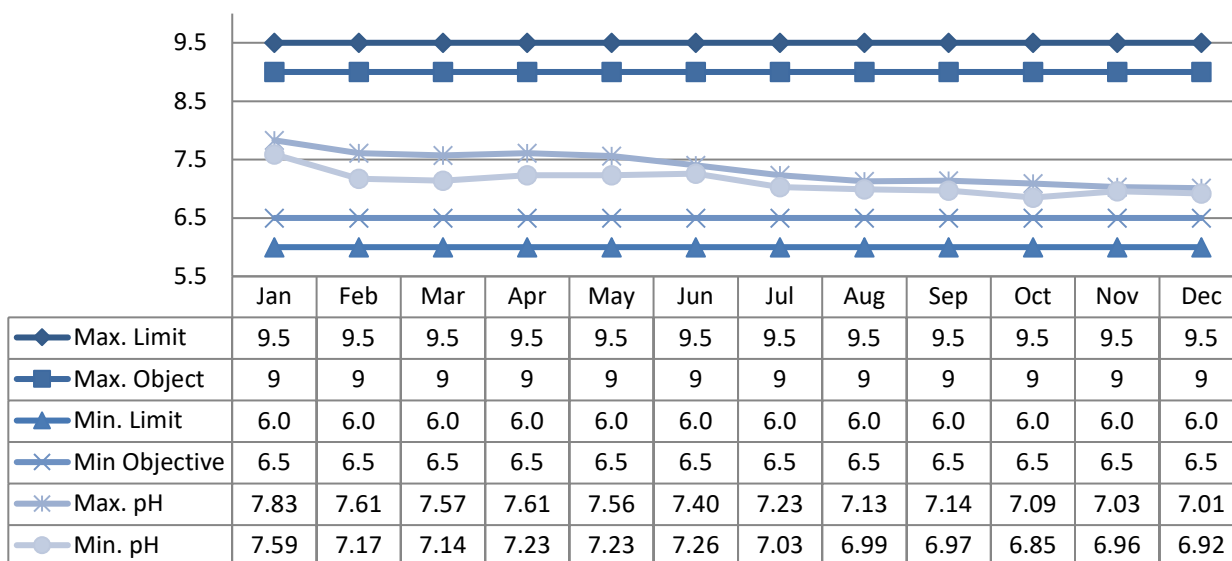
TAN Effluent Monthly Average Concentrations:



pH

Reporting Period	ECA Limit	ECA Objective	Exceedance
All results	6.0 – 9.5	6.5 – 9.0	No

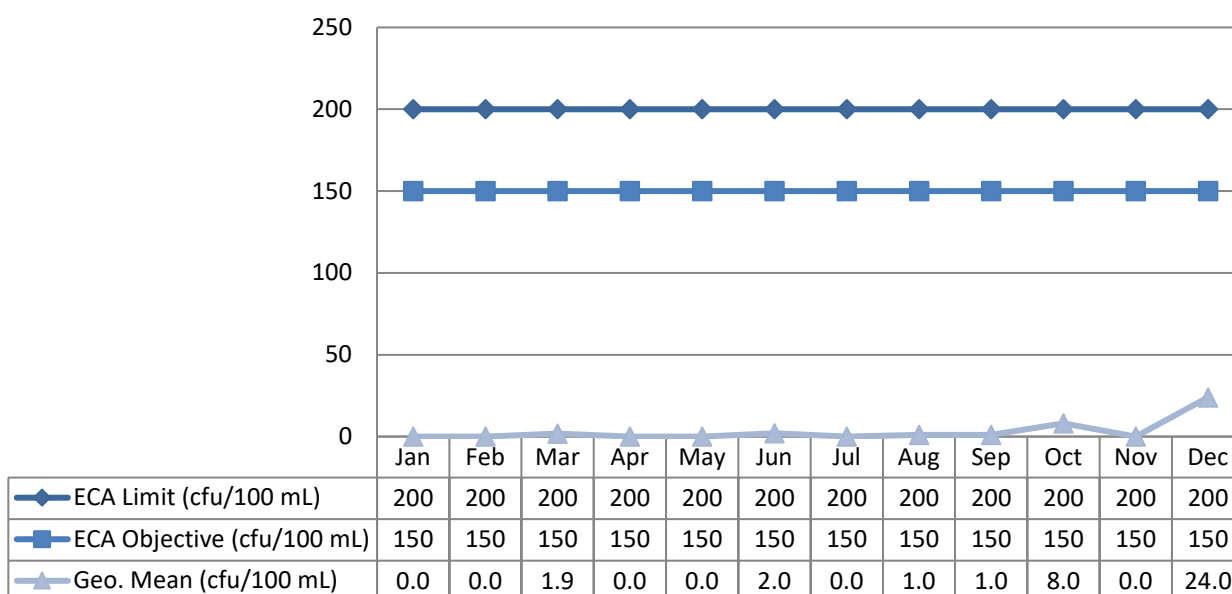
Monthly Minimum and Maximum pH Results:



E. Coli

Monthly Average	ECA Limit	ECA Objective	Exceedance
Geometric Mean Density (cfu/ 100 mL)	200	150	No

E. Coli Monthly Geometric Mean Density (cfu/100 mL):



Acute Lethality

One sample was collected in 2021 and tested for acute lethality to Rainbow Trout and Daphnia Magna. Results are displayed as % mortality. An adverse result is indicated by a > 50% mortality rate.

Date	Rainbow Trout	Daphnia Magna
21-07-2021	10%	3.3%

Operating Issues

No operational challenges noted in 2021.

Maintenance

Flow Meter Calibration and Maintenance

Copies of the flow meter calibration certificates for 2021 are attached in Appendix B.

Maintenance Summary

Description
<ul style="list-style-type: none"> - Composite Sampler Heater - SBR #2 Inspection / Air Diffuser Replacement - SBR #2 Mixer Rebuild - Auger Monster Repairs - Auger & Brush Replacement - Diffuser Inspection, Repair in Digester #1 - Grey Water System Repair - Hazardous Gas Detector Repair - Decant Arm #2 Rebuild - Grit Sump Pump Replaced - Rebuild Pump #2 Aerobic Biosolids - Ultraviolet Components - Effluent Pipe Divers Inspection - SBR Blower Rebuild - VFD Installation on Digester Blowers - Pump #4 @ Sewage Pumping Station # 6 Rebuild - New Pump #3 @ Sewage Pumping Station Boundary St. - Pressure Level Sensor Replacement at Sewage Pumping Stations - Flat Roof Repair Sewage Pumping Station #5 - Debris Removed from South Drying Bed - Substation Sprayed for Vegetation Removal

Notice of Modifications

Date	Process	Modification	Status
None to report.			

Sludge Generation

In 2021, a total of 4,720m³ of liquid bio-solids was hauled offsite by Terrapure Environmental and utilized as soil conditioner. Of this, 440 m³ was hauled to a processing facility in May, and 2000 m³ was spread in May (NASM Submission ID #23731). In the fall, 520 m³ was hauled to a processing facility and 1760m³ was spread in October (NASM Submission ID #22432). It is anticipated that approximately the same volume of sludge will be generated in 2022.

Summary of Complaints

Location	Date	Nature of Complaint	Actions Taken
No complaints were documented during the reporting period.			

Summary of Abnormal Discharge Events

Bypass/Overflow

No overflows occurred in 2021.

Date	Location	Duration (hh:mm)	Estimated Volume (m3)	SAC Ref. #	Details
None to report.					

Spills

None to report.

Appendix A

Performance Assessment Reports

ONTARIO CLEAN WATER AGENCY PERFORMANCE ASSESSMENT REPORT

OWNER: TOWN OF PRESCOTT
PROJECT: PRESCOTT WWTP
WORKS NUM.: 110001122
DESCRIPTION: THREE SEQUENTIAL BATCH REACTORS AND AEROBIC SLUDGE DIGESTION

YEAR: 2021
WATER COURSE: ST. LAWRENCE
DESIGN CAPACITY: 4,728 m³/d

MONTH	RAW			TREATED			RAW				SLUDGE		
	Total Flow m ³	Avg Day Flow m ³	Max Day Flow m ³ /d	Effluent Flow m ³	Effluent Avg Flow m ³	Effluent Max Flow m ³ /d	Avg Raw BOD (mg/L)	Avg Raw TSS (mg/L)	Avg Raw PHOS. (mg/L)	Avg. Raw TKN (mg/L)	Sludge to Drying Beds m ³	Liquid Sludge Hauled m ³	Dry Sludge Hauled m ³
JAN	93,065	3,002	3,719	93,670	3,022	3,739	312	760	10.70	54.6			
FEB	69,376	2,478	3,219	70,148	2,505	3,249	283	550	8.80	51.2			
MAR	144,078	4,648	7,829	144,882	4,674	8,109	161	310	4.40	28.5			
APR	100,085	3,336	5,379	102,603	3,420	5,400	157	500	5.57	27.5			
MAY	96,129	3,101	6,213	98,546	3,179	6,164	67	135	2.10	15.9		2440	
JUN	59,522	1,984	2,597	62,908	2,097	2,632	237	565	5.44	37.8			
JUL	70,267	2,267	3,631	72,192	2,329	4,122	205	490	5.40	35.9			
AUG	56,358	1,818	2,156	57,670	1,860	2,084	73	52	2.22	23.6			
SEPT	52,537	1,751	2,167	55,032	1,834	2,385	208	630	8.83	40.6			
OCT	67,387	2,174	4,704	69,780	2,251	4,492	145	432	3.50	27.5		2280	
NOV	76,336	2,545	3,134	79,110	2,637	3,194	49	40	1.79	20.3			
DEC	95,691	3,087	4,738	97,107	3,132	4,922	32	44	0.91	12.4			
TOTAL	980,830			1,003,648							0	4720	0
AVG		2,682			2,745		161	376	4.97	31			
MAX			7,829			8,109							
CRITERIA		4,728	16,000										
COMPLIANCE		YES	YES										

Comments: Average raw BOD, TP and TSS based on 24hr composite sample results

2021 - PRESCOTT WWTP EFFLUENT SAMPLING MONTHLY AVERAGES

MONTH	DATE	CBOD ₅ (mg/L)	TSS (mg/L)	TP (mg/L)	NH ₃ (mg/L)	E. Coli (CFU/100ml)
January	05-Jan-21	< 3	< 3	0.05	0.1	0
	12-Jan-21	< 3	< 3	0.05	0.08	2
	19-Jan-21	< 3	< 3	0.14	0.18	44
	25-Jan-21	< 3	< 3	0.1	0.08	3
	Monthly Average	3	3	0.09	0.12	0
February	Compliant?	YES	YES	YES	YES	YES
	02-Feb-21	< 3	5	0.24	0.49	1
	09-Feb-21	< 3	4	0.1	0.08	9
	17-Feb-21	< 3	5	0.14	0.41	11
	23-Feb-21	< 3	< 3	0.09	2.49	0
March	Monthly Average	3.0	4.3	0.14	0.87	0
	Compliant?	YES	YES	YES	YES	YES
	03/02/21	< 3	3	0.12	0.14	2
	03/09/21	< 3	< 3	0.1	0.09	4
	03/16/21	< 3	3	0.06	1.34	3
April	03/23/21	< 3	< 3	0.07	0.29	1
	03/30/21	< 3	< 3	0.07	0.25	1
	Monthly Average	3.0	3.0	0.08	0.42	1.89
	Compliant?	YES	YES	YES	YES	YES
	04/06/21	< 3	5	0.07	0.3	12
May	04/13/21	< 3	4	0.1	0.56	0
	04/20/21	< 3	3	0.07	0.13	0
	04/27/21	< 3	< 3	0.09	0.15	0
	Monthly Average	3	3.8	0.0825	0.29	0
	Compliant?	YES	YES	YES	YES	YES
June	04-May-21	< 3	3	0.07	0.13	0
	11-May-21	< 3	3	0.09	0.11	5
	18-May-21	< 3	3	0.12	0.12	0
	25-May-21	< 3	< 3	0.12	0.18	0
	Monthly Average	3	3.00	0.10	0.14	0
July	Compliant?	YES	YES	YES	YES	YES
	01-Jun-21	< 3	< 3	0.12	0.21	0
	08-Jun-21	< 3	< 3	0.12	0.18	1
	15-Jun-21	< 3	3	0.10	0.34	1700
	22-Jun-21	< 3	5	0.11	0.47	9
August	29-Jun-21	< 3	10	0.12	0.2	165
	Monthly Average	3	5	0.11	0.28	1.98
	Compliant?	YES	YES	YES	YES	YES
	07-Jul-21	< 3	< 3	0.07	0.18	250
	13-Jul-21	< 3	4	0.1	0.35	1
September	20-Jul-21	< 3	3	0.07	0.17	0
	27-Jul-21	< 3	3	0.06	0.13	0
	Monthly Average	3	3.25	0.08	0.21	0
	Compliant?	YES	YES	YES	YES	YES
	03-Aug-21	< 3	3	0.1	0.13	0
October	10-Aug-21	< 3	< 3	0.07	0.13	16
	17-Aug-21	< 3	< 3	0.08	0.36	2
	24-Aug-21	< 3	3	0.1	0.25	28
	31-Aug-21	< 3	< 3	0.1	0.23	7
	Monthly Average	3	3.00	0.09	0.22	1
November	Compliant?	YES	YES	YES	YES	YES
	07-Sep-21	< 3	< 3	0.09	0.14	62
	14-Sep-21	< 3	< 3	0.09	0.15	15
	21-Sep-21	< 3	3	0.09	0.21	6
	28-Sep-21	< 3	3	0.1	0.17	0
December	Monthly Average	3	3	0.09	0.17	1
	Compliant?	YES	YES	YES	YES	YES
	05-Oct-21	< 3	< 3	0.14	0.2	64
	12-Oct-21	< 3	< 3	0.21	0.19	1
	19-Oct-21	< 3	3	0.5	0.47	1
November	26-Oct-21	< 3	< 3	0.28	0.18	65
	Monthly Average	3.0	3.0	0.28	0.26	8
	Compliant?	YES	YES	YES	YES	YES
	02-Nov-21	< 3	< 3	0.16	0.31	2
	09-Nov-21	< 3	< 3	0.16	0.14	2
December	16-Nov-21	< 3	< 3	0.12	0.14	0
	23-Nov-21	< 3	< 3	0.13	0.11	18
	30-Nov-21	< 3	< 3	0.11	0.07	25
	Monthly Average	3	3	0.14	0.15	0
	Compliant?	YES	YES	YES	YES	YES
December	07-Dec-21	< 3	< 3	0.08	0.1	92
	14-Dec-21	< 3	3	0.08	0.18	24
	21-Dec-21	< 3	3	0.08	0.12	20
	29-Dec-21	< 3	< 3	0.07	0.4	8
	Monthly Average	3.0	3	0.08	0.20	24
December	Compliant?	YES	YES	YES	YES	YES

2021 - PRESCOTT WWTP LOADING CALCULATIONS

MONTH	Total Effluent Flow (m ³)		CBOD ₅	TSS	TP	NH ₃
January	93,670	Monthly Average (mg/L)	3.0	3.0	0.085	0.12
		Loading (kg/d)	9.06	9.06	0.26	0.36
		Compliant?	YES	YES	YES	YES
February	70,148	Monthly Average (mg/L)	3.00	4.3	0.14	0.87
		Loading (kg/d)	6.79	9.62	0.32	1.96
		Compliant?	YES	YES	YES	YES
March	144,882	Monthly Average (mg/L)	3.0	3.0	0.08	0.42
		Loading (kg/d)	14.02	14.02	0.39	1.97
		Compliant?	YES	YES	YES	YES
April	102,603	Monthly Average (mg/L)	3.0	3.75	0.08	0.29
		Loading (kg/d)	9.93	12.41	0.27	0.94
		Compliant?	YES	YES	YES	YES
May	98,546	Monthly Average (mg/L)	3.0	3	0.10	0.14
		Loading (kg/d)	9.54	9.54	0.32	0.43
		Compliant?	YES	YES	YES	YES
June	62,908	Monthly Average (mg/L)	3.0	4.8	0.11	0.28
		Loading (kg/d)	6.09	9.74	0.23	0.57
		Compliant?	YES	YES	YES	YES
July	72,192	Monthly Average (mg/L)	3.0	3.3	0.08	0.21
		Loading (kg/d)	6.99	7.57	0.17	0.48
		Compliant?	YES	YES	YES	YES
August	57,670	Monthly Average (mg/L)	3.0	3.0	0.09	0.22
		Loading (kg/d)	5.58	5.58	0.17	0.41
		Compliant?	YES	YES	YES	YES
September	55,032	Monthly Average (mg/L)	3.0	3	0.09	0.17
		Loading (kg/d)	5.33	5.33	0.16	0.30
		Compliant?	YES	YES	YES	YES
October	68,780	Monthly Average (mg/L)	3.0	3.0	0.28	0.26
		Loading (kg/d)	6.75	6.75	0.64	0.59
		Compliant?	YES	YES	YES	YES
November	79,110	Monthly Average (mg/L)	3	3.0	0.14	0.15
		Loading (kg/d)	7.66	7.66	0.35	0.39
		Compliant?	YES	YES	YES	YES
December	97,107	Monthly Average (mg/L)	3.0	3.0	0.08	0.20
		Loading (kg/d)	9.40	9.40	0.24	0.63
		Compliant?	YES	YES	YES	YES

2021 - PRESCOTT WWTP EFFLUENT UN-IONIZED AMMONIA

Sample Date	Sample Temperature °C	Sample Temp. Kelvin	Dissociation Constant pK _a	Effluent Sample pH on-site	Fraction of Un-ionized Ammonia	Total Ammonia (mg/L) (NH ₃ + NH ₄ as N)	Un-ionized Ammonia (mg/L)
01/05/2021	9.9	283.02	9.74	7.67	0.0085	0.1	0.00119
01/12/2021	9.9	283.02	9.74	7.66	0.0083	0.08	0.00067
01/19/2021	9.2	282.37	9.76	7.59	0.0067	0.18	0.00121
01/25/2021	8.5	281.66	9.78	7.83	0.0110	0.08	0.00088
02/02/2021	7.2	280.32	9.83	7.61	0.0060	0.49	0.00294
02/09/2021	8.9	282.05	9.77	7.17	0.0025	0.08	0.00020
02/17/2021	8.4	281.55	9.79	7.17	0.0024	0.41	0.00099
02/23/2021	13.7	286.85	9.61	7.18	0.0037	2.49	0.00928
03/02/2021	13.5	286.65	9.61	7.14	0.0033	0.14	0.00047
03/09/2021	15.8	288.95	9.54	7.20	0.0046	0.09	0.00041
03/16/2021	13.3	286.45	9.62	7.57	0.0088	1.34	0.01183
03/23/2021	8.9	282.05	9.77	7.31	0.0035	0.29	0.00100
03/30/2021	8.3	281.45	9.79	7.53	0.0055	0.25	0.00137
04/06/2021	9.0	282.15	9.77	7.45	0.0048	0.3	0.00144
04/13/2021	10.5	283.65	9.71	7.56	0.0070	0.56	0.00390
04/20/2021	13.4	286.55	9.62	7.23	0.0041	0.13	0.00053
04/27/2021	8.6	281.75	9.78	7.61	0.0067	0.15	0.00101
05/04/2021	9.1	282.25	9.76	7.56	0.0062	0.13	0.00081
05/11/2021	13.5	286.65	9.61	7.23	0.0041	0.11	0.00045
05/18/2021	13.2	286.35	9.62	7.42	0.0062	0.12	0.00075
05/25/2021	18.8	291.95	9.44	7.36	0.0082	0.18	0.00148
06/01/2021	16.0	289.15	9.53	7.30	0.0058	0.21	0.00123
06/08/2021	19.7	292.85	9.41	7.27	0.0072	0.18	0.00129
06/15/2021	18.0	291.15	9.47	7.26	0.0062	0.34	0.00210
06/22/2021	19.0	292.15	9.43	7.32	0.0076	0.47	0.00358
06/29/2021	21.7	294.85	9.35	7.40	0.0111	0.2	0.00222
07/06/2021	20.0	293.15	9.40	7.23	0.0067	0.18	0.00120
07/13/2021	20.2	293.35	9.40	7.03	0.0043	0.35	0.00150
07/20/2021	19.9	293.05	9.41	7.08	0.0047	0.17	0.00080
07/27/2021	19.8	292.95	9.41	7.10	0.0049	0.13	0.00064
08/03/2021	19.9	293.05	9.41	7.06	0.0045	0.13	0.00058
08/10/2021	21.0	294.15	9.37	7.10	0.0053	0.13	0.00069
08/17/2021	20.9	294.05	9.37	7.13	0.0057	0.36	0.00204
08/24/2021	21.8	294.95	9.35	7.07	0.0053	0.25	0.00132
08/31/2021	21.6	294.75	9.35	6.99	0.0043	0.23	0.00100
09/07/2021	19.5	292.65	9.42	6.97	0.0035	0.14	0.00060
09/14/2021	20.5	293.65	9.39	7.14	0.0056	0.15	0.00085
09/21/2021	20.1	293.25	9.40	7.08	0.0048	0.21	0.00100
09/28/2021	19.4	292.55	9.42	7.09	0.0046	0.17	0.00079
10/05/2021	18.9	292.05	9.44	7.09	0.0045	0.2	0.00089
10/12/2021	20.3	293.45	9.39	6.85	0.0029	0.19	0.00054
10/19/2021	17.4	290.55	9.49	6.90	0.0026	0.47	0.00122
10/26/2021	13.9	287.05	9.60	7.03	0.0027	0.18	0.00048
11/02/2021	14.9	288.05	9.57	6.95	0.0024	0.31	0.00075
11/09/2021	15.5	288.65	9.55	6.98	0.0027	0.14	0.00038
11/16/2021	13.6	286.75	9.61	6.96	0.0022	0.14	0.00031
11/23/2021	13.4	286.55	9.62	6.98	0.0023	0.11	0.00025
11/30/2021	11.9	285.05	9.67	7.03	0.0023	0.07	0.00016
12/07/2021	11.2	284.35	9.69	6.99	0.0020	0.1	0.00020
12/14/2021	9.9	283.05	9.73	7.01	0.0019	0.18	0.00034
12/21/2021	9	282.15	9.77	6.92	0.0014	0.12	0.00017
12/29/2021	9.6	282.75	9.75	7.01	0.0018	0.4	0.00073
		273.15	10.08		0.0000		0.00000

2021 - PRESCOTT WWTP MONTHLY AEROBIC BIOSOLIDS CONCENTRATION RATIO

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Ammonia	15	1.585	8.33	118.6	10.75	73.3	224.295	0.335	0.265	0.08	21.6	54.0
Nitrate	0	0	0	1	0	0	0.65	0.1	0.55	4.40	0.75	0.15
Ammonia + Nitrate	15	1.7	8.4	119.1	10.9	73.4	224.945	0.435	0.815	4	22.4	54.2
Total Phosphorus	389	253	411	400	308	292.0	326.5	271.5	426	342	586	477
Total Solids	51300	22500	14650	18950	10075	14100.0	11750	11950	11900	12000	25000	19700
Aluminum	414	2494	373	568	387	422.0	415.5	388	560.5	495	776	1027.5
Arsenic	0.10	0.10	0.10	0.10	0.15	0.10	0.1	0.11	0.1	0.10	0.2	0.2
Cadmium	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03
Chromium	0.46	0.27	0.33	0.50	0.42	0.39	0.375	0.38	0.56	0.42	0.805	0.885
Cobalt	0.04	0.03	0.03	0.03	0.04	0.04	0.045	0.03	0.045	0.04	0.07	0.075
Copper	5.25	3.58	4.02	6.21	4.21	4.55	4.45	4.26	5.355	5	10.175	11.55
Lead	0.50	0.35	0.30	0.50	0.30	0.40	0.35	0.35	0.4	0.35	0.7	0.75
Mercury	0.02	0.01	0.01	0.01	0.01	0.01	0.004	0.007	0.008	0.01	0.0145	0.01
Molybdenum	0.12	0.09	0.09	0.14	0.10	0.10	0.095	0.085	0.14	0.11	0.24	0.28
Nickel	0.29	0.20	0.24	0.31	0.26	0.27	0.275	0.295	0.355	0.30	0.605	0.655
Selenium	0.10	0.10	0.10	0.10	0.10	0.10	0.1	0.1	0.1	0.10	0.15	0.1
Zinc	5.93	4.54	3.87	6.37	4.62	4.32	4.355	4.22	5.485	5.1	10.875	12.25

Metals ratio = mg metals/kg solids

	Metal/Solids Ratio (Sludge)											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Arsenic	1.95	4.44	6.83	5.28	14.89	7.09	8.51	9.21	8.40	8.33	8.00	10.15
Cadmium	0.58	1.33	2.05	1.58	2.98	2.13	2.55	2.51	2.52	2.50	1.20	1.52
Chromium	8.9	12.0	22.2	26.1	41.7	27.7	31.9	31.8	47.1	35.00	32.20	44.92
Cobalt	0.68	1.33	2.05	1.58	3.47	2.48	3.83	2.51	3.78	2.92	2.80	3.81
Copper	102	159	274	327	417	323	379	356	450	405.42	407.00	586.29
Lead	9.75	15.56	20.48	26.39	29.78	28.37	29.79	29.29	33.61	29.17	28.00	38.07
Mercury	0.33	0.40	0.44	0.63	0.50	0.53	0.34	0.59	0.67	0.50	0.58	0.51
Molybdenum	2.34	3.78	5.80	7.12	9.93	6.74	8.09	7.11	11.76	9.17	9.60	14.21
Nickel	5.56	8.67	16.04	16.36	25.31	18.79	23.40	24.69	29.83	25.00	24.20	33.25
Selenium	1.95	4.44	6.83	5.28	9.93	7.09	8.51	8.37	8.40	8.33	6.00	5.08
Zinc	115	202	264	336	458	306	371	353	461	422.50	435.00	621.83

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

Appendix B

Flow Meter Calibration Reports



Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

03-1333 Michael St Ottawa, ON K1B-3M9 Ph. 613 248-1999 Fax: 613 248-1997

The Town of Prescott

Waste Water Treatment Plant

Verification of Instrumentation

Report April 28, 2021

Prepared For: Prescott W.W.T.P.

Calibration Date: April 27, 2021

Calibration Due: April 27, 2022

Verifications performed by: Tim Stewart

Report prepared by: Tim Stewart



Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

03-1333 Michael St Ottawa, ON K1B-3M9 Ph. 613 248-1999 Fax: 613 248-1997

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03-1333 Michael St Ottawa, ON K1B-3M9 Ph. 613 248-1999 Fax: 613 248-1997

1 List of Verified Devices

This letter is to confirm that annual verification on the following devices has been completed.

ID	Process	Make/Model	Results
FIT-103	Sludge Loading	ABB/Magmaster	Passed
FIT-102	Supernatant	ABB/Magmaster	Passed
FIT-101	RAS/WAS	ABB/Magmaster	Passed
FIT-104	Sewage Influent	ABB/Magmaster	Passed
FIT-301	Sewage Effluent	Siemens/OCM III	Passed
FIT-701	Sewage Pump Station #5	Rosemount/8712	Passed

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Instruments used during verification are Traceable to NIST standards. See Appendix for Calibration Reports
www.capitalcontrols.ca



03-1333 Michael St Ottawa, ON K1B-3M9 Ph. 613 248-1999 Fax: 613 248-1997

2 Equipment Used

The following equipment was used to perform the calibrations:

Fluke 725 Multifunction Process Calibrator used to measure current.
Level Simulator for the Flume Flow Meters
ABB Checkmaster for Magnetic Flow Meters
Rosemount 8714d Simulator

3 Procedures Used

To verify the equipment standard verification procedures developed by the Township were used and standard industry practice.

3.1 Flowmeter Verification

Verification, Magnetic Flow Meter:

The verification of ABB Flow measuring devices (the device under test) are checked for the following characteristic values:

1. Functionality and deviation in flow measurement.
2. Deviation in the current and frequency outputs in reference to the flow rate data determined by the measuring device.

Measuring devices: The verification system consists of the Checkmaster flow simulator and the appropriate connection cables.

CapitalControls

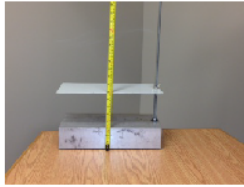
Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

03-1333 Michael St Ottawa, ON K1B-3M9 Ph. 613 248-1999 Fax: 613 248-1997

Verification of Flume Flow Meters:

By use of a mechanical level simulating tool installed in the Parshall Flume an exact level can be simulated causing the transmitter to display flow based on the simulator adjusted level.

Shown below is a picture of a simple level simulator used to simulate flows/levels in a Parshall Flume.



By adjusting the reflector upward from the bottom ridge of the base, which will sit on the floor of the flume directly under the level sensor, the flow meter will transmit and display the flow proportional to the simulated level. In this case a 24inch Parshall flume with the simulator set to 240mm can be verified against the chart on the next page. The flow on the transmitter should be comparable to 156.4 l/s.

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Instruments used during verification are Traceable to NIST standards. See Appendix for Calibration Reports
www.capitalcontrols.ca



Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

03-1333 Michael St Ottawa, ON K1B-3M9 Ph. 613 248-1999 Fax: 613 248-1997

FLOW CHART
GREYLINE INSTRUMENTS INC.
24" Parshall Flume

Formula: $Q = KH^3n$
 where: Q = Flow in Liters per Second.
 $K = 0.031982$
 H = Head in Millimeters.
 $n = 1.5500$
 H maximum: 750.0 Millimeters
 H increment: 5 Millimeters

mm	L/s	mm	L/s	mm	L/s	mm	L/s
5.000	0.3875	195.0	113.4	385.0	325.4	575.0	605.9
10.00	1.135	200.0	117.9	390.0	331.9	580.0	614.1
15.00	2.127	205.0	122.5	395.0	338.6	585.0	622.3
20.00	3.323	210.0	127.2	400.0	345.2	590.0	630.6
25.00	4.696	215.0	131.9	405.0	351.9	595.0	638.9
30.00	6.229	220.0	136.7	410.0	358.7	600.0	647.2
35.00	7.911	225.0	141.5	415.0	365.5	605.0	655.6
40.00	9.730	230.0	146.4	420.0	372.3	610.0	664.0
45.00	11.68	235.0	151.4	425.0	379.2	615.0	672.5
50.00	13.75	240.0	156.4	430.0	386.2	620.0	681.0
55.00	15.94	245.0	161.5	435.0	393.2	625.0	689.5
60.00	18.24	250.0	166.6	440.0	400.2	630.0	698.1
65.00	20.65	255.0	171.8	445.0	407.3	635.0	706.7
70.00	23.16	260.0	177.1	450.0	414.4	640.0	715.3
75.00	25.78	265.0	182.4	455.0	421.5	645.0	724.0
80.00	28.49	270.0	187.7	460.0	428.7	650.0	732.7
85.00	31.30	275.0	193.1	465.0	436.0	655.0	741.5
90.00	34.20	280.0	198.6	470.0	443.3	660.0	750.2
95.00	37.19	285.0	204.1	475.0	450.6	665.0	759.1
100.0	40.26	290.0	209.7	480.0	458.0	670.0	767.9
105.0	43.43	295.0	215.3	485.0	465.4	675.0	776.8
110.0	46.67	300.0	221.0	490.0	472.8	680.0	785.8
115.0	50.00	305.0	226.8	495.0	480.3	685.0	794.8
120.0	53.41	310.0	232.6	500.0	487.9	690.0	803.8
125.0	56.90	315.0	238.4	505.0	495.5	695.0	812.8
130.0	60.47	320.0	244.3	510.0	503.1	700.0	821.9
135.0	64.11	325.0	250.2	515.0	510.8	705.0	831.0
140.0	67.83	330.0	256.2	520.0	518.5	710.0	840.2
145.0	71.62	335.0	262.3	525.0	526.2	715.0	849.3
150.0	75.48	340.0	268.4	530.0	534.0	720.0	858.6
155.0	79.42	345.0	274.5	535.0	541.8	725.0	867.8
160.0	83.43	350.0	280.7	540.0	549.7	730.0	877.1
165.0	87.50	355.0	286.9	545.0	557.6	735.0	886.5
170.0	91.64	360.0	293.2	550.0	565.6	740.0	895.8
175.0	95.86	365.0	299.5	555.0	573.5	745.0	905.2
180.0	100.1	370.0	305.9	560.0	581.6	750.0	914.7
185.0	104.5	375.0	312.4	565.0	589.6		
190.0	108.9	380.0	318.8	570.0	597.7		

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Instruments used during verification are Traceable to NIST standards. See Appendix for Calibration Reports
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Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

03-1333 Michael St Ottawa, ON K1B-3M9 Ph. 613 248-1999 Fax: 613 248-1997

4 Instrument Verification

See the following pages of reports for individual equipment.

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Instruments used during verification are Traceable to NIST standards. See Appendix for Calibration Reports
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Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

03-1333 Michael St Ottawa, ON K1B-3M9 Ph. 613 248-1999 Fax: 613 248-1997

4.1 FIT-103 Sludge Loading Flow

• • •

Customer Information		Meter Information	
Customer:	Owner	Meter Owner:	Owner
CalMaster2 Owner:		Meter Type:	MagMaster
		Sensor Size / Pipe ID:	100 mm
		Pipe Status:	Full
Verification Date:	27/04/2021 1:45:38 PM	Sensor Serial No.:	P1703415/2
Report Date:	28/04/2021 2:23:01 PM	Transmitter Serial No.:	vk055232
		Tag:	TxmTag
		Location:	Location

Overall Meter: Passed
The flow meter has passed all of its tests with no significant fault detected.

Summary of Results		Totaliser Information			
Coil Group:	Passed		Start:	End:	Difference:
Electrode Group:	Passed				
Sensor Group:	Passed				
Transmitter Signal Group:	Passed	Fwd: (m*3)	96184	96187	3
Transmitter Driver Group:	Passed	Rev: (m*3)	17994	17994	0
Transmitter Output Group:	Passed	Net: (m*3)	80190	80193	3

CheckMaster Information		Post-Processing Information	
Serial No.:	20273-14	CalMaster2 Version:	1.00.1062
Firmware Version:	CM1.0.1099	Scripts Version:	1.01.2017
Test Script Version:	Issue 20	Download Date:	28/04/2021 2:20:37 PM
Next Calibration Date:	03/08/2021 1:50:12 PM	Number of Tests Scored:	4

*CheckMaster has performed the tests in accordance to ABB Protocol.
For details of ABB Protocol or assistance please refer to local ABB service office.*

Installation Comments:

28/04/2021 2:23:01 PM

Date/Time: _____

Operator Signature: _____

Print Name: _____

QSTA1359 Iss.2

ABB Instrumentation World Flow Technology Centres			
ABB Limited. Oxenden Lane, Stonehouse Cheltenham, GL10 3TA, U.K. Tel: +44 (0) 1453 826661	ABB Automation Inc. 125 East County Line Road Waukegan, PA 18974-4395 U.S.A. Tel: +1 215 674 6000.	ABB Australia Pty Ltd. 4 Bapume Road Wentworth NSW 2170 Tel: +61 2-9621-0111	ABB Automation GmbH. Dränerstr. 2 37074 Göttingen GERMANY Tel: +49 (0) 551 905212

Instruments used during verification are Traceable to NIST standards. See Appendix for Calibration Reports
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Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

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4.2 FIT-102 Supernatant Flow

Flow Meter Conformance Report

Customer Information		Meter Information	
Customer:	Owner	Meter Owner:	Owner
CalMaster2 Owner:		Meter Type:	MagMaster
Verification Date:	27/04/2021 2:14:31 PM	Sensor Size / Pipe ID:	100 mm
Report Date:	28/04/2021 2:23:51 PM	Pipe Status:	Full
		Sensor Serial No.:	P/71186/2/1
		Transmitter Serial No.:	VKH 299621
		Tag:	TxmTag
		Location:	Location

Overall Meter: Passed
The flow meter has passed all of its tests with no significant fault detected.

Summary of Results		Totaliser Information			
Coil Group:	Passed		Start:	End:	Difference:
Electrode Group:	Passed				
Sensor Group:	Passed	Fwd: (l)	138403073	138405608	2535
Transmitter Signal Group:	Passed	Rev: (l)	302992	302994	-2
Transmitter Driver Group:	Passed	Net: (l)	138100080	138102614	2534
Transmitter Output Group:	Passed				

CheckMaster Information		Post-Processing Information	
Serial No.:	20273-14	CalMaster2 Version:	1.00.1062
Firmware Version:	CM1.0.1099	Scripts Version:	1.01.2017
Test Script Version:	Issue 20	Download Date:	28/04/2021 2:20:37 PM
Next Calibration Date:	03/08/2021 1:50:12 PM	Number of Tests Scored:	4

CheckMaster has performed the tests in accordance to ABB Protocol.
For details of ABB Protocol or assistance please refer to local ABB service office.

Installation Comments:

28/04/2021 2:23:51 PM

Date/Time: _____ Operator Signature: _____ Print Name: _____ QSTA1359 Iss.2

ABB Instrumentation World Flow Technology Centres			
ABB Limited. Oldens Lane, Stonehouse Gloucestershire, GL10 3TA, U.K. Tel: +44 (0) 1453 826661	ABB Automation Inc. 125 East County Line Road Warminster, PA 18974-4996 U.S.A. Tel: +1 215 674 6000	ABB Australia Pty Ltd. 4 Baysumme Rd Moorebank, NSW 2170 Tel: +61-2-9621-0111	ABB Automation GmbH. Dransfelder Str. 2 37079 Göttingen GERMANY Tel: +49 (0) 551 905212

Instruments used during verification are Traceable to NIST standards. See Appendix for Calibration Reports
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Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

03-1333 Michael St Ottawa, ON K1B-3M9 Ph. 613 248-1999 Fax: 613 248-1997

4.3 FIT-101 RAS/WAS Flow

Flow Meter Conformance Report

Customer Information		Meter Information	
Customer:	Owner	Meter Owner:	Owner
CalMaster2 Owner:		Meter Type:	MagMaster
Verification Date:	27/04/2021 2:35:30 PM	Sensor Size / Pipe ID:	100 mm
Report Date:	28/04/2021 2:24:41 PM	Pipe Status:	Full
		Sensor Serial No.:	P/74445/2/2
		Transmitter Serial No.:	VKH061310
		Tag:	TxmTag
		Location:	Location

Overall Meter: Passed
The flow meter has passed all of its tests with no significant fault detected.

Summary of Results		Totaliser Information			
Coil Group:	Passed		Start:	End:	Difference:
Electrode Group:	Passed				
Sensor Group:	Passed	Fwd: (m³)	301578	301584	6
Transmitter Signal Group:	Passed	Rev: (m³)	18259	18259	0
Transmitter Driver Group:	Passed	Net: (m³)	283319	283325	6
Transmitter Output Group:	Passed				

CheckMaster Information		Post-Processing Information	
Serial No.:	20273-14	CalMaster2 Version:	1.00.1062
Firmware Version:	CM1.0.1099	Scripts Version:	1.01.2017
Test Script Version:	Issue 20	Download Date:	28/04/2021 2:20:37 PM
Next Calibration Date:	03/08/2021 1:50:12 PM	Number of Tests Scored:	4

CheckMaster has performed the tests in accordance to ABB Protocol.
For details of ABB Protocol or assistance please refer to local ABB service office.

Installation Comments:

28/04/2021 2:24:41 PM

Date/Time: _____ Operator Signature: _____ Print Name: _____ QSTA1359 Iss.2

ABB Instrumentation World Flow Technology Centres			
ABB Limited. Oldens Lane, Stonehouse Gloucestershire, GL10 3TA, U.K. Tel: +44 (0) 1453 826661	ABB Automation Inc. 125 East County Line Road Warminster, PA 18974-4996 U.S.A. Tel: +1 215 674 6000	ABB Australia Pty Ltd. 4 Bapsome Rd Moorebank, NSW 2170 Tel: +61-2-9621-0111	ABB Automation GmbH. Dransfelder Str. 2 37079 Göttingen GERMANY Tel: +49 (0) 551 905212



Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

03-1333 Michael St Ottawa, ON K1B-3M9 Ph. 613 248-1999 Fax: 613 248-1997

4.4 FIT-104 Sewage Influent Flow

• • •

Customer Information		Meter Information	
Customer:	Owner	Meter Owner:	Owner
CalMaster2 Owner:		Meter Type:	MagMaster
		Sensor Size / Pipe ID:	350 mm
		Pipe Status:	Full
		Sensor Serial No.:	3K62/19300
Verification Date:	27/04/2021 3:08:53 PM	Transmitter Serial No.:	VKH 268980
Report Date:	28/04/2021 2:25:47 PM	Tag:	TxmTag
		Location:	Location

Overall Meter: Passed
The flow meter has passed all of its tests with no significant fault detected.

Summary of Results		Totaliser Information			
Coil Group:	Passed		Start:	End:	Difference:
Electrode Group:	Passed				
Sensor Group:	Passed	Fwd: (m*3)	14301208	14301217	9
Transmitter Signal Group:	Passed	Rev: (m*3)	1419	1419	0
Transmitter Driver Group:	Passed	Net: (m*3)	14299789	14299798	9
Transmitter Output Group:	Passed				

CheckMaster Information		Post-Processing Information	
Serial No.:	20273-14	CalMaster2 Version:	1.00.1062
Firmware Version:	CM1.0.1099	Scripts Version:	1.01.2017
Test Script Version:	Issue 20	Download Date:	28/04/2021 2:20:37 PM
Next Calibration Date:	03/08/2021 1:50:12 PM	Number of Tests Scored:	4

*CheckMaster has performed the tests in accordance to ABB Protocol.
For details of ABB Protocol or assistance please refer to local ABB service office.*

Installation Comments:

28/04/2021 2:25:47 PM

Date/Time: _____

Operator Signature:

Print Name:

QSTA1359 Iss.2

ABB Instrumentation World Flow Technology Centres			
ABB Limited 1000 Leitch Road Gloucestershire, GL10 3TA, U.K. Tel: +44 (0) 1453 826661	ABB Automation Inc. 125 East County Line Road Warminster, PA 18974-4995 U.S.A. Tel: +1 215 674 6000	ABB Australia Pty Ltd. 4 Greenfield Str. Moorebank, NSW 2170 Tel: +61-2-9621-0111	ABB Automation GmbH. Dorotheenstr. 2 37079 Göttingen GERMANY Tel: +49 (0) 551 905212

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ABB Automation GmbH.
Dransfelder Str. 2
37079 Göttingen GERMANY
Tel: +49 (0) 551 905212

Instruments used during verification are Traceable to NIST standards. See Appendix for Calibration Reports
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Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

03-1333 Michael St Ottawa, ON K1B-3M9 Ph. 613 248-1999 Fax: 613 248-1997

4.5 FIT-301 Plant Effluent FlowFlow Meter
As Found Results**Instrument Calibration/Verification Report**

Date: April 27 2021

Client DetailsCustomer O.C.W.A. Seaway Valley
Contact Mark Lauzon
613-223-8678Calibrations by: Tim Stewart
Capital Controls
613-248-1999**Instrument Details**Manufacturer Siemens
Model OCM III
Serial Number 011303101XY
Location Prescott W.W.T.P.
Process Plant Effluent
Tag ID FIT-301
Output 4-20 mA**Programming Parameters**12 inch Parshall Flume
Mode = Flow
Exponential device
Ratiometric
Range = 0-209.6 l/s
Height of max head = 45.68 cm
Height of sensor = 125.84 cm
Blanking Distance = 30.482 cm
Relay 1 de-energizes on low flow**Calibration Equipment**Make Fluke Meter
Model 725
Serial # 8759025
Level Stand**Test Procedure**

Level stand to simulate level and flow

Pass/Fail Criteria: 5% of Full Scale

Errors are expressed in percentage of Full Scale

Level	0.0 cm	6.3 cm	32.0 cm
Calculated Flow	0.00 l/s	9.710 l/s	120.62 l/s
Instrument Display	0.00 l/s	10.25 l/s	123.68 l/s
Display Error	0.00%	0.23%	1.46%
Expected mA Output	4.00 mA	4.74 mA	13.22 mA
Actual mA Output	4.12 mA	5.01 mA	13.45 mA
mA Output Error	0.75%	1.68%	1.44%

Comments

The instrument under test has passed the annual calibration.

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Instruments used during verification are Traceable to NIST standards. See Appendix for Calibration Reports

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Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

03-1333 Michael St Ottawa, ON K1B-3M9 Ph. 613 248-1999 Fax: 613 248-1997

4.6 FIT-701 Sewage Pumping Station # 5 Flow

Flow Meter Instrument Calibration/Verification Report Date: April 27 2021
As Found Results

Client Details		Instrument Details	
Customer	Seaway Valley O.C.W.A	Manufacturer	Rosemount
Contact	Mark Lauzon	Model	8712DR12N0M4
	613-223-8678	Serial Number	960261974
		Location	Prescott Pump Station #5
Calibrations by:	Tim Stewart	Output	4-20 mA
	Capital Controls	Process	P.S. #5 Sewage Flow
	613-248-1999	Tag ID	FIT- 701

Programming Parameters		Calibration Equipment	
Units	m3/day	Make	Fluke
Full Scale	17280 m3/day	Model	725
Cal Factor	0950805209226005#	Serial #	8759025

Errors are expressed in percentage of Full Scale

4-20 mA = 0-17280 m3/day

Test Procedure		Pass/Fail Criteria:	
Simulation using flow tube simulator		5% of Full Scale	
		Avg Error	Results
Simulated Value	0.00 ft/s	3.00 ft/s	10.00 ft/s
Instrument Display	0.00 ft/s	3.00 ft/s	10.00 ft/s
Display Error	0.00%	0.00%	0.00%
Expected mA Output	4.00 mA	5.60 mA	9.33 mA
Actual mA Output	4.02 mA	5.62 mA	9.35 mA
mA Output Error	0.13%	0.13%	0.13%

Comments

The instrument under test is within error tolerance and has passed the annual calibration.

Instruments used during verification are Traceable to NIST standards. See Appendix for Calibration Reports
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Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

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Appendix A- Equipment Calibration Certificates



www.pylonelectronics.com

Pylon Electronics Inc.
47 Coonrade Road
Ottawa, ON K2E 7J9

Page: 1 of 1

CERTIFICATE OF CALIBRATION

Description	MULTI FUNCTION PROCESS	Work Order	N0924415
Model Number	745	Serial Number	8759035
Instrument Id	N/A	Cal Procedure	667581
Manufacturer	FLUKE	Cal Date	31 Mar 2021
Customer Name	CAPITAL CONTROLS	Recall Cycle	52 Weeks
		Next Cal Date	31 Mar 2022
		Purchase Order	PO REQUIRED

Calibration Environment: Temperature: 23.5 °C Relative Humidity: 32.6 %RH

Received Condition: Within Tolerance

Completed Conditions: Within Tolerance

Remarks: TAB OF STAND IS BROKEN.

Standards Used to Establish Traceability

Instrument Type	Model	Asset #	Cal Date/Date
CALIBRATOR WITH SCOPE OPTION	5522A-SC1300	240-1210	21 Dec 2021
MULTIMETER	34401A	354-933	22 Sep 2021

Pylon Electronics Ltd. is the holder of calibration for the above listed instruments. These instruments comply with all of the specifications defined on the Test Data Sheet (TDS), unless otherwise indicated. The Certificate received and completed conditions and the TDS specifications are based on the previous condition/s and/or specification/s referenced on the TDS unless otherwise indicated. Any statement of compliance is made without the "Assessment" of the instrument into account and is based on the instrument's performance against the test limits determined by the test data sheet.

The above listed instrument has been calibrated using standards that are traceable to the International System of Units (SI) through a National Metrological Institute (such as NRC or NIST). Pylon's quality system meets the requirements of ISO/IEC 17025:2017, unless otherwise specified. Pylon maintains a minimum of a 4:1 ratio between the instrument under test and the measurement system.

This report consists of two pages with supporting information; the Certificate of Calibration and the Test Data Sheet (TDS). Copyright of this report is owned by the issuing laboratory and may not be reproduced, either in full, except as may be prior written permission of the issuing laboratory. The data as found and final as left results are the responsibility of the client. Certificate remarks identify if adjustments were performed.

Metric/Unit: 9/5	Quality Assurance: 302	Date of Issue: 31 Mar 2021	P-100 Rev. 16
HALIFAX	MONTREAL	OTTAWA	TORONTO
		EDMONTON	CALGARY

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Instruments used during verification are Traceable to NIST standards. See Appendix for Calibration Reports
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Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

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Calibration Test Data

Description:	MULTI FUNCTION PROCESS CALIB	Work order:	N0021415
Model:	725	Serial:	8759025
Customer ID:	N/A	Procedure:	667581
Manufacturer:	FLUKE	Proc. Rev.:	01-Apr-2014
Customer:	CAPITAL CONTROLS	Cal Date:	31-Mar-2021

Rev. 03-May-2007

725 Process MA

Test: 151

AF# 100

07-Sep-2016

TEST REF.	TEST DESCRIPTION	RESULTS			
		MIN	AS FOUND	FINAL	MAX
P. 25	UPPER DISPLAY VOLTAGE MEASUREMENT TESTS				
	APPLIED (V)	V	V		V
	0	-0.002	0.000		0.002
	15	14.995	15.001		15.005
	30	29.992	30.004		30.008
P. 26	LOWER DISPLAY mV/TC MEASUREMENT TESTS				
	APPLIED (V)	V	V	V	V
	0.00 m	-0.02 m	0.00 m		0.02 m
	45.00 m	44.97 m	44.99 m		45.03 m
	90.00 m	89.96 m	89.99 m		90.04 m
P. 27	LOWER DISPLAY VOLTAGE MEASUREMENT TESTS				
	APPLIED (V)	V	V	V	V
	0.000	-0.002	0.000		0.002
	10.000	9.993	9.999		10.004
	20.000	19.994	19.999		20.006
P. 28	UPPER DISPLAY mA MEASUREMENT TESTS				
	APPLIED (A)	A	A	A	A
	4.000 m	3.997 m	3.999 m		4.003 m
	12.000 m	11.995 m	11.999 m		12.005 m
	24.000 m	23.993 m	24.001 m		24.007 m

Instruments used during verification are Traceable to NIST standards. See Appendix for Calibration Reports
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Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

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PYLON		Calibration Test Data			
Description: MULTI FUNCTION PROCESS CALIB		Work order: N0921415			
Model: 725		Serial: 8759023			
TEST REF.	TEST DESCRIPTION	RESULTS			
		MIN	AS FOUND	FINAL	MAX
P. 29	LOWER DISPLAY mA MEASUREMENT TESTS				
	APPLIED (A)	A	A	A	A
	4.000 m	3.997 m	4.000 m		4.003 m
	12.000 m	11.999 m	12.000 m		12.005 m
	24.000 m	23.999 m	24.002 m		24.007 m
P. 30	LOWER DISPLAY FREQUENCY MEASUREMENT TESTS				
	APPLIED FREQ (Hz)	Hz	Hz	Hz	Hz
	1 V P P SQ 10 k	9.98 k	10.00 k		10.02 k
P. 31	LOWER DISPLAY FREQUENCY SOURCE TEST				
	10 Hz	9.975 k	10.000 k		10.025 k
P. 32	LOWER DISPLAY 4-W RESISTANCE MEASUREMENT TESTS				
	APPLIED (Ω)	Ω	Ω	Ω	Ω
	15	14.98	14.99		15.00
	350	349.90	349.97		350.10
	500	499.5	499.9		500.5
	1500	1499.5	1499.9		1500.5
	3200	3199.0	3199.7		3200.0
P. 33	LOWER DISPLAY 3-WIRE RTD MEASUREMENT TESTS				
	APPLIED (Ω)	Ω	Ω	Ω	Ω
	350	349.85	349.85		350.20

Instruments used during verification are Traceable to NIST standards. See Appendix for Calibration Reports
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PYLON		Calibration Test Data			
Description: MULTI FUNCTION PROCESS CALIB		Work order: N0821415			
Model: 725		Serial: 8759025			
TEST Ref	TEST DESCRIPTION	RESULTS			
		MIN	AS FOUND	FINAL	MAX
P. 34	LOWER DISPLAY T/C MEASUREMENT TESTS				
	APPLIED (°C) (V)	°C	°C	°C	°C
	C 0.000 m	-0.7	-0.2		0.7
P. 35	LOWER DISPLAY T/C SOURCE TEST				
	APPLIED (°C)	°C	°C	°C	°C
	C	-0.7	-0.1		0.7
P. 36	LOWER DISPLAY mA SOURCE TESTS				
	OUTPUT (A)	A	A	A	A
	4 m	3.9972 m	3.9985 m		4.0008 m
	12 m	11.9956 m	11.9986 m		12.0044 m
	24 m	23.9932 m	23.9980 m		24.0068 m
P. 37	LOWER DISPLAY mV SOURCE TESTS				
	OUTPUT (V)	V	V	V	V
	0.00 m	-0.000 m	0.000 m		0.000 m
	45.00 m	44.970 m	44.997 m		45.030 m
	100.00 m	99.980 m	99.998 m		100.040 m
	LOWER DISPLAY VOLTAGE SOURCE TESTS				
	OUTPUT (V)	V	V	V	V
	0.000	-0.000	0.000		0.002
	5.000	4.9970	5.0000		5.0030
	10.000	9.9980	10.0000		10.0040

Instruments used during verification are Traceable to NIST standards. See Appendix for Calibration Reports
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Instruments used during verification are Traceable to NIST standards. See Appendix for Calibration Reports
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Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations


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ABB Confidential

ABB Limited

Contract Number: 1964100114
 Serial Version: Issue 20

Calibration Date: 03/08/2021

Signed: 
 Calmest by: Mark Torne

For and on behalf of ABB Limited

CalMaster2 Ca. Certificate

CalMaster2 Serial Number: 312300202514

Instrument Serial Number: 20173
 Software Revision Date: 2016/02/06

CalMaster2 Verification System Certificate of Calibration

CalMaster2 Values		Test Procedure
Current	2.000	1
Current	0.518	2
Current	98.972	3
Current	100.000	4
Current	20000.000	5
Current	30000.000	6
Current	100.000	7
Current	2.000	8
Current	0.518	9
Current	98.972	10
Current	100.000	11
Current	20000.000	12
Current	30000.000	13
Current	100.000	14
Current	2.000	15
Current	0.518	16

Equipment Calibration Data			
Equipment	Serial Number	Calibration Entry Date	
CalMaster2	312300202514	2-11-2020	
Current Source	NET1234	24/09/2016	
Current Sink	NET1234	24/09/2016	

This certifies that the CalMaster2 unit has passed Calibration.
 All equipment used is traceable to National and International standards.
 All CalMaster2 equipment supplied has been upgraded to current standards.

Date: 3 Aug 2020

Next Calibration Due Date: 03/08/2021

Q37FA1320 Issue 1

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Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

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F.R. Tecnologías de Flujo, S.A. de C.V.
Ave. Miguel de Cervantes 111
Complejo Industrial Chihuahua
Chihuahua, Chih. México 31136
Tel. 011 52 (614) 425-7000
Fax. 011 52 (614) 425-7010

9/16/2020

Certificate Of Calibration And Traceability To NIST Consistent with ISO 10474 3.1B

Equipment Name: CALIBRATOR
Model Number: 8714D
Serial Number: 21040206
Customer: CAPITAL CONTROLS AND INSTRUMENTATION
Customer P.O.: P33023
RMA Number: N/A
Date Calibrated: 9/16/20

The accuracy and calibration of all instruments used in this calibration are traceable to the National Institute of Standards and Technology. The instruments and test software used to perform the calibration are as follows:

Test Equipment

Instrument	Rosemount Instrument Number
Digital Multimeter	CM3-1474
Digital Multimeter	CM3-0335
Standard Resistor	CM3-0331
Thermo-hygrometer	CL-1838
Test Software	Ver 4.0 Build 3

Calibration Data

Switch Position	As Received	After Calibration	Accuracy	Yearly Drift Specification
20	30.00293	30.00009	+/- .05%	+ 0.100%
10	10.00018	10.00018	+/- .10%	+ 0.100%
3	2.99961	2.99961	+/- .10%	+ 0.100%

Recommended Calibration Date: 9/16/2021

Measuring and test equipment used in the manufacture and inspection of the above item is directly traceable to the National Institute of Standards and Technology. This traceability is intended to satisfy the intent of MIL-STD-45662, Notice 1.

Rolando Vata
Quality Manager

This certificate is produced by an electronic data system and is valid without signature.

VERIFIED BY 814

ENG003
Rev C April 27, 2020

24

- 19 -

Instruments used during verification are Traceable to NIST standards. See Appendix for Calibration Reports
www.capitalcontrols.ca

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STAFF REPORT TO COUNCIL

Report No. 32-2022

Date: March 21, 2022

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

Re: 2022 Community Grant Recommendations – Intake #1

Recommendation:

That Council approve the 2022 Community Grant Allocation Recommendations for Intake #1, totaling \$41,600 as outlined in Staff Report 32-2022.

Background / Analysis:

The first intake of the 2022 Community Grant applications was received in January. The working group met March 14, 2022, to review each application and made the following recommendations found in the table below.

There were four new applicants that submitted this year. The Fort Wellington Branch 97 Royal Canadian Legion submitted an application for capital improvements including roof repairs, HVAC replacement, parking lot repaving, and sidewalk repairs for \$105,052.09. Upon review this request does not fit within the parameters of the Community Grant Program. A Trillium grant under the capital stream may be better suited for this project. The Door....Dare to Dream submitted an application for capital improvements to install an emergency exit and wheelchair ramp at their facility. Upon review this request does not fit within the parameters of the Community Grant Program. A Trillium grant under the capital stream may be better suited for this project. Loaves and Fishes submitted an application for the initial setup costs of a Mobile Kitchen Project that would serve surrounding communities. The total project cost is \$75,000 of which Prescott is being asked for \$15,000. It is recommended that we have further discussions with Loaves and Fishes to better understand their working relationship and partnerships with King's Kitchen and the Food for All Food Bank, and how the response to the funding requests from other municipalities. This will be reviewed as part of the 2nd intake. The YMCA of Eastern Ontario submitted an application for \$6,900 to provide weekly busing from Prescott to the Brockville YMCA for a teen night in a safe and secure environment. Through the review process, it was noted that Connect Youth may be a participant in this

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initiative. Further discussion with Connect Youth and the YMCA of Eastern Ontario will occur to explore partnerships.

Four regular applicants did not submit in the first intake but are expected to submit an application as part of the second intake.

Organization	Notes	2022 Recommend	2022 Request	2021 Approved
Food For All Food Bank	Application not received in intake #1. 2 nd intake likely.	-	-	7,500
South Grenville Minor Hockey		4,800	4,800	4,800
King's Kitchen	Application not received in intake #1. 2 nd intake likely.	-	-	2,500
Prescott Minor Soccer	Application not received in intake #1. 2 nd intake likely.	-	-	2,300
Prescott Figure Skating Club		6,800	6,800	6,800
Girls Incorporated	Will review additional \$250 request as part of 2 nd intake.	1,000	1,250	1,000
Connect Youth Inc.	Application not received in intake #1. 2 nd intake likely.	-	-	4,000
Volunteer Centre of St. Lawrence-Rideau	Will review additional \$500 request as part of 2 nd intake.	1,000	1,500	-
Grenville Historical Society		500	500	500
St. Lawrence Shakespeare		18,000	18,000	18,000
Fire Department Santa Parade		1,000	1,000	-

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Spirit of Giving		1,000	1,000	1,500
Rural FASD Support Network		-	-	1,000
Folk Fest	Request for was for \$7,500 to \$10,000. Review additional \$2,500 request as part of 2 nd intake.	7,500	7,500	7,500
Fort Wellington Branch 97 Royal Canadian Legion	Does not fit within program guidelines	-	105,052.09	-
The Door...Dare to Dream	Does not fit within program guidelines	-	15,000	-
Loaves and Fishes	Will gather further information for consideration.	-	15,000	-
YMCA of Eastern Ontario	Will gather further information for consideration.	-	6,900	-
Subtotal		41,600	184,302.09	57,400
Unallocated		16,400		
Total Budget		58,000		

Alternatives:

Council may wish to allocate the Community Grants differently from the recommendations.

Financial Implications:

The 2022 Budget includes an allocation of \$58,000 for Community Grants, of which \$16,400 will not be allocated if the above recommendations are accepted. A 2nd intake



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will be sent out at the beginning of May with a due date of May 31, 2022. Recommendations will be brought to Council in June for contemplation.

Environmental Implications:

None

Attachments:

None

Submitted by:

Matthew Armstrong
Chief Administrative Office & Treasurer

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STAFF REPORT TO COUNCIL

Report No. 33-2022

Date: March 21, 2022

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

Re: Official Plan Review – Statutory Public Open House

Recommendation:

That Council direct staff to schedule the Statutory Public Open House for the Official Plan Review prior to the end of April 2022.

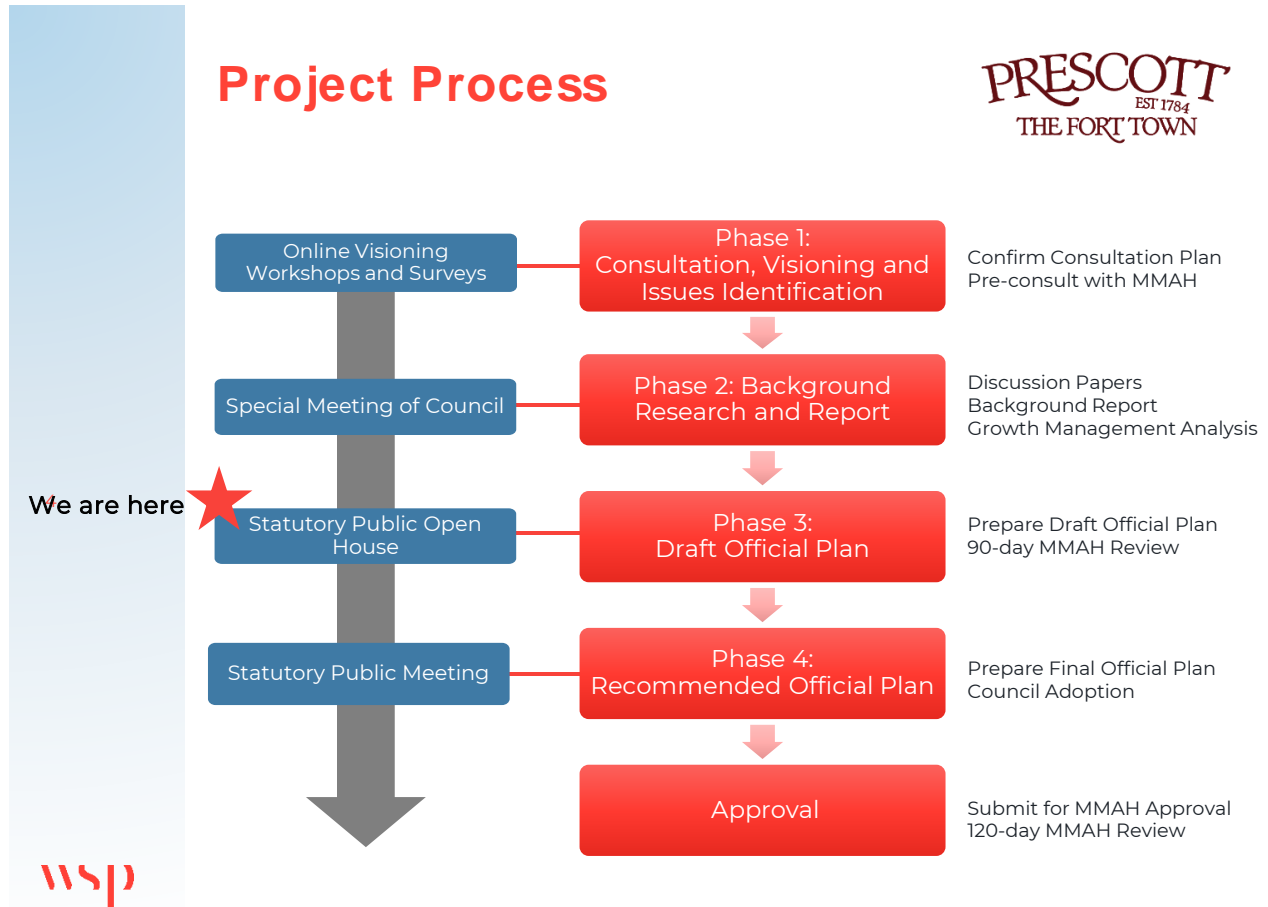
Background / Analysis:

The Town of Prescott is undertaking the legislated review of its Official Plan as required by the *Planning Act*. The Town's current Official Plan was approved by the Minister of Municipal Affairs and Housing in 2006 and was last amended in May 2018. The Official Plan Review will update and refine the goals, objectives, policies, and schedules of the Official Plan to ensure that it is consistent with the 2020 Provincial Policy Statement and reflects matters of local interest.

It is noted that the formal Official Plan Review process has been ongoing since 2019 and has included an online Visioning Workshop and community survey. Public feedback received has been and continues to be considered in the advancement of updating policies in the Town's Official Plan. A Special Meeting of Council was conducted on April 19, 2021, to review the public engagement and consultations to date, reflect and provide feedback on the background reports, contemplate the recommendations, and provided the public to speak to revisions that may be required as part of the Town's Official Plan Review.

The graphic below shows the steps in the Official Plan Review process.

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The next step in the Official Plan review process is to conduct a Statutory Public Open House. It is recommended that the Open House be scheduled for the end of April 2022 for the public to provide feedback on the draft Official Plan. There is a required notice period for this meeting.

Alternatives:

Council may wish to choose direct staff to schedule the Statutory Public Open House meeting at another time.



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Financial Implications:

None

Environmental Implications:

None

Attachments:

None

Submitted By:

Matthew Armstrong
Chief Administrative Officer & Treasurer



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STAFF REPORT TO COUNCIL

Report No. 34-2022

Date: March 21, 2022

From: Matthew Armstrong, Chief Financial Officer and Treasurer

RE: Information Technology Maintenance and Support Request for Proposal Results

Recommendation:

That Council direct staff to enter into a three year contract with Onserve for the provision of Information Technology Maintenance and Support for the Town of Prescott.

Background / Analysis:

The current agreement for Managed Information Technology Services was signed in March of 2019 and was for three years. In February of 2022, the Town of Prescott issued a Request for Proposal for Information Technology Maintenance and Support. Three submissions were received.

Nova Networks
Onserve
Zycom

The submissions were subsequently reviewed and scored using the following criteria:

Criterion	Maximum
Proposal Clarity & Comprehensiveness	15
Approach to Maintenance & Support	15
Firm's Experience in providing service	15
Qualifications and experience of personnel	15
References and Ease of Transition	5
Fee Proposal	35
Total	100

Once the scoring was complete, there was one provider that stood out above the rest.



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Onserve was the previous the information technology maintenance and support service provider for the Town of Prescott up to March of 2019. They currently provide services to the following municipalities:

Town of Deep River
Township of Edwardburgh Cardinal
Township of Elizabethtown Kitley
Township of Laurentian Valley
Township of McNab-Braeside
Village of Merrickville-Wolford
Municipality of North Grenville
Township of Puslinch
Township of Whitewater Region

Transition from the currently service provider to Onserve will occur over the next 30-60 days.

Alternatives:

Council could decide to not proceed with awarding the contract to Onserve at this time or choose a different provider that responded to the Request for Proposal.

Financial Implications:

The monthly fee for the services described in the Request for Proposal are \$3,645 plus HST. This was provided for in the 2022 Operating Budget.

Environmental Implications:

None

Attachments:

None



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Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer

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STAFF REPORT TO COUNCIL

Report No. 35-2022

Date: March 21, 2022

From: Matthew Armstrong, Chief Financial Officer and Treasurer

RE: Improving Monitoring and Public Reporting of Sewage Overflows and Bypass
Program Funding

Recommendation:

For information.

Background / Analysis:

“The Ministry of the Environment, Conservation and Parks recognizes the importance of the impacts of untreated and partially treated wastewater from municipal sewage systems on water quality. The Government of Ontario’s 2020 budget announced \$10 million in funding to provide support to municipalities to improve transparency around wastewater monitoring and public reporting of sewage overflows and bypasses from municipal systems. This funding is being provided through the government’s Improving Monitoring and Public Reporting of Sewage Overflows and Bypasses Program. The objective of this Program is to increase municipal implementation of near real-time public reporting of sewage bypass and overflow events.”

The following 20 municipalities are eligible for the funding:

Town of Amherstburg
City of Cornwall
Municipality of Central Huron
Town of Goderich
City of Hamilton
Town of Hawkesbury
Town of Iroquois Falls
City of Kingston
Municipality of Leamington



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City of London
Regional Municipality of Niagara
City of Ottawa
City of Owen Sound
Town of Parry Sound
Town of Prescott
City of Sarnia
Town of Smiths Falls
City of Thunder Bay
City of Toronto
City of Windsor

The Town of Prescott is to received capital funds up to a total of \$158,145.

Expenses considered eligible under are this funding are outlined below and must be incurred on or before March 31, 2024, for the monitoring and/or modelling and near real-time public reporting of sewage overflows and bypasses.

- Engineering and design work
- Purchasing of equipment/software (e.g., monitoring devices)
- Installation costs (e.g., monitoring equipment)
- Electrical/internet connections
- Associated capital costs (e.g., access point)
- Capital upgrading costs (e.g., improved monitoring devices/infrastructure)
- Signage associated with public reporting of sewage overflows and bypasses (e.g., to support social media – QR code)
- Other capital expenses related to the development and implementation of monitoring/modelling and public reporting of sewage overflows and bypasses

The Town will work with our engineers and OCWA to determine the strategic locations for the installation of monitoring devices the wastewater sewers, storm sewers, and bypass outlets. This monitoring will help populate the data needed to develop the sanitary and storm models to determine when, why, and how bypass events occur. This will help inform the effect of adding additional future developments to the system while also providing the understanding of how the system can be improved through improvements to ultimately reduce or eliminate bypass events.

Bypass events occur when the sanitary system become inundated with water from rain. There are several streets remaining in Prescott that have combined sanitary and storm



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sewers. There has been and will continue to be a conscious reconstruct streets that have a combined sanitary and storm sewer to decrease the infiltration of rainwater into the sanitary system.

Alternatives:

None

Financial Implications:

The funding does not have to be matched by Town funds and it is anticipated that the monitoring and modeling expenses will fit within the total funding amount.

Environmental Implications:

None

Attachments:

- Improving Monitoring and Public Reporting of Sewage Overflows and Bypasses Program - Letter from Ling Mark, Director, Great Lakes and Inland Waters Branch Land and Water Division
- Terms and Conditions

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer

Ministry of the Environment,
Conservation and Parks

Ministère de l'Environnement, de
la Protection de la nature et des Parcs

Great Lakes
and Inland Waters Branch

Direction des Grands Lacs
et des eaux intérieures

40 St. Clair Avenue West
10th Floor
Toronto ON M4V 1M2
Tel.: 416 457-2796

40, Avenue St. Clair Ouest
10^e étage
Toronto ON M4V 1M2
Tél. : 416 457-2796

Sent via email to: marmstrong@prescott.ca

March 11, 2022

Brett Todd, Mayor
Lindsey Veltkamp, Clerk
Corporation of the Town of Prescott
360 Dibble Street West
Prescott, ON K0E 1T0

Dear Brett Todd and Lindsey Veltkamp,

**Re: IMPROVING MONITORING AND PUBLIC REPORTING OF SEWAGE
OVERFLOWS AND BYPASSES PROGRAM**

The Ministry of the Environment, Conservation and Parks recognizes the importance of the impacts of untreated and partially treated wastewater from municipal sewage systems on water quality. The Government of Ontario's 2020 budget announced \$10 million in funding to provide support to municipalities to improve transparency around wastewater monitoring and public reporting of sewage overflows and bypasses from municipal systems. This funding is being provided through the government's "Improving Monitoring and Public Reporting of Sewage Overflows and Bypasses Program" ("**Program**"). The objective of this Program is to increase municipal implementation of near real-time public reporting of sewage bypass and overflow events.

Under this Program, Her Majesty the Queen in right of Ontario as represented by the Minister of the Environment, Conservation and Parks ("**MECP**") is offering capital funds to the Corporation of the Town of Prescott ("**Municipality**") up to a total amount of \$158,145.00 ("**Funds**") in two parts, subject to the Municipality meeting the eligibility criteria for each part. Municipal spending of the Funds is subject to the Terms and Conditions attached as Schedule "A" to this letter.

In order to start receiving the Funds, the Municipality must provide the following to MECP by March 31, 2022:

- i) a copy of the council by-law, council resolution that acts as a by-law or delegation of authority by-law authorizing the Municipality to sign the Terms and Conditions (Schedule "A");

- ii) Terms and Conditions (Schedule "A") signed by an authorized signing officer; and
- iii) confirmation that the Municipality is registered in the Transfer Payment Ontario system <https://www.app.grants.gov.on.ca/tpcr/#/home> (i.e., the organizational and financial information for the Municipality is up to date in that system).

The MECP will provide Funds for the Municipality's eligible expenses through Transfer Payment Ontario on a reimbursement basis based on quarterly reports submitted by the Municipality up to and including March 31, 2024.

If you have any questions, please contact Madhu Malhotra, Manager, Waterways Protection Office, Great Lakes and Inland Waters Branch at madhu.malhotra@ontario.ca.

Sincerely,

Her Majesty the Queen in right of Ontario as represented by the Minister of the Environment, Conservation and Parks

per: **Ling Ey Mark**

Ling Mark
Director, Great Lakes and Inland Waters Branch
Land and Water Division

Digitally signed by Ling Ey Mark
DN: c=ca, st=on, o=Government
of Ontario, ou=People,
serialNumber=DSAP145422,
cn=Ling Ey Mark
Date: 2022.03.11 14:19:52 -05'00'

SCHEDULE “A”

Terms and Conditions for Municipalities of the Improving Monitoring and Public Reporting of Sewage Overflows and Bypasses Program (“Terms and Conditions”)

As a condition of receiving the Funds from Her Majesty the Queen in right of Ontario as represented by the Minister of the Environment, Conservation and Parks (MECP) as described in the letter dated March 11, 2022 to the Corporation of the Town of Prescott (Municipality), which is incorporated into and forms part of this Schedule “A” the Municipality agrees to the following terms and conditions:

Eligibility Criteria:

Part 1 Funding - \$76,626.96

The Ministry has determined that the Municipality meets the following eligibility criteria as of the date of the above-noted letter, and is eligible to receive Program funding:

- 1) The Municipality is or has the status of a municipality within the Province of Ontario; and
- 2) The Municipality was one of the top 20 dischargers of combined sewer overflows by average combined sewer overflow volume per year based on federal data collected through the federal Wastewater Systems Effluent Regulations (WSER) from 2015-2019.

Part 2 Funding - \$81,518.04

The Municipality will be eligible for Part 2 Program funding when it provides MECP with the report due on June 30, 2022 as per the Reporting section below.

For clarity, eligible expenses utilizing funds from each funding Part may be incurred by the Municipality any time between the date the eligibility criteria for the Part was met and March 31, 2024.

The Municipality agrees to inform MECP forthwith if it no longer meets one or more of the eligibility criteria.

Eligible Expenses:

Expenses considered eligible under the Program as defined in the above-noted letter are limited to the following, provided they are incurred on or before March 31, 2024 for the monitoring and/or modelling and near real-time public reporting of sewage overflows and bypasses:

- Engineering and design work
- Purchasing of equipment/software (e.g., monitoring devices)
- Installation costs (e.g., monitoring equipment)
- Electrical/internet connections
- Associated capital costs (e.g., access point)

- Capital upgrading costs (e.g., improved monitoring devices/infrastructure)
- Signage associated with public reporting of sewage overflows and bypasses (e.g., to support social media – QR code)
- Other capital expenses related to the development and implementation of monitoring/modelling and public reporting of sewage overflows and bypasses

Expenses listed above are only considered eligible if they are capital in nature or able to be capitalized based on standard accounting principles. However, engineering, design, or other consultant costs cannot be the significant/sole expenditure. Funding must be used for equipment and construction. Engineering, design, or other consultant costs shall be incidental to that. Municipal staff time and staff costs are not an eligible expense under the Program.

Eligible expenses do not include any costs (including taxes) for which the Municipality has received, will receive, or is eligible to receive, a rebate, credit, or refund. Expenses incurred prior to the date of the Municipality's execution of this Terms and Conditions are ineligible.

Procurement:

In acquiring equipment, services or other eligible items, the Municipality agrees to do so through a procurement process that promotes the best value for money.

Reporting:

The Municipality agrees to:

- 1) Provide MECP with reports on a quarterly basis on the amount of Funds spent on eligible expenses in accordance with these Terms and Conditions in a form specified by the MECP. The reporting due dates are as follows:
 - June 30, 2022
 - September 30, 2022
 - December 31, 2022
 - March 31, 2023
 - June 30, 2023
 - September 30, 2023
 - December 31, 2023
 - March 31, 2024

- 2) Provide MECP with receipts or other proof of payment to confirm the eligibility of the reported spending if requested by MECP.

Audit:

- 1) The Municipality agrees that MECP and its representatives may conduct an audit or investigation in respect of the expenditures reported by the Municipality.

The undersigned acknowledges that in providing his/her name on the applicable line below in electronic form will constitute a signature for the purposes of the *Electronic Commerce Act, 2000*, S.O. 2000, c. 17, as amended.

The Corporation of the Town of Prescott

per: _____
Name: Brett Todd
Title: Mayor

Date: _____

I have authority to bind the Municipality.

per: _____
Name: Lindsey Veltkamp
Title: Clerk

Date: _____

I have authority to bind the Municipality.



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Strategic Plan		

REPORT TO COUNCIL

Date: March 21, 2022

Report No. 36-2022

From: Dana Valentyne, Economic Development Officer

RE: Community Improvement Plan Amendments

Recommendation:

That Council direct staff to undertake a comprehensive review of the Community Improvement Plan Program and bring forward amendments and recommendations to the Planning Advisory Committee for consideration, in accordance with Part IV of the *Planning Act*, R.S.O. 1990, as amended.

Background:

The Town of Prescott's existing Community Improvement Plan was adopted by Council in May 2018. A Community Improvement Plan (CIP) is a tool prescribed by Section 28 of the *Planning Act* intended to re-plan, redesign, redevelop, and rehabilitate a designated area because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social, or community economic development reasons.

The program has been highly successful to-date and serves as a critical investment attraction and business development incentive. Since 2018, a total of \$383,000 in grants and \$260,000 in loans have been approved for 41 properties; leveraging over \$10 million in private-sector investment. As program interest and uptake continues to accelerate, several limitations and/or opportunities for leveraging even greater reinvestment, have been identified.

The proposed revisions to the Community Improvement Plan would add new financial incentive programs intended to support the establishment of affordable housing; increase available grant/loan incentives under various categories; allow for repeat applications under previously funded categories; expand eligible areas/properties for potential support; clarify terms and conditions for the grants and loans offered through the program and establish more comprehensive design guidelines for funded projects.



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Alternatives:

Council could change the terms of the recommendation, direct Staff to undertake a review at a later date or decline the recommendation at this time.

Financial Implications:

None

Attachments:

- Prescott Community Improvement Plan (under separate cover)
- Prescott Community Improvement Plan Application Guide (under separate cover)

Submitted by:

Dana Valentyne,
Economic Development Officer



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STAFF REPORT TO COUNCIL

Report No. 37-2022

Date: March 21, 2022

From: Matthew Armstrong, Chief Administrative Officer and Treasurer

RE: 2022 Operating Budget

Recommendation:

That Council approved the 2022 Operating Budget with total revenues and expenditures of \$10,042,035, and

That Council approve the 2022 Water and Wastewater Budget with total revenues and expenditures of \$2,939,397, and

That Council approve that the final property tax payment for 2022 shall be split into two equal payments due August 31, 2022 and October 31, 2022.

Background / Analysis:

The 2022 Budget has been reviewed over several meetings.

December 6 th	Timelines, Revenue and Expense Assumptions, Property Tax Information and Targets
December 13 th	Health Services & Social Services
January 4 th	Administration, Protective Services, Planning & Development
January 17 th	Transportation, Parks, Recreation
February 7 th	Environmental Services, Water and Wastewater, Ec Dec & Tourism
February 22 nd	Revenue & Taxation



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March 7th Operational Budget Review and Alignment with Strategic Plan and Service Delivery Review

At the December 6th Council meeting the revenue and expense information and assumptions were reviewed from a high-level perspective. It was discussed that a property tax increase of two to three percent inclusive of the one percent dedicated to infrastructure would be the target given the revenue and expense pressures being faced in 2022.

The budget operating includes a property tax increase of 2.85% inclusive of the 1% dedicated to the infrastructure reserve.

This budget includes a 2% increase in water and wastewater rates effective July 1, 2022.

The table below illustrates the effect on the median property in each category of the 2.85% tax levy increase and the decrease to the educational tax rates for commercial and industrial properties.

Description	2021 CVA	2022 CVA	% CVA Change	2021 Total CVA Taxes	2022 Total CVA Taxes	\$ Tax Change	% Tax Change
Single Family Home	153,000	153,000	0.00%	2,343.16	2,403.27	60.11	2.57%
Residential Condominium Unit	152,000	152,000	0.00%	2,327.85	2,387.56	59.71	2.57%
Apartment Building	849,000	849,000	0.00%	18,909.56	19,411.47	501.91	2.65%
Small Office Building	76,000	76,000	0.00%	2,653.21	2,709.76	56.55	2.13%
Small Retail Commercial Property	200,000	200,000	0.00%	6,982.12	7,130.95	148.83	2.13%
Standard Industrial Property	405,000	405,000	0.00%	18,246.86	18,665.32	418.46	2.29%



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Financial Implications:

The following table captures the 2022 Operating Budget status excluding projects.



2022 Operating Budget

	2022 Expense Budget	2022 Revenue Budget	2022 Town Levy
Corporate	1,409,719	2,248,683	(838,964)
Protective	2,267,152	366,333	1,900,819
Transportation	2,676,925	578,990	2,097,935
Environmental	377,575	229,712	147,863
Health	341,506	-	341,506
Social	767,613	80,500	687,113
Recreation and Cultural	1,807,351	646,990	1,160,361
Planning & Development	394,193	52,500	341,693
Total	10,042,035	4,203,708	5,838,327
Water & Wastewater	2,939,397	2,939,397	-
Total	12,981,431	7,143,105	5,838,327

As noted above, the 2022 Operating Budget includes a 2.85% property tax levy increase. The educational tax rates for 2022 remain the same as 2021. This results in an overall property tax increase of 2.44%.

The 2022 Operating Budget includes a net contribution to reserves of \$1,082,964 before capital and operational projects are considered. The water and wastewater budgets include a net contribution to reserves of \$528,352.

The table below shows the effects of the change on each tax class.



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	2022 Estimated Total Taxation (\$			Difference Between 2021 and 2022 Taxation						CVAs Used to determine municipal		
Class	Municipal	Education	Total 2022	Municipal		Education		Total Change		CVA	Tax Ratio	Edu. Tax Rate
				\$	%	\$	%	\$	%			
Taxable												
Residential	3,783,380	408,289	4,191,668	104,840	2.85%	0	0.00%	104,840	2.57%	266,855,200	1.000000	0.00153000
New Multi-residential	34,918	3,426	38,344	968	2.85%	0	0.00%	968	2.59%	2,239,000	1.100000	0.00153000
Multi-residential	455,515	32,668	488,184	12,623	2.85%	0	0.00%	12,623	2.65%	21,351,700	1.504757	0.00153000
Com. Occupied	1,270,977	418,605	1,689,582	35,219	2.85%	0	0.00%	35,219	2.13%	47,327,800	1.894162	0.00880000
Com. Exc. Land	9,123	4,271	13,393	253	2.85%	0	0.00%	253	1.92%	485,300	1.325913	0.00880000
Com. Vac. Land	20,082	9,401	29,483	557	2.85%	0	0.00%	557	1.92%	1,068,300	1.325913	0.00880000
Ind. Occupied	226,587	53,792	280,379	6,279	2.85%	0	0.00%	6,279	2.29%	6,076,800	2.630000	0.00880000
Ind. Exc. Land	2,724	989	3,713	75	2.85%	0	0.00%	75	2.07%	112,400	1.709500	0.00880000
Ind. Vac. Land	11,629	4,222	15,851	322	2.85%	0	0.00%	322	2.08%	479,800	1.709500	0.00880000
Pipelines	23,391	10,542	33,934	648	2.85%	0	0.00%	648	1.95%	1,198,000	1.377180	0.00880000
Farm	0	0	0	0	0.00%	0	0.00%	0	0.00%	0	0.250000	0.00038250
Managed Forests	0	0	0	0	0.00%	0	0.00%	0	0.00%	0	0.250000	0.00038250
Com Total Taxable	1,300,182	432,276	1,732,459	36,029	2.85%	0	0.00%	36,029	2.12%	48,881,400		
Ind Total Taxable	240,940	59,004	299,944	6,677	2.85%	0	0.00%	6,677	2.28%	6,669,000		
Total Taxable	5,838,327	946,205	6,784,531	161,783	2.85%	0	0.00%	161,783	2.44%	347,194,300		

Environmental Implications:

None

Attachments:

None

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 21 '22
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 38-2022

Date: March 21, 2022

From: Matthew Armstrong, Chief Administrative Officer and Treasurer

RE: 2022 Capital and Operating Projects Budget

Recommendation:

That Council approve the 2022 Capital and Operating Projects Budget as outlined in Staff Report 38-2022.

Background / Analysis:

Planning for 2022 Capital and Operational Projects started in the fall of 2021. The following outlines the steps taken to develop the 2022 Projects Budget.

1. November and December Council and Staff submitted ideas for consideration
2. January 4th – Council reviewed the initial project list and provided feedback
3. January 18th – Council approved the large-scale infrastructure projects
4. February 16th – Council reviewed and prioritized the capital and operational projects
5. March 1st – Council reviewed the 2021 projects and the alignment with the strategic plan and service delivery review

The following table outlines the status of various projects that are being put forward for 2021.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 21 '22
Strategic Plan		

Description	Project Type	Estimated Cost	Funding Source
Edward Street Overpass Work	Rehabilitation	1,087,356	OCIF Funding & Infrastructure Reserve
Rescue Pumper	Replacement / Addition	900,000	Debt
G & H Dock	Replacement	251,000	Marina & Infrastructure Reserves
1 Ton Truck	Replacement	100,000	Public Works & Infrastructure Reserve
Lighthouse Pop-Up Shop and improvements, Outdoor Patio Structure for Downtown, Pop-Up Shop Sheds for Riverwalk Village	Additions	100,000	Canada Community Revitalization Fund (CCRF) Grant & Fiscal Policy Reserve
Fire Department Replacement Gear	Health & Safety	30,000	Fire Department Reserve
Swing Blade for new plow	Addition	20,000	Public Works Reserve
Downtown Seasonal Parkettes, Banner along Coast Guard Property/Beach, Development of Smartphone App, Lighting decorations along major arteries, Pedestrian Counter	Addition	80,000	MyMainStreet Community Activator Funding Program
Recreational lending library from Centennial Park and/or Marina	Addition	10,000	Recreation Reserve
Play Structure deficiency fixes	Health & Safety	20,000	Parks Reserve
CB Radios for Operations Equipment	Addition	6,000	Public Works Reserve
Brockville General Hospital Donation	Community Support	30,000	Fiscal Policy Reserve
Economic Development Initiatives	Growth	60,000	Modernization Funding
Total		2,694,356	

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 21 '22
Strategic Plan		

Financial Implications:

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

	2020 Ending Balance	2021 Budget Contributions	2021 Est. Usage	2021 Est Balance	2022 Budget Contributions	2022 Projects	2022 Est Balance
Working Funds Reserve	880,000	-	-	880,000	-	-	880,000
Fiscal Policy Reserve	178,107	101,500	(183,000)	96,607	70,000	(72,000)	94,607
Election Reserve	12,023	5,100	-	17,123	5,100	(20,000)	2,223
Building Reserve	29,695	24,550	-	54,245	24,550	-	78,795
Emergency Management Reserve	2,011	-	-	2,011	-	-	2,011
Community Centre Reserve	-	300,000	(300,000)	-	300,000	(300,000)	-
Planning Reserve	55,354	-	(20,000)	35,354	-	-	35,354
Community Improvement Plan Reserve	116,793	75,000	(120,000)	71,793	25,000	-	96,793
PSB Sponsored Programs Reserve	3,351	-	-	3,351	-	-	3,351
Fire Vehicles/Equipment Reserve	50,455	30,000	(30,000)	50,455	30,000	(30,000)	50,455
Infrastructure Reserve	91,542	-	-	91,542	-	-	91,542
Public Works Vehicle/Equipment Reserve	26,537	20,200	(42,500)	4,237	45,675	(46,000)	3,912
Heritage Reserve	2,068	-	-	2,068	-	-	2,068
Splash Pad/Dog Park	-	25,000	(15,000)	10,000	25,000	(10,000)	25,000
Library Reserve	42,605	-	-	42,605	-	-	42,605
Library E-Learning Reserve	1,050	-	-	1,050	-	-	1,050
Kinsmen Reserve	1,235	-	-	1,235	-	-	1,235
Outdoor Rink Bell Sport Reserve	1,328	-	-	1,328	-	-	1,328
Walker House Reserve	-	1,750	-	1,750	1,750	-	3,500
Museum Reserve	94,447	-	(84,000)	10,447	-	-	10,447
Marina Reserve	100,834	79,435	(35,000)	145,269	79,435	(201,000)	23,704
Business Improvement Area Reserve	39,642	-	-	39,642	-	-	39,642
Health Centre Reserve	4,170	-	(4,170)	-	-	-	-
Parks Reserve	12,624	12,600	(13,000)	12,224	12,600	(20,000)	4,824
Water Fountain Reserve	9,276	3,000	-	12,276	3,000	-	15,276
Cemetery Board Reserve	18,654	-	-	18,654	-	-	18,654
Dedicated Infrastructure Reserve	227,051	222,299	(295,000)	154,350	279,064	(282,388)	151,026
Bridge Project Reserve	-	275,000	-	275,000	406,178	-	681,178
Municipal Modernization Reserve	572,483	-	(450,000)	122,483	-	(122,483)	-
Subtotal	2,573,334	1,175,434	(1,591,670)	2,157,098	1,307,352	(1,103,871)	2,360,579
Sanitary Sewer Reserve	200,509	197,735	(250,000)	148,244	223,403	(150,000)	221,647
Wastewater Plant Reserve	2,862,124	106,812	(70,000)	2,898,936	174,129	-	3,073,065
Water Department Reserve	1,575,272	128,951	(800,000)	904,223	103,242	(600,000)	407,465
Water Treatment Plant Reserve	773,208	118,140	-	891,348	27,578	-	918,926
Subtotal	5,411,113	551,638	(1,120,000)	4,842,751	528,352	(750,000)	4,621,103
Total	7,984,446	1,727,072	(2,711,670)	6,999,849	1,835,704	(1,853,871)	6,981,682



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 21 '22
Strategic Plan		

Environmental Implications:

None

Attachments:

None

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NO. 12-2022

A BY-LAW TO DELEGATE AUTHORITIES DURING A RESTRICTED AUTHORITY COUNCIL PERIOD (“LAME DUCK”) FOR THE TOWN OF PRESCOTT

Being a by-law to delegate authorities during a restricted authority Council period (“Lame Duck”) for the Town of Prescott

WHEREAS Section 275 (1) of the *Municipal Act*, as amended, provides that where three quarters of the members of the outgoing Council of the municipality will not be returning, the following authorities of Council will cease Nomination Day (August 19, 2022) and/or Election Day (October 24, 2022):

- a) The appointment or removal from office of any officer of the municipality;
- b) The hiring or dismissal of any employee of the municipality;
- c) The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
- d) Making any expenditures or incurring any other liability which exceeds \$50,000; and

WHEREAS Section 23.1(1) of the Act states that Council is authorized to delegate certain powers and duties; and

WHEREAS Section 275(6) of the Act provides that the authority of a municipality can be delegated to a person or body prior to Nomination Day for the election of a new Council; and

WHEREAS the Council of the Town of Prescott deems it expedient and necessary to delegate certain authorities for the restricted period (“Lame Duck”), if it applies, between August 19, 2022 and November 15, 2022.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Prescott enacts as follows:

1. That the Chief Administrative Officer and Director of Finance/Treasurer are hereby delegated authority to:
 - a) Be the financial signing authority for expenditures, outside the current budget, exceeding \$50,000 and/or for the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
 - b) Be the authority to appoint/remove any officer and for the hiring/dismissal of any employee of the Town of Prescott; and

2. That should delegated authority be exercised, the sitting Council shall be informed at the next regularly scheduled Council meeting, or special meeting called for this purpose; and
3. That this by-law shall come into force and take effect upon being passed by Council and will expire on November 15, 2022; and
4. That should any other existing by-laws, resolutions, or actions of the Corporation of the Town of Prescott be deemed to be inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.

READ AND PASSED, SIGNED AND SEALED THE 21 DAY OF MARCH, 2022.

Mayor

Clerk

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NO. 13-2022

A BY-LAW TO AUTHORIZE THE SIGNING OF TERMS AND CONDITIONS FOR THE IMPROVING MONITORING AND PUBLIC REPORTING OF SEWAGE OVERFLOWS AND BYPASSES PROGRAM AS PROVIDED BY HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE MINISTER OF ENVIRONMENT, CONSERVATION AND PARKS.

Being a by-law to authorize the signing of Terms and Conditions for the Improving Monitoring and Public Reporting of Sewage Overflows and Bypasses Program as provided by Her Majesty the Queen in Right of Ontario and represented by the Minister of Environment Conservation and Parks.

WHEREAS, Section 9 of the *Municipal Act 2001*, S.O. 2001, c.25, as amended, grants municipalities the rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS, Section 11(2) 3. Of the *Municipal Act 2001*, S.O. 2001, c.25, as amended, permits that municipalities may pass by-laws regarding the financial management of the municipality and its local boards; and

WHEREAS, the Council of the Corporation of the Town of Prescott deems it expedient to agree to the Terms and Conditions as supplied by the Ministry of the Environment, Conservation and Parks;

NOW THEREFORE IT BE RESOLVED THAT the Council of the Corporation of the Town of Prescott enacts as follows:

1. That the Mayor and Clerk are hereby authorized to sign the Terms and Conditions, attached hereto as Schedule A, between the Queen in Right of Ontario as represented by the Minister of Environment, Conservation and Parks regarding the Improving Monitoring and Public Reporting of Sewage Overflows and Bypasses Program.
2. That Schedule A, (the Terms and Conditions), forms part of this by-law.
3. This by-law shall come into force and take effect upon final passage.

3. That any other By-Laws, resolutions or actions of the Council of the Corporation of the Town of Prescott that are inconsistent with the provisions of this By-Law are hereby rescinded.

READ AND PASSED, SIGNED AND SEALED THE 21st DAY OF MARCH, 2022.

Mayor

Clerk

SCHEDULE “A”

Terms and Conditions for Municipalities of the Improving Monitoring and Public Reporting of Sewage Overflows and Bypasses Program (“Terms and Conditions”)

As a condition of receiving the Funds from Her Majesty the Queen in right of Ontario as represented by the Minister of the Environment, Conservation and Parks (MECP) as described in the letter dated March 11, 2022 to the Corporation of the Town of Prescott (Municipality), which is incorporated into and forms part of this Schedule “A” the Municipality agrees to the following terms and conditions:

Eligibility Criteria:

Part 1 Funding - \$76,626.96

The Ministry has determined that the Municipality meets the following eligibility criteria as of the date of the above-noted letter, and is eligible to receive Program funding:

- 1) The Municipality is or has the status of a municipality within the Province of Ontario; and
- 2) The Municipality was one of the top 20 dischargers of combined sewer overflows by average combined sewer overflow volume per year based on federal data collected through the federal Wastewater Systems Effluent Regulations (WSER) from 2015-2019.

Part 2 Funding - \$81,518.04

The Municipality will be eligible for Part 2 Program funding when it provides MECP with the report due on June 30, 2022 as per the Reporting section below.

For clarity, eligible expenses utilizing funds from each funding Part may be incurred by the Municipality any time between the date the eligibility criteria for the Part was met and March 31, 2024.

The Municipality agrees to inform MECP forthwith if it no longer meets one or more of the eligibility criteria.

Eligible Expenses:

Expenses considered eligible under the Program as defined in the above-noted letter are limited to the following, provided they are incurred on or before March 31, 2024 for the monitoring and/or modelling and near real-time public reporting of sewage overflows and bypasses:

- Engineering and design work
- Purchasing of equipment/software (e.g., monitoring devices)
- Installation costs (e.g., monitoring equipment)
- Electrical/internet connections
- Associated capital costs (e.g., access point)

- Capital upgrading costs (e.g., improved monitoring devices/infrastructure)
- Signage associated with public reporting of sewage overflows and bypasses (e.g., to support social media – QR code)
- Other capital expenses related to the development and implementation of monitoring/modelling and public reporting of sewage overflows and bypasses

Expenses listed above are only considered eligible if they are capital in nature or able to be capitalized based on standard accounting principles. However, engineering, design, or other consultant costs cannot be the significant/sole expenditure. Funding must be used for equipment and construction. Engineering, design, or other consultant costs shall be incidental to that. Municipal staff time and staff costs are not an eligible expense under the Program.

Eligible expenses do not include any costs (including taxes) for which the Municipality has received, will receive, or is eligible to receive, a rebate, credit, or refund. Expenses incurred prior to the date of the Municipality's execution of this Terms and Conditions are ineligible.

Procurement:

In acquiring equipment, services or other eligible items, the Municipality agrees to do so through a procurement process that promotes the best value for money.

Reporting:

The Municipality agrees to:

- 1) Provide MECP with reports on a quarterly basis on the amount of Funds spent on eligible expenses in accordance with these Terms and Conditions in a form specified by the MECP. The reporting due dates are as follows:
 - June 30, 2022
 - September 30, 2022
 - December 31, 2022
 - March 31, 2023
 - June 30, 2023
 - September 30, 2023
 - December 31, 2023
 - March 31, 2024

- 2) Provide MECP with receipts or other proof of payment to confirm the eligibility of the reported spending if requested by MECP.

Audit:

- 1) The Municipality agrees that MECP and its representatives may conduct an audit or investigation in respect of the expenditures reported by the Municipality.

The undersigned acknowledges that in providing his/her name on the applicable line below in electronic form will constitute a signature for the purposes of the *Electronic Commerce Act, 2000*, S.O. 2000, c. 17, as amended.

The Corporation of the Town of Prescott

per: _____
Name: Brett Todd
Title: Mayor

Date: _____

I have authority to bind the Municipality.

per: _____
Name: Lindsey Veltkamp
Title: Clerk

Date: _____

I have authority to bind the Municipality.

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 14-2022

**A BY-LAW TO AUTHORIZE THE EXECUTION OF AN AGREEMENT WITH
HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF ONTARIO AS
REPRESENTED BY THE MINISTER OF TRANSPORTATION FOR THE
PROVINCE OF ONTARIO – DEDICATED GAS TAX FUNDS**

**Being a by-law to authorize the execution of an agreement with Her Majesty
The Queen In Right of the Province of Ontario as represented by the
Minister of Transportation for the Province of Ontario – Dedicated Gas Tax
Funds**

WHEREAS the Town of Prescott, in collaboration with Augusta Township and the Township of Edwardsburgh Cardinal, has been funding the River Route Transit Service since August of 2021; and

WHEREAS the Town of Prescott, with the passing of a Council Bylaw, will be eligible to participate in the Provincial Gas Tax Funds for Public Transportation Program through the Ministry of Transportation; and

WHEREAS it is deemed expedient to authorize the execution of an Agreement with Her Majesty the Queen in right of the Province of Ontario, represented by the Minister of Transportation for the Province of Ontario for funding under the Dedicated Gas Tax Funds for Public Transportation Program.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Prescott enacts as follows:

1. That the Town of Prescott supports the River Route Transit Service, and is committed to ongoing annual support beginning January 1, 2022, in the amount of \$31,500, to be reviewed annually.
2. That the Town of Prescott agrees to received and be responsible for the Provincial Gas Tax funds from the Province of Ontario for the River Route Transit Service on behalf of the funding partners.
3. That the Mayor and Clerk are hereby authorized to execute on behalf of the Corporation of the Town of Prescott and Agreement with Her Majesty the Queen in Right of the Province of Ontario as represented by the Minister of Transportation for the Province of Ontario for ongoing funding under the Dedicated Gas Tax Funds for Public Transportation Program.

4. Should any other existing by-laws, resolutions, or actions of the Corporation of the Town of Prescott be deemed to be inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.

READ AND PASSED, SIGNED AND SEALED THE 21st DAY OF MARCH 2022.

Mayor

Clerk

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NO. 15-2022

A BY-LAW TO ADOPT THE ESTIMATES FOR THE SUMS REQUIRED DURING THE YEAR 2022 FOR GENERAL PURPOSES OF THE CORPORATION OF THE TOWN OF PRESCOTT

**Being a by-law to adopt the estimates for the sums required during the year 2022
for general purposes of the corporation of the Town of Prescott**

WHEREAS the Council of the Town of Prescott (hereinafter referred to as the Town) shall in each year prepare and adopt estimates of the sums it requires during the year for the purposes of the Town pursuant to Section 289(1), the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (herein referred to as the Municipal Act); and

WHEREAS it is necessary for the Town, pursuant to Section 311(2), the *Municipal Act*, to raise certain sums for municipal purposes for the 2022 taxation year; and

WHEREAS all property assessment rolls on which the 2022 taxes are to be levied have been returned and revised pursuant to the provisions of the *Assessment Act*, R.S.O. 1990, c.A.31, as amended (hereinafter referred to as the Assessment Act) subject to appeals at present before the Assessment Review Board, the Ontario Municipal Board and the District Court; and

WHEREAS all properties situated in the Town of Prescott can be classified within a class of property or subclass as set out in the Assessment Act and the Regulations enacted pursuant thereto;

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

1. That the Town adopt the levy of five million, eight hundred, thirty-eight thousand, three hundred and twenty-seven dollars (\$5,838,327) as detailed in Schedule A attached hereto as its estimate of the Property Tax Levy required during the year 2022 for the general purposes of the Town.
2. That if a surplus exists as of December 31, 2022, all funds shall be transferred to Fiscal Policy Reserves or as Council otherwise directs.
3. This by-law shall come into place and take effect on the date of its passing.

4. That any other By-Laws, resolutions or actions of the Council of the Corporation of the Town of Prescott that are inconsistent with the provisions of this By-Law are hereby rescinded.

READ AND PASSED, SEALED AND SIGNED THE 21st DAY OF MARCH 2022.

Mayor

Clerk

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW No.15-2022

SCHEDULE A



2022 Operating Budget

	2022 Expense Budget	2022 Revenue Budget	2022 Town Levy
Corporate	1,409,719	2,248,683	(838,964)
Protective	2,267,152	366,333	1,900,819
Transportation	2,676,925	578,990	2,097,935
Environmental	377,575	229,712	147,863
Health	341,506	-	341,506
Social	767,613	80,500	687,113
Recreation and Cultural	1,807,351	646,990	1,160,361
Planning & Development	394,193	52,500	341,693
Total	10,042,035	4,203,708	5,838,327
Water & Wastewater	2,939,397	2,939,397	-
Total	12,981,431	7,143,105	5,838,327

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NO. 16-2022

A BY-LAW TO SET TAX RATIOS FOR THE YEAR 2022

Being a by-law to set tax ratios for the year 2022

WHEREAS it is necessary for the Council of the Corporation of the Town of Prescott, pursuant to the section 308 (4) of the *Municipal Act*, S.O. 2001, Chapter 25, as amended, to establish the tax ratios for 2022 for the Town;

WHEREAS the tax ratios determine the relative amount of taxation to be borne by each property class; and

WHEREAS the property classes have been prescribed by the Minister of Finance under section 7 of the Assessment Act, R.S.O., Chapter A.31, as amended;

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

1. For the taxation year 2022, the tax ratio for property in:
 - a. the residential property class is 1.000000;
 - b. the new multi-residential property class is 1.100000;
 - c. the multi-residential property class is 1.504757;
 - d. the commercial occupied property class is 1.894162;
 - e. the commercial excess and vacant property classes are 1.325913;
 - f. the industrial occupied property class is 2.630000;
 - g. the industrial excess and vacant property classes are 1.709500;
 - h. the pipelines property class is 1.377180;
 - i. the farmlands property class is 0.250000;
 - j. the managed forest property class is 0.250000.
2. For the purpose of this by-law:
 - a. the commercial property class includes all commercial office property, shopping centre property and parking lot property;
 - b. industrial property class includes all large industrial property.
3. This by-law shall come into force and take effect upon final passage.

4. That any other By-Laws, resolutions or actions of the Council of the Corporation of the Town of Prescott that are inconsistent with the provisions of this By-Law are hereby rescinded.

READ AND PASSED, SIGNED AND SEALED THE 21st DAY OF MARCH 2022.

Mayor

Clerk

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NO. 17-2022

A BY-LAW TO ADOPT TAX RATES FOR MUNICIPAL PURPOSES FOR THE YEAR 2022

Being a by-law to adopt tax rates for municipal purposes for the year 2022

WHEREAS the Council of the Corporation of the Town of Prescott, pursuant to the section 308 of the *Municipal Act*, S.O. 2001, C.25, as amended, enacted By-Law 16-2022 being a by-law to establish the 2022 tax ratios for the Town of Prescott;

WHEREAS the tax ratios determine the relative amount of taxation to be borne by each property class; and

WHEREAS the property classes have been prescribed by the Minister of Finance under section 7 of the *Assessment Act*, R.S.O., Chapter A.31, as amended; and

WHEREAS it is necessary for Council, pursuant to section 368.1 of the *Municipal Act*, to establish tax reductions for prescribed property subclasses for 2022 for the town; and

WHEREAS the property subclasses for which tax rate reductions are to be established are in accordance to section 8 of the *Assessment Act*; and

WHEREAS the tax rates reductions reduce the tax rates that would otherwise be levied for municipal purposes; and

WHEREAS it is necessary for Council, pursuant to the section 312 of the *Municipal Act*, S.O. 2001 c.25, to pass a by-law levying a separate tax rate, on the assessment in each property class and further that the tax rates are to be established in the same proportion to the tax ratios; and

WHEREAS all property assessment rolls on which the 2022 taxes are to be levied have been returned and revised pursuant to the provisions of the *Assessment Act*, as amended, subject to appeals at present before the Assessment Review Board, the Ontario Municipal Board and the District Court; and

WHEREAS the Council of the Corporation of the Town of Prescott, enacted By-law 41-1979, as amended, to establish a Board of Management for the Business Improvement Area and that each year Council shall in each year levy a special charge for all businesses within the designated area; and

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

Tax Rates

1. The tax rate reduction for:
 - a. the vacant land, vacant units and excess lands subclasses in the commercial property class is 30%;
 - b. the vacant land, vacant units and excess lands subclasses in the industrial property class is 35%
2. For the year 2022, the Corporation of the Town of Prescott shall levy upon the residential/farmland assessment, upon the multi-residential assessment, upon the commercial assessment, upon the industrial assessment, upon the pipeline assessment, upon the farmland assessment, and upon the managed forest assessment, the following rates of taxation per current value assessment for general purposes and education purposes:

		Municipal Rate	Education Rate	Total
Residential		0.01417765	0.00153000	0.01570765
New Multi-residential		0.01559542	0.00153000	0.01712542
Multi-residential		0.02133392	0.00153000	0.02286392
Commercial	Occupied	0.02685477	0.00880000	0.03565477
Commercial	Excess Land	0.01879833	0.00880000	0.02759833
Commercial	Vacant Land	0.01879833	0.00880000	0.02759833
Industrial	Occupied	0.03728722	0.00880000	0.04608722
Industrial	Excess Land	0.02423669	0.00880000	0.03303669
Industrial	Vacant Land	0.02423669	0.00880000	0.03303669
Pipelines		0.01952518	0.00880000	0.02832518
Farm		0.00354441	0.00038250	0.00392691
Managed Forests		0.00354441	0.00038250	0.00392691

Tax Class		Assessment	Municipal Rate	Levy
Residential		266,855,200	0.01417765	3,783,380
New Multi-residential		2,239,000	0.01559542	34,918
Multi-residential		21,351,700	0.02133392	455,515
Commercial	Occupied	47,327,800	0.02685477	1,270,977
Commercial	Excess Land	485,300	0.01879833	9,123
Commercial	Vacant Land	1,068,300	0.01879833	20,082
Industrial	Occupied	6,076,800	0.03728722	226,587
Industrial	Excess Land	112,400	0.02423669	2,724
Industrial	Vacant Land	479,800	0.02423669	11,629
Pipelines		1,198,000	0.01952518	23,391
Farm			0.00354441	-
Managed Forests			0.00354441	-
Total		347,194,300		5,838,327

3. Business Improvement Area Special Rate 0.00195628

4. For the purpose of this by-law:

- a. the commercial property class includes all commercial office property, shopping centre property and parking lot property;
- b. industrial property class includes all large industrial property.

Tax Payment

5. Payment of taxes shall be made by one interim installment and one final installment, comprised of two due dates. The dates for payment of taxes in 2022 for the final tax billing shall be as follows:

For all residential, multi-residential, commercial, industrial and pipeline classes:

First installment August 31, 2022

Final installment October 31, 2022

6. All payments of taxes shall be payable to the Corporation of the Town of Prescott.
7. Payment of taxes on or before the due date may be made to the Tax Collector at the Municipal Offices or at most financial institutions.
8. Any payment of taxes including all penalties and interest after the due date shall be paid at the municipal office.
9. The Tax Collector may accept part payment from time to time on account of any taxes due and to give a receipt for such payment.
10. When the Tax Collector receives part payment on account of taxes due for any year, the Tax Collector shall credit such part payment first on account of the interest and penalty charges, if any, and then the remainder of such payment shall be credited

first against the installment first due and secondly against the installment next due, and so on until the whole of the remainder of the payment has been credited against such taxes.

Penalties and Interest

11. A penalty charge of one and one-quarter percent (1 $\frac{1}{4}$ %) shall be imposed on all unpaid taxes on the first day of default and on the first day of each calendar month thereafter in which the default continues but not after the end of the calendar year in which the taxes are levied.
12. An interest charge of one and one-quarter percent (1 $\frac{1}{4}$ %) shall be imposed on all unpaid taxes on the first day of each calendar month from the thirty-first day in the year in which the taxes until the taxes are paid.
13. This by-law shall come into force and take effect upon final passage.
14. That should any other existing by-laws, resolutions, or actions of the Corporation of the Town of Prescott be deemed to be inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.

READ AND PASSED, SIGNED AND SEALED THE 21st DAY OF MARCH 2022.

Mayor

Clerk

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NO. 18-2022

A BY-LAW TO ADOPT OPTIONAL TOOLS FOR THE PURPOSES OF ADMINISTERING LIMITS FOR THE COMMERCIAL, INDUSTRIAL, AND MULTI- RESIDENTIAL PROPERTY CLASSES FOR THE YEAR 2022

Being a by-law to adopt optional tools for the purposes of administering limits for the Commercial, Industrial and Multi-Residential Property Classes for the year 2021

WHEREAS the Corporation of the Town of Prescott (hereinafter referred to as “The Municipality”) may, in accordance with Section 329 to Section 331 of the *Municipal Act*, S.O. 2001 c.25, as amended (hereinafter referred to as “The Act”) modify the provisions and limits set out in these sections of The Act, with respect to the calculation of taxes for municipal and school purposes payable in respect of property in the Commercial, Industrial and Multi-Residential property classes; and

WHEREAS this by-law shall only apply to properties in any of the Commercial, Industrial and Multi-Residential property classes to which Part IX of the Act applies; and

WHEREAS for the purposes of this by-law the commercial classes shall be considered a single property class and the industrial classes shall be deemed to be a single property class; and

WHEREAS “uncapped taxes” means, the taxes for municipal and school purposes that would be levied for the taxation year but for the application of Part IX of The Act; and

WHEREAS the Council may pass a by-law to apply any one or any combination of the following options:

- a) Increase the annual cap from 5% of last year’s capped taxes up to a maximum of 10% of last year’s capped taxes; and/or
- b) Set up upper limit on annual increases at the greater of the amount calculated under (a) and up to 5% of the previous year’s annualized CVA tax; and/or
- c) Set a threshold up to a maximum of \$250.00 for increasing properties, decreasing properties or both;

WHEREAS the Council may pass a by-law to adopt the provisions of Section 329.1 of The Act whereby a minimum uncapped tax percentage applies to eligible properties in one or more of the uncapped classes; and

WHEREAS Section 8.0.2(1) of O.Reg 73/03, as amended, of The Act, allows a municipality to exempt certain properties from the application of Part IX of The Act; and

WHEREAS the Council has reviewed the provisions of The Act and hereby deems it necessary and appropriate to adopt optional tools for the purpose of administering limits for the Commercial, Industrial and Multi-Residential property classes.

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

1. That paragraphs 1, 3 and 8, of Subsection 329.1(1) of The Act shall apply to the Commercial, Industrial and Multi-Residential property classes for 2022; and
2. That for all properties that become eligible within the meaning of subsection 331 (20) of The Act, the taxes for municipal and school purposes for the year or portion of the year shall be 100% of the uncapped taxes for the property for 2022; and
3. That a property is exempt from application of Part IX of The Act in 2021 and the taxes for municipal and school purposes shall be the amount of the uncapped taxes for the property for 2022 if:
 - a. The taxes for the property in 2022 were equal to its uncapped taxes for that year;
 - b. As a result of Part IX of The Act, the taxes for the property in 2021 were lower than the property's uncapped taxes for that year, but in 2022, if Part IX of The Act applied, the property's taxes would be equal to its uncapped taxes, or a tax decrease for the property would be limited; or
 - c. A tax decrease for the property in 2021 was limited under Part IX of The Act, but in 2022, if Part IX of The Act applied, the property's taxes would be equal to its uncapped taxes, or a tax increase for the property would be limited.
4. This by-law shall come into place and take effect on the date of its passing.
5. That any other By-Laws, resolutions or actions of the Council of the Corporation of the Town of Prescott that are inconsistent with the provisions of this By-Law are hereby rescinded.

**READ AND PASSED, SEALED AND SIGNED THE 21st DAY OF
MARCH 2022.**

Mayor

Clerk

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 19-2022

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE COUNCIL
MEETING HELD ON MARCH 21, 2022**

WHEREAS, Section 5(3) of *the Municipal Act, 2001 S.O. 2001, c.25, as amended*, provides that Council's powers shall be exercised by by-law; and

WHEREAS certain actions of Council do not require the enactment of a specific by-law;

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Corporation of the Town of Prescott enacts as follows:

1. Subject to Paragraph 3 of this by-law, the proceedings of the above-referenced Council meeting, including all Resolutions, By-laws, Recommendations, Adoptions of Committee Reports, and all other motions and matters decided in the said Council Meeting are hereby adopted and confirmed, and shall have the same force and effect, as if such proceedings were expressly embodied in this by-law.
2. The Mayor and Clerk are hereby authorized to execute all such documents, and to direct other officials of the Town to take all other action, that may be required to give effect to the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law.
3. Nothing in this by-law has the effect of conferring the status of a by-law upon any of the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law where any legal prerequisite to the enactment of a specific by-law has not been satisfied.
4. Any member of Council who complied with the provisions of Section 5 of the Municipal Conflict of Interest Act, R.S.O. 1990, Chapter M.50 respecting the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law shall be deemed to have complied with said provisions in respect of this by-law.

READ AND PASSED, SIGNED AND SEALED THE 21st DAY OF MARCH, 2022.

Mayor

Clerk