



PRESCOTT TOWN COUNCIL
AGENDA

March 1, 2021

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

2. Approval of Agenda

Recommendation

That the agenda for the Council meeting of March 1, 2021, be approved as presented.

3. Declarations of Interest

4. Presentations

5. Delegations

6. Minutes of the previous Council meetings

6.1. Council Minutes - February 16, 2021

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Recommendation

That the Council minutes of February 16, 2021, be accepted as presented.

7. Communications & Petitions

8. Consent Reports

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

Recommendation

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

8.1. Council Information Package (under separate cover)

8.2. Staff Report 20-2021 - Statement of Remuneration and Expenses - Members of Council 2020

9

Recommendation

For information.

9. Committee Reports

10. Mayor

11. Outside Boards, Committees and Commissions

12. Staff

12.1. Staff Report 21-2021 - 2021 Community Grant Application Review Working Group

12

Recommendation

That Council appoint the following three members to the 2021 Community Grant Application Review Working Group to review the applications:

Councillor McConnell

Councillor Ostrander

Councillor Young

12.2. Staff Report 22-2021 - Official Plan Review - Special Council Meeting

14

RECOMMENDATION

That Council direct Staff to schedule a meeting of Council prior to the

end of March 2021 to review and discuss the areas of focus of economic development to inform the Official Plan; and

That Staff formally schedule and issue notice of a Special Meeting of Council on April 19th, 2021 as stipulated in Section 26 of the *Planning Act* as part of the Official Plan Review process.

12.3. Staff Report 23-2021 - Winter Maintenance Operations Review 16

Recommendation

For Council to direct Staff to conduct a public survey on Winter Maintenance Operations and for Staff to report back to Council in the summer on suggested modifications to the policy.

12.4. 2021 Project Budget Review and Alignment 55

12.5. 2021 Operational Budget Review and Alignment 64

12.6. Staff Report 24-2021 - Review of Council Remuneration 2019-2022 Term of Council 76

Recommendation

That Council direct Staff assemble a working group of three to five residents to review Council Remuneration as required by Section 283 (7) of the *Municipal Act, 2001* and provide recommendations from the working group to Council by May 31, 2021.

13. Resolutions

13.1. Resolution of Support re: Reversal of the Ontario Fire College Closure 86

Recommendation

That the Council of the Town of Prescott supports the attached resolution from the Township of Augusta, dated January 25, 2021, in support of the reversal of the decision to close of the Ontario Fire College;and

That this resolution be sent to the Honourable Doug Ford, Premier of Ontario, the Honourable Sylvia Jones, Ontario Solicitor General, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, John Pegg, the Ontario Fire Marshal, and all Leeds and Grenville municipalities.

13.2. Resolution of Support re: Municipal Drainage Matters and need for coordination with Canadian National Railway 89

Recommendation

That the Council of the Town of Prescott support the attached resolution from the Municipality of Southwest Middlesex, dated January 18, 2021, regarding drainage matters: CN Rail; and

That a copy of this motion be sent to the Honourable Marc Gardeau, Minister of Transport, the Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Honourable Michael Barrett, Member of Parliament for Leeds-Grenville-Thousand Islands and Rideau Lakes, the Association of Municipalities of Ontario (AMO), and Leeds and Grenville municipalities.

13.3. Resolution of Support re: Increased Municipal Insurance Rates

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Recommendation

That the Council of the Town of Prescott support the attached resolution from the Municipality of Grey Highlands, dated January 20, 2021, regarding insurance rate increases; and

That a copy of this motion be sent to The Honourable Doug Ford, Premier of Ontario, the Honourable Peter Bethlenfalvy, Minister of Finance, the Honourable Doug Downey, Attorney General of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, and Leeds and Grenville municipalities.

13.4. Resolution of Support re: Future Grant Application Deadlines

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Recommendation

That the Council of the Town of Prescott support the attached resolution from the Corporation of the Township of Matachewan, dated November 25, 2020, supporting the request for future grant application deadlines be given a longer turnaround time; and

That a copy of this motion be sent to the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario (AMO), and Leeds and Grenville municipalities.

13.5. Resolution of Support re: Infrastructure Funding Opportunities

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Recommendation

That the Council of the Town of Prescott support the attached resolution from the Corporation of the Town of Bracebridge, dated January 20, 2021, supporting Infrastructure Funding Opportunities ; and

That a copy of this motion be sent to the Right Honourable Prime Minister of Canada, the Honourable Catherine McKenna, Minister of Infrastructure and Communities, the Honourable Doug Ford, Premier of Ontario, the Honourable Peter Bethlenfalvy, Minister of Finance, the Honourable Laurie Scott, Minister of Infrastructure, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, The Honourable Michael Barrett, Member of Parliament for Leeds-Grenville-Thousand Islands and Rideau Lakes, the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO), and Leeds and Grenville municipalities.

14. By-laws

14.1. Leeds and Grenville Joint Services Committee Agreement - Amendment 97

Recommendation

That By-Law 08-2021, being a by-law to amend By-Law 10-2000, being a by-law to enter into an agreement with the United Counties of Leeds & Grenville, the City of Brockville and the Town of Gananoque for the governance and management of social services, social housing, Provincial Offences Act administration and land ambulance, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

14.2. 254 King Street West - Encroachment Agreement 99

Recommendation

That By-law 09-2021, being a by-law to permit an encroachment at 254 King Street West, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

14.3. 232 King Street West - Encroachment Agreement 105

Recommendation

That By-law 10-2021, being a by-law to permit an encroachment at 232 King Street West, 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 address matters pertaining to:

18.1 HR Matters

- Under Section 239(d) of the *Municipal Act* - labour relations or employee negotiations; and

18.2 Approval of Closed Session Minutes; and

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

19. Rise and Report

20. Confirming By-Law – 11-2021

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Recommendation

That By-Law 11-2021, being a by-law to confirm the proceedings of the Council meeting held on March 1, 2021, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

21. Adjournment



**PRESCOTT TOWN COUNCIL
MINUTES**

**Tuesday, February 16, 2021
6:00 p.m.
Virtual Meeting**

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

1. Call to Order

2. Approval of Agenda

Motion 35-2021: Ostrander, McConnell

That the agenda for the Council meeting of February 16, 2021, be approved as presented.

Carried

3. Declarations of Interest – None

4. Presentations – None

5. Delegations – None

6. Minutes of the previous Council meetings

6.1 Council Minutes - February 1, 2021

Motion 36-2021: Young, Burton

That the Council minutes of February 1, 2021, be accepted as presented.

Carried

7. Communications & Petitions – None

8. Consent Reports

Motion 37-2021: Ostrander, Shankar

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

Carried

8.1 Council Information Package (under separate cover)

1. Prescott BIA Board of Management Approved Minutes - December 8, 2020 & January 12, 2021
2. Town of Prescott Municipal Emergency Control Group Minutes – January 29, 2021
3. Perth County resolution of support re: Significant Negative Impacts of Current Value Assessments
4. Township of Lake of Bays resolution of support re: Township of Augusta's request for Support of the Reversal of the Decision to Close the Ontario Fire College
5. Township of Lake of Bays resolution of support re: Municipality of Mississippi Mills support to Amend the Municipal Elections Act
6. Township of Lake of Bays resolution of support re: Municipality of West Greys request for support to Repeal Schedule 8 of Bill 229, Protect, Support and Recover from the COVID-19 Act, 2020
7. Township of Asphodel-Norwood resolution of support re: the Review of the Deadline for Municipalities to Complete a Community Safety & Well-Being Plan by the Solicitor General
8. Township of Guelph/Eramosa resolution of support re: Advocacy for Reform of the MFIPPA Legislation
9. City of St. Catharines resolution of support re: Universal Paid Sick Days in Ontario
10. Township of Conmee resolution of support re: Criminal Records and Municipal Election Candidates

8.2 Staff Report 14-2021 - Financial Policy Approvals

Recommendation:

That Council approve the Tangible Capital Asset Policy and the Wastewater Treatment Plant – Reserve Fund Policy.

Carried

8.3 Staff Report 15-2021 - Joint Services Committee - Agreement Update

Recommendation:

That the Corporation of the Town of Prescott agrees to amend the Joint Operating Agreement for the Leeds and Grenville Joint Services Committee by deleting Section 2.9; and

That the By-law be brought forward to the Council meeting of March 1, 2021, for final review and consideration.

Carried

9. Committee Reports – None

10. Mayor

Mayor Todd spoke to his attendance at a Cross Borders Mayor's meeting held on February 4, a Joint Services Committee meeting held on February 3, and referenced an upcoming meeting of the Committee to be held on March 3.

11. Outside Boards, Committees and Commissions

Councillor Burton acknowledged the hard work of the Operations Department and staff during the recent snow and efforts in snow removal and keeping the streets and sidewalks clear.

Councillor Jansman spoke to her attendance at a BIA meeting held on February 9 and an upcoming Planning Advisory Committee meeting to be held on February 17.

Councillor McConnell spoke to the Prescott Public Library being open to the public and referenced the Library's hours of operation.

Councillor Ostrander spoke to the upcoming interviews for the Part-Time Fire Chief position.

Councillor Shankar applauded the community for their commitment and for adhering to preventative guidelines allowing the Town to return to the Green Prevent framework.

12. Staff

12.1 Staff Report 16-2021 - Information Items - February 1, 2021

Lindsey Veltkamp, Clerk, spoke to the report.

Discussion was held regarding the overview provided for each of the resolutions of support covered in the report.

Motion 38-2021: McConnell, Young

That staff be directed to prepare separate resolutions of support for the Reversal of the Closure of the Ontario Fire College, Municipal Drainage Matters and need for coordination with CN Railway, Increased Municipal Insurance Rates, Future Grant Application Deadlines, and Infrastructure Funding Opportunities and bring them back to the Council meeting of March 1, 2021.

Carried

Mayor Todd spoke to recent conversations regarding the correspondence section of the agenda and placing items under that section to highlight information requiring extra attention.

12.2 Staff Report 17-2021 - Draft Encroachment Agreement - 254 King Street West - Seaway Valley Pharmacy

Motion 39-2021: Burton, Ostrander

That Council approve the encroachment agreement for 254 King Street West, subject to the conditions outlined in report 17-2021; and

That the By-law be brought forward to the Council meeting of March 1, 2021, for final review and consideration.

Carried

Shawn Merriman, Manager of Building and Bylaw spoke to the report.

Discussion was held regarding the installation of a step outside versus a step inside the store, the requirements for an accessibility ramp, the accommodation of ramps along King Street and spacing, and considering future requirements for accessibility purposes.

Motion 40-2021: Burton, Ostrander

That Staff be directed to create a report outlining the options for accessibility ramps for businesses in the downtown core.

Carried

12.3 Staff Report 18-2021 - Draft Encroachment Agreement - 232 King Street West - Zens Inn

Motion 41-2021: Young, Burton

That Council approve the encroachment agreement for 232 King Street West, subject to the conditions outlined in report 18-2021; and

That the By-law be brought forward to the Council meeting of March 1, 2021, for final review and consideration.

Carried

Shawn Merriman, Manager of Building and Bylaw, spoke to the report.

12.4 Staff Report 19-2021 - Digital Main Street Program Extension Opportunity & Update

Motion 42-2021: Young, Ostrander

That Council approve a one-month extension to the Digital Main Street Program Coordinator position and subsequent funding support through the Grenville CFDC Community Economic Development Funding Program, for the period of March 1 to March 31, 2021.

Carried

Dana Valentyne, Economic Development Officer, spoke to the report. She referenced the extension of the Coordinator positions for the Digital Main Street Program, the additional funding through the Grenville CFDC Community Economic Development Funding Program, the positive responses received from businesses, and business participation.

Discussion was held regarding positive business responses, the success of the program, and the Town's early involvement in the program.

12.5 2021 Budget Presentation: Revenue, Fees, and Taxation

Matthew Armstrong, CAO/Treasurer, spoke to the PowerPoint presentation. A copy of the presentation is held on file.

Discussion was held regarding budgeting for the possibility of events in 2021, whether its beneficial to utilize the COVID funding or to retain a portion of the funding in case of a third wave, and the decrease in past due taxes.

Further discussion was held regarding the OPP contract, arranging a date with Rideau St. Lawrence to come before Council at an upcoming meeting, concerns received from residents regarding the size and quality of Town garbage bags, and residential assessment values for 2020.

12.6 2021 Project Prioritization

Matthew Armstrong, CAO/Treasurer, spoke to the PowerPoint presentation. A copy of the presentation is held on file. He provided Council with the subcategories for the projects, an overview of each of the projects, projects that were considered priorities by staff, and Council feedback on priority projects.

Discussion was held regarding the replacement of the pool pump and filter, continuing with the support of the Brockville General Hospital Project and the CIP Program, the waterfront projects of interest including docks for non-motorized watercraft, solar lighting along the Heritage Trail, and sunshades in the parks.

Further discussion was held regarding the projects listed under Downtown Projects, the creation of a Beautification Plan, the sidewalk replacements in the downtown core, the future location of the Dog Park, and new equipment purchases.

13. Resolutions – None

14. By-laws – None

15. New Business

Mayor Todd spoke to concerns with the parking spaces located to the west side of Bobby's Restaurant with the proximity of the spaces to the corner and large amount of snowfall and snowbanks on Edward Street.

16. Notices of Motion – None

17. Mayor's Proclamation – None

Council recessed at 8:32 p.m.

Council resumed at 8:45 p.m.

18. Closed Session

Motion 43-2021: McConnell, Ostrander

That Council move into Closed Session at 8:45 p.m. to address matters pertaining to:

18.1 HR Matters

- Under Section 239(d) of the *Municipal Act* - labour relations or employee negotiations; and

18.2 Purchase & Sale

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

18.3 Board Appointments

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

18.4 Approval of Closed Session Minutes; and

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

Carried

19. Rise and Report

During the Closed Session Staff received direction on Items 18.1 – HR Matter and 18.2 – Purchase & Sale.

Under Item 18.3 – Identifiable Individual, Council approved the appointment of Blinda Campbell and Jeanne Fox Dibble to the Prescott BIA Board of Management for the year 2021 and accepted the Closed Session minutes as presented on Item 18.4 – Approval of Closed Session Minutes.

20. Confirming By-Law – 07-2021

Motion 44-2021: Ostrander, Young

That By-Law 07-2021, being a by-law to confirm the proceedings of the Council meeting held on February 16, 2021, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

21. Adjournment

Motion 45-2021: Burton, Shankar

That the meeting be adjourned to Monday, March 1, 2021, at 6:00 p.m.
(Time: 9:26 p.m.)

Carried

Mayor

Clerk

		Date Req'd
Information Purposes	X	Mar. 1 '21
Policy / Action Req'd		
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 20-2021

Date: March 1, 2021

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

Re: Statement of Remuneration and Expenses – Members of Council 2020

Recommendation:

For information.

Background / Analysis:

Section 284 of the *Municipal Act* states:

284. (1) The treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to,

(a) each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council;

(b) each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and

(c) each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body. 2001, c. 25, s. 284 (1).

Mandatory item

(2) The statement shall identify the by-law under which the remuneration or expenses were authorized to be paid. 2001, c. 25, s. 284 (2).

		Date Req'd
Information Purposes	X	Mar. 1 '21
Policy / Action Req'd		
Strategic Plan		

Statement to be provided to municipality

(3) If, in any year, any body, including a local board, pays remuneration or expenses to one of its members who was appointed by a municipality, the body shall on or before January 31 in the following year provide to the municipality an itemized statement of the remuneration and expenses paid for the year. 2001, c. 25, s. 284 (3).

Public records

(4) Despite the Municipal Freedom of Information and Protection of Privacy Act, statements provided under subsections (1) and (3) are public records. 2001, c. 25, s. 284 (4).

As per Section 284 (2), Council remuneration was authorized by By-Law # 40-2016.

Alternatives:

None

Financial Implications:

All expenses per this report have been accounted for in the 2020 fiscal year.

Attachments:

Statement of Remuneration and Expenses—Members of Council 2020

Submitted by

Matthew Armstrong
Chief Administrative Office & Treasurer

Town of Prescott
Statement of Remuneration and Expenses Paid For Members of Council
January 1, 2020 - December 31, 2020

Council Member	Description	Honorarium	Expenses	Total
Mayor Todd	Town Council	30,601.71		30,601.71
	Police Services Board	1,219.86		1,219.86
	Cell Phone		803.85	803.85
	Meals		114.15	114.15
	Registrations		610.56	610.56
	Total	31,821.57	1,528.56	33,350.13
Councillor Burton	Town Council	11,566.91		11,566.91
Councillor Jansman	Town Council	11,566.91		11,566.91
	Accommodations		775.84	775.84
	Registrations		706.52	706.52
	Mileage		356.40	356.40
	Parking		48.00	48.00
	Meals		160.00	160.00
	Total	11,566.91	2,046.76	13,613.67
Councillor McConnell	Town Council	11,566.91		11,566.91
Councillor Ostrander	Town Council	11,566.91		11,566.91
	Police Services Board	1,219.86		1,219.86
	Total	12,786.77	-	12,786.77
Councillor Shankar	Town Council	11,566.91		11,566.91
Councillor Young	Town Council	11,566.91		11,566.91
	Other Expenses		174.58	174.58
	Total	11,566.91	174.58	11,741.49
Total Expenses for Mayor and Council Members		114,009.80	3,749.90	117,759.70



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 1 '21
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 21-2021

Date: March 1, 2021

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

Re: 2021 Community Grant Application Review Working Group

Recommendation:

That Council appoint the following three members to the 2021 Community Grant Application Review Working Group to review the applications:

Councillor McConnell

Councillor Ostrander

Councillor Young

Background / Analysis:

Each year, local organizations are invited to submit applications to receive grant money to support a variety of programs and initiatives of benefit to local residents within the Town of Prescott.

In the past couple of years, a working group has been formed to review each submission prior to meeting to discuss them. At the meeting, the working group members provide their rationale in support of each request. Once a consensus is established within the working group, the recommendations are brought to Council for further review and contemplation.

The community grant application now includes in-kind requests so that they can be captured and reviewed as part of this process. A second application intake will occur in the spring of 2021 to help avoid the contemplation of single one-off requests that come up from time to time throughout the year.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 1 '21
Strategic Plan		

A call for grant applications was issued in the Fall of 2020 for 2021. 2020 grant recipients were sent a copy of the application form, which was also posted on the Town's website and on social media. Applications for this intake have been received. The members of the working group will receive a copy of the applications, along with a summary worksheet, between March 2nd and 9th. This will allow each individual group member to review the packages and prepare for a discussion to be held before March 10th, 2021. Working group recommendations will be brought forward to Council on March 15th for review and discussion.

Alternatives:

An alternative would be for all Council Members to review and deliberate on the 2021 Community Grant Applications at a meeting of Council. This alternative may prove to be time consuming.

Financial Implications:

None

Attachments:

None

Submitted By

Matthew Armstrong
Chief Administrative Officer & Treasurer

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 1 '21
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 22-2021

Date: March 1, 2021

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

Re: Official Plan Review – Special Council Meeting

Recommendation:

That Council direct Staff to schedule a meeting of Council prior to the end of March 2021 to review and discuss the areas of focus of economic development to inform the Official Plan; and

That Staff formally schedule and issue Notice of a Special Meeting of Council on April 19th, 2021 as stipulated in Section 26 of the *Planning Act* as part of the Official Plan Review process.

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 one community engagement event to date. An online Visioning Workshop and community survey were available on the Town's website from October 9, 2020 to October 30, 2020. Public feedback received has been and continues to be considered in the advancement of updating policies in the Town's Official Plan. The Special Meeting of Council will enable further opportunity for the public to speak to revisions that may be required as part of the Town's Official Plan Review. The intent of this meeting is not to review a Draft Official Plan, which will be prepared and made available for review in the following months, but to consider what ought to be further reviewed moving forward.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 1 '21
Strategic Plan		

Under Section 26 of the *Planning Act*, a Special Meeting of Council is required as part of the Official Plan Review process. At this meeting, WSP (the Towns' Consultants) will attend virtually and make a presentation on the key recommendations for the Official Plan Review, as outlined in our Background Report and the Discussion Papers. The Consultants will be seeking Council's direction to proceed with drafting the Official Plan.

The *Planning Act* requires that the Notice be published twice – once a week for two weeks, with the second Notice published at least 30 days before the scheduled meeting.

April 19, 2021 is a previously scheduled Council meeting which could be used for this purpose.

Prior to this meeting, Council may wish to review the economic development background information and schedule a meeting to discuss areas of focus.

Alternatives:

Council may wish to choose a date in May such as the 3rd or the 17th. Council may also consider a non-regularly scheduled meeting date which could occur any time after April 16th and prior to the end of May to ensure we keep on track.

Financial Implications:

None

Attachments:

None

Submitted By

Matthew Armstrong
Chief Administrative Officer & Treasurer

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 1 '21
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 23-2021

Date: March 1, 2021

From: Nathan Richard, Interim Director of Operations

RE: Winter Maintenance Operations Review

Recommendation:

For Council to direct Staff to conduct a public survey on Winter Maintenance Operations and for Staff to report back to Council in the summer on suggested modifications to the policy.

Background / Analysis:

The purpose of this report is to overview the current Winter Maintenance Operations Policy approved by Council 2015 and highlight some of the snow clearing and removal policies and levels of service.

Current Operations

Patrolling and weather monitoring is done by Operations staff during the winter months. If the weather monitoring indicates high probability of snow accumulation or ice conditions on the roads, the Operations foreman or designate will patrol at least once every 8-hour interval per calendar day.

The Town has an "On Street" winter parking prohibition from November 1 to March 31 between the hours of 12:00am and 7:00am. Enforcement of the On Street parking is done in coordination with the By-law Department throughout the winter months during snowstorms and snow removal events. This ensures that the streets are plowed and potential damage to vehicles is minimized.

Roadway Snow Clearing

Under Ontario Regulation 239/02 roadways are divided into 6 classes, which determines priority servicing snow clearing and ice control operations.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 1 '21
Strategic Plan		

Class 1 – Major highways - None in Prescott
 Class 2 – Arterial Roads such as Edward and King
 Class 3 – Collector Roads such as Boundary and Sophia
 Class 4 – Local roadways such as St. Lawrence St. and Prince St.
 Class 5 & 6 – all remaining roadways

Snow clearing levels of service are dependent upon snow fall accumulation and clearing of roadways are in sequence of the Classes indicated above.

While the snow continues to accumulate, the Operations Department deploys resources to clear the snow as soon as practicable after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in Table 1 below; and **after the snow accumulation has ended** and after becoming aware that the snow accumulation is greater than the depth set out in the Table 2 below.

Table 1 Snow Accumulation

<i>Class of Highway</i>	<i>Snow Depth</i>	<i>Completion Time</i>
1	2.5 cm	4 hours
2	5 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours
6	15 cm	48 hours

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 1 '21
Strategic Plan		

Table 2 Surface Condition

<i>Class of Highway</i>	<i>Condition</i>	<i>Completion Time</i>
1	N/A	N/A
2	Bare Pavement	24 hours
3	Bare Pavement	24 hours
4	Centre Bare	24 hours
5	Snow Pack	(see note)
6	Snow Pack	(see note)

Typically, Staff stay ahead of any substantial snow accumulation to avoid the snow from packing on the road and becoming more difficult to remove or icing up. Icy roadways are treated in a similar manner.

The Class 1, 2, 3 and 4 roadways are to be bare pavement within 24 hours after the storm has ended, and 4 to be center bare. Class 5 and 6 roadways can allow for 3.7 cm (anything less can be driven through) or when the accumulated successive snowfall totals not plowed reach a total of 10 cm before the requirement of plowing, although they generally are plowed before this level of accumulation.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 1 '21
Strategic Plan		

Sidewalk Snow Clearing

For snow clearing and ice control operations, the Town's sidewalks have been divided into four classes which determines the priority for servicing:

Table 3 Sidewalk Class and Priority

Class	Class Determination	Level of Service	Priority for Servicing
I	Sidewalks located on arterial collector roadways as determined by service priority levels for roadways. Designated sidewalks located in the downtown core area.	All Class 1 sidewalks will be cleared within 48 hours of storm completion.	Serviced first
II	Sidewalks designated for access routes for schools	All Class 2 sidewalks will be cleared within 48 hours of the storm completion.	Serviced second.
III	The remaining sidewalks located on the road network system as well as specified connecting sidewalks on right-of-way between streets or through park areas.	No maximum servicing/clearance time is specified.	Serviced third, if manpower and time permits.
IV	The remaining sidewalks which are located on the bike paths, waterfront areas and park systems.	Class IV sidewalks will not be serviced. No maximum clearance time is specified. No overtime costs will be authorized for servicing a Class 4 sidewalk	Class IV sidewalks will be serviced fourth.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 1 '21
Strategic Plan		

Sidewalk clearing is completed on one side of all streets within the Town, with the exception of a few including East, Duke, and Prince. Sidewalks on East Street are not plowed due to the narrow width of the street and the sidewalk on the east side is winged back by the snowplow truck to provide for an area for snow storage and allow for some sidewalk. Duke Street sidewalk is not plowed as a portion is older, very narrow, and the grade of the grass towards the road goes up and has historically been torn up by the plow.

Ensuring that the sidewalks are plowed to acceptable levels and within the allotted timeframes is a key priority for the Town. As part of this review, the walking pattern of students walking to and from school will be analyzed to inform the priority plan. Accessibility is also a priority as the prevalence of wheelchairs and motorized scooters has increased over the last decade.

Some of the areas that are currently not on the maps are also under review. Staff will be offering a public survey to obtain feedback on the Winter Maintenance Policy.

Parking Lots

Parking lots are cleared of snow on Town properties including the Fire Station, Parking lots serviced by the Town, and municipal parking lots. During a storm, access to these lots is attempted to be maintained during regular business hours. Major snow clearing and ice control operations will be completed during the 12:00 midnight to 7:00 a.m. period. Final snow clearing and ice control operations will be completed within 48 hours of storm completion.

Snow Removal

Snow removal on roadways, parking lots, and sidewalks is carried out as required by the Operations Department. Snow removal activities are dependent upon the snow levels and frequency during the winter months. Depending on the area and number of locations to be undertaken, a decision will be made to implement a specific operation to carry out the removal process. The different operations employed would vary in the amount of service performed and the resources and equipment required to perform them. The Operations Foreman or designate will determine if removal is required, and if so, which type of removal will be utilized. Typically snow removal is completed between the hours of 12:00 a.m. to 7:00 a.m. by the Operations staff and with assistance from a contractor with dump trucks and a large snow blower.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 1 '21
Strategic Plan		

Snow Removal is completed under some of the following considerations:

- Snow Removal is completed if snow storage at the sides of roadway impedes normal traffic flow;
- If snow storage at intersections restricts required visibility sight lines;
- If snow storage restricts accessibility or significantly hampers occupants of the vehicle from safely accessing the sidewalk (not applicable for areas with boulevard greater than 1 meter wide) from the parking location. Ex, King Street, Centre Street; and
- If additional snow storage required for:
 - sidewalk clearing operations
 - cul-de-sacs/indented corners/dead ends

Snow Removal Priority within Types of Removal

- 1) Full length removal, if all areas starting at zero snow storage base, would be undertaken in the following order:

Area 1

Edward Street: North to South
Fire Hall Area
King Street: East to West

Area 2

Post office area: Center Street and Henry Street
Town Hall area
Health Center
Walker House

Area 3 Areas north of CNR (School access)

Area 4 Areas south of CNR and west of Edward

Area 5 Areas south of CNR and east of Edward

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

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 1 '21
Strategic Plan		

Some of the Snow removal on the hills and long streets have been done during daytime hours by Operations staff this year, which alleviates snow removal on the midnight shifts. Some of the areas that are currently not on the maps are under review.

Snow Blowing onto properties

- 2) Areas to be blown back onto lawns or boulevards would be undertaken in the following order:

Area 1 Around Fort Wellington, Town Hall

Area 2 Open field access i.e. Golf Course

Area 3 Areas deemed acceptable by Public Works Foreman or designate

- 3) Intersection Removal would be undertaken in the order in the Policy.

With the addition of two new snow blowers for the Trackless machines, more snow blowing options could be explored on certain properties such as schools, churches, residential lots with appropriate front yard setbacks, the large boulevards north of Churchill on Edward Street. Snow blowing is a slower process than plowing and would take place once the snow accumulation has subsided and all other priority snow clearing is completed.

Table 4 Overall Priority for Snow Clearing & Ice Control Operations **During** a Storm

Priority	Class	Operation	Infrastructure Area
1	2	Snow Clearing/Ice Control	EDR Route
2	2		Fire Hall route (Henry & Centre)
3	3 & 4		Roadways
4	1 & 2		Sidewalks
5	5 & 6		Roadways
6			Parking Lots

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 1 '21
Strategic Plan		

Table 5 Overall Priority for Snow Clearing & Ice Control Operations **After** a Storm

Priority	Class	Operation	Infrastructure Area
1	2	Snow Clearing/Ice Control	Roadways/Sidewalks
2	3		Roadways/Sidewalks
3	4		Roadways/Sidewalks
4	5 & 6		Roadways/Sidewalks
5	7		Parking Lots

Bus Stops

Student Transportation of Eastern Ontario has provided detailed information regarding the school bus stops and the Town will ensure that these areas are cleared appropriately.

Financial Implications

None at this time.

Attachments

- 2015 Winter Maintenance Operations Policy
- Updated Roadway Snow Clearing Map
- Updated Sidewalk Snow Clearing Map – Under Review
- Updated Snow Removal Map – Under Review

Submitted by

Nathan Richard
Interim Director of Operations

POLICY

WINTER MAINTENANCE OPERATIONS

June 2015

P O L I C Y

SNOW CLEARING ICE CONTROL & REMOVAL OPERATIONS

Purpose

To designate responsibility for, and to establish service priority levels for winter snow clearing, ice control and snow removal operations for specified infrastructure within the Town of Prescott boundaries.

Policy

The Winter Maintenance Operations Policy is based on the assumption that not all infrastructure need be maintained to the same level of service depending on its role in the total transportation network and on other various services the Town provides, be they emergency or non-emergency. To simplify the determination of levels of service, the various infrastructures listed below, have been designated classes and priorities. These are fully explained later in this Policy.

Responsibility

The responsibility for providing snow clearing, ice control and snow removal from the Town's infrastructure rests entirely with the Public Works Department.

Snow and ice operations may be conducted on a 24-hour basis, 7 days a week. The Public Works Foreman or designate will coordinate the overall snow and ice control clearing and removal operations, and determine the most effective operation to be undertaken from the procedures as developed by the Public Works Department. The Public Works Department is prepared to shift from normal work procedures any time it becomes necessary to institute snow and ice operations.

Winter Parking Prohibition

On Street Parking

Parking is prohibited on all streets between the hours of 12:00 a.m. and 7:00 a.m. during the months of November through March inclusive.

- 1) A notice will inform the general public that the Winter Maintenance Parking By-law is in effect.
- 2) The Town will inform the public (see below for how the public will be notified) by 6:00 p.m. the day that Public Works Department crews will be doing evening ice and snow clearing/removal operations in specific areas of the Town. Parking prohibitions will be changed in the announced areas listed below to 11:00 p.m. to 7:00 a.m. on the evening that the work is to be undertaken:

- A - Town Wide
- B - Area south of CNR west of Edward Street
- C - Area south of CNR east of Edward Street
- D - Area north of CNR

The public will be informed prior to 6:00 p.m. via local radio stations 104.9 JR FM and 103.7 BOB-FM.

The Town will also establish a winter maintenance bulletin telephone number to provide the public with up-to-date information on our winter maintenance activities, and will post on the Town website and social media sites.

Parking Lots

Overnight parking is also prohibited in all Town public parking lots from 12:00 p.m. to 7:00 a.m. from November 1st to March 31st of each year.

By-Laws

Applicable By-laws passed for the purposes of supporting snow and ice control efforts and other related By-laws which could be enforced during all out emergencies are listed below:

- By-Law 19-86 - Winter Parking Prohibitions - On Street and Parking Lots
- By-Law 32-2004 - Emergency Plan

Property Damage

During the course of operations through any given winter, a certain amount of damage to Town and private property may be incurred by snow clearing forces. In the event that sod damage is sustained it will be restored by the Public Works Department using topsoil and seed at the earliest availability of material (usually April/May). Any damage sustained due to salt inadvertently splashed onto a boulevard or lawn during the course of the winter will

not be treated or repaired by the Town.

Driveway Entrance Clearing

It can be expected that snow will be plowed into driveways as a normal part of roadway and sidewalk snow clearing operations. Owners of properties which the driveways service will be responsible for removal of the snow deposited in those entrances by Town snow clearing operations.

Assistance to Private Property

Under no circumstances will a Town employee be allowed to use a Town owned vehicle to push, pull, or tow a stranded private vehicle from a roadway or parking lot. The employee may, if a hazard exists use his radio to notify the Foreman of the hazardous condition. Likewise, under no circumstances, will a Town employee use a Town owned vehicle to perform any snow removal or ice control operation on private or commercial property, and the employee will not be allowed to use personal equipment during working hours.

Patrolling and Weather Monitoring

Patrolling of roadways to check for conditions and weather monitoring will follow minimum maintenance standards.

Weather monitoring

From October 1 to April 30, the minimum standard is to monitor the weather, both current and forecast to occur in the next 24 hours, minimally once every shift or three times per calendar day.

If there is a substantial indication and probability of snow accumulation on roadways, ice formation on roadways or icy roadways, the public works foreman or designate from public works department will patrol roadways at least once every 8 hour interval per calendar day, to check for such conditions.

Patrolling a highway consists of observing the roadway, either by driving on or by electronically monitoring the roadway, and may be performed by persons responsible for patrolling roadways or by persons responsible for or performing roadway maintenance activities.

Snow Clearing & Ice Control Operations

Roadways

Class Designation

As per Ontario Regulation 239/02, roadways have been divided into 6 Classes which determine the priority for servicing for Snow Clearing & Ice Control Operations.

No roadway section will be classified at a lower classification than that as specified in the Classification Table of Reg. 239/02. See **Schedule A (1)**

Schedule A (1) Roadway Classification

Class	Description	Roads in Prescott
1		None in Prescott
2	Arterial roadways carry traffic to and through the Town, as well as emergency detour routes (EDR). This class of road typically carries large volumes of traffic which deems it to be a Class 2.	Edward Street from northern boundary to King Street. King Street from eastern to western boundary.
3	Collector Roadways which carry both through and local traffic.	Boundary and Sophia Streets, Churchill and Mc Auley Road to Woodland and Prescott Centre Drive. Henry and Centre Street exiting from fire station for passage to either Edward or King Street.
4	Local roadways which carry local traffic	Travelling north south Ann Street, St Lawrence St, West St, George St, Centre St north of Henry St, East St, Prince St and Vankoughnet.
5 & 6		All remaining roadways

Using the above listed criteria, the roadway classification for general winter snow clearing and ice control purposes has been established as per Schedule A (2). (See next page and end of document)

Schedule A (2) Roadway Snow Clearing



Level of Service

Snow Accumulation

- 1) (a) **while the snow continues to accumulate**, Public Works will deploy resources to clear the snow as soon as practicable after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in Table 1; and

(b) **after the snow accumulation has ended** and after becoming aware that the snow accumulation is greater than the depth set out in the Table 3, Public Works will clear the snow accumulation in accordance with subsections (2) and (3) or subsections (2) and (4), as the case may be, within the time set out in the Table.
- 2) The snow accumulation must be cleared to a depth less than or equal to the depth set out in the Table 1.
- 3) The snow accumulation must be cleared from the roadway to within a distance of 0.8 meters inside the outer edges of the roadway.
- 4) Despite subsection (3) for a Class 4 highway with two lanes or a Class 5 highway with two lanes, the snow accumulation on the roadway must be cleared to a width of at least 5 metres.
- 5) In this section,

A snow accumulation means the natural accumulation of new fallen snow or wind-blown snow that covers more than half a lane width of a roadway.

**TABLE 1
SNOW ACCUMULATION**

Class of Highway	Depth	Completion Time
1	2.5 cm	4 hours
2	5 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours
6	15 cm	48 hours

Source: Minimum Maintenance Standards

Icy Roadways

- a) Public Works will deploy resources to treat an Icy Roadway as soon as practicable after becoming aware that the roadway is icy; and
- b) Will treat the Icy Roadway within the time set out in Table 2 below to this section after becoming aware that the Roadway is icy.

**TABLE 2
ICY ROADWAYS**

Class of Highway	Completion Time
1	3 hours
2	4 hours
3	8 hours
4	12 hours
5	16 hours
6	24 hours

Source: Minimum Maintenance Standards

End of Storm Pavement Surface Condition

Public Works will attempt to restore the pavement surface to the condition and within the time, following the end of the storm, as set out in the Table 3.

**TABLE 3
SURFACE CONDITION**

Class of Highway	Condition	Completion Time
1	N/A	N/A
2	Bare Pavement	24 hours
3	Bare Pavement	24 hours
4	Centre Bare	24 hours
5	Snow Pack	(see note)
6	Snow Pack	(see note)

Source: Minimum Maintenance Standards

Note: Unless authorized by the Public Works Foreman or designate, Priority 5 & 6 roadways will be plowed only for individual snowfalls greater than 3.7 cm (anything less can

be driven through), or when accumulated successive snowfall totals not plowed, reach a total of 10 cm total. Exception to this total may occur if mealy snow pack conditions result from a temperature rise.

Priority for Servicing (In order of Priority)

Class 1 - N/A
Class 2 - Roadways
Class 3 - Roadways
Class 4 - Roadways
Class 5 - Roadways
Class 6 - Roadways

For unusual or severe conditions, or when equipment breakdowns occur, lower priority classes may be postponed to attempt to maintain the higher classes at the required service levels for both snow accumulation and traction control.

Therefore, Class 6 roadways would be postponed first, followed by Class 5, then Class 4, then Class 3. Class 2 streets are kept open at all times. If this process requires implementation, then a single break through pass will be made through the postponed roadway classes once their maximum allowable roadway snow depth has been reached.

Roadway Servicing Treatment Guidelines

Class 2, 3 & 4

Class 2 & 3 (bare pavement) and Class 4 (centre bare pavement) roadways will be serviced for:

1. Plowing/sanding and salting as per Schedule D

Class 5 & 6

Class 5 & 6 (snow pack) roadways will be serviced as per the following:

A representative area of the roadway class is to be checked by supervisory personnel to determine if salting or sanding is required. If required, application will normally be restricted to curves/intersections/hills where a 2.5 meter wide bare pavement (or sanded strip if sand is employed) section will be achieved on and for approximately 30.5 meters on each end of the hazard area. (Note - certain weather conditions may warrant total length salting or sanding i.e. ice storms or wet snow followed by sharp temperature drop).

Sidewalks

Class Determination

For snow clearing and ice control operations, Town sidewalks have been divided into four classes which determines the priority for servicing:

<i>Class</i>	<i>Class Determination</i>	<i>Level of Service</i>	<i>Priority for Servicing</i>
<i>I</i>	Sidewalks located on arterial collector roadways as determined by service priority levels for roadways. Designated sidewalks located in the downtown core area.	All Class 1 sidewalks will be cleared within 48 hours of storm completion.	Serviced first
<i>II</i>	Sidewalks designated for access routes for schools	All Class 2 sidewalks will be cleared within 48 hours of the storm completion.	Serviced second.
<i>III</i>	The remaining sidewalks located on the road network system as well as specified connecting sidewalks on right-of-way between streets or through park areas.	No maximum servicing/clearance time is specified.	Serviced third, if manpower and time permits.
<i>IV</i>	The remaining sidewalks which are located on the bike paths, waterfront areas and park systems.	Class IV sidewalks will not be serviced. No maximum clearance time is specified. No overtime costs will be authorized for servicing a Class 4 sidewalk.	Class IV sidewalks will be serviced fourth.

Sidewalk sanding will be undertaken when required, in the same priority sequence of sidewalk classifications as the clearing operation. Exception will be for weekend/holiday freeze thaw conditions which will be undertaken at specified designated locations only as shown in Schedule "B".

Note:

For unusual or severe conditions or when equipment breakdowns occur, sidewalks and lower priority classes will be postponed to attempt to complete the higher classes within the listed clearing time. Therefore, Class 3 sidewalks would be postponed first followed by Class 2 sidewalks. This will ensure that Class 1 sidewalks will normally be completed within the allotted time frame.

Parking Lots

Snow clearing and ice control of parking lots servicing Town buildings, municipal operated public parking lots, will be prioritized for servicing as per the following:

Class	Class Designation	Level of Service	
1	Fire station	Priority	
2	Parking lots servicing Town buildings.	Next level of Priority	
3	Municipal operated public parking lots.	Next level of Priority	

Municipal operated **public** parking lots to be serviced are listed below:

For Snow and Ice Control

1. Municipal Building Town Hall
2. Municipal Lot @ Clock Tower
3. Municipal Lot @ Health Centre and Walker House
4. Municipal Lot @ Heritage Trail

Parking Lots

- 1) During a storm, snow clearing will commence following 3.75cm of snow accumulation but will be restricted to driving lanes between parking rows.
- 2) Follow-up snow clearing will only resume following accumulation of an additional 3.75cm of snow on the previously plowed areas.
- 3) Sanding/salting operations for ice control, if required will be restricted to those same areas during that time period.

Municipally Operated Public Parking Lots And Parking Lots Serving Town Buildings

During a storm, access to these lots will be attempted to be maintained during regular business hours.

Major snow clearing and ice control operations will be completed during the 12:00 midnight to 7:00 a.m. period. Completion of final snow clearing and ice control operations will be within 48 hours of storm completion.

Snow Removal Operations

Snow removal on roadways, parking lots and sidewalks will be carried out when required, by the Public Works Department. Depending on the area and number of locations to be undertaken, a decision will be made to implement a specific operation to carry out the removal process. The different operations employed would vary in the amount of service performed and the manpower and equipment required to perform them. The Public Works Foreman or designate will determine if removal is required, and if so, which type of removal will be utilized.

Class Designation

For snow removal operations, the Town infrastructure has been divided into three classes which determine the priority for servicing.

Class 1 Roadway removal.

Class 2 Municipal public parking lots and Town buildings.

Class 3 Municipal sidewalks.

Roadways

Roadway snow storage conditions and intersection sight line requirements will be assessed by the Public Works Foreman or designate following the completion of the post storm snow clearing operations.

The qualifying factors for consideration for removal will be:

- 1) If snow storage at the sides of roadway impedes normal traffic flow.
- 2) If snow storage at intersections restrict required visibility sight lines.
- 3) If snow storage restricts accessibility or significantly hampers occupants of the vehicle from safely accessing the sidewalk (not applicable for areas with boulevard greater than 1 meter wide) from the parking location. Ex, King Street, Centre Street.
- 4) If additional snow storage required for:
 - A) sidewalk clearing operations.
 - b) cull-de-sacs/indented corners/dead ends

Types of Removal

- 1) Areas to be considered for full length removal are shown on Schedule "E".

- 2) All remaining urban areas to have snow blown back onto boulevard/lawn area of Town right-of-way.
- 3) All intersections will be eligible for removal if qualifying factors are met as stated above. (Sight lines)
- 4) Cul-de-sacs/indented corners/dead ends will be eligible for removal if additional snow storage capacity is determined to be required.

Priority for Servicing

Priority between Types of Removal

Priority between the 4 listed removal areas are separate, but may have overlapping time frame colour coded to map above and in Schedule E

- 1) Full length removal usually carried out between 11:00 p.m. and 7:00 a.m.
- 2) Areas to be blown onto lawns and winging back snow on rural road sections are usually carried out between 7:00 a.m. and 3:30 p.m.
- 3) Removal at intersections could be carried out any time of the day or night.
- 4) Removal at cull-de-sacs/indented corners/dead ends is usually carried out between 7:00 a.m. and 11:00 p.m.

Therefore, all 4 operations may be ongoing in a 24-hour period.

Priority within Types of Removal

- 1) Full length removal, if all areas starting at zero snow storage base, would be undertaken in the following order:

Area 1 – Edward Street North to South, Fire Hall Area and King St. – East to West Street

Area 2 – Post office area Center and Henry Street, Town Hall area, Health Center and Walker House.

Area 3 - Areas north of CNR (School access)

Area 4 - Areas south of CNR and west of Edward

Area 5 - Areas south of CNR and east of Edward

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

- 2) Areas to be blown back onto lawns or boulevards would be undertaken in the following order:

Area 1 – Around Fort Wellington, Town Hall

Area 2 – Open field access i.e. Golf Course

Area 3 – Areas deemed acceptable by Public Works Foreman or designate

3) Intersection Removal would be undertaken in the following order:

Priority	Class	Intersecting
1	2	Edward & King 401 Interchange Henry Street around the Fire station
2	2 & 3	Churchill Road & Edward Street Churchill Road & Boundary Street Boundary Street & King Street Centre Street & King Street Centre & Henry St West Edward & Henry Street West Sophia & King Street
3	2 & 4	King Street @ Ann Street St Lawrence Street West Street George Street East Street Vankoughnet Street

Priority	Class	Intersecting
4	Class 2 @ Class 5 & 6	Edward Street @ Henry St East Dibble Street E&W James Street E&W Park Street E&W Wood Street E&W Irvine Street Victor Road
5	Class 3 @ Class 3	Churchill Road @ Woodland Boundary Sophia
6	Class 3 @ Class 5 & 6	Churchill Road @ Industrial Road Montgomery Road Claxton Terrace South Square Mackenzie Road Massie Drive Howe Terrace Boundary Street @ Fort Town Dr Linda St Wood St E Park St E James St E Dibble St E Sophia Street @ Henry St W Dibble St W James St W Jessup St Hyde St

Priority	Class	Intersecting
7	Class 4 @ Class 5 &6	Ann Street @ Henry St W Dibble St W James St W Jessup St Hyde St St Lawrence St @ Henry St W Dibble St W James St W Jessup St Hyde St West St @ Henry St W Dibble St W James St W Jessup St Hyde St George St @ Henry St W Dibble St W James St W Park St W Wood St Centre St @ Dibble St W James St W Park St W East St @ Henry St E Dibble St E James St E Park St E Wood St E Prince St @ Dibble St E James St E Park St E Wood St E

Priority	Class	Intersecting
8	Class 5 & 6	Clarendon St <u>Josephine St</u> Zaire St St Lawrence Railway Ave Josephine St Zaire St St Lawrence St Hyde Street @ St Lawrence St Zaire St Josephine St Wood St W @ Victoria St Walker St Susan St Zaire St @ Jessup St James St W Clarendon St Railway Ave. Susan St @ Eliza St Wood St E @ Florence St Prince St Duke St @ Dibble St E James St E Park St E Wood St E Linda St Linda St @ Linda Place Fort Town Dr @ Kingston Cres Massie Dr @ McAuley Road Fischl Dr. MacKenzie @ Fischl Dr North/South Square

Traffic volumes and time of removal operations may necessitate deviations from the priority order.

- 4) Removal at cul-de-sacs/indented corners/dead ends priority would follow Priority 7 above and be undertaken in the following order:

Area #1 - north of CNR

Area #2 - south of CNR

Commencement of roadway removal operations will normally not commence until 24 hours after post storm plowing operations are completed.

Weekend removal operations will be kept to a minimum and be carried out for severe conditions only.

Municipal Public Parking Lots

Removal of snow piled at designated locations within these lots will not normally begin until 24 hours after post storm plowing operations have been completed. Removal operations will only be carried out Monday to Friday/Statutory Holidays excluded.

Parking Lots Serving Town Buildings

Snow piled at these lots will be removed when extreme conditions may necessitate removal operations.

Priority for Servicing (Roadways, Parking Lots)

Snow removal from Town roadways and municipal public parking lots will normally be undertaken during the same time period. In severe weather, however, the following prioritization of service would be initiated.

Class 1 - Roadways

Class 2 - Municipal Public Parking Lots

Class 3 - Parking lots serving Town buildings

Overall Priority for Snow Clearing & Ice Control Operations During a Storm

The Public Works Department has developed a priority list to be followed during a storm with the overall efforts for snow clearing and ice control based on the following:

Priority	Class	Operation	Infrastructure Area
1	2	Snow Clearing/Ice Control	EDR Route
2	2		Fire Hall route (Henry & Centre)
3	3 & 4		Roadways
4	1 & 2		Sidewalks
5	5 & 6		Roadways
6			Parking Lots

For severe weather conditions, manpower shortages or equipment breakdowns, lower priority servicing will be postponed- until level of service is achieved on higher priority levels.

Note:

Individual Class designations only determine the priority of snow and ice control operations within their applicable grouping.

- Overall priority designations determine the sequence of snow and ice control operations of all combined infrastructure groupings.
- Infrastructure groupings are:
 - Roads
 - Sidewalks
 - Parking lots

Overall Priority For Snow Clearing & Ice Control Operations After a Storm

The Public Works Department has developed a priority list to be followed after a storm with the overall efforts for snow clearing and ice control based on the following:

Priority	Class	Operation	Infrastructure
1	2	Snow Clearing & Ice Control	Roadways/Sidewalks
2	3		Roadways/Sidewalks
3	4		Roadways/Sidewalks
4	5 & 6		Roadways/Sidewalks
5	7		Parking Lots

Priority Items 1 through 5 are normally serviced concurrently. For severe weather, equipment breakdowns, or manpower shortages, operations through priority sequence would be consecutive.

Note:

Individual Class designations only determine the priority of snow and ice control operations within their applicable grouping.

- Overall priority designations determine the sequence of snow and ice control operations of all combined infrastructure groupings.
- Infrastructure groupings are:
 - Roads
 - Sidewalks
 - Parking lots

Truck and Equipment Registration

All vendors to provide registration of all rented or contracted trucks and equipment to carry out snow clearing, ice control and snow removal operations including WSIB certificates, and if labour involved MOL Certificate of Health & Safety Training and Driver Certification Report.

Departure from Procedure

The Town recognizes that conditions may be so unusual or unexpected that a departure from these general procedures should be authorized. Therefore, when conditions warrant the Public Works Foreman or designate in consultation with the Director of Operations, may order a departure from these general rules.

No Duty or Right Created

The purpose of this Procedure is to establish goals for the Town of Prescott employees regarding snow and ice control. It is not to be construed to create any duty to any individual, person or entity. This Procedure does not provide any special protection or service to any particular individual or group. No additional rights shall be granted to any individual or entity simply by adoption and enforcement of this Procedure. This Procedure may be in effect in total or in part, as a result of acts of God, strikes, equipment breakdowns, weather conditions, inadequacy of equipment, provincial or federal regulations, shortage of personnel, and any other unforeseen, uncontrolled or anticipated act.

LIST OF SCHEDULES

- Schedule A 1 - Roadway Classification
- Schedule A 2 - Roadway Snow Clearing and Ice Control
- Schedule B - Sidewalk Snow Clearing and Ice Control
- Schedule C - Municipal Public Parking Lots to be serviced for Snow and Ice Control
- Schedule D - Servicing Treatment Guidelines for Roadways
- Schedule E - Snow Removal Areas

Schedules A (1)

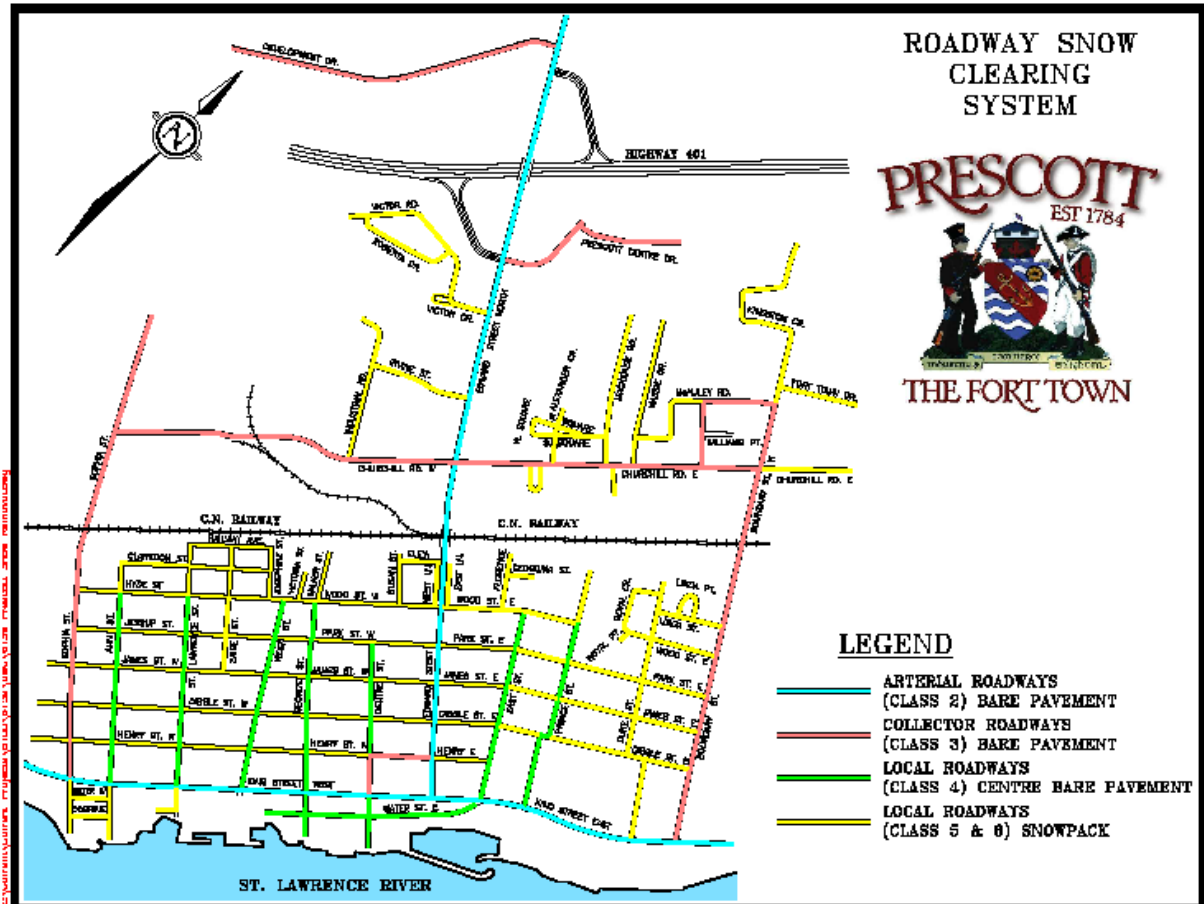
CLASSIFICATION OF HIGHWAYS

1) Average Annual Daily Traffic (number of motor vehicles)	2) Posted or Statutory Speed Limit (kilometres per hour)									
	3) 91 - 100	4) 81 - 90	5) 71 - 80	6) 61 - 70	7) 51 - 60	8) 41 - 50	9) 1 - 40			
10) 15,000 or more	11) 1	12) 1	13) 1	14) 2	15) 2	16) 2	17) 2			
18) 12,000 - 14,999	19) 1	20) 1	21) 1	22) 2	23) 2	24) 3	25) 3			
26) 10,000 - 11,999	27) 1	28) 1	29) 2	30) 2	31) 3	32) 3	33) 3			
34) 8,000 - 9,999	35) 1	36) 1	37) 2	38) 3	39) 3	40) 3	41) 3			
42) 6,000 - 7,999	43) 1	44) 2	45) 2	46) 3	47) 3	48) 3	49) 3			
50) 5,000 - 5,999	51) 1	52) 2	53) 2	54) 3	55) 3	56) 3	57) 3			
58) 4,000 - 4,999	59) 1	60) 2	61) 3	62) 3	63) 3	64) 3	65) 4			
66) 3,000 - 3,999	67) 1	68) 2	69) 3	70) 3	71) 3	72) 4	73) 4			
74) 2,000 - 2,999	75) 1	76) 2	77) 3	78) 3	79) 4	80) 4	81) 4			
82) 1,000 - 1,999	83) 1	84) 3	85) 3	86) 3	87) 4	88) 4	89) 5			
90) 500 - 999	91) 1	92) 3	93) 4	94) 4	95) 4	96) 4	97) 5			
98) 200 - 499	99) 1	100) 3	101) 4	102) 4	103) 5	104) 5	105) 5			
106) 50 - 199	107) 1	108) 3	109) 4	110) 5	111) 5	112) 5	113) 5			
114) 0 - 49	115) 1	116) 3	117) 6	118) 6	119) 6	120) 6	121) 6			

O. Reg. 613/06, s. 1.

Schedule A (2)

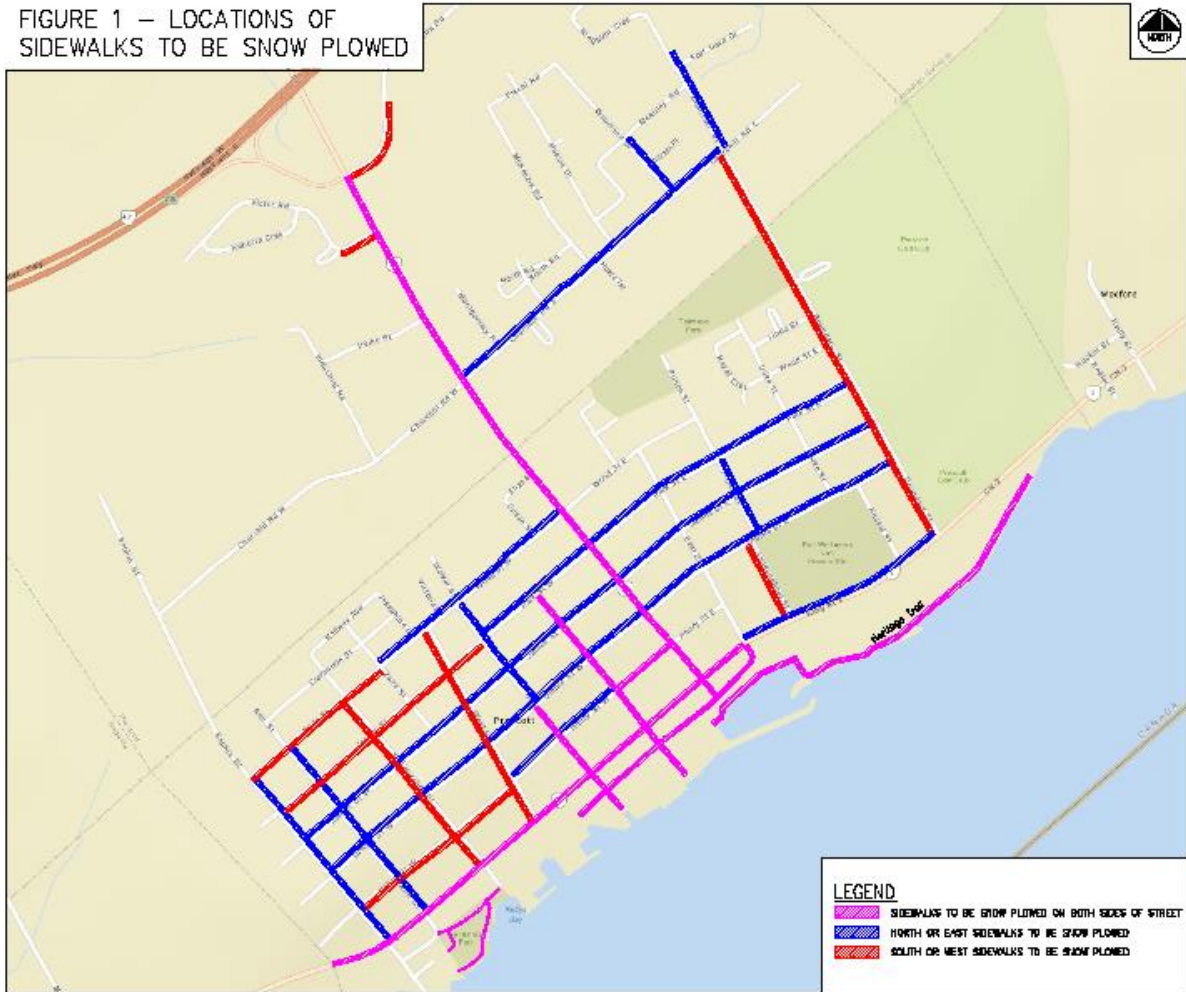
Roadway Snow Clearing



Schedule B

Sidewalk Snow Clearing

FIGURE 1 — LOCATIONS OF
SIDEWALKS TO BE SNOW PLOWED



LEGEND

- SIDEWALKS TO BE SNOW PLOWED ON BOTH SIDES OF STREET
- NORTH OR EAST SIDEWALKS TO BE SNOW PLOWED
- SOUTH OR WEST SIDEWALKS TO BE SNOW PLOWED

Schedule C

Policy - Winter Control Operations

Municipal Public Parking Lots to be serviced For Snow and Ice Control

- 5. Municipal Building Town Hall**
- 6. Municipal Lot @ Clock Tower**
- 7. Municipal Lot @ Health Centre and Walker House**
- 8. Municipal Lot @ Heritage Trail**

Schedule D

Snow Clearing Ice Control & Removal System - Procedure

Winter Storm Guidelines - Salt Application Rates

Type of Precipitation	Temperature	Pavement Condition	Action Required
Wet snow with freezing rain	Holding near -1°C (30°F)	Wet	Salt application of 50kg-130kg/ 2 lane km as specified by supervisory personnel in charge of operation Reapply as necessary Plow as necessary
Sleet	Holding near -1°C (30°F)	Wet	Salt application of 50kg-130kg/ 2 lane km as specified by supervisory personnel in charge of operation Plow as necessary
Accumulating snow	Holding near -1°C (30°F)	Wet	Salt application of 50kg-130kg/ 2 lane km as specified by supervisory personnel in charge of operation Plow as necessary
Freezing rain	Below freezing and falling	Wet or sticky	Salt application of 50kg-130kg/ 2 lane km as specified by supervisory personnel in charge of operation Plow as necessary
Sleet or snow	Below -1°C (30°F) and falling	Wet or sticky	Salt application of 50kg-130kg/ 2 lane km as specified by supervisory personnel in charge of operation Repeat until sleet or snow stops Plow as necessary
Dry snow	Below -6°C (20°F) and falling	Dry	Plow immediately Apply salt only to wet, packed or icy 50kg-130kg/2 lane km as specified by supervisory personnel in charge of operation Frequent plowing
Packed snow and ice on pavement	0EC (30°F) down to -17°C (0°F)	Packed snow and ice buildup	Salt application of 50 kg-130 kg as specified by supervisory personnel in charge of operation

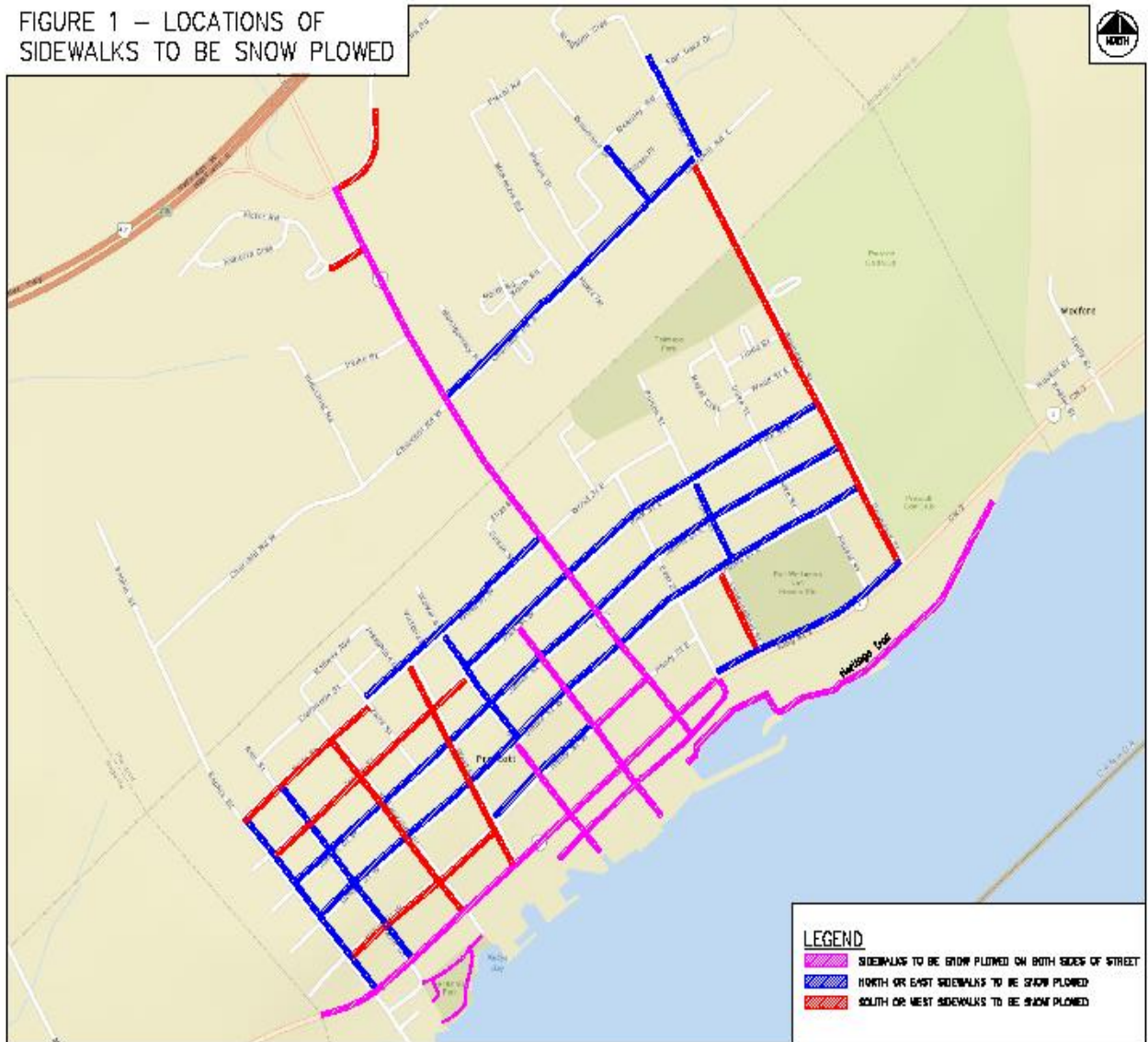
Note: 1) Action required as listed for various conditions shown on this chart should be used in most cases. However, unusual circumstances may necessitate departure from the recommendations.

2) When pre-wetting is employed, recommended salt application rates may be reduced by 10%.

Schedule E

Types of Removal Map

FIGURE 1 – LOCATIONS OF
SIDEWALKS TO BE SNOW PLOWED



LEGEND

- FULL LENGTH REMOVAL
- SNOW BLOWN ONTO BLVD/LAWN
- INTERSECTIONS/IMPEDE FLOW
- CUL DE SAC/CORNERS/DEAD ENDS

Arterial Roadway (Class 2) Bare Pavement

Local Roadways (Class 5&6) Snowpack

Collector Roadways (Class 3) Bare Pavement

Local Roadways (Class 4) Centre Bare Pavement

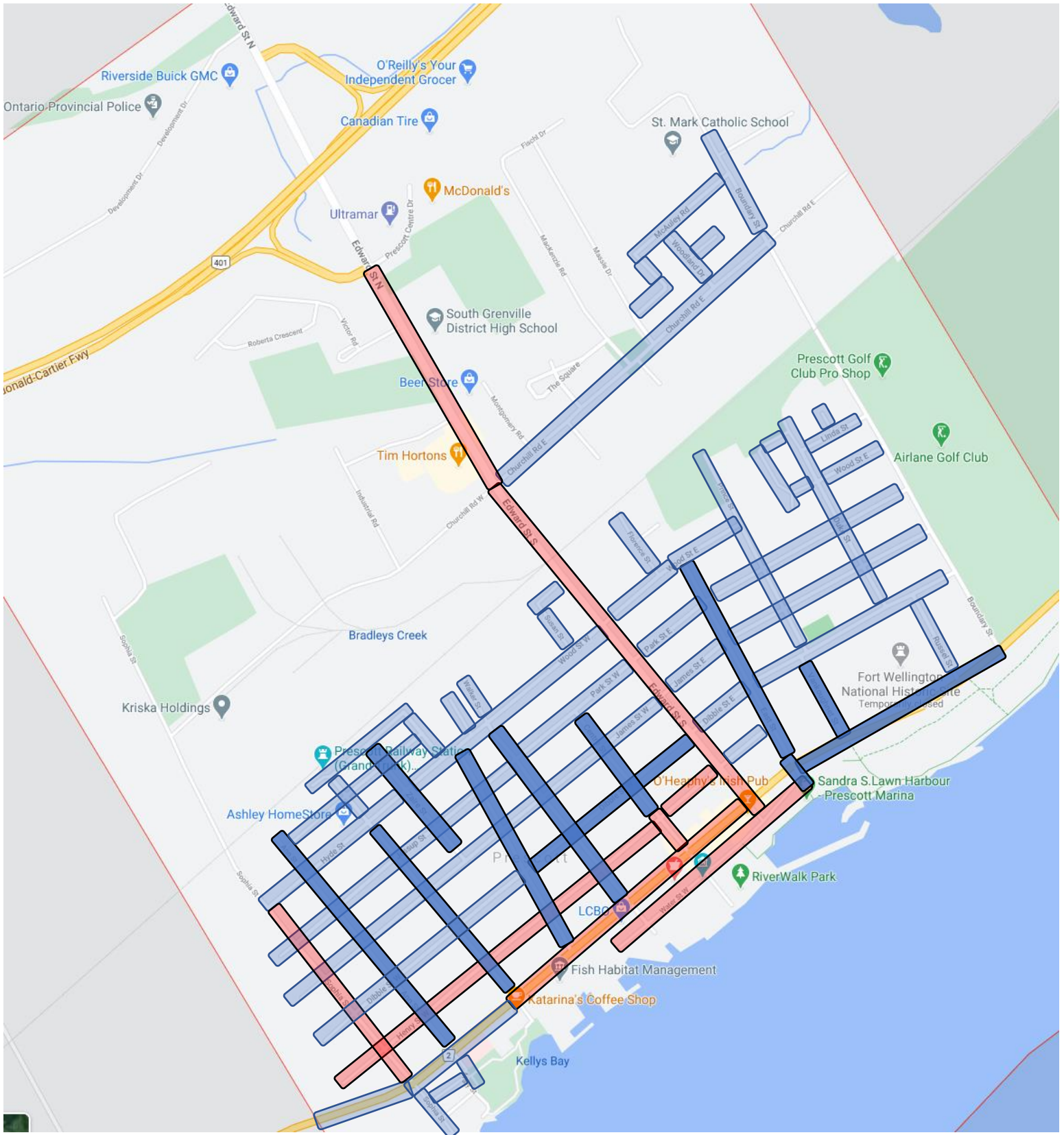
Town of Prescott

Roadway Snow Clearing Map



Town of Prescott Road Snow Removal Map

- Priority #1
- Priority #2
- Priority #3





Plow Both Sidewalks



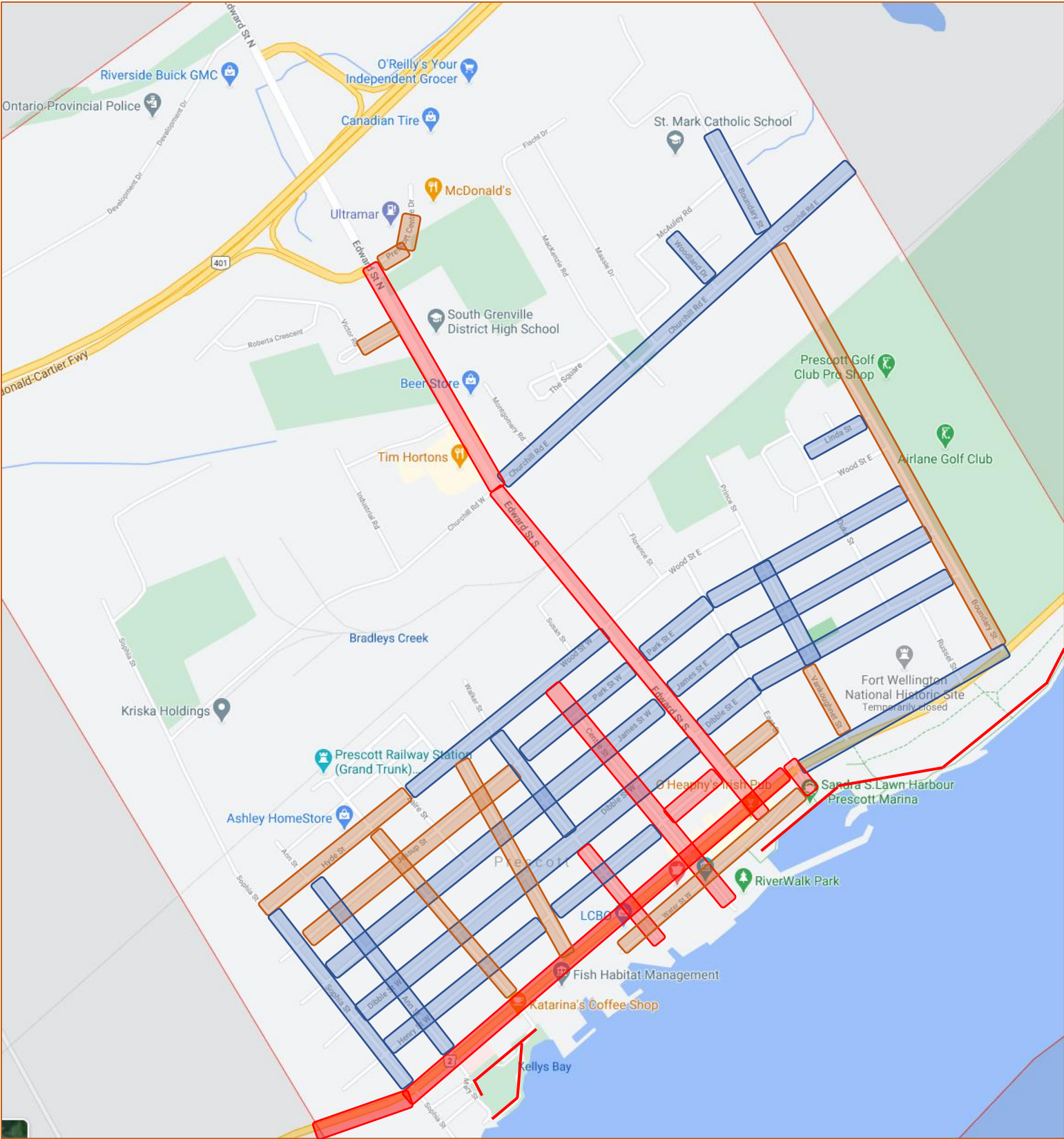
Plow North or East Sidewalk



Plow South or West Sidewalk

Path

Town of Prescott Sidewalk Snow Plowing Map



2021 Project Budget Review and Alignment – March 1, 2021



2021 Priority Projects 1 of 4

Description	Project Type	Estimated Cost	Notes	Priority	Funding Source	Strategic Plan Alignment
Fire Department replacement gear	Health & Safety	30,000	Ongoing replacement plan, Health and Life Safety	Mandatory	Fire Equipment Reserve	Infrastructure - Improvement
Park Play Structures	Health & Safety	10,000	Evaluate and address deficiencies	Mandatory	Parks Reserve	Infrastructure - Rec Facilities and Assets
Bridge Work	Repairs	275,000	To address current deficiencies	2021	Infrastructure Reserve	Infrastructure - Improvement
Portion of Dibble Street East	Replacement	2,000,000	From Boundary headed east	2021	Water & Wastewater	Infrastructure - Improvement
Pool Pump and Filter Replacement	Replacement	25,000	Required in 2021 if pool is opening otherwise 2022	2021	Infrastructure Reserve	Infrastructure - Rec Facilities and Assets
CIP Program Support – Economic Stimulant	Support	50,000	Reduced from \$75,000	2021	Fiscal Policy Reserve	Economic Development - Downtown Reinvigoration
Brockville General Hospital Project Support Under One Roof Project	Support	30,000	\$30,000 paid in 2018, 2019, 2020	2021	Fiscal Policy Reserve	Guiding Principles - Regional Collaboration
Mural at Beach	Addition	3,000	To run along Coast Guard lot to hide yard	2021	Parks Reserve	Community Development - Rec, Leisure, Cultural

2021 Priority Projects 2 of 4

Description	Project Type	Estimated Cost	Notes	Priority	Funding Source	Strategic Plan Alignment
Add docks for non-motorized watercraft	Addition	10,000	In marina, Centennial Park or at Boat Ramp	2021	Infrastructure Reserve	Community Development - Rec, Leisure, Cultural
Trees on King Street and Riverwalk Park	Replacement & Addition	15,000		2021	Fiscal Policy Reserve	Economic Development - Downtown Reinvigoration
Expand the Beach	Expansion	25,000	Install a set of stairs on the west side of Kelly's Bay to allow water entry from the grassy area	2021	Fiscal Policy Reserve	Community Development - Rec, Leisure, Cultural
Connection of 2 parking lots east of marina to allow for overnight and boat trailer parking. No overnight RV parking.	Addition	20,000		2021	Fiscal Policy Reserve	Infrastructure - Rec Facilities and Assets
Add new shelter / gazebo in Centennial Park	Addition	25,000	Included in Active Transportation Improvement Project	Yes	COVID - Infrastructure Grant	Infrastructure - Rec Facilities and Assets
Add new shelter / gazebo in Riverwalk Park	Addition	25,000	Included in Active Transportation Improvement Project	Yes	COVID - Infrastructure Grant	Infrastructure - Rec Facilities and Assets

2021 Priority Projects 3 of 4

Description	Project Type	Estimated Cost	Notes	Priority	Funding Source	Strategic Plan Alignment
Install Solar Lights along Heritage Trail	Addition	20,000	In conjunction with Active Transportation Improvements Project	Yes	COVID - Infrastructure Grant	Infrastructure - Rec Facilities and Assets
Install Solar Lights along Heritage Trail	Addition	25,000	In conjunction with Active Transportation Improvements Project	Yes	Fiscal Policy Reserve	Infrastructure - Rec Facilities and Assets
Upgrade the waterfront trail from St. Lawrence Street to the Water Treatment plant with interlock stone	Replacement	10,000	250 Metres, repairs will be part of active transportation project	Repairs 2021	COVID - Infrastructure Grant	Infrastructure - Rec Facilities and Assets
Upgrade the waterfront trail from Riverwalk Park to George Street to interlock stone	Replacement	10,000	120 Metres, repairs will be part of active transportation project	Repairs 2021	COVID - Infrastructure Grant	Infrastructure - Rec Facilities and Assets
Paving of Heritage Trail	Replacement	10,000	Repairs will be part of active transportation project	Repairs 2021	COVID - Infrastructure Grant	Infrastructure - Rec Facilities and Assets
Downtown Beautification Plan	Planning	50,000	Build on previous plan, establish work plan - BIA Priority	2021	Modernization Funding	Economic Development - Downtown Reinvigoration
Replacement of sidewalk on the south side of King Street from St. Lawrence Street to the entrance of the Coast Guard Building	Replacement	10,000	Alternatively, staff can re-lay sidewalk to remove pooling area (50m length)	2021	Fiscal Policy Reserve	Infrastructure - Improvement

2021 Priority Projects 4 of 4

Description	Project Type	Estimated Cost	Notes	Priority	Funding Source	Strategic Plan Alignment
Establish a formal pathway from the corner of MacKenzie / Fischl to the Grocery Store / Canadian Tire	Addition	25,000	Working to secure land for project	2021	Fiscal Policy Reserve	Infrastructure - Rec Facilities and Assets
Dog Park	Addition	25,000	Strategic Priority, location to be decided could be part of Recreation Complex	Decide on location in 2021	Dog Park Reserve	Infrastructure - Rec Facilities and Assets
Replacement of H Dock at marina	Replacement	75,000	Funded by marina reserve	2021	Marina Reserve	Infrastructure - Improvement
New Plow for loader	Addition	15,000		2021	Public Works Reserve	Infrastructure - Improvement
Replacement and additional barricades, traffic safety supplies, and signage for traffic control	Replacement and Addition	7,500		2021	Public Works Reserve	Infrastructure - Improvement
Life gate for ¾ ton truck to assist with loading and unloading equipment	Addition	10,000		2021	Public Works Reserve	Infrastructure - Improvement
Backhoe Quick Attachments	Addition	5,000		2021	Fiscal Policy Reserve	Infrastructure - Improvement
Roofing Structure between Seacans at Operations Building to create additional covered storage area	Addition	10,000		2021	Public Works Reserve	Infrastructure - Improvement
		2,850,500				

2021 Project Funding

2021 Priority Projects	\$2,850,500
Gas Tax Funding – Dibble Street East Project	\$750,000
Water & Wastewater Reserves – Dibble Street East	\$1,250,000
COVID Infrastructure Grant Funding	\$100,000
Reserves	\$750,500
Total Funding for 2021 Priority Projects	\$2,850,000

Reserves 1 of 2

	2019 Actual YE Balances	2020 Budget Contributions	2020 Budget Projects	2020 Budget Balances	2021 Budget Contributions	2021 Budget Projects	2021 Budget Balances
Working Funds Reserve	880,000	-	-	880,000	-	-	880,000
Fiscal Policy Reserve	170,637	101,500	(105,000)	167,137	101,500	(205,000)	63,637
Election Reserve	6,923	5,100	-	12,023	5,100	-	17,123
Building Reserve	18,561	24,550	(20,000)	23,111	24,550	-	47,661
Emergency Management Reserve	2,011	-	-	2,011	-	-	2,011
Community Centre Reserve	-	235,000	(235,000)	-	235,000	(235,000)	-
Planning Reserve	66,660	-	-	66,660	-	-	66,660
Community Improvement Plan Reserve	86,330	100,000	(150,000)	36,330	75,000	-	111,330
PSB Sponsored Programs Reserve	3,351	-	-	3,351	-	-	3,351
Fire Vehicles/Equipment Reserve	31,211	30,000	(30,000)	31,211	30,000	(30,000)	31,211
Fire Building Reserve	-	270,000	(270,000)	-	-	-	-
Infrastructure Reserve	113,840	-	-	113,840	-	-	113,840
Public Works Reserve	23,510	31,900	(30,000)	25,410	20,200	(42,500)	3,110
Heritage Reserve	2,068	-	-	2,068	-	-	2,068
Splash Pad/Dog Park	20,157	25,000	(45,157)	-	25,000	(25,000)	-
Library Reserve	34,431	-	-	34,431	-	-	34,431
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	6,698	1,750	-	8,448	1,750	-	10,198
Museum Reserve	81,010	21,000	-	102,010	-	-	102,010
Marina Reserve	88,798	43,500	(65,000)	67,298	79,435	(75,000)	71,733
Business Improvement Area Reserve	35,943	-	-	35,943	-	-	35,943
Health Centre Reserve	4,170	7,800	-	11,970	-	-	11,970
Parks Reserve	3,024	12,600	(10,000)	5,624	12,600	(13,000)	5,224
Water Fountain Reserve	6,276	3,000	-	9,276	3,000	-	12,276
Cemetery Board Reserve	16,135	-	-	16,135	-	-	16,135
Dedicated Infrastructure Reserve	164,169	110,067	(113,500)	160,736	166,792	(310,000)	17,528
Municipal Modernization Reserve	591,400	-	-	591,400	-	(50,000)	541,400
Subtotal	2,460,923	1,022,767	(1,073,657)	2,410,033	779,927	(985,500)	2,204,460

Reserves 2 of 2

	2019 Actual YE Balances	2020 Budget Contributions	2020 Budget Projects	2020 Budget Balances	2021 Budget Contributions	2021 Budget Projects	2021 Budget Balances
Water and Wastewater Reserves							
Wastewater Collection Reserve	279,558	76,583	-	356,141	197,735	(250,000)	303,876
Wastewater Plant Reserve	2,744,071	111,602	-	2,855,673	106,812		2,962,485
Water Distribution Reserve	1,378,657	88,819	-	1,467,476	128,951	(1,000,000)	596,427
Water Treatment Plant Reserve	741,232	142,262	(250,000)	633,494	118,140		751,634
Subtotal	5,143,518	419,266	(250,000)	5,312,784	551,638	(1,250,000)	4,614,422
Total Reserves	7,604,441	1,442,033	(1,323,657)	7,722,817	1,331,565	(2,235,500)	6,818,882

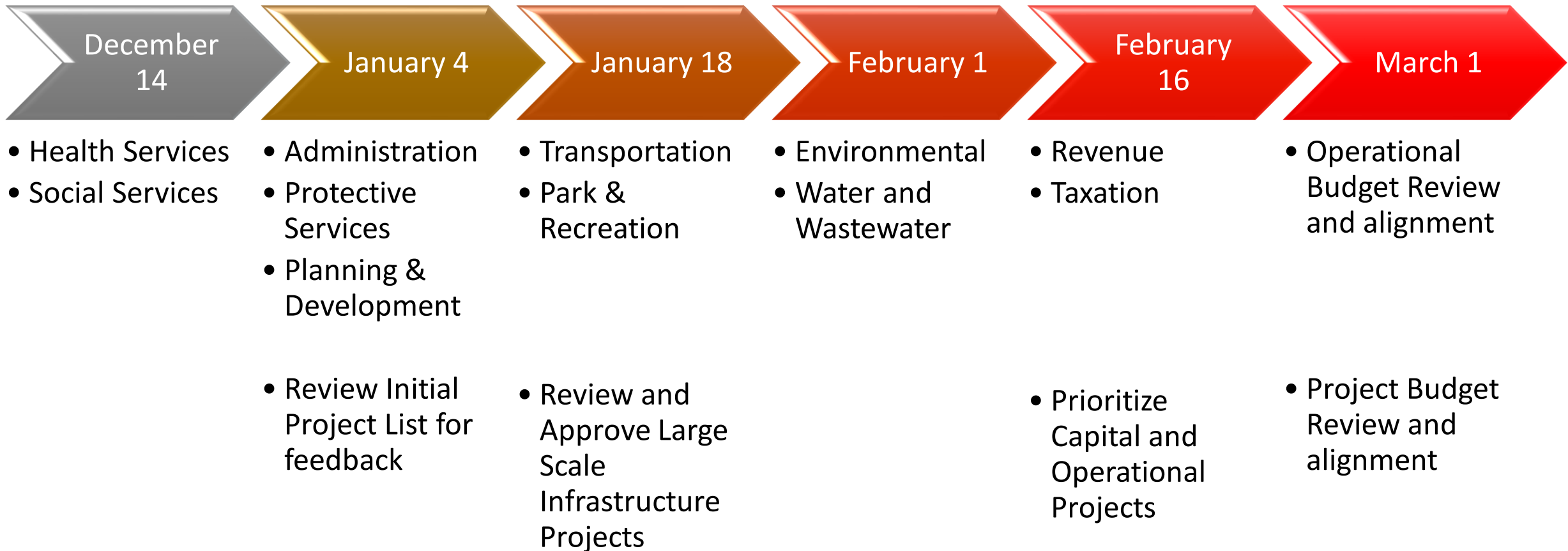
2021 Operational Budget – March 1, 2021



Topics

- Budget Timelines
- Budget Review and Alignment

Budget Timeline



Budget Review and Alignment

Budget Overview

- To balance budget would require at 0.78% levy increase or \$43,407
 - Contemplate levy increase or reduce expenditures
 - Currently using \$159,900 to offset lost revenue due to COVID
- Budget does not currently have the 1% increase dedicated to infrastructure
 - Implemented in 2018, occurred in 2019, did not occur in 2020
- The decreases in debt payments that are occurring in 2021 are transferred to the infrastructure reserve resulting in an additional \$56,725 yearly contribution (roughly equivalent to the 1% not added to the 2020 Budget)
 - 2021 Contribution without adding additional 1% is \$166,792. Original plan called for \$220,000 based on yearly 1% increase dedicated to infrastructure 2018-2021

Budget Overview and Updates

	2021 Budget	Notes	Reserves
Revenues			
Fees and Revenue	3,206,419		30,000
Property Taxation	5,550,563	At zero percent increase	-
Payments in Lieu and Supplemental	355,000		-
COVID Grant Funding	159,900		
Subtotal Revenue	9,271,882		30,000
Expenses			
Health Services	332,368		-
Social Services	763,072		-
Administration	1,296,514		255,517
Protective Services	2,190,772	Decrease in reserve contribution offset by debt payment	30,000
Planning	72,840		-
Transportation	2,278,325		37,500
Parks & Recreation	1,592,280		367,485
Environmental	376,200		39,425
Joint Services Adjustment	(25,039)		-
Ec Dev & Tourism	409,715		-
Fire Chief Adjustment	29,600		-
St. Lawrence Lodge Adjustment	(1,359)		-
Subtotal Expenses	9,315,289		729,927
Net	(43,407)	Net amount equates to 0.78% property tax rate increase	699,927
		Have included 1% increase in infrastructure reserve contribution	
Water and Sewer Revenue	2,931,022		-
Water and Sewer Expense	2,931,022	Page 69 of 111	551,538
Net	-		551,538

Budget Alignment with Strategic Plan

- Economic Development
 - Downtown Reinvigoration 2021
 - Beautification Plan
 - New Trees for Downtown and Riverwalk Park
 - Additional CIP funding
 - Painting or wrapping of traffic poles
 - Focus on baskets that are colourful and flowing
 - Additional planters along King Street
 - Installation of new benches and bicycle stands purchased through BIA
 - Revitalization of Farmer's and Crafter's Market
 - Hotel Attraction and Readiness
 - Official Plan Review completion in 2021
 - Zoning Bylaw Review started in 2021, finished in 2022

Budget Alignment with Strategic Plan

- Economic Development
 - 401 Industrial / Commercial Attraction Readiness
 - Working with developers to bring proposed projects to fruition
 - Official Plan Review completion in 2021
 - Zoning Bylaw Review started in 2021, finished in 2022
 - Tourism Development
 - Focus on partnerships
 - St. Lawrence Shakespeare Festival
 - Folkfest
 - Fort Wellington
 - Bike Friendly Community
 - Regional Transportation Development
 - EOLC Pilot Project Submission partnering with 3 neighboring municipalities

Budget Alignment with Strategic Plan

- Community Development
 - Recreation, Leisure, and Cultural Development
 - New Museum in 2021
 - Focus on partnerships to provide recreation and leisure opportunities
 - Pool
 - Activities at Leo Boivin Community Centre
 - Rebuild and re-energize Town Volunteer Group
 - Youth Programs and Engagement
 - Create Youth Advisory Group in 2021
 - Focus on partnerships to provide youth programming and activities
 - Heritage Preservation
 - Continued support for heritage CIP Program

Budget Alignment with Strategic Plan

- Infrastructure
 - Infrastructure Improvement and Growth
 - 2 Major Projects for 2021
 - Portion of Dibble Street East
 - Bridge Work
 - New Asset Management Plan Completion by July 31, 2021 for core assets
 - Projects to address getting the right equipment and tools
 - Recreation Facilities and Assets
 - Investment in active transportation assets along the waterfront
 - Developing a dog park
 - Adding new infrastructure such as non-motorized water dock
 - Maintaining play structures to address safety deficiencies

Budget Alignment with Service Delivery Review

- Reviewing Org Structure to match outcomes with accountability
- Asset Management Plan – by July 2021
- Policies and Procedure development and review – By end of 2021 working with Augusta
- Joint Task Force with Augusta – First meeting February 26, 2021
- Implementing Building and Bylaw Software, including GIS

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 1 '21
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 24-2021

Date: March 1, 2021

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

Re: Review of Council Remuneration 2019-2022 Term of Council

Recommendation:

That Council direct Staff assemble a working group of three to five residents to review Council Remuneration as required by Section 283 (7) of the *Municipal Act, 2001* and provide recommendations from the working group to Council by May 31, 2021.

Background / Analysis:

By-Law # 40-2016 sets the remuneration rates for Members of Council representing the Town of Prescott. In accordance with Section 283 (7) of the *Municipal Act, 2001*, Council shall review this by-law at a public meeting at least once during the four-year period corresponding to the term of office of its members after a regular election. This report is intended to serve as a starting point for the review.

At the beginning of 2020, Staff conducted a Council Remuneration survey. There were approximately thirty municipalities that responded. The survey covered various possible aspects of Council Remuneration including.

- Gross Remuneration
- Basis of inflationary increase
- Remuneration for Members of Council that sit on Police Services Boards
- Reimbursement from other sources
- Municipal Clothing Allowance
- Conference and Registration Fee Reimbursement
- Travel and Expense Reimbursement
- Accidental Death and Dismemberment Insurance Coverage
- Conflict of Interest Insurance Coverage for Legal Expenses

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Mar. 1 '21
Strategic Plan		

- Legal Expense Coverage if individual is charged for a crime in connection to the work done municipality
- Health & Dental Insurance Coverage
- An indication if Council Remuneration was increased as a result of the change to the Income Tax Act and Council Expenses

The results of the survey have been broken down by Mayor, Councillor and Deputy Mayor and are attached to this report.

The process to develop By-Law # 40-2016 relied on a resident working group that reviewed the comparison information to make recommendations to Council on any changes that might be considered. It is suggested to use this process again as part of the review process.

Alternatives:

None

Financial Implications:

None at this time

Attachments:

- Council Remuneration Survey Results – Mayor's Position
- Council Remuneration Survey Results – Councillor Position
- Council Remuneration Survey Results – Deputy Mayor Position

Submitted by

Matthew Armstrong
Chief Administrative Office & Treasurer

	Mayor	Mayor	Mayor	Mayor	Mayor	Mayor	Mayor	Mayor	Mayor	Mayor
Name of Municipality	Town of Prescott	Town of Arnprior	Twp Front of Yonge	Township of East Hawkesbury	Township of South Glengarry	Town of Cobourg	Town of Carleton Place	Municipality of Trent Hills	Municipality of Marmora and Lake	Township of Edwardsburgh Cardinal
Population	4,222	8,795	2,607	3,200	13,162	19,440	11,963	13,000	4,000	7,093
Municipality Type	Single Tier	Lower Tier	Lower Tier	Lower Tier	Lower Tier	lower Tier	Lower Tier	Lower Tier	Lower Tier	Lower Tier
Council Positions	1	1	1	1	1	1	1	1	1	1
2019 Gross Remuneration	28,938.78	35,976.36	11,619.00	16,451.00	\$27,316.44 (2018)	40,440.00	42,814.46	35,283.00	16,763.18	15,000.00
Automatic Increase	Yes – Tied to Inflation	Yes – same % as municipal staff	Yes – COLA, same as employees	2% or CPI whichever is greater	Yes – Tied to Inflation	Yes – Tied to Inflation	Yes; equal to staff	Yes - consistent with Collective Agreement	No – Passed with COLA annually with budget	yes- CPI indexed starting in 2020
Yearly Police Service Board Remuneration for Council Member	Yes - \$1,174.68	No	N/A	No	N/A	Yes - \$1,174.68	No, included as part of their honorarium	Within 'Other Sources' below	No	No
Remuneration from other sources for sitting committees, boards, upper tier, etc.	No	No	Yes – Upper Tier	\$125/meeting	Yes – County & Conservation Authority (when applicable)	Yes - \$1,174.68	Per Diem (\$150/day)	Yes	Upper Tier	Yes- Port of Johnstown-\$200.00 per meeting
Yearly Municipal Clothing Allowance – Purchased through municipality	\$200	None	No	No	No	No	No but could claim as an expense	No	No	No
Conference & Registrations Fees per year	\$2,000	1 – 3 day conference	As needed (minimal)	3000	Variable, reimburse expenses	2,000	Yes-unlimited	3500	Yes, up to budgeted total for Council	5000
Travel and Expenses Reimbursement	Yes	Yes	As needed (minimal)	Yes	Yes	Yes	Yes also has a discretionary fund of \$4,250/year	Yes	Yes	Yes- included in conference allowance
Council Member Accidental Death and Dismemberment Insurance Coverage	Yes – 24/7 - \$250,000	Yes – 24/7 - \$250,000	No	Yes - 24/7 - \$200,000	Yes – 24/7 - \$250,000	Yes - 20,000	Yes; 24/7 \$10,000 plus \$250,000 on duty coverage	Yes	Yes- 24/7- \$250,000	Yes – 24/7 - \$250,000- also critical illness insurance & out of province coverage
Conflict of Interest Insurance Coverage – Legal Expenses	\$100,000 per claim	\$100,000 per claim	\$100,000 per claim for the corporation	No		Yes Max \$100,000	\$100,000 per claim, no aggregate	Yes	\$100,000 per claim	\$250,000 per claim, \$500,000 aggregate
Legal Expense Coverage Insurance	\$100,000 per claim \$500,000 aggregate	\$250,000 per claim, \$500,000 aggregate	\$100,000 per claim, \$500,000 aggregate	No			\$100,000 per claim, \$500,000 aggregate	Yes	\$100,000 per claim, \$500,000 aggregate	\$250,000 per claim, \$500,000 aggregate
Health & Dental Insurance Coverage	No	Optional	No	No		Yes	Yes	Yes	Yes	No
Post Secondary Education Allowance	No	No	No	No	No	No	No	No	No	No
Did your municipality increase Council remuneration to offset the change to the Income Tax Act for 1/3 of council remuneration no longer being considered an employment expense	No	Yes	Yes	Yes	Yes - increased to offset	No	Yes	Yes	Yes	No
Frequency of Review of Remuneration	Once per term	Once per term	Once per term	Once per term	Once every 5 years	As needed	Annually	No established schedule	Annually with COLA and budget process	Once per term

	Mayor	Reeve	Mayor	Mayor	Mayor	Mayor	Reeve	Mayor	Mayor	Mayor
Name of Municipality	Madawaska Valley Twp	Township of Tudor and Cashel	Township of Champlain	Village of Merrickville-Wolford	Greater Napanee	North Frontenac	Township of Augusta	City of Clarence-Rockland	Town of Deep River	Municipality of South Dundas
Population	4,400	580	8706	3,000	15,892	1,898	7,353	25,000	4,109	10,833
Municipality Type	Lower Tier	Lower Tier	Lower Tier	Lower Tier	Lower Tier	Lower Tier	Lower Tier	Single Tier	Lower Tier	Lower Tier
Council Positions	1	1	1	1	1	1	1	1	1	1
2019 Gross Remuneration	27,706.80	\$210.00 per council meeting	\$42,851	12,888.00	29,611.40	26,704.49	22,692.96	52,083.20	22,659.78	27,858.60
Automatic Increase	Yes – Tied to Inflation	No	Yes - CPI Ottawa for October of previous year	Yes, COL	Yes – tied to inflation	Yes – Tied to inflation	Yes	Yes – Tied to Non-Union increase which at least equal inflation	Yes – Tied to Inflation	Yes-CPI
Yearly Police Service Board Remuneration for Council Member	No	N/A	n/a	Yes - \$65 per month	Yes - \$75/mtg	N/A	Yes-\$499.00	N/A	Yes - \$1,174.68	No
Remuneration from other sources for sitting committees, boards, upper tier, etc.	Yes – at County	\$95.00 per Committee	\$130/meeting	No	No	Upper Tier	No	No	No	No
Yearly Municipal Clothing Allowance – Purchased through municipality	No	N/A	n/a	No	No	N/A	None	No	0	0
Conference & Registrations Fees per year	3500	No specific amount set. As long as \$\$ in budget.	\$2,000	\$2000 Per Council	No maximum	\$100 per day of a conference – allowed 2 conferences	Yes, No limit	Total Budget of \$10,000	No Limit provided there is budget room.	\$1,400+Registration for each conference
Travel and Expenses Reimbursement	Yes	Yes	\$2,000	Yes	Yes	Yes	Yes	Yes	Yes	No
Council Member Accidental Death and Dismemberment Insurance Coverage	24/7	Yes- 24/7- \$250,000	on duty \$250,000	Yes – 24/7 - \$250,000	No	Yes – while engaged in Council activities.	Yes-24/7 - \$250,000	Yes – 24/7 - \$250,000	No	Yes – 24/7 - \$200,000
Conflict of Interest Insurance Coverage – Legal Expenses	\$100,000 per claim, 500K aggregate	\$100,000 per claim	\$100,000 per claim	\$100,000 per claim	\$100,000/claim	\$100,000 per claim	100,000 per claim	\$100,000 per claim		\$100,000 per claim
Legal Expense Coverage Insurance	Coverage for legal fees for defence under the “Conflict of Interest Act:	\$100,000 per claim, \$500,000 aggregate	\$250,000 per claim, \$500,000 aggregate	\$100,000 per claim, \$500,000 aggregate	\$100,000 per claim, \$500,000 aggregate	\$100,000 per claim \$500,000 aggregate	\$100,000 per claim, \$500,000 aggregate	\$250,000 per claim, \$500,000 aggregate		\$100,000 per claim, \$500,000 aggregate
Health & Dental Insurance Coverage	No	No	No	No	No	No	Available at their cost	Yes – 90% employer coverage	No	No
Post Secondary Education Allowance	No	No	No	No	No	No	No	No	No	No
Did your municipality increase Council remuneration to offset the change to the Income Tax Act for 1/3 of council remuneration no longer being considered an employment expense	Yes	No	Yes - increased base amount to compensate	No	No	Yes	TBC	Yes	No	Yes
Frequency of Review of Remuneration	New Council Term	Once per term	Monthly	N/A	No set time	Once per term	Once per term	Annually	Only Inflation review yearly	N/A

	Mayor	Mayor	Mayor	Mayor	Mayor	Warden	Mayor	Mayor
Name of Municipality	Township of Russell	Township of McNab/Braeside	Port Hope	Elizabethtown-Kitley	Town of Perth	County of Peterborough	Town of Arnprior	Loyalist Township
Population	17,200	7,178	16,753	9,876	5,930	55,783	8,795	
Municipality Type	Lower Tier	Lower Tier	Lower tier	Lower Tier	Single Tier	Upper Tier	Lower Tier	Lower Tier
Council Positions	1	1	1	1	1	1	1	1
2019 Gross Remuneration	40,864.34	25,452.84	\$56,064 (Full-time)	17,040.00	28,661.84	50,600.00	\$35,976.36	35,173.18
Automatic Increase	Same cost of living adjustment as employees approved by Council	No	\$29,405 (Deputy)	Yes - Tied to inflation	Yes – Tied to Inflation	Yes – Tied to Greater of Inflation or Union Increase	Yes – based on COLA and corresponds with non-union increase	Yes – Tied to Inflation
Yearly Police Service Board Remuneration for Council Member	N/A	No	Same as approved wage increase for Non-Union Employees	No	None	N/A	N/A	N/A
Remuneration from other sources for sitting committees, boards, upper tier, etc.	Yes	No	N/A	Yes	\$150 per day for conference / special events to max of \$900 per year	No	No	County Salary (not sure of amount)
Yearly Municipal Clothing Allowance – Purchased through municipality	N/A	No	No	No	None	No	N/A	No
Conference & Registrations Fees per year	Discretionary budget \$10,200	2000	Administered through budget	\$275 per diem + 100 per conference	\$3500 allowance per year for variety of expenses plus \$7500 allowance for discretionary expenses	2 per year	Permitted one three day conference or training per calendar year	5000
Travel and Expenses Reimbursement	Yes	Yes	\$75/month	Yes	Yes	Mileage Only	Yes	Yes
Council Member Accidental Death and Dismemberment Insurance Coverage	Yes – 2x principal sum	Yes – 24/7 - \$250,000	No	Yes \$250,000	100000		Yes – Business travel only, 100,000	No
Conflict of Interest Insurance Coverage – Legal Expenses	\$100,000 per claim	Maximum Limit \$100,000	No	\$100,000 per claim No aggregate	\$100,000 per claim		\$100,000 per claim, no aggregate	\$100,000 per claim
Legal Expense Coverage Insurance	\$100,000 per claim \$500,000 aggregate	\$250,000 per claim, \$500,000 annual aggregate of all claims	No	\$100,000 per claim, \$500,000 aggregate	\$100,000 per claim, \$500,000 aggregate		\$250,000 per claim, \$500,000 aggregate	\$100,000 per claim \$500,000 aggregate
Health & Dental Insurance Coverage	Yes	Yes	Yes, if they choose to participate – no cost	No	Provided – council pays premiums + \$400 vision care every 2 yrs pd by Town	No	Yes	No
Post Secondary Education Allowance	No	No	No	No (currently inquiring)	No	No	No	No
Did your municipality increase Council remuneration to offset the change to the Income Tax Act for 1/3 of council remuneration no longer being considered an employment expense	No	Yes	Yes – topped up to 100% of net pay	No	Yes	Yes	Yes	Yes
Frequency of Review of Remuneration	Once per term	Yearly	By external committee review, determined in advance of election, for term of office	At Council Request	Once per term	Once per term	Once per term	Not set

	Councillor	Councillor	Councillor	Councillor	Councillor	Councillor	Councillor	Councillor	Councillor	Councillor
Name of Municipality	Town of Prescott	Town of Arnprior	Twp Front of Yonge	Municipality of Tweed	Township of East Hawkesbury	Township of South Glengarry	Town of Cobourg	Town of Carleton Place	Municipality of Trent Hills	Municipality of Marmora and Lake
Population	4,222	8,795	2,607	6,044	3,200	13,162	19,440	11,963	13,000	4,000
Municipality Type	Single Tier	Lower Tier	Lower Tier	Lower Tier	Lower Tier	Lower Tier	lower Tier	Lower Tier	Lower Tier	Lower Tier
Council Positions	6	6	5	3	3	3	5	5	6	3
2019 Gross Remuneration	10,938.46	18,237.96	8,535.00	12,597.70	12,000.00	\$17,756.16	23,120.00	21,168.16	20,283.00	12,024.87
Automatic Increase	Yes – Tied to Inflation	Yes – same % as municipal staff	Yes – COLA, Same as Employees	Yes – 2% until 2022	2% or CPI whichever is greater	Yes – Tied to Inflation	Yes – Tied to Inflation	Yes; equal to staff	Yes - consistent with Collective Agreement	No – Passed with COLA annually with budget
Yearly Police Service Board Remuneration for Council Member	Yes – Councillor \$1,174.68	No	N/A	Out of Town Meeting Honorarium \$50.00 per meeting	Yes - 1 Councillor \$125/meeting	N/A	Yes – Councillor \$1,174.68	No, included as part of their honorarium	Within 'Other Sources' below	No
Remuneration from other sources for sitting committees, boards, upper tier, etc.	No	Yes (County Councillor only)	No	No	\$125/meeting	Yes – Conservation Authority (when applicable)	Yes – Councillor \$1,174.68	Per Diem (\$150/day)	Yes	No
Yearly Municipal Clothing Allowance – Purchased through municipality	\$200 per member	None	No	No	No	No	No	No but could claim as an expense	No	No
Conference & Registrations Fees per year	\$1,000 per member	1 – 3 day conference	As needed (minimal)	Yes	\$3,000 per member	Variable, reimburse expenses	\$1,000 per member	Yes-unlimited	3,500 per member	Yes, up to budgeted total for Council
Travel and Expenses Reimbursement	Yes	Yes	As needed (minimal)	Yes	Yes	Yes	Yes	Yes also has a discretionary fund of \$1,200/year	Yes	Yes
Council Member Accidental Death and Dismemberment Insurance Coverage	Yes – 24/7 - \$250,000	Yes – 24/7 - \$250,000	No	Yes	Yes - 24/7 - \$200,000	Yes – 24/7 - \$250,000	Yes - 20,000	Yes; 24/7 \$10,000 plus \$250,000 on duty coverage	Yes	Yes- 24/7- \$250,000
Conflict of Interest Insurance Coverage – Legal Expenses	\$100,000 per claim	\$100,000 per claim	\$100,000 per claim for the corporation		No		Yes Max \$100,000	\$100,000 per claim, no aggregate	Yes	\$100,000 per claim
Legal Expense Coverage Insurance	\$100,000 per claim, \$500,000 aggregate	\$250,000 per claim, \$500,000 aggregate	\$100,000 per claim, \$500,000 aggregate		No			\$100,000 per claim, \$500,000 aggregate	Yes	\$100,000 per claim, \$500,000 aggregate
Health & Dental Insurance Coverage	No	Optional	No	Yes	No		Yes	Yes	Yes	Yes
Post Secondary Education Allowance	No	No	No	No	No	No	No	No	No	No
Did your municipality increase Council remuneration to offset the change to the Income Tax Act for 1/3 of council remuneration no longer being considered an employment expense	No	Yes	Yes	Yes	Yes	Yes - increased to offset	No	Yes	Yes	Yes
Frequency of Review of Remuneration	Once per term	Once per term	Once per term	Once per term	Once per term	Once every 5 years	As needed	Annually	No established schedule	Annually with COLA and budget process

	Councillor	Councillor	Councillor	Councillor	Councillor	Councillor	Councillor	Councillor	Councillor	Councillor
Name of Municipality	Township of Edwardsburgh Cardinal	Madawaska Valley Twp	Township of Tudor and Cashel	Township of Champlain	Village of Merrickville-Wolford	Greater Napanee	North Frontenac	Township of Augusta	City of Clarence-Rockland	Town of Deep River
Population	7,093	4,400	580	8706	3,000	15,892	1,898	7,353	25,000	4,109
Municipality Type	Lower Tier	Lower Tier	Lower Tier	Lower Tier	Lower Tier	Lower Tier	Lower Tier	Lower Tier	Single Tier	Lower Tier
Council Positions	3	4	3	8	4	5	5	4	8	5
2019 Gross Remuneration	10,000.00	20,025.60	\$190.00 per council meeting	\$21,697	9,820.00	17,399.20	17,255.09	13,437.13	29,777.28	9,469.72
Automatic Increase	yes- CPI indexed starting in 2020	Yes – Tied to Inflation	No	Yes - CPI Ottawa for October of previous year	Yes, COL	Yes – tied to inflation	Yes – Tied to inflation	Yes	Yes – Tied to Non-Union increase which at least equal inflation	Yes – Tied to Inflation
Yearly Police Service Board Remuneration for Council Member	No	No	N/A	n/a	No	No	n/A	No	N/A	No
Remuneration from other sources for sitting committees, boards, upper tier, etc.	Yes- Port of Johnstown- \$200.00 per meeting	No	\$95.00 per Committee	\$130/meeting	No	Yes - Conservation	1 Councillor for Mississippi Valley Conservation	No	No	No
Yearly Municipal Clothing Allowance – Purchased through municipality	No	No	N/A	n/a	No	No	N/A	None	No	0
Conference & Registrations Fees per year	\$3,500.00 per member	\$2,500 per member	No specific amount set. As long as \$\$ in budget	\$2,000	\$2000 Per Council	No Maximum	\$100 per day of a conference – allowed 1 conference	Yes, No Limit	Total Budget of \$10,000	No Limit provided there is budget room.
Travel and Expenses Reimbursement	Yes- included in conference allowance	Yes	Yes	included in above	Yes	Yes	YEs	Yes	Yes	Yes
Council Member Accidental Death and Dismemberment Insurance Coverage	Yes – 24/7 - \$250,000- also critical illness insurance & out of province coverage	24/7	Yes- 24/7- \$250,000	on duty \$250,000	Yes – 24/7 - \$250,000	No	Yes – while engaged in Council activities.	Yes-24/7 - \$250,000	Yes – 24/7 - \$250,000	No
Conflict of Interest Insurance Coverage – Legal Expenses	\$250,000 per claim, \$500,000 aggregate	\$100,000 per claim, 500k aggregate	\$100,000 per claim	\$100,000 per claim	\$100,000 per claim	\$100,000/claim	\$100,000 per claim	100,000 per claim	\$100,000 per claim	
Legal Expense Coverage Insurance	\$250,000 per claim, \$500,000 aggregate	Coverage for legal fees for defence under the “Conflict of Interest Act:	\$100,000 per claim, \$500,000 aggregate	\$250,000 per claim, \$500,000 aggregate	\$100,000 per claim, \$500,000 aggregate	\$100,000 per claim, \$500,000 aggregate	\$100,000 per claim, \$500,000 aggregate	\$100,000 per claim, \$500,000 aggregate	\$250,000 per claim, \$500,000 aggregate	
Health & Dental Insurance Coverage	No	No	No	No	No	No	No	Available at their cost	Yes – 90% employer coverage	No
Post Secondary Education Allowance	No	No	No	No	No	No	NO	No	No	No
Did your municipality increase Council remuneration to offset the change to the Income Tax Act for 1/3 of council remuneration no longer being considered an employment expense	No	Yes	No	Yes - increased base amount to compensate	No	No	Yes	TBC	Yes	No
Frequency of Review of Remuneration	Once per term	New Council Term	Once per term	Monthly	N/A	No set time	Once per term	Once per term	Annually	Only Inflation review yearly

	Councillor	Councillor	Councillor	Councillor	Councillor	Councillor	Councillor	Councillor	Councillor
Name of Municipality	Municipality of South Dundas	Township of Russell	Township of McNab/Braeside	Port Hope	Elizabethtown-Kitley	Town of Perth	County of Peterborough	Town of Arnprior	Loyalist Township
Population	10,833	17,200	7,178	16,753	9,876	5,930	55,783	8,795	
Municipality Type	Lower Tier	Lower Tier	Lower Tier	Lower tier	Lower Tier	Single Tier	Upper Tier	Lower Tier	Lower Tier
Council Positions	3	4	3	6	6	5	14	6	5
2019 Gross Remuneration	13,826.28	21,368.12	20,300.88	22,639.00	11,760.00	15,524.75	17,414.00	\$18,237.96	18,501.25
Automatic Increase	Yes-CPI	Same cost of living adjustment as employees approved by Council	No		Yes - Tied to inflation	Yes – Tied to Inflation	Yes – Tied to Greater of Inflation or Union Increase	Yes – based on COLA and corresponds with non-union increase Yes	Yes – Tied to Inflation
Yearly Police Service Board Remuneration for Council Member	No	N/A	No		No	None	N/A	N/A	N/A
Remuneration from other sources for sitting committees, boards, upper tier, etc.	No	Yes	No	2 Council members on Board: 1 paid \$3,100 and Deputy Chair paid \$3,300	Yes	\$150 per day for conference / special events to max of \$900 per year	No	No	No
Yearly Municipal Clothing Allowance – Purchased through municipality	0	N/A	No	No	No	None	No	N/A	No
Conference & Registrations Fees per year	\$1,400+Registration for each conference	Discretionary budget - \$3,635	\$1,500 per member	Administered through budget with approval of Mayor	\$275 per diem + 100 per conference	\$3500 allowance per year for variety of expenses	1 per year	Permitted one three day conference or training per calendar year	3000
Travel and Expenses Reimbursement	No	Yes	Yes	\$75/month	Yes	Yes	Mileage Only	Yes	Yes
Council Member Accidental Death and Dismemberment Insurance Coverage	Yes – 24/7 - \$200,000	Yes – 2x principal sum	Yes – 24/7 - \$250,000	No	Yes \$250,000	100000		Yes – Business travel only, 100,000	No
Conflict of Interest Insurance Coverage – Legal Expenses	\$100,000 per claim	\$100,000 per claim	Maximum Limit \$100,000	No	\$100,000 per claim No aggregate	\$100,000 per claim		\$100,000 per claim, no aggregate	\$100,000 per claim
Legal Expense Coverage Insurance	\$100,000 per claim, \$500,000 aggregate	\$100,000 per claim, \$500,000 aggregate	\$250,000 per claim, \$500,000 annual aggregate of all claims	No	\$100,000 per claim, \$500,000 aggregate	\$100,000 per claim, \$500,000 aggregate		\$250,000 per claim, \$500,000 aggregate	\$100,000 per claim, \$500,000 aggregate
Health & Dental Insurance Coverage	No	Yes	Yes	Yes, if they choose to participate – Councillor pays one third of cost	No	Provided – council pays premiums + \$400 vision care every 2 yrs pd by Town	No	Yes	No
Post Secondary Education Allowance	No	No	NO	No	No (currently inquiring)	No	No	No	No
Did your municipality increase Council remuneration to offset the change to the Income Tax Act for 1/3 of council remuneration no longer being considered an employment expense	Yes	No	Yes	Yes – topped up to 100% of net pay	No	Yes	Yes	Yes	Yes
Frequency of Review of Remuneration	N/A	Once per term	Yearly	By external committee review, determined in advance of election for term of office	At Council Request	Once per term	Once Per Term	Once per term	Not set

	Deputy Mayor	Deputy Mayor	Deputy Mayor	Deputy Mayor	Deputy Mayor	Deputy Mayor	Deputy Mayor	Deputy-Reeve	Deputy Mayor
Name of Municipality	Municipality of Tweed	Township of East Hawkesbury	Township of South Glengarry	Town of Cobourg	Town of Carleton Place	Municipality of Marmora and Lake	Township of Edwardsburgh Cardinal	Township of Tudor and Cashel	Greater Napanee
Population	6,044	3,200	13,162	19,440	11,963	4,000	7,093	580	15,892
Municipality Type	Lower Tier	Lower Tier	Lower Tier	lower Tier	Lower Tier	Lower Tier	Lower Tier	Lower Tier	Lower Tier
Council Positions	1	1	1	1	1	1	1	1	1
2019 Gross Remuneration	15,025.02	12,000.00	\$21,850.44 (2018)	27,679.00	26,676.52	13,288.50	12,000.00	\$200.00 per council meeting	19,164.60
Automatic Increase	Yes – 2% until 2022	2% or CPI whichever is greater	Yes – Tied to Inflation	Yes – Tied to Inflation	Yes; equal to staff	No – Passed with COLA annually with budget	yes- CPI indexed starting in 2020	No	Yes – tied to inflation
Yearly Police Service Board Remuneration for Council Member	Out of Town Meeting Honorarium \$50.00 per meeting	No	N/A	6682	No, included as part of their honorarium	No	No	N/A	No
Remuneration from other sources for sitting committees, boards, upper tier, etc.	No	\$125/meeting	Yes – County & Conservation Authority (when applicable)	6682	Per Diem (\$150/day)	No	Yes- Port of Johnstown- \$200.00 per meeting	\$95.00 per Committee	No
Yearly Municipal Clothing Allowance – Purchased through municipality	No	No	No	No	No but could claim as an expense	No	No	N/A	No
Conference & Registrations Fees per year	Yes	3000	Variable, reimburse expenses	3,000	Yes-unlimited	Yes, up to budgeted total for Council	4000	No specific amount set. As long as \$\$ in budget.	No maximum
Travel and Expenses Reimbursement	Yes	Yes	Yes	Yes	Yes also has a discretionary fund of \$2,200/year	Yes	Yes- included in conference allowance	Yes	Yes
Council Member Accidental Death and Dismemberment Insurance Coverage	Yes	Yes - 24/7 - \$200,000	Yes – 24/7 - \$250,000	Yes - 20,000	Yes; 24/7 \$10,000 plus \$250,000 on duty coverage	Yes- 24/7- \$250,000	Yes – 24/7 - \$250,000- also critical illness insurance & out of province coverage	Yes- 24/7- \$250,000	No
Conflict of Interest Insurance Coverage – Legal Expenses		No		Yes Max \$100,000	\$100,000 per claim, no aggregate	\$100,000 per claim	\$250,000 per claim, \$500,000 aggregate	\$100,000 per claim	\$100,000/claim
Legal Expense Coverage Insurance		No			\$100,000 per claim, \$500,000 aggregate	\$100,000 per claim, \$500,000 aggregate	\$250,000 per claim, \$500,000 aggregate	\$100,000 per claim, \$500,000 aggregate	\$100,000 per claim, \$500,000 aggregate
Health & Dental Insurance Coverage	Yes	No		Yes	Yes	Yes	No	No	No
Post Secondary Education Allowance	No	No	No	No	No	No	No	No	No
Did your municipality increase Council remuneration to offset the change to the Income Tax Act for 1/3 of council remuneration no longer being considered an employment expense	Yes	Yes	Yes - increased to offset	No	Yes	Yes	No	No	No
Frequency of Review of Remuneration	Once per term	Once per term	Once every 5 years	As Needed	Annually	Annually with COLA and budget process	Once per term	Once per term	No set time

	Deputy Mayor	Deputy-Reeve	Deputy Mayor	Deputy Mayor	Deputy Mayor	Deputy Warden	Deputy Mayor
Name of Municipality	North Frontenac	Township of Augusta	Municipality of South Dundas	Township of McNab/Braeside	Town of Perth	County of Peterborough	Loyalist Township
Population	1,898	7,353	10,833	7,178	5,930	55,783	
Municipality Type	Lower Tier	Lower Tier	Lower Tier	Lower Tier	Single Tier	Upper Tier	Lower Tier
Council Positions	1	1	1	1	1	1	1
2019 Gross Remuneration	22,223.09	15,124.20	17,164.92	23,612.88	18,680.00	26,360.00	24,646.41
Automatic Increase	Yes – Tied to inflation	Yes	Yes-CPI	No	Yes – Tied to Inflation	Yes – Tied to Greater of Inflation or Union Increase	Yes – Tied to Inflation
Yearly Police Service Board Remuneration for Council Member	N/A	No	No	No	None	N/A	N/A
Remuneration from other sources for sitting committees, boards, upper tier, etc.	No	No	No	No	\$150 per day for conference / special events to max of \$900 per year	No	County Salary (not sure of amount)
Yearly Municipal Clothing Allowance – Purchased through municipality	N/A	None	0	No	None	No	No
Conference & Registrations Fees per year	\$100 per day of a conference – allowed 1 conference	Yes, No Limit	\$1,400+Registration for each conference	1500	\$3500 allowance per year for variety of expenses	1 per year	3000
Travel and Expenses Reimbursement	Yes	Yes	No	Yes	Yes	Mileage Only	Yes
Council Member Accidental Death and Dismemberment Insurance Coverage	Yes – while engaged in Council activities.	Yes-24/7 - \$250,000	Yes – 24/7 - \$200,000	Yes – 24/7 - \$250,000	100000		No
Conflict of Interest Insurance Coverage – Legal Expenses	\$100,000 per claim	100,000 per claim	\$100,000 per claim	Maximum Limit \$100,000	\$100,000 per claim		\$100,000 per claim
Legal Expense Coverage Insurance	\$100,000 per claim, \$500,000 aggregate	\$100,000 per claim, \$500,000 aggregate	\$100,000 per claim, \$500,000 aggregate	\$250,000 per claim, \$500,000 annual aggregate of all claims	\$100,000 per claim, \$500,000 aggregate		\$100,000 per claim, \$500,000 aggregate
Health & Dental Insurance Coverage	No	Available at their cost	No	Yes	Provided – council pays premiums + \$400 vision care every 2 yrs pd by Town	No	No
Post Secondary Education Allowance	No	No	No	No	No	No	No
Did your municipality increase Council remuneration to offset the change to the Income Tax Act for 1/3 of council remuneration no longer being considered an employment expense	Yes	TBC	Yes	Yes	Yes	Yes	Yes
Frequency of Review of Remuneration	Once per term	Once per term	N/A	Yearly	Once per term	Once Per Term	Not set

TOWNSHIP OF AUGUSTA

Moved By: TANYA HENRY

Date: January 25, 2021

Seconded By: JEFF SHAWEN

Resolution No: 4

WHEREAS the Ontario Fire College has been in existence since 1949; and

WHEREAS the Ontario Fire College is one of the primary sources of certified training for Ontario Firefighters; and

WHEREAS the Ontario Fire College has built a reputation of integrity, credibility, and reliability in providing some of the best training to our Fire Services within the Province of Ontario; and

WHEREAS the Ontario Fire College has been used to train and certify both Volunteer, Part-Time and Career firefighters throughout Ontario; and

WHEREAS the Ontario Fire College gives Ontario Firefighters another option other than Regional Training Centers to obtain National Fire Protection Association (NFPA) certifications; and

WHEREAS the Ontario Fire College is the most cost-effective method to certify Firefighters to NFPA Standards in Ontario; and

WHEREAS the Ontario Government enacted and revoked O. Reg. 379/18: Firefighter Certification in 2018; and

WHEREAS when the Ontario Government revoked O. Reg. 379/18: Firefighter Certification, it was made known by the Office of the Solicitor General that the act would be amended and brought back in the future; and

THEREFORE, BE IT RESOLVED THAT the Township of Augusta requests that the Province of Ontario reverse their decision to close the Ontario Fire College as the OFC is one of the best and most cost-effective methods for municipalities to train their firefighters which assists us in protecting our residents; and

BE IT FURTHER RESOLVED THAT this Resolution is forwarded to the Honourable Doug Ford Premier of Ontario, the Honourable Sylvia Jones; Ontario Solicitor General, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Ontario Fire Marshal; Jon Pegg, and all municipalities within the Province of Ontario.

RECORDED VOTE:

	FOR	AGAINST
Councillor Bowman	_____	_____
Councillor Henry	_____	_____
Mayor Malanka	_____	_____
Councillor Schapelhouman	_____	_____
Deputy Mayor Shaver	_____	_____

CARRIED: Donna
MAYOR

DEFEATED: _____
MAYOR

Declaration of pecuniary interest by: _____

Nature of interest: _____

- ☐ Disclosed His/Her/Their Interest
- ☐ Vacated His/Her/Their Seat
- ☐ Abstained from discussion and did not vote on the question

RECORDED VOTE:

	FOR	AGAINST
Councillor Bowman	_____	_____
Councillor Henry	_____	_____
Mayor Malanka	_____	_____
Councillor Schapelhouman	_____	_____
Deputy Mayor Shaver	_____	_____

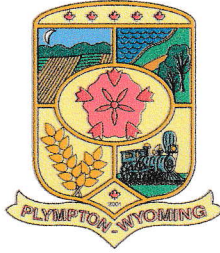
CARRIED: *Dan Malanka*
MAYOR

DEFEATED: _____
MAYOR

Declaration of pecuniary interest by: _____

Nature of interest: _____

- ☐ Disclosed His/Her/Their Interest
- ☐ Vacated His/Her/Their Seat
- ☐ Abstained from discussion and did not vote on the question



Municipality of Southwest Middlesex (via e-mail)

January 18th 2021

Re: Support of Resolution from the Council of Southwest Middlesex addressing concerns regarding municipal drainage matters and need for coordination with the national railways.

Please be advised that on January 6th 2021 the Town of Plympton-Wyoming Council passed the following motion to support the Council of Southwest Middlesex's motion (attached) requesting that the Province of Ontario work with the Federal Minister of Transportation to address concerns regarding municipal drainage matters and need for coordination with the national railways.

Motion #13 – Moved by Bob Woolvett, Seconded by Gary Atkinson that Plympton-Wyoming Council supports the Municipality of Southwest Middlesex's resolution regarding Drainage Matters: CN Rail.
Motion Carried.

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at ekwarciak@plympton-wyoming.ca.

Sincerely,

Erin Kwarciak

Clerk

Town of Plympton-Wyoming

Cc: (all sent via e-mail)
The Honorable Marc Gardeau, Minister of Transport
The Honorable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs
Monte McNaughton, MPP Lambton-Middlesex-London
Lianne Rood, MP Lambton-Kent-Middlesex
The Association of Municipalities of Ontario
All Ontario Municipalities

The Corporation of the Town of Plympton-Wyoming

P.O Box 250, 546 Niagara Street, Wyoming Ontario N0N 1T0

Tel: 519-845-3939 Ontario Toll Free: 1-877-313-3939



Municipality of Southwest Middlesex

December 7, 2020

Please be advised that the Council of Southwest Middlesex passed the following resolution at its November 25, 2020 Council meeting:

Drainage Matters: CN Rail

Moved by Councillor McGill

Seconded by Councillor Vink

“WHEREAS municipalities are facilitators of the provincial process under the *Drainage Act* providing land owners to enter into agreements to construct or improve drains, and for the democratic procedure for the construction, improvement and maintenance of drainage works; and

WHEREAS municipal drain infrastructure and railway track infrastructure intersect in many areas in Ontario; and

WHEREAS coordination with national railways is required for the construction or improvement of drains that benefit or intersect with national railways; and

WHEREAS the national railways have historically participated in the process for construction, improvement and maintenance of drainage works; and

WHEREAS currently municipalities are experiencing a lack of coordination with national railways on drainage projects; and

WHEREAS the lack of coordination is resulting in projects being significantly delayed or cancelled within a year; and

WHEREAS municipal drains remove excess water to support public and private infrastructure and agricultural operations;

THEREFORE be it resolved that the Province of Ontario work with the Federal Minister of Transportation to address concerns regarding municipal drainage matters and need for coordination with the national railways; and

THAT Council circulate the resolution to the Provincial Ministers of Agriculture, Food, and Rural Affairs, and Municipal Affairs and Housing, and the Federal Minister of Transportation, the local MP and MPP, the Association of Municipalities of Ontario, and all municipalities.”

Sincerely.



Jillene Bellchamber-Glazier
CAO-Clerk

Cc: The Honorable Marc Gardeau, Minister of Transport
The Honorable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs
Monte McNaughton, MPP Lambton-Middlesex-London
Lianne Rood, MP Lambton-Kent-Middlesex
The Association of Municipalities of Ontario
All Ontario Municipalities

January 22, 2021

RE: Insurance Rates Resolution

Please be advised that the Council of the Municipality of Grey Highlands, at its meeting held January 20, 2021, passed the following resolution:

2021-39

Moved by Tom Allwood, Seconded by Aakash Desai

Whereas the cost of municipal insurance in the Province of Ontario has continued to increase – with especially large increases going into 2021; and

Whereas Joint and Several Liability continues to ask property taxpayers to carry the lion's share of a damage award when a municipality is found at minimum fault; and

Whereas these increases are unsustainable and unfair and eat at critical municipal services; and

Whereas the Association of Municipalities of Ontario outlined seven recommendations to address insurance issues including:

- 1. The provincial government adopt a model of full proportionate liability to replace joint and several liability.**
- 2. Implement enhancements to the existing limitations period including the continued applicability of the existing 10-day rule on slip and fall cases given recent judicial interpretations and whether a 1 year limitation period may be beneficial.**
- 3. Implement a cap for economic loss awards.**
- 4. Increase the catastrophic impairment default benefit limit to \$2 million and increase the third-party liability coverage to \$2 million in government regulated automobile insurance plans.**
- 5. Assess and implement additional measures which would support lower premiums or alternatives to the provision of insurance services by other entities such as nonprofit insurance reciprocals.**
- 6. Compel the insurance industry to supply all necessary financial evidence including premiums, claims and deductible limit changes which support its own and municipal arguments**

as to the fiscal impact of joint and several liability.

7. Establish a provincial and municipal working group to consider the above and put forward recommendations to the Attorney General;

Now therefore be it resolved that the Council for the Municipality of Grey Highlands call on the Province of Ontario to immediately review these recommendations and to investigate the unethical practice of preferred vendors who are paid substantial amounts over industry standards, despite COVID 19 delays, as insurance premiums will soon be out of reach for many communities and

**Be it further resolved that this motion be provided to the Honourable Doug Ford, Premier of Ontario, the Honourable Peter Bethlenfalvy, Minister of Finance, the Honourable Doug Downey, Attorney General of Ontario, the Honourable Bill Walker, MPP for Bruce - Grey - Owen Sound, and all Ontario municipalities.
CARRIED.**

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,



Jerri-Lynn Levitt
Deputy Clerk
Council and Legislative Services
Municipality of Grey Highlands



**THE CORPORATION OF THE
TOWNSHIP OF MATACHEWAN**

December 14, 2020

Honourable Steve Clark
Office of the Minister
Minister of Municipal Affairs and Housing
777 Bay Street, 17th Floor
Toronto, ON M7A 2J3

Dear Honourable Clark:

There have been numerous announcements of available grants for municipalities. We acknowledge and are very appreciative of the opportunity to apply for these grants. For small municipalities with few employees, the turn around time for applications is very short and restrictive.

We would like to request that the application deadline on any further grants have a longer turn around time.

A copy of Resolution 2020-257 is attached. Your consideration and support of this resolution would be greatly appreciated.

Sincerely,

Barbara Knauth
Deputy Clerk Treasurer

Cc: Association of Municipalities of Ontario (A.M.O.)
Federation of Northern Ontario Municipalities (F.O.N.O.M.)
All Municipalities in Ontario

P.O. Box 177, Matachewan, ON P0K 1M0
deputyclerktreasurer@matachewan.ca
www.matachewan.com

Phone: 705-565-2274
Fax: 705-565-2564

January 22, 2021

RE: Item for Discussion – Infrastructure Funding

At its meeting of January 20, 2021, the Council of the Corporation of the Town of Bracebridge ratified motion 21-GC-024, regarding Infrastructure Funding, as follows:

“WHEREAS the Association of Municipalities of Ontario (AMO) has reported that municipal governments own more of Ontario’s infrastructure than any other order of government, and most of it is essential to economic prosperity and quality of life;

AND WHEREAS municipalities deliver many of the services that are critical to residents in every community, and these services rely on well-planned, well-built and well-maintained infrastructure;

AND WHEREAS the Ontario Provincial Government has stated that universal asset management will be the foundation of its municipal infrastructure strategy because effective asset management planning helps ensure that investments are made at the right time to minimize future repair and rehabilitation costs and maintain assets;

AND WHEREAS Federal and Provincial infrastructure funding models now contain requirements for recipients to demonstrate that comprehensive asset management planning principles are applied when making decisions regarding infrastructure investment;

AND WHEREAS infrastructure funding limits need to be large enough to support significant projects that have a lasting community impact over multiple generations;

AND WHEREAS targeted funding for critical infrastructure is inconsistent with the principle foundation of an asset management strategy which prioritizes needs over wants and has resulted in underfunding of the wide range of infrastructure that municipalities are responsible for maintaining, such as arenas and libraries;

AND WHEREAS the Community, Culture and Recreation Stream of the Investing in Canada Infrastructure Program received demand of almost \$10 billion for a \$1 billion funding envelope;

AND WHEREAS broad eligibility for funding is more appropriate as municipalities best understand their infrastructure needs together with the needs of their community;

AND WHEREAS no and/or insufficient funding programs currently exist to fund the demonstrated need for the building, restoration and enhancement of community, culture and recreation assets;

AND WHEREAS funding the replacement of these needed capital assets is beyond the financial capacity of most communities;

AND WHEREAS the age of the Town of Bracebridge arena is greater than 70 years old, and the Library greater than 110 years old, requiring immediate replacement;

AND WHEREAS the Town of Bracebridge was recently denied any funding under the Community, Culture and Recreation stream of the Investing in Canada Infrastructure Program, despite clearly meeting the tests of proper asset management and identifying needs over wants;

AND WHEREAS the economy of Ontario has been negatively impacted by the ongoing measures implemented to reduce the spread of COVID-19;

NOW THEREFORE the Council of The Corporation of the Town of Bracebridge resolves as follows:

1. THAT the Federal and Provincial Governments provide immediate broad and substantial municipal funding opportunities for well-planned, shovel-ready projects already prioritized under municipal asset management plans to provide immediate stimulus to the local, provincial and the federal economies in order to rebound from the impact of the COVID-19 pandemic.
2. AND THAT this resolution be forwarded to the Right Honourable Prime Minister of Canada; the Federal Minister of Infrastructure and Communities; the Honourable Premier of Ontario; the Ontario Minister of the Finance; the Ontario Minister of Infrastructure; the Ontario Minister of Municipal Affairs and Housing; the Association of Municipalities of Ontario (AMO); the Federation of Canadian Municipalities (FCM); the Local Member of Parliament (MP); the Local Member of Provincial Parliament (MPP); and all Municipalities in Ontario.

In accordance with Council's direction I am forwarding you a copy of the resolution for your attention.

Please do not hesitate to contact me if I can provide any additional clarification in this regard.

Yours truly,



Graydon Smith
Mayor

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NO. 08-2021

A BY-LAW TO AMEND BY-LAW NO. 10-2000, BEING A BY-LAW TO ENTER INTO AN AGREEMENT WITH THE UNITED COUNTIES OF LEEDS & GRENVILLE, THE CITY OF BROCKVILLE AND THE TOWN OF GANANOQUE FOR THE GOVERNANCE AND MANAGEMENT OF SOCIAL HOUSING, PROVINCIAL OFFENCES ACT ADMINISTRATION AND LAND AMBULANCE

Being a by-law to amend By-law No. 10-2000, being a by-law to enter into an agreement with the United Counties of Leeds & Grenville, the City of Brockville and the Town of Gananoque for the governance and management of social services, social housing, Provincial Offences Act administration and land ambulance

WHEREAS Section 20(1) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, authorizes councils to enter into service agreements with one or more municipalities and to provide joint management of such services and to establish joint boards or management thereof; and

WHEREAS representatives of the councils of the Corporations of the United Counties of Leeds and Grenville, the City of Brockville, the Town of Gananoque and the Town of Prescott have negotiated a joint services operating agreement that deals with governance and management of services; and

WHEREAS the Council of the Corporation of the Town of Prescott deems it advisable to amend By-Law No. 10-2000 at the request of the Leeds and Grenville Joint Services Committee.

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

1. That By-law 10-2000 be amended by removing Section 2.9.
2. All other applicable provisions of By-law 10-2000 shall continue to apply.
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 1st DAY OF
MARCH, 2021.**

Mayor

Clerk

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 09-2021

**A BY-LAW TO PERMIT AN ENCROACHMENT
AT 254 KING STREET WEST**

BEING A BY-LAW TO PERMIT AN ENCROACHMENT AT 254 KING STREET WEST

WHEREAS in accordance with the authority provided by Section 8 of the *Municipal Act, 2001*, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS an accessibility ramp entrance was built on the property described as Plan 19 Block 2 Part Lot 15 RP15R949 Parts 5 and 6, in the Town of Prescott in the County of Grenville, known municipally as 254 King Street West and encroaches upon the road allowance known as King Street West; and

WHEREAS the said accessibility ramp entrance does not interfere or impede with the use of the sidewalk by the public or of the public highways; and

WHEREAS the Council of the Corporation of the Town of Prescott deems it expedient to grant permission for the said encroachment.

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

1. That the encroachment onto the road allowance know as King Street West as described in Schedule "A" appended to this by-law is hereby granted.
2. The owner of the lands herein before described shall pay the Corporation of the Town of Prescott a fee of one dollar (\$1.00) per annum for the use of the said part of the road allowance along the south property line and of said property and such fee shall form a charge upon the lands.
3. The said fee shall be payable in like manner as taxes.
4. The owner agrees to indemnify and save harmless the Corporation of the Town of Prescott for any damages sustained on the property referred to in this by-law as a result of the negligence of the owners of the property from time to time.
5. This by-law and encroachment agreement Schedule "A" shall come into force

and take effect on the date of its final passage.

6. The permission herein to allow the said encroachment on the existing road allowance shall terminate upon destruction or demolition of the said structure.

READ AND PASSED, SIGNED AND SEALED THE 1st DAY OF MARCH, 2021.

Mayor

Clerk

SCHEDULE A TO BY-LAW NO. 08-2021

THIS ENCROACHMENT AGREEMENT made on 1 day of March, 2021

BETWEEN:

THE CORPORATION OF THE TOWN OF PRESCOTT
(Herein called the "Town")

OF THE FIRST PART

-and-

EASAB HOLDINGS LTD
C/O SUTINDER SANDHAR

OF THE SECOND PART

WHEREAS Easab Holdings LTD is the registered owner the property described as Plan 19 Block 2 Part Lot 15 RP 15 R 949 Parts 5 and 6, Town of Prescott, County of Grenville (herein the "lands"), and known as Assessment Roll No. 0708 020 020 07200 0000;

AND WHEREAS an accessibility ramp entrance was built upon the road allowance known as 254 King Street West which encroaches (herein the "Encroachment") onto the road allowance known as King Street West, shown on the Existing Entrance Plan, which Encroachment is more particularly shown on attached hereto;

AND WHEREAS the Owner has made an application to maintain the Encroachment on the Lands in the position they now stand for the lifetime of the said Encroachment, subject to the execution by the Town of this Agreement and the terms, clauses and conditions hereinafter set forth;

NOW WITNESSETH THIS AGREEMENT that in consideration of the premises herein contained, the Town and the Owner agree as follows:

1. That the Town grants the Owner permission to maintain the Encroachment onto the road allowance known as King Street West in the location shown on the Existing Entrance Plan attached hereto for the lifetime of the said Encroachment, subject to the terms, clauses and conditions herein contained.
2. The owner of the lands as herein described shall pay the Corporation of the Town of Prescott a fee of one dollar (\$1.00) per annum for the use of the said

part of the road allowance known as King Street West along the southernly property line of said property and such fee shall form a charge upon the lands, payable in like manner as taxes.

3. The Owner covenants and agrees to indemnify and save harmless the Town from and against all costs, charges, expenses, suits, claims, losses and damages arising out of any injury, personal claim or property damage occasioned by the said Encroachment or by any losses which the Town may sustain, incur or for which the Town may be liable in consequence of the said Encroachment and the passing of this by-law.
4. The Owner hereby covenants to place insurance on said Encroachment in the joint names of the Town and the Owner for public liability in the amount of not less than TWO MILLION DOLLARS (\$2,000,000.00). The said insurance may be included in the Owner's insurance of the Lands but must show the interest of the Town with respect to the public liability claims arising by reason of the said Encroachment on the Encroached Lands and the matters referred to in Paragraph 3 hereof.
5. The Owner covenants and agrees to remove the Encroachment at the expense of the Owner in the event that acting reasonably the Town requires its removal for any reason whatsoever, and without limiting the generality of the foregoing, the Owner will remove the Encroachment at his/her own expense in the event that the Town is of the opinion that the Encroachments are unsafe or access is required by the Town.
6. This Agreement shall not be interpreted as granting exclusive use of the Encroachments, the Encroached Lands or any part of the said Encroachment to the Owner.
7. The Owner acknowledges no ownership interest in any part of the Encroachment on to the road allowance known as King Street West.
8. The Owner hereby covenants that in the event of the sale of the Land, it will notify the Town of any change in ownership. Upon so doing and upon the transferee/purchaser entering into an agreement with the Town similar to this Agreement, providing proof of insurance and otherwise complying with the provisions of such Agreement, the Owner will be thereupon released from all obligations under this Agreement. In that event, the Town shall provide the appropriate release of its interest in the Owner insurance policy.
9. This agreement shall be binding upon and ensure to the benefit of the parties to this Agreement and their respective heirs, executors, administrators, successors and assigns.
10. That this by-law be registered on title in the local Land Registry Office pursuant to the *Municipal Act*.

11. This by-law shall come into force and take effect on the date of its final passage.
12. The permission herein to allow the said encroachment on to the existing road allowance known as King Street West shall terminate upon destruction or demolition of the said structure.

Signed and sealed by the parties hereto have set their hands and seals personally or by their proper signing officers on the dates noted:

By the Corporation of the Town of Prescott this 1 day of March, 2021

Corporation of the Town of Prescott

Mayor

Clerk

By the Owner, this _____ day of _____, 2021

**Easab Holdings Ltd
C/O Sutinder Sandhar**

Name:
Title:

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 10-2021

**A BY-LAW TO PERMIT AN ENCROACHMENT
AT 232 KING STREET WEST**

BEING A BY-LAW TO PERMIT AN ENCROACHMENT AT 232 KING STREET WEST

WHEREAS in accordance with the authority provided by Section 8 of the *Municipal Act, 2001*, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS an accessibility ramp entrance was built upon the road allowance known as 232 King Street West which encroaches (herein the “Encroachment”) onto the road allowance known as King Street West; and

WHEREAS the said accessibility ramp entrance does not interfere or impede with the use of the sidewalk by the public or of the public highways; and

WHEREAS the Council of the Corporation of the Town of Prescott deems it expedient to grant permission for the said encroachment.

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

1. That the encroachment onto the road allowance know as King Street West as described in Schedule "A" appended to this by-law is hereby granted.
2. The owner of the lands herein before described shall pay the Corporation of the Town of Prescott a fee of one dollar (\$1.00) per annum for the use of the said part of the road allowance along the south property line and of said property and such fee shall form a charge upon the lands.
3. The said fee shall be payable in like manner as taxes.
4. The owner agrees to indemnify and save harmless the Corporation of the Town of Prescott for any damages sustained on the property referred to in this by-law as a result of the negligence of the owners of the property from time to time.
5. This by-law and encroachment agreement Schedule “A” shall come into force and take effect on the date of its final passage.

6. The permission herein to allow the said encroachment on the existing road allowance shall terminate upon destruction or demolition of the said structure.

READ AND PASSED, SIGNED AND SEALED THE 1st DAY OF MARCH, 2021.

Mayor

Clerk

SCHEDULE A TO BY-LAW NO. 09-2021

THIS ENCROACHMENT AGREEMENT made on 1 day of March, 2021

BETWEEN:

THE CORPORATION OF THE TOWN OF PRESCOTT
(Herein called the "Town")

OF THE FIRST PART

-and-

Josee & Ashley Davies
O/A Zens Inn

OF THE SECOND PART

WHEREAS Josee & Ashley Davies is the registered owner the property described as Plan 19 Block 2 Part Lot 13, Town of Prescott, County of Grenville (herein the "lands"), and known as Assessment Roll No. 0708 020 020 06900 0000;

AND WHEREAS an accessibility ramp entrance was built upon the road allowance known as 232 King Street West which encroaches (herein the "Encroachment") onto the road allowance known as King Street West, shown on the Existing Entrance Plan, which Encroachment is more particularly shown on attached hereto;

AND WHEREAS the Owner has made an application to maintain the Encroachment on the Lands in the position they now stand for the lifetime of the said Encroachment, subject to the execution by the Town of this Agreement and the terms, clauses and conditions hereinafter set forth;

NOW WITNESSETH THIS AGREEMENT that in consideration of the premises herein contained, the Town and the Owner agree as follows:

1. That the Town grants the Owner permission to maintain the Encroachment onto the road allowance known as King Street West in the location shown on the Existing Entrance Plan attached hereto for the lifetime of the said Encroachment, subject to the terms, clauses and conditions herein contained.
2. The owner of the lands as herein described shall pay the Corporation of the Town of Prescott a fee of one dollar (\$1.00) per annum for the use of the said part of the road allowance known as King Street West along the southernly

property line of said property and such fee shall form a charge upon the lands, payable in like manner as taxes.

3. The Owner covenants and agrees to indemnify and save harmless the Town from and against all costs, charges, expenses, suits, claims, losses and damages arising out of any injury, personal claim or property damage occasioned by the said Encroachment or by any losses which the Town may sustain, incur or for which the Town may be liable in consequence of the said Encroachment and the passing of this by-law.
4. The Owner hereby covenants to place insurance on said Encroachment in the joint names of the Town and the Owner for public liability in the amount of not less than TWO MILLION DOLLARS (\$2,000,000.00). The said insurance may be included in the Owner's insurance of the Lands but must show the interest of the Town with respect to the public liability claims arising by reason of the said Encroachment on the Encroached Lands and the matters referred to in Paragraph 3 hereof.
5. The Owner covenants and agrees to remove the Encroachment at the expense of the Owner in the event that acting reasonably the Town requires its removal for any reason whatsoever, and without limiting the generality of the foregoing, the Owner will remove the Encroachment at his/her own expense in the event that the Town is of the opinion that the Encroachments are unsafe or access is required by the Town.
6. This Agreement shall not be interpreted as granting exclusive use of the Encroachments, the Encroached Lands or any part of the said Encroachment to the Owner.
7. The Owner acknowledges no ownership interest in any part of the Encroachment on to the road allowance known as King Street West.
8. The Owner hereby covenants that in the event of the sale of the Land, it will notify the Town of any change in ownership. Upon so doing and upon the transferee/purchaser entering into an agreement with the Town similar to this Agreement, providing proof of insurance and otherwise complying with the provisions of such Agreement, the Owner will be thereupon released from all obligations under this Agreement. In that event, the Town shall provide the appropriate release of its interest in the Owner insurance policy.
9. This agreement shall be binding upon and ensure to the benefit of the parties to this Agreement and their respective heirs, executors, administrators, successors and assigns.
10. That this by-law be registered on title in the local Land Registry Office pursuant to the *Municipal Act*.
11. This by-law shall come into force and take effect on the date of its final passage.

12. The permission herein to allow the said encroachment on to the existing road allowance known as King Street West shall terminate upon destruction or demolition of the said structure.

Signed and sealed by the parties hereto have set their hands and seals personally or by their proper signing officers on the dates noted:

By the Corporation of the Town of Prescott this 1 day of March, 2021

Corporation of the Town of Prescott

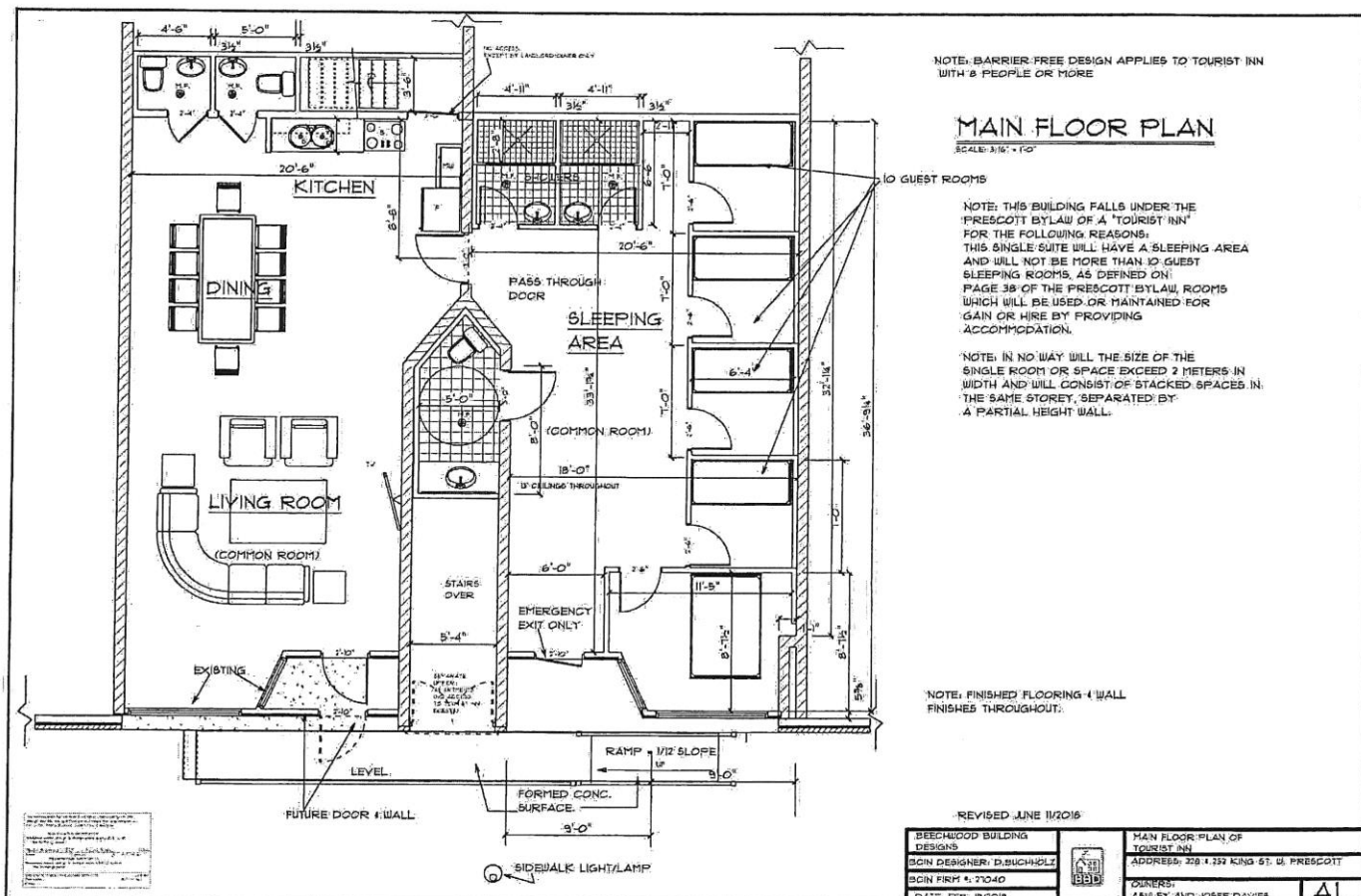
Mayor

Clerk

By the Owner, this _____ day of _____, 2021.

**Josee and Ashley Davies
O/A Zens Inn**

Name:
Title:



**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 11-2021

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE COUNCIL
MEETING HELD ON March 1, 2021**

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 1st DAY OF MARCH, 2021.

Mayor

Clerk