



PRESCOTT TOWN COUNCIL
AGENDA

January 16, 2023

6:00 pm

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Our Mission:

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

Land Acknowledgement:

We acknowledge that we are meeting on aboriginal land that has been inhabited by Indigenous peoples.

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

Pages

1. Call to Order

2. Approval of Agenda

RECOMMENDATION

That the agenda for the Council meeting of January 16, 2023, be approved as presented.

3. Declarations of Interest

4. Presentations

4.1 Rideau St. Lawrence Distribution - Council Onboarding

1

5.	Delegations	
6.	Minutes of the previous Council meetings	
6.1	January 3, 2023	15
	RECOMMENDATION	
	That the Council minutes dated January 3, 2023, be accepted as presented.	
7.	Communications & Petitions	
7.1	Minister Clark Letter re: More Homes Built Faster Act, 2022 - Key Initiatives	29
7.2	Food For All Food Bank Event: Sharing Information Session Invitation	31
8.	Consent Reports	
	<i>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.</i>	
9.	Committee Reports	
10.	Mayor	
11.	Outside Boards, Committees and Commissions	
12.	Staff	
12.1	2023 Initial Project Ideas - Presentation	33
12.2	Staff Report 05-2023 - 2023 Operational Budget - Transportation, Parks & Recreation	50
	RECOMMENDATION	
	For information.	
12.3	Staff Report 06-2023 - 2023 Community Grant Application Review Working Group	93
	RECOMMENDATION	
	That Council appoint three members to the 2023 Community Grant Application Review Working Group to review the applications.	

- 12.4 **Staff Report 07-2023 - Winter Parking Restrictions 12:00 a.m. to 7:00 a.m. - Appeal Guidelines** 107

RECOMMENDATION

That Council direct Staff to bring forward the Parking By-law with the amendments as outlined in Staff Report 07-2023.

- 12.5 **Staff Report 08-2023 - Council Remuneration By-Law Review** 111

RECOMMENDATION

That Council direct Staff to bring the Council Remuneration Rates by-law outlined in Staff Report 08-2023 to the meeting of February 6, 2023 for final discussion and consideration.

13. Resolutions

14. By-laws

15. New Business

16. Notices of Motion

17. Mayor's Proclamation

18. Period for Media Questions

19. Closed Session

20. Rise and Report

- 21. Confirming By-Law – 04-2023** 117

RECOMMENDATION

That By-Law 04-2023, being a by-law to confirm the proceedings of the Council meeting held on Monday, January 16, 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

22. Adjournment

RECOMMENDATION

That the meeting be adjourned to Monday, February 6, 2023. (Time: p.m.)

Prescott Rideau St. Lawrence



Simon Wu - President & CEO

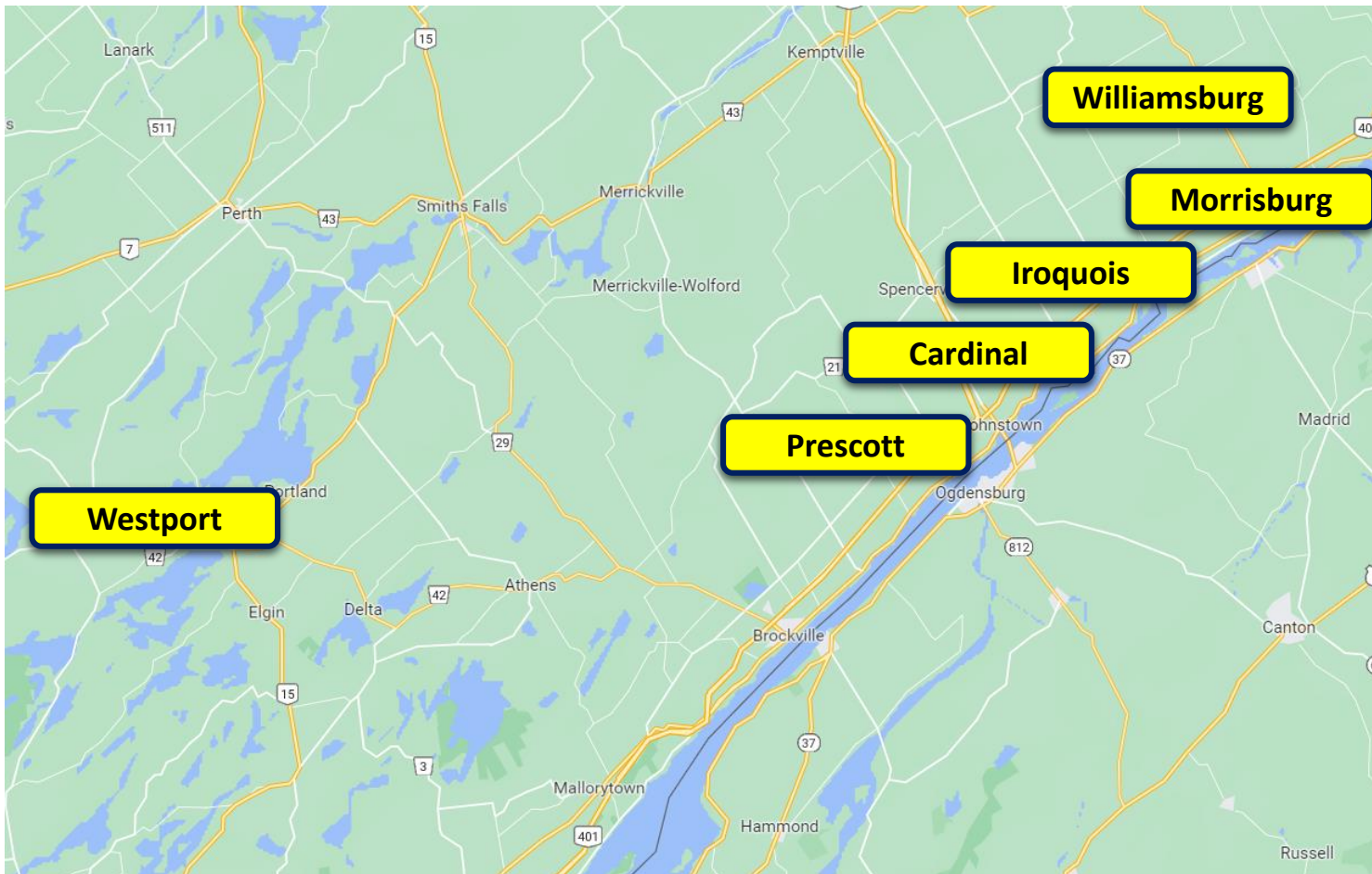
Jan 16th, 2023



Agenda

- Background
- Corporate Structure & Board
- Businesses
- Performance
- Benefits of Local Utility

RSL Background



South Dundas



Westport



Prescott



Cardinal



RSL Purpose

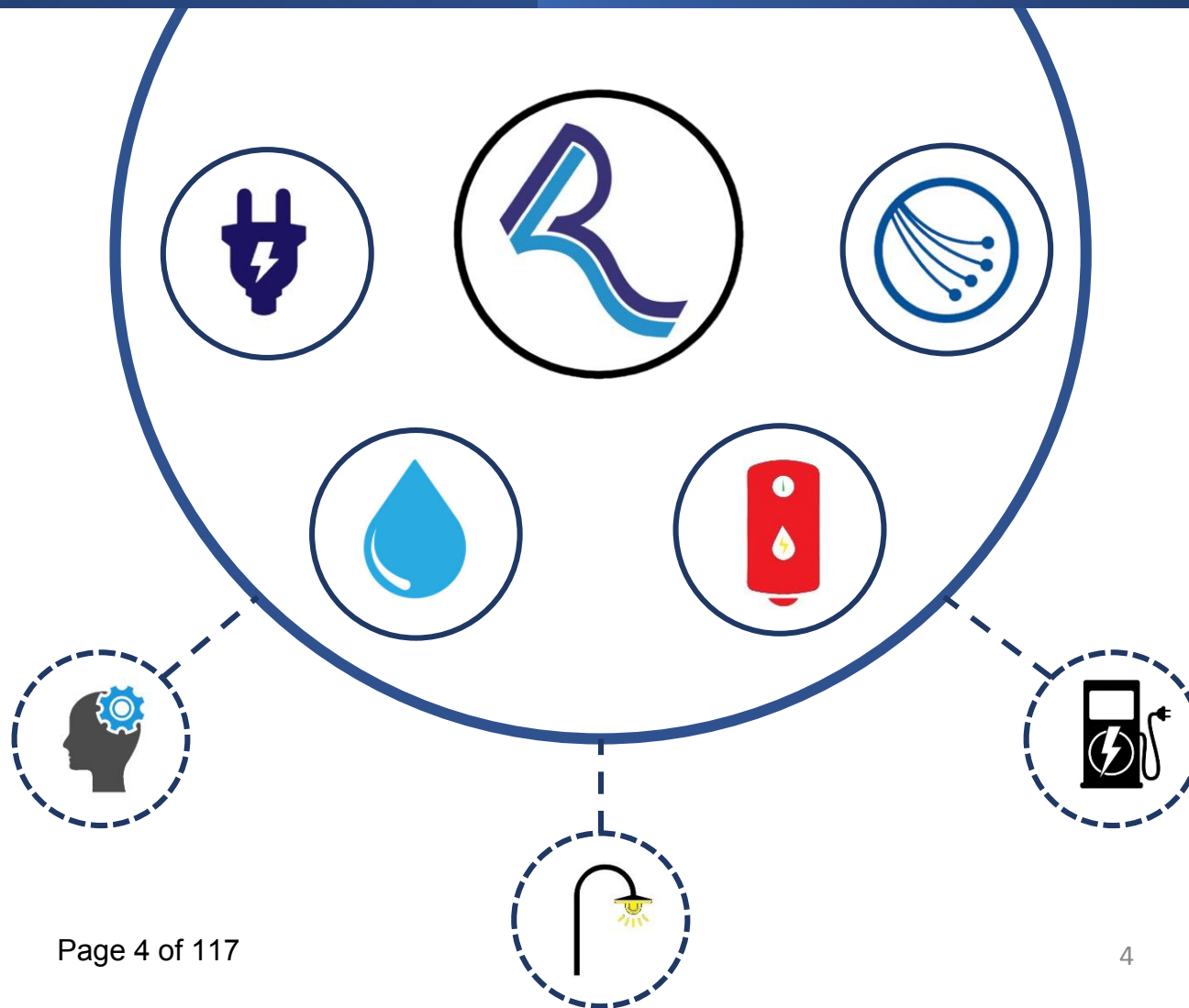


Vision:

Enable Vibrant Communities.

Mission:

We provide stable electricity and innovative services to deliver superior value to the communities that we serve.



Corporate Structure



Rideau St. Lawrence Holdings Inc.

%	Municipality	Director
34.53	Town of Prescott	Hugh George
33.63	Municipality of South Dundas	John Allison
11.92	Township of Edwardsburgh/Cardinal	Donald Gibson
10.00	FortisOntario Inc.	Jie Han
9.92	Village of Westport	Scott Bryce – Chair

RSL Distribution Inc.

Board:
Mary Jean McFall
Jie Han
Scott Bryce



RSL Utilities Inc.

Board:
Same as Holdings



RSL Service Inc.

Board:
Same as Holdings



Board of Directors



Rideau St. Lawrence Director Skill Profile

Sector/Group	Westport	Edwardsburgh/Cardinal	South Dundas	Prescott	CNP	Independent
	Scott Bryce	Don Gibson	John Allison	Hugh George	Jie Han	Mary Jean McFall
Engineering				X	X	
Commerce/Finance	X		X	X	X	X
Information Technology					X	
Legal						X
Industry	X	X	X	X	X	
Community	X	X	X		X	X
Professions	X				X	X
HR				X	X	X
Small Business		X	X	X		X
Governance	X			X	X	X
Municipal	X	X	X			X
Media	X					

Recommendation:

When the call for applications to serve on the Board is advertised, priority is given to selecting nominees that assist RSL in:

1. Achieve Strong diverse and complementary skill sets for RSL
2. Achieving Gender Balance
3. Achieving Geographic Balance

Electrical Distribution



Rideau St. Lawrence Distribution Inc. - RESIDENTIAL

SAMPLE MONTHLY BILL
Time-of-Use Pricing

Account Number: 000 000 000 0000
Meter Number: 0000000

Your Electricity Charges

Electricity	
On-peak @ 15.1 c/kWh	\$20.08
Mid-peak @ 10.2 c/kWh	\$12.85
Off-peak @ 7.4 c/kWh	\$32.63
Delivery	\$53.23
Regulatory Charges	\$3.21
Total Electricity Charges	\$122.01
HST	\$15.86
Ontario Electricity Rebate	(-\$14.28)
Total Amount	\$123.59

SAMPLE MONTHLY BILL
Tiered Pricing

Account Number: 000 000 000 0000
Meter Number: 0000000

Your Electricity Charges

Electricity	
700 kWh @ 8.7 c/kWh	\$60.90
Delivery	\$52.83
Regulatory Charges	\$3.21
Total Electricity Charges	\$116.94
HST	\$15.20
Ontario Electricity Rebate	(-\$13.68)
Total Amount	\$118.46

Many components in Delivery. The main one controlled by distributor is Distribution Fees:


OEB Comparison occurs annually in April

- RSL Distribution Fee: \$26.59
- Hydro One Distribution Fee: \$49.04

Annual savings per customer: \$270




Water & Wastewater

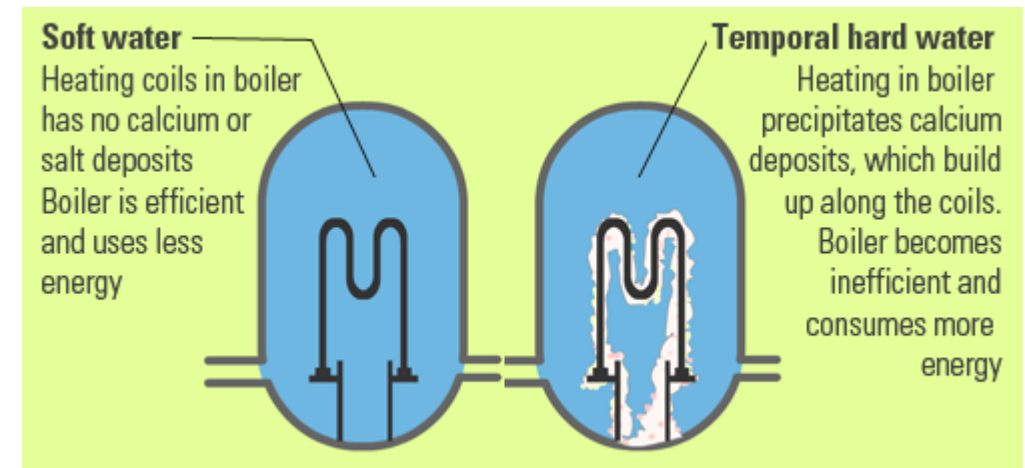


Municipality	Billing & Collections	Customer Service	Meter Reading	Smart Meter Backbone	Contract
Prescott					
South Dundas					
Edwardsburg/ Cardinal					
Westport					

Hot Water Tank Rental



Municipality	Hot Water Tank Rentals
Prescott	
South Dundas	
Edwardsburg/ Cardinal	
Westport	


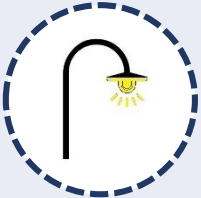
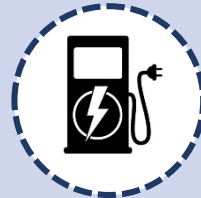


Dark Fibre



New Business

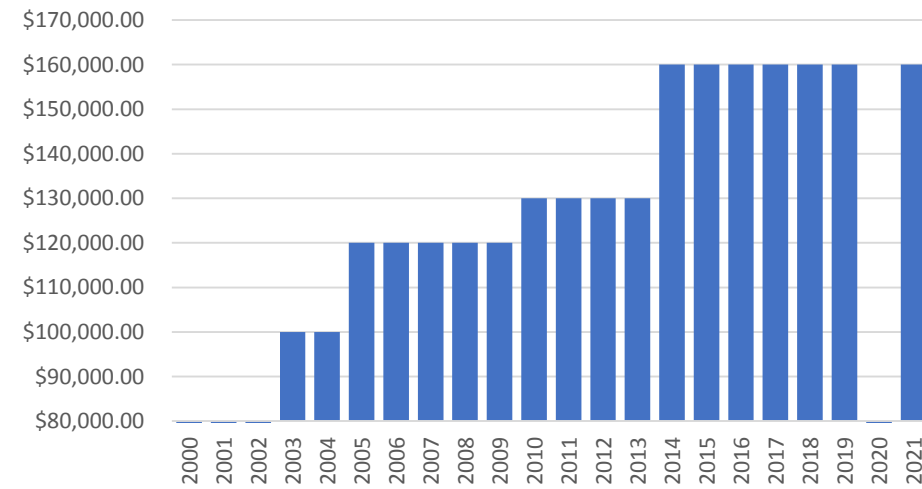


New Business	Details
	<ul style="list-style-type: none">Consulting with other Utilities for the industry CIS system.
	<ul style="list-style-type: none">Street Light services for the municipalities.
	<ul style="list-style-type: none">EV charger rentals and implementation service area

Performance



RSL Dividends



	Net Income	Dividends
Total Accumulated	\$4,599,966	\$2,440,000
Prescott Accumulated	\$1,588,368	\$842,532

Benefits of Locally Owned Utility



More Responsive

- Developers have direct access to executives and management

Better Service

- Customers have direct access:
 - Prescott
 - Morrisburg
 - Westport

More Efficient

- Lower Fees
\$270 / customer
- Affiliate business cost sharing

Local Economy

- Local Board
- Local Staff
- Local Spending

Win – Win

Profits distributed through dividends back to municipality and residents

Questions or Comments





**PRESCOTT TOWN COUNCIL
MINUTES**

Tuesday, January 3, 2023

6:00 p.m.

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Present	Mayor Gauri Shankar, Councillor Leanne Burton, Councillor Mary Campbell, Councillor Justin Kirkby, Councillor Ruth Lockett, Councillor Lee McConnell, Councillor Tracey Young
Staff	Matthew Armstrong, CAO/Treasurer, Nathan Richard, Director of Operations, Lindsey Veltkamp, Director of Administration/Clerk, Dana Valentyne, Economic Development Officer, Kaitlin Mallory, Deputy Clerk, Jessica Crawford, Deputy Treasurer
Guests	Dan Cook, Prescott Curling Club, George Tierney, Upper Canada Folk Fest

1. Call to Order

Mayor Shankar called the meeting to order at 6:02 p.m.

A moment of silence was observed in honour of the passing of past employee and Prescott resident, Donna Landon.

2. Approval of Agenda

Motion 01-2023

Moved By Kirkby

Seconded By Burton

That the agenda for the Council meeting of January 3, 2023, be approved as amended.

Carried

The agenda was amended by moving Item 12.4 - Staff Report 04-2023 - Prescott Curling Club Strathcona Cup Tournament - January 28, 2023, to follow Item 5.2 - Prescott Curling Club - Strathcona Cup.

3. Declarations of Interest

Councillor Young declared a Conflict of Interest on Item 12.3 - Staff Report 03-2023 - 2023 Operational Budget - Administration and Protective Services.

4. Presentations

There were no presentations.

5. Delegations

5.1 Upper Canada Folkfest

Mayor Shankar introduced George Tierney of the Upper Canada Folkfest. Mr. Tierney provided a background on the organization, the founding members, and ticket sales to date. He spoke to long-term goals of the event and the potential creation of a multi-day event.

Mr. Tierney spoke to the requested support from Council by means of donations, assistance with advertising, and use of social media.

Discussion was held regarding individual ticket costs and the profitability of the event.

George Tierney left the meeting at 6:17 p.m.

5.2 Prescott Curling Club - Strathcona Cup

Mayor Shankar introduced Dan Cook of the Prescott Curling Club.

Mr. Cook spoke to the upcoming Strathcona Cup. He provided background information on the event taking place on January 28, referenced past discussions with municipal staff, and the upcoming staff report outlining the event details.

Mr. Cook spoke to the costs associated with the event, the potential to hold an outdoor friendly game, requested give away items donated by the Town, and the costs associated with the event.

Discussion was held regarding the number of curlers coming from Scotland, current sponsorship levels offered, and the limitation of members only for the event due to size of the facility.

Further discussion was held regarding accommodations for the curlers and the tourism opportunity for the Town of Prescott.

5.3 Staff Report 04-2023 - Prescott Curling Club Strathcona Cup Tournament - January 28, 2023

Dana Valentyne, Economic Development Officer, spoke to the report. She referenced the event, the tourism opportunity for the town, the potential for an outdoor event, and provided an overview of the request by the Curling Club of the Town.

Nathan Richard, Director of Operations, spoke to the financial impact from a staffing perspective.

Discussion was held regarding snow removal on the outdoor ice surface, the current financial position of the Club, the timing of the games, and past financial support from the Town.

Further discussion was held regarding outside fundraising tournaments, the financial request from the Club, and the cost of the request outlined in Staff Report 04-2023.

Motion 02-2023

Moved By Burton

Seconded By McConnell

That Council approve a request from the Prescott Curling Club for Council event participation and provisions included in Staff Report 04-2023 up to the amount of \$1,000, for the Strathcona Cup Curling Tournament.

Carried

Dan Cook, Steve Gibson, and Gary Cook left the meeting at 6:52 p.m.

6. Minutes of the previous Council meetings

6.1 December 12, 2022

Motion 03-2023

Moved By Young

Seconded By Lockett

That the Council minutes dated December 12, 2022, be accepted as presented.

Carried

7. Communications & Petitions

7.1 Minister Clark Letter re: Bill 109, the More Homes for Everyone Act, 2022 Legislative and Regulatory Changes

Mayor Shankar spoke to the Item.

8. Consent Reports

Motion 04-2023

Moved By Burton

Seconded By Campbell

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

Carried

8.1 Information Package

1. Committee of Adjustment Meeting Minutes – September 8, 2022
2. Making Play Possible Donation Campaign

Councillors Burton, McConnell, and Kirkby spoke to Item 2 - Making Play Possible Donation Campaign.

Matthew Armstrong, CAO/Treasurer, spoke to the timing of the Community Grant program and stated that the program would come before Council at the next meeting of Council.

9. Committee Reports

9.1 Committee of Adjustment Staff Report - 05-2022 - Consent Application Report - Vacant Land Churchill Road West

Matthew Armstrong, CAO/Treasurer, spoke to the report. He provided background on the application and the process associated with its approval.

9.2 Committee of Adjustment Staff Report - 06-2022 - Minor Variance Application - South Side of Prescott Centre Drive between McDonalds and Dollarama

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the minor variance application, the appeal process, the provision of maintaining some green space, and site plan control approval.

Discussion was held regarding the timeline provision for site plan approval, the expected start date for the project, the reduction of loading spaces for the development, and conditions for exterior lighting.

Further discussion was held regarding the continued multiuse path along the south side of Prescott Centre Drive, the suggested location for a pedestrian crosswalk, and an extension of the sidewalk to connect to the multiuse path from Fischl Drive to Prescott Centre Drive.

10. Mayor

Mayor Shankar spoke to his attendance at the Royal Canadian Legion's Annual President's Levee which took place on January 1, 2023.

11. Outside Boards, Committees and Commissions

Councillor Campbell spoke to her attendance at the Prescott Fire Association meeting held on January 3, 2023.

Councillor Burton spoke to her attendance at a meeting of the St. Lawrence Shakespeare Festival meeting held on January 3, 2023.

Councillor Young spoke to the BIA nomination period which is scheduled to close on January 4, 2023.

12. Staff

12.1 Staff Report 01-2023 - Winter Parking Restrictions 12:00 a.m. to 7:00 a.m.

Motion 05-2023

Moved By Burton

Seconded By Kirkby

That Staff be directed to explore an appeal process to address overnight parking tickets issued during Winter Parking Restrictions under a specific set of criteria;

and that a Staff Report be brought back to the Council meeting of January 16 for further discussion and consideration.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the winter parking restrictions, the locations where parking is available, and potential situations for exemptions.

Shawn Merriman, Manager of Building and Bylaw, spoke to the report. He referenced concerns received and concerns surrounding exemptions.

Discussion was held regarding issuing exemptions, and situations that could require the consideration of offering exemptions.

Further discussion was held regarding issuing tickets during days where there is no snowfall and removal days.

12.2 Staff Report - 02-2023 - 2023 Edward Street Bridge Project - Request for Proposal

Motion 06-2023

Moved By Kirkby

Seconded By Lockett

That Council direct Staff to release a Request for Proposal for the Edward Street Bridge Project as outlined in Staff Report 02-2023.

Nathan Richard, Director of Operations, spoke to the report. He provided background on the project, the grant funding received, the expected price projection, and next steps for the RFT.

Discussion was held regarding the differentiation between the bearings, concerns surrounding traffic light safety, and the CN Rail accident.

Further discussion was held regarding the timeline for completion of the project.

12.3 Staff Report 03-2023 - 2023 Operational Budget - Administration and Protective Services

Councillor Young vacated her seat at 8:01 p.m.

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

Mr. Armstrong provided background on Council Remuneration, and savings in travel and conference expenses.

Discussion was held regarding the past review of Council remuneration, the suggested 6.4% increase compared to a 2% increase and the process of amending the by-law.

Mr. Armstrong spoke to the Administrative Budget. He provided an overview of the expenses and the increase to the budget. He then spoke to the taxation budget, the CIP reserve, and the dedicated infrastructure reserve.

Discussion was held regarding upcoming developments and the projected increase of taxes from the developments.

Mr. Armstrong spoke to the Protective Services budget. He provided an overview of the budget for the Fire Department, Police Services, Bylaw Department, the Building Department, and the Emergency Measures budget.

Discussion was held regarding the summary to date, the Joint Services expected increase, the review of the recreation budget, the

reimbursements to the Fire Department when responding to mutual aid calls.

Councillor Young returned to her seat at 8:31 p.m.

13. Resolutions

There were no resolutions.

14. By-laws

14.1 Interim Tax Levy By-Law

Motion 07-2023

Moved By McConnell

Seconded By Young

That By-Law 01-2023, being a by-law to provide for an interim tax levy for 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

14.2 2023 Temporary Borrowing By-Law

Motion 08-2023

Moved By Burton

Seconded By Young

That By-Law 02-2023, being a by-law to authorize temporary borrowing for the year 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

15. New Business

15.1 Extension of Staycation Tax Credit

Motion 09-2023

Moved By Young

Seconded By Kirkby

Whereas the temporary Ontario Staycation Tax Credit was introduced in 2022 for leisure stays between January 1, 2022 and December 31, 2022; and

Whereas the Ontario Staycation Tax Credit encourages Ontario families to explore the province, while helping the tourism and hospitality sectors recover from the financial impacts of the COVID-19 pandemic; and

Whereas the Tourism Industry Association of Ontario (TIAO) has found that the Ontario Staycation Tax Credit has encouraged visitors to stay in Ontario, book trips where they had never visited before, and spend more on a visit than normal thus supporting local economies; and

Whereas the Ontario Staycation Tax Credit has had a positive impact and showcases the breadth of local tourism experiences and incentivizes visitor spending; and

Whereas the domestic spending supports our local industries and keeps dollars earned in Ontario, in Ontario; and

Whereas the Tourism Industry Association of Ontario (TIAO) supports the extension of the Ontario Staycation Tax Credit through 2023 and that the credit be expanded to include transient boating in order to encourage Ontarians to visit waterfront communities.

Now therefore, The Corporation of the Town of Prescott supports the Tourism Industry Association of Ontario (TIAO) request to the Minister of Finance to extend the Ontario Staycation Tax Credit until at least December 31, 2023.

That a copy of this resolution be sent to the Honourable Peter Bethlenfalvy, MPP, Minister of Finance, the Honourable Steve Clark, MPP for Leeds-Grenville-Thousand Islands and Rideau Lakes, Chris Bloore, President & CEO of Tourism Industry Association of Ontario (TIAO), Dr. Jessica Ng, Director, Policy and Government Relations, Tourism Industry Association of Ontario, and all Leeds and Grenville municipalities.

Carried

15.2 Resolution - Removal of Councillors Ability for the Office of the Integrity Commissioner

Motion 10-2023

Moved By Kirkby

Seconded By Burton

That Council of the Town of Prescott support the Corporation of the Township of McGarry resolution regarding the Removal of Councillors Ability for the Office of the Integrity Commissioner.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the resolutions received from the Township of McGarry and the Township of Petrolia.

15.3 Resolution - Federal Cannabis Act Review

Motion 11-2023

Moved By Kirkby

Seconded By McConnell

That Council of the Town of Prescott support the Township of Malahide's resolution regarding the *Federal Cannabis Act* Review.

Carried

Councillor Kirkby spoke to the resolution and the comments provided by AMO regarding the legislation review.

16. Notices of Motion

There were no notices of motion.

17. Mayor's Proclamation

There was no Mayor's Proclamation.

18. Period for Media Questions

There were no questions from the media.

19. Closed Session

Motion 12-2023

Moved By Burton

Seconded By Lockett

:That Council move into Closed Session at 8:42 p.m. to discuss matters pertaining to:

19.1 Approval of the Closed Session Minutes
(November 19, 2022 & November 21, 2022)

19.2 Identifiable Individual

- Under Section 239(2)(b) of the *Municipal Act* - personal matters about an identifiable individual, including municipal or local board employees;

19.3 Purchase & Sale

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

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

Carried

Motion 13-2023

Moved By Lockett

Seconded By Burton

That the meeting be extended. (Time: 8:53 p.m.)

Carried

Motion 14-2023

Moved By Kirkby
Seconded By Lockett

That Council reconvene in open session.

Carried

20. Rise and Report

During the Closed Session Council approved the Closed Session minutes dated November 19, 2022 and November 21, 2022 and received information on Item 19.2 - Identifiable Individual, and Item 19.3 - Purchase & Sale.

21. Confirming By-Law – 03-2023

Motion 15-2023

Moved By McConnell
Seconded By Young

That By-Law 03-2023, being a by-law to confirm the proceedings of the Council meeting held on Tuesday, January 3, 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

22. Adjournment

Motion 16-2023

Moved By Kirkby
Seconded By Campbell

That the meeting be adjourned to Monday, January 16, 2023. (Time: 9:43 p.m.)

Carried

Mayor

Clerk

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000



Ontario

234-2022-5422

January 4, 2023

Dear Heads of Council,

I'm pleased to share an update on key initiatives underway at my ministry to help meet our government's goal of building 1.5 million new homes over the next 10 years.

The legislature recently passed our government's *More Homes Built Faster Act, 2022* which takes bold action to ensure that all communities can grow with a mix of ownership and rental housing types to meet the needs of all Ontarians.

Our government knows that building inspectors play a critical role in ensuring that new homes meet the public safety requirements set out in Ontario's Building Code. However, the capacity of municipal building departments has been impacted by recruitment challenges and the increasing number of building inspectors retiring from the profession. That's why, earlier this year, we took action to help municipalities address labour supply shortages in the building sector by amending the Building Code to provide a new model for municipal building departments to design and administer internship programs for building inspectors.

Effective July 1, 2022, municipal building departments can establish program entry criteria for interns that meet their own local recruitment and enforcement needs. This new internship model supports public safety by continuing to require that a qualified building inspector or Chief Building Official supervises the work of interns. The interns must also pass ministry technical and legal exams before being able to practice independently as building inspectors.

In the coming months, the ministry will develop guidance materials to support municipalities that are interesting in launching local programs to recruit new intern building inspectors. We look forward to working with municipalities to implement local internships.

Additionally, the ministry has engaged a consultant to identify opportunities for enhancements to the qualification program for building practitioners. We are seeking input from the public, including municipalities, building inspectors, designers, septic installers and building professionals not regulated by the ministry. This feedback will help guide future decisions on new approaches to qualification.

For more information and to review the discussion paper, please visit the Environmental Registry of Ontario (ERO) website at <https://ero.ontario.ca/notice/019-6433>.

.../2

In addition to this ongoing work, the ministry is modernizing the provincial Qualification and Registration Tracking System (QuARTS). QuARTS is used by over 7,000 building practitioners to update their qualification and registration information online and to help the government regulate safety and compliance in the Ontario building industry.

Modernizing QuARTS will create a more efficient and user-friendly system, allowing building officials to spend more time on the important task of reviewing and issuing building permits to support the government's key priority of increasing housing stock.

Finally, the ministry made the 2012 Building Code Compendium freely available in Adobe PDF format through the website (<https://www.ontario.ca/page/request-digital-copy-2012-building-code-compendium>). Since its launch in March 2022, the ministry has provided free copies to over 5,000 building professionals to reduce barriers and help accelerate the construction of new homes across the province. This initiative has enabled inspectors to access Building Code requirements while performing their work onsite in a more convenient format. Additionally, candidates studying for the ministry's exams are able to access and learn Building Code content in an easy to navigate, user-friendly manner.

As part of the plan to build 1.5 million homes over the next 10 years, the government looks forward to continuing consultations with municipalities, the building industry and the public to investigate further changes to Ontario's Building Code in order to create more housing and support public safety.

If you are interested in learning more about any of the ministry's initiatives related to the transformation of Building Code services in Ontario, please contact us at BuildingTransformation@ontario.ca.

Thank you for your continued partnership as we work together to get more homes built faster for all Ontarians.

Sincerely,



Steve Clark
Minister

c: Municipal Clerks

January 2, 2023

Town of Prescott
160 Dibble Street,
Prescott ON, Canada KOE ITO

Dear Mayor Shankar and Members of Council,

During the late 1990s funders began demanding from Not-For-Profits that they begin working collaborately with others in order to receive funding, and further to that that they could prove efforts of working together. The funders through their efforts truly started removing “silos” that many agencies had found themselves working in.

In the mid-2000s funders began asking for proof of outcomes and impact should they fund projects in the community.

All of these efforts strengthened the not-for-profit community and made a huge difference in communities everywhere.

We have noticed that during Covid, many NFPs because of rules and regulations began working in their silos again, still working in service to their clients but seldom working as collaborately with others as they had been. For many this was not by choice, but by obligation to the rules.

A session has been planned hosted by the Food For All Food Bank, where our goal is to bring the community of South Grenville together once again. Many agencies servicing our community have made changes to their programs over the last three years. Others have shifted their focus to new necessary areas. This session will allow those in the room to learn about what each agency does and it will also allow an opportunity to link up with that agency for future collaboration.

This session is for all Not-For-Profits and service related agencies, the faith community and our government services. We would like to offer this session free of charge to encourage attendance. We have received a quote from the Prescott Legion at a cost of \$ 10 per person. Our goal is to attract 100 participants. The session is planned for Tuesday, February 21, 2023.

The purpose of this letter is to request that the council serving the Town of Prescott to assist us with this event, by contributing \$ 325.00 to offset the cost of this very important day.

If you have any questions or require more details of this day, please contact Bonnie at the Food For All Food Bank at 613-213-6636. Your participation will help the community of South Grenville and those who serve the area come together.

Thanking you for your consideration of this request. I remain,

Yours truly

Judi Baril
For the Food For All Food Bank

Poster Attached

Do you feel stuck in a post pandemic silo? Let's tear them down and begin collaborating again for & in South Grenville.

Sponsor :
Food For All Food Bank
Facilitated by Judi Baril



You're Invited to a :

Sharing Information Session to help South Grenville
tear down post pandemic silos.

Where: Prescott Legion, 141 Henry Street West Prescott

For Who : anyone who serves South Grenville {local, Reg., Prov., Fed.}

When : Tuesday, February 21, 2023

Time : 9:30 - 10:00 coffee 10:00 - 2:30 collaborative sharing
Session & Lunch will be provided **FREE** to all participants

What/how can you contribute? We would ask all participants bring a
Bristol board sized presentation, detailing your agency, programs, clients etc.
Each presenter will be given 5 minutes to present to the room, audience will
then be able to indicate that they are interested in knowing more.

Session is limited to 100 participants, so register early by Friday, Feb. 17
2 participants from each agency max.

Confirm attendance to Bonnie at the Food For All Food Bank :

foodforallbonnie@bellnet.ca or 613-213-6636

"Working Together To Build Stronger Communities"

2023 Initial Project Ideas Review

January 16, 2023



Projects Previously Approved & In-Progress

Description	Estimated Cost	Funding Source	Status
Recreation Complex	19,100,000	Grant, Fundraising, Reserves, Debt	Summer 2023 Arena
Edward Street Overpass	1,087,356	OCIF Funding & Infrastructure Reserve	Summer 2023
Rescue Pumper	943,600	Donation, Development Charges, Debt	Delivery 2024
Town Hall 2 nd Floor Renovations	255,000	Infrastructure Reserve	By end of 2023
Break Wall at Water Treatment Plant	250,000	Water Treatment Plant Reserve	Engineering Review
Replacement of F Dock and Gas Dock	225,000	Marina & Infrastructure Reserve	May 2023
1 Ton Truck	100,000	Public Works & Infrastructure Reserve	Delivery January 23
Downtown Crosswalks	60,000	Fiscal Policy Reserve	Winter/Spring 2023
Digital Signage	30,000	Fiscal Policy Reserve	Linked to other projects
Formal pathway from MacKenzie/Fishcl to Prescott Centre Drive	25,000	Fiscal Policy Reserve	Summer of 2023
Swing Blade for New Plow	20,000	Public Works Reserve	Evaluation

Projects Previously Approved & In-Progress

Description	Estimated Cost	Funding Source	Status
Downtown Beautification Plan	50,000	Modernization Funding	Linked to other initiatives
Downtown Parkettes	35,000	CCRF Funding	Spring 2023
Riverwalk Pop-up Village	35,000	CCRF Funding	Spring 2023
Lighthouse Upgrades	35,000	CCRF Funding	Spring 2023
Fix Parking Area at base of Centre Street by the deep-water dock at waterfront	20,000	Fiscal Policy	Summer 2023
Waterfront Prescott Sign	15,000	Fiscal Policy Reserve	By end of 2023
Town Signage and Wayfinding	15,000	Planning Reserve	2023
Sidewalk South End of George Street to link waterfront trail with street	15,000	Infrastructure Reserve	Summer 2023
Recreational lending library and canteen at Centennial Park	10,000	Recreation Reserve	Summer 2023
Trees for RiverWalk and Downtown	7,500	Fiscal Policy Reserve	Summer 2023
Veterans story pole banners	Minimal		Partnership with Legion

2023 Health & Safety Project Requirements

Description	Estimated Cost	Notes	Possible Funding Source
Fire Department Replacement Gear	30,000	On-going requirement	Fire Department Reserve
Play Structure deficiency fixes	10,000	On-going requirement	Parks Reserve

Facility Maintenance Project Ideas

Description	Source	Estimate	Notes
Marina Bathroom Renovations	Staff / Boaters	20,000	Could do showers in 2023 and bathrooms in 2024/2025
Walker House Exterior Brick Repairs and painting	Staff	15,000	
Beach Gazebo	Staff	20,000	Nearing end of useful life
Pool walls and floor resurfacing	Staff / Council	50,000 – 100,000	Will need to be completed in next few years
Marina sewage pumps	Staff	20,000	Recent failures of main pump and backup
Light pole replacement throughout Town	Staff / RSL	150,000	Can be broken up and completed over next several years
Marina Electrical Panel Upgrades	Staff / Electrician	5,000	
Pool Building – rework of internal plumbing	Staff / Plumber	5,000	
Town Hall – Flat Roof Repairs	Staff / Roofer	20,000	
Town Hall – HVAC Unit replacements	Staff / HVAC	20,000/yr	Multiple units are at end of life

Recreational Facility Improvement Project Ideas

Description	Source	Notes
Pave gravel portions of Heritage Trail	Council	
Add on to play structure at Centennial Park	Council	For younger children
Swings added to Centennial Park	Council	
Add on to play structure at Sarah Spencer Park	Council	
Structural corrections to allow for the 2 nd floor of the Leo Boivin Community Centre to be available for use	Staff / Site Report	Estimated at \$20,000
Garbage can in boat launch parking area	Council	Will be done in spring 2023
Better directional signage for beach parking	Council	Partially completed in 2022, fully completed in spring 2023
Repave path north of the pool	Council	
Improve signage for opening times of the washrooms	Council	Will be done in spring 2023

Recreational Facility Improvement Project Ideas

Description	Source	Notes
Add signage indicating different routes to take for the Waterfront Trail by bicycle versus walking	Council	
Pave the walkway from the parking lot down to the waterfront trail east of the marina	Council	
Make solar path lights more presentable; taller & more permanent solutionr	Council	Installed on movable bases as part of Park Canada requirements
Indigenous wings signage to be installed higher (blocking view of river)	Council	Signage installed at current height to allow of picture taking with wings in the background. There is an additional piece on top that will be added that explains the artwork which will improve the overall look
Additional Transient Boating Slips	Council	

Recreational Facility New Additions Project Ideas

Description	Source	Notes
Purchase of Vacant Lot at 175 King Street to provide for walkway/parkette from King to Water and down to RiverWalk Park	Council	
Repurpose old pump house as an indoor performance venue	Council	Could make transfer to reserve for next several years
Amenities for divers including change area and washrooms	Council / Staff	
Create New Boat Launch, pay for service and trailer parking	Council	
Move and repurpose Coast Guard boat house as a permanent museum or other	Council	
Add a few “T” shaped docks along the waterfront trail or even by the pool for transient boaters or fishing (Similar to Morrisburg).	Council	
Create a Riverwalk Lane from King Street along the river and back to King Street for vehicles to drive and park along with river on Parks Canada land	Council	

Programming / Event Project Ideas

Description	Source	Notes
Provide bus trips to attractions such as wave pool, ski hills, museums, waterparks or amusement parks; town covering some cost to make affordable to all families in Prescott	Council	Could work with local bus tour providers to add a stop in Prescott
Provide bus trips to Ottawa for back to school & Christmas shopping	Council	Could work with local bus tour providers to add a stop in Prescott
Host job fairs & relocation fairs to attract families to Prescott	Council	
Work with SGMHA & TWEC to ensure that hockey tournaments for all age groups are run each season	Council	Underway
Host a unique food truck event	Council	Recruit local group to organize

Programming / Event Project Ideas

Description	Source	Notes
Provide historical self-guided walking tours, graveyards, Museum, and partner with Coast Guard	Council	Museum project for 2023 & 2024
Offer a collection day for food compost to reduce garbage	Council	
Foster a community sponsorship and ownership program to grow the community garden and expand native plants on the federal lands (if allowed)	Council	
Provide free tutoring sessions for computer literacy through Library	Council	
Partner with the Police Services Board in terms of education or promotion for different areas of community safety	Council	Currently there is a month community safety message that is issued by the Town in coordination with Police Services and OPP

Development Project Ideas

Description	Source	Notes
Encourage new housing developments	Council	
Lobby the federal government for space that is currently held by them that is not being used & blocking us from developing i.e. green space in front of the golf course to New Wexford	Council	
Provide a spot for cyclists to pitch a tent for an overnight stop that has access to showers or the river - a cost to this of \$15-\$20, preferably downtown so they could enjoy a meal or browse shops	Council	Could be a private business opportunity
Provide some form of overnight unique accommodations around the harbour during the spring to fall i.e. oTentic or use 2-3 spaces too have some form of tiny home/s on a barge that people could rent	Council	Could be a private business opportunity
Move the community housing apartments located on water street for new condo's	Council	
Build apartments or condos at the currently lawn bowling club & Tom Carr field	Council	
Move the tennis courts (new arena area) & boat launch (east of the marina or end of waterfront trail) to provide room for a condo or high-end apartments.	Council	

Project Ideas

Description	Source	Notes
Donate to the Brockville and District Hospital Foundation Donation	Prior annual commitment	\$30,000 / year for 10 years 5 years completed
Create a recreation committee	Council / Staff	Part of Rec Master Plan and 2023 work plan
Work with the BIA to cover removal or walk-through spaces during the winter months from the road to sidewalk	Council	
Erect a regional Bus Stop sign at Walker House	Council	Will be completed by end of January
Standardize the painted look of all crosswalks	Council	In Progress as changes are made to crosswalks with new equipment on order
Run a community awareness and safety campaign dealing with crosswalks	Council / Police Services Board	In Progress as changes are made to crosswalks with new equipment on order

Project Ideas

Description	Source	Notes
Develop policies/programs regarding climate change for topics such as dark sky, trees, plants, gardens, idling trucks	Council	
Engage in more innovative branding for Prescott, not just Fort Town or Shakespeare	Council/Staff	
Utilize Tourism Smart Phone Application	Staff	Could explore interest in partnership with Aug/EC RED Funding being pursued
Add Waterfront Tourism Signage	Staff	large/interactive located at harbour break wall or riverwalk park
Add Tourism Welcome Landing Signage	Staff	map sign, landscaping located at RiverWalk Park AND/OR Prescott Centre Dr
Add Wayfinding Post Signs (attractions/businesses)	Staff	As part of approved project
Add Wayfinding Sidewalk Decals	Staff	As part of approved project

Project Ideas

Description	Source	Notes
Source larger variety of pole mount banners (spring-fall)	Staff	
RiverWalk Park Seasonal Lighting (winter/summer)	Staff	
Marketing Materials (EC DEV & Tourism)	Staff	<p>New promotional video/imagery</p> <p>Print publications (tourism brochures, annual visitor guide & folded maps; ec dev community profile)</p> <p>Regional tourism map & visitor guide (Prescott, Augusta, EDC)</p> <p>Digital icons</p>
Install patio - Clock Tower Parking Lot	Staff	BIA Contributing \$15,000
Patio, Furnishings & Installation	Staff	Tables, seating, planters, signage
Acquire more Promenade Furnishings	Staff	Outdoor furniture, lighting, banners and posts, removable barricades

Project Ideas

Description	Source	Notes
Pop-Up Site Upgrades	Staff	Power, lighting, seating, signage
Downtown Murals/Art Installations	Staff	On commercial buildings between in Riverwalk District
Relocation of Famer's Market	Council / Staff	
Farmer's Market Misting Station	Staff	Relief on hot summer days
Visitor Centre displays and window décor	Staff	
Host business development workshops and webinars for Prescott businesses	Staff	
Retail Store Gap Analysis	Staff	
Drone for use in Building Department for at height inspections	Staff	
Zoning Bylaw Comprehensive Review	Staff	
Temporary animal shelter before being transferred to kennel	Staff	
Screening on northwest side of Edward Street Bridge to hide junk yard	Council	

Project Ideas

Description	Source	Notes
Beautify property in front of the coast guard base along King Street	Council	Partnering with them to make their frontage on King St appealing with curb side appeal
Change crosswalk at Edward and Irvine to match Edward at Victor and Edward at Park	Staff / Council	
Business Registry support through business licensing	Council	
Organize team building exercises	Council	



		Date Req'd
Information Purposes		
Policy / Action Req'd	x	Jan.16 '23
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 05-2023

Date: January 16, 2023

From: Matthew Armstrong, Chief Administrative Officer and Treasurer

RE: 2023 Operational Budget – Transportation, Parks & Recreation

Recommendation:

For information.

Background/Analysis:

This report provides additional information on each of the programs included in the Administration and Protective Services Budgets.

Transportation

Operations

This budget includes the salaries and wages for the Director of Operations, Administrative Assistant, nine full-time staff, two part-time staff, and eight seasonal positions. It also includes the training budget for the staff and some smaller departmental line items. This year includes the addition of two seasonal students to support the gardens throughout town and a focus on maintaining the RiverWalk District.

Paved Roads

This budget includes the budget for cold mix asphalt patch for fixing potholes, \$22,000 for line painting, \$222,070 for repaving, and \$253,790 in Ontario Community Infrastructure Fund (OCIF) funding transferred to reserve for the bridge project in 2023. This year includes the addition of \$20,000 for crack sealing which prevents asphalt cracks from growing to extend the time until an area needs to be repaved.

		Date Req'd
Information Purposes		
Policy / Action Req'd	x	Jan.16 '23
Strategic Plan		

Bridges and Culverts

An engineering evaluation of the bridge is required every other year. Given that the bridge will be going through a capital project this year the next evaluation will be in 2025.

Roads – Traffic

This budget includes the following:

- Salaries and Benefits for four crossing guards
- Building expenses for 950 Sophia Street
- Liability and property insurance
- Repairs and maintenance budget for the vehicles and equipment
- Vehicle and equipment fuel
- Railroad crossing maintenance contract with CN
- Rental equipment
- Debt payment on the trucks and previous bridge rehabilitation project completed in 2007
- Electricity for the traffic lights
- Transfer to reserves of \$39,900

Roadside

This budget includes sidewalk repairs and maintenance of \$51,000 which is split 50/50 between replacement and height difference shaving. It also includes \$10,500 to cover the cost of the annual sidewalk evaluation and over smaller repairs as they arise. The final amount in this budget is a transfer to reserves of \$12,500.

Winter Roads

This budget includes the following:

- Sand for roads and sidewalks
- Salt for roads and sidewalks
- Snow removal provides for six snow removal nights per year (two per month in January, February and March). The overtime cost incurred for staff during the snow removal activities is included in the Operations Salary and Benefits budget. Each snow removal night costs approximately \$10,000 for an eight-hour period and up to \$12,000 depending on the number of dump trucks required
- Debt payment for a plow truck

		Date Req'd
Information Purposes		
Policy / Action Req'd	x	Jan.16 '23
Strategic Plan		

Winter Control Sidewalks

This budget includes the debt payment for the sidewalk plow.

Parking Lots

This budget includes the electric for the clock tower parking lot.

Street Lighting

This budget includes the electricity and maintenance amounts for the 676 streetlights that are in the Town of Prescott. It also includes the debt payment for the street light project that was undertaken to convert the streetlights to LED several years ago.

River Route

This budget includes the annual contribution from the Town of Prescott towards the River Route Transit Service.

Recreation

The recreation budget has been developed without the effect of the new recreation complex which will be presented at the February 6, 2023, Council meeting. The addition of the new recreation complex will be a monumental undertaking in 2023 and will dominate staff resources this year.

The Goals of Community Services are outlined below:

Goal 1 – Opening of the Seymour Recreation Complex

- Facility operationalization
- Bringing back facility users
- Canteen Management

Goal 2 – New Online Booking Portal

- Launch for booking of Seymour Recreation Complex, Leo Boivin Community Centre, and point of sale system

		Date Req'd
Information Purposes		
Policy / Action Req'd	x	Jan.16 '23
Strategic Plan		

Goal 3 – Programming and Partnerships

- Focus on maintaining and improving current offerings
- Maintain and strengthen community partnerships

Goal 4 – Education

- Create connections with neighbouring municipalities
- Act as a member of ORFA, PRO and attend conferences to improve processes
- Continue to sit on the rec meetings with other municipalities and ask for resources when needed

Walker House

This budget includes the following as it relates to Walker House:

- Salaries and benefits
- Building expenses for Walker House
- Liability and property insurance
- Programming funding
- Transfer to Walker House Building Reserve

Recreation Culture

This budget includes the Community Grant Allocation and the operating grant to the Library. It also includes a \$25,000 transfer to reserves.

Parks

This budget includes the following:

- Liability and property insurance for parks
- Equipment repairs and maintenance
- Landscaping budget for the gardens throughout town and at municipal facilities
- Electricity, water, and sewer for the various parks including the Splash Pad
- Debt payment for RiverWalk Park
- Transfer to reserves of \$24,200

		Date Req'd
Information Purposes		
Policy / Action Req'd	x	Jan.16 '23
Strategic Plan		

Recreation Programs

This budget includes the following:

- Salaries and Benefits for the Community Services and Recreation staff
- Training and conference fees
- Programming, materials, and equipment for recreational activities
- Canada Day Fireworks
- Movie copyright

Marina

Changes at the marina over the last several years have resulted in the operation being self-sustaining with an annual contribution to reserves of approximately \$79,435. The increase in costs for 2023 will be offset by additional revenue from slip holders and the sale of gas and diesel.

This budget includes the following:

- Salaries and Benefits
- Training, Membership, and Health & Safety Supplies
- Expenses for the marina building
- Electricity and water for the marina docks
- Fuel and diesel that is sold to boaters
- Repairs and maintenance of the building and docks
- Credit card charges for slips and fuel sales
- Transfer to the marina reserve of \$79,435

Pool

The Town started a partnership with the YMCA in 2021 to staff and operate the pool. By all accounts this has been a successful partnership and one we wish to continue. The ability for the YMCA to staff, supervise, and oversee the pool operations and activities not only reduced the cost but also provides for a better end product offered by those that are experts in providing the experience.

This budget includes the following:

- Liability and property insurance for the pool
- Building and pool operating expenses
- Pool chemicals

		Date Req'd
Information Purposes		
Policy / Action Req'd	x	Jan.16 '23
Strategic Plan		

- Transfer to reserves of \$2,100

Arena – Leo Boivin Community Centre

This budget includes the following:

- Liability and property insurance
- Building operating expenses
- Transfer to reserve of \$300,000 which is currently offsetting expenses for the new recreation complex and will be used to support the debt payment once the Seymour Recreation Complex is completed

Library

The Library operates under its own provincial legislation and as such the Town provides an operating grant to support the expenses. This year the Board is intending on using \$15,000 from the Library Reserve to replace the computers in the Library. They will also be expanding their programming to offer a greater variety of opportunities for patrons to interact and enjoy what the library has to offer. The requested increase to support the ongoing operations along with the enhancements planned for this year equates to a 3.4% increase.

This budget includes the following:

- Salaries and Benefits
- Liability and property insurance
- Books and subscriptions
- SOLS Pool expenses
- Programming expenses
- Telephone and internet
- Computer Licenses

The Library currently has 2,600 members, 124 are new. Out of town membership makes up 10% of the numbers which equated to approximately \$800 in revenue. The Library offers Friday StoryTime, Puzzle Lending, and a Puzzle Group from 5 – 7 p.m.

Following Family Day the Library will be offering new groups including a Lego Club, a Writer's Group, Book Clubs (Adult and Children ages 7-11), and a Game Space.



		Date Req'd
Information Purposes		
Policy / Action Req'd	x	Jan.16 '23
Strategic Plan		

Museum

The Museum budget includes the rent, liability and property insurance, internet, and a small repairs budget. The budget includes the addition of a salary budget to allow the Museum to be open five days per week in the summer, and three days per week for the remainder of the year. Along with digitizing and developing the collection, a new project for this year is to create interactive walking tours of Town historical sites that provide residents and visitors to learn more about the history of Prescott and how it evolved.

Alternatives

None

Financial Implications

Noted in the presentation.

Environmental Implications

None

Attachments:

- 2023 Operational Budget – Transportation, Parks & Recreation Presentation
- 2023 Operational Budget – Transportation, Parks & Recreation Detail

Submitted by:

Matthew Armstrong
Chief Administrative Officer and Treasurer

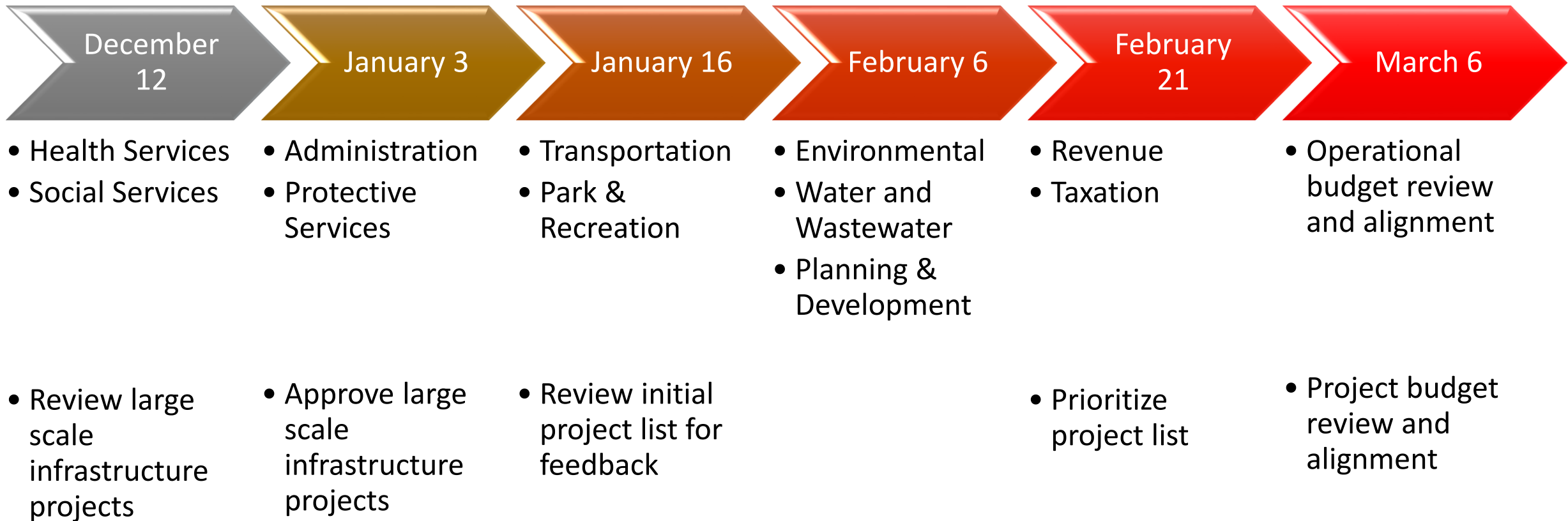
2022 Operational Budget – January 16, 2023



Topics

- Budget Timeline
- Transportation
- Parks & Recreation

Timelines



Transportation

- Operations
- Paving
- Bridges
- Traffic
- Sidewalks
- Snow Removal
- Parking Lot
- Street Lighting

Transportation Expenses

	2022 Budget	2022 Projection	2023 Budget	Budget to Budget	Budget to Projection	Notes	Transfer to Reserves
Operations	1,166,698	1,151,355	1,230,399	63,701	79,044		-
Paving	573,790	578,073	521,860	(51,930)	(56,213)	Reduction in OCIF Revenue of \$72,930	253,790
Bridges	-	-	-	-	-	Bridge Project 2023	-
Traffic	529,037	533,909	554,699	25,662	20,790		39,900
Sidewalks	96,000	96,074	74,000	(22,000)	(22,074)	\$22,000 onetime in 2022	12,500
Winter Mtce	124,400	123,720	127,400	3,000	3,680		-
Winter Sidewk	21,000	21,000	21,000	-	-		-
Parking Lots	400	612	670	270	58		-
Street Lighting	134,100	112,470	139,600	5,500	27,130		-
River Route	31,500	31,500	31,500	-	-		
Total	2,676,925	2,648,713	2,701,128	24,203	52,415	\$94,930 less revenue	\$306,190
% Change				+0.9%	+1.98%		

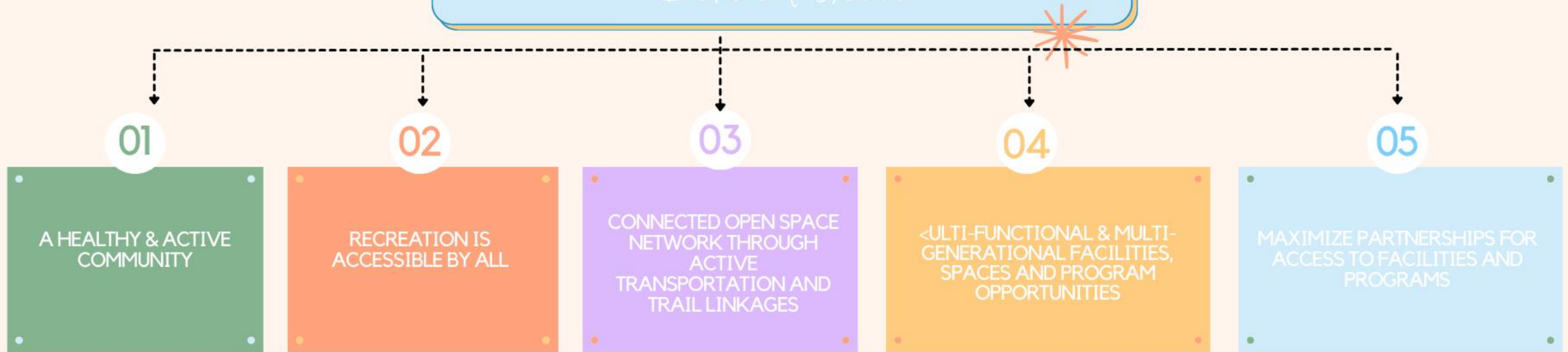
Parks & Recreation

Note: Does not include effect of new recreation complex on budget - review on February 6

- Walker House
- Recreation – Culture (Community and Library Grant)
- Parks
- Recreation - Programs
- Marina
- Pool
- Leo Boivin Community Centre
- Museum

Rec Master Plan 2018

Defined Goals



Rec Master Plan 2018

Defined Goals

01

HEALTHY & ACTIVE COMMUNITY

Facilities that meet Youth, Adult and Senior Demographics:

- Parks/Trails
- Amphitheatre
- Town Hall
- Library
- Centennial Pool
- Marina
- Museum
- Leo Boivin Community Centre
- Seymour Recreation Complex

Facilities that meet Adult and Senior Demographics:

- Walker House

02

ACCESSIBLE RECREATION FOR ALL

Facilities:

- Seymour Recreation Complex
- Main Floor of Walker House
- Second Floor of Town Hall
- LEO - not until Men's room is updated
- Centennial Park
- RiverWalk
- Park/Marina/Amphitheatre
- Museum

Programming:

- Walker House Programs, including Senior Centre Without Walls
- YMCA Summer Camp

03

CONNECTED TRAILS & ACTIVE TRANSPORTATION

This has fallen more under Tourism:

- River Route Bus Service
- Ontario by Bike Network

04

MULTI FUNCTIONAL/GENERATIONAL FACILITIES/PROGRAMMING

Trails/Parks

- Walking
- Running
- Cycling
- Skating/Boarding
- Play Structures

Pool

- Youth Lessons (\$)
- Public Swim
- Aquafit/Lane Swim

Amphitheatre

- Theatre
- Concerts
- Festivals
- Weddings
- Markets
- Religious Services

Museum

- Historical exhibits
- Merchandise

Ruth Evanson Room

- Meetings/Training
- Weddings
- Presentations/Conferences

Marina

- Seasonal Slip Holders
- Transients
- Deep Water Dock
- Public Washrooms

LBCC

- Rec Programming
 - Roller Skating
 - Movies
 - Open Gym
 - Pickleball
- Community Groups
- Tradeshows
- Clinics
- Birthday Parties
- Large Events
- Tournaments

05

REC FACILITY INVESTMENT & RENEWAL

Trails/Parks

- Shade Sails
- Picnic Tables
- Adirondack Chairs
- Pride Crosswalk
- Representation of Indigenous Culture
- Lights along Heritage Trail
- Small Watercraft dock
- Dog Park

Museum

- Home of Archives and Artifacts
- Showcases history of Prescott

Town Hall (2023)

- Fitness Room
- Grand Room
- Office Space
- Meeting Room

Walker House

- New Kitchen and Bathroom

Marina

- New Docks (2022)
- Seadoo Ports (2022)
- Kayak Launch (2022)
- Pump-Out (2022)
- 1-2 docks replaced each year moving forward

Leo Boivin CC

- Lines on pad
 - 6 Pickleball courts
 - 2 basketball courts
 - ball hockey
- Rec Lending Library
- Opened Canteen

Seymour Rec Centre

- Ice Pad
- 2 Community Rooms
- Indoor Walking Tack
- Fitness Room
- Outdoor Fields
- Skatepark
- Outdoor Rec Pad
- Dog Park



01

Key Partners

Who are our current community partners?

YMCA

Connect Youth

SGDHS

Kinsmen Club of Prescott

Library

Other youth based groups:
SGMHA
PFSC
Blazers
PLAY Camp
Girls Inc.

02

Key Activities

What are the key activities our value propositions require?

Recreational Programming

Community Services

03

Key Resources

To satisfy our customers, what are the key resources we need?

Current and Active and Accessible Info

Online Booking Portal

04

Value Propositions

What value do we deliver to our customers?

Affordable Recreational Programming

Indoor and Outdoor Rec Opportunity

In Town services and events

Active living for all

Volunteer Opportunities

Community Engagement

05

Customer Relationships

What type of relationship does each segment of customers expect?

Programming that meets current demand

Thoughtful, Responsive Communications

06

Channels

How do we reach each of our customer segments?

Online

Word of mouth

07

Customer Segments

For whom are we creating value?

Youth

Adults

Seniors

Families

Community Organizations

Residents and Non-Residents

08

Cost Structure

In our community services department, what are the most important costs?

Staff Investment

Partnerships (YMCA, Connect Youth, etc)

Programming

Insurance Program

Online Portal

09

Revenue Streams

What value are our customers willing to pay for?

Rentals

Affordable Fee Based Rec Programming

Affordable Community Events

Potential Merchandise

Canteen Sales



Community Services

3 Year Focus Plan

2023

Opening of SRC

- Booking Ice Time
- Canteen Management (Limited Menu)

Online Booking Portal

- Launch for bookings at SRC, LBCC and POS Systems activated

Programming & Partnerships

- Focus on maintaining and improving what we currently offer
- Maintain and strengthen current community partnerships

Education

- Create connections with neighbouring municipalities
- Act as members of ORFA, PRO and attend conferences
- Continue to sit on the rec meetings with other municipalities and ask for resources when needed

2024

• SRC

- Booking Ice Time with additional programming if available
- Canteen Management (Engage community partners, expand menu offerings)
- Utilize and promote Phase 1 of outdoor rec amenities

Online Booking Portal

- Launch for marina usage, online slip registration and POS system activated

Programming & Partnerships

- Focus expanding knowledge of community groups and developing connections
- Promote use of 2nd Floor of Town Hall amenities

Volunteers

- Actively recruit and build volunteer committee to assist in the planning and execution of community events

2025

• SRC

- Booking events in the summer months when there is no ice
- Utilize and promote Phase 2 of outdoor rec amenities

Online Booking Portal

- Execute use of email automation as marketing tool in promotion and recruitment for events and volunteers

Programming & Partnerships

- Maintain, Build and Group community partners and actively promote programming/activities within Town and area

Marketing

- Annual Community Services Rec & Leisure guide, featuring town events and major planned events/activities/registration times within the community
 - Potentially outsource design work to 3rd party

Parks & Recreation Expenses

	2022 Budget	2022 Projection	2023 Budget	Budget to Budget	Budget to Projection	Notes	Transfer to Reserves
Walker House	111,862	114,457	115,483	3,621	1,026		1,750
Rec - Culture	240,454	240,454	245,900	5,446	5,446		25,000
Parks	246,348	240,752	254,439	8,091	13,687		24,200
Rec - Program	172,743	178,392	195,207	12,464	6,815		-
Marina	370,200	374,640	387,575	17,375	12,935	Additional Revenue	79,435
Pool	75,306	71,603	75,574	268	3,971		2,100
Comm Centre	381,464	391,368	397,144	15,680	5,776	Reserve Reallocation	300,000
Library	178,690	173,914	194,555	15,865	20,641	\$10,000 Transfer from reserve	-
Museum	30,284	31,964	60,504	30,220	28,540	5 day/wk Summer, 3 days remainder or year	-
Total	1,807,351	1,817,545	1,916,381	109,030	98,836		432,485
% Change				Page 68 of 117 +6.0%	+5.4%		

Summary to Date Expenses

	2022 Budget	2022 Projection	2023 Budget	Budget to Budget	Budget to Projection	Notes	Transfer to Reserves
Health Services	341,506	344,223	357,882	16,376	13,659	Assumes Joint Serves at 5% increase	-
Social Services	767,613	738,161	793,981	26,368	55,820	Assumes Joint Serves at 5% increase	-
Administration	1,389,719	1,341,128	1,430,900	41,181	89,802		336,289
Protective Services	2,267,152	2,233,763	2,239,389	(27,763)	5,626	Decrease in OPP Levy	30,000
Transportation	2,676,925	2,648,713	2,701,128	24,203	52,451	Decrease of \$94,390 in offsetting revenue	306,190
Parks & Recreation	1,807,351	1,817,545	1,916,381	109,030	98,936		432,485
Total	9,250,266	9,123,534	9,439,661	189,395	316,127		1,104,964
% Change				+2.1%	+3.5%		
2022 Election	20,000	18,319	-	(20,000)	(18,319)		

Next Budget Meeting – February 6, 2023

Topics

- Environmental
- Planning, Development & Tourism
- Water and Wastewater

- New Recreation Complex effect on 2023 Budget

**Departmental Statement
Operations**

Fund 00
Dept 300

2023 Budget

	October Year-to-Date			Total 2022 Projection	Total 2022 Budget	Total 2023 Budget	Higher / (Lower)	Notes
	Budget	Actual	Variance B (W)					
Expenses								
Salaries & Benefits	943,998	945,981	(1,983)	1,135,177	1,132,798	1,196,599	63,801	
Travel Mileage	417	20	397	20	500	500	-	
Training Fees	16,667	3,986	12,681	3,986	20,000	20,000	-	
Conference Fees	833	-	833	-	1,000	-	(1,000)	
Membership Fees	833	821	13	821	1,000	1,000	-	
Proffessional Dues	417	-	417	-	500	500	-	
Office Supplies	-	45	(45)	45	-	100	100	
Supplies Other	500	1,328	(828)	594	600	600	-	
Computer Licenses	500	582	(82)	698	600	700	100	
Advertising Recruitment	2,750	162	2,588	3,260	3,300	3,300	-	
Cellular Services	1,250	1,698	(448)	1,465	1,500	1,500	-	
Data Communications	2,083	777	1,306	2,465	2,500	2,500	-	
Clothing Allowance	833	1,617	(784)	1,617	1,000	1,700	700	
Answering Services	1,167	1,007	160	1,208	1,400	1,400	-	
Total	972,248	958,022	14,226	1,151,355	1,166,698	1,230,399	63,701	

**Departmental Statement
Roads - Paved**

Fund 00
Dept 311

2023 Budget

October Year-to-Date			Total	Total	Total	Higher /	Notes
Budget	Actual	Variance	2022	2022	2023	(Lower)	
		B (W)	Projection	Budget	Budget		

Expenses

Asphalt Cold Mix	2,083	3,986	(1,902)	3,986	2,500	4,000	1,500	
Other Expenses	417	-	417	-	500	20,000	19,500	Rout and sealing
Contracted Services	264,167	305,297	(41,131)	320,297	317,000	244,070	(72,930)	Paving & Line Painting
Trasnfer to Reserves	211,492	211,492	(0)	253,790	253,790	253,790	-	Bridge Project
Total	478,158	520,775	(42,617)	578,073	573,790	521,860	(51,930)	



Departmental Statement
Bridges & Culverts

Fund 00
 Dept 312

2023 Budget

October Year-to-Date			Total	Total	Total	Higher /	Notes
Budget	Actual	Variance	2022	2022	2023	(Lower)	
B (W)			Projection	Budget	Budget		

Expenses

Inspections	-	-	-	-	-	-	-	Bridge Work 2023
Total	-	-	-	-	-	-	-	

**Departmental Statement
Roads - Traffic**

Fund
Dept

00
313

2023 Budget

October Year-to-Date			Total	Total	Total	Higher /	Notes
Budget	Actual	Variance B (W)	2022 Projection	2022 Budget	2023 Budget	(Lower)	

Expenses

Salaries & Benefits	33,758	42,625	(8,868)	39,150	40,509	42,431	1,922	Crossing Guards
Training Fees	833	0	833	-	1,000	1,000	-	
Membership Fees	1,667	1,470	196	1,765	2,000	2,000	-	
Health & Safety	3,333	2,261	1,073	2,713	4,000	4,000	-	
Insurance	38,313	38,311	1	43,783	45,975	54,141	8,166	New Rate +5%
Office Supplies	667	786	(120)	944	800	1,000	200	
Other	625	1,476	(851)	1,771	750	2,000	1,250	
Office Equipment	1,250	-	1,250	-	1,500	-	(1,500)	
Equipment Mtce	1,250	-	1,250	-	1,500	-	(1,500)	
Advertising Community	417	-	417	-	500	-	(500)	
Welding Supplies	1,500	1,237	263	1,484	1,800	1,800	-	
Janitorial Cleaning Supplies	4,167	7,185	(3,018)	8,622	5,000	9,000	4,000	
Maintenance Supplies	16,667	6,551	10,116	7,861	20,000	20,000	-	
Maintenance Contract	4,167	759	3,408	910	5,000	2,500	(2,500)	
Building Repairs	5,000	1,971	3,029	2,365	6,000	6,000	-	
Repairs	-	267	(267)	320	-	500	500	
Hydro	11,667	12,756	(1,089)	15,307	14,000	16,100	2,100	Assumed 5% increase
Heat	4,417	4,414	2	5,297	5,300	5,600	300	Assumed 5% increase
Water	333	387	(54)	465	400	500	100	
Telephone	833	2,355	(1,521)	2,825	1,000	3,000	2,000	
Cellular Services	4,167	3,643	524	4,371	5,000	4,500	(500)	
Data Communications	2,083	1,761	322	2,113	2,500	2,500	-	
Insurance	12,094	12,094	0	13,821	14,513	15,680	1,167	New Rate +5%
Oils	-	2,056	(2,056)	2,467	-	2,500	2,500	
Vehicle Fuel	29,167	51,353	(22,187)	61,624	35,000	45,000	10,000	
Tools	2,917	4,313	(1,397)	5,176	3,500	5,000	1,500	
Vehicle Parts	16,667	12,440	4,226	14,928	20,000	15,000	(5,000)	
Vehicle Other	417	727	(310)	873	500	1,000	500	
Repairs	29,167	30,240	(1,074)	36,289	35,000	35,000	-	

**Departmental Statement
Roads - Traffic**

Fund
Dept

00
313

2023 Budget

	October Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance B (W)	2022 Projection	2022 Budget	2023 Budget	(Lower)	
Vehicle Licensing	2,500	-	2,500	-	3,000	-	(3,000)	
Vehicle Insurance	12,175	12,175	(0)	13,914	14,610	14,067	(543)	New Rate +5%
Vehicle Non-Owned Insuranc	125	129	(4)	150	150	150	-	
Roads & Signs	8,333	6,260	2,073	7,512	10,000	10,000	-	
Uniforms	7,083	8,852	(1,769)	8,852	8,500	8,500	-	
Contracted Services	16,667	21,956	(5,289)	26,347	20,000	20,000	-	
Security Services	2,083	209	1,874	251	2,500	500	(2,000)	
Maintenance Contract	12,083	15,426	(3,343)	18,511	14,500	16,500	2,000	Rail Crossings
Waste Collection	-	3,510	(3,510)	4,212	-	4,500	4,500	
Rental Equipment	66,667	54,736	11,931	74,183	80,000	80,000	-	
Debenture Payments	52,358	31,621	20,737	62,830	62,830	62,830	-	
Transfer to Reserves	33,250	33,250	-	39,900	39,900	39,900	-	
Total	440,864	431,565	9,299	533,909	529,037	554,699	25,662	



Departmental Statement Roadside

Fund 00
Dept 314

2023 Budget

	October Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance	2022	2022	2023	(Lower)	
			B (W)	Projection	Budget	Budget		
Expenses								
Contracted Services	8,750	(0)	8,750	8,735	10,500	10,500	-	
Maintenance Contract	60,833	43,831	17,002	74,839	73,000	51,000	(22,000)	
Transfer to Reserve	10,417	10,417	(0)	12,500	12,500	12,500	-	
Total	80,000	54,247	25,753	96,074	96,000	74,000	(22,000)	



Departmental Statement Winter Roads

Fund 00
Dept 321

2023 Budget

	October Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance	2022	2022	2023	(Lower)	
			B (W)	Projection	Budget	Budget		
Expenses								
Sand	7,500	-	7,500	7,221	9,000	8,000	(1,000)	
Salt	36,667	23,812	12,855	47,512	44,000	46,000	2,000	
Snow Removal	33,333	37,458	(4,125)	37,587	40,000	42,000	2,000	
Debt Payment	26,167	26,170	(3)	31,400	31,400	31,400	-	
Total	103,667	87,440	16,227	123,720	124,400	127,400	3,000	



Departmental Statement
Winter Control Sidewalk

Fund 00
 Dept 322

2023 Budget

	October Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance	2022	2022	2023	(Lower)	
			B (W)	Projection	Budget	Budget		
Expenses								
Debt Payment	17,500	17,500	-	21,000	21,000	21,000	-	Debt Payment for Sidewalk
Total	17,500	17,500	-	21,000	21,000	21,000	-	Plow



Departmental Statement
Parking Lots

Fund 00
Dept 340

2023 Budget

October Year-to-Date			Total	Total	Total	Higher /	Notes
Budget	Actual	Variance	2022	2022	2023	(Lower)	
B (W)			Projection	Budget	Budget		
Expenses							
Other	-	19	(19)	23	-	50	50
Hydro	333	491	(158)	590	400	620	220
Total	333	510	(177)	612	400	670	270



Departmental Statement
Street Lighting

Fund 00
Dept 350

2023 Budget

Account	October Year-to-Date			Total 2022 Projection	Total 2022 Budget	Total 2023 Budget	Higher / (Lower)	Notes
	Budget	Actual	Variance B (W)					

Expenses

Hydro	0000-3220	41,750	44,096	(2,346)	52,916	50,100	55,600	5,500	Assumes 5% increase
Maintenance Contract	0000-4210	28,333	7,962	20,371	9,555	34,000	34,000	-	
Debtenture Payment	0000-8000	41,667	-	41,667	50,000	50,000	50,000	-	
Total		111,750	52,058	59,692	112,470	134,100	139,600	5,500	



Departmental Statement
River Route

Fund 00
Dept 750
2023 Budget

October Year-to-Date			Total	Total	Total	Higher /	Notes
Budget	Actual	Variance B (W)	2022 Projection	2022 Budget	2023 Budget	(Lower)	

Expenses

Contracted Services	26,250	26,250	-	31,500	31,500	31,500	-
Total	26,250	26,250	-	31,500	31,500	31,500	-

**Departmental Statement
Walker House**

Fund
Dept

00
622

2023 Budget

October Year-to-Date			Total	Total	Total	Higher /	Notes
Budget	Actual	Variance B (W)	2022 Projection	2022 Budget	2023 Budget	(Lower)	

Expenses

Salaries & Benefits	65,063	68,225	(3,163)	81,870	78,075	79,563	1,488	
Mileage	-	87	(87)	105	-	150	150	
Training Fees	208	-	208	-	250	250	-	
Conferences	417	-	417	-	500	500	-	
Health & Safety Supplies	-	61	(61)	73	-	100	100	
Insurance	2,067	2,070	(3)	2,362	2,480	2,920	440	New Rate +5%
External printing costs	-	87	(87)	104	-	150	150	
Other	13,750	256	13,494	12,307	16,500	16,500	-	
Other	-	1,603	(1,603)	1,923	-	-	-	
Janitorial Supplies	-	113	(113)	135	-	400	400	
Maintenance Supplies	333	6	327	7	400	400	-	
Cleaning Contracts	333	-	333	-	400	-	(400)	
Repairs	833	983	(150)	1,180	1,000	1,000	-	
Repairs Other	-	49	(49)	59	-	100	100	
Hydro	1,667	1,346	321	1,615	2,000	1,700	(300)	Assumed 5% Increase
Heat	1,375	1,424	(49)	1,709	1,650	1,800	150	Assumed 5% Increase
Water	292	275	17	330	350	350	-	
Sewer	458	470	(11)	564	550	600	50	
Cellular Services	417	369	47	443	500	500	-	
Data Communications	917	1,190	(273)	1,428	1,100	1,500	400	
Building & Content Insurance	3,256	3,255	1	3,721	3,907	4,250	343	New Rate +5%
Contracted Services	-	256	(256)	308	-	500	500	
Inspections	375	2,467	(2,092)	2,467	450	500	50	
Transfer to Reserves	1,458	1,458	0	1,750	1,750	1,750	-	
Total	93,218	86,048	7,170	114,457	111,862	115,483	3,621	

**Departmental Statement
Recreation - Cultural**

Fund 00
Dept 700

2023 Budget

	October Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance	2022	2022	2023	(Lower)	
			B (W)	Projection	Budget	Budget		
Expenses								
Grants to Others	179,545	185,142	(5,597)	215,454	215,454	220,900	5,446	Library & Community Grants
Transfer to Reserves	20,833	20,833	0	25,000	25,000	25,000	-	
Total	200,378	205,975	(5,597)	240,454	240,454	245,900	5,446	

**Departmental Statement
Parks**

Fund 00
Dept 710

2023 Budget

	October Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance	2022	2022	2023	(Lower)	
			B (W)	Projection	Budget	Budget		
Expenses								
Training Fees	3,250	1,180	2,070	1,417	3,900	3,900	-	
Health & Safety Supplies	1,250	-	1,250	-	1,500	1,500	-	
Liability Insurance	9,718	9,720	(3)	11,664	11,661	13,733	2,072	Net Rate +5%
Other	2,917	5,711	(2,794)	6,853	3,500	3,500	-	
Equipment Maintenance	-	458	(458)	458	-	500	500	
Janitorial supplies	83	86	(2)	103	100	100	-	
Maintenance Supplies	4,167	6,983	(2,816)	7,728	5,000	8,000	3,000	
Maintenance Contract	4,167	921	3,246	821	5,000	2,500	(2,500)	
Landscaping	22,917	21,394	1,523	21,872	27,500	27,500	-	
Building Repairs	1,250	481	769	481	1,500	1,500	-	
Hydro	6,250	5,297	953	6,203	7,500	6,500	(1,000)	
Water	7,083	9,770	(2,686)	9,890	8,500	10,200	1,700	
Sewer	7,500	9,982	(2,482)	10,142	9,000	10,500	1,500	
Cellular Services	3,000	3,396	(396)	3,887	3,600	3,900	300	
Data Communications	1,000	468	532	473	1,200	600	(600)	
Insurance	7,278	7,280	(2)	8,736	8,734	9,235	501	Net Rate +5%
Tools	6,250	2,128	4,122	2,553	7,500	2,500	(5,000)	
Vehicle Parts	4,167	11,865	(7,698)	11,865	5,000	10,000	5,000	
Equipment Supplies	417	5,351	(4,934)	5,351	500	1,500	1,000	
Vehicle Repairs	5,833	5,934	(101)	5,934	7,000	7,000	-	
Vehicle Insurance	3,211	3,210	1	3,852	3,853	4,571	718	Net Rate +5%
Uniforms / Clothing	1,250	120	1,130	120	1,500	500	(1,000)	
Contracted Services	12,500	8,866	3,634	10,639	15,000	15,000	-	
Rental Equipment	1,667	4,511	(2,844)	4,511	2,000	4,500	2,500	
Bank Fees	500	-	500	-	600	-	(600)	
Transfer to Reserves	20,167	20,167	(0)	24,200	24,200	24,200	-	
Debenture Payment	67,500	40,180	27,320	81,000	81,000	81,000	-	
Total	205,290	185,457	19,833	240,752	246,348	254,439	8,091	

**Departmental Statement
Recreation - Programs**

Fund 00
Dept 720

2023 Budget

		October Year-to-Date			Total	Total	Total	Higher /	Notes
		Account	Budget	Actual	Variance	2022	2022	2023	
					B (W)	Projection	Budget	Budget	
Expenses									
Salaries & Benefits	0000	110,619	123,458	(12,838)		144,122	132,743	135,907	3,164
Training Fees	0000-3020	1,250	1,425	(175)		1,425	1,500	1,500	-
Conference Fees	0000-3022	833	-	833		-	1,000	1,000	-
External Printing Costs	0000-3111	417	-	417		-	500	-	(500)
Materials and Equipment	0000-3129	30,417	9,582	20,834		26,607	36,500	40,000	3,500
Advertising, Copyrights	0000-3150	417	696	(279)		2,571	500	2,600	2,100
Promotional Materials	0000-3152	-	692	(692)		692	-	1,000	1,000
Recreation Programming	0000-3153	-	-	-		-	-	-	-
Cellular	0000-3231	-	172	(172)		688	-	700	700
Credit Card Fees	0000-5811	-	1,170	(1,170)		1,404	-	1,500	1,500
Sponsorships	0000-6099	-	884	(884)		884	-	1,000	1,000
Total		143,953	138,079	5,874		178,392	172,743	185,207	12,464

**Departmental Statement
Marina**

Fund
Dept

00
731

2023 Budget

	October Year-to-Date			Total 2022 Projection	Total 2022 Budget	Total 2023 Budget	Higher / (Lower)	Notes
	Budget	Actual	Variance B (W)					
Expenses								
Salaries & Benefits	77,608	85,489	(7,881)	93,489	93,130	95,161	2,031	
Training Fees	833	285	548	285	1,000	500	(500)	
Membership Fees	208	654	(445)	654	250	750	500	
Health & Safety Supplies	625	2,206	(1,581)	2,206	750	2,500	1,750	
Liability Insurance	20,846	20,850	(4)	25,015	25,015	29,459	4,444	New Rate plus 5% increase
Office Supplies	167	24	143	24	200	100	(100)	
External Printing Costs	-	265	(265)	265	-	300	300	
Other	958	326	633	326	1,150	500	(650)	
Office Equipment	-	69	(69)	69	-	100	100	
Equipment Maintenance	1,667	-	1,667	-	2,000	-	(2,000)	
Advertising	667	162	505	162	800	500	(300)	
Janitorial Cleaning Supplies	1,833	466	1,367	466	2,200	2,000	(200)	
Maintenance Supplies	2,500	2,428	72	2,503	3,000	3,000	-	
Maintenance Contracts	2,500	513	1,987	519	3,000	3,000	-	
Building Repairs	6,250	1,201	5,049	1,201	7,500	5,000	(2,500)	
Other Building Contracts	1,667	-	1,667	-	2,000	-	(2,000)	
Hydro	8,667	8,844	(178)	11,157	10,400	11,750	1,350	Assumes 5% increase
Water	4,167	372	3,795	4,679	5,000	5,000	-	
Sewer	4,167	548	3,619	4,894	5,000	5,000	-	
Telephone	667	730	(63)	876	800	900	100	
Cellular Services	500	183	317	240	600	500	(100)	
Data Communications	917	1,526	(609)	1,831	1,100	2,000	900	
Building & Contents Insurance	2,433	2,430	3	2,920	2,920	3,170	250	New Rate plus 5% increase
Tools	-	328	(328)	328	-	500	500	
Signs & Boards	833	105	728	105	1,000	500	(500)	
Gas	75,583	91,377	(15,794)	91,377	90,700	91,500	800	
Diesel	9,458	18,426	(8,968)	18,426	11,350	18,500	7,150	
Ice	1,333	1,458	(125)	1,458	1,600	1,500	(100)	
Ice Cream	1,417	1,811	(394)	1,811	1,700	1,850	150	
Uniforms	500	1,906	(1,406)	1,906	600	2,000	1,400	



**Departmental Statement
Marina**

Fund 00
Dept 731

2023 Budget

	October Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance B (W)	2022 Projection	2022 Budget	2023 Budget	(Lower)	
Contracted Services	4,167	11,916	(7,749)	10,733	5,000	5,000	-	
Security Services	833	98	735	298	1,000	500	(500)	
Waste Collection	-	2,910	(2,910)	4,394	-	4,500	4,500	
Credit Card Charges	8,333	10,430	(2,096)	10,587	10,000	10,600	600	
Transfer to Reserves	66,196	66,200	(4)	79,435	79,435	79,435	-	
Total	308,500	336,537	(28,037)	374,640	370,200	387,575	17,375	



Departmental Statement

Pool

Fund 00
Dept 735

2023 Budget

	October Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance	2022	2022	2023	(Lower)	
			B (W)	Projection	Budget	Budget		
Expenses								
Supplies Other	-	41	(41)	41	-	50	50	
Health and Safety Supplies	-	315	(315)	315	-	500	500	
Maintenance Supplies	1,750	150	1,600	150	2,100	2,100	-	
Repairs	208	173	35	173	250	250	-	
Hydro	2,167	2,341	(174)	2,629	2,600	2,760	160	Assume 5% increase
Heat	1,833	169	1,664	361	2,200	1,500	(700)	Assume 5% increase
Water	292	259	33	311	350	350	-	
Sewer	417	454	(38)	546	500	550	50	
Telephone	250	-	250	-	300	-	(300)	
Data Communications	1,083	1,475	(391)	1,475	1,300	1,500	200	
Building & Contents Insurance	1,922	2,347	(425)	2,306	2,306	2,614	308	New Rate +5%
Pool - Chemicals	2,750	-	2,750	3,196	3,300	3,300	-	
Contracted Services	48,333	50,087	(1,753)	58,000	58,000	58,000	-	
Transfer to Reserves	1,750	1,750	-	2,100	2,100	2,100	-	
Total	62,755	59,560	3,195	71,603	75,306	75,574	268	

**Departmental Statement
Arena**

Fund 00
Dept 736

2023 Budget

	October Year-to-Date			Total 2022 Projection	Total 2022 Budget	Total 2023 Budget	Higher / (Lower)	Notes
	Budget	Actual	Variance B (W)					
Expenses								
Health & Safety Supplies	1,250	1,325	(75)	1,325	1,500	1,500	-	
Liability Insurance	35,657	35,660	(3)	42,788	42,788	50,392	7,604	New Rate +5%
Office Supplies	-	30	(30)	372	-	500	500	
Other	-	26	(26)	26	-	50	50	
Janitorial Supplies	1,000	520	480	921	1,200	1,200	-	
Maintenance Supplies	-	768	(768)	992	-	1,000	1,000	
Maintenance Contracts	2,500	1,067	1,433	2,268	3,000	2,000	(1,000)	
Repairs	1,667	10,063	(8,397)	10,063	2,000	2,000	-	
Repairs Other	-	432	(432)	432	-	500	500	
Hydro	7,500	9,233	(1,733)	11,146	9,000	11,700	2,700	Assumes 5% Increase
Heat	2,917	3,336	(419)	7,249	3,500	7,600	4,100	Assumes 5% Increase
Water	1,083	378	705	469	1,300	500	(800)	
Sewer	1,250	573	677	703	1,500	750	(750)	
Telephone	2,000	95	1,905	114	2,400	2,400	-	
Data Communications	1,750	1,475	276	1,769	2,100	2,100	-	
Building & Contents Insurance	8,897	8,900	(3)	10,676	10,676	12,452	1,776	New Rate +5%
Security	417	56	361	56	500	500	-	
Transfer to Reserves	250,000	250,000	-	300,000	300,000	300,000	-	From Fire Dept Reserve Allocation
Total	317,887	324,488	(6,602)	391,368	381,464	397,144	15,680	

**Departmental Statement
Library**

Fund 00
Dept 740

2023 Budget

	October Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance	2022	2022	2023	(Lower)	
			B (W)	Projection	Budget	Budget		
Expenses								
Salaries & Benefits	121,379	123,457	(2,078)	148,148	145,655	146,736	1,081	
Training Fees	83	-	83	-	100	103	3	
Membership Fees	52	-	52	-	62	100	38	
Meeting Expenses	208	355	(147)	426	250	258	8	
Health & Safety Supplies	25	-	25	-	30	35	5	
Insurance	546	550	(4)	660	655	770	115	New Rate + 5%
Office Supplies	833	1,080	(246)	1,295	1,000	1,030	30	
Special Project	4,167	967	3,199	1,161	5,000	15,000	10,000	New Computers
Postage	1,208	521	687	625	1,450	1,490	40	
Books	9,979	5,445	4,534	6,534	11,975	15,000	3,025	
Subscriptions	517	567	(50)	680	620	700	80	
SOLS Pools	354	425	(71)	510	425	300	(125)	
Other	42	1,089	(1,048)	1,307	50	50	-	
Office Equipment	-	2,263	(2,263)	2,716	-	1,000	1,000	
Photocopier Maintenance	1,425	1,194	231	1,433	1,710	1,760	50	
Computer	1,250	504	746	604	1,500	1,500	-	
Computer Licenses	3,608	4,251	(643)	4,251	4,330	4,500	170	
Childrens Programs	667	1,091	(425)	1,310	800	1,000	200	
Maintenance Supplies	42	-	42	-	50	55	5	
Maintenance Contract	417	196	221	235	500	515	15	
Repairs	417	-	417	-	500	515	15	
Telephone	712	711	0	854	854	854	-	
Internet	712	712	(0)	854	854	854	-	
Insurance	225	225	-	270	270	380	110	New Rate + 5%
Bank Charges	42	34	8	41	50	50	-	
Total	148,908	145,637	3,271	173,914	178,690	194,555	15,865	



Departmental Statement
Museum

Fund 00
Dept 751

2023 Budget

October Year-to-Date			Total	Total	Total	Higher /	Notes
Budget	Actual	Variance	2022	2022	2023	(Lower)	
		B (W)	Projection	Budget	Budget		
			-	-	26,322	26,322	Year Round Operation
543	545	(2)	621	652	768	116	New Rate +5%
167	3,825	(3,659)	3,792	200	4,000	3,800	
-	20	(20)	20	-	50	50	
1,000	762	238	914	1,200	1,200	-	
703	700	3	840	843	755	(88)	New Rate +5%
292	135	156	135	350	150	(200)	
1,971	-	1,971	-	2,365	-	(2,365)	
20,562	21,099	(538)	25,642	24,674	27,259	2,585	
25,237	27,086	(1,849)	31,964	30,284	60,504	30,220	



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 16 '23
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 06-2023

Date: January 16, 2023

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

Re: 2023 Community Grant Application Review Working Group

Recommendation:

That Council appoint three members to the 2023 Community Grant Application Review Working Group to review the applications.

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.

Annually, a working group is formed to review each submission in detail. Once a consensus is established within the working group, the recommendations are brought forward to Council for further review and contemplation.

The Community Grant Application includes both financial and in-kind requests so that they can be captured and reviewed as part of this process. Two intakes are conducted each year. The first is in the winter and the second is in the summer so that those that miss one intake can apply in the next. This helps to avoid the contemplation of single one-off requests that come up from time to time throughout the year.

A call for grant applications will be issued January 17, 2023, for the first intake, which will be posted on the Town's website and on social media. Grant recipients from 2022 will be sent a copy of the application form.

The members of the working group will receive a copy of the applications, along with a summary worksheet. This will allow each individual group member to review the



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packages and prepare for a discussion on the applications. Working group recommendations will be brought forward to Council in March for review and discussion.

Alternatives:

An alternative would be for all Council Members to review and deliberate on the 2023 Community Grant Applications at a meeting of Council. This alternative may prove to be time consuming.

Financial Implications:

The draft 2023 Budget includes \$58,000 for Community Grants which has remained consistent for the last several years.

Environmental Implications:

None

Attachments:

- 2023 Community Grant Application Package

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer



Corporation of the Town of Prescott
COMMUNITY GRANTS PROGRAM



**2023 Application Package
Intake #1**

Application Process Overview

- The application for this in-take period is **due February 23, 2023 at 3:00 p.m.**
- It must be received by email, fax, or mail.
- Applications will be reviewed for completeness, accuracy and compliance with these guidelines. Incomplete applications will be returned with a list of additional information required.
- Applications will be presented by staff to the 2023 Community Grants Working Group for consideration and evaluation. Assessing applications against the eligibility and evaluation criteria, the group will prioritize recommendations.
- Recommendations will be forwarded to Council for consideration. Community Grant awards may be reduced in value, at the discretion of Council, in order to support a wider range of applicants.
- Notification to every applying organization will follow.
- **Funds for this intake must be spent by December 31, 2023**

Package Contents

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Proposed Use of Funds _____	10
In-Kind Requests for Municipal Support _____	11
Additional Information Required _____	11
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2023 Community Grants Guidelines

PURPOSE OF GRANT

Prescott Community Grants are intended to support not-for-profit and volunteer-driven organizations serving Town residents through limited financial support, user fee reductions, and/or in-kind supports. The Town of Prescott provides these grants in order to assist groups with the delivery of services which reduce social, economic, cultural, or physical disadvantage, and/or improve the quality of life for residents.

ELIGIBLE COSTS & PROJECTS

1. Projects – Organizations can apply for one-time funding related to a specific project of significant benefit to the Town of Prescott. Demonstrated benefit could be cultural, social, humanitarian, environmental, recreational, an economic impact, increase community participation or education, and/or enhance the image of the Town.
2. Enhancement of Organization Effectiveness and Service – This category will assist with start-up funding or provide support/development funding for:
 - a. Internal training programs/personal development opportunities for members (i.e. coaching clinics, certification programs, skills and techniques workshops, etc.)
 - b. Equipment needs (training equipment, program equipment)
 - c. Travel to participate in provincial, national, or international activities necessary to the work of the organization
 - d. Expansion of an organization's services
3. Service/Program Delivery – To support the on-going provision of a program or service.
4. Community Events – This category of funding will assist organizations planning to host events (festivals, concerts, tournaments, conferences, workshops, etc.) open to the Prescott community. The event should be educational, celebratory, or provide an activity that would not otherwise occur in Prescott without the applicant providing it.

INELIGIBLE EXPENSES

The following activities will not be eligible for funding:

1. Flow through funding (where the intent is to redistribute the funding to others)
2. Religious or political activities
3. Activities deemed to be discriminatory
4. Debt retirement, depreciation costs, retroactive or deficit funding
5. Expenses that have already incurred
6. Invitational or discretionary travel

ELIGIBLE IN-KIND SUPPORT

In-kind supports refer to non-monetary contributions from the Town of Prescott toward the applicant's project, enhancement, service, program, or community event.

These supports may include:

1. Use of municipal property at reduced or no cost
2. Waiving of permit fees
3. Municipal staff support
4. Use or loan of some Town-owned equipment material (i.e. photocopying). Volunteers from your organization may be required to assist staff in providing in-kind support (i.e. picking up materials).

In-kind support contributions may be requested with or without financial contribution requests.

Organizations requesting in-kind support must meet the eligibility requirements and submit the application as set out in this document.

Organizations should keep in mind that facility rates are already subsidized by property taxation. Efforts to seek other sources of funding, such as sponsors, are encouraged.

User fees for permits and facility use are intended to offset the operating costs of each municipal facility, service, or department. All approved in-kind contributions are funded by taxpayers. As such, the Town of Prescott tracks revenues and expenses associated with all approved requests. When Council approves a fee reduction, an equivalent amount will be charged against the Community Grants budget and file, and the revenue will continue to show in the operating budget as revenue for that facility. Where an in-kind support involving municipal staff and/or equipment is approved, the equivalent operating cost will be funded by the Community Grants budget and file.

ELIGIBLE APPLICANTS

The organization applying must satisfy the following requirements:

1. Your group is a registered charity with the Canada Revenue Agency, an organized, unincorporated, non-profit organization. Examples - service clubs, volunteer groups, educational institutions, sports groups and associations, and community groups providing services to the municipality.
2. Your organization:
 - a. Is governed by a volunteer board or executive committee of 5 or more members
 - b. Holds an annual general meeting, at which the Board of Directors or executive committee is elected from the general membership through a democratic election process
 - c. May submit only one application per funding in-take period
3. Is based within Town of Prescott and/or provides services to residents of Prescott.
4. Has sources of funding other than this grant
5. Has a bank account registered in the name of the organization or event.
Cheques will not be issued to individuals acting on behalf of the organization, project or event.

An application by an individual may be considered if the request is for an activity that cannot be brought forward by a community organization who meets the application requirements, or when applying for support toward a new, first-time initiative, project, or community event.

LIABILITY

The Town of Prescott assumes no responsibility for the activities of the organization or group, and takes no responsibility for dealing directly with vendors on behalf of the organization.

All organizations with a successful Community Grants application are required to ensure adequate levels of property and general liability insurance naming the Corporation of the Town of Prescott as an additional insured. The determination of insurance levels is at the sole and unique discretion of the Town of Prescott, either through the CAO's office or by Council resolution.

APPLICATION FORM REQUIREMENTS

There will be two (2) in-take periods per year. Generally, applicants are encouraged to apply in only one in-take, to cover requests for the year. Application deadlines will be published annually, typically occurring in December and May. At the first in-take, 85% of the funding will be allocated, and the remaining 15% at the second in-take.

Failure to meet these requirements will result in the application not being considered:

1. Application must be complete and legible
2. Submitted prior to the deadline of February 23, 2023 at 3:00 p.m.
 - a. Mail: Corporation of the Town of Prescott, Attn: Nancy Lavallee
360 Dibble Street West, P.O. Box 160
Prescott, Ontario, KOE 1T0
 - b. By Fax: Attention: Nancy Lavallee, 613-925-4381
 - c. By Email: Nancy Lavallee, nlavallee@prescott.ca

EVALUATION CRITERIA

The following criteria will be used to evaluate each application:

1. Demonstrated need for the service, activity, project, program or event in the community
2. Number of local residents served, and duration of activity
3. Ability of the organization to carry out the proposal and achieve desired outcomes (established track record, well developed proposal)
4. Clear goals and expected outcomes
5. Uniqueness of service (no duplication of service; may complement existing service)
6. Number of local volunteers
7. Level of community involvement and/or community partnerships
8. Evidence of financial need for a community grant
9. Addressing barriers to services for Prescott residents at disadvantage
10. Ability to sustain initiative at the end of the funding period
11. Level of community response and ongoing support to the organization, project, enhancement, service, program, or community event

APPROVAL

Organizations will be notified by mail or email by the Finance department or designate; the letter will indicate whether the applicant was successful, or not; and identify the total amount of fund and/or in-kind support awarded.

NOTIFICATION & REPORTING

Notification and acceptance will take place after the annual municipal budget process. The Town of Prescott budget process timelines can vary, and applicants need to take into account that approvals may not be granted in a time that suits the particular needs of the organization, project, or event.

The Town of Prescott may at any time wish to verify the approved funding and therefore a site visit or further information may be required. If the organization has not spent the funds by December 31, 2023 for the specific approved use, the funds are to be returned to the Town of Prescott.

The successful recipient will keep proper books and records of the grant received, project activities and of all expenditures using grant funding. A report identifying how the funds were used is required to be submitted to the Town of Prescott by December 31, 2023.

Within two months (60 days) following the completion of the project, enhancement, program or event, the approved applicants must also submit a post-project report which explains all costs and revenues, and outcomes, or how the funds or in-kind supports were used as benefit to the Town of Prescott. Failure to submit this information may result in the refusal of future grants to your organization. Please describe project outcomes, such as number of those benefiting from the project, attendees to an event, economic impact, etc. If your financial report indicates a profit, please describe how these funds will be used.

ACKNOWLEDGEMENT OF SUPPORT

Any contributions made by the Town of Prescott through funding or in-kind support shall be acknowledged on any promotional material, websites, and social media site.

I.e. *"Supported by the Town of Prescott"*

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The applicant acknowledges that any information or documents provided by them to the Town may be released pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act. This acknowledgment shall not be construed as a waiver of any right to object to the release of any information or documents.

The applicant should familiarize themselves with all provincial legislation and regulations, Town by-laws, and policies or such other matters that may affect their proposal.

Applications will be reviewed in an open, public meeting format of Committee and Council.

2023 Community Grant Application Intake #1

Name of Organization or Group: _____

Type of Organization: _____

CRA Charity Number: (if applicable)

Mailing Address: _____

Contact Person & Title: _____

Contact Email Address: _____

Contact Phone Number: _____

Total number of members/participants _____

Total number of members/participles from the Town of Prescott _____

Total number of hour(s) each participant will spend with the organization as a result of this grant? (I.e.,: 1 workshop for 2 hours, 10 games for 2 hours each, etc.)

Membership, Service, Client, Participant Fee _____

What are your fundraising activities and/or sponsorship plans for the upcoming year?

2023 GRANT REQUEST AMOUNT IT#1 \$ _____

Amount Received (if applicable) from the Town of Prescott in:

2022 \$ _____

2019 \$ _____

2021 \$ _____

2018 \$ _____

2020 \$ _____

GRANT INFORMATION

1. Type of Grant being requested

- a. Project _____
- b. Enhancement of Organization Effectiveness and Service _____
- c. Service/Program Delivery _____
- d. Community Event _____
- e. In-Kind Support _____

* Please provide a complete listing of in-kind support requests on page 11 of this application.

Name of Project/Enhancement/Service/Event _____

2. Describe Project/Enhancement/Service/Event: (Attach supporting documentation as needed)

3. How will the Project/Enhancement/Service/Event enhance or benefit the Town of Prescott and its residents?

4. Describe the individuals your organization serves (i.e., age, gender, language, special needs, social, economic, etc.)

5. Approximately how many individuals did your organization serve last year and where do they reside?

6. Does your organization use volunteers? Yes _____ No _____

Total No. of volunteers _____ No. of Volunteers from Town of Prescott _____

If you do not have any volunteers please explain your operations:

7. How will your organization be affected if the grant is not approved or if it is approved at a lesser amount than requested?

8. How will you evaluate and measure the success of your project, enhancement, program, service, or community event?

Proposed Use of Funds

Please describe in detail the intended use of the funds that are being requested.

(Must match request amount listed on page 7)

In-Kind Requests for Municipal Support

Proposed Use of In-Kind Contributions

Please provide a comprehensive list of all in-kind requests you have for Town of Prescott Resources (i.e. photocopying, use of a park or facility at a reduced cost, road closure permit, advertising assistance, use of materials such as barricades or trash receptacles, municipal staff time, etc.)

DESCRIPTION	QUANTITY

Additional Information Required

This information is required for all applicants, regardless of grant funding or in-kind request amount.

1. Financial Statement for the most recent year end. Statements must include a Balance Sheet (all assets and liabilities, including cash reserves) and an Income Statement.
2. An Operating Budget for 2022 and 2023. If you have included activities that are part of this grant request, please also note requested financial support from the Town of Prescott as a potential revenue source.
3. List of current board members and positions.

Agreement, Conditions and Signature

AGREEMENT AND CONDITIONS

1. In the event that the funds are not used for the project, enhancement, program, service, or event as described in this application, or if there are any misrepresentations in this application, the full of amount of the grant may be payable forthwith to the municipality.
2. Should there be any changes to the project, enhancement, program, service, or event as presented in this application, the organization must notify the Town of Prescott of such changes through the Treasurer.
3. The organization will make, or continue to make, attempts to secure funding from other sources as indicated in its application.
4. The organization will keep proper financial records of all receipts and expenditures related to the project, program, service, or event. Within 2 months (60 days) of project completion, a report will be provided by the organization to the Town of Prescott summarizing the outcomes and benefits of the provided funding or support.
5. The organization will make available for inspection by the municipality, or its auditors, all financial records of the organization upon request from the municipality.
6. If the project, program, service, or event as outlined in this application does not occur, is not completed, or does not require the full amount of the municipal grant, the remaining amount is to be return to the Town of Prescott.
7. The organization will acknowledge the support provided by the Town of Prescott in all marketing materials and on its website/social media sites.
8. The organization will send in a financial report by December 31, 2023 to show how the funds were used, and if any are remaining.

CONFIRMATION AND SIGNATURE

I certify that to the best of my knowledge, the information provided in this application is accurate, complete, and endorsed by the organization that I represent. The organization below accepts the conditions of this grant as outlined above.

Name of Organization: _____

Name and Title of Signatory: _____

Date: _____



		Date Req'd
Information Purposes		
Policy / Action Req'd	x	Jan. 16, 2023
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 07-2023

Date: January 16, 2023

From: Shawn Merriman, Manager of Building and By-law
Matthew Armstrong, Chief Administrative Officer & Treasurer

RE: Winter Parking Restrictions 12:00 am to 7:00 am – Appeal Guidelines

Recommendation:

That Council direct Staff to bring forward the Parking By-law with the amendments as outlined in Staff Report 07-2023.

Background/Analysis:

This report is intended to provide additional information on the purpose and enforcement of the overnight parking prohibition. As it relates to the Administrative Monetary Penalty System (AMPS) process and is a follow up to a report provided on January 3, 2023.

Section 4.17 of Parking By-law 47-2017 as amended states the following:

Except for authorized emergency vehicles, no person shall park on any highway in the Town between the hours of 12:00 am and 7:00 am through the months of November through March inclusive.

The purpose of this is to make it possible when snow events or snow removal occurs for clearing and removal activities to be undertaken without obstructions in the roadway.

At the Council meeting of January 3, 2023, Staff were requested to bring back options to allow for mitigating and extenuating circumstances to be considered in relation to parking tickets issued as a result of Section 4.17 as outlined above.

A review of the AMPS By-law 48-2021 has the following Section 4 (I) which can be used by a Screening Officer or Review Board:

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4 (l) Upon conducting a Screening Review, the Screening Officer may:

(i) affirm the Administrative Penalty; or

(ii) cancel or reduce the Administrative Penalty and/or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), on the following grounds if established by the Person on the balance of probabilities:

(a) the Person did not contravene the Designated By-law(s) as described in the Penalty Notice;

(b) the existence of Mitigating or Extenuating Circumstances; or

(c) the cancellation, reduction or extension of time for payment of the Administrative Penalty, including any Administrative Fee(s), is necessary to relieve a clearly demonstrated financial hardship.

This area does allow for the cancellation of any charges and does allow some flexibility, however it is vague and should have some guidelines for the Screening Officer or Hearing Board to consider.

The guidelines below have been developed to provide guidance to the Screening Officer or the Hearing Board when considering an appeal of a parking ticket that was issued under Section 4.17 of the Parking By-Law.

A ticket issued for parking on the street between the hours of 12:00 am and 7:00 am may be appealed through the Administrative Monetary Penalties System and the Screening Officer may use the following guidelines when determining mitigating or extenuating circumstances.

- *A service is being provided by a third party to a residence for a short duration (less than one hour) and there is no place to park at the residence while the service is being provided, and the service could not be provided from 7:00 am to 12:00 am.*
 - *The ticket holder's employer will need to provide a statement stamped by a commissioner of oaths, confirming that the service could not be provided between 7:00 am to 12:00 am*

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- *The ticket holder will need to demonstrate that there was no off street parking available at the residence*
- *If it was unsafe for the ticket holder to move or have the vehicle moved to an off-street parking location as doing so would cause a health or safety risk*
- *The occupiers of a residence or their visitors who park on the street between 12:00 am and 7:00 am and receive a ticket should not be considered for a mitigating or extenuating circumstance*
- *The owner and employees of a business who park on the street between 12:00 am and 7:00 am and receive a ticket should not be considered for a mitigating or extenuating circumstance*
- *A Screening Officer may require additional information from the parking ticket recipient to determine the validity of an mitigating or extenuating circumstance.*

An amendment to the Parking By-law that refers appeals to the Administrative Monetary Penalty System will be incorporated into the amendment to described above.

Alternatives

Council could decide not to proceed with the amendment to the Parking By-law or modify the amendment.

Financial Implications

None

Environmental Implications

None



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Strategic Plan		

Attachments:

None

Submitted by:

Shawn Merriman
Manager of Building and By-law

Submitted by:

Matthew Armstrong
Chief Administrative Officer and Treasurer

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 16, 2023
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 08-2023

Date: January 16, 2023

From: Lindsey Veltkamp, Director of Administration/Clerk

Re: Council Remuneration By-Law Review

Recommendation:

That Council direct Staff to bring the Council Remuneration Rates by-law outlined in Staff Report 08-2023 to the meeting of February 6, 2023 for final discussion and consideration.

Background / Analysis:

At the Council meeting held on January 3, 2023, Council received a report on the Operational Budget focusing on the Administrative and Protective Services Budgets. Part of the Administrative Budget included the Council Budget.

Following the overview provided by the CAO/Treasurer, Council expressed interest in amending By-Law 40-2016, which is attached, to remove the increase amount based on the Consumer Price Index and to reflect the annual increase in the current Canadian Union of Public Employees (CUPE) agreement.

Non-unionized staff annual increases currently matches the approved CUPE agreement.

A draft by-law that rescinds the previous by-law is attached for Councils consideration and discussion. The draft by-law includes a clause that states as of January 1, 2023, the honourariums for the Mayor and each Councillor are to mirror the annual percentage increase as outlined in the CUPE Agreement.

Should Council approve the draft by-law, the previous By-Law would be repealed, and the new by-law would come before Council at the Council meeting of February 6 for final consideration.



		Date Req'd
Information Purposes		
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Alternatives:

Council may decide to maintain the increase based on the Consumer Price Index as outlined in By-Law 40-2016.

Financial Implications:

Town of Prescott Council Remuneration										
	Old Rate 2016	New Rate 2016	2017	2018	2019	2020	2021	2022	Using CPI 2023	Using Staff 2023
Mayor										
Base Rate	10,810.80	16,999.00	19,221.90	21,069.65	21,448.90	21,856.43	22,090.29	23,194.81	24,795.25	23,658.70
County and Regional Meetings	-	7,206.00	7,350.12	7,337.87	7,469.95	7,611.88	7,693.33	8,077.99	8,635.38	8,239.55
Mayor Total	10,810.80	24,205.00	26,572.02	28,407.52	28,918.85	29,468.31	29,783.62	31,272.80	33,430.62	31,898.26
Councillor	8,399.00	9,700.00	10,544.82	10,737.32	10,931.02	11,138.21	11,257.67	11,820.64	12,636.26	12,057.05
CPI Increase at January 1st			2.00%	1.83%	1.80%	1.90%	1.07%	5.00%	6.90%	2.00%
Staff Increase at January 1st			1.50%	1.50%	1.75%	2.00%	1.50%	2.00%	2.00%	2.00%
Council Remuneration *	61,204.80	82,405.00	89,840.94	92,831.44	94,504.97	96,297.57	97,329.64	102,196.64	109,248.21	104,240.57

* Note differs from total expense as CPP and WSIB premiums are not included in the above

Environmental Implications:

None

Attachments:

- Draft By-Law
- By-Law 40-16

Submitted by:

Lindsey Veltkamp,
Director of Administration/Clerk

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. xx-2023

A BY-LAW TO SET THE REMUNERATION RATES FOR MEMBERS OF COUNCIL

Being a by-law to set the remuneration rates for Members of Council

WHEREAS Section 283 of the *Municipal Act, 2001*, authorizes a council to pass a by-law to pay remuneration and expenses for members of council;

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

1. Commencing January 1, 2023:
 - a. The mayor will be paid an honorarium of \$23,194.81 as a base and \$8,077 for attendance at additional county and regional meetings per year.
 - b. Each Councillor will be paid an honorarium of \$11,820.64.
2. The amounts stated in point 1a and 1b are to be increased on the first of January of each year, in accordance with the annual increase agreed upon and approved by Council in the Canadian Union of Public Employees (CUPE) Agreement.
3. The honorariums noted in points 1 and 2, will be paid on a pro-rated formula for any portions of a year unless already noted as being prorated in points 1 and 2.
4. In accordance with Section 283 (7) of the *Municipal Act, 2001*, the 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.
5. Upon the passing of this by-law, all previous by-laws or portions of by-laws pertaining to council remuneration are hereby repealed.
6. That By-Law 40-2016 be repealed.
7. This by-law shall come into force and take effect upon final passage.
8. That should any other existing by-laws, resolutions, or actions of the Corporation of the Town of Prescott be deemed to be inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.

READ AND PASSED, SIGNED AND SEALED THE 16TH DAY OF JANUARY 2023.

Mayor

Clerk

DRAFT

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NO. 40-2016

A BY-LAW TO SET THE REMUNERATION RATES FOR MEMBERS OF COUNCIL

Being a by-law to set the remuneration rates for Members of Council

WHEREAS Section 283 of the *Municipal Act, 2001*, authorizes a council to pass a by-law to pay remuneration and expenses for members of council;

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

1. Commencing September 1, 2016:
 - a. The mayor will be paid an honorarium of \$16,999 as a base and \$2,402 (\$7,206, prorated for 4 months remaining in 2016) for attendance at additional county and regional meetings per year.
 - b. Each Councillor will be paid an honorarium of \$9,700.
2. Commencing January 1, 2017:
 - a. The mayor will be paid an honorarium of \$18,845 as a base and \$7,206 for attendance at additional county and regional meetings per year.
 - b. Each Councillor will be paid an honorarium of \$10,338.
3. Commencing January 1, 2018:
 - a. The mayor will be paid an honorarium of \$20,691 as a base and \$7,206 for attendance at additional county and regional meetings per year.
 - b. Each Councillor will be paid an honorarium of \$10,338.
4. The amounts stated in point 2 and 3 are to be increased on the first of January of each year, starting January 1, 2017, in accordance with the rate of inflation as formally determined by the federal government, Consumer Price Index (CPI) specifically based on all items for Ontario. The resulting amounts will be rounded to the nearest dollar.
5. The honorariums noted in points 1, 2, and 3 will be paid on a pro-rated formula for any portions of a year unless already noted as being prorated in points 1, 2, and 3.
6. The amounts stated in points 1, 2, and 3 do not include any honorarium for membership on the Police Services Board where applicable.

7. Deemed one-third expense allowance: By-Law # 18-2002 enacted on October 7, 2002, being a by-law to establish the one-third of council remuneration as expenses incidental to the discharge of council duties, allows that one-third of the remuneration paid to members of Council continues as expenses incidental to the discharge of their duties as members of Council or the Prescott Police Services Board.
8. In accordance with Section 283 (7) of the *Municipal Act, 2001*, the 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.
9. Upon the passing of this by-law, all previous by-laws or portions of by-laws pertaining to council remuneration are hereby repealed, excluding By-Law 18-2002.
10. This by-law shall come into force and take effect upon final passage.
11. That should any other existing by-laws, resolutions, or actions of the Corporation of the Town of Prescott be deemed to be inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.

READ A FIRST AND SECOND TIME THIS 29th DAY OF AUGUST, 2016.

Mayor

Clerk

READ A THIRD AND FINAL TIME AND PASSED THIS 29th DAY OF AUGUST, 2016.

Mayor

Clerk

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 04-2023

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE COUNCIL
MEETING HELD ON JANUARY 16, 2023**

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

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

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

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

READ AND PASSED, SIGNED AND SEALED THE 16th DAY OF JANUARY 2023.

Mayor

Clerk