



**PRESCOTT TOWN COUNCIL  
AGENDA**

**March 17, 2025**

**6:00 pm**

**Council Chambers**

**360 Dibble St. W.**

**Prescott, Ontario**

***Our Mission:***

***To foster an environment of collaborative leadership to grow a safe, inclusive, and resilient community while preserving the unique character of Prescott.***

***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.***

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**Pages**

**1. Call to Order**

**2. Approval of Agenda**

**RECOMMENDATION**

That the agenda for the Council meeting of March 17, 2025 be approved as presented.

**3. Declarations of Interest**

**4. Presentations**

**5. Delegations**

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

**6.1 Council Minutes - March 3, 2025**

1

**RECOMMENDATION**

That the Council minutes dated March 3, 2025, be accepted as presented.

**7. Communications & Petitions**

**8. Consent Reports**

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

**RECOMMENDATION**

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

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

**9. Committee Reports**

**10. Mayor**

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

**12. Staff**

**12.1 Staff Report 13-2025 - Docks B, C, & D Replacement Tender Results**

10

**RECOMMENDATION**

That Council approve the selection of Kehoe Marine Construction Ltd. For the replacement of B, C, & D docks for delivery in May 2025 in the amount of \$493,090 plus applicable taxes.

**12.2 Staff Report 14-2025 - 2025 Operational Budget**

13

**RECOMMENDATION**

That Council approve the 2025 Operational Budget with total revenues and expenditures of \$12,050,526.

**12.3 Staff Report 15-2025 - 2025 Capital and Operating Projects Budget**

18

## **RECOMMENDATION**

That Council approves the 2025 Capital and Operating Projects as outlined in Staff Report 15-2025.

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|-------------|--|-----------|
| <b>12.4</b> | <b>Staff Report 16-2025 - 2024 Prescott Drinking Water System and Wastewater System Annual Reports</b> | <b>23</b> |
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## **RECOMMENDATION**

That Council accepts the 2024 Prescott Drinking Water System and Wastewater System Annual Reports.

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| <b>12.5</b> | <b>Staff Report 17-2025 - Prescott Beer Fest Council Endorsement</b> | <b>69</b> |
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## **RECOMMENDATION**

That Council approves the establishment of the Prescott Beer Fest and designates it as Municipally Significant.

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| <b>12.6</b> | <b>Staff Report 18-2025 - 2025 Community Awards</b> | <b>74</b> |
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## **RECOMMENDATION**

That Council direct Staff to proceed with the 2025 Community Awards as outlined in Staff Report 11-2025 Business, Citizen & Volunteer Awards recognition program; and

That Council appoint Councillors Kirkby, Lockett, and Young to the Business, Citizen, and Volunteer of the Year Awards Selection Panel for 2025.

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|-------------|---|-----------|
| <b>12.7</b> | <b>Staff Report 19-2025 - Statement of Remuneration and Expenses - Council Members 2024</b> | <b>76</b> |
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## **RECOMMENDATION**

That Council receive this report for information as the annual disclosure of 2024 remuneration and expenses paid to members of Council, as per Section 284 of the Municipal Act.

## **13. Resolutions**

## **14. By-laws**

## **15. New Business**

## **16. Notices of Motion**

## **17. Mayor's Proclamation**

**18. Period for Media Questions**

**19. Closed Session**

**RECOMMENDATION**

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

19.1 Approval of Closed Session Minutes (February 3, 2025)

19.2 Potential Litigation

- Under Section 239(2)(e) under the *Municipal Act* - litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and

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

**20. Rise and Report**

**21. Confirming By-Law – 15-2025**

79

**RECOMMENDATION**

That By-Law 15-2025, being a by-law to confirm the proceedings of the Council meeting held on March 17, 2025, be read and passed, signed by the Mayor and Deputy Clerk, and sealed by the seal of the Corporation.

**22. Adjournment**

**RECOMMENDATION**

That the meeting be adjourned to Monday, April 7, 2025. (Time:    p.m.)





**PRESCOTT TOWN COUNCIL  
MINUTES**

**Monday, March 3, 2025**

**6:00 p.m.**

**Council Chambers**

**360 Dibble St. W.**

**Prescott, Ontario**

Present	Councillor Leanne Burton, Councillor Mary Campbell, Councillor Justin Kirkby, Councillor Ruth Lockett, Councillor Lee McConnell, Councillor Tracey Young
Staff	Matthew Armstrong, CAO/Treasurer, Matt Locke, Director of Operations, Chelsea Conklin, Deputy Clerk
Regrets	Mayor Shankar sends his regrets.

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**1. Call to Order**

The meeting was called to order by Deputy Mayor Burton at 6:00 p.m. Mayor Shankar sends his regrets.

**2. Approval of Agenda**

Motion 49-2025

Moved By Young

Seconded By Kirkby

That the agenda for the Council meeting of March 3, 2025, be approved as presented.

Carried

**3. Declarations of Interest**

There were no declarations of interest.

**4. Presentations**

There were no presentations.

**5. Delegations**

There were no delegations.

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

**6.1 Special Council Minutes - February 18, 2025**

Motion 50-2025

Moved By Kirkby

Seconded By Young

That the Special Council minutes dated February 18, 2025, be accepted as presented.

Carried

## **6.2 Council Minutes - February 18, 2025**

Motion 51-2025

Moved By Campbell

Seconded By Lockett

That the Council minutes dated February 18, 2025, be accepted as presented.

Carried

## **7. Communications & Petitions**

There were no communications and petitions.

## **8. Consent Reports**

Motion 52-2025

Moved By Young

Seconded By Campbell

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

Carried

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

1. BIA Jan. 14 Minutes
2. PHC Jan. 16 Minutes
3. UCDSB Feb. 25 Student Senate Elects New Student Trustees
4. County of Frontenac Jan. 15 Increasing the maximum annual Tile Drain Loan Limit
5. Town of Goderich Jan. 20 Ontario-Wide Licensing for Rideshare

Companies EOWC letter & Policy Note

6. Township of Brudnell, Lyndoch and Raglan Feb. 5 Paid-Plasma-Free Zone
7. Town of Tillsonburg Feb. 10 Request the Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Infrastructure Funding
8. Town of Fort Erie Feb. 12 Provincial Election Health Care Advocacy
9. Niagara on the Lake Feb. 13 Request the Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Infrastructure Funding
10. Municipality of Northern Bruce Peninsula Feb. 14 Proposed Mandate that all new vehicles sold in Canada be equipped with a tow hook City of Toronto Motion
11. Municipality of Northern Bruce Peninsula Feb. 14 Cellphone Towers and their Associated Maintenance
12. Township of Uxbridge Feb. 14 Implementation of "Buy Canadian" Policy
13. Town of Parry Sound Feb. 18 Implementation of "Buy Canadian" Policy
14. Township of Mcgarry Feb. 18 Ontario Building Code
15. Township of Zorra Feb. 19 Rural Roads Safety Program
16. Town of Halton Hills Feb. 20 Ontario Deposit Return Program  
Town of Bradford West Gwillimbury letter
17. Township of The Archipelago Feb. 21 Response to Tariff Treats – Support Canadian Business and Consumers
18. City of Woodstock Feb. 25 Rural Roads Safety Program
19. Northumberland County Feb. 25 Support of negotiations with USA government on trade tariffs EOWC Resolution
20. Niagara on the Lake Feb. 26 Requests the Province of Ontario Reconsider the Amendment of Subsection 29(1.2) of the Ontario Heritage Act

## 9. Committee Reports

There were no committee reports.

## **10. Mayor**

Mayor Shankar was not in attendance and sends his regrets.

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

Councillor Young attended the BIA meeting where they brought on two new board members and wrapped up the "I Love Local" and "International Woman's Day" campaigns. Was a judge at the Prescott Legion for a public speaking contest, attended a meeting addressing teen food insecurity on February 21 and attended the Chamber of Commerce AGM on March 3.

Councillor Locket had nothing to report.

Councillor McConnell spoke to the benefits of Tiny Homes and the potential placement for them in Prescott.

Councillor Campbell is attending a Fire Administration meeting on March 4, and an Emergency Management meeting on March 14.

Councillor Kirkby spoke to the Operations department conducting snow removal, plowing sidewalks and filling potholes. Staff is working with the Township of Augusta and the Township of Edwardsburgh/Cardinal to apply for the Rural Transit Funding grant. He attended a virtual AMO single tiered caucus meeting where they spoke to upcoming tariffs and the effect on all municipalities in Ontario.

Councillor Burton attended the Shakespeare AGM where they announced the plays for this upcoming season, and they are looking for sponsors. The Library Board is currently going over policies and procedures.

## **12. Staff**

### **12.1 Staff Report 11-2025 - 2025 Community Awards**

Motion 53-2025

Moved By Young

Seconded By Kirkby

That Council direct Staff to proceed with the 2025 Community Awards as outlined in Staff Report 11-2025 Business, Citizen & Volunteer Awards recognition program; and

That Council appoint the following three Council members to the Business, Citizen & Volunteer of the Year Awards Selection Panel for 2025:

Deferred

Matthew Armstrong, CAO/Treasurer spoke to the report.

Discussion was held regarding new and merging award categories, allowing the South Grenville Chamber of Commerce take over the Business of the Year award, and a new format to submit a nomination.

## **12.2 Staff Report 12-2025 - Battery & Tire Recycling**

Matt Locke, Director of Operations spoke to the report.

Discussion was held regarding the limit of items per household, costs associated with large item pick up, how to register, and how we are going to promote these services. There was additional discussion related to where the recycling products go after we receive them, and disposal fees.

## **12.3 2025 Budget - Fees, Revenue, and Property Taxation**

Matthew Armstrong, CAO/Treasurer spoke to the presentation.

Discussion was held regarding the marina revenue, expenses, and upgrades. Additional discussion was held on other municipalities tax rate increases, and reserve fund amounts.

## **13. Resolutions**

There were no resolutions.

**14. By-laws**

**14.1 Clerk Appointment By-Law**

Motion 54-2025

Moved By Kirkby

Seconded By Lockett

That By-Law 13-2025, being a by-law to authorize the appointment of Chloe Preston as Clerk for the Corporation of the Town of Prescott, be read and passed, signed by the Mayor and Deputy Clerk, and sealed by the seal of the Corporation.

Carried

Matthew Armstrong, CAO/Treasurer gave a brief background on Chloe's experience and hobbies.

**15. New Business**

**15.1 EOWC Resolution**

Motion 55-2025

Moved By Kirkby

Seconded By Campbell

That Council of the Town of Prescott supports the resolution of the Eastern Ontario Wardens Caucus regarding Canadian and Ontario Governments' Negotiations with the United States Government on Trade Tariffs; and

That a copy of this resolution be sent to The Right Hon. Justin Trudeau, Prime Minister of Canada, Premier of Ontario, Doug Ford, Member of Parliament, Leeds-Grenville-Thousand Islands and Rideau Lakes, Michael Barrett, Member of Provincial Parliament, Leeds-Grenville-Thousand Islands and Rideau Lakes, Steve Clark, the Association of Municipalities of Ontario (AMO), and all other municipalities in Leeds and Grenville.

Carried

Councillor Kirkby spoke to the resolution.

Discussion was held regarding the motion and the overall meaning of the resolution.

**16. Notices of Motion**

There were no notices of motion.

**17. Mayor's Proclamation**

There was no proclamation.

**18. Period for Media Questions**

There were no media questions.

**19. Closed Session**

There was no closed session.

**20. Rise and Report**

There was no rise and report.

**21. Confirming By-Law – 14-2025**

Motion 56-2025

Moved By Campbell

Seconded By McConnell

That By-Law 14-2025, being a by-law to confirm the proceedings of the Council meeting held on March 3, 2025, be read and passed, signed by the Mayor and Deputy Clerk, and sealed by the seal of the Corporation.

Carried



**22. Adjournment**

Motion 57-2025

Moved By Kirkby

Seconded By Young

That the meeting be adjourned to March 17, 2025. (Time: 7:16 p.m.)

Carried

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Mayor

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Clerk



## STAFF REPORT TO COUNCIL

Report No. 13-2025

**Date:** March 17, 2025

**From:** Matt Locke, Director of Operations

**Re:** Docks B, C, & D Replacement Tender Results

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### **Recommendation:**

That Council approve the selection of Kehoe Marine Construction Ltd. For the replacement of B, C, & D docks for delivery in May 2025 in the amount of \$493,090 plus applicable taxes.

### **Background / Analysis:**

In November of 2024, Council directed Staff to issue a Request for Tender (RFT) for the removal and replacement of the existing B, C, & D Docks. The Town of Prescott issued an RFT on February 7, 2024, with closing on March 11, 2025. 2 bids were received by the Town in response to the RFT.

A replacement program was established to replace all of the docks in the coming years as budget allows as they are all past their typical lifespan and are indeed at the end of their useful lives. B, C, & D docks are the final three docks to be replaced. A condition assessment completed in November 2024 identified that all three docks are at the end of their service life and due for replacement. As such, an RFT for all three docks was issued to seek preferential pricing by completing all three replacements at one time.

B Dock is 95 feet in length with 8 fingers and includes water and electrical services with 1 pedestal. The proposed B dock will have 4 fingers and water and electrical services with 3 pedestals. This modification is to accommodate wider and larger boats that are currently occupying two spaces on other docks and to increase the number of 50 amp services available for these larger boats.

C Dock is 135 feet in length with 10 fingers and includes water and electrical services with 5 pedestals. The proposed C dock will have 9 fingers, removing the finger nearest the fueling dock to allow for easier access to fuel and pump out services as requested by Marina users.



D Dock is 185 feet in length with 14 fingers and includes water and electrical services with 6 pedestals. Proposed D dock will match the existing design.

The dock being replaced will be disconnected and floated out of the marina for disposal. The new dock will also be floated into the marina. Delivery of the docks is scheduled for May 2025.

**Submissions:**

Two (2) Tenders were received on March 11, 2025, by The Town of Prescott for the project. The Tender results are as follows:

Request for Tender:           **Dock Replacement – Design, Supply, and Install of B, C, and D Docks**

Closing Date:                 **March 11, 2025**

**Base Bid with Steel Floats and Pressure Treated Wood Covering**

<b>Supplier</b>	<b>Total Tender Amount (excluding HST)</b>	<b>Delivery</b>
<b>Kehoe Marine Construction Ltd.</b>	<b>\$493,000</b>	<b>May 2025</b>
Kropf Industrial Inc.	\$593,962	August 2025

The tender from Kehoe Marine Construction Ltd is the lowest bid received and meets all stated requirements. The tender submitted by Kehoe also meets the timeline requested which ensures that the docks are placed and operational prior to the beginning of the Maina season. As such, the bid from Kehoe Marine Construction Ltd. is recommended for approval.

**Alternatives:**

Council could decide to choose an alternative bidder or choose to not move forward with the project at this time however the three remaining docks are beyond their useful life and cannot be guaranteed to last the 2025 boating season.

**Financial Implications:**



The tender amount for the replacement of Docks B, C, & D is \$493,000 plus HST for a net cost of \$501,676.80 after the HST rebate. The draft 2025 Project Budget includes \$500,000 for this project.

There is potential for additional unforeseen costs related to this project during construction. Existing dock anchors cannot be evaluated until the existing docks are removed, and there is potential for electrical service upgrades to be required due to an increase in overall electrical service to the proposed docks. Staff is recommending that up to \$40,000 in contingency be made available from the Dedicated Infrastructure Reserve that was not allocated in the 2025 Project Budget to cover any costs incurred above the project budget of \$500,000.

**Environmental Implications:**

None

**Attachments:**

None

*Submitted by:*

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Matt Locke  
Director of Operations



## **STAFF REPORT TO COUNCIL**

**Report No. 14-2025**

**Date:** March 17, 2025

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

**Re:** 2025 Operational Budget

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### **Recommendation:**

That Council approve the 2025 Operational Budget with total revenues and expenditures of \$12,050,526.

### **Background:**

The 2025 Budget has been developed and reviewed over several meetings.

1. December 2, 2024 – Council reviewed the information that was known to date, pertaining to revenue and expenses for the 2025 budget and discussed a preliminary target range for a property tax rate change for 2025.
2. December 9, 2024 – Council reviewed the Health Services and the Social Services Budgets at the regular meeting of Council.
3. January 13, 2025 – Council reviewed the Administration and Protective Services Budgets at the regular meeting of Council
4. January 27, 2025 – Council reviewed the Transportation, Parks, and Recreation Budgets at the regular meeting of Council
5. February 18, 2025 – Council reviewed the Environmental, Water and Sewer, and Planning and Development Budgets at the regular meeting of Council
6. March 3, 2025 – Council reviewed the Revenue, Fees, and Property Taxes Budgets at the regular meeting of Council
7. March 17, 2025 – Council to review the overall 2025 Operational Budget and how it aligns with the Strategic Plan at the regularly scheduled Council meeting.



### Analysis:

The 2025 Operational Budget includes a municipal property tax rate increase of 3.95% inclusive of the 1% dedicated to the Infrastructure Reserve. The education tax rate remains the same as 2024, resulting in an overall property tax rate increase of 3.40%.

The following table provides a breakdown of the municipal property tax and overall tax increases for 2025.

Component	Amount	Municipal	Overall
Joint Services, Health Unit, OPP Increases	73,096	1.08%	0.93%
1% dedicated to Infrastructure	65,248	0.96%	0.83%
Cemetery, Community Grant, Heritage and Library Increases	38,568	0.57%	0.49%
Other Inflationary items	91,404	1.34%	1.15%
<b>Total</b>	<b>268,316</b>	<b>3.95%</b>	<b>3.40%</b>

The table below illustrates the effect on the median property in each category of the 3.40% overall tax increase.

	2024 Median Current Value Assessment	2025 Median Current Value Assessment	Value % Change	Total 2024 Taxes	Total 2025 Taxes	\$ Change	% Change
Single Family Home	158,000	158,000	0.00%	2,674.91	2,770.99	96.08	3.59%
Residential Condo Unit	152,000	152,000	0.00%	2,573.33	2,665.77	92.44	3.59%
Apartment Building	1,231,000	1,231,000	0.00%	30,409.36	31,535.81	1,126.45	3.70%
Small Office Building	152,000	152,000	0.00%	5,771.40	5,946.48	175.08	3.03%
Small Retail Commercial	207,000	207,000	0.00%	7,859.73	8,098.17	238.44	3.03%
Standard Industrial	659,400	659,400	0.00%	32,509.41	33,564.03	1,054.62	3.24%

The 2025 Operational Budget will support the Strategic Plan through several initiatives.

- Staff will be coordinating the design work required for the expansion of the Wastewater Treatment Plant and expansion of water and sewer services into Augusta Township in support of the Encouraging Significant Housing Development Priority 1, Object 1.



- The Zoning Bylaw will be updated to align with the Official Plan in support of Encouraging Significant Housing Development Priority 1, Objective 1, and Supporting Business Retention and Growth Priority 1, Objective 2.
- An Economic Development Committee will be created to Support Business Retention and Growth Priority 1, Objective 2
- Ribfest will be coming to Prescott this year to Facilitate a Thriving Downtown Priority 1, Objective 3 and Increase Tourism Priority 3 Objective 1.
- A Youth Advisory Committee and Recreation Committee will be created to Mobilize Youth and Public Engagement Priority 2, Objective 1,
- The Town is financially supporting the Prescott Family Physicians while also participating in the county wide physician recruitment initiative with Health Force Innovations to Promote Community Healthcare and Active Living Priority 2, Objective 2.
- Phase 1 of the outdoor activities at the Seymour Recreation Complex will be constructed this year which Promotes Community Healthcare and Active Living Priority 2, Objective 2 and Enrich Prescott's Recreational and Leisure Infrastructure Priority 3, Objective 3.
- The Grenville Police Services Board for Augusta, Edwardsburgh Cardinal, and Prescott will address the action plan for the Community Safety and Well-being Plan which will Enhance Community Safety and Well-being Priority 2, Objective 3.
- The Water Treatment Plant Filter upgrade will progressing and is expected to be completed this year which will Enhance Community Safety and Security Priority 2, Objective 3.
- The branding and marketing strategy is underway and is expected to be completed this year will Increase Tourism Priority 3, Objective 1.
- It is expected the new wayfinding signage will Increase Tourism Priority 3, Objective 1.
- The continued growth of the Pop-Ups including experiential vendors helps to Maximize Waterfront Use Priority 3, Objective 2.



- The completion of the 2<sup>nd</sup> Floor, continued expansion of the use of the Leo Boivin Community Centre, and engagement with partner organizations will Enrich Prescott's Recreational and Leisure Infrastructure Priority 3, Objective 3.

#### Alternatives:

Council could decide to modify or decline to approve the recommendation at this time.

#### Financial Implications:

The following table captures the 2025 Operational Budget excluding projects.



### 2025 Operational Budget

	2025 Expense Budget	2025 Revenue Budget	2025 Town Levy
Corporate	1,745,390	2,484,518	(739,128)
Protective	2,410,457	461,048	1,949,409
Transportation	2,628,682	628,064	2,000,618
Environmental	333,200	194,565	138,635
Health	438,010	36,000	402,010
Social	1,001,108	81,200	919,908
Recreation and Cultural	3,056,183	1,312,659	1,743,524
Planning & Development	437,496	70,000	367,496
<b>Total</b>	<b>12,050,526</b>	<b>5,268,054</b>	<b>6,782,472</b>

As noted above, the 2025 Operational Budget includes a 3.95% municipal property tax rate increase. The educational tax rates for 2025 are unchanged from 2024. This results in an overall property tax rate increase of 3.40%.

The 2025 Operational Budget includes a contribution to reserves of \$1,243,361 before capital and operational projects are considered.





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

	2025 Estimated Total Taxation (\$			Difference Between 2024 and 2025 Taxation						CVAs Used to determine municipal le		
Class	Municipal	Education	Total 2025	Municipal		Education		Total Change		CVA	Tax Ratio	Edu. Tax Rate
				\$	%	\$	%	\$	%			
Taxable												
Residential	4,293,724	410,384	4,704,108	163,113	3.95%	0	0.00%	163,113	3.59%	268,224,800	1.000000	0.00153000
New Multi-residential	52,668	4,576	57,244	2,001	3.95%	0	0.00%	2,001	3.62%	2,991,000	1.100000	0.00153000
Multi-residential	541,547	34,397	575,945	20,573	3.95%	0	0.00%	20,573	3.70%	22,482,000	1.504757	0.00153000
Com. Occupied	1,537,457	448,324	1,985,781	58,406	3.95%	0	0.00%	58,406	3.03%	50,705,000	1.894162	0.00880000
Com. Exc. Land	7,287	3,021	10,308	277	3.95%	0	0.00%	277	2.76%	343,300	1.325913	0.00880000
Com. Vac. Land	24,712	10,246	34,958	939	3.95%	0	0.00%	939	2.76%	1,164,300	1.325913	0.00880000
Ind. Occupied	275,458	57,893	333,351	10,464	3.95%	0	0.00%	10,464	3.24%	6,542,800	2.630000	0.00880000
Ind. Exc. Land	3,076	989	4,065	117	3.95%	0	0.00%	117	2.96%	112,400	1.709500	0.00880000
Ind. Vac. Land	19,561	6,290	25,851	743	3.95%	0	0.00%	743	2.96%	714,800	1.709500	0.00880000
Aggregate Extraction	0	0	0	0	0.00%	0	0.00%	0	0.00%	0	0.000000	0.00511000
Pipelines	26,984	10,771	37,755	1,025	3.95%	0	0.00%	1,025	2.79%	1,224,000	1.377180	0.00880000
Farm	0	0	0	0	0.00%	0	0.00%	0	0.00%	0	0.250000	0.00038250
Managed Forests	0	0	0	0	0.00%	0	0.00%	0	0.00%	0	0.250000	0.00038250
Com Total Taxable	1,569,456	461,591	2,031,047	59,622	3.95%	0	0.00%	59,622	3.02%	52,212,600		
Ind Total Taxable	298,094	65,172	363,267	11,324	3.95%	0	0.00%	11,324	3.22%	7,370,000		
Total Taxable	6,782,473	986,892	7,769,366	257,657	3.95%	0	0.00%	257,657	3.43%	354,504,400		

The 2025 Water and Wastewater Budgets will be brought forward to the Council meeting of April 7<sup>th</sup> for consideration after the Wastewater Treatment Board has had an opportunity to meet and review the 2025 Wastewater Treatment Plant Budget.

### Environmental Implications:

None.

### Attachments:

None.

*Submitted by:*

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Matthew Armstrong  
Chief Administrative Officer & Treasurer



## **STAFF REPORT TO COUNCIL**

**Report No. 15-2024**

**Date:** March 17, 2025

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

**Re:** 2025 Capital and Operating Projects Budget

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### **Recommendation:**

That Council approves the 2025 Capital and Operating Projects as outlined in Staff Report 15-2025.

### **Background:**

The following process was used to develop the 2025 Projects Budget.

#### **2025 Project Budget Development Timelines**

1. November 5, 2024 – January 3, 2025 – Staff and Council develop and submit project ideas for 2025
2. November 18, 2024 - Review of key infrastructure projects at the regularly scheduled meeting of Council
3. December 2, 2024 – Approval of key infrastructure projects at the regularly scheduled meeting of Council to allow for tender release
4. January 13, 2025 – Council reviews the initial project list at the regularly scheduled Council meeting. This meeting is expected to illicit comments and questions around the ideas that have been generated thus far
5. January 14, 2025 – February 7, 2025 - Staff and Council identify project top priorities for 2024
6. February 18, 2025 – Council to prioritize projects at the regularly scheduled Council meeting
7. March 17, 2025 – Council to review the overall 2025 Project Budget and how it aligns with the Strategic Plan.



The following table outlines the description and funding sources for various projects that are being put forward for approval for 2025.

### 2025 Capital and Operational Projects

Description	Strategic Plan / Type	Estimated Cost	Funding Source
East Street Reconstruction – Dibble/(James) to King Street	Replacement	1,400,000 / (2,100,000)	Water/Wastewater Reserves & Canada Community Building Funding
Replacement of Docks B, C, & D	Replacement	500,000	Marina and Infrastructure Reserve
Tender for demolition of old water tower	Priority 1, Objective 1	500,000	Water Tower Debt
River Route Bus	Replacement	180,000	Canada Rural Transit Solutions Fund & River Route Reserve
Truck Replacement	Replacement	80,000	Public Works Reserve
Brockville and District Hospital Foundation Donation Year 8 of 10	Commitment – Donation	30,000	Fiscal Policy Reserve
Tri-Municipal Recreation Master Plan Update	Priority 3, Objective 3	30,000	Recreation Reserve
Fire Department Replacement Gear – Health & Safety	Health & Safety	30,000	Fire Department Reserve
Replace Town Hall HVAC Unit	Replacement	16,700	Building Reserve
Brand Strategy Implementation	Priority 3, Objective 1	15,000	Fiscal Policy Reserve
Pool Building Repairs	Repairs	10,000	Recreation Reserve
Play structure deficiency fixes – Health & Safety	Health & Safety	10,000	Parks Reserve
Marina Washroom Refresh	Repairs	10,000	Fiscal Policy Reserve



Pool walls and floor repairs	Repairs	10,000	Recreation Reserve
Prescott Family Medical Associates – Support Request – Year 1	Priority 2, Objective 2	7,333	St. Lawrence Lodge Reserve
Physician Recruitment and Health Human Resources Project – Year 1	Priority 2, Objective 2	7,020	St. Lawrence Lodge Reserve
Condition Assessment – Salt Dome	Future Planning	7,000	Building Reserve
Marina Pathway – Pop-ups to marina	Priority 3, Objective 2	5,000	Fiscal Policy Reserve
<b>Total</b>		<b>2,848,053</b>	

#### Alternatives:

Council could decide not to modify the list of 2025 Projects or decide not to approve them at this time.

#### Financial Implications:

The table below shows the methods being used to fund the 2025 Capital and Operation Projects.

2025 Capital and Operational Project Funding	
<b>Total Capital and Operational Projects</b>	<b>2,848,053</b>
<b>Project Financing</b>	
Reserves	1,389,053
Debt	500,000
Funding	959,000
<b>Total Capital and Operational Projects</b>	<b>2,848,053</b>

The following tables show the change in the estimated balances of the reserves with the addition of contributions included in the Draft – 2025 Operating Budget and the subtraction of the Projects as outlined above.



Reserve Fund	2023 Balance	2024 Budget Contributions	2024 Budget Usage	2024 Est Balance	2025 Budget Contributions	2025 Budget Usage	2024 Est Balance
Working Funds	880,000	-		880,000	-	-	880,000
Fiscal Policy	202,010	170,000	(331,500)	40,510	70,000	(60,000)	50,510
Election	9,510	5,100	-	14,610	5,100	-	19,710
Building	93,579	24,550	-	118,129	24,550	(23,700)	118,979
Emergency Management	2,011	-	-	2,011	-	-	2,011
Community Centre	-	300,000	(300,000)	-	300,000	(300,000)	-
Planning & Building Department	21,621	-	-	21,621	-	-	21,621
Community Improvement Plan	189,989	225,000	-	414,989	25,000	-	439,989
PSB Sponsored Programs	3,351	-	-	3,351	-	-	3,351
Fire Vehicles/Equipment	58,956	30,000	(30,000)	58,956	30,000	(30,000)	58,956
Infrastructure Reserve	28,426	-	-	28,426	-	-	28,426
Public Works Vehicle/Equipment	118,921	91,525	-	210,446	108,880	(80,000)	239,326
Heritage	2,068	-	-	2,068	-	-	2,068
Recreation	75,000	25,000	(9,000)	91,000	25,000	(50,000)	66,000
Library	27,718	-	-	27,718	-	-	27,718
Library E-Learning	1,050	-	-	1,050	-	-	1,050
Kinsmen	1,235	-	-	1,235	-	-	1,235
Outdoor Rink Bell Sport	1,328	-	-	1,328	-	-	1,328
Walker House Building	5,250	1,750	-	7,000	1,750	-	8,750
Marina	713	79,435	(75,000)	5,148	79,435	(80,000)	4,583
Business Improvement Area	40,134	-	-	40,134	-	-	40,134
Parks	17,174	12,600	(10,000)	19,774	12,600	(10,000)	22,374
Water Fountain	18,276	3,000	-	21,276	3,000	-	24,276
Cemetery Board	36,940	-	-	36,940	-	-	36,940
Dedicated Infrastructure	147,344	398,977	(325,000)	221,321	464,225	(420,000)	265,546
Municipal Modernization	60,655	-	-	60,655	-	-	60,655
Public Transit	36,777	-	-	36,777	-	(36,000)	777
St. Lawrence Lodge	-	102,136	-	102,136	93,821	(14,353)	181,604
Sanitary Sewer	46,373	183,969	-	230,342	174,392	(350,000)	54,734
Wastewater Plant	3,592,829	66,700	-	3,659,529	202,185	-	3,861,714
Water Department	73,560	156,751	-	230,311	58,769	(235,000)	54,080
Water Treatment Plant	935,219	-	(450,000)	485,219	9,859	-	495,078
<b>Total</b>	<b>6,728,015</b>	<b>1,876,493</b>	<b>(1,530,500)</b>	<b>7,074,008</b>	<b>1,688,566</b>	<b>(1,689,053)</b>	<b>7,073,521</b>



2025 Reserve Continuity	
<b>Reserve Inflows</b>	
Operational Budget Contributions	1,243,361
Water / Wastewater Reserve Contributions	445,205
<b>Total Reserve Inflows</b>	<b>1,688,566</b>
<b>Reserve Outflows</b>	
Rec Complex draw on reserves prior year project	-300,000
Health & Safety Projects	-40,000
Replacement & Repair Projects	-1,247,700
Strategic Plan Projects	-64,353
Future Planning Projects	-7,000
Commitment – Donation	-30,000
<b>Total Reserve Outflows</b>	<b>-1,689,053</b>
<b>Net Reserve Inflow / (Outflow)</b>	<b>(487)</b>

**Environmental Implications:**

None.

**Attachments:**

None.

*Submitted by:*

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Matthew Armstrong  
Chief Administrative Officer & Treasurer



## STAFF REPORT TO COUNCIL

Report No. 16-2025

**Date:** March 17, 2025

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

**Re:** 2024 Prescott Drinking Water System and Wastewater System Annual Reports

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### **Recommendation:**

That Council accepts the 2024 Prescott Drinking Water System and Wastewater System Annual Reports.

### **Background/Analysis:**

As part of the multi-barrier approach to the provision of water and wastewater services, the role of effective monitoring is a key step in the process. The annual Drinking Water System and Wastewater System reports are documents by which the overall performance of the systems is communicated to Council and the Public.

#### Drinking Water System

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

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

Description of Drinking Water System

Raw Source



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

### Treatment

Once water enters the plant, an aluminum based coagulant is added and flash mixed. The water then travels to flocculation tanks where the coagulant is allowed time to attract fine particles from the water. From there, the water passes through one of three dual media rapid sand filters. Sodium hypochlorite and hydrofluosilicic acid are added as water enters the clearwell. To maximize contact time, the treated water is diverted to two baffled reservoirs, each with a capacity of 800 m<sup>3</sup>. Four vertical turbine pumps are available for supplying the distribution demand as needed.

### Distribution

Watermains in the distribution system are composed of PVC, cast iron and ductile iron. An elevated storage tank is located on Sophia Street and has a storage capacity of 4,200 m<sup>3</sup>. The storage facility provides for peak hour demands and fire flows. The storage capacity increased from 2,272 m<sup>3</sup> to 4,200 m<sup>3</sup> in 2024 with the completion of the new elevated storage tank.

### Compliance

The attached ADWQR provides a summary of the legislation requirements under the Act, and includes a summary of any non-compliance incidents, flow rates, regulatory sample results summary, and a major maintenance summary. The highlights of the report are as follows.

The Drinking Water System had an inspection by the Ministry of Environment on January 10, 2024. The final inspection rating was 96.88%.

An external audit was conducted on September 18, 2024, as part of the continuous improvement program. One minor opportunity for improvement was identified.

There were four complaints received from the community and all of which were addressed by Town Staff. No follow-up actions were required after investigating the complaint.





There were 2 watermain breaks in 2024. Both occurred at the intersection of Henry and Centre Street, however, on the opposite side of street.

Major Maintenance included the following projects.

- Generator Maintenance.
- Filter media anthracite replacement purchase.
- Control valve and actuator.
- Floc tank mixer.
- Replaced zebra mussel lines from low lift to raw intake.
- Filter preparation for aeration backwash.
- New water tower commissioning.
- Window replacements.
- Treated water discharge flow meter.
- Filter 1 and 2 discharge actuator valves.

Overall, the water treatment plant runs well below the 8,200 cubic meters per day capacity with a total annual flow of 812,734 m<sup>3</sup>.

### Wastewater System

There were no issues of non-compliance, community complaints or bypass events with the wastewater system in 2024.

### Description of Wastewater System

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

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



outfall chamber where grey water is recovered for plant processes before discharging to the St. Lawrence River.

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

#### Treatment Flows

The hydraulic flows reaching the treatment facility in 2024 averaged 3,371 m<sup>3</sup>/day which represents 71% of the 4,728 m<sup>3</sup>/day design. There was a total annual flow of 1,332,127 m<sup>3</sup> in 2024.

#### Effluent Quality

The monthly average concentrations of the carbonaceous biochemical oxygen demand (CBOD<sub>5</sub>), total suspended solids (TSS), total ammonia nitrogen (TAN), and total phosphorus (TP) remained below the effluent objectives and limits outlined in the facility's ECA during 2024. In addition, the effluent pH remained within the limits and objectives throughout the year. The geometric mean density of E. Coli in the effluent also remained within the ECA limit and objective in 2024.

#### Effluent Quality Non-Compliance

There were no instances of effluent non-compliance in 2024.

#### Bypass Events

There were not bypass events in 2024.

Maintenance and repairs of the wastewater system included the following in 2024.

- SBR 2 drain and clean repair inspect, ladder install
- Drying beds clean out
- Sludge tank 1 new ladder, shaft, pedestal installed
- New level meter SBR 2
- HVAC new heat exchanger office building
- SCADA maintenance
- New decant arm assembly SBR 3



- UV parts maintenance
- New DO probe caps calibration bags
- New SC 1000 DO controller
- Supernatant valve digester tank
- Back flow preventer maintenance
- Driveway repair
- Generator maintenance
- Sludge loading flow metre replacement
- Level metre SBR 3
- Rebuilt and installed pump 3 SPS 5
- Rebuilt and installed pump 2 SPS 6
- Installed VFD pump 2 SPS 3
- New water pump, thermostat, temperature sensor for the generator at SPS 3

There was an emergency repair in 2024 to the auger monster.

#### Sludge Disposal

In 2024, a total of 3,200 m<sup>3</sup> of liquid bio-solids was hauled offsite by GFL and was utilized as soil conditioner. Of this, 2360 m<sup>3</sup> was hauled to May, and the remaining 1200 m<sup>3</sup> was hauled in October. It is anticipated that approximately the same volume of sludge will be generated in 2025.

#### **Alternatives:**

None.

#### **Financial Implications:**

None.

#### **Environmental Implications:**

None

#### **Attachments:**



- Town of Prescott Drinking Water System Annual Report – 2024
- Prescott Wastewater System Annual Report – 2024

*Submitted by:*

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Matthew Armstrong  
Chief Administrative Officer & Treasurer

# **Town of Prescott Drinking Water System**

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Waterworks # 220001245  
System Category – Large Municipal Residential

## **Annual Water Report**

Prepared For: Town of Prescott

Reporting Period of January 1<sup>st</sup> – December 31<sup>st</sup> 2024

Issued: February 26, 2025

Revision: 0

Operating Authority:



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

## Table of Contents

<b>Annual Water Report</b> .....	<b>1</b>
<b>Revision History</b> .....	<b>1</b>
<b>Report Availability</b> .....	<b>1</b>
<b>Compliance Report Card</b> .....	<b>1</b>
<b>System Process Description</b> .....	<b>2</b>
Raw Source .....	2
Treatment .....	2
Distribution .....	2
<b>Summary of Non-Compliance</b> .....	<b>2</b>
Adverse Water Quality Incidents.....	2
Non-Compliance .....	2
Non-Compliance Identified in a Ministry Inspection: .....	3
Community Complaints .....	3
<b>Flows</b> .....	<b>3</b>
Raw Water Flows .....	3
Treated Water Flows .....	5
<b>Regulatory Sample Results Summary</b> .....	<b>6</b>
Microbiological Testing.....	6
Operational Testing .....	6
Inorganic Parameters .....	6
Organic Parameters .....	8
Additional Legislated Samples .....	9
<b>Major Maintenance Summary</b> .....	<b>10</b>
Distribution Maintenance.....	10
<b>WTRS Data and Submission Confirmation</b> .....	<b>A</b>

## Revision History

Date	Revision #	Revision Notes
February 26, 2025	0	Annual report issued

## Report Availability

This system does not serve more than 10,000 residence and the annual reports will be available to residents at the Town Hall located at 360 Dibble Street West, Prescott, Ontario, as well as on the Town website. ([www.prescott.ca](http://www.prescott.ca)) Copies are provided free of charge if requested.

## Compliance Report Card

Compliance Event	# of Events
Ministry of Environment Inspections	<ul style="list-style-type: none"> <li>- 1 Ministry Inspection on January 10, 2024</li> <li>- Final Inspection Rating: 96.88%</li> </ul>
Ministry of Labour Inspections	<ul style="list-style-type: none"> <li>- No Ministry of Labour inspections in 2024</li> </ul>
QEMS External Audit	<ul style="list-style-type: none"> <li>- 1 QEMS Audit on September 18, 2024</li> <li>- 1 Opportunity for Improvement</li> </ul>
AWQI's/BWA	<ul style="list-style-type: none"> <li>- No AWQI/BWA in 2024</li> </ul>
Non-Compliance	<ul style="list-style-type: none"> <li>- No Non-compliance in 2024</li> </ul>
Community Complaints	<ul style="list-style-type: none"> <li>- 4 community complaints referenced in report</li> </ul>
Spills	<ul style="list-style-type: none"> <li>- No spills in 2024</li> </ul>
Watermain Breaks	<ul style="list-style-type: none"> <li>- 2 water main breaks repaired in 2024</li> </ul>

## System Process Description

### Raw Source

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

### Treatment

Once water enters the plant, an aluminum based coagulant is added and flash mixed. The water then travels to flocculation tanks where the coagulant is allowed time to attract fine particles from the water. From there, the water passes through one of three dual media rapid sand filters. Sodium hypochlorite and hydrofluosilicic acid are added as water enters the clearwell. To maximize contact time, the treated water is diverted to two baffled reservoirs, each with a capacity of 800 m<sup>3</sup>. Four vertical turbine pumps are available for supplying the distribution demand as needed.

#### Treatment Chemicals used during the reporting year:

Chemical Name	Use	Supplier
Aluminum Sulphate	Coagulant	Kemira
Hydrofluosilicic Acid	Fluoridation	Brenntag
Sodium Hypochlorite	Disinfection	LAVO

### Distribution

Watermains in the distribution system are composed of PVC, cast iron and ductile iron. An elevated storage tank is located on Sophia Street and has a storage capacity of 4200 m<sup>3</sup>. The storage facility provides for peak hour demands and fire flows.

## Summary of Non-Compliance

### Adverse Water Quality Incidents

Date	AWQI #	Location	Problem	Details	Legislation	Corrective Action Taken
There were no adverse Water Quality incidents reported during the reporting period.						

### Non-Compliance

Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
There were no Non-Compliance incidents reported during the reporting period.				



**Non-Compliance Identified in a Ministry Inspection:**

Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
There were no actions identified in the received inspection report.				

**Community Complaints**

Date yyyy/mm/dd	Location	Details of Complaint	Corrective Action Taken
2024/01/19	242 Park East	Milky water colour	Air in lines.
2024/08/19	698 Dibble West	High usage	Valve open to unknown source in basement.
2024/08/27	186 Wood East	Inquired if water was safe to drink	No issues at time of inspection.
2024/11/11	507 Churchill East	Water Odour	River Turnover

\*Community complaints were received by the Town Staff

**Flows**

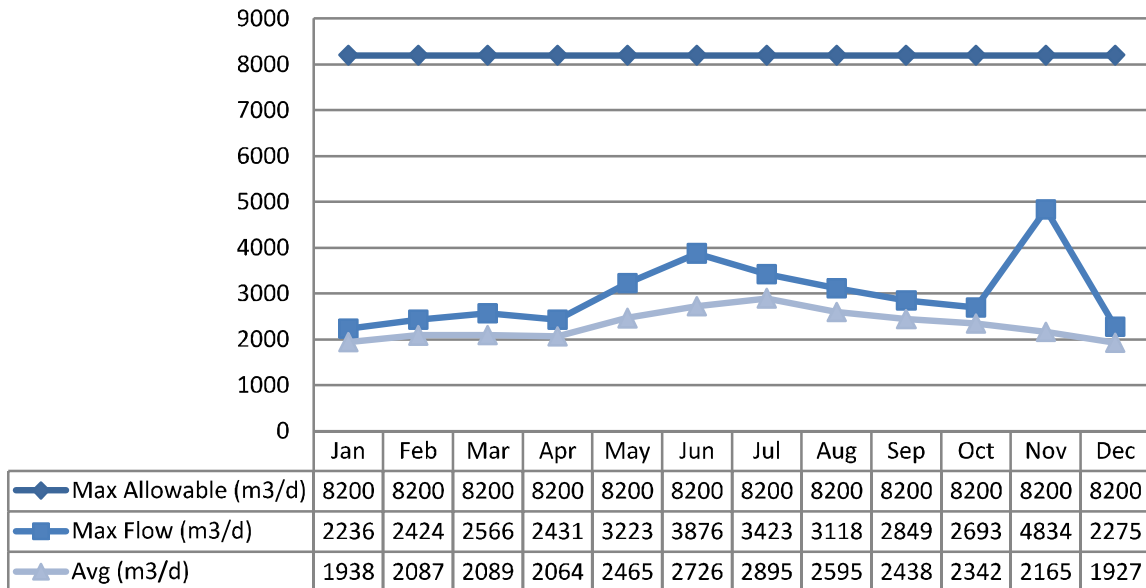
Prescott's drinking water system is operating on average under half the rated capacity.

**Raw Water Flows**

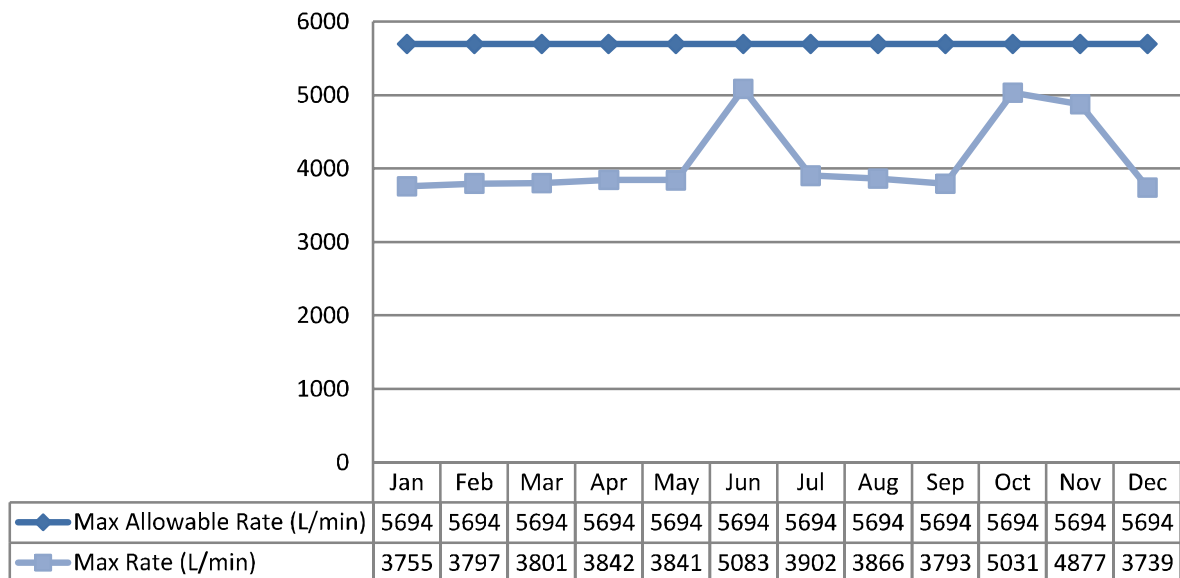
The Raw Water flows are regulated under the Permit to Take Water. 2024 Raw Flow Data was submitted to the Ministry electronically under permit #5506-9RMLKE. The confirmation and a copy of the data that was submitted are attached in Appendix A.

Total Monthly Flows (m3/d)

Max Allowable PTTW

Monthly Rated Flows (L/min)

Max allowable rate - PTTW

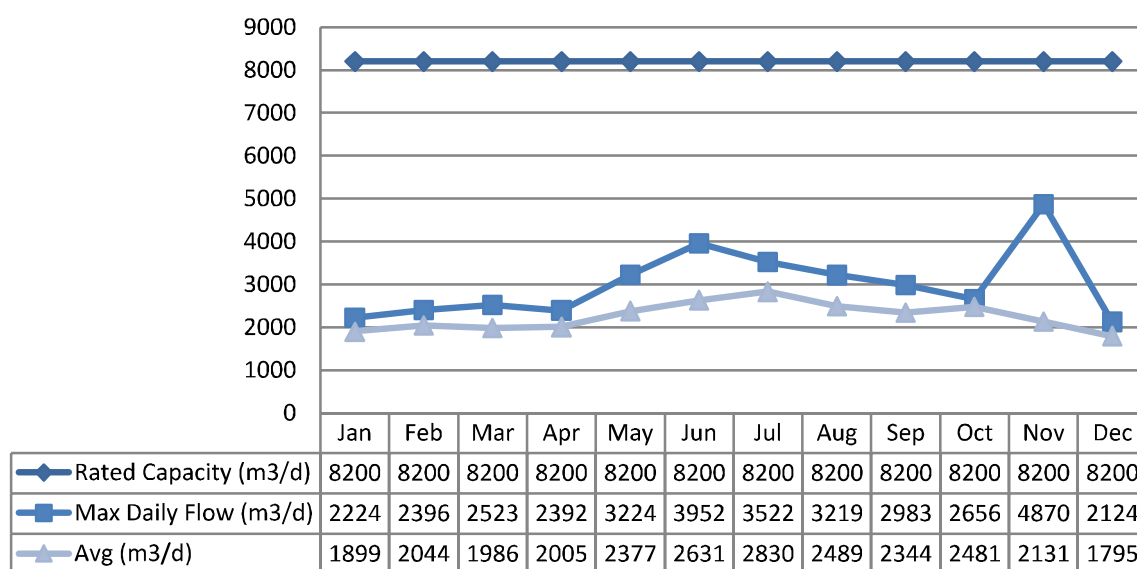


## Treated Water Flows

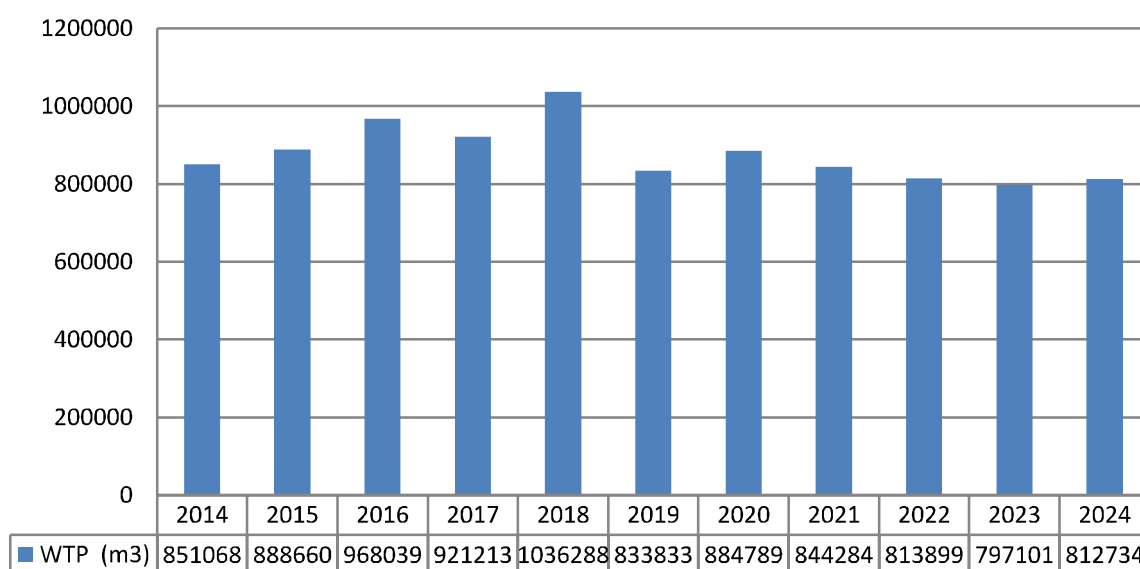
The Treated Water flows are regulated under the Municipal Licence.

### Monthly Rated Flows

Rated Capacity - MDWL



### Annual Total Flow Comparison



## Regulatory Sample Results Summary

### Microbiological Testing

	# of Samples Collected	Range of E.Coli Results		Range of Total Coliform Results		# of HPC Samples	Range of HPC Results	
		Minimum #	Maximum #	Minimum #	Maximum #		Minimum #	Maximum #
Raw Water	52	0	20	0	69	0		
Treated Water	53	0	0	0	0	53	10	10
Distribution Water	212	0	0	0	0	53	10	160

### Operational Testing

Parameter & Sample Type	No. of Samples Collected	Range of Results		
		Minimum	Average	Maximum
Turbidity; On-Line (NTU)- Filt1	8760	N/A	0.07	0.33
Turbidity; On-Line (NTU)- Filt2	8760	N/A	0.03	0.22
Turbidity; On-Line (NTU)- Filt3	8760	N/A	0.09	0.22
Turbidity; On-Line (NTU)- RW	8760	N/A	1.22	4.40
Turbidity; On-Line (NTU)- TW	8760	N/A	0.05	3.19
Fluoride Residual On-line (mg/L)- TW	8760	0.03	0.61	1.21
Free Chlorine Residual; In-House (mg/L)- TW	53	0.78	1.79	1.76
Free Chlorine Residual; On-Line (mg/L)- TW	8760	1.10	1.70	4.16
Free Chlorine Residual; In-House (mg/L)- DW	212	0.31	1.42	1.88
Free Chlorine Residual; On-Line (mg/L)- DW	8760	0.39	1.39	2.32

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

### Inorganic Parameters

These parameters are tested as a requirement under 170/03. Sodium and Fluoride are required to be tested every 5 years. Nitrate and Nitrite are tested quarterly and the metals are tested annually as required under 170/03. In the event any of the parameters exceed half of the maximum allowable concentration the parameter is required to be sampled quarterly.

- MAC = Maximum Allowable Concentration as per O.Reg 169/03
- MDL = Method Detection Limit

Treated Water	Sample Date (yyyy/mm/dd)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
Antimony: Sb (ug/L) - TW	2024/01/02	0.1	6	No	No
Arsenic: As (ug/L) - TW	2024/01/02	0.3	10	No	No
Barium: Ba (ug/L) - TW	2024/01/02	22	1000	No	No
Boron: B (ug/L) - TW	2024/01/02	18	5000	No	No
Cadmium: Cd (ug/L) - TW	2024/01/02	<MDL 0.015	5	No	No
Chromium: Cr (ug/L) - TW	2024/01/02	<MDL 1	50	No	No
Mercury: Hg (ug/L) - TW	2024/01/02	<MDL 0.02	1	No	No
Selenium: Se (ug/L) - TW	2024/01/02	<MDL 1	50	No	No
Uranium: U (ug/L) - TW	2024/01/02	0.25	20	No	No
<b>Additional Inorganics</b>					
Fluoride (mg/L) - TW	2019/01/14	0.4	1.5	No	No
Nitrate : (mg/L) - TW	2024/01/02	0.28	10	No	No
Nitrate : (mg/L) - TW	2024/04/02	0.29	10	No	No
Nitrate : (mg/L) - TW	2024/07/02	0.2	10	No	No
Nitrate : (mg/L) - TW	2024/10/07	0.1	10	No	No
Nitrite : (mg/L) - TW	2024/01/02	0.05	1	No	No
Nitrite : (mg/L) - TW	2024/04/02	<MDL 0.05	1	No	No
Nitrite : (mg/L) - TW	2024/07/02	0.07	1	No	No
Nitrite : (mg/L) - TW	2024/10/07	<MDL 0.05	1	No	No
Sodium / Na (mg/L) - TW	2024/01/02	15.1	20*	No	Yes

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

#### Schedule 15 Sampling:

The Schedule 15 Sampling is required under O.Reg 170/03. This system is under reduced sampling. Lead last sampled January 2023 due to be sampled 2025.

Distribution System	Number of Sampling Points	Number of Samples	Range of Results		MAC (ug/L)	Number of Exceedances
			Minimum	Maximum		
Alkalinity (mg/L)	6	6	90	100	N/A	N/A
pH	6	6	7.10	7.6	N/A	N/A
Lead (ug/l)	4	4	0.05	0.15	10	0

**Organic Parameters**

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

Treated Water	Sample Date (yyyy/mm/dd)	Sample Result	MAC	# of Exceedances	
				MAC	1/2 MAC
1,1-Dichloroethylene (ug/L)-TW	2024/01/02	< MDL 0.5	14	No	No
1,1-Dichloroethylene (ug/L)-TW	2024/07/15	< MDL 0.5	14	No	No
1,2-Dichlorobenzene (ug/L)-TW	2024/01/02	< MDL 0.5	200	No	No
1,2-Dichlorobenzene (ug/L)-TW	2024/07/15	< MDL 0.5	200	No	No
1,2-Dichloroethane (ug/L)-TW	2024/01/02	< MDL 0.5	5	No	No
1,2-Dichloroethane (ug/L)-TW	2024/07/15	< MDL 0.5	5	No	No
1,4-Dichlorobenzene (ug/L)-TW	2024/01/02	< MDL 0.5	5	No	No
1,4-Dichlorobenzene (ug/L)-TW	2024/07/15	< MDL 0.5	5	No	No
2,3,4,6-Tetrachlorophenol (ug/L)-TW	2024/01/02	< MDL 0.2	100	No	No
2,4,6-Trichlorophenol (ug/L)-TW	2024/01/02	< MDL 0.2	5	No	No
2,4-Dichlorophenol (ug/L)-TW	2024/01/02	< MDL 0.2	900	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L)-TW	2024/01/02	< MDL 1	100	No	No
Alachlor (ug/L) -TW	2024/01/02	< MDL 0.3	5	No	No
Atrazine + N-dealkylated metabolites (ug/L)-TW	2024/01/02	< MDL 0.5	5	No	No
Azinphos-methyl (ug/L)-TW	2024/01/02	< MDL 1	20	No	No
Benzene (ug/L)-TW	2024/01/02	< MDL 0.5	1	No	No
Benzene (ug/L)-TW	2024/07/15	< MDL 0.5	1	No	No
Benzo(a)pyrene (ug/L)-TW	2024/01/02	< MDL 0.006	0.01	No	Yes
Bromoxynil (ug/L)-TW	2024/01/02	< MDL 0.5	5	No	No
Carbaryl (ug/L)-TW	2024/01/02	< MDL 3	90	No	No
Carbofuran (ug/L) -TW	2024/01/02	< MDL 1	90	No	No
Carbon Tetrachloride (ug/L) -TW	2024/01/02	< MDL 0.2	2	No	No
Carbon Tetrachloride (ug/L) -TW	2024/07/15	< MDL 0.2	2	No	No
Chlorpyrifos (ug/L) -TW	2024/01/02	< MDL 0.5	90	No	No
Diazinon (ug/L)-TW	2024/01/02	< MDL 1	20	No	No
Dicamba (ug/L)-TW	2024/01/02	< MDL 1	120	No	No
Dichloromethane (Methylene Chloride) (ug/L)-TW	2024/01/02	< MDL 5	50	No	No
Dichloromethane (Methylene Chloride) (ug/L)-TW	2024/07/15	< MDL 5	50	No	No
Diclofop-methyl (ug/L)-TW	2024/01/02	< MDL 0.9	9	No	No

Treated Water	Sample Date (yyyy/mm/dd)	Sample Result	MAC	# of Exceedances	
				MAC	1/2 MAC
Dimethoate (ug/L)-TW	2024/01/02	< MDL 1	20	No	No
Diquat (ug/L)-TW	2024/01/02	< MDL 5	70	No	No
Diuron (ug/L)-TW	2024/01/02	< MDL 5	150	No	No
Glyphosate (ug/L)-TW	2024/01/02	< MDL 25	280	No	No
Malathion (ug/L)-TW	2024/01/02	< MDL 5	190	No	No
Metolachlor (ug/L)-TW	2024/01/02	< MDL 3	50	No	No
Metribuzin (ug/L)-TW	2024/01/02	< MDL 3	80	No	No
Monochlorobenzene (Chlorobenzene) (ug/L)-TW	2024/07/15	< MDL 0.5	80	No	No
Paraquat (ug/L)-TW	2024/01/02	< MDL 1	10	No	No
PCB (ug/L)-TW	2024/01/02	< MDL 0.05	3	No	No
Pentachlorophenol (ug/L)-TW	2024/01/02	< MDL 0.2	60	No	No
Phorate (ug/L)-TW	2024/01/02	< MDL 0.3	2	No	No
Picloram (ug/L)-TW	2024/01/02	< MDL 5	190	No	No
Prometryne (ug/L)-TW	2024/01/02	< MDL 0.1	1	No	No
Simazine (ug/L)-TW	2024/01/02	< MDL 0.5	10	No	No
Terbufos (ug/L)-TW	2024/01/02	< MDL 0.5	1	No	No
Tetrachloroethylene (ug/L)-TW	2024/01/02	< MDL 0.5	10	No	No
Tetrachloroethylene (ug/L)-TW	2024/07/15	< MDL 0.5	10	No	No
Triallate (ug/L) -TW	2024/01/02	< MDL 10	230	No	No
Trichloroethylene (ug/L)-TW	2024/01/02	< MDL 0.5	5	No	No
Trichloroethylene (ug/L)-TW	2024/07/15	< MDL 0.5	5	No	No
Trifluralin (ug/L)-TW	2024/01/02	< MDL 0.5	45	No	No
Vinyl Chloride (ug/L)-TW	2024/01/02	< MDL 0.2	1	No	No
Vinyl Chloride (ug/L)-TW	2024/07/15	< MDL 0.2	1	No	No
HAA Total (ug/L) RAA -DW	2024	13.425	80	No	No
Trihalomethane: Total (ug/L) RAA-DW	2024	31.25	100	No	No

MAC = Maximum Allowable Concentration as per O.Reg 169/03

MDL = Method Detection Limit

RAA = Running Annual Average

**Additional Legislated Samples**

Document	Parameter	Limit (mg/L)	Result (mg/L)
MDWL # 161-101	Filter Backwash Supernatant Suspended Solids	Annual Average < 25	3.42

## Major Maintenance Summary

Work order	Description
3761841	Generator Maintenance.
3761845	Filter media anthracite replacement purchase.
3761846	Control valve and actuator.
3761855	Floc tank mixer.
3761865	Replaced zebra mussel lines from low lift to raw intake.
4095911	Filter preparation for aeration backwash.
4234929	New water tower commissioning.
3761851	Window replacements.
3761862	Treated water discharge flow meter.
3761876	Filter 1 and 2 discharge actuator valves.



## Distribution Maintenance

Date	Description
2024/01/23	Watermain break - Intersection of Henry & Centre St (Circumferential)
2024/01/26	New watermain and Hydrant at the Quality Inn Hotel
2024/11/12	New water tower
2024/12/16	Watermain break - Intersection of Henry & Centre St (Circumferential)



# Appendix A

## WTRS Data and Submission Confirmation



Ministry of the Environment,  
Conservation and Parks

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

Location: [WTRS](#) / [WT DATA](#) / [Edit Submitted WT Records](#)WTRS-WT-008

**Water Taking Data submitted successfully.**


**Confirmation:**

Thank you for submitting your water taking data online.

Permit Number: 5506-9RMLKE  
Permit Holder: THE CORPORATION OF THE SEPARATED TOWN OF PRESCOTT.  
Received on: Jan 28, 2025 11:55 AM

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

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SELENA SHANE | 2025/01/28  
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# Prescott Wastewater System

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Waterworks # 110001122

## Annual Report

Prepared For: Town of Prescott

Reporting Period of January 1<sup>st</sup> – December 31<sup>st</sup> 2024

Issued: March 11<sup>th</sup>, 2025

Revision: 1

Operating Authority:



This report has been prepared to meet the requirements set out in:

Document	Document #	Issue Date	Issue Number
Facility ECA	6996-9ZYNWH	October 5, 2015	N/A
CLI ECA	161-W601	August 15, 2022	N/A

## Table of Contents

<b>1</b>	<b>Revision History</b>
<b>2</b>	<b>Operations and Compliance Reliability Indices</b>
<b>3</b>	<b>Process Description</b>
<b>4</b>	<b>Treatment Flows</b>
<b>5</b>	<b>Raw Sewage Quality</b>
<b>6</b>	<b>Effluent Quality</b>
<b>7</b>	<b>Operating Issues/Problems</b>
<b>8</b>	<b>Maintenance</b>
<b>9</b>	<b>Sludge Generation</b>
<b>10</b>	<b>Summary of Complaints</b>
	<b>Appendix A – Performance Assessment Report</b>
	<b>Appendix B – Details of Abnormal Sewage Discharge Events</b>
	<b>Appendix C - Biosolids Quality Report</b>
	<b>Appendix D - ECA Annual Report Requirements</b>

## 1 Revision History

Date	Rev#	Revisions	Revised By
March 10, 2025	0	Annual Report Issued	Selena Shane, PCT
March 11, 2025	1	Annual Sludge Volume Comparison	Selena Shane, PCT

## 2 Operations and Compliance Reliability Indices

Compliance Event	Details
Ministry of Environment Inspections	There was no MECP inspection in 2024.
Ministry of Labour Inspections	There was no MOL inspection in 2024.
Non-Compliance	There were no non-compliances in 2024.
Community Complaints	There were no community complaints in 2024.
Spills	There were no spills in 2024.
Overflows	There were 2 overflow events in 2024 <ul style="list-style-type: none"> <li>Details referenced in the report</li> </ul>
Bypass	There were no bypass events in 2024.

### 3 Process Description

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

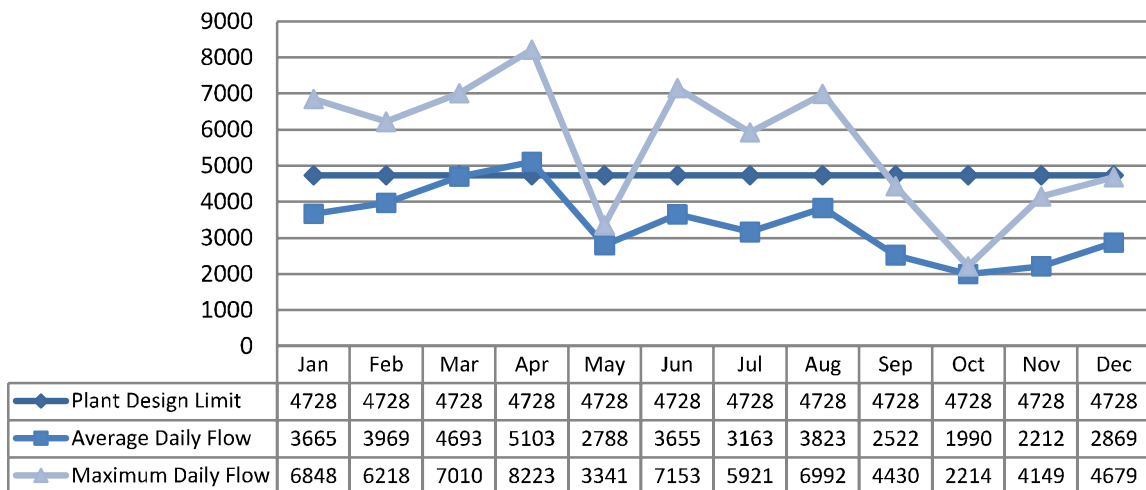
Prescott's wastewater treatment plant is a Class III treatment facility. Raw sewage is pumped to the facility from an onsite pumping station (SPS #6), which is equipped with an influent bar screen and three dry well pumps. Wastewater passes through the inlet headworks where solids are removed using a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

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

## 4 Treatment Flows

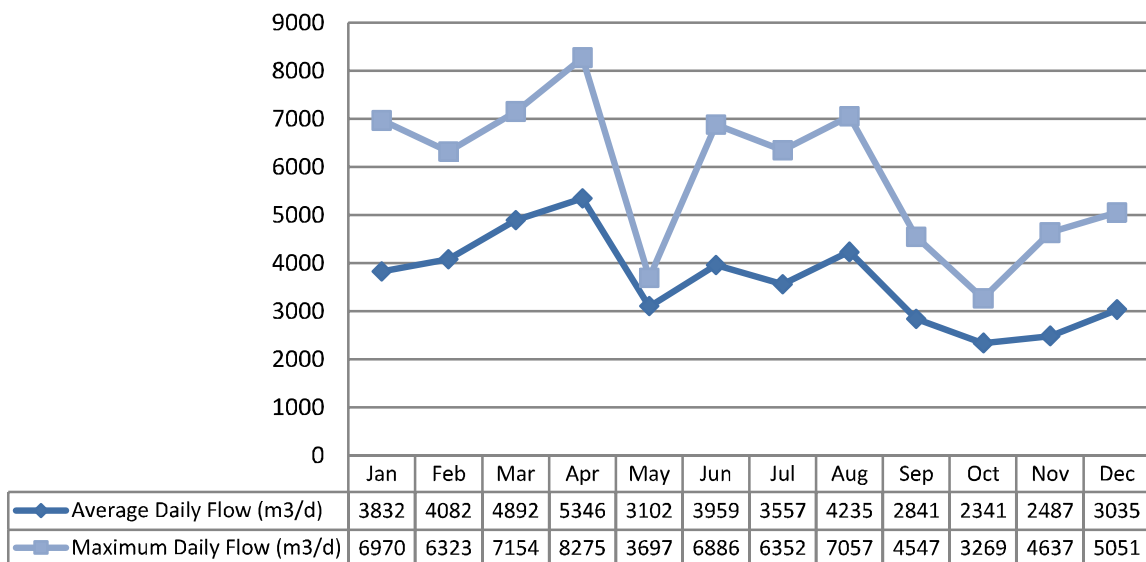
The hydraulic flows reaching the treatment facility in 2024 averaged 3,371 m<sup>3</sup>/day which represents 71% of the 4,728 m<sup>3</sup>/day design.

### 4.1 Raw Flow (m<sup>3</sup>/d)

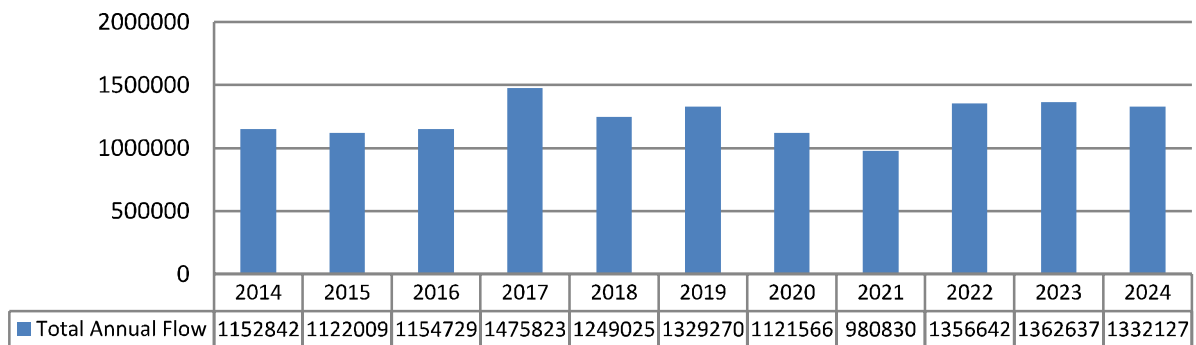


\*The exceedances over the plant design limits are due to precipitation.

### 4.2 Effluent Flow (m<sup>3</sup>/d)



#### 4.2.1 Annual Comparison (m3)



#### 4.3 Imported Sewage

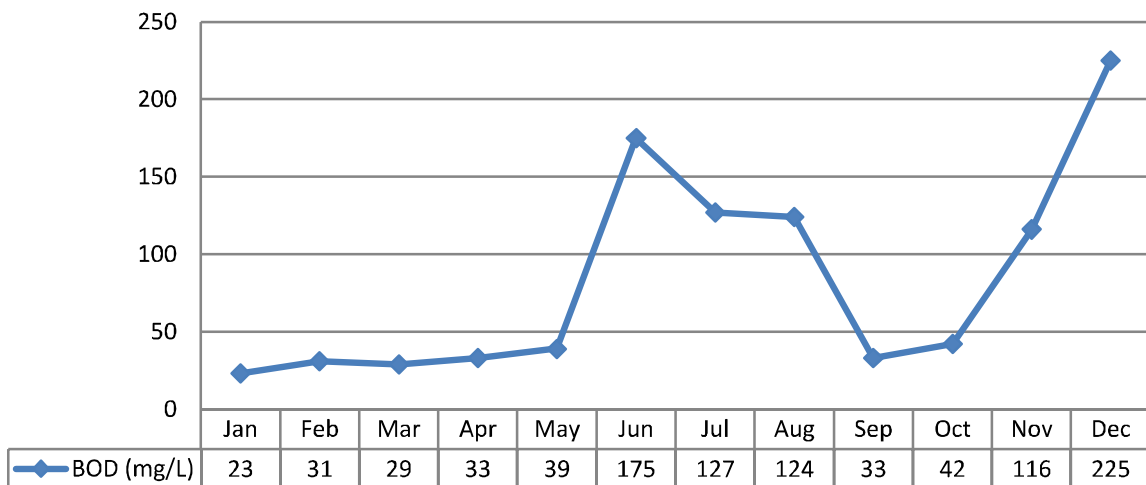
There is no imported sewage accepted at the treatment facility.

### 5 Raw Sewage Quality

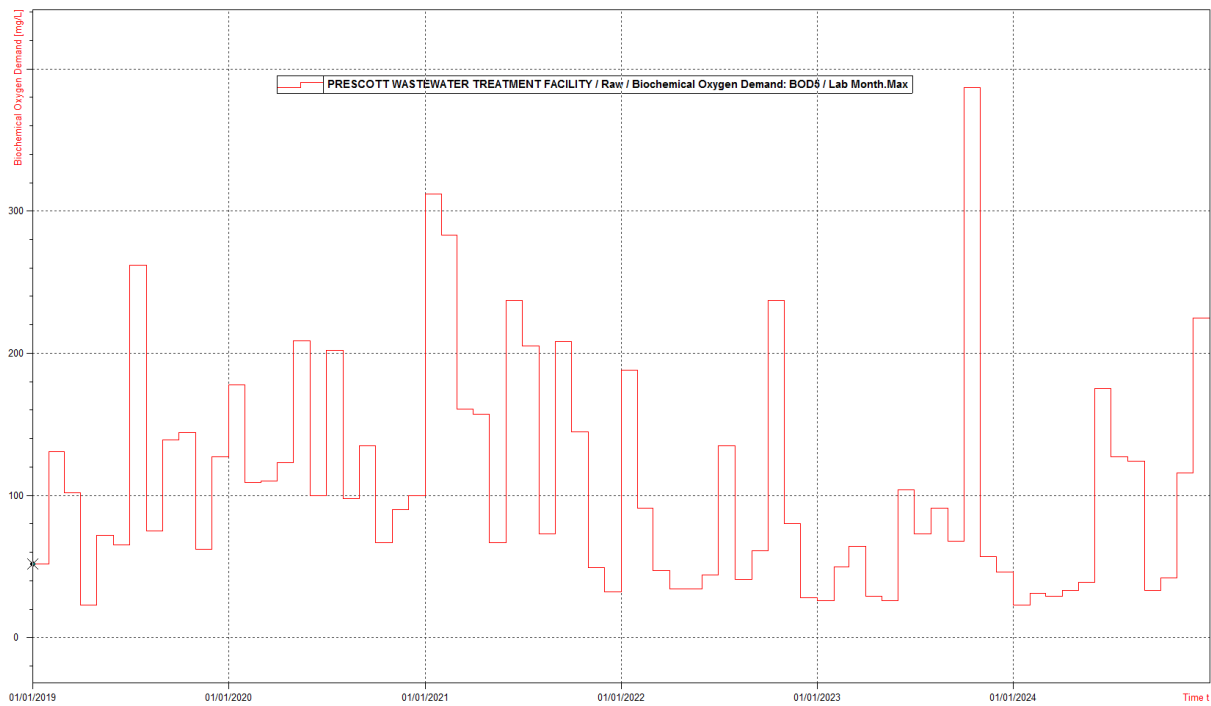
Results of raw sewage concentrations are available in the Facility Performance Assessment Report in Appendix A.

#### 5.1 Influent Trending

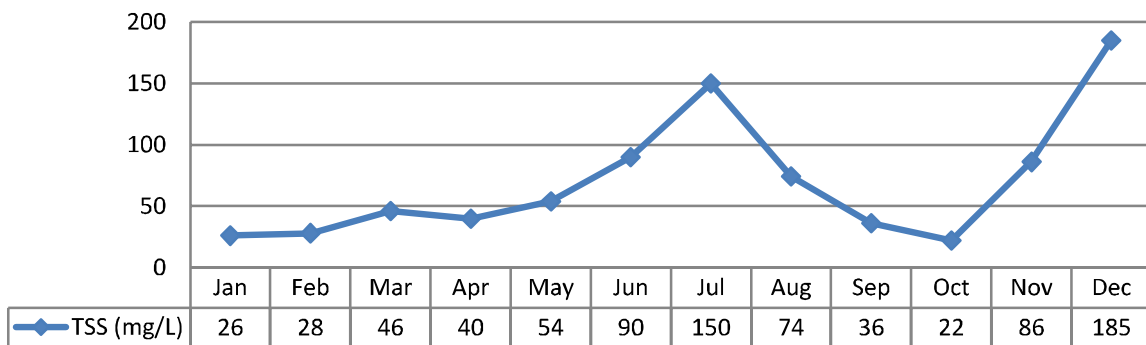
##### 5.1.1 BOD (mg/L)



### 5.1.2 5-year Trend BOD5 (mg/L)



### 5.1.3 Total Suspended Solids (mg/L)

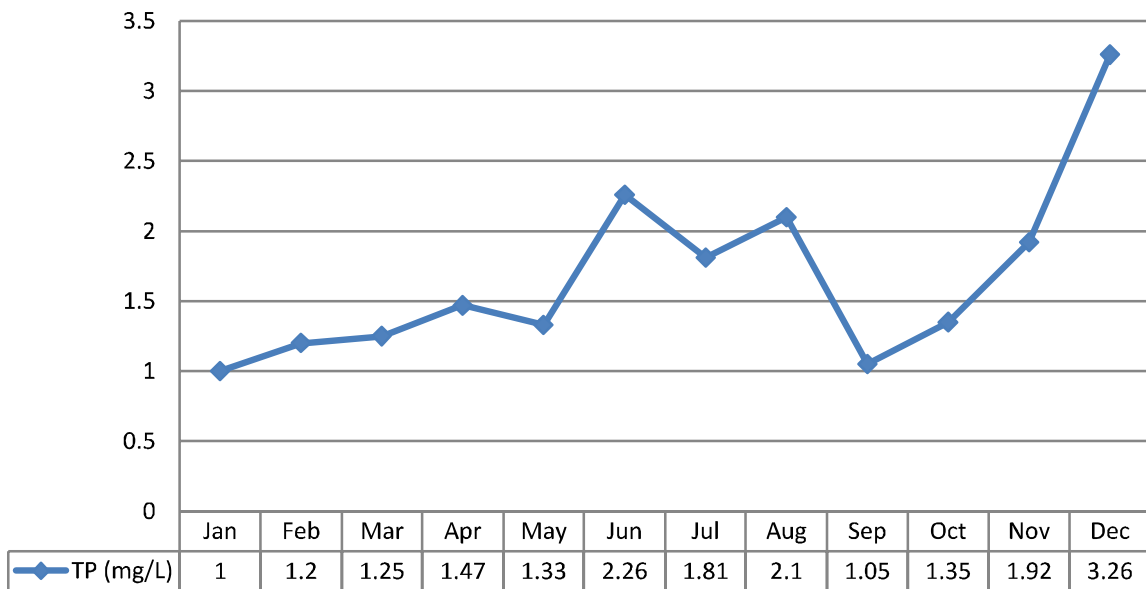




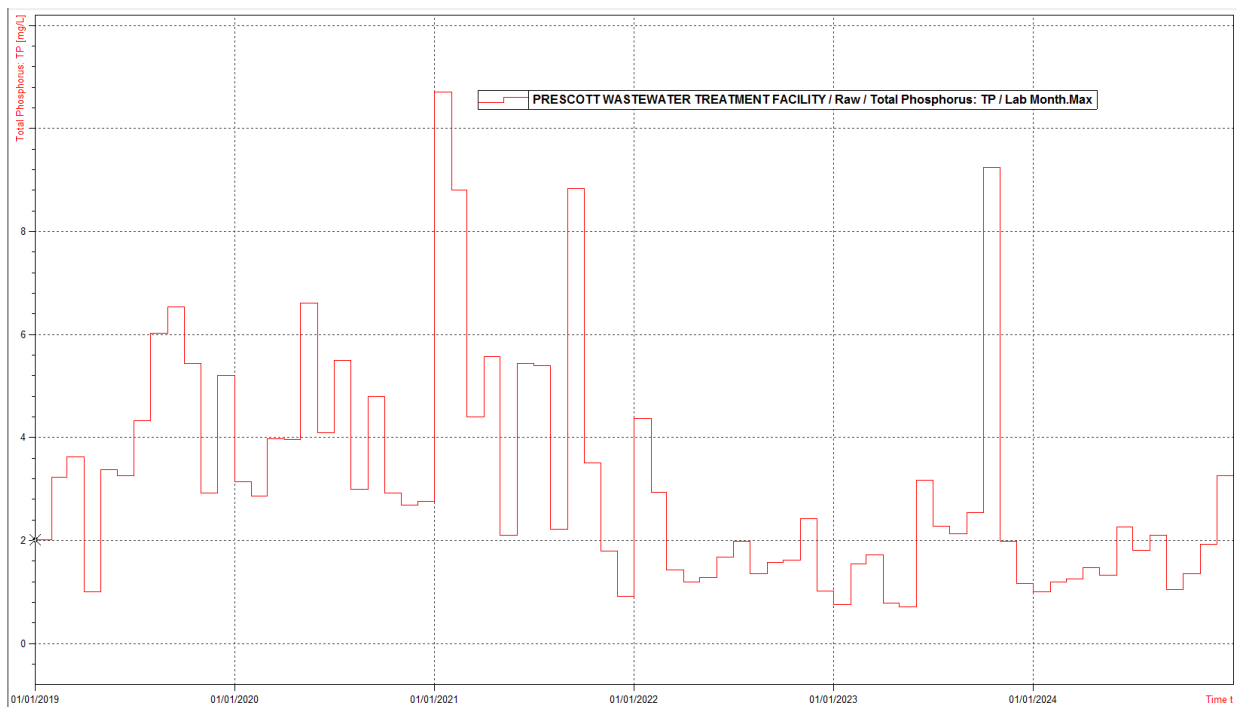
#### 5.1.4 5-year Total Suspended Solids (mg/L)



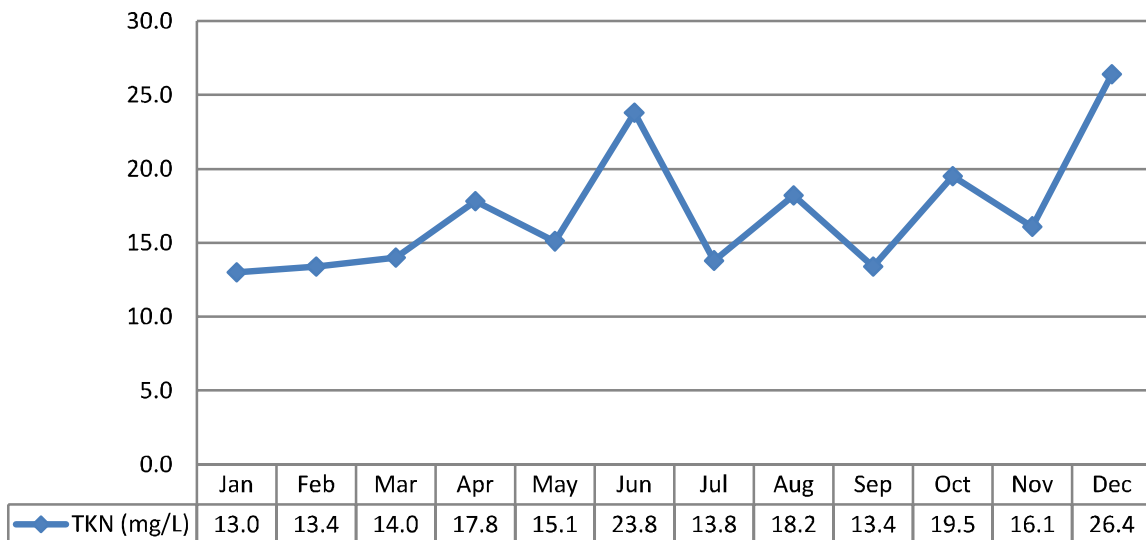
#### 5.1.5 Total Phosphorus (mg/L)



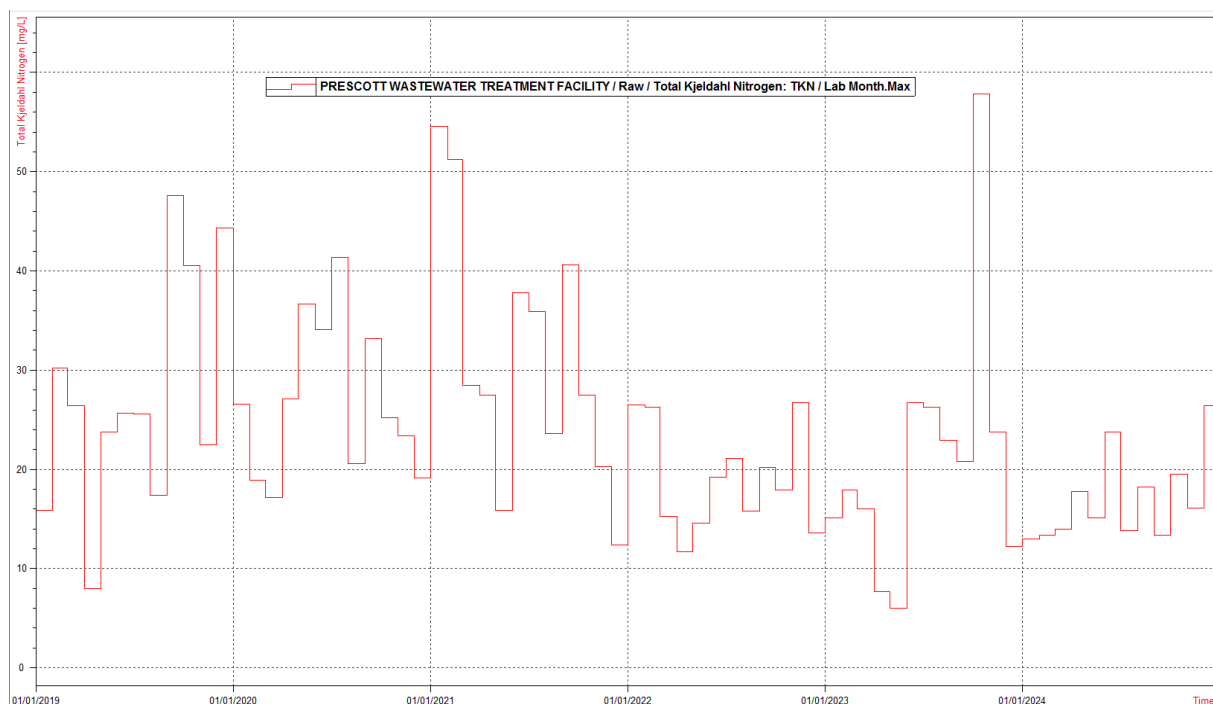
### 5.1.6 5-year Total Phosphorus (mg/L)



### 5.1.7 Total Kjeldahl Nitrogen (TKN) (mg/L)



### 5.1.8 5-year Total Kjeldahl Nitrogen (TKN)



## 5.2 Imported Waste Quality

There is no imported sewage accepted at the treatment facility.

## 5.3 Imported Waste Quality

There was no imported waste in 2024.

# 6 Effluent Quality

The monthly average concentrations of the carbonaceous biochemical oxygen demand (CBOD5), total suspended solids (TSS), total ammonia nitrogen (TAN), and total phosphorus (TP) remained below the effluent objectives and limits outlined in the facility's ECA during 2024. In addition, the effluent pH remained within the limits and objectives throughout the year. The geometric mean density of E. Coli in the effluent also remained within the ECA limit and objective in 2024.

## 6.1 Effluent Quality Assurance and Control Measures Taken

This system is part of OCWA's Seaway Valley Cluster. The cluster is supported by the Eastern Regional Hub, and corporate resources. Operational Services are delivered by OCWA staff that live and work in the community. The systems are operated to meet compliance with applicable regulations. The system has comprehensive manuals detailing operations, maintenance, instrumentation, and emergency procedures. All procedures are treated as active documents and are updated as required. These documents are also part of OCWA's Quality & Environmental Management System.

The process is reviewed and maintained by certified operators. These operator's complete in-house

rounds and testing to monitor the process. All sampling and analysis follow approved methods and protocols for sampling, analysis and recording as specified in the Ministry's Procedure F-10-1, "Procedures for Sampling and Analysis Requirements for Municipal and Private Sewage Treatment Works", the Ministry's publication, "Protocol for the Sampling and Analysis of Industrial/Municipal Wastewater" and the publication, "Standard Methods for the Examination of Water and Wastewater".

All final effluent samples collected during the reporting period to meet legislated sampling requirements are submitted to Caduceon Kingston for analysis, with the exception of pH and temperature. Caduceon Kingston has been deemed accredited by the Canadian Association for Laboratory Accreditation (CALA), meeting strict provincial guidelines including an extensive quality assurance/quality control program. By choosing this laboratory, the Ontario Clean Water Agency is ensuring appropriate control measures are undertaken during sample analysis. The pH and temperature parameters are analyzed in the field at the time of sample collection by certified operators, to ensure accuracy and precision of the results obtained.

OCWA uses several computer systems which include:

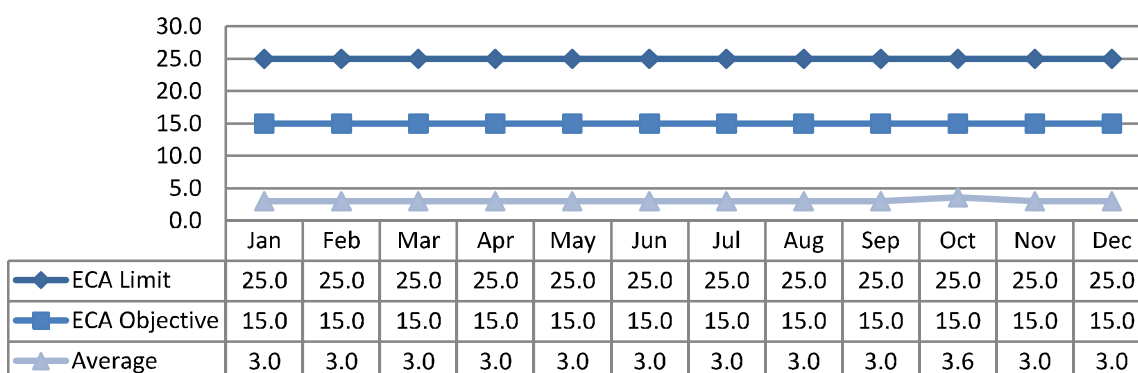
- Process Data Management (PDM)
  - This database program consolidates all operational data from a variety of sources including field data, online instrumentation, and electronic receipt of lab test results for reporting, tracking and analysis.
- Maximo – OCWA's Work Management System (WMS)
  - This program is used to track and schedule maintenance activities for all equipment in the system. It is also used to assign tasks for specific operational tasks.
- Wonderware (OUTPOST5)/SCADA
  - Wide-area SCADA system allows for process optimization and data logging, process trending, remote alarming.

The operations team also has access to a network of operational compliance and process specialists to assist for emerging process issues. This aids in establishing additional control measures to ensure a quality effluent product. Detailed individual sample results for both raw sewage and final effluent can be requested from the operating authority.

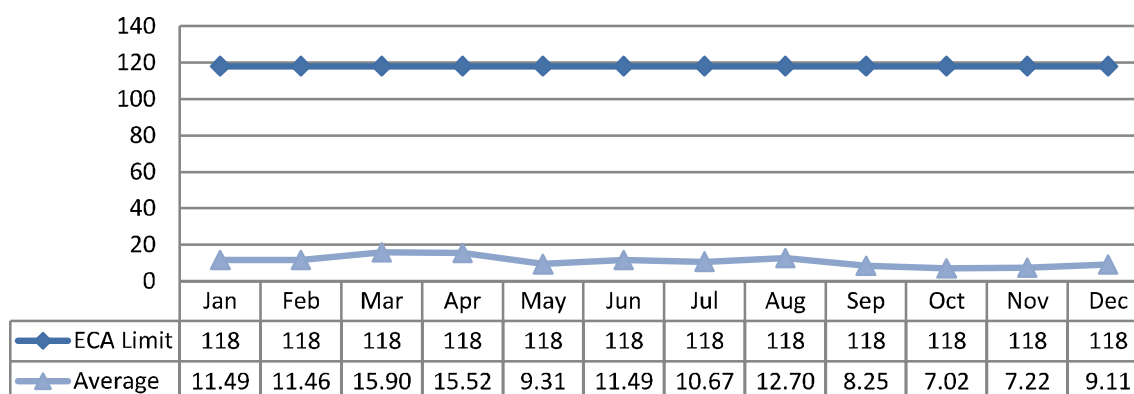
## 6.2 CBOD5 (mg/L)

Compliance Limit and Objective for this parameter was met in 2024.

### 6.2.1 Concentration (mg/L)



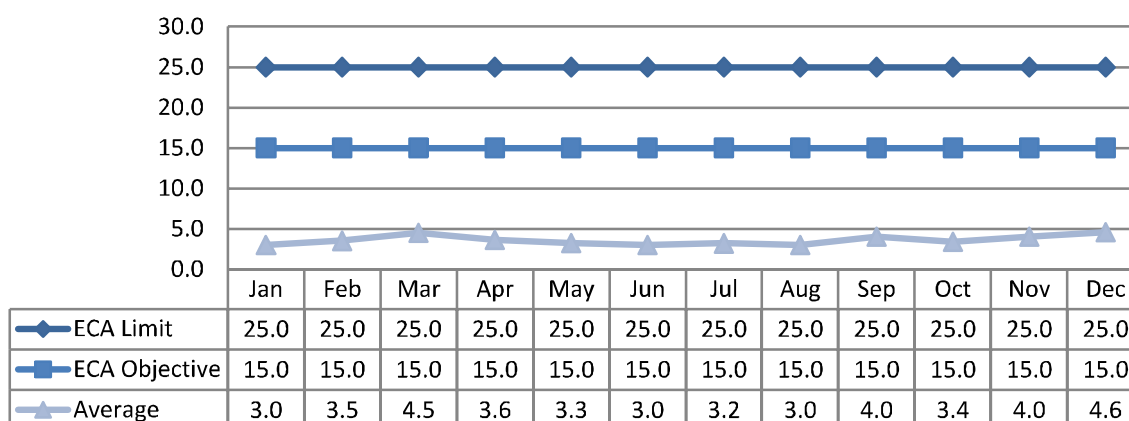
### 6.2.2 Loading (kg/d)



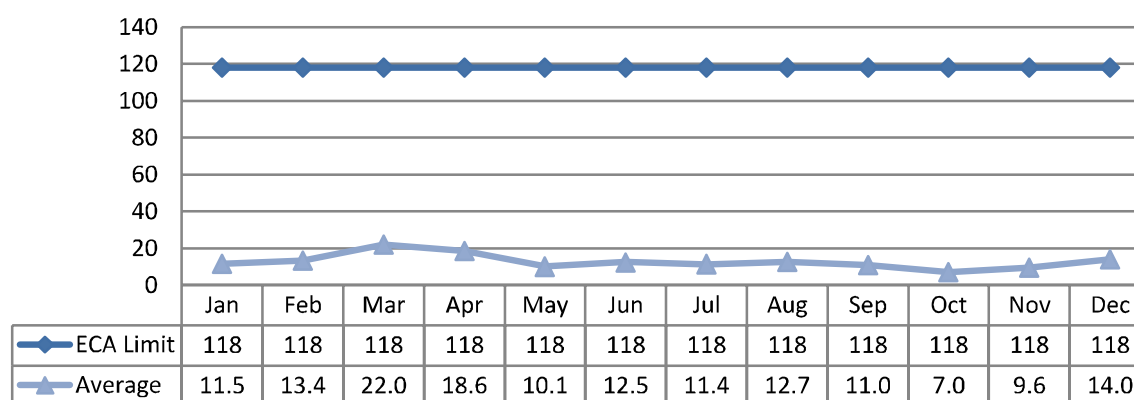
## 6.3 Total Suspended Solids (mg/L)

Compliance Limit and Objective for this parameter was met in 2024.

### 6.3.1 Concentration (mg/L)



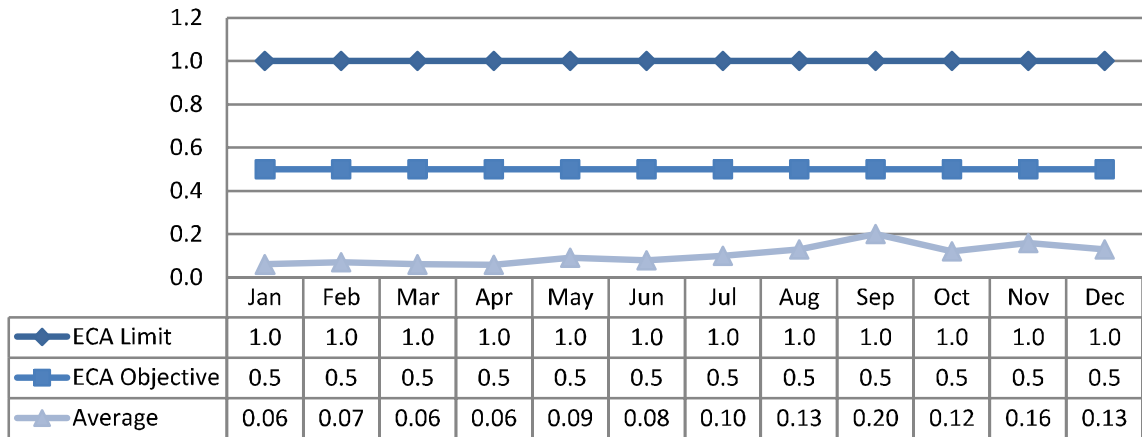
### 6.3.2 Loading (kg/d)



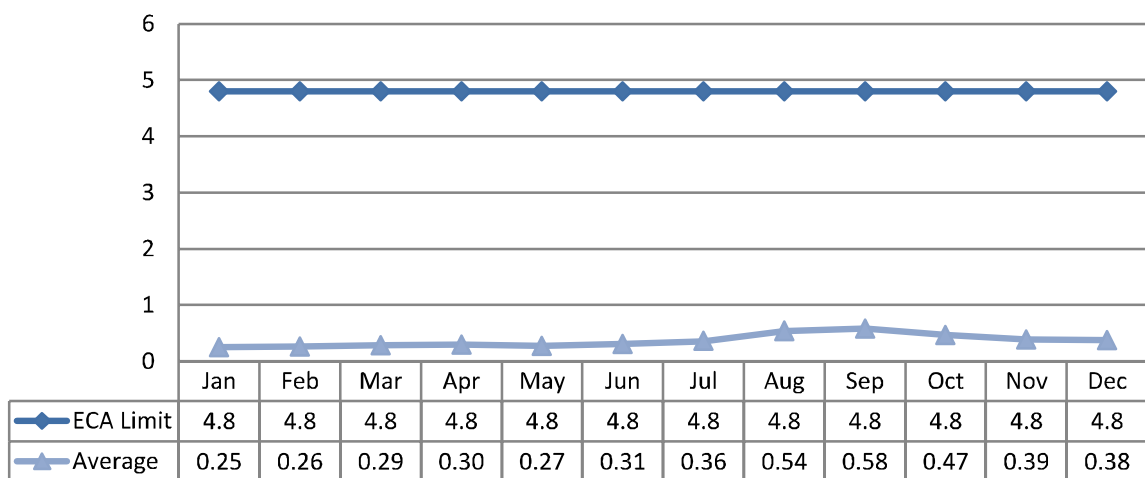
## 6.4 Total Phosphorus (mg/L)

Compliance Limit and Objective for this parameter was met in 2024.

### 6.4.1 Concentration (mg/L)



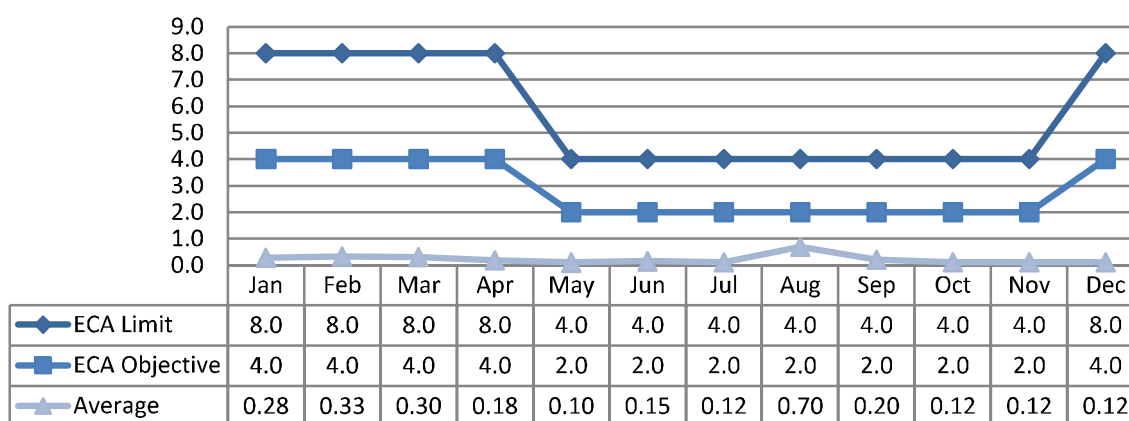
### 6.4.2 Loading (kg/d)



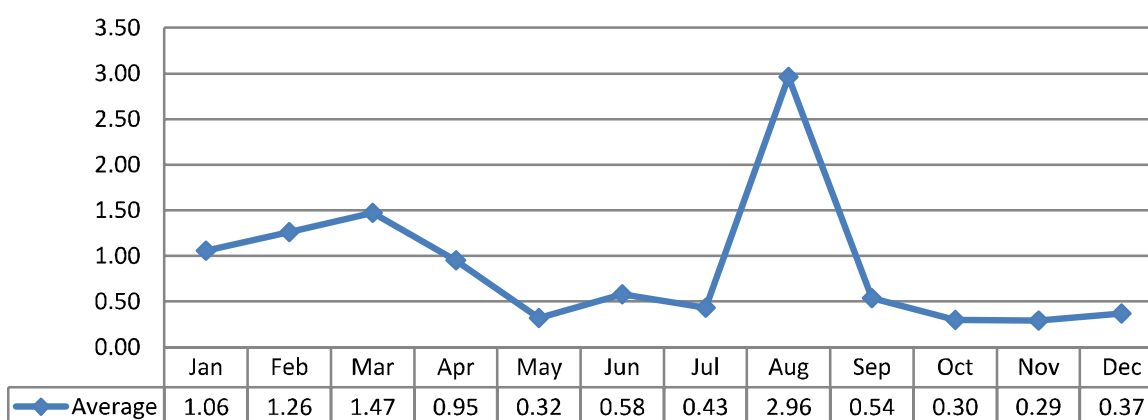
## 6.5 Total Ammonia Nitrogen (mg/L)

Compliance Limit and Objective for this parameter was met in 2024.

### 6.5.1 Concentration (mg/L)



### 6.5.2 Loading (kg/d)



## 6.6 Acute Lethality

There was one (1) sample collected in 2024 and tested for acute lethality (Rainbow Trout and Daphnia Magna). This sampling is required both provincially and federally. Results are displayed as % mortality. An adverse result is a > 50% mortality rate.

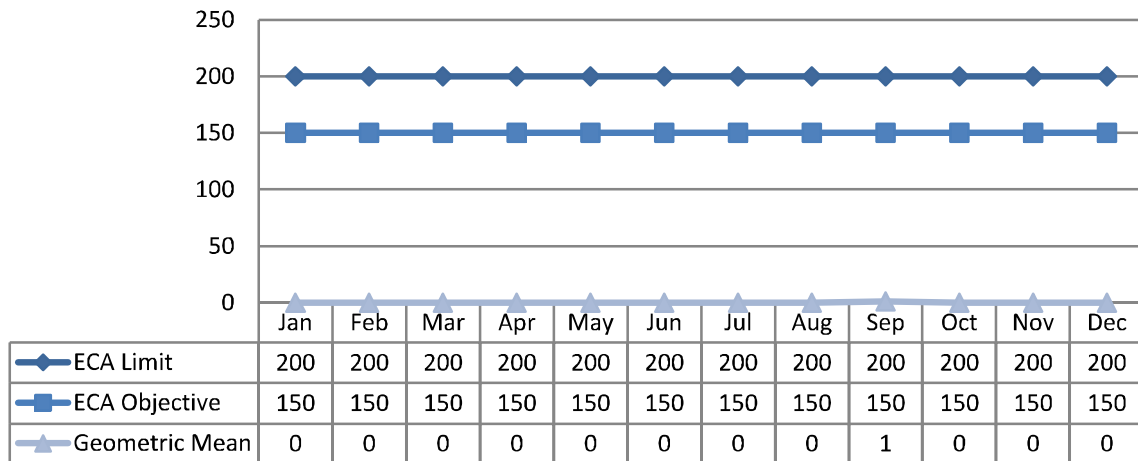
The Federal and Provincial limit for this parameter was met in 2024.

Date	Rainbow Trout	Daphnia Magna
July 04, 2024	0%	0%

## 6.7 E-coli (cfu/100mL)

Compliance Limit and Objective for this parameter was met in 2024.

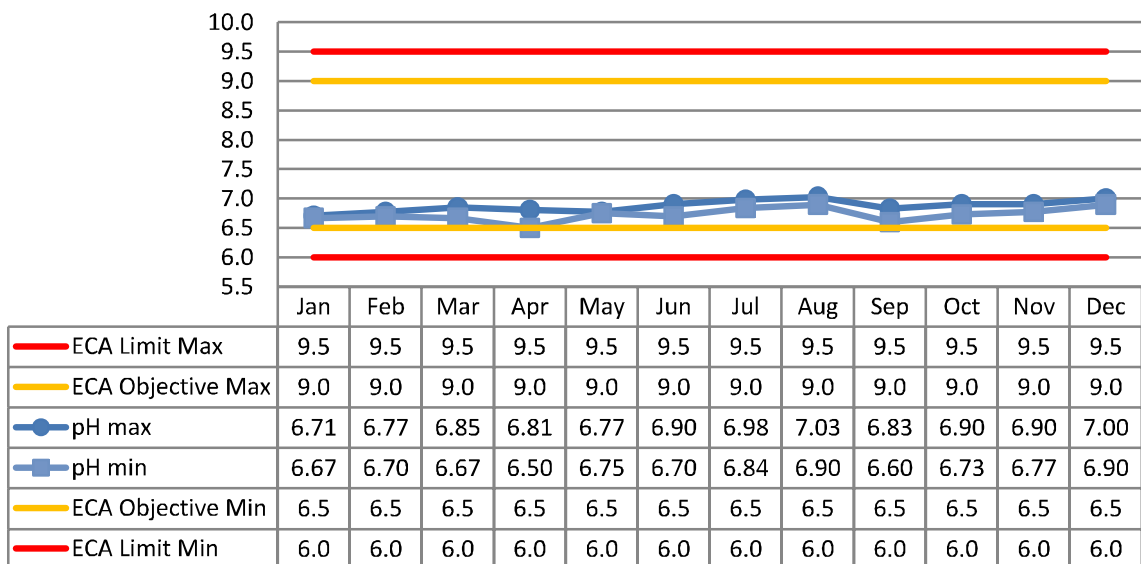
### 6.7.1 Geometric Mean (cfu/100mL)



## 6.8 pH

Compliance Limit range for this parameter is 6.0 – 9.5. The parameter was met in 2024. Each instance the pH is outside of that range is reported as a non-compliance.

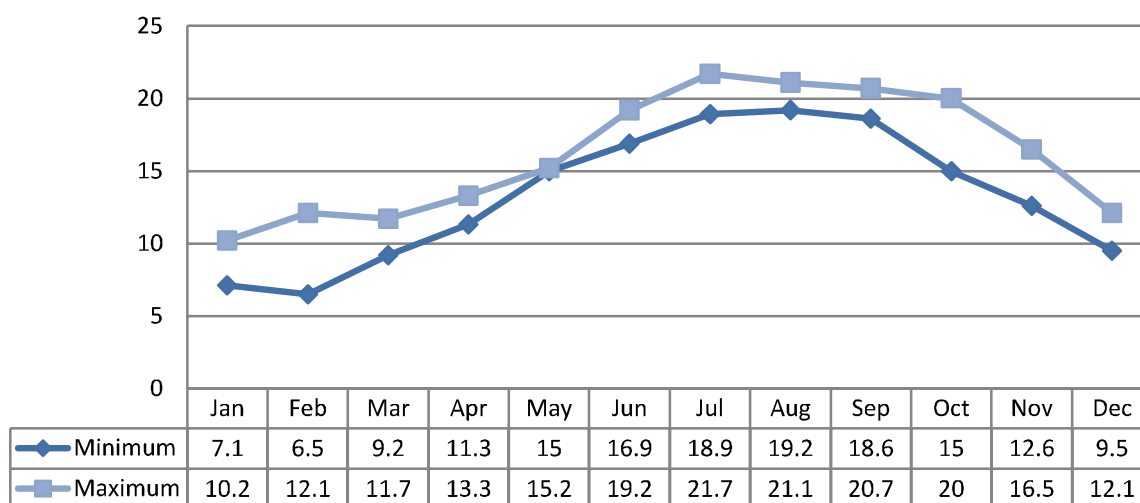
Compliance Objective range for this parameter is 6.5-9. The parameter was met in 2024.





## 6.9 Temperature (°C)

There are no compliance limits or objectives defined for Effluent.



## 7 Operating Issues/Problems

There were no significant operating issues/problems to report on in 2024.

### 7.1 Effluent Quality Non-Compliance Summary

Date	Exceedance of	Objective	Value	Corrective Action
There were no effluent non-compliances in 2024.				

### 7.2 Summary of Abnormal Sewage Discharge Events

Abnormal Discharge Events include Bypass', Overflows, Diversions and Spills of Sewage. Summary Details are included in Appendix B.

### 7.3 Spills (Other than Sewage)

Date	Location	Details	Volume (m3)	Start Date and Time	End Date and Time
There were no spills (other than sewage) to report on in 2024.					

## 8 Maintenance

Routine planned maintenance activities are scheduled in WMS and include:

- Inspect, adjust and calibrate process control equipment to ensure proper operation of water distribution systems, pumps, chemical feeders, and all other equipment installed at the facilities.
- Carry out a routine maintenance program including greasing and oiling as specified in the

lubrication schedule.

- Perform day-to-day maintenance duties to equipment including checking machinery and electrical equipment when required.
- Maintain an equipment inventory
- Maintain accurate records of work conducted, activities, and achievements.

Planned maintenance activities are communicated to the person responsible for completing the task through the issuance of WMS work orders. Work orders are automatically generated on a schedule as determined based on manufacturer's recommendations and site specific operational and maintenance needs and are assigned directly to the appropriate operations personnel. This schedule is set up by the designated WMS Primary. Work orders are completed and electronically entered into WMS by the person responsible for completing the task.

Unplanned maintenance is conducted as required.

### 8.1 Normal Maintenance and Repairs

Work Order	Details
3761869	SBR 2 drain and clean repair inspect, ladder install
3761879	Drying beds clean out
3761879	Sludge tank 1 new ladder, shaft, pedestal installed
3761880	New level metre SBR 2
3761882	HVAC new heat exchanger office building
3761884	SCADA maintenance
4332314	New decant arm assembly SBR 3
3761898	UV parts maintenance
3761899	New DO probe caps calibration bags
3761901	New SC 1000 DO controller
3761902	Supernatant valve digester tank
3761904	Back flow preventer maintenance
3761905	Driveway repair
3761906	Generator maintenance
3761907	Sludge loading flow metre replacement
3761909	Level metre SBR 3

### 8.2 Major Maintenance

Work Order	Details
3761911	Rebuilt and installed pump 3 SPS 5
3761912	Rebuilt and installed pump 2 SPS 6
3761915	Installed VFD pump 2 SPS 3
3761917	New water pump, thermostat, temperature sensor for the generator at SPS 3

### 8.3 Emergency Maintenance and Repairs

Work Order	Details
3761870	Auger monster repair

## 8.4 Flow Meter Calibrations and Maintenance

Location	Date of Calibration	Additional Maintenance
FIT-103 Sludge Loading Flow	April 03, 2024	None
FIT-102 Supernatant Flow	April 03, 2024	None
FIT-101 RAS/WAS Flow	April 03, 2024	None
FIT-104 Sewage Influent Flow	April 03, 2024	None
FIT-301 Plant Effluent Flow	April 03, 2024	None
FIT-701 SPS #5 Flow	April 03, 2024	None
FIT-01 SPS #3 Flow	April 27, 2024	None
FIT-01 SPS #4 Flow	April 27, 2024	None

## 8.5 Authorized Alterations in Collection System

Work Order	Details	Significant Drinking Water Threat (Y/N)
There were no alterations to the collection system made in 2024.		

## 8.6 Notice of Modifications

Date	Process	Modification	Status
There were no modifications to the collection system made in 2024.			

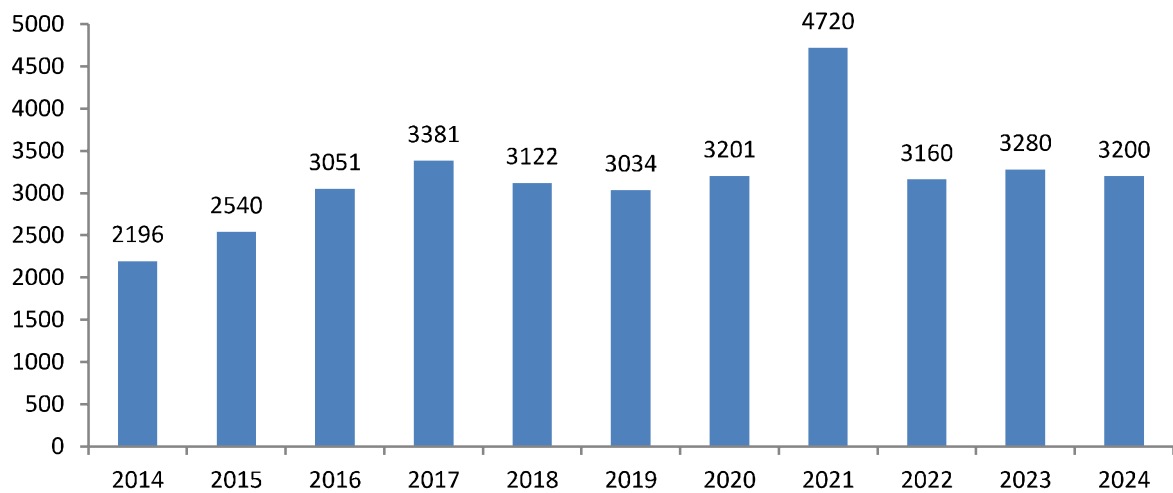
# 9 Sludge Generation

## 9.1 Sludge Disposal Summary

Date	Disposal Location	Approval #	Volume (m3)
05/13/24	South Dundas, Matilda, Concession 6, Lot 32	ECA# H480300	400
05/14/24	South Dundas, Matilda, Concession 6, Lot 32	ECA# H480300	520
05/15/24	South Dundas, Matilda, Concession 6, Lot 32	ECA# H480300	480
05/16/24	South Dundas, Matilda, Concession 6, Lot 32	ECA# H480300	480
05/17/24	South Dundas, Matilda, Concession 6, Lot 32	ECA# H480300	120
10/08/24	South Dundas, Matilda, Concession 6, Lot 32	ECA# H480300	480
10/09/24	South Dundas, Matilda, Concession 6, Lot 32	ECA# H480300	400
10/10/24	South Dundas, Matilda, Concession 6, Lot 32	ECA# H480300	320

In 2024, a total of 3,200 m3 of liquid bio-solids was hauled offsite by GFL and was utilized as soil conditioner. Of this, 2360 m3 was hauled to May (NASM Submission ID #22445), and the remaining 1200 m3 was hauled in October (NASM Submission ID #24908). It is anticipated that approximately the same volume of sludge will be generated in 2025.

## 9.2 Annual Comparison (m3/year)



It is anticipated that sludge volumes will remain similar to the 2024 volumes.

## 9.3 Sludge Quality

Sludge quality reports are available in Appendix C

## 10 Summary of Complaints

Location	Date	Nature of Complaint	Actions Taken
There were no complaints to report in 2024.			

## Appendix A – Performance Assessment Reports

ONTARIO CLEAN WATER AGENCY PERFORMANCE ASSESSMENT REPORT													
OWNER:		TOWN OF PRESCOTT									YEAR:		2024
PROJECT:		PRESCOTT WWTP									WATER COURSE:		ST. LAWRENCE
WORKS NUM.:		110001122									DESIGN CAPACITY:		4,728 m³/d
DESCRIPTION:		THREE SEQUENTIAL BATCH REACTORS AND AEROBIC SLUDGE DIGESTION											
MONTH	RAW			TREATED			RAW				SLUDGE		
	Total Flow m³	Avg Day Flow m³	Max Day Flow m³/d	Effluent Flow m³	Effluent Avg Flow m3	Effluent Max Flow m³/d	Avg Raw BOD (mg/L)	Avg Raw TSS (mg/L)	Avg Raw PHOS. (mg/L)	Avg. Raw TKN (mg/L)	Sludge to Drying Beds m³	Liquid Sludge Hauled m³	Dry Sludge Hauled m³
JAN	113,610	3,665	6,848	118,778	3832	6,970	23	26	1.00	13.0	110.1	0	0
FEB	115,111	3,969	6,218	118,384	4082	6,323	31	28	1.20	13.4	204.2	0	0
MAR	145,497	4,693	7,010	151,653	4892	7,154	29	46	1.25	14.0	172.6	0	0
APR	153,088	5,103	8,223	160,386	5346	8,275	33	40	1.47	17.8	190.0	0	0
MAY	86,427	2,788	3,341	96,159	3102	3,697	39	54	1.33	15.1	209.3	2000	0
JUN	109,659	3,655	7,153	118,770	3959	6,886	175	90	2.26	23.8	139.1	0	0
JUL	98,051	3,163	5,921	110,255	3557	6,352	127	150	1.81	13.8	152	0	0
AUG	118,528	3,823	6,992	131,273	4235	7,057	124	74	2.10	18.2	0	0	0
SEPT	75,669	2,522	4,430	85,216	2841	4,547	33	36	1.05	13.4	0	0	0
OCT	61,700	1,990	2,214	72,558	2341	3,269	42	22	1.35	19.5	0	1200	116
NOV	66,370	2,212	4,149	74,610	2487	4,637	116	86	1.92	16.1	0	0	0
DEC	88,940	2,869	4,679	94,086	3,035	5,051	225	185	3.26	26.4	0	0	0
TOTAL	1,232,650			1,332,127							1177.0	3200	116
AVG		3,371			3,642		83	70	1.67	17			
MAX			8,223			8,275							
CRITERIA		4,728	16,000										
COMPLIANCE		YES	YES										
Comments:	Average raw BOD, TP and TSS based on 24hr composite sample results												

2024 - PRESCOTT WWTP EFFLUENT SAMPLING MONTHLY AVERAGES								
MONTH	DATE	CBOD <sub>5</sub> (mg/L)		TSS (mg/L)		TP (mg/L)	NH <sub>3</sub> (mg/L)	E. Coli (CFU/100ml)
January	02-Jan-23	<	3	<	3	0.05	0.07	0
	09-Jan-23	<	3	<	3	0.09	0.46	0
	15-Jan-23	<	3	<	3	0.05	0.06	119
	23-Jan-23	<	3		3	0.08	0.42	0
	30-Jan-23	<	3	<	3	0.05	0.37	8
	Monthly Average		3		3	0.06	0.28	0
	Compliant?		YES		YES	YES	YES	YES
February	06-Feb-23	<	3	<	3	0.06	0.39	14
	13-Feb-23	<	3		3	0.09	0.34	2
	20-Feb-23	<	3		5	0.05	0.09	0
	27-Feb-23	<	3	<	3	0.07	0.5	0
	Monthly Average		3.0		3.5	0.07	0.33	0
	Compliant?		YES		YES	YES	YES	YES
March	05-Mar-23		4		3	0.06	0.12	1
	12-Mar-23	<	3		6	0.04	0.14	0
	19-Mar-23	<	3	<	3	0.06	0.22	0
	26-Mar-23		3		6	0.08	0.72	1
	Monthly Average		3.3		4.5	0.06	0.30	0
	Compliant?		YES		YES	YES	YES	YES
April	02-Apr-23	<	3		3	0.08	0.12	0
	09-Apr-23	<	3		4	0.06	0.45	1
	16-Apr-23	<	3	<	3	0.03	0.09	0
	23-Apr-23	<	3	<	3	0.05	0.06	1
	30-Apr-23	<	3		5	0.07	0.2	0
	Monthly Average		3		3.6	0.058	0.18	0
	Compliant?		YES		YES	YES	YES	YES
May	07-May-24	<	3	<	3	0.06	0.11	0
	14-May-24	<	3		4	0.08	0.08	0
	21-May-24	<	3	<	3	0.08	0.12	0
	28-May-24	<	3	<	3	0.13	0.1	0
	Monthly Average		3		3.25	0.09	0.10	0
	Compliant?		YES		YES	YES	YES	YES
June	04-Jun-24	<	3	<	3	0.12	0.27	0
	11-Jun-24	<	3	<	3	0.01	0.11	5
	18-Jun-24	<	3		4	0.1	0.13	0
	25-Jun-24	<	3		3	0.09	0.1	1
	Monthly Average		3		3	0.08	0.15	0.01
	Compliant?		YES		YES	YES	YES	YES

<b>2024 - PRESCOTT WWTP EFFLUENT SAMPLING MONTHLY AVERAGES</b>						
MONTH	DATE	CBOD <sub>5</sub> (mg/L)	TSS (mg/L)	TP (mg/L)	NH <sub>3</sub> (mg/L)	E. Coli (CFU/100ml)
July	02-Jul-24	< 3	3	0.1	0.15	1
	09-Jul-24	< 3	3	0.12	0.1	0
	16-Jul-24	< 3	4	0.11	0.18	4
	23-Jul-24	< 3	3	0.10	0.08	0
	30-Jul-24	< 3	3	0.08	0.1	0
	<b>Monthly Average</b>	3	3.2	0.10	0.12	0
August	<b>Compliant?</b>	YES	YES	YES	YES	YES
	06-Aug-24	< 3	3	0.13	0.19	0
	13-Aug-24	< 3	3	0.23	1.28	8
	20-Aug-24	< 3	3	0.08	0.97	11
	27-Aug-24	< 3	3	0.07	0.36	2
	<b>Monthly Average</b>	3	3.00	0.13	0.70	0
September	<b>Compliant?</b>	YES	YES	YES	YES	YES
	03-Sep-24	< 3	5	0.07	0.13	1
	10-Sep-24	< 3	4	0.15	0.17	1
	17-Sep-24	< 3	4	0.22	0.26	1
	24-Sep-24	< 3	3	0.41	0.22	1
	<b>Monthly Average</b>	3	4	0.21	0.20	1
October	<b>Compliant?</b>	YES	YES	YES	YES	YES
	01-Oct-24	< 3	3	0.14	0.09	0
	08-Oct-24	< 3	3	0.07	0.13	0
	15-Oct-24	< 3	3	0.1	0.12	1
	22-Oct-24	< 3	3	0.14	0.11	0
	29-Oct-24	< 3	5	0.15	0.14	0
November	<b>Monthly Average</b>	3.0	3.4	0.12	0.12	0
	<b>Compliant?</b>	YES	YES	YES	YES	YES
	05-Nov-24	< 3	4	0.13	0.11	0
	12-Nov-24	< 3	6	0.13	0.1	2
	19-Nov-24	< 3	3	0.2	0.13	1
	26-Nov-24	< 3	3	0.18	0.14	1
December	<b>Monthly Average</b>	3	4	0.16	0.12	0
	<b>Compliant?</b>	YES	YES	YES	YES	YES
	03-Dec-24	< 3	3	0.18	0.11	0
	10-Dec-24	< 3	6	0.18	0.1	0
	17-Dec-24	< 3	3	0.13	0.13	0
	24-Dec-24	< 3	6	0.08	0.12	0
December	31-Dec-24	< 3	5	0.06	0.15	0
	<b>Monthly Average</b>	3.0	4.6	0.13	0.12	0
	<b>Compliant?</b>	YES	YES	YES	YES	YES

Appendix B – Details of Abnormal Sewage Discharge Events

Facility Bypass

Date	Location	Details	Volume (m3)	Start Time	End Time	Duration (h)	Discharge Receiver	Disinfection Provided
There was no facility bypass to report in 2024.								

Facility Overflow

Date	Location	Details	Volume (m3)	Start Time	End Time	Duration (h)	Discharge Receiver	Disinfection Provided
There was no facility overflow to report in 2024.								

Collection Overflow

Date	Location	Details	Volume (m3)	Start Time	End Time	Duration (h)	Discharge Receiver	Disinfection Provided
07/24/25	SPS # 3 (Coast Guard) Bypass Weir BW-1	Collection system overflow due to heavy rains.	72.942	18:00	18:50	50 min	St. Lawrence River	Stabilized chlorine pucks
07/24/25	SPS #4 (Corner of East and King St) Bypass Weir BW-3	Collection system overflow due to heavy rains.	36.054	18:05	18:40	35 min	St. Lawrence River	Stabilized chlorine pucks

Spills of Sewage

Date	Location	Details	Volume (m3)	Start Time	End Time	Duration (h)	Discharge Receiver	Disinfection Provided
There were no spills of sewage to report in 2024.								

Collection System Monitoring Data

Event Date	Event Location	Volume (m3)	Parameter	mg/L	Source Loading	Any Adverse Impacts & Corrective Actions
July 24, 2024	SPS # 3 (Coast Guard) Bypass Weir BW-1	72.942	Total Suspended Solids	142	10.36 kg	None.
			Total Phosphorus	3.61	0.263 kg	
			BOD5	132	9.64 kg	
			Total Kjeldahl Nitrogen	30.8	2.25 kg	
			E.Coli	8700000		
			pH @ 25°C	7.62		



Event Date	Event Location	Volume (m3)	Parameter	mg/L	Source Loading	Any Adverse Impacts & Corrective Actions
July 24, 2024	SPS #4 (Corner of East and King St) Bypass Weir BW-3	36.054	Total Suspended Solids	235	8.47 kg	None.
			Total Phosphorus	2.06	0.074 kg	
			BOD5	148	5.33 kg	
			Total Kjeldahl Nitrogen	13.3	0.48 kg	
			E.Coli	860000		
			pH @ 25°C	7.46		

## Appendix C - Biosolids Quality Report

### 2024- PRESCOTT WWTP MONTHLY AEROBIC BIOSOLIDS CONCENTRATION RATIO

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Ammonia	3	36.5	18	8.5	5	1	2.5	2.5	1	1	1.0	2.0
Nitrate	29	1	28	71	46	11	20.75	2.05	48.25	72.20	43.25	55
Ammonia + Nitrate	30	37.3	46.4	79.8	51.3	12.4	23.25	4.55	49.25	73	44.3	57.0
Total Phosphorus	349	741	845	609	715	993.5	726.5	353.5	468	590	547	465.5
Total Solids	9220	23300	18350	19000	18750	26450.0	18300	11935	13150	11300	11575	7780
Aluminum	454	9802	628	688	908	1350.0	970	576	700.5	944	801	795
Arsenic	0.10	0.20	0.10	0.10	0.15	0.25	0.15	0.1	0.1	0.15	0.1	0.1
Cadmium	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.165	0.03
Chromium	0.33	0.73	0.71	0.65	0.62	0.99	0.645	0.345	0.42	0.62	0.485	0.49
Cobalt	0.04	0.06	0.07	0.05	0.04	0.07	0.045	0.03	0.035	0.04	0.03	0.04
Copper	4.18	8.55	6.45	6.59	7.58	11.85	7.75	4.58	5.44	8	6.645	6.425
Lead	0.25	0.55	0.40	0.40	0.45	0.80	0.5	0.3	0.35	0.60	0.45	0.45
Mercury	0.00	0.01	0.00	0.00	0.01	0.00	0.0045	0.0035	0.005	0.00	0.006	0.005
Molybdenum	0.18	0.27	0.22	0.20	0.20	0.31	0.215	0.18	0.18	0.22	0.18	0.195
Nickel	0.24	0.50	0.48	0.47	0.48	0.75	0.51	0.3	0.36	0.52	0.4	0.455
Selenium	0.10	0.15	0.10	0.10	0.10	0.15	0.15	0.1	0.1	0.10	0.1	0.1
Zinc	5.51	10.45	9.28	7.90	9.05	13.80	9.4	5.74	7.06	10.5	8.68	9.05

Metals ratio = mg metals/kg solids

	Metal/Solids Ratio (Sludge)												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Limit
Arsenic	10.85	8.58	5.45	5.26	8.00	9.45	8.20	8.38	7.60	13.27	8.64	12.85	170
Cadmium	3.25	1.29	1.63	1.58	1.60	1.13	1.64	2.51	2.28	2.65	14.25	3.86	34
Chromium	35.2	31.3	38.7	33.9	33.1	37.4	35.2	28.9	31.9	54.87	41.90	62.98	2800
Cobalt	4.34	2.36	3.54	2.63	1.87	2.65	2.46	2.51	2.66	3.54	2.59	5.14	340
Copper	453	367	351	347	404	448	423	384	414	714.16	574.08	825.84	1700
Lead	27.11	23.61	21.80	21.05	24.00	30.25	27.32	25.14	26.62	53.10	38.88	57.84	1100
Mercury	0.27	0.21	0.25	0.24	0.32	0.15	0.25	0.29	0.38	0.31	0.52	0.64	11
Molybdenum	19.52	11.37	11.72	10.53	10.67	11.53	11.75	15.08	13.69	19.03	15.55	25.06	94
Nickel	26.03	21.24	25.89	24.74	25.60	28.36	27.87	25.14	27.38	46.02	34.56	58.48	420
Selenium	10.85	6.44	5.45	5.26	5.33	5.67	8.20	8.38	7.60	8.85	8.64	12.85	34
Zinc	598	448	505	416	483	522	514	481	537	926.55	749.89	1163.24	4200

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

## Appendix D - ECA Annual Report Requirements

<b>Facility ECA # 6996-9ZYNWH Section 10(6)</b>	<b>Section in Report</b>
a) Summary and interpretation of all monitoring data and a comparison to the effluent limits outlined in condition 7, including an overview of the success and adequacy of the Works	Section 6 – Effluent Quality
b) Description of any operating problems encountered and corrective actions taken	Section 8 – Operating Problems/Issues
c) Summary of all maintenance carried out on any major structure, equipment, apparatus, mechanism or thing forming part of the Works	Section 9 – Maintenance
d) Summary of any effluent quality assurance or control measures undertaken in the reporting period	Section 6 – Effluent Quality
e) Summary of the calibration and maintenance carried out on all effluent monitoring equipment	Section 9.3 – Flow Meter Calibrations
f) Description of efforts made and results achieved in meeting the Effluent Objectives of Condition 6	Section 8 – Operating Problems/Issues
g) Tabulation of the volume of sludge generated in the reporting period, an outline of anticipated volumes to be generated in the next reporting period and a summary of the locations where the sludge was disposed	Section 10 – Sludge Generation
h) Summary of any complaints received during the reporting period and any steps taken to address the complaints	Section 11 – Summary of Complaints
i) Summary of all By-pass, spill or abnormal discharge events	Appendix D, Section 8 – Operating Problems/Issues
j) Copy of all Notice of Modifications submitted to the Water Supervisor as a result of Schedule B, Section 1, with a status report on the implementation of each modification	Section 9 – Maintenance
k) Report summarizing all modifications completed as a result of Schedule B, Section 3	Section 9 - Maintenance
l) Any other information the Water Supervisor requires from time to time	N/A

<b>Collection ECA # 161-W601 Schedule E</b>	
4.6.3 If applicable, includes a summary of all required monitoring data along with an interpretation of the data and any conclusion drawn from the data evaluation about the need for future modifications to the Authorized System or system operations.	Operating Issues and Problems
4.6.4 Includes a summary of any operating problems encountered and corrective actions taken.	Operating Issues and Problems
4.6.5 Includes a summary of all calibration, maintenance, and repairs carried out on any major structure, Equipment, apparatus, mechanism, or thing forming part of the Municipal Sewage Collection System.	Maintenance
4.6.6 Includes a summary of any complaints related to the Sewage Works received during the reporting period and any steps taken to address the complaints.	Summary of Complaints
4.6.7 Includes a summary of all Alterations to the Authorized System within the reporting period that are authorized by this Approval including a list of Alterations that pose a Significant Drinking Water Threat.	Maintenance
4.6.8 Includes a summary of all Collection System Overflow(s) and Spill(s) of Sewage, including: a) Dates;	Operating Issues and Problems Appendix B

Collection ECA # 161-W601 Schedule E	
b) Volumes and durations; c) If applicable, loadings for total suspended solids, BOD, total phosphorus, and total Kjeldahl nitrogen, and sampling results for E.coli; d) Disinfection, if any; and e) Any adverse impact(s) and any corrective actions, if applicable.	
4.6.9 Includes a summary of efforts made to reduce Collection System Overflows, Spills, STP Overflows, and/or STP Bypasses, including the following items, as applicable: a) A description of projects undertaken and completed in the Authorized System that result in overall overflow reduction or elimination including expenditures and proposed projects to eliminate overflows with estimated budget forecast for the year following that for which the report is submitted. b) Details of the establishment and maintenance of a PPCP, including a summary of project progresses compared to the PPCP's timelines. c) An assessment of the effectiveness of each action taken. d) An assessment of the ability to meet Procedure F-5-1 or Procedure F-5-5 objectives (as applicable) and if able to meet the objectives, an overview of next steps and estimated timelines to meet the objectives. e) Public reporting approach including proactive efforts.	Maintenance Operating Issues and Problems



## **STAFF REPORT TO COUNCIL**

**Report No. 17-2025**

**Date:** March 17, 2025

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

**Re:** Prescott Beer Fest Council Endorsement

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### **Recommendation:**

That Council approves the establishment of the Prescott Beer Fest and designates it as Municipally Significant.

### **Background:**

The Economic Development Department has been approached by a local individual with an interest in organizing an annual craft beer festival, with the goal of raising funds for a local charitable organization. The proposed event will take place on July 5, 2025, from 1:00-11:00 pm located on the waterfront lands east of the marina. The event would feature local and regional craft breweries and alcohol producers (including beer, cider, distilleries and wineries), food vendors, and live entertainment, in a controlled and family/pet friendly festival setting. The Economic Development & Tourism strategy identifies event development as a critical action towards achieving strategic priorities. Staff have conducted follow-up research which identified a craft beverage festival as a unique opportunity, to further position Prescott as a premier destination for visitors while generating substantial economic benefits.

To host a licensed event that is open to the public, the Alcohol and Gaming Commission of Ontario (AGCO) requires that the event be designated “of significance and/or to raise funds for charitable purposes and objects that benefit the public-at-large”. As such, Special Occasion Permits for public events are only issued to:

- Registered charities
- Non-profit organizations whose object is to promote charitable, educational, religious or community objects
- Events of municipal, provincial, national or international significance
- Tailgate events are public events that are held in connection with, and in proximity to, a live sporting event and where attendees may bring their own liquor (BYOB) for consumption at the event.



The event organizer, Etienne Dumont, is local to the region and possesses a background in tourism event planning. The interest of several local breweries has already been secured with several others to be approached upon receipt of Council's endorsement.

Building on the success of previous events such as the King Street Promenade and Prescott Poutine Feast, the introduction of a craft beer festival presents a unique opportunity to further position Prescott as a premier destination for visitors while generating substantial economic benefits.

The Prescott Beer Fest will serve as a high-profile attraction that directly benefits the local economy and business community. It will generate significant benefits to the business community and Town, as outlined below.

#### Economic Boost for Local Businesses:

- The festival's location in close proximity to downtown businesses will drive increased foot traffic, providing a direct opportunity for retailers, restaurants, and service providers to capitalize on increased visitors.
- Local businesses will have the opportunity to participate as vendors, sponsors, or promotional partners, amplifying their exposure to new customers.
- Local restaurants will have a dedicated presence at the event to provide food services and opportunities to partner with alcohol producers on new permanent menu offerings where applicable, strengthening local entrepreneurial growth.
- Businesses can leverage the event by extending operating hours and offering promotions and menu offerings tailored to festival-goers.

#### New Visitor Attraction & Tourism Development:

- The event is expected to draw attendees from Prescott, the surrounding region and destinations beyond including Eastern Ontario, the Ottawa region, Quebec and upstate New York, expanding Prescott's reach as a tourism destination.
- The festival's location near the RiverWalk District, Fort Wellington and waterfront will encourage visitors to explore additional attractions such as local dining, retail shops, and cultural sites.
- Prescott's new Quality Inn as well as boutique accommodations will see an increase in overnight stays, supporting the town's hospitality sector.

#### Economic Impact & Municipal Benefits:

- The event will generate direct economic activity through ticket sales, vendor fees, and sponsorship revenue, contributing to Prescott's local economy.



- Event proceeds will be donated to the South Grenville Food Bank, supporting a critical social enterprise and helping to address local food insecurities.
- Job creation and support will be realized through temporary employment opportunities for event staff, security, musicians, and other service providers.
- Social engagement opportunities will be created through volunteer opportunities and public attendance.
- If successful, the event has the potential to become an annual signature festival, enhancing Prescott's reputation as a thriving event destination.

The Prescott Beer Fest aligns with the Town's Strategic Plan and Economic Development/Tourism Strategy by attracting visitors, supporting small businesses, and activating public spaces for enhanced community engagement. Additionally, the event aligns with Prescott's Official Plan priorities such as continuing to encourage tourism by supporting existing festivals and events, and encouraging new festivals and events, including through public-private partnerships, that will attract visitors to the Town. It will also promote the Downtown and waterfront as the focal points for public gatherings, festive and civic occasions, cultural events, tourism, and social interaction.

In accordance with SOP requirements, the event notice has been circulated to other departments for feedback including fire, building, and by-law. The event will also be required to provide liability insurance, naming the Town of Prescott as additionally insured, obtain necessary Health Unit approvals and notify 3<sup>rd</sup> party agencies such as the OPP.

#### **Alternatives:**

Council could decide to modify or decline to approve the recommendation.

#### **Financial Implications:**

The direct financial cost to the Municipality for hosting the event will not exceed \$1,000, to be expensed to the 2025 Economic Development Department budget. This will cover items such as marketing support, fencing, portable toilets and garbage disposal. In-kind support will include staff time for coordination and on-site support, event space use, and provision of municipal event supplies such as picnic tables and waste/recycling receptacles. The event organizer will cover the majority of costs including entertainment, marketing, security, permits and operational supplies. If the inaugural event outcomes support its establishment as an annual event, funding options, including grants and partnerships, will be explored to minimize municipal expenditures.



All event proceeds raised will be donated to the South Grenville Food Bank.

**Environmental Implications:**

The event will prioritize sustainability by implementing waste management initiatives such as composting and recycling, providing reusable souvenir drinkware, and collaborating with vendors committed to sustainable practices. Additionally, the event's walkable location within downtown Prescott promotes reduced vehicular traffic and supports active transportation.

**Conclusion:**

The Prescott Beer Fest presents a strategic opportunity to enhance economic development, support local businesses, and attract new visitors to the community. Designating the festival as a municipally significant event will facilitate necessary approvals while reinforcing its importance as a driver of economic growth and tourism. With careful planning and strong partnerships, the event has the potential to establish itself as an annual signature attraction, further solidifying Prescott's growing reputation as a vibrant and dynamic destination.

**Attachments:**

Preliminary Event Site Plan

*Submitted by:*

Dana Valentyne, Economic Development Officer



# PRESCOTT BEER FEST - PRELIMINARY SITE MAP





## **STAFF REPORT TO COUNCIL**

**Report No. 18-2025**

**Date:** March 17, 2025

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

**Re:** 2025 Community Awards

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### **Recommendation:**

That Council direct Staff to proceed with the 2025 Community Awards as outlined in Staff Report 11-2025 Business, Citizen & Volunteer Awards recognition program; and

That Council appoint Councillors Kirkby, Lockett, and Young to the Business, Citizen, and Volunteer of the Year Awards Selection Panel for 2025.

### **Background / Analysis:**

This is a follow up to Staff Report 11-2025 discussed at the Council meeting of March 3, 2025.

The South Grenville Chamber of Commerce was contacted to gauge their interest in taking on the Business of the Year award. They indicated their interest but felt like it was not something they could take on this year. They would also like to take some time to discuss the Business of the Year Awards with the other two municipalities in South Grenville to gather further information and see if alignment can be achieved.

The Volunteer of the Year award has gone to organizations in the past. The Volunteer and Citizen of the Year Awards are open to all ages and not limited to children, adults, or seniors.

In some years there have been few if any applications received for certain award categories, requiring the submission timelines to be extended. If no nominations are received for a particular category, Council has the prerogative to choose not to select a recipient in any given year.

If there is interest in sports-based awards, perhaps that is something the Recreation Committee, which will be established this year, could discuss further. A Sports Hall of Fame could be something considered in the future.



The above information was provided to the proposed working group and there was generally agreement to recommend proceeding with the 2025 Community Awards with no changes at this time.

**Alternatives:**

- None

**Financial Implications:**

In past years, expenses from the Community Awards including advertising, plaques, and reception items, are included in the Administration budget. In 2025, the Community Awards expenses will total approximately: \$1,500.

**Environmental Implications:**

- None

**Attachments:**

- None

*Submitted by:*

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Matthew Armstrong,  
Chief Administrative Officer & Treasurer



## STAFF REPORT TO COUNCIL

Report No. 19-2025

**Date:** March 17, 2025

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

**Re:** Statement of Remuneration and Expenses – Council Members 2024

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### **Recommendation:**

That Council receive this report for information as the annual disclosure of 2024 remuneration and expenses paid to members of Council, as per Section 284 of the Municipal Act.

### **Background:**

Section 284 of the Municipal Act states:

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

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

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

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

### *Mandatory item*

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

*Statement to be provided to municipality*



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

*Public records*

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

As per Section 284 (2), Council remuneration was authorized by By-Law # 29-2023.

**Alternatives:**

None

**Financial Implications:**

All expenses per this report have been accounted for in the 2024 fiscal year.

**Environmental Implications:**

None

**Attachments:**

- Statement of Remuneration and Expenses—Council Members 2024

*Submitted by:*

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Matthew Armstrong  
Chief Administrative Officer & Treasurer

**Town of Prescott**  
**Statement of Remuneration and Expenses Paid For Members of Council**  
**January 1, 2024 - December 31, 2024**

<b>Council Member</b>	<b>Description</b>	<b>Honorarium</b>	<b>Expenses</b>	<b>Total</b>
Mayor Shankar	Town Council	37,680.74	-	37,680.74
	Travel and Expense	-	2,602.62	2,602.62
	Cell Phone	-	782.76	782.76
	Registrations	-	757.10	757.10
	Total	37,680.74	4,142.48	41,823.22
Councillor Burton	Town Council	15,889.64	-	15,889.64
	Travel and Expense	-	130.00	130.00
	Total	15,889.64	130.00	16,019.64
Councillor Campbell	Town Council	15,889.64	-	15,889.64
	Travel and Expense	-	934.23	934.23
	Registrations	-	559.35	559.35
	Total	15,889.64	1,493.58	17,383.22
Councillor Kirkby	Town Council	15,889.64	-	15,889.64
Councillor Lockett	Town Council	15,889.64	-	15,889.64
	Travel and Expense	-	1,712.77	1,712.77
	Registrations	-	757.10	757.10
	Total	15,889.64	2,469.87	18,359.51
Councillor McConnell	Town Council	15,278.50	-	15,278.50
Councillor T. Young	Town Council	15,278.50	-	15,278.50
	Travel and Expense	-	1,019.22	1,019.22
	Registrations	-	757.10	757.10
	Total	15,278.50	1,776.32	17,054.82
Total Expenses for Mayor and Council Members		131,796.30	10,012.25	141,808.55

**THE CORPORATION OF THE  
TOWN OF PRESCOTT**

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**BY-LAW NO. 15-2025**

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE  
COUNCIL MEETING HELD ON MARCH 17, 2025.**

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

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

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

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

**READ AND PASSED, SIGNED AND SEALED THIS 18<sup>th</sup> DAY OF MARCH 2025.**

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**Mayor**

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**Deputy Clerk**