



PRESCOTT TOWN COUNCIL
AGENDA

January 3, 2023

6:00 pm

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Our Mission:

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

Land Acknowledgement:

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

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

Pages

1. Call to Order

2. Approval of Agenda

RECOMMENDATION

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

3. Declarations of Interest

4. Presentations

5. Delegations

5.1	Upper Canada Folkfest	1
5.2	Prescott Curling Club - Strathcona Cup	2
6.	Minutes of the previous Council meetings	
6.1	December 12, 2022	3
	RECOMMENDATION That the Council minutes dated December 12, 2022, be accepted as presented.	
7.	Communications & Petitions	
7.1	Minister Clark Letter re: Bill 109, the More Homes for Everyone Act, 2022 Legislative and Regulatory Changes	13
8.	Consent Reports	
	<i>All matters listed under Consent Reports are to be considered routine and will be enacted by one motion. Should a member wish an alternative action from the proposed recommendation, the member shall request that the item be moved to the applicable section of the agenda.</i>	
	RECOMMENDATION That all items listed under the Consent Reports section of the agenda be accepted as presented.	
8.1	Information Package	19
9.	Committee Reports	
9.1	Committee of Adjustment Staff Report - 05-2022 - Consent Application Report - Vacant Land Churchill Road West	25
	RECOMMENDATION For information.	
9.2	Committee of Adjustment Staff Report - 06-2022 - Minor Variance Application - South Side of Prescott Centre Drive between McDonalds and Dollarama	34
	RECOMMENDATION For information.	
10.	Mayor	

11.	Outside Boards, Committees and Commissions	
12.	Staff	
12.1	Staff Report 01-2023 - Winter Parking Restrictions 12:00 a.m. to 7:00 a.m.	52
	RECOMMENDATION For information.	
12.2	Staff Report - 02-2023 - 2023 Edward Street Bridge Project - Request for Proposal	55
	RECOMMENDATION That Council direct Staff to release a Request for Proposal for the Edward Street Bridge Project as outlined in Staff Report 02-2023.	
12.3	Staff Report 03-2023 - 2023 Operational Budget - Administration and Protective Services	60
	RECOMMENDATION For information.	
12.4	Staff Report 04-2023 - Prescott Curling Club Strathcona Cup Tournament - January 28, 2023	86
	RECOMMENDATION That Council approve a request from the Prescott Curling Club for Council event participation and provisions included in Staff Report 04-2023, for the Strathcona Cup Curling Tournament.	
13.	Resolutions	
14.	By-laws	
14.1	Interim Tax Levy By-Law	90
	RECOMMENDATION That By-Law 01-2023, being a by-law to provide for an interim tax levy for 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.	
14.2	2023 Temporary Borrowing By-Law	93
	RECOMMENDATION That By-Law 02-2023, being a by-law to authorize temporary borrowing	

for the year 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

15. New Business

15.1 Extension of Staycation Tax Credit

RECOMMENDATION

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

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

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

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

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

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

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

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

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

15.3 Resolution - Federal Cannabis Act Review

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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 the Closed Session Minutes
(November 19, 2022 & November 21, 2022)**

19.2 Identifiable Individual

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

19.3 Purchase & Sale

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

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

20. Rise and Report

21. Confirming By-Law – 03-2023

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RECOMMENDATION

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

22. Adjournment

RECOMMENDATION

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

TOWN OF PRESCOTT

Delegation Request

Town of Prescott 360
Dibble St., Box 160
Prescott, Ontario
K0E 1T0

Please complete the following form. You may submit to the Town of Prescott by EITHER:

- * Printing and faxing a copy to 613-925-4381
- * Saving this file to your computer and emailing it to iveltkamp@prescott.ca

Phone: 613-925-2812
Fax: 613-925-4381
www.prescott.ca

Once your delegation request is received, the Clerk's Department will contact you to confirm receipt.

Date	12/05/2022	Meeting date	01/03/2023
Subject	Upper Canada Folkfest		
Name	George Tierney		
Address	[REDACTED]		
Town / City	Prescott		
Province	ON	Postal Code	K0E1T0
Phone (daytime)	[REDACTED]	Phone (evening)	
Fax number		Email address	george@uppercanadafolkfest.ca

Name of group or person(s) being represented, if applicable:

Upper Canada Folkfest

Brief statement of issue or purpose of deputation:

I would like to present the success we have had in our first three years & propose a plan that would secure ongoing support from the town which would allow us to continue to secure a high profile acts at the best rate possible.

Personal information on this form is collected under the legal authority of the Municipal Act, as amended. The information is collected and maintained for the purpose of creating a record that is available to the general public, pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the Town Clerk, Town of Prescott, 360 Dibble Street, Box 160, Prescott, Ontario, K0E 1T0.

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Fax: 613-925-4381
www.prescott.ca

Once your delegation request is received, the Clerk's Department will contact you to confirm receipt.

Date	11/30/2022	Meeting date	12/12/2022
Subject	Prescott Curling Club- Strathcona Cup		
Name	Dan Cook- host committee member (PCC)		
Address	/		
Town / City	Prescott		
Province	ON	Postal Code	K0E1T0
Phone (daytime)		Phone (evening)	
Fax number		Email address	

Name of group or person(s) being represented, if applicable:

Prescott Curling Club - Strathcona Cup

Brief statement of issue or purpose of deputation:

- looking for Sponsorship/fundraising for cost of dinner & gifts for hosting Scottish Curlers for the Strathcona Cup - January 28, 2023.

Personal information on this form is collected under the legal authority of the Municipal Act, as amended. The information is collected and maintained for the purpose of creating a record that is available to the general public, pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the Town Clerk, Town of Prescott, 360 Dibble Street, Box 160, Prescott, Ontario, K0E 1T0.



**PRESCOTT TOWN COUNCIL
MINUTES**

Monday, December 12, 2022

6:00 p.m.

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Present	Mayor Gauri Shankar, Councillor Leanne Burton, Councillor Mary Campbell, Councillor Justin Kirkby, Councillor Ruth Lockett, Councillor Lee McConnell, Councillor Tracey Young
Staff	Matthew Armstrong, CAO/Treasurer, Lindsey Veltkamp, Director of Administration/Clerk, Shawn Merriman, Manager of Building and Bylaw Services, Kaitlin Mallory, Deputy Clerk, Jessica Crawford, Deputy Treasurer

1. Call to Order

Mayor Shankar called the meeting to order at 6:01 p.m.

2. Approval of Agenda

Motion 279-2022

Moved By Lockett
Seconded By Burton

That the agenda for the Council meeting of December 12, 2022 be approved as amended.

Carried

The agenda was amended by removing Item 5.1 Delegation: Prescott Curling Club - Strathcona Cup.

3. Declarations of Interest

There were no declarations of interest expressed.

4. Presentations

4.1 Staff Report 118-2022 - Employee Service and Board & Committee Member Recognition

Kaitlin Mallory, Deputy Clerk, spoke to the report. She provided Council with background on the Employee Service Recognition Policy and the years of service milestones being recognized for staff that were not in attendance.

Mayor Shankar congratulated staff member Ryan Sobhie on receiving his 5 years of service pin with the Town of Prescott and recognized past volunteer board and committee members for their years of service.

5. Delegations

There were no delegations.

6. Minutes of the previous Council meetings

6.1 December 5, 2022

Motion 280-2022

Moved By Young

Seconded By Kirkby

That the Council minutes dated December 5, 2022, be accepted as presented.

Carried

7. Communications & Petitions

7.1 Grenville Condominium Corporation #4, 235 Water St. - Letter

Matthew Armstrong, CAO/Treasurer, spoke to the letter. He provided Council with background information regarding past discussions with the Condominium Corporation and stated that the food truck bylaw would come before Council for review at a future meeting.

Discussion was held regarding the privacy concerns expressed in the past, the standards for food service areas, and the timeline to review the bylaw in February of 2023.

8. Consent Reports

Mayor Shankar spoke to Item 8.1(1) - Township of Petrolia Resolution of Support re: Removal of Municipal Councillors Under Prescribed Circumstances.

Councillor Kirkby spoke to Item 8.1(2) - Township of Malahide resolution of support re: Federal Cannabis Act Review.

Council provided Staff with direction on bringing back the two items to a future Council meeting for further review and consideration.

8.1 Information Package

Mayor Shankar spoke to Item 8.1(1) - Township of Petrolia resolution of support re: Removal of Municipal Councillors under Prescribed Circumstances.

Councillor Kirkby spoke to Item 8.1(2) - Township of Malahide resolution of support re: Federal Cannabis Act Review.

Staff direction was provided to bring back more information on both resolutions to an upcoming meeting of Council.

9. Committee Reports

There were no Committee Reports.

10. Mayor

Mayor Shankar spoke to the Christmas Luncheon held on Friday, December 9.

11. Outside Boards, Committees and Commissions

Councillor Lockett spoke to the St. Lawrence-Rideau Immigration Partnership's Diversity Day which took place on Wednesday, December 7, in Kemptville. She referenced the guest speakers and the number of international students in the area.

12. Staff

12.1 Staff Report 119-2022 - Bill 23 More Homes Built Faster Act, 2022

Matthew Armstrong, CAO/Treasurer, spoke to the report. He highlighted the areas that Bill 23 would have on the Town of Prescott. He provided an overview on the changes to the Municipal Act, the Conservation Authorities Act, Development Charges, Community Benefits Charges, Parkland Dedication Changes, Ontario Heritage Act, Ontario Land Tribunal Act changes, Planning Act changes, the Ontario Underground Infrastructure Notification Systems Act, New Home Construction Licensing Act, and Supporting Growth and Housing in York and Durham Regions Act and the potential effects on the town.

Discussion was held regarding the support of other municipal resolutions, the expedition of the legislation, and the South Nation Conservation Authority.

Further discussion was held regarding site plan control approvals, changes to public meetings for plans of subdivisions, the environmental aspects of draining issues, and the need for more housing in the area.

Matthew Armstrong, CAO/Treasurer, spoke to reviewing and updating the Property Standards By-law and the Zoning By-law in 2023.

12.2 Staff Report 120-2022 - Grenville County Detachment Police Services Board Proposal

Motion 281-2022

Moved By Burton

Seconded By Kirkby

That Council endorse the joint submission of the Grenville County Police Services Detachment Board proposal to the Solicitor General of Ontario, as outlined in Staff Report 120-2022 as Option B, consisting of one board representing Merrickville- Wolford and North Grenville, and one board representing Augusta, Edwardsburgh Cardinal and Prescott; and

That Staff be directed to work with partnering board municipalities to develop terms of reference for the board.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to a letter from the Solicitor General in 2021 advising Police Services Boards of the new OPP detachment board framework and to submit a formal proposal to establish detachment boards that best reflected community and local needs. He referenced a response from the Office of the Solicitor General requesting municipalities reconvene to come to a consensus and provide an update by December 31, 2022. Mr. Armstrong spoke to the proposed administration of the combined board and the proposed partnership.

Discussion was held regarding the administration of the meetings, the additional local members versus provincial appointees, and the current elected official sitting on the board.

Further discussion was held regarding the process for provincial appointees and continuing with receiving Prescott specific reporting.

12.3 Staff Report 121-2022 - 2023 Large Scale Infrastructure Projects

Matthew Armstrong, CAO/Treasurer, spoke to the report. He provided Council with an overview of the Edward Street overpass rehabilitation and background on the project.

Discussion was held regarding the inability to have a sidewalk on both sides of the overpass, concerns regarding the closure of the overpass possibly being extended, the unpredictability of the market which could affect the overall cost of the project, and the timing of the construction during school closures,

Mr. Armstrong spoke next to the Water Tower project.

Discussion was held regarding the possibility of adding a design at the top of the water tower, the expected water capacity of the water tower, considerations for future development, and the timeline for the project in relation to the construction of the arena.

Further discussion was held regarding infrastructure loans, safety of the construction area in proximity to the new arena, the potential effects of a total failure, and materials used.

12.4 Staff Report 122-2022 - 2023 Operational Budget - Health and Social Services

Jessica Crawford, Deputy Treasurer, spoke to the report. She referenced the budget timelines, provided an overview and background on Public Health, Paramedic Services, the Prescott Cemetery.

Ms. Crawford provided background on Ontario Works, St. Lawrence Lodge, and Children's Services.

Discussion was held regarding the repayment of the construction of the Lodge, and the frequency of the agreement from the County.

Ms. Crawford provided an overview and background to Council on Community Housing, the overall social servicing expenses, and highlighted the budget summary.

Discussion was held regarding typical timing of receiving budget final numbers from health and social services.

Matthew Armstrong, CAO/Treasurer provided clarity regarding the difference between the budget to budget and budget to project budget lines.

Discussion was held regarding maintenance of the stones at the cemetery and the cemetery's operational bylaws.

12.5 Staff Report 123-2022 - Museum Update and Winter Operating Hours

Motion 282-2022

Moved By Young

Seconded By Burton

That Council approve the request for the Museum and Visitor Centre to remain open from December 16th, 2022, through to April 29th, 2023, Thursdays to Saturdays from 11:00 a.m. – 5:00 p.m.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the digitization of the artifacts at the museum, the continuation of the ongoing digitization, and the financial implications associate with keeping the museum open.

Discussion was held regarding the financial implications including staff salary, providing an opportunity for schools to view the museum during the winter season, and the only location in Town to purchase Town swag items.

Further discussion was held regarding maintaining consistent hours, working on a marketing plan in preparation for the tourism season, and the number of staff onsite at the museum.

13. Resolutions

There were no resolutions.

14. By-laws

There were no items under By-Laws.

15. New Business

There were no items under New Business.

16. Notices of Motion

16.1 Resolution of Support re: Extension of Ontario Staycation Tax Credit

Councillor Young provided Council with the following Notice of Motion:

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

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

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

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

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

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

Now therefore, The Corporation of the Town of Prescott supports the Tourism Industry Association of Ontario (TIAO) request to the Minister of

Finance to extend the Ontario Staycation Tax Credit until at least December 31, 2023.

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

17. Mayor's Proclamation

There was no Mayoral Proclamation.

18. Period for Media Questions

There were no questions from the media.

19. Closed Session

There was no closed session.

20. Rise and Report

There was no rise and report.

21. Confirming By-Law – 54-2022

Motion 283-2022

Moved By Kirkby

Seconded By Lockett

That By-Law 54-2022, being a by-law to confirm the proceedings of the Council meeting held on December 12, 2022, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

22. Adjournment

Motion 284-2022

Moved By Young

Seconded By McConnell

That the meeting be adjourned to Tuesday, January 3, 2023. (Time: 8:02 p.m.)

Carried

Mayor

Clerk

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

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

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

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



234-2022-6136

December 22, 2022

Dear Head of Council:

Ontario's housing supply crisis is a problem which has been decades in the making. It will take both short-term strategies and long-term commitment from all levels of government, the private sector, and not-for-profits to drive change. Each entity will have to do their part to be part of the solution.

To help support this important priority, I am pleased to provide you with an update on recent legislative and regulatory changes our government has made to help get 1.5 million homes built over the next 10 years.

Bill 109, the *More Homes for Everyone Act*, 2022

Bill 109, the More Homes for Everyone Act, 2022, was introduced on March 30, 2022 and received Royal Assent on April 14, 2022.

As part of the government's More Homes for Everyone Plan, Schedule 5 of Bill 109 made changes to the Planning Act. Consequential changes were also made to the City of Toronto Act, 2006.

Most of the Planning Act changes are now in effect except for the zoning and site plan control fee refund provisions, which are due to come into force on January 1, 2023. However, I am committed to bringing forward legislation to delay the effective date of the fee refund changes from January 1, 2023 to July 1, 2023. These legislative changes would be introduced in the new year.

In the event that any fee refunds become due to applicants before these legislative changes are made, municipalities might consider not issuing refunds in the interim given my express commitment to introduce legislation that, if passed, would retroactively cancel the requirement.

You can find more information about Bill 109 on the Environmental Registry of Ontario ([019-5284](https://www.ero.on.ca/019-5284)), and the Ontario Legislative Assembly [website](https://www.ontario.ca/government).

.../2

Bill 23, More Homes Built Faster, 2022

Bill 23, the More Homes Built Faster Act, 2022, was introduced on October 25, 2022, and received Royal Assent on November 28, 2022.

To support More Homes Built Faster: Ontario's Housing Supply Action Plan: 2022–2023, Schedule 9 of Bill 23 made changes to the Planning Act. Schedule 1 of Bill 23 also made similar changes to the City of Toronto Act, 2006 related to site plan provisions. Schedule 3 of Bill 23 made changes to the Development Charges Act.

The planning-related and municipal development-related charges changes came into force on November 28, 2022, except for provisions related to removal of planning responsibilities from certain upper-tier municipalities, certain provisions related to parkland dedication, and exemptions from municipal development-related charges for affordable and attainable housing, which will come into force on a day in the future to be named by proclamation. Provisions related to Conservation Authorities will take effect January 1, 2023.

Bill 23 also made changes to legislation led by other ministries. Please see Appendix A for an overview of the effective dates of the Bill 23 changes by schedule.

You can find more information about Bill 23 on the Environmental Registry of Ontario ([019-6163](https://www.ero.on.ca/019-6163)), and the Ontario Legislative Assembly [website](https://www.ola.on.ca/).

Bill 3, the Strong Mayors, Building Homes Act, 2022 and Bill 39, the Better Municipal Governance Act, 2022

Bill 3, the Strong Mayors, Building Homes Act, 2022, was introduced on August 10, 2022, and received Royal Assent on September 8, 2022. Bill 3 and associated regulations ([O. Reg. 529/22](https://www.ero.on.ca/019-6163) and [O. Reg. 530/22](https://www.ero.on.ca/019-6163)) came into force on November 23, 2022.

Bill 39, the Better Municipal Governance Act, 2022, was introduced on November 16, 2022, and received Royal Assent on December 8, 2022. Bill 39, amendments to associated regulations ([O. Reg. 581/22](https://www.ero.on.ca/019-6163) and [O. Reg. 583/22](https://www.ero.on.ca/019-6163)), and additional regulations to prescribe provincial priorities ([O. Reg. 580/22](https://www.ero.on.ca/019-6163) and [O. Reg. 582/22](https://www.ero.on.ca/019-6163)) came into force on December 20, 2022. Additional details can be found in Appendix B and on the Ontario Legislative Assembly's website ([Bill 3](https://www.ola.on.ca/) and [Bill 39](https://www.ola.on.ca/)).

Sincerely,



Steve Clark
Minister

c: Chief Administrative Officer

Appendix A

Effective Dates for Bill 23, the More Homes Built Faster Act, 2022

Schedule	Effective Date
Schedule 1: City of Toronto Act, 2006	<p>All of the changes in Schedule 1 (City of Toronto Act) came into force on the day the bill received Royal Assent.</p> <p>Note: The legislative changes to the City of Toronto Act include amendments that give the Minister of Municipal Affairs and Housing authority to make regulations imposing limits and conditions on how municipalities can regulate the demolition and conversion of residential rental properties of six units or more. No regulations have been made at this time.</p>
Schedule 2: Conservation Authorities Act	<p>Changes in Schedule 2 (Conservation Authorities Act) came into force the day the bill received Royal Assent, except for:</p> <ul style="list-style-type: none"> On January 1, sections related to streamlining disposition of lands for CAs comes into force which would allow CAs to sell or lease land without Minister's approval provided they follow rules around public consultation and notifications. Also on January 1, sections that enable the Minister's ability to issue direction to freeze fees and ability to scope CA commenting on development applications and land use planning policies through regulation, would come into force but only have effect when the Minister issues direction on fees or if a regulation prescribing Act under which CA commenting roles is restricted is made. Changes related to CA permitting (including removal of "conservation of land" and "pollution", adding "unstable soil and bedrock", regulation making powers to exempt development from a CA permit where it has been authorized under the Planning Act, etc.) take effect on a later date (upon proclamation) once a new regulation under Section 28 of the CA Act is in effect. MNRF continues to consult on that regulation through the Environmental Registry (#019-2927).
Schedule 3: Development Charges Act, 1997	<p>All of the changes in Schedule 3 (Development Charges Act) came into force on the day the bill received Royal Assent, with the exception of provisions relating to development charge exemptions for affordable and attainable housing units, which would take effect upon proclamation.</p>
Schedule 4: Municipal Act, 2001	<p>All of the changes in Schedule 4 (Municipal Act) came into force on the day the bill received Royal Assent.</p> <p>Note: The legislative changes to the Municipal Act give the Minister of Municipal Affairs and Housing authority to make regulations imposing limits and conditions on how municipalities can regulate the demolition and conversion of residential rental properties of six units or more. No regulations have been made at this time.</p>
Schedule 5: New Home Construction Licensing Act, 2017	<p>Many of the amendments in Schedule 5 (New Home Construction Licensing Act) came into force on the day the bill received Royal Assent.</p> <p>The amendments regarding the maximum fine that a court may impose for a subsequent conviction, as well as most of the amendments related</p>

Schedule	Effective Date
Schedule 6: Ontario Heritage Act	<p>to administrative penalties, will come into force on February 1, 2023.</p> <p>Most of the amendments to the Ontario Heritage Act (OHA) made through the bill will be proclaimed into force on January 1, 2023. These include:</p> <ul style="list-style-type: none"> • The new authorities under Part III.1 of the Act that relate to the Standards and Guidelines for Conservation of Provincial Heritage Properties. • Most of the changes to procedures related to municipal registers, including the process and requirements around inclusion of non-designated properties on the municipal registers. However, the requirement for municipalities to make their municipal registers available on a publicly accessible website will not come into force until July 1, 2023 to provide municipalities with time to ensure compliance. • Limiting the ability to issue a Notice of Intention to Designate a property subject to a prescribed event to only those properties included on a municipal register. • The authority to prescribe criteria for determining cultural heritage value or interest for the purposes of including non-designated properties on the municipal register and designating a Heritage Conservation District (HCD). • The authority to set out processes to amend and repeal HCD bylaw in regulation. Note, the Ministry of Citizenship and Multiculturalism will consult on the development of these processes to be set out in regulation in 2023. <p>Regulatory amendments to O.Reg. 9/06: Criteria for Determining Cultural Heritage Value or Interest will also come into force on January 1, 2023. These changes establish that non-designated properties included on a register must meet one or more of the criteria outlined in the regulation, and that individual properties and HCDs must meet two or more of the criteria included in the regulation in order to be designated. The regulation also includes transitional provisions to address matters underway at the time of the changes coming into force.</p> <p>The outstanding amendments to the OHA made through Bill 108, the More Homes, More Choice Act, 2019, will also be proclaimed into force on January 1, 2023. The amendments speak specifically to the demolition or removal of an attribute that is not a building or structure within an HCD.</p> <p>Regulatory amendments to O.Reg. 358/21: General will come into force on January 1, 2023. These amendments include consequential housekeeping amendments and transition provisions related to the above legislative amendments coming into force.</p> <p>Bill 23 included some minor housekeeping amendments to the OHA that came into force upon Royal Assent. These included repealing the alternative definition of “alter”.</p>
Schedule 7: Ontario Land Tribunal Act, 2001	The changes in Schedule 7 (More Homes Built Faster Act, 2022) will come into force on proclamation.

Schedule	Effective Date
Schedule 8: Ontario Underground Infrastructure Notification System Act, 2012	The changes in Schedule 8 (Ontario Underground Infrastructure Notification System Act, 2012) came into force on the day the bill received Royal Assent.
Schedule 9: Planning Act	<p>The changes in Schedule 9 (Planning Act) all came into force on the day the bill received Royal Assent, with the following exceptions:</p> <ul style="list-style-type: none"> • provisions related to removal of planning responsibilities from certain upper-tier municipalities, which would come into force on a day to be named by proclamation. • provisions related to the exemption of community benefits charge and parkland dedication requirements for affordable and attainable housing units • provisions related encumbered land to be conveyed to municipalities by developers for park or other recreational purposes • provisions related to Conservation Authorities (linked to the changes in Schedule 2) will take effect January 1, 2023
Schedule 10: Supporting Growth and Housing in York and Durham Regions Act, 2022	<p>Except as otherwise provided, the Act set out in Schedule 10 came into force on the day bill received Royal Assent.</p> <ul style="list-style-type: none"> • Sections 7 to 10, subsection 11 (5) and section 14 come into force on a day to be named by proclamation of the Lieutenant Governor. Once in force, these sections will require a prescribed municipality to develop, construct, and operate the Lake Simcoe phosphorus reduction project and allow the Ontario Clean Water Agency to undertake some or all of that project if ordered to do so by the Lieutenant Governor in Council. The project will also be exempt from the Environmental Assessment Act. • Subsection 85 (1) comes into force on the later of the day subsection 44 (1) of this Act comes into force and the day section 2 of Schedule 5 to the Accelerating Access to Justice Act, 2021 comes into force. Subsection 85 (1) makes consequential changes to the Act arising out of changes to the Expropriations Act in respect of alternative hearings processes. • Subsection 85 (2) comes into force on the later of the day section 61 of this Act comes into force and the day section 42 of Schedule 4 to the Comprehensive Ontario Police Services Act, 2019 comes into force. Subsection 85 (2) makes consequential changes to the Act arising out of the Comprehensive Ontario Police Services Act, 2019 consistent with other Ministry of the Environment, Conservation and Parks legislation. The change would allow a person undertaking an inspection to obtain the assistance of the local police force rather than the Ontario Provincial Police Force.

Appendix B

Bill 3, the Strong Mayors, Building Homes Act, 2022 and Bill 39, the Better Municipal Governance Act, 2022

As a result of Bills 3 and 39, changes were made to the Municipal Act, 2001, City of Toronto Act, 2006 and the Municipal Conflict of Interest Act, and regulations were established to give the mayors in Toronto and Ottawa strong mayor powers to help advance shared provincial-municipal priorities, including building new homes. These powers include:

- Choosing to appoint the municipality's chief administrative officer,
- Hiring certain municipal department heads, and establish and re-organize departments,
- Creating committees of council, assigning their functions and appointing the Chairs and Vice-Chairs of committees of council, and
- Proposing the municipal budget, subject to council amendments and a head of council veto and council override process.

The mayors of Toronto and Ottawa can also use strong mayor powers related to provincial priorities. These include:

- Vetoing certain by-laws if the mayor is of the opinion that all or part of the by-law could potentially interfere with a provincial priority,
- Bringing forward matters for council consideration if the mayor is of the opinion that considering the matter could potentially advance a provincial priority, and
- Proposing certain municipal by-laws if the mayor is of the opinion that the proposed by-law could potentially advance a provincial priority. Council can pass these by-laws if more than one-third of council members vote in favour.

The provincial priorities for the purposes of strong mayor powers are prescribed in O. Reg. 580/22 and O. Reg. 582/22 and they are:

1. Building 1.5 million new residential units by December 31, 2031.
2. Constructing and maintaining infrastructure to support housing, including, transit, roads, utilities, and servicing.



**Town of Prescott
COUNCIL INFORMATION PACKAGE
January 3, 2023**

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

***Follow up from Resolutions previously reviewed by Council (not included in package):**

Bill 23, More Homes Built Faster Act

- City of Toronto resolution re: Bill 23 – More Homes Built Faster Act, 2022

CN Railway Contributions under Drainage Act

- Plympton-Wyoming Council Resolution of Support for Warwick re: CN Railway Contributions under Drainage Act



Thursday, September 8, 2022

5:00 p.m.

Virtual Meeting

Present	Craig Worden, Laurie Bonsall, Sandra Iseman, Daniel Slunder, Megan Wynands
Staff	Lindsey Veltkamp, Director of Administration/Clerk, Shawn Merriman, Manager of Building & By-Law Services
Guests	Nicole Hudson, Mike Hudson, Pat Lewis, and Councillor Ray Young.

1. Call to Order

Sandra Iseman, Chair, called the meeting to order at 5:02 p.m.

2. Approval of the Agenda

Moved By Laurie Bonsall

Seconded By Daniel Slunder

That the agenda for the Committee of Adjustment meeting of September, 8, 2022, be approved as presented.

Carried

3. Declarations of Interest

There were no declarations of interest expressed.

4. Approval of Minutes

4.1 April 28, 2022

Moved By Megan Wynands
Seconded By Laurie Bonsall

That the Committee of Adjustment minutes dated April 28, 2022, be accepted as presented.

Carried

5. Agenda Items

5.1 Staff Report 04-2022 Minor Variance Application - 513 King Street West

Moved By Daniel Slunder
Seconded By Megan Wynands

That the Committee of Adjustment approve the minor variance application MV2022-02 with the following conditions:

1. The balance if any of any outstanding taxes, including penalties and interest shall be paid to the Town of Prescott.
2. That all permits required will be taken out and conditional upon matching the minor variance allowances approved and plans as submitted for the minor variance.
3. That all buildings be pinned prior to construction and a survey completed with building placement documented.
4. That the development will include the addition of bicycle stands as per the zoning by-law. (2 spots at minimum).

Shawn Merriman, Manager of Building and By-Law, spoke to the report. He referenced the conditions associated with the application, the proximity of neighbouring properties, and zoning by-law requirements. He highlighted the purpose behind the request, the location of the property, and provided an overview of how the application was minor in nature and maintained the general intent and purpose of the Official Plan and Zoning By-Law.

Discussion was held regarding the application and the improvements to the property.

6. New Business

There was nothing under new business.

7. Adjournment

That the Committee of Adjustment meeting be adjourned. (Time: 5:18 p.m.)

Original Signed By:

Secretary-Treasurer

Original Signed By:

Chair



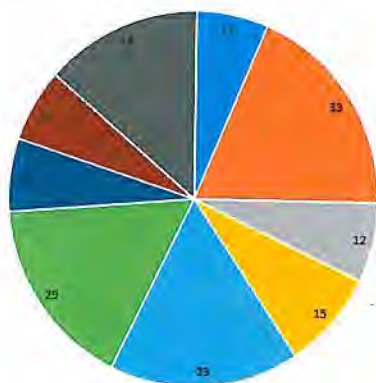
December 1, 2022

We make recreational opportunities available to all children and youth in Leeds & Grenville

Hello Friends,

The mental health of children and youth was greatly impacted by the sense of isolation during the pandemic and the stress on their families. They have now returned to much needed social and recreational activities. They are excited to be with friends and have fun. Such activity is crucial to build skills and resiliency to help children reach their full potential. It is with this in mind, that we ask for your assistance to *make play possible* for children and youth across Leeds and Grenville Counties.

■ Martial Arts
■ Hockey
■ Music Lessons
■ Soccer
■ Dance
■ Camp
■ Softball
■ Boxing
■ Other



From January 1, 2022 to October 31, 2022, Making Play Possible distributed \$38,629.33, assisting 144 children and youth to participate in 177 social and recreational activities. This was made possible because of previous generous donations

As costs have risen due to the impact of the pandemic, we expect an increase in need from families.

Often, we hear that the first thing that is taken out of the family budget, when money is tight, is recreation.

Your generous donation will ensure that such activities can continue for families in need.

If you wish to help a family be involved in an activity, donations can be made in the following ways: Please enclose a cheque (Payable to Making Play Possible) in the included return envelope or e-transfer your donation to mccrawford@makingplaypossible.com

Your assistance is appreciated by the families who called for assistance. Some of their remarks include:

- "I'm a single mom and new to the area. My son desperately want to play hockey. Without this program I would never have been able to do this. Thank you."
- "MPP enabled me to put my three children into sports programs. COVID was so hard – I lost my job, the kids were doing absolutely nothing. MPP gave them the greatest gift of being active again. Thank you, thank you."

Thank you for considering this gift of helping the children in our community to grow and flourish.

Lorena Crosbie
Executive Director
Children's Mental Health of Leeds & Grenville



10 weeks of Music Lessons,
\$250.00



Dance fees for 10 weeks,
\$550.00



Soccer fees for 10 weeks,
\$137.50



Hockey or figure skating registration,
\$600.00

Your gift makes recreational activities accessible to
children and youth of Leeds - Grenville.

THANK YOU!

All donations of \$20 or more will
receive a charitable receipt.

making PLAY possible!

Children and youth who take part in recreation
and/or the arts:

- Are more successful in school
- Are less likely to engage in crime
- Are less likely to engage in "at risk" behaviours
- Live a healthier lifestyle, mentally and physically
- Have increased self-esteem and confidence
- Have more positive relationships and social support networks

Make a difference in the life
of a local child today!

Charitable Registration No. 89669 8495 RR0001

Please consider making a regular or monthly donation to this vital program by visiting www.canadahelps.org
or forward postdated cheques to Making Play Possible using the pre-addressed envelope provided.

Please cut along the dotted line, fill out the form and return with gift in the addressed envelope provided.

E-transfers welcome, to mcrawford@makingplaypossible.com please add address to memo

Cheques Payable To: Making Play Possible

I/We wish to make a donation in the amount of \$ _____

Please make charitable tax receipt to: Recognize my name ☐ Remain Anonymous ☐

Name/Organization: _____

Address: _____ City: _____ P/C: _____

Telephone: _____ Contact name: _____



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Dec. 14 '22
Strategic Plan		

STAFF REPORT TO COMMITTEE OF ADJUSTMENT

Report No. 05-2022

Date: December 14, 2022

From: Shawn Merriman, Manager of Building & By-law

RE: Consent Application SEV 2022-02 VACANT LAND CHURCHILL ROAD WEST
Legal Description Plan 19 PT LOT M RP 15R6356 PART 5
Current Roll No. 0708 040 045 09700

RECOMMENDATION:

That the Committee of Adjustment approve the proposed consent application SEV 2022-02 subject to the following conditions:

1. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Town.
2. An acceptable reference plan or legal description of the severed lands and the deed or instrument conveying the severed lands demonstrating the new property lines for both properties shall be registered and submitted to the Town

BACKGROUND / ANALYSIS:

The subject property is currently a vacant lot and has an entrance off Edward Street but fronts onto Churchill Road. The owner of this property also owns a property with a store front directly to the north. The owner of both properties has been a long-time business proprietor within the Town and has decided to sell both properties and wishes to retain a portion of the vacant lot for possible future use. The application was submitted on October 22, 2022, to create the portion of the vacant lot to be retained.

The notification mailing list for properties within a 60-metre buffer was created and the notices were mailed out to property owners in the applicable area. Town departments were notified of the severance application and no concerns were expressed.

The lot being created by consent and the lot retained will still meet all the town requirements for a lot in the zone General Commercial or C-1 as it relates to area, and frontage upon an opened road allowance.

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Policy / Action Req'd	X	Dec. 14 '22
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C1 Zone Requirements

Minimum Lot Area	600 m2
Minimum Lot Frontage	20 m

REGULATORY CONTROL REVIEW

Provincial Policy Statement

As part of the province's long-term commitment to economic prosperity and social wellbeing all planning applications must be consistent with the Provincial Policy Statement 2020 (PPS). As such, a review of applicable policies must be undertaken and reviewed under the "consistent with" test required under the *Planning Act*.

The proposed severed lands are located in a Settlement Area designation. The PPS provides that settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted. Development should be directed to designated settlement areas where intensification opportunities exist which can be accommodated and appropriately serviced. Such development should not result in the provision of unplanned municipal services. The proposed severed lots will not result in land use conflicts and no additional municipal services will be required as a result of this proposed development.



**Subject property
involved in
application.**

Official Plan

The Town's Official Plan designates the subject property as General Commercial. The Plan allows for this type of development and there is no impact on the Town's ability to provide services.

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Zoning

General Commercial – C1

The two lots which will exist where one lot is today can both meet all the requirements of Zoning By-law 09-2009 and any amendments. Both the retained and the lot created by consent will have a lot area greater than 600 metres squared and frontage of at least 20 metres in length.

Zone Requirements Minimum Lot Area 600 m2 [6,458.6 ft2]
Minimum Lot Frontage 20 m [65.6 ft]

Zone Requirements	Requirement	Current Lot	Remaining Lot	New Lot
Minimum Lot Area	600 m2	13,557 m2	10,648 m2	2,909 m2
Minimum Lot Frontage	20 m	120 m (app)	60 m (app)	60 m (app)

Attached:

- Severance Application

Submitted by:

Shawn Merriman
Manager of Building and By-law

APPLICATION FOR CONSENT
OR SEVERANCE

PURSUANT TO SUBSECTION 53(1)
OF THE
PLANNING ACT

1. Name of Owner LEWIS & LYNN BEACH
Telephone Number [REDACTED]
Facsimile 613 925 2342
Address 199 IRVINE DR PO BOX 849
PRESOTT ONT K0E1T0

2. Name of Authorized Agent or Solicitor (if any) _____
Telephone Number _____
Facsimile _____
Address _____

Please specify to whom all communications should be sent:

Owner ☒ Solicitor ☐ Agent ☐

3. Type and purpose of proposed transaction (check appropriate box):
☒ conveyance - new lot ☐ conveyance - lot addition
☐ mortgage ☐ lease
☐ easement ☐ right-of-way
☐ correction of title ☐ other (specify) _____

4. If known, name and address of purchaser, lessee, mortgagee, etc. to whom land
or interest in land is intended to be conveyed, leased or mortgaged:

OWNERS ARE RETAINING THIS LOT AS PART OF A
PENDING AGREEMENT OF PURCHASE & SALE

5. Relationship, if any, of person in 4. above to owner (specify nature of relationship):

I AM THE OWNER OF FORT TOWN CENTRE INC.

6. Location of Land:

Municipality: Prescott

Street Name and Number (if any)

Lot No.

PART 5

Block No.

LOT M

Plan No.

19

Parts & Reference Plan No.

ISR 6356 PART 5

7. Please explain in detail and provide any additional documents regarding any easements or restrictive covenants affect the subject lands and a description of each easement or covenant and its effect.

TO MY KNOWLEDGE THERE IS AN EXISTING EASEMENT
FOR WATER SERVICES THAT STARTS AT IRVINE STREET
CROSSING PART LOTS 3 & 5 AND ENDS AT CHURCHILL
ROAD

8. Description of Land intended to be Severed:

Frontage

225'

Depth

150'

Area

0.72 ACRES / 31,320 SQ METERS

Existing Use

EMPTY LOT

Proposed Use

FUTURE DEVELOPEMENT

Existing Buildings / Structures on Land

NONE

Proposed Buildings / Structures on Land

T.B.D.

9. Description of Land intended to be Retained:

Frontage 225' Depth 150'
 Area 0.72 ACRES 31,320 SQ METERS
 Existing Use EMPTY LOT
 Proposed Use FUTURE DEVELOPMENT
 Existing Buildings / Structures on Land NONE
NONE
 Proposed Buildings / Structures on Land TRD

10. Number of new lots (not including retained lots) proposed: 1

11. Access to Proposed Lot (specify) CHURCHILL RD.
 Access to Retained Lot (specify) CHURCHILL RD.

12. Water / Sewer

Type of Service	Proposed Lot	Retained Lot
municipal piped water	<input checked="" type="checkbox"/>	<input type="checkbox"/>
private well	<input type="checkbox"/>	<input type="checkbox"/>
municipal piped sewer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
private septic system	<input type="checkbox"/>	<input type="checkbox"/>
holding tank	<input type="checkbox"/>	<input type="checkbox"/>
other (describe)	<input type="checkbox"/>	<input type="checkbox"/>

When will water supply and sewage services be available?

13. Have the subject lands ever been the subject of an application for approval of a plan of subdivision or a consent? No

If the answer is yes, please indicate the file number and the decision on the application:

.....

.....

Date of Application or Decision:

13. Official Plan & Zoning

	<u>Proposed Lot</u>	<u>Retained Lot</u>
Official Plan Designation	<u>GENERAL</u>	<u>COMMERCIAL</u>
Zoning	<u>C1</u>	<u>C1</u>

Are the subject lands currently under any official plan amendments, rezoning and/or minor variance applications, and if yes, please provide the file number?


..... NOT YET

* I/We LEWIS BEACH solemnly declare that all of the statements contained in this application are true, and I/we make this solemn declarations conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath by virtue of the Canada Evidence Act.

Sworn before me at the Town
of Prescott in the
County of Grenville
..... this 26th day of
October 20 22

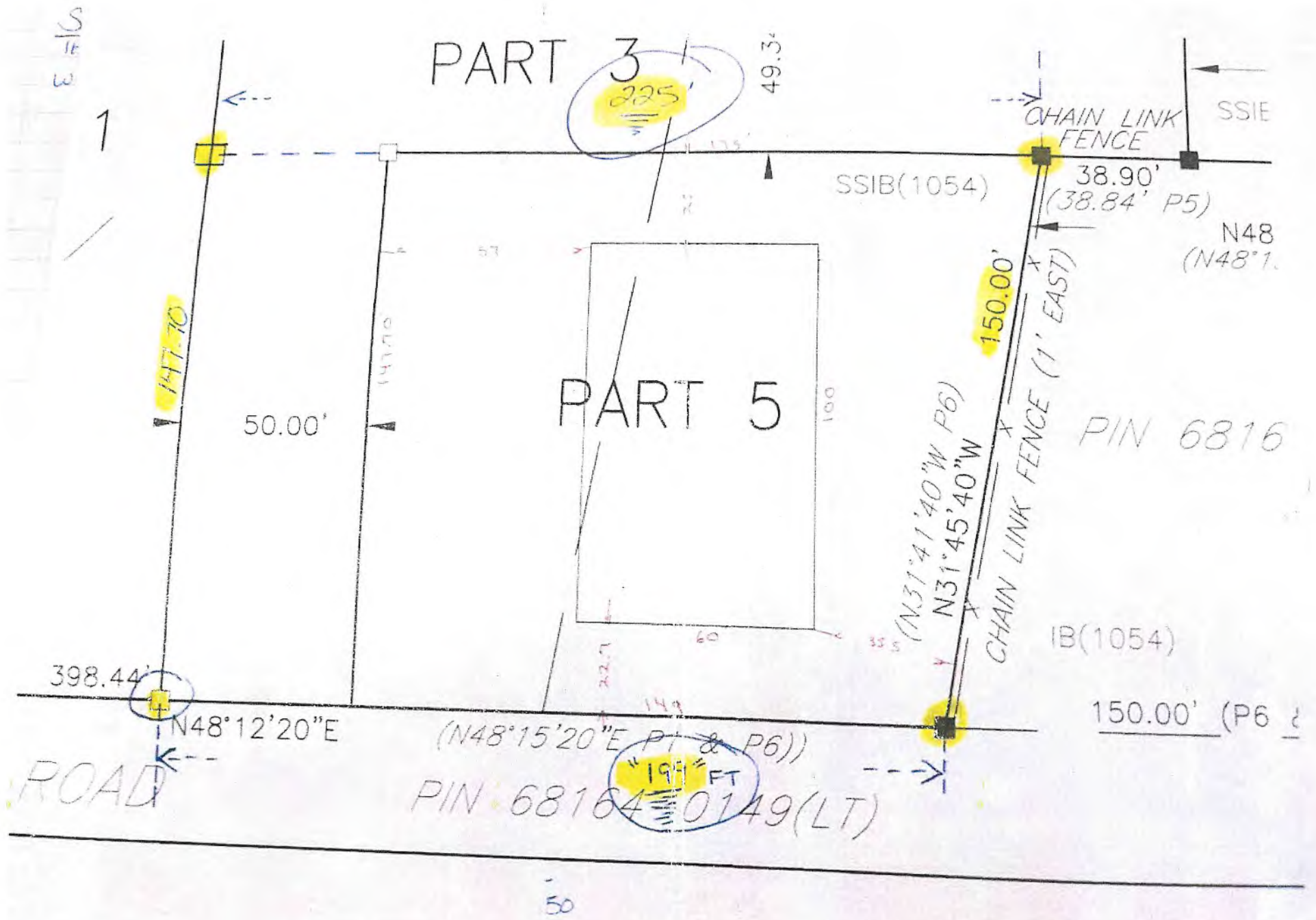

Signature of Applicant/Agent/Solicitor

.....
Signature of Applicant/Agent/Solicitor


A commissioner for taking oaths, affidavits, etc.
Commissioner of Oaths
Kaitlin Mallory, Deputy Clerk
Town of Prescott

Notes:

1. If an agent or solicitor on behalf of the applicant signs this application, the owner's written authorization must accompany the application. If the applicant is a corporation acting without agent or solicitor, the application must be signed an authorized officer of the corporation and the corporation's seal (if any) must be affixed.
2. Each copy of the application must be accompanied by a sketch showing:
 - a. abutting land owned by the grantor, its boundaries and dimensions;
 - b. the distance between the grantor's land the nearest town lot line or appropriate landmark (ie bridge, railway crossing, etc.);
 - c. the parcel of land that is the subject of the application, its boundaries and dimensions, the part of the parcel that is to be severed, the part that is to be retained, and the location of all land previously severed;
 - d. the approximate location of all natural and artificial features on the subject land (ie buildings, railways, highways, watercourses, drainage ditches, banks, slopes, swamps, wooded areas, wells and septic tanks) and the location of any of these features on adjacent lands which may effect the application;
 - e. the use of adjoining lands, (ie residential, agricultural, season, commercial, etc.);
 - f. the location, width and names of all road allowances, rights-of-ways, streets or highways within or abutting the property, indicating whether they are publicly traveled roads, private roads, rights-of-ways, or unopened road allowances;
 - g. the location and nature of any restrictive covenant or easement affect the subject lands
3. It is required that three copies of this application be filed together with the same number of copies of the sketch or sketches described in Note 2 above with the Town and accompanied by a fee of **\$250.00 per lot created** in cash or cheque made payable to the **Town of Prescott, P.O. Box 160, Prescott, Ontario K0E 1T0.**





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STAFF REPORT TO COMMITTEE OF ADJUSTMENT

Report No. 06-2022

Date: December 14, 2022

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

File No. MV 2022-03

RE: Minor Variances for Application – South Side of Prescott Centre Drive between McDonalds and Dollarama

Recommendation:

That the Committee of Adjustment approve the minor variances applied for in MV 2022-03 with the following conditions:

1. The balance if any of any outstanding taxes, including penalties and interest shall be paid to the Town of Prescott; and
2. That approval of the Minor Variances is granted and fixed to the general size, location, extent and design of the proposed development as described in this report; and
3. The Site Plan for the lands remaining be obtained within 1 year.

Purpose of the Application:

This application for minor variance seeks to vary the permitted maximum building height and reduce the number of loading spaces required on the subject site.

Proposed Development

The following information in italics is provided by the Developers.

The applicant is seeking to develop a 4-storey hotel on the site. The hotel will feature 69 guest rooms with additional ground floor amenity spaces, including an outdoor gazebo.

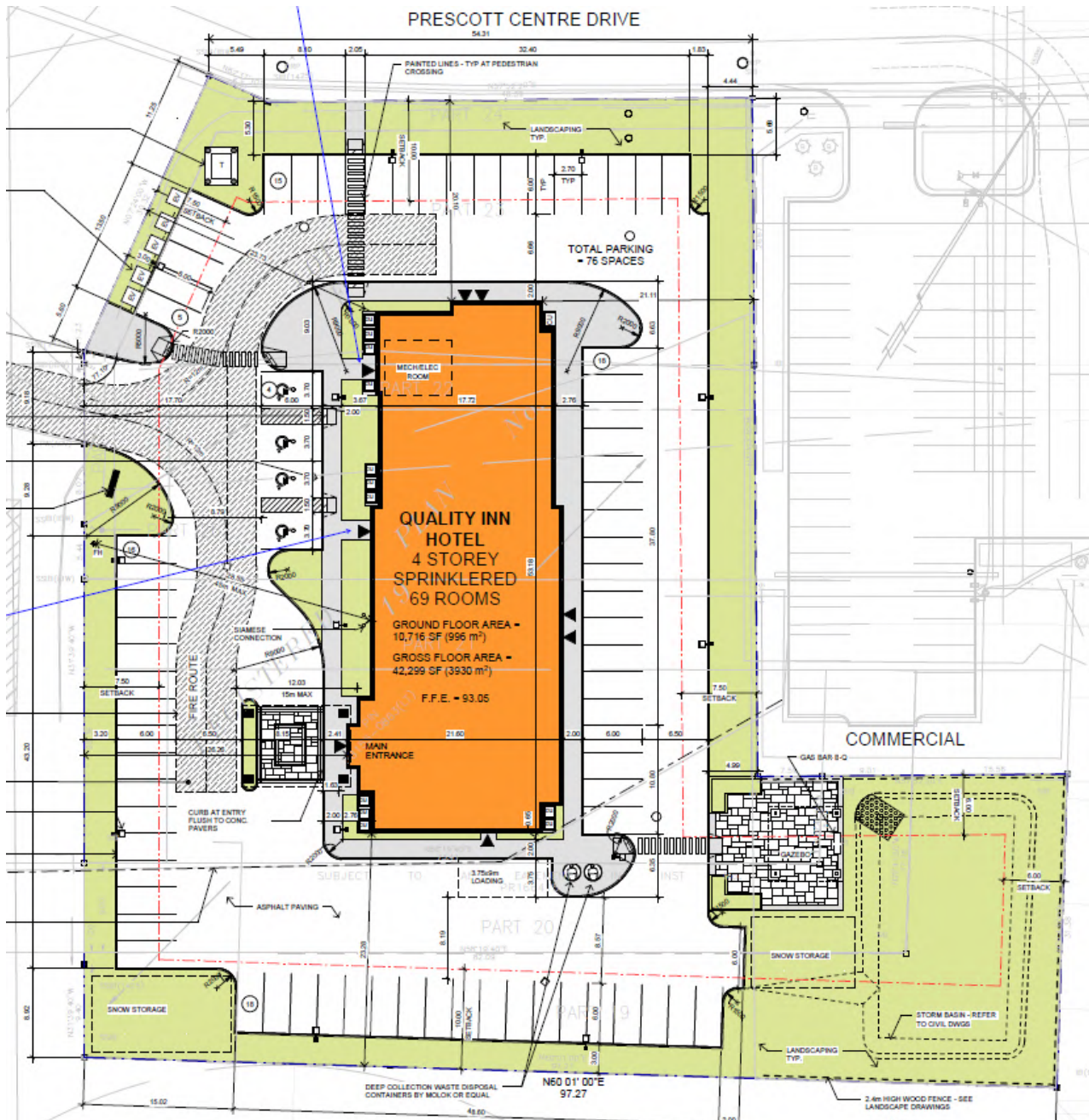


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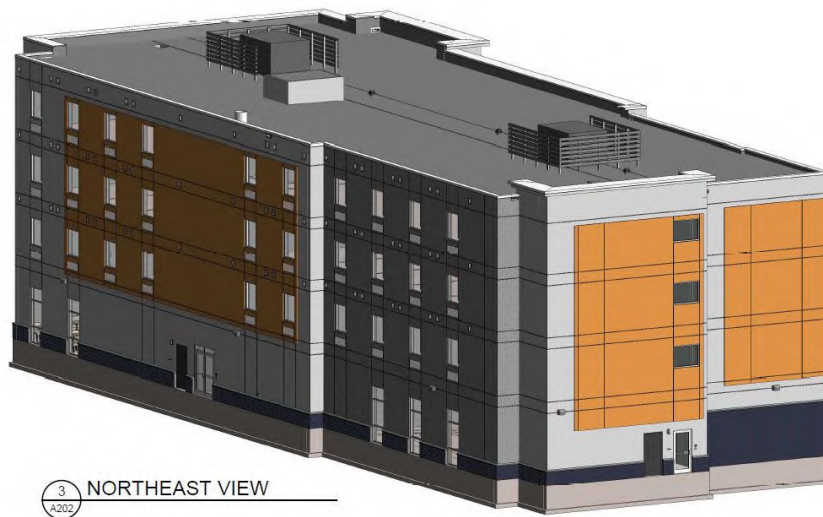
Increased outdoor amenity space located in the southeast corner of the site will serve as a natural buffer from adjacent residential uses. The proposed building is located centrally on the site with parking on all four sides to reflect the various secondary entrances provided to increase accessibility for guests. A total of 76 parking spaces, including 4 accessible parking spaces, and one loading space is to be provided to service the development. A pull-through vestibule will define the main entrance. Enhanced landscaping is proposed in the planting strip along Prescott Centre drive.

Vehicular access to the site is proposed via an extension of an existing driveway from Prescott Centre Drive to the west of the property. The use of an existing driveway will prevent the need to unduly increase entrances along Prescott Centre Drive. A pedestrian entrance is proposed to Prescott Centre Drive to the north of the site which will provide pedestrian access to surrounding commercial uses. Dedicated pedestrian walkways are also proposed around the building to safely connect pedestrians with parking facilities and outdoor amenity areas.

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Site Information

The following information in italics is provided by the Developers.

The site is located on the south side of Prescott Centre Drive in the Town of Prescott,

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south of Provincial Highway 401. The site is bound by commercial uses along Prescott Centre Drive, with residential uses east/southeast of the site. The site has an area of approximately 0.73 hectares with approximately 54 metres of frontage on Prescott Centre Drive. The site is currently vacant with a number of mature trees situated along the south and southeast property boundary.

The site is located south of Provincial Highway 401. The surrounding area is characterized by commercial uses (e.g., gas bar, grab-and-go food establishments, and large format retail) with landscaped open spaces and associated surface parking lots. South of the site are institutional uses, in the form of the South Grenville District High School. East of the site are residential uses, primarily featuring single- and semi-detached dwellings.



The following uses are located immediately adjacent to the subject site:

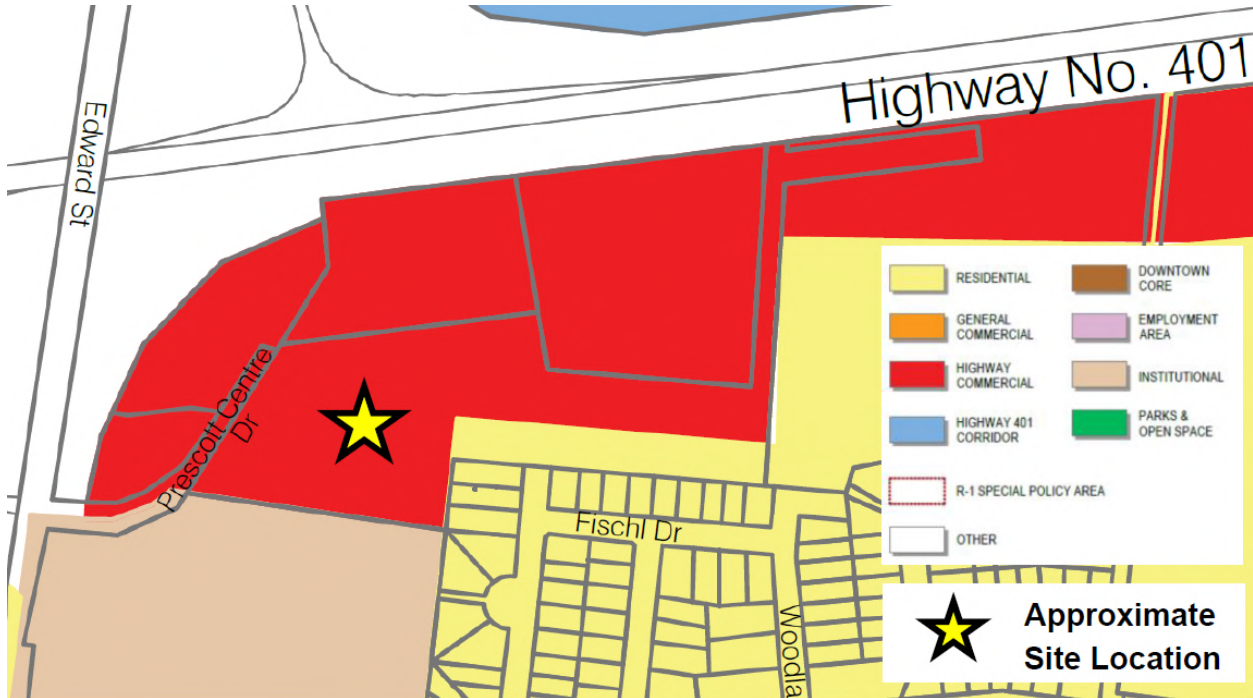
North: Commercial
East: Residential
South: Institutional
West: Commercial

Official Plan Policies:

The following information was provided by the Town's Planning Consultants, WSP.

The site is designated Highway Commercial on Schedule "A" of the Town of Prescott Official Plan (OPA 6 – Office Consolidation, May 2018) ("OP")

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Section 2.1.4 Highway Commercial Designation

The proposed development conforms with the permitted uses in the Highway Commercial designation in the Town's Official Plan as detailed in Section 2.1.4, which includes hotels. Therefore, the proposed use is permitted by the OP and an Official Plan Amendment is not required.

The Official Plan requires Site Plan Control Approval for all new commercial development in the Commercial designations, including the preparation of a stormwater management plan in accordance with Ministry of the Environment and Climate Change (now the Ministry of the Environment, Conservation and Parks) guidelines, for larger scale development (Policy 2.9.1.7). As such, a Site Plan Control application is required for the proposed development.

Section 5.2 Land Use Controls

Section 5.2 Land Use Controls contains policies under the heading "Site Plan Control" which designates the entire Town of Prescott as a Site Plan Control area and requires Site Plan Control for all new non-residential development (Policy 5.2.2.15). An application for Site Plan Control must include plans and drawings that show the location

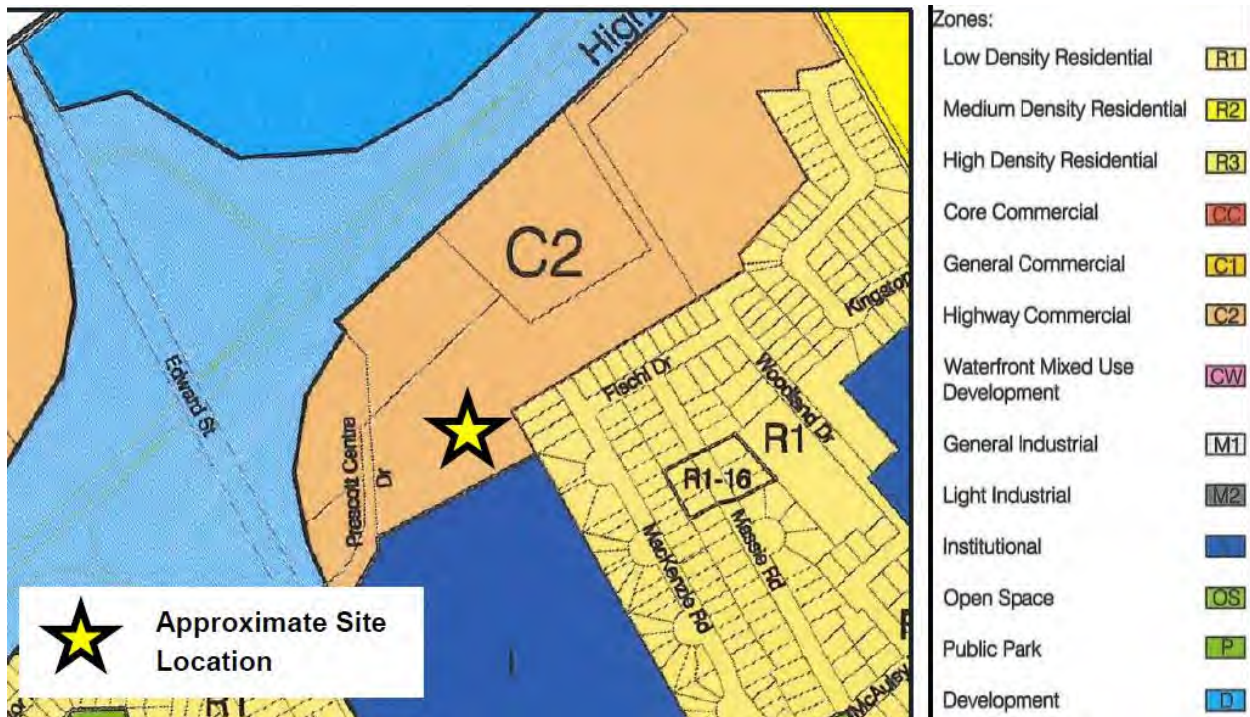
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of all buildings and structures to be built and all facilities to be provided as part of the proposed development. Criteria for the review of applications include: compatibility with adjacent uses; urban design standards; function and efficiency; safety and access; adequacy of servicing; grading and drainage; and landscaping and lighting.

Zoning By-Law Provisions

The following information was provided by the Town's Planning Consultants WSP.

The site is currently zoned Highway Commercial (C2) in the Town of Prescott's Zoning By-law #09-2009



Section 5.9.1 Permitted Uses

Permitted uses in the Highway Commercial (C2) are established in Section 5.9.1 of the Zoning By-law and includes a "Hotel". Section 3 of the Zoning By-law provides the following definition for a Hotel:

- "Hotel" Shall mean a building designed or used for the accommodation of the traveling or vacationing public, containing therein ten (10) or more guest rooms served by a common building entrance, and includes a motor hotel. Accessory

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uses may include accommodation for permanent staff and one or more beverage rooms, dining rooms, meeting rooms, or similar uses.

The proposed use is permitted in the C2 Zone.

Section 5.9.2 Highway Commercial (C2) Zone Requirements

Zone Requirements	Provision	Proposed	Complies
Minimum Lot Area (Section 5.9.2)	2 ha	.73 ha	Yes – Minor variance approved as part of SEV/MV-2022-01
Minimum Lot Frontage (Section 5.9.2)	60 m	54.53 m	Yes – Minor variance approved as part of SEV/MV-2022-01
Minimum Front Yard (Section 5.9.2)	10 m	20 m	Yes
Minimum Rear Yard (Section 5.9.2)	10 m	23 m	Yes
Minimum Exterior Side Yard (Section 5.9.2)	10 m	N/A	Not Applicable
Minimum Interior Side Yard (Section 5.9.2)	6 m	> 19 m	Yes
Maximum Building Height (Section 5.9.2)	12 m	15 m	No
Maximum Lot Coverage (Section 5.9.2)	60%	13%	Yes
Minimum Landscaped Open Space (Section 5.9.2)	15%	34%	Yes
Additional Provisions – Minimum distance of building wall from side or rear lot line (Section 5.9.3)	Hotels and Motels Where the exterior wall of a guest room contains a window, such wall shall be located not closer than 7.5	> 19 m	Yes

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	m from any side or rear lot line.		
--	-----------------------------------	--	--

Other Requirements

Requirements	Provision	Proposed	Complies
Minimum Parking Spaces, Hotel/Motel (Section 4.34(a))	1 space per guest room or suite, plus the required spaces for any adjoining public or restaurant use 69 spaces	76 spaces	Yes
Parking Space Dimensions (Section 4.34(b))	shall be a minimum of 2.7 m [8.9 ft] in width by 6 m [19.7 ft] in length	2.7m x 6m	Yes
Barrier-Free Parking	For 51-75 standard parking spaces, three (3) barrier-free parking spaces are required.	4 spaces	Yes
Barrier-Free Parking Dimensions	3.7m x 6m	3.7m x 6m	Yes
Loading Spaces	Commercial Uses - Net Floor Area: over 1,000m ² = 1 plus 1 additional space for each additional 1,000 m ² of net floor area or part	1 space	No

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	thereof Required: 4 spaces		
Loading Spaces Dimensions	3.75m x 9m if situated parallel to the building wall Minimum height clearance: 4.3m	3.75m x 9m	Yes
Landscaped Open Space and Planting Strips	In any Residential, Commercial, Institutional or Industrial zone, any portion of any front yard or side yard which is not used for any other permitted purpose shall be devoted to landscaped open space and shall not be used for parking	Included in Landscaping Plan	Yes
Landscaped Open Space and Planting Strips	Where required parking space in a non- residential zone lie adjacent to a Residential zone or lie south of King Street, a continuous 3 m [9.84 ft] wide planting strip shall be required to improve the	Included in Landscaping Plan	Yes

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Information Purposes		
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Strategic Plan		

	aesthetics of the parking area.		
Landscaped Open Space and Planting Strips	Where a lot is used for a primarily non-residential use in any zone and: (i) the front, side and/or rear lot line abuts a residential use or undeveloped land in a Residential zone, then a planting strip adjoining such abutting lot line, or portion thereof, shall be provided on the lot in accordance with the provisions of this section. Minimum width of 3 m (9.84 ft) measured perpendicular from the planting strip to the lot line it adjoins.	Included in Landscaping Plan	Yes

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Policy / Action Req'd	X	Dec. 14 '22
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Minor Variances Analysis

When considering Minor Variances, the four tests as prescribed by Section 45(1) of the Planning Act are applied to determine if the minor variance should be approved. The four tests are:

- Is it in keeping with the general intent and purpose of the Official Plan?
- Is it in keeping with the general intent and purpose of the Zoning By-law?
- Is the application minor in nature?
- Is it desirable for the appropriate development or use of the land, building or structure?

The following section represents a review of the four tests.

Test #1 – Is it in keeping with the general intent and purpose of the Official Plan?

The following information was provided by the Developer.

The subject site is designated Highway Commercial on Schedule A Land Use of the Town of Prescott's Official Plan. Section 2.1.4 of the Official Plan provides an overview of the Highway Commercial designation which outlines the intent of the designated lands to accommodate large-scale community, regional, and traveler-serving retail and commercial services. Permitted land uses within the designation are also noted in this section, including a hotel use.

Section 2.3.2 of the Official Plan provides more specific policy direction for the Highway Commercial designation, including:

15. Focus large format retail and service commercial development intended to serve the community, region, and traveling public in the Highway Commercial designation. Such development should generally have a floor area in excess of 2,500 square metres (27,000 square feet) and a site area of about 2 hectares (5 acres).

The proposed development conforms with the intentions of the commercial designation and is compatible with the surrounding commercial character. The proposal represents development of an existing undersized lot in a contextually sensitive manner. The built form will enhance the commercial area and is compatible with the surrounding uses.

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16. Permit a diverse range of land uses, including: shopping centres, big box stores and general retail stores (home improvement, furniture, department stores, electronics, discount goods); restaurants, entertainment; grocery stores; commercial lodging; automotive sales and services; and gas stations. Some outdoor storage may be permitted. Smaller-scale retail and service commercial uses complement or are an integral part of a large Highway Commercial development are also permitted.

The proposed development represents a commercial lodging use in the form of a hotel.

17. Consider recognizing the Highway Commercial designation as an important commercial gateway to Prescott by establishing a clear identity for the area by means of entry features, streetscape, signage, lighting, landscaping, and architecture.

The proposed development has been strategically designed to provide single-row parking facilities around the building to reduce the negative visual impacts of extensive surface parking. Landscaped buffers are proposed around the property to mitigate visual impacts on adjacent uses and beautify the site. The proposed built form reflects the character and design of the surrounding commercial uses.

18. Work with the Ontario Ministry of Transportation to ensure that implementation of the Highway Commercial policies of this Plan maintain the operating viability of the Highway 401 corridor and interchange at Edward Street, and support the controls exercised by the Ministry. Planning decisions on Highway Commercial lands relating to land use, access in interchange areas, traffic, stormwater management, structures and signage, lighting, buffering, and screening require Ministry approvals and permits under the Public Transportation and Highway Improvement Act.

The Ontario Ministry of Transportation has been, and will continue to be, included in the pre-consultation and technical review process for the proposed development.

The Town agrees with the rationale provided, which concurs with WSP's analysis that the development is in keeping with the general intent and purpose of the Official Plan.

Test #2 – Is it in keeping with the general intent and purpose of the Zoning By-law?

The following information was provided by the Developer.



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Maximum Building Height

Relief is being sought to increase the required maximum building height from 12 metres to 15 metres. The increase in maximum height would permit the development of a contemporary built form that accommodates a modern hotel layout. The proposed scale and massing of the building is not anticipated to negatively impact the surrounding uses. Mitigation features, such as landscaped buffers, have been strategically designed to limit the visual impact for adjacent properties. Further considerations, such as the impact of exterior lighting and the inclusion of a privacy fence to limit intrusive overlook, have been reviewed to ensure compatibility particularly with the adjacent residential community north-east of the subject site. The increase in maximum building height is not anticipated to negatively impact adjacent uses.

Loading Space Requirements

Relief is being sought to reduce the minimum required number of loading spaces from 4 spaces to 1 space. The minimum required number of spaces in the zoning by-law is calculated by net floor area, however the proposed built form includes a disproportionate amount of floor space in relation to the supply needs of the hotel use. The individual guest rooms, as well as staff and administrative spaces represent more passive uses, as compared to the more active shared amenity spaces. The reduced number of loading spaces is sufficient to service the delivery needs of the proposed hotel. Further, a reduced number of loading spaces on the site will improve the functionality of the site overall and increase aesthetics and safety at the pedestrian level.

Staff concur that development is in keeping with the general intent and purpose of the Zoning By-law as outlined above in Section 5.9.2 Highway Commercial (C2) Zone Requirements tables.

Test #3 – Is the applicable minor in nature?

The following information was provided by the Developer.

The determination of whether an application is minor is not a mathematical consideration. Rather, this test is intended to assess the degree of any impacts resulting from the minor variance application, including the cumulative impact of multiple variances. The requested variances would be limited to the site, limiting the scope of any impacts to this property. The proposed increase in maximum building height and

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decrease in the number of loading spaces is not anticipated to negatively impact the surrounding area nor the functionality of the site. The proposed built form is compatible with the surrounding commercial uses and has been strategically designed to minimize and mitigate impacts on the adjacent residential uses. The increase in maximum building height proposed is marginal and will not result in increase compatibility concerns, such as shadowing or intrusive overlook. The hotel use is permitted on the site and will work in conjunction with the existing and proposed commercial uses and community facilities in the area, supporting the vitality of the Town of Prescott.

Analysis

The increased building height would maintain the character of the immediate area. The adjacent residential zones have a maximum building height of 10.5 m (or 2.5 storeys). The Developer has included sound mitigation measures on the roof the building to direct sound to the north and west of the property and away from the residential properties to the east. The developer has situated the building away from the residential properties with a natural stormwater retention basin and a 2.4 m fence between the building and the rear of the residential properties. The Developer has also committed to retaining as many of the trees on the property as possible and particularly towards the residential properties to the east to add to the overall maturity of the development.

The proposed building height is higher than the maximum height of the adjacent zones, however the 15.0 m height would be compatible with the surrounding development. Building heights of 15 m and 18 m are permitted in other areas throughout the Town of Prescott.

The decrease in the number of loading spaces is reasonable given that the hotel will be relatively self sufficient and will require considerably fewer delivers than a retail store upon which the zoning bylaw for loading spaces was based. The provision of one loading spot along with 7 parking spaces above the required number of 69 spaces will provide sufficient room for delivers to be made.

Therefore, it is opinion of Staff that the requested variances are minor in nature.

Test #4 - Is it desirable for the appropriate development or use of the land, building or structure?

The following information was provided by the Developer.

The requested variances are necessary to permit the development of a hotel in a commercial area. The proposal will result in a minor increase in maximum building

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height and reduction in the number of loading spaces on the site. The introduction of a hotel will diversify commercial uses in the area will contribute to the efficient use of public infrastructure investments, servicing costs, and reduce the need for consumption of additional land. The proposed development will also help in fulfilling a need within the Town for short-term accommodation.

Staff agree with the rationale provided and add that the attraction of a hotel to the Town of Prescott is a strategic goal for the Town included in the 2020-2023 Strategic Plan. This development will realize that strategic goal which was also outlined in the Economic Development Strategic Plan and the new Official Plan adopted by Council in August of 2022.

Conclusion and Recommendation:

Based the review of the Minor Variances it is Staff's opinion that the Application satisfies the four tests for Minor Variances as set out in Section 45 of the *Planning Act*. We recommend the following conditions of approval:

1. The balance if any of any outstanding taxes, including penalties and interest shall be paid to the Town of Prescott; and
2. That approval of the Minor Variances is granted and fixed to the general size, location, extent and design of the proposed development as described in this report; and
3. The Site Plan for the development be obtained within 1 year.

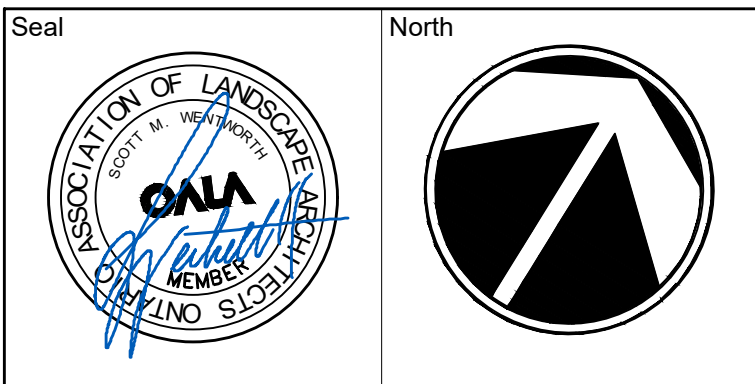
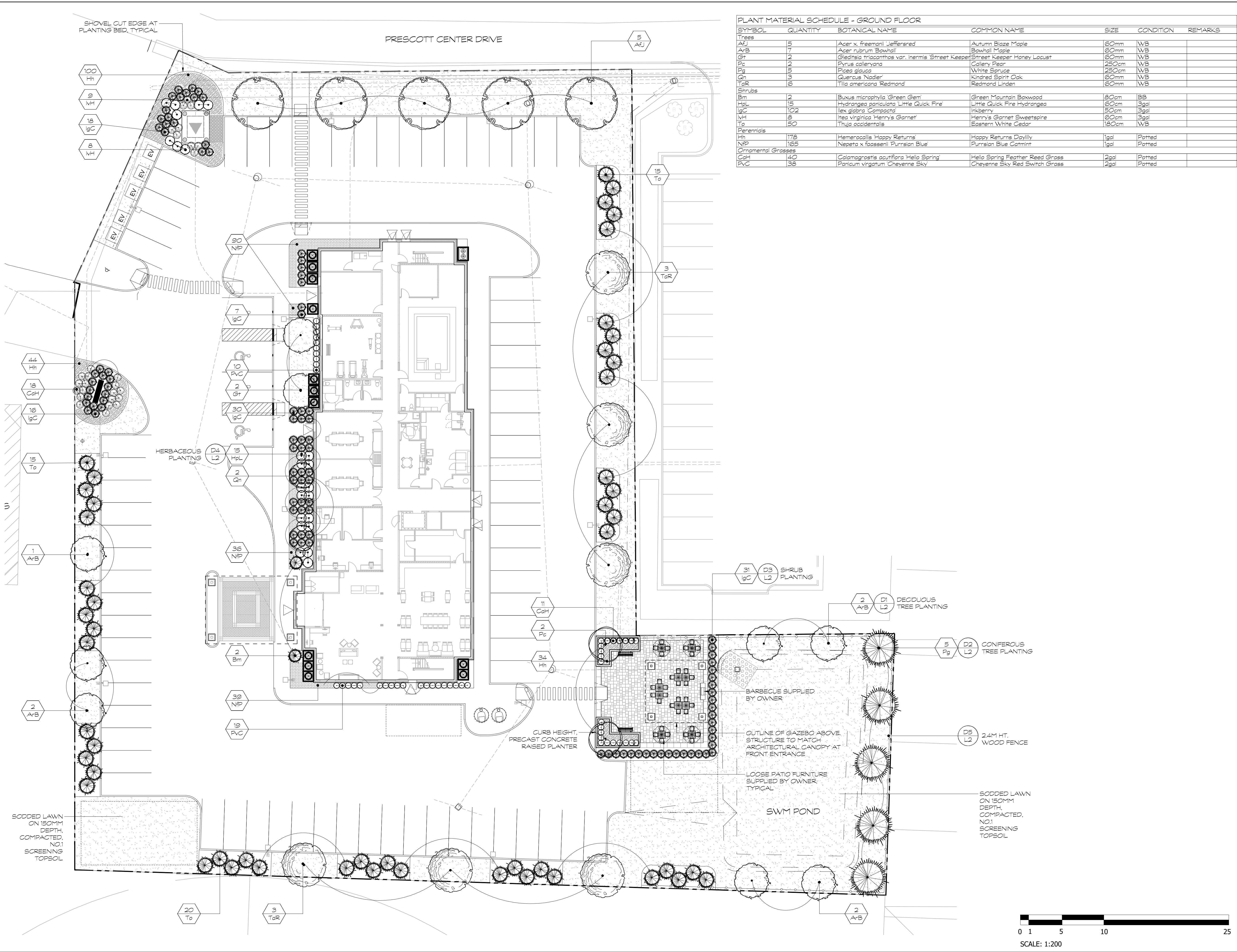
Attachments:

- Landscape Plan

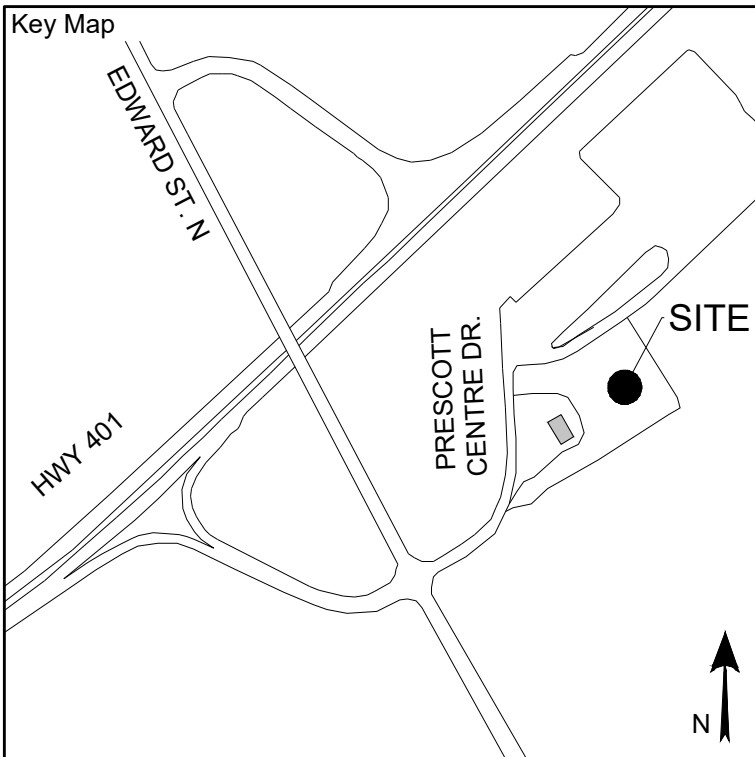
Submitted By:

Matthew Armstrong
Chief Administrative Officer & Treasurer

G:\Shared drives\Commercial Department\01 - PROJECTS\2022\2040-DC - Quality Inn - Prescott - AFSHEET SET\1 Landscape Plan.dwg



No.	Issues and Revisions	Date
1.	ISSUED FOR SPC	2022-11-04



Project Notes

This design and drawing are the property of The Scott Wentworth Landscape Group Ltd. and are not to be copied or used for construction purposes without the Landscape Architect's express written consent.

The contractor shall check and verify all dimensions and report any discrepancies, error, or omissions to the Landscape Architect prior to commencing work.

Base plan information taken from Site Plan provided by:
Company Name: Chamberlain Architect Services Limited
Dated: 2022 - 08 - 19

Wentworth Landscapes
13392 Loyalist Parkway R.R.1, Picton ON K0K 2T0
613.547.3772

Consultants



Client 1000244757 ONTARIO INC.	
Project QUALITY INN	
Project Location PRESCOTT CENTRE DRIVE PRESCOTT, ON.	
Drawing Title LANDSCAPE PLAN	
Scale 1:200	
Date 2022-07-25	Plot Date 2022-10-28
Designed By AF	Drawn By EB
Approved By SW	Drawing Number
Project Number 22040-DC	L1

DIRECTION OF PREVAILING WINDS

GUYING - PLAN VIEW

D1 DECIDUOUS TREE PLANTING

PLAN OF GUYING

D2 CONIFEROUS TREE PLANTING

PLANT MATERIAL QUALITY STANDARDS
ALL PLANT MATERIAL TO CONFORM TO THE LEVELS OF STANDARDS ESTABLISHED BY
THE CANADIAN STANDARDS FOR NURSERY STOCK, EIGHTH EDITION, PUBLISHED BY THE
CANADIAN NURSERY LANDSCAPE ASSOCIATION.

PRUNE AT TIME OF PLANTING TO REMOVE ALL DAMAGED, DEAD, OR DISEASED BRANCHES, BEING CAREFUL TO RETAIN THE NATURAL SHAPE OF THE PLANT	REMOVE POTTED SHRUBS FROM POT TAKING CARE NOT TO DAMAGE ROOTS. IF BALLED AND BURLAPPED, CUT AND REMOVE ALL WIRE, ROPE, BURLAP AND
---	---

A cross-sectional diagram of a planter bed. At the top, two plants are shown in a layer of topsoil. Below the topsoil is a layer of subgrade, which is hatched with diagonal lines. The subgrade is supported by a building foundation, which is hatched with a brick pattern. A vertical dimension line on the left indicates a height of 45". Two arrows point from the subgrade layer towards the building foundation, with the text "BED SLOpes AWAY FROM BUILDING FOUNDATION" above them. Another arrow points to the bottom surface of the subgrade layer, with the text "SCARIFY SURFACE OF SUB-GRADE OR ROOF DECK ASSEMBLY" next to it.

D3 SHRUB PLANTING 1:25 OR ROOF DECK ASSEMBLY

PLANT MATERIAL QUALITY STANDARDS
ALL PLANT MATERIAL TO CONFORM TO THE LEVELS OF STANDARDS ESTABLISHED BY
THE CANADIAN STANDARDS FOR NURSERY STOCK, EIGHTH EDITION, PUBLISHED BY THE
CANADIAN NURSERY LANDSCAPE ASSOCIATION.

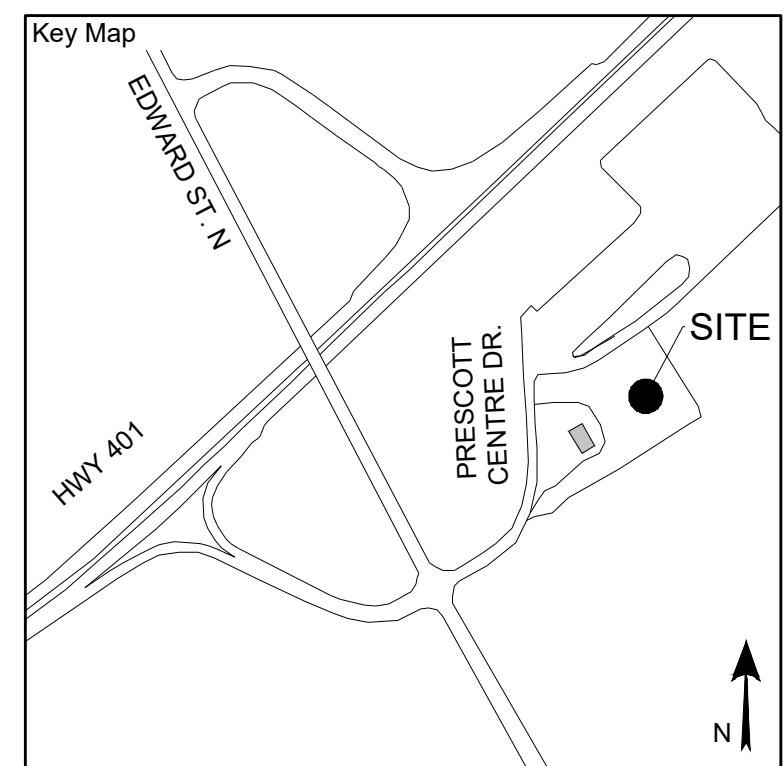
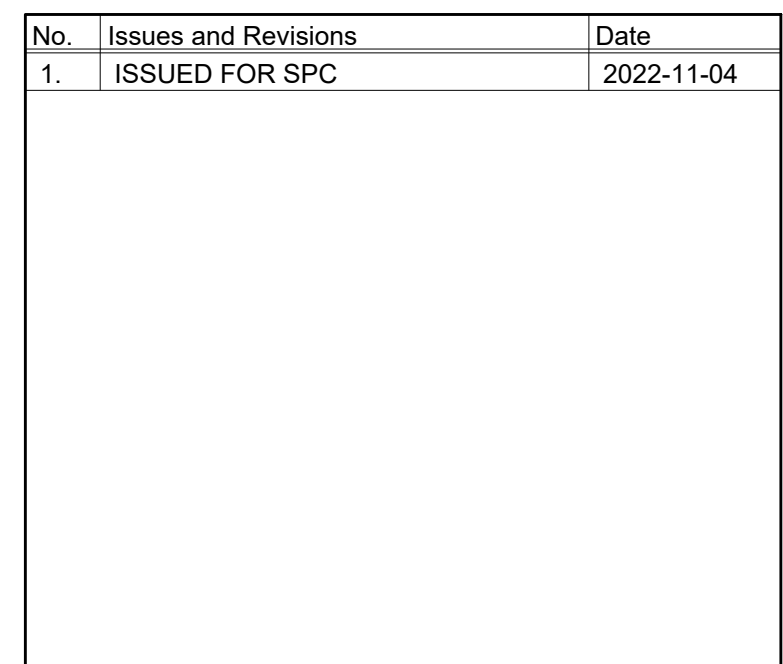
Diagram illustrating the cross-section of a raised garden bed structure, showing the layers and components:

- PREMIUM SHREDDED PINE BARK MULCH 75MM. COMPACTED DEPTH, ENSURE THAT BARK MULCH IS PULLED AWAY FROM CROWN OF PLANT TO EXPOSE SOIL
- HERBACEOUS PLANT MATERIAL
- TRIPLE MIX GARDEN LOAM OR SPECIFIED PLANTING MIXTURE AS SPECIFIED
- 450
- SCARIFY SURFACE OF SUBGRADE
- COMPACTED SUBGRADE OR ROOF DECK ASSEMBLY

D4 HERBACEOUS PLANTING

D5 2.4m HT. WOOD PRIVACY FENCE

D5 2.4m HT. WOOD PRIVACY FENCE
1:25



Project Notes
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Wentworth Landscapes
13392 Loyalist Parkway R.R.1, Picton ON K0K 2T0
613.547.3772

Consultants	
-------------	--



Client	
1000244757 ONTARIO INC.	
Project	
QUALITY INN	
Project Location	
PRESCOTT CENTRE DRIVE PRESCOTT, ON.	
Drawing Title	
LANDSCAPE DETAILS	
Scale	
AS NOTED	
Date	Plot Date
2022-07-25	2022-10-28
Designed By	Drawn By
AF	EB
Approved By	Drawing Number
SW	
Project Number	
22040-DC	



		Date Req'd
Information Purposes	X	Jan. 3 '23
Policy / Action Req'd		
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 01-2023

Date: January 3, 2023

From: Matthew Armstrong, Chief Administrative Officer and Treasurer

RE: Winter Parking Restrictions 12:00 a.m. to 7:00 a.m.

Recommendation:

For information.

Background/Analysis:

This report is intended to provide additional information on the purpose and enforcement of the overnight parking prohibition.

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

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

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

The Town starts by issuing warnings for violations in November, followed by issuing tickets in December assuming snow events have not happened. On nights when snow clearing, or removal takes place, cars that are in violation are ticketed and towed to allow for the activities to be conducted unimpededly and safely.

Thus far, there have been two incidents which were highlighted for discussion. The first was ticketing for parking overnight on the street to avoid drinking and driving from a local bar and restaurant establishment. The second was a healthcare worker making home visits starting at 5:00 a.m. in the Town and was ticketed for parking on the street. This is the first year in which these two specific concerns have arisen.



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In relation to the local bar and restaurant establishment, the Town actively endorses individuals taking measures to avoid driving while intoxicated. To this end, the Town could provide local bar and restaurant establishments in the Downtown with a temporary permit for vehicles to be left overnight due to intoxication. This would require the establishment to date the temporary permit, obtain the vehicle owners information, and confirm that the vehicle owner found alternative means to get home. The temporary permit would allow parking in the Clock Tower Parking Lot, Riverwalk Park Parking Lot, or the north side of Water Street east of Edward Street. The vehicle would need to be removed by 10:00 a.m. the following morning. If either a vehicle owner or bar and restaurant establishment were found to be abusing the temporary parking permit, the ability to issue temporary permits would be rescinded as appropriate. Alternatively, the bar and restaurant establishment could obtain a parking permit at the various municipal facilities that allow overnight parking.

For the healthcare worker that starts visiting clients at 5:00 a.m., a permit could be issued allowing for parking between 5:00 a.m. and 7:00 a.m. The healthcare worker's employer would need to confirm that the healthcare worker is required to visit the patient only between 5:00 a.m. and 7:00 a.m., would be limited to the residence where the patient lives, and confirm that there is no other place at the residence for the healthcare worker to park except on the street. Alternatively, the healthcare worker could obtain a parking permit at the various municipal facilities that allow overnight parking.

Alternatives

This report is for information only and no recommendations are being made on changes to the current overnight parking prohibition on Town streets. Council could direct Staff to explore further options to address overnight parking for the purpose of avoiding driving while intoxicated or healthcare workers required to visit patients between 5:00 a.m. and 7:00 a.m.

Financial Implications

None



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Environmental Implications

None

Attachments:

None

Submitted by:

Matthew Armstrong
Chief Administrative Officer and Treasurer



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Information Purposes		
Policy / Action Req'd	X	Jan. 03 '23
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 02-2023

Date: January 3, 2023

From: Matthew Armstrong, Chief Administrative Officer and Treasurer
Nathan Richard, Director of Operations

RE: 2023 Edward Street Bridge Project – Request for Proposal

Recommendation:

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

Background/Analysis:

Following the Ontario Structure Inspection reports completed in 2017 and 2019, rehabilitation work for the bridge was tendered in 2021 which included the following work:

- Expansion Joint Replacements
- Concrete Abutment Repairs
- Structural Steel Repairs
- Corner rocker bearing rehabilitation
- Structure Steel re-coatings
- Guardrail Repairs
- Sidewalk Repairs

The tendered amounts in 2021 for the work above ranged from \$556,600 to \$844,943. This exceeded the budgeted estimate by a considerable amount and therefore the tender was not awarded at that time.

The Town and EVB Engineering reviewed the bridge work to determine options. It was noted that the bridge bearings were going to need rehabilitation in the next 5 to 10 years however, after further investigation, the bearings at the north and south ends of the bridge expanse were showing signs of rapid deterioration between 2019, 2020, and 2021.

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It was recommended that the two projects be combined and scheduled for completion in 2023.

A bridge specialist from Superville Engineering Corporation was consulted to evaluate the original project scope and the bridge bearings to formulate recommendations.

- The purpose of bridge bearings is to transfer loads from the superstructure into the foundations while accommodating minor translations (thermal expansion-contraction to accommodate annual weather changes) and slight rotations of the superstructure;
- The interior pier-bearing elements (closest to the rail bed) are generally in good condition;
- Due to water leaking through the expansion joints, the condition of the abutment bearing elements degraded in recent years and are generally in poor condition;
- Abutment bearings are corroded and partially ceased; to a point that the free articulation is restricted which places stress in other locations on the structure;
- This restriction results in undue stress in the bridge girders and concrete seat in the vicinity of the bearings;
- The existing bearing type (rocker bearings) have been found to perform particularly poor during earthquake events;
- Replacement of the full line of bearings is recommended as opposed to individual like-for-like replacements;
- With full line bearing replacement, a more modern type bearing such as steel-reinforced elastomeric slide bearing would be selected;
- Bearing replacement requires jacking of the bridge creating a vertical offset at the expansion joint;
- It is most common and recommended that expansion joint replacement should occur following any work where jacking of the superstructure is required. As such, bearing and expansion joint replacement work is typically part of the same rehabilitation project;
- The train derailment in August 2021 resulted in minor scraping of the north abutment and did not expose any reinforcing steel. Resurfacing the concrete may also be completed at the same time.



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Original Scope + replace abutment bearings with the bridge closed for jacking operations only.

Bridge Closure Status:	Closed for duration of abutment bearing jacking only with sidewalk and one lane open the remainder of the time
Estimated Bridge Closure Duration:	1.5 weeks over the entire project (2-3 days at a time)
Estimated Construction Duration:	4.0 months
Estimated Construction Cost:	\$982,000

Asphalt repaving of the overpass deck will be added as a provisional item. The asphalt on the overpass north and south bound approaches is in poorer condition than the deck surface and will be completed as part of the regular asphalt milling and repaving being contemplated for 2023.

At the start of the project as the contractor defines an equipment laydown area on the deck, the traffic will become narrower with two smaller lanes. Sidewalk access will continue. As the project progresses from work under the bridge to the top of the bridge for the joint work, the traffic will be down to one lane with temporary lights at each end. Sidewalk access will continue with one lane of vehicular traffic. There will be a few days that will be required to jack the bridge up for temporary support insertion and then final dropping on each end onto the new bearings. During these days, traffic will be diverted around the overpass to Boundary Street and Churchill Road East and the sidewalk will not be accessible.

Alternatives:

Council could decide not to proceed with the Request for Proposal at this time however it is not recommended as the bridge structure needs to be addressed to maintain structural integrity and safety.

Financial Implications:

The total estimated cost of the bridge project is broken down as follows.

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Component	Cost
Design	\$58,901
Construction	\$981,687
Contract and Inspection	\$32,267
Material Testing	\$7,500
Total	\$1,080,355

The Province announced a doubling of the Ontario Community Infrastructure Funding (OCIF) envelope in 2022. The Prescott allocation increased from \$267,026 to \$548,790 in 2022.

With the bridge rehabilitation occurring in 2023, portions of the OCIF funding for 2022 and 2023 have been allocated toward the project.

The estimated cost of rehabilitation including the bearing replacement is \$1,087,356 and will be paid for using the following:

- \$275,000 from 2021 Bridge Repairs Budget – Infrastructure Reserve
- \$253,790 from 2022 OCIF Funding
- \$253,790 from 2023 OCIF Funding
- \$152,388 from 2022 Infrastructure Reserve Allocation
- \$152,388 from 2023 Infrastructure Reserve Allocation

The construction market environment is very volatile at the moment, so an exact cost estimate is not possible.

Once the tender results are known they will be presented to Council for review and consideration.

Environmental Implications:

None

Attachments:

None



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Information Purposes		
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Strategic Plan		

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer

Submitted by:

Nathan Richard
Director of Operations

		Date Req'd
Information Purposes	X	Jan. 3 '23
Policy / Action Req'd		
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 03-2023

Date: January 3, 2023

From: Matthew Armstrong, Chief Administrative Officer and Treasurer

RE: 2023 Operational Budget – Administration and Protective Services

Recommendation:

For information.

Background/Analysis:

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

Council

The Council budget includes all expenses related to the functions of Council. Honourariums are calculated to increase by 6.4% on January 1st, 2023 as per the Council Remuneration By-Law that was passed in 2016. Council remuneration increases each year by the November Consumer Price Index increase for Ontario. This budget also covers items such as conference and travel expenses. The budget includes \$800 for travel and \$1,000 for conferences per Councillor per year. For the Mayor, the amounts are \$2,050 and \$2,000 respectively. The insurance line in the budget covers by 24/7 Accident Insurance, Legal Insurance, and Conflict of Interest Insurance for Council Members. There is \$200 budgeted per Council Member per year for Town branded clothing. \$4,250 is included for items such as flowers, gift baskets, thank you gifts, ceremonial expenses, awards etc. given by the Town. The Mayor is provided with a cell phone and each member of Council is provided with an iPad that can connect to the internet using the cellular network. The Town provides a yearly \$500 bursary to a South Grenville District High School graduating student which is included in the budget. The other significant item in this budget is the yearly allocation to the election reserve for \$5,100 for the municipal election. In four years' time the total of \$20,400 can be used to support the municipal election.

Administrative Services

Included in the Administrative Services Budget is the Clerk's Department, Finance, Information Technology, and Administration. It contains the following:

- Salaries and Benefits for the areas noted above

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- Building expenses for 360 Dibble Street West
- Information technology support provider contracted amount
- Computer hardware and software expenses
- General Liability, Crime, Cyber, and Volunteer Accident Insurance
- Legal and Audit Expenses
- Membership fees for the Town
- Postage
- Office Supplies
- Bank Fees
- Telecommunication expenses

The insurance renewal is causing an increase of \$9,400, while salaries and wages are going up by \$19,000. The remainder of the increase is due to additional costs related to IT support services licensing Office 365 and the offsite cloud-based backup of the computer systems.

Property Taxes

The Property Taxes budget includes the Municipal Property Assessment Corporation (MPAC) fees which are decreasing by a small amount for 2023. It also includes amounts related to tax sales processing and the write-off of taxes due to assessment appeals or requests for reconsideration through MPAC.

The largest amount in this budget is a transfer to reserves of \$331,189, which is broken down as follows.

- | | |
|--------------------------------------|-----------|
| - Community Improvement Plan Reserve | \$25,000 |
| - Building Reserve | \$9,950 |
| - Fiscal Policy Reserve | \$70,000 |
| - Public Works Reserve | \$3,900 |
| - Dedicated Infrastructure Fund | \$222,339 |

Fire

The Prescott Fire Department is made up of an Administrator/Community Emergency Management Coordinator, Fire Chief, and 27 Firefighter positions. With changes to the provincial standards, all Firefighters need to attain the same level of training previously only required in full-time departments in such as Ottawa, Kingston, and Brockville.

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The chart below provides details on the current fleet of the Town of Prescott's Fire Response Apparatuses.

Vehicle	Year	Replacement at per NFPA 1911	Payment Status
International 4900 – Rescue Vehicle	1998	2018	Fully Paid
Sutphen – Aerial Truck	2008	2028	Fully Paid in 2024
Rosenbauer – Commander Pumper	2012	2032	Fully Paid in 2023
2012 GMC Sierra 4x4 – Utility	2012	2027	Fully Paid
New - Rescue Pumper Vehicle	2024	2044	To be paid for through donation, and 10-year debenture

The Fire Department Budget includes the following items.

- Salaries and benefits for the above noted positions
- Honourariums for the Firefighters
- Training fees
- Firefighter accident insurance
- Building expenses for the Fire Hall
- Vehicle expenses including insurance, fuel, and repairs
- Equipment expenses including certifications, repairs, and replacements
- Public education and awareness
- Dispatch services provided by the City of Brockville
- Debt payment for the Fire Hall building
- Debt payments on 2 fire trucks ending in 2023 and 2024, new Fire Rescue Vehicle in 2024
- Transfer to Fire Department Equipment Reserve

Police Services

The vast majority of the Police Services budget is the contract amount for the Ontario Provincial Police to provide policing services in the Town of Prescott. The costing formula is based on two main components. The base service is an amount per household and commercial/industrial property. The per property amount decreased from \$172.07 in 2022 to \$165.66 in 2023 resulting in a cost decrease of \$14,541. The second component is the calls for service cost. The formula takes the total calls for

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Policy / Action Req'd		
Strategic Plan		

service across the province and determines each municipalities proportional share of the pie. This proportion dropped from 0.4308% in 2022 to 0.4161% for 2023. This resulted in a cost decrease of \$19,116. The OPP yearly amount includes a year-end adjustment for the most recent fiscal year which for 2023 is the 2021 fiscal year. The year-end adjustment decreased by \$16,174. Overall, the decrease for the 2023 year for OPP costs is \$47,602.

This budget also includes honourariums for the Provincial and Council appointed members, an annual \$500 bursary to a South Grenville District High School graduating student, and contract amounts for the annual RIDE program, and an enhancement to the Mobile Crisis Response Team to provide training to community organizations.

OPP Costing				
	2022		2023	
	Per Property	Total	Per Property	Total
Households	2,211		2,214	
Commercial and Industrial	161		162	
	<u>2,372</u>		<u>2,376</u>	
Base Service	172.07	408,154	165.66	393,613
Calls for Service				
Prescott Portion of Calls for Service	0.4308%		0.4161%	
Calls for Service Cost	321.30	762,126	312.71	743,010
Overtime	15.91	37,748	17.30	41,112
Prisoner Transportation per Property	1.71	4,056	1.17	2,780
Accommodation and Cleaning per Property	4.83	11,457	4.87	11,571
Estimated Cost	515.82	1,223,541	501.71	1,192,086
Year-End Adjustment		35,024		18,877
Total Billing		1,258,565		1,210,963

By-Law Department

The By-Law Department includes an allocation for the Manager of Building and Bylaw, Administrative Assistant, and the By-Law Officer that is a shared position between the Township of Augusta and the Town of Prescott. It also includes the software license fee for the bylaw software, the fees for Animal Control, which a new provider will be starting on January 1st, and other department expenses.



		Date Req'd
Information Purposes	X	Jan. 3 '23
Policy / Action Req'd		
Strategic Plan		

Building Department

The Building Department includes an allocation for the Manager of Building and By-Law, and Administrative Assistant. It also includes the software license fee for the building department software, travel and training expenses, required memberships, and other department expenses.

Emergency Measures

The Emergency Measures budget includes any expenses related to the function of the Municipal Emergency Management Control Group (MECG). In 2023, there will be training provided to the new members of the group, and a refresh of the Emergency Management Plan for the Town of Prescott.

In the event of an emergency the MECG is called together to manage the event to ensure the health and safety of the community. The group was called on to address the effects of COVID in 2020 and 2021, and the train derailment in 2021.

Yearly exercises and training are required to ensure that the Emergency Management Plan is being continuously reviewed, updated, improved, and tested so that in the event of an emergency the municipality is able to respond efficiently and effectively.

Alternatives

None

Financial Implications

Noted in the presentation.

Environmental Implications

None

Attachments:

- 2023 Operational Budget – Administration and Protective Services Presentation
- 2023 Operational Budget – Administration and Protective Services Detail

Submitted by:

Matthew Armstrong
Chief Administrative Officer and Treasurer

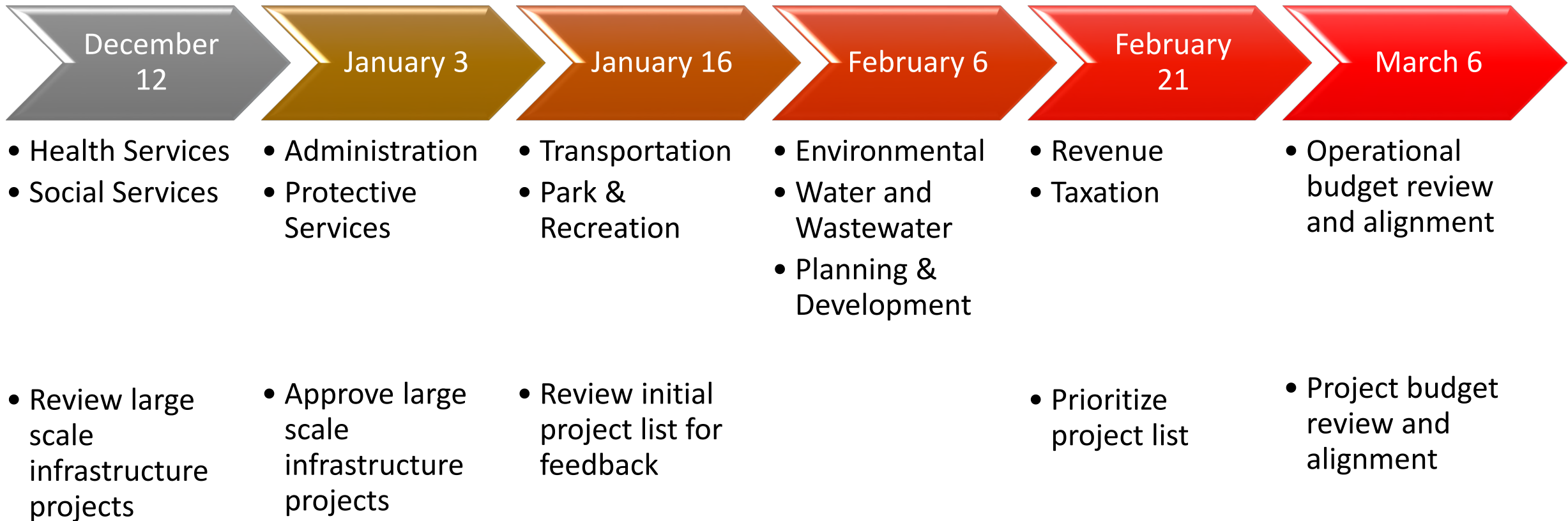
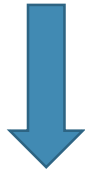
2023 Operational Budget – January 3, 2023



Topics

- Budget Timeline
- Administration
- Protective Services
- Summary to Date

Timelines



Administration

- Council
- Administration
- Taxation

Administration Expenses

	2022 Budget	2022 Projection	2023 Budget	Budget to Budget	Budget to Projection	Notes	Transfer to Reserves
Council	147,140	130,193	152,197	5,057	22,004		\$5,100
Administration	849,050	824,604	885,608	36,558	61,004	\$9,400 insurance increase	-
Taxation	393,529	386,331	393,095	(434)	6,794		331,189
Total	1,389,719	1,341,128	1,430,900	41,181	89,802		336,289
% Change				2.96%	4.67%		
Election 2022	20,000	18,319	-	(20,000)	(18,319)	Offsetting Reserve Revenue	

Protective Services

- Fire Services
- Police Services
- Protective Inspection
- Building Permits
- Emergency Management

Protective Services Expenses

	2022 Budget	2022 Projection	2023 Budget	Budget to Budget	Budget to Projection	Notes	Transfer to Reserves
Fire	738,846	716,923	759,970	21,124	43,047		30,000
Police	1,287,815	1,272,835	1,236,714	(51,101)	(36,121)	Decrease in OPP Levy	-
Bylaw	133,938	141,066	136,269	2,331	(4,797)		-
Building	101,553	102,676	101,436	(117)	(1,240)		-
Emer Planning	5,000	263	5,000	-	4,737		-
Total	2,267,152	2,233,763	2,239,389	(27,763)	5,626		30,000
% Change				(1.22%)	0.03%		

Summary to Date

- Summary to Date

Summary to date

	2022 Budget	2022 Projection	2023 Budget	Budget to Budget	Budget to Projection	Notes	Transfer to Reserves
Public Health	86,734	86,734	91,071	4,337	4,337	Assumes 5% increase	-
Paramedic	240,772	243,489	252,811	12,039	9,322	Assumes 5% increase	-
Cemetery	14,000	14,000	14,000	-	-	Assumes no change	-
Ontario Works	137,365	127,772	144,233	6,868	16,461	Assumes 5% increase	-
St. Law Lodge	424,118	424,118	433,312	9,194	9,194	Assumes 5% increase on levy not debt	-
Children's Services	39,287	40,689	41,251	1,964	562	Assumes 5% increase	-
Community Housing	166,843	145,582	175,185	8,342	29,603	Assumes 5% increase	-
Council	147,140	130,193	152,197	5,057	22,004		5,100
Administration	849,050	824,604	885,608	36,558	61,004	\$9,400 insurance increase	-
Taxation	393,529	386,331	393,095	(434)	6,794		331,189
Fire	738,846	716,923	759,970	21,124	43,047		30,000
Police	1,287,815	1,272,835	1,236,714	(51,101)	(36,121)	Decrease in OPP Levy	-
Bylaw	133,938	141,066	136,269	2,331	(4,797)		-
Building	101,553	102,876	101,436	(117)	(1,440)		-
Emer Planning	5,000	263	5,000	-	4,737		-
Total	4,765,990	4,657,276	4,822,152	56,162	164,876		366,289
% Change				1.18%	3.46%		
2022 Election	20,000	18,319	-	(20,000)	(18,319)	Offsetting Reserve Revenue	

Next Budget Meeting – January 16, 2023

Topics

- Transportation, Parks & Recreation Budgets
- Major Capital Project Review

Departmental Statement Council

Fund 00
Dept 140

2023 Budget

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

Expenses

Salaries & Benefits	93,513	91,594	1,919	109,913	112,215	117,327	5,112	6.9% increase based on CPI Nov
Travel Mileage	5,625	-	5,625	3,000	6,750	6,850	100	\$2,050 Mayor, \$800 per Councillor
Conference Fees	6,667	15	6,652	18	8,000	8,000	-	\$2,000 Mayor, \$1,000 per Councillor
Membership Fees	1,667	1,600	67	1,600	2,000	2,000	-	Eastern Ontario's Mayors Caucus
Meeting Expenses	417	99	318	119	500	250	(250)	
Insurance	2,354	2,353	1	2,825	2,825	2,970	145	Accident, Legal, Conflict of Interest
Office Supplies	167	-	167	-	200	-	(200)	Covered in Admin Budget
Subscriptions	125	-	125	-	150	-	(150)	Covered in Admin Budget
Other Expenses	167	161	5	194	200	200	-	
Office Equipment	167	-	167	-	200	-	(200)	Covered in Admin Budget
Clothing	1,167	-	1,167	1,137	1,400	1,400	-	Council Clothing \$200 x 7
Promotional Materials	1,250	-	1,250	-	1,500	1,500	-	Town of Prescott Items
Public Relations	2,292	1,380	912	2,706	2,750	2,750	-	Flowers, gift baskets
Cell Phones	708	702	6	843	850	850	-	Mayor's Cell Phone
Data Communication	1,667	1,866	(200)	2,240	2,000	2,500	500	Ipads
Grants to Others	417	-	417	500	500	500	-	Yearly Bursary SGDHS
Transfers to Reserves	4,250	4,250	-	5,100	5,100	5,100	-	Election Reserve
Total	122,617	104,021	18,596	130,193	147,140	152,197	5,057 3.44%	

Departmental Statement Administrative Services

2023 Budget

	October Year-to-Date			Total 2022 Projected	Total 2022 Budget	Total 2023 Budget	Higher / (Lower)	Notes
	Budget	Actual	Variance B (W)					
Expenses								
Salaries & Benefits	407,296	390,449	16,847	483,539	488,755	507,708	18,953	
Travel Mileage	500	19	481	23	600	3,100	2,500	Reallocation
Training Accommodation	250	-	250	-	300	-	(300)	Reallocation
Training Fees	5,708	610	5,099	731	6,850	4,850	(2,000)	Reallocation
Training Materials	167	-	167	-	200	-	(200)	Reallocation
Conference Fees	4,167	336	3,831	403	5,000	5,000	-	
Membership Fees	4,667	5,851	(1,184)	5,924	5,600	5,600	-	
Meeting Expenses	417	-	417	-	500	500	-	
Health & Safety Supplies	417	89	328	107	500	500	-	
Insurance	29,375	29,378	(3)	35,254	35,250	44,650	9,400	Renewal +5%
Office Supplies	5,000	4,870	130	8,095	6,000	8,000	2,000	
Computer Printing Supplies	2,917	1,839	1,078	2,206	3,500	3,500	-	
External Printing Costs	1,417	87	1,330	104	1,700	1,250	(450)	
Postage	7,083	6,160	924	7,392	8,500	8,500	-	
Courier	83	10	74	12	100	100	-	
Subscriptions	1,458	-	1,458	-	1,750	1,750	-	
Other	1,875	2,525	(650)	3,030	2,250	2,250	-	
Office Equipment	833	-	833	-	1,000	1,000	-	
Photocopier Maintenance	2,917	2,600	317	3,120	3,500	3,500	-	
Computer	20,833	21,458	(625)	25,750	25,000	25,000	-	
Computer Licenses	33,375	40,188	(6,813)	40,188	40,050	40,000	(50)	
Equipment Repair	3,750	-	3,750	-	4,500	-	(4,500)	
Advertising Community	-	-	-	286	-	500	500	
Advertising Recruitment	625	-	625	-	750	-	(750)	
Maintenance Supplies	417	507	(91)	609	500	500	-	
Janitorial Cleaning Supplies	417	205	212	245	500	500	-	
Maintenance Contract	12,500	7,207	5,293	13,280	15,000	15,000	-	
Repairs	16,667	4,660	12,006	16,592	20,000	20,000	-	
Hydro	12,833	13,101	(268)	15,721	15,400	16,000	600	
Heat	6,875	10,294	(3,419)	12,353	8,250	12,500	4,250	

Departmental Statement Administrative Services

2023 Budget

	October Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance B (W)	2022 Projected	2022 Budget	2023 Budget	(Lower)	
Expenses								
Water	833	783	50	940	1,000	1,000	-	
Sewer	833	849	(16)	1,019	1,000	1,000	-	
Telephone	7,417	10,370	(2,953)	12,444	8,900	12,500	3,600	
Data Communications	1,667	1,775	(109)	2,130	2,000	1,750	(250)	
Property & Contents Insurance	7,663	7,667	(5)	9,200	9,195	9,140	(55)	Renewal +5%
Non-Owned Vehicle Insurance	42	46	(4)	55	50	60	10	Renewal +5%
Consulting Services	21,917	11,377	10,540	22,408	26,300	21,300	(5,000)	
Audit Services	19,917	19,917	(0)	23,900	23,900	23,900	-	
Legal Services	16,667	7,980	8,686	14,576	20,000	20,000	-	
IT Support	40,000	53,968	(13,968)	55,762	48,000	56,000	8,000	
Security Services	2,417	296	2,121	2,855	2,900	2,900	-	
Credit Card Charges	833	662	172	794	1,000	800	(200)	
Bank Charges	2,500	2,964	(464)	3,557	3,000	3,500	500	
Total	707,542	661,096	46,446	824,604	849,050	885,608	36,558	
							4.31%	



Departmental Statement Property Taxes

Fund 00
Dept 190

2023 Budget

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

Expenses

MPAC Assessment Fees	40,700	48,840	(8,140)	49,255	48,840	48,406	(434)	As per notice
Consulting Services	1,250	-	1,250	-	1,500	1,500	-	
Transfer to Reserves	275,991	275,997	(6)	331,189	331,189	331,189	-	
Tax Write Offs	10,000	1,589	8,411	3,879	12,000	12,000	-	
Total	327,941	328,098	(157)	386,331	393,529	393,095	(434)	
							-0.11%	

**Departmental Statement
Fire**

Fund
Dept

00
200

2023 Budget

	October Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance B (W)	2022 Projected	2022 Budget	2023 Budget	(Lower)	
Expenses								
Salaries & Benefits	201,193	209,356	(8,164)	251,228	241,431	263,840	22,409	
Training Other	1,667	-	1,667	-	2,000	2,000	-	
Training Fees	13,333	11,148	2,185	13,377	16,000	16,000	-	FF1&2 Ice Water Rescue
Conference Fees	833	-	833	-	1,000	1,000	-	
Membership Fees	833	494	339	593	1,000	1,000	-	O AFC, FP, Admin Cood
Meeting Expenses	167	102	64	123	200	200	-	
Health & Safety Supplies	3,333	546	2,787	656	4,000	4,000	-	
Insurance	5,300	5,300	0	6,056	6,360	7,490	1,130	Renewal +5%
Office Supplies	1,667	729	938	875	2,000	2,000	-	
Office Supplies - Prevention	6,667	4,366	2,300	5,240	8,000	4,750	(3,250)	Pub Ed - school visits etc
Computer Printing Supplies	833	-	833	-	1,000	-	(1,000)	
Postage	42	7	35	8	50	50	-	
Courier	42	50	(8)	60	50	50	-	
Subscriptions	1,250	20	1,230	24	1,500	1,500	-	NFPA renewal
Other	833	316	517	379	1,000	1,000	-	
Photocopier	833	907	(73)	1,088	1,000	1,250	250	
Computer	1,667	60	1,607	72	2,000	2,000	-	
Radio Maintenance Contract	2,667	1,360	1,307	1,632	3,200	3,200	-	
Equipment	30,000	18,120	11,880	32,244	36,000	36,000	-	
Computer Licenses	2,083	1,752	331	2,103	2,500	2,500	-	
Advertising Recruitment	417	-	417	-	500	500	-	
Insurance - Other	9,583	7,680	1,904	11,216	11,500	11,500	-	
Janitorial Cleaning Supplies	500	75	425	90	600	600	-	
Building Maintenance Contracts	5,500	5,761	(261)	6,913	6,600	6,600	-	
Repairs	2,500	1,587	913	1,905	3,000	3,000	-	
Hydro	6,667	6,065	601	7,278	8,000	8,000	-	
Heat	5,250	5,254	(4)	6,305	6,300	6,300	-	
Water	833	314	519	377	1,000	1,000	-	
Sewer	833	509	324	611	1,000	1,000	-	

**Departmental Statement
Fire**

Fund
Dept

00
200

2023 Budget

	October Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance B (W)	2022 Projected	2022 Budget	2023 Budget	(Lower)	
Telephone	500	597	(97)	716	600	600	-	
Cellular Services	2,500	2,190	310	2,628	3,000	3,000	-	
Data Communications	2,250	2,866	(616)	3,440	2,700	2,700	-	
Building & Content Insurance	2,504	2,502	2	3,002	3,005	4,250	1,245	Renewal +5%
Vehicle Fuel	8,333	3,783	4,551	4,539	10,000	10,000	-	
Tools	-	579	(579)	695	-	-	-	
Vehicle Repairs	12,500	17,121	(4,621)	20,546	15,000	15,000	-	
Vehicle Insurance	6,583	6,580	3	7,896	7,900	8,780	880	Renewal +5%
Vehicle Non-Owned Insurance	42	46	(4)	55	50	60	10	
Uniforms / Clothing	3,333	599	2,735	718	4,000	4,000	-	
Security Services	833	363	470	436	1,000	1,000	-	
Dispatch	18,458	10,575	7,883	21,150	22,150	21,600	(550)	As Per Agreement
Debenture Payments	225,542	218,107	7,435	270,650	270,650	270,650	-	Fire Trucks & Fire Hall
Transfer to Reserves	25,000	25,000	-	30,000	30,000	30,000	-	
Total	615,705	572,787	42,918	716,923	738,846	759,970	21,124 2.9%	

**Departmental Statement
Police**

Fund
Dept

00
210

2023 Budget

	October Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance B (W)	2022 Projected	2022 Budget	2023 Budget	(Lower)	
Expenses								
Salaries & Benefits	4,833	-	4,833	4,060	5,800	2,300	(3,500)	2 Honourariams
Membership Fees	167	-	167	-	200	200	-	
Public Relations	125	130	(5)	156	150	150	-	
Police Contract	1,048,804	1,037,628	11,176	1,258,154	1,258,565	1,210,964	(47,601)	As per Notice
Programs	18,833	8,304	10,529	9,965	22,600	22,600	-	
Grants to Others	417	500	(83)	500	500	500	-	
Total	1,073,179	1,046,562	26,617	1,272,835	1,287,815	1,236,714	(51,101)	
							-4.0%	

**Departmental Statement
Bylaw Department**

Fund 00
Dept 240

2023 Budget

	October Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance B (W)	2022 Projected	2022 Budget	2023 Budget	(Lower)	
Expenses								
Salaries & Benefits	96,365	96,146	219	115,375	115,638	117,819	2,181	
Membership Fees	125	-	125	-	150	150	-	
Office Supplies	208	44	165	53	250	250	-	
External Printing Costs	833	1,015	(181)	1,217	1,000	1,750	750	
Registrations	83	-	83	-	100	100	-	
Other	167	496	(330)	596	200	200	-	
Advertising Community	625	-	625	-	750	-	(750)	
Dog Tags	417	-	417	-	500	500	-	
Training	1,250	-	1,250	-	1,500	1,500	-	
Software Licenses	2,083	-	2,083	2,500	2,500	2,500	-	
Cellular Services	667	777	(111)	933	800	950	150	
Contracted Services	-	4,004	(4,004)	4,805	-	4,800	4,800	Contracted By-law
Inspections	8,167	12,989	(4,822)	15,587	9,800	5,000	(4,800)	New Animal Control
Access to MTO Database	625	-	625	-	750	750	-	
Total	111,615	115,471	(3,856)	141,066	133,938	136,269	2,331 1.74%	

**Departmental Statement
Building Department**

Fund 00
Dept 245

2023 Budget

	October Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance	2022	2022	2023	(Lower)	
			B (W)	Projected	Budget	Budget		
Expenses								
Salaries & Benefits	65,336	84,162	(18,826)	85,994	78,403	78,286	(117)	Supported Merrickville 2022
Travel Mileage	1,583	1,480	104	1,776	1,900	1,900	-	
Travel Meals	125	-	125	-	150	150	-	
Training Fees	2,083	150	1,933	1,933	2,500	2,500	-	
Conference Fees	1,083	-	1,083	-	1,300	1,300	-	
Memberships	1,250	1,182	68	1,418	1,500	1,500	-	
Office Supplies	417	-	417	-	500	500	-	
External Printing Costs	417	87	330	104	500	500	-	
Other Expenses	2,917	1,719	1,197	2,063	3,500	3,500	-	
Printing Costs	833	-	833	-	1,000	1,000	-	
Subscriptions	417	-	417	-	500	500	-	
Software Licenses	5,417		5,417	6,500	6,500	6,500	-	
Cellular Services	667	2,550	(1,883)	860	800	800	-	
Data Services	417	66	351	79	500	500	-	
Contracted Services	1,667	1,624	43	1,948	2,000	2,000	-	
Total	84,628	93,019	(8,392)	102,676	101,553	101,436	(117)	
							-0.1%	



Departmental Statement Emergency Measures

Fund 00
Dept 250

2023 Budget

	October Year-to-Date			Total	Total	Total	Higher /	Notes
	Budget	Actual	Variance	2022	2022	2023	(Lower)	
			B (W)	Projected	Budget	Budget		
Expenses								
Other	4,167	110	4,057	131	5,000	5,000	-	
Advertising	-	110	(110)	132	-	-	-	
Total	4,167	219	3,947	263	5,000	5,000	-	
							0.0%	



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 3, 2023
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 04-2023

Date: January 3, 2023

From: Dana Valentyne, Economic Development Officer

Re: Prescott Curling Club Strathcona Cup Tournament – January 28th, 2023

Recommendation:

That Council approve a request from the Prescott Curling Club for Council event participation and provisions included in Staff Report 04-2023, for the Strathcona Cup Curling Tournament.

Background / Analysis:

On Saturday, January 28th, the Prescott Curling Club will be hosting the Strathcona Cup Scottish (Central) Tour. This is a single day curling event that takes place every five (5) years alternating between Scotland & Canada. The event runs from 9:30 a.m. – 3:30 p.m. and features a number of high-level curling games. As part of their day long festivities, the Curling Club would like to host two outdoor friendly games on the ice at the Sandra S. Lawn Harbour & Marina. This is a wonderful opportunity to showcase the sport of curling, the club and our community to residents and visitors.

The outdoor game is expected to attract many spectators to the event, all of whom will have an opportunity to practice their hand at curling as part of the outdoor game festivities. The event will welcome dignitaries from Curling Canada, Curl Ontario, and Canadian Branch of Royal Caledonia Curling Club. The MP, MPP and members of Council have been invited to participate in several aspects of the event. Several community organizations are also being engaged to participate such as the Prescott Fire Department, to transport curlers to and from the club and marina. Sponsorship opportunities are being promoted to offset tournament costs such as the meal, refreshments, and participant gift bags.

The Prescott Curling Club has a strong member/volunteer base to assist in the planning and execution of the event and is requesting additional supports from the Town. The

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Jan. 3, 2023
Strategic Plan		

following provides a summary of facilities, amenities and supports requested, for Council consideration.

Needs	Responsible	Est. In-Kind Hours
Participate in opening ceremony to offer Town greetings/tournament welcome – 9:30 a.m.	Mayor	1
Attend opening ceremony – 9:30 a.m.	Council	1
Attend special games located at marina – 10:30 a.m.	Mayor/Council	1
Attend lunch located at Curling Club – 12:30 p.m.	Mayor/Council	1
Provide 2 portable toilets in lieu of winter access to Marina washroom	OPS/Community Services	1
Provide manpower to clear the ice of snow and maintain/monitor that location for a few days leading up to the event – rink desired location is between D & E Docks	OPS/Community Services	12
Prepare base of lighthouse for spectator gathering area. Set up seating (Adirondacks/picnic tables) fire tables and garbage	OPS/Community Services	2
Set up garbage cans and patio heaters along pathway abutting harbour	OPS/Community Services	4
Provide staff to oversee site during tournament and tear down afterwards – 2 Ops from 9am-11am (Over time)	OPS/Community Services	6
Provide 50 lapel pins to tournament participants for ceremonial pin exchange	Ec Dev	0.5
Provide promotional materials for participant gift bags	Ec Dev	1

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Provide Prescott banners/signage at venue	Ec Dev	.5
Set-up Explore Prescott info table to promote community during outdoor games	Ec Dev	4
Promote event through Prescott social media pages/website	Ec Dev	2

Additional information on the event can be found at

- Website (Strathcona Cup): <http://sct2023.scot/>
- Facebook (Prescott Curling Club): <https://www.facebook.com/profile.php?id=100057521105982>
- Vintage Tournament Photo, 1993 below





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Strategic Plan		

Alternatives:

Council may decide to decline or approve select portions of the request.

Financial Implications:

The event will require an allocation of Municipal Staff time and resources, as outlined above; primarily through the Operations, Community Services, and Economic Development/Tourism departments.

The time commitment will include a combination of regular and overtime work of Operations staff at a rate of time and a half. The estimated in-kind time will be required on top of regular daily/weekly duties of staff. A detailed costing can be prepared at the request of Council.

Environmental Implications:

None

Attachments:

None

Submitted by:

Dana Valentyne,
Economic Development Officer

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 01-2023

A BY-LAW TO PROVIDE FOR AN INTERIM TAX LEVY FOR 2023

Being a by-law to provide for an interim tax levy for 2023

WHEREAS section 371 of the *Municipal Act, 2001, Chapter 25*, as amended, provides that the council of a local municipality may, before the adoption of the estimates for the year, pass a by-law to levy an amount not to exceed the prescribed percentage or 50% if no percentage is prescribed, of the total amount of taxes for municipal and school purposes levied on the property for the previous year;

AND WHEREAS the Council of the Corporation of the Town of Prescott deems it expedient to levy an interim tax billing

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

1. That an interim tax rates are hereby imposed and levied on the whole of the assessment for real property in the following tax classes according to the last revised assessment roll and not to exceed 50% of the total taxes levied for 2022:

<u>Tax Class</u>	<u>Interim Rate</u>
Residential/Farmland	0.00785383
New Multi-Residential	0.00856271
Multi-Residential	0.01143196
Commercial – Occupied	0.01782739
Commercial – Excess Land	0.01379917
Commercial – Vacant Lands	0.01379917
Industrial – Occupied	0.02304361
Industrial – Excess Land	0.01651835

Industrial – Vacant Lands	0.01651835
Landfill	0.00779771
Pipelines	0.01416259
Farmlands	0.00196346
Managed Forests	0.00196346

2. An interim tax levy of 50% of the 2022 capped taxes as levied on the whole of the assessment for real property in the multi-residential, commercial, and industrial classes according to the last revised assessment roll. These are the property classes that are affected by the Provincial legislation Bill 79 as amended.
3. The said interim tax bill shall become due and payable on or before March 31, 2023.
4. On all taxes of the interim tax levy, which are in default on the 1st day of April 2023, a penalty of 1.25 percent shall be added and thereafter a penalty of 1.25 percent shall be added on the first day of each and every month the default continues.
5. On all taxes of the interim tax levy in default on January 1, 2023, interest will be added at the rate of 1.25 percent per month for each month or fraction thereof in default.
6. Penalties and interest added on all taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.
7. The collector may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
8. Taxes may be paid at the Town of Prescott municipal offices located at 360 Dibble Street West, most financial institutions, by mail, and by tele-banking and on-line banking.

9. This by-law shall come into force and take effect upon final passage.

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

READ AND PASSED, SIGNED AND SEALED, THIS 3rd DAY OF JANUARY 2023.

Mayor

Clerk

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NO. 02-2023

A BY-LAW TO AUTHORIZE TEMPORARY BORROWING FOR THE YEAR 2023

Being a by-law to authorize temporary borrowing for the year 2023

WHEREAS Section 407 of the Municipal Act, 2001 authorizes a council to pass a by-law before or after the passing of the by-law for imposing the rates for the current year to authorize the head and treasurer to borrow from time to time by way of bank loan or banker's acceptance such sums as the council considers necessary to meet, until the taxes are collected and other revenues are received, the current expenditures of the corporation for the year; and

WHEREAS the total amount of the general estimated revenues of the Corporation of the Town of Prescott as set forth in the estimates adopted for the year 2022 was \$10,042,035; and

WHEREAS the total amount hereto authorized to be borrowed this year for the purposes mentioned in Section 407 of the Municipal Act, 2001 is \$5,021,018 from January 1 to September 30, 2023, and \$2,510,509 from October 1 to December 31, 2023 of which the Corporation has already borrowed a total of \$0;

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

1. The Mayor and Treasurer are hereby authorized on behalf of the Corporation to borrow from time to time during the year in accordance with the provisions of the said Section 407 by way of promissory note from the Royal Bank of Canada, herein called "the Bank", a sum or sums not exceeding in the aggregate hereunder *one million* dollars (\$1,000,000) to meet, until the taxes are collected, the current expenditures of the Corporation, including the amounts required for the purposes mentioned in the said Section 407, and to give on behalf of the Corporation to the Bank a loan agreement signed by the Mayor and Treasurer for the monies so borrowed and to pay interest thereon, or on so much thereof as remains from time to time unpaid, calculated at the Bank's prime interest rate per annum in effect from time to time, as well as before maturity, default and judgement, with interest on overdue interest at the same rate as the principle.

2. All or any sums borrowed pursuant to the authority of this by-law as well as all other sums borrowed in this year and any previous years from the Bank for any or all of the purposes mentioned in the said Section 407 shall, with interest thereon, be a charge upon the whole or any part or parts of the revenues of the Corporation for the current year and for all preceding years, as and when such revenues are received.
3. The Treasurer is hereby authorized and directed to apply in payment all or any sums borrowed as aforesaid, together with interest thereon, all or any of the monies hereafter collected or received, either on account or so realized in respect of the taxes levied for the current year and preceding years or from any other source, which may lawfully be applied for such purpose.
4. The Treasurer is hereby authorized and directed to furnish the Bank at the time of each borrowing a statement showing as at that date the nature and amount of the estimated revenues for the current year where the estimated revenues have been adopted for the current year, or of the estimated revenues for the previous year where the estimated revenues have not been adopted for the current year; the nature and amount of the uncollected balance of the estimated revenues; the aggregate of borrowings made in the year under the provisions of the said Section 407; and the total of any borrowings made in the year under the said Section 407 which have not been repaid.
5. The Bank shall be entitled to rely as to the authority of any borrowing on a copy of this by-law certified by the Clerk and on the statements furnished to the Bank from time to time by the Treasurer pursuant to Paragraph 4 of this by-law.
6. This by-law shall come into force on the date of its final passage and remain in full force and be binding on the Corporation against the Bank, until a copy, certified by the Clerk under the corporate seal, of a by-law repealing or replacing this by-law shall have been received by the Bank and duly acknowledged in writing.
7. That By-Law 02-2022 and that any other By-Laws, resolutions or actions of the Council of the Corporation of the Town of Prescott that are inconsistent with the provisions of this By-Law are hereby rescinded.

READ AND PASSED, SIGNED AND SEALED, THIS 3rd DAY OF JANUARY, 2023.

Mayor

Clerk

December 1, 2022

Karine Pelletier
Clerk-Treasurer
Township of McGarry
Via email

RE: motion dated September 13, 2022 regarding misogyny and hatred, and strengthening powers of the Integrity Commissioner the ability to recommend expulsion of members of council.

Dear Ms. Pelletier,

During the November 28, 2022 regular meeting of council, correspondence circulated to council regarding the above was discussed, with the following resolution of support was passed:

Moved: Bill Clark Seconded: Joel Field

*“THAT the Council of the Town of Petrolia support the Township of McGarry and their resolutions in relation to strengthening the powers of the Integrity Commissioner and the ability's to recommend the expulsion of councillors in circumstances of misogyny, hatred and all forms of discrimination;
AND THAT this support also be forwarded to the Ministry of Municipal Affairs and Housing.”*

Carried

Kind regards,

Original Signed

Mandi Pearson
Clerk/Operations Clerk

cc: Hon. Steve Clark, Minister of Municipal Affairs and Housing
MMAH
Bob Bailey, MPP Sarnia-Lambton
Municipalities of Ontario

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694

411 Greenfield Street, Petrolia, ON, N0N 1R0

www.town.petrolia.on.ca
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September 13, 2022

Resolution No. 202/2022

**THE CORPORATION OF THE TOWNSHIP OF MCGARRY
P.O. BOX 99
VIRGINIATOWN, ON. P0K 1X0**

MOVED BY Bonita Culhane

SECONDED BY L. Caza

Whereas across municipal councils in Ontario there have been appalling instances of misogyny and hatred; and

Whereas the powers of the Office of the Integrity Commissioner do not include the ability to recommend expulsion of councillors;

Now Therefore Be It Resolved That the Council of Township of McGarry direct staff to send a letter to the Ministry of Municipal Affairs and Housing with copies being sent to the federal government, provincial government, Association of Municipalities, requesting the Ministry:

1. Study the merits of allowing the recall of municipal councillors under carefully prescribed circumstances, including displays of hatred, misogyny and all forms of discrimination; and
2. Facilitate strengthened and ongoing orientation and training sessions for Councils, local boards, and committees"

Defeated _____
Mayor

/ Carried Matt Reimer
Mayor

Recorded Vote

Requested by _____

YES

NO

Mayor Matt Reimer
Councillor Wendy K. Weller
Councillor Louanne Caza
Councillor Bonita Culhane
Councillor Annie Toupin-Keft

Sent via e-mail: legreview-examenleg@hc-sc.gc.ca

November 21, 2022

Mr. Morris Rosenberg
Chair of the Independent Expert Panel
Health Canada

Dear Mr. Rosenberg:

RE: *Cannabis Act* Legislative Review

The Association of Municipalities of Ontario (AMO) is a non-partisan, non-profit association representing municipal governments across the province of Ontario. Municipal governments work through AMO to achieve shared goals and meet common challenges.

AMO is pleased to provide comments on the legislative review of the *Cannabis Act, 2018* in the enclosed submission. Municipal governments in Ontario and other jurisdictions have been expressing concerns over personal and designated medical cannabis production sites, particularly regarding the health and safety risks of production sites; lack of adherence to local planning requirements, zoning, building code standards, and permit requirements; and diversion of cannabis grown for medical purposes into the illicit market.

We provide in our submission an outline of measures that could be taken through this review to ensure that these issues are addressed. These include consolidating the medical and recreational streams to implement consistent requirements for licensing for both uses. This amendment would balance the need for access to medical cannabis with broader public health and safety priorities. In the interim, municipal governments in Ontario are also calling for ensuring that licenses for personal and designated grows adhere to local requirements, for information to be shared with municipal by-law enforcement officers to ensure compliance, and for a scaling up of enforcement resources and capacity.

We also wish to draw your attention to a concern around the timing of this review. Due to the recent municipal elections in Ontario and other provinces, municipal councils likely will not meet in time to provide comments on the discussion paper. AMO recommends that the Panel reach out to municipalities in Ontario and other provinces with recent municipal elections that have had issues with personal and designated medical cannabis grows in their communities for their input into the review.

Although it is beyond the scope of this review, our final recommendation is for a renewed cannabis excise tax funding arrangement that supports municipal governments to advance youth and community development programs in their communities. Federal leadership to support these arrangements in each province would go a long way towards ensuring municipal governments can effectively respond to youth mental health and addictions in our communities and to foster resilience and self-reliance. Further information about this proposal can be found in our 2018 paper [Towards a long-term vision for Municipal-use of the Cannabis Excise tax.](#)

We believe that the feedback provided in our submission will help to achieve the objectives of the *Act* in a way that responds effectively to some of the current challenges in Ontario municipalities and in communities across the country. AMO appreciates the opportunity to provide comments to the Expert Panel and encourages the Panel to continue consulting with municipal governments throughout their review process.

Sincerely,



Colin Best
AMO President and Halton Regional Councillor

Encl. AMO's Submission to the Expert Panel on the *Cannabis Act* Legislative Review

cc: The Honourable Jean-Yves Duclos, Minister of Health
The Honourable Carolyn Bennett, Minister of Mental Health and Addictions and Associate Minister of Health

Cannabis Act, 2018 Legislative Review

AMO's Submission to the Expert Panel

November 21, 2022

Introduction

The Association of Municipalities of Ontario (AMO) is a non-partisan, non-profit association representing municipal governments across the province of Ontario. Municipal governments work through AMO to achieve shared goals and meet common challenges.

AMO is pleased to see that the discussion paper for the *Cannabis Act, 2018* review includes the issue of personal and designated medical cannabis grows, along with municipal and law enforcement concerns regarding illegal market diversion. Municipal governments have been expressing concerns over designated medical cannabis production sites, particularly regarding the health and safety risks of production sites; lack of adherence to local planning requirements, zoning, building code standards, and permit requirements; and diversion of cannabis grown for medical purposes into the illicit market.

The Association of Municipalities of Ontario established a Personal and Designated Medical Cannabis Grows Staff Working Group to provide input from a municipal perspective on the impact of personal and designated medical cannabis grows in Ontario communities. This submission is informed by the feedback of this Working Group, as well as from the AMO Board of Directors.

The Impact of the *Cannabis Act, 2018* in Ontario Municipalities

Many Ontario municipal governments as well as those in other jurisdictions have indicated that personal and designated medical grows can create issues in their communities. These types of grows can contain significant numbers of plants at one address and exist under the medical cannabis access regulations for which amounts of plants are calculated based on the cannabinoid needs of the patient. Municipalities also report that properties containing these grows are frequently divided into up to four facilities, increasing the number of plants four-fold.

Further, the Ontario Provincial Police have identified the medical personal and designated grow system as a frequent target for organized crime to semi-legally grow significant amounts of cannabis for the illegal sale and diversion out of province to the United States. While still lucrative, recent decreases in prices for legal cannabis in Canada and moves by bordering US states to legalize cannabis should diminish this area of illegal activity.

Nevertheless, municipal governments are faced with a lack of awareness of facilities in their municipalities and difficulty in verifying authorizations, costs for by-law investigations and safeguarding employees, complaints by neighbours and costs for ensuring compliance with property standards and clean-up where a facility is closed by law enforcement. This puts significant pressure on local resources in communities where multiple facilities may be located and can significantly affect resident demand for action by the local government.

AMO recommends that the Act be amended to remove the two parallel streams of recreational and medical cannabis growing and licensing and instead implement consistent requirements for licensing for both uses. This amendment would balance the need for access to medical cannabis with broader public health and safety priorities.

Should the medical stream remain in place, AMO recommends that the Minister establish conditions to ensure that applications for personal and designated grows are consistent with municipal by-laws, zoning, building codes, fire codes, and other relevant local requirements prior to the approval of the authorization. Information should also be disclosed to municipal by-law officers for the purposes of municipal inspections or joint inspections with Health Canada. In cases where there is a violation of a license or of a local requirement, a process should be put into place for municipalities to be able to suspend a license pending a review or investigation by Health Canada into the reported violation and until the authorized grower complies with all requirements.

In addition to regulation and information, a rapid scaling up of enforcement is needed. Municipal governments do not have the resources and capacity to respond to the costly and complex issues around inappropriate personal and designated grows. AMO recommends that an agreement be made with the federal Attorney General to recoup the costs associated with enforcement related to medical cannabis grows. A portion of any fines and licensing fees collected should be transferred to municipal governments to cover the local cost of enforcement.

It is important to note that the timing of this consultation is problematic for municipal governments across Ontario. Municipal elections were recently held in Ontario, and in other provinces as well. As such, these councils will not have met in time to provide feedback to the Expert Panel on the discussion paper. AMO recommends that the Panel reach out to municipalities in Ontario and other provinces with recent municipal elections that have had issues with personal and designated medical cannabis grows in their communities for their input into the review.

Although it is beyond the scope of this review, our final recommendation is for a renewed cannabis excise tax funding arrangement that supports municipal governments to advance youth and community development programs in their communities. Federal leadership to support these arrangements in each province would go a long way towards ensuring municipal governments can effectively respond to youth mental health and addictions in our communities and to foster resilience and self-reliance. Further information about this proposal can be found in our 2018 paper [Towards a long-term vision for Municipal-use of the Cannabis Excise tax](#).

Conclusion

The review of the *Cannabis Act, 2018* is important to ensure that the legislation is effectively protecting the health and safety of Canadians, while ensuring that cannabis is accessible, both in the recreational market and for those who use cannabis for medical purposes. We believe that the feedback provided in our submission will help to improve these objectives of the *Act* in a way that addresses and responds effectively to some of the current challenges in Ontario municipalities and in communities across the country. AMO appreciates the opportunity to provide comments to the Expert Panel and encourages the Panel to continue consulting with municipal governments throughout their review process.

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 03-2023

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE COUNCIL
MEETING HELD ON JANUARY 3, 2023**

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

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

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

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

READ AND PASSED, SIGNED AND SEALED THE 3rd DAY OF JANUARY 2023.

Mayor

Clerk