



**PRESCOTT TOWN COUNCIL
AGENDA**

January 13, 2025

6:00 pm

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Our Mission:

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

Land Acknowledgement:

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

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

Pages

- 1. Call to Order**
- 2. Approval of Agenda**

RECOMMENDATION

That the agenda for the Council meeting of January 13, 2025, be approved as presented.

- 3. Declarations of Interest**
- 4. Presentations**
- 5. Delegations**

5.1	St. Lawrence Academy - Lynda Joanisse	1
6.	Minutes of the previous Council meetings	
6.1	December 9, 2024	4

RECOMMENDATION

That the Council minutes dated December 9, 2024, be accepted as presented.

7. Communications & Petitions

7.1	Office of the Associate Minister of Emergency Preparedness and Response Letter re: Emergency Management Modernization Act	14
7.2	MMAH Letter re: COHB and Homeless Prevention Program	16

8. Consent Reports

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

RECOMMENDATION

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

8.1 Council Information Package (under separate cover)

9. Committee Reports

10. Mayor

11. Outside Boards, Committees and Commissions

12. Staff

12.1	Staff Report 01-2025 - Seniors Community Grant (SCG) Program 2025-2026	25
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RECOMMENDATION

That Council direct Staff to submit an application to the Seniors Community Grant (SCG) Program for up to \$25,000 on behalf of Walker House to offer and deliver theatre and performance-based arts programming.

12.2	Staff Report 02-2025 - Emergency Management Program Annual Report	31
	RECOMMENDATION	
	For information.	
12.3	2025 Project Initial List Presentation	56
12.4	2025 Administration & Protective Services Budget	82

13. Resolutions

13.1 Board & Committee Appointments 2025

RECOMMENDATION

That Council approve the following appointments to boards and committees for 2025:

Committee of Adjustment:

Laurie Bonsall
Jim Hutton
Daniel Slunder
Craig Worden
Luis Zelayeta

Planning Advisory Committee:

Leanne Burton (Council Rep.)
James Hutchinson (Citizen Member)
Susan Marjerrison (Citizen Member)
Mayor Gauri Shankar (Council Rep.)
Tracey Young (Council Rep.)

Prescott Cemetery Board of Management:

Trevor Baril
Donald Gibson
Lee McConnell (Council Rep.)
Elaine McCurdie
Ray Young

Prescott Heritage Committee:

Karen Hume
Trevor Baril
Debbie Davis
Scott Hubbard
Dan Stashick
Anthony Vachon
Tracey Young (Council Rep.)

Prescott Public Library Board:

Terry Annas
Peggy Arcand
Leanne Burton (Council Rep.)
Pat Lemaire
Elaine McCurdie
Anthony Vachon

Grenville O.P.P Board:

Mayor Gauri Shankar (Council Rep.)
Rob Samojillo (Municipal Appointee)

Walker House:

Tracey Young (Council Rep.)
Sharon Flood
Pat Marshall
Maria McKibbin
Irene Mueller
Jo Anne Savage
Sharon Stein
Sue Waddell
Tom VanDusen

14.	By-laws	
14.1	Interim Tax Levy By-Law	101
	RECOMMENDATION	
	That By-Law 01-2025, being a by-law to provide for an interim tax levy for 2025, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.	
14.2	2025 Temporary Borrowing By-Law	104
	RECOMMENDATION	
	That By-Law 02-2025, being a by-law to authorize temporary borrowing for the year 2025, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.	
14.3	By-Law Enforcement Officer Appointments	106
	RECOMMENDATION	
	That By-Law 03-2025, being a by-law to appoint Municipal By-law Enforcement Officers for the Corporation of the Town of Prescott, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.	
15.	New Business	
16.	Notices of Motion	
17.	Mayor's Proclamation	
18.	Period for Media Questions	
19.	Closed Session	
	RECOMMENDATION	
	That Council move into Closed Session at _____ p.m. to discuss matters pertaining to:	
19.1	Approval of Closed Session Minutes (December 9, 2024)	
19.2	Purchase & Sale	
	• Under Section 239(2)(c) of the <i>Municipal Act</i> - a proposed or pending acquisition or disposition of land by the municipality or local board; and	
	That the CAO/Treasurer, Director of Administration/Clerk, Economic Development Officer, and Deputy Clerk remain in the room.	

20.	Rise and Report	
21.	Confirming By-Law – 04-2025	108

RECOMMENDATION

That By-Law 04-2025, being a by-law to confirm the proceedings of the Council meeting held on January 13, 2025, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

22.	Adjournment
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RECOMMENDATION

That the meeting be adjourned to January 27, 2025. (Time: p.m.)

Delegation Request Form

Please complete the following form. Delegations must register with the Clerk by 12:00 p.m. on the Wednesday preceding the Council meeting.

Each delegation is allowed ONE spokesperson and have a maximum of 10 minutes to address Council.

Inclusion on the Council agenda shall be determined on a first-come basis and be limited to two delegations per meeting. The Clerk shall consider the length of the agenda when reducing or eliminating the delegations at that meeting.

Today's Date *

11/29/2024



Requested Meeting Date *

1/10/2024



First and Last Name *

Lynda Joanisse

Street Address *

560 Edward Street

Town/City *

Prescott

Province *

Ontario

Postal Code *

K0E 1T0

E-mail Address *

ljoanisse@slacademy.ca

Phone Number *

[REDACTED]

Name of Organization *

The St. Lawrence Academy

Statement of issue or purpose of deputation: *

I would be honoured to be given a chance to speak to the Counsel in regards to our school, The St. Lawrence Academy and specifically in regard to our Bursary Fund and school vision and mission

Please note that all correspondence submitted will form part of the public record and will be published when this matter is before Council or a Committee of Council.

The Town is committed to protecting the privacy of any personal information you may provide on this form. The Town will not use or share any personal information provided on this form except with the consent of the individual to whom the information relates or as otherwise authorized by the Municipal Freedom of Information and Protection of Privacy Act. In addition, your personal information will be shared with other Town departments ONLY if your inquiry relates to those departments. Our practices have been designed to comply with the privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act.

Thank You

The Clerk's Department will contact you shortly.



PRESCOTT TOWN COUNCIL

MINUTES

Monday, December 9, 2024

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, Dana Valentyne, Economic Development Officer, Kaitlin Mallory, Deputy Clerk, Matt Locke, Director of Operations

1. Call to Order

Mayor Shankar called the meeting to order at 6:00 p.m.

2. Approval of Agenda

Motion 293-2024

Moved By Young
Seconded By McConnell

That the agenda for the Council meeting of December 9, 2024, be approved as amended.

Carried

The agenda was amended by adding Item 13.1 - Resolution for a Municipally Significant Event.

Mayor Shankar thanked Deputy Mayor Burton for chairing the last meeting.

3. Declarations of Interest

There were no declarations of interest expressed.

4. Presentations

4.1 Employee Recognition - Years of Service

Mayor Shankar recognized Dion Willcott, ORO/OIC in the Water Department, for his 15 years of service with the Town of Prescott.

5. Delegations

There were no delegations.

6. Minutes of the previous Council meetings

6.1 December 2, 2024

Motion 294-2024

Moved By Kirkby
Seconded By Campbell

That the Council minutes dated December 2, 2024, be accepted as presented.

Carried

7. Communications & Petitions

7.1 Letter from Ministry of Municipal Affairs and Housing on Additional Residential Units

7.2 Request for Appointments to the LGLDHU Board of Health

Discussion was held regarding the rotating membership between the City of Brockville, the Town of Gananoque, the Town of Smiths Falls, and the Town of Prescott on the Leeds, Grenville and Lanark District Health Unit's Board of Health.

Discussion was also held regarding the Ministry of Municipal Affairs letter, contaminated lands in Prescott, and Additional Residential Units.

8. Consent Reports

Motion 295-2024

Moved By Kirkby
Seconded By Campbell

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

Carried

8.1 Information Package (under separate cover)

- 1 SLL Committee of Mgmt Oct. 22 Meeting Minutes
- 2 LGLDHU Nov. 28 Board of Health Meeting Summary
- 3 UCLG Nov. 29 Media Release
- 4 UCDSB Nov. 29 Board of Trustees Meeting Highlights - November 27
- 5 LGLDHU Nov. 29 Public Health Networking Call Summary & Presentation
- 6 UCDSB Dec. 5 Media Release – Student-Led Theatrical Adventure
- 7 Township of Champlain Nov. 28 OPP Billing
- 8 City of Guelph Nov. 29 Fees for use of Municipal Property by Gas Utilities

9. Committee Reports

There were no committee reports.

10. Mayor

Mayor Shankar spoke to his attendance at a Tri-council meeting on November 19, the Economic Development Summit in Kemptville, the St. Lawrence Corridor meeting, and a ring ceremony for his daughter at St. Francis Xavier University.

11. Outside Boards, Committees and Commissions

Councillor Kirkby spoke to the new traffic lights on Edward and King Street, and the Operations Departments efforts with inclement weather and event preparations.

Councillor Campbell spoke to the Christmas tree lighting event.

Councillor Burton spoke to the RiverWalk Wonderland events at the Pop-Ups on December 6 and 7, and the Fire Department presence at the event.

Councillor Young provided an Economic Development update and spoke to the RiverWalk Wonderland Pop-Up Christmas events on December 6 and 7, and the cancellation of the BIA meeting on December 10.

Councillor McConnell wished Council, Staff and the community a Merry Christmas.

Councillor Lockett spoke to her attendance at the Annual Christmas Reception & Family Skate hosted by MPP Steve Clark, the Cadets Squadron training night, and the RiverWalk Wonderland events at the Pop-Ups on December 7.

12. Staff

12.1 Staff Report 96-2024 - Branding and Marketing Strategy Request for Proposal (RFP) Award

Motion 296-2024

Moved By Young
Seconded By Lockett

That Council direct Staff to award the tender for the Branding & Marketing Strategy Request to Alphabet Creative in the amount of \$58,000 plus applicable taxes.

Carried

Dana Valentyne, Economic Development Officer, spoke to the report. She spoke to the shortlist of applicants, the criteria of the RFP, and the experience of the consultant recommended. She also spoke to the pricing structure being consistent with scope of project, timelines, and specific milestones and deliverables.

Discussion was held regarding focus groups, the long-term vision, the potential for overages, and ownership of the materials developed.

Further discussion was held regarding the firm's previous clients and familiarity with the area.

12.2 Staff Report 97-2024 - Recycling Collection Changes

Matt Locke, Director of Operations, spoke to the report. He spoke to changes in legislation and the shift to producer responsibility. He spoke to the cost savings and the change of the collection pick up day for recycling. He also spoke to the reimbursement for printing costs and Recycle Coach app to offset previous costs, the door-to-door campaign, and ongoing social media communication.

Discussion was held regarding collection on weeks with statutory holidays, and the continuation of services through Limerick Environmental for garbage collection.

Matthew Armstrong, CAO/Treasurer, spoke to structure and timing of the contract with Limerick Environmental.

Further discussion was held regarding recycling collection for residential properties only and utilizing the Recycle Coach app until 2025.

12.3 Staff Report 98-2024 - Regional Policing Sub-Committee - Leeds and Grenville Joint Services Committee

Motion 297-2024

Moved By Kirkby
Seconded By Lockett

That Council consent to the addition of a Regional Policing Sub-Committee to the Leeds and Grenville Joint Services Committee to study the possibility of developing a regional police force in Leeds and Grenville.

Defeated

Matthew Armstrong, CAO/Treasurer, spoke to the report. He spoke to the feasibility of the study, the requirement for all parties to be in agreement to create a sub-committee and referenced the approximate costs of a similar study for Fire Services conducted in the past.

Discussion was held regarding the structure and feasibility of a regional police force and requiring more information before proceeding with a study.

12.4 Staff Report 99-2024 - Financial Report - October 2024

Matthew Armstrong, CAO/Treasurer, spoke to the report. He spoke to the minor changes, the protective services payments still outstanding, the environmental revenue being back within normal range, and the higher cost of repairs to equipment.

Discussion was held regarding arena revenue, and the above average cost of repairs to equipment.

12.5 2025 Budget Presentation: Health & Social Services

Matthew Armstrong, CAO/Treasurer, spoke to the report. He spoke to the budget timeline, health services, public health, paramedic services, the cemetery and provided an overview of the Health Services Expenses.

Discussion was held regarding the cemetery allocation amount in previous years.

CAO/Treasurer Armstrong spoke to the upcoming budget presentations.

Further discussion was held regarding St. Lawrence Lodge reserves and Council's desire to review the reserves.

13. Resolutions

13.1 Municipally significant event

Motion 298-2024

Moved By Kirkby
Seconded By Burton

That Council of the Corporation of the Town of Prescott recognize the Eastern Ontario Senior Hockey League (EOSHL) All-Star event, taking place on January 11, 2025, as one of municipal significance as it is taking place at a municipal facility and will bring visitors to the community.

Carried

Discussion was held regarding the cost of the special occasion permit through the AGCO.

Further discussion was held regarding the implementation of a larger rental fee for events that are for profit, the insurance costs, and the use of the canteen for the event.

14. By-laws

There were no by-laws.

15. New Business

There was no new business.

16. Notices of Motion

There were no notices of motion.

17. Mayor's Proclamation

There were no proclamations.

18. Period for Media Questions

There were no questions from the media.

19. Closed Session

Motion 299-2024

Moved By Lockett
Seconded By Young

That Council move into Closed Session at 7:17 p.m. to discuss matters pertaining to:

19.1 Approval of Closed Session Minutes (December 2, 2024)

19.2 Identifiable Individual - Board Appointments

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

19.3 Purchase & Sale

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

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

Carried

Council recessed at 7:17 p.m.

Council resumed at 7:23 p.m.

Motion: 300-2024

Lockett, Burton.

That Council reconvene in Open Session. (Time: 7:54 p.m.)

Carried

20. Rise and Report

Motion 301-2024

Moved By Young
Seconded By McConnell

That Council appoint the following members to the following Boards and Committees of Council for the remainder of the term of Council:

Prescott Heritage Committee

- Trevor Baril
- Debbie Davis
- Anthony Vachon

Prescott Public Library Board

- Terry Annas
- Anthony Vachon

Carried

During the Closed Session, Council approved the Closed Session minutes dated December 2, 2024, under Item 19.1, and provided Staff direction under 19.2 Identifiable Individual and 19.3 Purchase and Sale.

21. Confirming By-Law – 50-2024

Motion 302-2024

Moved By Campbell
Seconded By Lockett

That By-Law 50-2024, being a by-law to confirm the proceedings of the Council meeting held on December 9, 2024, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

22. Adjournment

Motion 303-2024

Moved By Kirkby
Seconded By Young

That the meeting be adjourned to Monday January 13, 2025. (Time: 7:56 p.m.)

Carried

Mayor

Clerk

Treasury Board Secretariat**Secrétariat du Conseil du Trésor**

Office of the Associate
Minister of Emergency
Preparedness and
Response

Whitney Block, Room 4320
99 Wellesley Street West
Toronto ON M7A 1W3

Bureau du ministre associé de la
Protection civile et des
interventions d'urgence

Édifice Whitney, bureau 4320
99, rue Wellesley Ouest
Toronto ON M7A 1W3



December 9, 2024

Dear Emergency Management Partners,

Today, our government introduced the *Emergency Management Modernization Act* that, if passed, would modernize the *Emergency Management and Civil Protection Act* (EMCPA).

The EMCPA and its regulations have not been comprehensively updated in more than 15 years. Since then, the nature of emergencies has changed. The rising frequency of extreme weather events and the threat of cyber-attacks on Ontario's digital infrastructure mean that we must ensure our emergency management framework reflects today's realities.

If passed, these amendments to the EMCPA would strengthen provincial leadership and coordination of emergency management by facilitating Emergency Management Ontario as the one window for coordinating provincial emergency management activities. Additionally, the proposed legislation would enhance community capacity in emergency management. This includes clarifying the process for municipalities to declare local emergencies and granting municipalities the authority to plan for and respond to emergencies based on their unique needs and capacity.

The proposed amendments, if passed, would strengthen planning and coordination with emergency management partners, including by outlining the ability to enter into agreements and liaise with public and private sector partners, including municipalities, Indigenous communities, and other governments. In addition, the proposed amendments would enable future emergency management program and plan requirements to be established for designated entities that provide or operate critical infrastructure, subject to further engagement with partners, to support continuity of services and operations.

Over the summer, Emergency Management Ontario engaged with more than 480 partners to inform proposed amendments, including municipalities, First Nations communities, and emergency management organizations. We look forward to further collaboration with our partners as we build a stronger, more resilient province, capable of ensuring the safety and wellbeing of communities across Ontario. The proposed amendments are posted on [Ontario's Regulatory Registry and Environmental Registry](#) for your review and feedback.

On behalf of Premier Ford and the Government of Ontario, thank you for your continued partnership in emergency management.



Sincerely,

The Honorable Trevor Jones
Associate Minister of Emergency Preparedness and Response
Treasury Board Secretariat

c: The Honorable Caroline Mulroney
President of the Treasury Board and Minister of Francophone Affairs

Bernie Derible
Deputy Minister and Commissioner of Emergency Management
Treasury Board Secretariat

**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



234-224-5838

December 13, 2024

Dear Head of Council:

Our government recently announced that we are better protecting community safety and making investments to further support homelessness prevention and provide people living in encampments with access to reasonable alternative accommodation. With this announcement, we are responding to the calls for action to address encampments in our communities and restore safety to public spaces.

We are taking a strategic approach to increase resources to support and provide more long-term stable housing and temporary accommodations for those living in encampments, including:

\$5.5 million to top-up the **Canada-Ontario Housing Benefit** (COHB) to immediately free-up emergency shelter spaces for people living in encampments by helping people living in shelters move into longer-term housing.

\$20 million to expand shelter capacity and create additional temporary accommodation spaces, like tiny modular units and climate-controlled semi-permanent structures, to provide people living in encampments with accessible alternative living options

\$50 million in last-mile funding for ready-to-build long-term affordable housing projects across the province. This funding will be allocated based on how close a project is to completion, as well as its value for money, to help projects near completion but, in need of targeted additional funding, to open their doors faster.

Let me be clear that it is my expectation that this funding is tied to clearing out encampments. The intent is to provide funding to municipalities that demonstrate their commitment to and show results in winding down these sites. **In order for your municipality to be considered for additional funding, the Ministry must receive a written pledge from the local Service Manager to use the funds towards ending encampments in your region.**

The additional funding will be supported by new reporting and accountability requirements to ensure these funds support the shared provincial and municipal goal of ending encampments by providing safe and stable housing for people at risk of homelessness. I encourage you to work closely with municipal and community partners in the coming weeks. Please share eligible funding proposals with your Service Manager, who is to forward these to the Ministry for our consideration.

This investment complements:

proposed amendments to the *Trespass to Property Act*, which applies to private businesses, offices, stores, hotels, parks, and vacant land.

These amendments, if passed, will enhance penalties for people who deliberately and continually break the law by adding the new aggravating factors of continuous trespassing and the likelihood to reoffend.

the new *Restricting Public Consumption of Illegal Substances Act, 2024* that will, if passed, allow police officers and other provincial offences officers to direct individuals to stop using illegal substances or to leave the public space. This will allow them to issue a ticket or arrest someone who does not comply, providing an important additional tool to stop the consumption of illegal drugs in public spaces.

While these new tools address public safety directly, we know these additional investments in shelter and housing are critical for people to move along their journey to stable housing and will move us closer to our long-term goals of everyone having a place to call home.

Our government is working with all our partners across the province to keep the most vulnerable members of our society safe and housed. Ontario has dedicated \$700 million annually since 2023 to address homelessness through the Homelessness Prevention Program and the Indigenous Supportive Housing Program. This funding is part of the nearly \$1.7 billion Ontario invested in 2023-24 to grow and enhance community and supportive housing and address homelessness for vulnerable Ontarians.

Call for Business Case Applications

To access funding under the **Encampment Response Initiative** and the **Last Mile**, Service Managers who have provided a pledge are invited to submit business case applications for Ministry consideration. Please refer to the Ministry-prescribed templates attached for further guidelines.

The COHB top-up is not applicable to your Service Manager area given priority needs in other communities. This initiative for selected communities will expand shelter capacity and create additional temporary accommodation spaces to provide people living in encampments with accessible alternative living options.

Encampment Response Initiative (Homelessness Prevention Program (HPP))

The new **Encampment Response Initiative** supports urgent expansion of shelter capacity by providing funding to support the creation of additional alternative emergency accommodations to be offered to individuals in encampments through temporary structures such as tiny cabins and sprung structures.

This funding may also be used for operations of these shelters and remediation of encampment sites up to March 31, 2025. Funding will flow through Homelessness Prevention Program (HPP) Transfer Payment Agreements to approved Service Managers.

Project proposals will be evaluated based on criteria outlined in the attached business case template and should include:

Demonstrated capacity to expand temporary shelter availability and provide alternative accommodations quickly through temporary sprung structures, tiny cabins, and other similar structures.

Clear implementation strategy including partnerships with grassroot level agencies to move individuals from encampments to shelters.

Plans for encampment site restoration efforts, where applicable.

As a part of the business case, Service Managers will also be required to provide an estimate of the existing number of unique encampment sites and the encampment residents within them. In addition to providing the Ministry with monthly updated reporting on the number of encampments and estimated number of encampment residents, Service Managers will be required to report on how many residents have been moved from encampments to shelter and housing.

The business case must be completed in the Ministry-prescribed templates attached to this letter and submitted as an attachment to your HPP Investment Plan (IP) 2024-25 case in the Transfer Payment Ontario System (TPON) no later than **January 3, 2025, at 5 p.m.**

Last Mile Funding

The Ministry is aware that municipalities across the province have affordable and supportive housing projects that are in advanced stages of construction where the injection of extra funds into these projects could lead to their faster completion. Service Managers are expected to work with the municipalities and non-profit organizations in your service area to identify such projects and submit them through the business case process for consideration of the Ministry's funding approval. The Ministry encourages heads of council to work with their Service Managers to identify project proposals for potential funding. The Ministry expects that all municipally endorsed proposals shared with Service Managers will be forwarded to the Ministry for its consideration. There is no restriction on the number of business cases that you can submit to the Ministry for funding consideration.

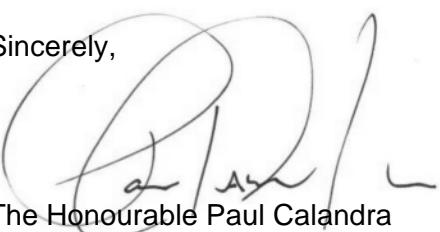
Proposed projects must be:

- Commitment-ready, with the ability to sign a contribution agreement and provide security within the fiscal year;
- Shovel-ready, with construction activities able to commence within 120 days of signing the contribution agreement;
- Able to demonstrate value for money; and
- Align with current Canada-Ontario Community Housing Initiative (COCHI) guidelines.

Last Mile Funding business cases must be completed in the Ministry-prescribed template attached to this letter and submitted as attachments to your COCHI-OPHI Investment Plan (IP) **2023-24** case in TPON no later than **January 10, 2025, at 5 p.m.**

The Ministry reserves the right to allocate funding under these initiatives at its sole discretion based on the review and evaluation of business case submissions. Any communication regarding additional funding must remain confidential until publicly announced by the province. We appreciate your commitment to our shared goal of restoring safety to our public spaces and expect this additional funding to help address the immediate crisis.

Sincerely,



The Honourable Paul Calandra
Minister of Municipal Affairs and Housing

cc. Burke Christian, Assistant Deputy Minister, Community and Supportive Housing Division,
Ministry of Municipal Affairs and Housing

“Ready-to-Build” Housing Projects Service Managers/Indigenous Program Administrators Business Case

Introduction

The Ministry of Municipal Affairs and Housing recognizes the potential to accelerate the completion of affordable and supportive housing projects in advanced construction stages through additional funding.

As a Service Manager, you are expected to work with the municipalities and non-profit organizations in your service area to identify such projects and submit them through the business case process for consideration of the Ministry’s funding approval.

The Ministry is also reaching out to heads of council for all municipalities and encouraged them to work with their Service Managers to identify projects proposals for potential funding. The Ministry expects that all municipally endorsed proposals shared with Service Managers will be forwarded to the Ministry for its consideration. There is no restriction on the number of business cases that you can submit to the Ministry for funding consideration.

The Ministry will evaluate business cases based on established criteria and prioritize projects that are aligned with provincial goals.

Key Requirements

- Projects must broadly align with the National Housing Strategy (NHS) program requirements, including affordability and rent criteria, contributing to the rent-assisted unit expansion target.
- Projects should be “ready-to-build”, or under construction but are in need of targeted additional funding to advance to completion.
- Submissions must follow the business case template to provide all necessary details for evaluation.

Submission Guidelines

- Attach your business cases to your COCHI-OPHI Investment Plan (IP) 2024-25 in the Transfer Payment Ontario (TPON) system under the attachment type “Priority Projects for Municipalities Business Case.”
- Submit business cases by **January 10, 2025, at 5:00 p.m.**

MMAH Contacts for Questions

If you have any questions regarding the completion of this business case, please contact your respective MMAH Municipal Services Office (MSO) or Housing Programs Branch staff contact, as noted below:

City of Toronto: Melissa Doyle	Melissa.Doyle@ontario.ca
Indigenous Program Administrators (IPAs): Kathy McLachlan	Kathy.McLachlan@ontario.ca
MSO Central: Luigi Di Palma <ul style="list-style-type: none">Serving: Durham, Halton, Hamilton, Muskoka, Niagara, Peel, Simcoe, and York	Luigi.Dipalma@ontario.ca
MSO Western: Cynthia Cabral <ul style="list-style-type: none">Serving: Brantford, Bruce, Chatham-Kent, Dufferin, Grey, Huron, Lambton, London, Norfolk, Oxford, St. Thomas, Stratford, Waterloo, Wellington, and Windsor	Cynthia.Cabral@ontario.ca
MSO Northeastern: Cindy Couillard <ul style="list-style-type: none">Serving: Algoma, Cochrane, Greater Sudbury, Manitoulin-Sudbury, Nipissing, Parry Sound, Sault Ste. Marie, and Timiskaming	Cindy.Couillard@ontario.ca
MSO Northwestern: Jessica Vail <ul style="list-style-type: none">Serving: Kenora, Rainy River, and Thunder Bay	Jessica.Vail@ontario.ca
MSO Eastern: Mila Kolokolnikova <ul style="list-style-type: none">Serving: Cornwall, Hastings, Kawartha Lakes, Kingston, Lanark, Leeds and Grenville, Lennox and Addington, Northumberland, Ottawa, Peterborough, Prescott and Russell, and Renfrew	Mila.Kolokolnikova@ontario.ca

Business Case Questions

Please ensure that the project business case is clear and concise to minimize the need for follow-ups. The business case can be completed by the Service Manager, municipality, or proponent, but it must be submitted to the Ministry by the Service Manager.

1. Provide a concise overview of the project, including: a. Project name/location: b. Project proponent: c. Proponent type: <input type="checkbox"/> Charitable Corporation <input type="checkbox"/> Co-operative <input type="checkbox"/> Municipal Non-Profit <input type="checkbox"/> Municipality <input type="checkbox"/> Private For-Profit <input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Other d. A detailed description of the building and any innovative or special features or amenities e. The number of units (both market & affordable) f. Target client groups, including any priority populations such as individuals experiencing homelessness or those on social assistance.
2. Explain the criteria and process used to select this project for submission. Ensure you include: a. How the project addresses the “Last Mile” funding criteria for timeliness and viability. b. Alignment with provincial priorities such as value for money, geographic considerations, and innovative construction methods.
3. Identify the specific community needs you are addressing with this proposed project. Provide evidence or data supporting needs, including the demand for affordable housing and alignment with local and regional housing strategies.

4. Provide a summary on the project proponent's experience and background. If applicable, include details about partnerships with other organizations including the nature and structure of these partnerships.
--

Construction Readiness			
Milestone	N/A	Complete	(Estimated) Completion Date
If this project will be built on existing Social Housing lands, SM consent is required.	<input type="checkbox"/>	<input type="checkbox"/>	
Contribution Agreement Signed	<input type="checkbox"/>	<input type="checkbox"/>	
Council/Board Approval	<input type="checkbox"/>	<input type="checkbox"/>	
Site Plan Approval	<input type="checkbox"/>	<input type="checkbox"/>	
Site Access	<input type="checkbox"/>	<input type="checkbox"/>	
First available Building Permit (i.e. staged permits: excavation, foundation etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
Construction Start	<input type="checkbox"/>	<input type="checkbox"/>	
Structural Framing or 50% Completion	<input type="checkbox"/>	<input type="checkbox"/>	
Confirmation of Occupancy	<input type="checkbox"/>	<input type="checkbox"/>	

Financial	
Item	Value (\$)
Project Cost (for all Units)	
Land Costs	
Construction or Hard Costs (labour, construction materials, equipment, etc.)	
Soft Costs (legal, architecture, engineering, insurance, taxes, fees, etc.)	
Total Project Costs for all Units (A)	\$
Total Number of Units for Project (B)	
Cost per Unit (A/B)	\$
Number of Affordable Units for Funding Request (C)	
Project Financing (for all Units)	
Other Funding Sources (Specify Source and if Funding is Secured): (Add additional rows, as needed)	
[Specify Source and if Funding is Secured]	\$

Program Funding Request (D)	
Total Project Financing (E)	\$
Program Funding per Affordable Housing Unit (D/C)	\$

Units and Rents information (click on the embedded Excel document to provide the information).



UNIT & RENT
INFORMATION

5. Describe the measures taken to ensure the project costs are reasonable and align with comparable projects in the area?	
6. Can the project be scaled down to proceed with a reduced funding amount? If yes, provide specifics on how this would be implemented.	
7. Estimate the annual operating costs for the project and outline how these costs will be managed or funded over the long-term.	
8. Will the project include support services to tenants? If yes, detail the support services offered and specify the sources of funding for these support services.	
9. Use this section to include any additional information or context that would support the evaluation of your business case.	

Signature:

Service Manager:

Date:



STAFF REPORT TO COUNCIL

Report No. 01-2025

Date: January 13, 2025

From: Samantha Joudoin-Miller, Manager of Community Services

Re: Seniors Community Grant (SCG) Program 2025-2026

Recommendation:

That Council direct Staff to submit an application to the Seniors Community Grant (SCG) Program for up to \$25,000 on behalf of Walker House to offer and deliver theatre and performance-based arts programming.

Background:

Overview:

The Seniors Community Grant (SCG) Program funds local not-for-profit organizations and individuals representing local unincorporated community groups to deliver projects, supports and resources that help older adults (aged 55+) live independently, ensure their safety and security, connect them to their community, avoid isolation and help them achieve greater financial security and social connections. Grants are available between \$1,000 and \$25,000. The deadline to submit an application is January 16th, 2025.

Eligible Applicants:

- Municipalities
- Local services boards
- District Social Services Administration Boards.
- Indigenous communities and organizations
- Public libraries
- Not-for-profit organizations
- Ontario branches of the Royal Canadian Legion
- Organizations with mandates to support a local Ontario community, or that have an Ontario provincial mandate.
- Individuals that represent local unincorporated community groups are eligible to apply for up to \$10,000.



Program Priorities:

1. Provide opportunities for older adults to stay active and connected in their communities, such as weekly physical activities (e.g., pickleball), or social engagements (e.g., coffee and cards).
2. Develop technology and digital solutions to support seniors' social engagement and access to programs and services (e.g., best practices and tools, such as apps, workshops, etc.).
3. Increase access to information and supports for health prevention and promotion (e.g., falls prevention seminars, elder abuse and ageism prevention, intergenerational activities that help build relationships that improve mental and physical well-being)

Project Requirements:

- Meet at least one (1) of the ministry's program priorities above
- Take place between June 2025 and March 31, 2026.
 - It is anticipated projects will be approved by June 2025. o Funding will be available for project activities up to March 31, 2026.
- Involve older adults.
 - It is strongly encouraged that you involve older adults throughout all steps of the project, from the planning stage through to client satisfaction feedback after the project ends.
 - At least 50% of the participants benefiting from the project must be 55 years of age or older.
- Take place in Ontario, benefit Ontario's older adults, and be provided by an Ontario based service provider.
- Align with the most current public health guidelines set out by the Province and the local public health authorities.

Target Populations:

Priority will be placed on projects that are responsive to the needs of a diverse older adult population with emphasis on projects that target older adults in underserved and equity seeking populations, including, but not limited to, older adults (55+) who identify as:

- Indigenous peoples (First Nations, Inuit, and Métis)
- Persons with disabilities (physical, mental, developmental)
- 2SLGBTQQIA+
- Living in rural and remote areas
- Francophone people
- Racialized people
- Newcomers or immigrants
- Low-Income persons
- Socially Isolated persons
- Veterans (through the Veterans Stream)



- Seniors' caregivers

Required Documents

- Partnership Letter: If applicant have partners that are involved with the project, they are required to list them in the partnership section in the application form. Applicants must provide a partnership letter from each partner listed. Each partnership letter should clearly outline the partner's role and contribution to delivering the project

Selection Criteria

Applications will be measured against the following criteria:

- Project quality, relevance (25%)
- Anticipated impact of project (25%)
- Budget, financial feasibility (25%)
- Organizational capacity (25%)

Analysis:

The Senior Community Grant has been a critical element of the Walker House budget as it funds unique programming efforts offered to Town of Prescott/Walker House members. This is a grant that Walker House has historically applied for when time and resources have allowed for it to be delivered successfully

The last major funding amount received through this grant was in 2021/2022 which provided the A-HA! (Active Healthy Aging) Fitness Program for which we received \$24,488. This program was designed to promote Healthy Active Aging. A portion of the funds were dedicated to hiring a coordinator to workshops and participating in local fitness opportunities such as learning to curl at the Prescott Curling Club, learning pickleball with the Prescott Pickleball Club, and learning silver Zumba with the YMCA of Eastern Ontario. Funds were also used to purchase equipment such as light weights and exercise bands which are still actively used in the fitness room at Town Hall. The remaining funds were used to host a winter wellness day including a healthy lunch, a trip to the Brockville Arts Centre, and educational sessions.

Examples of other programming made possible by past funding received through this grant, have provided Walker House members with subsidized trips to the Canadian War Museum, a private screening of "One Life" the story of Nicholas Winton, Museum of Civilization and an IMAX presentation.



Program Intent:

To provide a new type of program that meets the requirements of the SCG, members of Walker House and the Walker House Board of Directors have provided feedback to pursue programming related to Theatre and Performance Arts. By fostering creativity, community and wellness, this program will offer the Town of Prescott older adults a chance to explore their talents, improve cognitive and emotional health, build social connections and strengthen community partnerships.

The intent of this recreational theatre and performance arts program will be to focus on the following components:

- **Theatre Workshops:** Walker House will partner with the local St. Lawrence Shakespeare Festival to host theatre workshops focused on acting, voice work and character development.
- **Creative Expression and Writing:** Walker House intends on approaching the Prescott Public Library as a venue to hold a local author and Shakespeare expert to provide sessions on creative writing with a Shakespearean focus. Walker House also intends on approaching the Royal Canadian Legion Prescott Branch to hold a karaoke session in an effort to provide an outlet to develop performing skills.
- **Performances:** The intent will be that the workshops and sessions provided will culminate in an overall performance offered to the community at large. This could potentially be at Town Hall, or possibly the Kinsmen Amphitheatre.
- **Field Trips:** Walker House intends on travelling to the Stratford Festival via bus to attend a show and possibly pursue a backstage tour to learn more about the processes involved behind the scenes. Other possible field trips could include visiting nearby post-secondary institutions to tour their performance venues.

This program will be designed to be accessible to seniors with varying levels of ability, ensuring inclusivity and adaptability.

To be able to launch this specific program, approved funding will be dedicated to the following areas as they meet the grant's eligible expenses requirements:

- Material Costs
- Facilitation Costs
- Admissions Costs
- Materials and Supplies
- Venue Rental and Equipment Assets



- Honorarium
- Marketing and Advertising

The anticipated impact of offering this new program within the Town of Prescott includes but is not limited to:

- Improved cognitive function
- Positive Mental Health
- Social Network and Relationship Building
- Community Building
- Public Awareness
- Subsidized recreational opportunities for older adults

In addition to the benefits of offering this new program within the Town of Prescott, the program will meet the following Strategic Plan objectives:

- **3:** Expand Recreation, Leisure, and Tourism Opportunities
 - **3.3:** Enrich Prescott's Recreational and Leisure Infrastructure
 - **A1:** Work with user groups to retain and grow current activities while identifying opportunities for new interests and groups to participate
 - **B1:** Keep apprised of current leisure trends that could be offered in Prescott
 - **C1:** Develop recreational programs that allows for year-round activities

In conclusion, this grant is designed to enrich the programming currently offered at Walker House by developing larger and more uniquely focused recreation opportunities within the Town of Prescott and beyond.

Alternatives:

Council could decide to modify or decline the recommendation.

Financial Implications:

The intent is to apply for a maximum of \$25,000 in funding through the Senior Community Grant program that will be dedicated to the 2025 Walker House programming budget. Should the grant not be applied for, or receive funding, the implication would mean that the proposed theatre and performance arts program would not be feasible to the magnitude described in this report.



Environmental Implications:

None

Attachments:

None

Submitted by:

Samantha Joudoin-Miller,
Manager of Community Services

Submitted by:

Susan Leonard,
Walker House Program Director



STAFF REPORT TO COUNCIL

Report No. 02-2025

Date: January 13, 2025

From: Tracy Day, Fire Administrator/CEMC

Re: Emergency Management Program Annual Report

Recommendation:

For information.

Background:

In accordance with the *Emergency Management and Civil Protection Act*, Ontario Regulation 380/04, s. 11 (5) and (6), the Emergency Management Program Committee (EMPC) is required to advise Council on the development and implementation of the municipality's emergency management program and conduct an annual review of the municipality's program.

Report:

Program Committee

There were no changes to the Town of Prescott's Emergency Management Program Committee (EMPC) structure in 2024. The Committee met on four occasions in 2024 to review the various required components of the Emergency Management Program including:

- Emergency Response Plan
- Hazard Identification and Risk Assessment (HIRA)
- Critical Infrastructure (CI)
- Training
- Emergency Exercise
- Public Education



Emergency Response Plan

The Emergency Response Plan did not undergo any significant changes during 2024.

Hazard Identification and Risk Assessment

The foundation of any Emergency Management Program is based on the evaluation of hazards and associated risks that exist within its jurisdiction. The Hazard Identification and Risk Assessment (HIRA) is a document that identifies the hazards and risks within the Town of Prescott and must be reviewed annually and updated as required.

Critical Infrastructure

Critical infrastructure is defined as interdependent, interactive, interconnected networks of institutions, services, systems, and processes that meet vital human needs, sustain the economy, protect public health, safety, and security, and maintain continuity of and confidence in government. Each municipality must review its Critical Infrastructure annually and update as required.

Training

The Municipal Emergency Control Group (MECG) members are required to have an adequate level of training and knowledge in the following areas:

- All components of the municipal Emergency Management Program including the municipal HIRA and Critical Infrastructure list
- Knowledge of the Town's Emergency Plan, including their roles and responsibilities, and those of organizations which may have a role in response.
- Knowledge of the procedures used to activate and operate under the Emergency Plan
- Knowledge of the notification procedures used to notify members of the MECG when the Municipal Emergency Plan is activated.
- Knowledge of the location, communication infrastructure and technology in the municipal Emergency Operation Centre.

MECG members achieved an adequate level of training in the required areas in 2024 through scheduled committee meetings, online training, workshops, and the tabletop emergency exercise.



Annual Emergency Exercise

MECG members must participate in an annual exercise which evaluates the municipality's Emergency Plan and procedures. The annual exercise fulfills the requirement for the Town to meet annual compliance under the *Emergency Management/Civil Protection Act 380/04*.

On November 12th, 2024, members of the MEGC along with participants from OPP and Rideau St. Lawrence Utilities participated in a tabletop exercise based on a power outage scenario within the Town of Prescott.

The purpose of the exercise was to allow MECG members and key partners to review relevant plans and procedures that would be utilized in a power disruption, identify major challenges likely to occur because of such an incident and discuss potential solutions to these challenges.

Objectives of the emergency exercise included:

- Review the of the Town Emergency Response Plan and relevant procedures specific to a power disruption incident.
- Discuss potential impacts that would be caused by a power disruption.
- Discuss potential steps that could be taken by municipal resources to address these impacts.
- Identify gaps or areas for improvement in existing plans and procedures.

Participants were able to discuss the strategies, decisions, and actions each role in the MECG would take as the group worked through the tabletop scenario. Areas of improvement for the Town's Emergency Management Program were documented as action items for 2025.

Public Education

Emergency Preparedness Week was May 5-11, 2024, and the Town of Prescott promoted public awareness and education through the following:

- Print ad regarding Emergency Preparedness. The cost was shared with all municipalities within UCLG.
- Daily radio ads broadcasted on 107.9 Moose FM in conjunction with Townships of Augusta and Edwardsburgh Cardinal.
- EP Info night held on May 9th in conjunction with Townships of Augusta and Edwardsburgh Cardinal at the Prescott Fire Department.
- Daily social media posts on Facebook and Twitter. This included information on



- emergency preparedness, 72 Hour Kit, and potential local hazards.
- Emergency Preparedness Week banner posted on the home page of the Town of Prescott website along with updated information on Emergency Preparedness.
- Continued seasonal emergency preparedness info is shared throughout the year.

Program Objectives 2025

The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure, and property, and to promote economic stability and a disaster-resilient community.

Alternatives:

None

Financial Implications:

Expenses incurred in 2024 for training and public education initiatives were within the 2024 Emergency Management budget.

Environmental Implications:

None

Attachments:

- Town of Prescott Compliance Report - 2024

Submitted by:

Tracy Day,
Fire Administrator/CEMC

Emergency Management Ontario



Municipal Compliance Report 2024

Prescott, Town of

If you require any support, or if you have any questions about the development of your emergency management programs at any time throughout the year, please contact your assigned Field Officer.

The Provincial Emergency Operations Centre (PEOC) may be reached 24 hours a Day, 7 days a week. Contact: **1-416-314-0472** or toll free at **1-866-314-0472**.

Municipal profile

Municipal information

Location code	0708
Region/County	Leeds and Grenville
Municipality:	Prescott, Town of
Sector number:	08
Sector name	Loyalist Sector

Field Officer

First Name	James
Last Name	Brown
Phone	Not available
Mobile	613-242-4189
Email address	james.r.brown@ontario.ca

Emergency contact

Name	
Email address	
Phone	NaN

Contact information

Primary CEMC

Personnel details

First Name	Tracy
Last Name	Day
Job position	Not available
Date of appointment	24/05/2016

Emergency contact

Emergency phone	613-213-7630
Emergency email	fireadmin@prescott.ca

Contact numbers

Home	613-925-2206
Fax	613-925-4884
Mobile	613-213-7630
Home	613-340-7817

Email address

Email Address 1	fireadmin@prescott.ca
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Address

Address 1	302 Centre St
Address 2	P.O. Box 2581
City	Prescott
Postal code	K0B1T0

Alternate CEMC

Personnel details

First Name	Kevin
Last Name	Spencer
Job position	Not available
Date of appointment	10/10/2018

Emergency contact

Emergency phone	613-345-7587
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Emergency email KEVIN@KCSPENCER.CA

Contact numbers

Mobile 613-345-7587

Mobile 613-345-7587

Email address

Email Address 1 KEVIN@KCSPENCERASSOCIATES.CA

Address

Address not entered - optional

Training Record

Current training record

Tracy Day - Primary CEMC

Verified email address fireadmin@prescott.ca

Training details

IMS 100 IMS 200 EM 200 EM 300

2014-01-09 2016-10-19 2011-11-29 2016-06-28

**Mandatory - The designated (Primary) CEMC is required to complete the identified training courses, within one year of designation as CEMC.*

Kevin Spencer - Alternate CEMC

Verified email address kevin@kcspencer.ca

Training details

IMS 100 IMS 200 EM 200 EM 300

2010-05-27 2012-03-26 2009-04-21 2007-04-24

**Non-mandatory - The Alternate CEMC is not required to complete training. This information is optional.*

Emergency Information Officer

Has your municipality designated an Emergency Information Officer?

Yes

Is your Emergency Information Officer an employee of the municipality?

Yes

Notes

Not Answered

Emergency Information Officer

Personnel details

First Name	Kaitlin
Last Name	Mallory
Job position	Deputy Clerk
Date of appointment	Not available

Emergency contact

Emergency phone	613-802-8417
Emergency email	kmallory@prescott.ca

Contact numbers

Office	613-925-2812 Ext. 6209
Mobile	613-802-8417

Email address

Email Address 1	kmallory@prescott.ca
------------------------	----------------------

Address

Address not entered - optional

Emergency Management Program Committee

Are all members of the Emergency Management Program Committee appointed by council?

Yes

Is the chair of the program committee appointed by council?

Yes

Is the CEMC a member of the program committee?

Yes

Is a Senior Municipal Official a member of the program committee?

Yes

Notes

Not Answered

Hazard Identification Risk Assessment (HIRA)

Has your municipality completed a HIRA?

Yes

Has your HIRA been submitted to, or reviewed by your Field Officer for this year?

No

Does your HIRA answer the following questions?**Does your HIRA identify hazards that exist in municipality that could result in an emergency?**

Yes

How frequently they occur?

Yes

How severe their impact could be on the population at risk, infrastructure, property, and the environment?

Yes

Which hazards pose the greatest threat to the municipality?

Yes

Notes

Not Answered

Hazard Ranking

***Note: The Hazard Ranking is not required under the EMCPA and is optional for municipalities to complete.**

Hazard rank 1

Rail, Light Rail, Subway

Hazard rank 2

Road and Highway

Hazard rank 3

Infectious Disease

Hazard rank 4

Water Quality

Hazard rank 5

Electrical Energy Failure

Hazard rank 6

Fire/Explosion

Hazard rank 7

Chemical Release

Hazard rank 8

Structure Failure

Hazard rank 9

Oil or Natural Gas Release

Hazard rank 10

Flood

Critical Infrastructure

Has the municipality identified facilities and other infrastructure that is at risk of being impacted by emergencies?

Yes

Has your CI list been submitted to, or reviewed by your Field Officer this year?

No

Notes

Not Answered

Municipal Emergency Plan

Does the municipality have an emergency plan?

Yes

What is the date of the current emergency plan?

12/06/2004

Has the current version of the plan been adopted by by-law?

Yes

What is the By-Law Number?

36-2004

Authorizes municipal employees to take action under the emergency plan where an emergency exists, but has not yet been declared to exist?

Yes

Specifies procedures to be taken for the safety or evacuation of persons in an emergency area?

Yes

Designates one or more members of council to exercise the powers of the head of council in their absence?

Yes

Establishes committees and designates municipal employees to be responsible for reviewing the plan, training employees in their functions and implementing the plan during an emergency?

Yes

Provides for obtaining and distributing materials, equipment and supplies during an emergency

Yes

Provides for other matters considered necessary or advisable for the implementations of the emergency plan?

Yes

Assigns responsibilities to municipal employees, by position, respecting the implementation of the emergency response plan?

Yes

Sets out procedures to notify the members of the municipal emergency control group about an emergency?

Yes

Does the plan do the following?

Conformity with the plan of an upper-tier municipality (if applicable)?

Not applicable

Notes

Not Answered

Municipal Emergency Control Group

Has the municipality established a Municipal Emergency Control Group?

Yes

Have all members been appointed by council?

Yes

Have all members of the MECG completed an adequate level of training in the five areas required by Guidance Note 2018-01-01 issued by the Chief, Emergency Management?

Yes

Please describe the type of training or add an attachment with a description.

Training for MECG group outlined in attached training document.

Did all MECG members participate in an exercise this year?

Yes

What was the type of exercise?

Tabletop

What was the hazard exercised?

Electrical Energy Failure

What was the aim of exercise?

The aim of the exercise is to improve the awareness and familiarity of municipal officials with the relevant emergency plan and procedures as well as to improve readiness and identify gaps in existing plans that need to be address prior to an incident.

Notes

Not Answered

Emergency Operations Centre

Does the municipality have an EOC?

Yes

Does the Municipality have an Alternate EOC?

Yes

Does the EOC have appropriate technological and telecommunications systems to ensure effective communications in an emergency?

Yes

Notes

Not Answered

Emergency Operations Centre

***Note: The Secondary and Tertiary EOC is not required under the EMCPA and is optional for municipalities to complete.**

Primary Emergency Operations Centre

Name	Town Hall
Phone	613-925-2812
Email address	info@prescott.ca
Address	360 Dibble Street West
Postal code	K0E1T0
City	Prescott

Secondary Emergency Operations Centre

Name	Fire Hall
Phone	613-925-2206
Email address	fireadmin@prescott.ca
Address	302 Centre Street
Postal code	K0E1T0
City	Prescott

Tertiary Emergency Operations Centre

Name	Ed Yandeau Operations Building
Phone	613-925-4312
Email address	publicworks@prescott.ca
Address	950 Sophia Street
Postal code	K0E1T0
City	Prescott

Public Education

Did the emergency management public education conducted this year contain:

General preparedness information (e.g. 72 hour kit)

Yes

Information on risks to public safety (e.g. what to do before, during and after a flood or another risk in the HIRA)?

Yes

Provide a brief description of Public Education completed by the municipality this year.

* Business fair and Open house booths with EP information in March and October * Daily radio ads broadcasted on 107.9 Moose FM jointly with Augusta and Edwardsburgh Cardinal townships during EP week. * Information Night held during EP Week jointly with Augusta and Edwardsburgh Cardinal Townships * Seasonal emergency preparedness PSA's shared on social media throughout the year on various town accounts. EP Week included daily posts on 72 hr kit info and emergency preparedness for local hazards

Notes

Not Answered

EM Program Annual Review

Were the following items confirmed by the Emergency Management Program Committee during the annual review of the EM Program?

The municipal emergency plan;

Yes

The Municipal Emergency Control Group (MECG) training

Yes

The exercise conducted by the municipality;

Yes

The public education program;

Yes

The municipal Hazard Identification and Risk Assessment (HIRA); and

Yes

The municipal Critical Infrastructure (CI) list

Yes

Notes

Annual EMPC report will go before council on Monday January 27th, 2025. All items were reviewed by the MECG/EM Program committee and documented.

Program By-Law

Has council passed a by-law adopting the emergency management program?

Yes

Is it the same as the plan by-law?

Yes

Notes

Not Answered

Statement of completion

Verification

Declaration

I, the undersigned, declare that the information contained in this report regarding the compliance of **Prescott, Town of** with the requirements of the Emergency Management and Civil Protection Act, and Ontario Regulation 380/04 is true and complete, to the best of my knowledge.

Name

Title

Signature

X

Date (yyyy/mm/dd)

Appendix A - Submission details

Submission information

Location code	0708
Date created	17/12/2024 12:26 p.m.
Last saved date	17/12/2024 12:26 p.m.
Author	fireadmin@prescott.ca
Submitted date	17/12/2024 12:26 p.m.
Submission ID	EMC-708-2024-12171226

Supporting material

Section/document name	Attachment name	Submitted
Emergency Management Program Committee	By-Law No. 52-2016.pdf	Yes
Emergency Management Program Committee	EM Committee Mtg Agenda_Feb 2, 2024.pdf	Yes
Emergency Management Program Committee	EM Committee Mtg Agenda_March 22, 2024.pdf	Yes
Emergency Management Program Committee	EM Committee Mtg Agenda_April 5, 2024.pdf	Yes
Emergency Management Program Committee	EM Committee Mtg Agenda_June 7, 2024.pdf	Yes
Emergency Management Program Committee	EM Meeting_Tabletop Exercise Nov 12, 2024.pdf	Yes
Hazard Identification Risk Assessment (HIRA)	Community Risk Profile 2024.pdf	Yes
Critical Infrastructure (CI)	2024 Critical Infrastructure.pdf	Yes
Municipal Emergency Plan	Emergency Plan 2024 (Full).pdf	Yes
Municipal Emergency Control Group	Training Verification Forms_2024.pdf	Yes
Municipal Emergency Control Group	Sign In Sheet_ Exercise 2024.pdf	Yes
Municipal Emergency Control Group	Power Outage Package_Exercise 2024.pdf	Yes
Municipal Emergency Control Group	Dancing in the Dark - AAR.pdf	Yes
Public Education	EP WEEK 2024 Radio Script.pdf	Yes
Public Education	EP Week 2024_Town Website Graphic_Script.pdf	Yes
Public Education	EPW Information Night 2024.pdf	Yes
Program By-Law	By-Law No. 52-2016.pdf	Yes
Municipal Emergency Control Group	MECG Training 2024.pdf	Yes
EM Program Annual Review	Staff Report_EM Program Annual	Yes

	Review 2024.pdf	
Final .emdat (data file)	EMC-708-2024-12171226.emdat	Yes
Final .PDF	EMC-708-2024-12171226.pdf	Yes

***Note: It is required that a copy of the most current version of your Municipal Emergency Plan(s) is submitted to EMO. If you have previously submitted your plan or would like to make other arrangements, please contact your Field Officer.**

PRESCOTT
EST 1784
THE FORT TOWN

2025 Projects
Initial List
January 13, 2025

- Vehicle and Equipment Fleet – 10-Year Overview
- Projects that have been previously approved
- Projects not previously selected in 2023/2024
- 2025 Health and Safety Projects
- 2025 New Project Ideas

Vehicle and Equipment Fleet – 10-Year Overview

- Current Fleet is 18 vehicles
- 9 Pickup Trucks
 - 4 x $\frac{1}{2}$ Ton Models
 - 4 x $\frac{3}{4}$ Ton Models
 - 1 x 1 Ton Model
- 4 Winter Heavy Equipment Vehicles
 - 2 Full-Size Snowplows
 - 2 Sidewalk Plows
- 5 Construction Heavy Equipment
 - Loader, Backhoe, Sweeper, Water Crane, UTV

- Vehicles are assessed using an “Age + Condition” Rating in line with Asset Management Plan best practices
- Vehicle Age is used to estimate the remaining service life of each vehicle
- Vehicle Age used to develop 10-year Capital Plan for vehicle replacements looking at which vehicles will need to be replaced and what the values of those vehicles are
- Commercial vehicles* require an annual safety inspection.
 - This inspection is used to assess the vehicle condition and adjust estimated service life
 - Only applies to vehicles with a Registered Weight above 3000kg
 - Vehicles under this weight are assessed by staff, as there is no annual safety

Existing Assessment

- Industry practice for service life of Pickup Trucks is 8-10 years. Service life of snowplows and heavy equipment is 10-20 years (varies based on equipment type)
- Prescott benefits from being a very small, dense municipality leading to vehicles accruing fewer annual vehicle km's than a typical commercial vehicle
 - 6,000 – 8,000km's per year for Town trucks
- Maintenance standard is very high. Vehicles are cleaned/washed/greased by staff as part of daily and weekly work. Vehicles are serviced in line with “Heavy Duty” service recommendations
- Estimated Service Life of Prescott vehicles is at the high-end of the range due to low km's and high-level of service
 - Pickup Trucks – 12 Years
 - Heavy Equipment – 15 Years
 - Backhoe and Loader - 20 Year

Current Vehicle Fleet

Classification	Description	Truck #	Year	Make	Model	Age	Average Service Life	Years Remaining	Planned Replacement Year	2024 Replacement Value
Heavy Equipment	Loader	12	2004	Volvo	160E Loader	21	20	-1	2028	325,000
Heavy Equipment	Snow plow Truck	7	2010	International	Work Star	15	15	0	2030	435,000
Heavy Equipment	Sidewalk Plow	13	2012	Trackless	MT6	13	15	2	2027	185,000
Heavy Equipment	Backhoe	5	2012	Case	580 Supern Backhoe	13	20	7	2032	212,000
Heavy Equipment	UTV Side-by-side	19	2019	Polaris	Ranger 570	6	15	9	2034	25,000
Heavy Equipment	Snow plow Truck	20	2020	Freightliner	Snow Plow	5	15	10	2036	435,000
Heavy Equipment	Sidewalk Plow	21	2020	Trackless	MT7	5	15	10	2034	185,000
Heavy Equipment	Street Sweeper	10	2007	Elgin	Pelican Sweeper	18	15	-3	2026	300,000
Operations	¾ ton pickup	9	2014	GMC	Sierra 2500	11	12	1	2025	80,000
Water / Wastewater	Specialty Truck	8	2014	Ford	F450 Supercab XLT	11	15	4	2029	150,000
Operations	¾ ton pickup	13	2016	GMC	Sierra 2500	9	12	3	2027	80,000
Operations	¾ ton pickup	14	2016	GMC	Sierra 2500	9	12	3	2028	80,000
Operations	¾ ton pickup	15	2016	GMC	Sierra 2500	9	12	3	2029	80,000
Bylaw	½ ton pickup	11	2017	GMC	Sierra 1500	8	12	4	2029	70,000
Operations	½ ton pickup	17	2017	GMC	Sierra 1500	8	12	4	2030	70,000
Operations	½ ton pickup	16	2018	GMC	Sierra 1500	7	12	5	2031	80,000
Operations	½ ton pickup	18	2018	GMC	Sierra 1500	7	12	5	2031	80,000
Operations	1 ton pickup	22	2023	GMC	Sierra 3500	2	12	10	2035	120,000

10-Year Capital Plan

- Total replacement value (2024) is \$2.99 Million
- Over next 10 years 16 vehicles expected to be replaced
- Significant year-to-year variance in annual costs as vehicle value ranges from \$25,000 to \$435,000
- 10-year plan based on Age + Condition, but also shifts purchases to specific years to reduce property tax increases
- Major road construction occurs every 2 years, with 2025 being a construction year
- Major vehicle purchases shifted to be offset from construction years
- Preventative Maintenance to be undertaken to heavy equipment to extend service life when practical

Current Vehicle Fleet

Description	Year	Make	Model	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Loader	2004	Volvo	160E Loader				325,000								
Snow plow Truck	2010	International	Work Star						435,000						
Sidewalk Plow	2012	Trackless	MT6			185,000									
Backhoe	2012	Case	580 Super Backhoe								212,000				
UTV Side-by-side	2019	Polaris	Ranger 570										25,000		
Snow plow Truck	2020	Freightliner	Snow Plow												435,000
Sidewalk Plow	2020	Trackless	MT7										185,000		
Street Sweeper	2007	Elgin	Pelican Sweeper		300,000										
¾ ton pickup	2014	GMC	Sierra 2500	80,000											
Specialty Truck	2014	Ford	F450 Supercab XLT					150,000							
¾ ton pickup	2016	GMC	Sierra 2500			80,000									
¾ ton pickup	2016	GMC	Sierra 2500				80,000								
¾ ton pickup	2016	GMC	Sierra 2500					80,000							
½ ton pickup	2017	GMC	Sierra 1500					70,000							
½ ton pickup	2017	GMC	Sierra 1500						70,000						
½ ton pickup	2018	GMC	Sierra 1500							80,000					
½ ton pickup	2018	GMC	Sierra 1500							80,000					
1 ton pickup	2023	GMC	Sierra 3500										120,000		
Total				80,000	300,000	265,000	405,000	300,000	505,000	160,000	212,000	- 210,000	120,000	435,000	

- 2025 Budget
 - Replacement of $\frac{3}{4}$ Ton Pickup Truck (2014)
 - Replacing $\frac{3}{4}$ Ton Truck with a $\frac{3}{4}$ Ton Truck
 - Selling Existing Plow (Boss) and adding new plow harness only (Western)
- 2026 Budget
 - Replacement of Sweeper (2007)
- 2027 Budget
 - Replacement of Sidewalk Plow (2012)
 - Replacement of $\frac{3}{4}$ Ton Pickup Truck (2016)

Projects Previously Approved / In-Progress

Projects Previously Approved / In-Progress

Project	Status	Estimated Cost	Funding Source
East Street Reconstruction – Dibble/(James) to King Street	Design being finalized, approved for tender	1,400,000- (2,100,000)	Water/Wastewater Reserves & Canada Community Building Funding
Recreation Complex - Phase 2 - Outdoor activity areas	Tender awarded, work in-progress	1,093,580	Grant, Fundraising, Reserves, Debt
Replacement of Docks B, C, & D	Design being finalized, approved for tender	500,000	Marina and Infrastructure Reserve
Water Treatment Plant Sand Filter Upgrade	Tender awarded, work in-progress	438,350	Water Treatment Plant Reserve
Breakwater Improvements at Water Treatment Plant	Design work completed, approved for tender	390,000	Water Treatment Plant Reserve
Zoning Bylaw Review	Reviewing schedule with new planner	50,000	Building Department Reserve
Marketing / Branding Strategy – Strategic Plan Initiative	Tender awarded, work in-progress	58,000	Fiscal Policy Reserve
Downtown Beautification Plan	Tied to Marketing and Branding Strategy – Fall 2025	50,000	Modernization Funding
Digital Signage	Tied to Marketing and Branding Strategy	30,000	Fiscal Policy Reserve
Town Hall Flat Roof (portion)	Reviewing as part of overall roof plan	20,000	Building Reserve
Screening on the northwest side of Edward Street Bridge to hide junk yard	Reviewing planting option for trees that can grow on a steep slope	20,000	Infrastructure Reserve

Projects Previously Approved / In-Progress

Project	Status	Estimated Cost	Funding Source
Waterfront Prescott Sign	Tied to Marketing and Branding Strategy	15,000	Fiscal Policy Reserve
Utilize Tourism Smart Phone Application	Tied to Marketing and Branding Strategy	15,000	Fiscal Policy Reserve
Recreation Lending Library Enhancement	Community Room at Pool Building – Rec Library	10,000	Recreation Reserve
LBCC Accessible Washroom	Reviewing Plan	10,000	Infrastructure Reserve
Clock Tower replace framing and soffit – to avoid water damage	To be completed in 2025	10,000	Infrastructure Reserve
Bus Shelters	Federal grant reopened due March 2025	5,000	Apply for Federal Grant 80% & Infrastructure
Total		4,114,930	

2025 Health & Safety Projects

2025 Health & Safety Projects

Project	Notes	Estimated Cost	Funding Source
Fire Department Replacement Gear	On-going requirement	30,000	Fire Department Reserve
Play structure deficiency fixes	On-going requirement	10,000	Parks Reserve
Total		40,000	

Previous Projects ideas that were not chosen in 2023 / 2024

Previous Projects ideas that were not chosen

Project	Estimate	Council	Staff	Recommendation
Marina washroom refresh		2 Yes	Yes	Add to 2025 Project List for consideration
Walker House Exterior Brick Repairs and Painting				Remove from list
Beach Gazebo nearing end of life		1 Yes	Future	Design and Plan 2025 Consider 2026 Project
Pool walls and floor resurfacing – Minor repairs are required based on a review by installer		3 Yes	Yes	Add to 2025 Project List for consideration
Add on to play structure at Centennial Park		1 Yes		Remove from list
Add on to play structure at Sarah Spencer Park		1 Yes		Remove from list
RiverWalk Park Seasonal Lighting (winter/summer)	30,000	1 Yes	Future	Move to future considerations
Structural corrections to allow for the 2nd floor of the Leo Boivin Community Centre to be available for use	55,000	1 Yes	Yes	Pending evaluation
Add a few "T" shaped docks along the waterfront trail or even by the pool for transient boaters or fishing (Similar to Morrisburg)				Remove from list
Hazardous Waste / Electronics Day	30,000 – 50,000			Remove from list, United Counties looking at alternatives
In town bus route @ \$2 per ride	100,000 – 175,000			Remove from list
Enter and promote Community in Bloom Contest	Page 72 of 108 5,000	1 Yes		Remove from list

Previous Projects ideas that were not chosen

Project	Estimate	Council	Staff	Recommendation
Permission to cut down trees by-law		1 Yes		Remove from list
Investigate carbon footprint calculations				Remove from list
Research extending RiverWalk Trail		2 Yes		Remove from list
Apply for Fed Dev Tourism Grant Program		1 Yes		Remove from list – will apply based on program alignment with initiatives
Pop-Ups for entrepreneurs under age 30		1 Yes		Already in place – with Small Business Enterprise Centre – Summer Company (Youth)
Walkway by marina				Review Feasibility
Keep old water tower - needs to be demolished in next 4-5 years, cost to demolish increases each year with inflation				Remove from list – Proceed with tender for demolition in 2025
Social Media Staff Person - Shared	30,000	1 Yes		Remove from list
Downtown Streetscaping Design – Establish Reserve		2 Yes	Future	Consider after study
LBCC Ice Surface Flooring - Has been submitted for recreation grant application		2 Yes	Yes	Funding applied for
LBCC Exit Stairway		1 Yes	Yes	Pending evaluation
Additional Sea doo Docks	Page 73 of 108 \$4,000 per dock	1 Yes	Future	Move to 2026 considerations

Previous Projects ideas that were not chosen

Project	Estimate	Council	Staff	Recommendation
Rework the boat launch (widen left side & add small floating docks to both sides that can be pulled out) maybe even add a floating break wall like Gan. Brockville pulls their docks out at end of the season.		1 Yes		Remove from list
Look at adding Prime parking spaces down at the end of St. Lawrence Street down at the beach, maybe could create a turn around (\$25 per day) or \$5 per hour.				Remove from list
Direct Economic team to seek what it will take to get Ogdensburg & surrounding area residents back into Prescott where their dollar will stretch more, most groceries not including dairy are almost par		1 Yes		Remove from list
Black nylon rink netting around rink is hard to see through	25,000	1 Yes	Future	Evaluate relocating LBCC netting to ACCC
Create a multi-use path along Sophia Street and Churchill Road leading to the Seymour Recreation Complex	Greater than \$250,000	1 Yes	Future	Move to future considerations
Additional streetlighting on Churchill Road to arena	50,000	1 Yes	Future	Move to future considerations
Purchase of Vacant Lot at 175 King Street to provide for walkway/parkette from King to Water and down to RiverWalk Park		1 Yes		Remove from list
Create New Boat Launch, pay for service and trailer parking				Remove from list

Previous Projects ideas that were not chosen

Project	Estimate	Council	Staff	Recommendation
Create a Riverwalk Lane from King Street along the river and back to King Street for vehicles to drive and park along with river on Parks Canada land				Remove from list
Add Tourism Welcome Landing Signage	1	Yes		Remove from list
Farmer's Market Misting Station	1	Yes		Remove from list
Retail Store Gap Analysis	2	Yes		Remove from list – consider in future

2025 Project Ideas - New

2025 Projects Ideas - New

Project	Description	Rough Estimate
Brockville and District Hospital Foundation – Year 8 of 10	Part of 10-year commitment to Hospital Revitalization Project	30,000
Truck Replacement	Purchase new ¾ ton pickup truck to replace 2014	80,000
Condition Assessment – Salt Dome	Evaluate condition of building	7,000
River Route Bus Purchase	Federal rural transit program has reopened due March 2025	30,000
Pool Building Repairs	Address some condition items with building	10,000
Snow Dump / Compost Site Relocation	In combination with salt dome evaluation	-
“The Leo” Documentary Funding Support	This is one of the most unique minor Hockey U18 tournaments in Canada based on the structure that allows AAA/AA and the host team B Rep compete in the same tournament. The tournament has been running for 50yrs and has very colourful history & boasts several NHL alumni. In the past the tournament attracted 24 teams, over the years the team numbers have dwindled down for various reasons, season structures, covid, etc. The tournament now sees 12 teams per year, recruiting has become challenging. This documentary has an enormous potential to provide the boost needed to attract Canadian wide & international teams again.	2,000 - 4,000

2025 Projects Ideas - New

Project	Description	Rough Estimate
Obtain ownership of Churchill Road East	Regain control of the road, so we can add pedestrian walking lanes, better lighting & ensure the road is always open.	
Pedestrian Lane and Lighting along Sophia Street	Provide a safe pedestrian path to the Seymour recreation fields and ACCC	
Produce a plan for existing Tennis Courts & surrounding land – as new ones are being built at the Seymour Recreational fields	Prescott desperately needs a condominium building along our waterfront that will attract new residents that are looking to relocate and have disposable income.	
Attract some form of circus or carnival/mid-way in the summer to the town to give an opportunity to youth.	This would bring people to Prescott from all over Leeds Grenville. Along with adding some excitement to our summer offerings for families with young children and our teenage population.	
Work with Augusta or E/C to offer some bus trips in the summer to Calypso, Six Flags Montreal, in the Winter ski trips to Camp Fortune, Wave pool.	These trips would give an opportunity for families to experience some fun trips that might not be attainable due to various reasons.	
Partnering with PFHO towards Prescott targeted doctor recruitment	In partnership with the Town of Prescott and the PFHO (Prescott Family Health Organization – doctors), work together to explore different avenues towards the recruitment of one additional doctor to the PFHT	10,000
A veterans sidewalk painted from Post office across to the fire hall		
Fence around water tower		

Project	Description	Rough Estimate
Repaint the symbol on the water tower to a picture of the Fort		
An emergency access road from the Canadian-tire Dollar Store / hotel.		
At the rink a handrail down to the seats in the handrail one side of the steps.		
An access to the lower seats by way of a ramp, so wheelchairs, walkers or a cane spectator can access		
At the pop ups have a two-tier charge system, if some one that has an existing business in Town and is paying taxes or rent, they should be substantially lower rent.		
Marina Pathway Development	Construct pedestrian path connecting to pop ups (to accommodate new watercraft rental operation)	5,000
Brand Strategy Implementation	to implement marketing strategy action items e.g. replacement seasonal pole banners	15,000
Movies in the Park	Town has screen and projector but need a better sound system	5,000
Music in the Downtown	Not live performers but just music for ambiance shoppers & tourists	
Expand / Reconfigure Marina Parking Lot	To address increase of area usage	

Project	Description	Rough Estimate
St. Lawrence River Strategy Membership	<p>This strategy in place by the River Institute and the Mohawk Council of Akwesasne</p> <p>To facilitate collaboration and identify shared goals for the health of the St. Lawrence River</p> <p>An application is completed and submitted for review</p>	Nominal
Expansion of River Route	Look to expand to a weekend schedule	Collaborative

- Does Council agree with 2023/2024 Project Ideas – Recommendations (remove, 2025, Future, etc.)?
- Next Step is to combine remaining items from the 2023/2024 Project Ideas with New 2025 Project Ideas and send to Council Members to identify top priorities
- 2025 Project Ideas List to be reviewed with priorities in February for further consideration



2025 Budget
Administration & Protective Services
January 13, 2025

- Timelines
- Administrative Services
- Protective Services

Timelines



- Council
- Administration
- Taxation

Administrative Services Expenses

	2024 Budget	2024 Projection	2025 Budget	Budget to Budget Higher / (Lower)	Notes	Transfer to Reserves
Council	177,305	191,192	180,524	3,219		5,100
Administration	908,721	888,439	990,062	81,341	Salary increase 5%, assumes Insurance increase 5%, IT Hardware and Support increase \$15,000	-
Taxation	513,427	516,867	514,556	1,129		451,102
Total	1,599,453	1,596,498	1,685,142	85,689		456,202
% Change				+5.4%		

- Fire & Rescue Services
- Policy Services
- Bylaw Enforcement
- Building Department
- Emergency Preparedness

Protective Services Expenses

	2024 Budget	2024 Projection	2025 Budget	Budget to Budget Higher / (Lower)	Notes	Transfer to Reserves
Fire	792,347	762,819	856,460	64,113	New Fire Truck Debenture & Insurance	30,000
Police	1,221,924	1,217,323	1,244,684	22,760	OPP Increase \$17,560, increase to budget for new joint Police Services Board	-
Bylaw	89,169	85,730	89,747	578	No longer shared position, revenue from Shared CBO offset loss of revenue from Augusta	-
Building	205,268	214,806	249,316	44,048	CBO now shared to EC salary and mileage offset by additional revenue	-
Emergency	5,000	2,716	5,000	-		-
Total	2,313,708	2,283,392	2,445,207	131,499		30,000
% Change					+5.7%	

Budget Expenses Reviewed to Date

	2024 Budget	2024 Projection	2024 Budget	Budget to Budget Higher / (Lower)	Notes	Transfer to Reserves
Health	415,623	418,756	460,186	44,563	Assumes 10% increase in Joint Services and Public Health Levy, \$6,000 increase for Cemetery	-
Social	961,959	964,237	996,203	34,244	Assumes 10% increase in Joint Services Levy, St. Lawrence Lodge increase up to 35% offset by transfer to reserve decrease	5,132
Administrative	1,599,453	1,596,498	1,685,142	85,689	Salary increase 5%, assumes Insurance increase 5%, IT Hardware and Support increase \$15,000	456,202
Protective	2,313,708	2,283,392	2,445,207	131,499	New Fire truck debt and insurance, CBO Sharing with EC	30,000
Total	5,290,743	5,262,883	5,586,738	295,995		491,334
% Change					Page 89 of 108 +5.6%	

- Expenses Budgets
 - Transportation
 - Parks and Recreation

Budget Worksheet
Council

Fund 00
Dept 140

2025 Budget

	October Year-to-Date			Total 2024	Total 2024	Total 2025	Higher / (Lower)	Notes
	Budget	Actual	Variance B (W)	Projected	Budget	Budget		
Expenses								
Salaries & Benefits	117,054	118,156	(1,102)	141,787	140,465	143,184	2,719	Approved Structure + 2024 CPI (2.0%)
Travel	5,708	3,715	1,993	5,143	6,850	6,850	-	\$2,050 Mayor, \$800 per Councillor
Conference Fees	6,667	636	6,031	4,636	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	208	1,047	(838)	1,047	250	1,000	750	
Insurance	1,450	1,450	-	1,740	1,740	1,740	-	
Other Expenses	167	204	(37)	204	200	200	-	
Clothing	1,167	1,340	(174)	1,340	1,400	1,400	-	Council Clothing \$200 x 7
Promotional Materials	1,250	181	1,069	181	1,500	1,500	-	Town of Prescott Items
Public Relations	2,292	976	1,316	1,512	2,750	2,750	-	Flowers, gift baskets
Cell Phones	708	559	150	769	850	800	(50)	Mayor's Cell Phone
Data Communication	4,750	4,457	293	5,403	5,700	5,500	(200)	Ipads
Legal Fees	-	20,230	(20,230)	20,230	-	-	-	IC
Grants to Others	417	500	(83)	500	500	500	-	Yearly Bursary SGDHS
Transfers to Reserves	4,250	4,250	-	5,100	5,100	5,100	-	Election Reserve
Total	147,754	159,301	(11,547)	191,192	177,305	180,524	3,219	
							1.82%	

Departmental Statement

Administration

2025 Budget

	October Year-to-Date			Total 2023	Total 2023	Total 2024	Higher / (Lower)	Notes
	Budget	Actual	Variance B (W)	Projected	Budget	Budget		
	Expenses							
Salaries & Benefits	451,076	469,727	(18,651)	563,672	541,291	592,317	51,026	
Travel, Training, Conference	10,792	2,900	7,892	3,176	12,950	12,950	-	
Membership Fees	5,625	4,944	681	4,944	6,750	6,750	-	
Meeting Expenses	83	-	83	-	100	100	-	
Health & Safety Supplies	417	-	417	-	500	500	-	
Insurance	18,025	18,025	-	21,630	21,630	22,990	1,360	Renewal +5%
Office Supplies	4,167	5,066	(900)	5,267	5,000	5,500	500	
Computer Printing Supplies	2,500	2,704	(204)	3,092	3,000	3,100	100	
External Printing Costs	2,208	2,487	(278)	2,487	2,650	2,550	(100)	Marriage Licenses
Postage	6,667	4,579	2,087	6,106	8,000	7,500	(500)	
Courier	208	-	208	-	250	-	(250)	
Subscriptions	1,542	177	1,365	1,677	1,850	1,850	-	
Other	1,917	549	1,368	627	2,300	750	(1,550)	
Office Equipment	875	24	851	731	1,050	1,000	(50)	
Photocopier Maintenance	2,083	1,690	393	2,100	2,500	2,250	(250)	
Computer	25,000	16,436	8,564	31,723	30,000	40,000	10,000	Hardware replacements
Computer Licenses	33,333	19,576	13,757	39,491	40,000	40,000	-	Software Licenses
Equipment Repair	208	643	(434)	643	250	700	450	
Advertising Community	292	858	(566)	1,040	350	850	500	
Advertising Recruitment	167	950	(784)	1,133	200	850	650	
Maintenance Supplies	833	340	493	340	1,000	500	(500)	
Janitorial Cleaning Supplies	-	1,257	(1,257)	1,471	-	1,500	1,500	
Maintenance Contract	12,500	6,950	5,550	6,950	15,000	15,000	-	
Repairs	16,667	8,986	7,681	8,986	20,000	20,000	-	
Other Building Contract	83	309	(226)	468	100	400	300	
Hydro	14,583	16,580	(1,997)	19,622	17,500	20,600	3,100	Assumes 5% increase
Heat	9,583	7,974	1,609	9,852	11,500	10,350	(1,150)	Assumes 5% increase
Water	708	632	76	785	850	825	(25)	Assumes 5% increase
Sewer	750	714	36	886	900	930	30	Assumes 5% increase
Telephone	10,583	11,272	(689)	15,703	12,700	15,550	2,850	
Data Communications	2,208	1,711	497	2,847	2,650	3,000	350	
Property & Contents Insurance	12,000	12,000	-	14,400	14,400	20,300	5,900	Renewal +5%

**Departmental Statement
Administration**

2025 Budget

	October Year-to-Date			Total 2023 Projected	Total 2023 Budget	Total 2024 Budget	Higher / (Lower)	Notes
	Budget	Actual	Variance					
	B (W)							
Expenses								
Consulting Services	13,750	7,454	6,296	11,851	16,500	16,500	-	
Audit Services	20,417	20,420	(3)	24,504	24,500	27,000	2,500	
Legal Services	16,667	7,067	9,599	7,067	20,000	20,000	-	
IT Support	54,167	55,295	(1,128)	68,213	65,000	70,000	5,000	
Security Services	833	1,028	(195)	1,028	1,000	1,000	-	
Credit Card Charges	1,250	516	734	616	1,500	700	(900)	
Bank Charges	2,500	5,921	(3,421)	3,313	3,000	3,400	400	
Total	757,268	717,762	39,506	888,439	908,721	990,062	81,241	
							8.94%	

Budget Worksheet
Property Taxes

Fund 00
Dept 190

2025 Budget

	October Year-to-Date			Total 2024	Total 2024	Total 2025	Higher / (Lower)	Notes
	Budget	Actual	Variance B (W)	Projected	Budget	Budget	(Lower)	
Expenses								
MPAC Assessment Fees	40,688	48,825	(8,137)	48,825	48,825	49,954	1,129	As per notice
Consulting Services	1,250	3,419	(2,169)	3,419	1,500	1,500	-	
Transfer to Reserves	375,918	375,918	0	451,102	451,102	451,102	-	
Tax Write Offs	10,000	-	10,000	13,521	12,000	12,000	-	
Total	427,856	428,162	(307)	516,867	513,427	514,556	1,129	
							0.22%	

Budget Worksheet
Fire Department

Fund 00
Dept 200

2025 Budget

	October Year-to-Date			Total 2024	Total 2024	Total 2025	Higher / (Lower)	Notes
	Budget	Actual	Variance B (W)	Projected	Budget	Budget		
Expenses								
Salaries & Benefits	228,652	237,494	(8,843)	294,593	274,382	304,380	29,998	Includes NFPA Training Fund
Training NFPA	16,667		16,667	-	20,000	-	(20,000)	Added into above
Travel	1,667	-	1,667	-	2,000	2,000	-	
Training Fees	13,333	10,696	2,637	12,836	16,000	20,000	4,000	FF1&2 Ice Water Rescue
Conference Fees	833	-	833	-	1,000	1,000	-	
Membership Fees	833	575	259	690	1,000	1,000	-	OAFC, FP, Admin Cood
Meeting Expenses	167	-	167	-	200	200	-	
Health & Safety Supplies	3,333	482	2,851	579	4,000	4,000	-	
Insurance	2,825	2,825	-	3,390	3,390	3,560	170	Renewal +5%
Office Supplies	1,667	132	1,534	159	2,000	2,000	-	
Office Supplies - Prevention	3,958	3,066	892	3,680	4,750	4,750	-	Pub Ed - school visits etc
Postage	42	43	(2)	52	50	50	-	
Courier	42	31	10	38	50	50	-	
Subscriptions	1,250	-	1,250	-	1,500	1,500	-	NFPA renewal
Books	-	1,516	(1,516)	1,516	-	1,500	1,500	
Other	833	427	407	512	1,000	1,000	-	
Photocopier	1,250	1,199	51	1,439	1,500	1,500	-	
Computer	1,667	-	1,667	306	2,000	2,000	-	
Radio Maintenance Contract	2,667	2,357	310	2,828	3,200	3,200	-	
Equipment	30,000	13,167	16,833	30,801	36,000	36,000	-	
Computer Licenses	2,083	560	1,524	672	2,500	2,500	-	
Advertising Community	250	-	250	-	300	300	-	
Advertising Recruitment	417	-	417	-	500	500	-	
Insurance - Other	9,583	6,960	2,623	10,852	11,500	11,500	-	Equitable Life & AIG
Janitorial Cleaning Supplies	500	-	500	-	600	600	-	
Building Maintenance Contracts	5,500	3,594	1,906	4,504	6,600	6,600	-	
Repairs	2,500	4	2,496	5	3,000	3,000	-	
Hydro	6,833	7,095	(262)	8,565	8,200	9,000	800	Assumes 5% increase
Heat	7,083	4,955	2,129	7,945	8,500	8,250	(250)	Assumes 5% increase
Water	417	478	(62)	574	500	600	100	Assumes 5% increase
Sewer	583	670	(87)	804	700	850	150	Assumes 5% increase
Telephone	833	666	167	Page 95 of 108	799	1,000	1,000	-

Budget Worksheet
Fire Department

Fund 00
Dept 200

2025 Budget

	October Year-to-Date			Total 2024	Total 2024	Total 2025	Higher / (Lower)	Notes
	Budget	Actual	Variance B (W)	Projected	Budget	Budget	(Lower)	
Expenses								
Cellular Services	2,500	1,937	563	2,616	3,000	3,000	-	
Data Communications	2,917	2,108	809	2,885	3,500	3,500	-	
Building & Content Insurance	7,825	7,825	-	9,390	9,390	12,780	3,390	Renewal +5% plus new truck
Vehicle Fuel	8,333	3,136	5,198	3,757	10,000	10,000	-	
Tools	-	28	(28)	34	-	-	-	
Vehicle Repairs	12,500	23,750	(11,250)	24,099	15,000	20,000	5,000	
Vehicle Insurance	4,529	4,529	(0)	5,435	5,435	5,390	(45)	Renewal +5%
Uniforms / Clothing	3,333	3,102	231	3,722	4,000	4,000	-	
Security Services	833	661	172	794	1,000	1,000	-	
Dispatch	18,708	18,697	12	22,436	22,450	23,350	900	
Debenture Payments	225,542	167,928	57,613	269,514	270,650	309,050	38,400	Fire Hall & New Fire Truck
Transfer to Reserves	25,000	25,000	0	30,000	30,000	30,000	-	
Total	660,289	557,694	102,596	762,819	792,347	856,460	64,113	
							8.1%	

Budget Worksheet
Police

Fund 00
Dept 210

2025 Budget

	October Year-to-Date			Total 2024	Total 2024	Total 2025	Higher / (Lower)	Notes
	Budget	Actual	Variance B (W)	Projected	Budget	Budget		
Expenses								
Salaries & Benefits	1,917	-	1,917	-	2,300	-	(2,300)	Move to PSB Board
Other	-	-	-	-	-	7,500	7,500	New PSB Board
Police Contract	997,228	995,310	1,918	1,194,373	1,196,674	1,214,234	17,560	As per Notice
Programs	19,125	19,125	0	22,950	22,950	22,950	-	
Total	1,018,270	1,014,435	3,835	1,217,323	1,221,924	1,244,684	22,760	
							1.9%	

Budget Worksheet
Bylaw Enforcement

Fund 00
Dept 240

2025 Budget

	October Year-to-Date			Total 2024	Total 2024	Total 2025	Higher / (Lower)	Notes
	Budget	Actual	Variance			Projected Budget	Budget	
			B (W)					
Expenses								
Salaries & Benefits	58,766	64,176	(5,410)	77,011	70,519	77,797	7,278	
Mileage	-	1,380	(1,380)	1,446	-	500	500	
Membership Fees	125	-	125	-	150	150	-	
Office Supplies	208	-	208	-	250	250	-	
External Printing Costs	1,458	41	1,418	41	1,750	1,750	-	
Registrations	83	-	83	-	100	100	-	
Other	167	5,166	(5,000)	606	200	200	-	
Dog Tags	417	-	417	-	500	500	-	
Training	1,250	-	1,250	-	1,500	1,500	-	
Software Licenses	2,083	-	2,083	2,398	2,500	2,500	-	
Cellular Services	1,250	701	549	842	1,500	1,000	(500)	
Contracted Services	5,583	-	5,583	-	6,700	-	(6,700)	Move to Salaries Above
Inspections	2,917	2,771	146	3,386	3,500	3,500	-	Animal Control
Credit Card Charges	-	9	(9)	19	-	50		
Total	74,308	74,244	73	85,730	89,169	89,747	578	
							0.65%	

Budget Worksheet
Building Department

Fund 00
Dept 245

2025 Budget

	October Year-to-Date			Total 2024	Total 2024	Total 2025	Higher / (Lower)	Notes
	Budget	Actual	Variance B (W)	Projected	Budget	Budget	(Lower)	
Expenses								
Salaries & Benefits	151,765	166,672	(14,907)	200,007	182,118	221,516	39,398	CBO to 44 Hours per week
Travel Mileage	1,583	3,474	(1,891)	4,798	1,900	5,000	3,100	Increase offset by EC
Travel Other	125	-	125	-	150	-	(150)	
Training Fees	2,083	-	2,083	-	2,500	2,500	-	
Meal	-	141	(141)	141	-	-	-	
Conference Fees	1,083	-	1,083	-	1,300	1,300	-	
Memberships	1,083	70	1,013	70	1,300	1,300	-	
Office Supplies	83	-	83	-	100	100	-	
External Printing Costs	208	-	208	-	250	250	-	
Other Expenses	2,917	88	2,828	88	3,500	3,500	-	
Printing Costs	833	-	833	-	1,000	1,000	-	
Subscriptions	-	-	-	-	-	-	-	
Software Licenses	5,417	-	5,417	6,328	6,500	6,500	-	
Cellular Services	750	754	(4)	988	900	1,000	100	
Data Services	208	183	25	244	250	250	-	
Uniforms	-	69	(69)	69	-	100	100	
Contracted Services	2,917	63	2,854	643	3,500	3,500	-	
Credit Card Charges	-	1,419	(1,419)	1,430	-	1,500	1,500	
Total	171,057	172,933	(1,876)	214,806	205,268	249,316	44,048	
							21.5%	

**Budget Worksheet
Emergency Measures**

Fund 00
Dept 250

2025 Budget

	October Year-to-Date			Total 2024	Total 2024	Total 2025	Higher / (Lower)	Notes
	Budget	Actual	Variance B (W)					
	Projected	Budget	Budget					
Revenue								
Other	4,167	648	3,518	2,473	5,000	5,000	-	Basic Emergency
Meeting Expenses	-	18	(18)	21	-	-	-	Training 2025
Advertising	-	203	(203)	243	-	-	-	for MECG
Total	4,167	869	3,298	2,716	5,000	5,000	-	
							0.0%	

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NO. 01-2025

A BY-LAW TO PROVIDE FOR AN INTERIM TAX LEVY FOR 2025

Being a by-law to provide for an interim tax levy for 2025.

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 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 2025:

<u>Tax Class</u>	<u>Interim Rate</u>
Residential/Farmland	0.00846491
New Multi-Residential	0.00923490
Multi-Residential	0.01235149
Commercial – Occupied	0.01898487
Commercial – Excess Land	0.01460941
Commercial – Vacant Lands	0.01460941
Industrial – Occupied	0.02465075
Industrial – Excess Land	0.01756299

Industrial – Vacant Lands	0.01756299
Pipelines	0.01500416
Farmlands	0.00211623
Managed Forests	0.00211623

2. An interim tax levy of 50% of the 2024 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, 2025.
4. On all taxes of the interim tax levy, which are in default on the 1st day of April 2025, 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, 2025, 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 13th DAY OF JANUARY 2025.

Mayor

Clerk

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NO. 02-2025

A BY-LAW TO AUTHORIZE TEMPORARY BORROWING FOR THE YEAR 2025

Being a by-law to authorize temporary borrowing for the year 2025

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 2024 was \$11,469,786; 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 \$5,734,893 from January 1 to September 30, 2025, and \$2,867,446 from October 1 to December 31, 2025, 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 02-2025 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 13th DAY OF JANUARY, 2025.

Mayor

Clerk

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NO. 03-2025

A BY-LAW TO APPOINT MUNICIPAL BY-LAW ENFORCEMENT OFFICERS FOR THE CORPORATION OF THE TOWN OF PRESCOTT

Being a by-law to appoint Municipal By-law Enforcement Officers for the Corporation of the Town of Prescott.

WHEREAS the *Municipal Act*, S. O. 2001, Chapter 25, as amended, provides that the powers of a municipality shall be exercised by its council; and

WHEREAS the *Municipal Act*, S.O. 2001, Chapter 25, as amended, provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

WHEREAS the *Municipal Act*, S.O. 2001, Chapter 25 as amended, governs the authority of municipalities to enforce by-laws; and

WHEREAS Section 55 (1) of the *Community Safety and Policing Act*, S.O. 2019, authorizes a municipality to appoint persons to enforce the by-laws of the municipality; and

WHEREAS Section 227 of the *Municipal Act*, S.O. 2001, Chapter 25 authorizes Councils to pass by-laws for appointing such Officers and employees as may be necessary for the purposes of the Corporation, for carrying into effect the provisions of any by-law of Council; and

WHEREAS Council of the Corporation of the Town of Prescott deems it expedient to confirm and consolidate the appointment of all Municipal By-law Enforcement Officers under one by-law.

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

1. That the following individuals are hereby appointed as a Municipal By-Law Enforcement Officer with the authority to enforce all by-laws in the Town of Prescott which relate to parking matters, traffic matters, animal control matters, property standards matters, and matters relating to by-laws passed under the *Municipal Act*, *Building Code Act*, and *Planning Act*.
 - a) Shawn Merriman
 - b) Joann Perry
 - c) Matthew Armstrong
 - d) Tyler Varley
 - e) Matt Locke
 - f) John Buffett

2. That this by-law shall take effect on the date of final passing thereof.
3. That the following by-laws be repealed:
 - By-Law 25-2023
 - By-Law 49-2023
 - By-Law 05-2024
4. That should any other existing by-laws, resolutions, or actions of the Corporation of the Town of Prescott be deemed to be inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.

READ AND PASSED, SIGNED AND SEALED THE 13th DAY OF JANUARY, 2025.

Mayor

Clerk

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NO. 04-2025

A BY-LAW TO ADOPT THE PROCEEDINGS OF THE COUNCIL MEETING HELD ON JANUARY 13, 2025.

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

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

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

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

READ AND PASSED, SIGNED AND SEALED THIS 13th DAY OF JANUARY 2025.

Mayor

Clerk