



PRESCOTT TOWN COUNCIL
AGENDA

May 15, 2023

6:00 pm

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Our Mission:

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

Land Acknowledgement:

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

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

Pages

1. Call to Order

2. Approval of Agenda

RECOMMENDATION

That the agenda for the Council meeting of Monday, May 15, 2023 be approved as presented.

3. Declarations of Interest

4. Presentations

4.1 Laughs at the Leo - Cheque Presentation

5.	Delegations	
6.	Minutes of the previous Council meetings	
6.1	May 1, 2023	1
	RECOMMENDATION	
	That the Council minutes dated May 1, 2023, be accepted as presented.	
7.	Communications & Petitions	
7.1	Relay For Life at South Grenville D.H.S - Event	12
8.	Consent Reports	
	<i>All matters listed under Consent Reports are to be considered routine and will be enacted by one motion. Should a member wish an alternative action from the proposed recommendation, the member shall request that the item be moved to the applicable section of the agenda.</i>	
	RECOMMENDATION	
	That all items listed under the Consent Reports section of the agenda be accepted as presented.	
8.1	Information Package (under separate cover)	
9.	Committee Reports	
9.1	COA Report 01-2023 - Consent Application SEV 2023-02 194 James Street East	13
	RECOMMENDATION	
	For information.	
9.2	COA Report 02-2023 - Minor Variance Application - 292 Centre Street	23
	RECOMMENDATION	
	For information.	
10.	Mayor	
11.	Outside Boards, Committees and Commissions	
12.	Staff	
12.1	Staff Report 34-2023 - Property Standards Committee	46

RECOMMENDATION

That By-Law 21-2023, be enacted to name the Members of the Committee of Adjustment and the Property Standards Committee.

12.2	Staff Report 35-2023 - United Counties of Leeds and Grenville - Climate Change Action Plan	50
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RECOMMENDATION

That Council direct Staff to undertake the following:

- Submit the Climate Change Survey Initiatives
- Participate in the United Counties of Leeds and Grenville Climate Change Working Group
- Add “Climate Change” to the heading of Environmental Implications on Staff Reports
- Explore the use of the Climate Lens Tool offered by the Clean Air Partnership

12.3	Staff Report 36-2023 - Noise and Refreshment Vehicle By-Law Update Recommendations	95
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RECOMMENDATION

That Council direct Staff to bring the draft Noise By-law and the draft Refreshment Vehicle By-laws attached to Staff Report 36-2023 to the Council meeting of June 5, 2023 for final review and consideration.

12.4	Staff Report 37-2023 - Capital and Operating Projects Update May 2023	123
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RECOMMENDATION

For information.

12.5	Staff Report 38-2023 - Closed Circuit Television (CCTV) Grant Program	126
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RECOMMENDATION

That Council direct Staff to submit an application under the Closed-Circuit Television (CCTV) Grant Program for up to \$100,000.

13. Resolutions

14. By-laws

14.1	Committee of Adjustment/Property Standards Committee Appointment By-Law	138
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RECOMMENDATION

That By-Law 21-2023, being a by-law to appoint members to the Committee of Adjustment/Property Standards Committee for the term of Council expiring November 14, 2026, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

15. New Business

15.1 Municipality of Shuniah - Enbridge Charges 140

15.2 City of Stratford Resolution - Use of Long-Term Care Funding to Support Community Care Services 141

15.3 Composition of Council - Deputy Mayor

15.4 Strategy for Pedestrian Safety

16. Notices of Motion

17. Mayor's Proclamation

17.1 Pride Month 142

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 (May 1, 2023)

19.2 Community Awards

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

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

20. Rise and Report

21. Confirming By-Law – 22-2023 143

RECOMMENDATION

That By-Law 22-2023, being a by-law to confirm the proceedings of the Council

meeting held on May 15, 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

22. Adjournment

RECOMMENDATION

That the meeting be adjourned to Monday, June 5, 2023. (Time: p.m.)



PRESCOTT TOWN COUNCIL

MINUTES

Monday, May 1, 2023

6:00 p.m.

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Present	Mayor Gauri Shankar, Councillor Leanne Burton, Councillor Mary Campbell, Councillor Justin Kirkby, Councillor Ruth Lockett, Councillor Lee McConnell, Councillor Tracey Young
Staff	Matthew Armstrong, CAO/Treasurer, Nathan Richard, Director of Operations, Lindsey Veltkamp, Director of Administration/Clerk, Dana Valentyne, Economic Development Officer, Kaitlin Mallory, Deputy Clerk

1. Call to Order

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

2. Approval of Agenda

Motion 96-2023

Moved By Young
Seconded By Lockett

That the agenda for the Council meeting of May 1, 2023, be approved as presented.

Carried

3. Declarations of Interest

There were no declarations of interest.

4. Presentations

There were no presentations.

5. Delegations

There were no delegations.

6. Minutes of the previous Council meetings

6.1 April 17, 2023

Motion 97-2023

Moved By Burton
Seconded By Campbell

That the Council minutes dated April 17, 2023, be accepted as presented.

Carried

7. Communications & Petitions

There were no items under communications & petitions.

8. Consent Reports

Motion 98-2023

Moved By McConnell

Seconded By Kirkby

That all items listed under the Consent Reports section of the agenda be accepted as presented, save and except Item 8.1(4,5,7, & 8).

Carried

8.1 Information Package (under separate cover)

1. Planning Advisory Committee Meeting Minutes – January 26, 2023
2. Leeds, Grenville, and Lanark District Health Unit Board of Health Meeting Summary – April 20, 2023
3. City of Port Colborne resolution of support re: Changes to Municipal Heritage Register
4. Federation of Northern Municipalities resolution of support re: Bail Reforms
5. City of Stratford resolution of support re: Use of Long-Term Care Funding to Support Community Care Services
6. Municipality of Puslinch resolution of support re: Roadside Litter on Highway 401
7. Municipality of Waterloo resolution of support re: Protecting the Privacy of Candidates and Donors
8. Municipality of Shuniah resolution of support re: Enbridge Third-Party Charges for Utility Locates

9. Committee Reports

There were no committee reports.

10. Mayor

There were no items discussed under the Mayor's portion of the agenda.

11. Outside Boards, Committees and Commissions

Councillor Burton spoke to her attendance at the Planning Advisory Committee held on April 24.

Councillor Young spoke to her attendance at the Planning Advisory Committee held on April 24.

Councillor Campbell spoke to her attendance at the Fire Services Committee meeting held on April 4, and her attendance at Ontario Good Roads Association conference.

12. Staff

12.1 Staff Report 29-2023 - 2023 Community Awards - Selection of Working Group

Motion 99-2023

Moved By Campbell

Seconded By Burton

That Council receive Staff Report 29-2023 for information; and

That Council appoint the following three members to the Business, Citizen & Volunteer of the Year Awards Selection Panel for 2023:

- Councillor Justin Kirkby

- Councillor Ruth Lockett

- Councillor Tracey Young

Carried

Kaitlin Mallory, Deputy Clerk, spoke to the report. She referenced the number of nominations received, the upcoming celebration event at the Kinsmen Amphitheatre, and a meeting of the selection panel to take place during the week of May 8-12 to review the submissions received.

12.2 Staff Report 30-2023 - 2023 Street Repaving

Motion 100-2023

Moved By Lockett

Seconded By Campbell

That Council direct Staff to proceed with milling and repaving the surface of the following street sections in 2023:

- Prescott Centre Drive add concrete curb at north and repave north lane
- Churchill Road from Next Polymer to the west train track
- Dibble Street west (30 meters west of the intersection at Edward Street)

Carried

Nathan Richard, Director of Operations, spoke to the report. He spoke to the annual resurfacing of roads, the roads assessment from 2019 and 2022, and the use of Ontario Community Infrastructure Funding (OCIF) funds to complete the work.

Discussion was held regarding ownership of Prescott Centre Drive, and its intersection at Edward Street.

Further discussion was held regarding paving the shoulder of Churchill Road west and the east side of Sophia Street in future years to accommodate active transportation.

12.3 Staff Report 31-2023 - Water Tower - Approval to Issue RFP

Motion 101-2023

Moved By Kirkby

Seconded By McConnell

That Council to direct Staff to release a Request for Proposal for the Water Tower Infrastructure Project as outlined in Staff Report 31-2023.

Carried

Nathan Richard, Director of Operations, spoke to report. He referenced the 2022 Infrastructure report, and the existing water tower's capacity and specifications.

Discussion was held regarding the demolition and decommissioning of the current water tower, accounting for painting and design options as a provisional item in the contract, and the timeline for the request for proposal.

Discussion was also held regarding the current capacity requirements versus future water needs, and steps being taken to ensure there is no damage to the new recreation complex during the construction of the water tower.

12.4 Staff Report 32-2023 - Community Improvement Plan Amendment Approval

Motion 102-2023

Moved By Kirkby

Seconded By Burton

That Council approve the proposed Community Improvement Plan amendments as presented and approved by the Planning Advisory Committee, in accordance with section 28 of the *Planning Act*, R.S.O. 1990, as amended.

Carried

Dana Valentyne, Economic Development Officer, spoke to the report. She spoke to approval of the Community Improvement Plan (CIP) by the

Planning Advisory Committee, and provided an overview of its amendments.

Discussion was held regarding number of current applications, recourse for lack of progress, the plans comparison with local municipal plans, and current applications being considered under the new amendments.

Further discussion was held regarding the affordable housing component in large scale residential, focusing on the downtown, and more flexible individuality for storefronts.

12.5 Staff Report 33-2023 - Canada Day Complimentary Activities

Motion 103-2023

Moved By Burton

Seconded By McConnell

That Council direct Staff to work with George Tierney and Windmill Brewery to coordinate complimentary activities for Canada Day July 1, 2023.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He spoke to working with Fort Wellington, and the in-kind requests for the Town such as street closures and garbage collection.

Discussion was held regarding road closures and concerns surrounding third parties soliciting donations on behalf of the Town.

Further discussion was held regarding a supporting an event organized by committee of volunteers such as the Cardinal Festival Committee versus supporting a third party event.

13. Resolutions

There were no resolutions.

14. By-laws

14.1 Community Improvement Plan

Motion 104-2023

Moved By Kirkby

Seconded By Young

That By-Law 19-2023, being a to adopt a Community Improvement Plan 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.

Carried

15. New Business

There was no new business expressed.

16. Notices of Motion

There were no notices of motion.

17. Mayor's Proclamation

17.1 National Day of Awareness for Missing and Murdered Indigenous Women, Girls, Two-Spirited People

Mayor Shankar proclaimed May 5, 2023, as the National Day of Awareness for Missing and Murdered Indigenous Women, Girls, Two-Spirited People in the Town of Prescott.

17.2 Emergency Preparedness Week

Mayor Shankar proclaimed the week of May 7-13, 2023, as Emergency Preparedness Week in the Town of Prescott.

Councillor McConnell requested that Staff bring a report to a future Council meeting regarding the ability to increase the number of flags on the cross bar at the Lee McKnight fountain downtown.

18. Period for Media Questions

There were no questions from the media.

19. Closed Session

Motion 105-2023

Moved By Lockett

Seconded By Kirkby

That Council move into Closed Session at 8:12 p.m. to discuss matters pertaining to:

19.1 Litigation

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

19.2 Purchase & Sale

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

19.3 Approval of the Closed Session minutes (April 17, 2023)

19.4 Identifiable Individual

- Under Section 239(2)(b) of the *Municipal Act* - personal matters about an identifiable individual, including municipal employee; and

That the Economic Development Officer, remain in the room for Items 19.1 and 19.2 and that the CAO/Treasurer, Clerk, and Deputy Clerk remain in the room for Items 19.1, 19.2, 19.3, 19.4.

Carried

Motion 106-2023

Moved By Kirkby

Seconded By Young

That the meeting be extended. (Time: 9:08 p.m.)

Carried

Dana Valentyne, Economic Development Officer, left the meeting at 9:12 p.m.

Motion 107-2023

Moved By Campbell

Seconded By McConnell

That Council reconvene in Open Session. (Time: 9:24 p.m.)

Carried

20. Rise and Report

During the Closed Session, Council received information on Item 19.1 - Litigation, provided Staff direction on Item 19.2 - Purchase & Sale, approved the Closed Session minutes dated April 17 under Item 19.3, and received information on Item 19.4 - Identifiable Individual.

21. Confirming By-Law – 20-2023

Motion 108-2023

Moved By Young

Seconded By Lockett

That By-Law 20-2023, being a by-law to confirm the proceedings of the Council meeting held on Monday, May 1, 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

22. Adjournment

Motion 109-2023

Moved By Kirkby

Seconded By Burton

That the meeting be adjourned to Monday, May 15, 2023. (Time: 9:26 p.m.)

Carried

Mayor

Clerk



Relay For Life at South Grenville D.H.S.

Friday June 02 2023
11:00am-11:00pm

Cancer changes everything. So can you.

South Grenville D.H.S. is joining the fight against cancer by hosting a Relay for Life event in support of the Canadian Cancer Society - but we need your help!

On Friday June 02, 2023, we will be relaying at our school 11:00am-11:00pm to save lives. Relay For Life is important to us because we want to fund Canada's most promising cancer research and vital support services for patients and their families right in our community.

We are asking you to sponsor this important cause by contributing a monetary donation to support putting on this event or a donation of food and drink to help our relay people keep going will go a long way. Our fundraising goal of \$20,000. With your help, we can make this goal a reality, as we work together to create a cancer-free future.

Why get involved?

This year alone, 202,400 Canadians will be diagnosed with cancer and 78,000 will die from it. This makes cancer the leading cause of death in Canada.

The Canadian Cancer Society is the largest national charitable funder of cancer research. It is also the only cancer charity in Canada that fights all types of cancer, while also working to prevent cancer and support patients living with cancer.

- **Cancer is the number 1 health concern of Canadians**, so by supporting Relay For Life, you will:
- **Build brand value and enhance your corporate image.** The majority of Canadians have a better opinion of corporations that integrate a good cause into their business and are more likely to buy products from a company if they know it has brands that support good causes.
- **Attract new customers.** Millennials are social, which gives your <product/business> authentic access to a network with a large word-of-mouth marketing potential.
- **Empower the students in your community.** Through Relay For Life, we unite with one common goal – to make an impact in the fight against cancer – and you can help make that possible.
- **Be recognized.** Your generosity will not go unnoticed. We have a wide range of recognition option based on the level of support.
- **We invite "YOU" to connect with the community and join us as sponsor to support this important cause.** If you have any questions, or would like to join us in the fight, please contact:

Brandi Donovan
brandi.donovan@ucdsb.on.ca
613-213-1563 (cell)
613-925-2855

Thank you for your consideration. We look forward to hearing from you!



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 4 '23
Strategic Plan		

Report No. 01-2023

STAFF REPORT TO COMMITTEE OF ADJUSTMENT

Date: May 4, 2023

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

RE: Consent Application SEV 2023-02 194 James Street E
Legal Description Plan 19 Blk 2 Lot 1 and Pt Lot 2
Current Roll No. 0708 010 015 01200

RECOMMENDATION:

That the Committee of Adjustment approve the proposed consent application SEV 2023-02 subject to the following conditions:

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

BACKGROUND / ANALYSIS:

The subject property is in an established neighborhood that was constructed in the late 1800's. The neighbor located at 194 James Street east, approached the Town over a year ago to discuss severing a lot. During the investigation it was determined that a small portion of the garage located at 557 East Street was over the property line and in fact sitting on the property of 194 James Street east. After some discussion between the property owners, it was determined that the best solution was to sever a small piece off 194 James Street east and then combine that piece to the existing lot at 557 East Street which alleviates the property line issues.

This section of land has been proposed by a survey diagram showing the current and suggested new lot lines. The application was submitted on March 7, 2023. The mailing

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 4 '23
Strategic Plan		

list for a 60-metre buffer was created and the notices were mailed out to residents in the applicable area. Town departments were notified, and no concerns were expressed. There was adequate space to address the normal setback requirements and this adjustment allows both properties to meet the existing zoning requirements. Neither property has had a building permit in the last 5 years.

REGULATORY CONTROL REVIEW

Provincial Policy Statement

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

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



Subject Properties
194 James Street E
&
557 East Street

Official Plan

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



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 4 '23
Strategic Plan		

Zoning

Low Density Residential – R1

The existing use and zoning of the property conforms to the Official Plan. This consent and merger will allow both properties to meet the requirements of the R-1 zone. However, the requirement to meet today's zoning standards is moot point as this severance and consolidation is the correction of a historical issue and nothing new is being constructed or approved.

Attachments:

- Severance Application
- Site Sketch

Submitted by:

Shawn Merriman,
Manager of Building and By-law Services

PURSUANT TO SUBSECTION 53(1)
OF THE
PLANNING ACT

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

6. Location of Land:
Municipality: Prescott ✓
Street Name and Number (if any) 194 JAMES ST E.
Lot No. 1 PT LOT 2 Block No 144 2
Plan No. 19
Parts & Reference Plan No.

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

8. Description of Land intended to be Severed:
Frontage 9.4 METERS Depth 25.4 METERS
Area 190 SQ. METERS
Existing Use YARD
Proposed Use YARD
Existing Buildings / Structures on Land N/A
.....
Proposed Buildings / Structures on Land N/A
.....

9. Description of Land intended to be Retained:

Frontage17.3 m..... Depth35.3 m.....

Area689.3 sq. m.....

Existing UseRESIDENTIAL.....

Proposed UseSAME.....

Existing Buildings / Structures on LandN/A.....

.....

Proposed Buildings / Structures on LandN/A.....

.....

10. Number of new lots (not including retained lots) proposed:N/A.....

11. Access to Proposed Lot (specify)EAST ST.....

Access to Retained Lot (specify)JAMES ST.....

12. Water / Sewer

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

When will water supply and sewage services be available?N/A.....

.....

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

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

.....
.....

Date of Application or Decision:

13. Official Plan & Zoning

	<u>Proposed Lot</u>	<u>Retained Lot</u>
Official Plan Designation
Zoning

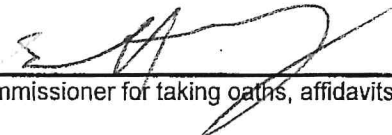
Are the subject lands currently under any official plan amendments, rezoning and/or minor variance applications, and if yes, please provide the file number?
NO
.....

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

Sworn before me at the Town.....
of Prescott..... in the
Province..... of Ontario.....
..... this 3rd day of
March....., 20 23.


Signature of Applicant/Agent/Solicitor

Signature of Applicant/Agent/Solicitor

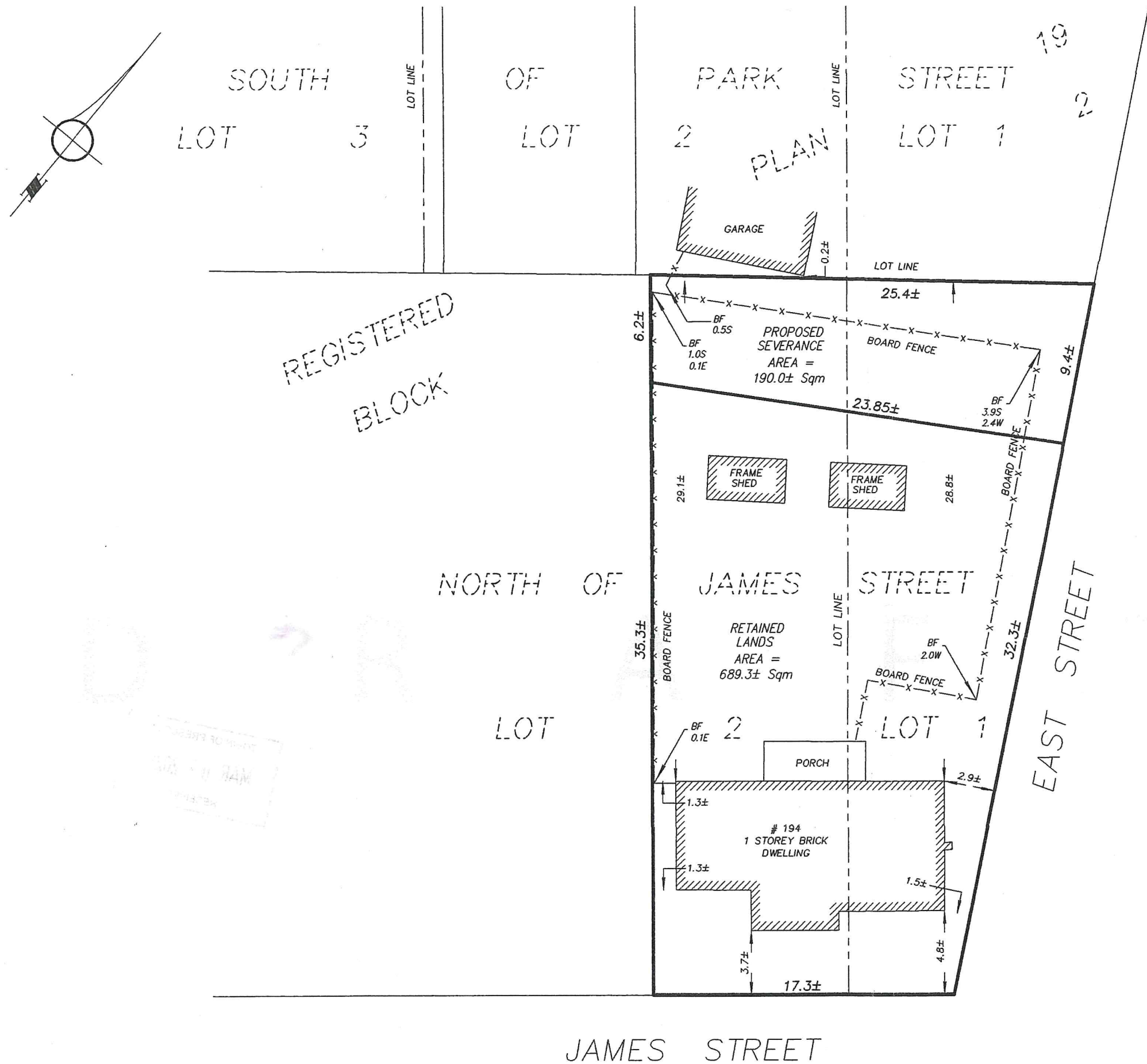

A commissioner for taking oaths, affidavits, etc.

Notes:

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

11-11-2023

TOWN OF PRESCOTT
MAR 07 2023
RECEIVED



COPYRIGHT © IBW SURVEYORS LTD. 2022
PROPOSED SEVERANCE OF
**194 JAMES STREET EAST
TOWN OF PRESCOTT**
SCALE 1 : 250 METRES
0 1 2 3 4 5 10 20

CAUTION
THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED EXCEPT FOR THE PURPOSE INDICATED IN THE TITLE BLOCK. THE WORK AND DRAWINGS HEREIN WERE COMPLETED FOR THE EXCLUSIVE USE OF OUR CLIENT AND NO LIABILITY IS ASSUMED TO ANY THIRD PARTIES OR SUBSEQUENT OWNERS.
THIS PLAN IS NOT AN ORIGINAL UNLESS EMBOSSED BY A SURVEYORS SEAL.

NOTE
PROPERTY DIMENSIONS SHOWN HEREON ARE IN ACCORDANCE WITH IBW SURVEYORS RECORDS. (PROJECT NUMBER A-037412)

DISTANCE NOTES – METRIC
DISTANCES ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

LEGEND
BF DENOTES BOARD FENCE



**MELDRUM-JASON
SURVEYORS**
A division of IBW Surveyors Ltd.
IBWSURVEYORS.COM | 1.800.667.0696



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May. 4 '23
Strategic Plan		

STAFF REPORT TO COMMITTEE OF ADJUSTMENT

Report No. 02-2023

Date: May 4, 2023

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

File No. MV 2023-01

RE: Minor Variance Application 292 Centre Street

Recommendation:

That the Committee of Adjustment approve minor variance MV 2023-01 for 292 Centre Street with the following condition:

1. The balance if any of any outstanding taxes, including penalties and interest shall be paid to the Town of Prescott.

Property Background:

The subject property is on the southeast corner of the intersection of Centre Street and Henry Street. It has been the long-time site of the Prescott Post Office and previously had complimentary governmental services housed in the same building.

The legal description for the property is PLAN 19 BLK 2 PT LOTS 10 AND 11 S SIDE HENRY ST RP 15R12028 PART 1.

The applicant proposes the interior renovation of the basement, the ground floor, the second floor, third floor and create a mix of bachelor, one, two & three-bedroom dwelling units, complete with laundry facility, fitness room, roof top garden as amenity space. The units are contained all within the present building envelope and meet all applicable zoning by-law provisions related to the building envelope.

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Information Purposes		
Policy / Action Req'd	X	May. 4 '23
Strategic Plan		

As the overall building envelope will not be changing, the only relevant zoning requirement that could not be met was for onsite parking as outlined below.

Official Plan and Zoning Review:

The subject property is in Core Commercial Zone.

The CC Core- Commercial Zone permits a wide variety of uses, including a full range and choice of housing types to meet the needs of all ages, incomes, and life circumstances.

The Official Plan supports intensification within the CC Core – Commercial Zone where it will complement the existing pattern and scale of development and planned function of the area. In reviewing applications for intensification, the Township will:

- *Assess the compatibility of new development as it relates to existing community character so that it enhances and builds upon desirable established patterns of built form and open spaces; and*
- *Consider its contribution to the maintenance and achievement of a balance of housing types and tenures to provide a full range of housing for a variety of demographic profiles throughout the Core Commercial CC Zone.*

Zoning By-law 4.34 Parking Requirements

Retail / Offices	1 space per 20 m2	370 m2 / 20 m2 = 18.5 spaces
Accessory Apartment	1 per unit	7 x 1 = 7 spaces
Total Required		26 parking spaces
Total provided for onsite		18 parking spaces
Relief Required		8 parking spaces

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Policy Review:

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

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

The following analysis is from Angelo Spadola Architect working on behalf of the property owner. Staff comments follow each section.

Minor in Nature

The existing building housed the Federal Government of Canada for 60 years. The commercial space now occupied by the post office has been reduced to nearly one third, therefore reducing the use of public attendance and interaction. The proposed mix used Residential/ Commercial development has reduced the parking requirements. The proposed development does not create any adverse impacts to adjacent properties and is appropriate for the neighborhood.

The proposed relief Parking Variance are minor in Nature.

Staff noted that this building is unique in its' use as a Post Office. Customers stay for a very short period of time to pick up or mail items. All customer parking is available on-street parking which is adjacent to the public entrance of the building. As such, no onsite customer parking is required and therefore substantially reduces the required number of parking spaces. The regular business hours of the Post Office will leave a considerable onsite surplus of parking after business hours and on weekends when apartment residents would be expected to occupy the parking spaces. It is anticipated



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that the 18 parking spaces provided are sufficient to accommodate the Post Office employees and the residential tenants of the building.

When the building was being fully utilized for office purposes, there was sufficient parking. Now that only a third of the building is being utilized for the Post Office and the remaining will be used for less parking intensive residential apartments, the required number of spaces is than previously used and less than the current Zoning By-law requires.

As such, Staff concludes that the relief being sought in relation to the minimum number of parking spaces is minor in nature.

Appropriateness

The Parking Relief Variance will enable compatible intensification of the existing low-rise commercial residential established neighborhood, conforming with strategic direction for managing growth within Prescott urban areas. This type of incremental, contextually sensitive, residential intensification capitalizes on existing infrastructure. The proposed parking relief is desirable and appropriate for the retrofit of development of the property.

Staff agree that the development is appropriate in the stated goal of residential intensification in the Core Commercial Area to enhance the overall viability of the area. The redevelopment and repurposing of existing buildings is desirable.

Intent and Purpose of the Zoning By-law

The subject property is zoned CC- Core Commercial Zone

In the comprehensive By-Law Core Commercial (CC) Zone 5.7.1 Permitted use Business, Professional or Administrative office; Dwelling units situated above and within the same building as the commercial use.

The parking relief requested meet the general intent and purpose of the zoning By-Law as it permits mix-use development, in the town Core.

Staff agrees with the rationale provided that the development fits within the intent and purpose of the Zoning By-law.



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Intent and Purpose of the Official Plan

The subject property is designated CC-Core Commercial Zone on the Urban Policy Plan) of the official Plan. The designation permits all types and densities of housing. The official Plan policy specifies that proposals for residential intensification through infill or redevelopment must build upon desirable patterns and built form. Consider density incentives to encourage residential intensification in the Downtown Core, in accordance with the Density Incentive Section of this Plan. Encourage the integration of all uses in the Downtown Core, including residential, to ensure easy access for those living, working, shopping, and visiting in order to promote the area as a vibrant “people place”.

Staff agrees with the rationale provided that the development fits within the intent and purpose of the Official Plan.

Conclusion and Recommendation:

Based on the analysis above Staff concludes that the relief being sought from the minimum number of parking spaces for the redevelopment of 292 Centre Street is minor in nature, appropriate and desirable, and meets the intent and purpose of the Zoning By-law and the Official Plan. Therefore, Staff recommends the following.

That the Committee of Adjustment approve the minor variance MV 2023-01 for 292 Centre Street with the following conditions.

1. The balance if any of any outstanding taxes, including penalties and interest shall be paid to the Town of Prescott;

Attachments:

- Planning Rationale – Angelo M. Spadola Architect

Submitted By:

Matthew Armstrong,
Chief Administrative Officer & Treasurer



Angelo M. Spadola Architect

March 28th, 2023

Mathew M. Armstrong CPA, CGA
Chief Administrative Officer & Treasurer
360 Dibble Street West,
Prescott, On. K0E1T0

Via email: marmstrong@prescott.ca

Dear Mr. Armstrong,

Angelo M Spadola Architect has been retained to act as Agent on behalf of Jang Sandhu (Owner) for the submission of the enclosed application for Parking Relief. For the property known as 292 Centre Street, in the Township of Prescott.

As the building was built in 1964 by the federal government of Canada as an office building, the present owner wishes to retro fit the existing building on the property and convert it into a mix-use Residential / Commercial building. The purpose of this application is to request parking relief as required under the present town of Prescott by-laws.

A copy of this planning rationale is submitted along with the application of a survey plan and site plan, I believe already in your possession.

Sincerely,

Angelo M Spadola Architect, OAA

200-1645 Russell Road Ottawa Ontario Canada K1G 4G5 Tel: (613) 228-7190 Fax: (613) 228-8690
Email: angelomspadola@gmail.com

1.0 Background and Site Context

Angelo M Spadola Architect acting as Agents for Mr. Jang Sundha is pleased to submit the enclosed planning rationale for parking relief for the property municipally know as 292 Centre Street in the Township of Prescott. The application is intended to facilitate the development of 7 apartment units and retain a smaller commercial office space on the ground floor (the post office).

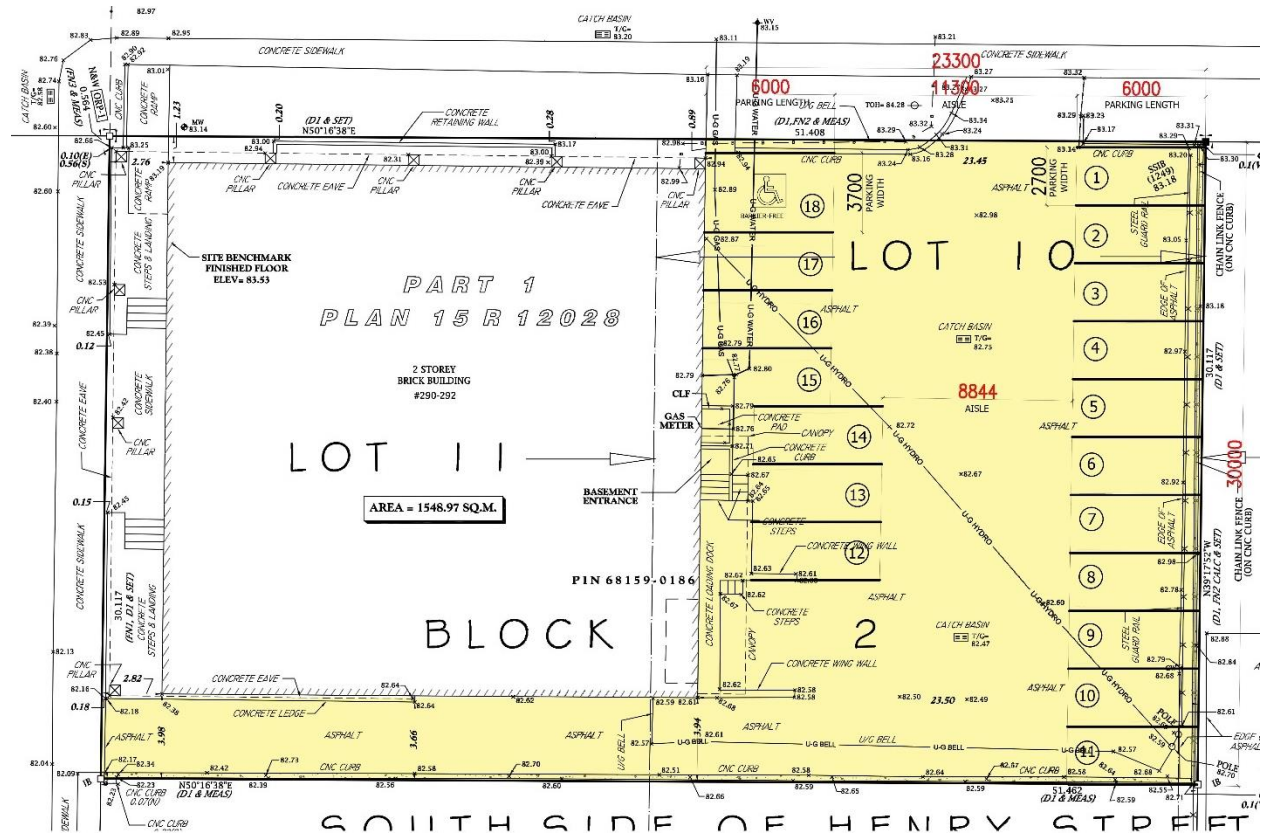


Figure 1. Extracted from Site Survey & Site Plan. Illustrating the Existing parking, and private lane highlighted in yellow.

Calculations of Parking Requirements:

- **Post Office** - 1 space per 20 m² [215.3 ft²] of Gross Floor Area, minimum 2 spaces.

$$370 \text{ m}^2 / 20 \text{ m}^2 = 18.5 \text{ or } 19 \text{ Parking Spaces Required}$$

- **Accessory Dwelling Units (Apartment)** - 1 space per dwelling unit.

$$7 \text{ dwelling units} \times 1 = 7 \text{ Parking Spaces Required}$$

Summary:

Total Parking Required = 26 Parking Spaces

Total Parking Provided = 18 Parking Spaces

Request for Parking Relief = 8 Parking Spaces



Figure 2. Existing Parking: Left photo – Rear of subject property total of 18 parking spots, Right photo - Front of the subject property with private lane way on right-side.

The area surrounding the subject property features the following land uses:

South: South of the subject property are various commercial uses and located along Centre Street.

West: West of the subject property are mix of commercial uses and low-density residential dwellings located along Centre Street and Henry Street.

North: North of the subject property is the Prescott fire department and low-density residential dwellings located along Henry Street.

East: East of the subject property are various commercial uses located along Henry Street.



Figure 3. Surrounding Land Uses. clockwise from top left: South, West, North, and East.

1.1 Subject Property and context

The subject property is located at the South-East corner at the intersection of Centre Street and Henry Street. And is legally described as Part of Lots 10 & 11 South Side of Henry Street Block 2 Registered Plan N0.19 Town of Prescott County of Grenville. The property is rectangular in shape, 30.11m x 51.48 m. and has an area of 1,550.06 m².



Figure 4. View of existing building facing Centre Street.

The subject property currently accommodates a two-story Commercial Office building (Post Office) with a total of 18 parking spaces located at the rear of the property accessible from Henry Street. Also, the site is accessible from Centre Street via a private lane way used primarily by the post office couriers.

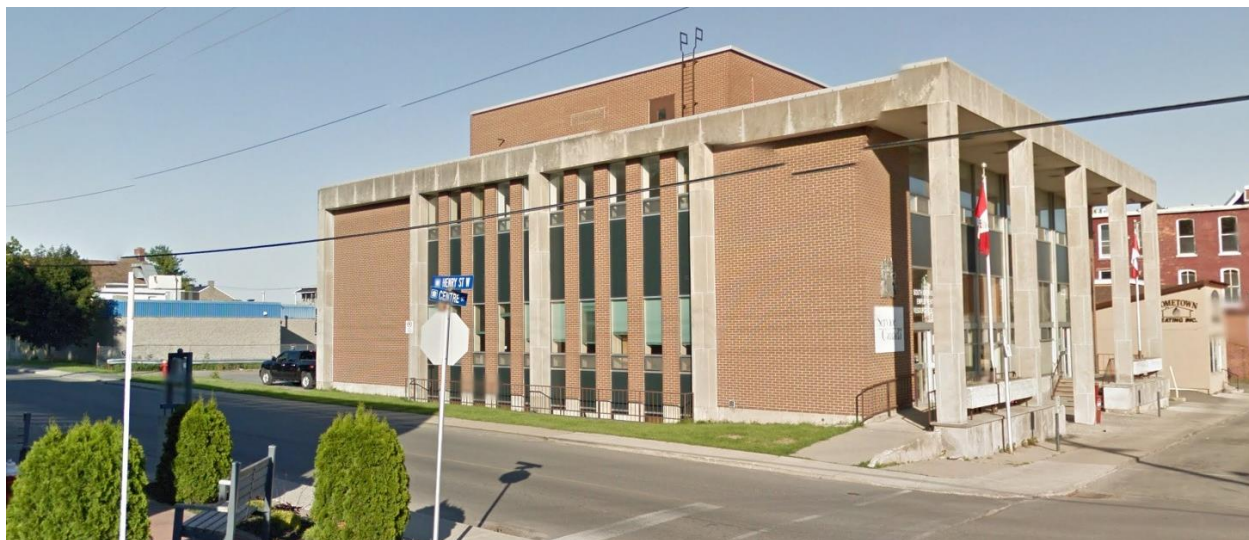


Figure 5. View of existing building facing Henry Street.

The area around the subject property is mainly characterized by low-density mixed-use commercial/residential.

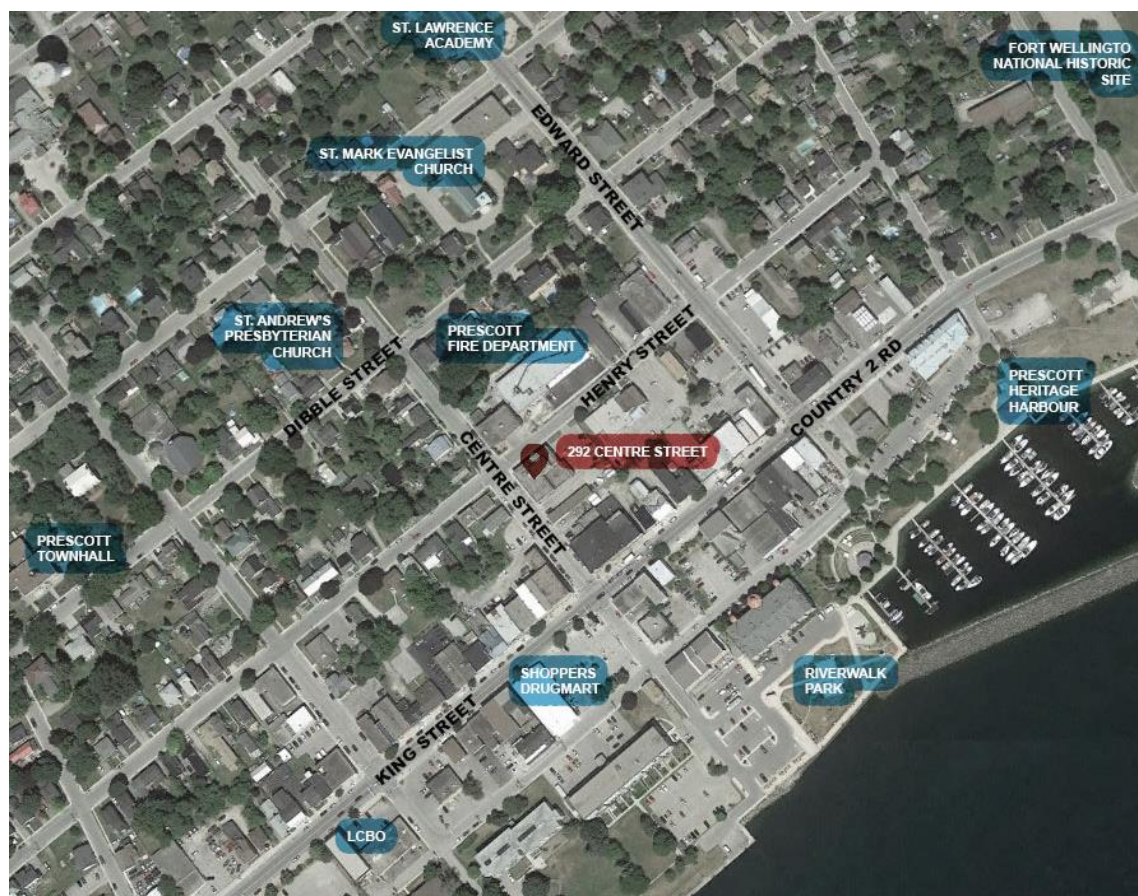


Figure 6. Subject property in surrounding context

1.1 Development Proposal

The applicant proposes the interior renovation of the basement, the ground floor, the second floor, third floor and create a mix of bachelor, one, two & three-bedroom dwelling units, complete with laundry facility, fitness room, roof top garden as amenity space. The units are contained all within the present building envelope and meet all applicable zoning by-law provisions related to the building envelope.

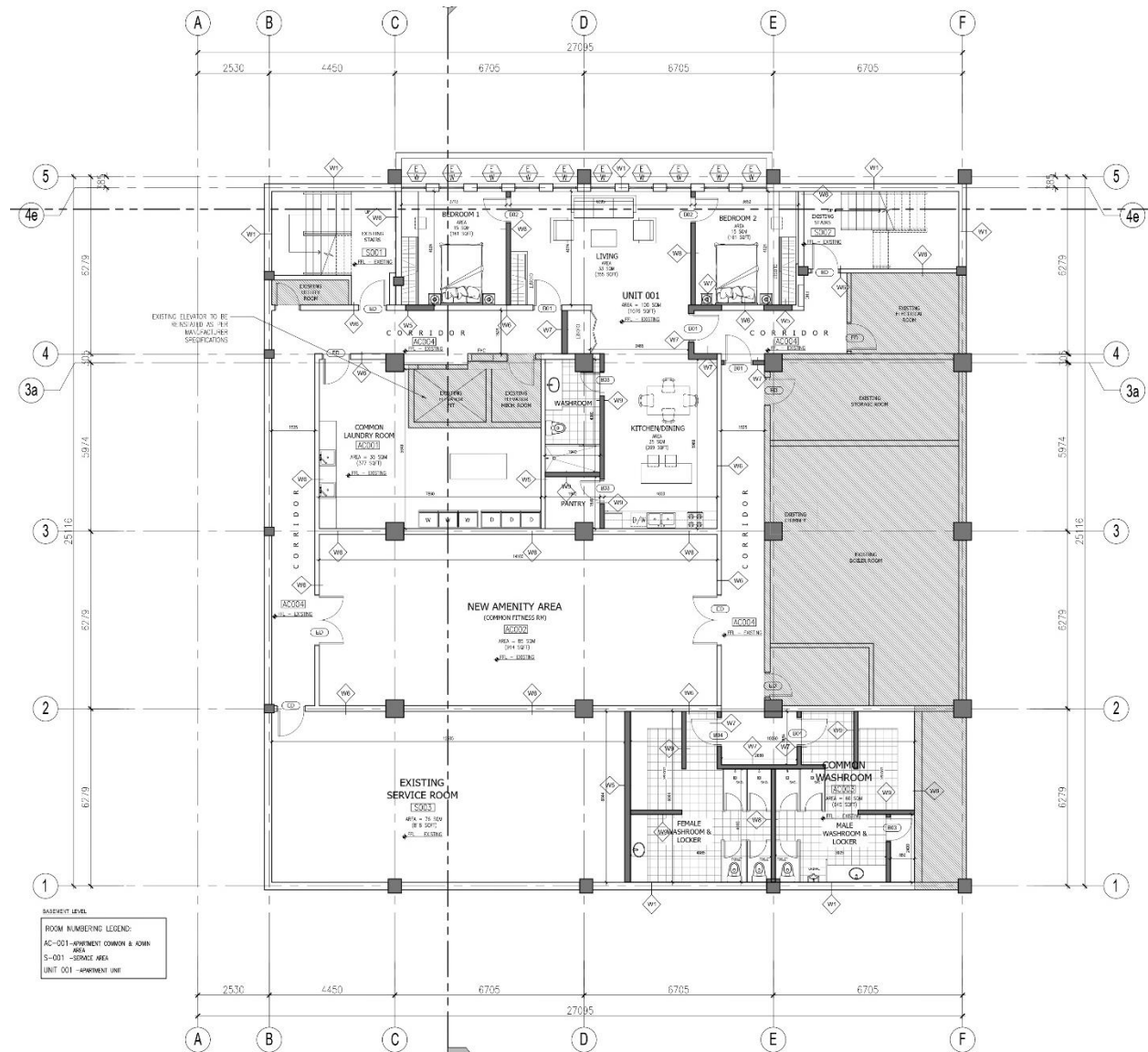


Figure 7. Proposed Basement Floor Plan

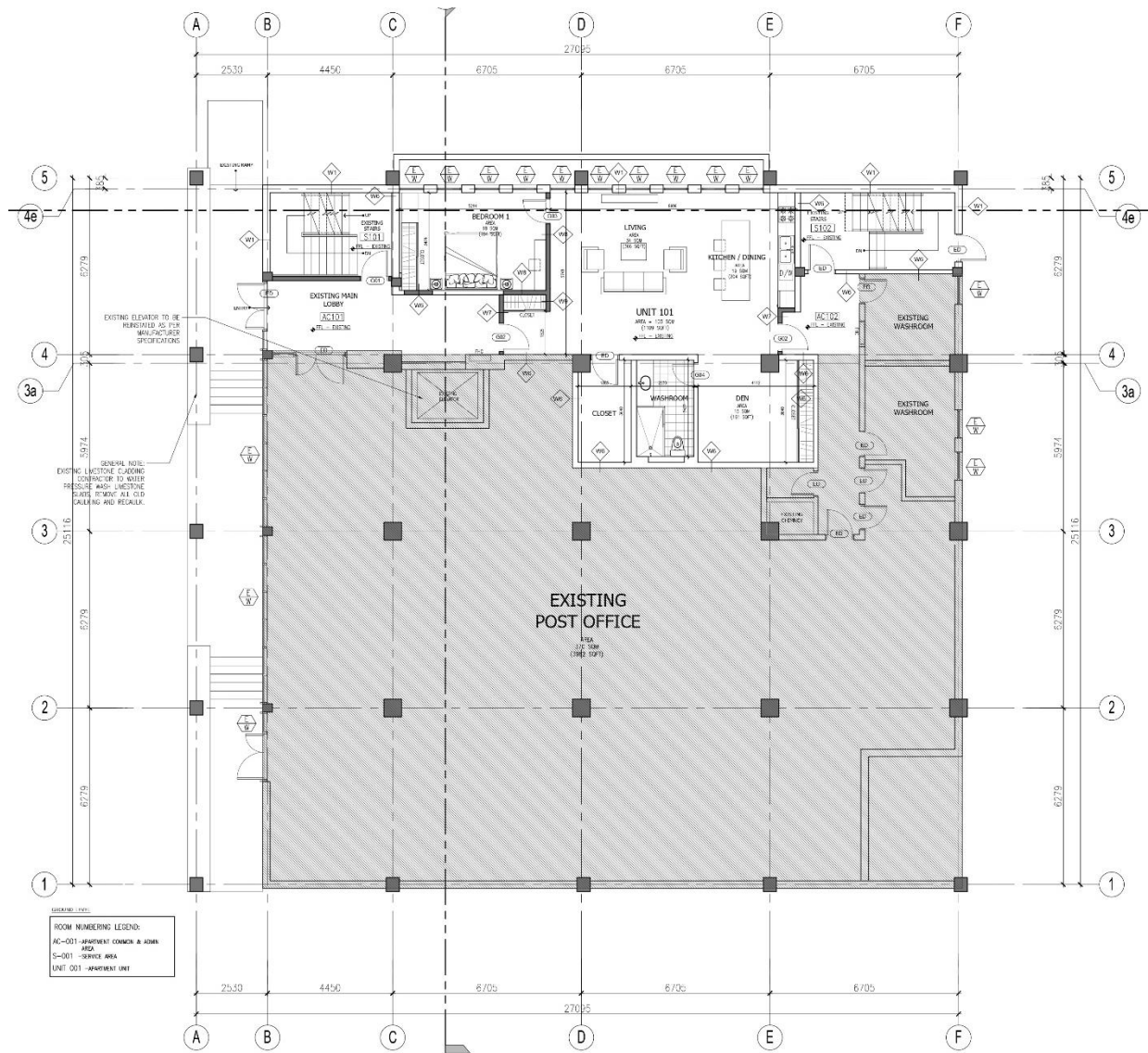


Figure 8. Proposed Ground Floor Plan

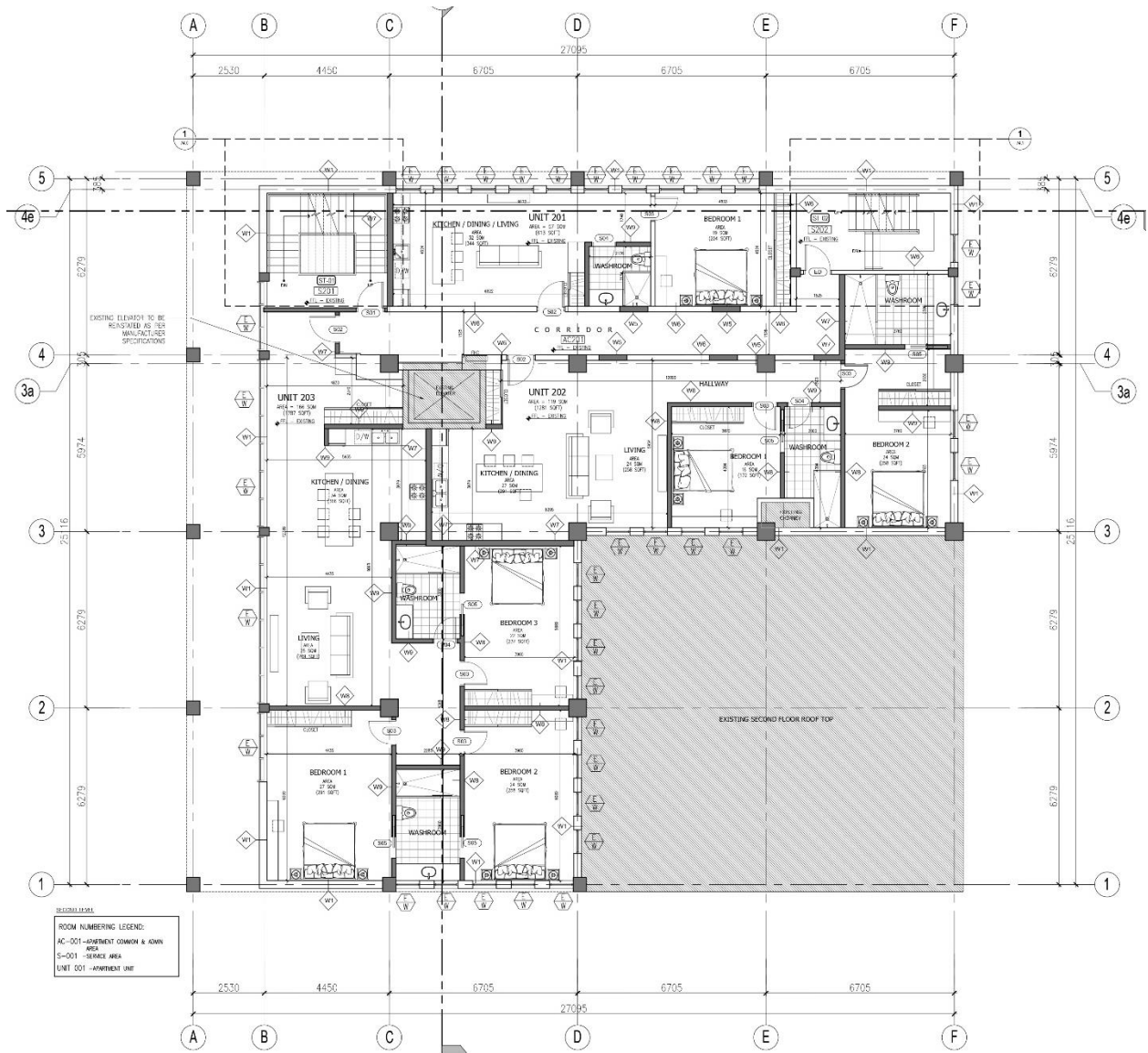


Figure 9. Proposed Second Floor Plan

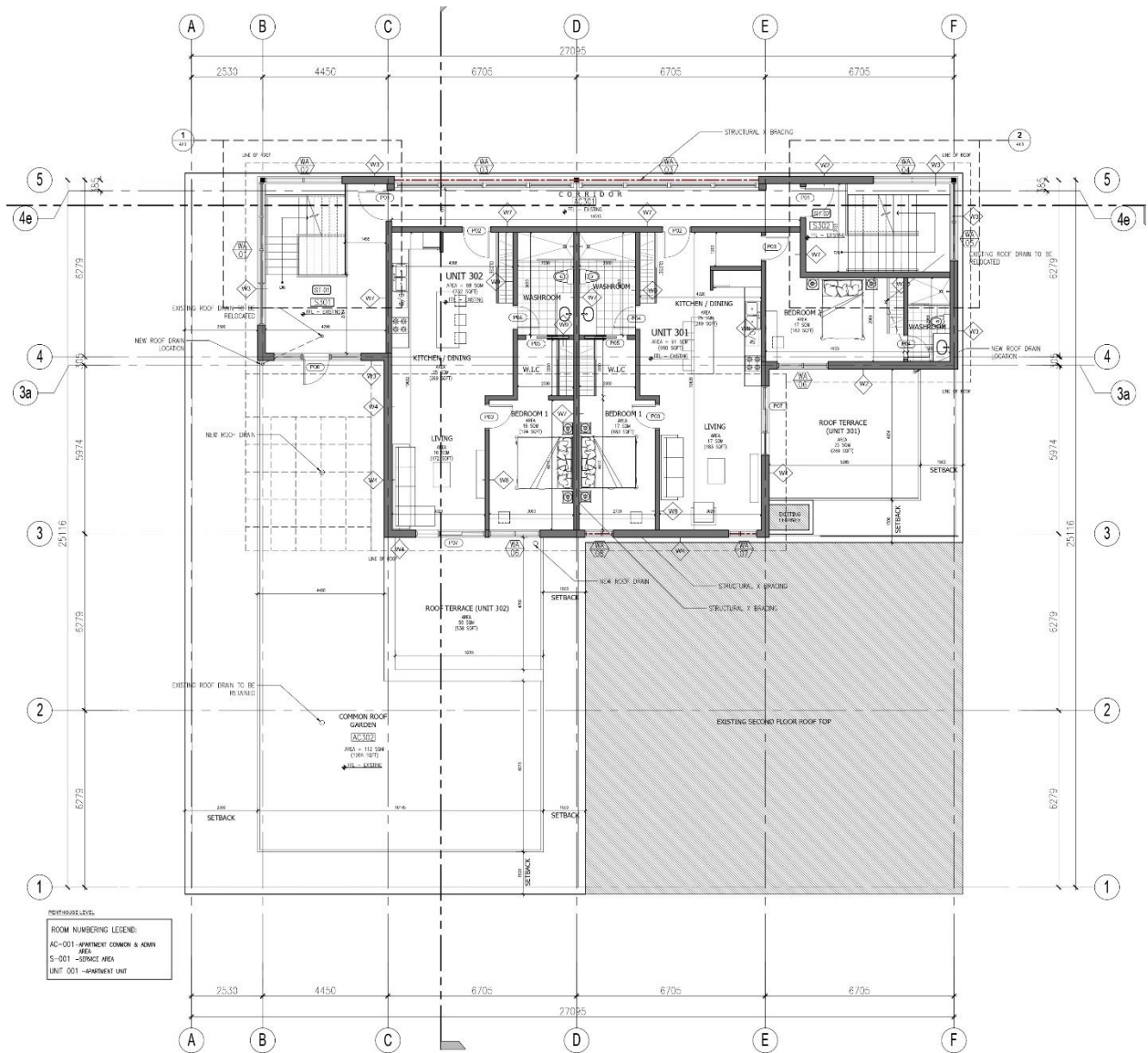


Figure 10. Proposed Penthouse Floor Plan

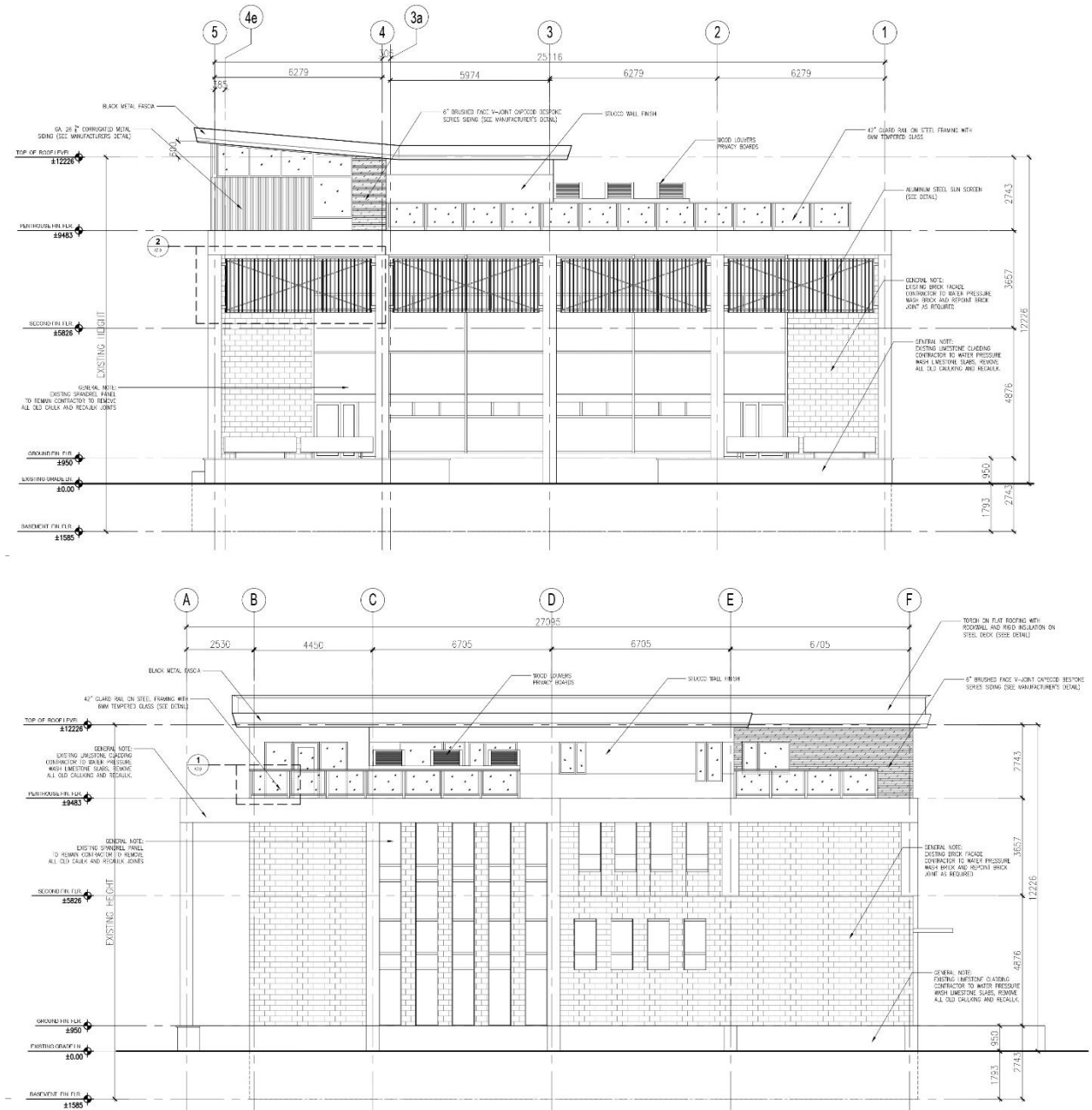


Figure 11. Proposed West and South Elevation

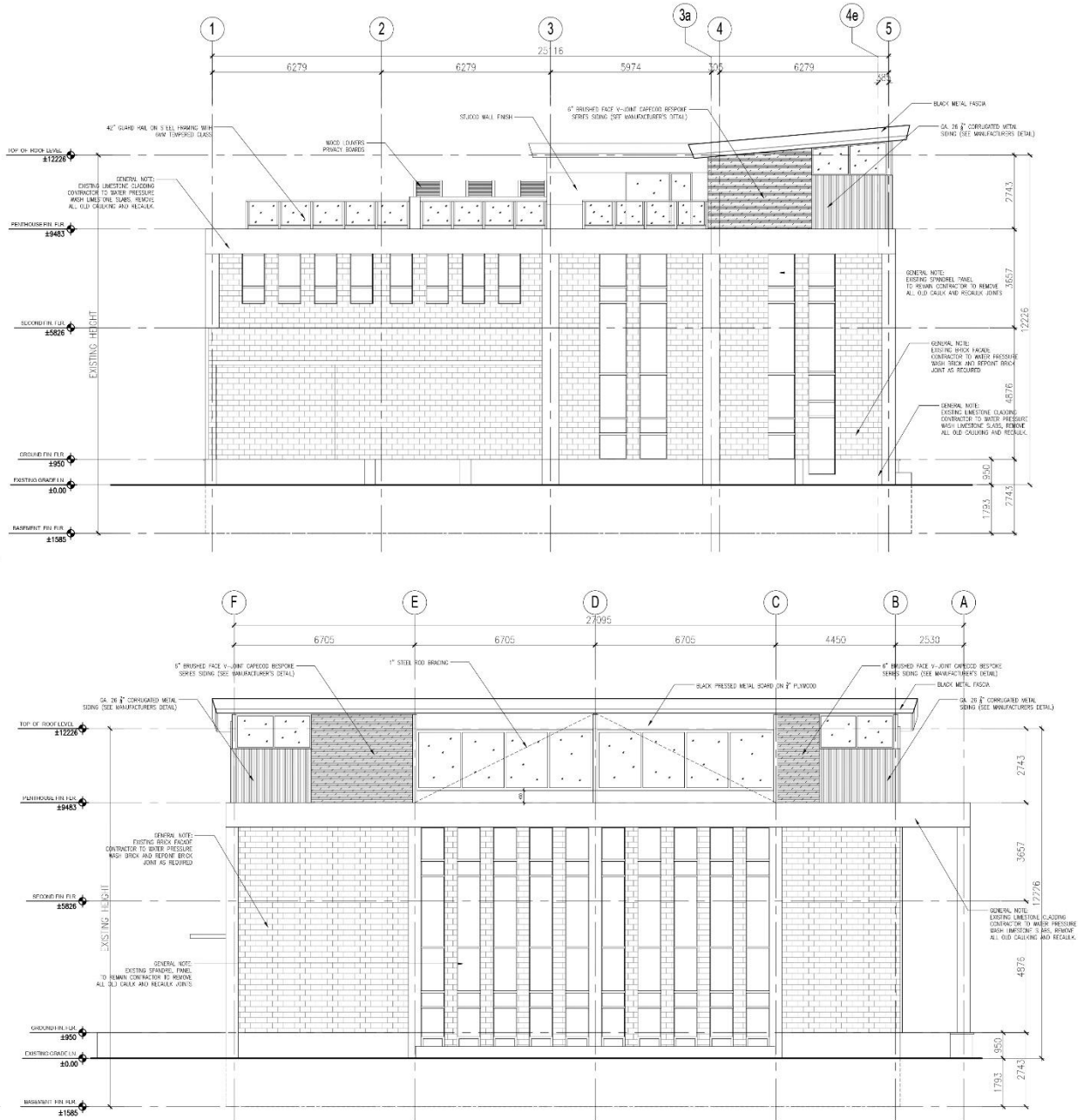


Figure 12. Proposed East and North Elevation

1.3 Variances Required

To proceed with the development, the following parking relief is required:

Eight (8) parking spaces are required.

2.0 Policy and Regulatory Review

2.1 Provincial Policy Statement (2020)

The Provincial Policy Statement, 2020 (PPS) establishes the high-level planning policies for land use planning in Ontario. The PPS is issued under Section 3 of the Planning Act and requires that all planning matters are consistent with the PPS, including decisions made by municipalities. Applicable policies for the proposed Minor Variance application include:

/ 1.1.1: Healthy, livable, and safe communities are sustained by:

- Promoting efficient development and land use patterns.
- Accommodating an appropriate affordable and market-based range and mix of residential types, including multi-unit housing.
- Promoting the integration of land use planning, growth management, transit-supportive development, intensification, and infrastructure planning to achieve cost-effective development patterns, optimization of transit investments, and standards to minimize land consumption and servicing costs.

/ 1.1.3.2: Land use patterns within settlement areas shall be based on densities and a mix of land uses which:

- a) Efficiently use land and resources.
- e) Support active transportation.
- f) Are transit-supportive, where transit is planned, exists, or may be developed.

/ 1.1.3.3: Planning authorities shall identify appropriate locations and promote opportunities for transit-supportive development, accommodating a significant supply and range of housing options through intensification and redevelopment where this can be accommodated, considering existing building stock or areas, including brownfield sites [...].

/ 1.4.3: Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs or current and future residents of the regional market area by:

- Permitting and facilitating:

- All housing options required to meet the social, health, economic and well-being requirements of current and future residents, including special needs requirements and needs arising from demographic changes and employment opportunities; and
- All types of residential intensification, including second additional residential units, and redevelopment.

- Requiring transit-supportive development and prioritizing intensification, including potential air rights development, in proximity to transit, including corridors and stations.

/ 1.6.9.1: Planning for land uses in the vicinity of airports, rail facilities and marine facilities shall be undertaken so

The proposed development is consistent with the Provincial Policy Statement, 2020. As the property is located within an established settlement area and in proximity of planned road network, the redevelopment of the property advances the provincial goals of healthy, livable, and safe communities that efficiently use infrastructure, improve the range, and mix of housing types, and support transit use.

2.2 Township Official Plan Map

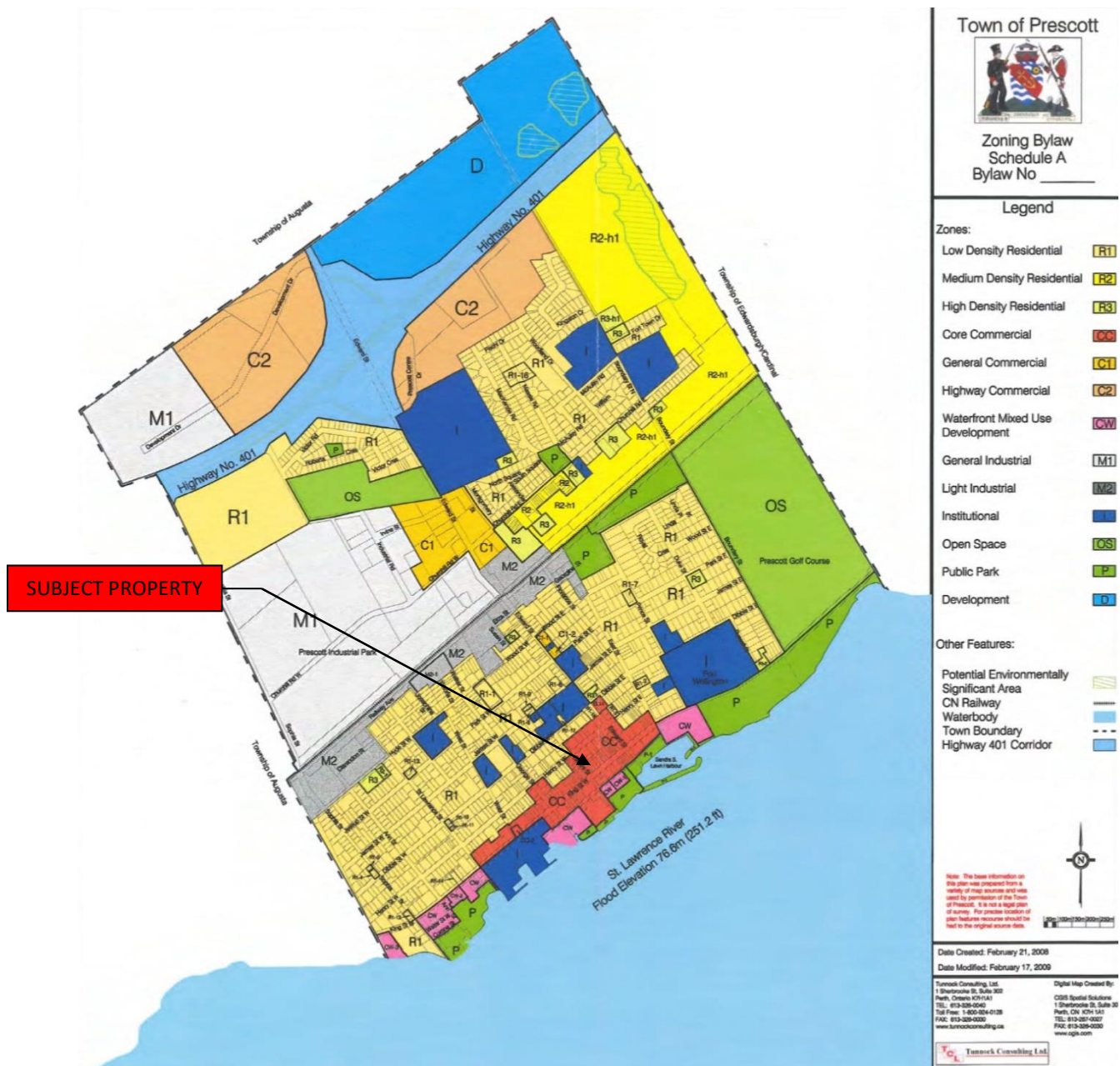


Figure 13. Extracted from Town of Prescott Zoning Bylaw Schedule A. The subject property is designated as CC - 'Core Commercial Zone Area' in the Township of Prescott Official Plan.

2.2.1 CC Core-Commercial Zone

3.4 Downtown Core

As noted in the Vision and Guiding Principles Section of this Plan, one of the seven Guiding Principles is to recognize the importance of a healthy and vibrant downtown and strive for improvements, while also protecting and enhancing its historical and cultural amenities. This Plan designates the Downtown Core on Schedule A of this Plan as an important and desirable location for new commercial and residential activities and a primary economic generator in the community. The Downtown Core provides a place to work, live and shop in Prescott, and shall be the focus of retail and commercial services, as well as higher density residential development. It is one of the primary contributors to the identity and image of the Town. By encouraging mixed land uses and re-use of heritage buildings downtown, the area will continue to reflect Prescott's high quality of life.

Although single-use commercial and/or residential development shall be permitted, typical development in this designation will generally include a mix of uses with retail and commercial services located on the ground floor along mainstrems, and upper floors used for either commercial services (such as offices) or residential uses. Institutional and other public uses which primarily serve a community-wide or regional function are also permitted to attract employment and visitors to the Downtown Core. The role of the Downtown Core as a cultural hub will support new cultural and tourism assets, such as arts and entertainment use.

The goals and policies for the Downtown Core designation in Prescott are outlined below.

3.4.1 Goals

1. Focus appropriate new commercial and residential development in the Downtown Core.
2. Foster a diverse mix of commercial, residential, and public uses, in separate or mixed-use buildings, that meet the existing and future needs of the community

and that encourages a healthy and vibrant Downtown.

3. Support the preservation and adaptive re-use of existing heritage buildings downtown, while encouraging appropriate intensification.
4. Encourage tourism, entertainment, and cultural uses downtown, based on the proximity of historic Fort Wellington and the waterfront.
5. Maintain existing waterfront access and consider new opportunities to enhance public access to the waterfront area and strengthen the link between it and the Downtown Core.

The subject property is designated Core – Commercial CC Zone.

The CC Core- Commercial Zone permits a wide variety of uses, including a full range and choice of housing types to meet the needs of all ages, incomes, and life circumstances.

The Official Plan supports intensification within the CC Core – Commercial Zone where it will complement the existing pattern and scale of development and planned function of the area. In reviewing applications for intensification, the Township will:

/ Assess the compatibility of new development as it relates to existing community character so that it enhances and builds upon desirable established patterns of built form and open spaces; and

/ Consider its contribution to the maintenance and achievement of a balance of housing types and tenures to provide a full range of housing for a variety of demographic profiles throughout the Core Commercial CC Zone.

2.2.2 Managing Growth

Permit a mix of land uses in commercial areas to encourage revitalization, create vital activity centers, strengthen neighborhoods, expand local employment opportunities, and enhance the identity and image of the Town.

3.0 The Four Tests of Minor Variance

It is our professional opinion that the proposed development constitutes good planning and meets the four (4) tests of parking Relief variance outlined in the Planning act as discussed below.

3.1 Test 1: Parking Relief Variance maintains the general intent and purpose of the official Plan.

The subject property is designated CC-Core Commercial Zone on the Urban Policy Plan) of the official Plan. The designation permits all types and densities of housing.

The official Plan policy specifies that proposals for residential intensification through infill or redevelopment must build upon desirable patterns and built form. Consider density incentives to encourage residential intensification in the Downtown Core, in accordance with the Density Incentive Section of this Plan. Encourage the integration of all uses in the Downtown Core, including residential, to ensure easy access for those living, working, shopping, and visiting in order to promote the area as a vibrant “people place”.

The proposed mix-use development meets the general intent and purpose of the official plan.

3.2 Test 2: Parking Relief maintains the general intent and purpose of the Zoning By- Law

The subject property is zoned CC- Core Commercial Zone

In the comprehensive By-Law Core Commercial (CC) Zone 5.7.1 Permitted use *Business, Professional or Administrative office; Dwelling units situated above and within the same building as the commercial use.*

The parking relief requested meet the general intent and purpose of the zoning By-Law as it permits mix-use development, in the town Core.

3.3 Test 3: Parking Relief Variance is desirable and appropriate for the development of the property.

The Parking Relief Variance will enable compatible intensification of the existing low-rise commercial residential established neighborhood, conforming with

strategic direction for managing growth within Prescott urban areas. This type of incremental, contextually sensitive, residential intensification capitalizes on existing infrastructure.

The proposed parking relief is desirable and appropriate for the retrofit of development of the property.

3.4 Test 4: Parking Relief Variance is minor in Nature.

The existing building housed the Federal Government of Canada for 60 years. The commercial space now occupied by the post office has been reduced to nearly one third, therefore reducing the use of public attendance and interaction. The proposed mix used Residential/ Commercial development has reduced the parking requirements. The proposed development does not create any adverse impacts to adjacent properties and is appropriate for the neighborhood.


The proposed relief Parking Variance are minor in Nature.

4.0 Conclusion

The proposed Minor Variance will facilitate the orderly development and function of the proposed development. It is our professional planning opinion that the proposed applications constitute good planning and meet the four tests of a minor variance:

- The proposed parking variance conforms with the policies of the Official Plan.
- The proposed parking variance meets the intent of the Zoning By-law.
- The proposed parking variance is desirable; and
- The proposed parking variance is minor.

Sincerely,


Angelo M. Spadola Architect, OAA

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STAFF REPORT TO COUNCIL

Report No. 34-2023

Date: May 15, 2023

From: Lindsey Veltkamp, Director of Administration & Clerk

RE: Property Standards Committee

Recommendation:

That By-Law 21-2023, be enacted to name the Members of the Committee of Adjustment and the Property Standards Committee.

Background/ Analysis:

Staff continue to finalize Boards and Committees for the 2022-2026 term of Council, including the Committee of Adjustment appointment By-Law.

In 2021, Council passed By-Law 47-2021 – Property Standards By-Law. Section 8.6 of the by-law speaks to the establishment of a Property Standards Committee. The role of the Committee is to review appeals that are subject to the Building Code Act, hears all appeals of orders issued under By-Law 47-2021.

Staff is recommending that the Committee of Adjustment members be named as members of the Property Standards Committee. The types of appeals and make up of the committee align best with the Committee of Adjustment. While the Committee of Adjustment is guided under the *Planning Act* and the Property Standards Committee falls under the *Building Code Act*, there are similar requirements of the two.

Using a quasi-judicial board as an appeal board assists in keeping Council at an arm's length from potential appeals. The Property Standards Committee is required to be made up of at least three citizen members. The Committee of Adjustment is made up of only citizen members, with five (5) members currently on the Committee.

The current appointed members of the Committee of Adjustment were appointed by resolution and include the following members:

- Laurie Bonsall
- Jim Hutton



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- Daniel Slunder
- Craig Worden
- Luis Zelayeta

The Committee of Adjustment recently met on Thursday, May 4. At this meeting, Staff provided the committee with information on the role of the Property Standards Committee to gauge the interest from the members of the potential of the dual role. The members of the Committee of Adjustment indicated that they would be willing to act as the Property Standards Committee.

The Committee of Adjustment is to be named by by-law each term of Council. A clause will be included in this bylaw that states the Committee of Adjustment will act as the Property Standards Committee.

Alternatives:

Council could decide to advertise for member of the Property Standards Committee calling for expressions of interest and appoint alternate members.

Financial Implications:

None

Environmental Implications:

None

Attachments:

- Draft By-Law to appoint members to the Committee of Adjustment

Submitted by:

Lindsey Veltkamp
Director of Administration & Clerk

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NO. xx-2023

A BY-LAW TO APPOINT MEMBERS TO THE COMMITTEE OF ADJUSTMENT/PROPERTY STANDARDS COMMITTEE FOR THE TERM OF COUNCIL EXPIRING NOVEMBER 14, 2026

Being a by-law to appoint members to the Committee of Adjustment/Property Standards Committee for the term of Council expiring November 14, 2026

WHEREAS Section 5(1) of the *Municipal Act, 2001*, provides that the powers of a municipal corporation are to be exercised by its council; and

WHEREAS Section 5(3) of the *Municipal Act, 2001*, provides that the powers of every council are to be exercised by by-law; and

WHEREAS Section 44(1) of the *Planning Act, R.S.O. 1990 c. P13* authorizes the council of a municipality to pass a by-law to appoint a Committee of Adjustment for the municipality; and

WHEREAS Section 15.6(1) of the *Building Code Act*, authorizes the council of a municipality to provide for the establishment of a Property Standards Committee comprised of no fewer than three persons; and

WHEREAS pursuant to Section 45(1) of the *Planning Act*, the Committee of Adjustment, upon the application of the owner of any land, building or structure affected by any by-law that is passed under section 34 or 38, or a predecessor of such sections, or any person authorized in writing by the owner, may, despite any other Act, authorize such minor variance from the provisions of the by-law, in respect of the land, building or structure or the use thereof, as in its opinion is desirable for the appropriate development or use of the land, building or structure, if in the opinion of the committee the general intent and purpose of the by-law and of the official plan, if any, are maintained; and

WHEREAS the Council of the Corporation of the Town of Prescott deems it necessary and desirable to appoint members to the Committee of Adjustment/Property Standards Committee;

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

1. The following persons shall be appointed to the Town of Prescott's Committee of Adjustment/Property Standards Committee for the term of Council expiring November 14, 2026:

Laurie Bosnall
Jim Hutton
Daniel Slunder
Craig Worden
Luis Zelayeta

2. This by-law shall take effect and come into force upon final passage.
3. 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 repealed.

READ AND PASSED, SIGNED AND SEALED THE 15TH DAY OF MAY 2023.

Mayor

Clerk

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STAFF REPORT TO COUNCIL

Report No. 35-2023

Date: May 15, 2023

From: Matthew Armstrong, Chief Administrative Officer and Treasurer

RE: United Counties of Leeds and Grenville – Climate Change Action Plan

Recommendation:

That Council direct Staff to undertake the following:

- Submit the Climate Change Survey Initiatives
- Participate in the United Counties of Leeds and Grenville Climate Change Working Group
- Add “Climate Change” to the heading of Environmental Implications on Staff Reports
- Explore the use of the Climate Lens Tool offered by the Clean Air Partnership

Background / Analysis:

Council requested additional information on the United Counties of Leeds and Grenville Climate Change Action Plan. The attached information was provided by the United Counties. The following excerpts are from the United Counties of Leeds and Grenville Climate Change Action Plan.

Counties Council continues to recognize the importance of climate change adaptation, climate change mitigation, relatable environmental issues and the need for greater climate change and environmental considerations in Counties' planning and decision making. When exploring climate change action an analysis of other municipal plans was undertaken, as well as an examination of the Counties itself. Other municipalities' plans were reviewed based on proximity, comparability, and availability of information. Municipal Associations, including the Federation of Canadian Municipalities and Local

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Governments for Sustainability were also reviewed for municipal best practices.

The Counties currently does not have an action plan for developing a strategy for climate change. There remains future outlook that developing a strategy will become more crucial to lessen environmental, social and economic impacts to the region. Recent changes to legislation under the Planning Act and Ontario Regulation 588/17, Asset Management Planning for Municipal Infrastructure, have also pressed for more robust adaption and mitigation to climate change at the local government level.

Although climate change action has traditionally been the responsibility of the Federal and Provincial governments, over the last decade climate change action and climate change funding have been increasing in municipal agendas and budgets. Local governments are often referred to as the 'front-line' for climate action and the level of government where the greatest impacts on climate change can be had. Ratepayers are becoming much more aware of local climate change and are wanting municipal representatives to formulate these impacts in their expenditure decisions. A recent example of this was evident in a delegation regarding climate reduction results from bridge improvements.

The considerations put forward in the attached action plan represent the first steps in creating an integrated, coordinated approach to climate change adaptation and mitigation in Leeds and Grenville.

The development of a Climate Change Strategy, through the considerations set out in the attached action plan, will address the Counties' responsibility to reduce greenhouse gas (GHG) emissions and increase resiliency in the face of climate change. It will also develop, through corporate, community and business consultation, actions and timeframes that will be essential for the corporation, community and businesses to also undertake in order to make significant contributions towards net zero community GHG emissions by the year 2030 under Canada's Emissions Reduction Plan and by 2050, under Canada's Climate Action Plan. Of equal importance will be identifying the roles, responsibilities and leadership required from senior levels of government necessary to achieve these targets.

Local Climate Change and the United Counties of Leeds and Grenville's Role

Municipalities play crucial roles in climate action. "Through local management of buildings, transportation, water, waste and land use, municipalities control or influence over 50% of Canada's GHG emissions. Municipal governments are also closest to

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citizens and can readily engage households and businesses to reduce GHG emissions. [...] Additional opportunities for enhanced collaboration can be found in areas such as community energy generation and renewables, reducing methane pollution from municipal landfills and building climate resiliency.” (CERP, 93).

The United Counties of Leeds and Grenville (“the Counties”) is a diverse region comprised of different sectors of industry, populations, geographical connections and a range of tourist attractions. Covering just over 3,000 square kilometers of land extending from the Township of Edwardsburgh Cardinal in the East, the Town of Gananoque bordering the City of Kingston in the West, and the Municipality of North Grenville bordering the City of Ottawa in the North, the United Counties serves its local communities and attracts visitors to experience its world class natural beauty. Climate change is a pressing issue that stands to affect multiple aspects of life in the Counties. Past temperature and precipitation trends demonstrate how climate change is already occurring. Although there are many implications of climate change and other natural disruptions, rising temperatures are primary implications of increased Green House Gas (GHG) emissions due to human activity. The geography of our region makes the impacts of climate change and weather events diverse and risk evaluation for any one event complex. This is very notable when considering public works storm data provided by KSMI Weather, which has the Counties broken into 6 regional recording zones.

Why Address Climate Change in the United Counties?

Municipalities are on the front lines of climate change. Local governments strategically plan for and deliver high quality, effective and cost-effective services and programs, such as infrastructure maintenance and community services (Canada). To ensure this happens, local governments have begun to consider climate change adaptation and resilience into their design and planning processes. Increasingly, local governments are implementing climate change strategies and methods to include climate change considerations into decision-making processes, assessing impacts, risks and vulnerabilities, and progressing climate action in communities. Based on scientific evidence, it is clear climate change will continue to impact our region. Without mitigation and adaptation efforts this change will have a greater impact on the Counties.

Creation of a Climate Change Working Group

Currently, the United Counties does not have a strong gauge of where we are most vulnerable in terms of climate change risks and impacts. To assist with forming a foundation to build on, the creation of a Climate Change Working Group is

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recommended to help mobilize climate action in the United Counties of Leeds and Grenville and lead the development of a Climate Change Strategy. A Climate Change Working Group would aid in environmental considerations for the Counties' decisions and operations. There is a wide range of areas that a Climate Change Working Group could help with including; supporting citizen projects, monitoring the state of the Counties, working with member and partner municipalities and key departments including planning, public works and economic development, performing stakeholder engagement and analysis, raising public engagement and creating public awareness campaigns, and assist with planning, reviewing and applying for grant and incentive opportunities that may exist. Prince Edward County has created an Environmental Advisory Committee that can serve as an excellent example, should the Counties choose to create one. The [Environmental Advisory Committee](#) section of Prince Edward County's website outlines the committee's goal, memberships, meeting notes and related by-laws and policies.

Lanark County has also created a Climate Action Committee that can serve as reference to the Counties, should the Counties choose that direction. The [Climate Action Committee](#) of Lanark has similar committee goals to that of Prince Edward County.

Memberships are slightly different between Prince Edward County and Lanark County:

Prince Edward County's Committee is made up of two members of Council, one technical representative of Quinte Conservation Authority, one technical representative of the Hastings Prince Edward County Public Health Unit, one technical representative of the Mohawks of the Bay of Quinte, five public representatives appointed by Council for the term of Council or until reappointed. These representatives all have demonstrated knowledge or interest relating to climate change and two youth representatives (16-25).

Lanark County is made up of representatives from all ten lower-tier municipalities and Smiths Falls, as well as two Partners for Climate Protection and Climate Network Lanark representatives.

It is recommended membership for the Counties' Climate Working Group be made up of similar representation to that of Lanark and Prince Edward. Membership could include representatives from all member and partner municipalities, Counties' staff, representation from the Lanark, Leeds and Grenville District Heath Unit and representation from any of the three local conservation authorities.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 15 '23
Strategic Plan		

The formation of a Climate Change Working Group will assist in creating a shared vision for the Counties on climate change, coordinated action among the Counties' member and partner municipalities and other key stakeholders, accountability, knowledge sharing, implementation planning and consideration, and monitoring for our region. It is anticipated a Climate Change Working Group will have the greatest impact at the Township level, where the majority of services are provided and where the carbon footprint can be the most measured, monitored and mitigated.

It is recommended the Climate Change Working Group would begin with establishing baselines and a starting point for climate action and strategy development.

1. A first step would be looking at the Counties' carbon footprint. This would be done through coordination with local municipalities examining where our overall corporate carbon footprint comes from. Collecting data on the following areas would aid in this:

- *CO2 emissions in g/km on municipal vehicle fleets;*
- *Natural Gas Usage in municipal facilities in Litres for the past 5 years;*
- *Electricity Usage in municipal facilities in kWh for the past 5 years;*
- *Creating annual utilities reports for monitoring moving forward.*

Once these numbers have been established, prioritizing areas should be set. In Canada, vehicles and transportation are normally a high priority based on GHG emissions produced.

2. Next, it is recommended the Working Group set targets based on science, for example, targets could align with the Paris Agreement, or Canada's 2030 and 2050 goals. It is recommended to break targets into both short and long-term goals.

Once targets have been set, financial considerations should be looked at.

3. It is recommended the third step of the Working Group would be to create a budget based on the targets set and what will be needed to reach each target. Budget considerations should also include;

- a. Potential future initiatives;*
- b. Public consultations and engagement to get a 'pulse check' on climate issues that matter to residents, visitors and community stakeholders to guide budgeting;*
- and*

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 15 '23
Strategic Plan		

c. Grant opportunities for projects.

4. The plan should also consider opportunities for the Counties to advance climate change initiatives that will improve regional economic development, strengthen the long-term operational security of local commerce and industry, and ensure the demand for increased housing stock is supplied in an environmentally sustainable manner.

Various Potential Role for Counties' Departments and Staff

- 1. Forestry/Waste Management*
- 2. Planning*
- 3. Finance*
- 4. Public Works*
- 5. Economic Development*
- 6. Facilities*
- 7. Social Housing*
- 8. Emergency Planning*

Alternatives:

Council could decide to change, modify, or not proceed with the recommendations.

Environmental Implications:

The effects of climate change have resulted in a greater focus on how municipalities plan, build, and maintain the critical infrastructure of a community. The St. Lawrence River is both life sustaining and carries a significant risk to the water treatment plant. Severe rainstorms have the potential to overwhelm the wastewater collection system. By planning for and implementing mitigating measures, the Town of Prescott will be prepared for whatever the future may hold.

The municipality must also take measures to reduce carbon emissions through the decisions that are made.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 15 '23
Strategic Plan		

Financial Implications:

None at this time.

Attachments:

- United Counties Climate Change Action Plan – Report and Plan
- Climate Change Implications Tool
- Climate Change Initiatives Survey to Member & Partner Municipalities

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer

MARCH 8, 2023

COMMITTEE OF THE WHOLE REPORT

REPORT NO. CW-036-2022

CLIMATE CHANGE ACTION PLAN

**KRYSTIN STITT
PROJECT MANAGEMENT SPECIALIST**

**RAY CALLERY
CHIEF ADMINISTRATIVE OFFICER**

RECOMMENDATIONS

THAT the Committee of the Whole recommends adoption of the proposed Climate Change Action Plan as presented and attached to Report No. CW-036-2023.

FINANCIAL IMPLICATIONS

There are no financial implications for immediate consideration. As the Working Group progresses there may be financial considerations based on any recommendations the Working Group may bring forward for approval as resource needs and initiative opportunities are identified.

CLIMATE CHANGE IMPLICATIONS

Where possible, reports are provided in a digital format to reduce the Counties' carbon footprint. This report was assessed using the Clean Air Partnership's 'Municipal Climate Lens Tool' to consider climate impacts, or benefits, associated with this report. This report does not result in an increase in greenhouse gases, temperature or precipitation

exposure. As such, there are no climate change implications directly related to this report. Climate change impacts and benefits will be indirectly related to this report, upon approval of the proposed recommendation and will be assessed and addressed in accordance with the established action plan and future strategy, once developed.

ACCESSIBILITY CONSIDERATIONS

This report can be made available in alternate accessible formats on request. The United Counties of Leeds and Grenville makes every effort to provide services in a manner that is inclusive to ensure accessibility barriers are reduced or eliminated, where possible. The content of this report does not negatively affect persons with disabilities. A Word document inspection was conducted on this report and the accompanying attachment to check for any accessibility issues. No accessibility issues were found. People with disabilities should not have difficulty reading this document. Working Group participants who require accommodation will be provided it upon request.

COMMUNICATIONS CONSIDERATIONS

Any decision regarding this report and will require clear communication to employees, municipalities, ministries/agencies and the public. Climate change initiatives, will require a comprehensive communication and public education plan to be adopted and implemented effectively. This would be very similar to the early days of household garbage tag or recycling programs that were introduced back in the early 1990's. This communication plan would also require major partners including health units, local school boards, industry associations and Hydro One, Ontario Hydro and other partners involved in the energy sectors including various forms of electricity production, fossil fuel energy suppliers.

BACKGROUND

In July of 2022, the Committee of the Whole directed staff to seek participation by other Chief Administrative Officers in Leeds and Grenville to further research a strategy for climate change adaptation and mitigation in Leeds and Grenville.

A climate change initiatives survey was developed and was sent to all Chief Administrative Officers of member and partner municipalities between August and September of 2022.

The seven-question survey looked at current climate initiatives occurring at member and partner municipalities, climate change mitigation and adaptation progress in the last three to five years at member and partner municipalities, existing climate change action plans and declarations, if any, and how member and partner municipalities wished to be engaged in a Counties' wide climate change strategy. Key findings from the survey revealed climate change progress has been minimal and there is a desire for the development of a Counties' wide climate change strategy. With the timeframe of the survey release coinciding with some summer holidays and preparation of the election this survey is being circulated again for additional input.

Over the past few years, the Counties has experienced the impacts of climate change events, including flooding, more frequent and extreme storms, hotter summers, periods of drought, and greater ultraviolet radiation exposure. These climate changes pose risks to the Counties infrastructure, local economic and social conditions, public health and the health of local ecosystems.

In recent years, many municipal councils across Ontario and Canada have formally recognized climate change as a crisis and have developed plans or strategies to address climate change.

DISCUSSION/ALTERNATIVES

Counties Council continues to recognize the importance of climate change adaptation, climate change mitigation, relatable environmental issues and the need for greater climate change and environmental considerations in Counties' planning and decision-making. When exploring climate change action an analysis of other municipal plans was

undertaken, as well as an examination of the Counties itself. Other municipalities' plans were reviewed based on proximity, comparability, and availability of information. Municipal Associations, including the Federation of Canadian Municipalities and Local Governments for Sustainability were also reviewed for municipal best practices.

The Counties currently does not have an action plan for developing a strategy for climate change. There remains future outlook that developing a strategy will become more crucial to lessen environmental, social and economic impacts to the region. Recent changes to legislation under the Planning Act and Ontario Regulation 588/17, Asset Management Planning for Municipal Infrastructure, have also pressed for more robust adaption and mitigation to climate change at the local government level.

Although climate change action has traditionally been the responsibility of the Federal and Provincial governments, over the last decade climate change action and climate change funding have been increasing in municipal agendas and budgets. Local governments are often referred to as the 'front-line' for climate action and the level of government where the greatest impacts on climate change can be had. Ratepayers are becoming much more aware of local climate change and are wanting municipal representatives to formulate these impacts in their expenditure decisions. A recent example of this was evident in a delegation regarding climate reduction results from bridge improvements.

The considerations put forward in the attached action plan represent the first steps in creating an integrated, coordinated approach to climate change adaptation and mitigation in Leeds and Grenville.

The development of a Climate Change Strategy, through the considerations set out in the attached action plan, will address the Counties' responsibility to reduce greenhouse gas (GHG) emissions and increase resiliency in the face of climate change. It will also develop, through corporate, community and business consultation, actions and timeframes that will be essential for the corporation, community and businesses to also undertake in order to make significant contributions towards net zero community GHG emissions by the year 2030 under Canada's Emissions Reduction Plan and by 2050, under Canada's Climate Action Plan. Of equal importance will be identifying the roles, responsibilities and leadership required from senior levels of government necessary to achieve these targets.

ATTACHMENTS

Climate Change Action Plan

KRYSTIN STITT
PROJECT MANAGEMENT SPECIALIST

FEBRUARY 23, 2023
DATE

RAYMOND D CALLERY
CHIEF ADMINISTRATIVE OFFICER

FEBRUARY 28, 2023
DATE



CLIMATE CHANGE ACTION PLAN 2023



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Overview

Climate Change on a Global Scale

During the past century the global climate has seen increased temperatures and other observed changes in both climate and weather conditions. Among the global scientific community, the almost-universally held opinion is global climate change is occurring and is undeniably linked to human activity. The burning of fossil fuels and deforestation have led to increased levels of greenhouse gas (GHG) emissions causing temperatures to rise in the past 50 years higher than at any other time during the past 1300 years, at least (ICLEI). A world-wide call to action prompted the creation of global plans and initiatives and in 2015 the Paris Agreement became a legally binding international treaty on climate change (UN). 193 countries have joined the Paris agreement and have committed to mitigate climate change by reducing carbon emissions. The goal of the Paris Agreement is to achieve a carbon neutral world by 2050. Nations must produce Nationally Determined Contributions (NDCs) every five years (UN). Canada's NDC includes a \$60 billion investment to cut pollution and promote environmentally conscious economic activity (Canada.ca/NDC). Canada has committed to reduce greenhouse gas emissions to net-zero by 2050; *"Achieving net zero means we need to reduce emissions to the point that the carbon emissions that we do produce can be negated through measures like tree planting or carbon capture technologies."* (CERP, 6). Canada has created a 2030 Emissions Reduction Plan that outlines strategies to achieve Canada's ambitious climate action goals while considering essential economic factors.

Canadian Climate Change – Plans and Initiatives

Canada's Emissions Reduction Plan for 2030 and Pathway to 2050 focuses on 8 core sectors; Buildings, Electricity, Heavy Industry, Oil and Gas, Transportation, Agriculture, Waste and Nature Based Solutions. (CERP, 89). The core sectors that correlate most strongly with the United Counties of Leeds and Grenville are; buildings, transportation, and nature-based solutions. Buildings make up 12% of Canada's total greenhouse gas emissions (CERP, 13). Fossil Fuel equipment such as natural gas furnaces used for water and space heating are large contributors to the GHG emitted by buildings. Over 85% of emissions from the building sector are due to this energy demand (CERP, 33). The transportation sector accounts for 25% of total emissions in Canada. Canada's wetlands contain nearly one third of land-based carbon storage (CERP, 13). Natural climate solutions are crucial to invest in, in order to reach Canada's decarbonization goals and promote and protect biodiversity.

Ontario – A Regional Perspective

Ontario communities are already experiencing the impacts of climate change. Between 1948 and 2016 the mean annual temperature increased by 1.3 degrees Celsius. Between the same timeframe mean annual precipitation levels also increased by 9.7%. In 2018 the Province released its Made-In-Ontario Environment Plan. The plan focuses on 8 areas: reducing the amount of waste that goes to landfill, keeping water safe and clean, protecting the air, protecting natural spaces and species, addressing climate change, holding polluters accountable, supporting infrastructure development while ensuring environmental protection and broader government achievements through partnerships. In Ontario, levels of climate change adaptation are greatly varied and much focus is placed on assessment of risk and vulnerability. Progress on climate change adaptation and mitigation remains limited in Ontario.

Local Climate Change and the United Counties of Leeds and Grenville's Role

Municipalities play crucial roles in climate action. *"Through local management of buildings, transportation, water, waste and land use, municipalities control or influence over 50% of Canada's GHG emissions. Municipal governments are also closest to citizens and can readily engage households and businesses to reduce GHG emissions. [...] Additional opportunities for enhanced collaboration can be found in areas such as community energy generation and renewables, reducing methane pollution from municipal landfills and building climate resiliency."* (CERP, 93).

The United Counties of Leeds and Grenville ("the Counties") is a diverse region comprised of different sectors of industry, populations, geographical connections and a range of tourist attractions. Covering just over 3,000 square kilometers of land extending from the Township of Edwardsburgh Cardinal in the East, the Town of Gananoque bordering the City of Kingston in the West, and the Municipality of North Grenville bordering the City of Ottawa in the North, the United Counties serves its local communities and attracts visitors to experience its world class natural beauty. Climate change is a pressing issue that stands to affect multiple aspects of life in the Counties. Past temperature and precipitation trends demonstrate how climate change is already occurring. Although there are many implications of climate change and other natural disruptions, rising temperatures are primary implications of increased Green House Gas (GHG) emissions due to human activity. The geography of our region makes the impacts of climate change and weather events diverse and risk evaluation for any one event complex. This is very notable when considering public works storm data provided by KSMI Weather, which has the Counties broken into 6 regional recording zones.

Local Data

The following graphs were created using data from Brockville Climate Weather Station, in close proximity to the United Counties of Leeds and Grenville with the most accurate historical data. These graphs show temperature and precipitation trends from 1921 compared to 2021.

Temperature

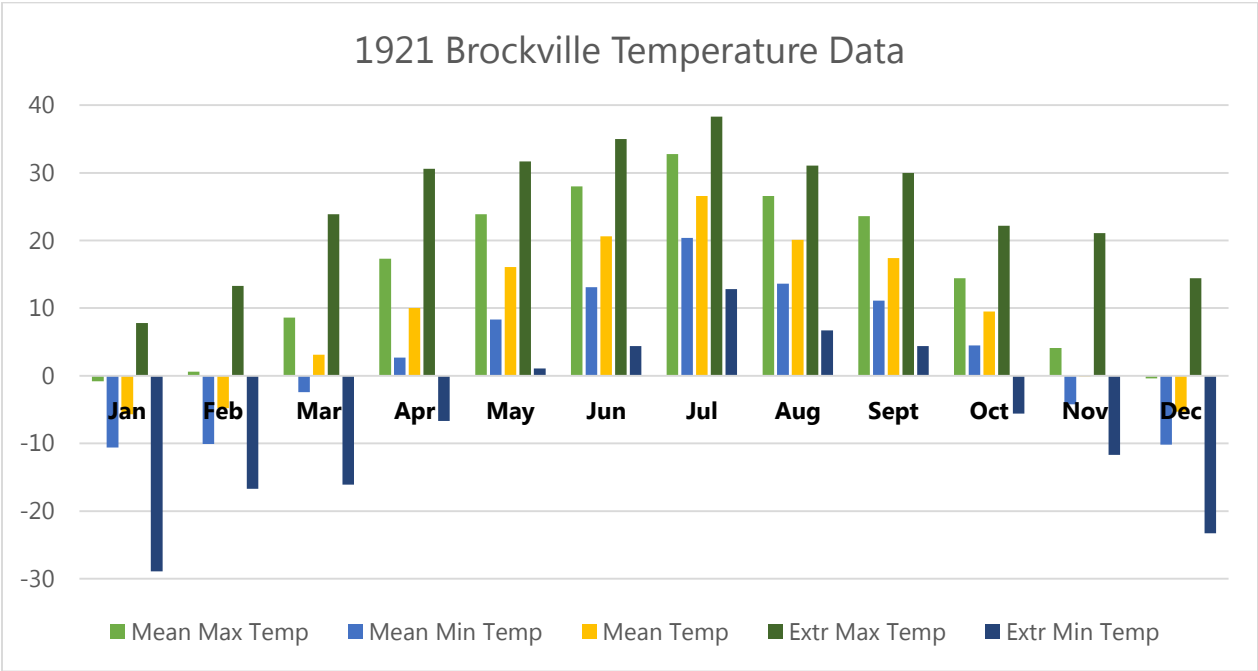


Figure 1: 1921 Brockville Temperature Data. Retrieved Jan 2023 from Government of Canada Historical Weather Data, Brockville Climate Weather Station.

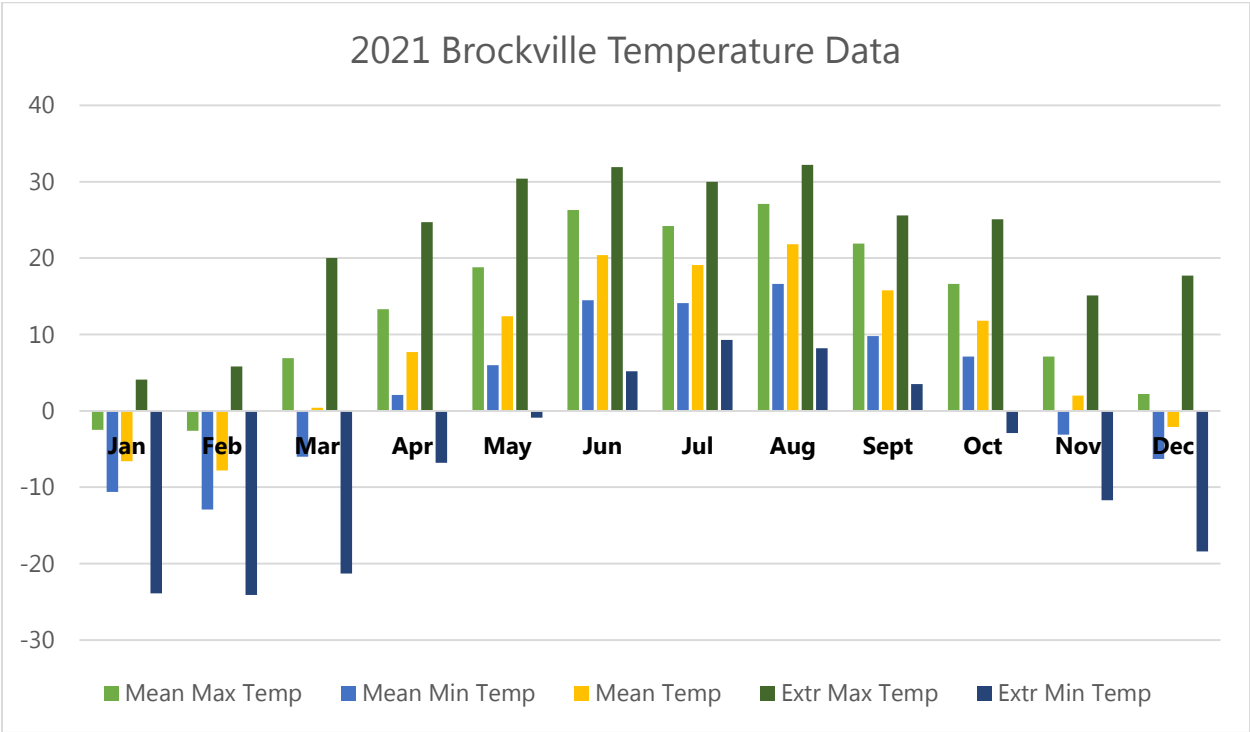


Figure 2: 2021 Brockville Temperature Data. Retrieved Jan 2023 from Government of Canada Historical Weather Data, Brockville Climate Weather Station.

As we can see from these two graphs, in general, temperatures have increased from 1921 to 2021, as highlighted by the mean maximum temperatures. When examining these temperature graphs, a data set that is of particular interest is the extreme maximum temperatures and the mean maximum temperatures. Maximum temperatures present extreme consequences on human health, vegetation, infrastructure and many more aspects of life in the Counties and across the world. There are many consequences of rising temperatures, however more specific implications that are of particular relevance to the Counties will be discussed further on.

Precipitation

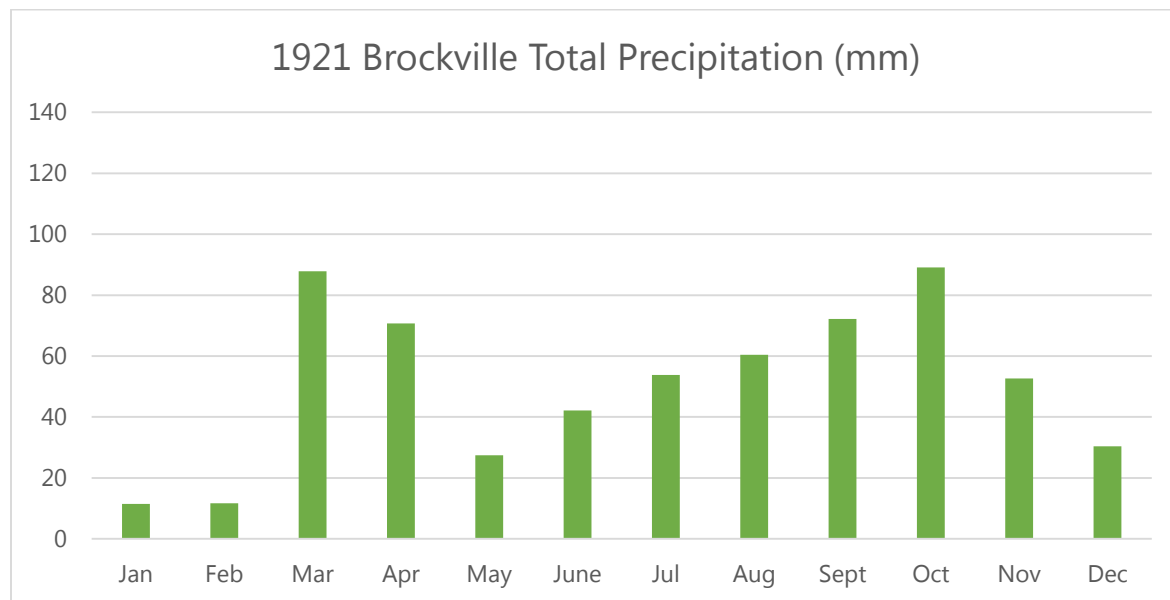
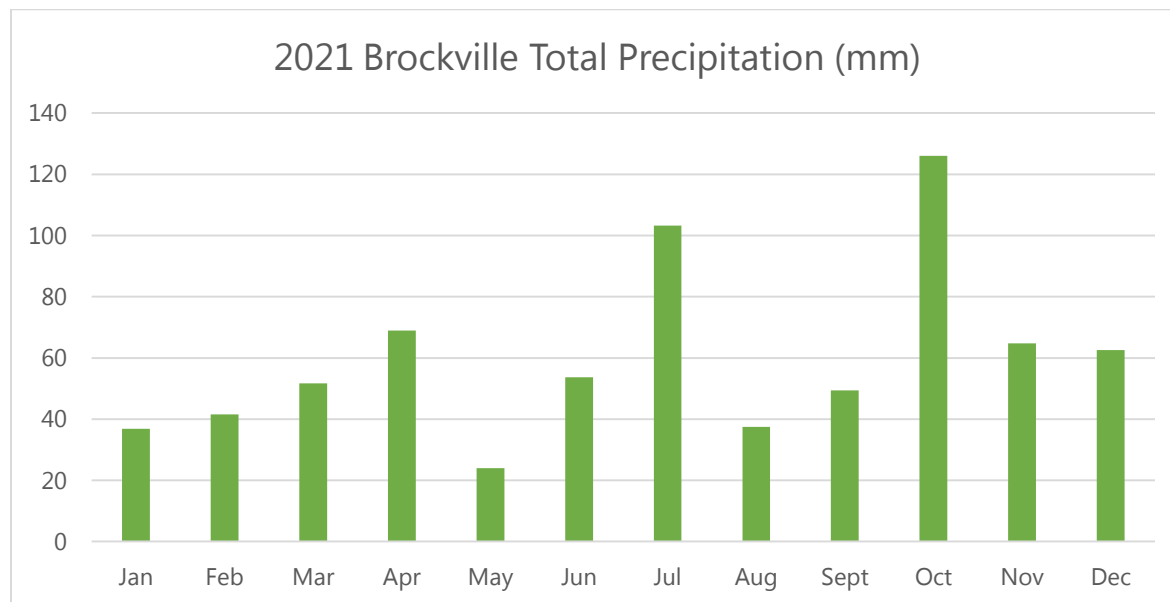


Figure 3: 1921 Brockville Total Precipitation Data. Retrieved Jan 2023 from Government of Canada Historical Weather Data, Brockville Climate Weather Station. Total = **609.7mm**



*Figure 4: 2021 Brockville Total Precipitation Data. Retrieved Jan 2023 from Government of Canada Historical Weather Data, Brockville Climate Weather Station. Total = **720.1mm***

The precipitation trend graphs from 1921 to 2021 demonstrate how precipitation has significantly increased. Increased precipitation is one of the many impacts of global climate change. Increased Greenhouse Gas Emissions lead to warmer oceans which increases the amount of water that evaporates into moisture-laden air. When this happens air converges into storm systems and moves over land, and more intense precipitation occurs ([EPA](#)). Heavy rains pose an increased flooding risk. Floods can heavily damage infrastructure, rendering economic consequences and increases to insurance premiums. Other implications of heavy precipitation include soil erosion and crop damage ([EPA](#)). Increased precipitation does not necessarily imply we are experiencing more frequent precipitation, it can mean when precipitation occurs it is more intense, as shown on the 2021 precipitation graph. For example, heavy snow and rain storms place strain on communities and public services.

Why Address Climate Change in the United Counties?

Municipalities are on the front lines of climate change. Local governments strategically plan for and deliver high quality, effective and cost-effective services and programs, such as infrastructure maintenance and community services ([Canada](#)). To ensure this happens, local governments have begun to consider climate change adaptation and resilience into their design and planning processes. Increasingly, local governments are implementing climate change strategies and methods to include climate change considerations into decision-making processes, assessing impacts, risks and vulnerabilities, and progressing climate action in communities. Based on scientific evidence, it is clear climate change will continue to impact our region. Without mitigation and adaptation efforts this change will have a greater impact on the Counties.

Consequences of Rising Temperatures & Precipitation

[On Human Health](#)

Exposure to hotter than average conditions has an effect on our bodies. Extremely hot temperatures can result in and increase the severity of many illnesses, compromising our bodies ability to regulate temperature. Heat cramps, heat exhaustion, heatstroke, and hyperthermia are all examples outlined by the World Health Organization that result from high temperatures ([WHO](#)). Some demographics are particularly vulnerable to increased temperatures, people with preexisting health conditions, the elderly, pregnant women, young children, low income households and outdoor and manual workers are at an increased risk of the health consequences of exposure to excessive heat ([WHO](#)). For the United Counties of Leeds and Grenville this is of particular interest as our region is facing a steadily aging population, with a higher than average percent of the population, when being compared to Ontario, being 60 years and older, at 35.3% ([Workforcedev.ca](#)). The result of continued climate change could pose increased strains on public health services in our region.

[On Budgeting and Economics](#)

Increased temperatures during spring and summer months lead to more use of Space cooling and other artificial temperature adjustment methods. This not only has a negative effect on the environment, but it

is costly to maintain facilities at appropriate temperatures. Extreme weather that detours tourists from enjoying the outdoors impacts tourism and economic development in the United Counties of Leeds and Grenville. One recent tourism event that was affected by rising temperatures was the Prescott Strathcona Cup held on January 28th, 2023. The curling tournament was slated to hold outdoor events at the Sandra Lawn Harbour, located on the St. Lawrence River, however, concerns about ice stability and thickness prompted a last-minute change of venue. Our neighbouring municipality, The City of Ottawa, also suffered economic and tourism impacts as a result of climate change when the 2023 BeaverTails Ottawa Ice Dragon Boat Festival had to be cancelled because of poor ice conditions. More broadly, for the first time ever since 1971, the Rideau Canal Skateway did not open this winter. The National Capital Commission (NCC) attributed the closure to “this winter’s higher-than-average temperatures, snow and rain which contributed to a thin and porous ice surface,” ([CBC News](#)). As winters grow warmer, the NCC has been experimenting with new ice-making methods and has worked to update and strengthen its climate change strategy. The NCC is also looking to make shifts operationally as winters grow warmer and the skating seasons shorter by expanding activities along the UNESCO World Heritage Site, including cross-country skiing alongside the Canal. Expanding technologies and considering operational changes will bring about new financial impacts and considerations.

On Recreational Activities

Extreme heat and the increased severity of precipitation due to climate change can greatly affect recreational activities. Golf, cycling and water activities are examples of a recreational sports popular in the Counties that are particularly vulnerable to changing temperatures. For example, increased storms and floods have detrimental effects on golf courses, requiring more upkeep and driving up the cost of this activity. More extreme weather also detours tourists and community members from enjoying the outdoors ([GFC](#)).

On Agriculture Activities

Climate has always played a role on agricultural activities in Ontario and the Counties, and with agriculture being a key industry climate change will have direct impacts on our agriculture sector. Impacts including, crop production; both annual crop yields and crop types able to be grown locally, pest distribution and water availability. Temperature and precipitation fluctuations can disrupt growing seasons and pose a threat to the supply chain of food, impacting food security, food production and raising the cost of food. An example of climate change impact on agricultural activities is from March 2012 when higher than average temperatures caused apple trees in Ontario to bloom early, but then an abnormal frost two months later caused an overall 80% loss of their fruit ([Ontario.ca](#)).

Concerns of Extreme Weather Patterns

Climate change has resulted in extreme weather events globally and locally, for example, severe storms occurring at higher frequencies causing damage to homes, buildings, infrastructure and crops, resulting in more than hundreds of millions in insurance claims. Extreme weather patterns due to climate change also threaten trees and forest loss from freezing damage. An example of an extreme weather event were the high-water levels of 2017. A report released in 2018 by the Lake Ontario-St. Lawrence River Board confirmed the outflow rates were due to extreme weather ([International Joint Commission](#)). Intense

rainfall, rapid snow melt, and windstorms caused almost \$225 million in insured damage. The City of Toronto alone estimated \$5 million in lost revenue due to the closure of Toronto Island, a popular tourist attraction in the summer months ([Daily Hive News](#)). Another recent example of an extreme weather pattern was the storm that occurred on May 21st 2022, effecting many regions in Ontario and Quebec, including the United Counties of Leeds and Grenville. The storm resulted in numerous power outages and the loss of 10 lives across the province. The intensity of the storm was increased by the high heat and humidity that preceded a cold front in the North Atlantic Ocean ([CAC](#)). With increasing summer temperatures, conditions become more favorable for severe storms with high wind speeds and intense precipitation.

"Weather, climate and water-related hazards are increasing in frequency and intensity as a result of climate change," Prof. Petteri Taalas, the Secretary-General of the World Meteorological Organization (WMO), said in [a statement](#). ([Weather Network](#)).

Concerns of Climate Equity

Climate affects everyone; however, its affects are felt in low income and vulnerable populations more than in other demographics. This is of particular concern in the United Counties. Within the Counties, the South Grenville region is classified as an economically depressed area. 26.7% of the population falls below the low-income threshold ([Corporation of the Town of Prescott Jan 2021](#)). This statistic, coupled with the aging population residing within the Counties means climate change could have drastic impacts on our region. Low income and vulnerable populations can have fewer resources to purchase mitigation or adaptation means, housing may be less resilient and seniors' medication may increase their likelihood of being impacted from heat related issues. These outcomes all have the potential to place further strain on public health and community services and local infrastructure.

State of the Counties

The United Counties of Leeds and Grenville possesses immense natural beauty and is home to many unique sites, including two UNESCO World Heritage Sites. The Counties, as previously mentioned, is comprised of a higher than average aging population and low-income threshold population. These characteristics of our region make climate change even more concerning when examining the potential effects of continued climate changes. Our 10 member and 3 partner municipalities all have unique features and present with different challenges within each of their own boundaries. This section provides an overview of the results of the Climate Change Initiatives Survey and an overview of key sites located within the Counties, which are at a higher risk of being negatively impacted by climate change.

Current Climate Change Status – Member and Partner Survey

The United Counties of Leeds and Grenville is looking to advance climate change action by developing a Climate Change Strategy to address climate change within the United Counties. A 7-question survey regarding climate change initiatives was created and sent for completion by the CAO's of our member and partner municipalities between August and September 2022.

The survey was broken into 2 sections: assessment of current activities occurring based on 6 different categories, and assessment of climate change progress and status. Some results were anticipated

(municipalities not having a climate change strategy/action plan) and others were less predictable (lack of response and lack of input provided).

Survey Objectives

The climate change initiatives survey was created to achieve various objectives including:

- Gaining an understanding of member and partner municipalities' current activities and initiatives;
- Learning how climate change action has, or has not, progressed over the last 3-5 years at member and partner municipalities;
- Determining how member and partner municipalities wish to be engaged in implementing a Counties Climate Change Strategy;
- Determining the most effective approach to implementing a Counties' Climate Change Strategy.

Participants

Participants of the survey were the 10 member and 3 partner municipalities within the United Counties of Leeds and Grenville. The survey was sent to all 13 CAOs via email. The climate change initiatives survey saw a participation rate of 4 out of 13 municipalities, or a 30.77% participation rate. Participants of the climate change initiatives survey were Elizabethtown-Kitley, Gananoque, Rideau Lakes and Westport. With the timeframe of the survey release coinciding with some summer vacations and preparation of the fall election this survey is being circulated again for additional input.

Key Findings

The climate change initiatives survey provided good insight into the challenges and opportunities in developing a Counties wide Climate Change Strategy. The key findings identified in the results included:

- Lack of response and input may indicate climate change has not been able to be a key priority among member and partner municipalities due to lack of resources and absence of direction;
- The general response is that progress on climate change action has been minimal in the last 3-5 years;
- Levels of climate change action are drastically varied between municipalities;
- Opportunities for partnerships are supported and may be beneficial;
- There is a desire for the development of a strategic and collaborative approach towards climate change action and initiatives at the Counties level.

Recommendations from the survey

	Recommendation	Desired Outcome
1	A Climate Change Standard; climate change action is occurring at varying degrees at member and partner municipalities. Through the development of a Counties Climate Change Strategy, member and partner municipalities will have the opportunity to align, collaborate and partner through knowledge and cost-sharing opportunities. They will also have a framework to use as a reference, guide, and tool when progressing climate change action forward in their own municipality, while ensuring the implementation of a consistent standard across the entire Counties.	Increased Awareness and Silo Breakdown

2	Creation of a Climate Change Working Group; The creation of a working group will ensure multiple lenses are applied and input from key stakeholders across the Counties is included. The working group will serve to map out scope, timelines, goals and objectives and provide a cohesive body to establish priorities, consistency and timely exchange of information sharing, as well as the development of policies, procedures, guidelines, templates and monitoring.	Clear Roles, Responsibilities and Procedures
3	Multi-Agency Engagement; It will be crucial to have the buy-in and the involvement of multi-agencies to enhance relationships and remove 'silos' or duplication of objectives and to promote successful initiatives and project completion. Engagement and consultation of multi-agencies will allow for better resource and information sharing to achieve objectives and access shared funding opportunities.	Engagement, Synergy, Knowledge Sharing, Efficiencies
4	Joining the PCP Program; When looking at municipal best practices, the PCP (Partners for Climate Protection) program, co-led by the Local Government for Sustainability (ICLEI Canada) and the Federation of Canadian Municipalities (FCM) has been widely adopted and implemented across both Ontario and Canada. Benefits to the PCP program include free membership, established practices (5 step milestone program), access to tools, networking opportunities, events, resources and technical support.	Best Practices, Consistency, Transparency

Key Sites

The United Counties of Leeds and Grenville holds many attractions that draw residents and visitors to the region. The nature of these key sites is of particular concern when looking at the impact climate change may have. Each of these sites are highly dependent on weather and climate patterns for future use and preservation.

1000 Islands

The 1000 Islands Region has an amazing 1,864 islands located in an 80-kilometre (50-mile) stretch along the St. Lawrence River between Canada (Ontario) and the United States (New York State). For well over a century, the 1000 Islands has been a vacation destination. The region also has 24 inland lakes.

There is an archipelago of islands that range in size from very large (Wolfe Island, about 40 square miles) to quite small. Thousand Islands National Park of Canada oversees about 20 islands for camping. The St. Lawrence Islands National Parks Commission manages award-winning attractions and outdoor recreational areas along the river between Kingston and the Quebec Border.

Rideau Canal

The Rideau Canal is both a UNESCO World Heritage Site and a Canadian Heritage Site. This 19th-century engineering marvel covers 202 kilometres of the Rideau and Cataraqui rivers from Ottawa south to Kingston on Lake Ontario. It was built for strategic military purposes at a time when Great Britain and the United States vied for control of the region.

It is the best-preserved example of a slack water canal in North America, demonstrating the use of a large-scale European technology. It is the only canal dating from the great North American canal-building era of the early 19th century to remain operational along its original line with most of its structures intact.

Frontenac Arch Biosphere

Frontenac Arch Biosphere Reserve representatives signed the National Geographic Society's GeoTourism Charter in 2010, only the 9th such charter in the world and the third in Canada. This vast landscape was designated a UNESCO site in 2002. The Thousand Islands, the southern half of the Rideau Canal, much of the Land O' Lakes, the upper St. Lawrence River; and the towns, villages and farms make up this globally significant region.

Five forest regions merge and intermingle on the Frontenac Arch, perhaps the most bio-diverse region in Canada. It has more than 40 per cent forest cover, another 30 per cent is made up of lakes, rivers and streams. It is the site of Canada's first glassworks, Ontario's oldest standing stone bridge and Upper Canada's first iron foundry. First Nations' settlements can be found here dating back to just after the last ice age.

The Inner Circle

There are 24 inland lakes and hundreds of kilometers of waterfront in the United Counties of Leeds and Grenville. The Charleston Lake area is well established cottage country. The region attracts camping, hiking, boating and fishing enthusiasts. Campgrounds dot the landscape. Attributes include many trail networks, Farmers Markets, Local Flavours initiatives, bed and breakfast accommodations, boutique shopping destinations, festivals and outdoor recreational opportunities.

Limerick Forest

A treasured Counties asset, Limerick Forest holds multiple value from an environmental, social and economic standpoint. Limerick consists of approximately 65% forest cover and 35% wetland cover ([Limerick Forest](#)). Within the South block of Limerick is an aquifer recharge area. This area plays an important role in controlling surface water quality and runoff and maintaining groundwater levels. Other environmental benefits include diverse flora and fauna, abundant wildlife habitat, groundwater preservation and soil erosion protection. Limerick forest also provides multi-use recreational and nature education opportunities. From an economic standpoint, approximately 38% of the forest cover has been classified as "production forest", capable of growing commercially viable timber crops, more than half of which is made up of conifer plantations. Through the utilization of these conifer plantations is an economic base that provides revenue to offset Limerick management costs. The maintenance and preservation of Limerick will be vital to climate change action in the Counties.

Tree Cover benefits

The Counties has a high tree cover. A dense tree canopy in a region brings many benefits. Some environmental benefits of a high tree cover include controlling wind, improved air quality through carbon dioxide reduction, improved water quality and helps reduce erosion.

The benefits of trees. Canopy. (2018, May 17). Retrieved July 25, 2022, from <https://canopy.org/tree-info/benefits-of-trees/>

[Wetland Cover benefits](#)

The Counties house many wetlands. Some environmental benefits of wetlands include the protection of endangered species, coastline protection, carbon regulation and the promotion of biodiversity. However, 70% of the Lower Great Lakes-St. Lawrence River Coastal wetlands have been lost (Ducks Unlimited Canada).

Wetlands. Ducks Unlimited Canada. (2022, July 21). Retrieved July 25, 2022, from <https://www.ducks.ca/ourwork/wetlands/#:~:text=They%20protect%20us%20from%20flooding,at%20beaches%2C%20lakes%20and%20rivers>.

Key Industries

The United Counties of Leeds and Grenville offers a diverse and skilled population that provide a range of services and industries. With an immediate workforce of 51,500 and a regional catchment (20-60-minute commute) of 200,000 workers the Counties holds a variety of key industries ([Leeds Grenville](#)). The industries outlined below are ones which have the greatest potential to be most negatively impacted by continued climate change:

[Agriculture and Food Processing](#)

In the United Counties of Leeds and Grenville there are 1,032 farming operations in total (2016 Agricultural Census) and a covered total land mass in crops of 143,035 acres. From an economic perspective, the total wages and salaries reported by 302 farms was \$13,149,140.00. Over 28 farms have a total farm capital of over \$3.5million ([Leeds Grenville](#)).

[Manufacturing](#)

Manufacturing in the United Counties of Leeds and Grenville is another key industry. The region offers an ideal location in terms of access to major transportation routes, including Highway 401 and 416 as well as two international bridges and access to rail lines ([Leeds Grenville](#)). These transit connections make the area both a key transportation hub and a contributor to GHG emissions. Climate change progress may overtime evolve manufacturing to produce less GHG emissions resulting in positive impacts for climate. However, this could also result in the reduction of manufacturing facilities in our region. With 7 of the 17 major employers in our boundaries classified as manufacturing, having a total employment number of just over 2,000, the impact potential labour force reductions and consequentially the economic impacts felt could be drastic.

[Tourism and Hospitality](#)

The United Counties of Leeds and Grenville has a large tourism and hospitality industry that could be negatively impacted by the results of climate change. There are a variety of restaurants, golf courses and campgrounds. Services include tour boats, fishing, helicopter and scuba tours, hotels, motels and bed and breakfast resorts ([Leeds Grenville](#)). Key attractions include:

- 1000 Islands St. Lawrence River seaway region
- Historic Rideau Heritage Route Canal System (UNESCO site)
- Canadian Shield and the Frontenac Arch Biosphere Reserve (UNESCO site)
- 1000 Islands Helicopter Tours

- 24 inland lakes, amazing landscapes, trails and cottage country
- Fort Wellington in Prescott
- Skywood Eco Adventure Park, Canada largest aerial adventure and zip line park and children's Treewalk Village
- Aquatarium at Tall Ships Landing interactive learning and discovery centre
- St. Lawrence Shakespeare Festival in Prescott, held in an outdoor amphitheatre
- Thousand Islands Playhouse, Canada's Dockside Theatre in Gananoque
- 1000 Islands Tower
- 1000 Islands Parkway
- Biking and hiking trails
- Kayaking and canoeing water trails
- Le Boat self-drive boat rentals on the Rideau Canal
- 15 designated National Historic Sites

Though some sites listed will benefit from warmer temperatures, providing longer operating seasons, others attractions and tourist sites may need to adjust operations to curb potential negative effects of continued climate change, as highlighted in the preceding section on consequences of rising temperatures and precipitation with the Rideau Canal example. Operational changes could include, installation of shade mechanisms/cooling stations or water stations along hiking and biking trails. For golf courses it could mean investing in new technology to assist with greens preservation and maintenance due to heavy precipitation events and expanding club house uses to offset a potential decrease in revenue, should the number of precipitation days negatively affect golfer turnout. Also, water level changes, wild fires and increased insects could cause major impacts on these attractions.

Transportation, Logistics and Warehousing

Our region has a close proximity and direct access to multiple routes making the transportation, logistics and warehousing industry another key industry in the Counties. However, as previously discussed, transportation accounts for a high percentage of Ontario and Canada's GHG emissions, making this an industry likely to be affected by future climate change. Looking at Canada's 2030 Emissions Reduction Plan (CERP) there will certainly be transition challenges within the transportation industry. Specifically, the introduction of the proposed [Clean Fuel Regulations](#). These regulations will affect the use of fossil fuels and aim to promote use of fossil fuel alternatives, including hydrogen and electricity. As electric vehicles sales continue to grow so will the need for supporting infrastructure, including charging stations. Currently, the Counties does not have the infrastructure to support large numbers of electric vehicles.

Key Utilities

As climate change increases the frequency of extreme weather events the likelihood of flooding occurring will increase. This will be a major concern for the Counties as water and sewer is a key utility and also a large network of aging infrastructure.

Water and Sewer

Groundwater is the major source of potable water for residents.

- Approximately 67% of the residents are serviced by groundwater.

- 92% are supplied from non-municipal private systems
- Approximately 21,000 water wells in the Counties
- The separated municipalities of Brockville, Gananoque and Prescott have both municipal piped water from the St. Lawrence River and waste water treatment plants
- The village of Spencerville has sewage collection and treatment via lagoons
- The village of Cardinal has both water and sewage treatment via Cardinal Waste Water & Water Filtration Plant
- The Johnstown Industrial Park and New Wexford are serviced by Edwardsburgh-Cardinal and sourced by Town of Prescott Public Works Department
- A new waste water treatment plant system (LSSDS) was implemented in 2019 in the Village of Westport

Municipalities Exhibiting “Best Practices”

As the United Counties of Leeds and Grenville looks to progress climate action there exists many resources from neighboring municipalities and professional associations (FCM) who have started on their climate journeys.

City of Kingston – Climate Leadership

The City of Kingston has exhibited leadership in climate action and mitigation. The city of Kingston has developed a climate leadership plan that building on their award winning 2014 Climate Action Plan as well as reports from the Working Group on Climate Action. The Kingston Climate Leadership Plan has outlined four goals;

1. Define a clear path to reach corporate and community carbon neutrality.
2. Engage the most influential local stakeholders who can make the biggest GHG reductions.
3. Identify climate adaptation priorities.
4. Consider solutions that demonstrate economic development and prosperity

Town of Huntsville - Sustainability

The town of Huntsville is another municipality that has exemplified outstanding strategies for the mitigation and adaptation of climate change. In 2015 Huntsville published a Sustainability Report, outlining the region’s plan to a more sustainable future. Aspects of Huntsville’s Sustainability Report include energy reporting, energy conservation plans, community outreach, commitment to a corporate culture of sustainability and education on sustainable practices.

Read the Sustainability Report here:

https://www.huntsville.ca/en/business-and-growth/resources/PlansAndStudies/SustainabilityReport_2015_PlansStudies.pdf

“Sustainability falls into everyone’s job at the Town of Huntsville. That means developing a corporate culture that encourages staff to think about sustainability implications as part of business as usual. It also includes more general education efforts so that staff develop a better understanding of sustainability. ”

Considerations and Next Steps

Creation of a Climate Change Working Group

Currently, the United Counties does not have a strong gauge of where we are most vulnerable in terms of climate change risks and impacts. To assist with forming a foundation to build on, the creation of a Climate Change Working Group is recommended to help mobilize climate action in the United Counties of Leeds and Grenville and lead the development of a Climate Change Strategy. A Climate Change Working Group would aid in environmental considerations for the Counties' decisions and operations. There is a wide range of areas that a Climate Change Working Group could help with including; supporting citizen projects, monitoring the state of the Counties, working with member and partner municipalities and key departments including planning, public works and economic development, performing stakeholder engagement and analysis, raising public engagement and creating public awareness campaigns, and assist with planning, reviewing and applying for grant and incentive opportunities that may exist. Prince Edward County has created an Environmental Advisory Committee that can serve as an excellent example, should the Counties choose to create one. The [Environmental Advisory Committee](#) section of Prince Edward County's website outlines the committee's goal, memberships, meeting notes and related by-laws and policies.

Lanark County has also created a Climate Action Committee that can serve as reference to the Counties, should the Counties choose that direction. The [Climate Action Committee](#) of Lanark has similar committee goals to that of Prince Edward County.

Memberships are slightly different between Prince Edward County and Lanark County:

Prince Edward County's Committee is made up of two members of Council, one technical representative of Quinte Conservation Authority, one technical representative of the Hastings Prince Edward County Public Health Unit, one technical representative of the Mohawks of the Bay of Quinte, five public representatives appointed by Council for the term of Council or until reappointed. These representatives all have demonstrated knowledge or interest relating to climate change and two youth representatives (16-25).

Lanark County is made up of representatives from all ten lower-tier municipalities and Smiths Falls, as well as two Partners for Climate Protection and Climate Network Lanark representatives.

It is recommended membership for the Counties' Climate Working Group be made up of similar representation to that of Lanark and Prince Edward. Membership could include representatives from all member and partner municipalities, Counties' staff, representation from the Lanark, Leeds and Grenville District Health Unit and representation from any of the three local conservation authorities.

The formation of a Climate Change Working Group will assist in creating a shared vision for the Counties on climate change, coordinated action among the Counties' member and partner municipalities and other key stakeholders, accountability, knowledge sharing, implementation planning and consideration, and monitoring for our region. It is anticipated a Climate Change Working Group will have the greatest impact at the Township level, where the majority of services are provided and where the carbon footprint can be the most measured, monitored and mitigated.

It is recommended the Climate Change Working Group would begin with establishing baselines and a starting point for climate action and strategy development.

1. A first step would be looking at the Counties' carbon footprint. This would be done through coordination with local municipalities examining where our overall corporate carbon footprint comes from. Collecting data on the following areas would aid in this:
 - CO2 emissions in g/km on municipal vehicle fleets;
 - Natural Gas Usage in municipal facilities in Litres for the past 5 years;
 - Electricity Usage in municipal facilities in kWH for the past 5 years;
 - Creating annual utilities reports for monitoring moving forward.

Once these numbers have been established, prioritizing areas should be set. In Canada, vehicles and transportation are normally a high priority based on GHG emissions produced.

2. Next, it is recommended the Working Group set targets based on science, for example, targets could align with the Paris Agreement, or Canada's 2030 and 2050 goals. It is recommended to break targets into both short and long-term goals.

Once targets have been set, financial considerations should be looked at.

3. It is recommended the third step of the Working Group would be to create a budget based on the targets set and what will be needed to reach each target. Budget considerations should also include;
 - a. Potential future initiatives;
 - b. Public consultations and engagement to get a 'pulse check' on climate issues that matter to residents, visitors and community stakeholders to guide budgeting; and
 - c. Grant opportunities for projects.
4. The plan should also consider opportunities for the Counties to advance climate change initiatives that will improve regional economic development, strengthen the long-term operational security of local commerce and industry, and ensure the demand for increased housing stock is supplied in an environmentally sustainable manner.

Various Potential Role for Counties' Departments and Staff

1. Forestry/Waste Management
2. Planning
3. Finance
4. Public Works
5. Economic Development
6. Facilities
7. Social Housing
8. Emergency Planning

Join the PCP Program

To ensure success in achieving the steps outlined above and to promote municipal Best Practices, The Partners for Climate Protection (PCP) program is recommended for implementation. The PCP program is a network of over 510 Canadian municipalities who are engaged in reducing greenhouse gas (GHG) emissions and acting on climate change. The PCP program is delivered by the Federation of Canadian Municipalities (FCM) and ICLEI – Local Governments for Sustainability. The program has developed a

framework which aligns with the FCM Maturity Scale for Municipal GHG Emissions Reduction and consists of five milestones. The five milestones come with implementation guides. The five milestones are:

- Milestone 1: Creating a GHG emissions inventory for forecast
- Milestone 2: Setting a GHG emissions reduction target
- Milestone 3: Developing a local action plan
- Milestone 4: Implementing the local action plan
- Milestone 5: Monitoring progress and reporting results

The framework was designed to help members measure, monitor and reduce emissions both at the corporate level and at the community level. The PCP program guides members through performing a corporate assessment to create an inventory of GHG emissions, setting targets to reduce emissions, designing and implementing a climate action plan and measuring and monitoring.

The PCP program creates a foundation for climate action and a consistent standard of measuring, monitoring, evaluating and assessment for municipalities. Membership to join the PCP program is free and offers members tools, resources and support in achieving emissions reduction. Becoming a member takes three steps: Council adopting and signing a joining resolution, appointing one staff member and one elected official to act as the main contacts for PCP and forwarding a copy of the adopted resolution and contact information to the PCP Program. A commitment to complete milestones within the prescribed timeframes and reporting to the PCP are the only requirements.

Explore grant and incentive opportunities

There are many grants available to municipalities that encourage sustainable practices within organizations. Most of these grants involve retrofitting municipal buildings in order to reduce GHG emissions. These grants may be of particular interest to the townships as they own more buildings that house community organizations and events. All of these grants are project specific. They require a planned project proposal as a part of the grant application. This would be something that a Climate Change Working Group could investigate, monitor and promote.

FCM (Federation of Canadian Municipalities) grant opportunities:

- Capital project: GHG impact retrofit ([FCM/retrofit](#))
- Community building recommissioning grant ([FCM/recommissioning](#))
- Community building monitoring and analysis grant ([FCM/analysis](#))
- Pilot project: Energy recovery or district energy ([FCM/energy](#))

Other Grant Opportunities Include

- The Government of Ontario's Municipal GHG Challenge Fund
 - "The Municipal GHG Challenge Fund is a multi-phase program funded by proceeds from Ontario's carbon market that supports community-led action on climate change. The competitive application-based program is funding up to 100% of eligible costs for greenhouse gas emission reduction projects proposed by municipalities."
([Ontario.ca/GHG](#))
- The Government of Canada's Natural Infrastructure Fund
 - "Through the Natural Infrastructure Fund, the Government of Canada is investing \$200 million to support projects that use natural or hybrid approaches to protect the

natural environment, support healthy and resilient communities, and contribute to economic growth. Natural infrastructure, particularly in urban areas, creates a connection to nature that contributes to wellness and mental health, and increased access to green spaces promote recreation and social connection.” (infrastructure.ca)

- The Government of Canada’s Nature Smart Climate Solutions Fund
 - “The fund will achieve this by supporting projects that conserve, restore and enhance wetlands, peatlands, and grasslands to store and capture carbon. Projects will focus on conserving, restoring and enhancing the management of important habitat for migratory birds, species at risk and other species of cultural and/or socio-economic importance to local communities.” ([Nature Smart Climate Solutions Fund](https://nature-smart.ca))
- Transport Canada’s Incentives for Medium and Heavy-Duty Zero-Emissions Vehicles (iMHZEV)
 - The iMHZEV Program offers incentives for organizations who buy or lease a zero emissions medium or heavy-duty vehicle. In order for vehicles to be eligible they must:
 - a medium or heavy-duty vehicle with a gross vehicle weight rating (GVWR) of greater than 8,500 lbs.
 - This includes class 2B to class 8 vehicles, including on-road vocational vehicles falling in those classes (e.g., refuse trucks, yard/shunt trucks)
 - Incentive amounts are determined by vehicle class
 - Incentives start at \$10,000 for a class 2B vehicle (ex., Utility Van) and go up to \$200,000 for a class 7/8 vehicle (ex., Coach Bus)
 - Working under the assumption an Ambulance would classify as a class 5/6 vehicle, the Counties could potentially be eligible to receive \$75,000 to \$100,000
 - Additional incentive parameters include:
 - Only new ZEV’s (Zero Emissions Vehicles) can be considered
 - As long as a vehicle’s **full** description (the year, make, model and trim) appears on the list of eligible vehicles, an incentive can be provided
 - There is a limit to how many ZEV’s an organization can purchase or lease under the incentive program. Municipal government operating fleets are eligible for up to 10 incentives (or a maximum of \$1,000,000) under the iMHZEV Program in a calendar year
- The Intact Foundation – Public Entities – Municipal Climate Resiliency Grants
 - The Intact Public Entities and Intact Financial Corporation have launched the municipal climate resiliency grant to assist municipalities with climate change adaptation. The program focuses on projects that increase community resiliency to flood and wildfire risks. Funding is released every two years. 2022 funding has been announced.
- Future exploration of the possibility of a Climate Action Reserve Fund
 - Matching funding when applying for grants
 - Bringing future recommendations and opportunities before Council
 - Supporting Community Projects on Climate Change Action

Example Initiative

Applying for the FCM Community Buildings Monitoring and Analysis Grant.

Canadian municipal governments and their project partners are eligible to apply. Eligible buildings are owned by the municipality and are for community use. Eligible buildings are described as:

- **Owned by a municipal government or not-for-profit;**
- **Primarily used for the purposes of providing athletic, recreational, culture and community programs or services to the local community;**
- **Widely accessible to everyone offering services designed to enhance the health and well-being, skills development, and economic development of individuals and communities.**

Outlining the buildings, the Counties will analyze with the grant and emphasize Limerick Forest Interpretive Centre's role as a community building:

The United Counties of Leeds and Grenville owns and operates the Limerick Forest Interpretive Centre, a focal point of Limerick forest, playing host to numerous community events including annual Open Houses, education days, school tours, tree planting events, workshops, forestry courses, horse-drawn wagon rides, guided nature walks, bird-watch hikes, horse logging demonstrations and international tours. Not only does it host many events but it is a pillar of the communities it serves. Limerick Forest Interpretive Centre provides a place in the heart of Limerick Forest from which visitors may increase their awareness and knowledge of the environment in an enjoyable and informative setting ([Leeds Grenville](#)).

Overview example of how grant money could potentially be used:

The RETScreen Clean Energy Management Software is a data analysis platform developed by the Government of Canada and the Ministry of Natural Resources Canada that enables low-carbon planning, implementation, monitoring and reporting ([Natural Resources Canada](#)).

1. Acquiring RETScreen and training staff

The United Counties of Leeds and Grenville operates 8 paramedic stations, Maple View Lodge, Counties' Social Housing buildings, as well as the Counties' Administration offices. A community building monitoring and analysis grant would allow the United Counties of Leeds and Grenville to obtain and maintain the necessary resources in order to reduce the energy consumption and GHG emissions of their buildings that serve the community. Upon receiving a Community Building Monitoring and Analysis Grant, the United Counties would invest in RETScreen to aid in the monitoring and analysis of their buildings. The satellite data available on RETScreen would allow the United Counties to track the energy use and performance of their community buildings with the upmost accuracy. With this information, the RETScreen portfolio file will be used to track energy consumption and GHG emissions. Additional funds would be used to train The United Counties' staff via videoconferencing through RETScreen. This would allow the United Counties' chosen staff to analyze their RETScreen portfolio on an ongoing basis. Partnership with member and partner municipalities would be explored.

More information on RETScreen

- RETScreen helps in the monitoring and analyzing of energy projects, as well as the implementation of new energy projects.
- RETScreen integrates near real-time satellite-derived weather data from NASA for the entire surface of the planet, can be used worldwide to track a facility's actual energy performance versus predicted performance

- The RETScreen Performance Analysis Module has a Data Worksheet that enables the user to create, import, calculate, filter, merge and store various datasets needed to prepare the analysis of the project.
- RETScreen has a portfolio file, which enables staff to view and analyze this data in a database, map and dashboard, for all of their facilities. For each facility in the database, the organization will be able to track energy consumption, GHG emissions and other important sustainability parameters, such as water and waste, according to their needs and availability of data.
- RETScreen can provide an initial benchmark and pre-feasibility analysis for each facility, based on archetypical facilities.
- Additional training to The County of Frontenac's staff via videoconferencing is available through RETScreen, which includes a presentation of their portfolio, accompanied by instructions that enable them to analyze and update the portfolio themselves afterwards on an ongoing basis.
- With an annual subscription of RETScreen Expert (\$869.00 CDN), software keys can be installed on up to 10 computers.

RETScreen energy analysis and energy benchmarking allow for more sustainable improvements as well as economical improvements through the energy analysis of chosen buildings. There is savings potential to the reduction of energy waste that can be identified through RETScreen. The savings accumulated through the reduction of energy usage will be reinvested into sustainable initiatives. For example, hiring co-op students to monitor energy usage or possibly hiring a permanent staff to monitor sustainability initiatives. Further savings from sustainability initiatives could be put towards retrofitting buildings with solar panels and other energy reducing additions.

Declaration of Climate Action

One step that can be made towards the mitigation of climate change in the United Counties of Leeds and Grenville is advancing the progress of climate action. The United Counties of Leeds and Grenville borders one of the leading municipalities in climate mitigation and adaptation, Kingston Ontario. Furthermore, over 640 municipalities and counties in Canada including Prince Edward County, Hamilton, St. Catharines, Halton Hills, Greater Sudbury, Oakville, Toronto, Ottawa, Whitby, King Township, Barrie, Gananoque and many more within Ontario alone have begun to take climate action in different ways. Some by declaring a climate emergency, others by forming climate action groups and committees, many joining the PCP Program, and all formulating and implementing climate change plans and strategies. The United Counties of Leeds and Grenville declaring Climate Action would acknowledge the impact climate change has already had on the Counties as well as the impact it will continue to have should climate action go unaddressed.

REPORT AREA	EXAMPLES
Climate Change Implications	
General	Where possible reports are provided in a digital format to reduce the Counties carbon footprint.
Municipal Climate Lens Tool	https://www.cleanairpartnership.org/projects/climatelens/ Report Response for Climate Impact: The Counties' assesses climate implications in all staff reports using the Clean Air Partnership's 'Municipal Climate Lens Tool' to consider climate impacts or benefits associated with any project, program or initiative. The following is a summary of the results: (insert a typed summary of results) (example: GHG impact has been considered in this project. Temperature impact has been considered and improved over base case.) (A table example is also provided below) Report Response for No Climate Impact: The Counties' assesses climate implications in all staff reports using the Clean Air Partnership's 'Municipal Climate Lens Tool' to consider climate impacts or benefits associated with any project, program or initiative. There is no climate impact related to this report. OR This project was assessed using the 'Municipal Climate Lens Tool' and there are no climate change considerations/implications specifically related to this report. **PLEASE NOTE** - when working through the tool, any question with an (*) must be answered. However, if the answer is unknown staff may simply indicate "N/A", "not known", or any similar language to advance to the next question/section.

Example of table insertion of summary results into report:

Municipal Climate Lens Tool	Results
Mitigation	GHG impact has been considered
Temperature	Temperature impacts has been considered and improved over base case
Precipitation	Precipitation impacts has been considered and improved over base case

JOB AID:

- 1) Access the link provide above
- 2) Input your name and email. This is for the purposes of sending the results to your email after completing the steps. A 'Decision Name' is simply a title given by the staff member utilizing the tool. It may be the name of the project/initiative or simply the date.

The screenshot shows the 'Climate Lens Tool' registration page. At the top left is the 'Clean Air Partnership' logo. The top right navigation bar includes links for 'Projects', 'Resources', 'Events', 'Blog', 'About', and 'Connect'. The main heading is 'Climate Lens Tool'. Below it, a progress bar indicates 'Step 1 of 2' with a 50% completion marker. The form fields are: 'Name' (split into 'First' and 'Last' text boxes), 'Email' (a single text box), 'Decision name' (a single text box), and 'Decision number' (a single text box). A teal 'Next' button is positioned below the 'Decision number' field. The footer contains contact information for Clean Air Partnership (75 Elizabeth Street, Toronto, Ontario M5G 1P4, 416-460-6320, cap@cleanairpartnership.org) and social media icons for LinkedIn, Twitter, Facebook, and Instagram. There are also 'Subscribe' and 'Donate' buttons.

- 3) Complete all sections of the questionnaire (GHG, Temperature & Precipitation). It is a reactive questionnaire, some sections will not be covered depending on the author's answers.
- 4) Click "FINISH" once you have reached the end
- 5) The following summary screen will appear

For additional information on this tool, please contact Kevin Behan, kbehan@cleanairpartnership.org

Name
Krystin Brennan
Email
krystinbrennan@gmail.com
Decision name
TEST
Will this project result in the production of greenhouse gases (GHGs)?
Yes
Can this project be affected by temperature?
Yes
Can this project be affected by precipitation?
Yes
Mitigation

- 6) A copy of your results will be sent to the email address provided at the start

In addition to the Clean Air Partnership’s ‘Municipal Climate Lens Tool’ you are encouraged to utilize the following table to identify which category your initiative or project falls under:

Category	Yes / No	Description
Electrical Systems		
i. LED Lighting		
ii. Sustainable Power Generation		
iii. Electric Vehicles		
iv. Time of Day/Total Usage		
v. Additional Activities		
Fossil Fuels		
i. Vehicles		
ii. Buildings		
iii. Small Equipment		
iv. Additional Activities		
Natural Environment		
i. Planned Development		
ii. Water Conservation		
iii. Habitat Restoration/Protection		
iv. Tree Canopy		
v. Local/Sustainable Food Systems		
vi. Agricultural Land		
vii. Sustainable Farm Practices		
viii. Additional Activities		

Category	Yes / No	Description
Built Environment		
i. Planned Development		
ii. Water & Waste Water		
iii. Heating/Cooling Systems		
iv. Building Design/Development		
v. Transportation Routes/Pathways/Trails		
vi. Storm Management/Flood Management		
vii. Additional Activities		
Waste Management		
i. Waste		
ii. Hazardous Waste		
iii. Plastic Waste		
iv. Composting		
v. Recycling		
vi. Additional Activities		
Education & Communication		
i. Formal Training		
ii. Information Sharing		
iii. Additional Activities		



Climate Change Initiatives Survey

The following table provides various examples of climate change categories where climate change activities and initiatives may be occurring.

For each category below please indicate 'yes' or 'no' for each activity area, as it relates to your municipality. For activity areas marked 'yes,' please provide a brief 1-2 sentence description of the activity. Any additional activities outside of the listed areas may be indicated in the 'Additional Activities' section at the end of each category.

Category	Yes / No		Description
Electrical Systems			Includes both municipal buildings and municipal facilities
i. LED Lighting (facilities and streets)			
ii. Sustainable Power Generation			
iii. Electric Vehicles			
iv. Time of Day/Total Usage			
v. Additional Activities			
Fossil Fuels			
i. Vehicles			
ii. Buildings			
iii. Small Equipment			
iv. Additional Activities			
Natural Environment			
i. Planned Development			
ii. Water Conservation			
iii. Habitat Restoration/Protection			

Climate Change Initiatives Survey

Category	Yes / No		Description
iv. Tree Canopy			
v. Local/Sustainable Food Systems			
vi. Agricultural Land			
vii. Sustainable Farm Practices			
viii. Additional Activities			
Built Environment			
i. Planned Development			
ii. Water & Waste Water			
iii. Heating/Cooling Systems			
iv. Building Design/Development			
v. Transportation Routes/Pathways/Trails			
vi. Storm Management/Flood Management			
vii. Additional Activities			
Waste Management			
i. Waste			
ii. Hazardous Waste			
iii. Plastic Waste			
iv. Composting			
v. Recycling			



Climate Change Initiatives Survey

Category	Yes / No		Description
vi. Additional Activities			
Education & Communication			
i. Formal Training			
ii. Information Sharing			
iii. Additional Activities			

In the last 3-5 years please provide a brief account of the status of progress with respect to climate change action in your municipality.

--



Climate Change Initiatives Survey

Does your municipality currently have a Statement of Climate Change?

Has your municipality declared a state of emergency with regards to Climate Change?

Does your municipality currently have a Climate Change Action Plan?

Climate Change Initiatives Survey

How do you want to be engaged in implementing a County Climate Action Plan?

Climate Change Initiatives Survey

Please provide any additional comments below.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 15 '23
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 36-2023

Date: May 15, 2023

From: Matthew Armstrong, Chief Administrative Officer and Treasurer
Dana Valentyne, Economic Development Officer
Shawn Merriman, Manager of Building and By-law

RE: Noise and Refreshment Vehicle By-Law Recommendations

Recommendation:

That Council direct Staff to bring the draft Noise By-law and the draft Refreshment Vehicle By-laws attached to Staff Report 36-2023 to the Council meeting of June 5, 2023 for final review and consideration.

Background:

At the Council meeting of February 6, 2023, Council appointed a Working Group made up of three Members of Council, along with the Chief Administrative Officer & Treasurer, Manager of Building and By-Law, and Economic Development Officer, to review the Anti-Noise and Licensing By-Laws.

This review included identifying issues with the current By-Laws, reviewing by-laws from other municipalities, and considered feedback previously received on the current by-laws.

Analysis:

Noise By-Law

The Anti-Noise By-Law was last amended in 1991 with the original By-Law being from 1981. There have been various circumstances that the current By-Law is not equipped to deal with and therefore required a review. The following is an example:

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 15 '23
Strategic Plan		

- Identified issue of competing outdoor events in close proximity occurring at the same time, suggesting an exemption applicable process, to eliminate overlap.

The working group met on May 9, 2023, to review examples of other municipal by-laws and came up with the following recommendations which have been incorporated into the draft by-law (attached).

- Update of provisions and definitions starting with the Township of Edwardsburgh Cardinal's Noise By-Law which was most recently enacted in 2021 and modified to suit the Town of Prescott.
- Substantially more robust and encompassing the previous Noise By-Law.
- Included an application process for exemptions for Commercial and Industrial property owners for \$25.00 per event or \$150.00 for the season.
- Exception Applications for outdoor performances shall only be extended to 01:00 on Friday, Saturday, and Statutory Holiday's.
- Included an application process for outdoor performances at no cost to avoid overlap.
- Set time-based prohibitions day of the week:
 - o Monday to Friday 23:00 to 07:00
 - o Saturday, Sunday, and Statutory Holiday's 23:00 to 9:00
- Incorporated the Administrative Monetary Penalties Process.
- Instituted escalating penalties for violations.

Licensing By-Law

Similarly, the Licensing By-Law has remained relatively untouched since 1995. The Licensing By-Law currently covers the following:

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 15 '23
Strategic Plan		

- Transient Traders
- Refreshment Vehicles
- Salesperson, Hawkers and Pedlars
- Auctioneers
- Secondhand Goods
- Garage, Lawn or Yard Sales
- Taxis
- Cartage Vehicles
- Places of Amusement, Billiards, and Pool Room
- Carnivals, Circuses, Midways
- Victualling Houses
- Adult Entertainment
- Boats for Hire

There was a particular instance in 2022 where the placement of a refreshment vehicle was of a concern to a neighbouring residential property and the current licensing By-Law lacked the tools to adequately address the issues. Likewise, the current Licensing By-Law is relatively narrow in scope and does not provide users with the tools necessary to include new ventures and businesses as they arise.

The current By-Law covers a lot of areas which is difficult to manage under a single document. Staff are recommending the creation of a number of standalone by-laws, each addressing their own topic. The first of which was Refreshment Vehicles.

The Working Group met on May 9, 2023 to review other municipalities by-laws and came up with the following recommendations which have been incorporated into the draft by-law (attached):

- Update of provisions and definitions starting with the Town of Smiths Fall's Refreshment Vehicle By-law which was most recently amended in 2019 and modified it to suit the Town of Prescott.
- Broadened the definitions of each type of refreshment vehicle to cover the wider variety of vehicles in use.
- Incorporated a number of setbacks for Food Wagon's including the following.
 - o located at least 10 metres from the front line of the property on which it is located.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 15 '23
Strategic Plan		

- located at least 10 metres from any public roadway measured as the shortest distance regardless of elevation change or access to the public roadway.
- located at least 10 metres from the lot line of a property that has any residential unit on it.
- located at least 15 metres from any fuel dispensing equipment or fuel tanks.
- Incorporated the Administrative Monetary Penalties Process.
- Instituted escalating penalties for violations.

Alternatives:

Council could decide to change, modify, or not proceed with the recommendations of the By-law working group for the Noise By-law and or the Refreshment Vehicle By-law.

Environmental Implications:

None

Financial Implications:

None

Attachments:

- Draft Noise By-law
- Draft Refreshment Vehicle By-law



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 15 '23
Strategic Plan		

Submitted by:

Matthew Armstrong,
Chief Administrative Officer & Treasurer

Submitted by:

Dana Valentyne,
Economic Development Officer

Submitted by:

Shawn Merriman,
Manager of Building and By-law

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. XX-2023

**A BY-LAW TO PROHIBIT AND REGULATE NOISE WITHIN THE TOWN OF
PRESCOTT**

Being a by-law to prohibit and regulate noise within the Town of Prescott.

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 Section 128 of the *Municipal Act, 2001*, provides that a municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances; and

WHEREAS Section 129 of the *Municipal Act, 2001*, provides that a municipality may pass by-laws to prohibit and regulate noise; and

WHEREAS Section 425 of the *Municipal Act, 2001*, provides that a municipality may create offences for the contravention of by-laws; and

WHEREAS Section 429 of the *Municipal Act, 2001*, provides that a municipality may establish a system of fines for offences; and

WHEREAS Council of the Town of Prescott deems it advisable to prohibit and regulate the making of noise within the town.

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

1. DEFINITIONS

"Administrative Monetary Penalty System" means the Administrative Monetary Penalties System By-Law as approved by Council.

"Community Event" means an event open to the public, including a public fair, public exhibition, public celebration, public sporting event, public concert, or school event.

"Construction" means erection, alteration, repair, dismantling, demolition, structural maintenance, land clearing, earth-moving, grading, excavating, laying of pipe and conduit whether above or below ground level, street and highway building, application of concrete, equipment installation and alteration and the structural installation of construction

components and materials in any form or for any purpose, and includes any work in connection therewith.

“Construction Equipment” means any equipment or device designed and intended for use in construction or material handling, including but not limited to: hand tools, power tools, air compressors, pile drivers, pneumatic or hydraulic tools, bulldozers, tractors, excavators, trenchers, cranes, forklifts, derricks, loaders, scrapers, pavers, generators, off-highway haulers or trucks ditchers, compactors or rollers, pumps, concrete mixers, graders, and any other material handling equipment.

“Council” means the Council of the Corporation of the Town of Prescott.

“Electronic Device” means a device intended primarily for the production, reproduction or amplification of sound, including, but not limited to, any musical instrument, radio receiver, television receiver, recorder, phonograph, loudspeakers, amplifiers, microphones or reproducers or any combination of such equipment, including devices used in the reproduction of music, speech or other sounds.

“Enforcement Officer” means a municipal by-law enforcement officer authorized by the Council of the Corporation of the Town of Prescott, any member of the Ontario Provincial Police, and any Provincial Offences Officer pursuant to the Provincial Offences Act.

“Highway” means any common and public highway, street, avenue, parkway, driveway, square, place, drive, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.

“Inhabitant” means a person that live in or occupies a place.

“Motor Vehicle” means any private or commercial automobile, motorcycle, motorized assisted bicycle, all-terrain vehicles, extreme terrain vehicle, multi-purpose off-road vehicle, any vehicle propelled or driven otherwise that requires a motor or engine to be movable.

“Noise” means unwanted sound that is generated within the Town and is likely to disturb inhabitant or neighbouring municipality.

“Outdoor Performance” means any artistic or cultural performance that is conducted in an outdoor venue on public or private property where the amplification of sound carries beyond the confines of the property.

“Persistent” means noise that is heard continuously or intermittently heard for a period of fifteen (15) minutes or more over a period of one (1) hour.

“Person” means a person, firm, organization, agency, association, corporation, or partnership used in the normal context of the word.

“Point of Reception” means any point on a premises where sound originating from some other premises is received.

“Zoning By-Law” means the Council approved by-law governing zoning in accordance with the *Planning Act*, as amended.

2. GENERAL PROHIBITIONS

- 2.1. No person shall within the Town of Prescott emit, cause or permit to be emitted or caused any noise to disturb inhabitants of the Town, as set out in Schedule A, attached hereto, that is clearly audible at a point of reception.

3. PROHIBITIONS BY TIME

- 3.1. No person shall, within the prohibited time shown in Schedule B, attached hereto, emit, cause or permit the emission of noise which is clearly audible at a point of reception resulting from an act or emanating from a device listed in Schedule B.

4. GENERAL EXEMPTIONS

- 4.1. This by-law shall not apply to a person who emits, causes or permits the emission of noise in connection with any of the activities listed in Schedule C, attached hereto, of this by-law.

5. EXEMPTION APPLICATION

- 5.1. Notwithstanding anything in this by-law, any person may make an application, in a form as approved by the Town, to request an exemption to any provision of this by-law on Commercial or Industrial Properties. The Town may refuse to grant any such exemption or may grant the exemption applied for or any exemption of lesser effect, and any exemption granted shall be in the form, attached hereto, as Schedule E.
- 5.2. Exemption applications related to outdoor performances shall only extended to 01:00, on Friday, Saturday, or Statutory Holiday's.
- 5.3. A breach of any of the terms or conditions of any exemption grated by the Town shall render the exemption null and void.
- 5.4. If the Town refuses to grant an exemption application, it may be appealed to Council for consideration.

6. OUTDOOR PERFORMANCE

- 6.1. Organizers of all outdoor performances must submit an application and be approved by the Town so that the coordination of performances can occur and not result in an overlap. Approved outdoor performances shall be in the form, attached hereto, as Schedule F.

7. ENTRY AND INSPECTION

- 7.1. An enforcement officer or their designate may at any time, enter onto a property to determine whether this by-law is being complied with.

8. VALIDITY AND SEVERABILITY

- 8.1. If any section, subsection, clause, paragraph or provision of this by-law or parts thereof are declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or beyond the powers of Municipal Council to enact, such a section, subsection, clause, paragraph, provision or parts thereof shall be deemed to be severable and shall not effect the validity or enforceability of any other provisions of the by-law as a whole or part thereof and all other sections of the by-law shall be deemed to be separate and independent there from and enacted as such.
- 8.2. Whenever any reference is made under this by-law to a statute or regulation of the Province of Ontario, such reference shall be deemed to include all subsequent amendments to such statute or regulation and all successor legislation to such legislation.

9. ENFORCEMENT & PENALTIES

- 9.1. This by-law shall be enforced by any Enforcement Officer having jurisdiction in the Town.
- 9.2. No person shall obstruct or hinder or attempt to obstruct or hinder an Enforcement Officer, or other authorized employee or agent of the Town in the exercise of a power or the performance of a duty under this by-law.
- 9.3. In addition to any other provision of this By-law or other remedies or recoveries available at law, any person who contravenes any provision of this By-law is guilty of an offense and on conviction is liable to a fine of the maximum allowable fine under Administrative Monetary Penalty System of the Town.
- 9.4. In addition to any other remedy and to any penalty imposed by this by-law, the Town may make an order prohibiting the continuation or repetition of the offence by the person offender, pursuant to Section 431 of the *Municipal Act, 2001*, as

amended.

9.5. Where a person fails or defaults to carry out any direction or action required by the Town as authorized by this by-law, upon reasonable and written notice, the Town may proceed to do such things or carry out such actions as directed at the expense of the person and such expenses may be recovered by the Town in a like manner as taxes in accordance with the provision of Section 326 of the *Municipal Act, 2001*, as amended.

10. GENERAL

10.1. That Schedules "A", "B", "C", "D", "E", and "F" shall constitute part of this by-law.

10.2. That By-law 45-81 as amended and all other by-laws previously passed that are inconsistent with the provisions of this by-law are hereby repealed in its entirety.

10.3. That this by-law shall come into force and take effect on its passing.

READ AND PASSED, SIGNED AND SEALED THE XXth DAY OF XXX 2023.

Mayor

Clerk

By-Law xx-2023

Schedule A

GENERAL PROHIBITIONS

No person shall emit, cause or permit the emission of noise resulting from an act listed below, which is clearly audible at point of reception:

1. The operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers, and intended for the production, reproduction or amplification of sound;
2. The operation of any construction equipment, combustion engine or pneumatic device without an original equipment manufacturer specification exhaust or intake muffling device in good working order and in constant operation;
3. Revving of any motor vehicle engine except as required for by a licensed mechanic at a place of business for automotive repair;
4. The operation of a motor vehicle horn or other warning device except where required or authorized by law or in accordance with good safety practices;
5. Residential domestic activities that produce sound of such nature that is unwanted, on-going, persistent, unusual, repetitive, a public nuisance that disturbs a person at a point of reception.
6. Persistent barking, calling, or whining of any domestic pet or any animal.

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Schedule B

PROHIBITIONS BY TIME

Item	Prohibition	Monday to Friday	Saturday and Sunday
1	The operation of any construction equipment in connection with construction.	23:00 to 07:00	23:00 to 09:00
2	The operation of any powered or non-powered tool for domestic purpose other than snow removal.	23:00 to 07:00	23:00 to 09:00
3	Racing of motor vehicles other than in a racing event regulated by by-law		
4	The operation of a motor vehicle in such a way that the tires squeal		
5	The operation of any combustion engine, pneumatic device or construction equipment without an effective exhaust or intake muffling device in good working order and in constant operation		
6	The operation of a motor vehicle resulting in banging, clanking, squealing or other like sounds		
7	<p>The operation of an engine or motor, or on, any motor vehicle or time of attached auxiliary equipment for a continuous period exceeding five (5) minutes, while such vehicle station in a residential area unless:</p> <ul style="list-style-type: none"> i. The original equipment manufacturer specifically recommends a longer idling period of normal and efficient operation of the motor vehicle in which case such recommended period shall not be exceeded; ii. The operation of such engine or motor is essential to a basic function of the vehicle or equipment including but not limited to operation of a ready mix concrete truck, lift platforms. Or refuse compactors and heat exchange systems normal operation; iii. Weather conditions justify the use of heating or refrigerating systems powered by the motor or engine for the safety and welfare of the operator, passengers or animals, or the preservation of perishable cargo; iv. Prevailing low temperatures make longer idling periods necessary immediately after starting the motor or engine. v. The idling is for the purpose of cleaning and flushing the radiator and associated circulation system for seasonal change of antifreeze, cleaning of the fuel system, carburetor or the like, when such work is performed other than for profit. 	At any time	At any time

8	The operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electro-mechanical transducers, and intended for the production, reproduction or amplification of sound in such a manner as to disturb the peace and comfort of a person or persons at the point of reception.		
9	The sound of any bell, steam or air whistle, horn, siren or signal device on or off a vehicle.		
10	The selling or advertising by shouting or loud speaking		
11	The sounds of keeping of any animal or bird		
12	Persistent yelling and shouting, whistling, and singing.		

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Schedule C

GENERAL EXEMPTIONS

The emission of noise in connection with the following activities are considered exempt from the provisions of this by-law:

1. Emergency measures undertaken for the immediate health, safety or welfare of the inhabitants for the preservation or restoration of property.
2. Sirens or noise associated with emergency services, essential services, and all other activities conducted by the Town, the Province of Ontario, Government of Canada, any utility provider or their agents associated with the provisions of maintenance of essential services.
3. The operation of vehicles, equipment and construction equipment when utilized for, the clearing of snow from public and private property, street sweeping and line painting.
4. Audible pedestrian signals.
5. The performance of any use permitted in a Commercial or Industrial zone, and further that the noise generated is pursuant to work done in the normal manner or in order to maintain continuous operation, and that the work does not contravene any federal, provincial or municipal laws or regulations.
6. The use of church bells, chimes or carillons normally associated with religious, traditional and festive activities and the ringing of bells, blowing or sounding of any horn, yelling, shouting, hooting or hollering at a sanctioned sporting event during permitted times.
7. Noise related to activities permitted under a Town approved exemption application.
8. Aircraft, airports, trains and railways subject to regulation by the Government of Canada.
9. Activities and noise as part of a community event.
10. Approved outdoor performances.
11. Town sanctioned events and activities.
12. The operation of excavation equipment when used in a cemetery in conjunction with interment services.

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Schedule D

Fees and Penalties

Fees

Outdoor Performance Application	Free
Exemption Application – Per Event	\$25.00
Exemption Application – Season	\$150.00

Administrative Monetary Penalties

Item	Description	Provision Creating or Defining Offence	1 st Offence	2 nd Offence	3 rd and Subsequent Offence(s)
1	Obstructing or hinder an officer	s 7.1	\$200.00	\$400.00	\$600.00
2	Emit, cause or permit noise from an electronic device	s 2.1, Sch. A (1)	\$150.00	\$300.00	\$450.00
3	Emit, cause or permit noise from any construction equipment, engine or device without exhaust or intake muffling device	s 2.1, Sch. A (2)	\$150.00	\$300.00	\$450.00
4	Emit, cause or permit noise from a motor vehicle in such a way to rev the engine	s 2.1, Sch. A (3)	\$150.00	\$300.00	\$450.00
5	Emit, cause or permit noise from a horn or other warning device	s 2.1, Sch. A (4)	\$150.00	\$300.00	\$450.00
6	Emit, cause or permit noise from residential domestic activity	s 2.1, Sch. A (5)	\$150.00	\$300.00	\$450.00
7	Cause or permit the continuous barking, calling or whining of an animal	s 2.1, Sch. A (6)	\$150.00	\$300.00	\$450.00
8	Emit, cause or permit noise from construction equipment during prohibited time	s 3.1, Sch. B (1)	\$150.00	\$300.00	\$450.00
9	Emit, cause or permit noise from any tool, equipment or appliance during prohibited time	s 3.1, Sch. B (2)	\$150.00	\$300.00	\$450.00
10	Emit, cause, or permit noise by racing of a motor vehicle	s 3.1, Sch. B (3)	\$150.00	\$300.00	\$450.00

11	Emit, cause, or permit noise by operation of a motor vehicle in such a way that tires squeal	s 3.1, Sch. B (4)	\$150.00	\$300.00	\$450.00
12	Emit/cause permit noise by operation of combustion engine, pneumatic device or construction equipment without and effective exhaust or intake muffling device in good working order and in constant operation.	s 3.1, Sch. B (5)	\$150.00	\$300.00	\$450.00
13	Emit/cause permit noise by operation of a motor vehicle resulting in banging, clanking, squealing and other like sounds.	s 3.1, Sch. B (6)	\$150.00	\$300.00	\$450.00
14	Emit/cause permit noise by the operation of an engine or motor exceeding five minutes when vehicle is stationary.	s 3.1, Sch. B (7)	\$150.00	\$300.00	\$450.00
15	Emit/cause permit the operation of any electronic device incorporating one or more loudspeakers intended for the production, reproduction or amplification of sound.	s 3.1, Sch. B (8)	\$150.00	\$300.00	\$450.00
16	Emit/cause/permit the sound of bell, steam or air whistle, horn, siren or signal device on or off vehicle.	s 3.1, Sch. B (9)	\$150.00	\$300.00	\$450.00
17	Emit/cause permit noise by selling / advertising by shouting.	s 3.1, Sch. B (10)	\$150.00	\$300.00	\$450.00
18	Persistent noise making by any animal or bird.	s 3.1, Sch. B (11)	\$150.00	\$300.00	\$450.00
19	Persistent yelling and shouting, whistling, singing.	s 3.1, Sch. B (12)	\$150.00	\$300.00	\$450.00

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Schedule E

EXEMPTION APPLICATION

Application for temporary exemption permit to the Noise By-Law

Applicant's Name: _____

Applicant's Address: _____

Applicant's Phone Number: _____

Applicant's Email: _____

Group or Organization: _____

Event Type: _____

Date & Time of Event: _____

Description of Event – Include the source of sound in respect of which the exemption is being requested:

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Schedule F

OUTDOOR PERFORMANCE APPLICATION

Application for temporary exemption permit for Outdoor Performance to the Noise By-Law.

Organization's Name: _____

Applicant's Address: _____

Applicant's Phone Number: _____

Applicant's Email: _____

Event Type: _____

Date & Time of Event: _____

Description of Event – Include the source of sound in respect of which the exemption is being requested:

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. xx-2023

**A BY-LAW TO LICENCE, REGULATE, AND GOVERN REFRESHMENT
VEHICLES IN THE TOWN OF PRESCOTT**

Being a by-law to licence, regulate, and govern refreshment vehicles in the Town of Prescott.

WHEREAS, Part IV of the *Municipal Act, 2001* authorizes the council of every local municipality to pass by-laws for licensing, regulating and governing any business carried on within the municipality.

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

1. DEFINITIONS

The following definitions shall apply for the purposes of this by-law:

- (a) “Administrative Monetary Penalty System” means the Administrative Monetary Penalties System as approved by Council.
- (b) “Clerk” shall mean the Clerk or Deputy Clerk of the Town of Prescott.
- (c) “Corporation” shall mean the Corporation of the Town of Prescott.
- (d) “Council” shall mean the Council of the Town of Prescott.
- (e) “Food Wagon” shall mean a motor vehicle or trailer equipped for the cartage, storage, and preparation of refreshments which is used only for the sale of such refreshments intended for the consumption of the general public. A Food Wagon shall be permitted to locate at one designated site and shall be included in the definition of “Refreshment Vehicle”.
- (f) “Licence” shall mean a licence issued under the provisions of this by-law.
- (g) “Medical Officer of Health” shall mean the Medical Officer of Health for Leeds, Grenville and Lanark District Health Unit or their duly authorized delegate.
- (h) “Mobile Canteen” shall mean a motor vehicle equipped for the cartage, storage and preparation of refreshments from which said motor vehicle refreshments are

offered for sale for consumption primarily by person at their place of employment or by persons attending a private function including auction sales or other special sales where the Mobile Canteen operator has been invited or authorized by the person holding the sale to dispense refreshments. A Mobile Canteen shall be included in the definition of "Refreshment Vehicle."

- (i) "Operate" shall mean the act of selling, offering for sale, or otherwise dispensing of refreshments and "Operator" shall have a like meaning.
- (j) "Police Services Board" shall mean the Police Services Board for the Town of Prescott.
- (k) "Refreshment" shall mean all food stuffs or beverages either prepared on site or pre-packaged and intended for consumption by the public. Refreshments shall include but not be limited to french fries, hamburgers, onion rings, pogos, hotdogs, sausages, sandwiches, popcorn, ice cream, gelato, candy, confections, and fresh or frozen produce.
- (l) "Refreshment Cart" shall mean a mobile vehicle propelled by human muscle power from which refreshments are sold for consumption by the general public and may include a barbeque. The main body of the Refreshment Cart shall not exceed the following dimensions: 96 inches in length, 44 inches in width and 48 inches in height, measured from the ground upward.
- (m) "Refreshment Vehicle" shall include a Food Wagon, Mobile Canteen, and Refreshment Cart as defined in this by-law.
- (n) "Roadworthy" shall mean that the vehicle complies with the requirements of the Highway Traffic Act and in the case of the Food Wagon and Mobile Canteen is licensed by the Ministry of Transportation for operation on Public Highway. The applicant for a licence shall produce such vehicle licence information prior to issuance of a licence.

2. LICENSING

- (a) No person shall operate a Refreshment Vehicle within the limits of the Town of Prescott unless and until the operator has obtained a separate licence for each refreshment vehicle, as issued under the provisions of this by-law.
- (b) The annual licence fees for each Refreshment Vehicle shall be as listed in Schedule "A" of this By-law.
- (c) The term of each licence shall be from the first (1) day of January to the thirty-first (31) day of December in each year and no licence shall be issued except on payment of the full amount of the prescribed fee, provided that where an applicant

for a Food Wagon or Mobile Canteen, who has not at any time in the previous two (2) calendar years held such a licence applies after the thirty first (31) day of July, a licence may be issued for the balance of that year on payment of one-half the licence fee set out herein.

- (d) A licence may be transferred from one vehicle to another or from one operator to another upon application and payment of the fee detailed in Schedule "A" provided always that the new vehicle and/or operator comply with the provisions contained in this by-law. A transfer application may not be granted if the nature of the business has changed from that detailed in the licence application.
- (e) An annual renewal licence may be issued to the previous holder of the licence for a previously approved location provided all other application requirements, including the payment of the prescribed fee, permission of the landowner, proof of valid vehicle licence and compliance approval from the Medical Officer of Health, Fire Chief and Chief Building Official, are submitted on an annual basis.
- (f) A Refreshment Vehicle shall have in the vehicle at all times, the refreshment vehicle license granted for the vehicle. The vehicle operator shall present said license upon request of a Law or By-law Enforcement Officer.
- (g) The Operator of a Refreshment Vehicle shall accept liability for all or any claims for injury or damage to any person or property caused or created by the operation of the Refreshment Vehicle.
- (h) The Corporation may refuse to grant a license or revoke or suspend a license.
- (i) The Corporation may impose conditions as a requirement of obtaining, continuing to hold or renewing a license at any time during the term of the license.
- (j) No person shall enjoy a vested right in the continuance of a licence, except as provided in this by-law, and, whether issued, renewed, expired, revoked or otherwise terminated, the licence, and any value of such licence, shall continue to be the property of the Corporation.
- (k) Every person who holds a licence shall ensure compliance with this by-law and all other applicable law by all persons involved in the carrying on of such business, and no such person shall permit any person employed by such person or otherwise involved in the carrying on the business, to do so other than in compliance with this by-law. No licence issued under this by-law shall authorize any person to do anything in contravention of any other law.
- (l) No licence shall be issued if the applicant owes any monies, including taxes, permit fees or outstanding work-orders to the Corporation of the Town of Prescott.

- (m) The Corporation reserves the right to investigate any business or individual who applies for a licence under this by-law. Such investigation shall be conducted by the Town and reported to the licence issuer.
- (n) The issuance of any licence shall be subject to the written approval of the Town of Prescott Fire Department, Town of Prescott Building & By-law Department, and The Medical Officer of Health/Health Unit.
- (o) Consideration to public interest, non-compliance with this by-law, imposed conditions or any other law is a factor relevant to the consideration of whether or not a licence may be granted, renewed, refused, or revoked, notwithstanding that the holder of the licence has not been prosecuted or convicted for contravention of such law.
- (p) The applicant must permit ample and reasonable time from the time of initial application (providing it is complete) to a response whether the licence shall be permitted or not.
- (q) If the Town refuses to grant or revokes a licence pursuant to this by-law, the applicant may request a hearing of the Prescott Police Service Board in accordance with the *Statutory Powers Procedure Act*.
- (r) The Licensing Officer shall carry out the administrative functions of administering, applying and enforcing this by-law.
- (s) All applications shall be accompanied by the required fee.

3. GENERAL REGULATIONS - ALL REFRESHMENT VEHICLES

- (a) Nothing in this by-law, including the issuance of a licence, conveys the right to enter upon or conduct business from any private, public, or Crown property. Written evidence of the landowner's permission to locate the refreshment vehicle on property shall be produced prior to the issuance of a license.
- (b) The operator of every Refreshment Vehicle shall at all times comply with the requirements of the District Health Unit of Leeds, Grenville and Lanark with respect to sanitation, cleanliness, washroom facilities, refuse, and all other matters under this jurisdiction and every application for a licence shall submit written confirmation from the Health Unit of compliance in that regard.
- (c) The Operator of every Refreshment Vehicle shall at all times comply with the requirements of the Fire Chief of the Town of Prescott with respect to matters of fire prevention and fire safety. Every applicant for a licence shall submit written confirmation from the Fire Chief of compliance in that regard.

- (d) Every Refreshment Vehicle shall at all times be roadworthy and in proper operating condition. When in motion on a public highway, shall be subject to the provisions of the *Highway Traffic Act*. Refreshment vehicles are not exempt from parking by-laws of the Corporation.
- (e) All Refreshment Vehicles shall be kept in a clean and presentable condition and be painted in a manner satisfactory to the Corporation and such shall include approved sign appurtenant thereto. The property on which the Refreshment Vehicle is located shall be maintained in a neat and tidy condition and all refuse shall be deposited in proper containers and disposed of by the operator.
- (f) Exemptions from certain provisions of this by-law may be granted for Refreshment Vehicles to be operated in parks, or other lands in the control of the Corporation for specific special events or Town sponsored initiatives but only, during the time times and at the locations designated by the Clerk in writing.

4. FOOD WAGONS

- (a) The property on which a Food Wagon is to be located shall be zoned Commercial or Industrial as set out in the current Zoning By-Law. The location shall be approved by the Building and By-law Department of the Corporation. Every application submitted for approval shall include a site plan drawn to scale showing the proposed vehicle location, proposed structures, adjacent structures, entrance and exit from adjacent streets, proposed additions to the vehicle, signs, required parking spaces and set back distances from the street, and setback distances from properties with residential units, all as required by the provisions of this by-law.
- (b) The Food Wagon shall be located at least 10 metres from the front line of the property on which it is located.
- (c) The Food Wagon shall be located at least 10 metres from any public roadway measured as the shortest distance regardless of elevation change or access to the public roadway.
- (d) The Food Wagon shall be located at least 10 metres from the lot line of a property that has any residential unit on it.
- (e) The Food Wagon shall be located at least 15 metres from any fuel dispensing equipment or tanks.
- (f) The site for a Food Wagon shall provide a minimum of four automobile parking spaces for use by the Food Wagon's patrons.
- (g) All structures or additions to the Food Wagon site, including signs and structures designed to protect the public from the elements while being served at the servicing window, are subject to approval by the Chief Building Official. The

changes shall be shown on the site plan required pursuant to Section 4 (a). Such structures or additions shall be designed and constructed in a neat and tidy fashion such that they do not detract from the general appearance of the site nor inhibit the ability to move the vehicle on short notice. The maximum area of all additions, in total, shall not exceed 1/3 of the area occupied by the Food Wagon itself.

5. MOBILE CANTEEN

- (a) The operator of a Mobile Canteen shall conduct business only while parked and not on a public highway, street, road, lane, park, boulevard or other public land unless a special exemption to do so has been granted in writing by the Clerk under Section 3(f) herein.

6. REFRESHMENT CART

- (a) Refreshment Carts may operate on private property zoned Commercial or Industrial as set out in the current Zoning By-Law. The location of the cart on site shall be approved by the Manager of Building and Bylaw for the Corporation. Every application shall include a site plan drawn to scale showing the proposed cart location, adjacent structures, entrance and exit from adjacent streets, garbage receptacle location, and other requested information, all as required by the provisions of this by-law and the Corporation.
- (b) The Food Wagon shall be located at least 10 metres from the front line of the property on which it is located.
- (c) The Refreshment Cart shall be located at least 10 metres from any public roadway measured as the shortest distance regardless of elevation change or access to the public roadway.
- (d) The Refreshment Cart shall be located at least 10 metres from the lot line of a property that has any residential unit on it.
- (e) The Refreshment Cart shall be located at least 15 metres from any fuel dispensing equipment or tanks.
- (f) Refreshment Carts shall be self-contained units capable of being removed from the site immediately upon the request of any Law or By-law Enforcement Officer of the Town of Prescott.
- (g) Placement of any articles such as signs, chairs, benches and umbrellas, excluding waste receptacles is prohibited.

7. FESTIVALS/CHARITABLE EVENTS/TRADESHOWS

- (a) A single license may be issued for multiple refreshment sales at festivals and tradeshow upon application by the festival/tradeshow organizing body. Every application shall include a site plan drawn to scale showing the proposed refreshment vehicle types, their location, adjacent structures, entrance and exit from adjacent streets, garbage receptacle locations, and other requested information. Sufficient notice shall be provided to ensure fire and/or building inspections can be provided prior to/at the event.
- (b) The fee for charitable refreshment sales events, festivals and/or tradeshow of a broad community nature may be waived at the discretion of the Clerk. To qualify for charitable status exemption the proceeds must serve local needs.
- (c) All other provisions of this by-law shall apply.

8. REVOCATION OF LICENCE

- (a) A licence issued under the provisions of this by-law may be revoked by the Corporation when:
 - (1) Written notice has been received from the Medical Officer of Health, Fire Chief, or Chief Building Official stating that the Refreshment Vehicle is operating contrary to required standards; or
 - (2) The licensee has been served notice of non-compliance with the terms of this by-law by the Corporation and the licensee has failed to take such action as necessary within five (5) working days of receipt of the notice; or
 - (3) The licensee has been served, by the Corporation, with three (3) notices of non-compliance with the terms of this by-law during the period for which the licence was issued.
- (b) The Corporation shall service notice to the licensee of an impending revocation of a licence and the licensee or his representative shall have ten (10) days to request a hearing before the Police Service Board. Failure to request a hearing within the ten (10) day period shall result in revocation of the licence immediately thereafter.
- (c) Any licence granted under this by-law may be revoked by the Town at any time by reason of the breach or failure to fulfill any of the provisions of this by-law. The Town may revoke any licence issued under this by-law, on the basis of any one or more the following grounds:
 - (1) There are reasonable grounds for belief that any application or any other document or information provided by or on behalf of the licensee contains a false statement or provides false information;

- (2) There are reasonable grounds for belief that the carrying on of the said business has resulted or will result in a breach of this by-law or any other law, including a breach of any condition imposed on a licence under this by-law;
- (3) There are reasonable grounds for belief that the building, premises or equipment used in carrying on the business does not comply with the provisions of this by-law or any other law;
- (4) Information contained in the original application form, or any other information provided to the Clerk by or on behalf of the applicant, has ceased to be accurate, the licensee has not provided up-to-date accurate information to the Clerk sufficient to allow the Clerk to conclude that the licence should be maintained as valid and subsisting;
- (5) The fee payable in respect of the licence has not been paid.
- (6) No licence shall be revoked under this by-law, except after a hearing by the Police Services Board or after the licensee has been given the opportunity for such a hearing, in accordance with the Statutory Powers Procedure Act.
- (7) Failure to comply within thirty (30) days to the provisions of this by-law shall result in the revocation of the licence. The Police Services Board may grant a reasonable extension of time to the holder of the licence in order to comply with the provisions of this by-law.
- (8) If the licence is revoked, all licence fees are nonrefundable based on the costs associated with administering the application.
- (9) Once issued there shall be no return of any licence fee.

9. CONTRAVENTION

Any person violating any of the provisions of this by-law is guilty of an offence and on conviction shall be liable to a penalty pursuant to the Administrative Monetary Penalties By-law as approved by Council. Set fines may be established for certain offences contained in this by-law.

10. ULTRA VIRES

Should any sections of this by-law, be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

11. GENERAL

- (a) That Schedule "A" shall constitute part of this by-law.

- (b) That Section 3 of By-law 2-95 and all other by-laws previously passed that are inconsistent with the provisions of this by-law are hereby repealed in its entirety.
- (c) The provisions of this by-law shall come into force and take effect upon the passing thereof. Holders of a Valid 2023 Refreshment Vehicle license, on the date of passing this by-law, may continue to operate until December 31, 2023.

READ AND PASSED, SEALED AND SIGNED THE xxth DAY OF JUNE 2023.

Mayor

Clerk

SCHEDULE “A” to BY-LAW xx-2023

Schedule of Fees and Penalties

Refreshment Vehicle Licensing By-Law

The fees listed herein shall be the annual licence fees (January 1 to December 31) for refreshment vehicles unless otherwise provided herein or detailed in Section 2 b) the by-law.

Refreshment Vehicle Annual	\$600.00/vehicle
Refreshment Vehicle Temporary	\$150.00/vehicle to a maximum of three (3) consecutive days
Food Wagon Structure Modification	\$50.00/request
Festival/Tradeshow Event*	\$600.00 per Festival/Tradeshow Event to maximum of 6 consecutive days
Administrative Monetary Penalties	\$100.00 for 1 st failure to comply with any part of the licensing system
	\$200.00 for 2 nd failure to comply with any part of the licensing system
	\$400.00 for 3 rd and subsequent failure(s) to comply with any part of the licensing system

* In accordance with the provisions of this by-law, fees may be waived for charitable refreshment sales, festivals or tradeshow of a broad community nature. However, license(s) must still be obtained and the events must comply with provisions of this by-law.

If the licence is revoked, all licence fees are non-refundable based on the costs associated with the administering the application. Once issued there shall be no return of any license fee.

		Date Req'd
Information Purposes	X	May 15 '23
Policy / Action Req'd		
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 37-2023

Date: May 15, 2023

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

RE: Capital and Operating Projects Update May 2023

Recommendation:

For information.

Background / Analysis:

The following table outlines the status of various 2023 Capital and Operating projects.

2023 Capital and Operational Projects

Description	Estimated Cost	Status
Recreation Complex	19,300,000	Arena completion this summer, outdoor field layout to Council in June
Water Tower Replacement	6,900,000	Tender to be released in May, results to Council in June
Edward Street Overpass Work	1,087,356	Bridge work commenced, on target to be completed by end of August
F Dock and Gas Dock	225,000	Docks have been delivered; commissioning is occurring.
Fire Department Replacement Gear	30,000	Occurs throughout the year.
Play Structure deficiency fixes	10,000	Occurs throughout the year.
Repave path north of pool – reconstruct and widen to 2 metres	44,000	To occur this summer.

		Date Req'd
Information Purposes	X	May 15 '23
Policy / Action Req'd		
Strategic Plan		

Description	Estimated Cost	
Donate to the Brockville and District Hospital Foundation Donation – Year 6	30,000	To occur in the latter part of the year.
Town Hall Flat Roof (portion)	20,000	Will be determined after investigation report is received in coming months.
Town Hall HVAC replacements (1)	20,000	Will be determined based on evaluation of units.
Pop-up Site Upgrades, Lighting, Seating, Signage, Power	15,000	In progress.
Offer Collection day for food compost to reduce garbage waste	10,750	Campaign in progress
Marina Sewage Pumps	10,000	In progress.
Marina Bathroom Clean-up and Ductless	6,500	Completed
Pave gravel portions of Heritage Trail	5,000	Will occur in summer.
Swings added to Centennial Park	7,500	Currently sourcing swing set.
Pave the walkway from the parking lot down to the waterfront trail east of the marina	20,000	Will occur in summer.
Amenities for divers including change area and washrooms	7,500	On order.
Utilize Tourism Smart Phone Application	15,000	Will occur in 2 nd half of year.
Drone for use in Building Department for at height inspections	4,500	Currently sourcing.
Zoning Bylaw Comprehensive Review	50,000	Will start following the approval of the Official Plan by Province
Change crosswalks at King and Centre and King George and King and St. Lawrence.	20,000	Quote received and contractor selected.



		Date Req'd
Information Purposes	X	May 15 '23
Policy / Action Req'd		
Strategic Plan		

Alternatives:

None.

Environmental Implications:

The Town continues to focus on active transportation projects that reduce the overall carbon footprint of transportation. The FoodCycler Pilot program is off to a good start which will reduce the amount of food waste that will go to landfill sites while producing a by-product that can be used in the garden.

Financial Implications:

All projects are on budget at this time.

Attachments:

None

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer

Submitted by:

Nathan Richard
Director of Operations

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 15 '23
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 38-2023

Date: May 15, 2023

From: Matthew Armstrong, Chief Administrative Officer and Treasurer

RE: Closed Circuit Television (CCTV) Grant Program

Recommendation:

That Council direct Staff to submit an application under the Closed-Circuit Television (CCTV) Grant Program for up to \$100,000.

Background / Analysis:

The Ministry of the Solicitor General has announced that the Ontario Closed Circuit Television (CCTV) Grant Program for fiscal year 2023-2024 is now open for application submissions. This one-year grant intends to expand CCTV systems in more municipalities, as part of the Ontario Guns, Gangs and Violence Reduction Strategy (GGVRS).

The GGVRS is being implemented in a manner that balances the government's policy objective to deliver a comprehensive and effective solution to guns and gangs, with the government's fiscal priorities and commitments. As part of the GGVRS, investments have been made to fight gun and gang violence through enforcement, intervention, and prevention. The Ontario CCTV Grant Program has been able to further support police services and the communities they serve to increase community safety.

The Ontario CCTV Grant Program is available to all municipal and First Nations police services, as well as the Ontario Provincial Police (OPP) contract and non-contract locations and will provide one-time funding to successful applicants in 2023-2024.

Successful Ontario CCTV Grant recipients will be required to report back on Priority Specific Indicators. The ministry's overall goal of this grant funding is to increase public safety by working with policing and community partners to provide the resources and tools they need to keep Ontario's communities safe and resilient.

		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 15 '23
Strategic Plan		

This funding will assist and/or contribute towards the ministry's overall goal by providing police services with additional resources (officer training, new and upgraded equipment, etc.) to implement projects under the 2023-2024 Ontario CCTV Grant cycle.

At least one category must be selected to report on.

1. Reduction in the Incidence of Violent Crime
2. Ensuring People Feel Safe and Secure
3. Increasing Support to Front-line Officers

The OPP will provide the necessary violent crime statistics for the last five years which will be used to identify where CCTV cameras should be located in the municipality.

The Prescott Police Services Board is scheduled to meet on May 24th and will review the funding application at that time, violent crime statistics, and where CCTV cameras would best be placed.

Alternatives:

Council could decide to change, modify, or not proceed with a grant application under the program at this time.

Environmental Implications:

None

Financial Implications:

The Ontario Closed Circuit Television (CCTV) Grant Program provides 50% funding of eligible project costs up to \$200,000. Council could allocate \$50,000 from the Fiscal Policy reserve to this project which at 50% allow for a total project of up to \$100,000. If the funding application is not successful, the project will not proceed without further analysis. The deadline for applications for this funding program is June 2, 2023.



		Date Req'd
Information Purposes		
Policy / Action Req'd	X	May 15 '23
Strategic Plan		

Attachments:

- Ontario Closed Circuit Television (CCTV) Grant Program – Funding Application Guidelines

Submitted by:

Matthew Armstrong
Chief Administrative Officer & Treasurer

Funding Application Guidelines

Grant Program: Ontario Closed Circuit
Television (CCTV) Grant Program

Grant Term: 2023-2024 (one year)

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INTRODUCTION

Please note:

- This document is to assist you in completing the Ontario Closed Circuit Television (CCTV) Grant Program application form and provides information and guidance that should be reviewed prior to filling out the application form.
- These application guidelines and instructions outline the grant process and contain information on eligibility criteria, outline outcomes and performance indicators, the application review process, selection criteria, and more.

Ontario Closed Circuit Television (CCTV) Grant Program 2023-2024 (one year)

The Ministry of the Solicitor General (ministry) is pleased to announce that the Ontario Closed Circuit Television (CCTV) Grant Program for fiscal year 2023-2024 is now open for application submissions. This one-year grant intends to expand CCTV systems in more municipalities, as part of the [Ontario Guns, Gangs and Violence Reduction Strategy \(GGVRS\)](#).

The GGVRS is being implemented in a manner that balances the government's policy objective to deliver a comprehensive and effective solution to guns and gangs, with the government's fiscal priorities and commitments. As part of the GGVRS, investments have been made to fight gun and gang violence through enforcement, intervention, and prevention. The Ontario CCTV Grant Program has been able to further support police services and the communities they serve to increase community safety.

The Ontario CCTV Grant Program is available to all municipal and First Nations police services, as well as the Ontario Provincial Police (OPP) contract and non-contract locations and will provide **one-time** funding to successful applicants in 2023-2024.

IMPORTANT: Applicants applying for the Ontario CCTV Grant Program will be required to pay for **50 per cent** of the project costs with the ministry providing funding for the remaining 50 per cent, for up to \$200,000.

Please see eligibility below for more details.

ELIGIBILITY CRITERIA

Who is Eligible?

- Municipal and First Nations police services and OPP contract/non-contract locations.
- **Note: OPP non-contract** locations are eligible to apply for one application per region (Central Region, East Region, North East Region, North West Region, and West Region) and must submit applications through OPP headquarters (i.e., a total of 5 applications max).
 - All OPP non-contract locations must submit their application(s) to Ashley Dunning via email at Ashley.Dunning@opp.ca.

What is Eligible?

- CCTV cameras and associated costs. This could include:
 - Purchasing of CCTV cameras to be installed in communities/business areas.
 - CCTV installation costs.
 - CCTV associated supplies/software.
 - **All projects must be new or have a new component.**

Funding Amounts:

- Applicants can submit only **ONE** application per police service or for OPP non-contract locations, **ONE** application per region.
 - The **maximum funding request from the ministry for each project is \$200,000** for fiscal year 2023-2024.
 - **As noted above, applicants applying for this grant will be required to pay for 50 per cent of the project cost. For example, if your total project cost is \$400,000, the applicant must commit \$200,000 (50 per cent) of their own funds towards the project and the province would cover the remaining \$200,000 (50 per cent).**
 - Police services may want to consider using their financial contribution towards the following budget items to support their CCTV project:
 - Community consultations and communications relating to placement/installation of CCTV cameras.
 - Training on equipment (i.e., training to support video review, etc.).

Outcomes/Performance Measures:

- Applicants must track and collect the required Priority Specific Indicators.

What is NOT Eligible (i.e., the grant will not cover expenses related to the items outlined below):

- Police officer's salaries and benefits.
- Funding that requests offsetting current policing operating budgets, for example officer equipment and supplies that are not related to the project.
- Out of province expenses (e.g., travel costs).
- Facial recognition technology and body-worn cameras.

OUTCOMES & PERFORMANCE INDICATORS

Successful Ontario CCTV Grant recipients will be required to report back on Priority Specific Indicators. The ministry's overall goal of this grant funding is to increase public safety by working with policing and community partners to provide the resources and tools they need to keep Ontario's communities safe and resilient.

This funding will assist and/or contribute towards the ministry's overall goal by providing police services with additional resources (officer training, new and upgraded equipment, etc.) to implement projects under the 2023-2024 Ontario CCTV Grant cycle.

Please follow the steps below to fill out the Performance Measures section of the document:

STEP ONE: Select **at least one** Priority to report on:

1. Reduction in the Incidence of Violent Crime
2. Ensuring People Feel Safe and Secure
3. Increasing Support to Front-line Officers

STEP TWO: Select the Indicators to be measured for the Priority Specific Indicators – select at least **two indicators** to report on.

Reduction in the Incidence of Violent Crime (Priority one)

Indicators

- # of reported violent crimes in identified areas.
- # of shootings in identified areas.
- # of gang-related activities in identified areas.

Ensuring People Feel Safe and Secure (Priority two)

Indicators

- # and/or % of investigations leading to charges laid
- # and/or % of community members who indicate that they feel safe
- # of cameras installed over the funding period in identified areas

Increasing Support to Front-line Officers (Priority three)

Indicators

- # of potential suspects identified by CCTV post-incident
- # of potential victims identified by CCTV post-incident
- # of potential witnesses identified by CCTV post-incident
- # and/or % of investigations assisted by CCTVs

- # of downloads from designated cameras for investigative purposes
- # and/or % of cases in which there is CCTV video footage
- # of total number of charges laid for cases in which there is CCTV video footage

STEP THREE: Input your target/goals for the entire grant cycle from April 1, 2023, to March 31, 2025).

STEP FOUR: Input where your data is being provided from (this will be a dropdown menu). This will explain if the data is provided through project-based data, unit-based data, police service wide data, or other.

STEP FIVE: Use this section if you selected “other” under step four.

Example Priority Specific Indicators Chart

Priority	Indicator	Goal/Target (Project Term)	Data Captured Based on (example, project based, unit based, police service based, other)	Data Captured Based on Other (please explain where the data was captured from if "Other")
Reduction in the Incidence of Violent Crime	# of reported violent crimes in identified areas.	10	Other	Multiple units that include Traffic Unit and Guns and Gangs Unit.
Ensuring People Feel Safe and Secure	# of cameras installed over the funding period in identified areas	8	Project Based	N/A
Increasing Support to Front-Line Officers	# of downloads from designated cameras for investigative purpose	50	Project Based	N/A

APPLICATION REVIEW AND ASSESSMENT CRITERIA

All applications submitted by the deadline will be reviewed and assessed by a formal Review Committee, comprised of representatives and subject matter experts from within and outside the ministry. The Review Committee’s primary mandate will be to review and evaluate applications, to ensure that eligibility criteria are met, and to confirm that applications have clear objectives, specific activities to achieve those objectives, an evaluation strategy, and performance measures that track the successes of the project.

The Review Committee will make recommendations for funding to the Solicitor General. Below is the Selection Criteria that the Committee will use to score applications, where indicated each bullet will be scored out of 3, as follows:

- 3** – Application meets all eligibility criteria
- 2** – Application meets most eligibility criteria
- 1** – Application meets eligibility criteria to some extent

0 – Application does not meet eligibility criteria

SELECTION CRITERIA

Please review the following Selection Criteria carefully. The descriptions below outline important questions that must be addressed for each criterion and must be followed when completing your application. Please ensure you answer each component of every question.

1. Demonstrated Need/Objectives (6 points total):

- How/why did you determine that there is a need for this equipment for your organization?
 - Provide current and reliable statistics and evidence of gun and gang crime in your community or specific to the area where you are looking to use this equipment, as appropriate.
- What is the overall objective(s) of the project and what steps will be taken to achieve these objective(s)?

2. Project Work Plan/Activities (6 points total):

- Complete the chart outlined in the application:
 - Key Milestones: Indicate the key milestones for your project.
 - Activities: Describe in detail all the activities that are associated with achieving the key milestones.
 - Timelines: Identify the start date and end date associated with your key milestones and activities. Please ensure that milestones and activities are reasonable to achieve/complete during the duration of this grant cycle.

3. Project Budget (4 points total):

- Complete the chart outlined in the application.
 - Indicate all your budget items that are associated with this request.
 - Described in detail the need/use for each budget item that requires ministry funding.
 - ***Also, please indicate that you will be able to cover or pay for 50 per cent of the total project costs.***

4. Performance Measures (4 points total):

- Complete the chart outlined in the application. Please see pages four and five of these Guidelines for more details.

CONTRACTUAL AGREEMENT

As a requirement of providing funding, the ministry will enter into a Transfer Payment Agreement (TPA) with the police services board (PSB) approved under the Ontario CCTV Grant Program. Funds will be released to the PSB after the TPA is fully executed. The project funds must be used for the purposes described in the application and according to the terms of the TPA.

Standard government procedures regarding grants will be followed. The TPA will outline:

- Purposes for which the grant will be used;
- Commitments to be undertaken or specific activities to support the application;
- Interim and final reporting dates and requirements, including performance measures; and
- Funding disbursement schedule.

Please note, if funding is approved for your application, the TPA may be for a two-year term in order for the ministry to collect appropriate performance measures associated with your project. Payments will be paid in full and funding must be spent in the first Fiscal Year 2023-2024.

APPLICATION DEADLINE

All applications must be submitted through Transfer Payment Ontario (TPON) as well as to the ministry contacts by email at Ramanan.Thanabalasingam@Ontario.ca and Silvana.Burke@Ontario.ca by **4:00 p.m. Eastern Standard Time on June 2, 2023**.

Submissions that are late or incomplete will not be considered for funding; no exceptions will be permitted.

More details on the application process, including accessing the application and applying through TPON, are outlined below under “Instructions on Filling Out Application Form”.

MINISTRY CONTACTS

If you have any questions regarding the Ontario CCTV Grant or these guidelines, please contact Ram Thanabalasingam at (647) 532-8128 or by email at Ramanan.Thanabalasingam@Ontario.ca or Silvana Burke at (647) 532-8246 or by email at Silvana.Burke@Ontario.ca.

INSTRUCTIONS ON FILLING OUT APPLICATION FORM

Transfer Payment Ontario (www.ontario.ca/GetFunding) is the Government of Ontario's online transfer payment management system. It provides one window access to information about available funding, how to submit for Transfer Payment (TP) funding, and how to track the TP status of your submission.

Getting Started

- All organizations must be registered with Transfer Payment Ontario in order to submit the intake form to request funding for this TP program.
 - The form must be submitted online, in either English or French through Transfer Payment Ontario.
- **Existing Transfer Payment Ontario users:** If your organization is already registered with Transfer Payment Ontario, you do not need to register again. Log in to Transfer Payment Ontario to access and submit an intake form.
- **New users to Transfer Payment (TP) Ontario:** If you are a new user of Transfer Payment Ontario, you will need to:
 1. [Create a One-key account](#);
 2. [Register your organization](#) or [Join an existing organization](#)
 3. [Request access to TP Ontario](#).

NOTE: Google Chrome web browser and Adobe Acrobat Reader DC are required to access funding opportunities and download required forms from TP Ontario. For more information and resources visit the [Get Help](#) section of our website.

Technical Support

For technical support related to the Transfer Payment Ontario including assistance with registration, and intake form, please contact TP Ontario Client Care:

- Monday to Friday 8:30 a.m. to 5:00 p.m. Eastern Standard Time (EST).
- Toronto: 416-325-6691
- Toll Free: 1-855-216-3090
- TTY/Teletypewriter (for the hearing impaired): 416-325-3408 / Toll free: 1-800-268-7095
- Email: TPONCC@ontario.ca

NOTE: ALL APPLICATIONS MUST BE SUBMITTED ON-LINE AND A COPY OF THE APPLICATION MUST ALSO BE EMAILED TO THE MINISTRY CONTACTS LISTED IN THESE GUIDELINES.

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NO. xx-2023

A BY-LAW TO APPOINT MEMBERS TO THE COMMITTEE OF ADJUSTMENT/PROPERTY STANDARDS COMMITTEE FOR THE TERM OF COUNCIL EXPIRING NOVEMBER 14, 2026

Being a by-law to appoint members to the Committee of Adjustment/Property Standards Committee for the term of Council expiring November 14, 2026

WHEREAS Section 5(1) of the *Municipal Act, 2001*, provides that the powers of a municipal corporation are to be exercised by its council; and

WHEREAS Section 5(3) of the *Municipal Act, 2001*, provides that the powers of every council are to be exercised by by-law; and

WHEREAS Section 44(1) of the *Planning Act, R.S.O. 1990 c. P13* authorizes the council of a municipality to pass a by-law to appoint a Committee of Adjustment for the municipality; and

WHEREAS Section 15.6(1) of the *Building Code Act*, authorizes the council of a municipality to provide for the establishment of a Property Standards Committee comprised of no fewer than three persons; and

WHEREAS pursuant to Section 45(1) of the *Planning Act*, the Committee of Adjustment, upon the application of the owner of any land, building or structure affected by any by-law that is passed under section 34 or 38, or a predecessor of such sections, or any person authorized in writing by the owner, may, despite any other Act, authorize such minor variance from the provisions of the by-law, in respect of the land, building or structure or the use thereof, as in its opinion is desirable for the appropriate development or use of the land, building or structure, if in the opinion of the committee the general intent and purpose of the by-law and of the official plan, if any, are maintained; and

WHEREAS the Council of the Corporation of the Town of Prescott deems it necessary and desirable to appoint members to the Committee of Adjustment/Property Standards Committee;

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

1. The following persons shall be appointed to the Town of Prescott's Committee of Adjustment/Property Standards Committee for the term of Council expiring November 14, 2026:

Laurie Bosnall
Jim Hutton
Daniel Slunder
Craig Worden
Luis Zelayeta

2. This by-law shall take effect and come into force upon final passage.
3. 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 repealed.

READ AND PASSED, SIGNED AND SEALED THE 15TH DAY OF MAY 2023.

Mayor

Clerk



MUNICIPALITY OF
SHUNIAH

COUNCIL RESOLUTION

Resolution No.: 152-23

Date: Apr 25, 2023

Moved By: _____

Seconded By: _____

WHEREAS, Enbridge recently made an announcement of their intention to begin charging third-party contractors and other utilities \$200 CAD (plus applicable taxes) for utility locates where a field locate is required;

AND WHEREAS, third-party contractors include Ontario municipalities;

AND WHEREAS, these locate requests are only required as Ontario municipalities have allowed utilities to use municipal right of ways at no charge to the utilities;

AND WHEREAS, this announcement of new downloaded costs will negatively impact the budgets of Ontario municipalities which are already burdened;

AND WHEREAS, if Enbridge is successful in implementing this new charge, a precedence is set for other utility companies to also begin charging for locates;

THEREFORE IT BE RESOLVED, that the Municipality of Shuniah strongly opposes these utility locate costs being downloaded to Ontario municipalities by Enbridge Gas or other utilities;

TO 3RD PARTY CONTRACTORS INCURSING
AND THAT, the Province of Ontario's Ministry of Public and Business Service Delivery make it clear that these costs must be borne by the utilities themselves;

AND THAT, this decision be forwarded to Minister of Public and Business Service Delivery Kaleed Rasheed, Minister of Infrastructure Kinga Surma, Minister of Energy Todd Smith, Premier Doug Ford, Lise Vaugeois MPP, Kevin Holland MPP, the Association of Ontario Road Supervisors and the Association of Municipalities of Ontario.

☒ **Carried**

☐ **Defeated**

☐ **Amended**

☐ **Deferred**

Signature

Municipality of Shuniah, 420 Leslie Avenue, Thunder Bay, Ontario, P7A 1X8



City of Stratford
Corporate Services Department
Clerk's Office
City Hall, P. O. Box 818
Stratford, Ontario N5A 6W1
Tel: 519-271-0250, extension 5237
Email: clerks@stratford.ca
Website: www.stratford.ca

April 17, 2023

Via email: ltcminister@ontario.ca

Ministry of Long-Term Care
6th Floor, 400 University Avenue
Toronto, ON M5G 1S5

Dear Hon. Paul Calandra:

Re: Resolution – Use of Long-Term Care Funding to Support Community Care Services

At their April 11, 2023 Regular Council meeting, Stratford City Council adopted the following resolution requesting the provincial government to support community driven home care services through the redirect of ministry beds in abeyance funding:

THAT staff be requested to send a letter to the provincial government to endorse the redirect of current ministry beds in abeyance funding towards the support of community care services.

We kindly request your support and endorsement.

Sincerely,

Chris Bantock

Chris Bantock
Deputy Clerk

cc: Premier Doug Ford
Matthew Rae, MPP
Association of Municipalities of Ontario
All Ontario municipalities



PROCLAMATION
June 2023
Pride Month

WHEREAS the Town of Prescott strives to be a safe, welcoming, and inclusive community for all; and

WHEREAS the Town of Prescott recognizes that diversity is a vital and integral part of our community that is celebrated and strengthens our town, and we should take pride in our identities and never feel we must hide who we are at work, school, or within our families and communities; and

WHEREAS the community of the Town of Prescott is immeasurably enriched by the diversity of our people, including those members of the Two-Spirit, Lesbian, Gay, Bisexual, Transgendered, Queer + (2SLGBTQ+) communities; and

WHEREAS acknowledging and participating in Pride underscores and affirms our respect for the dignity, equality, and visibility of 2SLGBTQ+ peoples and families; and

NOW THEREFORE, the Council of the Corporation of the Town of Prescott does hereby proclaim the month of June 2023 as **Pride Month** in the Town of Prescott and encourage all citizens regardless of sexual orientation, to celebrate together in recognition of the rainbow of diversity with which our 2SLGBTQ+ community contributes to the Town.

Dated and signed this 15th day of May 2023, in the Town of Prescott.

Gauri Shankar, Mayor

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 22-2023

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE COUNCIL
MEETING HELD ON MAY 15, 2023**

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

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

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

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

READ AND PASSED, SIGNED AND SEALED THE 15th DAY OF MAY 2023.

Mayor

Clerk